



Royal Burgh of Burntisland Community Council.
Final Approved Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

Present

Ben Barron, John Bradshaw, John Bruce, Morag Douglas, Colin Fraser, Tim Healey, Gordon Langlands, Alex MacDonald, George McLauchlan, John Russell, Bruce Stuart, Bill Symington.

Attending

Cllr. George, Cllr. Leslie, Cllr. Kay, Bill Kirkhope, PC. Daglish, 6 members of the public.

1.0 Chairman's Opening Remarks and Apologies for Absence.

- 1.1 Apologies from Christine Dewar
- 1.2 The Chairman thanked the Secretary, for continuing his duties while on holiday in Australia.

2.0 Minutes of previous Meeting (13th Feb. 2015.)

- 2.1 The minutes were proposed by Ben Barron and seconded by Tim Hailey.

3.0 Police Report

- 3.1 PC. Mike Daglish offered his apologies for the absence of both local community officers and said that he would do his best to answer any questions from the information provided to him.
- 3.2 There were 24 reported crimes in the past month; 12 crimes were detected and a further 6 have ongoing enquiries. The number of calls has reduced.
- 3.3 The community officers are looking at plans to interact with local youth during the summer months and are also working with the local primary school.
- 3.4 The police are being proactive with regard to High Street parking, they have been speaking to members of the public who are parking on double yellow lines and making them aware of the problems they can cause. The police are in talks with the council parking attendants with regard to patrolling on Friday and Saturday nights.
- 3.5 A complaint was received with regard to someone driving on the foreshore area of the beach; this person has been identified and spoken to by the police and a letter of apology received by them.
- 3.6 Colin Fraser drew attention to youths using the disabled toilets on the links for gathering; as these should be locked, PC Daglish, advised that they would check this out when on patrol.

Action:

Police to continue monitoring parking on the High Street and to look into activities at the disabled toilets on the Links.

4.0 Secretary and Treasurer's Reports.

- 4.1 All correspondence and websites are up to date.
- 4.2 For Treasurers' report see Appendix 1.

5.0 Environment Report (John Bruce)

- 5.1 World Disabled Bowling Championship. John Bruce advised that Martin Hunter, a member of Burntisland Bowling Club, has won a gold medal at the World Disabled Bowling Championships in New Zealand. He wished the Community Council to offer Martin their congratulations, this was agreed and a card to be made available for members to sign.

Royal Burgh of Burntisland Community Council.
Draft Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

- 5.2 Burntisland Cemetery. John Bruce expressed concern that due to drastic cutbacks in the budget for upkeep of cemeteries in Fife this could lead to a general decline in the standards that we expect. He wondered if more use could be made of the Pay Back Team. He reminded members that we should treat our deceased with respect.
- 5.3 A small piece of ground at the top of Lonsdale Crescent has been re-earthed thanks to Cllr. Peter George, this will be maintained by FAB.
- 5.4 John along with Ben Barron is organizing a clean-up in the Castle/ Monks Walk area. Fife Coast and Countryside Trust have supplied bags and pickers. A date has yet to be set; volunteers are required.
- 5.5 Pick N Fix Burntisland Proposal. Please see Appendix 2.
- 5.6 The need for a barrier at the steps leading from Colinswell Road to Aberdour Road was again raised. John Bruce has spoken to Charles Macphee with regard to this.
- 5.7 Rose Garden. Cllr. George and Cllr Leslie have both looked at the condition of the benches in the Rose Garden. Cllr Leslie has reported that the benches appear to have been repaired or replaced. As for adding more benches to this area, there is insufficient room; to add more benches would mean that a pushchair or wheel chair would be unable to pass. Cllr. Leslie along with Cllr. George, have listed the benches in and around the Links area. Cllr Leslie proposed that a better idea may be to move the benches about and get rid of the broken benches and replace them with a bench in better condition from elsewhere; there would be fewer benches but they would be in better condition.
- 5.8 Railings at top of Kirkgate and Palais Stairs. Cllr Kay has advised that this is in hand and will be commenced once the weather improves.
- 5.9 Shipyard Stairs. Cllr George has advised that this will be discussed at the next Local Area meeting.

Actions:

John Bruce to arrange card for Martin Hunter.

Councillors to report back on possible budget cuts for Bereavement Services and the impact on Burntisland Cemetery and the possibility of using Pay Back Teams to fill any gaps.

John Bruce/ Ben Barron to report on date for Castle area clean-up.

John Bruce and Ben Barron to report on progress of "Pick 'N' Fix".

Cllr. Leslie and Cllr George to advise on the re-organisation of benches in the Links area.

John Bruce to follow up on barrier at Collinswell/ Aberdour Road.

John or Ben to provide Bill Kirkhope with copy about Pick N Fix for Burgh Buzz.

6.0 Local Planning Applications (Tim Hailey)

- 6.1 Tim advised of an application to build 11 houses on site of the Greenmount Hotel.
- 6.2 An application has been lodged to change the house types on the Grange House Gardens development. Tim advised that we should keep an eye on this and see what substitution is proposed.
- 6.3 Cllr Kay advised that "Duncan's Field" at Haugh Road has been put forward as a reasonable alternative for housing. As this is Common Good land we should take an interest in it. Cllr. Kay stated that it is on the agenda for the next ward meeting.

Actions:

Tim to monitor substitution proposals on Grange House development.

Cllr Kay to report on any proposals for Duncan's Field.

Royal Burgh of Burntisland Community Council.
Draft Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

7.0 Burgh Buzz

- 7.1 Copy deadline is 15th April.
- 7.2 Bill advised that the Editorial Committee has welcomed three new members, providing a wealth of new expertise and views.

8.0

- 8.1 Live On The Links. Robert Watson represented Charlie Kilgour in presenting his proposals for resurrecting this music festival which began in the early 1980s. Mr Watson said that there is a demand for this type of entertainment and that he would like to get all of the pubs and other businesses involved. This year they are starting of with a one day event on 15th August, in The Smugglers and The Star. In future he would like to see the event transfer to the links as an outdoor festival and if possible cover a weekend. Mr. Watson also said that he would like all music types to be represented. The Council members were in broad support of the proposals but several issues such as noise and the no alcohol ban on the links would need to be addressed.
- 8.2 Primary School Alarm. Alex MacDonald has been in touch with the school and the problem appears to have been solved. The last call out was on the 30th January.
- 8.3 Invitation to New School. This has been set for Tuesday 24th March at 6.00pm, All council members to advise Alex MacDonald if they are attending.
- 8.4 Community Land And Building Seminar. See Appendix 3, Alex MacDonald advised members that a meeting of the Strategic Projects Group had been held on Tuesday 10th March to discuss the outcome of the seminar on the previous Friday. This can be read separately. Alex MacDonald has been in contact with the STAR Development Group, who had previously prepared proposals for the Community Council of a similar nature. STAR will contact us again with proposals for a public consultation to be held sometime between April and September. Cllr. Leslie has been in touch with the Finance Department of Fife Council and they have advised her that they are in the process of finalising the details for applications to access funds *Community Asset Renewal and Transfer Fund. (CARAT)*. John Bradshaw and George McLauchlan both agreed that this was a wonderful opportunity to carry forward plans, which in the pass have not progressed due to lack of funds.
- 8.5 Pharmacy Application. The Community Council were broadly in support of the application. Cllr. Kay pointed out that the proposal was not an application but a consultation; that it was up to the individual to respond to NHS Fife if they wished to register a response.
- 8.5 Palm Sunday Parade. Members were advised of the parade which has taken place for many years. The parade will take place on the 29th March.
- 8.6 International Bowls Gold Medal. This had already been discussed earlier in the meeting. However, it brought up the subject of recognising achievements in general. Cllr. Leslie pointed out that lots of people in the town are doing wonderful things, but often go unrecognised. Alex MacDonald expressed caution about setting a precedent without qualifying what or how many instances could be recognised. He had already made enquiries about a badge or medal which would be appropriate for marking an achievement. Further discussions should take place and he will investigate the cost of providing a suitable award.

Royal Burgh of Burntisland Community Council.
Draft Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

- 8.7 Binn Cup Race. Cllr George pointed out that a wonderful cup is held in the library which used to be presented to the winner of the Binn Race; this has not happened for many years. He wondered if the presentation could be staged by the Community Council. Cllr Kay said that he would bring up the matter of the cup with the Highland Games Committee.
- 8.8 Pick N Fix Boxes. See Appendix 2. This had already been discussed during the environment report, however, several points were raised, one was the cost of the pickers being used and the chance of them being stolen. Cllr Leslie and Ben Barron pointed out that the experience in Kinghorn when they used cheaper pickers, they broke very easily. Kinghorn had not had a problem with theft. John Bruce advised that a local joiner had agreed to supply 4 boxes, which he would make and sponsor. It was agreed that the Community Council would sponsor 1 litter-picker. Further sponsors are being sought.

Actions:

Robert Watson to keep BCC informed with progress for Live On The Links.

Alex MacDonald to inform members of any further information from STAR.

Alex MacDonald to look into a suitable badge/medal to present in recognition of achievement.

Cllr Kay to clarify the Binn Race Cup with the Highland Game Committee.

John Bruce to keep members informed with the progress of Pick N Fix.

9.0 Ongoing Business

- 9.1 Planning To Progress Seminar. George McLauchlan attended this seminar on the 26th February. The seminar was aimed at identifying alternative methods of funding for heritage projects. George pointed out that this was the second of three forums and was aimed at management of projects. He did say that overall it was a beneficial day and he did come away with a different view of the way to tackle raising funds
- 9.2 Faulty Street Lighting. Cllr Kay has advised that most of the lighting problems had been attended to. Cllr George advised that a row of street lighting on Aberdour Road had been out due to an accident. He had been assured that these would be attended to by Sunday 15th.
- 9.3 Granite Sets at War Memorial. Cllr Kay has received final costing for this and is in receipt of a plan. However this may have to be amended due to the nature of the ground. Funding has been agreed, half coming from Transportation and half from the Local Budget.
- 9.4 Sea Mill Football pitches. Cllr Kay has advised that Fife Council will be marking out two football pitches and associated goal posts on the Red Pond. These will be used for youngsters training as they can no longer use the Shipyard Park. Members asked why they could not use the enclosed pitch at the Toll park, Cllr, Kay advised that this was still not ready for use. Cllr Leslie also pointed out that the Primary School pitch was exclusive school use. Cllr Leslie pointed out that pitches can only be used a certain number of times in a week before becoming unplayable.

Actions:

Cllr George to report on street lighting on Aberdour Road.

Cllr Kay to report on granite sets at War Memorial Garden.

Cllr Kay to update on pitches at Sea Mill.

Royal Burgh of Burntisland Community Council.

Draft Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

10.0 Awaiting Update

- 10.1** Alex MacDonald informed members that he had confirmed dates for the ExxonMobil visits. These are 21st May 2015, 19.00 to 21.30, for Mossmorran and 18th June 2015, 19.00 to 21.30 for Braefoot Bay.
- 10.2** Members voted in favour of co-opting Lesley-Anne Cronin on to the Community Council.
- 10.3** Kirkton Cemetery Funding Application. George McLauchlan reported that final estimates had been received for this project, and that overall the project will cost approx. £145,000. Once Historic Building consent has been received, applications will be made to the identified funders for funding. This may take some time, however it is hoped that ivy removal can start before the end of the year.
- 10.4** West Links Play Area. Morag Douglas advised that she should have more to report by the next meeting.
- 10.5** War Memorial wrap-up.
- 10.5.1** See Appendix 4.
- 10.5.2** Alex MacDonald referred to the Appendix, which shows that the project came in under budget. He acknowledged that lessons were learned from all such projects and these are noted in the appendix.
- 10.5.3** John Russell was unhappy that he had not seen the original drawing of the plans agreed by the architect, therefore did not know if they varied considerably from what was agreed. He felt that we should have pursued the point raised by Bob Smith.
- 10.5.4** It was agreed to close the matter and put it to bed.
- 10.6** Upholstery of Burgh Chambers Furniture. Gordon Langlands advised members that the furniture had been returned to the Burgh Chambers, re-upholstered in red leather. Gordon advised that he will photograph the furniture and send it to The Common Good Fund, for their Records.

Actions:

Secretary to send letter informing Lesley-Anne Cronin of her election to The Community Council.

George McLauchlan to keep members informed of progress with the Kirkton Church. Morag Douglas to keep members informed withy progress on the West Links play area. Alex MacDonald to provide John Russell with drawings of the War Memorial.

Gordon Langlands to photograph the re-upholstered furniture for Common Good Fund records.

Next Meeting Friday 10th April 2015 Burgh Chambers 7.30 p.m.

George McLauchlan Minutes Secretary 13/3/2015.

Royal Burgh of Burntisland Community Council.
Draft Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

Appendix 1:

Burntisland Community Council			
Treasurer's Report			
13th March 2015			
Details	Income	Expenditure	Balance
Balance Carried Forward 31/03/14	£10,145.09		
BCC Accounts to 13/03/15 (See Notes)	£48,211.00	£56,870.22	£1,485.87
Notes:			
The overall Community Council Account Balance includes balances held for the individual projects listed below.			
Burgh Chambers Furniture	£0.00	£7,020.00	-£7,020.00
Burgh Chambers Furniture balance held in BCC Account 31/03/14	£7,722.00		
Total Burgh Chambers Furniture Balance @ 13/03/15	£0.00	£0.00	£702.00
Exiles Reception	£260.00	£187.14	£72.86
Exiles Reception balance held in BCC Account 31/03/14	-£55.19		
Total Exiles Reception Balance @ 13/03/15			£17.67
Chimes balance held in BCC Account 31/03/14	£330.20		£330.20
War Memorial Project	£46,390.66	£47,960.64	-£1,569.98
War Memorial balance held in BCC Account 31/03/14	£1,500.00		
Total War Memorial Balance @ 13/03/15			-£69.98
Total held on Account for Projects			£1,084.51
Total held on Account			£1,084.51
Balance available to Community Council @ 13/03/15 (See Notes)			£401.36

Royal Burgh of Burntisland Community Council.
Draft Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

Appendix 2:

PICK N FIX BURNTISLAND PROPOSAL

Background. In 2014 Kinghorn launched the Pick N Fix scheme the idea was that people out walking could help by picking up litter as they walk. This was achieved by installing Pick N Fix boxes at various points throughout Kinghorn, containing bags, gloves and pickers. These boxes have now been installed and proving popular and well used.

Bringing the project to Burntisland in early 2015 both Ben Barron and John Bruce from Burntisland Community Council started to look at installing Pick N Fix boxes in Burntisland. This was following requests by local residents, mainly dog walkers, that they would be happy to pick up litter as they were out walking and would like the scheme introduced in Burntisland.

Sponsorship. Instead of applying for funding from Fife Council it was decided to look at getting local businesses and groups to sponsor the project. The key areas requiring sponsorship are **Pick N Fix Boxes, Litter Pickers, Carrier Bags, Poo Bags, Gloves and Signage.**

Paul Dow Joinery has agreed to build four boxes free of charge in return he will have his company name on each box

The Litter pickers are being provided by Helping Hands, the same as used by Fife Coast and Countryside Trust, at a cost of £24.00 per pair. We are looking at purchasing 12 pickers, 2 for each box and four spare. That would require 6 companies to sponsor the pickers and we have received confirmation from Fife Print Centre, Floral Action Burntisland, Burntisland Primary School, Alba Vets, Star Tavern and Burntisland Community Council.

Lloyds Pharmacy Burntisland has provided 500 pairs of gloves.

Poo bags are coming free from the green dog walking scheme

Carrier Bags being provided by Ben Barron

Signs for the boxes will be produced by Ben Barron explaining the scheme to sponsors and they will be laminated.

The boxes would firstly be installed on the Beach Promenade East and West End and one at the Lamerlaws. Robbie Blyth from Fife Coast and Countryside has agreed and is happy for these boxes to be installed.

We thank the Burntisland Community Council for fully supporting this project and all the other sponsors who have kindly donated towards this project

It is our objective to have these installed around Easter time and to have an article in the Burgh Buzz to let the community of Burntisland know what we are trying to achieve and that is to keep Burntisland clean and tidy for all.

Royal Burgh of Burntisland Community Council.
Draft Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

Appendix 3:

**Community Land and Buildings
Exploring The Opportunities
Friday 6th March 2015 Tree Centre Markinch**

Myself along with John Bradshaw, John Bruce and Colin Fraser, attended this workshop last Friday and I must say that we were presented with everything that we would have hoped for. We have been tentatively looking at options, principally the Burgh Chambers for a long time and we feel that the information and contacts that we gathered on Friday, along with the tentative offer of up to £50k made by the Council to develop ideas, that we have nothing to hold us back from pushing forward.

The presentation was attended by over 50 delegates, mainly from throughout Fife with representatives from Community Councils such as Lochgelly and Dunfermline and also Trusts such as Anstruther.

Stalls were laid out by the various organisations, Big Lottery, Heritage Lottery, The Scottish Land Fund, Community Right to Buy, and Fife Voluntary Action. These tables were manned by representatives all eager to help with people's individual information and guidance.

After an introduction from Munro Gauld of The Scottish Land Fund who provided us with examples from his organisation of communities taking land back into community ownership. He pointed out that although Scottish Land is run in conjunction with Highlands and Islands Enterprise, it covers all of Rural Scotland where a community has a population of 10,000 or less, and that it also covers buildings as well as land. Munro used Newburgh community as an example of the community taking an area of the foreshore of the Tay back into community ownership.

Munro then introduced Sharon Ward from Fife Council Asset Transfer department. Sharon guided us through various projects being developed with her departments help, she also advised us of the various other Fife organisations she could help us liaise with; Fife Voluntary Action, Fife Environment Trust, Fife Leader Programme and Fife Council Funding and Portal. She pointed out the wide range of talent that is available free of charge to communities starting out on forming an organization to transfer assets back into community ownership. We then had a presentation from Lynn Molleson of The Development Trust Association Scotland, a Scottish Government organisation which in its own words "is the national body for development trusts in Scotland, supporting you to unlock the potential within your community." Lynn gave many examples of Community lead ownership the length and breadth of Scotland.

The final morning presentation was given by Heather Holmes from the Scottish Government Community Asset Branch. Heather provided the background to the current drive to transfer assets back to the community, and it appears that it is not driven by local authorities, but more by The Community Empowerment Bill currently going through the Scottish Parliament. This bill has specific provision for Common Good property "to make provision for registers of common good property and about disposal and use of such property;" After a question and answer session by the various bodies we went for lunch.

During lunch we had the opportunity to speak to the various organizations represented and to choose a seminar to attend in the afternoon. We decided to attend the Fife Voluntary Action seminar. Here we spoke to Maureen Burgess, Capacity Building Officer with the organisation.

Maureen along with Helen Rorrison provided us with a wealth of information and an invitation to contact them at any time if we feel that we need advice on carrying our project forward. They will assist with the setting up of an appropriate organisation to carry forward plans and guide and signpost us where necessary.

We left before the end of the workshop sessions, but I think I can speak for John Bradshaw, John Bruce and Colin Fraser, that it was an extremely informative and encouraging day. So much so that we felt that an urgent meeting was required to drive our plans forward now that we have so much information, help and encouragement in place.

George McLauchlan (Minutes Secretary).

Royal Burgh of Burntisland Community Council.
Draft Minutes.

Friday, 13th March 2015
7.00 p.m. Burgh Chambers.

Appendix 4:

War memorial project: Wrap-up and lessons learned

Summary:

- From concept to completion the project took 5 years.
- Actual construction time on-site was about 6 months.
- Overall completion was 6% under budget.

Comments:

- (a) Funding was confirmed from four sources. Other approaches were unsuccessful. Most funders gave roughly half the amount which had been sought. The total funding received was not enough to complete the project as originally envisaged.
- (b) All of the funders agreed to a reduced project scope, by eliminating the landscaping of adjoining land.
- (c) The prolonged timescale meant there were personnel changes among almost all of our funders and our contractors. One contractor withdrew after being unable to meet our revised timescale. After re-tendering a replacement was found at the same budgeted cost.
- (d) The quality of the stonework has been well-received. A design change to one wall was made by our architect. All certificates have been provided and statutory requirements have been met.
- (e) The process of releasing funds was unduly complex but not within our direct control. Each of our agents had their own invoicing cycle and each funder had their own administrative processes. The Community Council did not itself have enough working capital to smooth the settlement of invoices.
- (f) The overall costs were well-controlled throughout, thanks largely to the thorough preparation and accurate estimates prepared by our quantity surveyors.

Recommendations:

- (a) Any future project should ensure there is working capital in place and / or agreed for release by the funders before the project starts.
- (b) The Community Council should consider engaging an umbrella organisation to manage the project if there are multiple suppliers. However, such a decision will have to be balanced against the corresponding loss of detailed control.
- (c) The decision to reduce the scope of the project was correct. The Community Council must be prepared to take a similar decision on future projects as soon as funding or other constraints are evident. In turn, each project should have options which will allow changes in cost or scope to be put into effect.
- (d) We cannot control personnel changes among our funders or our suppliers. So any project which has a prolonged timescale should identify an action plan should personnel changes become an issue.

Alex MacDonald (Chairman).