

# Crail Community Partnership SCO 49189

## Board meeting Minutes

Tuesday 7<sup>th</sup> November 2023 7pm, Zoom call.

1. **In attendance:** D. Gowans, D. Jerdan, S. Morrison, J. Morris, M. Taylor, C. Morrison, M. Calchini, A. Scholz, M. Rogerson
  - a. **Apologies:** W. Cresswell, C. Broome, S. Henderson
2. **Minutes of meeting** held on 3<sup>rd</sup> October 2023. Approved.
3. **Finance** update to 30<sup>th</sup> September & Auditing accounts.
  - FVA cannot do IE currently. JM suggested approaching D. Sleight.
4. **Membership, website, volunteers and publicity**
  - No new members
  - CCP Blog should issue something at least once a month. Perhaps agree article at each board meeting.
  - Marc Rogerson will take on the role of producing monthly CCP Blog articles.
5. **Community Hall & employee funding.**
  - Funding for CCH Coordinator runs out at end of March 2024, funding is harder to raise because of the funders' focus on deprived communities tends to eliminate our applications.
  - In August CCP applied to Crail Common Good Fund for two Development Coordinator positions, for 3 years starting in April 2024. This application was to the retiring Community Council, but the application was sidelined because of a request for additional financial information.
  - The application assumed that the CCH Coordinator would be self-funding by the 3<sup>rd</sup> year. But the other development coordinator would be unlikely to have generated income over the first three years.
  - The application was resubmitted for the October CCC meeting, with additional financial information submitted in advance of the meeting. One CCC councillor wanted additional time to review the information, but otherwise this was fully supported.
  - Fife Council asked that we withdrew our (co-funding) application to DTAS ([scot.Gov](https://www.scot.gov.uk)) as they could not make a decision on our CCG application while another application was pending. We withdrew the DTAS application; CCP was one of 45 applications for an unknown budget that was not yet released by Scot.Gov.
  - The application was discussed at a Ward meeting two days later, and again was fully supported. Given the sums of money involved this application has to be presented to the Area Committee which meets in December.

- The Fife Council communities team pushed ahead with FC finance approval, as papers need to be submitted 10 days before the Area Committee Meeting. We now await the Area Committee meeting outcome.
- Interior design plans are progressing, curtain requirements were measured last week, lighting to be evaluated by the end of the month. What is needed is a shopping list that we can use to start applying for funds.
- Plans for the installation off the solar panels on CCH are evolving with one quote in and another in the making.

## 6. Sub Committee Reports

### a. Harbour – CM

- Lost one boat during storm Babet, with lots of residual impacts. Harbours team really unresponsive. Fishermen have lost lots of kit, much of which is now on the shoreline. At least one fisherman is giving up, which raises further concerns about the long term viability of the harbour.
- CCC is pushing for a meeting with FC officials to discuss the many concerns for the harbour. This raises the question again about whether the harbour would be better owned by the community.
- Liability for clear up is probably with the owner of the boat.

### b. Roome Bay – DJ

- On hold until Donald Grant is back to work.

### c. Local Place Plan SM

- 91 people attended the Open Day. 20 feedback forms received, Manuela will summarise.
- Minor improvements suggested.
- Formal consultation must be driven by CCP through FC Councillors and Adjacent Community Councils.
- Chairman recorded special thanks for the enormous amount of work that Sarah Morrison has done to drive the whole process.

### d. Planning

- Further documentation posted online regarding the Airfield planning application.
  - On being the Airfield owners transportation consultants attempting to rebut the issues raised by the FC Transportation officer.

### e. Kilminning – WC - report is appended to these minutes as Appendix A.

### f. Pinkerton – CB - Still hopeful to have path improvements completed this month.

### g. Bow Butts - DJ met with neighbour that was unhappy and explained that plan is now to develop as woodland area, which reduced their concerns.

### h. West Braes – MC/DG. Hope to arrange one more meeting before Christmas primarily to discuss whether to seed with wild flowers, or not.

i. **Land Acquisition** – West Quarry Braes & St.Andrew’s Rd – DG/DJ

- West Quarry Braes and St Andrews Road, will discuss with Donald Grant and get moving soonest.

j. **Tourism** – MC

- East Neuk Local Tourism Association project - Z- Folding maps are being funded and are progressing.
- East Neuk Local Tourism Association, next meeting being hosted in The Shoregate a chance to see the completed rooms. Article going into CM to encourage greater participation in the association.

7. **Community Projects** – DJ

- Coastal Path - preventative work still with Fife Council Estates to determine ownership. Likely this will drag on.
- Recent event at Airfield was excessively noisy. CCC has formally complained.
- Recent meeting at Crail Church attended by 60+ people. Community Right to Buy could be an option which is especially for designed for purchase of churches. Church probably has 3 years to resolve a course of action.
- **Action:** CCP to discuss again at further meeting.

8. **AOCB**

- Crail Church - was discussed, as being under threat of closure Crail’s risks losing a significant asset in the community. To be discussed again in future meetings.

Date of next meeting Tuesday 5<sup>th</sup> December 2023 in Legion Hall at 7pm

## **Appendix A.**

### **Kilminning project up date report 2/11/23**

Note progress during October highlighted in yellow

*October report in short:*

Full planning permission granted.

Design drawings and tender documents completed.

Project out to tender with 4 local construction companies, closing date Nov 8<sup>th</sup>.

1 month further slippage but we still retain 1 month contingency. I hope to get the contractor out there in Dec.

Costs for October: We were invoiced £5791.60 + £1158.40 irrecoverable VAT from Stantec for initial design and management fees this month. I have already claimed this from the NRF funding via NatureScot and received confirmation that we will be reimbursed on Monday 6<sup>th</sup> Nov. I have asked Dennis to no pay the invoice – we should therefore be cash neutral.

In very short: fingers crossed, proceeding!

	Project Activity	Outputs	Expected Timescale	Progress this period
A	Archaeological Survey	Archaeological survey results	Feb-Mar 2023	<p>COMPLETED. Final report of Ground Penetrating Radar Survey being delivered in May (final draft completed 27<sup>th</sup> April 2023). Nothing significant was found “The GPR survey did not detect responses indicative of definite or possible archaeological remains. However, the technique did map drains and remnants of a demolished farm steading, suggesting that the technique responded well to the site conditions.”</p> <p>This means that there have been two very thorough archaeological surveys in the area, using two different methods (Headland Archaeology with exploratory trenches in 1997 and AOC Archaeology Group with GPR in 2023) that have found no coherent evidence of a Medieval burial ground, or any other significant archaeology. This should leave the way clear to dig the road, but probably subject to a planning application.</p>
B	Prepare and submit Historic Scotland Scheduled Monument consent application	HES consent applied for	Aug 2022	<p>COMPLETED: HES consent given 5/12/22 subject to WSI; now that the GPR survey has been carried out we will complete the WSI to be completed and submit to HES to satisfy the conditions of the permission.</p> <p>11/09/23 Scott McRreadie of Historic Environment Scotland approved WSI.</p> <p>“ We are content with the provided WSI, therefore, the condition set as part of granted SMC for the creation of a wetland at Crail Airfield (Case Reference: 200056062) has been agreed.”</p>
C	Biodiversity survey for protected species particularly badger setts	Map of badger setts and any other species of conservation interest	Feb 2023	<p>COMPLETED: Feb 2023 by Eden Ecology – no problems identified and sett locations mapped</p>
D	Licence clarification and application if badgers sett identified close to proposed works	Plan of work to fit within legal requirements	Feb 2023	<p>COMPLETED: Initial survey revealed no problems and pond locations will be greater than 30m from setts</p>
E	Topographical survey	Topographical map	May 2023	<p>COMPLETED: Work carried out 10 May 2023. We have employed Aspect Chartered Surveyors to produce the topographical map necessary for planning permission, supervised by Stantec.</p> <p>We claimed back £953.80 back from the NRF (£794.83 + VAT) in June. The remainder (£2046.20) was claimed back from the Crail Common Good Fund.</p>

	Project Activity	Outputs	Expected Timescale	Progress this period
F	Ground investigation and CCTV survey	Geology, availability of clay, course, condition and locations of field drains	May 2023	<p>COMPLETED: We employed SFK Ltd to carry out the ground investigations necessary for planning permission, supervised by Stantec. The site investigations (utilities, soil and bedrock investigations, soak away tests) were carried out on the 21<sup>st</sup> May. Laboratory testing of soil samples for contamination was completed mid-June. Total cost was £3,928. This was claimed back from the Crail Common Good Fund in June. The report has been forwarded to Stantec for preparation of planning permission application.</p> <p>CCTV SURVEY OF FIELD DRAINS: the CCTV survey has not been completed, but it seems fairly certain that there is a straight line to the short distance that we want to make the connection for the water supply from the culvert/field drain, so we can state on the tender drawings that the contractor has to find the location during the contract, which is a normal option that can be applied in such cases. We will transfer the cost of this investigation as a stand alone item into the preparatory costs for the road construction by the main contractor.</p>
G	Obtain utilities information	Utilities map	May 2023	COMPLETED: May 2023 as part of the SFK ground investigations. No utilities are on the pond site and we were already aware of the sewage pipe to the south of the pond site.
H	Develop outline design of preferred option	Detail design	June 2023	COMPLETED: July 2023 for planning permission application
I	Prepare and submit planning application	Planning application	June 2023	COMPLETED: Preliminary Ecological Assessment and Archaeological Written Scheme of Works completed mid July. Full planning permission was submitted July 17 <sup>th</sup> 2023., aiming for early July.
J	Planning determination	Planning permission	Sept 2023	<p>COMPLETED: Planning permission now under consideration by Fife Council. Aug - Sept 2023. Planning Application was validated 21/08/23; this means that planning determination will complete latest 21/10/23. I have contacted the Planning Officer in charge of the application and he is aware of the circumstances of the plan and the need of proceed quickly if at all possible. He has given assurances that any problems that arise will be immediately communicated to me to allow us to respond rather than to wait for another application.</p> <p>Full planning permission was granted 7<sup>th</sup> October subject to the archaeological WSI we proposed (i.e. a watching brief during digging) and the ecological mitigation after completion we will implement (which again we proposed and indeed is the proposal at Kilbirnie).</p>
K	Initial deculvert burn	New burn course laid out	Nov 2023	This will be done with the main pond construction.

	Project Activity	Outputs	Expected Timescale	Progress this period
L	Develop detailed design drawings and specification	Design plans	Aug 2023	<p>COMPLETED: Detailed design drawings by Stantec for tender were started in July and were completed 20<sup>th</sup> October.</p> <p>Stantec formalised financial costs for the design and drawings stage within their own organisation (much of the work and advice has been informal and pro bono) and requested another £2500 to cover all of the work. The Crail Community Partnership agreed to cover these additional costs; they are likely to be offset by us not needing CCTV survey of the field drains by Stantec, reducing costs by £1500.</p> <p>Stantec have now invoiced us for their design and management input to date. This is being claimed in this report.</p> <p>The charge is £5792.00 + £1,158.40 VAT.</p> <p>This does not include the charge for the planning permission application which was budgeted as a separate item.</p> <p>Stantec will remain as advisors and Neil Maclean of Stantec is remaining to deal with queries and management issues. We expect to see a further similar amount before the</p>
M	Tender process	Tender process complete	Nov 2023	<p>IN PROGRESS:</p> <p>We have now contacted several contractors for preliminary expressions of interest. One – Menzies Construction from Kirkcaldy made a site visit on 31/08/23 and was keen to do the contract – they would be available to do the work Oct-Nov 2023 and would tender as soon as the detailed specifications were available.</p> <p>Design, planning and construction detail documents were sent out to tender on the 20<sup>th</sup> Oct with a deadline of Nov 8<sup>th</sup>. 4 companies are preparing tenders and I confirmed this was the case by follow up phone calls/emails on 28<sup>th</sup> Oct.</p> <p>Mackenzie Construction T Menzies Kilmac T&amp;N Gilmartin</p> <p>All are Fife or Dundee, local companies.</p> <p>After tender quotes have been received I will consult with Stantec and NatureScot to confirm the contractor and the final timescale for the</p>
N	Break up 0.1 Ha of tarmac to allow drainage	0.1ha tarmac broken up	NA	Not now being carried out
O	Dig a 0.6 Ha 1.5m maximum depth pond to incorporate the deculverted field drains	0.6 Ha pond/wetland dug out	Nov 2023	Nov-Jan 2023

	Project Activity	Outputs	Expected Timescale	Progress this period
P	Put soil dug from the pond over the broken tarmac and plant as a wildflower meadow	0.1 ha Meadow area created over tarmac	Nov 2023	Nov-Jan 2023
Q	Line pond with imported clay	Wetland water retention increased	Dec 2023	Jan-Feb 2023
R	Shape 35m of deculverted burn and incorporate with new pond	Burn re-meandered	Dec 2023	Jan-Feb 2023
S	Tree and shrub planting around pond	Habitat enhanced with native planting	Feb 2024	Feb 2024