



LERWICK COMMUNITY COUNCIL

www.lerwickcc.org

CHAIRMAN

Mr Jim Anderson
66 Breiwick Road
Lerwick
Shetland ZE1 0DB

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

CLERK

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

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

24th February 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 29 February 2016**.

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

Yours faithfully,

Marie Sandison

Marie Sandison
Clerk to the Council

LCC Members Literature in Office

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 1 February 2016
4. Business arising from the minutes
5. Police Scotland February 2016 Report
6. Harrison Square Info Panels – Elaine Brooke-Freeman, Place Names Project Officer, S.A.T
7. Correspondence
 - 7.1 South Road 30mph speed limit Traffic Regulation Order 2016 – Dave Coupe, Roads, SIC
 - 7.2 Staney Hill Development – Andrew Blackadder, A B Associates Ltd
 - 7.3 Queen’s 90th Birthday Beacons – Malcolm Bell, Convener & Bobby Hunter, Lord Lt.
 - 7.4 Fairer Scotland – Community Council Event
 - 7.5 ASCC Meeting 9th April 2016
 - 7.6 Shetland Local Development Plan – Austin Taylor, Team Leader, Development Services
 - 7.7 Material Planning Considerations – John Holden, Team Leader, Development Services
 - 7.8 Street Light Scalloway Steps – Dave Coupe, Executive Manager, Roads, SIC
 - 7.9 Street Light Scalloway Steps – Anita M Jamieson, Executive Manager, Housing, SIC
 - 7.10 Earth Hour 2016 – Brian Ford – Historic Environment Scotland
 - 7.11 Community Council – Core Funding – Michael Duncan – External Funding Officer, SIC
 - 7.12 Community Council – Community Development Fund 2016-2017 – M. Duncan
 - 7.13 Mair’s Quay, Lerwick – Sandra Laurenson, Chief Executive, Lerwick Port Authority
 - 7.14 Lerwick Thistle Football Club – Grant Acknowledgement – Khalid Rasul, Secretary
 - 7.15 Smashed Broch Lights – Jennifer Wadley, Headteacher, Bell’s Brae Primary School
 - 7.16 Rotary Christmas Support 2015 – Robin Sandison, Secretary, Rotary Club of Shetland
 - 7.17 Funding Opportunities – i) Paths for All ii) Yorkshire & Clydesdale Bank Foundation
8. Planning Applications
 - 8.1 2016/003/PPF – Proposed workshop/store, North Ness, Lerwick – Michael Stewart
 - 8.2 2016/014/PPF – Erect dwellinghouse, Garden grounds next to Leog Hse, Cecil Eunson
 - 8.3 2016/046/PPF – Erection of 3 storey building on the site of the former Grantfield Fire Station comprising ground floor offices, with 9 flats above and associated parking and landscaping – Grantfield, North Rd, Lk – Grantfield Developments Limited
 - 8.4 2016/048/PPF – To construct a steel framed workshop for the repair and servicing of vehicles and plant/equipment – including an external laydown area and the required car parking. The existing access road shall be upgraded – Proposed Development Staneyhill Industrial Estate, Lerwick – Mr Erik Robertson
 - 8.5 2016/020/PPF – Proposed new house, 51 St Olaf Street, Lerwick – Cecil Eunson
9. Finance
 - 9.1 Core Funding Financial Report March 2016
 - 9.2 Additional Costs of Participatory Budgeting Pilot Scheme TBC
10. Grant Application
 - 10.1 Lerwick Boating Club – Crane – John Manson, Commodore LBC
11. A.O.B

MONDAY 1ST FEBRUARY 2016

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

Members

Mrs A Simpson	Mr E Knight
Mr A Carter	Mr A Wenger
Ms K Fraser	Mr W Spence
Mr D Ristori	Mr J Fraser

Additional Co-opted Student Members

Miss S Sandison	Mr I Russell
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Ex-Officio Councillors

Cllr Wishart

In Attendance

Sergeant James McConnachie, Police Scotland
Mr Chris Grant, Youth Development Worker
Mrs Pat Christie, Community Planning & Development Officer
Mrs M Sandison, Clerk to the Council

Chairman

Mrs A Simpson, Vice Chairman to the Council presided.

02/16/01

Circular

The circular calling the meeting was held as read.

02/16/02

Apologies for absence

Apologies for absence were received from Mr J Anderson, Mr S Hay, Mr A Johnston, Mr P Coleman, Mr M Peterson, Cllr J Wills, and Cllr C Smith.

02/16/03

Minutes

The minutes of the meeting were approved by Mr D Ristori and Mr E Knight.

02/16/04

Business Arising from the Minutes

Skatepark

Mrs P Christie informed members that she was yet to meet with the Skatepark committee, but she will be doing so this month and would report back.

(Action: Mrs P Christie)

02/16/05

Police Scotland December Report

Mrs Simpson welcomed Sergeant James McConnachie to the meeting.

Sergeant McConnachie reported that the detection rate of seventy six percent remained high. He said the nature of crimes committed had changed from last year. There was an increase in domestic abuse, sexual offences and assault crimes. They were working in partnership with local agencies supporting victims and helping to bring about justice.

On road safety issues he commented there was a number of drink driving offences and fixed penalty tickets issue for Commercial Street. He mentioned that when they can, they were reinforcing the measures.

Drugs and Alcohol were on-going problems and the Area Commander had a clear commitment to this. He said that it was the responsibility of everyone to feed in information that could be acted upon.

Sergeant McConnachie reported of the three hundred and seventy two incidents in Lerwick, only one break-in was recorded, and twelve thefts. Other incidents included anti-social behaviour, motorist and assault. The bulk of the activity had not been bad and he reported that during the recent Up Helly Aa event, everything seem to go very well.

He asked if anyone had any questions.

Mr Ristori pointed out about speeding cars from the top of Ladies Drive/Gremista Brae up to the Old North Road/Hoofields area, saying they were a problem in the morning and at night. He also enquired about bogus workers from south and asked if they could be dealt with.

Sergeant McConnachie suggested that it would be trading standards who would deal with these companies, although the Police work in partnership.

Cllr Wishart enquired about parking offences.

Sergeant McConnachie informed members that there were restrictions on parking and they do issue tickets when they can. He went on to mention the moving traffic offence, when the driver had to be with the vehicle and resulted in a fixed penalty notice being issued.

Mrs Simpson thanked Sergeant McConnachie for coming.

Sergeant McConnachie left at 7.20pm

02/16/06

Stewardship Scheme – Mr Chris Grant – Youth Support Worker

Mrs Simpson welcomed Mr Grant to the meeting and informed members that he had been contacted when we had problems with vandalism at the Clickimin Broch.

Mr Grant introduced himself as a youth worker who was currently acting up as team leader whilst his colleague was away. He mentioned the letter received from the community council, had arrived when he was in contact with Historic Scotland about a Stewardship Scheme for young people who were to be engaged in Historical sites and their promotion.

A pilot had recently started with three young boys from S2. He outlined the three parts to the scheme; Investigation, Conservation and Promotion. The investigation involved visiting the site, making a labelled map of the features of the site and taking surveys of the area for wildlife, erosion and environmental changes. The boys were focussing on that as they liked to be out of doors.

Mr Grant said that Conservation was all about carrying out regular litter picks, repairs and monitoring threats to the site and surrounding environment. He remarked that the draft guidance document was wide open leaving them to interpret as they went along. The Promotion was down to the boys' ideas; Broch treasure hunt, geocaching, open day for primary school kids and tours for cruise ships had all been suggested.

He mentioned other school groups who were using the Broch for educational purposes and hoped this would encourage it to be seen in a more positive light. He expressed his disappointment with the vandalism last year. He said he was aware of the lifespan of the Historic Scotland scheme, but hoped to build alongside this, for long term involvement. They were welcome to ideas, so young folk could take this forward.

Mrs Simpson thanked Chris for his presentation. She said it was all very positive and good to hear. She asked if anyone had any questions.

Mr Carter said it was excellent and asked if there was any way the community council could support the scheme.

Mr Grant replied that as it goes on, they were keen to gather stories from the community and perhaps financial support for trips and materials, as needed.

Mr Wenger was interested in their proposed tours for cruise ships and as a tour guide himself, offered a point of contact and mentioned the historic information they provided for visitors.

Mrs Christie introduced herself and offered help in her role as a community development officer. She mentioned a project in Bressay using 3D imaging to take photographs of historic sites and thought the young people might be interested in seeing that.

Mr Grant expressed his interest and remarked that so much could be done. He stated that the pilot needed to be good and he was interested in anything like this.

Mrs Simpson thanked him again and said it was all very encouraging.

Mr Chris Grant left at 7.35pm.

02/16/07

Correspondence

7.1 Scotland Bill Briefing Note

Noted.

7.2 Surface Dressing, Re-surfacing and Reconstruction Programme 2016

Mrs Simpson mentioned the areas highlighted for Lerwick and suggested that they were just for noting.

Mr Wenger shared a picture of road flooding at Haldane Burgess Crescent.

Cllr Wishart suggested that the photograph be sent to Mr Dave Coupe, Executive Manager, Roads.

(Action: Clerk to the council)

7.3 Sustrans Community Links Fund 2016-17

Mrs Simpson pointed out that we needed to have matched funding and there was not much time. She suggested that we pass on to Magnus Malcolmson or Hjaltland.

Discussion took place as to areas that might benefit from the funding opportunity. The road behind the new Anderson High School, other paths near the Clickimin and also the path round the coast at the Sletts.

Mr Carter wondered if it was a one off, or if it would come up again.

Mrs Christie commented that it may well come along again and the community council should have ideas in place and work up a project for it. She offered to ask Michael Duncan about future funding opportunities.

(Action: Pat Christie)

7.4 Scotland's eplanning Service

Noted.

7.5 Notice of By-Election

Mrs Simpson pointed out the deadline for the By-Election was 16 February and asked members to pass on the information to anyone who showed an interest. She mentioned that Mr Anderson had suggested that the clerk circulate the roles and responsibilities of community council members.

(Action: Clerk to the council)

7.6 Scottish Community Council Website Re-launched

Mrs Simpson said that the website looked excellent and members should have a look at it.

Mr Fraser asked about the possibility of recruiting two additional students from the High School.

Ms Fraser replied that unfortunately elected members had to be over eighteen.

Mr Carter suggested we approach Shetland College as a source of representation.

Mrs Simpson agreed and proposed we send them a notice for their board. She added that it would be good to encourage them to take an interest.

(Action: Clerk to the council)

7.7 DigiCC Workshops – General Report – January 2016

Mrs Simpson suggested this was just for noting, as it was nothing this community council had been involved in. She said no response was necessary.

7.8 Briefing Note Employment Land Audit

Noted.

7.9 Sandveien Playpark

Mrs Simpson commented that Mr Malcolmson had replied stating that the playpark was not deemed a health and safety risk, but it would take a lot of work to clean up as paint had been thrown all over. It was to be included in their future maintenance work.

7.10 Hand dryer Public Toilets Esplanade

Mrs Simpson noted that parts were on the way.

Mr Ristori informed members that two new hand dryers had now been installed.

7.11 Street Light Scalloway Road Steps

Mrs Simpson informed members that neither the housing service or Roads department were claiming responsibility for the street light at the steps. She commented that perhaps the title deeds to one of the properties would show who owned the light.

Cllr Wishart offered to pursue the issue. He remarked that it would be dark around there and folk would need the light.

(Action: Cllr Wishart)

Mrs Simpson informed members that the financial report was not included as there had been no significant changes from last months report.

Additional Correspondence Items

Tesco Bags of Help – Grant Application – Sletts Pier

Mrs Simpson said that the grant application had been unsuccessful.

Queen's 90th Birthday Beacons

As this item had come late for the agenda Mrs Simpson suggested it be circulated and included in the next agenda.

(Action: Clerk to the council)

Participatory Budgeting Event

Mrs Simpson informed members that the first meeting had taken place and the next one was to be held on Wednesday this week at 5pm in the LCC office. Members heard that Mr Wenger had booked the venue, Islesburgh Community Centre, 10am until 1pm on Saturday 21st May. Mrs Simpson commented that there was a lot of work to be done before then.

02/16/08

Grant Applications

8.1 Junior Up Helly Aa – Rent for ground print of peerie galley shed – Mr Ian Spence

Mr Knight proposed that the grant be approved.

Mr Carter seconded the proposal.

The full grant for £81.07 was approved.

(Action: Clerk to the council)

02/16/09

Planning Applications

9.1 2015/446/PPF – Change of use from retail to café/coffee shop – 24 Commercial Street, Lerwick – Mr Malcolm David Arthur

No objections.

(Action: Clerk to the council)

9.2 2015/463/PPF – Redevelopment of site to form staff accommodation for adjacent hotel, together with improvements to existing access and provision of additional parking – former Judane Knitwear, Lerwick – Mr Robert Smith, Brudloff Hotels Group

Ms Fraser commented that it looked like a good redevelopment of the site.

No objections.

(Action: Clerk to the council)

Mrs Pat Christie left 8.00pm

9.3 2016/015/PPF – To site a 40 foot container – Lerwick Fire Station, South Road, Lerwick, ZE1 0RJ – Mr Stephen Davies, Scottish Fire and Rescue Service

No objections.

(Action: Clerk to the council)

02/16/10

Any Other Business

New Holmsgarth Pier – Lerwick Port Authority

Mr D Ristori asked about the LPA's new pier to be built at Holmsgarth and if it was going to allow public access. He said that concern had been raised in the hope that it was not going to allow access to everybody.

Mrs Simpson proposed that we write to the LPA and ask.
(Action: Clerk to the council)

There being no further competent business the meeting concluded at 8.00pm.
Minute ends.

MRS A SIMPSON
VICE CHAIRMAN
LERWICK COMMUNITY COUNCIL

Vice Chairman.....

Date.....



Executive Manager: Dave Coupe
Executive Director: Maggie Sandison

Lerwick Community Council
Per, Ms Marie Sandison, Clerk
Community Council Office
1 Stouts Court
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/R/E3/46
Your Ref:

Date: 29 January 2016

Dear Ms Sandison

SIC (A970 South Road, Lerwick) (30 Miles Per Hour Speed Limit) Traffic Regulation Order 2016

A copy of the above draft order is enclosed for your information. The order would extend the existing 30 mph speed limit to the south-west by approximately 110 metres. The proposed extents of the limit are shown on the attached plan.

This width restriction is being promoted to allow the variable 20 mph speed limit sign for Sound School to be replaced. The current sign uses rotating prisms to alter the limit from 30 to 20 mph. The extension of the 30 mph limit will allow the use of a more standard sign that has proven to be more reliable.

A study of existing speeds on the A970 between Sound School and the Black Gaet junction is in progress. The extents of this 30 mph limit will be reconsidered when we have the results of this study. Therefore, we should be in a position to promote a further extension in May/June this year.

Should you wish to make any comments regarding the proposed order please contact Neil Hutcheson at the above address. The period for receipt of comments is within 28 days of the above date.

Yours sincerely

Executive Manager, Roads
[HL01291601.doc]

Enc.

SHETLAND ISLANDS COUNCIL
(A970 SOUTH ROAD, LERWICK) (30 MILES PER HOUR SPEED LIMIT)
TRAFFIC REGULATION ORDER 2016

SHETLAND ISLANDS COUNCIL, in exercise of their powers under Section 84(1) of the Road Traffic Regulation Act 1984 and all other enabling powers, and after consultation with the Chief Officer of Police in accordance with paragraph 20 of Schedule 9 of the said Act, hereby make the following Order :

1. This Order may be cited as the "Shetland Islands Council (A970 South Road, Lerwick) (30 Miles per Hour Speed Limit) Traffic Regulation Order 2016" and will come into operation on
2016.
2. With effect from the date on which this Order becomes operational, no person shall drive or permit to be driven any motor vehicle at a speed exceeding THIRTY MILES PER HOUR on the length of road described in the Schedule and shown coloured in red on the plan, Drawing No. P02/2016-01, both annexed and executed as relative to this Order.
3. The "Shetland Islands Council (A970 South Road, Lerwick) (30 Miles Per Hour Speed Limit) Order 2002" is hereby revoked in its entirety.
4. The "Shetland Islands Council (South Road) (40 m.p.h. Speed Limit) Order 1980" insofar as it relates to that length of road specified in the Schedule and shown coloured red on the plan annexed and executed as relative hereto, is hereby revoked.

SCHEDULE

1. That length of the A970 South Road, Lerwick commencing at a point 43 metres south-west of its junction with Kantersted Road and proceeding in a generally south-westerly direction to a point 25 metres south-west of its junction with West Baila, a length of 795 metres or thereby, all as shown coloured red and on the plan, Drawing No. P02/2016-01 annexed and executed as relative hereto.

This is the schedule referred to in the foregoing "Shetland Islands Council (A970 South Road, Lerwick) (30 Miles per Hour Speed Limit) Traffic Regulation Order 2016."

.....
Margaret Sandison
Director of Infrastructure Services
Proper Officer for the Shetland Islands Council
Gremista
Lerwick
ZE1 0PX

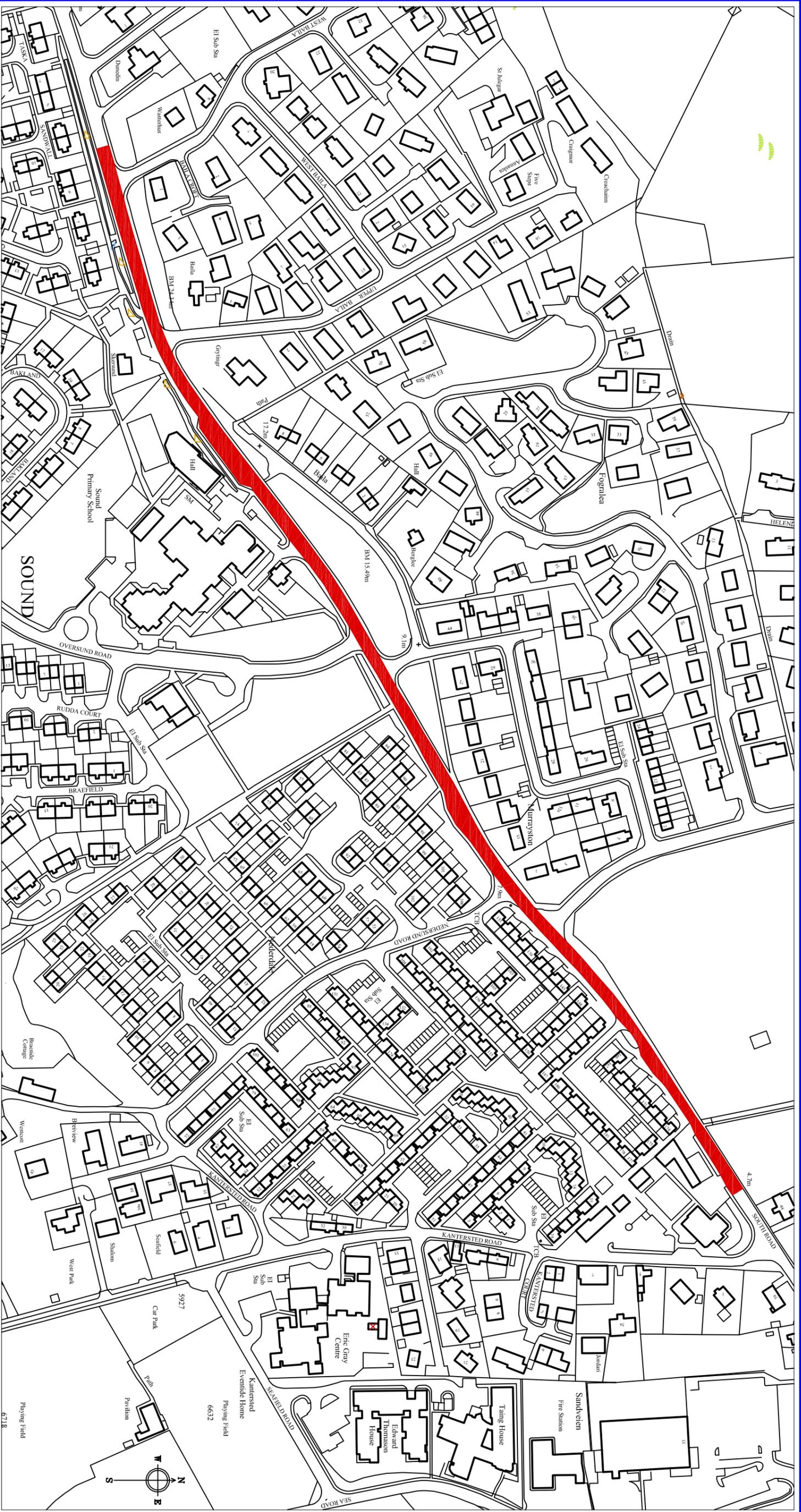
**SHETLAND ISLANDS COUNCIL
(A970 SOUTH ROAD, LERWICK)
(30 MILES PER HOUR SPEED LIMIT)
TRAFFIC REGULATION ORDER 2016**

NOTICE is hereby given that SHETLAND ISLANDS COUNCIL propose to make the above named Order under Section 84(1) of the Road Traffic Regulation Act 1984, as amended.

1. The general effect of the Order would be that no person shall drive or permit to be driven any motor vehicle at a speed exceeding THIRTY MILES PER HOUR on that length of the A970 South Road, Lerwick commencing at a point 43 metres south-west of its junction with Kantersted Road and proceeding in a generally south-westerly direction to a point 25 metres south-west of its junction with West Baila, a distance of 795 metres or thereby.
2. A copy of the proposed Order together with a map showing the length of road affected and the Statement of Reasons for proposing to make the Order may be inspected at Roads Service, Gremista, Lerwick during normal office hours.
3. Any person wishing to object to the proposed Order must send an objection in writing to the undersigned by 4 March 2016. Objections should state the name and address of the objector, the matter to which their objections relate and the grounds on which they are made.

Margaret Sandison
Director of Infrastructure Services
Proper Officer for the Shetland Islands Council
Gremista
Lerwick
ZE1 OPX

29 January 2016



Denotes extents of 30 miles per hour speed limit

This is the plan referred to in the foregoing "Shetland Islands Council (A970 South Road, Lerwick) (30 Miles Per Hour Speed Limit) Order 2016"

Director of Infrastructure Services

Shetland Islands Council

Traffic & Road Safety Section, Roads Service
 Department of Infrastructure Services
 Gremista, Lerwick, Shetland ZE1 0PX
 Tel: 01595 744866 Fax: 01595 744869



Date:	13 Jan 2016	Drawn:	N.E.H.	Checked:		Scale:	1:2,500
Dwg No:	P02/2016-01			Rev:			

Clerk to Lerwick Community Council

From: Andrew Blackadder [Andrew@abassociates.com]
Sent: 22 February 2016 11:15
To: clerk@lerwickcc.org.uk
Subject: Staney hill Development

Marie

I am contacting you as clerk to provide the Community Council with some advance notice of proposed public consultation on the HHA Masterplan for the development at Staney hill, as well as the opportunity to be fully involved in the process. We are working with Redman Sutherland who are the lead contractors, as well as others, in the production of this Masterplan. HHA want to create a development at Staney Hill that will be attractive, safe, and in every way, a great place to live, as thus make a positive contribution to Lerwick as a whole.

It is proposed that consultation will take place at three main stages :-

1. Initial ideas for the development of the site – opportunities and challenges in March/April 2016
2. Consideration of draft options – in June/July 2016
3. Consideration of draft plan - in Sept/Oct 2016

At each stage it is envisaged there will plenty of opportunity for discussion and feedback through workshops, drop in sessions, questionnaires, leaflets, and online options. It is likely that the main focus will be on the interaction between the immediate neighbours and the site e.g. in relation to access and open spaces, and how the overall environment and facilities can be enhanced. There could of course be some wider implications that may need to be taken into account. Your views on who to consult and in what way would be welcome.

How would the Community Council like to engage with this process? Would you be interested to chair any public forums/workshops?

We will also be contacting the Staney Hill Community Association to see how they would wish to be involved.

If you need more information or clarification then please come back to me, or we could arrange for someone to attend one of your meetings

Regards

Andrew

Andrew Blackadder



A B Associates Ltd
Kirk Business Centre, Scalloway, Shetland, ZE1 0TF, UK
Tel: 44 (0) 1595 880852 Fax: 44 (0) 1595 880853

Dear Community Council Clerk/Chair

Please find attached an email (below) and leaflet we recently received highlighting a national project to light Beacons across the UK on 21st April 2016 in honour of Her Majesty the Queen's 90th birthday. We would be grateful if your Community Council could give this some thought and also let us know if you would be planning to take part.

Further information is available through the contact, Bruno Peek, Pageant Master, at brunopeek@mac.com The 'Guide to Taking Part' document can also be found on the following website – www.brunopeek.co.uk

Kind regards

Malcolm Bell, Convener
Bobby Hunter, Lord Lieutenant

From: Bruno Peek [<mailto:brunopeek@mac.com>]

Sent: 30 December 2015 09:06

Subject: Fwd: SCOTLAND & THE QUEEN'S 90TH BIRTHDAY BEACONS - 21st APRIL 2016

RE: THE QUEEN'S 90TH BIRTHDAY BEACONS - 21ST APRIL 2016.

I have pleasure in attaching the official Guide To Taking Part in the above event. If for any reason you are unable to open the attachment, it will be up on the following website from 4th January 2016 - www.brunopeek.co.uk so can be downloaded from there.

Please also pass this email and attachment to your Chief Executive, and the office/s of your Leader, Chairman and Mayor too. He/she/they should receive a copy in early January next year from the Local Government Association, but wanted to give you a 'heads up first' as you are already involved in 'Fly a Flag for the Commonwealth'. **The closing date for Registration is 18 April 2016.**

From page 2, paragraph two, in my Introduction, to date, over 255 public Beacons are confirmed even before the Guide was produced, so hope your Council will join the project as well. (There are a number not listed as they are private events on Country Estates and Farms, so are not open to the public, but will be included in the final list sent to The Queen after the event).

You will also see from paragraph three, page 2, Her Majesty The Queen has graciously agreed to light the 'first Beacon' that evening.

If already involved, please be kind enough to **NOT** re-register your event unless you have a change of contact etc. We will already have all your/their relevant contact details, but will be back to you/them or the Coordinator appointed to organise the Beacon next year, with the outline Press Release for your Councils use on the 15th April 2016. (However, please plan around lighting your Beacon early evening on the 21st April 2016 - exact lighting time will be sent during early part of March).

However, please be kind enough to consider undertaking the following as soon as possible to allow plenty of time to plan.

(1) Put the Guide up on your Councils website for all to see. - (2) If for any reason your Council is unable to participate, please pass it to others within your local community asap, you feel would like to light a Beacon on the 21st April 2016, as a special 'tribute' to The Queen on this very special day in her life, thus representing your community by doing so, directing them to page 3, and asking them to provide all information requested in point 1, enabling me to list them correctly and liaise direct. For example - Lions, Rotary, Round Table, Young Farmers Clubs. Scouts, Girl Guides, Air Training Corps, Sea and Army Cadets, Town Centre Management groups, Town and Parish Councils to name but a few, so at least they have been informed of the event well in advance, and your local community has been offered the opportunity of joining in this 'one on a lifetime' project should they wish to do so.

Many Councils have already been involved in similar projects by lighting Beacon Braziers set up on tall wooded posts erected for similar events, gas fuelled Beacons produced for The Queen's Golden Jubilee in June 2012 and VE Day in May this year, so these could be re-lit for this event to save costs, and the event can be as large or as small as you/they wish to make it, it is the 'taking part' that's important.

If you require any further information at this moment in time, please do not hesitate to contact me.

My warmest regards to you for the New Year.

Bruno

Bruno Peek LVO OBE OPR

Pageantmaster

The Queen's 90th Birthday Beacons

Tel: + (0) 7737 262 913

Clerk to Lerwick Community Council

From: Vaila.Simpson@shetland.gov.uk
Sent: 05 February 2016 16:24
To: JoyceAdamson@shetland.gov.uk; Dougatwalls@yahoo.co.uk; dcc.alison@btinternet.com; clerk.sandacc@gmail.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; jamesshepherd08@btinternet.com; jimstearn@yahoo.co.uk; marinatait@btinternet.com; fetlarcc@yahoo.co.uk; tww.communitycouncil@googlemail.com; eganson@btinternet.com
Cc: corrine.dalziel@shetland.org; emma.perring@shetland.gov.uk; Michael.Duncan@shetland.gov.uk
Subject: Answers to Q&A session at Fairer Scotland: Community Councillor event - [OFFICIAL]
Attachments: Fairer Scotland - Community Council Event - Q & A Report - Final.pdf

To: Community Council Clerks

On 16 September 2015 the Scottish Government hosted a Fairer Scotland Community Council event to discuss how Community Councillors could help create a Fairer Scotland. The event was just one of hundreds being held by the Scottish Government throughout Scotland to help inform a Social Justice Action Plan to be published in early 2016.

The Minister for Local Government and Community Empowerment, Marco Biagi, and Mark McAteer, Deputy Chief Executive at the Improvement Service took part in a question and answer session with delegates, which saw 81 questions posted for consideration. Although 21 of the 81 questions were posed as comments, the attached pdf attempts to provide the answers to the questions and where possible, to the comments.

A report from the event is available on the Community Council Website at <http://www.communitycouncils.org.uk/read-the-community-council-fairer-scotland-event-report.html>. A range of Fairer Scotland Events have been held during October and November 2015, with different groups and communities. There have also been a series of Planning Events to prioritise the ideas and suggestions put forward. For more information about the Fairer Scotland programme, please visit: www.fairer.scot

I have been asked to forward this email and attached document to our local Community Councillors for information.

If you have any questions about this content, please feel free to contact Kristoffer Boesen.

Kristoffer Boesen | Project Officer – Media & Communications | [Improvement Service](#)   |
Tel: 01506 282012 Email: kristoffer.boesen@improvementservice.org.uk |

The Community Council Website has a twitter account ([@ScottishCCs](#)) which shares news, events, and interesting stories relating to Community Councils in Scotland.

The Improvement Service has moved office. Please take a note of our new address:

iHub/11Quarrywood Ct
Livingston
EH54 6AX
Tel: 01506 282012



'The Improvement Service is a UK Living Wage Employer'.

Dear all

Association of Shetland Community Councils (ASCC) Bi-annual Meeting on Saturday 9 April 2016 at 11am in the Shetland Museum Auditorium

Please find attached a draft agenda for the above meeting, along with the minute from the previous meeting. The minute remains in draft and is subject to change at the next ASCC meeting.

If you have items you would like included in the agenda, please forward them to me as soon as you can.

I look forward to hearing from you.

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

Association of Shetland Community Councils (ASCC)

Telephone: 01595 743906, email: ascc@shetland.org

MINUTE OF THE MEETING HELD ON SATURDAY 3rd OCTOBER 2015 AT 11am IN THE SHETLAND MUSEUM AUDITORIUM

PRESENT:			PRESENT:	
Rick Nickerson	Dunrossness CC		Mike Bennett	Sandsting & Aithsting CC
Ewen MacPherson	Gulberwick; Quarff & Cunningsburgh CC		Kieran Malcolmson	Sandwick CC
Averil Simpson	Lerwick CC		John Hunter	Scalloway CC
Peter Coleman	Lerwick CC		Gordon Thomson	Unst CC
Alan MacDonald	Northmaven CC		David Hughson	Whalsay CC
Ian Walterson	Sandness & Walls CC		Laurence Odie	Yell CC
Iris Sandison	Sandness & Walls CC			

EX OFFICIO

Jim Gear – ASCC Chairman

Jim Anderson – ASCC Vice Chair

In Attendance

Catherine Hughson – Voluntary Action Shetland (VAS) Executive Officer

Kate Massie – ASCC Administration Assistant (note taker)

Vaila Simpson – SIC Community Planning & Development Executive Officer

Jan Risse – SIC Governance & Law Executive Manager

Helen Budge – Director, SIC Children’s Services

2015/10/01 APOLOGIES

Apologies were received from Burra & Trondra CC; Fetlar CC; Nesting & Lunasting CC; Skerries CC and Tingwall, Whiteness and Weisdale CC.

2015/10/02 – MINUTE OF THE PREVIOUS MEETING HELD ON 18/04/15

The minute of the previous meeting was adopted on the proposal of Mr Ian Walterson; seconded Mrs Averil Simpson

2015/10/03 – MATTERS ARISING

4.1 Roads

Mr Laurence Odie said, that in June this year, the Council had decided on the changes to be made at the Brig O’ Fitch section of road.

Mr Odie feels that Council should have consulted with the ASCC regarding planned changes to this section of road. He pointed out that Community Councils had raised concerns about road safety at the Brig O’ Fitch with the Council on several occasions. ASCC had, in the past, written to the Council suggesting the implementation of a right turning lane to make the junction safer for road users. Mr Odie proposed that the ASCC write to the Council on this matter. Mr Jan Riise suggested that the ASCC should be careful on how they address the Council on this matter.

Following a short discussion it was agreed that Mrs Kate Massie will review previous ASCC and Road Safety Advisory Panel minutes to obtain more information. Once this is available a decision will be made whether or not to approach the Council on their decision on road changes at the Brig O' Fitch.

Action: Kate Massie

Mr Riise mentioned that the Council may be revising the format of future Road Safety Advisory Panel meetings.

3.2 Burial Ground Update

Mr Walterson said there has been no real uptake between the Council and Community Councils regarding the upkeep of burial grounds. During discussion at the April meeting it had been agreed that Bressay CC do some work on this and Sandness & Walls CC would monitor outcomes. This did not happen. Mr Walterson feels it is a statutory obligation of the Council to carry out this work, he feels there is currently too much "red tape" to allow CCs to take this project forward.

Mr Rick Nickerson said that Dunrossness CC had a bad experience when taking on a project on their own and it has made them cautious of becoming involved in anything similar in the future.

Further discussion ensued following which it was agreed to get clarity on how this project would work and how to take it forward. It was also agreed not use the heading "burial ground upkeep" and instead use something like "upkeep of public areas in Community Council regions".

This item will be on the agenda for the next JLG and will be kept under review by the ASCC.

Action: Kate Massie

3.3 Multi Member Wards

At the April meeting Mr Odie raised the issue of multi Council Member Wards. Some of the Community Councillors feel that the current situation in Shetland, where much larger areas are represented by three SIC Councillors, is not conducive. In particular the North Isles which covers Whalsay, Unst, Yell, Fetlar and Skerries. This leads to lack of continuity in attendance of Councillors at Community Council meetings. On the proposal of Mr Jim Anderson it was agreed that the ASCC would write to MSP Tavish Scott on this matter.

The response from Mr Scott said that there would be not changes to multi member wards at this time.

Mr Jan Riise said that he had received some information on the proposed Provision for a Future Islands Bill. He said that Community Councils can feed into this consultation visiting a link on the Council's, or Scottish Government websites. Mr Riise said that feedback from island communities is vital for the proposed Future Islands Bill.

Mrs Massie was instructed to circulate the electronic links containing information on the Future Islands Bill to all CCs.

Action: Kate Massie

There followed a short discussion on the proposed wind farm in Shetland. During the discussion the Chairman pointed out that the Directors on the Management Committee for the Shetland Community Benefit Fund do not make decisions based on whether or not they are in favour of the wind farm. Their

decisions are based on getting the best benefit for Shetland Communities from renewable energy developments.

3.4 Joint Liaison Group and Shetland Community Benefit fund update

Mrs Massie said that there are still a few delegate vacancies on both groups. Mrs Massie has already emailed those CCs with no delegate and will do so again.

Action: Kate Massie

3.5 Bottle banks and refuse collection

Mr Rick Nickerson raised this item.

Mr Nickerson said that Shetland is being penalised because the waste energy plant is not considered as an environmentally friendly alternative to reducing waste landfill. He said that burning household waste to produce district heating is the best alternative for Shetland.

Mr Nickerson suggested that the ASCC get in touch with Maggie Sandison, Director of Environmental Services and request that Council make a robust case for the waste energy plant.

Mr Walterson said that the lifespan of the incinerator is a complicated issue. He feels that Enviroglass at Shetland Amenity Trust is not being recognised for the work they are doing in recycling the glass and tin in Shetland.

Action: Kate Massie

3.6 Local Development Plan (LDP)

Mr Anderson said that representatives from the Council have attended several CC meetings to discuss the LDP. Mr Riise said that there is currently work on the Local Development Plan going through Council. He said that each CC area needs to evidence what is required in their area. He suggested that CCs get further information on this from the Council website. They should then put it on the agenda for discussion at their CC meeting.

2015/10/04 BOUNDARIES COMMISSION REVIEW

Mr Riise said that some of the feedback already submitted has caught the attention of Scottish Government Ministers. He has noticed that CCs have discussed this at their meetings and appear to understand what with this consultation.

Mr Riise will submit his report to Council later this year. Any principal changes that the Boundaries Commission may make will be made in April 2016. Although we may not agree with the proposed changes, the Boundaries Commission are trying to achieve electoral parity in each area.

2015/10/05 CURRICULUM FOR EXCELLENCE SENIOR PHASE

The Chairman introduced Mrs Helen Budge to the meeting.

Mrs Budge circulated leaflets from the Shetland Learning Partnership. The leaflets gave a brief outline of the next phase in the Curriculum for Excellence. Young people in S5 are getting the opportunity to access part time college courses. These courses include paid summer employment and work experience. The young people who have been involved in these courses have given very positive feedback.

Senior Phase for S1 to S4 will be focusing on what happens when young people leave school. The Scottish Government has left some decisions on how to implement the Senior Phase to Local Authorities,

and some Local Authorities have left it to individual schools. One of the decisions is to shorten the school day.

Discussion ensued and Mrs Budge said that she will take the points raised back to the Shetland Learning Partnership.

There are a number of ways in which members of the community can feed in their views:

- Email – robin.calder@shetland.gov.uk or jerry.edwards@shetland.gov.uk
- Send a written response to the Shetland Learning Partnership, Children's Services, Hayfield House, Lerwick ZE1 0QD
- Phone on 01595 744038
- Informal drop-in sessions have already taken place throughout Shetland in September
- Further information can be found at www.shetland.gov.uk/education/Shetland-Learning-Partnership.asp
- Online discussion paper at www.shetland.gov.uk/education/documents/CurriculumandTimetableDiscussionPaperJune2015

The Chairman thanked Mrs Budge for attending the meeting.

12pm – Mrs Budge and Kieran Malcolmson left the meeting.

2015/10/06 BUILDING BUDGETS 2015

Ms Vaila Simpson gave a brief update to the meeting.

Ms Simpson said that the online budget planner had been available on the Council's website from 24th August to 6th September 2015. There had also been public meetings held throughout Shetland during August and September. In general the feedback, both online and at the public meetings, has been positive.

The report to Council will be delivered before the budget setting meeting in December 2015.

Ms Simpson will be in touch with CCs to obtain their input for the report to Council.

2015/10/07 ASCC ADMINISTRATION FEE

This item was requested by Northmaven CC.

Mr MacDonald said they feel that the annual recharge levied at CCs to cover cost of bi-annual meetings; administration and Voluntary Action Shetland Membership, could be put to better use. He said that CCs and the Council support the ASCC.

The Chairman asked Mrs Catherine Hughson to respond to this.

Mrs Hughson pointed out that it was the Council's initiative to have someone in place to act as liaison officer between CCs and Council departments; they did not want to have this as an "in house" post.

The Chairman said that the advantage of have the ASCC rather than a Council Liaison Officer is that ASCC are totally independent. This makes for a healthier local democracy.

Mr Mac Donald said that Local Authority Councillors attend their CC meetings and take issues raised back to the Council. Northmaven CC also has a contract with the Northmaven Development Trust to provide a Clerk.

The meeting went on to discuss the issue raised by Northmaven CC.

Other Community Councillors present made the following points:

- The ASCC has achieved a lot over the years. They secured extra funding (Community Development Fund) for CCs via the Joint Liaison Group.
- ASCC are value for money. They bring folk to the table for bi-annual meetings.
- The ASCC gives more weight to the CCs voice.
- Other CCs do not see the cost of covering bi-annual meetings etc. as excessive
- ASCC is a valuable forum. It brings common issues to the table and brings local issues to the attention of MPs; external agencies and Council.
- ASCC Administration Assistant provides good support to CC Clerks.

The Chairman said that the current ASCC budget covers part of the Admin Assistant post.

There is no obligation for the Council to have a liaison officer. The Chairman reiterated that the ASCC are only answerable to Community Councils. ASCC invite whoever they appropriate to their meetings.

It was agreed to put this item on the next Joint Liaison Group meeting.

Mr Nickerson wanted to record their appreciation of the continued support from VAS. This was supported by those present.

1.15pm – Iris Sandison left the meeting.

Mr Gordon Thomson said he felt catering was not essential. Mrs Averil Simpson agreed with this. There was a short discussion on whether or not catering was essential for the bi-annual meetings. It was agreed just to have tea and coffee for the next meeting.

2015/10/08 VOLUNTARY ACTION SHETLAND – COMMUNIT MINIBUS SERVICE

Mrs Hughson told the meeting that VAS had taken over the Community Minibus Service from the Council in 2013.

Unfortunately due to unforeseen over heads and high operating costs involved, VAS may have to discontinue this service.

Mrs Hughson said she wanted to make community groups aware of the situation. Once Mrs Hughson has received the decision from her Management Board a press release will be issued. This will let folk know whether or not VAS will continue with the community minibus service.

2015/10/09 AOCB

Mr Odie said that some of the Yell community had raised road safety concerns on a section of road in Mid Yell. They feel that the speed limit needs to be extended so that drivers can be made aware to reduce their speed on that section of road.

It was agreed to put this on the agenda for next Joint Liaison Group meeting. Mr Odie will forward the road coordinates, for the section of road causing concern, to Mrs Massie.

Action: Lawrence Odie and Kate Massie

The Chairman informed the meeting that this would be Mrs Massie's last ASCC meeting as administration assistant. He wished to record a vote of thanks for Mrs Massie from himself, and the Community Councils, for her hard work and support to ASCC over the last 7 years.

2015/10/10 DATE OF NEXT MEETING

The date of the next ASCC Bi-annual meeting is scheduled for **Saturday 9th April 2016 at 11am in the Shetland Museum Auditorium.**

Chairman.....

Date.....

DRAFT

Association of Shetland Community Councils

Telephone: 01595743906

Email: ascc@shetland.org

Meeting of the Association of Shetland Community Councils

Date: Saturday 9th April 2016

Time: 11am

Venue: Shetland Museum Auditorium

DRAFT AGENDA

1. Introductions
2. Apologies
3. Minute of the previous meeting held on 03/10/15
4. Matters arising from previous minute not on the agenda
 - 4.1 Roads update
 - 4.2 Speed limit Yell update
 - 4.3 Burial ground/public area upkeep update
 - 4.4 Waste Energy Plant update – (*letter response from Maggie Sandison*)
5. Boundaries Commission Review - *Jan Riise*
6. ASCC and Community Council Funding
7. Community Development Fund
8. ASCC Self Evaluation
9. AOCB

Dear Sir/Madam

Please find the attached letter and form for comments, for the consultation of the new draft Placemaking Supplementary Guidance.

If you have any questions then please do not hesitate to get in touch.

Yours faithfully

Austin Taylor
Team Leader – Development Plans & Heritage
Shetland Islands Council
Development Service
Planning
Development Plans and Heritage
8 North Ness
Lerwick
01595 744 293



Shetland Islands Council

Executive Manager: Iain McDiarmid
Director: Neil Grant

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

To whom it may concern

Telephone: 01595 7444293

www.shetland.gov.uk

If calling please ask for
Austin Taylor
Team Leader – Development
Plans and Heritage
Direct Dial: 01595 744293

Date: 09 February 2016

Dear Sir/Madam

Shetland Local Development Plan - Supplementary Guidance Consultation - Placemaking

You have previously commented upon, or otherwise expressed an interest in, the Shetland Local Development Plan process and I now wish to let you know that the Council has published its draft Supplementary Guidance document – Placemaking for consultation.

The Guidance is available online at www.shetland.gov.uk/ldp along with the relevant forms should you wish to make any comments.

The consultation will run from 09 February 2016 until 5pm on Tuesday 22 March 2016. All comments must be received by 5pm on this date.

If you require further information on the consultation please do not hesitate to contact a member of the Development Plans team on 01595 744293.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Austin Taylor'.

Austin Taylor
Team Leader – Development Plans & Heritage

Enc.

**Shetland Local Development Plan
Supplementary Guidance Comments Form**

Guidance

When making a representation the following should be taken into account;

- **This form can only be used for comments on Supplementary Guidance;**
- Comments should be concise;
- We cannot accept comments which do not have a name and address;
- We will publish a summary of comments received and therefore **comments cannot be treated as confidential.**
- Comments will be accepted up until 5pm Tuesday 22nd March 2016.

Please use a separate form for each Supplementary Guidance you are commenting on and indicate which document your comment refers to;

Please detail your response below, (add additional sheets if necessary).

Contact Details

Name	Your Details	Your Agent's details (if relevant)
Organisation (if relevant)		
Address		
Postcode		
Telephone No		
Email Address		

Forms can be returned either by post or to the e-mail address below;

Local Development Plan
8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Email address: development.plans@shetland.gov.uk

From: Holden John@Development Management
Sent: 18 February 2016 14:43
To: Dalziel Corinne@VAS
Cc: Inkster, Rosemary
Subject: Material Planning Considerations

Good afternoon,

I am writing to you in connection with your role with the Association of Shetland Community Councils, at the suggestion of Mrs Rosemary Inkster.

Mrs Inkster's Community Council, Sandwick, are in the process of formulating a response to a planning consultation on a proposed development in their area, and Mrs Inkster pointed out that there was a difficulty in identifying what are material planning considerations. Mrs Inkster said her Council no longer had anyone who had attended the last 'planning' training that was given.

Please find below a couple of links that are relevant to the matter of material considerations from the Scottish Government's website, and Planning Aid for Scotland, which I hope will be of use to not only Mrs Inkster's Council, but to others who may be in a similar position.

<http://www.gov.scot/Publications/2013/12/9882/12>

<http://pas.org.uk/wp-content/uploads/2015/11/3-Material-Considerations.pdf>

Yours sincerely

John Holden
Team Leader – Development Management
Planning

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



Executive Manager: Dave Coupe
Director: Maggie Sandison

Lerwick Community Council
Per, Mrs Marie Sandison, Clerk
Community Council Office
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
Mervyn Smith
Direct Dial: 01595 744896
Email:
mervyn.smith@shetland.gov.uk

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

Date: 28 January 2016

Dear Mrs Sandison

Street Light at Scalloway Road Steps

The street light and footpaths at the rear of 15/17 Scalloway Road are not part of Roads Services infrastructure and are most likely the responsibility of Housing Services.

Having previously spoken to Housing they requested that we permanently remove this light on their behalf.

I have forwarded a copy of your letter dated 30th December 2015 to Housing Service to allow them to consider if they wish to proceed.

However, due to the poor condition of this column it has been taken down, but not to such an extent that it could not be replaced, and I am awaiting confirmation of their decision to either replace or remove this street light.

Yours sincerely

Executive Manager, Roads
[HL01191601.doc]

Clerk to Lerwick Community Council

From: Anita.Jamieson@shetland.gov.uk
Sent: 01 February 2016 11:37
To: clerk@lerwickcc.org.uk
Subject: RE: Street Light Scalloway Road Steps

Dear Marie

Thank you for your letter of 28th January 2016 regarding a street light at Scalloway Road. The Housing Service is not responsible for street lighting, that is a matter for the Roads Service. Number 17 Scalloway Road is no longer a Council property and is in private ownership. We have had recent contact in relation to the lighting between number 15 (which is still in Council ownership) and the steps and have agreed to install a double-headed external light fitting with a motion sensor above the tenants door. I would note that these steps are simply access to these properties and are not part of any formal public access to another area.

Regards

Anita M Jamieson
Executive Manager – Housing
Shetland Islands Council

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 28 January 2016 12:18
To: Jamieson Anita@Housing Services
Subject: Street Light Scalloway Road Steps

Dear Ms Jamieson,

Street Light Scalloway Road Steps

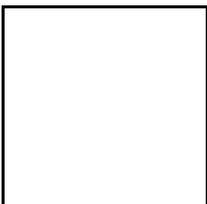
Please find attached letter, for your attention.

Regards,
Marie

--

Marie Sandison
Clerk
Lerwick Community Council

Tel: 07762 017828



This email has been sent from a virus-free computer protected by Avast.
www.avast.com

From: Brian.Ford@gov.scot
To: clerk@lerwickcc.org.uk
Subject: FW: Earth Hour 2016
Date: 03 February 2016 11:51:02

I refer to our telephone conversation in December and as discussed would confirm my request for the floodlights at Clickhimin Broch to be turned off on 19 March 2016 in support of Earth Hour. I have attached some details about Earth Hour and feel free to contact me if you require further information

- Join the global celebration for our brilliant planet.
- Celebrate WWF's Earth Hour with us on 19 March 2016 at 8.30pm to show you care about the future of our brilliant planet. Join Historic Scotland properties across the country and millions of people around the world taking part. Sign up at www.wwfscotland.org.uk/earthhour #EarthHour
- At 8.30pm on Saturday 19th March, millions of people across the world will switch off their lights to create a symbolic and spectacular display that shows us that, together, we can make a stand and we have the power to make change happen.
- WWF's Earth Hour is not about how much energy is saved during the hour. Rather, it's a chance to put the spotlight on the issues facing the planet, and to inspire millions across the world to live more sustainably.
- Historic Scotland will be switching off the lights of some of Scotland's most iconic buildings including Edinburgh Castle, Linlithgow Palace, Urquhart Castle and Glasgow Cathedral.
- In 2015 over 172 countries worldwide took part in Earth Hour to show they care about the future of our planet. In Scotland thousands of people took part, with Earth Hour activities in every local authority area from Orkney and Shetland to the Borders. Edinburgh Castle was lit green before switching off for the hour alongside other international icons, such as the Eiffel Tower, Sydney Harbour Bridge and thirty-five UNESCO World Heritage Sites.

Many thanks

Brian Ford
Regional Tourism & Community Manager, North
Historic Environment Scotland, Fort George, IV2 7TD
01667 460233 / 07766441869

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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo

From: Michael.Duncan@shetland.gov.uk
To: CommunityCouncilClerks@shetland.gov.uk
Cc: Vaila.Simpson@shetland.gov.uk
Subject: Community Council - core funding
Date: 17 February 2016 11:53:11

Dear all,

Following Shetland Islands Council meeting on 10 February I am writing to confirm that budgets have been approved for financial year 2016/17.

Accordingly in respect of Community Council core funding a standstill budget has been agreed as follows:

Community Council	2016/17 Grant Allocation
Aithsting & Sandsting	£10,218
Bressay	£5,802
Burra & Trondra	£5,998
Delting	£11,317
Dunrossness	£9,546
Fetlar	£3,626
Gulberwick, Quarff & Cunningsburgh	£9,923
Lerwick	£20,923
Nesting & Lunnasting	£7,127
Northmavine	£12,667
Sandness & Walls	£9,227
Sandwick	£8,034
Scalloway	£7,258
Skerries	£3,426
Tingwall, Whiteness & Weisdale	£8,306
Unst	£8,423
Whalsay	£7,696
Yell	£8,531
TOTALS	£158,048

In order to receive your 2016/17 core grant offer letter please email me with a written request to drawdown your respective core funding allocation. When emailing please ensure you specify the Community Council name and the amount due using the table above.

On receipt of your email request, a grant offer letter will be prepared and issued to you in due course. Grant payments will be paid out following receipt of signed grant acceptance. Please note any grant acceptance forms received prior to 31 March will be held until the new financial year and processed as soon as possible after 1 April.

As always Community Councils will be required to fully account for its core grant funding by way of

submitting independently certified annual accounts. You should ensure that your core funding and the associated expenditure is clearly set out in your annual accounts.

I trust this meets with your approval but if you have any queries on the above please get in touch.

Best regards,

Michael D

Michael Duncan

External Funding Officer

Shetland Islands Council

Community Planning & Development

Solarhus

3 North Ness

Lerwick

Shetland

ZE1 0LZ

Tel: 01595 743828

Email: Michael.duncan@shetland.gov.uk

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

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

From: Michael.Duncan@shetland.gov.uk
To: CommunityCouncilClerks@shetland.gov.uk
Cc: Vaila.Simpson@shetland.gov.uk; Elsa.Manson@shetland.gov.uk; Roselyn.Fraser@shetland.gov.uk; patricia.christie@shetland.gov.uk
Subject: Community Development Fund
Date: 17 February 2016 12:33:10

Dear all,

Following Shetland Islands Council meeting on 10 February I am writing to confirm that budgets have been approved for financial year 2016/17.

Accordingly a standstill budget of £68,000 has been approved for the CDF scheme. Bidding rounds have been set as follows:

Round 1	-	Friday 11 March
Round 2	-	Friday 15 April
Round 3	-	Friday 13 May

I will take this opportunity to flag up a few reminders about the CDF scheme:

- If completing your application form electronically be sure to complete it using Adobe Reader and save it frequently as you complete it to avoid losing your application
- If applying for a Distribution Fund grant remember the Distribution Fund can only be used to award grants to community groups for local projects and activities that meet the CDF scheme aims. It cannot be used to top up core funding or other revenue costs/projects
- If applying for a Project grant remember the Community Council must deliver the project itself. It cannot pass the funding on to another group to deliver the project.
- Please note CDF Distribution Fund grants must be spent within the financial year is it received i.e. by 31 March
- Please note CDF Project grants will be for a "one off" activity or service must be spent within 1 year of offer date
- Please note repeat CDF projects are likely to be a lower priority unless you can clearly demonstrate and evidence need for it
- Please note Community Councils must fully account for any CDF funding by way of submitting independently certified annual accounts. Project grants will need to submit paid receipts. You must ensure that CDF funding and the associated expenditure is clearly set out in your annual accounts.

I trust you find this helpful and hereby attach a link to our web pages where you will find an application form and guidelines. As you know the CDF budget is for a finite amount so applications will be scored and prioritised in the event that the scheme is oversubscribed.

If you have any queries on the above please get in touch.

Best regards,

Michael D

http://www.shetland.gov.uk/grants/community_development_fund.asp



LERWICK PORT AUTHORITY

Albert Building, Lerwick, Shetland ZE1 0LL

Tel 01595 692991 Fax 01595 693452
e-mail: info@lerwick-harbour.co.uk

17 February 2016

Our Ref: SML/EA

Marie Sandison
Clerk
Lerwick Community Council
Basement
Stouts Court
Lerwick
Shetland
ZE1 0AN

Dear Ms Sandison

MAIR'S QUAY, LERWICK

I refer to your letter of 9 February 2016.

Mair's Quay was completed in 2013 and will be the site of our future replacement fishmarket.

Like all quays at Lerwick, the public are not denied access except when operations on the quayside require access to be controlled for safety reasons or when necessary for the statutory International Ship and Port Security (ISPS) regulations.

Currently, there are temporary access arrangements at Mair's Yard as the area is partly a contractor's laydown area for the adjacent Holmsgarth North jetty which is under construction and therefore not accessible. Furthermore, the quay is heavily used for handling fishing gear and access will often be prevented on safety grounds, for example when wires are dragged ashore.

Yours faithfully

Sandra Laurenson
Chief Executive



FS32544



EMS524100

Good Day,

My name is Stevie Michael and I am the Treasurer of Lerwick Thistle Football Club. I was delighted to hear a while back that we had been accepted for some support to purchase some well needed equipment for our boys and girls.

I am delighted to tell you we did a great job in spreading this far and wide throughout our age groups buying balls, bibs, cones, slalom poles, first aid kits and pumps. Our coaches were thrilled and it was great to give them a reward for so much hard work they do with coaching and the endless fundraising to keep football affordable for families.

We strive to not follow other sports and raise fees, charging only £40 for a years football for the bairns. The ever increasing venue costs paired with the vanishing SIC running grant means we constantly fundraise and just make do with old equipment.

On behalf of Khalid, myself and the whole Club at Lerwick Thistle FC I would like to thank you sincerely. Please let me know the procedure for passing you our receipts etc.

Kind Regards,
Stevie Michael

Hi Marie,

Just confirming we received the cheque of £500 today.

Thank you very much again! we are very grateful and lucky to get new equipment through your grant. Also, if you could pass our thanks on to the rest of the committee.

Kind regards,
Khalid Rasul
Secretary, Lerwick Thistle

Hi Marie,

Many thanks again for your very generous support. Khalid has passed on the cheque to me. Please pass on our thanks to your board.

Kind Regards,

Stevie Michael
Treasurer
Lerwick Thistle FC



**Shetland
Islands
Council**



Mrs J Wadley
Head Teacher

BELL'S BRAE PRIMARY SCHOOL
LERWICK, SHETLAND, ZE1 0QJ

Tel Lerwick (01595) 743720

E.mail: bellsbrae@shetland.gov.uk
Website: www.bellsbrae.shetland.sch.uk

5th February 2016

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

Dear Mrs Sandison

Smashed Lights at Clickimin Broch

We would like to thank you for bringing this matter to our attention. We have raised this with pupils at assembly.

Yours sincerely

Jennifer Wadley
Head Teacher

Robin Sandison

Secretary

Rotary

Club of Shetland



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

1st February 2016

Dear Marie

Rotary Christmas Support 2015

I refer to your request for funding assistance for this year's Christmas Support. I am pleased to advise you that the Members agreed to assist you with a £100.00 contribution.

A condition of funding is that if the funds granted cannot be used for the purpose requested, either in full or part, then your organisation should seek our approval for an alternative use for the unused part. If we do not give such approval then you should return the unused portion of the funds to us.

We hope you will be able to publicise our contribution. However, we like to publicise some of our awards to highlight the work of the Club, and if we do so, we would be pleased if you will allow us to contact you further to this end.

I enclose a cheque from the Club in the sum of £100.

Kind regards

A handwritten signature in black ink that reads "Robin".

Robin Sandison

Secretary

P.S. please accept my apologies for delay

Paths for All Community Path Grants Now Available in Scotland

The Paths for All Community Paths Grants are provided by the Paths for All Partnership to support initiatives by organisations in Scotland which aim to increase the health and well-being of less active people by promoting regular walking to work, school or the shops.

The fund aims to support groups to improve and develop local paths in their community. Grants of up to £1,500 are available to constituted groups, community councils, development trusts, community woodlands and health walking projects working in Scotland.

The grant can help projects to:

- Improve links to amenities within a community.
- Carry out path maintenance.
- Increase awareness of paths within a community.
- Improve a path so it can be used by all types of users.
- Improve path signage.

Projects will be scored against the following criteria:

- Evidence of need for the local path improvement, development or promotion.
- The benefits the project will bring to the community.
- Involves local volunteers.
- More people are encouraged to use the local paths in the community.
- Be able to show the difference the project has made.

Funding is available for:

- Insurance.
- Tools.
- Materials.
- Machinery hire.
- Leaflets and promotional materials.
- Signage.
- Professional labour.

In kind contributions must equate to the same value as the grant requested. **The deadline for Expressions of Interest is 18 March 2016 (5pm).** See website for more details:

<http://www.pathsforall.org.uk/pfa/support/community-paths-grant.html>

Michael Duncan

External Funding Officer

Shetland Islands Council

Community Planning & Development

Solarhus

3 North Ness

Lerwick

Shetland

ZE1 0LZ

Tel: 01595 743828

Yorkshire & Clydesdale Bank Foundation - 2016 Spirit of the Community Awards Open to Applications (England and Scotland)

Registered charities, not-for-profit community organisations and constituted voluntary groups in England and Scotland are eligible to apply for funding for projects that will benefit communities where the Bank operates and fit with one of the following categories:

- **Help people have a healthy relationship with money** - This category will focus on initiatives that advance financial education including initiatives that promote accessibility to both financial education and financial services.
- **Help people into employment** - This category will focus on initiatives that build on and develop skills in individuals to equip them for the workplace and help them become ready for work.
- **Help people improve their local environment** This category will focus on projects seeking to protect or improve the environment.

In each category, five projects will receive an Award of £5,000.

The deadline for applications is 8 April 2016. See website for more details:

<http://www.ybonline.co.uk/about-yorkshire-bank/community/charitable-donations-about-us/>

Michael Duncan

External Funding Officer

Shetland Islands Council

Community Planning & Development

Solarhus

3 North Ness

Lerwick

Shetland

ZE1 0LZ

Tel: 01595 743828

Email: Michael.duncan@shetland.gov.uk

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

From: development.management@shetland.gov.uk
To: kevin.serginson@shetland.gov.uk; roads.traffic@shetland.gov.uk; clerk@lerwickcc.org.uk
Subject: Planning Consultation 2016/003/PPF
Date: 02 February 2016 16:24:15

Dear Sir/Madam,

Planning Ref: 2016/003/PPF
Proposal: Proposed workshop/store
Address: North Ness, Lerwick, Shetland
Applicant: Michael Stewart
Date of Consultation: 02/02/2016

This e-mail is a formal consultation under the Town and Country Planning (Scotland) Acts.

All plans can be viewed on:

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

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

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

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

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

Iain McDiarmid

Executive Manager - Planning Service

Shetland Islands Council

8 North Ness Business Park

Lerwick

ZE1 0LZ

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

From: development.management@shetland.gov.uk
To: Planning.Flooding.Drainage.Coastal@shetland.gov.uk; roads.traffic@shetland.gov.uk; clerk@lerwickcc.org.uk;
don.eplanning@scottishwater.co.uk
Subject: Planning Consultation 2016/014/PPF
Date: 08 February 2016 15:01:20

Dear Sir/Madam,

Planning Ref: 2016/014/PPF
Proposal: Erect dwelling house
Address: Garden Grounds Next To Leog House, 2 Leog Lane, Lerwick, ZE1 0AH
Applicant: Cecil Eunson
Date of Consultation: 08 Feb 2016

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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: Planning.Flooding.Drainage.Coastal@shetland.gov.uk; roads.traffic@shetland.gov.uk;
clerk@lerwickcc.org.uk; don.eplanning@scottishwater.co.uk
Subject: Planning Consultation 2016/020/PPF
Date: 23 February 2016 16:34:01

Dear Sir/Madam,

Planning Ref: 2016/020/PPF
Proposal: Proposed new house
Address: 51 St Olaf Street, Lerwick, ZE1 0EN
Applicant: Cecil Eunson
Date of Consultation: 23 Feb 2016

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

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

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Iain McDiarmid

Executive Manager - Planning Service

Shetland Islands Council

8 North Ness Business Park

Lerwick

ZE1 0LZ

From: development.management@shetland.gov.uk
To: Planning.Flooding.Drainage.Coastal@shetland.gov.uk; foodsafety@shetland.gov.uk;
roads.traffic@shetland.gov.uk; TingwallAirportStaffInfrastructureServices@shetland.gov.uk;
clerk@lerwickcc.org.uk; don.eplanning@scottishwater.co.uk
Subject: Planning Consultation 2016/046/PPF
Date: 03 February 2016 12:01:10

Dear Sir/Madam,

Planning Ref: 2016/046/PPF
Proposal: The erection of a 3 storey building on the site of the former Grantfield Fire Station comprising ground floor offices with nine flats above and associated parking and landscaping
Address: Grantfield, North Road, Lerwick, ZE1 0NT
Applicant: Grantfield Developments Limited
Date of Consultation: 03/02/2016

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

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

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

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Iain McDiarmid

Executive Manager - Planning Service

Shetland Islands Council

8 North Ness Business Park

Lerwick

ZE1 0LZ

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

From: development.management@shetland.gov.uk
To: Planning.Flooding.Drainage.Coastal@shetland.gov.uk; roads.traffic@shetland.gov.uk; clerk@lerwickcc.org.uk; niall.miller@hse.gsi.gov.uk
Subject: Planning Consultation 2016/048/PPF
Date: 03 February 2016 11:51:14

Dear Sir/Madam,

Planning Ref: 2016/048/PPF
Proposal: To construct a steel frame workshop for the repair and servicing of vehicles and plant/equipment - including an external laydown area and the required car parking. The existing access road shall be upgraded.
Address: Proposed Development, Staney Hill Industrial Estate, Lerwick, ZE1 0QY
Applicant: Mr Erik Robertson
Date of Consultation: 03/02/2016

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

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

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Shetland Islands Council

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Lerwick

ZE1 0LZ

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LERWICK COMMUNITY COUNCIL

Core Funding Financial Report as at 23 February 2016

<u>INCOME</u>	£	£
Balance at at 1 April 2015		16,725.63
SIC Core Funding Grant 2015-16		20,923.00
SIC Community Development Funds (Distribution & Project)		4,000.00
Sale of TH Guides		52.50
Sale of LCC Ties		0.00
Photographs LCC Members		30.00
SIC - Digital Images		25.20
Rotary Club of Shetland		100.00
		41,856.33

<u>EXPENDITURE</u>	£	£
Office Costs	3,368.94	
Employment Costs	7,758.00	
Administration	997.68	
Accountancy	300.00	
Misc.	120.00	
Grants/Projects	13,227.90	
CDF Distribution & Project	3,392.68	
		29,165.20
		12,691.13

<u>REPRESENTED BY</u>	£
Bank Balance as at 23.02.16	14,157.09

Indication of Free Funds:

Main Annual Running Costs - Amended Forecast - £15,153.60	
Amended Budget Remaining	2,608.98
Annual Grants & Projects Amended Forecast £2380.22	
Amended Budget Remaining	283.17

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
Living Lewick - Christmas Tree Lights Grant	1,196.58
Filsket Riding Club	600.00
Community Development Funding Distribution '15/16	800.00
Core Funding for CDF Project 2015/16 - Historic Signs	500.00
Renewal of damaged office floorcoverings	490.00
Repair of office ceiling	200.00

	8,678.73
Estimated Free Funds	5,478.36

Dear Clerk

Please find attached an application for grant funding support in relation to the proposed installation of a crane on the Lerwick Boating Club pier. The club accounts for 2014/15 and bank statement will be delivered to the community council office in the next 2-3 days.

The Commodore (John Manson) is fully aware of this application. He is unable to physically sign the application, as he is abroad on holiday. The club does not currently have a vice-Commodore.

I understand that the next LCC meeting is Monday 7th March and we look forward to being advised of the council's decision in due course. Meantime if you require any further information please let me know.

Regards

Andrew Anderson
Committee Member
Lerwick Boating Club



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
1 Stouts Court
Lerwick, Shetland ZE1 0AN

Tel. 07762017828
Email: clerk@lerwickcc.org.uk
Website: www.lerwickcc.org

APPLICATION FOR GRANT

Name of group/organisation:	Lerwick Boating Club
Contact name & position held:	John Manson – Commodore
Address:	12a Commercial Street Lerwick
Mobile & telephone numbers:	07901 792228 & 01595 692407
Email address:	info@lerwickboatingclub.co.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)*

Lerwick Boating Club is the key centre for sailing and rowing activity within Lerwick. These water based activities provide an excellent way of encouraging adults and young people to be involved in the activities of the club. The club currently has 251 members. Approximately 90-95% of members are from Lerwick.

The club has a pier situated to the front of the club building. The previous crane had been in use for approximately 25 years and was second hand when it was installed. It was nearing the end of its natural life. The reliability of the crane was deteriorating year on year with the resultant maintenance costs ever increasing. We are planning to install a new crane on this pier, with a still boom to 8.0m reach and a safe lifting load of 1000kgs. The installation of the crane will be undertaken by a specialist local engineering company.

This new facility will enable RIBS (safety boats required for adult and children's sail training, weekly sailing races and various regattas throughout the summer) and 2 rowing goals to be launched safely from and recovered to the pier. These boats can then be tied and secured to a pontoon anchored off the pier. This set-up enables the safe transfer of people onto and out of the respective boats. Equipment required for sailing and rowing can also be easily carried down the gangway onto the pontoon.

Currently there are regularly 40 children and 30 adults taking part in sail training and racing throughout the summer months. There are also approximately 30 children and 30 adults taking part in rowing practice and regattas every week. A new crane will enable us to increase the number of participants from Lerwick, in these activities, resulting in an increase in their seamanship skills, fitness and life chances, through making more effective use of the local boating club facilities.

A new crane will also enable activities to continue to be concentrated at the club, which is situated in the centre of Lerwick and easily accessible if you do not have transport.

The club also relies on volunteers to run all its sporting and social activities as well as looking after its own facilities. Maintaining and increasing our membership, through such facilities as a reliable crane, will help to ensure the future sustainability of the club and the water based activities it offers to Lerwick.

We are financing the project through a combination of fundraising, club reserves and grant funding.

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

Number of members in group/organisation: 251 and what percentage reside in Lerwick: 90-95%

Number of residents in the Lerwick area likely to benefit from project - Adults: 60 Children: 70

Current financial position of group/organisation:

Copy of most recent bank statement and 2014/15 accounts will be delivered to Community Council office.

Costs of proposed project: £16,000

Funding/grants received from other sources (e.g. fundraising): £10,300 (Awards for All)

Grant funding of £10,000 from Awards for All secured.

Projected funding - £300 from men's night event.

Grant applications have been made to Lerwick Port Authority and Scottish Seafarms for funding.

Grant requested from Lerwick Community Council: £2000

Details of last grant received from Lerwick Community Council:

Supply of a 5 metre reconditioned RIB.

Date: January 2013 Amount: £1000

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): John Manson

of (group/organisation): Lerwick Boating Club

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: J Manson

Date: 23/2/16

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 RYA (Royal Yachting Association) & Shetland Sailing Centre	✓
Other (please specify) SYRA (Shetland Yoal Rowing Association)	✓
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 J Manson Date 1/2/16

Print Name John Manson

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

Our most recent accounts to end January 2015 will be delivered to you in next 1-2 days.

Child Protection requirements - Guidelines

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

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

Or

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

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

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

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

- Instructors or coaches who work with children (even with other adults present)

- Adults who accompany children on visits (even if their own children are part of the group)

- Adults who supervise other people's children who are 'sitting out' of activities

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

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