

CRAIL COMMUNITY PARTNERSHIP

Board Meeting Minutes

Legion Hall

Tuesday 3rd September 2019

Present: David Jerdan, Danny Bates, David Brown, Will Cresswell, Andrew Purves, Bernie McConnell

1. Apologies

Heather Aird, Helen Armitage, David Mann, Dennis Gowans, James McCallum & Max Taylor

2. Approval Minutes of Meeting 06/08/2019 – DJ

Minutes approved

3. Finance update & Banking

a. CCP Financial Year, closing date

Net position unchanged

Final account paid to 7N

Donation made to Legion Hall of 3120 for meetings for one year.

Submitted claim for final payment from Common Good Fund; money will be released soon giving a positive situation

We need to agree when our financial year ends. 31st December, then AGM in March or April; coincident with CPS audits would allow shared auditor/examiner and simplify things. Some of the transactions are closely tied with the CPS so sharing the same examiner will make that more transparent.

Danny suggested that June might be better so that we have a full year from our inception. Andrew said best to get the dates you want rather than what you “inherit”.

b. Draft budget

Budget needed for grant applications. Dennis, Andrew and David J. met to create this budget; but difficult to assess what is going to be spent. Starting position c 10K. Expenditure: uncertain, likely to be mostly to do with Community Hall (see below).

4. Fund Raising

Participatory Budgets (PB): 20K, submit application for up to 5K. Then voted for by communities online. The money is divided amongst the approved applications.

a. Fife Communities for Monday Club and Wee Crailers

The Monday Club has folded; Fife Council supportive of getting this going again. An application has been made to the PB for 3K to get this going again. Budget includes a tutor/facilitator to get the organisation going, speakers, refreshments, travel, an excursion etc.

Wee Crailers. First monthly event planned this September; regular user of Community Hall. £2240 to cover annual costs applied for by CCP but in Wee Crailers name to the PB.

b. CPS – Denburn Park

Funding is coming in for this independently through Dennis Gowans efforts for the CPS.

c. Asset Transfer – Scottish Land Fund

Community Hall

Funding likely from Scottish Land Fund for the Community Hall. A valuation is needed. Then negotiate. Can report more specifically next month. Some discussion about ultimate ownership of the hall was made.

Notes submitted by David J. 3rd Sept for the meeting

Dennis and I met with Janice laird on 22 August. There is no opposition from Fife Council to an asset transfer. We have jointly instructed the District valuer to prepare a valuation of the premises. The fee will be a maximum of £500 and will be split 50% each. Fife Council will not charge legal fees. We have support from the Community land Fund and expect the costs involved in acquiring the building to be covered.

We also now need an up to date condition survey. I met with John Sanders of Simpson and Brown yesterday. The cost of the survey with indicative costs for repair works to the exterior, will be £500 plus vat. I recommend that we instruct this immediately.

I also discussed with John a range of possible renovation and improvement works. His fee to produce a range of alternative layouts, plans, presentation drawings, with options for phasing and costings would be £4,400 (inc vat). I emphasised that we were keen to go to the Climate Challenge Fund for some of the funding. This places great emphasis on sustainability, heating efficiency, insulation, efficient lighting, solar power etc etc. John has done a scheme that meets these criteria at the Gate Church in Dundee. For discussion, but we are going to need a clear idea of what we are going to try to do with the building and I would be keen to proceed. We could look for appropriate grant funding or approach Crail Food festival for the £3,000 that they have reserved for a suitable project.

I am forwarding an email just received from John, that sets it out in some detail.

“Thank you for meeting me at Crail Community Hall yesterday. You asked for quotes for packages of work.

The first of these is a condition inspection. This would be an update of the previous condition inspection. I would visit on Friday the 13th of September. I would aim to have the revised report to you by the following Friday. On that day I would arrive around 10.30am and I would stay until 5pm but I would make sure that I need to do inside is done before the caretaker leaves at the end of his day. It would be useful to have ladders on site. I would inspect the roof and the parts that need ladders first. I would probably only need the ladders for less than an hour from about 11 o'clock. I might not need to climb onto the roofs. I can get a good assessment of the extent of deterioration of the roofs from looking from the ladder.

The report will include my ballpark figures for the cost of repairs. These will not be quantity surveyors quantified figures but they should be enough to make fundamental decisions.

The cost for this work would be;

Inspection and Report £500, Expenses Included, VAT @ 20% £100

Total £600

We can also quote for writing an Options Appraisal. The options appraisal is intended to move the project on towards an agreed scheme, towards consents and also to assist with fundraising. The options appraisal would include;

- Plans and elevations showing different options to meet your brief. These would be intended for discussion and to refine the brief.
- A description and outline specification for each option.
- An assessment of the whole site including the opportunities for car parking and moving the tennis courts.
- Quantity Surveyors' costs.
- A summary and explanation of the preferred option.
- Some historical and significance context for the design.
- Drawings for the preferred option and a rendered 3D image to help with fundraising.

The Options Appraisal would be completed between 6-8 weeks after commissioning.

Cost for this work would be;

Architect	£3,000
Quantity Surveyor	£ 500
Total	£3,500
Expenses	£ 250
VAT @ 20%	£ 650
Total	£4,400

The quantity Surveyor, Kenneth Ferguson, does not charge VAT so it has not been included in this. In order to ensure that VAT is not charged, Kenneth will send you a fee account separately for his part of the work.

I hope this is reasonable but let me know if you would like to discuss anything in it.

John Sanders, Partner For Simpson & Brown

www.simpsonandbrown.co.uk

We will also have to start on the business plan. A number of potential uses for the hall have been identified and these would have to be worked through and tested. However, they include:

- 1) A credit union office
- 2) Monday Club
- 3) Wee Crailers
- 4) Morning activity/games club
- 5) Virtual office
- 6) Development of sporting initiatives
- 7) Regular concert programme
- 8) Targeted wedding/birthday party venue

9) Simulated golf bay

10) Markets

The list is not exhaustive and will need to be worked on.

Denburn Wood

Fife Council now approached to transfer ownership of the remaining bits of Denburn Wood to the CPS. Other bits of land need to be considered (i.e. Bow Butts north of wood).

d. Wormiston fund raising

James M. – fund raising at Wormiston next year. Sunday 2nd August 2020. Scottish Gardens Scheme – they take 40%; 30% each to CPS and CCP. Hope to raise 4-5K. Thanks to James for offering his garden.

5. Membership Status & Initiatives (inc youth recruitment) – HA

Notes submitted by Heather A 29th August

1. Membership is as follows:
 - 125 members
 - 121 Life / 4 Annual
 - 120 Ordinary / 4 Associate / 1 Junior
2. The Karail magazine is due out to cover Autumn/Winter and there is room for 1 A4 page from Crail Community Partnership.
3. Updates are needed for the website.
4. A strategy to involve and motivate teenagers is needed.
5. Dennis and I have been working with Kieran and Morgan Ireland to develop Crail.Info and hope to approach businesses in the middle of September when Dennis is back. As well as talking to them about Crail.Info we are planning on presenting them with a hard copy of the report etc. We are proposing that businesses pay £15 a year for being on the website and it will suggest an optional donation for community groups.
6. Willie Rennie's office are waiting on a response from the planning ministers office in regards to a date for us presenting the report at Holyrood – you will understand politics and politicians are a bit messy at the moment.

Golf Club note about joining CCP went out but no takers as yet. Probably better for the golf club to directly email all KY10 golfers.

6. Charrette Report – DJ

a. August Drop-in Centre report

Drop in successful. 40 people in but mostly known “charretters”. Good engagement and positive suggestions.

b. Schedule for bi-monthly Drop Ins

Probably a good idea to continue drop ins every other month to continue public engagement. Next one could be focussed on Sheep field ideas – October 12th, 10-12.

7. Sub-committees & projects

a. Harbour initiatives – BM

Bernie met with Gordon Lockhart. Wishlist for harbour improvements being developed: 30 different items that need to be improved at the Harbour. Consulting with an aquaculturist, to determine about financial viability of sustainable lobster hatchery.

b. Crail/North – DB

Contact with Kristen, expert in Scottish Government about Master Plan Consent Authority. Sought a meeting but apparently further legislation needed (2 years). On MCAs – “this is the realm of the local authority, not communities”. There are other schemes being piloted that might be more suitable. The idea of a tripartite agreement (local authority, community and developer) is probably still viable but only with close participation of Fife Council planning department. Next step is to involve Fife Council. David spoke with two architects about the development but still too early for any definite plans. Bernie pointed out that we need to contact the landowner – James M has spoken to Jonathan Kilfeder about the plans. David B & David J will talk to Jonathan K to bring him into the loop; will combine this with talking about ideas for Denburn Park, close to where they live. Contact with Steven Tolson still being maintained. Winchburgh Developments – date for meeting to be arranged: they have experience of similar projects.

c. Strategy – JM

EDF won't discuss what they will fund until next year

Presentation at Holyrood. Brexit getting in the way. More time, more concrete plans to present so turn the delay into a benefit.

d. Environment – WC

Notes submitted by Will C. 1st Sept for the meeting

Crail Community Partnership Environmental sub-committee meeting of the wider volunteer group 22/8/19

Present: Paul Hutchinson, Erica Hollis, Helen Byres, Christian Moire, Jean Durie, Fenella McClelland, Sandy Young, Lesley Lind, Chris Broome (core committee), John Anderson (core), Helen Armitage (core), Sue Holt (core), Dennis Gowans, Jude Gallon-Fry, Will Cresswell (core)

Apologies: Sonja Potjewijd

Will Cresswell chaired the meeting.

1. *Round the room introductions*
2. *Denburn Park*

Dennis Gowans described the present position of the plan to turn the current sheep field at the south of Denburn into an accessible, lightly wooded or orchard parkland transition between Denburn Wood and Triangle Park leading down into Roome Bay past the Doocote. Crail Preservation Trust manages the field and have taken the lead (i.e. mostly through Dennis) to make the changes. The National Trust for Scotland, who maintain the terms and conditions of the land as specified by the donor, Professor David Rutherford Dow (who gave the land to Crail) have approved the change of use from the sheep field. The binding conditions are that nothing must ever be built on the land, but there are no further conditions for how the people of Crail can use the land: the National Trust wish us well with the idea. The shepherds have been given notice that the field will not be available to rent next year. It was noted that there have been several problems of neglect of the sheep this summer, with the SPCA being called with respect to one incident.

As yet there are no definite plans and these are to be formed after further consultation over the next few months, ideally to have a clear plan for the December meeting of the Crail Preservation Society. Dennis in consultation with Chris Broome (member of the core CCP Environmental Committee and Head of the Fife Coast and Countryside Trust that manages the coastal path) has obtained costings to provide gates and a pathway through the field. These formed part of a recent successful grant application for some of this amount. Dennis bid for the money from Paths for All on the basis that 'Crail's Youth' should be involved in planning and establishing whatever we do. The thinking

being that we need this generation of youngsters to grow up with a desire to look after Denburn Park: planning and work on the sheep field needs therefore to include young people.

The exact location, design, entry and exit points are open for discussion. Other suggested plans for the field include expansion of the orchard, a wildflower meadow, increased tree planting (with the caveat that it would be smaller trees transitioning from Denburn Wood to Triangle Park), opening up the burn and a pond. There was some discussion about whether the sheep could be retained in the field, albeit with different shepherds. It was noted that the field had been previously used for donkeys, and well before that as the town rubbish dump: using the field for sheep is a relatively recent "tradition". There was some discussion about not allowing dogs in the field or options such as only allowing dogs on leads to provide at least one public space in Crail without the concomitant disturbance and mess that unrestricted dog usage brings.

Further consultation and solicitation for ideas needs to be done, for example through an article in Crail Matters. The 'Denburn Park Neighbours' should have a questionnaire through their doors that can be returned to CPS via the Museum. We should do as any other FC Planning activity does. We can use the same material we plan to put in Crail Matters.

Actions resulting from the discussion were:

- (i) Outline the current situation with Denburn Park and ask for ideas and suggestions via an article in Crail Matters – **Will Cresswell** to write this for an issue in early September
- (ii) Leaflet Denburn Park neighbouring houses – **Dennis Gowans** mid September
- (iii) The committee would provide ideas and suggestions – **everyone** to submit these to Will Cresswell for the end of September
- (iv) The **core committee** will collate ideas and draw up a draft plan, consulting directly with the Crail Preservation Trust, through **Dennis Gowans** (October).
- (v) The draft plan would be circulated to the **wider sub-committee** and anyone who has contributed for comments (November).
- (vi) A final plan in the form of a list of priorities and a rough sketch plan of the field layout would be made by the **core committee** for the Crail Preservation Society in early December.

3. *Paths, access and connectivity*

Chris Broome described how it would be possible for Crailers to take greater responsibility for the management of paths, so that accessibility of paths could be improved. The path from behind Balcomie Caravan Park to Hammer Inn was discussed as an example of a currently badly managed path where walking was very difficult much of the time. Direct control of path management in some areas would also allow us to manage them much more sympathetically for biodiversity. Chris is putting together plans for identifying and then training volunteers in path management – i.e. use of strimmers and other equipment – to make this happen.

Actions resulting from the discussion were:

- (i) Volunteers to let Chris Broome know they are interested – **everyone**
- (ii) A note about this to be put into Crail Matters to also find more volunteers – **Will Cresswell** to write this for a September issue
- (iii) A training plan to be developed – **Chris Broome**

4. *Trees and woodland*

Will Cresswell reported that Richard Smith – Fife Council's Team Manager for Access and Biodiversity – was happy to meet some of us in Crail to discuss the environmental plans we have for Crail, with an idea to work with us developing this. A date for this is to be arranged shortly. UPDATE: We have made progress with Richard Smith – he is meeting Will Cresswell and any other interested person from the committee at the south entrance to Denburn Wood on Friday 6th September for a walk around Crail to discuss the local plan. This will hopefully start a more active cooperation between Fife Council and us with respect to biodiversity.

There is no tree work planned by the Council in Denburn Wood, only the tree management in Bow Butts which we have full details of. Closer cooperation with Fife Council, through starting a conversation with Richard Smith, is hoped for so that future tree management is consistent with the Crail Local Action Plan. It is hoped that one or two people from the wider environmental sub-committee would take on roles of "tree wardens", who would be the first stop for any complaints about trees, or plans from Fife Council for tree work, so that tree management was only done as absolutely necessary and with appropriate mitigation measures put into place so that there was a net improvement in biodiversity afterwards. There was some discussion whether monitoring in this way would also work for spraying of weed killer.

There was a brief report on the ongoing discussions about how to best proceed with the Denburn North extension, alongside the new housing proposed to the east of Bow Butts. This is currently in the hands of the overall Crail Community Partnership committee because progressing this depends on official acknowledgement that the

charrette produced some kind of “binding” Local Action Plan, discussion with the land owner, and a clearer development plan for the proposed housing.

There was a brief report from Helen Armitage that the current temporary Minister at Crail was unenthusiastic about the idea that Church land currently leased as farmland might be used to form part of a new woodland to the north-west of the old railway station. Serious discussion of the project is hampered by other financial priorities of the Church of Scotland and the lack of a permanent Minister in Crail with investment in the future of the community.

Actions resulting from the discussion were:

- (i) Volunteers needed to act as “tree wardens” – **anyone** interested to let Will Cresswell know

Bernie mentioned that the sustainable fishery plans should also be considered as part of the environmental improvement plans.

e. Community Facilities/Assets – DG

Valuation needed. Up to date condition survey needed – see appended note from David J. David J sought approval for this survey – given.

Range of proposals needed for refurbishment (heating, lighting), extending, building in changing rooms, car parking. Several stages and degrees of cost and complexity. See appended note from David J. A good project manager needed rather than an architect. Survey – costs returned as part of asset transfer. Costs for initial plans for refurbishment and improvements (c. 4.5K) – approach the Food Festival to pay for this. Gate Church in Dundee is an example funded by the climate fund to make an innovative community building. Bernie suggested a zero carbon building as part of the joined up Crail environmental and sustainability plan. Danny pointed out that although you need information on costs, you need a sound business plan to determine income and long term sustainability. Danny made the point that although the hall is a good space, fixing it, rather than a new build might not be the best option. APPROVED – appointment of Simpson and Brown to carry out options appraisal as quoted at £4,400.

f. Website, Publicity – HA

Nothing to report apart from the need for regular articles for Crail Matters and to the membership.

i. CCP Ownership for Crail.info not Crab Publishing

David J reported this

g. Business/Tourism

David J attended the facilities management course last month and ENCAP (East Neuk Community Action Plans) – acting as catalyst between council and communities – probably most useful for Crail in developing coastal cycle path from Elie to Crail.

Traffic management. Community Council taking up an initiative on parking and traffic calming.

Bottle bank to be trialed in school car park.

4 solar powered gull proof bins to be installed.

Regravelling Marketgate and retarring paths on the way – volunteers to carry out work.

8. Next Meeting – October 1st