



LERWICK COMMUNITY COUNCIL

CHAIRMAN

Mr Jim Anderson
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CLERK

Mrs Katrina Semple
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30 October 2013

Dear Sir/Madam

You are requested to attend a meeting of Lerwick Community Council to be held in the **Town Hall Chamber**, Town Hall, Lerwick at **7.00pm** on **Monday 4 November**.

The next meeting Lerwick Community Council will be on Monday 2 December 2013.

Yours faithfully

K Semple

Katrina Semple
Clerk to the Council

LCC Members Literature in Office

The Nature of Scotland – Autumn/Winter 2013
Section 36 – Replacement Lerwick Power Station
Hjaltland Annual report 2012/13

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 7 October 2013
4. Business arising from the minutes
5. Strategy for Secondary Education
6. Consultation - Review of Polling Districts & Places
7. Revised Community Council Election Process
8. Benches – Cunningham Way/Staney Hill
 - 8.1 Suggested Bench Positions and Land Ownership
 - 8.2 SRT & SIC Boundary
 - 8.3 Installation Quotation - SIC
9. Correspondence
 - 9.1 Damaged Gateway to Lerwick Sign – Mr Neil Hutcheson, Engineer, SIC
 - 9.2 Repositioning of 40mph Signs, A970, South – Mr C Gair, Engineer, Roads, SIC
 - 9.3 Street Lighting Review: Lighting Reduction Options – Mr Neil Hutcheson, Engineer, Roads, SIC
 - 9.4 Request for Comments & Representations - Section 36-Application for Replacement Power Station – Mrs Claire Summers, Support Officer, Development Management, SIC
 - 9.5 Queen Baton Relay – Baton bearers Nominations for Shetland – Mr Neil Watt, Executive Manager, Sport & Leisure, SIC
 - 9.6 Da Voar Redd Up 2013 – Confirmation of Collections
10. Financial Report as at 29 October 2013
11. Application for Premises Licence.
 - 11.1 Sans Vitesse, Victoria Pier, Lerwick
12. Planning Applications
 - 12.1 **2013/311/PPF** Amended - Erect Dwellinghouse, Adjacent to 19 Ackrigarth, Lerwick - Mr Dennis Arthur (**Amended Site & Section Plans available to view at meeting**)
 - 12.2 **2013/374/PPF** Demolish existing offices and erect 12 no. one bedroom flats, Fort Road, Lerwick – Hjaltland Housing Association
 - 12.3 2013/376/PPF – Erect Dwellinghouse and garage and create new access track – Bankfield, Lower Sound – Mr & Mrs McKay
13. Lerwick Planning Applications – October 2013
14. Any Other Business

MONDAY 7 October 2013

At a meeting of LERWICK COMMUNITY COUNCIL held in Main Room, Islesburgh, Lerwick, at 7.00pm

Members

Miss K Fraser	Mr E Knight
Mr D Ristori	Mr W Spence
Mr A Johnson	Mr A Wenger
Mr J Anderson	

Ex-Officio Councillors

Cllr P Campbell	Cllr M Bell
Cllr M Stout	Cllr J Wills

Anderson High School Representatives 2013-2014

Ms M Nicolson

In Attendance

Mr G Steel, Liaison Manager, SSE
Mr J Laurie, Project Manager, SSE Generation
Mr D Hitchin, Shetland Operations Manager, SHEPD
Mrs K Semple, Clerk to the Council

Chairman

Mr J Anderson, Chairman to the Council presided.

10/13/01 **Circular**

The circular calling the meeting was held as read.

10/13/02 **Apologies for Absence**

Apologies for absence were received from Mr S Hay, Mr A Carter, Mr M Peterson, Mr S MacMillan, Mr A Henry, Mrs A Simpson, Ms A Westlake, Mrs E Williamson, Cllr C Smith and Cllr A Wishart

10/13/03 **Minutes**

The minutes of the meeting held on 2 September were approved on the motion of Mr D Ristori and seconded by Mr A Wenger.

10/13/04

Business Arising from the Minutes

Public Toilets – Charitable Trust Proposal

Mr E Knight enquired if Mr J Riise, Executive Manager, Governance & Law, SIC had responded to Lerwick Community Council's letter regarding the suggestion that a Charitable Trust be set up to manage Shetland's public toilets.

The Clerk advised that she had again written to request a response, twice since the September meeting, but was yet to receive a reply.

The Chairman advised that he had discussed the matter with Mr Riise at the recent meeting of ASCC; Mr Riise did not recommend that the Charitable Trust concept.

The Chairman added that the Knab toilets, and two others, were to get 'a stay of execution'. The running of the toilets would be transferred to the gravediggers.

Mr K Knight noted, from information included in the agenda papers, that water costs were the largest part of the running costs for the Knab toilet. He thought that if a Charity did not have to pay these costs, that alone was a good enough reason for LCC to investigate the proposal of a Charitable Trust to manage Shetland's public toilets.

The Chairman replied that there was a possibility the Community Benefit Fund could finance the running of the toilets.

Mr E Knight requested that Mr Riise be asked to respond to the enquiry formally.

The Chairman agreed that he would ask for Mr Riise's written response.

(Action: Chairman)

Halls of Residence - Anderson High School

Mr E Knight enquired if Mrs H Budge, Director, Children's Services, SIC had provided the Clerk with the total number of children currently staying in the Halls or Residence.

The Clerk advised that she had not, but she would contact Mrs Budge and request the information.

(Action: Clerk of the Council)

Meeting Room

Cllr M Bell advised that in setting its 2013/14 budget, in very challenging circumstances, Councillors had, very properly, set a scale of fees for use of the Town Hall designed to produce a 'break-even' position. This resulted in those wishing to use Town Hall facilities facing charges much higher than had been historically enjoyed.

However, Cllr Bell said that, in common with his fellow town members, he strongly supported, for many reasons, the notion that Lerwick Town Hall was the natural home of Lerwick Community Council. In researching the issue with Council staff he found that rural community councils were permitted use of schools in their respective areas to hold meetings. It seemed only fair that the council should afford a similar facility to

Lerwick Community Council and therefore he was able to advise that, with effect from the next meeting in November, Lerwick Town Hall would be available to Lerwick Community Council, for its monthly meeting, if it so wished.

He further stated that these were difficult times and it was important the Council and Community Council's pulled together for the overall good of the community. In Lerwick, for example, the issue of the Town Hall windows would be one issue where a joint effort would be required to bring about a good and beneficial result.

The Chairman thanked Cllr Bell and his Lerwick Councillors for all their hard work and assistance.

He asked the Clerk to formally write a letter of thanks to express Lerwick Community Council's gratitude to the Lerwick Councillors for their support and assistance.

(Action: Clerk of the Council)

Road Safety-Cyclists

In his capacity as Chairman of the Road Safety Advisory Panel, Cllr M Stout thanked Lerwick Community Council for their letter of support regarding road safety for cyclists.

10/13/05

Update – Replacing Lerwick's Power Station – Mr Gavin Steel, Liaison Manager, Mr Jim Laurie, Project Manager & Mr Darren Hitchin, Operations Manager - Scottish & Southern Energy

The update was facilitated by a power point presentation.

Scottish & Southern Energy (SSE) is in the process of developing proposals for a new power station in Shetland on behalf of Scottish Hydro Electric Distribution (SHEPD).

A plan for Shetland, including the proposed power station, has been submitted to Ofgem and an application for planning consent to build the proposed new power station near Rova Head applied for. Subject to consent and approval it is hoped that work will commence in 2014 to allow the new power station to be fully commissioned during 2017.

Section 36 consent is being sought for a 120MW capacity. The current power station has a 60MW capacity and uses 40-45MW but the additional capacity will allow flexibility to cover supply to Sullom Voe Terminal, possible future developments and ensure that the maximum possible environmental impacts are assessed.

The proposed new power station will have lower emissions and will be located further away from existing commercial and domestic properties, reducing impacts on air quality and visual amenity in the town. Efficiency will be much higher than the existing plant, reducing the carbon footprint associated with electricity generation and will provide security of electricity supply for the next 20-30 years.

The engines will be capable of running initially on light fuel oil, but also on natural gas should a supply be obtained in the future, and a pipeline constructed from Sullom Voe and air-cooled and seawater-cooled options allowed for.

The maximum height of the stack will be 73m, only the top of which will be seen from Lerwick; the colour of the scheme will be part of the consent conditions.

Well attended exhibitions and consultations have been held and, overall, feedback has been positive.

During consultations, of the original plan, concern was expressed with regard to the size of rock required to be cut and transported; therefore the proposed build was moved forward, closer to the sea, reducing the volume of any type of material to be excavated. Part of the Bight of Vatland will now be infilled and some minor realignment to the public road to Dales Voe necessary.

Other concerns taken on board were those relating to light pollution, accommodation for personnel during the build and opportunities for local contractors.

It is anticipated that all large items of plant will be delivered by sea using the existing facilities at Greenhead and/or Dales Voe. There will be traffic increases during the construction period, but these will be minimised and managed via a Traffic Management Plan and noise levels will be monitored during the construction process to ensure they remain within prescribed limits.

An average of 60 personnel will be on site during construction; peak number of 400 direct construction employment opportunities.

Local contractors will be used during the construction period and there will be potential for apprenticeships and training.

Assuming all consents are given, SSE will provide updates on a quarterly basis, either by attending meetings or providing newsletters.

Comments can be submitted to the Scottish Government up to Monday 4 November.

Mr E Knight enquired if any water heat would be made available.

Mr J Laurie replied that heat from jackets would be made available to third parties at the boundary fence.

Ms K Fraser enquired if the Environmental Statement was available on line.

Mr G Steel replied that the document was too large, but copies had been made available to the Library, SIC offices and LCC.

Cllr M Stout expressed disappointment that the gas option was no longer a current alternative, and that it was being developed as a light oil station. He thought it was a pity to ship diesel into Shetland when there will be an abundant supply of gas at Sullom Voe for the foreseeable future.

Mr J Laurie explained that when the project began, proposals were developed in parallel for a gas pipeline from Sullom Voe to provide an option to fuel the proposed new power station on natural gas.

He added that the option remained open for the future, provided for in the proposed power station's design, but they were taking the power station forward on its own with the 'Section 36' planning process and with the energy regulator Ofgem. Therefore, for an initial period, the proposed station would run on light fuel oil.

Mr J Laurie stated that the main reasons for the change were, at this time, issues with securing a suitable gas supply from operators at Sullom Voe, bearing in mind that Total's development is not yet complete, and the need to demonstrate to the regulator whether the gas pipeline is an economic option. He thought it likely that the pipeline's construction would only be economic if the proposed subsea cable to the UK mainland was not expected to go ahead.

Cllr J Wills asked if there was any likelihood a pipeline could be laid from the power station to a gas bottling plant so that gas could be cleaned and bottled locally.

Mr J Laurie replied that gas flows can vary and likely any contract would be on an interruptive basis; gas was not available 24/7 and would primarily be there for the power station.

Cllr J Wills asked what effect the Viking Energy delay would have.

Mr J Laurie replied that it would have no effect at all.

Cllr J Wills enquired as to the cost of the project and what would happen to the old power station.

Mr J Laurie replied that the project would cost over 100 million. The old power station would be kept for one year to eighteen months; thereafter it would be taken down and land remediated. Space would be kept for a hot water tank and the remainder of the site disposed of; the works would be an additional cost.

Mr E Knight asked if medium speed diesels had been considered.

Mr J Laurie replied that it was looked at, but it was an option that did not seem to work as well as lighter fuels, which were better both financially and environmentally.

The Chairman asked how quick the change could be from gas to fuel.

Mr J Laurie replied that it was seamless.

Miss K Fraser enquired what accommodation would be provided for workers during the construction phase.

Mr J Laurie advised that it was something they still had to look at.

The Chairman thanked Mr G Steel, Mr J Laurie & Mr D Hitchin for attending the meeting and providing their informative presentation.

The presentation ended and they left at 8.10pm.

10/13/06 **Consultation on Local Policing Plan Priorities & Multi Member Ward Policing Plan Issues**

The Chairman stated that at the recent ASCC meeting, members were provided with a questionnaire relating to the consultation. He asked the Clerk to obtain a copy of the questionnaire and distribute it to all members.

(Action: Clerk of the Council)

10/13/07 **Festivity Proposal – New Year 2014 – Working with Living Lerwick**

7.1 Minute Extracts January & March 2013

Noted

7.2 Archived Letter – New Year 2014, LivingLerwick

Noted

7.3 Winter Festival – Ms Leigh-Ann McGinty, Admin Officer, LivingLerwick

It was generally agreed that a live musical event would be a festive and well received way to bring in the New Year at the Market Cross.

Miss K Fraser hoped that LivingLerwick could persuade businesses, primarily restaurants and pubs, to stay open late on New Year's Eve, perhaps until around 1am.

She added that it may be helpful if business owners could be encouraged to ensure that they all give their planters a good level of care.

(Action: Clerk of the Council)

10/13/08 **Request for Comments- Interpretive Leaflet, Lerwick – Mr D Cooper, Shetland Amenity Trust**

8.1 For Information - Copy of Current Leaflet

Miss K Fraser asked if the Library opening times could be removed from the brochure; instead it should just note that the Library is open from Monday-Saturday. Also, it should be noted that the Library has Wi-Fi and internet access.

In addition, Ms K Fraser asked if a mention could be made of the Library's attractive stained glass windows.

Mr A Wenger suggested that reference to the Camping and caravan site should be removed from under the Clickimin heading.

Mr W Spence noted that the name Sandwater Loch, should be changed to Sandy Loch, at the bottom of the section headed The Knab to Ness of Sound.

(Action: Clerk of the Council)

10/13/09

Correspondence

9.1 Grant Thanks – Replacement Safety Boat, Lerwick Boating Club

Noted

9.2 Grant Thanks – Repair of Road, Lower Sound – Mr & Mrs Ramsay

Noted

9.3 Cycling, Core Path along Sletts – Mr K Serginson, Outdoor Access Officer, SIC

Noted

9.4 Cleaning of Lerwick's Lanes Grass Cutting-Northern Marsh Orchid – Mr J Emptage, Team Leader, Cleansing, Grounds & Burial Services

Cllr P Campbell was saddened to see that the protected Northern Marsh Orchid's were mown down; he added that it would take two years before so many grew back again.

The Chairman was reassured, by the letter from Mr Emptage, that there would not be a reoccurrence of the incident.

9.5 Knab Toilets – Mr J Emptage, Team Leader, Cleansing, Grounds & Burial Services

Discussed during Business Arising.

9.6 Damaged Gateway to Lerwick Sign (North) – Mr Paul Moar, Lerwick Resident

The Chairman asked the Clerk to write to Mr D Coupe, Executive Manager, Roads, SIC to request that they repair the damaged sign.

(Action: Clerk of the Council)

9.7 Summary, Community Development Fund – Mr Michael Duncan, Grants Co-ordinator, SIC

The Chairman noted that he was surprised to see that not all Community Council's applied for funding.

Miss K Fraser asked what progress had been made with the Interpretive Panels.

The Chairman replied that planning permission for the project was needed to proceed with the Awards For All funding application. He hoped to meet up with Ms E Brooke-Freeman, Shetland Amenity Trust to take the three panel project forward to the point that planning permission could be applied for.

Mr D Ristori asked if the project could include the Information Boards for Queens Lane, Lodberries, Tollbooth and foot of Back Charlotte Street.

The Chairman replied that, as the funding had been applied for that specific project, unfortunately it could not.

He hoped that Lerwick Community Council would be in a position to fund the Information Boards in the next financial year.

10/13/10

Detailed Financial Report as at 1 October 2013

Noted

10.1 Main Annual Running Costs 2012-2013

The Chairman advised members that office costs had been pared down to a bare minimum and there were noticeable saving compared to that of previous years.

10.2 Annual Grants & Projects

Noted

10.3 Grants & Projects

Noted

10/13/11

Applications for Financial Assistance

11.1 Winter Festival - Living Lerwick

The Chairman proposed a grant offer of the full funding requested of £456 for the replacement Christmas Trees and 50%, £500, for Santa's Grotto.

Mr E Knight seconded the proposal.

The proposal was carried.

10/13/12

Proposed Parking Place for Disabled Persons Vehicle

12.1 Sletts

No objection

12.1 Outside 12 Leog, Twageos Road

No objection

The following revocations arrived too late to be included in the agenda but were brought to the meeting for discussion.

Burgh Road, Lerwick (at frontage of No 58)

No objection

St Olaf Street, Lerwick (at frontage of No 6)

No objection

St Olaf Street, Lerwick (at frontage of No 41)

No objection

Bruce Crescent, Lerwick (opposite the frontage of No 2)

No objection

Cllr P Campbell noted an interest as a member of the Licencing Board and Planning Board for the next four agenda items.

10/13/13

Application for Premises Licence

13.1 Sans Vitesse, Mairs Quay, Holmsgarth, Lerwick

No objection

13.2 Monty's Bistro, 5 Monthooly Street, Lerwick

No objection

10/13/14

Proposed New House

14.1 Information, Proposed New House at Ness of Sound – Mr A Mackay, Lerwick Resident

Noted

14.2 Location Plan

Noted

14.3 Site Plan

Noted

14.4 Sketch Views

Noted

The Chairman advised that Cllr A Wishart, close neighbour to the proposed build, supported the project.

Miss K Fraser thought that the proposal looked as though it was well planned, would not detract from the area and would be an asset.

The Chairman expressed some concern regarding discharge into Breiwick bay but acquiesced that a septic tank may resolve the issue.

Cllr J Wills stated that it would be up to the authorities to object to the plans, if they wished to do so come the time.

10/13/15

Planning Applications

15.1 2013/298/PPF Peat workings reinstatement – phase 2, Gremista - Lerwick Port Authority

No objections

(Action: Clerk of the Council)

15.2 2013/311/PPF Erect Dwellinghouse, Adjacent to 19 Ackrigarth, Lerwick - Mr Dennis Arthur

Mr A Johnston expressed concern that the footpath from the Old Waterworks to Longland would be affected.

The Chairman asked the Clerk to write to Planning and object to the application as a public right of way will be affected.

(Action: Clerk of the Council)

15.3 2013/329/PPF Erect dwellinghouse and attached garage, Plot 3, Sands Of Sound, Lerwick - Mr & Mrs Robert Manson

No objections

(Action: Clerk of the Council)

09/13/12

Lerwick Planning Applications – September 2013

Noted

09/13/13

Any Other Business

Speed Limit – Loch of Trebister

Mr D Ristori raised concern for the safety of road users and pedestrians crossing the section of road between the north Gulberwick junction and Sandy Loch Drive. He suggested that the 40 mile speed limit could be extended to start at the north Gulberwick junction as opposed to the current location at Sandy Loch Drive.

The Chairman agreed and asked the Clerk to write to Mr D Coupe, Executive Manager, Roads, SIC with the suggestion.

(Action: Clerk of the Council)

Gilbert Bain Hospital

Mr D Ristori suggested that if the accommodation block on Gilbertson Road was not used to full capacity, perhaps the NHS could offer space for use of hospital patients, when needed, as a gesture of goodwill.

The Chairman advised that the building was fully occupied with offices.

Ramps – Clickimin

Mr D Ristori advised that he had received a few complaints about the blind ramps at Clickimin Leisure Centre; people had not noticed the change from flat to gradient surface and tripped. He suggested that the area would benefit from yellow markings to make people aware of the hazard.

The Chairman advised that he would visit the area to see for himself.

(Action: Chairman)

Tesco Extension

Mr D Ristori informed members that in the eyes of some Lerwick shop owners, Lerwick Community Council had not 'done any favours' by not objecting to Tesco's recent application to extend.

The Chairman responded that the application was purely to extend the warehouse.

He suggested that some shop owners may be able to help themselves by ensuring an improved and more helpful attitude towards customers.

Strategy for Secondary Education

The Chairman reminded members how important it was to make time to attend the forthcoming meeting to discuss the Strategy for Secondary Education, Thursday 10 October from 7.00pm-9.00pm, Anderson High School.

There being no further competent business the meeting concluded at 9.20pm.

Minute ends.

MR J ANDERSON
CHAIRMAN
LERWICK COMMUNITY COUNCIL

Chairman.....

Date.....



Shetland Islands Council

Executive Manager: Jan-Robert Riise
Director of Corporate Services: **Christine Ferguson**

Mrs K Semple
Lerwick CC Clerk
Lower Wick
GULBERWICK
Shetland

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Our Ref: A7/13-2013 AC

Date: 04 October 2013

Dear Mrs Semple

Review of Polling Districts and Places – Consultation

Please find enclosed a public notice setting out the Council's process regarding the above review. I have also enclosed the consultation document referred to.

I should be obliged if your Community Council would give consideration to the terms of the consultation document, and to the proposed polling arrangements, at its next meeting.

Any comments should be submitted to me at the above address by no later than **8 November 2013**.

Yours sincerely

Jan-Robert Riise
Executive Manager – Governance and Law
[Returning Officer]

Encs



Shetland Islands Council

Public Notice

Orkney and Shetland Parliamentary Constituency – Shetland Islands Area Review of Polling Districts and Places - Consultation

In accordance with Section 18C of the Representation of the People Act 1983, as amended, notice is hereby given that Shetland Islands Council is undertaking a review of polling districts and polling places within the Shetland Islands Area of the Orkney and Shetland Parliamentary Constituency.

The Council would welcome any comments from electors who are registered within the above parliamentary constituency and those persons or bodies who have particular expertise in relation to premises or facilities for persons with any type of disability. Representations should, if possible, suggest alternative arrangements to be considered.

The current view is that the electorate are reasonably happy with the existing facilities, but a public consultation has been scheduled to allow comments on the current polling district and polling place arrangements. In addition, two changes to the current arrangements are being proposed, which the electors of Fetlar and Northmavine South are particularly asked to comment on.

Who can respond to the consultation?

The Council would welcome any comments from electors who are registered within the above parliamentary constituency and those persons or bodies who have particular expertise in relation to premises or facilities for persons with any type of disability. Representations should, if possible, suggest alternative arrangements to be considered.

Consultation Timetable

Monday 7 October 2013: Commence public consultation

Friday 8 November 2013: Public consultation ends

Monday 11 November - Friday 15 November 2013: Analysis of submissions and consultation with UK Parliamentary Returning Officer

Wednesday 11 December 2013: Submission of final proposals to Shetland Islands Council

Reference Material

The current polling arrangements and proposed changes are available for inspection during normal office hours at the address below, or on the Council's website www.shetland.gov.uk/elections

How to Respond

You can submit a response to the Review of Polling Districts and Polling Stations consultation by email to returning.officer@shetland.gov.uk or write to the SIC Returning Officer at the address below.

All responses should be made by Friday 8 November 2013

8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

7 October 2013

Review of Polling Districts and Polling Stations – Consultation Document

Background

In accordance with Section 18C of the Representation of the People Act 1983, as amended, the Shetland Islands Council is undertaking a review of polling districts and polling places within the Shetland Islands Area of the Orkney and Shetland Parliamentary Constituency.

The Council would welcome any comments from electors who are registered within the above parliamentary constituency and those persons or bodies who have particular expertise in relation to premises or facilities for persons with any type of disability. Representations should, if possible, suggest alternative arrangements to be considered.

Arrangements for Polling

The current view is that the electorate are reasonably happy with the existing arrangements and facilities for voting, but a public consultation has been scheduled to allow comments on the current polling district and polling place arrangements.

Two changes to the current arrangements are being proposed, which the electors of Fetlar and Northmavine South are particularly asked to comment on.

The current and proposed arrangements are attached as **Appendix 1**.

The geography of Shetland has led to the designation of polling places in rural areas where the electorate allocated to that polling place is very low, e.g. 6 polling places have an electorate of less than 250, but 2 of those have an electorate of under 100. Therefore, one of the proposals is to review those polling places, recognising that this may lead to those polling places being closed. Those polling places are in the polling districts of Northmavine South, and Fetlar.

Proposal 1 - Northmavine South

The proposal for Northmavine South, is to end the use of the polling place at Sullom & Gunnister Public Hall, and those voters in the Northmavine South polling district instead having to vote in person either at Brae Community Hall or Hillswick Public Hall. The electorate currently registered to vote at the Sullom & Gunnister Public Hall is 81. Our preferred option is to designate the polling place for Northmavine South as Brae Public Hall, as we consider that other polling places in the Northmavine area are not considered suitable alternatives or are less convenient for those travelling to/from Sullom.

The advantages for the Returning Officer and the elections process are that removing a polling place would reduce the costs of staffing, training and travel. Whilst this may only be a small cost saving, and it is recognised that any alternative location may not be convenient for some, the Returning Officer would encourage voters to consider applying for a postal vote. Voters are also able to apply for a proxy vote, which means that their proxy could vote in person on their behalf.

Proposal 2 – Fetlar

The proposal for the island of Fetlar is to offer permanent all-postal voting to the electorate in Fetlar, with the option of voting in person in Yell, instead of having a polling station located in Fetlar.

To explain further, this proposal would result in all-postal voting for all outer island polling districts in Shetland where the electorate is under 100 – the electorate for Fetlar is currently 58, 10 of which have already applied for a postal vote. Other districts that have all-postal voting are: Fair Isle [53], Foula [23], Papa Stour [10] and Skerries [56]. The electorate in these areas are specifically asked to apply for a permanent postal vote for all elections, and there is nearly a 100% uptake of this. Electors who have to make a journey by sea or air to their polling place can also set up a permanent proxy vote. The proxy can then of course choose to vote in person or by post. Occasionally 1 or 2 have not returned their forms on time, and in these cases, electors still have the option of voting in person, but the nearest polling place would require them to travel, as follows:

Fair Isle – to Dunrossness Public Hall
Foula – to Walls Public Hall
Papa Stour – to Sandness Public Hall
Skerries – to Symbister Public Hall

For Fetlar, we would be proposing to designate the polling place at Sellafirth Public Hall.

Other polling places in Yell or Unst are not considered suitable or are less convenient for those travelling to/from Fetlar – North Unst Public Hall, Uyeasound Hall and Mid Yell Public Hall.

Again, whilst the proposal will make a small financial saving, it is not solely aimed at making financial savings. The advantages for the Returning Officer and the elections process are:

- Reduction in costs for staff, training, travel and transportation – savings of around £400 for every election – see detailed costs below.
- Reduced time in transportation at the close of poll to the count centre, increasing the likelihood of an earlier declaration of results for most elections.
- Less disruption to scheduled ferry times.

Postal voting

For both of the proposals above, the emphasis will be on promoting postal voting. The main advantages of postal voting are aimed at the voter:

- Postal voting is increasingly being recognised as a more convenient method of voting, with the numbers of postal voters in Shetland increasing year on year.
- Postal voters receive their ballot papers at least a week before polling day, and so have more time to reflect on how they are going to vote, in the comfort of their own home.
- Voting by post is much more convenient than being restricted to attending a certain place during a certain time period.
- Also, for all elections in Shetland, postal votes can be handed in to any polling station in Shetland on Election Day, again increasing the convenience for those who travel to work, or are otherwise outwith their polling district.

Costs and comparisons, for information, are detailed in **Appendix 2**.

Conclusions

The Returning Officer recognises the importance that the Council has placed on sustaining its local rural communities, and the duty of the Returning Officer to ensure that every elector has reasonable facilities for voting. However, the ongoing viability of polling places with voters of less than 100 must be considered alongside the need to ensure that Best Value is being achieved. It is considered that the proposed changes will not have a significant

impact on the sustainability of the individual districts involved, as the act of voting is very personal to each individual elector, rather than a community organised event or activity.

The Council would welcome any comments from electors who are registered within the above parliamentary constituency and those persons or bodies who have particular expertise in relation to premises or facilities for persons with any type of disability. Representations should, if possible, suggest alternative arrangements to be considered.

How to Respond

You can submit a response to the Review of Polling Districts and Polling Stations consultation by email to returning.officer@shetland.gov.uk or write to the SIC Returning Officer at 8 North Ness Business Park, Lerwick, Shetland, ZE1 0LZ, or by telephoning **01595 744554**.

All responses should be made by Friday 8 November 2013

END

SHETLAND ISLANDS COUNCIL – REVIEW OF POLLING DISTRICTS AND PLACES 2013 – PROPOSALS

Ward Name	Polling District	Current Polling Place (as at May 2013)	No. Electors as at May 2013	Proposal	New Polling District
Ward 1 North Isles	UNST NORTH	North Unst Public Hall	395	No change	No change
	UNST SOUTH	Uyeasound Public Hall	126	No change	No change
	FETLAR *	Fetlar Community Centre	57	Sellafirth Public Hall*	No change
	YELL NORTH	Sellafirth Public Hall	264	No change	No change
	YELL SOUTH	Mid Yell Public Hall	574	No change	No change
	WHALSAY & SKERRIES	Symbister Public Hall	896	No change	No change

Ward 2 Shetland North	NORTHMAVINE NORTH	North Roe Public Hall	286	No change	No change
	NORTHMAVINE CENTRAL	Hillswick Public Hall	248	No change	No change
	NORTHMAVINE SOUTH *	Sullom & Gunnister Public Hall	87	Brae Community Hall or Hillswick Public Hall*	No change
	MUCKLE ROE & BUSTA	Brae Community Hall	157	No change	No change
	DELTING WEST – NORTH	Brae Community Hall	563	No change	No change
	DELTING WEST – SOUTH	Voe Hall	147	No change	No change
	DELTING EAST – SOUTH	Voe Hall	370	No change	No change
	DELTING EAST – NORTH	Mossbank Public Hall	154	No change	No change
	LUNNASTING	Lunnasting Hall	251	No change	No change
	NESTING	South Nesting Public Hall	245	No change	No change

*Should these proposals be adopted, the Returning Officer will work with the Electoral Registration Officer to identify and write to all electors in the affected polling districts prior to the next election with a view to offering them a postal vote as a convenient alternative method of voting if the proposed arrangements negatively affect their ability to access the polling place.

SHETLAND ISLANDS COUNCIL – REVIEW OF POLLING DISTRICTS AND PLACES 2013 – PROPOSALS

Ward Name	Polling District	Current Polling Place (as at May 2013)	No. Electors as at May 2013	Proposal	New Polling District
Ward 3 Shetland West	WALLS	Walls Public Hall	353	No change	No change
	SANDSTING & AITHSTING – WEST	Walls Public Hall	132	No change	No change
	SANDNESS	Sandness Hall	107	No change	No change
	CLOUSTA	Aith Hall	106	No change	No change
	AITHSTING EAST	Aith Hall	280	No change	No change
	SANDSTING EAST	Skeld Hall	391	No change	No change
	WEISDALE	Whiteness & Weisdale Public Hall	432	No change	No change
	WHITENESS	Whiteness & Weisdale Public Hall	245	No change	No change
Ward 4 Shetland Central	GIRLSTA & GOTT	Tingwall Public Hall	549	No change	No change
	SCALLOWAY	Scalloway Public Hall	957	No change	No change
	TRONDRA	Burra Public Hall	108	No change	No change
	BURRA	Burra Public Hall	668	No change	No change
Ward 5 Shetland South	QUARFF	Quarff Public Hall	198	No change	No change
	CUNNINGSBURGH	Cunningsburgh Village Club	559	No change	No change
	SANDWICK	Carnegie Hall	747	No change	No change
	LEVENWICK & BIGTON	Levenwick Hall	479	No change	No change
	DUNROSSNESS	Dunrossness Public Hall	738	No change	No change
Ward 6 Lerwick North	NORTH LERWICK	Gilbertson Park Games Hall	2166	No change	No change
	BRESSAY	Bressay Public Hall	299	No change	No change
Ward 7 Lerwick South	SOUTH LERWICK	Gilbertson Park Games Hall	3139	No change	No change
	GULBERWICK	Gulberwick Community Hall	388	No change	No change

Appendix 2 - Cost Comparisons

Costs

[Based on 5 May 2011 Scottish Parliament Election assumptions and assuming 50 voters]

Polling Station Turnout

[Based on 3 May 2012 Shetland Islands Council elections]

Postal Voting Turnout

[Based on 3 May 2012 Shetland Islands Council elections]

Proposal 1 - Northmavine South

Polling Station		Postal Voting
PO Fee	£195	Ballot Papers - no additional cost – already printed for polling station
PC Fee	£115	Postal Poll Card – no additional cost – provided instead of polling station poll card
Training	2 x £35 = £70	Postal Voting Envelopes printing – [3 x 50] x 0.20p = £30
Polling Station hire	£50	Envelope C Postage out 0.46p x 50 = £23
		Envelope B Postage in 0.46p x 50 = £23
		Postal Voting Statement and Guide - 0.20p x 50 = £10
Total	£430	Total £86

Eligible voters in person Sullom	81
Turnout Sullom	49
% Turnout Sullom	60%
% Turnout Shetland North	58%
% Turnout Shetland (average)	55%
Polling Station Cost per Elector Sullom	£5.30

Eligible postal voters Shetland North	241
Turnout Postal Voters Shetland North	186
% Turnout Postal Voters Shetland North	77%
% Turnout Postal Voters Shetland	79%

Proposal 2 - Fetlar

Polling Station		Postal Voting
PO Fee	£195	Ballot Papers - no additional cost – already printed for polling station
PC Fee	£115	Postal Poll Card – no additional cost – provided instead of polling station poll card
Training	2 x £35 = £70	Postal Voting Envelopes printing – [3 x 50] x 0.20p = £30
Travel	£70	Envelope C Postage out 0.46p x 50 = £23
Polling Station hire	£80	Envelope B Postage in 0.46p x 50 = £23
		Postal Voting Statement and Guide - 0.20p x 50 = £10
Total	£530	Total £86

Eligible voters in person Fetlar	47
Turnout Fetlar	34
% Turnout Fetlar	72%
% Turnout North Isles	61%
% Turnout Shetland (average)	55%
Polling Station Cost per Elector Fetlar	£11.27

Eligible postal voters North Isles	375
Turnout Postal Voters North Isles	307
% Turnout Postal Voters North Isles	82%
% Turnout Postal Voters Shetland	79%



Executive Manager: Jan-Robert Riise
Director of Corporate Services: Christine Ferguson

Mrs K Semple
Lerwick CC Clerk
Lower Wick
GULBERWICK
Shetland
ZE2 9JX

Governance & Law
Corporate Services Department
Office Headquarters
8 North Ness Business Park
Lerwick
Shetland, ZE1 0LZ

Telephone: 01595 744550
Fax: 01595 744585
legal@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Anne Cogle
Direct Dial: 01595 744554
Email:
anne.cogle@shetland.gov.uk

Date: 10 October 2013

Dear Mrs Semple

Revised Community Council Election Process

As you may be aware, the Association of Shetland Community Councils (ASCC), at its meeting on 5 October, considered a report from me which set out issues for consultation with Community Councils regarding the Community Councils Elections process. The ASCC approved the recommendations in the report, and copy of which is attached.

In this regard, your Community Council is asked to consider the terms of the revised nomination paper and local election rules (also attached), and advise me of any comments by close of business on **Friday 15 November**.

Any comments received will be taken into account when a report is presented to the Shetland Islands Council on 11 December 2013 for a decision.

If the revised documents are approved, I will write to you further with a view to formal adoption of an amendment to your Constitution.

Yours faithfully

Anne Cogle
Team Leader – Administration

Encs



Association of Shetland Community Councils

5 October 2013

Revised Community Council Election Process

Report Presented by
Executive Manager – Governance and Law [SIC Returning Officer]

1.0 Summary

- 1.1 The purpose of this report is to agree issues for consultation with Community Councils regarding the Community Councils Elections process, with a view to seeking approval and implementation from 1 January 2014.

2.0 Decision Required

- 2.1 That the ASCC notes the statutory consultation period for review of polling places and districts;
- 2.2 That the ASCC considers and comments on the revised nomination paper and local election rules, and agree that these be circulated to Community Councils for consultation; and
- 2.3 That the ASCC notes that any comments or representations received on the draft Local Election Rules will be taken into account when the report is presented to the Council on 11 December 2013 for approval with effect from 1 January 2014.

3.0 Issues for Consideration

Review of Polling Districts and Places

- 3.1 The Council is required to undertake a statutory consultation regarding the designation of polling districts and polling places. This process starts formally on 7 October 2013 and will end on 8 November 2013. There are only two changes being proposed, affecting Fetlar and Northmavine South, and preliminary consultation was held during

September with those Community Councils. All Community Councils will be formally consulted as part of the statutory process.

Local Election Rules

3.2 The current constitution for Community Councils requires:

“5.1 Elections to the Community Council shall be held in accordance with the provisions of the Representation of the People Acts and the rules made thereunder as amended or re-enacted by subsequent legislation so far as they relate to local government elections, and the provisions of the Shetland Islands Council Community Council Scheme 1997.”

3.3 Because of changes in Local Government elections legislation over a number of years, elections have been unable to follow this part of the Constitution, as there are issues that cannot be applied, such as disqualification for SIC employees, proportional representation and electronic counting, as they are not practicable or relevant for Community Councils. It is regarded as an opportune time to review the current procedures and update them as far as possible in line with local government elections, in time for the main general elections to Community Councils in November 2014.

3.4 The draft rules and form are attached, and our main aim has been to ensure that there is clarity and understanding in the procedures.

3.5 The key changes are –

3.5.1 By-elections would only be held once for a vacancy, except if a Community Council subsequently has another casual vacancy, then the Returning Officer would run all vacancies together at the by-election.

3.5.2 Elections and by-elections would no longer be conducted on a ward basis as is currently the case for some Community Councils. There is no provision within any of the current constitutions for Ward membership and elections on this basis this has arisen out of custom and practice.

In future, Community Councils will be free to decide if their community councillors should have a ward responsibility for parts of their Community Council area. This change would be particularly welcomed, as administratively it is very difficult and always time consuming for Clerks splitting electoral registers for a ballot. There have been concerns about the risks Clerks bear should anything go wrong with the splitting process that could have an effect on the conduct of the election.

3.5.3 Confirmation that election notices throughout the process will be published by the Council in the Shetland Times, Shetland News and on the Council's website and intranet. The Returning Officer and his staff cannot formally promote nomination to a particular Community Council or the business of Community

Councils generally during the course of an election. The ASCC and Community Councils are free to do so at all times.

- 3.6 The Nomination Paper for Community Council elections has also been revised to make it easier to complete, and is in line with the nomination forms for other elections. The key changes are that there is no longer a need for a proposer and seconder, just a witness to the candidate's signature.
- 3.7 In the event that the Local Election Rules receive approval from the Shetland Islands Council, the Constitution would be changed to reflect the decision, and would require to be adopted by all Community Councils after the meeting.

4.0 Conclusions

- 4.1 This report is informing the ASCC about the statutory review of the designation and polling districts and places.
- 4.2 This report also provides the ASCC with initial input to the review of the Local Election Rules, and invites the ASCC to approve the process for consultation.

For further information please contact:
Anne Cogle, Team Leader – Administration [Depute RO]
01595 744554 anne.cogle@shetland.gov.uk
1 October 2013

List of Appendices

1. Local Election Rules - Draft
2. Nomination form - Draft

Background documents:

1. CC constitution
2. Shetland Islands Council Scheme of Establishment of Community Councils

END



Shetland Islands Council

LOCAL ELECTION RULES 2013

Rules for Elections and By-Elections to Shetland Community Councils

Note: In all circumstances, the Returning Officer (RO) or his staff should be contacted for advice or clarification on the rules, where necessary.

1.0 General Elections

- 1.1 All elections and by-elections to the Community Council shall be held in accordance with these rules.
- 1.2 The general election of Community Council members will be at a time and following a method approved by the Shetland Islands Council in consultation with Community Councils, the Returning Officer and the Electoral Registration Officer for the Shetland Islands Area.

2.0 By-Elections

- 2.1 When a vacancy arises, the Returning Officer, in consultation with the Clerk, shall arrange for a by-election to take place.
- A by-election shall not be held for any vacancies that occur within six months of the last day of office of the Community Council.
- 2.2 A by-election as the result of a vacancy shall be deemed to be required in the elected membership of the Community Council, on the:
- Failure to elect at a general election
 - death of a member;
 - resignation of a member;
 - removal of an elected member from the electoral register applicable to the Community Council area.
- 2.3 Timetables issued by the Returning Officer set out the dates by which notification of casual vacancies should be received. This allows RO staff time to collate the necessary information and prepare documentation.



Shetland Islands Council

- 2.4 Only in the event of an unsuccessful by-election will the members of the Community Council be empowered to co-opt members to fill such casual or other vacancies remaining in the **core** membership of the Community Council during the term of office.

3.0 Notice of Election/By-Election

- 3.1 A Notice of Election or By-Election will be prepared by the Returning Officer and issued to Community Council Clerks for display in their locality. The RO will arrange for public notice to be published in the Shetland Times, Shetland News and on the Council's intranet and website. The ASCC will also be provided with a copy of the Notice.

4.0 Nomination Forms

- 4.1 Nomination forms will be prepared by the RO and issued to Community Council Clerks who may distribute them to candidates. Clerks may also receive completed forms, but they must be forward to the RO for validation as soon as possible, and no later than the date and time for the close of nominations. Scanned and e-mail or faxed copies of completed nomination forms are acceptable, provided the forms are signed, and the original signed form follows in the mail.

Withdrawal of Nomination

- 4.2 Withdrawal of a nomination will be permitted, provided the nominee gives notice in writing to the Returning Officer by the closing date/time for receipt of nominations.

5.0 Electoral Roll

- 5.1 The most up to date electoral roll for the Community Council area will be produced by the Electoral Registration Officer and obtained by the RO and used for the purpose of the election or by-election.



Shetland Islands Council

6.0 Uncontested Elections

- 6.1 Following the closing date, the Returning Officer will advise the candidate that they have been duly elected. The RO will arrange for publication of the Notice of Uncontested Election/By-Election in the Shetland Times, Shetland News and on the Council's intranet and website, and copies will be issued to CC Clerks for display in the locality. The ASCC will also be provided with a copy of the Notice.

7.0 Contested Elections

- 7.1 The RO will arrange for publication of the Notice of Poll in the Shetland Times, Shetland News and on the Council's intranet and website, and copies will be issued to CC Clerks for display in the locality. The ASCC will also be provided with a copy of the Notice.
- 7.2 Members shall be chosen by secret ballot, cast by postal vote. Those eligible to vote will be all persons whose names are on the current electoral roll for the area.
- 7.3 The RO will arrange the printing and distribution of ballot papers and accompanying documentation.
- 7.4 Distribution will be made in accordance with that part of the electoral roll relevant to the CC area concerned, and that which was current on the date of publication of the Notice of Election.
- 7.5 Community Council elections will cover the whole of Community Council area, and will NOT be conducted on a Ward basis.

8.0 Count and Announcement of Results

- 8.1 The RO will make the necessary arrangements for the conduct of the count. Following announcement, the RO will arrange for the candidates, CC Clerks and the ASCC to be informed of the result. The RO will also arrange publication of the results in the Shetland Times, Shetland News and on the Council's intranet and website. Clerks may also display the count results notification in their locality.



Shetland Islands Council

9.0 Co-option

- 9.1 Where a Community Council fails to elect a candidate at a by-election, there will be no further by-elections conducted for any remaining vacancies, until such time as a further vacancy arises within that Community Council.
- 9.2 Following a failure to elect at any by-election, the Community Council may proceed to co-opt a Member. There are no procedures as to how this may be done, but any decision on appointment of a co-opted member must be approved by resolution at a meeting of the Community Council. Clerks must inform the RO and the ASCC so that membership lists can be updated and Acceptance of Office forms issued.

10.0 Term of Office

- 10.1 All members shall serve until the next election but shall be eligible for re-election, re-appointment or co-option provided all other qualifying conditions are met.
- 10.2 A member of the Community Council may resign at any time by giving notice in writing to the Clerk to the Community Council.

11 Amendments to the Rules

- 11.1 Formal approval by the Shetland Islands Council shall be required for all amendments to these Rules.

Version 0.3

Approved by Shetland Islands Council: DATE – Minute Reference

Review Date: September 2018

Community Council Elections and By-Elections

Candidate checklist

This checklist is designed to assist candidates standing in a community council election in Shetland in preparing to submit their nomination, and should be read alongside the Local Election Rules [available from the Returning Officer, Community Council Clerk, or on the Council's website].

Task	Tick
Candidate's Contact Details Section	
Provide your contact details in case we need to contact you about your nomination – this information will NOT be made public	<input type="checkbox"/>
Add your surname in the first box and all other names in the second	<input type="checkbox"/>
Add your full home address, including the postcode, and your telephone and/or email address	<input type="checkbox"/>
Candidate's Declaration and Consent Section	
You must be at least 18 years old on the date you sign this form	<input type="checkbox"/>
You must be on the electoral roll for the Community Council area. Complete the details in the spaces provided. Contact the Returning Officer (details below) to receive your electoral number, or it can be completed when you return your form.	<input type="checkbox"/>
Sign and date the document in the presence of another person	<input type="checkbox"/>
Witness Declaration Section	
Get the other person to complete and sign the witness section	<input type="checkbox"/>

Return the form to the:

Returning Officer
Shetland Islands Council
8 North Ness Business Park
Lerwick
ZE1 0LZ

For advice or assistance, please contact the Returning Officer:

Telephone: 01595 744554
or
e-mail: returning.officer@shetland.gov.uk

www.shetland.gov.uk/about_elections/

Community Council Elections and By-Elections

Nomination paper

Candidate's Contact Details	
Candidate's surname	
Other names in full	
Home address in full	Postcode:
Daytime contact details	Telephone: E-mail:

Candidate's Declaration and Consent	
I, the nominee for election, consent to being nominated as a candidate for the	
	Community Council
I declare that I am 18 years old or older, and that I am registered as a local government elector in the register of electors for the community council area named above, at the following address:	
and my electoral number is:	
Candidate's signature	
Date	

Witness Declaration	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.	
Witness's signature:	
Witness (name in full):	
of (address in full):	
Date	

Deliver to the **Returning Officer** by no later than **4pm** on the last day for the delivery of nominations.

Service Council

Futures
 tary groups



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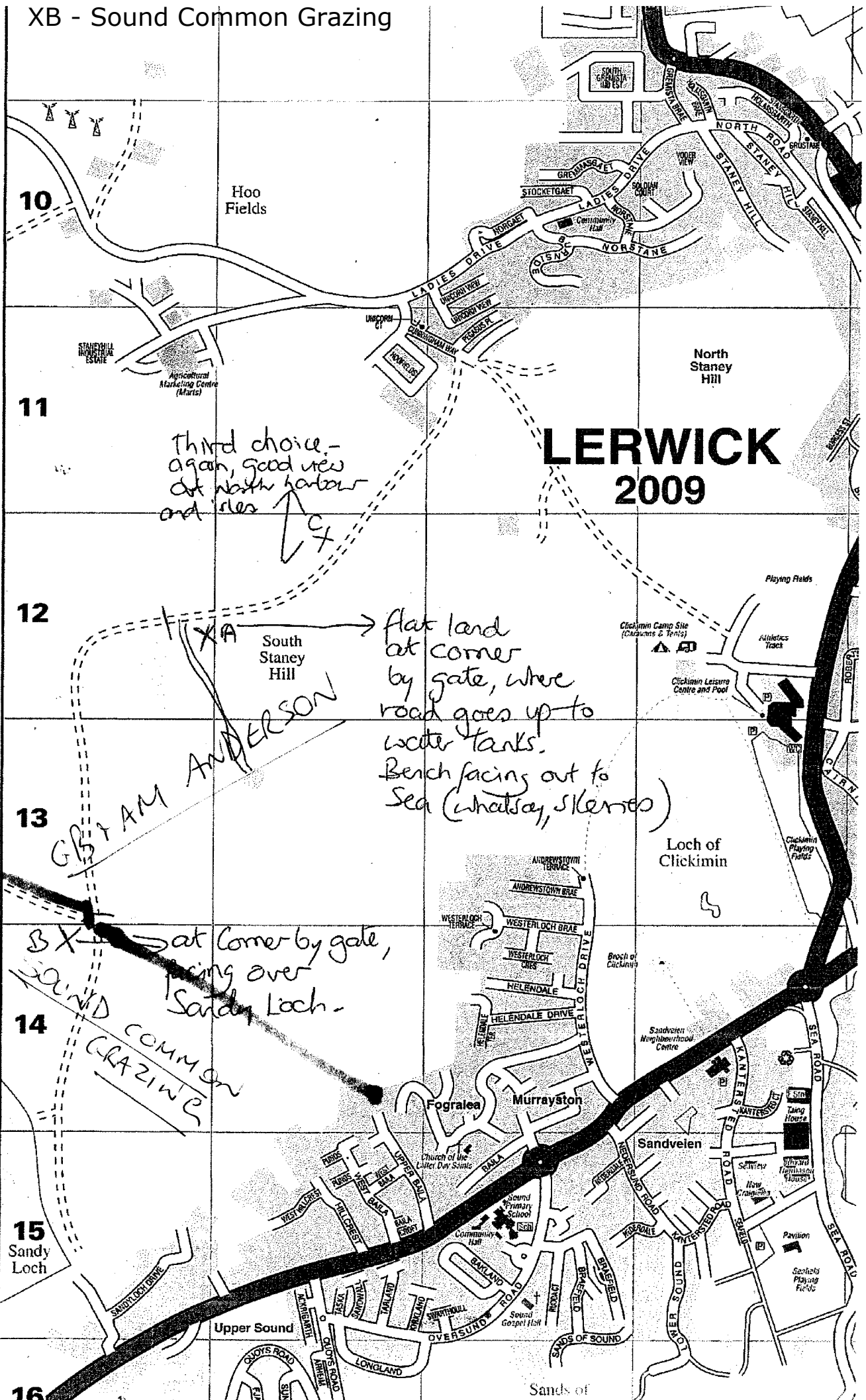


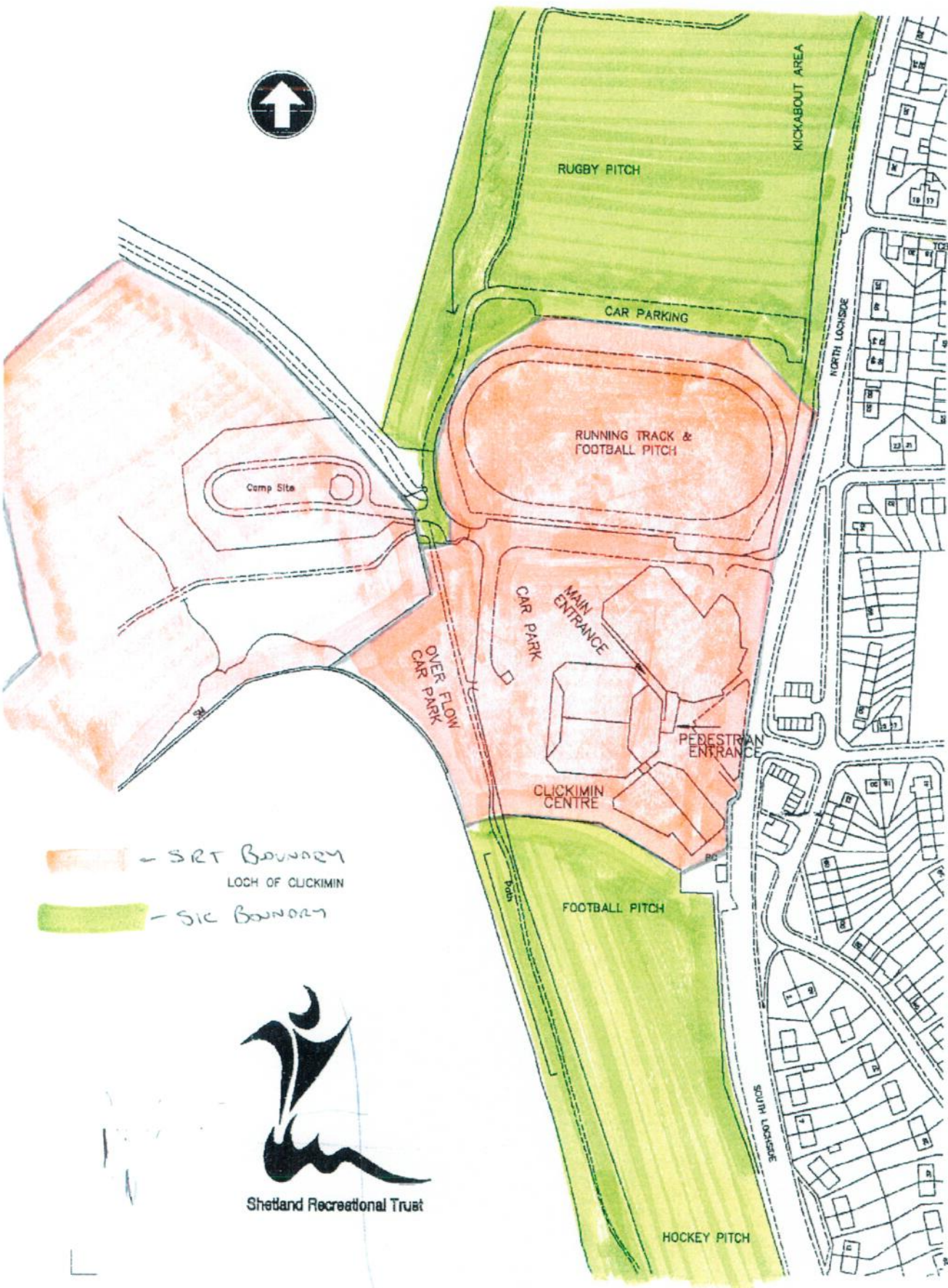
istry
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arbour.co.uk

netland

cuisine





Shetland Recreational Trust

From: barrie.scobie@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: RE: Quote-Installation of Benches-Cunningham Way/Staney Hill
Date: 24 October 2013 14:58:10

Hi Katrina

I thought I'd e-mailed you a quotation, but in my haste to get away on holiday must have overlooked it.

A base of 100mm thick concrete will cost around £400 (£393.63) if the site is easily accessible with a pick up.

I hope this is of interest and look forward to hearing from you.

Kind Regards

Barrie

From: Clerk to Lerwick Community Council [mailto:clerk@lerwickcc.org.uk]
Sent: 24 October 2013 14:54
To: Scobie Barrie@Roads Services
Subject: re: Quote-Installation of Benches-Cunningham Way/Staney Hill

Hello Barrie

Benches – Cunningham Way/Staney Hill

The above item will be discussed at the forthcoming meeting of LCC, please can you let me know the installation costs per bench?

I would imagine the benches will need to be installed in a similar way to the one already on Staney Hill.

I look forward to hearing from you.

Kind regards

Katrina
Clerk
Lerwick Community council

Tel: 07818 266876

From: Clerk to Lerwick Community Council [mailto:clerk@lerwickcc.org.uk]
Sent: 24 September 2013 11:32
To: 'barrie.scobie@shetland.gov.uk'
Subject: Quote-Installation of Benches-Cunningham Way/Staney Hill

Good morning Barrie

Benches – Cunningham Way/Staney Hill

Lerwick Community Council hope to purchase benches for installation on the Cunningham

Way/Staney Hill.

It would be appreciated if you could please provide a quote to install the two benches.

Kind regards

Katrina Semple
Clerk
Lerwick Community Council

Tel: 07818 266876

www.lerwickcc.org

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Clerk to Lerwick Community Council

From: neil.hutcheson@shetland.gov.uk
Sent: 22 October 2013 12:05
To: clerk@lerwickcc.org.uk
Cc: dave.coupe@shetland.gov.uk
Subject: Damaged Gateway to Lerwick Sign - North

Katrina,

Thank you for your letter of 9 October 2013 regarding the above matter.

The sign has been checked and is still securely fixed to the poles. Its repair has been ordered from our signs contractor.

Cheers, Neil.

Neil Hutcheson, Engineer
Shetland Islands Council
Roads Service
Gremista
Lerwick
Tel: 01595 744882

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Executive Manager: Dave Coupe
Director: Maggie Sandison

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

Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 0PX

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

If calling please ask for
Colin Gair
Direct Dial: 01595 744867
Email: colin.gair@shetland.gov.uk

Our Ref: CJG/SMG/G/Y8
Your Ref: 2013-116/KS

Date: 22 October 2013

Dear Mrs Semple

40mph Speed Limit – A970 South of Lerwick

With regards to your letter of 9 October 2013 I note the concerns expressed by your Council regarding vehicle speeds heading towards Lerwick on the A970 at the top of the Sound Brae area.

Before we can consider any options regarding amended or extended speed limits in this area we need to undertake a number of traffic speed and flow surveys. However, our automatic traffic counters are currently fully employed, and will be until the winter weather starts. This means that we are currently unable to undertake any speed count surveys until next year, with our annual programme usually commencing about mid-April.

In view of your concerns I will therefore arrange for this area to be surveyed at an early date within next year's programme, with a view to looking in detail at an appropriate limit for this area. I will revert to you in due course on this matter following analysis and consideration of the survey results.

Yours sincerely

Executive Manager, Roads
[HL10221301.doc]

Cc: Brian Halcrow, Roads Service, Gremista



Executive Manager: Dave Coupe
Director: Phil Crossland

Lerwick Port Authority
Albert Building
Lerwick
ZE1 0LL

Our Ref: NH/SMG/R/C9
Your Ref:

Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 0PX

Item 9.3

Telephone: 01595 744866
Fax: 01595 744879
roads@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Neil Hutcheson
Direct Dial: 01595 744882
Date: 11th October 2013

Dear Sirs

Streetlighting Review: Lighting Reduction Options

A review of the Council's Streetlighting policy was approved at a special meeting of Shetland Islands Council on 9th February 2012. The aim was to produce a policy that manages the reduction of street lighting through risk assessment so as to retain lighting at locations where it is most needed. The policy would also aim to reduce streetlighting during the hours of darkness, when vehicles and pedestrians are least likely to be present.

A series of meetings to discuss the future of streetlighting provision was held with the general public, stakeholders and Community Councils between 13 and 30 June 2012. A total of six options were presented at these meetings.

Shetland Islands Council approved two of these options on 31st October 2012. These were the complete removal of streetlighting circuits and part-night lighting. The latter is the fitting of time clock controls to existing streetlights in order to reduce the hours of lighting by switching off the lights between midnight and 6.00am when they are less needed. This is the saving method proposed for the streetlighting at the Upper Gremista Road, Lower Gremista Road and North Gremista Industrial Estate access road.

There could be disadvantages with the reduction of streetlighting. It is crucial that savings made by the Council are not just transferred to wider society. Therefore, prior to the introduction of any lighting reduction scheme a risk assessment and public consultation exercise must be undertaken. A copy of the assessment for these roads is enclosed for your information.

I would appreciate your comments on these proposals, particularly if any risks or hazards have been omitted from the risk assessment. The attached plan shows the lights that would be "part-night" lit.

Please reply to Neil Hutcheson at the above address prior to 4th November 2013. Neil should also be contacted with any queries you may have regarding the proposals.

Yours faithfully



Executive Manager, Roads

[HL10101301.doc]

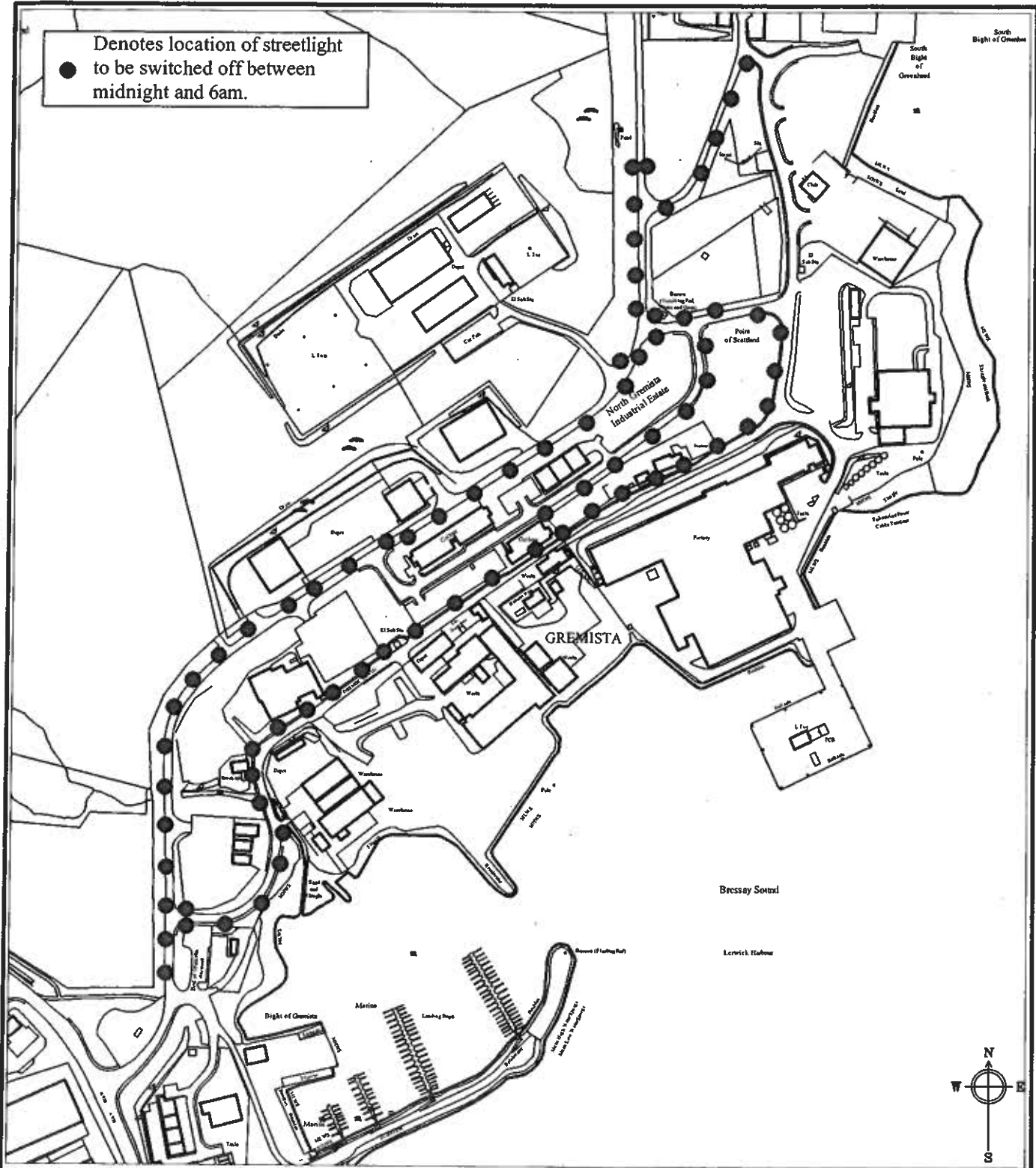
Enc.

Cc. Lerwick Community Council,

Councillor Malcolm Bell, Edgcott, 34 St Olaf Street, Lerwick

Councillor Michael Stout, Kirkabister, Bressay, Shetland, ZE2 9ER

Councillor Allan Wishart, Seafeld Lodge, Lower Sound, Lerwick, ZE1 0RN



Scheme:
 Upper and Lower Greysta to
 Greenhead Roads, Lerwick:
 Proposed Part-night Lighting

Shetland Islands Council

Roads Service
 Department of Infrastructure Services
 Grantfield, Lerwick, Shetland



Tel: 01595 744866 Fax: 01595 744869

Title:
 Extents of Lighting Reduction

Date: 8 Oct 13	Drawn: N.E.H.	Checked:	Scale: N.T.S.
Drg No:			Rev:

Assessment No:



SHETLAND ISLANDS COUNCIL – ROAD SERVICE

Sheet:

Scheme type: Part-night

RISK ASSESSMENT FOR STREET LIGHTING REDUCTION

Date: 1 October 13

Location: Upper & Lower Greenhead Roads, Lerwick

Assessor: Neil Hutcheson

Designation: Engineer

Signature: *N. Hutcheson*

Hazard	Risk, Cause and Effect	Score Before Control			Control Measures	Score After Control		
		A	B	C		A	B	C
No footpath to north of College and Northwards but decent width of hard shoulder with ribbed edge line	No increased risk							
No footpath on link road at steep hill but decent hard shoulders.	Not a direct pedestrian route so negligible increased risk							
Short length of narrow verge with ditch behind	Risk of pedestrian trips and falls	2	3	6	Partially fill ditch and widen verge	0	0	0
Headwall without covers at back of footpath at bottom of steep hill	Risk of pedestrian trips and falls	2	3	6	Provide gang way cover for headwall	0	0	0
Footpath is overgrown with grass and weeds at back of kerb in places	Risk of pedestrian slips and trips	2	2	4	Remove/treat weeds at edge of kerbs and back of footpath	0	0	0
Footpaths are generally in a decent condition	No increased risk							
Carriageways in decent condition	No increased risk							
Concrete cover on water main track	Risk of pedestrian trips and falls although not on pedestrian route	2	2	4	None other than retaining the lighting	2	2	4
Wearing course breaking out in carriageway in two small areas	Risk of pedestrian trips and falls	2	2	4	Patch repair failed areas	0	0	0
No footpath on road at Peerie Galley Shed and potholes in hard shoulder	Risk of pedestrian trips and falls but footpath on other side of road is also on the most direct route	2	2	4	Fill potholes	0	0	0
Low kerb across footpath at Shetland Times	Risk of pedestrian trips and falls	2	2	4	Take up kerb and replace with standard "dropper" kerb at road edge	0	0	0
Missing rodding eye cover at gully near Shetland College	Risk of pedestrian trips and falls	2	2	4	Fit replacement cover	0	0	0

NOTES:

Supervisor Signature:

Supervisor Print: Neil Hutcheson

A	
Score	Likelihood of Occurrence
1	Very Unlikely
2	Unlikely
3	Likely
4	Very Likely
5	Certain

X

B	
Score	Severity of Consequence
1	Negligible/Very Minor
2	Minor injury
3	Injury over 3 lost days
4	Major injury
5	Fatality highly probable

=

C		
Score	Risk Factor	
1-4	Trivial to Minor	
5-8	Acceptable	
9-15	Substantial	WORK MUST NOT PROCEED
16-25	Unacceptable	



Shetland Islands Council

Executive Manager: Iain S McDiarmid
Director: Neil Grant

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

Planning
Development Services
Grantfield
Lerwick
Shetland
ZE1 0NT

Telephone: 01595 744800
Fax: 01595 744804
www.shetland.gov.uk

If calling please ask for:
Mrs Claire Summers
Support Officer - Development
Management
claire.summers@shetland.gov.uk
Direct Dial: 01595 744814

Our Ref: 2013/339/ECUCON

Date: 16 October 2013

Dear Sir/Madam

**Electricity Act 1989
The Electricity Works (Environmental Impact Assessment) (Scotland)
Regulations 2000
Section 36 Application for a Lerwick Power Station**

On 13 September 2013, SSE Generation Ltd submitted an application under section 36 of the Electricity Act 1989 for the Scottish Ministers' consent to construct and operate the proposed Lerwick Power Station.

The Electricity Works (Environmental Impact Assessment) (Scotland) Regulations 2000 allows for representations from relevant planning authorities up until 4 months from the date of application. The Shetland Islands Council as planning authority has been consulted by the Energy Consents and Deployment Unit within The Scottish Government on the proposal, and has until 13 January 2014 to make any representations it may wish to make. Copies of the letter of consultation, and of the documents comprising the Environmental Statement (which includes a non-technical summary) and Planning Statement that have been received by the planning authority are available to view on the Council's Website at: <http://pa.shetland.gov.uk/online-applications/search.do?action=simple&searchType=Application>. Paper copies are also available to view at: Planning Service, Grantfield, Lerwick, Shetland, ZE1 0NT; Shetland Islands Council Office Headquarters, 8 North Ness Business Park, Lerwick, Shetland, ZE1 0LZ; and Shetland Library, Lower Hillhead, Lerwick, Shetland, ZE1 0EL.

Independently of any comments you may have already made or be intending to make to the Energy Consents and Deployment Unit in response to the consultation/publicity that has been carried out statutorily, the planning authority would welcome any comments you may wish to make on the proposal, to assist it

with its assessment of the proposal, and the Shetland Islands Council in making a response to the consultation.

Any comments you choose to make can be made in writing to: Planning Service, Grantfield, Lerwick, Shetland. ZE1 0NT, or by e-mail to planning.control@shetland.gov.uk, in both cases quoting the reference 2013/339/ECUCON. Your comments should be made by 15 November 2013.

Finally, I consider it appropriate to point out that the proposal you are being consulted upon is not the subject of a planning application to the Planning Authority, and that details of the relevant legislation and the processes that are being followed may be found on the Energy Consent Unit's Website at: <http://www.scotland.gov.uk/Topics/Business-Industry/Energy/Energy-Consents>

Should you require any further information regarding the above, please do not hesitate to contact us at the above address.

Yours faithfully

(Signed) pp K Smith

Mrs Claire Summers
Support Officer - Development Management

From: Watt Neil@Educ & Comm
Sent: 10 October 2013 10:02
To: All Staff & Members
Subject: Queens Baton Relay - Batonbearer Nominations for Shetland

Item 9.5

Dear All

On 9 October 2013, the Queen's Baton Relay began its epic journey around the 70 nations and territories of the Commonwealth. It won't be long before the baton returns to Scotland – and you could be a part of its final journey!

The baton holding Her Majesty The Queen's message will cross continents, terrains and time zones. Once it has been through the Commonwealth it will come home to Scotland on 14 June 2014 to spend 40 days visiting communities in all 32 Local Authority areas. On 23 July 2014 the baton will be delivered back to Her Majesty at the Opening Ceremony where the 288 day relay will conclude and the Games officially begin.

The Queens Baton Relay will be in **Shetland** on **Tuesday 1st July 2014**.

Glasgow 2014 needs up to 4,000 batonbearers to help carry the baton around Scotland on the final leg of its journey.

Opportunities don't come much bigger than this and we need your help to find our batonbearers!

You can nominate a family member, friend or someone you know for a position. We're looking for people who have:

- made a positive contribution to the lives of others through community sport;
- undertaken voluntary work or contributed to schools or youth organisations;
- contributed towards greater inclusion for disadvantaged or marginalised sectors of the community;
- been a role model or mentor to youth through sport;
- displayed a level of individual achievement against the odds;
- made a significant contribution to their local community.

Nominations are open to anybody 12 years of age or above and nominations close **17.00 on 22 November December 2013**.

To find out more and to nominate someone go to glasgow2014.com/baton-relay and give Scotland's local champions a thank you they'll never forget.

Thanks for your support and please forward this e-mail to your friends and family.

Kind Regards,

Neil Watt
Executive Manager - Sport and Leisure
Shetland Islands Council
Tel: 01595 744046
E-mail: neil.watt@shetland.gov.uk

www.shetland.gov.uk/sport_and_leisure

Mrs K. Semple
 Lerwick Community Council
 Community Council Office
 1 Stouts Court
 LERWICK



AL/8 SG/sf

8th October, 2013

Dear Mrs Semple,

Da Voar Redd Up 2013 – Confirmation of Collections

The 2013 Voar Redd Up was, yet again, a huge success. So far, over 66 tonnes of bruck has been uplifted from 234 sites throughout the whole of Shetland. This remains the largest and best-supported community based clean up throughout the whole of the UK.

Approximately 4,800 volunteers registered with the Trust for the event, representing over 200 community groups and a large number of families and individuals, resulting in substantial benefits to our environment.

The support of local Community Councils is crucial to the development of the Redd Up and I would like to pass on my thanks to Community Council Members. Without this valuable support, the Redd Up would not be as successful as it currently is.

I enclose two lists, titled 'Registrations 2013' and 'Da Voar Redd Up - Group Details'.

Registrations 2013, details all of the groups which registered to carry out a Redd Up in your area - it does not confirm that the Redd Up was carried out.

Da Voar Redd Up - Group Details, lists all of the groups in your area which confirmed their Redd Up was completed by returning a survey form and if they wished to receive Community Council funding (indicated by a tick in the 'fund' box).

You may notice that not all groups on the Registrations 2013 list appear on the Da Voar Redd Up - Group Details list. This does not necessarily mean the Redd Up was not done, but means that we have not yet received their completed Survey Form.

<PTO>

This year we have again uploaded pictures of some of the Redd Up groups on our Dunna Chuck Bruck Facebook page. If you would like to look at the album log onto: www.facebook.com/Dunnachuckbruck/photos_albums and scroll down to the album titled 'Da Voar Redd Up 2013'.

If you require further information, please do not hesitate to contact the Trust and thank you once again.

Yours sincerely,



Mrs S. Goudie
Project Officer, Environment

Enc.

Registrations 2013

Da Voar Redd Up Database



Group Name	Pack No.	Location/Area	Collection Point Address	Planned Date	Children	Adults
Lerwick						
Anderson High School - Geography Departm		School Grounds, coast from Queens Hotel Southwards	Beside SIC skip at Bruce Family Centre/AHS	30/04/2013	100	15
Cecilia James Group	0	Gremista Road, Lerwick	Point along the roadside	27/04/2013	0	5
Peerie Foxes	0	Lanes & Car Park (Burns Lane, Fox Lane, etc)	Burns Lane Car Park	26/04/2013	16	5
Sound Primary School	44	Area surrounding Sound Primary School	Car park at Sound Primary School	26/04/2013	50	7
Bells Brae Primary School (P5N & P5S)	56	Montfield to Hayfield Park	1 - Bell's Road - Entrance to Montfield. 2 - Outside Hayfield Playing Park	28/04/2013	40	7
North Staney Hill Community Association	57	Burgess Street through to Ladies Drive Junction with A970 (excluding Hoofields & Staney Hill Road)	Staney Hill Hall	28/04/2013	10	20
Shetland Amateur Competitive Swimming Cl	62	Safeways to Breiwick Road & Sea Road to Seafield	Both ends of Sea road	21/04/2013	15	10
Lerwick Pre-School Parent's Group	63	Small beach at Sands of Sound	Old Graveyard at Sands of Sound	28/04/2013	30	25
Bells Brae Primary School (P6S)	67	Tescos area - Grass verges and rocks opposite, including car lay by, and down to shore line	in car layby opposite Tescos	28/04/2013	44	5
Hoofields Neighbours	80	Hoofields, burn and field below road, and Staney Hill track (Hoofields to Clickimin)	4 Hoofields, Lerwick	28/04/2013	1	6



Da Voar Redd Up - Group Details

Group Contact	Group Name	Address	Area Cleaned	No. of Bags	Conf	Fund
Lerwick						
Ms K. Fraser	Hoofields Neighbours	4 Hoofields, LERWICK, Shetland,	Hoofields Burn & Field and Staneyhill Track	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms C. James	Cecilia James Group	Midfield, Sweening, VIDLIN, ZE2 9QE	Gremista Road from junction of Bod of Gremista to Waste Management	35	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs J. Crossan	Lerwick Pre-School Parent's Group	36 West Baila, LERWICK, Shetland,	Small Beach at Sands of Sound	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms Rachael Hume	Highlands & Islands Enteprise	Solarhus, 3 North ness, LERWICK, ZE1 0LZ	North Ness, Lerwick	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs Christine Tonge	Staney Hill Parent & Toddlers (with North Staney Hill Comm. Assoc.)	6 Charlotte Street, LERWICK, Shetland,	Lower Ladies Drive leading to 2 play parks and the playparks.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms Tracey Leith	Filsket Riding Club	6 Sletts Road, Lerwick, Shetland,	Seafield and Area to Sands of Sound	16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ms Anona Hughson	2nd Lerwick Brownies	89 Gilbertson Road, Lerwick, Shetland, ZE2 0QJ	Tarred Area in front of Islesburgh	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LERWICK COMMUNITY COUNCIL

Financial Report as at 30 October 2013

	£	£
<u>INCOME</u>		
Balance at at 1 April 2013		9,619.83
SIC Grant 2013-2014		20,923.00
SIC Grant Funding for Distribution (Community Development Fund)		3,000.00
SIC Grant Funding for Project (Community Development Fund)		1,000.00
Sale of TH Guides		66.56
Sale of LCC Ties		12.00
		34,621.39
<u>EXPENDITURE</u>		
Office Costs	3,208.92	
Employment Costs	5,321.40	
Administration	320.37	
Chambers	114.38	
Accountancy	250.00	
Misc.	117.00	
Grants/Projects	7,174.75	
		16,506.82
		18,114.57
<u>REPRESENTED BY</u>		
Balance as at 30 October 2013		21,796.50
<u>Indication of Free Funds:</u>		
Main Annual Running Costs-Forecast £15,320.40		
Amended Costs Remaining	5,988.33	
Annual Grants & Projects Forecast - £4,575.55		
Payments Remaining	3,677.48	
Committed Funding:		
Benches - Cunningham Way (?)	1,300.00	
Heritage Place Names Map - Estimate	1,600.00	
Renewal of damaged office floorcoverings	490.00	
Funding for Project (Community Development Fund)	1,000.00	
Winter Festival	956.00	
		15,011.81
Estimated Free Funds		3,102.76

SHETLAND ISLANDS AREA LICENSING BOARD

Clerk: Jan-Robert Riise
Depute Clerk: Susan Brunton

Mrs Katrina Semple
Clerk to Lerwick Community Council
Community Council Office
Stouts Court
Lerwick
Shetland
ZE1 0AF

Your Ref: -
Our Ref: DKA/JI

Governance & Law
Corporate Services Department
Office Headquarters
8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Telephone: (01595) 744550
Fax : (01595) 744585

legal@sic.shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Keith Adam
Direct Dial: 01595 744096

Date: 15 October 2013

By E-Mail (clerk@lerwickcc.org.uk)

Dear Madam

**Licensing (Scotland) Act 2005
Application for Premises Licence
Sans Vitesse, Victoria Pier, Lerwick**

I refer to my letter dated 24 September 2013 regarding the above application for a premises licence and to your e-mail of 8 October 2013 informing me that Lerwick Community Council have no objection to the application.

I have now been informed by the applicant that the accommodation barge has been moved to Victoria Pier, Lerwick. Attached for your information is a copy of the amended notice of premises licence application. If there is any objection to the application at its new location, then it should be lodged with the Clerk to the Licensing Board by **Tuesday 29 October 2013**.

If the community council wishes to make objections or representations, you may access a pro-forma form (preferred) and guidance for your use on the Council's website at www.shetland.gov.uk/licensing.

If you have any queries, please don't hesitate to contact me.

Yours faithfully

(signed) *D K Adam*

Assistant Clerk to the Licensing Board
Enc

Clerk to Lerwick Community Council

From: keith.adam@shetland.gov.uk
Sent: 17 October 2013 10:36
To: clerk@lerwickcc.org.uk
Cc: jayne.irvine@shetland.gov.uk
Subject: RE: Application for Premises Licence - Sans Vitesse, Victoria Pier, Lerwick

Dear Mrs Semple

Thank you for your email. I not what you write.

The next Licensing Board is scheduled to take place on 15 November; receipt of the form on the day next-following your Council's meeting should be suitable for the Board's purposes.

Regards

Keith Adam
Assistant Clerk

Shetland Islands Area Licensing Board

Office Headquarters
8 North Ness Business Park
LERWICK
Shetland
ZE1 0LZ

Tel: 01595 744550
Direct: 01595 744096
Fax: 01595 744585
Email: keith.adam@shetland.gov.uk
www.shetland.gov.uk

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 17 October 2013 07:48
To: Adam Keith@Legal Services
Cc: Irvine Jayne@Legal Services
Subject: RE: Application for Premises Licence - Sans Vitesse, Victoria Pier, Lerwick

Dear Mr Adam

Licensing (Scotland) Act 2005
Application for Premises Licence
Sans Vitesse, Victoria Pier, Lerwick

Thank you for your letter of 15 October, ref DKA/JI, with regard to the above.

The next meeting of Lerwick Community Council does not take place until Monday 4 November, therefore I cannot forward objections or representations until after that date. I will, however, ensure that I complete and return the SIC's pro-forma form, the day after the meeting.

I hope that will be sufficient.

Regards

Katrina Semple

LICENSING (SCOTLAND) ACT 2005

THE LICENSING (PROCEDURE) (SCOTLAND) REGULATIONS 2007

NOTICE OF PREMISES LICENCE APPLICATION

Applicant's Name	Name & Address of Person (if any) representing the applicant	Name & Address of Premises to which application relates	Whether for sale of alcohol for consumption on the premises, off the premises, or both	Core Times when Alcohol will be sold for Consumption on the premises, off the premises, or both	Date by which objections or representations may be made to the Board
Sodexo Remote Sites Scotland 5 th Floor The Exchange No. 2 62 Market Street Aberdeen AB11 5PJ		Sans Vitesse Victoria Pier Lerwick Shetland ZE1 0LL	On the Premises	Mon: 17.00 – 24.00 Tue: 17.00 – 24.00 Wed: 17.00 – 24.00 Thur: 17.00 – 24.00 Fri: 17.00 – 24.00 Sat: 17.00 – 24.00 Sun: 17.00 – 24.00	29 October 2013

Right of Way – Footpath from Old Waterworks Past Ackrigarth

Planning Ref: 2013/311/PPF

From: kevin.serginson@shetland.gov.uk [<mailto:kevin.serginson@shetland.gov.uk>]

To: clerk@lerwickcc.org.uk

Sent: Thu, 17 Oct 2013 11:51:04 +0100

Subject: FW: Planning Ref:2013/311/PPF Ackrigarth, Lerwick

Hi Katrina,

After our discussion I just wanted to forward you my response to the latest change in the planning application affecting the public right of way at Ackrigarth (see below). In formulating this reply I also talked with Eleisha Fahy at Scotways who felt that if the Community Council were happy with the provision of a suitable alternative route (as shown in the new site plan) there should be no problem in terms of the public right of way.

I'm on leave from the end of today until 30th October, but should be in the office this afternoon if you want to discuss it with me before I go.

All the best

Kevin

From: Serginson Kevin@Infrastructure Services

Sent: 17 October 2013 09:55

To: 'planning.control@shetland.gov.uk'

Subject: Planning Ref:2013/311/PPF Ackrigarth, Lerwick

Thank you for consulting with me on the amended site plan of 8th October 2013.

In regards to the public right of way affected by the development I am satisfied that the proposed alternative route is not substantially longer than the original, will not be more difficult for the public to use in terms of barriers or gradients, will not impair the public enjoyment of the whole path and makes use of what appears to be an existing desire line.

However the proposed alternative should provide as good a surface as the original and be of a similar width. Therefore I would ask that the new path be of a similar aggregate construction to the attached example specification and of 1.5m width to be a reasonable replacement for what is now largely a vehicular access through the house site with pedestrian rights over it.

This path also forms an important link from Quoys Road and Ackrigarth across to Arheim. Therefore, I also request that the alternative route is available from the time that original route is obstructed by construction so as not to impede the public's access rights during construction.

Regards,

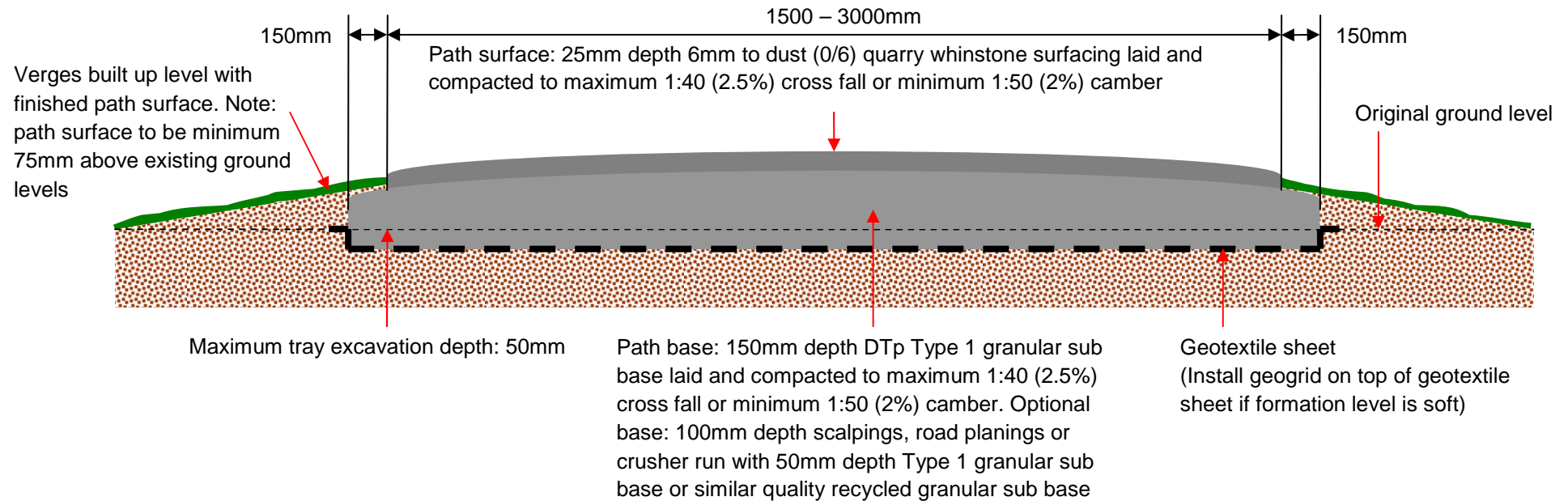
Kevin Serginson

Shetland Islands Outdoor Access Officer

01595 744169

Construction notes:

1. Stripped turfs and excavated soil to be re-used to form verges and stabilise path edges.
2. Lay path base and surface with drag box if available.
3. Path base and surface to be laid to maximum 1:40 (2.5%) cross fall or minimum 1:50 (2%) camber and compacted to refusal using heavy vibrating roller (minimum 120 type roller recommended).
4. Surface regularity - maximum 10mm gap under 3.0 metre straight edge placed along the base surface and maximum 5mm gap for path surface.
5. Soft spots to be excavated and filled with lower quality sub base e.g. scalpings, crusher run, crushed demolition waste.
6. This drawing should be read in conjunction with specification details SPEC/WDP/02. Granular sub base to be produced according to SHW Clause 803.



This standard detail is indicative only and not intended to be relied upon in specific site cases. A designer should satisfy themselves of site conditions and vary details and dimensions to suit. Paths for All accept no liability for any inaccuracies or for any loss, expense, damage or injury or accident arising from the use or application of information contained here in.



**Whin Dust Path (Semi Tray Excavation)
Standard Detail**

Date: 08/06/11

Scale: Not to scale

Drawn by: Technical Officer

Drawing nr: SD/WDP/02

SPECIFICATION DETAILS – SPEC/WDP/02

Whin Dust Path

Note: These specification details should be read in conjunction with standard detail drawing SD/WDP/02 – Whin Dust Path (Semi Tray Excavation).

Material Specification Details

Sub base layer	40mm (0/40) or 20mm (0/20) DTp Type 1 granular sub base. Optional base: scalpings, road planings, crusher run or crushed demolition waste with DTp Type 1 granular sub base or similar quality recycled granular sub base laid on top
Surface layer	6mm (0/6) quarry whin dust
Geotextile (If required)	Autoway 120 or alternative equivalent product grade (Terram 2000, Lotrak 16/15)
Geogrid (If required)	Auto Grid

Construction Specification Details

Formation tray excavation

- Excavate the ground to expose sub soil and grade out irregularities to form 1.8m wide formation tray (width of formation tray for 1.8m wide path base with 1.5m wide path surface) to maximum depth of 50mm below ground levels.
- Formation tray should be rectangular in section with vertical sides and level base.
- Stripped vegetation and excavated topsoil to be stacked neatly either side of formation tray to form raised path shoulders.
- If soft spots are present, excavate the area below formation level until the sub grade is stable. Back fill with scalpings, crusher run or crushed demolition waste to formation level and compact to refusal.

Geotextile sheet installation (including geogrid if required)

- Lay and secure geotextile sheet in formation tray. Geotextile sheet should line the base and both sides. Overlap joining sheets by 1.0m.
- Lay and secure geogrid on top of geotextile sheet. Geogrid should not protrude up the sides of the formation tray. Overlap joining sheets by 1.0m.

Sub base layer

- Using a drag box lay 150mm depth of DTp Type 1 granular sub base upon the geotextile sheet in the formation tray to falls and levels, to form 1:50 (2%) camber or 1:40 (2.5%) crossfall. If no drag box is available, DTp Type 1 granular sub base should be laid, spread and raked to falls and levels using asphalt rake.

- Compact sub base layer thoroughly to refusal using a heavy ride-on tandem vibrating roller until full compaction is achieved (minimum 120 type roller recommended).
- Once sub base layer is compacted, check levels of the surface at regular intervals along the compacted sub base layer for consistent even surface regularity, which should be accurate to maximum gap of 10mm under a 3metere long straight edge, with no high or low points or hollows.
- Any part of the sub base layer deviating from the required level must be raked off or topped up with additional DTp Type 1 granular sub base and re-compacted to the correct levels.
- Check the finished compacted sub base layer is closed tightly with no exposed surface voids before laying the surface layer. If necessary, fill any voids with 6mm quarry whin dust.

Surface layer

- Using drag box lay 25mm depth of 6mm quarry whin dust to falls and levels, to form 1.5m wide path surface with 1:50 (2%) camber or 1:40 (2.5%) crossfall along the centre line of compacted sub base layer. If no drag box is available, 6mm quarry whin dust should be laid, spread and raked to falls and levels using asphalt rake.
- Compact surface layer thoroughly to refusal using a heavy ride-on tandem vibrating roller and continue rolling non-stop until there is no roller marks in the finished surface (minimum 120 type roller recommended).
- Once rolling is finished, check levels of the surface at regular intervals along the compacted surface layer for consistent even surface regularity, which should be accurate to maximum gap of 5mm under a 3metere long straight edge, with no high or low points or hollows.
- Any part of the surface layer deviating from the required level must be raked off or topped up with additional 6mm quarry whin dust and re-compacted to the correct levels.

Landscaping

- Both sides of path form and build up verges level with path surface using available topsoil and turfs to cover path base edges and to support path surface edges. Butt turfs tightly together to cover exposed roots and topsoil.
- Landscaped verges and edges should be finished level with path surface and taper down and away from the path surface to allow surface water to run off onto adjacent verges unimpeded by landscaped materials.



The Scottish Rights of Way and Access Society

planning.control@shetland.gov.uk

Planning Department
Shetland Islands Council

10/10/2013

Dear Sirs,

**Your ref: 2013/311/PPF
Erect Dwellinghouse, Adjacent to 19 Ackrigarth, Lerwick**

The above planning application has recently been brought to our attention. It is our understanding that the application site is affected by a public right of way. Our records indicate that the right of way is valued by the local community and well-used. Having consulted the plans available online, we are concerned to see that it appears that it is proposed that the right of way is to be built over. However, we have found no detail of how the right of way is to be accommodated. Accordingly, the Society must **object** to this planning application.

It is possible to formally divert a public right of way. Although this may not be ideal, we recognise that in some cases there is the possibility of making improvements to public accessibility. If a route is to be diverted, it is necessary that any alternative route provided be of an acceptable standard. It may be helpful here to set out various criteria that we generally consider when determining whether a proposed diversion is likely to be acceptable; these include:

- the diversion should be of at least an equivalent standard,
- be not significantly longer,
- be no less convenient,
- be accessible to at least the same categories of access taker as use it at present, and
- be available for use before the present route becomes unavailable.

As the Council's access team would need to be involved in any formal diversion procedure, we strongly recommend that the applicant discusses any such proposals with the Access Officer.

You will no doubt be aware there may now be general access rights over any property under the terms of the Land Reform (Scotland) Act 2003. It is also worth bearing in mind the Core Paths Plan, prepared by the Council's own access team as part of their duties under this Act.

Neither the Society nor its individual officers carries professional indemnity insurance and in these circumstances any advice that we give, while given in good faith, is always given without recourse.

I hope the information provided is useful to you. Please do not hesitate to contact me if you need more detail or if you have any queries.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Eleisha Fahy', with a stylized flourish at the end.

Eleisha Fahy
Access Enquiries Officer

Lerwick Planning Applications – October 2013

The applications noted below are a list of all Lerwick Planning applications for October 2013 and include, for information only, applications which do not require comment from Lerwick Community Council.

[Erect dwellinghouse and garage and create new access track](#)

Bankfield Lower Sound Lerwick Shetland ZE1 0RN

Ref. No: 2013/376/PPF | Received: Mon 21 Oct 2013 | Validated: Mon 21 Oct 2013 |
Status: Pending Consideration

[Demolish existing offices and erect 12 no. one bedroomed flats](#)

Fort Road Lerwick Shetland ZE1 0LW

Ref. No: 2013/374/PPF | Received: Sat 19 Oct 2013 | Validated: Mon 21 Oct 2013 |
Status: Pending Consideration

[To convert disused storage shed into a one bedroom dwelling](#)

5 Anderson Place Lerwick Shetland ZE1 0JE

Ref. No: 2013/372/PPF | Received: Thu 17 Oct 2013 | Validated: Thu 24 Oct 2013 |
Status: Pending Consideration

[To install an air source heat pump](#)

1 Twageos Road Lerwick Shetland Shetland ZE1 0BB

Ref. No: 2013/366/PPF | Received: Thu 10 Oct 2013 | Validated: Mon 14 Oct 2013 |
Status: Pending Consideration

[Erect smoking shelter](#)

Lerwick Fish Traders Gremista Lerwick Shetland ZE1 0PX

Ref. No: 2013/364/PPF | Received: Tue 08 Oct 2013 | Validated: Tue 08 Oct 2013 |
Status: Pending Consideration

[To install 2 externally illuminated signs](#)

Co-Op Ltd Holmsgarth Road Lerwick Shetland Shetland ZE1 0PW

Ref. No: 2013/357/ADV | Received: Fri 04 Oct 2013 | Validated: Mon 07 Oct 2013 |
Status: Pending Consideration

[To extend existing Store and re-clad existing Store](#)

D H Marine (Shetland) Ltd Depot Blackhill Industrial Estate Lerwick Shetland ZE1 0PZ

Ref. No: 2013/349/PPF | Received: Thu 03 Oct 2013 | Validated: Thu 03 Oct 2013 |
Status: Pending Consideration

[Screening opinion request for proposed Anderson High School](#)

Clickimin North Lochside Lerwick Shetland ZE1 0PJ

Ref. No: 2013/345/SCR | Received: Tue 01 Oct 2013 | Validated: Tue 01 Oct 2013 |
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