



# LERWICK COMMUNITY COUNCIL

[www.lerwickcc.org](http://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](mailto: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](mailto:clerk@lerwickcc.org.uk)

28th April 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 2 May 2016**.

The next meeting of Lerwick Community Council will be on Monday 6 June 2016.

Yours faithfully,

*Marie Sandison*

Marie Sandison  
Clerk to the Council

## LCC Members Literature in Office

Shetland Amenity Trust – Annual Report 2014/2015

Scotland Bulletin – Spring 2016 – The Crown Estate

## **BUSINESS**

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 4 April 2016
4. Business arising from the minutes
5. New AHS Construction – In attendance - Mark Clarke (Project Manager, Morrison Construction), Helen Budge (Director, Children’s Services, SIC) Trevor Smith (Project Manager, Capital Programmes, SIC)
6. LOOT for LERWICK – Lerwick Applications and Participatory Budgeting Updates
7. Correspondence
  - 7.1 School Transport Stop Assessment Reports
  - 7.2 Pelican Crossings – Dave Coupe – Executive Manager, Roads, SIC
  - 7.3 Yellow Lines – Dave Coupe – Executive Manager, Roads, SIC
  - 7.4 Flower Park Sports Facilities – Magnus Malcolmson, Team Leader, Leisure Facilities, SIC
  - 7.5 Community Path Staney Hill Grant Application – John Duffy – Paths for All
  - 7.6 Living Lerwick Christmas Lights Grant Receipt – Christena Irvine, Manager, Living Lerwick
  - 7.7 Scottish Rural Parliament Local Event – Sue Beer, Development Worker, VAS
  - 7.8 Community Empowerment (Scotland) Act 2015 Consultation of Draft Regulations
  - 7.9 Tesco Bags of Help Greenspace Funding
  - 7.10 CDF PB Pilot Project Funding ‘16/’17 – Michael Duncan, Community Planning & Dev, SIC
  - 7.11 CDF Project Upgrade Lighting at Clickimin Broch – Michael Duncan, Community Planning
  - 7.12 Water & Sewerage Exemption Scheme ‘16-’17 – Business Stream
  - 7.13 Clerk Pay Rate & SIC Salary Scales – Corinne Dalziel, Administration Assistant, ASCC
8. Grant Applications
  - 8.1 British Royal Legion Lerwick Pipe Band – New Uniforms – Irene Hamilton, Treasurer
9. Planning Applications
  - 9.1 2016/124/PPF – Erect Student Accommodation - 68 Commercial Road, Lerwick, ZE1 0NJ – Cityheart Limited
  - 9.2 2016/156/PPF – To build 9no. housing units (5no. – 2 person/2 apartment, 3no. – 3 person/3 apartment and 1no. 6 person/5 apartment) on site for which planning permission exists for housing – Hill Grind, Lerwick, ZE1 0GT – Hjaltland Housing Association Ltd
10. Finance
  - 10.1 Core Funding Financial Report 27 April 2016
11. A.O.B.

**MONDAY 4 APRIL 2016**

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

**Members**

Mrs A Simpson	Mr J Anderson
Mr A Johnston	Mr A Wenger
Ms K Fraser	Mr S Hay
Mr P Coleman	Mr J Fraser

**Ex-Officio Councillors**

Cllr M Bell	Cllr P Campbell
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**In Attendance**

P C Lauren Stork, Police Scotland  
Mr Andrew Blackadder, A B Associates  
Mr Alastair Hamilton, A B Associates  
Mrs Pat Christie, Community Planning & Development Officer  
Mrs M Sandison, Clerk to the Council

**Chairman**

Mr J Anderson, Chairman to the Council presided.

04/16/01

**Circular**

The circular calling the meeting was held as read.

04/16/02

**Apologies for absence**

Apologies for absence were received from Mr A Carter, Mr A Henry, Mr W Spence, Mr D Ristori, Mr Ian Russell, Miss S Sandison, Cllr C Smith, Cllr A Wishart, Cllr J Wills, and Cllr M Stout.

04/16/03

**Minutes**

The minutes of the meeting were approved by Mrs A Simpson and seconded by Ms K Fraser.

04/16/04

**Business Arising from the Minutes**

**Rock-breaking**

Mr A Wenger mentioned that his comments last month were not about the rock breaking taking place in general, but only the problem with it happening on a Sunday.

**Morrison Construction**

Mr Anderson explained that Mark Clarke, Project Director for Morrison Construction was to be invited to the next meeting.

**(Action: Clerk to the council)**

**Haldane Burgess**

Mr Anderson said that the reply from Roads had not mentioned the flooding at Haldane Burgess Crescent; this was to be followed up for the next meeting.

**(Action: Clerk to the council)**

04/16/12

**Police Scotland Report**

Mr Anderson welcomed PC Lauren Sturrock to the meeting.

PC Sturrock informed members that the Police had been proactively dealing with the street traffic and parking issues. A number of fixed penalties had been issued.

The Police Questionnaire was mentioned and PC Sturrock encouraged the community council to fill it in. It was agreed to complete this and email it to Headquarters.

PC Sturrock asked if anyone had any questions.

Mr Anderson said that he was pleased to hear that the street traffic was been clamped down on and that parking tickets issued were now into double figures.

Mr Anderson mentioned that community councillor, Alastair Henry had emailed through comments regarding the faded yellow lines on the street and signage. The email was read to members.

Members discussed the need for yellow lines and it was agreed to write to Roads and ask for these to be re-painted.

**(Action: Clerk to the council)**

Mrs Simpson stated that notices were in-place to highlight the pedestrian area. She suggested the use flashing lights or perhaps CCTV camera so that the Police could watch and identify vehicles.

PC Sturrock replied that it was difficult to identify vehicles and pick-up the registration details. She explained the back-log of work that would be created watching footage and suggested the use of social media to get the word out. Fines of thirty pound and forty pound had been issued and these would be a deterrent.

Mr Fraser wanted to highlight the fact that the 101 telephone number, that the public were encouraged to use was not free. He was concerned that young people with no credit would perhaps have no way of making contact.

PC Sturrock suggested completing the questionnaire and mentioning this there and having access to a local number.

Mr Hay stated he was unclear about the distinction between using the 101 number and 999. He asked when the use of 101 was appropriate.

PC Sturrock replied that if there were no threats to life or property then 101 would be appropriate. She said that the use of 999 was to be used in an emergency situation.

Mr Anderson thanked PC Sturrock.

**PC Sturrock left at 7.15pm**

04/16/05

**Hjaltland Housing Association Staney Hill Development – Andrew Blackadder and Alastair Hamilton, A B Associates Ltd.**

Mr Anderson welcomed Mr Blackadder and Mr Hamilton to the meeting.

Mr Hamilton said that planning consent was given over a year ago. A principle condition was that a masterplan be prepared. A team consisting of the Hjaltland Housing Association, Andrew Blackadder and himself wanted to hear from everyone with an interest in the area of the development, residents and the community council. Some pupils from Anderson High School S4 were to be involved in some way.

He informed members that at every stage leaflets and public drop-in, workshops, website, Facebook, advertising and questionnaires would be used. They were looking at the initial ideas and what the constraints were for the site. At a later stage towards the end of August/September, they were to form options for the development, and were also looking for comments on this.

Following that the masterplan would be drawn up towards the end of year. He said that tonight's presentation was to make the community council aware of the phases of the development, if they had any views and also who should be consulted. Mr Hamilton mentioned arranging a special meeting and workshops.

Mr Anderson enquired about the initial consultation and asked if there would be a public drop-in session in perhaps the Staney Hill area. He wondered if it would be during the day and a workshop in the evening.

Mr Hamilton mentioned the use of leaflets in the area, information in the press and radio and a questionnaire with the leaflets. Displays were to be held in the Clickimin Centre or the Toll Clock Shopping Centre for a number of weeks displaying panels and maps. This would lead up to drop-in session for the public either at Staney Hill Hall or the Clickimin Centre.

Mr Blackadder said that the plan was that the process be completed three times throughout the year, so that responses can be considered before a draft Masterplan is drawn up. While predominately housing the site could potentially contain open spaces for play, recreational use, and the option of having small employment units on site. He said it was important to consider the site development for neighbouring areas.

Mr Simpson agreed that it was not the easiest site and enquired about the use of rock breaking and the possible effect it would have on the new school.

Mr Hamilton commented that the spine road that ran east to north of the site would be the nearest part to the new roundabout. He said that the main residential development was well away from the school on the other side of the hill, the north side. He stated that it was an environmental issue to be dealt with and that there were not only mechanical ways of doing the rock breaking.

Mr Fraser pointed out that the strongest argument for having the new school sited where it is was the fact that the kids were not going to be educated on a building site.

Mr Anderson asked if there would be a series of planning applications and enquired about the initial planning outline.

Mr Blackadder said that yes the development would be spread over ten years and that funding would be stage by stage. He confirmed that there was to be an overall Masterplan design for the site.

Mr Fraser asked about plans for consultation with the people living in nearby houses and asked how they were to be approached.

Mr Blackadder replied that that would be up to Hjaltland Housing and confidential to them.

Mr Blackadder asked if the community council wanted a special meeting or if coming along and chairing a workshop would be a possibility.

Mr Anderson suggested that attending a workshop with all parties in one room would be beneficial.

Mr Wenger asked about having regular updates every so often.

Mr Blackadder replied that a website was to be established along with Facebook, so that regular updates could be compiled. He suggested that it would be helpful to have the community council involved. He stated that it was to be a long term development in Lerwick.

Ms Fraser asked about leaflets to households in the vicinity.

Mr Blackadder responded that seven hundred households would be sent leaflets; areas would include the Staney Hill, North Lochside and the North Road.

Discussion took place on the community council participation and members were happy to attend a workshop, meetings and to be fully engaged with the planning of the development.

**Mr Blackadder and Mr Hamilton left at 7.35pm.**

04/16/06

**Loot for Lerwick – Logo Competition/Application Form/PB Funding Offer**

Mr Anderson informed members about the competition held for the Logo used on the Application Form for Loot for Lerwick. He commented on the good number of entries and the winning entry from Freya Masson from Bell's Brae Primary School.

Mr Christie mentioned that Delting were moving forward with their Participatory Budgeting Event in April and three community councils in the south mainland were working together on a PB Event to be held in June.

04/16/07

**Correspondence**

### **7.1 Scottish Government Review of Strategic Police Priorities**

Mr Anderson suggested that members log in to make any comments.

### **7.2 Community Planning under the Community Empowerment Scotland Act 2015**

Following brief discussion it was suggested that this be rolled over to the next meeting and members were to feedback any comments to the Clerk. A formal response could then be sent on behalf of the community council.

### **7.3 Letter to Chief Inspector Lindsay Tulloch – Cynthia Adamson, Living Lerwick**

Mr Anderson said that it was an unfortunate accident on the street and asked if any members had any comments to make.

Ms Fraser suggested the use of flashing lights around the signs and that Living Lerwick might be interested in funding that.

Cllr Bell mentioned that there were many regulations regarding signage, but they could ask about this. He said that the Police should be congratulated on the action that they have taken. He suggested that similar action several times a year would be a helpful solution in dealing with the problem.

Mr Wenger thought that the signage didn't make a difference. He asked if drivers were even aware of the restrictions and signage in place.

Mr Knight commented that there was no publicity with fixed penalties and thought that if the numbers were published it would help. He stated the lack of a traffic warden and that Police have nothing to do with it.

Mr Anderson thought that the increase in fines would be passed around by word of mouth.

### **7.4 Paths for All**

Mr Anderson said that he was happy that we could progress with this application.  
**(Action: Clerk to the council)**

### **7.5 Da Voar Redd Up 2016**

Mr Anderson asked members if they would like to consider having community council team for this event. He enquired if Ms Fraser would be active her neighbourhood.

Ms Fraser replied that she would and invited any members to join her.

Mr Fraser mentioned areas that they were in need of a cleanup, such as near the Co-op.

Mr Anderson suggested they contact Shetland Amenity Trust for a map showing areas that are being done and any that needed volunteers.

**(Action: Clerk to the council)**

**7.6 Build Up of Grit on Road**

Mr Anderson informed members that a reply had been received from Roads and the contractors were to be contacted. He suggested that the problem at Haldane Burgess Crescent be raised again with them.

**(Action: Clerk to the council)**

**7.7 Lights for Hayfield Play Park**

Mr Anderson said that he was satisfied with the response and happy to learn that due to the current financial situation that fitting of lights was not standard.

**7.8 Bell's Brae School Trip**

Mr Anderson informed members that they had been sent a grant application form.

Mr Fraser said that he was not opposed but enquired if it was the remit of the community council to help individual families and that they might be inundated with applicants.

Mr Anderson said that they had been asked to submit a formal application and clear guidelines were in place. He suggested that by completing the proper application form with the criteria necessary the community council could then respond. He asked if all were in favour.

No objections were noted.

**7.9 Royal British Legion Lerwick Pipe Band**

Due to the lack of contact details it had been difficult for the Clerk to follow up. Mr Anderson suggested contacting Mr Leslie Angus.

It was also suggested that they be invited to perform at the PB Event in May.

**(Action: Clerk to the council)**

**7.10 Shetland Festival of Remembrance – Major A J Taylor**

It was agreed that we write and ask that a grant application form be submitted.

**(Action: Clerk to the council)**

**7.11 By-Election Result**

Mr Anderson pointed out that the community council had two vacancies and asked if members knew of anyone who might be interested in being co-opted as a member.

**7.12 Shetland Relay for Life – Martin Henderson**

All members were happy for gel filters to be installed on the lights at the Clickimin Broch during the night for this event.



**(Action: Clerk to the council)**

**7.13 Policing Questionnaire – Julian Innes, Chief Superintendent, Police Scotland**

Mr Anderson asked members if they had had time to look through the three questions.

Members discussed the issues that affected the policing priorities for the area and the reasons why these priorities were important to the community.

The community council listed the top three policing priorities for the community as being able to make contact with local police officers at all times, police tackling the misuse of drugs and alcohol and enforcing traffic fines and penalties in the town.

The community council agreed that the local police offered an excellent service and this was apparent in the high detection rates. Police officers were available to attend meetings and happy to answer questions. A monthly report was often sent through to the clerk and circulated. Mention was made again regarding the centralisation of some police services and the effects on the community.

**(Action: Clerk to the council)**

04/16/08

**Planning Applications**

Cllr M Bell and Cllr P Campbell declared an interested as members of the Planning Committee.

**8.1 2016/040/PPF – Erect Bio Mass heating cabin and underground district heating pipe work – Shetland Recreational Trust, Clickimin Centre, North Lochside – North Fish (Shetland) Ltd**

Mr Coleman asked if Historic Scotland should not be consulted due to being situated so near to the Broch.

Mr Anderson replied that the container would be situated at the back of the building and wouldn't be seen.

No objections.

**(Action: Clerk to the council)**

**8.2 2016/097/PPF – To extend existing dwelling house, form vehicle access from the street and create driveway – 13 St Sunniva Street, Lerwick – Mr George Sutherland**

No objections.

**8.3 2016/092/PPF – Retrospective change of use for Viewforth House to be used as Management Accommodation Facility – Viewforth, 13 Burgh Rd, Lerwick – Frank Allen Strang**

Mr Anderson informed members that there were to be no visible changes to the building.

Mrs Simpson mentioned that there was no problem with parking during the day as the premises had additional parking.

Ms Fraser stated that there hadn't previously been an application for the change of use for the premises.

Mr Coleman had no problem with the application and was glad to see it being used instead of standing empty.

No objections.

**(Action: Clerk to the council)**

04/16/09

**Finance**

**9.1 Core Funding Financial Report April 2016**

Mr Anderson asked if there were any comments or queries regarding the finance.

No comments.

**9.2 CC Core Funding 2016/17 – Mr Michael Duncan**

Noted.

**9.3 CDF Distribution Acknowledgement**

Mr Anderson pointed out that the amount granted, was towards the PB Funding and resulted in a total of £10,000 for the event in May.

**9.4 CDF Project – Letter – Mr Michael Duncan**

Mr Anderson explained the response from Michael due to the lack of visible results with the Information Panels project. He informed members that Eileen Brooke-Freeman was in the process of tidying them up before being sent away. They would take four weeks in production and hopefully be here before the tourist season started.

**9.5 RB Electrical Quote for LED Floodlights at Clickimin Broch**

Noted.

**(Action: Clerk to the council)**

04/16/10

**Licence Variation**

**10.1 Application for Variation of Premises Licence – Douglas Arms, 67 Commercial Road, Lerwick – George Hepburn, KGQ Hotels Ltd, c/o JW Grey & Co, Gremista, Lerwick**

Mr Fraser mentioned that this would be just to allow children to play music when accompanied by an adult.

Mr Anderson said that they were often playing as part of a band and supervised.

No objections.

**(Action: Clerk to the council)**

04/16/11

**Any Other Business**

**Pedestrian Crossing Lights**

Mrs Simpson said that the pedestrian crossing lights were still out of action near the hospital and asked about enquiring at what stage they were at with this.

Mr Anderson agreed that they would write to Roads and ask.

**Flower Park Leisure Facilities**

Mr Fraser has previously mentioned the flower park leisure facilities not permanently manned and the possibility of using Islesburgh Community Complex to collect and return from there.

The clerk informed Mr Fraser that a letter had been sent, but no reply had been received.

Mr Anderson agreed that they chase up and ask.

**(Action: Clerk to the council)**

**Loot for Lerwick/Skate Park**

Mrs Christie wanted to offer help with completion of Loot for Lerwick Application forms from herself, Elsa Manson or Michael Duncan from community planning and development.

Regarding the Skate Park she had not so far had time to get back to them, but would be doing so.

**(Action: Mrs Christie)**

**Pointing of flagstones in Lanes & Sign Poles at Ladies Drive**

Mr Wenger asked about his email regarding the flagstones and sign posts.

Mr Anderson replied that a response had been received from Mr Neil Hutchison informing the community council that the work was to be done.

**Additional agenda items**

**Cycling Community Project Funding**

Mr Anderson informed members that this item came too late for the agenda. Up to five thousand pounds was available to deliver local cycling projects. The closing date for applications was 3<sup>rd</sup> May, so tight time scale. He suggested that the Clerk circulate and if any member has any ideas to come back and also to send to Elaine Skinley who had worked on the cycling leaflet.

**(Action: Clerk to the council)**

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:** Roselyn.Fraser@shetland.gov.uk  
**Sent:** 27 April 2016 15:55  
**To:** dcc.alison@btinternet.com; clerk@lerwickcc.org.uk; clerk@gqc-communitycouncil.co.uk; clerk@dunrossnesscc.shetland.co.uk; sandwickcommcouncil@gmail.com  
**Cc:** patricia.christie@shetland.gov.uk; june.porter@shetland.gov.uk; Vaila.Simpson@shetland.gov.uk  
**Subject:** Participatory Budgeting Update  
**Importance:** High

Hello,

Could you please share this with all the members of your respective Community Councils.

Pat and I thought it would be a good idea to send out a progress update to all the community councils involved in the PB Pilot Project so that you have an understanding of how things are progressing elsewhere. Applications for the Delting and Lerwick projects have now closed and both have a good number of applications totalling more than the available funds so a good competitive process. One thing that has been noted is the very last minute nature of most of the applications but good to have plenty. I hope you are all finding the process worthwhile and we are happy to answer any questions if you have any.

Dosh for Delting Update:

- 12 applications in total
- Voting Day Saturday 14<sup>th</sup> May 6pm in the Brae Public Hall
- Posters/Flyers/Leaflets going out to advertise voting day
- Voting form & Feedback Form Completed
- Voting Day Details still to be finalised

Loot for Lerwick Update:

- 19 applications in total
- More organisation to be done i.e. finalise voting forms; book MC; etc.
- Lerwick Pipe Band to do the entertainment
- Date of Event Saturday 21<sup>st</sup> May at the Islesburgh Community Complex 10am – 1pm.

South Mainland Decides Update:

- To send press release next week
- Application forms and poster to be finalised tonight
- Floor Plan to be organised for stalls
- Levenwick hall to do the catering
- Date of Event Saturday 18<sup>th</sup> June at Sandwick Social Club – time to be confirmed

Kind Regards

***Roselyn Fraser & Pat Christie  
Community Involvement & Development Officers  
Solarhus  
3 North Ness Business Park  
Lerwick  
Shetland  
ZE1 0LZ  
01595 743879***

Find us on Facebook: [www.facebook.com/shetland.community.hub](http://www.facebook.com/shetland.community.hub)



Director of Children's Services: Helen Budge

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

To: Community Council Chair

Telephone: 01595 744000  
Fax: 01595 744074  
www.shetland.gov.uk

If calling please ask for:  
**Shona Thompson**

Direct Dial: 01595 743965

Our Ref: ST/sg/T10/ComCouncilSA/Corr/001  
Your Ref:

Date: 20 April 2016

Dear Community Council Chair

## School Transport Stop Assessment Reports

Please find enclosed the Stop Assessment Reports and Maps that I have received from the Roads Service detailing school transport in your community.

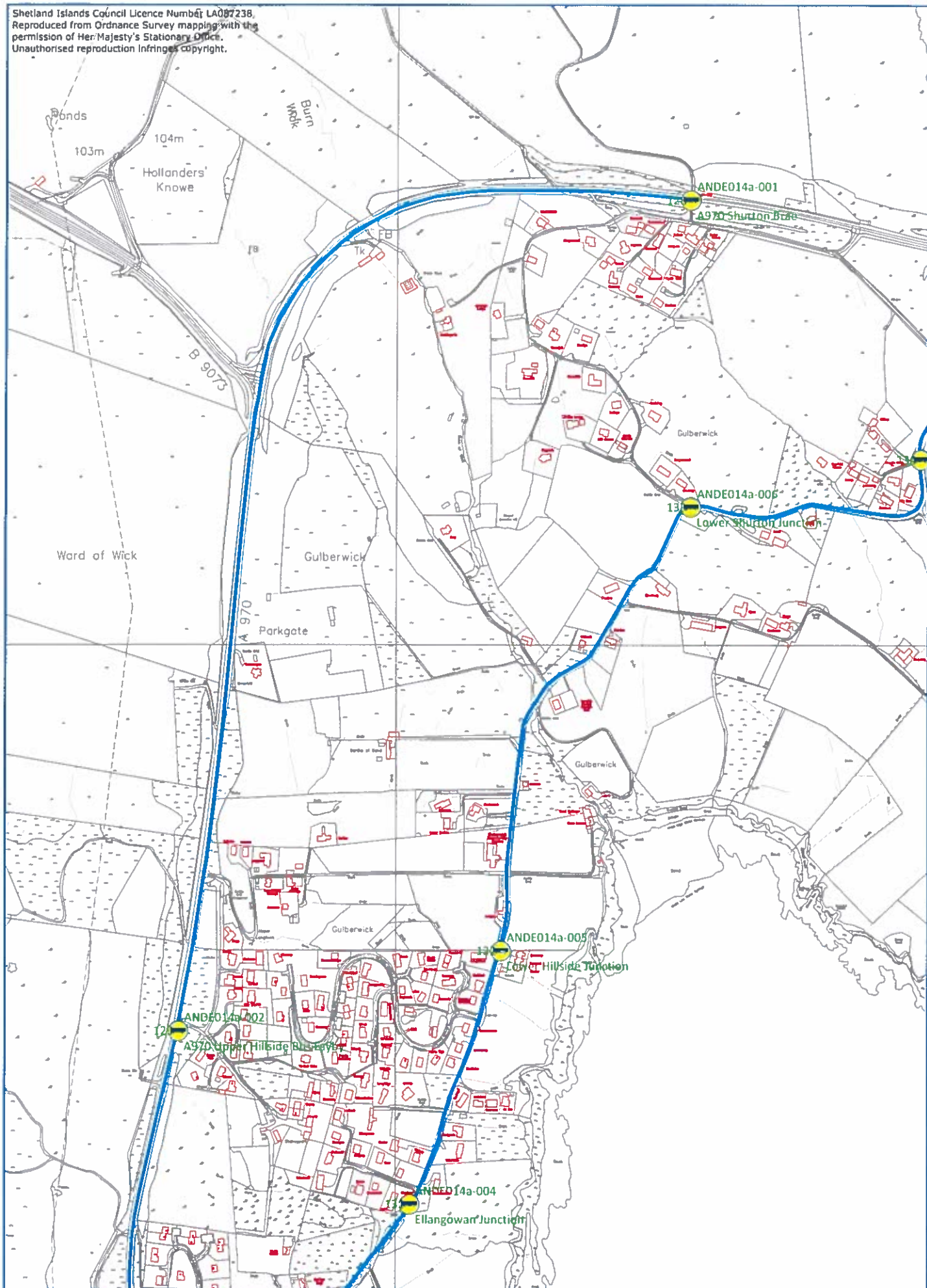
I appreciate that there has been considerable delay in me being able to send this to you. We have been waiting for transport operators to confirm their stops and routes; some have yet to do so therefore the information enclosed may not be accurate for your area. However I have taken the decision to send on to you the information that we now hold for your records.

If you require an electronic copy of this pack please do not hesitate to contact us.

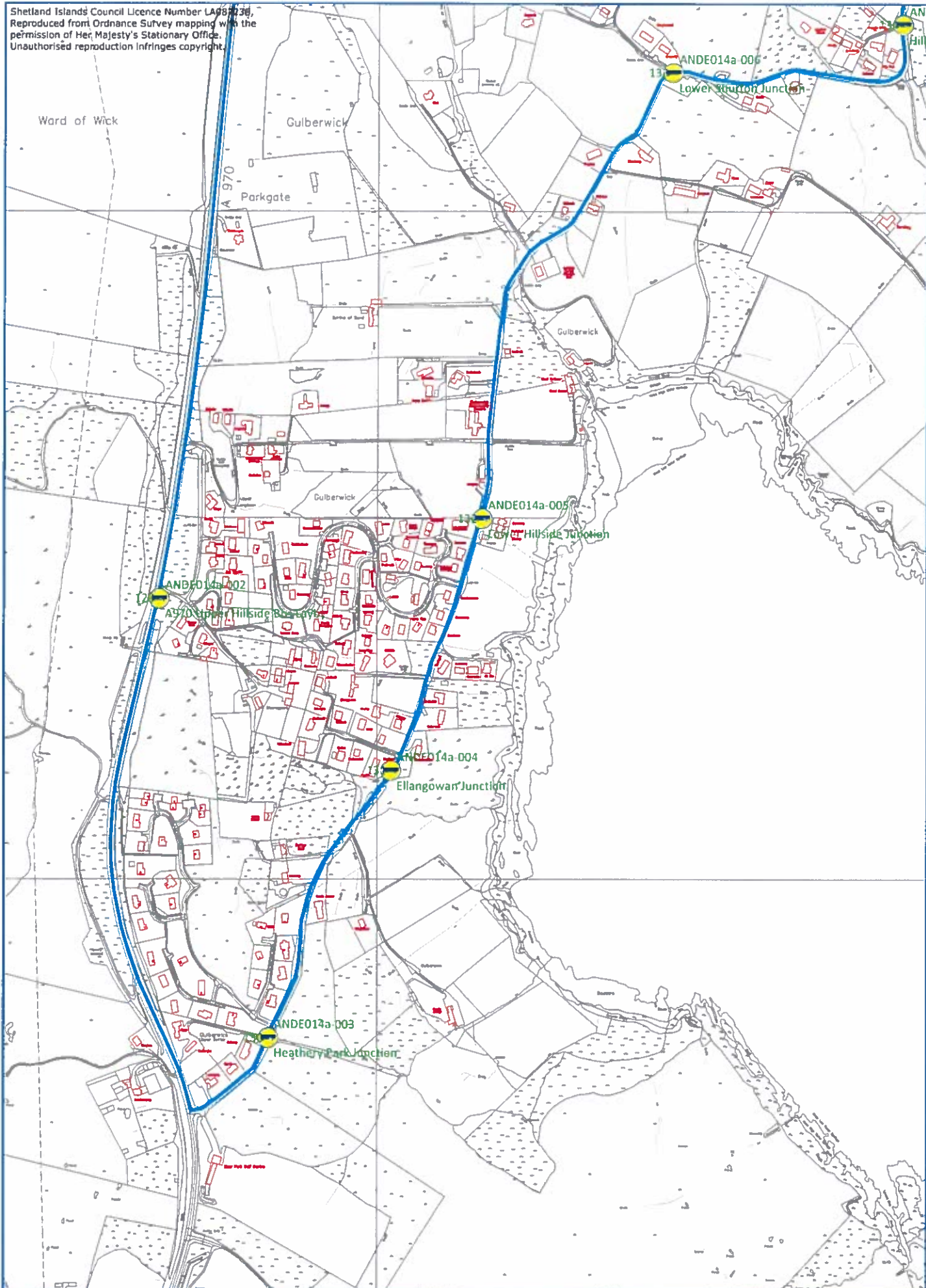
Yours sincerely

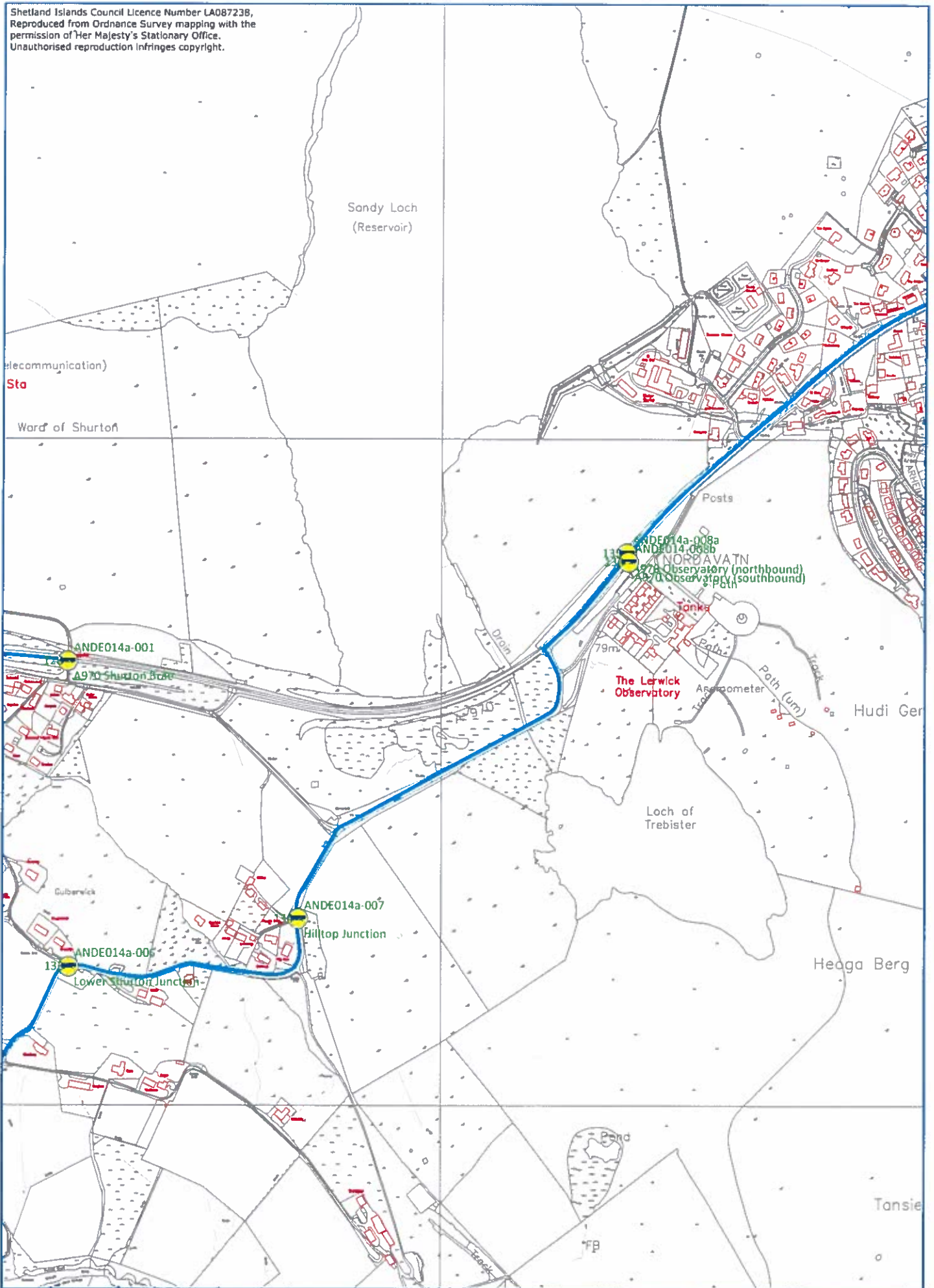
Shona Thompson  
Executive Manager – Schools

Encs











**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE014a      Stop Number: 1      Vehicle Type: Bus (70)

Stop Name: A970 Shurton Brae      Grid Ref (E): 444439  
GridRef (N): 1139666

Arrival Time (am): 08:25  
Arrival Time (pm): 15:42

Primary 1 to 3 Pupils:      Secondary Pupils: 2      Public Use:  
Primary 4 + Pupils:

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Road Number: A970      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 60mph      Average Speed:      85% Speed:

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Approach Direction 1: East      Approach Visibility 1: 160m  
*Visibility Requirement 1: 215m*

Approach Direction 2: West      Approach Visibility 2: 160m  
*Visibility Requirement 2: 215m*

Crossing Point 1: 160m

Crossing Point 2: 160m

Bus Shelter: North side of road only      Street Lighting: None

Winter Maintenance Route: Priority 1 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers: At top of road adjacent to Dunskey

Comments/ Observations: Bus can pull off road into 3.3m wide layby. The layby is 15m long with 15m tapers. Visibility for approach traffic is to the design speed of the road which is 50mph 160m. This is one departure less in terms of speed than the requirement. The verge is only 1m between the bay and the ditch.

Improvements:

Stop Location Assessment: Acceptable with Qualification

128

Surveyed by: Brian Halcrow

Survey Date: 17/07/2014

Reviewed:

Review Date:

## Shetland Islands Council

### Assessment Form for School Transport Stop Location

Qualifications:

this stop is acceptable. The stop should be looked at in order to widen the verge and to maybe provide a shelter depending on policy.

Stop Location Assessment:

128

Surveyed by:

Survey Date:

Reviewed:

Review Date:

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE014a      Stop Number: 2      Vehicle Type: Bus (70)

Stop Name: A970 Upper Hillside Bus Layby      Grid Ref (E): 443673  
GridRef (N): 1138421

Arrival Time (am): 08:27  
Arrival Time (pm): 15:44

Primary 1 to 3 Pupils:      Secondary Pupils: 14      Public Use:  
Primary 4 + Pupils:

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Road Number: A970      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 60mph      Average Speed:      85% Speed:

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Approach Direction 1: North      Approach Visibility 1: 215m+  
*Visibility Requirement 1: 215m*

Approach Direction 2: South      Approach Visibility 2: 215m+  
*Visibility Requirement 2: 215m*

Crossing Point 1: 215m+

Crossing Point 2: 215m+

Bus Shelter: 2 bay no seat except a wood      Street Lighting: None

Winter Maintenance Route: Priority 1 - Treated before transport

Accident History in Area:

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Parking for Parents/ Carers: Some are available in park junction to old section of A970 road.

Comments/ Observations: Bus pulls off road into 3.5m by 15m bus layby with tapers. Bus shelter 2m back off bus layby

Improvements: Up grade bus shelter to accommodate 14 secondary children. This will be required for the winter months and adverse weather. Seat in shelter required.

Qualifications:

Stop Location Assessment: Acceptable with Improvement

129

Surveyed by: Brian Halcrow

Survey Date: 17/07/2014

Reviewed:

Review Date:

Stop Location Assessment:

Surveyed by:

Survey Date:

Reviewed:

Review Date:

## Shetland Islands Council

### Assessment Form for School Transport Stop Location

Bus Route: ANDE014a      Stop Number: 3      Vehicle Type: Bus (70)

Stop Name: Heathery Park Junction      Grid Ref (E): 443837  
GridRef (N): 1137763

Arrival Time (am): 08:29  
Arrival Time (pm): 15:45

Primary 1 to 3 Pupils:      Secondary Pupils: 16      Public Use:  
Primary 4 + Pupils:

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Road Number: C class      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 30mph      Average Speed:      85% Speed:

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Approach Direction 1: North      Approach Visibility 1: 110m  
*Visibility Requirement 1: 90m*

Approach Direction 2: South      Approach Visibility 2: 70m  
*Visibility Requirement 2: 70m*

Crossing Point 1:

Crossing Point 2:

Bus Shelter: 4 bay with no seat      Street Lighting: None

Winter Maintenance Route: Priority 2 - Treated before transport

Accident History in Area:

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Parking for Parents/ Carers: None

Comments/ Observations: Bus stops on road across from passing place 6m in width.  
May block road at this location depending on the tail of the bus.

Improvements: Provide seat in the bus shelter

Qualifications:

Stop Location Assessment: Acceptable

130

Surveyed by: Brian Halcrow

Survey Date: 17/07/2014

Reviewed:

Review Date:

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE014a      Stop Number: 4      Vehicle Type: Bus (70)

Stop Name: Ellangowan Junction      Grid Ref (E): 444021  
GridRef (N): 1138163

Arrival Time (am): 08:30  
Arrival Time (pm): 15:46

Primary 1 to 3 Pupils:      Secondary Pupils: 4      Public Use:  
Primary 4 + Pupils:

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Road Number:      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 30mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 90m+  
*Visibility Requirement 1: 90m*

Approach Direction 2: South      Approach Visibility 2: 90m+  
*Visibility Requirement 2: 90m*

Crossing Point 1: 90m+

Crossing Point 2: 90m+

Bus Shelter: 2 bay with seat      Street Lighting: None

Winter Maintenance Route: Priority 2 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers: Own driveways

Comments/ Observations: Bus stops in road and blocks traffic. Children cross the road at house opposite to stop, there is enough room for them to wait until the bus has cleared.

Improvements:

Qualifications:

Stop Location Assessment: Acceptable

131

Surveyed by: Brian Halcrow

Survey Date: 17/07/2014

Reviewed:

Review Date:

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE014a      Stop Number: 5      Vehicle Type: Bus (70)

Stop Name: Lower Hillside Junction      Grid Ref (E): 444157  
GridRef (N): 1138541

Arrival Time (am): 08:31  
Arrival Time (pm): 15:47

Primary 1 to 3 Pupils:      Secondary Pupils: 19      Public Use:  
Primary 4 + Pupils:

---

Road Number:      5 Day Average Traffic Flow:  
HGK % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 30mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 90m+  
*Visibility Requirement 1: 90m*

Approach Direction 2: South      Approach Visibility 2: 90m+  
*Visibility Requirement 2: 90m*

Crossing Point 1:

Crossing Point 2:

Bus Shelter: No. 3 bay bus shelter to north      Street Lighting: None

Winter Maintenance Route: Priority 2 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers: Not really as cars would block junction to lower hillside

Comments/ Observations: Bus stops in road and blocks road with tail of bus. No bus shelter at this location. Bus shelter north of Langhouse with 3 bays set back 1.5m from the road of 3m width. Approach visibility from the north at this point is only 70m. Large number of children at this pick up point so a larger area will be required than the 1.5m footway.

Improvements: Stop requires a bus shelter to be provided and a wider section of footway.

Stop Location Assessment: Acceptable with Improvement

132

Surveyed by: Brian Halcrow

Survey Date: 17/07/2014

Reviewed:

Review Date:

Qualifications:

Stop Location Assessment:

Surveyed by:

Survey Date:

Reviewed:

Review Date:



**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE014a      Stop Number: 6      Vehicle Type: Bus (70)

Stop Name: Lower Shurton Junction      Grid Ref (E): 444441  
GridRef (N): 1139207

Arrival Time (am): 08:33  
Arrival Time (pm): 15:49

Primary 1 to 3 Pupils:      Secondary Pupils: 7      Public Use:  
Primary 4 + Pupils:

---

Road Number:      5 Day Average Traffic Flow:  
HGK % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 30mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 90m+  
*Visibility Requirement 1: 90m*

Approach Direction 2: South      Approach Visibility 2: 90m+  
*Visibility Requirement 2: 90m*

Crossing Point 1:

Crossing Point 2:

Bus Shelter: 2 bay with seat      Street Lighting: None

Winter Maintenance Route: Priority 2 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers: 2 spaces on verge near junction at stop or on hard standing opposite junction.

Comments/ Observations: Bus blocks road at this location. Children do not need to cross the road at this point.

Improvements:

Qualifications:

Stop Location Assessment:

133

Surveyed by:

Survey Date:

Reviewed:

Review Date:

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE014a      Stop Number: 7      Vehicle Type: Bus (70)

Stop Name: Hilltop Junction      Grid Ref (E): 444786  
GridRef (N): 1139279

Arrival Time (am): 08:35  
Arrival Time (pm): 15:51

Primary 1 to 3 Pupils:      Secondary Pupils: 2      Public Use:  
Primary 4 + Pupils:

---

Road Number:      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 30mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 70m  
*Visibility Requirement 1: 70m*

Approach Direction 2: South      Approach Visibility 2: 90m+  
*Visibility Requirement 2: 90m*

Crossing Point 1:

Crossing Point 2:

Bus Shelter: None      Street Lighting: None

Winter Maintenance Route: Priority 2 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers: None

Comments/ Observations: Bus stops in road and partially blocks road at this point. Passing vehicles may try to pass heading south. Children picked up and dropped off on house side so no crossing is needed. Visibility to the south is only 70m, however the bend preceding the stop will lower speeds to make this acceptable.

Improvements:

Qualifications:

Stop Location Assessment:

134

Surveyed by:

Survey Date:

Reviewed:

Review Date:

Stop Location Assessment:

134

Surveyed by:

Survey Date:

Reviewed:

Review Date:

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE014a      Stop Number: 8.1      Vehicle Type: Bus (70)

Stop Name: A970 Observatory (northbound)      Grid Ref (E): 445278  
GridRef (N): 1139829

Arrival Time (am): 08:38  
Arrival Time (pm):

Primary 1 to 3 Pupils:      Secondary Pupils: 1      Public Use:  
Primary 4 + Pupils:

---

Road Number: A970      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 60mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 215m  
*Visibility Requirement 1: 160m*

Approach Direction 2: South      Approach Visibility 2: 180m  
*Visibility Requirement 2: 160m*

Crossing Point 1:

Crossing Point 2:

Bus Shelter: 2 bay with seat      Street Lighting: None

Winter Maintenance Route: Priority 1 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers:

Comments/ Observations: bus pulls of road into 3m by 12m layby with tapers. Visibility to south is 180m for pulling out onto the road.

Improvements:

Qualifications:

Stop Location Assessment: Acceptable

135

Surveyed by: Brian Halcrow

Survey Date: 17/07/2014

Reviewed:

Review Date:

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE014a      Stop Number: 8.2      Vehicle Type: Bus (70)

Stop Name: A970 Observatory (southbound)      Grid Ref (E): 445281  
GridRef (N): 1139816

Arrival Time (am):  
Arrival Time (pm): 15:54

Primary 1 to 3 Pupils:      Secondary Pupils: 1      Public Use:  
Primary 4 + Pupils:

---

Road Number: A970      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 60mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 160m  
*Visibility Requirement 1: 160m*

Approach Direction 2: South      Approach Visibility 2: 200m  
*Visibility Requirement 2: 160m*

Crossing Point 1:

Crossing Point 2:

Bus Shelter: On west side 2 bay      Street Lighting: None

Winter Maintenance Route: Priority 1 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers:

Comments/ Observations: Bus pulls off road into 3.3m by 12m layby with tapers. Speeds at this point should be in the 50mph range therefore there will be enough visibility for this stop.

Improvements:

Qualifications:

Stop Location Assessment: Acceptable

136

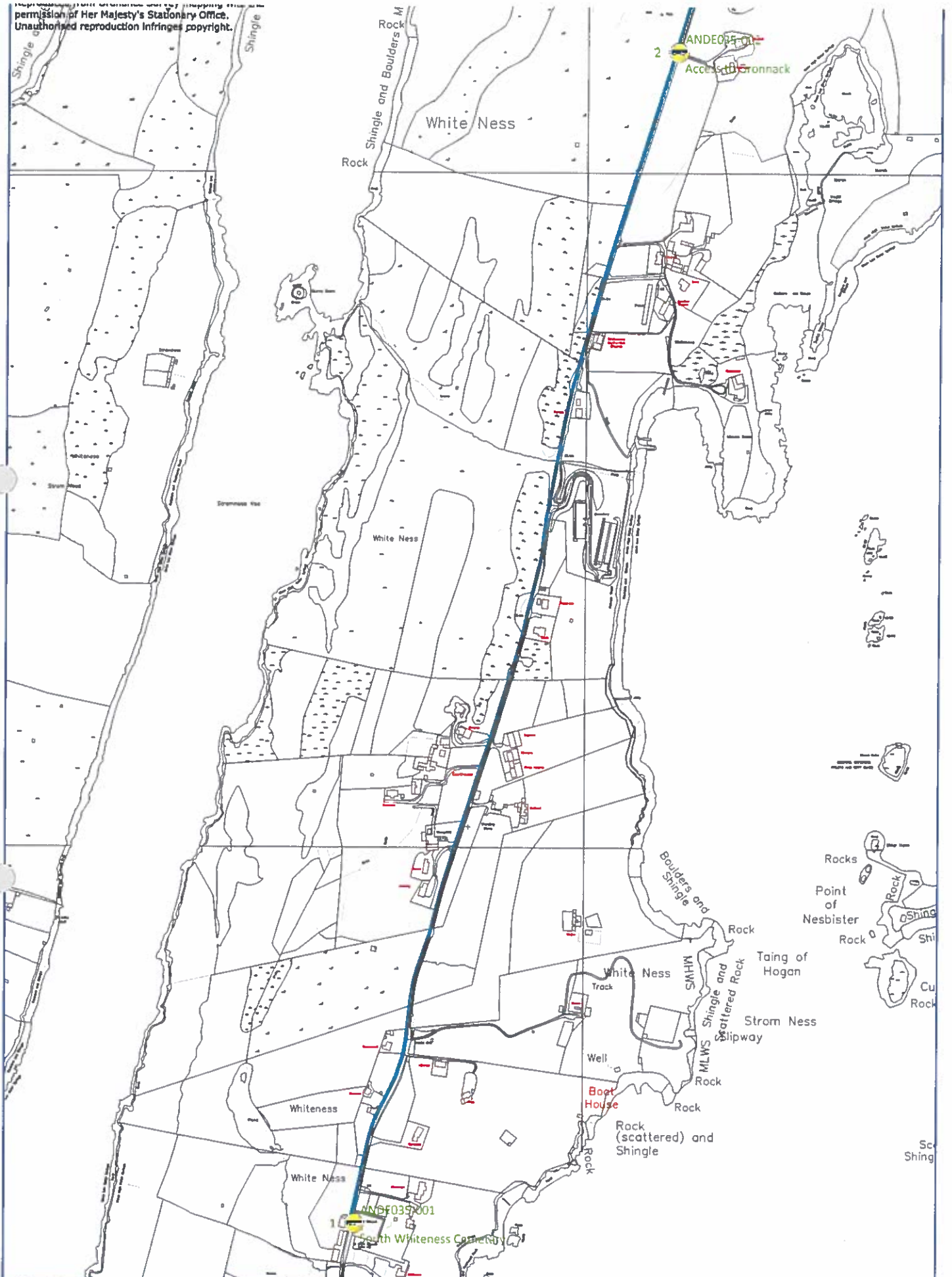
Surveyed by: Brian Halcrow

Survey Date: 17/07/2014

Reviewed:

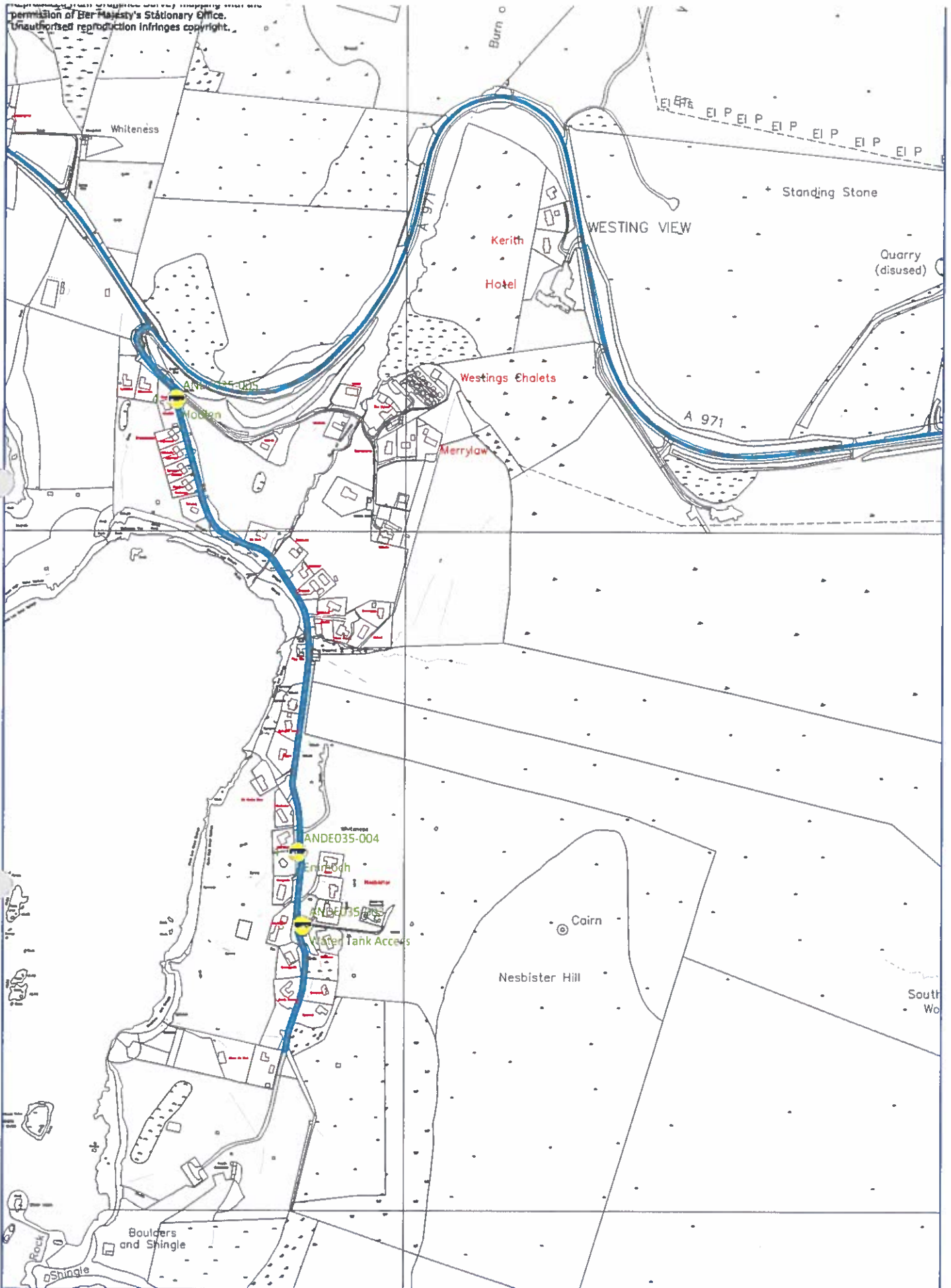
Review Date:

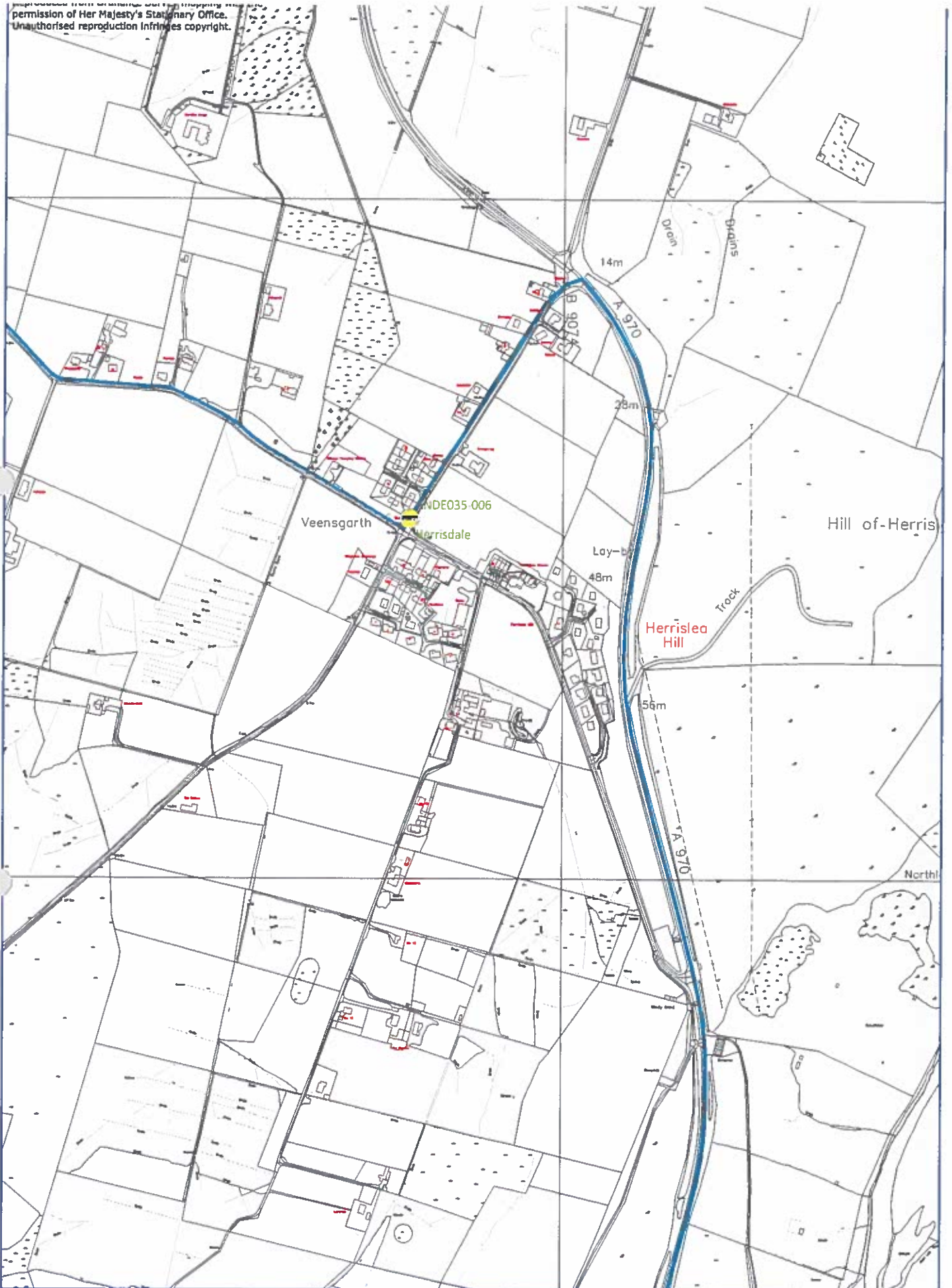
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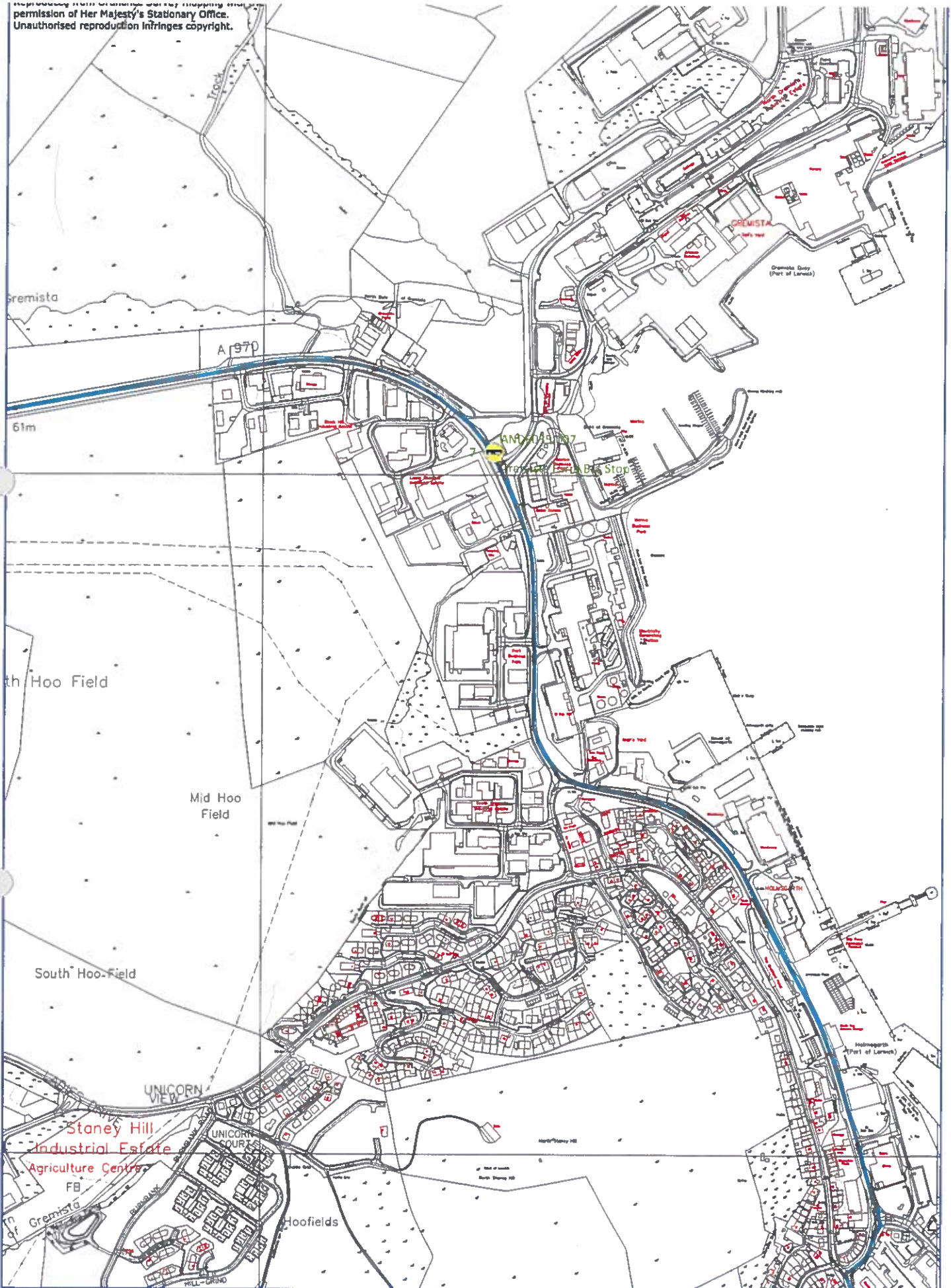
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School Transport Route: ANDE 035

Sheet: 4 of 4  
Date: August 2015

Scale 1:5000

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE035      Stop Number: 1      Vehicle Type: Bus (22)

Stop Name: South Whiteness Cemetary      Grid Ref (E): 438661  
GridRef (N): 1144441

Arrival Time (am): 08:13  
Arrival Time (pm): 16:09

Primary 1 to 3 Pupils:      Secondary Pupils: 7      Public Use:  
Primary 4 + Pupils:

---

Road Number: C Class      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 60mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 120m  
*Visibility Requirement 1: 120m*

Approach Direction 2: South      Approach Visibility 2: 120m  
*Visibility Requirement 2: 120m*

Crossing Point 1: 120m+

Crossing Point 2: 120m+

Bus Shelter: None      Street Lighting: None

Winter Maintenance Route: Priority 2 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers: Plenty of space around old cemetery and adjacent buildings on west side of public road.

Comments/ Observations: Large open area with plenty of room for the bus to stop clear of the public road. Bus turns at this point in an area with considerable room to do so.

Improvements:

Qualifications: Bus should only turn at this point with children on the bus.

Stop Location Assessment: Acceptable with Qualification

80

Surveyed by: Brian Halcrow

Survey Date: 18/07/2014

Reviewed:

Review Date:

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE035      Stop Number: 2      Vehicle Type: Bus (22)  
Stop Name: Hoolen, Wormaldale      Grid Ref (E): 439660  
Arrival Time (am): 08:16      GridRef (N): 1146199  
Arrival Time (pm): 16:00  
Primary 1 to 3 Pupils:      Secondary Pupils: 8      Public Use:  
Primary 4 + Pupils:

---

Road Number: C Class      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:  
AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:  
Speed Limit: 60mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 45m  
Visibility Requirement 1: 45m  
Approach Direction 2: South      Approach Visibility 2: 90m+  
Visibility Requirement 2: 90m

Crossing Point 1: 45m

Crossing Point 2: 90m+

Bus Shelter: None      Street Lighting: 1

Winter Maintenance Route: Priority 3 - Not routinely treated

Accident History in Area: None

---

Parking for Parents/ Carers: At house, not required

Comments/ Observations: Bus does not block road at this location, but is to pick up and drop off children on same side as houses are located. The only concern I would have is the gradient of the hill for the bus restarting. Junction is 45m away from this stop.

Improvements:

Qualifications:

---

Stop Location Assessment: Acceptable      81  
Surveyed by: Brian Halcrow      Survey Date: 18/07/2014  
Reviewed:      Review Date:

**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE035      Stop Number: 3      Vehicle Type: Bus (22)

Stop Name: Water Tank Access, Nesbister      Grid Ref (E): 439843  
GridRef (N): 1145420

Arrival Time (am): 08:18  
Arrival Time (pm): 16:02

Primary 1 to 3 Pupils:      Secondary Pupils: 3      Public Use:  
Primary 4 + Pupils:

---

Road Number: C Class      5 Day Average Traffic Flow:  
HGK % in Traffic Flow:

AM Peak Hour Traffic Flow:      PM Peak Hour Traffic Flow:

Speed Limit: 30mph      Average Speed:      85% Speed:

---

Approach Direction 1: North      Approach Visibility 1: 90m+  
*Visibility Requirement 1: 90m*

Approach Direction 2: South      Approach Visibility 2: 70m+  
*Visibility Requirement 2: 70m*

Crossing Point 1: 90m+

Crossing Point 2: 70m+

Bus Shelter: none      Street Lighting: None

Winter Maintenance Route: Priority 3 - Not routinely treated

Accident History in Area: None

---

Parking for Parents/ Carers: At house, not required

Comments/ Observations: Bus stops in the road, may pull across junction to allow vehicles to pass. Bus should block the road for pick up and drop off of children.

Improvements:

Qualifications:

Stop Location Assessment: Acceptable

82

Surveyed by: Brian Halcrow

Survey Date: 18/07/2014

Reviewed:

Review Date:





**Shetland Islands Council****Assessment Form for School Transport Stop Location**

Bus Route: ANDE035      Stop Number: 5      Vehicle Type: Bus (22)  
Stop Name: Gremista Farm Bus Stop      Grid Ref (E): 446330  
Arrival Time (am): 08:33      GridRef (N): 1143047  
Arrival Time (pm):  
Primary 1 to 3 Pupils:  
Primary 4 + Pupils:      Secondary Pupils: 1      Public Use:

---

Road Number: A970      5 Day Average Traffic Flow: 11364  
HGV % in Traffic Flow:  
AM Peak Hour Traffic Flow: 1013      PM Peak Hour Traffic Flow: 913  
Speed Limit: 40mph      Average Speed: 33      85% Speed: 39

---

Approach Direction 1: North      Approach Visibility 1: 120m+  
*Visibility Requirement 1: 120m*  
Approach Direction 2: South      Approach Visibility 2: 120m+  
*Visibility Requirement 2: 120m*

Crossing Point 1: 120m+

Crossing Point 2: 120m+

Bus Shelter: None      Street Lighting: Yes

Winter Maintenance Route: Priority 1 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers: At weighbridge cafe. Plenty of space

Comments/ Observations: Bus layby 2.8m by 13.5m with 18m taper. Bus pulls off clear of road on outside of bend

Improvements:

Qualifications:

Stop Location Assessment: Acceptable

84

Surveyed by: Brian Halcrow

Survey Date: 18/07/2014

Reviewed:

Review Date:

## Shetland Islands Council

### Assessment Form for School Transport Stop Location

Bus Route: ANDE035                      Stop Number: 6                      Vehicle Type: Bus (22)

Stop Name: Weighbridge Takeaway Car Park                      Grid Ref (E): 446369  
GridRef (N): 1143051

Arrival Time (am):  
Arrival Time (pm): 15:45

Primary 1 to 3 Pupils:                      Secondary Pupils: 1                      Public Use:  
Primary 4 + Pupils:

---

Road Number: A970/Gremista ro                      5 Day Average Traffic Flow:  
HGV % in Traffic Flow:

AM Peak Hour Traffic Flow:                      PM Peak Hour Traffic Flow:

Speed Limit: 40mph                      Average Speed:                      85% Speed:

---

Approach Direction 1: North                      Approach Visibility 1: 120m+  
Visibility Requirement 1: 120m

Approach Direction 2: South                      Approach Visibility 2: 70m  
Visibility Requirement 2: 60m

Crossing Point 1:

Crossing Point 2:

Bus Shelter: None                      Street Lighting: Yes

Winter Maintenance Route: Priority 1 - Treated before transport

Accident History in Area:

---

Parking for Parents/ Carers: Parking at weighbridge cafe.

Comments/ Observations: Bus uses private parking area to drop off pupil within the weighbridge cafe area. Bus turns without reversing by using the in/out entrance style set up at the cafe. No real approach visibility or crossing visibility for this stop as it is clear of the public road. Only thing to watch for is other users which will be limited at time of drop off as the cafe will be closed.

Improvements:

Stop Location Assessment: Acceptable 85

Surveyed by: Brian Halcrow                      Survey Date: 18/07/2014

Reviewed:                      Review Date:

**Shetland Islands Council**

**Assessment Form for School Transport Stop Location**

Qualifications:

Stop Location Assessment:

Surveyed by:

Survey Date:

Reviewed:

Review Date:





Executive Manager: Dave Coupe  
Director: Maggie Sandison

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

Roads  
Infrastructure Services Department  
Gremista  
Lerwick  
Shetland  
ZE1 0PX

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

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

Our Ref: NH/SMG/R/C10  
Your Ref: 2016-020/KS

Date: 21st April 2016

Dear Mrs Sandison

## Pelican Crossings

Thank you for your letter of 13 April 2016 regarding the above matter.

New pelican crossings have now been installed by Siemens at Lochside, the Toll Clock, Freefield, Church Road and the Esplanade at Victoria Pier. There is capital funding in place for a further two crossings to be replaced this year on the South Road at the Health Centre and on Holmsgarth Road at the Co-op. Siemens are expected to be in Lerwick in June to undertake these installations and the maintenance checks of the other crossings.

The existing crossing lights at the South Road were repaired earlier this week. This is very much a temporary repair with reclaimed parts but should last until Siemens visit.

Should your Council have any further queries regarding this matter please contact Neil Hutcheson at the above address.

Yours sincerely

Executive Manager, Roads

[HL04211601.doc]





Executive Manager: Dave Coupe  
Director: Maggie Sandison

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

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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/G/Y8  
Your Ref: 2016-018/MS

Date: 21st April 2016

Dear Mrs Sandison

## Yellow Lines

Thank you for your letter of 13 April 2016 regarding the above matter.

The Esplanade and Commercial Street lie within a controlled parking zone as indicated by the large "Disc Zone" signs on Church Road, Commercial Road and at Alexandra Building. The meaning of these signs is explained in the Highway Code and its companion document titled "Know Your Traffic Signs." The relevant excerpt states *"Some areas are designated as controlled parking zones. The entry sign indicates the times when waiting is prohibited. It is important to note the times shown when entering the zone. The zone is likely to include parking places and loading bays. The times when these operate should be shown on the signs at the bays. Instead of "Controlled Zone" a "Disc ZONE" heading should be used where a parking disc showing the time of arrival has to be displayed on the vehicle when parking."*

Should a driver wish to wait or park, having entered the zone, their next course of action should be to seek out the signage that informs them of the specific details of the restriction. This is no different from a driver who encounters a single yellow line, as they then need to consult the relevant restriction plate (which may be some distance away at the end of the line) that informs them of the hours of operation of the relevant traffic order for that section of yellow line.

At each parking area within the zone, and clearly visible from each individual parking bay, there are signs headed "Disc Zone". These also have the parking place symbol, state the duration of the restriction (8am to 5.30pm, Monday to Saturday), and identify the permitted waiting/ parking period (15 mins, 45 mins or 2 hrs) for the area. These signs indicate that, even though there is a parking restriction in place (by virtue of the "No Waiting Disc Zone" signs they have already driven past), parking is permitted within the adjacent bays - but only in areas marked as bays.



The large "No Waiting Disc Zone" signs at the entry/exit to the zone still applies to all other lengths of road within the zone that have no parking bay markings. Therefore, parking is not permitted outwith the marked bays and any driver doing so is committing an offence.

The yellow lines were marked a number of years after the "Disc Zone" was introduced following a request from the Northern Constabulary. It was felt that they would help to highlight where there were no marked bays. They are an 'extra' that is not required by the "Traffic Signs Regulations and General Directions 2012" or the traffic order as the "Disc Zone" restrictions (No Waiting 8am to 5.30pm, Monday to Saturday) apply in the areas covered by these lines. Therefore, additional signage for these lines is not required.

These are single yellow lines because they only apply from 8am to 5.30pm, Monday to Saturday rather than "at any time." However, in some areas such as South Commercial Street and Mounthooly Street there is an additional traffic order in place that prohibits parking "at any time." This is needed to ensure that access is not obstructed by inconsiderately parked vehicles. There were double yellow lines at these locations but these have become faded over the years. The plate on the wall of the Post Office is not needed and we will arrange for it to be removed.

The faded yellow lines along Commercial Street and around the Market Cross have not been considered a priority in recent years. While this was partly due to our reduced budgets and the fact that they are not strictly necessary, it was also in recognition that there was little if any parking enforcement being carried out in the area following the loss of the traffic warden a number of years ago. However, I understand that the enforcement of traffic offences in this area has been given more priority recently. Therefore, we intend to meet with Police Scotland to discuss their requirements, particularly their opinion on the need or otherwise for the single yellow lines.

Should your Council have any further queries regarding this matter please contact Neil Hutcheson at the above address.

Yours sincerely

A handwritten signature in blue ink that reads "David Lyle". The signature is fluid and cursive, with a long horizontal stroke at the end.

Executive Manager, Roads

[HL04211602.doc]

## Clerk to Lerwick Community Council

---

**From:** magnus.malcolmson@shetland.gov.uk  
**Sent:** 13 April 2016 11:14  
**To:** clerk@lerwickcc.org.uk  
**Subject:** RE: Flower Park Sports Facilities

Hi Marie,

I was convinced that I had replied to the original letter saying that we would look into the issue with the provision of games at the Flower Park, but apologies if I didn't pass on a response.

But we have looked at how games are provided at the Flower Park and I am in total agreement that it isn't currently being utilised effectively. Islesburgh have agreed to take over the management of this service, which will increase availability to the general public and hopefully improve the service provided. We hope to have this up and running for the summer season at the start of May.

I hope this answers your question, and if you require any further information please get in touch again.

Regards

Magnus

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

Tel 01595 744047  
E-mail [magnus.malcolmson@shetland.gov.uk](mailto:magnus.malcolmson@shetland.gov.uk)  
Web [www.shetland.gov.uk/sport](http://www.shetland.gov.uk/sport)

---

**From:** Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]  
**Sent:** 13 April 2016 10:50  
**To:** Malcolmson Magnus@Sport & Leisure  
**Subject:** Flower Park Sports Facilities

Dear Mr Malcolmson,

Please find attached letter, for your information.

Regards,  
Marie

--  
Marie Sandison  
Clerk  
Lerwick Community Council

---

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## Clerk to Lerwick Community Council

---

**From:** John Duffy [John.Duffy@pathsforall.org.uk]  
**Sent:** 27 April 2016 11:42  
**To:** Clerk to Lerwick Community Council  
**Cc:** CommunityPaths  
**Subject:** RE: Lerwick Community Council - Community Path Grant

Hi Marie - thank you for submitting your Community Path Grant application form. Please be aware that we receive a large amount of grant applications during this period and aim to confirm the progress of your application by the start of June 2016 at the latest.

Regards, John

---

**From:** Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]  
**Sent:** 27 April 2016 11:37  
**To:** CommunityPaths  
**Subject:** Lerwick Community Council - Community Path Grant

Dear Sir/Madam,

### Lerwick Community Council – Community Path Grant

Please find attached application form for funding from Lerwick Community Council.

Also attaching Constitution and copy of Annual Accounts, as required.

Regards,  
Marie

--

Marie Sandison  
Clerk  
Lerwick Community Council

Tel: 07762 017828

<https://www.facebook.com/LerwickCommunityCouncil/>



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---

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Mrs Marie Sandison  
Lerwick Community Council  
1 Stouts Court  
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7 Mounthooly Street  
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E: [info@livinglerwick.co.uk](mailto:info@livinglerwick.co.uk)  
W: [www.livinglerwick.co.uk](http://www.livinglerwick.co.uk)

25 April 2016

Dear Marie,

**Grant Payment – Christmas Tree Lights Winter 2015**

I write to acknowledge receipt of the grant of £1,196.58 towards the purchase and hanging of new Christmas Tree lights during our last Winter Festival.

We would like to thank Lerwick Community Council for supporting us in our work.

Please contact me if there is any further information you may require.

Yours sincerely

A handwritten signature in black ink that reads 'Christena M Irvine'.

Christena Irvine  
Manager  
Living Lerwick

## Clerk to Lerwick Community Council

---

**From:** Corinne.Dalziel@shetland.gov.uk  
**Sent:** 15 April 2016 14:11  
**To:** CommunityCouncilClerks@shetland.gov.uk; alitgwu@aol.com; garrylaurensen194@hotmail.com; raymond.mainland@btinternet.com; james.rendall31@googlemain.com; graham2@btinternet.com; jim@filsket.me.uk; hubert.hunter@btinternet.com; fairviewha@btinternet.com; hnpengineers@btconnect.com; priestjt@aol.com; Kieran.Malcolmson@shetland.gov.uk; mark.burgess@shetland.gov.uk; anderson845@btinternet.com; gordonthomson880@btinternet.com; davidhughson@btinternet.com; Laurence.Odie@odie-knitwear.co.uk  
**Cc:** sue.beer@shetland.gov.uk  
**Subject:** FW: Scottish Rural Parliament local event  
**Attachments:** Shetland poster.pdf

Dear all

Please see email from Sue Beer below.

Kind regards,  
Corinne

---

**From:** Beer Sue@VAS  
**Sent:** 15 April 2016 13:19  
**To:** Dalziel Corinne@VAS  
**Subject:** FW: Scottish Rural Parliament local event

Dear Community Council Chair

I would be grateful if you could forward this to whoever you think might be interested both within the Community Council and to other local groups and individuals. It is my belief that the more we put in to this type of event, and at the rural Parliament in Brechin in September (into which the information gathered at these events will feed), the more we will get for Shetland from the Scottish Rural Parliament.

Everyone is welcome, but it would be useful to know in advance who will be coming for catering purposes.

Thanks for your help.

Sue  
-----

This year Scottish Rural Action is launching possibly the biggest ever conversation held in Scotland about the issues that matter most to rural communities.

The Scottish Rural Parliament's Manifesto will be a statement of our collective ambitions and the actions that are needed to ensure these ambitions are realised for our rural communities. Events are taking place all over Scotland and you can get involved by attending an event, holding your own event or just by responding online.

These are the Shetland events:

- Friday 13th May, 12.30 to 3:00 pm, Conference Room, Market House, Lerwick
- Saturday 14th May, 10.30 am to 1:00 pm, Conference Room, Market House, Lerwick

It is free to attend and a light lunch will be provided; but please book ensure your place.

For more information and to book please contact [sue.beer@shetland.org](mailto:sue.beer@shetland.org) 01595 743909  
All events will start with an update from Scottish Rural Action on our activities since the 2014 event, a whistle-stop tour of how rural policy has changed and the chance to have a really good natter about the issues which you want to talk about.

More details are on the Scottish Rural Parliament website:  
<http://www.scottishruralparliament.org.uk/a-rural-manifesto-for-scotland/>

-----  
Sue Beer  
Development Worker - Volunteering  
Voluntary Action Shetland  
Market House  
14 Market Street  
Lerwick  
SHETLAND ZE1 0JP

phone: 01595 743909  
e-mail: [sue.beer@shetland.org](mailto:sue.beer@shetland.org)  
<http://www.va-shetland.org.uk>

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Scottish Charity number SC017286



Neither employees of VAS nor VAS itself will have any liability for information provided in good faith and will not be liable for any loss resulting from the use of the information



## Clerk to Lerwick Community Council

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**From:** Corinne.Dalziel@shetland.gov.uk  
**Sent:** 15 April 2016 12:20  
**To:** CommunityCouncilClerks@shetland.gov.uk  
**Subject:** FW: Community Empowerment Act Consultations:Community Planning and Participation

Dear all

Please see below email on Community Empowerment Act Consultation.

Kind regards,  
Corinne

---

**From:** Robertson Anne@VAS  
**Sent:** 15 April 2016 12:17  
**To:** Dalziel Corinne@VAS  
**Cc:** Hughson Catherine@VAS; Hand Wendy@VAS  
**Subject:** Community Empowerment Act Consultations:Community Planning and Participation

### Community Empowerment Act consultations: Community Planning and Participation Requests

Scottish Government have published the consultation on the draft guidance and regulation for part 2 of the Act on Community Planning and for Part 3 on Participation Requests. Please take a look and respond to the consultation by the deadline of 13th June. The consultations can be found at <http://bit.ly/1RouHMH> and <http://bit.ly/230AzxW>

Anne

Anne Robertson  
Team Leader  
Voluntary Action Shetland  
Market House  
14 Market Street  
Lerwick  
ZE1 0JP

01595 743902

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Scottish Charity number SC017286

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## Clerk to Lerwick Community Council

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**From:** Corinne.Dalziel@shetland.gov.uk  
**Sent:** 12 April 2016 12:35  
**To:** CommunityCouncilClerks@shetland.gov.uk  
**Subject:** FW: Tesco Bags of Help greenspace funding – applications open 18 April

Dear all

Please see email below for your information.

Kind regards,  
Corinne

---

**From:** Rita Callander [<mailto:rita.callander@greenspacescotland.org.uk>]  
**Sent:** 12 April 2016 12:32  
**To:** Dalziel Corinne@VAS  
**Subject:** Tesco Bags of Help greenspace funding – applications open 18 April

### **Subject: Tesco Bags of Help greenspace funding – applications open 18 April**

Hello Corinne

**Do you know a greenspace project in Shetland Islands Council that would benefit from funding? Local authorities, community groups and organisations can all apply for Tesco Bags of Help funding!**

I'd like to introduce myself as the Tesco Bags of Help Community Enabler for your area.

The second round of Tesco Bags of Help is open from 18 April. Bags of Help is available to a wide range of community groups, local authorities and organisations across England, Wales and Scotland and they can apply for grants to improve local green spaces. Successful projects will go forward to a public vote in Tesco stores which will decide whether they receive a grant of £8,000, £10,000 or £12,000. Projects that will get the green light as a result of funding will include new pocket parks, sports facilities, schools, woodland walks and community gardens.

Bags of Help is administered by Groundwork, working in Scotland with greenspace scotland, and funded by Tesco customers from the proceeds of the 5p charge for plastic carrier bags. It will fund projects that benefit communities by physically improving open and greenspaces that do not charge for access. Groundwork anticipate grants being awarded to 144 successful groups across Scotland in November 2016

Full eligibility criteria and detailed application guidance is available online here <http://bit.ly/bagsofhelp2>.

Good luck and get going as this funding round closes on Fri 3 June 2016. Please get in touch if you need support or advice when submitting your application and sign up to our e-bulletin using the link in my signature to keep up to date with Tesco Bags of Help and other greenspace news.

Please help us spread the word in Shetland Islands Council and share this information with your networks, friends, colleagues, other groups and organisations. Feel free to use it in digital communications and e-newsletters.

Regards

Rita

Rita B Callander

Community Enabler (part-time)

**greenspace scotland - transforming urban spaces into people places**

greenspace scotland | Jubilee House | Forthside Way | Stirling | FK8 1QZ | Tel: 01786 849 757 Mobile 07825678321

It's not too soon to start thinking about your community greenspace application to Tesco Bags of Help Scheme – next round opens 18 April 2016 <http://bit.ly/bagsofhelp2>

Keep in touch with information and news about greenspace...



**Chief Executive:** Mark Boden  
**Executive Manager:** Vaila Simpson

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

Grants Unit  
**Community Planning & Development**  
Solarhus  
3 North Ness  
Lerwick  
Shetland  
ZE1 0LZ

Telephone: 01595 743888

grants.unit@shetland.gov.uk  
www.shetland.gov.uk

If calling please ask for  
**Mr Michael Duncan**  
Direct Dial: 01595 743828

Our Ref: VS/MD/58511/F6.1  
Your Ref:

Date: 29 March 2016

Dear Marie

**Community Development Fund - Reference: 578/4486**  
**Participatory Budgeting Pilot Project - £3,000.00**

I am pleased to inform you that your application was considered by officers of the Community Planning and Development Service under delegated authority for this scheme, and it has been agreed to award a grant of up to £3,000.00. This grant has been approved to assist with costs as detailed in the Project Schedule on page 4.

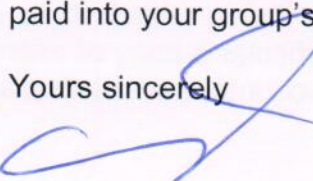
Please find enclosed the following information:

- Grant conditions
- Grant Acceptance docquet
- Project schedule

**This letter is sent to you in duplicate in order that you have the acceptance docquet signed by your officer bearers. Once each officer bearer have signed the docquet, one whole copy of this grant award letter must be returned for the attention of the Grants Officer to this office prior to 10 May 2016, with the other being retained for your records.**

Following receipt of the completed acceptance docquet the total amount of grant due will be paid into your group's bank account.

Yours sincerely

  
Director – Development Directorate

Enc.



## Grant conditions

The following conditions pertain to grant recommended:-

- a) that the grant offer is accepted and returned within **six weeks** of the letter date. Failure to do so will result in the grant assistance being forfeited;
- b) the grant shall be used for the purpose(s) specified in the grantee's application form. Any departure from that purpose(s) shall only happen with the prior agreement of the Director, Development Department;
- c) that no further applications for grant assistance under this scheme shall be considered until all previous awards for grants have been fully vouched and the evaluation form for this grant has been completed and returned;
- d) that the grantee **has in place** policies and procedures for their organisation that meet the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 and which adequately address child protection and adults at risk of harm.
- e) **that all grant assistance approved shall be spent by 31 March 2017.** Any unspent grant may be repaid to the Shetland Islands Council.
- f) that the grantee shall make available for inspection by Council officials any equipment, etc. pertinent to this grant;
- g) should at any time the grantee decide to sell any item of equipment, etc. purchased by means of this grant, the grantee must inform the Director, Development Department who shall be entitled to seek reimbursement of a proportion of grant at his discretion;
- h) that all publicity material for Special Events and Development initiatives shall give recognition to Shetland Islands Council, Development Department, e.g. the Council crest should be included on all posters, advert etc.
- i) that the grantee shall, if and when required by Shetland Islands Council, allow any officer or agent of Shetland Islands Council, on reasonable notice, access to the premises to inspect the works for which the grant is being given, and that the grantee shall also supply such information as Shetland Islands Council may require in regard to such works;
- j) the Council shall be entitled to receive such information as it may require in regard to or in connection with any matter relating to the grant and the grantee shall, if requested, supply the Council with such information and in particular a copy of every Balance Sheet, Income and Expenditure Account and other accounts of or relating to the grantee;
- k) the grantee shall keep proper financial records and books of account to the satisfaction of the Council and all such records and books of account in respect of the grantee shall be at all reasonable times open to the inspection of the Council through such person or persons as the Council may from time to time appoint for such purpose;

- l) that in the event of any of the foregoing conditions being breached, the Shetland Islands Council grant may be repayable in full or in part at the sole discretion of the Director, Development Department.
- m] that the grantee shall join the on-line Shetland Community Directory website and ensure that its contact details are kept up to date.

**Grant Acceptance docquet**

We, the office bearers of Lerwick Community Council have read and understood the conditions specified above and agree to accept and be bound by those conditions.

Chairperson (sign)  Dated 8th April 16

Clerk (sign) M Sandison Dated 7 April 2016

The grant should be paid into the following bank account:-

Bank name and branch Bank of Scotland - Edinburgh St Andrews

Bank Sort Code 80-11-00 Bank Account No 06074396



### Project Schedule

Project Description	This funding shall be used as match funding to deliver the Lerwick Community Council Participatory Budgeting project in financial year 2016/17.
Total Participatory Budgeting fund	£10,000.00
Scottish Government funding	£5,000.00
Lerwick Community Council - reserve fund	£2,000.00
Lerwick Community Council - CDF monies	£3,000.00

When vouching for this funding you must submit a copy of your 2016/17 annual accounts, which have been independently checked and certified.

Please note all income and expenditure relating to the South Mainland Participatory Budgeting project must be clearly detailed and ring fenced in the annual accounts.

Annual accounts should be submitted to the Grants Unit, c/o Solarhus, 3 North Ness, Lerwick, Shetland, ZE1 0LZ.



**Chief Executive:** Mark Boden  
**Executive Manager:** Vaila Simpson

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

Grants Unit  
**Community Planning & Development**  
Solarhus  
3 North Ness  
Lerwick  
Shetland  
ZE1 0LZ

Telephone: 01595 743888

grants.unit@shetland.gov.uk  
www.shetland.gov.uk

If calling please ask for  
**Mr Michael Duncan**  
Direct Dial: 01595 743828

Our Ref: VS/MD/58512/F6.1  
Your Ref:

Date: 29 March 2016

Dear Marie

**Community Development Fund - Reference: 578/4494**  
**Upgrade lighting at Clickimin Broch - £1,000.00**

I am pleased to inform you that your application was considered by officers of the Community Planning and Development Service under delegated authority for this scheme, and it has been agreed to award a grant of up to £1,000.00. This grant has been approved to assist with costs as detailed in the Project Schedule on page 4.

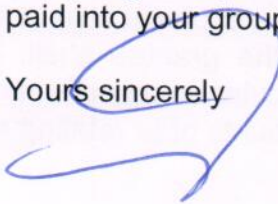
Please find enclosed the following information:

- Grant conditions
- Grant Acceptance docquet
- Project schedule

**This letter is sent to you in duplicate in order that you have the acceptance docquet signed by your officer bearers. Once each officer bearer have signed the docquet, one whole copy of this grant award letter must be returned for the attention of the Grants Officer to this office prior to 10 March 2016, with the other being retained for your records.**

Following receipt of the completed acceptance docquet the total amount of grant due will be paid into your group's bank account.

Yours sincerely

  
Director – Development Directorate

Enc.



## Grant conditions

The following conditions pertain to grant recommended:-

- a) that the grant offer is accepted and returned within **six weeks** of the letter date. Failure to do so will result in the grant assistance being forfeited;
- b) the grant shall be used for the purpose(s) specified in the grantee's application form. Any departure from that purpose(s) shall only happen with the prior agreement of the Director, Development Department;
- c) that no further applications for grant assistance under this scheme shall be considered until all previous awards for grants have been fully vouched and the evaluation form for this grant has been completed and returned;
- d) that the grantee **has in place** policies and procedures for their organisation that meet the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 and which adequately address child protection and adults at risk of harm.
- e) all grant assistance shall be **spent within one year** of the date of this letter. Any unspent grant shall be repaid to Shetland Islands Council unless prior agreement is reached with the Director, Development Department;;
- f) that the grantee shall make available for inspection by Council officials any equipment, etc. pertinent to this grant;
- g) should at any time the grantee decide to sell any item of equipment, etc. purchased by means of this grant, the grantee must inform the Director, Development Department who shall be entitled to seek reimbursement of a proportion of grant at his discretion;
- h) that all publicity material for Special Events and Development initiatives shall give recognition to Shetland Islands Council, Development Department, e.g. the Council crest should be included on all posters, advert etc.
- i) that the grantee shall, if and when required by Shetland Islands Council, allow any officer or agent of Shetland Islands Council, on reasonable notice, access to the premises to inspect the works for which the grant is being given, and that the grantee shall also supply such information as Shetland Islands Council may require in regard to such works;
- j) the Council shall be entitled to receive such information as it may require in regard to or in connection with any matter relating to the grant and the grantee shall, if requested, supply the Council with such information and in particular a copy of every Balance Sheet, Income and Expenditure Account and other accounts of or relating to the grantee;



- k) the grantee shall keep proper financial records and books of account to the satisfaction of the Council and all such records and books of account in respect of the grantee shall be at all reasonable times open to the inspection of the Council through such person or persons as the Council may from time to time appoint for such purpose;
- l) that in the event of any of the foregoing conditions being breached, the Shetland Islands Council grant may be repayable in full or in part at the sole discretion of the Director, Development Department.
- m) that the grantee shall join the on-line Shetland Community Directory website and ensure that its contact details are kept up to date.

**Grant Acceptance docquet**

We, the office bearers of Lerwick Community Council have read and understood the conditions specified above and agree to accept and be bound by those conditions.

Chairperson (sign) \_\_\_\_\_



Dated \_\_\_\_\_

8th April '16

Clerk (sign) \_\_\_\_\_

M Landison

Dated \_\_\_\_\_

7 April 2016

The grant should be paid into the following bank account:-

Bank name and branch

Bank of Scotland - Edinburgh St. Andrews

Bank Sort Code

80-11-00

Bank Account No

06074396

### Project Schedule

Project Description	This funding will be used to buy and install new LED flood lighting and junction boxes at Clickimin Broch	
Total Project costs		£4,752.00
Eligible Project costs		£4,752.00
Grant Awarded		£1,000.00
Grant Rate (%)		21.04%

When vouching for this grant you must submit all eligible paid receipts and invoices to the Grants Unit for assessment.

In the event that the actual project cost is less than the estimated project cost, we will apply the above **Grant Rate (%)** against your actual eligible project expenditure and will thereafter notify you in writing to advise the amount of grant aid that must be repaid.

Please note Community Development Fund grants must be accounted for within one year of the date on this grant offer letter, unless you have had prior approval from the Director, Development Department, or his nominee.

**Grant Rate (%)** = Grant Approved / Eligible Project Costs x 100

All documentation should be submitted to the Grants Unit, c/o Solarhus, 3 North Ness, Lerwick, Shetland, ZE1 0LZ.



[Logout \(/oam/secur/logout.jsp\)](#)

(OAM\_Home)

## Scottish Government water and sewerage charge exemption scheme response(s)

Notification issued on 06/04/2016

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### Supply address

Office, Stouts Court, Lerwick, Shetland ZE1 0AF

### Customer reference

2171524

### Water Supply Point ID (SPID)

101168950104

### Waste Water Supply Point ID (SPID)

101168950201

Your application has been successful and full exemption from your Business Stream water and waste water charges will be applied to your account from 01 April 2016 until 31 March 2017.

We'll send you an invoice detailing your billing position up to and including 31 March and any balance owed will be due for immediate payment. If you currently pay by direct debit due to your exemption status we'll instruct your bank to cancel the arrangement. This means you'll need to pay any outstanding charges owed to us by other means. If you have paid for water and waste water services over the period that you are now exempt for we'll refund that amount back to you. If you wish to remain on the Scottish Government water and sewerage exemption scheme after 31 March 2017 you'll need to reapply by using the online application form on our website (<https://www.business-stream.co.uk/water-rates-charges/water-charge-exemption-scheme/apply-for-an-exemption>).

We've added your details to our exempt customer database and will let you know when it's time for you consider reapplying.

If you'd like any more information about our services or have any questions, please contact our customer response team

## Clerk to Lerwick Community Council

---

**From:** Corinne.Dalziel@shetland.gov.uk  
**Sent:** 18 April 2016 12:13  
**To:** CommunityCouncilClerks@shetland.gov.uk  
**Cc:** catherine.hughson@shetland.org; anne.robertson@shetland.org  
**Subject:** Clerk pay rate  
**Attachments:** SIC salary scales 1617.pdf

**Importance:** High

Dear all

Please see attached the SIC salary scale for 2016/2017. At the recent ASCC meeting on Saturday 9<sup>th</sup> April, it was decided the H2 would be the recommended pay grade for Community Council clerks. The rate of pay for an H2 post for 2016/2017 is £13.28 inclusive of Distance Island Allowance. This is a recommendation made using guidance from the SIC. The final decision of clerk pay rate is that of individual Community Council's to agree at its own discretion, not the ASCC's.

Kind regards,  
Corinne

Corinne Dalziel  
Administration Assistant  
Association of Shetland Community Councils (ASCC)  
Market House  
14 Market Street  
Lerwick  
Shetland  
ZE1 0JP

01595 743906  
[corinne.dalziel@shetland.org](mailto:corinne.dalziel@shetland.org)

## Local Government Employees Salary Scale with effect from **1 April 2016**

This includes increased Distant Islands Allowance rate with effect from 1 October 2015

Grade	Point of Grade	Annual Salary (Basic)	Annual Salary inc DIA* 1,998	£/Hour (Basic)	Scottish Living Wage		£/Hour inc DIA* 1.0349
					Living Wage Supplement	£/Hour (Basic)	
A	A1	13,437.39	15,435.39	6.96	1.37	8.33	9.36
A	A2	14,055.20	16,053.20	7.28	1.05	8.33	9.36
B	B1	14,267.58	16,265.58	7.39	0.94	8.33	9.36
B	B2	14,904.70	16,902.70	7.72	0.61	8.33	9.36
C	C1	15,117.07	17,115.07	7.83	0.50	8.33	9.36
C	C2	15,831.41	17,829.41	8.20	0.13	8.33	9.36
D	D1	16,024.48	18,022.48	8.30	0.03	8.33	9.36
D	D2	16,777.44	18,775.44	8.69			9.72
E	E1	17,047.73	19,045.73	8.83			9.86
E	E2	17,839.30	19,837.30	9.24			10.27
F	F1	18,090.28	20,088.28	9.37			10.40
F	F2	18,901.16	20,899.16	9.79			10.82
G	G1	20,078.86	22,076.86	10.40			11.43
G	G2	21,005.58	23,003.58	10.88			11.91
H	H1	22,627.34	24,625.34	11.72			12.75
H	H2	23,650.59	25,648.59	12.25			13.28
I	I1	25,870.84	27,868.84	13.40			14.43
I	I2	27,029.24	29,027.24	14.00			15.03
J	J1	29,133.66	31,131.66	15.09			16.12
J	J2	30,504.43	32,502.43	15.80			16.83
K	K1	32,357.86	34,355.86	16.76			17.79
K	K2	33,825.16	35,823.16	17.52			18.55
L	L1	35,871.66	37,869.66	18.58			19.61
L	L2	37,551.34	39,549.34	19.45			20.48
M	M1	39,269.62	41,267.62	20.34			21.37
M	M2	41,045.83	43,043.83	21.26			22.29
N	N1	42,937.88	44,935.88	22.24			23.27
N	N2	44,849.23	46,847.23	23.23			24.26
O	O1	46,915.04	48,913.04	24.30			25.33
O	O2	49,077.38	51,075.38	25.42			26.45
P	P1	50,525.37	52,523.37	26.17			27.20
P	P2	52,089.21	54,087.21	26.98			28.01
P	P3	53,672.35	55,670.35	27.80			28.83
Q	Q1	54,406.00	56,404.00	28.18			29.21
Q	Q2	56,066.37	58,064.37	29.04			30.07
Q	Q3	57,784.65	59,782.65	29.93			30.96
R	R1	58,634.14	60,632.14	30.37			31.40
R	R2	60,468.27	62,466.27	31.32			32.35
R	R3	62,263.79	64,261.79	32.25			33.28

Annual Salary is based on a 37 hour week and the average annual working hours of 1930.66

\*Distant Islands Allowance (DIA) currently £1,998 which equals approx £1.0349 per hour.





# 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  
1 Stouts Court  
Lerwick, Shetland ZE1 0AN

Tel. 01595 692447 or 07762017828  
Email: [clerk@lerwickcc.org.uk](mailto:clerk@lerwickcc.org.uk)  
Website: [www.lerwickcc.org](http://www.lerwickcc.org)

## APPLICATION FOR GRANT

Name of group/organisation: ROYAL BRITISH LEGION LERWICK PIPE BAND

Contact name & position held: Irene Hambleton - Treasurer

Address: 10 ROYAL BRITISH LEGION LERWICK PIPE BAND  
COMMERCIAL ROAD, LERWICK ZE1 0NL

Mobile & telephone numbers: Irene - 693219 / Gussie 692276

Email address: irene.hambleton@rsmuk.com

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

TO PURCHASE NEW UNIFORMS TO REPLACE ADULT ODS THAT ARE NOW APPROX 25 YEARS OLD. WE WOULD ALSO LIKE TO REPLACE DRUMS BUT THIS MAY BE DIFFICULT AT THE MOMENT. OUTCOMES WOULD BE A BAND THAT LERWICK AND MEMBERS OF THE BAND COULD BE PROUD OF AND ALLOWS A MORE "UNIFORM" LOOK TO THE BAND.

Type of organisation (e.g. voluntary / charitable): CHARITABLE

Number of members in group/organisation: 35+ and what percentage reside in Lerwick: Approx 86%  
ALTHOUGH A RELATIVELY SMALL GROUP A LARGE NUMBER OF

Number of residents in the Lerwick area likely to benefit from project - Adults: 25 Children: 10  
RESIDENTS DO BENEFIT FROM THEIR PLAYING.

Current financial position of group/organisation: £1,726 AT 31/12/15

Costs of proposed project: APPROX £1,930 FOR 2, BUT WOULD LIKE TO BUY 4 ODS. = £4,825

Funding/grants received from other sources (e.g. fundraising): - FUNDRAISING  
PLANNED FOR 26 APRIL + BAG RACE IN THE SUMMER

Grant requested from Lerwick Community Council: £2,000

Details of last grant received from Lerwick Community Council: YEAR TO 2012 £1,500

Date: DECEMBER 2012 Amount: £1,500



**CONDITIONS OF GRANT**

- Established groups/organisations **must** submit a copy of their last audited accounts and a copy of their most recent bank statement. *- 2015 ATTACHED - BANK STATEMENT TO BE SENT AS NEEDED*
- Applications from Shetland-wide groups will not be considered (except in exceptional circumstances).
- A new group/organisation may receive a small establishment grant.
- Applications should be made prior to project commencing, therefore no retrospective applications will be considered.
- Although grants will be approved in advance, no grant will be paid until the work is done and a receipted invoice is submitted to Lerwick Community Council.
- A written acknowledgement is required once you have received your grant.

**IMPORTANT**

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

I (print name and position held): *Kate Lamberton*

of (group/organisation): *Royal British Legion Lerwick Pipe Band*

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

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

**(please tick appropriate box)**

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

*(not sure) so enclosed*

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

Signed: *Kate Lamberton*

Date: *22-4-16*



<b>For Official Use Only:</b>	
Date application received:	27/04/16
Date application approved: .....	Minute reference: .....
Amount offered: .....	Date grant paid: ..... Cheque number: .....
Child Protection Criteria checked and approved by Community Council Clerk or her deputy	
Name: .....	Signed: .....

**CHILD PROTECTION DETAILS**

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

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

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

Yes  No

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

Yes  No

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

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

**Q2a** Does your organisation have an approved Child Protection Policy?

Yes  No

**Q2b** Does your organisation have an approved Child Protection Procedure?

Yes  No



**Q2c** Does your organisation have an approved Equal Opportunities Policy?

Yes  No

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

Yes  No

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

Yes  No  Not Applicable

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

Yes  No

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

(tick)

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

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

Yes  No

BUT WE ARE UNDERTAKING A FURTHER REVIEW

**Signatory Section**

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

Signature Kate Hambleton

Date 22-6-16

Print Name Kate Hambleton

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

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

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

WE HAVE POLICIES IN PLACE & TEACHERS OF PIPES ARE PVG AUTHORIZED. FOR DRUMS WE ARE UPDATING - BUT, PARENTS STAY FOR LESSONS. UPDATING PROCEDURES.

DRAFT

# Lerwick Royal British Legion Pipe Band

## FINANCIAL STATEMENTS

for the year ended

31 December 2015

DRAFT SEEN AT LAST  
MEETING - WILL BE  
~~FOR~~ AUDITED IN NEXT FEW  
WEEKS

LERWICK ROYAL BRITISH LEGION PIPE BAND  
TRUSTEES' ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2015

---

Scottish Charity Number SC0 39238

**Current trustees**

Mr L Angus	Pipe Major/Chairman
Mr A McArthur	Pipe Sergeant
Ms E Gray	Drum Sergeant
Ms I Hambleton	Treasurer/Secretary
Mr I Barrie	Vice Chair
Mrs S Moore	
Mr M Skinner	
Ms A Cartney	
Mr I Cluness	

**Other trustees during the year**

There were no other trustees in the year other than those noted above.

**Contact address**

C/o Royal British Legion Lerwick Branch, Commercial Road, Lerwick, Shetland ZE1 0NL

**Recruitment and appointment of Trustees**

All of the trustees are appointed or reappointed by the members at our annual general meeting, which is held each year. Appropriate induction is given to trustees on appointment.

**Governing document**

The Lerwick Royal British Legion Pipe Band is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

**Charitable purposes**

The purposes are as recorded in the constitution. The objects are:

- Promotion of ensemble playing of Highland bagpipes and drums and the teaching of the arts of piping and drumming.
- To provide or assist in the provision of recitals and other appearances in public and for the benefit, enjoyment and education of the public.
- To provide a resource for the education and training of pipers and drummers.

**Activities and achievements**

During the year, the band (and junior drummers) has continued to meet and practise on a Wednesday night with separate youth pipers meeting on a Monday night.

The band took part in the following:

- Up Helly Aa (Lerwick, South Mainland and Scalloway)
- Shetland Sea Scouts Gala
- Remembrance Day Parade

Fundraising carried out

- Various members played for community or individual events

LERWICK ROYAL BRITISH LEGION PIPE BAND  
TRUSTEES' ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2015

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Grants received

- No grants were received in the year however the band were successful in receiving additional donations from BP.

Fundraising

- A
- 

**Trustee remuneration and expenses**

The trustees did not receive any remuneration or expenses during the year.

**Reserves**

As a result of the surplus of £ for the year, the band held unrestricted funds of £ at the year end.

The Committee consider the general fund of £1,976 will enable us to purchase the items required for the future. The Fund operates to date within the budgets set out and the reserves are maintained at a level to ensure sufficient funds are held to meet commitments.

**Plans for future periods**

No significant changes are planned, although further fundraising will be required.

Approved by the trustees and signed on their behalf

Trustee

1 March 2016

# Lerwick Royal British Legion Pipe Band

## RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31 December 2015

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
<u>Grants and Donations</u>		
Royal British Legion – Lerwick Branch	500	-
Scalloway Fire Festival	100	-
South Mainland Up Helly Aa Committee	-	100
Lerwick Up Helly Aa Committee	100	100
BP donation	-	250
Donation – wedding and other	80	340
	<hr/>	<hr/>
	780	790
<u>Fundraising</u>		
Chinese night tickets	-	410
Chinese night raffles	-	170
	<hr/>	<hr/>
	780	580
Treasurers Account interest	-	-
	<hr/>	<hr/>
Total receipts	880	1,370
<b>Payments</b>		
Charitable activities:		
Equipment purchases for		
Drums – mallets (3 sets)	50	-
Pipes – chanters (10)	980	198
Uniforms	-	-
Administration including postage and printing	-	-
Venue hire	-	25
Membership of Voluntary Action Shetland	-	-
Fundraising activities:		
No costs		
	<hr/>	<hr/>
Total payments for charitable activities	1,030	223
Governance costs:		
Review costs	-	-
	<hr/>	<hr/>
Surplus/(Deficit) for the year	(250)	1,147
	<hr/> <hr/>	<hr/> <hr/>



# Lerwick Royal British Legion Pipe Band

## STATEMENT OF BALANCES

As at 31 December 2015

	2015 £	2014 £
<b>Bank and cash in hand</b>		
Opening balances	1,976	829
Surplus/(Deficit) for year	(250)	1,147
	<hr/>	<hr/>
Closing balances	1,726	1,976
	<hr/>	<hr/>
<b>Reserves</b>		
General funds	1,726	1,976
	<hr/>	<hr/>

All funds are unrestricted.

Approved by the Trustees and signed on their behalf

L Angus , Chairman

1 March 2016

# Lerwick Royal British Legion Pipe Band

## STATEMENT OF BALANCES

As at 31 December 2015

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I report on the accounts of the charity for the year ended 31 December 2015 which are set out on pages 2 to 5.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2006 does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanation from the directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiner Name:

Signature:

1 March 2016

## Child Protection Policy statement

We are committed to safeguarding the welfare of all children and young people. All reasonable steps will be taken to promote safe practices and to protect children from harm, abuse and exploitation.

We will

1. Implement our recruitment / enrolment procedures for appointing staff, volunteers and helpers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children or who is disqualified from working with children
2. Ensure that all staff, volunteers and helpers in our group are aware of their responsibility to protect children and young people. A child will be considered to be anyone under the age of 18.
3. Promote the rights of a child to be listened to and to be taken seriously so that the child is able to express their views, thoughts and concerns.
4. Ensure that staff, volunteers and helpers are aware of and adhere to our code of conduct and child protection policy and procedures, a copy of which are attached.
5. Ensure that all staff, volunteers and helpers understand the need to report child protection concerns about a child or a worker's conduct towards a child.
6. Ensure that staff, volunteers and helpers understand their responsibility to refer any child protection concerns to the Shetland Island Council, Duty Social Worker, inline with our child protection procedures.
7. Make referrals in line with the Shetland Inter-Agency Child Protection Procedures which we approve and adopt.

- 8. Ensure that staff, volunteers and helpers are provided with support and the opportunities to develop their skills and knowledge in relation to child protection issues

This was adopted as the Child Protection policy of

" Royal British Legion Leicestershire Probation "

at a Committee meeting on .....

and is certified as a true copy. —

CAS SEND A

SIGNED COPY

Name .....  
(print)

Name .....  
(print) DON'T HAVE THIS TO HAND AT PRESENT

Signature .....

Signature .....

Committee  
position .....

Committee  
position .....

Date .....

Date .....

# LERWICK COMMUNITY COUNCIL

## Core Funding Financial Report as at 27 April 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
Sale of TH Guides		0.00
Sale of LCC Ties		0.00
		40,342.24

<u>EXPENDITURE</u>	£	£
Office Costs	2,819.02	
Employment Costs	775.80	
Administration	65.16	
Accountancy	0.00	
Misc.	0.00	
Grants/Projects	266.62	
CDF Distrib & Projects	800.00	
		4,726.60
		<b>35,615.64</b>

<u>REPRESENTED BY</u>	£
Bank Balance as at 27.04.16	35,615.64

### Indication of Free Funds:

Main Annual Running Costs - Amended Forecast - £15,103.62	
Amended Budget Remaining	11,443.64
Annual Grants & Projects Amended Forecast £2000.00	
Amended Budget Remaining	1,733.38

### **Committed Funding:**

PB Pilot Scheme from Core Funding '15/16	1,192.68
PB Pilot Scheme from CDF '14/15 and CDF '15/16	807.32
PB Pilot Scheme from CDF '16/'17	3,000.00
PB Pilot Scheme Additional Funds	250.00
Filsket Riding Club (No longer required)	600.00
Replacement LED Floodlights for Clickimin Broch	4,524.00
Renewal of damaged office floorcoverings	490.00
Repair of office ceiling	200.00
	24,241.02
<b>Estimated Free Funds</b>	<b>11,374.62</b>