



LERWICK COMMUNITY COUNCIL

www.lerwickcc.org

CHAIRMAN

Mr Jim Anderson
66 Breiwick Road
Lerwick
Shetland ZE1 0DB

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

CLERK

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

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Email: clerk@lerwickcc.org.uk

2 December 2015

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 7 December 2015**.

The next meeting of Lerwick Community Council will be on Monday 4 January 2016.

Yours faithfully,

Marie Sandison

Marie Sandison
Clerk to the Council

LCC Members Literature in Office

Scottish Natural Heritage – The Nature of Scotland – Autumn/Winter 2015

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 2 November 2015
4. Business arising from the minutes
5. Lerwick Community Council Participatory Budgeting Pilot
6. Police Scotland November 2015 Report
7. Roads Department – In Attendance
8. Funding – In Attendance – Michael Duncan – External Funding Officer
9. Correspondence
 - 9.1 Future Islands Bill Consultation
 - 9.2 External Transport Forum
 - 9.3 Rotary Club of Shetland – Community Council Grants
 - 9.4 New AHS Roundabout – Large Vehicle Concerns
 - 9.5 Funding Opportunity – Architectural Heritage Fund/Zero Waste Scotland
 - 9.6 Bikeability Training – Elaine Skinley
 - 9.7 Sound Service Station Canopy
 - 9.8 Skatepark Gate – Kaye Williamson
 - 9.9 Clickimin Broch – Chris Grant – Youth Development Worker
10. Financial and CDF Report
11. Grant Application – Filsket Riding Club – Container/Portacabin
12. Planning Applications
 - 12.1 2015/380/PPP – Demolition of an existing unused office building and the construction of a new 100 bed hotel (3805 sq m) and new 945 sq m office building, with associated parking.
 - 12.2 2015/406/PPF – To erect dwellinghouse and alter existing communal car park – Adjacent to 43 Fogralea, Lerwick – Mr James Watt

Items for Noting

Andrew Archer – Peerie Oversund
Parking signs on walls outside Quendale House
Young People Engagement Event
Access Road to the Sletts Pier
Groundwork UK Application Submission (Tesco Local Community Scheme)
Clickimin Broch Lights – Sound Primary School – Mrs K Greave
Cycling Leaflet Reprint – Elaine Skinley
North Ness Coastal Path and Walkway – Dave Coupe – Executive Manager Roads
LCC Sign for Beach Road, Lower Sound, Lerwick – Alison K Anderson

13. Any Other Business

MONDAY 2 NOVEMBER 2015

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

Members

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

Additional Co-opted Student Members

Miss S Sandison	Mr I Russell
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Ex-Officio Councillors

Cllr P Campbell (left at 7.30pm)

In Attendance

PC Michael Murphy, Police Scotland
Mr Andrew Archer, Rotary Club for Shetland
Mrs M Sandison, Clerk to the Council

Chairman

Mr J Anderson, Chairman to the Council presided.

11/15/01

Circular

The circular calling the meeting was held as read.

11/15/02

Apologies for absence

Apologies for absence were received from Mr M Peterson, Cllr C Smith, Cllr J Wills, Cllr M Bell, Cllr M Stout, and Cllr A Wishart.

11/15/03

Minutes

The minutes of the meeting were approved by Mr A Henry and seconded by Mr A Wenger.

11/15/04

Business Arising from the Minutes

None.

11/15/05

Police Report – Police Constable Michael Murphy

PC Murphy reported that it had been a standard month. There were more motor offences due to police concentrating on and detecting more, this was a priority. He asked if there were any queries and he would try to answer them.

Mr Anderson asked members if they had any questions.

Mr Knight asked about parking offences and on the spot fines.

PC Murphy didn't have the figures, but offered to come back to the Clerk. He asked about any particular areas of interest.

Mr Knight mentioned Commercial Street, near the Post Office and the Market Cross.

Mr Knight enquired if the Police still had a dedicated Wildlife Officer in Shetland.

PC Murphy replied that they had one working in the Highlands and Islands Division and he thought there may be someone being trained up locally. He mentioned Police Constable J P McAllister and said he would come back and confirm.

Mr Knight commented that the fishing season was closed, but could still see people fishing. He remarked that the penalties were substantial, such as the confiscation of their car and perhaps people should be warned.

PC Murphy replied that not many were reported and agreed that the punishment could be quite severe.

Mr Anderson enquired about patrols near the Clickimin Broch.

PC Murphy assured councillors that this was a priority at weekends and part of the general patrol on a night. He understood that the lights had been an on-going issue and previous incidents around two to three years ago revealed boys aged eight to ten had found the Broch interesting at night to play on. As far as he was aware, it had not become a drinking den and had probably been targeted by young kids.

Mr Ristori suggested the use of the mobile unit and reported that taxi drivers at weekends would like to see it on Victoria Pier. He also thought it would be somewhere for folk to come to and speak to the Police. He mentioned the van had been based in Scalloway in the past.

PC Murphy replied that he would approach Chief Inspector Lindsay Tulloch regarding the proposal and said that staffing levels had improved which may help. He remarked that they were always speaking to taxi drivers as they saw everything. He said that people may only see the Police as they are driving past and that it was a good idea.

Mr Ristori asked about community wardens.

PC Murphy said that they were still about and thought that people were more inclined to speak to them.

Mr Anderson thanked PC Murphy for attending and welcomed Mr Archer from the Rotary Club.

PC Murphy left at 7.15pm.

11/15/06

Rotary Club of Shetland – Mr Andrew Archer

Mr Archer thanked members for his invitation to attend and said it was mainly following on from the letter sent to community councils. He said that traditionally the Rotary Club had been involved in fundraising, but had taken part in community work, youth events, Da Voar Redd Up, bulb planting and events such as the Motor Show.

He explained that recently members felt the need to make more direct contact with groups and work together on projects. He said that responses had been received already. They were less interested in long term projects or on-going maintenance. He was glad he had this opportunity to talk about the Rotary, as it needed to publicise itself.

Mr Archer said they were keen to help local groups financially and a simple form could be downloaded from the website. He said to encourage groups to get in touch. They would also like to encourage new members and said that anyone could join and encouraged them to get in touch.

He mentioned that small grants were given to all community councils last year and many of them took up the offer. Small grants were available and could be spent on anything.

Mr Anderson asked if anyone had any questions for Mr Archer.

Ms Fraser said that she was interested in the history of the organisation and had only a vague knowledge.

Mr Archer explained that the Rotary Club in Shetland had been going for forty two years and worldwide for one hundred with two million members, fifty five thousand in the United Kingdom. Locally they had twenty six members who were keen to help and use their skills and talents.

Ms Fraser asked about the philosophy or motto of the group.

Mr Archer replied that they had two mottos, 'Service above Self' and 'Were for Communities'. Members hope to give a little bit back. He asked if anyone had any ideas to email and to include his email in the minutes.
(AndrewArcher45@yahoo.co.uk)

Mr Coleman asked about changes from in the past.

Mr Archer spoke of the fundraising locally previously with the Motor Show and Ideal Home Show. Money was sent out-with Shetland, but as they continue to see a reduction locally there's a move to make more available to local organisations. He added that it was a simple process, by stating what and how, it was that easy. They hoped that a wider set of groups would apply, young people, old, for health or sports.

Mr Anderson asked about the percentage of money spread locally.

Mr Archer replied that some was spent internationally, they raised about five thousand a year. Charities benefited such as Shelter Box, twenty-five percent to Help

for Hero's, Cancer ARI, about forty percent was spent locally. Amounts tended not to be more than a thousand pounds. They wanted to try to do more across the Isles.

Mr Anderson said that forty percent was still a good lot of money.

Ms Fraser had thought of the Rotary as a Business Man's Club and she wondered how they select members.

Mr Archer replied that back in time members would have been invited, but that these days membership was open to anyone. He had written to join after coming up to Shetland. Prospective members were put to the club, he was not aware of anyone being rejected. They were keen to get more women members. They were just trying to make a difference.

Mr Anderson thanked Mr Archer for coming along and said they would keep the information in mind and pass on the details.

Mr Archer left the meeting at 7.30pm

11/15/07

Correspondence

7.1 By-Election Results – Anne Cogle – Governance & Law, SIC

Mr Anderson pointed out that Fetlar had done best as they had filled their vacancy. No nominations had been received for Lerwick.

Mr Ristori mentioned Mr Irvine Watt for next time.

Mr Anderson replied that they could co-opt a member, if they were aware of someone interested.

7.2 May 2016 Meeting – Anne Cogle – Governance & Law, SIC

Mr Anderson advised that a note had been received from Anne requesting use of the Town Hall Chamber for the Election. He said he was happy to move the date or meet in Lystina, but his suggestion was to move through to Lystina Board Room and keep the date.

Members were in agreement.

(Action: Clerk to the council)

7.3 Cost of Signage for Sands of Sound – Art Machine

Mr Anderson suggested that we seek permission from Mr and Mrs Ramsay. He asked members if one or two signs would be needed.

Mrs Simpson responded that two signs, one for up near car park and one for near the beach access would be necessary.

Mr Anderson agreed that we seek permission for signs to be erected.

(Action: Clerk to the council)

7.4 Request to use photograph of Rognvald Stained Glass Window – Oxford University Press

Mr Anderson asked if everyone was happy.

Mrs Simpson queried about remuneration.

Ms Fraser suggested a courtesy copy for the Shetland Library.

Mr Anderson agreed that we request copies and then for LCC to present a copy to the Library.

(Action: Clerk to the council)

7.5 CDF Distribution Fund Query – Mr Michael Duncan

Mr Anderson explained that unspent CDF funding had been allowed to carry forward and added on to the distribution fund for this year 2015/16, so there was no loss of funds.

7.6 Cycle Leaflet – Elaine Skinley

Mr Anderson said that we were still waiting for feedback on leaflet reprint.

(Action: Clerk to the council)

7.7 Path around Mareel & North Ness Coastal Path – Roads Department, SIC

Mr Anderson said that a letter from Roads was on the way.

Mr Knight informed members that the area had been cleaned up.

7.8 Funding Opportunity – Greenspace Grant

Mr Anderson explained that Tesco were to disperse the five pence charged for plastic carrier bags. He remarked that it was a chunk of money and reflected the large number of bags they were selling. He suggested that due to time constraints it would be difficult to get the figures together, but hoped they could put forward something to one of the two further rounds over the next three years.

Mrs Simpson suggested the Churchyards as a possible project.

Mr Anderson welcomed the possibility in regard to the stones and the wall in the Old Kirkyard. He suggested that an application could be put in if enough detail and they could generate support. He commented that it could be prepared for the next round and an item on the next agenda. He asked if there were any further suggestions.

Mr Spence reported that as from 9th October a new bill of legislation was to be brought in for kirkyards.

Mrs Simpson enquired if the bill would affect anyone wishing to do work.

Mr Spence said that it would not. He said that in the past it was up to the family to see to the headstone, but as time went by family weren't there. Many headstones throughout Shetland needed re-erecting.

Mr Anderson mentioned the sea path at the Sletts needed attention.

Mr Ristori suggested including some kind of lighting at the Sletts, similar to that along the Clickimin path.

Mr Hay proposed that the Sletts coastline was a big issue and a well used walking route around town. He proposed that the Tesco funds would be a good start to making this happen.

Mr Carter raised concern due to the waste dumped at the Sletts and the pile of rubble.

Mr Anderson agreed the idea of applying for funding for the area and expressed concern for the state due to contractors leaving odd loads of concrete. He suggested adding to the next agenda.

(Action: Clerk to the council)

7.9 Parking at Stout's Court/Conservation Area - Mr Kevin Sandison

Discussion took place on the parking signs recently fix to the walls of the parking area outside Quendale House. Members agreed to raise the concern with the planning department.

(Action: Clerk to the council)

11/15/08 **Financial Report**

Noted.

11/15/11 **Grant Applications**

8.1 Living Lerwick – Christmas Tree Lights, Installation and Barrier

Mr Anderson outlined the application from Living Lerwick for the lights, installation and barrier. He commented that for the last few years the barrier around the tree had been poor and recommended a picket fence.

Mr Fraser agreed that the grant funding should be awarded. This was seconded by Mr Carter.

(Action: Clerk to the council)

11/15/09 **Planning Applications**

9.1 2015/330/PPF – To construct driveway at front of dwellinghouse – 25 Leslie Road, Lerwick – Ryan Garriock

No objections.

(Action: Clerk to the council)

9.2 2015/331/PPF – To continue storage of commercial blasting explosives – Stoney Hill Quarry, Ladies Drive, Lerwick – EPC-UK Ltd

Mr Coleman asked if it was necessary to yearly apply for permission.

Mr Anderson was unsure, but reported that a previous application had been made in 2004.

Mr Coleman commented that due to the number of planned new houses in the area, he questioned the storage there.

Mr Anderson replied that the currently proposed new housing was further away from the site than the existing.

No objections.

(Action: Clerk to the council)

9.3 2015/336/PPF – To demolish garages and flat and erect new dwellinghouse and garage – Rear of 16 Ackrigarth, Lerwick – Mr David Stewart

No objections.

(Action: Clerk to the council)

9.4 2015/360/PPF – To change of use from shop to dwellinghouse – 51 Commercial Street, Lerwick – Barbara Mitchell

No objections.

(Action: Clerk to the council)

9.5 2015/373/PPF – To demolish side porch of Knysna, existing garage and shed; extend existing parking area, erect new dwellinghouse – 6 Burgh Road, Lerwick – Mr J & Mr S Williamson

No objections.

(Action: Clerk to the council)

9.6 2015/375/PPF – Installation of 2no. 15kw Wind Turbines, on 15m towers and excavation of associated trench for electricity cables – Waste Management Facility, Gremista – SIC

Members discussed the site and number of wind turbines in and around Lerwick.

Mr Spence explained council scheme to feed into shed for the waste management facility. The plan didn't cost the council as it was funded by the government.

No objections.

(Actions: Clerk to the council)

Additional Planning Applications

2015/391/PPF – To erect 2no storage and net repair units with external storage areas – Arlandra Industrial Area, Gremista, Lerwick – Charisma Fishing Co. Ltd & Swan Net Gundry Ltd

No objections.

(Action: Clerk to the council)

11/15/10

Any Other Business

New AHS Roundabout

Mr D Ristori raised concerns regarding the lack of space for large vehicles to pass when using the new roundabout.

Discussion took place about the particular area of concern.

Mr Anderson agreed that we write to roads.

(Action: Clerk to council)

Sound Service Station Canopy

Mr Ristori reported that a member of the public had raised concern regarding the state of the canopy of the Sound Service Station. They had said that if left as it was, it was likely to fall down again. He also mentioned that parts of the canopy were lying at the rear of the garage.

Mr Anderson said that they could write and ask about plans for the garage. It was acceptable to ask the question as it was a legitimate concern.

(Action: Clerk to the council)

Water on the street

Mrs Simpson mentioned the problem of surface water on the street. Areas in particular were near Fat Little Pony on Commercial Street, and near the Lodberries and Boating Club.

Mr Anderson replied that the works were currently scheduled for later in the month.

Smashed Clickimin Lights

Mrs Simpson asked about the possibility of CCTV at the Clickimin Broch.

Mr Anderson mentioned that mock signs had been drafted. He spoke about the problems with setting up CCTV and the difficulty of seeing any footage.

Mr Coleman asked about approaching Historic Scotland.

Discussion took place about raising the issue with school kids. It was agreed that we write to schools.

(Action: Clerk to the council)

Mr Knight asked members if they had any knowledge about the entrance/exit to the Skate Park and if the rails were sufficient to stop children from going onto the road.

Mr Anderson replied that he thought there was a gate there.

(Action: Chair to check)

Sandveien Play Park

Mr Coleman informed members that the play park was in a bad state; due to paint having been spread around and it was not a nice place to take kids now.

Mr Anderson agreed that we write to Magnus Malcolmson. He supposed that they might not be aware of the situation.

(Action: Clerk to the council)

Public toilets

Mr A Wenger reported that the lower hand dryer in the male toilets was out of use and had been for about four months. He asked about querying if it would be repaired or replaced.

Mr Anderson suggested that we write and ask.

(Action: Clerk to the council)

PB Workshop

Mr Anderson mentioned that the PB workshop was to be held next Monday evening at 6:30pm and he hoped that all who could, make it along.

Kate Massie Leaving

Mr Anderson informed members that Kate's last day was Friday this week and he wanted to note her sterling service on behalf of community councils over the years.

There being no further competent business the meeting concluded at 8.25pm.

Minute ends.

MR J ANDERSON
CHAIRMAN
LERWICK COMMUNITY COUNCIL

Chairman.....

Date.....

From: [Clerk to Lerwick Community Council](#)
To: [\(acarter214@btinternet.com\)](#); [Alastair Henry](#); [Andrew Johnston](#); [Arwed Wenger](#); [Averil Simpson](#); [Damien Ristori](#); [eddie39@madasafish.com](#); [Genevieve White](#); [Ian Russell](#); [Jim Anderson \(jim@filsket.me.uk\)](#); [John Fraser \(torchbhoy@hotmail.co.uk\)](#); "Karen"; [peter.coleman14@gmail.com](#); [Sally Sandison](#); [stewartthay@gmail.com](#); [William Spence](#); [allan.wishart@shetland.gov.uk](#); [Cecil L. Smith](#); [Cecil Smith](#); [jonathanwills47@gmail.com](#); "Malcolm Bell"; [peter.campbell@shetland.gov.uk](#); [Stout Michael@SIC](#)
Subject: Participatory Budgeting Pilot
Date: 10 November 2015 22:20:00

Dear All,

Following the Participatory Budgeting Workshop one of the initial considerations of the Lerwick Community Council is the preferred funding option.

It has been proposed that LCC carry forward CDF ('15-16) money (£807.32) into 2016 and apply for further CDF Distribution in April (£3,000) with the intention of having a larger pot of money for PB pilot project.

In addition to the LCC funds, a recent communication received from the Scottish Government by Community Planning and Development, has made the offer to match fund any local project this year.

In view of this, LCC members present agreed in principle to roll forward funds from this year augmented with (1,192.68) from the unallocated budget, thus creating a pot of £2,000 which added to CDF ('16-17) money (£3,000) will total £5,000 and when matched will create a pot of £10,000 for the PB Project in May 2016.

The LCC has to come back to Community Planning and Development by 4th December regarding the match funding offer from the government. **Could I ask members to reply by Friday this week, if happy to go ahead.** The project will be included in the December Agenda for further discussion and ratification of funding.

Regards,
Marie

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Marie Sandison
Clerk
Lerwick Community Council

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Marie Sandison
Clerk
Lerwick Community Council

From: Roselyn.Fraser@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Cc: patricia.christie@shetland.gov.uk; jim@filsket.me.uk; june.porter@shetland.gov.uk
Subject: RE: PB Workshop - LCC - Finance Option - Deadline 4 December
Date: 18 November 2015 15:18:16
Attachments: [CC PB PILOT - Planning worksheet.doc](#)

Hello Marie,

Thank you for your reply. I have passed that information on to Vaile Simpson.

I don't think we need anything further at the moment.

Please find attached the requested form.

Kind regards

Roselyn Fraser

From: Clerk to Lerwick Community Council [mailto:clerk@lerwickcc.org.uk]
Sent: 18 November 2015 11:22
To: Fraser Roselyn@Comm Plan & Dev
Cc: Christie Patricia@Comm Plan & Dev; Anderson Jim
Subject: RE: PB Workshop - LCC - Finance Option - Deadline 4 December
Importance: High

Dear Roselyn,

Following on from the PB Workshop last week Lerwick Community Council prefer funding option 2.

The decision has been agreed to carry forward the remaining CDF 2015/16, topped up with unallocated funds to make a pot of £2,000. Applying for CDF 2016/17 of £3,000, making a total of £5,000.

We acknowledge and accept the government offer of 'match funding' for this year to enable us to run the PB project in May with a total pot of £10,000.

Please let me know if you require any further information.

Is it possible for you to email the sheet circulated at the workshop for other members 'Community Councils PB – Planning your project'. This would be helpful for discussion/planning in the future.

Regards,
Marie

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Marie Sandison
Clerk
Lerwick Community Council

From: Roselyn.Fraser@shetland.gov.uk [mailto:Roselyn.Fraser@shetland.gov.uk]

Community Councils PB - Planning your project

Initial considerations	
<p>Which of the 3 funding options would your CC prefer?</p> <ol style="list-style-type: none"> 1. Run PB project before end of March 2016 with £3,000 2. Carry forward money into 2016/17 and apply for further £3,000 in April. Run PB project with £6,000 budget post April 2016. 3. Option 2 but allocate some of the money in normal way before end of March 2016, and carry forward some of the balance to add to the 2016/17 allocation. 	
<p>Project name? – may want to give the project a catchy title</p>	
<p>Priorities – are there any local needs, issues and priorities you may want the funding to help address?</p>	
<p>Timeline – draw up a timeline based on chosen funding option.</p>	
Bidding process	
<p>Eligibility criteria? – eg: community groups with a constitution and bank account</p>	
<p>Advertising – how might you best advertise your project?</p>	

How will you target and inform groups who may wish to apply for money?	
Design and distribute application forms	
Deadline for return of applications – set a date	
Meeting to sift and approve applications – who will be involved?	
Inform applicants if they are through to the public vote and communicate any relevant information, eg: prepare a 3 min presentation to sell their project	
How will you publicise the Voting Day? – invite and inform the public about the projects that are up for the public vote.	
Voting Day	
Set a date	
Book a venue	
Voting criteria? – e.g.: geographic, age	
Identify a MC	
Identify people to count the votes	
Catering – teas / coffees	
Consider entertainment while votes are counted	
Voting slips	
Big dummy cheques	

Press / photographs	
Feedback forms for the day	
Post Event	
Issue contracts and cheques to successful bidders	
Monitoring of project delivery – seek progress reports	
Paper trail	
Evaluation	
Recommendations for future projects	
Any other thoughts	

From: kate.massie@shetland.gov.uk
To: jameshepherd08@btinternet.com; joyceadamson@btinternet.com; joyce.adamson@shetland.gov.uk; clerk@dunrossnesscc.shetland.co.uk; fetlarcc@yahoo.co.uk; clerk@ggc-communitycouncil.co.uk; clerk@lerwickcc.org.uk; eganson@btinternet.com; northmavenc@gmail.com; dougforrest@tiscali.co.uk; clerk.sandacc@gmail.com; sandwickcommcouncil@gmail.com; scallowayclerk@gmail.com; marinatait@btinternet.com; tww.communitycouncil@googlemail.com; josie_mcmillan@hotmail.com; jimstearn@yahoo.co.uk; clerk.ycc@gmail.com; alitgwu@aol.com; garylaurenson194@hotmail.com; raymond.mainland@btinternet.com; james.rendall31@googlemail.com; graham2@btinternet.com; jim@filsket.me.uk; Kieran.Malcolmson@shetland.gov.uk; hubert.hunter@btinternet.com; fairviewha@btinternet.com; hnpengineers@btconnect.com; priestjt@aol.com; mark.burgess@shetland.gov.uk; anderson845@btinternet.com; tww.communitycouncil@googlemail.com; gthamar99@gmail.com; davidhughson@btinternet.com; laurence.odie@odie-knitwear.co.uk
Cc: cathrine.hughson@shetland.org; anne.robertson@shetland.org
Subject: Future Islands bill
Date: 11 November 2015 09:58:32

Hello All

As discussed at the ASCC meeting on 3/10/15 below is the link to documents and online survey for the Consultation on Provisions for a Future Islands Bill.

Feedback from islands communities on this is vital. Please take time to submit a response from your Community Council.

<https://consult.scotland.gov.uk/islands-team/islands-bill-consultation>

Apologies if you have already received this information.

Regards

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

01595 743906

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: jenna.manson@shetland.gov.uk
To: aliunite@btinternet.com; garrylaurensen194@hotmail.com; alastair.cooper@shetland.gov.uk; raymond.mainland@btinternet.com; james.rendall31@googlemail.com; graham2s@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: jameshepherd08@btinternet.com; joyceadamson@btinternet.com; dcc.alison@btinternet.com; clerk@dunrossnesscc.shetland.co.uk; fetlarcc@yahoo.co.uk; clerk@ggc-communitycouncil.co.uk; clerk@lerwickcc.org.uk; eganson@btinternet.com; northmavenc@yahoo.co.uk; Dougatwalls@yahoo.co.uk; laurena.fraser@btinternet.com; sandwickcommcouncil@gmail.com; scallowayclerk@gmail.com; marinatait@btinternet.com; twv.communitycouncil@googlemail.com; josie_mcmillan@hotmail.com; jimstearn@yahoo.co.uk; clerk.ycc@gmail.com
Subject: Islands Bill Consultation - Message from Gary Robinson
Date: 13 November 2015 13:44:22

Dear Community Council Chair

No doubt you will have noticed the recent Islands Bill consultation announced by the Scottish Government. I understand this was highlighted at the Association meeting in October and a number of Community Councils are already actively considering the consultation document with a view to providing a response. In case you haven't seen it, you can access the document through the front page of the Council's website. <http://www.shetland.gov.uk/>

We are currently working on the Council's response with an aim of reporting to the full Council meeting in mid December. If you or your community council members wish to feed in any views or thoughts to that process, please feel free to do so. You can do that by emailing me direct. gary.robinson@shetland.gov.uk

It goes without saying that this is a very significant opportunity. During the Our Islands Our Future campaign, we made the case for a specific 'Act for the Islands', so it is now up to us to make the most of this consultation process. I would encourage you to raise this at your meetings and would be grateful if you could help us promote the process throughout your communities.

Yours sincerely

Gary Robinson
Political Leader
Shetland Islands Council

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For more information please visit <http://www.symanteccloud.com>

From: catherine.hughson@shetland.org
To: CommunityCouncilClerks@shetland.gov.uk
Cc: anne.robertson@shetland.org
Subject: External transport forum
Date: 01 December 2015 08:35:00
Attachments: [Transport minutes 230915.docx](#)

Hi All

Please find attached minutes of the last transport forum held 23 September 2015.

Items at yesterday's meeting included:-

Presentation from Northlink

- Passenger numbers increase 1.6%
- Decrease in freight of 1%
- Usage of Pods are up
- The Landbridge fare from Lerwick-Kirkwall-Scrabness is hoping to continue into 2016
- Delays due to adverse weather touched upon

New Ferry Contact:

- Transport Scotland will appoint a consultant within 6 weeks
- Working group will conduct a STAG survey
- Report on SIC on the possible timescales of this work
- There will be detailed engagement on what our needs are
- Engagement will take 10 months I asked that Community Councils be kept in the loop
- Questions asked about reinstating our links to Norway

I did try to get the link to the report the Michael Craigie alluded too but it's not there yet.

I attended this meeting to get information for both VAS and ASCC, but I would ask that all community councils consider putting a representative forward to this meeting.

Any questions please get in touch.

Regards

Catheirne

Catherine Hughson
Executive Officer
Voluntary Action Shetland
14 Market House
Market Street
Lerwick

From: anne.robertson@shetland.org
To: JoyceAdamson@shetland.gov.uk; Dougatwalls@yahoo.co.uk; dcc.alison@btinternet.com;
laurena.fraser@btinternet.com; eganson@btinternet.com; clerk@gqc-communitycouncil.co.uk;
northmavenc@gmail.com; sandwickcommcouncil@gmail.com; clerk@dunrossnesscc.shetland.co.uk;
clerk.ycc@gmail.com; clerk@unstcc.shetland.co.uk; scallowayclerk@gmail.com; clerk@lerwickcc.org.uk;
jameshepherd08@btinternet.com; jimstearn@yahoo.co.uk; marinatait@btinternet.com; fetlarcc@yahoo.co.uk;
tww.communitycouncil@googlemail.com
Cc: catherine.hughson@shetland.org
Subject: Rotary Club Grants
Date: 26 November 2015 16:46:07

Hi everyone

Please see below reminder from the Rotary Club re applications for a Christmas grant. If you want to submit a claim please direct it to Robin Sandison whose contact details are provided in the email.

Regards
Anne

Hello,

Please can I check that the details of the xmas grant process went out to the community councils. As a reminder, the arrangement is that any community council can get £100 from the Rotary Club of Shetland, as long as the money is used for something that makes the lives of old people better at Christmas. I know that most of the councils put it towards a Christmas meal but Scalloway use it towards shopping vouchers for their senior citizens. We don't mind what it's for, as long as it does something for old people at Christmas.

To claim the money, all they have to do is email our secretary, Robin Sandison, (robin@lonabrak.com) and say what they want the money for. The cheques will be issued payable to the relevant community council.

Thanks for your help.

Regards

Andrew Archer
Rotary Club of Shetland

Lindburn
Wormadale
Whiteness
Shetland
ZE2 9LJ

Tel: 01595 840583

Anne Robertson



Executive Manager: Dave Coupe
Director: Maggie Sandison

Lerwick Community Council
Per, Mrs Marie Sandison, Clerk
Community Council Office
Basement
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
Dave Coupe
Direct Dial: 01595 744104
Email:
dave.coupe@shetland.gov.uk

Our Ref: DC/G/Y8
Your Ref: 2015-063/MS

Date: 18 November 2015

Dear Mrs Sandison

New AHS Roundabout – Large Vehicle Concerns

Thank you for your letter dated 6 November 2015.

The design of the roundabout is both in line with, and compliant with, national guidance and was checked before construction to confirm that it was capable of being used by all classes of vehicle that were expected to use it. This check, as a matter of course, included Large Goods Vehicles and buses.

For your information, the check made for the longest articulated truck showed that the vehicle could negotiate it with some room to spare. I can also confirm that this is true in practice having observed them using it.

It should also be noted that the roundabout is deliberately designed so that vehicle speeds, on entry to and exit from it, are low to make sure that its use is as safe as possible for all road users.

I trust that as the roundabout is now complete, open to the public and being used successfully, together with this response, your concerns are answered.

Yours sincerely,

Executive Manager, Roads

[HL11181501.doc]

Zero Waste Scotland Launches Litter Communications Capital Grant Programme

Zero Waste Scotland has announced new funding to cover the capital costs associated with producing materials, based on its new litter prevention communications toolkit.

Scotland's national litter strategy, *Towards a Litter-free Scotland*, focuses on preventing litter being dropped in the first place, to reduce the need for clean up or enforcement. Zero Waste Scotland wants to use this grant funding to support organisations in delivering real impact in their local areas.

Awards of between £500 and £10,000 (excluding any VAT that can be recovered from HMRC) are available, providing the organisation's *de minimis* threshold (if applicable) has not been exceeded.

The grants can be used to cover the capital costs involved in producing communications materials and associated collateral.

The scheme's budget will be awarded on a competitive basis to those applicants that score most strongly overall against the evaluation criteria.

As litter is experienced across Scotland and impacts on a wide variety of organisations and communities, this grant funding is open to all sectors and areas of the country.

Any public sector organisation operating in Scotland is eligible to apply for funding. Private and third sector organisations are eligible, provided they are registered, constituted and operating in Scotland.

The final deadline for applications is 5pm on Friday 18 December 2015. See website below for more details:

<http://www.zerowastescotland.org.uk/content/litter-communications-capital-grant-programme-11f003-500>

Shetland Islands Council

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

Tel: 01595 743828

Email: Michael.duncan@shetland.gov.uk

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

AHF Announces 2016 Deadlines for Project Development Grants

The Architectural Heritage Fund (AHF) is an independent charity that was established to encourage and support the work of registered charities and constituted not-for-profit organisations that is dedicated to the preservation and renewal of buildings of architectural and historic significance which have failed to find a viable re-use on the open market.

To be eligible for funding, the building must:

- Have statutory protection through listing, or be in a conservation area and of acknowledged architectural or historic merit, and be at risk (on account of functional, structural, financial and/or other problems).
- Be capable of beneficial re-use.
- Have, or intend to obtain 'title' to the building ('title' means either the freehold, or a leasehold of at least 25 years and one day).

Grants of up to £25,000 are available to cover some of the costs of developing and co-ordinating a building project and taking it towards the start of work on site. Applicants are generally expected to cover at least 50% of the cost of the work

The total may include a combination of non-recoverable professional fees up to 100% of the costs up to a limit of £15,000 and project organiser costs up to 75% of the costs up to a limit of £15,000. Project organiser claims are paid at an agreed daily rate, up to a maximum of £350 per day.

The following are not eligible for funding:

- Private individuals.
- Commercial developers or other commercial companies.
- Places of worship that are still in use.
- Legal fees.

Please note that the AHF is currently updating its grant scheme details and eligibility and strongly encourage organisations to discuss any potential application with the relevant Support Officer in their area before submitting an application in order to get the most up to date information.

The 2016 deadlines are 10 February 2016, 11 May 2016, 17 August 2016 and 26 October 2016.
For more details see website below:

<http://www.ahfund.org.uk/grants.php>

Michael Duncan
External Funding Officer

From: Michael.Duncan@shetland.gov.uk
To: Dougatwalls@yahoo.co.uk
Cc: elaine.skinley@shetland.gov.uk; neil.watt@shetland.gov.uk; james.johnston@shetland.gov.uk; joyceadamson@btinternet.com; eganson@btinternet.com; dcc.alison@btinternet.com; laurena.fraser@btinternet.com; clerk@ggc-communitycouncil.co.uk; jimstearn@yahoo.co.uk; clerk@dunrossnesscc.shetland.co.uk; northmavenc@gmail.com; clerk@lerwickcc.org.uk; sandwickcommcouncil@gmail.com; scallowayclerk@gmail.com; jamesshepherd08@btinternet.com; marinatait@btinternet.com; fetlarcc@yahoo.co.uk; twv.communitycouncil@googlemail.com; clerk@unstcc.shetland.co.uk; clerk.ycc@btinternet.com
Subject: Bikeability training
Date: 23 November 2015 09:52:21

Dear Doug,

I am writing to give you an update in relation to your recent query on cycle proficiency training, now known as Bikeability. Below is a message from Elaine Skinley, who co-ordinates this training. I hope this helps.

Best regards,

Michael D

cc All Community Council clerks

Bikeability training is delivered to primary schools by the Council. Elaine Skinley at Roads Service co-ordinates training and it is often delivered in partnership with Active School coordinators, school staff and parents. Bikeability training is delivered in 3 levels; level 1 to lower primary pupils in the playground, level 2 to P5-7 out on the road near the school and level 3 to P7 or secondary pupils. Currently we need parents to assist so if any CC people would like to assist their help would be much appreciated – please contact your nearest school to ask if they need help. We will be having a one day training session in March so if they can help then get in touch with me and I'll book them on the course (they don't have to do the course but it helps and especially if they are willing to assist every year for a few years – its only 6 one hour sessions per year.)

Schools are generally visited on a 2-3 year rotating basis. I understand Happyhansel Primary School undertook Bikeability training in the past year but they have a trained person in the school so they may change to deliver every year, with Sandness Primary School scheduled to be delivered next year.

If you have any other queries on Bikeability training then please contact Elaine at elaine.skinley@shetland.gov.uk or call her on direct dial 744560.

Michael Duncan

External Funding Officer

Shetland Islands Council

Community Planning & Development

Solarhus

3 North Ness

From: [james](#)
To: ["Clerk to Lerwick Community Council"](#)
Subject: Sound Service Station Canopy
Date: 16 November 2015 08:09:31

Dear Marie

Thank you for your email on Monday.

I have read the letter attached and would comment as follows.

Hunter & Morrison are carrying out repair works to our canopy. They started work in September and have not yet completed them.

They have assured me the canopy is safe and that they will be back this week to carry out and complete the rest of the works.

The "displaced materials" will be disposed of when the job is completed, and are not going to blow away.

I hope this clarifies the situation.

Regards

James

From: [Kaye Williamson](#)
To: [Clerk to Lerwick Community Council](#); june.porter@shetland.gov.uk; patricia.christie@shetland.gov.uk; jirvine93@googlemail.com
Subject: Re: Skatepark Gate
Date: 02 December 2015 10:41:16

Dear Marie,

I am no longer involved in the Skatepark Committee so for your records and future communications, James Irvine is the current Chairman, his e-mail is:
jirvine93@googlemail.com

I am not entirely sure what the query is from the LCC. There is not a fixed 'gate' as such but there is a barrier which was designed by Mott MacDonald to be a safe entrance/exit for the cyclists at the park. The design was a chicane which was to purposely slow down the cyclists prior to exiting the park and this combined with changes made to provide visibility distances for road traffic coming from both directions provided the required safety measures. This was all discussed at the design / pre-planning permission stage with the SIC roads department and planning.

With this design of exit in place I am not sure how it would be possible to emerge at speed from the park. It is possible once out of the park to speed up going onto the road perhaps, but all cyclists on the public highway should be aware of their own safety.

If there has been some sort of incident which has initiated this query I am sure the skatepark members would be interested to hear the details and I am sure the Committee would pass on any safety concerns to the members. Obviously safety is paramount which is one of the main reasons the skatepark was so badly needed. Prior to the park being built the bikers and boarders had only car parks and public roads to ride and skate on. The reason I got involved was following a 4x4 running over my son's skateboard with him in the near vicinity.

I will pass your e-mail on to the relevant people and they will be able to provide more information for you perhaps than I can.

Kind regards,

Kaye

From: Clerk to Lerwick Community Council <clerk@lerwickcc.org.uk>
Sent: 01 December 2015 22:54
To: williamsok@hotmail.co.uk
Subject: Skatepark Gate

From: Chris.Grant@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: Clickmin Broch
Date: 09 November 2015 16:25:41

Good afternoon,

I was recently forwarded an email from Martin Summers regarding the vandalism at the Broch last month.

Thank you for the letter and it was disappointed to hear of further damage at the Broch.

I am now working as Youth Development Worker for Lerwick as a Temporary post while Martin is acting Team Leader for Youth Services.

I am also the School Youth Worker for the Anderson High School and spend 20 hours per week there.

I have recently started working with 3 S2 boys on the Historic Scotland Stewardship Scheme for the Broch. This is in it's early stages but I am hoping that the engagement with these boys can lead to some further engagement with young people in the High School and primary schools.

I will also speak to Martin and look at a consistent approach to raising the issue with the young people at local youth clubs.

I have been in contact with Historic Scotland and I am hoping to arrange some engagement and visits for young people around the Broch which will hopefully emphasise the issue of damage.

I would be happy to meet up and tell you a bit more about the Stewardship Scheme and it would be great to hear if there were any funding opportunities from the Community Council which we could apply for to support the young people involved in the project.

I will keep you up to date as we move forward and feel free to contact me with any questions.

Thanks

Chris Grant

Youth Development Worker (Part-Time)
School Youth Worker - Anderson High School

Phone - 07552287897

Web - | **Email** - chris.grant@shetland.gov.uk | **Twitter** - @chrisgrantgpc | **Instagram** - @chrisgrantgpc

Post - Anderson High School, Lover's Loan, Lerwick, Shetland ZE1 0JH

Parkour Related Enquiries:

Email - chris@glasgowparkourcoaching.com

Web - www.glasgowparkourcoaching.com

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

LERWICK COMMUNITY COUNCIL

Core Funding Financial Report as at 2 December 2015

	£	£
<u>INCOME</u>		
Balance at at 1 April 2015		14,170.73
SIC Core Funding Grant 2015-16		20,923.00
Sale of TH Guides		52.50
Sale of LCC Ties		0.00
Photographs LCC Members		30.00
SIC - Digital Images		25.20
		35,201.43
<u>EXPENDITURE</u>		
Office Costs	3,287.94	
Employment Costs	6,206.40	
Administration	783.36	
Chambers	0.00	
Accountancy	300.00	
Misc.	35.00	
Grants/Projects	4,448.63	
		15,061.33
		20,140.10
<u>REPRESENTED BY</u>		
Bank Balance as at 02.12.15		25,156.44
 <u>Indication of Free Funds:</u>		
Main Annual Running Costs - Amended Forecast - £15,803.60		
Amended Budget Remaining	5,190.90	
Annual Grants & Projects Amended Forecast £1,880.22		
Amended Budget Remaining	124.27	
 Committed Funding:		
Big Lottery Awards for All Grant	5,730.00	
Heritage Place Names Map/Panels Harrison Square	3,000.00	
PB Pilot Scheme (To be ratified)	1,192.68	
Living Lewick - Christmas Tree Lights Grant	1,196.58	
Renewal of damaged office floorcoverings	490.00	
Repair of office ceiling	200.00	
		17,124.43
Estimated Free Funds		3,015.67

LERWICK COMMUNITY COUNCIL

2015-2016 CDF Financial Report as at 2 December 2015

FUNDING FOR PROJECT

	£	£
<u>Funds Received</u>		
CDF Grant Funding for Project 2015-16		1,000.00
		<u>1,000.00</u>
<u>Funds Awarded</u>		
		0.00
		<u>1,000.00</u>
Funds Committed		
Historical Interest Information Boards	1,000.00	
		1,000.00
Estimated Free Funds		<u><u>0.00</u></u>

FUNDING FOR DISTRIBUTION

	£	£
<u>Funds Received</u>		
c/f CDF Grant Funding 2014-15		107.32
CDF Grant Funding for Distribution 2015-16		3,000.00
		<u>3,107.32</u>
<u>Funds Awarded</u>		
Living Lerwick Town Flower Scheme 2015	1,000.00	
		1,000.00
		<u>2,107.32</u>
Funds Committed		
Injury Shetland	800.00	
Lerwick Thistle Football Club	500.00	
		1,300.00
Estimated Free Funds		<u><u>807.32</u></u>
Funds to be c/f for PB Pilot Scheme May 2015		

From: tracey.leith@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: FW: Grant Application - Filsket Riding Club
Date: 10 November 2015 15:29:11
Attachments: [2015 LCC Grant Application.doc](#)

It would appear we have both been misinformed as I have also heard they have been sold.

In lieu of the information I have completed the application form you sent me.

Let me know if you need any more information

Kind regards

Tracey Leith

From: Jamieson Anita@Housing Services
Sent: 15 October 2015 12:31
To: Leith Tracey@Bells Brae Special Department
Subject: RE: Grant Application - Filsket Riding Club

Hi Tracey

You have been misinformed by the Community Council. The chalets are not for sale.

Kind regards

Anita

From: Leith Tracey@Bells Brae Special Department
Sent: 15 October 2015 11:55
To: Jamieson Anita@Housing Services
Subject: Fwd: Grant Application - Filsket Riding Club

Hi Anita

Our pony club desperately needs new storage facilities as our current container is now becoming a hazard.

I approached the LCC regarding funding and they replied suggesting I try to obtain an old Hoofield chalet.

This would be ideal for our purposes.

Can you give me any advice on how I try to buy one?

Cheers

Tracey Leith

Sent from my iPad



LERWICK COMMUNITY COUNCIL

CHAIRMAN

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

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

CLERK

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

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

APPLICATION FOR GRANT

Name of group/organisation:.....FILSKET RIDING CLUB.....
Contact name & position held:TRACEY LEITH, SECRETARY.....
Address: 6 SLETTS ROAD, LERWICK, ZE1 0LJ.
Mobile & telephone numbers:07789404803 / 697170.....
Email address:tracey.leith@shetland.gov.uk.....

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

Filsket Riding Club has been around for 10 years now and like many local groups and community associations, we are quite small and run on a very limited budget.

We strive to meet high demand for equestrian activities at the lowest possible cost. We have an experienced instructor, with well planned lessons and a number of our older members have received Saltire Awards based on the volunteering done with the club.

We provide horse riding opportunities for young people between 4 and 18 from all over Shetland, helping to develop their physical, social and personal capabilities in a happy, fun and safe environment.

Our main aim is to promote interest in, and development of good practice in the sport of horse riding amongst the community as a positive, challenging and satisfying experience providing opportunities for club members to develop skills and participate in the sport at different levels. Unfortunately, horseriding is one of the sports where shared space is not an option which increases our costs and limits grant awards for running costs.

Our riding season is from May to September, operating from ground leased by the SIC at Seafield. We run 2 nights per week and provide lessons to nearly 40 members, with a healthy waiting list.

We have over the past two years been delighted to work with other agencies in Shetland to provide taster opportunities for school children and vulnerable groups and this is an area we would love to develop.

On site we have a portacabin for provision of stable management/road safety sessions and a very old container for storing tack, feed and other equipment. Unfortunately the container (which is over 20 years old and was second hand when originally purchased by the group) is beyond economical repair and has become more of a health and safety hazard full of holes and mice! We have looked into trying to obtain grants but most providers will only award money for something new which we feel is cost prohibitive and unnecessary.

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

Number of members in group/organisation: ...50... and what percentage reside in Lerwick:30.....

Number of residents in the Lerwick area likely to benefit from project - Adults: ...20... Children:50.....

Current financial position of group/organisation:

Costs of proposed project:£1500-£2000.....

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

£250 from Rotary Club, currently seeking advice/suppliers locally and have a bag pack booked for December.

Grant requested from Lerwick Community Council: any amount would be helpful as there will be transport costs as well as purchase costs

Details of last grant received from Lerwick Community Council:

Date: ...2010.... Amount:£50?.....

CONDITIONS OF GRANT

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

IMPORTANT

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

I (print name and position held):.....

of (group/organisation):

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

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

(please tick appropriate box)

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

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

Signed:

Date:

For Official Use Only:

Date application received:

Date application approved: Minute reference:

Amount offered: Date grant paid: Cheque number:

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

Name: Signed:

CHILD PROTECTION DETAILS

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

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

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

Yes No

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

Yes No

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

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

Q2a Does your organisation have an approved Child Protection Policy?

Yes No

Q2b Does your organisation have an approved Child Protection Procedure?

Yes No

Q2c Does your organisation have an approved Equal Opportunities Policy?

Yes No

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

Yes No

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

Yes No Not Applicable

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

Yes No

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

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

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

Yes No

Signatory Section

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

Signature

Date

Print Name

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

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

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

Child Protection requirements - Guidelines

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

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

Or

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

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

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

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

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

opening balance as at	01/04/2014	£1,621.12
Total Income		£6,074.51
		<u>£7,695.63</u>
Total expenditure		£6,743.75
Total Remaining		
Bank Reconciliation		
Balance as At	30/03/2015	<u>£ 1,499.35</u>

Records examined and found to be correct on

18/9/15

NAME

JULIE A CHAPMAN

Signature

JACHPMAN

hubj	FILKSET						
				Balance as at 31-3 2014	Spend to Date	income	Opening Balance 1/04/15
Code	Code Name	Income/Exp		£1,621.12	£6,743.75	£6,074.51	£ 1,499.35
F001	building insurance	£0.00					
F002	rent	£1,381.00					
F003	public liability insurance	£0.00					
F004	Repairs and Maintenance	£448.09					
F005	Cleaning	£0.00					
F006	Insurance	£166.23		F020	Memberships	£3,640.00	
F007	Affiliations	£0.00		F021	Other Income	£2,434.51	
F008	licences	£0.00					
F009	advertising	£24.00					
F010	stationery	£0.00					
F011	Photocopying	£0.00					
F012	audit fees	£0.00					
F013	Local Transport	£25.00					
F014	Equipment	£50.40					
F015	Instructor Fees	£3,025.00					
F016	Farrier Fees	£1,200.00					
F017	feed	£206.61					
F018	vets	£38.40					
F019	Other Hire	£179.02					

From: development.management@shetland.gov.uk
To: clerk@lerwickcc.org.uk; don.eplanning@scottishwater.co.uk;
Planning.Flooding.Drainage.Coastal@shetland.gov.uk; foodsafety@shetland.gov.uk;
roads.traffic@shetland.gov.uk
Subject: Planning Consultation 2015/380/PPP
Date: 20 November 2015 16:50:52

Dear Sir/Madam,

Planning Ref: 2015/380/PPP
Proposal: Demolition of an existing unused office building and the construction of a new 100 bed hotel (3805 square metres) and new 945 square metre office building, with associated parking
Address: Brevik House, 27 South Road, Lerwick
Applicant: Breiwick Bay Properties Limited
Date of Consultation: 20 November 2015

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

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

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

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

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

Iain McDiarmid

Executive Manager - Planning Service

Shetland Islands Council

8 North Ness Business Park

Lerwick

ZE1 0LZ

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From: development.management@shetland.gov.uk
To: clerk@lerwickcc.org.uk; don.eplanning@scottishwater.co.uk; Standards.Building@shetland.gov.uk; Planning.Flooding.Drainage.Coastal@shetland.gov.uk; roads.traffic@shetland.gov.uk
Subject: Planning Consultation 2015/406/PPF
Date: 17 November 2015 15:39:02

Dear Sir/Madam,

Planning Ref: 2015/406/PPF
Proposal: To erect dwelling house and alter existing communal car park
Address: Adjacent To 43 Fogralea, Lerwick
Applicant: Mr James Watt
Date of Consultation: 17 November 2015

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

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

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ZE1 0LZ

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From: [Andrew Archer](#)
To: "[Clerk to Lerwick Community Council](#)"
Subject: RE: LCC Agenda November 2015
Date: 03 November 2015 07:16:21
Attachments: [~WRD000.jpg](#)

Hello Marie,

Thank you for the opportunity to address the community council last night. As I said, feel free to put my contact details in the minutes of your meeting.

One thing that I forgot to say last night was that we did discuss your approach about the Peerie Oversund Park. We felt that it sounded a bit too much like an ongoing maintenance project for us to want to get involved. As I said last night, we are really looking for things that we can get involved with as a "one off" hit. Sorry to disappoint you on the first one!

Anyway, thanks again for the opportunity to meet your members.

Regards

Andrew Archer
Rotary Club of Shetland

From: Clerk to Lerwick Community Council [mailto:clerk@lerwickcc.org.uk]
Sent: 28 October 2015 12:50
To: 'Administrative Services SIC'; Amanda Souter; 'ASCC'; 'Douglas Livitt'; 'June Porter'; 'Living Lerwick'; 'LPA'; 'nsws'; 'Pat Christie'; 'Radio Shetland'; Shetland News; 'Shetland Times'; 'SIBC'
Cc: 'Andrew Archer'
Subject: LCC Agenda November 2015

Dear All,

Please find attached agenda, for your information.

Regards,
Marie

--

Marie Sandison
Clerk
Lerwick Community Council

Tel: 07762 017828

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From: Norman.Sineath@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Cc: Iain.McDiarmid@shetland.gov.uk
Subject: FW: Parking signs on walls outside Quendale House
Date: 23 November 2015 14:11:20
Attachments: [-WRD000.jpg](#)

Hi Marie

Thanks for your e-mail.

I can confirm that the two unauthorised signs have been removed from the Listed gate pillars. However, I saw that there are still 4 red rawl plugs inserted in the stonework. Consequently the Council is following this up with a view to ensuring that these are removed and the damage caused, although relatively minor, appropriately repaired. I will keep you informed as to how this progresses.

Regards

Norman

Norman Sineath
Planning Enforcement Officer
Development Management
Shetland Islands Council
8 North Ness Business Park
Lerwick
Shetland

Tel: 01595 744860

From: Bryant Marion@Development Management
Sent: 13 November 2015 15:50
To: Sineath Norman@Development Management
Subject: FW: Parking signs on walls outside Quendale House

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 12 November 2015 11:02
To: Development Management@Development
Subject: FW: Parking signs on walls outside Quendale House

Forwarding this message on, as Iain is away.

Regards,
Marie

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 11 November 2015 22:18
To: 'iain.mcdiarmid@shetland.gov.uk'

To: Shetland Partnership Board Members

As you'll be aware one of the Shetland Partnership Board's top priorities is developing a 5-year plan aimed at attracting people to Shetland to live, work, study and invest – increasing further our already high level of economic activity and participation.

This priority has been led by the Development Partnership, and work is progressing well on developing the plan. However it was agreed that there should be further engagement with young people on the plan, before it is presented to the Board for approval.

In this respect, the Council and Highlands and Islands Enterprise are working together to host an interactive information sharing event to bring together and engage with young people from Shetland. The Partnership Board, and those involved are keen to find out what matters to Shetland's young people when they make decisions about where to live, study and work; and also about the social, environmental and cultural factors that matter to them when making these decisions.

The event is focussed on young people currently living in Shetland. Alongside school pupils, it is envisaged the event will also include a cross-section of young employees, as it will be important to engage with a mixture of young people to ensure that the diversity of Shetland is captured at the event.

I am therefore writing to ask that you actively promote this event to your young employees, and then enable as many as possible to attend.

The event details are as follows:

Date: Tuesday 8th December 2015

Time: 10.30am - 2.30pm

Venue: Islesburgh Complex

Target Audience: 16 - 25 years

Partners: Shetland Islands Council Youth Services, Economic Development Service & Planning Service in partnership with HIE Shetland.

Please contact Martin Summers, Acting Team Leader Youth Services if you would require further information about the event.

Islesburgh Complex, King Harald Street, Lerwick, Shetland, ZE1 0EQ

01595 74 4475 | 07552287884

martin.summers@shetland.gov.uk

Regards,

Ian Kinniburgh – Chair, Shetland Partnership Board

From: [Alan Irvine](#)
To: [Clerk to Lerwick Community Council](#)
Cc: [Frank L. Johnston](#)
Subject: Re: Access Road to Sletts Pier
Date: 11 November 2015 18:53:45

Hi Marie,

Further to your e-mail re. Sletts Pier, unless there are any changes to the work required or quantities of material, we would be happy to honour the estimate as previously submitted.

It should be remembered that the cost of the material required was to be financed by others. Our price was for excavator/operator and transportation only.

I trust this is acceptable.

Best regards,

Alan.

For Frank L. Johnston (Shetland) Ltd.

From: [Clerk to Lerwick Community Council](#)
Sent: Wednesday, November 11, 2015 11:07 AM
To: peerieal@btinternet.com
Cc: [Jim Anderson](#)
Subject: Access Road to Sletts Pier

Dear Alan,

Please can you confirm if the quotes below and attached are still valid or provide us with updated quotes?

Regards,
Marie

Hi Jim,

Attached is a copy of our figures for the work you requested this morning. I've assumed a total of 5 loads giving 100 tons, but you may think more is required. You're probably speaking in the regions of £16/ton approx. to get it from the Scord to Sletts (cost of material plus delivery), so that may govern the quantities involved. Either way, let me know your thoughts.

Cheers,

Alan.

For Frank L. Johnston (Shetland) Ltd

Thank you for completing the Tesco Local Community Scheme application form. Your application has been submitted successfully to Groundwork and the tracking number is 23220.

Your application will be assessed by the Groundwork Team and we will be in touch by the end of January at the latest with a decision. You may be contacted sooner if we require further information.

For your records, here is a copy of the contents of your application.

This is an automated email, please do not respond.

From: Kate.Grieve@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: RE: Clickimin Broch Lights
Date: 05 November 2015 13:57:13
Attachments: [-WRD000.jpg](#)

Hello Marie

We will certainly speak to pupils about this – most are very proud that we have such a historical site within our catchment area. It would be a great pity if there had to be restricted access because of the anti-social behaviour of a few.

Thank you for letting me know

Regards

Kate

From: Clerk to Lerwick Community Council [mailto:clerk@lerwickcc.org.uk]
Sent: 05 November 2015 11:32
To: Grieve Kate@Sound Primary School
Subject: Clickimin Broch Lights

Dear Kate,

Please find attached letter, for your attention.

Regards,
Marie

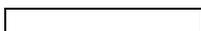
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Marie Sandison
Clerk
Lerwick Community Council

Tel: 07762 017828



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From: elaine.skinley@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: RE: Cycling Leaflet
Date: 17 November 2015 17:00:05
Attachments: [-WRD000.jpg](#)

Hi

Reprint order will go in tomorrow and we hope to run a campaign in March for the kids starting Bikeability.

Ta

elaine

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 17 November 2015 15:05
To: Skinley Elaine@Roads Service
Subject: RE: Cycling Leaflet

Many thanks Elaine, will let members know.

Regards,

Marie

From: elaine.skinley@shetland.gov.uk [<mailto:elaine.skinley@shetland.gov.uk>]
Sent: 13 November 2015 12:40
To: clerk@lerwickcc.org.uk
Subject: RE: Cycling Leaflet

Hi

Yes the head of Roads says I can get a reprint done.

So im waiting on a quote from Litho and will progress this soon

elaien

Elaine Skinley
Road Safety Officer
Roads
Infrastructure Services
Gremista
Lerwick
Shetland
ZE1 0PX

01595 744560

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 12 November 2015 11:09
To: Skinley Elaine@Roads Service
Subject: FW: Cycling Leaflet

Hi Elaine,

Just wondering if I can feed back any news about the Cycle Leaflet reprint to the LCC?

Regards,



Executive Manager: Dave Coupe
Executive Director: Maggie Sandison

Lerwick Community Council
Per, Mrs Marie Sandison, Clerk
Community Council Office
Basement, 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

Our Ref: NH/SMG/G/Y8
Your Ref:

Date: 28 October 2015

Dear Mrs Sandison

North Ness Coastal Path & Walkway

Thank you for your letter of 1 October 2015 regarding the above matter.

The walkway has been inspected and a works order issued for the replacement of the missing drain covers. The Council's Environmental Services are responsible for the clearing of weeds from paved areas and they have been informed of your Council's concerns regarding the walkway. I understand that they have already been on site to remove weeds and treat moss growth between the concrete setts.

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

Yours sincerely

Executive Manager, Roads
[HL10281501.doc]

From: [Alison Kay Ramsay](#)
To: [Clerk to Lerwick Community Council](#)
Subject: Re: Sign for Beach Road
Date: 19 November 2015 15:13:31

Dear Marie

Yes the sign idea fine with me as long as not eyesore itself!

Regards

Alison K Anderson

Sent from my iPhone

On 19 Nov 2015, at 10:59, Clerk to Lerwick Community Council
<clerk@lerwickcc.org.uk> wrote:

Dear Alison,

I recently sent a letter seeking permission for Lerwick Community Council to erect a sign near to the beach access along your road.

I would be grateful if you could let me know before the next meeting, if you are happy for us to go ahead.

Please let me know if you have any queries.

Many thanks.

Kind regards,

Marie

--

Marie Sandison

Clerk

Lerwick Community Council

Tel: 07762 017828



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