

A meeting of the Environment & Regeneration Committee will be held on Thursday 16 January 2020 at 3pm within the Municipal Buildings, Greenock.

GERARD MALONE
Head of Legal and Property Services

BUSINESS

****Copy to follow**

1.	Apologies, Substitutions and Declarations of Interest	Page
PERFORMANCE MANAGEMENT		
2.	Environment & Regeneration 2019/20 Revenue Budget – Period 7 (31 October 2019) Report by Chief Financial Officer and Corporate Director Environment, Regeneration & Resources	p
3.	Environment & Regeneration Capital Programme 2019/20 to 2022/23 – Progress Report by Chief Financial Officer and Corporate Director Environment, Regeneration & Resources	p
4.	Environment, Regeneration & Resources Corporate Directorate Improvement Plan 2019/22 Progress Report Report by Corporate Director Environment, Regeneration & Resources	p
NEW BUSINESS		
5.	Inverclyde Local Development Plan – Supplementary Guidance: Planning Application Advice Notes Report by Corporate Director Environment, Regeneration & Resources	p
6.	Quarrier’s Homes Conservation Area Appraisal Report by Corporate Director Environment, Regeneration & Resources	p
7.	Conservation Grant Report by Corporate Director Environment, Regeneration & Resources	p
8.	Clyde Muirshiel Regional Park - Governance Report by Corporate Director Environment, Regeneration & Resources	p

9.	Kilmacolm Self Build – Leperstone Avenue Report by Corporate Director Environment, Regeneration & Resources	p
10.	Road Naming within New Development at Kilmacolm Road, Greenock Report by Corporate Director Environment, Regeneration & Resources	p
11.	Transient Visitor Taxes in Scotland - Consultation Report by Corporate Director Environment, Regeneration & Resources	p
12.	Inverclyde Strategic Housing Investment Plan 2020/21-2024/25 Report by Corporate Director Environment, Regeneration & Resources	p
13.	Strategic Housing Priority Areas Report by Corporate Director Environment, Regeneration & Resources	p
14. **	Housing to 2040 Consultation Report by Corporate Director Environment, Regeneration & Resources	
15.	Withdrawal from the European Union - Update Report by Corporate Director Environment, Regeneration & Resources	p
16.	Scottish Government Deposit and Return Scheme (DRS) Report by Corporate Director Environment, Regeneration & Resources	p
17.	Kilmacolm Parking Consultation Report by Corporate Director Environment, Regeneration & Resources	p
18.	Port Glasgow Parking Study Report by Corporate Director Environment, Regeneration & Resources	p
19.	Larkfield Road/George Road Junction Assessment Report by Corporate Director Environment, Regeneration & Resources	p
20.	Proposed Traffic Regulation Order – Disabled Persons’ Parking Places (On-Street) Order No. 4 2019 Report by Corporate Director Environment, Regeneration & Resources	p
ITEMS FOR NOTING		
21.	Items for Noting Report by Corporate Director Environment, Regeneration & Resources	p
21(a)	SEEP Transition Programme Update Report Report by Corporate Director Environment, Regeneration & Resources	p
21(b)	Lamont’s Pier Update Report by Corporate Director Environment, Regeneration & Resources	p

<p>The documentation relative to the following items has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I of Schedule 7(A) of the Act whose numbers are set out opposite the heading to each item.</p>		
<p>NEW BUSINESS</p>		
22.	<p>Residual Waste Disposal Procurement Update Report by Corporate Director Environment, Regeneration & Resources on the position regarding the Biodegradable Municipal Waste landfill ban and the possible options for Inverclyde</p>	<p>Paras 6 & 8</p> <p>p</p>
23.	<p>Clune Park Regeneration Plan Progress Report: Update on Current Actions Report by Corporate Director Environment, Regeneration & Resources providing an update on the current actions to implement the Council's decisions in the Clune Park Estate</p>	<p>Paras 6, 9, 12 & 13</p> <p>p</p>
24.	<p>Property Assets Management Report Report by Corporate Director Environment, Regeneration & Resources making recommendations in respect of a number of property assets</p>	<p>Paras 2, 6 & 9</p> <p>p</p>

Enquiries to – **Rona McGhee** – Tel 01475 712113

Report To:	Environment & Regeneration Committee	Date:	16 January 2020
Report By:	Chief Financial Officer and Corporate Director Environment, Regeneration and Resources	Report No:	FIN/02/20/AP/MMcC
Contact Officer:	Mary McCabe	Contact No:	01475 712222
Subject:	Environment and Regeneration 2019/20 Revenue Budget – Period 7 (31 October 2019)		

1.0 PURPOSE

- 1.1 To advise the Committee of the 2019/20 Revenue Budget position at period 7 to 31 October 2019.

2.0 SUMMARY

- 2.1 The revised 2019/20 budget for Environment and Regeneration is £23,727,000 which excludes Earmarked Reserves.
- 2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £106,000, a reduction in spend of £24,000 since the Period 5 Committee.
- 2.3 The main material variances projected at Period 7 are:
- i. Turnover savings across the Committee (not offset by other expenditure or reduced income) of £124,000.
 - ii. An underspend in Economic Development Workforce Development of £73,000 resulting from staff vacancies meaning that expenditure on this area has been curtailed.
 - iii. An under recovery in Planning income of £100,000, £69,000 of which is covered by the Planning Income Smoothing Earmarked Reserve; net under recovery being £31,000. This is mainly due to reduced demand.
 - iv. Additional property costs associated with surplus properties awaiting disposal of £49,000.
 - v. A projected underspend of £69,000 in the residual waste contract, partly due to a reduction in tonnages treated. This is more than offset by an under recovery in trade waste income of £90,000. Officers are reviewing these budgets with a view to presenting an offsetting virement at the next Committee.
 - vi. A projected underspend of £71,000 within the recycling contract.
 - vii. A projected underspend in Roads Client Lighting electrical power of £65,000, due to investment in street lighting. Part of this budget will be removed as a saving during the current budget process. The remaining underspend will be used to address underlying overspends in the Committee and officers will report back to the Committee with proposals.
 - viii. A net under recovery in Roads Operations income of £68,000. This position takes account of the current workload and is due in part to high levels of short term sickness. A review is underway into the Roads Operations recharge rate and any impact on the projected outturn will be included in future monitoring reports.

- 2.4 The European Commission (EC) has suspended European Social Fund (ESF) payments pending an ongoing investigation into the submission of claims. The Scottish Government has been working with the EC in order to resolve matters and ensure payment of grant claims however at this point in time this remains unresolved. It is not clear at this stage when the suspension will be lifted or, in the event that it is not lifted, whether any outstanding claims will be honoured by the Scottish Government. As such while we continue to project that all relevant grant claims will be paid in full there remains a risk that grant claims will not be paid resulting in a shortfall in income. The situation will continue to be monitored closely and reported in future monitoring reports.
- 2.5 Operational Earmarked Reserves for 2019/20 total £4,659,000 of which £1,378,000 is projected to be spent in the current financial year. As detailed in Appendix 4 expenditure of £464,000 (34% of projected spend or 87% of phased budget) has been incurred to Period 7.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee notes the current projected underspend for 2019/20 of £106,000 as at 31 October 2019.
- 3.2 It is recommended that the Committee notes the current position with regard to ESF funding and that updates will be brought to future meetings of this Committee.
- 3.3 The Committee is asked to approve virement as detailed in Section 7 and Appendix 5.

Alan Puckrin
Chief Financial Officer

Scott Allan
Corporate Director
Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 The purpose of this report is to advise the Committee of the current position of the 2019/20 budget and to highlight the main issues contributing to the projected underspend.
- 4.2 The revised 2019/20 budget for Environment and Regeneration, excluding earmarked reserves, is £23,727,000. This is an increase of £177,000 from the approved budget, prior to transfers to earmarked reserves.

5.0 2019/20 CURRENT POSITION

- 5.1 The current projection for 2019/20 is an underspend of £106,000 (0.44%).

5.2 Regeneration & Planning - £215,000 underspend

The current projected out-turn for Regeneration & Planning is an underspend of £215,000, a reduction in spend of £46,000 since last the Committee.

The main issues relating to the current projected underspend for Regeneration & Planning are detailed below and in Appendix 3:

(a) Employee Costs

There is a projected underspend of £213,000 in employee costs, a reduction in spend of £43,000 due to:

- i. Turnover savings within Economic Development of £94,000 resulting from delays in filling vacant posts, a reduction of £34,000 from the last Committee. This includes budget for a Regeneration & Planning Policy Manager post.
- ii. Turnover savings within Building Services of £34,000.
- iii. Turnover savings within Planning of £65,000, £1,000 more spend than was projected at Period 5. This is partly offset by payments to Argyll and Bute Council, see 5.2 (c)(ii) below.
- iv. Other turnover savings across the service amounting to £20,000.

(b) Supplies & Services

Within supplies and services there is a projected overspend of £120,000 within Building Services direct purchases and sub-contractors. This is due to the current workload and is offset by additional income, as previously reported.

(c) Payments to Other Bodies

There is a projected overspend of £79,000 in payments to other bodies, a reduction in projected spend of £38,000 from the last Committee, mainly due to:

- i. Expenditure on grant funded projects: Smarter Choices and Innovation & Integration of £73,000 and £30,000 respectively. This expenditure is offset by grant income, per 5.2 (d)(i) below.
- ii. £35,000 paid to Argyll and Bute Council for the processing of building warrants, necessary due to vacant Planning posts.
- iii. An underspend in Training within Economic Development Workforce Development of £73,000, not previously reported, as expenditure in this area has been curtailed.

(d) Income

There is a projected over recovery in income of £213,000, a reduction of £35,000 since the last Committee, mainly due to:

- i. Grant income for Smarter Choices and Innovation and Integration of £103,000, as outlined at 5.2 (c)(i) above.
- ii. It was anticipated at the last Committee that there would be an over recovery of Commercial rental income of £50,000, mainly due to backdated income relating to transmitters. However, this was an invoicing error and the revised projection is an over recovery of £16,000.
- iii. An over recovery of Building Services income of £120,000, offset by increased supplies and services costs, per 5.2(b) above, as previously reported.
- iv. An under recovery in Planning fee income of £100,000, £70,000 less income than was previously reported, mainly due to reduced demand. Of this under recovery £69,000 is covered by the Planning Income Smoothing Earmarked Reserve, leaving a net under recovery of £31,000.

5.3 Property Services - £115,000 overspend

The current projected out-turn for Property Services is an overspend of £115,000, an increase in spend of £1,000 since the last Committee.

The main issues contributing to the current projected overspend for Property Services are detailed below and in Appendix 3:

(a) Employee Costs

There is a projected underspend of £47,000, £9,000 less spend than last report. This is mainly due to projected turnover savings in Technical Services of £58,000, partially offset by additional agency costs and an over recovery in income.

(b) Property Costs

There is a projected overspend in property costs of £68,000, an increase in spend of £10,000. This is mainly within Surplus Property (£49,000) due to NDR costs for a number of surplus properties which are at various stages in the disposal process.

(c) Administration Costs

There is a projected overspend of £200,000 within Technical Services agency staff costs which is partly offset by additional capital recharge income and turnover savings, as previously reported.

(d) Income

There is a projected over recovery in income of £111,000, as reported at the last Committee. This is mainly due to a projected over recovery in Technical Services property fee income of £125,000. This income is offset by an increase in agency staff costs and turnover savings.

5.4 Environmental & Public Protection - £36,000 underspend

The current projected out-turn for Environmental & Public Protection is an underspend of £36,000, an increase in spend of £48,000 since last report.

The main issues contributing to the current projected underspend for Environmental & Public Protection are detailed below and in Appendix 3:

(a) Employee Costs

There is a projected underspend of £74,000 in employee costs, £19,000 less spend than was previously projected, mainly due to:

- i. Turnover savings and reduced overtime in Refuse Collection of £55,000, a reduction in spend of £12,000 since last Committee. This is offset by an overspend on agency costs.
- ii. Turnover savings within Vehicle Maintenance of £48,000, a reduction in spend of £11,000 from last report. This is partially offset by an under recovery in Drivers recharge income.
- iii. Within Management, there is a projected overspend of £55,000 mainly due to the turnover savings target not being achieved and increased overtime. This is an increase in spend of £10,000 from Period 5.
- iv. Turnover savings within Community Wardens of £42,000, a reduction in spend of £9,000 from Period 5, due to delays in filling vacant posts.
- v. Across the rest of the Service, the net turnover savings target is underachieved by £16,000.

(b) Supplies & Services

There is a projected overspend of £147,000 within supplies and services, an increase in spend of £55,000 from the last Committee, mainly due to:

- i. A projected overspend of £89,000 within Vehicle Maintenance materials and subcontractors, £23,000 more spend than at Period 5. This is offset by an over recovery of non-routine maintenance income.
- ii. A projected overspend on Ground Maintenance Christmas Decorations of £20,000, not previously reported. This is due to one-off expenditure on new lights and the increased cost of Christmas trees.

(c) Transportation & Plant

There is a projected overspend in transportation and plant of £22,000, £3,000 more spend than at the last Committee, mainly due to a net overspend across the Client services on non-routine maintenance of £26,000.

(d) Administration Costs

There is a projected overspend of £66,000 in administration costs, a reduction in spend of £5,000 from the last Committee. This is mainly due to a projected overspend on agency costs within Refuse Collection of £55,000. This overspend is offset by an underspend in employee costs.

(e) Payments to Other Bodies

Payments to other bodies is projected to overspend by £588,000, an increase in spend of £311,000 since Period 5, due mainly to the following:

- i. Expenditure of £735,000 relating to the Home Energy Efficiency Programmes for Scotland (HEEPS) and Scotland's Energy Efficiency Programme (SEEP) grants, offset by income. This is an increase in projected spend of £349,000 since the last Committee.
- ii. A projected underspend in the residual waste contract of £69,000, a reduction in spend of £30,000, resulting from reduced residual tonnages. This is more than offset by an under recovery in trade waste income, see 5.4(f)(ii) below. Officers will review the position at Period 9 with a view to viring budget between these two lines to offset

the variances.

- iii. A projected underspend on the recycling contract of £71,000, £2,000 more spend than was previously reported, an element of which is in line with the previous years' outturn.

(f) Income

There is a projected over recovery in income of £777,000, £297,000 more income than last report, mainly due to:

- i. HEEPS and SEEP grant income of £735,000, offset by additional expenditure, see 6.4(e)(i) above.
- ii. An under recovery in Refuse Collection trade waste income of £90,000, A further reduction in projected income of £57,000. This line will continue to be monitored in conjunction with the residual waste budget.
- iii. An over recovery in Vehicle Maintenance non-routine maintenance income of £89,000, in line with increased materials and sub-contractor costs.
- iv. An under recovery in Cremations income of £32,000, partially offset by a projected over recovery in Burial Grounds income of £18,000. This is £10,000 less income than was previously projected.
- v. An under recovery in Drivers' recharges income of £22,000, in line with reduced employee costs.
- vi. Various minor variances across the Service, the net projection being an over recovery of £79,000.

5.5 Roads - £30,000 overspend

The current projected out-turn for Roads is an overspend of £30,000, a reduction in spend of £27,000 since the last Committee.

The main issues contributing to the current projected overspend for Roads are detailed below and in Appendix 3:

(a) Employee Costs

Employee costs are projected to overspend by £24,000, an increase in spend of £8,000, due to the following:

- i. Within Roads Client there is an overspend of £53,000 projected. This is mainly due to employee cost expenditure which is partly funded by additional fee income and the turnover savings target not being achieved.
- ii. There are turnover savings projected within Roads Operations of £29,000 which are offset by expenditure on agency staff, per 5.5(d) below.

(b) Supplies & Services

There is a projected overspend of £170,000 within supplies & services, £121,000 more spend than last reported, mainly due to:

- i. Roads Client rechargeable works of £59,000, offset by additional income. This is an increase of £18,000 since Period 5.
- ii. An underspend in Roads Client Lighting electrical power of £65,000, a reduction in spend of £15,000, due to the investment in street lighting. Part of this budget will be removed as a saving during the current budget process. The remaining underspend will be used to address underlying overspends in the Committee and officers will report back to Committee with proposals.
- iii. An overspend on Roads Operations' subcontractors and materials of £163,000, in

line with the current work programme. This is an increase of £110,000 since Period 5. The net overall position is explained further at 5.5(e)(iii).

(c) Transportation & Plant

There is a projected overspend of £54,000, £37,000 more spend than at the last Committee, mainly due to an overspend in non-routine maintenance of £32,000.

(d) Administration Costs

There is a projected overspend of £38,000 due mainly to spend on agency workers which is offset by turnover savings, as previously reported.

(e) Income

There is a projected over recovery in income of £237,000, an increase in income of £202,000 since Period 5, mainly due to:

- i. Income for rechargeable works, as outlined at 5.5(b)(i) above of £59,000.
- ii. Capital fee income which offsets additional employee costs of £30,000, as previously reported.
- iii. An over recovery in Roads Operations income of £129,000, £174,000 more income than was previously reported due to acceleration of capital projects. This additional income is offset by increased supplies and services costs. The net position for Roads Operations is an under recovery of £68,000, £32,000 more income than was projected at the last Committee. This position takes account of the current workload and is in part due to high levels of short term sickness. A review is underway into the Roads Operations recharge rate and any impact on the projected outturn will be included in future monitoring reports.

5.6 Corporate Director - £nil Variance

The Corporate Director budget is currently projecting to out-turn on budget.

6.0 EARMARKED RESERVES

- 6.1 Appendix 4 gives an update on the operational Earmarked Reserves, ie excluding strategic funding models such as RI funding, AMP and Vehicle Replacement Programme. Spend to date on these operational Earmarked Reserves is 87% of phased budget (34% of projected spend).

7.0 VIREMENTS

- 7.1 The Committee is asked to approve virement as outlined in Appendix 5. This virement is required due to responsibility for the More Choices, More Chances (MCMC) team moving from the Education and Communities Committee to Economic Development. The virement amount relates to the part year employee costs; the full year effect will be adjusted through the 2020/21 budget process.

8.0 IMPLICATIONS

Finance

- 8.1 All finance implications are discussed in detail within the report above.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
N/A					

Legal

8.2 There are no specific legal implications arising from this report.

Human Resources

8.3 There are no specific human resources implications arising from this report.

Equalities

8.4 Equalities

(a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c)

Data Protection

Has a Data Protection Impact Assessment been carried out?

X

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

NO

Repopulation

8.5 There are no repopulation issues within this report.

9.0 CONSULTATIONS

9.1 The report has been jointly prepared by the Corporate Director Environment, Regeneration & Resources and the Chief Financial Officer.

10.0 CONCLUSIONS

10.1 The Committee is currently reporting an underspend of £106,000.

11.0 LIST OF BACKGROUND PAPERS

11.1 There are no background papers relating to this report.

Environment & Regeneration Budget Movement - 2018/19**PERIOD 7: 1st April 2019 - 31st October 2019**

Service	Approved Budget		Movements			Revised Budget
	2019/20 £000	Inflation £000	Virement £000	Supplementary Budgets £000	Transferred to EMR £000	2019/20 £000
Regeneration & Planning	3,849	1	26	4	(345)	3,535
Property Services	3,307	8	55			3,370
Environmental & Public Protection	12,918	55	(46)			12,927
Roads	3,665	28	46			3,739
Corporate Director	156					156
Totals	23,895	92	81	4	(345)	23,727

Movement Details

£000

External Resources**Inflation**

NDR Inflation	15
Residual Waste Contract Inflation	41
Green Waste Contract Inflation	11
Roads Lighting Electrical Power Inflation	25
	<u>92</u>

Virements

Virement from Environment & Public Protection to Roads in relation to employee transfers	(46)
Virement to Roads from Environment & Public Protection in relation to employee transfers	46
Virement to Education & Communities Committee - FIT/RHI Income	55
Virement from Education & Communities Committee - MCMC team	26
	<u>81</u>

Supplementary Budgets

Additional budget for management regrading approved as part of Senior Management restructure	4
	<u>4</u>
	<u>177</u>

ENVIRONMENT AND REGENERATION COMMITTEE**REVENUE BUDGET MONITORING REPORT****PERIOD 7: 1st April 2019 - 31st October 2019**

Subjective Heading	Approved Budget 2019/20 £000	Revised Budget 2019/20 £000	Projected Out-turn 2019/20 £000	Projected Over/(Under) Spend	Percentage Variance %
Employee Costs	15,784	16,043	15,733	(310)	(1.93)%
Property Costs	5,385	5,400	5,455	55	1.02%
Supplies & Services	4,633	4,226	4,666	440	10.41%
Transport Costs	2,230	2,298	2,376	78	3.39%
Administration Costs	556	570	874	304	53.32%
Payments to Other Bodies	9,561	9,312	9,978	666	7.15%
Other Expenditure	378	365	364	(1)	(0.27)%
Income	(14,632)	(14,142)	(15,480)	(1,338)	9.46%
TOTAL NET EXPENDITURE	23,895	24,072	23,966	(106)	(0.44)%
Transfer to Earmarked Reserves *	0	(345)	(345)	0	
TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES	23,895	23,727	23,621	(106)	(0.45)%

Objective Heading	Approved Budget 2019/20 £000	Revised Budget 2019/20 £000	Projected Out-turn 2019/20 £000	Projected Over/(Under) Spend	Percentage Variance %
Regeneration & Planning	3,849	3,880	3,665	(215)	(5.54)%
Property Services	3,307	3,370	3,485	115	3.41%
Environmental & Public Protection	12,918	12,927	12,891	(36)	(0.28)%
Roads	3,665	3,739	3,769	30	0.80%
Corporate Director	156	156	156	0	0.00%
TOTAL NET EXPENDITURE	23,895	24,072	23,966	(106)	(0.44)%
Transfer to Earmarked Reserves *	0	(345)	(345)	0	
TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES	23,895	23,727	23,621	(106)	(0.45)%

* Per Appendix 3: New funding transferred to earmarked reserves during 2019/20

Earmarked Reserves	Approved Reserves 2019/20 £000	Revised Reserves 2019/20 £000	2019/20 Budget £000	Projected Spend 2019/20 £000	Projected Carry Forward £000
Earmarked Reserves	5,794	10,208	5,283	4,782	5,426
CFCR	0	665	173	173	492
TOTAL	5,794	10,873	5,456	4,955	5,918

ENVIRONMENT AND REGENERATION COMMITTEE**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 7: 1st April 2019 - 31st October 2019**

<u>Out Turn</u> <u>2018/19</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2019/20</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>31-Oct-19</u> <u>£000</u>	<u>Projection</u> <u>2019/20</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	REGENERATION & PLANNING							
487	Economic Development - Admin	Employee Costs	517	282	226	423	(94)	(18.18)%
881	Building Services	Employee Costs	935	510	493	901	(34)	(3.64)%
827	Planning	Employee Costs	903	492	385	838	(65)	(7.20)%
							(193)	
351	Building Services - Direct Purchases	Supplies and Services	164	96	248	254	90	54.88%
381	Building Services - Sub-Contractors	Supplies and Services	220	128	197	250	30	13.64%
							120	
76	Regeneration Fund - Innovation Grant Expenditure	PTOB	0	0	6	30	30	
30	Economic Development - Training	PTOB	73	43	0	0	(73)	(100.00)%
0	Planning - Building Control	PTOB	0	0	22	35	35	
87	Planning - Smarter Choices Grant Expenditure	PTOB	0	0	0	73	73	
							65	
(76)	Regeneration Fund - Innovation Grant Income	Income	0	0	(30)	(30)	(30)	
(87)	Planning - Smarter Choices Grant Income	Income	0	0	0	(73)	(73)	
(891)	Building Services - Tendered Work	Income	(603)	(352)	(40)	(743)	(140)	23.22%
(48)	Building Services - Recharge Internal Clients	Income	(145)	(85)	(6)	(125)	20	(13.79)%
(875)	Planning - Sales, Fees & Charges	Income	(661)	(386)	(241)	(630)	31	(4.69)%
							(192)	
	PROPERTY SERVICES							
843	Technical Services - Employee Costs	Employee Costs	867	471	444	809	(58)	(6.69)%
							(58)	
86	Surplus Property - Property Costs	Property Costs	55	32	120	104	49	89.09%
							49	
265	Technical Services - Agency Staff	Administration	0	0	125	200	200	
							200	
(1,025)	Technical Services - Recharges to Capital	Income	(758)	(442)	0	(883)	(125)	16.49%
							(125)	

ENVIRONMENT AND REGENERATION COMMITTEE**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 7: 1st April 2019 - 31st October 2019**

<u>Out Turn</u> <u>2018/19</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2019/20</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>31-Oct-19</u> <u>£000</u>	<u>Projection</u> <u>2019/20</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	ENVIRONMENTAL & PUBLIC PROTECTION							
843	Public Protection - Community Wardens	Employee Costs	772	419	293	730	(42)	(5.44)%
843	Vehicle Maintenance - Manuals	Employee Costs	897	504	466	849	(48)	(5.35)%
1,481	Refuse Collection - Manuals	Employee Costs	1,585	862	845	1,530	(55)	(3.47)%
2,406	Environmental Management	Employee Costs	1385	849	790	1,440	55	3.97%
							(90)	
42	Grounds Maintenance- Christmas Decorations	Supplies and Services	34	26	29	54	20	58.82%
219	Vehicle Maintenance - Materials	Supplies and Services	185	106	153	232	47	25.41%
92	Vehicle Maintenance - Sub Contractors	Supplies and Services	96	58	90	138	42	43.75%
							109	
12	Service-Wide - Non-Routine Vehicle Maintenance	Transport & Plant	210	123	108	238	28	13.33%
							28	
93	Refuse Collection - Agency Staff	Administration	20	11	69	75	55	275.00%
							55	
1,204	HEEPS - Payments to Other Bodies	PTOB	0	0	710	710	710	
37	SEEPS - Payments to Other Bodies	PTOB	0	0	25	25	25	
2,812	Refuse Transfer Station - Residual Waste Contract	PTOB	2,717	1,451	1,141	2,648	(69)	(2.54)%
270	Waste Strategy - Dry Mixed Recycling	PTOB	344	188	147	273	(71)	(20.64)%
							595	
1,248	HEEPS - Government Grants	Income	0	0	(710)	(710)	(710)	
(37)	SEEPS - Government Grants	Income	0	0	(25)	(25)	(25)	
(650)	Crematorium - Cremations Income	Income	(697)	(341)	(307)	(665)	32	(4.59)%
(704)	Refuse Collection - Trade Waste	Income	(722)	(550)	(451)	(632)	90	(12.47)%
(222)	Vehicle Maintenance - Non Routine Material Income	Income	(273)	(157)	(143)	(362)	(89)	32.60%
(446)	Vehicle Maintenance - Recharge - Drivers	Income	(496)	(289)	(261)	(474)	22	(4.44)%
							(680)	

ENVIRONMENT AND REGENERATION COMMITTEE**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 7: 1st April 2019 - 31st October 2019**

<u>Out Turn</u> <u>2018/19</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2019/20</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>31-Oct-19</u> <u>£000</u>	<u>Projection</u> <u>2019/20</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	ROADS							
698	Roads Operations Unit	Employee Costs	730	398	342	701	(29)	(3.97)%
29	Roads Client	Employee Costs	1,269	599	743	1,322	53	4.18%
							24	
293	Roads Client - Rechargeable payments to contractor	Supplies and Services	0	0	59	59	59	
358	Roads Client - Lighting - Electrical Power	Supplies and Services	354	209	102	289	(65)	(18.36)%
265	Roads Operations Unit - Subcontractors	Supplies and Services	227	91	143	280	53	23.35%
1,090	Roads Operations Unit - Materials	Supplies and Services	1,034	436	743	1,144	110	10.64%
							157	
52	Roads - Non Routine Vehicle Maintenance	Transport & Plant	25	15	28	54	29	116.00%
							29	
24	Roads Operations Unit - Agency Costs	Administration Costs	0	0	0	30	30	
							30	
(133)	Roads Client - Income from Capital	Income	(324)	(189)	(324)	(354)	(30)	9.26%
(807)	Roads Operations Unit - DLO Recharges at Dayworks	Income	(654)	(266)	(373)	(872)	(218)	33.33%
(1,903)	Roads Operations Unit - DLO Recharges at Schedule of Rates	Income	(2,256)	(919)	(1,127)	(2,052)	204	(9.04)%
(197)	Roads Operations Unit - Non Client Involvement	Income	(26)	(11)	(38)	(141)	(115)	442.31%
(286)	Roads Client - Rechargeable Works	Income	0	0	0	(59)	(59)	
							(218)	
	Total Material Variances						(95)	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Environment & Regeneration

Project	Total Funding	Phased Budget To Period 07	Actual To Period 07	Projected Spend	Amount to be Earmarked for 2020/21 & Beyond	Lead Officer Update
	2019/20 £000	2019/20 £000	2019/20 £000	2019/20 £000	£000	
Renewal of Clune Park Area	2,285	106	21	140	2,145	Current projection is £140K, mainly survey costs and employee costs. Depending on the outcome of notices which have been served or will be served by the end of the year there may be further legal costs and ultimately demolition costs, albeit the latter are unlikely before the end of the financial year.
Youth Employment	633	201	51	332	301	Direct employee costs for Modern apprentices as well as training fees and grants to local employers. Graduates now in post.
Repopulating/Promoting Inverclyde/ Group Action Plan	595	80	24	180	415	Original funding for Marketing, Council Tax discounts, relocation packages, Tourism, Business Support and self build plots to attract residents to Inverclyde. New Action Plan currently being developed by repopulation group.
Employability Initiatives	154	8	0	0	154	Contracts to local organisations and individuals for general employability.
Town and Village Centre Environmental Improvements	143	88	85	143	0	To deliver a range of environmental improvements in towns and villages across Inverclyde in consultation with Local Communities. Review of outturn being undertaken following RI transition.
Demolish Redundant Buildings	150	0	0	0	150	Provision of grant support to private owners to allow demolition of redundant buildings at Port Glasgow Industrial Estate. Report was agreed at August Committee to amend policy, increasing the grant intervention rate to 50% and a maximum of £75k.

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Environment & Regeneration

Project	Total Funding 2019/20 £000	Phased Budget To Period 07 2019/20 £000	Actual To Period 07 2019/20 £000	Projected Spend 2019/20 £000	Amount to be Earmarked for 2020/21 & Beyond £000	Lead Officer Update
Roads Defects & Drainage	200	50	110	200	0	Additional funding with accelerated spend being used to carryout repairs to carriageways, footways, drainage and others as required after winter weather conditions.
Allocation for a Safer Streets Initiative	150	0	0	150	0	Recommendations will be identified and presented to Committee in January. Additional funding will be used to deliver projects that are identified through reallocation of scoring to prioritise public perception projects. Policy being developed by Officers and will be discussed with members. Projects will be delivered.
Seed Funding for active travel within Inverclyde	50	0	0	50	0	Report approved by October Committee to progress 3 projects. Full spend anticipated in 19/20
Establish a conservation area and listed building grant	80	0	4	4	76	Policy in development, update report to January's Committee.
Repaint and carry out essential repairs to the Comet	50	0	0	10	40	Allocation is to carry out survey to assess the extent and cost of work required. Condition survey has been concluded and report awaited.
Strategic Investment	169	0	169	169	0	Spent in full 19/20.
Total Category C to E	4,659	533	464	1,378	3,281	

ENVIRONMENT AND REGENERATION COMMITTEE**VIREMENT REQUESTS****PERIOD 7: 1st April 2019 - 31st October 2019**

Budget Heading	Increase Budget	(Decrease) Budget
	£	£
Education		(25,750)
Economic Development	25,750	
Total	25,750	(25,750)

Note

This virement is the part year effect of moving the More Choices More Chances (MCMC) team from the Education and Communities Committee to Economic Development. The full year effect of this transfer will be adjusted through the 2020/21 budget process.

Report To:	Environment & Regeneration Committee	Date:	16 January 2019
Report By:	Chief Financial Officer and Corporate Director Environment, Regeneration and Resources	Report No:	FIN/05/20/AP/CA
Contact Officer:	Carol Alderson	Contact No:	01475 712264
Subject:	Environment & Regeneration Capital Programme 2019/20 to 2022/23 - Progress		

1.0 PURPOSE

- 1.1 The purpose of the report is to update the Committee in respect of the status of the projects within the Environment & Regeneration Capital Programme and to highlight the overall financial position.

2.0 SUMMARY

- 2.1 This report advises the Committee in respect of the progress and financial status of the projects within the Environment & Regeneration Capital Programme. The Environmental and Regeneration elements of the Committee's Capital Programme are presented in separate Appendices.
- 2.2 It can be seen from paragraph 9.2 that the projected spend is £99.042m, which means the total projected spend is on budget.
- 2.3 Expenditure at 31 October is 40.88% of 2019/20 projected spend, there is net slippage of £0.472m (3.67%) being reported. This is a decrease in slippage of £0.847m (6.75%) from the net slippage reported to the last Committee and is mainly due to advancement in the Road Asset Management Plan – Carriageways (£0.300m) and Structures (£0.200m), Other Roads – Core Programme (£0.90m), Vehicle Replacement Programme (£0.149m), Scheme of assistance (£0.127m), Carriageway Glazed Roof (£0.200m), Caladh House – remedial works (£0.150m), Greenock Municipal Buildings – Flue replacement and Finance Wing (£0.115m), King George VI refurbishment (£0.107m) and other core property assets (£0.117m) offset by slippage within Flooding Strategy – Future Schemes (£0.200m), Cremator replacement (£0.250m) and Clyde Square re-roofing (£0.290m).

3.0 RECOMMENDATIONS

- 3.1 That the Committee notes the current position of the 2019/23 Capital Programme and the progress on the specific projects detailed in Appendices 1-3.
- 3.2 The Committee is asked to note that further projects have been identified in section 7.0 utilising the 2020/21 general property allocation as part of the ongoing review and prioritisation of works.

Alan Puckrin
Chief Financial Officer

Scott Allan
Corporate Director
Environment, Regeneration & Resources

4.0 BACKGROUND

4.1 On March 21 2019 the Council approved the 2019/23 Capital Programme. This effectively continued the previously approved 2018/21 Capital Programme to 2019/23, in addition to the core annual allocations funding was approved to continue the RAMP and for the Open Spaces AMP for the period.

5.0 PROGRESS (Roads Major Projects)

5.1 **Carriageways:** 14 of 18 carriageway resurfacing schemes have now been completed which include 7 reserve schemes. 10 of 20 large patching schemes are complete with Surface Dressing completed in July.

5.2 **Footways:** 7 of 12 footway resurfacing schemes are now complete. 5 additional footway patching schemes have been programmed.

5.3 **Street Lighting:** LED Lanterns Work Package 5 comprising approximately 3,500 lanterns is complete. The column replacement contract which consists of the replacement of approximately 750 life expired columns is proposed to start in January.

5.4 **Structures:** Bogston Ramp parapet replacement works are complete. Newton Street Bridge has been inspected by an external consultant with Officers currently reviewing the report.

5.5 **Flood Risk Management (Central Greenock):** A SEPA license has been approved to carry out the removal of debris and clean the Eastern Line of Falls.

5.6 **Flood Risk Management (Flood Risk Management Plan):** Bouverie Burn has been tendered with the project programmed to start late January. Officers are progressing proposals regarding attenuation works at Glen Mosston Burn and are in discussion with land owners. Gotter Water service diversion costs have been returned and construction drawings are being prepared.

5.7 **Cycling, Walking & Safer Streets:** Buildouts at Robertson Street are complete. Traffic Calming proposals at Sinclair Street Bridge have been put on hold due to the ongoing works at Dellingburn Street. Cycle path improvement works are being undertaken on the N753 and R21.

5.8 **SPT:** The installation of the pedestrian traffic lights on Container Way is complete. Gibshell Road/Weir Street road widening works are complete. William Street pedestrian crossing design is progressing. Traffic Management System Improvements and Pedestrian Crossing Accessibility are ongoing. Port Glasgow Access Improvement works are complete and a further phase is out to tender.

6.0 PROGRESS (Environment & Public Protection Major Projects):

6.1 **Vehicle Replacement Programme:** The Vehicle Replacement Programme budget for 2019/20 is £1.345m. £0.258m of assets has been delivered with a further £1.168m committed. Full spend for 2019/20 is anticipated to be £1.450m which brings forward £0.105m funding from 2020/21. While the VRP remains within budget it is coming under increasing pressure due to inflation in fleet purchase costs which may result in the earmarked reserves built into the programme being utilised in forthcoming years.

6.2 **Play Areas:** The Sir Michael Street play area is complete with a total spend projected to be £69K. The wider play areas strategy is projected to spend £0.150m in 2019-20 on the Park Farm MUGA and accessible play equipment as approved by the 31 October Committee.

6.3 **Cemetery Development:** Officers have now met SEPA and discussed the hydrology report. We are awaiting their determination prior to proceeding with the Knocknairshill Development.

- 6.4 **Cremator Replacement:** The tender documents are being developed in house with assistance from the project external consultant. Legal, Procurement and Finance have been consulted on the tender and are represented on the project team.
- 6.5 **Scheme of Assistance:** The vast majority of this budget funds major adaptations of homes to meet the needs of the disabled occupants, this is largely a demand led budget, projected spend is currently £0.780m.
- 6.6 **Clune Park Regeneration:** The projection of £0.100m expenditure in 2019-20 remains realistic with £0.074m incurred to date.

7.0 PROGRESS (Regeneration and Property Major Projects)

7.1 Core Regeneration:

Baker Street Food and Drink Hub: Work is progressing on this programme. This programme is fully funded by Riverside Inverclyde with completion anticipated March 2020.

Regeneration of Town & Village Centres:

West Blackhall Street and Town Centre Connections: The Council was successful in securing funds from Sustrans for next stage of the detailed design. Update to be provided to the Greenock Town Centre Regeneration forum.

Lyle Fountain: Full restoration of the Lyle fountain is anticipated to cost £0.135m with £0.75m currently allocated.

Jamaica Street Car Park: The Policy & Resources Committee on 6 August approved the purchase and development of a site for further town centre parking within Greenock, this commits up to £0.250m of the Town Centre Funding. Site has been purchased, £0.100m. Further £0.150m committed to future development of the site.

- 7.2 **Core Property Services:** The programme includes allocations for larger scale works across a number of core operational properties. The Committee is asked to note that further projects have been identified below utilising the 2020/21 allocation as part of the ongoing review and prioritisation of works based on the property condition surveys. The 5 yearly external condition surveys are currently being revisited via Aecom with the majority of the survey work now completed and reports being submitted for review by Property Services.

7.3 Greenock Municipal Buildings

Window Replacement: Phases 1 to 4 are complete. Phase 5 addresses windows at lower ground level on the Wallace Place elevation and these are currently in fabrication with installation expected in the new year. Phase 6 addressing the courtyard/stair well at the Fire museum has received planning/listed building consent with detail design being progressed in conjunction with enabling works.

District Court Room Restoration: Works commenced in March 2018 to originally complete in July 2018. As previously reported the project experienced delays due to complications with the scaffolding design and loading restrictions, and later in the project in connection with a number of unforeseen additional areas of work addressing dry rot, remedial wall ties and external stonework deterioration. An initial extension of time has been awarded and a further extension in connection with the above additional works is currently being reviewed. Internal works were certified practically complete in June. The final element of external works involving the sandstone lintel replacement is subject to agreement of a method statement via Historic Environment Scotland which has now been agreed with works to be programmed subject to concluding formal amendment to building warrant. Final account negotiations are ongoing with the main Contractor and, as previously reported to Committee, additional funding will be required to address projected over expenditure. The Committee is requested to note the current over expenditure of £0.097m (previously report to Committee £0.077m with a further

£20k ascertained due to the Contractor in the period since the last report) and that a more detailed report on the final position will be brought back to a future Committee upon agreement of the final account for the project. The Committee is also requested to note that any over expenditure will be contained within the Core Property Services General Provision.

Carriageway Glazed Roof: The Contractor has been appointed with Listed Building Consent (through the Design & Build Contractor) re-submitted and now in place. Formal building warrant application has been submitted by the Contractor and is still awaited pending submission of the structural self-certification. It is anticipated that this project will be progressed ahead of the Clyde Square Elevation Re-roofing project below.

Clyde Square Elevation Re-roofing: The January 2019 Committee noted and approved the recommendation to progress a continuation of the general building fabric upgrade of the Greenock Municipal Buildings and the requirement to re-roof the Clyde Square elevation including associated chimney and high level window works. Tenders have been returned and are currently being evaluated. Listed building consent and building warrant are in place.

Finance Wing First Floor Refurbishment: Works commenced in April and were completed in October 2019. The Committee is requested to note the continuation of the project to address the remaining areas within the first floor of the Finance Wing of the Municipal Buildings to address core condition and suitability of the accommodation. The detail design works are being progressed with listed building consent and warrant applications submitted. The estimated cost of the works is £0.115m subject to final cost check of the detail design proposals with funding allocated from a combination of the underspend on phase 1 (£15k) and Core Property General provision £0.100m.

Chimney/Flue Works: As previously reported, during the course of routine maintenance works it was identified that the brick chimney housing the main boiler flue was severely distressed requiring immediate attention. Initial work has been undertaken to address stabilisation with a scheme now developed to address chimney demolition and flue replacement. Design is currently being progressed with tender issue imminent. Listed Building Consent and Building Warrant applications have been submitted. The estimated cost of the work is £0.080m which will be funded from the Core Property Services General Provision.

- 7.4 **Greenock Cemetery Complex (Ivy House):** The scope of works has been reviewed with the Client Service to address a further review of the proposals and a cost estimate for this is currently being prepared. A revised listed building consent and warrant application will be required in due course.
- 7.5 **King George VI Building:** The October Committee approved the specific report and revised scope of works to address bringing the building up to a standard where it is structurally safe and wind/water tight. Demolitions are well advanced and rebuilding of North and South gable elevations are in progress.
- 7.6 **Waterfront Leisure Complex Boiler/Plant Replacement:** Works commenced on site in July and completed in November. The project is currently reporting £48k (8.96%) over the original budget allocation in connection with additional works required to the existing flue, lighting upgrade within boiler room and remeasured provisional sums for temporary boiler plant fuel oil. The Committee is requested to note that the over expenditure will be contained within the Core Property Services General Provision.
- 7.7 **Boglestone Community Centre - Re-Roofing:** Planning approval is in place with building warrant submitted and being progressed. Tender documents are being prepared with anticipated tender issue in December 2019.
- 7.8 **Inverclyde Centre for Independent Living – Roof Replacement:** The works are being progressed in conjunction with HSCP funded alterations to the decontamination area to comply with current hygiene regulations. The store has been decanted for the period of the works. Works are currently progressing on site.

7.9 **Caladh House Residential Care Home – Building Services Remedial Works:** The works are required to address deficiencies within a proportion of the building mechanical and electrical installations that are currently impacting the quality of the indoor environment for building users. Tenders have been returned for the essential works however the returns are in excess of the pre-tender estimate likely reflecting the requirement to work within a live building. The funding for the project was previously intended to be from a combination of capital statutory duty/follow-on works allocations and an allocation from the minor works budget with works potentially split into separate trade packages. The works have been tendered in a single package to assist trade co-ordination and minimise disruption to the facility. The Committee is requested to note the allocation of £0.190m from the Core Property Services General provision and that the previous allocations for this work within the other budget lines noted above will be re-allocated. It is anticipated that the works can be progressed and completed within the current financial year which will assist in mitigating projected slippage on other projects across the 2019/20 Capital Programme.

7.10 **Minor Works – General**

Greenock Municipal Buildings Customer Centre Draught Lobby: The works involve the construction of a glazed screen and sliding door to prevent draughts within the Customer Centre. Works have commenced with glazed screen in place and commissioning imminent.

7.11 **Minor Works - Inverclyde Leisure Properties**

Greenock Town Hall Flooring: The works comprise the replacement of the hardwood flooring to the Town Hall and Saloon. Works were taken forward and completed over August and September as programmed. A separate contract addressing structural strengthening works to the Saloon floor is programmed to commence in the new year.

7.12 **Statutory Duty Works – DDA/Equality**

Greenock Town Hall Stage Lift: The Committee is requested to note the addition of a project to introduce a permanent platform lift and integrated stair addressing improvements to the current Town Hall stage access arrangements. Listed Building Consent has been applied for with Building Warrant submission currently being prepared. The estimated cost of the works is £55k.

Grand Corridor Toilet Alterations: The Committee is requested to note the addition of a project to address alterations to the existing grand corridor toilets adjacent to the Council Chambers. The toilets are currently designated male only and the alterations will provide an equitable split of male and female WC provision in this area. Listed Building Consent has been applied for with Building Warrant submission currently being prepared. The estimated cost of the works is £45k.

7.13 **Asset Management Plan – Depots:**

Pottery Street Completion Works: The final elements of the work to Pottery Street Depot involve redefining pedestrian and vehicular movement across the site. This is currently being progressed through the Roads Section.

Depot Demolitions: Tender documents are currently being finalised with Building Warrant in place and services disconnections being processed.

Kirn Drive Civic Amenity Site:

Phase 1 Depot Demolition: Tenders have been returned and accepted. Demolition and removal of redundant fuel tanks are currently on hold pending receipt of planning approval for the permanent siting of a facility at Craigmuschat Quarry.

Phase 2 Civic Amenity Alterations: This project is currently on hold pending the outcome of the planning approval for Craigmuschat Quarry proposal noted above. If Planning approval is received then this project will no longer proceed. An option appraisal on the future use of Craigmuschat Quarry will be presented to a future CMT and subsequent Committee once SEPA's requirements are known.

8.0 PROGRESS – City Deal

- 8.1 **Greenock Ocean Terminal:** Marine works are progressing with dredging complete and construction of pontoon progressing. Final Business Case for the Terminal Building was approved in November 2019.
- 8.2 **Inverkip:** Approvals within partner organisations are now in place and the Final Business Case submission is under consideration with Scottish Power.
- 8.3 **Inchgreen:** Following approval by the November Committee the Strategic Business case was submitted to the PMO with cabinet approving this on 12 February.

9.0 FINANCE

- 9.1 The figures below detail the position at 31 August 2019. Expenditure to date is £5.061m (40.88% of the 2019/20 projected spend).
- 9.2 The current budget is £99.042m. The current projection is £99.042m which means total projected spend is on budget.
- 9.3 The approved budget for 2019/20 is £12.853m. The Committee is projecting to spend £12.381m with net slippage of £0.472m (3.67%) being reported. This is an decrease in slippage of £0.847m (6.75%) from the net slippage reported to the last Committee and is mainly due to slippage within Cremator Replacement (£1.397m), Flooding Strategy – Future Schemes (£0.200m), Kirn Drive (£0.156m), Clyde Square reroofing (£0.760m) and Ivy House replacement (£0.120m) offset by advancement within RAMP (£0.573m), Scheme of Assistance (£0.127m), Clune Park regeneration (£0.100m), Vehicle Replacement Programme (£0.105m), Waterfront Leisure Centre Lifecycle works (£0.263m), Inverclyde Centre for Independent Living (£0.170m), Caladh House (£0.150m), Greenock Municipal Buildings – Flue replacement and Finance wing (£0.115m), West Blackhall Street (0.112m), King George VI refurbishment (£0.107m), Pottery Street Office and Depot refurbishment (£0.096m) and minor and statutory duty works (£0.258m).
- 9.4 One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments

9.5 Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

10.0 CONSULTATION

10.1 Legal

There are certain legal issues arising from the additional costs arising from the content of this report. The Head of Legal and Property Services has been consulted.

10.2 Human Resources

There are no direct staffing implications in respect of the report and as such the Head of Organisational Development, HR and Communications has not been consulted.

10.3 Equalities

- (a) There are no equalities implications in this report.

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

- (b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

- (c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

10.4 Repopulation

The delivery of the projects identified in this report will assist in making Inverclyde a more attractive place to live and hence contribute to the Council's repopulation agenda.

11.0 LIST OF BACKGROUND PAPERS

11.1 None.

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8	9
	Est Total Cost	Actual to 31/3/19	Approved Budget 2019/20	Revised Est 2019/20	Actual to 31/10/2019	Est 2020/21	Est 2021/22	Est 2022/23	Future Years
	£000	£000	£000	£000	£000	£000	£000		
Environmental Services - Roads									
Core Programme									
Cycling, Walking & Safer Streets	129	0	129	129	25	0	0	0	
SPT	1,155	0	1,137	1,155	699	0	0	0	
Flooding Strategy - Greenock Central	2,216	2,108	108	108	37	0	0	0	
Flooding Strategy - Future Schemes	1,426	25	501	300		1,101	0	0	
Kirn Drive Passing Places	200	8	17	0		192	0	0	
Drumshantie Road Carpark	80	0	0	80		0	0	0	
Auchneagh Farm Lane	10	0	0	10		0	0	0	
Complete on Site	9	0	9	9		0	0	0	
Roads - Core Total	5,225	2,141	1,901	1,791	761	1,293	0	0	0
Roads Asset Management Plan									
Carriageways	29,572	18,921	1,386	1,759	1,176	2,892	3,000	3,000	
Footways	3,847	3,610	237	237	58	0	0	0	
Structures	2,032	1,125	407	607	266	300	0	0	
Lighting	5,356	4,686	670	670	88	0	0	0	
Other Assets	351	166	125	125	47	60	0	0	
Staff Costs	2,701	2,376	225	225	357	100	0	0	
Roads Asset Management Plan Total	43,859	30,884	3,050	3,623	1,992	3,352	3,000	3,000	0
Environmental Services - Roads Total	49,084	33,025	4,951	5,414	2,753	4,645	3,000	3,000	0
Environmental Services - Non Roads									
Scheme of Assistance	3,559	0	653	780	411	1,313	733	733	
Clune Park Regeneration	1,000	531	0	100	74	369	0	0	
Public Space CCTV	201	168	33	33	8	0	0	0	
Cemetery Development	1,530	40	90	90	4	1,400	0	0	
Cremator Replacement	1,650	3	1,647	250	10	1,397	0	0	
Zero Waste Fund	609	386	43	43	19	60	60	60	
Vehicles Replacement Programme	17,901	13,352	1,345	1,450	258	2,162	570	367	
Sir Michael Street Play Area - Phase 2	261	169	92	69	61	23	0	0	
Play Area Strategy	250	0	150	150		100	0	0	
Various Other Play Areas	373	371	2	2		0	0	0	
Play Areas complete on Site	8	0	8	8		0	0	0	
Park, Cemeteries & Open Spaces AMP	1,250	380	120	200	33	270	200	200	
Environmental Services - Non Roads total	28,592	15,400	4,183	3,175	878	7,094	1,563	1,360	0
ENVIRONMENT AND PLANNING TOTAL	77,676	48,425	9,134	8,589	3,631	11,739	4,563	4,360	0

Project Name	1	2	3	4	5	6	7	8	9
	Est Total Cost	Actual to 31/3/19	Approved Budget 2019/20	Revised Est 2019/20	Actual to 31/10/2019	Est 2020/21	Est 2021/22	Est 2022/23	Future Years
	£000	£000	£000	£000	£000	£000	£000		
Regeneration and Planning									
<u>Core Regeneration:</u>									
Port Glasgow Town Centre Regeneration	1,960	1,328	32	32	11	600	0	0	0
Central Gourock	150	130	20	20		0	0	0	0
Enterprise Hub	300	282	18	18	18	0	0	0	0
T&VC - West Blackhall Street	1,612	70	0	112	31	1,430	0	0	0
T&VC - Lyle Fountain	130	0	130	60		70	0	0	0
T&VC - Jamaica Street Car Park	250	0	250	200		50	0	0	0
T&VC - Other	1,280	206	303	303	31	421	350	0	0
Core Regeneration Total	5,682	2,016	753	745	91	2,571	350	0	0
Regeneration Services Total									
	5,682	2,016	753	745	91	2,571	350	0	0
Property Assets									
<u>Core Property Assets</u>									
General Provision	5,047	0	0	0	0	1,047	2,000	2,000	0
Feasibility Studies	250	150	0	6	6	94	0	0	0
Greenock Municipal Buildings - Window Replacement	250	179	21	21	3	50	0	0	0
Greenock Municipal Buildings - Basement Storage	75	70	0	0	0	5	0	0	0
Greenock Municipal Buildings Carriageway Glazed Roof	350	53	287	200	0	97	0	0	0
Greenock Municipal Buildings - Flue replacement	80	0	0	40	0	40	0	0	0
Greenock Municipal Buildings - Finance Wing First Floor Refurbishment	350	15	225	300	17	35	0	0	0
Greenock Municipal Buildings - Clyde Square Re-roofing	1,020	0	815	55	0	965	0	0	0
District Court Room Restoration	562	493	0	69	69	0	0	0	0
Greenock Cemetery - Ivy House Replacement	300	97	130	10	0	193	0	0	0
King George VI Refurbishment	1,000	150	293	400	121	450	0	0	0
Waterfront Leisure Centre Lifecycle Works	978	451	249	512	232	15	0	0	0
Boglestone Community Centre Roof	300	20	155	55	0	225	0	0	0
Boglestone Community Centre - Mechanical & Electrical Services Upgrade	40	0	0	37	37	3	0	0	0
Inverclyde Centre for Independent Living - Re-roofing	200	10	0	170	8	20	0	0	0
Caladh House Residential Care Home - Building Services Remedial Works	190	0	150	150	0	40	0	0	0
Purchase of King St Car Park/Ground Floor Hector McNeil House	325	0	0	0		325	0	0	0
<u>Minor Works</u>									
Farms	14	0	14	0	0	14	0	0	0
Minor Demolitions	32	0	26	10	8	22	0	0	0
Inverclyde Leisure Properties	200	0	19	134	134	66	0	0	0
General Works	100	0	49	52	52	48	0	0	0
Design & Pre-Contract	50	0	33	44	9	6	0	0	0
Reservoirs	50	0	29	39	4	11	0	0	0
<u>Statutory Duty Works</u>									
Electrical	31	0	16	16	15	15	0	0	0
Lightning Protection	11	0	13	11	0	0	0	0	0
Lifts	20	0	10	20	18	0	0	0	0
Water	40	0	5	27	27	13	0	0	0
Gas	20	0	0	15	14	5	0	0	0
Asbestos	45	0	13	33	33	12	0	0	0
Fire Risk	61	0	10	30	27	31	0	0	0
DDA/Equality	76	0	0	6	4	70	0	0	0
Capital Works on Former Tied Houses	600	209	0	2	2	39	60	60	230
Complete on Site Allocation	144	0	0	56	56	88	0	0	0
Core Property Assets Total	12,811	1,897	2,562	2,520	896	4,044	2,060	2,060	230
<u>Asset Management Plan:</u>									
<u>Offices</u>									
AMP Offices Complete on site	11	0	0	0	0	11	0	0	0
<u>Depots</u>									
Pottery Street Offices & Depot Refurbishment	934	393	341	437	437	104	0	0	0
Completion Works (Decommission Fuel Tanks / Weighbridge Portacabin / Road Repairs & Markings)	90	1	12	12	3	77	0	0	0
Depot Demolitions	150	0	0	30	0	120	0	0	0
AMP Depots Complete on Site	78	0	0	0	0	78	0	0	0
Kirn Drive Civic Amenity Site	360	85	201	45	0	230	0	0	0
Materials Recycling Facility	1,250	1,023	0	3	3	224	0	0	0
					0				
Asset Management Plan Total	2,873	1,502	554	527	443	844	0	0	0
Property Assets Total									
	15,684	3,399	3,116	3,047	1,339	4,888	2,060	2,060	230
Regeneration Total									
	21,366	5,415	3,869	3,792	1,430	7,459	2,410	2,060	230

COMMITTEE: ENVIRONMENT & REGENERATION

<u>Project Name</u>	1	2	3	4	5	6	7		8
	<u>Est Total Cost</u>	<u>Actual to 31/3/19</u>	<u>Approved Budget 2019/20</u>	<u>Revised Est 2019/20</u>	<u>Actual to 31/10/2019</u>	<u>Est 2020/21</u>	<u>Est 2021/22</u>	<u>Est 2022/23</u>	<u>Future Years</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
<u>City Deal</u>									
Greenock Ocean Terminal	9,693	495	5,378	5,378	1159	2,517	1,303	0	0
Inverkip	3,250	8	300	300	10	1,600	1,342	0	0
Inchgreen	9,427	1	0	150	20	0	0	0	9,276
<u>City Deal Total</u>	22,370	504	5,678	5,828	1,189	4,117	2,645	0	9,276

Report To:	Environment & Regeneration Committee	Date:	16 January 2020
Report By:	Scott Allan Corporate Director, Environment, Regeneration and Resources	Report No:	ENV001/20/SA/KL
Contact Officer:	Kenny Lang	Contact No:	01475 715906
Subject:	Environment, Regeneration and Resources Corporate Directorate Improvement Plan 2019/22 Progress Report		

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Committee on the delivery of the improvement actions in the Environment, Regeneration and Resources (ERR) Corporate Directorate Improvement Plan (CDIP) 2019/22. Details are provided in the Appendices.
- 1.2 The report focuses on improvement actions that sit within Environmental and Public Protection, Regeneration and Planning and the Roads Shared Services.

Appendix
1
Appendix
2

2.0 SUMMARY

- 2.1 The ERR CDIP 2019/22 was approved by the Environment and Regeneration Committee on 2 May 2019. The first progress report on the delivery of the year 1 actions was presented to the August Committee and this report is the final 2019/20 CDIP update. Full details of the progress that has been made are provided in Appendix 1. The latest performance information for the CDIP key performance indicators (KPIs) is provided in Appendix 2.
- 2.2 The status of the CDIP's improvement actions as at the end of July 2019 is shown below:

Status	blue - complete	red - significant slippage	amber - slight slippage	green - on track
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18

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
 - a. Notes the progress made in delivering the year one improvement actions contained within the Environment, Regeneration and Resources CDIP 2019/22.

**Scott Allan
Corporate Director
Environment, Regeneration and Resources**

4.0 BACKGROUND

- 4.1 Improving corporate and service performance is a key priority for Inverclyde Council. Information is regularly given to key stakeholders to allow them to evaluate and make informed judgements about performance and the achievement of key objectives.
- 4.2 CDIPs are a key component of the Council's Strategic Planning and Performance Management Framework. They are the principal vehicle for the delivery of the organisational priorities in the Corporate Plan 2018/22, as well as the wellbeing outcomes, which are: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (SHANARRI).
- 4.3 The three year Environment, Regeneration and Resources CDIP 2019/22 was approved by the Environment and Regeneration Committee on 2 May 2019.
- 4.4 Progress regarding delivery of the CDIP is reported to every second meeting of the relevant Service Committee. This report aims to provide Members with a summary of progress with the CDIP's implementation and to give the Committee and officers the opportunity to make appropriate judgements on where performance is improving, good or starting to decline.
- 4.5 This report focuses on improvement actions that sit within the Environment and Public Protection, Regeneration and Planning and Roads Shared Service. The CDIP improvement actions that sit within Finance and ICT and Legal and Property will be reported via the Corporate Services Performance Report, which is presented to the Policy and Resources Committee.
- 4.6 As shown in Appendix 1, improvement actions have been allocated a 'BRAG' status, i.e.:
blue - complete; red - significant slippage; amber - slight slippage; green - on track.
- 4.7 The CDIP also contains key performance indicators, comprising statutory performance indicators and local performance indicators. These indicators provide an important measure of how the Directorate's Services contribute to the Council's overall performance. Information on indicators is gathered either quarterly or annually and performance reported to Committee at the appropriate time; the most recent performance data is provided in Appendix 2.

5.0 YEAR ONE IMPROVEMENT PLAN - PROGRESS 2019/20

- 5.1 This is the second progress report on the ERR CDIP 2019/20. Appendix 1 provides further information on each of the improvement actions, together with a commentary from the appropriate Service.
- 5.2 The majority of actions are on track and many of these are high level and form part of the Council's delivery strategies. These are regularly reported separately to this Committee or the relevant delivery board and Members will be aware of the details and work planned or undertaken to deliver of those actions.

6.0 IMPLICATIONS

- 6.1 Financial implications - one-off costs:

Cost centre	Budget heading	Budget year	Proposed spend this report	Virement from	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

Financial implications - annually recurring costs/(savings):

Cost centre	Budget heading	With effect from	Annual net impact	Virement from	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

6.2 **Human Resources:** There are no direct human resources implications arising from this report.

6.3 **Legal:** There are no direct legal implications arising from this report.

6.4 **Equalities:** There are no direct equalities implications arising from this report.

Has an Equality Impact Assessment been carried out?

Yes See attached appendix.

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

6.5 **Repopulation:** Provision of Council Services which are subject to close scrutiny with the aim of delivering continuous improvement for current and potential citizens of Inverclyde support the Council's aim of retaining and enhancing the area's population.

7.0 CONSULTATION

7.1 Updates on progress with the CDIP's implementation have been provided by the lead officer of each improvement action.

8.0 BACKGROUND PAPERS

8.1 ERR CDIP 2019/22.


9.0 CONCLUSION

9.1 This is the second progress report on the year one improvement actions that sit within the Environmental and Public Protection, Regeneration and Planning and Roads Shared Services sections of the ERR CDIP 2019/22. It is presented for the Committee's consideration and approval.

Environment Regeneration and Resources Corporate Directorate Improvement Plan 2019/22 - Progress Report 2019/20

Corporate Improvement Actions




These improvement actions have implications for the whole Council or more than one Directorate

Corporate Improvement Actions 2019/20						
	Where do we want to be?	How will we get there?	Status December 2019		Commentary December 2019	Corporate Plan priority
1.	<u>Integration of Economic Regeneration Activities</u> Revised Operating Model fully implemented by July 2019	Internal project Board formed to oversee delivery.		Green	Project board now in place and overseeing delivery.	OP3



Cross-Directorate Improvement Actions 2019/20

These improvement actions are implemented by more than one Council Service

Cross-Directorate Improvement Actions 2019/20




	Where do we want to be?	How will we get there?	Status December 2019		Commentary December 2019	Corporate Plan priority
1.	<p><u>Management Restructure</u></p> <p>The Council has agreed a new management structure for the Directorate. The initial changes took effect from April 2018.</p>	<p>Successful implementation of the new management structure.</p>		Green	Report on new structure submitted to committee	OP9 OP10
2.	<p><u>Shared Services and shared strategic management of Roads & Transportation services</u></p> <p>A strategy for Roads & Transportation in Inverclyde / West Dunbartonshire which creates resilience and efficiency through collaboration. Completed Strategic Business Cases for wider front line services and subsequent implementation.</p>	<p>Development of strategic business case across service areas. Fully agreed with TUs and Members in each Council.</p> <p>31 March 2021</p>		Green	HoS in place, report on Business Case will be presented to E+R committee.	
3.	<p><u>City Deal</u></p> <p>Implementation of projects in respect of:</p> <ul style="list-style-type: none"> • Inverkip road infrastructure • Expansion of the quayside and delivery of a new visitor centre at Greenock Ocean Terminal • Inchgreen project 	<p>Delivery of business cases for all projects.</p>		Green	Regular updates to project board and updates to committee last reported to E+R committee in October 2019.	OP1, OP3, OP6

Cross-Directorate Improvement Actions 2019/20


	Where do we want to be?	How will we get there?	Status December 2019		Commentary December 2019	Corporate Plan priority
4.	<p><u>Clune Park Regeneration</u></p> <p>Continue progress towards demolition in the area.</p>	<p>Delivery of the key elements of the masterplan.</p>		Green	<p>Good progress is being made in all areas of the regeneration strategy. The regular update report is submitted separately to Committee. Last report presented to E+R committee in October 2019</p>	OP7, OP9
5.	<p><u>Contracts – Residual Waste</u></p> <p>To have an agreed Memorandum of Agreement in place.</p> <p>A waste management supplier has been identified.</p>	<p>Regular meetings between 3 authorities to achieve agreement</p> <p>Agreed route to market</p> <p>31 March 2020</p>		Green	<p>The current contract has been extended for 12 months. A report identifying options will be presented to E+R committee</p>	OP9




Service Improvement Actions 2019/20





These improvement actions are implemented by individual Council Services


Environment and Public Protection						
	Where do we want to be?	How will we get there?	Status December 2019		Commentary December 2019	Corporate Plan priority
1.	<p><u>HEEPS (Home Energy Efficiency Programmes for Scotland)</u></p> <p>Increase energy efficiency in homes across Inverclyde through the continued delivery of HEEPS.</p> <p>Achieve successful bids in future years.</p> <p>Have in place an agreed plan with RSLs.</p>	<p>Delivery of the key areas of the HEEPS plan</p> <p>Collaborative working</p> <p>Full spend of allocated funding</p> <p>Year 1 - 31 March 2020</p>		Green	The HEEPS programme is currently being delivered on track with our partners.	OP4, OP6, OP9
2.	<p><u>Depot Rationalisation</u></p> <p>The workforce is in place at Pottery Street depot.</p> <p>Greater efficiency has been achieved.</p> <p>Better integration of the service workforce.</p>	<p>Implementation of project plan.</p> <p>Keep employees apprised of developments.</p> <p>Regular project team meetings.</p> <p>31 March 2020</p>		Green	Staff have transferred to Pottery Street. Options for Craigmuschat quarry were presented to Committee in October 2019.	OP9, OP10
3.	<p><u>Strategic Housing Investment Plan (SHIP)</u></p> <p>RSLs are supported to increase new housing provision in the area.</p>	<p>Regular programme meetings with RSLs and Scottish Government</p> <p>31 March 2021</p>		Green	On track a number of projects are now on site.	OP4, OP6, OP7

Environment and Public Protection

	Where do we want to be?	How will we get there?	Status December 2019		Commentary December 2019	Corporate Plan priority
4.	<u>Environmental Capital Projects</u> Environmental capital projects have been delivered on time and on budget.	Effective project management. Project management meetings to review progress. Ongoing over years 1 and 2.		Green	Progress is being made with all Environmental capital projects. Regular updates are presented to every Committee meeting.	OP9

Shared Services - Roads						
	Where do we want to be?	How will we get there?	Status December 2019		Commentary December 2019	Corporate Plan priority
1.	<p><u>Sustainable Travel</u></p> <p>There is increased access to active and sustainable travel.</p> <p>Identify external funding opportunities e.g. Sustrans</p>	<p>Implementation of the actions in the Active Travel Strategy.</p> <p>31 March 2020</p>		Green	<p>Senior Project Officer, Active Travel Strategy, Sustrans - now working in partnership with Inverclyde Council.</p> <p>Officer indentifying funding opportunities and delivering agreed projects.</p>	OP6, OP7
2.	<p><u>Roads Network / Transport Infrastructure</u></p> <p>Improvement in the road network safety and condition in line with RAMP.</p> <p>Support economic growth by rolling forward the Local Transport Strategy across Inverclyde and West Dunbartonshire Councils.</p> <p>Access to relevant funding to support strategy.</p>	<p>Delivery of key projects against plans.</p> <p>Structured collaboration with West Dunbartonshire Council combined with appropriate project management.</p> <p>31 March 2021</p>		Green	<p>Ongoing programme delivery.</p> <p>Continue regular update and planning meetings with West Dunbartonshire Council project teams.</p> <p>Linked activity to action for Shared Services and shared strategic management of Roads & Transportation services</p>	OP3, OP7, OP9
3.	<p><u>Roads</u></p> <p>Delivery of programme within existing budget and timescale</p>	<p>Regular team meetings and updates</p> <p>Regular budget monitoring against projects.</p>		Green	<p>Ongoing programme delivery meetings.</p> <p>Continue to monitor annual project plan.</p>	OP7, OP9

Regeneration and Planning						
	Where do we want to be?	How will we get there?	Status December 2019		Commentary December 2019	Corporate Plan priority
1.	<u>SME Activity</u> Maintain or grow the existing company base. Increase level of local government participation for local businesses.	Support local businesses through contract and direct intervention		Green	Having achieved last year's target for start-ups in Inverclyde, a new stretch target has been set which is on track.	OP3
2.	<u>Local Development Plan 2</u> Local Development Plan is adopted.	Establish project milestones. Participation in formal process. August 2019		Green	Following receipt of the examination report in April 2019, the LDP was adopted in August 2019.	OP1,OP7, OP8
3.	<u>Planning (S) Bill</u> Settled position with implementation.	Staff resource required regarding community awareness.		Green	The Planning (Scotland) Act 2019 was passed in June 2019. The different provisions of the Act will be implemented in the main by 2021, including through the publication of secondary legislation and guidance by the Scottish Government.	OP7
4.	<u>Digital Planning</u> Government policy is fully	Establish project milestones.		Green	All actions to meet the policy are on track	OP7

Regeneration and Planning						
	Where do we want to be?	How will we get there?	Status December 2019		Commentary December 2019	Corporate Plan priority
	implemented.					
5.	<u>Town Centres</u> Town centres are sustainable	Resource allocation		Green	The 3 town centre forums have a range of projects at different stages which are being progressed. Regular update reports are presented to committee .	OP3

Environment, Regeneration and Resources Corporate Directorate Improvement Plan 2019/22 - Progress Report 2019/20 Performance Indicators

The Council's key performance indicators help demonstrate performance against strategic objectives. These indicators include statutory performance indicators and local performance indicators. Full year performance figures for 2016/17, 2017/18 and 2018/19 are shown below along with data on the first financial quarter in 2019/20, where this information is available.

Key Performance Indicators						
Key performance measure	Performance 2016/17	Performance 2017/18	Performance 2018/19	Financial Quarter 1 2019/20	Target 2019/20	Commentary
Category 1 Potholes – Make safe/repair within 24 hours of identification	94.3%	100%	100%	100%	90%	
Category 2 Potholes – Make safe/repair within 7 days of identification	74.5%	98.6%	92.8%	100%	80%	
Street Lighting Failed Dark Lamp	89%	85.6%	90.6%	98.7%	92%	
Waste Recycling (households)	53%	57%	56%	54%	50%	
Number of Business/Property Assists	28	27	27	27*	25	
Percentage of all planning applications decided in under 2 months	90%	88%	80.58%	82.8%	90%	
Percentage of householder planning applications decided in under 2 months	95%	96%	89.9%	94.6%	95%	

Key Performance Indicators						
Key performance measure	Performance 2016/17	Performance 2017/18	Performance 2018/19	Financial Quarter 1 2019/20	Target 2019/20	Commentary
Percentage of building warrants assessed within 20 working days of registration	100%	97%	96%	96.5%	95%	

Report To:	Environment and Regeneration Committee	Date:	16 January 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	E&R/20/01/01/SJ/AW
Contact Officer:	Alan Williamson	Contact No:	01475 712491
Subject:	Inverclyde Local Development Plan Supplementary Guidance: Planning Application Advice Notes		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval for publication of draft Supplementary Guidance on Planning Application Advice Notes for consultation.

2.0 SUMMARY

- 2.1 The Inverclyde Local Development Plan was prepared under the provisions of the Planning (Scotland) Act 2006. Under this Act, Supplementary Guidance formed part of the development plan. The Council's Planning Application Advice Notes have long been part of the guidance for applicants for planning permission in Inverclyde and continue to be referred to as Supplementary Guidance in the adopted Local Development Plan. To be part of the development plan, Supplementary Guidance has to be published for consultation and subsequently submitted to the Scottish Ministers for approval to adopt.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee approves the draft Supplementary Guidance on Planning Application Advice Notes for consultation.

Stuart W. Jamieson
Head of Regeneration and Planning

4.0 BACKGROUND

4.1 Under the previous development plan system, Supplementary Guidance formed part of the development plan. This status has been removed by the Planning (Scotland) Act 2019. However, as the adopted Inverclyde Local Development Plan was prepared prior to this Act coming into force associated Supplementary Guidance will remain part of the Inverclyde Local Development Plan until the next Plan is adopted. To be part of the development plan, Supplementary Guidance has to be consulted on and subsequently submitted to the Scottish Ministers for approval to adopt.

5.0 PLANNING APPLICATION ADVICE NOTES

5.1 The Council's series of Planning Application Advice Notes (PAAN) have long been part of the guidance available to applicants for planning permission, and in 2014 formally became part of the development plan when they were adopted as Supplementary Guidance to the Local Development Plan. The PAAN Supplementary Guidance is designed to assist applicants to submit proposals without having to amend them later in the assessment process, and cover the following topic areas:

1. Backland and Tandem Residential Development
2. Single Plot Residential Development
3. Private and Public Open Space in New Residential Development
4. House Extensions
5. Balconies and Decking
6. Dormer Windows
7. Window Replacement in Conservation Areas and in Listed Buildings
8. Siting and Design of Houses in the Green Belt and Countryside
9. Siting and Design of New Farm Buildings
10. Signage and Advertisements
11. Shopfront Design

5.2 A draft version of the Supplementary Guidance on Planning Application Advice Notes was published alongside the Proposed Local Development Plan in 2018. However, internal amendments to update the document means that it is appropriate to publish again for consultation. This will run for a period of 6 weeks after which Committee approval will be sought to adopt the Supplementary Guidance and it will then be submitted to the Scottish Ministers for approval to adopt.

6.0 IMPLICATIONS

6.1 There are no financial implications associated with this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Legal

6.2 There are no legal implications arising from this report.

Human resources

6.3 There are no personnel issues associated with this report.

Equalities

6.4 There are no equalities impacts arising from this report.

Repopulation

6.5 There are no direct repopulation implications arising from this report.

7.0 CONSULTATIONS

7.1 The Head of Legal and Property Services was consulted on the content of this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 None

Appendix 1: Supplementary Guidance on Planning Application Advice Notes



Inverclyde
council
**LOCAL
DEVELOPMENT
PLAN**

**ADOPTED PLAN
2019**

**DRAFT SUPPLEMENTARY GUIDANCE ON
PLANNING APPLICATION ADVICE
NOTES (PAANs)**

CONTENTS

- 1.0** Purpose and Background
- 2.0** Relationship to Local Development Plan
- 3.0** The PAANs
 - 1** Backland and Tandem Residential Development
 - 2** Single Plot Residential Development
 - 3** Private and Public Open Space Provision in New Residential Development
 - 4** House Extensions
 - 5** Outdoor Seating Areas
 - 6** Dormer Windows
 - 7** Windows and Rooflights in Conservation Areas and Listed Buildings
 - 8** Siting and Design of New Houses in the Green Belt and the Countryside
 - 9** Siting and Design of New Farm Buildings
 - 10** Signage and Advertisements
 - 11** Shopfront Design



PLANNING APPLICATION ADVICE NOTES

1.0 Purpose and Background

1.1 The purpose of this Supplementary Guidance (SG) is to supplement certain policies and proposals in the LDP. The policies that are most affected and require this additional advice are outlined in Section 2.0 and relate mainly to residential development proposals.

1.2 The SG is a material consideration for the Council in the assessment of all relevant planning applications under the policies listed in Section 2.0. It should be read in conjunction with other relevant policies of the adopted LDP.

1.3 The Council receives between 450 and 500 planning applications each year, including those for listed building and advertisement consent.

1.4 Considerable delays can result when applicants present their development proposals without having consulted the Planning Service first. Pre-application discussions are strongly encouraged in order to make applicants aware of the advice that is available to them, which should help to speed up the planning process.

1.5 Eleven PAANs have been prepared for this purpose, providing detailed advice on the most common planning applications, which if followed should assist applicants wishing to undertake development and works of this kind and submit proposals that are more likely to be acceptable and approved.

1.6 The PAANs are designed to assist applicants to submit their proposals without having to amend them later on in the assessment process. Without

having first discussed the advice available with officers, proposals are likely to require amendment leading to applicants facing additional expense preparing revised plans and re-notifying neighbours.

1.7 The PAANs should not only assist applicants receive planning permission, but also within a reasonable timeframe.

1.8 It is acknowledged that there may be additional requirements or new issues that may arise requiring review and amendments to the existing PAANs or the preparation of new ones. If considered necessary, this will be done and any changes or new PAANs would have the same status as those currently approved PAANs within this adopted SG.

2.0 The PAANs

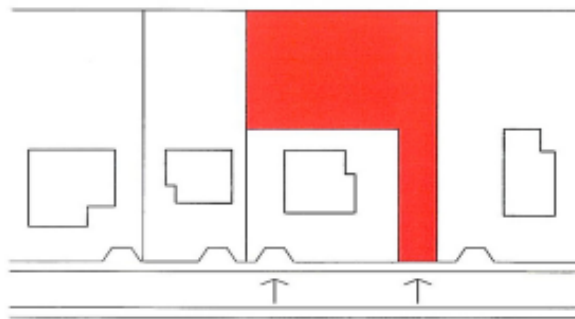
Planning Application Advice Note No. 1

BACKLAND and TANDEM RESIDENTIAL DEVELOPMENT

Backland sites are areas of ground which do not have a direct street frontage. They are linked to the road via an access between buildings which themselves have direct road frontages. Pressure for backland development comes in many forms; a new house within the rear garden of an existing house and the development of hidden sites accessed via a narrow lane between buildings are typical examples.

Tandem development is where a house is sited beside an existing house and it shares a common drive.

This Advice Note provides a guide to the issues that are considered in determining planning applications for these types of development.



Backland Development

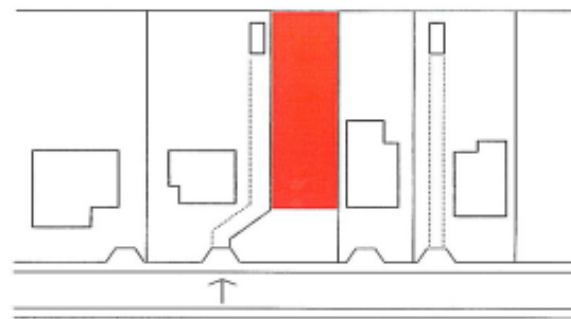
Applications for backland residential development will be considered with reference to the following:

- The impact of traffic generation and movement on the amenity of adjacent houses or flats.

The position of the site access and the location of any parking areas with particular reference to the proximity of existing residential buildings, the position of habitable rooms and windows within adjacent buildings, and the impact on areas of existing private garden ground will be assessed. Proposals will only be supported where the resultant impact is considered to be comparable to or better than established levels of amenity evident in the immediate locality.

- The impact on traffic safety.

Vehicles and pedestrians must be able to enter and leave the site safely without danger to others. In this respect appropriate visibility sightlines must be provided at the entrance to the site. The access link may require to provide for vehicles passing dependent upon the length of the access and the number of houses being developed.



Tandem Development

- The shape of the site and its ability to be developed without unacceptable impact on adjacent houses or flats.

Considerations will include an assessment of the proximity between existing and proposed residential buildings, the relationship between windows within adjacent buildings (see window intervisibility guidance), the impact on daylight in adjacent houses or flats and the impact of shadow and disturbance on areas of existing private garden ground. Proposals will only be supported where the resultant impact is considered to be comparable to or better than established levels of amenity evident in the immediate locality.

- Compatibility with established development.

The proposed development must be able to provide buildings and gardens comparable with and complementary to those in the immediate locality.

Applications for tandem residential development will be considered with reference to the following:

- The impact of traffic generation and movement on the amenity of adjacent houses or flats.

The position of the common drive and the location of any parking areas with particular reference to the proximity of existing residential buildings, the position of habitable rooms and windows within adjacent buildings, and the impact on areas of existing private garden ground will be assessed. Proposals will only be supported where the resultant impact is considered to be comparable to or better than established levels of amenity evident in the immediate locality.

- The impact on traffic safety.

Vehicles and pedestrians must be able to use the common drive safely. In this respect the common drive may require to provide for vehicles passing dependent upon the length of the access.

- The shape of the site and its ability to be developed without unacceptable impact on adjacent houses or plots.

The proposed development must be able to be developed without unacceptable impact on adjacent houses or flats. Considerations will include an assessment of the proximity between existing and proposed residential buildings, the relationship between windows within adjacent buildings (see window intervisibility guidance), the impact on daylight in adjacent houses or flats and the impact of shadow and disturbance on areas of existing private garden ground. Proposals will only be supported where the resultant impact is considered to be comparable to or better than established levels of amenity evident in the immediate locality.

- Compatibility with established development.

The proposed development must be able to provide buildings and gardens comparable with and complementary to those in the immediate locality.

Applications in conservation areas

The Greenock West End and Kilmacolm Conservation Areas are characterised by substantial villas set in large gardens. Understandably, there has been pressure for backland residential development in these areas. Historic Environment Scotland's Policy for Scotland explains the Government's position. The Scottish Government require the historic environment to be cared for, protected and enhanced. Development which does not respect the scale, design and detailing of existing buildings

will not generally be supported.

Applications in the grounds of listed buildings

New development within the grounds of listed buildings must have regard to the following:

- The listed building should be maintained as the visually prominent building.
- The principal elevations of the listed building should remain visible from all key viewpoints. New building should not breach any close formal relationship between the listed building and traditional outbuildings.
- Formal gardens should not be affected.
- Developments in front gardens which damage buildings to street relationships will not be supported.
- If a listed building is proposed to be upgraded as part of any development, work requires to be implemented to the listed building as the first stage or as part of an agreed phasing scheme.

Trees

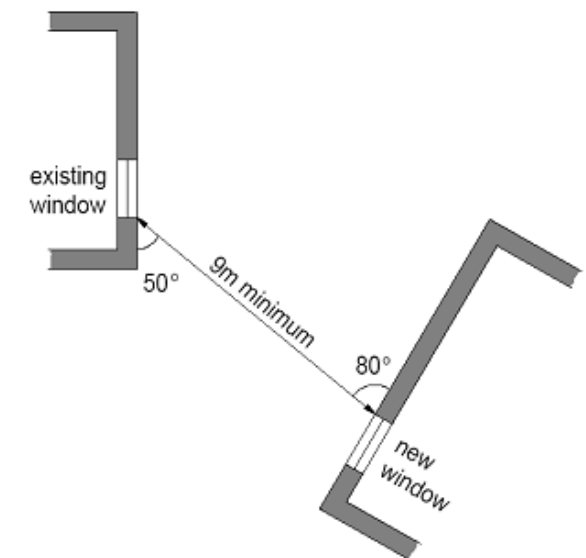
Some backland and tandem sites require tree felling to enable development. The Town and Country Planning (Tree Preservation Orders and Trees in Conservation Areas) (Scotland) Regulations 2010 deem that in all but exceptional circumstances, the consent of the Council is required to fell or lop any tree covered by a TPO (Tree Preservation Order) or within a Conservation Area. The promotion of TPOs is an ongoing process and, in assessing applications for development, the Council has a duty to consider the visual impact which would result if tree felling is required.

Window intervisibility

The table below details acceptable levels of window to window intervisibility. The distances are taken from the shortest point between the windows.

Minimum Window to Window Distances (metres)

Angle at window of any other house not more than:	Angle at window of house/extension etc. to be erected not more than:									
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20°	4	3	2	-	-	-	-	-	-	-
10°	3	2	-	-	-	-	-	-	-	-
0°	2	-	-	-	-	-	-	-	-	-



Planning Application Advice Note No. 2

SINGLE PLOT RESIDENTIAL DEVELOPMENT

There is a constant demand to erect single houses, often within the grounds of large private gardens and occasionally on small derelict or undeveloped areas of ground. These developments are often beneficial, providing additional housing in sustainable locations and removing derelict and untidy sites from the streetscene.

This Advice Note provides guidance on the issues that are considered in determining planning applications for this type of development.

Infill plots will be considered with reference to the following:

- The plot size should reflect those in the locality.
- The proportion of the built ground to garden ground should reflect that in the locality.
- The distance of the building to garden boundaries should reflect that in the locality.
- The established street front building line should be followed.
- The proposed building height, roof design, use of materials and colours should reflect those in the locality.

- Ground level window positions should comply with the window intervisibility guidance. Windows on side elevations should be avoided where they offer a direct view of neighbouring rear/private gardens, but bathroom windows fitted with obscure glazing will be acceptable. As an alternative, boundary screening of appropriate height may be considered where the design and impact on neighbouring residential amenity is deemed acceptable.

- Windows of habitable rooms above ground level should comply with the window intervisibility guidance. Windows on side elevations will only be permitted if the distance to the nearest boundary exceeds 9.0 metres, or if there is no direct view of neighbouring rear/private gardens or if it is a bathroom window fitted with obscure glazing.

- The level of on site car parking should accord with the National Roads Development Guide, should be comparable with the established pattern in the street and be capable of being implemented without detriment to road safety.

Applications in Conservation Areas

The Greenock West End and Kilmacolm Conservation Areas are characterised by substantial villas set in large gardens. Understandably, there has been pressure for infill residential development in these areas. Historic Environment Scotland's Policy for Scotland explains the Government's position. The Scottish Government requires the historic environment to be cared for, protected and enhanced. Development which does not respect the scale, design and detailing of existing buildings will not generally be supported.

Applications in the grounds of listed buildings

New development within the grounds of listed buildings must have regard to the following:

- The listed building should be maintained as the visually prominent building.
- The principal elevations of the listed building should remain visible from all key viewpoints. New building should not breach any close formal relationship between the listed building and traditional outbuildings.
- Formal gardens should not be affected.
- Developments in front gardens which damage buildings to street relationships will not be supported.
- If a listed building is proposed to be upgraded as part of any development, work requires to be implemented to the listed building as the first stage or as part of an agreed phasing scheme.

Trees

Some infill sites require tree felling to enable development. The Town and Country Planning (Tree Preservation Orders and Trees in Conservation Areas) (Scotland) Regulations 2010 deem that in all but exceptional circumstances, the consent of the Council is required to fell or lop any tree covered by a TPO (Tree Preservation Order) or within a Conservation Area. The promotion of TPOs is an ongoing process and, in assessing applications for development, the

Council has a duty to consider the visual impact which would result if tree felling is required.

Window intervisibility

The table to the right details acceptable levels of window to window intervisibility. The distances are taken from the shortest point between the windows.

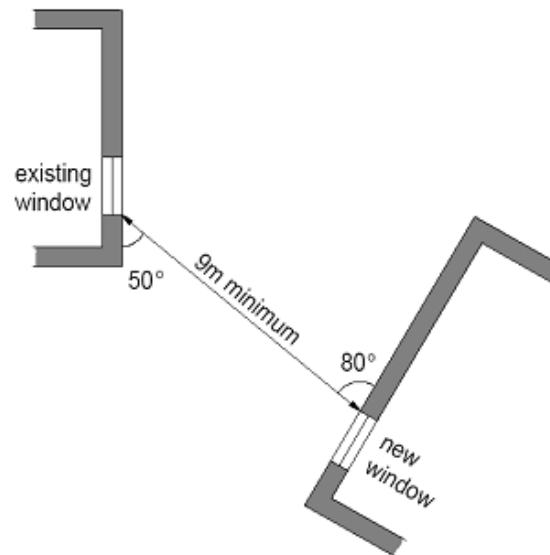


Brisbane Street, Greenock

Minimum Window to Window Distances (metres)

Angle at window of house/extension etc. to be erected not more than:

Angle at window of any other house not more than:	Angle at window of house/extension etc. to be erected not more than:									
	90°	80°	70°	60°	50°	40°	30°	20°	10°	0°
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50°	13	9	6	4	3	2	-	-	-	-
40°	9	6	4	3	2	-	-	-	-	-
30°	6	4	3	2	-	-	-	-	-	-
20°	4	3	2	-	-	-	-	-	-	-
10°	3	2	-	-	-	-	-	-	-	-
0°	2	-	-	-	-	-	-	-	-	-



Planning Application Advice Note No. 3

PRIVATE and PUBLIC OPEN SPACE PROVISION in NEW RESIDENTIAL DEVELOPMENT

Open space provides two important functions; it contributes to “Placemaking”, providing space around and setting for buildings helping to establish the impression of an area, and it can be used to provide areas for outdoor leisure.

This Advice Note provides guidance on the required levels of public open space and private garden ground that should be included in new residential developments.

Types of development

No two sites are the same and residential development can range from the single house to sites in excess of 100 units. The standards required vary depending upon the scale of the development. The following definitions apply:

SMALL SCALE INFILL, INCLUDING SINGLE PLOTS

- 10 houses or fewer in a vacant / redevelopment site within a built up area.

LARGE SCALE INFILL

- more than 10 houses in a vacant / redevelopment site within a built up area.

GREENFIELD / EDGE OF TOWN

- the development of a site on the edge of or outside a town or village.

FLATTED INFILL

- the development of flats, irrespective of number of units, on a vacant / redevelopment site within a built up area.

FLATTED DEVELOPMENT WITHIN A LARGE SCALE INFILL OR GREENFIELD / EDGE OF TOWN SITE

- the development of flats, irrespective of number of units, as part of a larger infill development within a town or village, or on a greenfield / edge of town or village site.

Private Garden Ground

SMALL SCALE INFILL DEVELOPMENTS, INCLUDING SINGLE PLOTS

- new development should accord with the established density and pattern of development in the immediate vicinity with reference to front and rear garden sizes and distances to plot boundaries. In all instances the minimum window to window distances below should be achieved.

FLATTED INFILL DEVELOPMENTS

- flats should reflect the existing scale of buildings and townscape in the immediate environs. Open space need only be provided where surplus land is available following the provision of any off-street parking required.

LARGE SCALE (INFILL) OR GREENFIELD / EDGE OF SETTLEMENT SITE

- the following minimum sizes shall apply:
 - Rear / private garden depth - 9 metres, although where the rear garden does not back onto residential property or where dwellings in

neighbouring properties are significantly distant, this may be reduced if an area of screened side garden of size equivalent to a rear garden with a 9 metre depth can be provided.

- Front / public garden depth - 6 metres to the main wall.
- Distance from house to side boundary - 2 metres.
- Distance from house to side boundary when the house has an attached garage - 3 metres.

FLATTED WITHIN A LARGE SCALE INFILL OR GREENFIELD / EDGE OF SETTLEMENT SITE

- 10 square metres per bedspace based upon an occupancy rate of two persons per double bedroom and one person per single bedroom.

Public Open Space

In developments other than small scale infill and flatted infill sites, public open space is required to be provided to achieve both an appropriate landscape setting for the development and play space.

In such circumstances the following criteria will apply:

- Public open space should be provided at the indicative ratio of 1.64 ha per 1000 population. Population estimates are based upon occupancy rates of two persons per double bedroom and one person per single bedroom.
- It will be the responsibility of the developer to equip the play areas. Children's play areas and kickabout areas should comprise 0.32 ha per 1000 population.

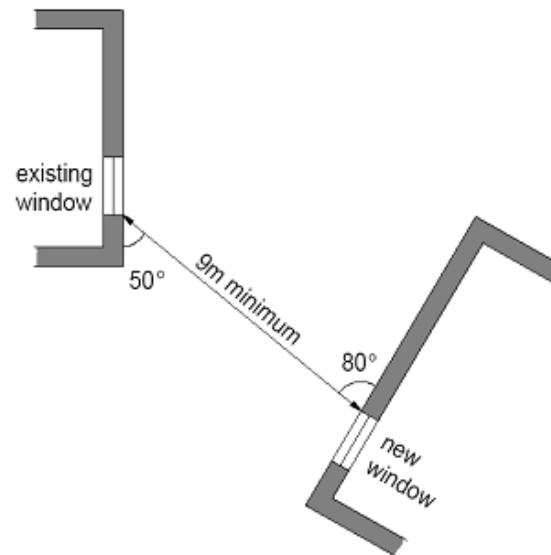
Location of Play Areas

- Play areas should be located to ensure that they are overlooked, but at the same time must be positioned at least 10 metres distant from the boundary of the nearest residence.
- Where developments are located in close proximity to established parks or play areas, the Council may, in appropriate cases, consider as an alternative to on-site provision of play equipment the supplementing, at the expense of the developer, of existing play equipment in the nearby park or play area. This, however, will not absolve the developer of the requirement to provide amenity landscaped areas to enhance the setting of the development. Toddler play provision may not be required when the developer provides flat rear/private garden depths in excess of 9 metres.



Minimum Window to Window Distances (metres)

		Angle at window of house/extension etc. to be erected not more than:									
		90°	80°	70°	60°	50°	40°	30°	20°	10°	0°
Angle at window of any other house not more than:	90°	18	18	18	18	13	9	6	4	3	2
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	50°	13	9	6	4	3	2	-	-	-	-
	40°	9	6	4	3	2	-	-	-	-	-
	30°	6	4	3	2	-	-	-	-	-	-
	20°	4	3	2	-	-	-	-	-	-	-
	10°	3	2	-	-	-	-	-	-	-	-
	0°	2	-	-	-	-	-	-	-	-	-



PLANNING APPLICATION ADVICE NOTES

Planning Application Advice Note No. 4

HOUSE EXTENSIONS

Not all house extensions require planning permission. For works that do require planning permission, this advice note offers guidance on how a house can be extended by achieving a reasonable balance between the interests of those wishing to extend and the interests of their neighbours.

Rear extensions

- Single storey extensions should be designed so as not to cross a 45 degree line from the mid point of the nearest ground floor window of the adjoining house, or extend to a maximum of 4.5 metres from the rear wall of the original house.
- Two storey extensions will be considered on individual merit. They should not extend beyond 3.5 metres from the rear wall of the original house or result in unacceptable loss of light to a room in a neighbouring house. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.
- Where the other half of a semi-detached house has already been extended and that extension exceeds 3.5 metres (two storeys) or 4.5 metres (single storey) from the rear wall of the original house, then the house may be similarly extended to equal size.
- An extension should not result in more than 50% of the rear garden area being developed. In all cases an extension should not encroach within 5.5 metres of the rear garden boundary.

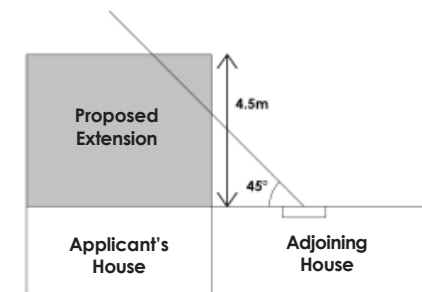
- Ground level window positions should comply with the window intervisibility guidance. Windows on side elevations should be avoided where they offer a direct view of neighbouring rear/private gardens, but bathroom windows fitted with obscure glazing will be acceptable. As an alternative, boundary screening of appropriate height may be considered where the design and impact on neighbouring residential amenity is deemed acceptable. Where screening is required, it must either not exceed 2.5 metres above ground level or itself result in an unacceptable loss of light to a room in a neighbouring house. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.

- Windows of habitable rooms above ground level should comply with the window intervisibility guidance. Windows on side elevations will only be permitted if the distance to the nearest boundary exceeds 9.0 metres, or if there is no direct view of neighbouring rear/private gardens or if it is a bathroom window fitted with obscure glazing.

- The extension should be finished in materials to compliment those of the existing house.

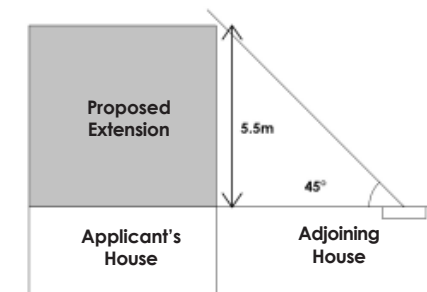
- The off street parking requirements of the Council's Roads Development Guide shall be met.

ACCEPTABLE



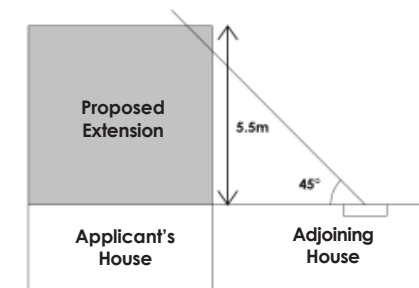
Extension encroaching 45 degree line

ACCEPTABLE



Extension more than 4.5 metres but not

NOT ACCEPTABLE



Extension encroaching 45 degree line

Side extensions

- Windows on side elevations should be avoided where they offer a direct view of neighbouring rear/private gardens, but bathroom windows fitted with obscure glazing will be acceptable. As an alternative, boundary screening of appropriate height may be considered where the design and impact on neighbouring residential amenity is deemed acceptable. Where screening is required, it must either not exceed 2.5 metres or itself result in an unacceptable loss of light to a room in a neighbouring house. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.
- Ground level window positions should comply with the window intervisibility guidance. Windows of habitable rooms above ground level should comply with the window intervisibility guidance. Windows on side elevations will only be permitted if the distance to the nearest boundary exceeds 9.0 metres, or if there is no direct view of neighbouring rear/private gardens or if it is a bathroom window fitted with obscure glazing.
- Windows which are visible from public areas shall match the scale, proportions and materials of those on the existing house.
- The roof over extensions should match the existing house roof. Extensions should be set back at least 1.0 metre from the site boundary.
- The off street parking requirements of the Council's Roads Development Guide shall be met.

Conservatories and sun rooms

- Conservatories and sun rooms should be designed so as not to cross a 45 degree line from the mid point of the nearest ground floor window of the adjoining house, or extend to a maximum of 4.5 metres from the rear wall of the existing house, whichever is the greater.
- Where the other half of a semi-detached house has already been extended and that extension exceeds 3.5 metres (two storeys) or 4.5 metres (single storey) from the rear wall of the original house then the conservatory or sun room may extend to equal size.
- A conservatory or sun room should not result in more than 50% of the rear garden area being developed. In all cases a conservatory or sun room should not encroach within 5.5 metres of the rear garden boundary.
- Ground level window positions should comply with the window intervisibility guidance. Windows on side elevations should be avoided where they offer a direct view of neighbouring rear/private gardens. As an alternative, boundary screening of appropriate height may be considered where the design and impact on neighbouring residential amenity is deemed acceptable. Where screening is required, it must not exceed 2.5 metres above ground level or it may itself result in an unacceptable loss of light to a room in a neighbouring house. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.

Front porches

- Where applicable, porches should be pitch roofed to match the existing roof.

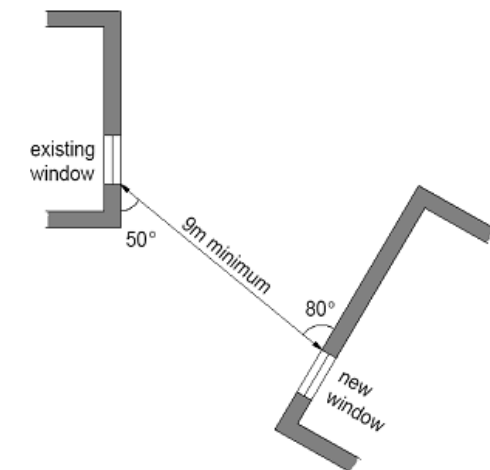
- Base courses should be finished in materials to match the existing house.

Window intervisibility

The table below details acceptable levels of window to window intervisibility. The distances are taken from the shortest point between the windows.

Minimum Window to Window Distances (metres)

Angle at window of any other house not more than:	Angle at window of house/extension etc. to be erected not more than:									
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40°	9	6	4	3	2	-	-	-	-	-
30°	6	4	3	2	-	-	-	-	-	-
20°	4	3	2	-	-	-	-	-	-	-
10°	3	2	-	-	-	-	-	-	-	-
0°	2	-	-	-	-	-	-	-	-	-



Planning Application Advice Note No. 5

OUTDOOR SEATING AREAS

The topography of Inverclyde provides many houses with spectacular views over the Firth of Clyde. Inland there are often opportunities to view open countryside. There is no objection in principle to balconies or decking being erected or extended, but they must take account of privacy and the impact it may have on neighbours' enjoyment of their gardens.

Outdoor seating areas are becoming increasingly popular, but must take account of privacy and the impact these may have on neighbours enjoyment of their gardens.

This Advice Note provides a guide to the issues that are considered in determining applications for planning permission.

Balconies & Roof Terraces

- These should be restricted in size to allow for limited seating and the enjoyment of wider views. Unless obscured from view from neighbouring housing. These should not be of a size that will afford residents the opportunity of undertaking a wide range of activities over extensive periods of day and evening to the extent that regular and/or continuous activity may impinge upon the enjoyment of neighbouring gardens.

- Where positioned within 9 metres of the garden boundary and where there is a view of the neighbouring private/rear garden area, the erection of screening shall generally be required. Screening may not be required in cases where

there is no increase in the intervisibility between and the overlooking of neighbours. Where screening is required and it is in excess of 2.5 metres high within 2 metres of a boundary or will itself result in an unacceptable loss of light to a room in a neighbouring house, then the proposed balcony or roof terrace will not be supported. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.

- The design and position shall be appropriate to the architectural design of the house.



Garden Decking & Raised Platforms

- The position should respect the rights of neighbours to enjoy their gardens without being the subject of intrusive overlooking. If raised more than 0.5 metres above the original ground levels, it should not be of a size that will afford residents the opportunity of undertaking a wide range of activities over extensive periods of day and evening to the extent that regular and/or continuous activity may impinge upon the enjoyment of neighbouring gardens.

- Where positioned within 9 metres of the garden boundary and where it will result in an increased view of the neighbouring private/rear

garden area, the erection of screening, either at the decking/platform edge or the garden boundary shall generally be required. Where screening is required and it is in excess of 2.5 metres high above ground level within 2 metres of a boundary or will itself result in an unacceptable loss of light to a room in a neighbouring house, then the proposed decking/platform will not be supported. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.

- The design and position of the decking/platform shall be appropriate to the architectural design of the house.



Planning Application Advice Note No. 6

DORMER WINDOWS

It is appreciated that many households require additional accommodation and that, in many cases, the most cost effective way is to use attic space. Dormer windows can help to maximise the floorspace.

This Advice Note provides a guide to the issues that are considered in determining applications for planning permission.



Nelson Street / Inverkip Street, Greenock

Design Principles

- Dormers should, preferably, be located at the rear of the house where they will be less conspicuous.

- A dormer should be subordinate to the existing roof in terms of its shape and size and should be set back from the wall head, be below the ridge line of the roof and be set back from the gable ends.
- Exposed fascia boarding on dormers should be used sparingly and should be painted to match the colour of the dormer faces rather than the window frames.
- Where practical the external cladding of the dormer should be similar to that of the original roof.
- Dormers on the hipped gable of a roof should be avoided.
- The window openings of the dormer should, where practical, follow the style, proportion and alignment of door and window openings in the existing house.
- On a building of traditional design, a pitched or sloping roof over each dormer should reflect the architectural style of the building.

Planning Application Advice Note No. 7

WINDOWS and ROOFLIGHTS in CONSERVATION AREAS and LISTED BUILDINGS

The appearance of a building and the impressions of a street and area can be impacted greatly by detailed features such as windows and rooflights. Where windows and rooflights are replaced in a piecemeal manner, resulting in a variety of different materials, profiles, colours and methods of opening, the visual quality of the building can be significantly reduced.

The Council seeks to ensure that the general quality of Inverclyde's built environment is improved to the benefit of all and is required to introduce policies and practice aimed at improving and enhancing the quality of

Conservation Areas and Listed Buildings.

This Advice Note provides a guide to the issues that are considered in determining applications for planning permission and listed building consent.

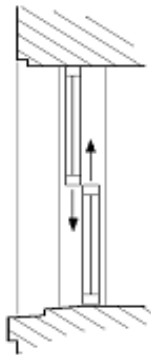
WINDOWS

Planning Permission is required for replacement windows in a Conservation Area unless the replacement is an exact replica with reference to materials, proportion, method of glazing (to change from single to double glazing is permitted) and method of opening. Listed Building Consent is required if it is proposed to replace windows in a building listed as being of Historical or Architectural Interest.

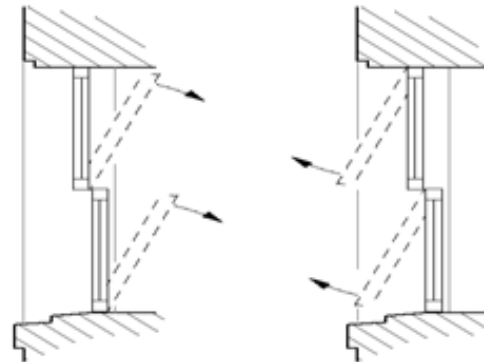
Proposals which accord with the following principles will be recommended for approval.

Listed Buildings (Category A and B)

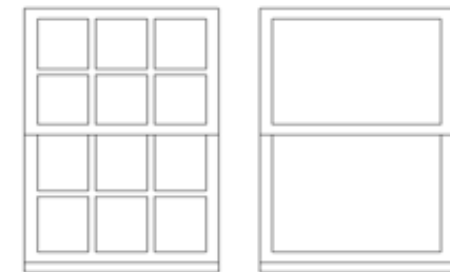
- Replacement windows should match the design of the original windows. For example, if the building was originally fitted with sash and case windows, traditional timber sash and case windows (top and bottom sashes should slide vertically to open) should be used in all elevations.
- Windows should be painted to accord with the original colour.
- Where appropriate, glazing bars should match the original in position and size.
- If sash and case windows are required, the bottom sash should be capable of opening inwards.



Sliding sash & casement window



Tilting sash & casement:
Acceptable for Category 'C' Listed Buildings
and in Conservation Areas



Glazing bars:
Important to match original

Listed Buildings (Category C)

- Replacement windows should match the design of the original windows, although variations to the method of opening will be considered. For example, if the building was originally fitted with sash and case windows, traditional timber sash and case windows (top and bottom sashes should slide vertically to open) or tilting sash windows manufactured in either timber, uPVC or aluminium with a plasticated wood grain effect finish are acceptable options.
- Window frame colour should match the original.
- Where appropriate, glazing bars should match the original in position and size.



Barrhill Road, Gourock

Conservation Areas

For unlisted buildings in Conservation Areas:

- Windows should match the design of the original windows, although variations to the method of opening will be considered.
- Traditional timber sliding sash and case window frames (painted in the original colour).
- uPVC sliding sash and case (window frame colour should match the original).
- Aluminium with a plasticated wood grain effect finish sash and case (window frame colour should match the original).
- Tilting sash windows in timber, uPVC or aluminium with a plasticated wood grain finish (window frame colour should match the original).
- Stepped windows with a combination of sliding, tilting or side opening in timber, uPVC or aluminium with a plasticated woodgrain finish (window frame colour should match the original).
- In all cases glazing bars should match the original in position and size. Bars inserted into double glazed window units are inappropriate.

ROOFLIGHTS

Traditionally, rooflights were used to light areas such as attics. Modern rooflights have now become a popular and effective way of providing daylight where roofspaces are utilised for

additional accommodation. Modern rooflights can, however, be intrusive, especially if they are oversized, sit considerably above the roof plane, are of square or horizontal proportions or result in a proliferation.

Proposals for new or replacement rooflight windows in Listed Buildings and Conservation Areas will be supported subject to the following criteria:

- In Category A and B listed buildings, original rooflights should only be replaced where absolutely necessary and where the design and proportions of the new rooflight follows that of the original installation. Additional rooflights should be restricted to secondary or less prominent roof slopes.
- Where new or replacement rooflights are proposed, conservation type rooflights should be installed. This is of particular importance on public elevations.
- Rooflights should have low profile framing, be designed with glazing bars where appropriate, be coloured to blend in with roof finish and be flush fitted.
- The position of the rooflights should ensure a balanced and symmetrical appearance to a building.
- Rooflights should be designed with a vertical format and should not be oversized. Several smaller rooflights is preferable to one large rooflight.

Planning Application Advice Note No. 8

SITING and DESIGN of HOUSES in the GREEN BELT and the COUNTRYSIDE

Inverclyde's countryside is a valuable resource. Much of it is within the Clyde Muirshiel Regional Park and, in general, development is sparse. It is important that the character of the countryside is retained and that where development occurs it merges into the landscape. Where policies permit the development of new houses, the following design principles apply.

Siting of New Housing

- Prominent positions on skylines, ridgelines and hill tops and, where in silhouette the buildings will break the landform, are inappropriate.
- Buildings should be set into the landform with excavation or infill minimised.
- Sites adjacent to or within groups of other buildings will be favoured.
- Tree belts and wooded areas can be used as a backdrop to a house to minimise the visual impact.

Design of Housing

EXTERNAL WALL FINISH

- Natural stone or wet dash render are traditional to the Inverclyde countryside and should be used.

BASECOURSES

- Where a traditional wet dash finish is used, it is expected that this will be applied down to ground level.
- Where a basecourse is used, this should be minimal and finished in a smooth cement render.

UNDERBUILDING

- Excessive underbuilding should be avoided.

WINDOWS AND DOORS

- All windows should have a vertical emphasis and be surrounded by a smooth cement margin.
- Doors should similarly be surrounded by a cement margin.

ROOF

- A minimum pitch of 35 degrees should be achieved.
- The roof should be finished in natural slate or a synthetic slate look-a-like tile which reflects the size, colour and edge detail of a natural slate.

EAVES / SKEWS

- Boxed eaves, with large fascia boards and barge boards should be avoided.

ROOFLIGHTS

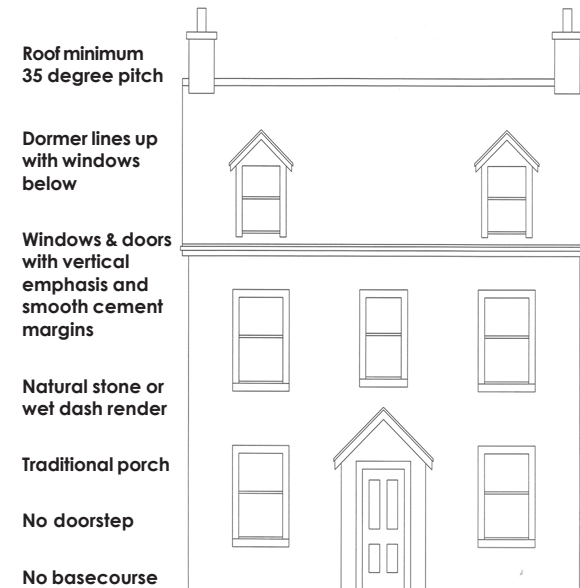
- When required, they should be located at the rear roof plane, have a vertical emphasis and be flush fitted with secret guttering.

DORMERS

- The design of dormer windows should accord with the design guidance contained in **Planning Application Advice Note No. 6** on dormer windows. They should be positioned on the roof to vertically line with windows and / or doors on the facade below and be symmetrical.

PORCHES

- If required, these should be designed as an integral part of the building.
- Wall finishes, windows, roofs and eaves / skews should reflect the remainder of the building.



Converting Buildings to Residential Use

The conversion or re-use of existing buildings in the countryside for residential use will be acceptable subject to the following :

- The building should be structurally sound, must be originally constructed of brick or stone with a slate roof or similar and be largely intact and capable of conversion without substantial demolition and rebuild.
- A structural survey of the property has to be submitted to accompany any planning application.
- The original scale, character, proportion and architectural integrity of the building shall remain intact and any extension shall require, at all times, to be subsidiary to the original building.



- Where a traditional building, the detail of design shall follow the criteria specified previously under the heading "Design of Housing".

Extending Existing Residential Buildings

Residential buildings are of a variety of shapes and sizes and it is important that alterations to such buildings ensure that their original character is maintained. In this respect, any extension to an existing residential building shall require the following:

- To be subsidiary in scale and position to the original dwellinghouse
- To follow the design details specified in the "Design of Housing" in the case of traditional buildings.

Planning Application Advice Note No. 9

SITING and DESIGN of NEW FARM and FORESTRY BUILDINGS

Inverclyde's countryside is a valuable resource. Much of it is within the Clyde Muirshiel Regional Park and, in general, development is sparse. It is important that the character of the countryside is retained and that where development occurs it merges into the landscape.

Siting of New Buildings

- Prominent positions on skylines, ridgelines and hill tops and, where in silhouette the buildings will break the landform, are inappropriate.
- Buildings should be set into the landform with excavation or infill minimised.
- Sites adjacent to or within groups of other buildings will be favoured.
- Tree belts and wooded areas can be used as a backdrop to a house to minimise the visual impact.

Design of New Buildings

ROOFS

- Where traditional roofing material is proposed a minimum 35 degree pitch should be achieved using a natural slate or a synthetic slate look-a-like tile which reflects the size, colour and edge detail of a natural slate. On large buildings requiring wide roof spans, high pitch roofs would

have a significant impact. Also many buildings, for economic reasons, will propose the use of modern materials. Under such circumstances roofs should seek to blend in with the landscape or be finished in a colour to match the farm buildings in the immediate vicinity. Where large buildings use modern materials a low pitch roof should be used. Flat roofs are not appropriate.



Lukeston Farm, Bridge of Weir

WALLS

- Natural stone or wet dash render are traditional to the Inverclyde countryside and are acceptable. Where steel framed buildings are proposed, they should seek to blend in with the landscape or be finished in a colour to match other farm buildings in the immediate vicinity.

Planning Application Advice Note No. 10

SIGNAGE & ADVERTISEMENTS

Signs and advertisements are an integral feature in towns and make an important contribution to the visual appearance of an area. This Advice Note offers guidance on acceptable levels of signage aimed at achieving the balance between traffic safety, visual amenity and the requirement to advertise the presence of a business.

Hoardings

As part of an overall display including, where appropriate, fencing, landscape displays and seating, hoardings can make a positive contribution where used to screen visually prominent industrial and commercial sites, construction sites and vacant / derelict land. Except where applications will lead to a proliferation of hoardings along a street or within an area, proposals which bring about environmental improvement by screening commercial sites and vacant / derelict land will be supported.

Application for hoardings can only be considered with reference to amenity and public safety. As such, applications for hoardings will not generally be supported in the following circumstances:

- rural locations.
- predominantly residential areas.
- on the gables and walls of roadside buildings.



East Hamilton Street, Greenock

Advance Directional Signs

Advance directional signs for commercial properties will not generally be supported other than in the exceptional circumstance of being necessary in the interests of road safety. Where appropriate, advance signage should be incorporated within the network of national road signage. Advance directional signage solely for the purpose of advertisement will not generally be permitted.

Forecourt Signage

Forecourt signage can lead to unnecessary visual clutter and should be kept to the minimum necessary to inform customers or clients.

Totem Signs

Totem signs can have a significant impact on amenity. Where possible, signage should be added to an existing nearby totem sign. A new totem sign will generally only be considered where it is located within the development site boundary.

Hotels, Bed & Breakfast, Restaurants and Public Houses

The level of signage permitted will have regard to the location and nature of the premises. In predominantly residential areas signs should be restricted to a single non-illuminated sign. In commercial areas signage will generally be limited to one sign per gable per establishment. Incidental menu boards and directional signs (e.g. Lounge Bar / Restaurant etc.) at appropriate entrances may be acceptable provided they do not lead to clutter. Totem signs are generally only acceptable as an alternative to signage on the building and/or where the building and its function is not clearly evident.

Car Sales

Due to the size of car sales premises sites can, on occasion, be the subject of excessive signage which can present an image of clutter. Building fascia signage and a single totem sign will be permissible. In addition, incidental advertisement on sale vehicles will also be acceptable. Illumination of signage, where considered to adversely affect nearby residential property or road safety, will not be permitted. The use of flags, flywheels and balloons will not generally be supported.

Free-standing Display Signs / Bus Shelter Signage

Support will generally be given to bus shelter signage when there are no road safety issues. Similarly free-standing display signs, when incorporated in the public facilities (e.g. public toilet / payphones) will generally be supported. All such proposals which fail to preserve or enhance the character or appearance of Conservation Areas, or which adversely affect the setting of a Listed Building will be opposed.

PLANNING APPLICATION ADVICE NOTES

Temporary Event Signs / Flyposting

These will be opposed. Where such signage relates to events within Council property consideration will be given to cancelling lets. In all other cases the Council will give due consideration to seeking prosecution.



Shop Signage

Signage should be limited to one fascia sign and one projecting sign per shop frontage subject to the following criteria :

- Signage should in all cases be limited to the upper fascia. Lettering and advertising shall not generally be permitted on any lower fascia or on pilasters.
- In listed buildings and in conservation areas, fascia advertising shall generally be limited to the name of the business with no extraneous logos permitted. Any non-timber fascia panels should

have a matt non-reflective finish. Illumination will generally only be permitted by way of individual internally illuminated letters or by appropriately designed downlighters.

- Projecting signs should be positioned at upper fascia level.
- In listed buildings and in conservation areas projecting signs should be top hung from a traditional wrought iron bracket. They should have a maximum dimension of 600mm. Internal illumination is not generally permitted. External illumination may be by trough light.

Planning Application Advice Note No. 11

SHOPFRONT DESIGN

Shopfronts are an important element in the streetscape. Their design can have a significant impact on the appearance of buildings and streets and on the image of a shopping area.

This Advice Note provides a guide to good design features that can enhance the image of the retailer.

Design and Proportion

The design and proportion of the shopfront is based on the framing of the window and door around the fascia board, stallrisers and pilasters. It is inappropriate to consider the shopfront in isolation, as it should reflect the other shopfronts both within the building (if in a tenement or parade of shops) and the street. Replacement shopfronts should comply with following design criteria:

- New shopfronts should either retain or reintroduce traditional high level windowheads and shallow fascias.

- Where alterations have resulted in lowered internal ceilings behind lowered secondary fascias, the high level fascias should be re-introduced with the lower level fascia replaced by mirrored glass.
- Stallriser heights may vary in depth, but are generally between 400 - 500mm. The finish of the stallriser should reflect the overall design on the building and shopfront.
- Pilasters act to delineate each shop and should run the full height of the shopfront through the stallriser, window height and fascia.
- The door and window positions and design should reflect the original design of the shopfront and building and the vertical emphasis.
- There are a variety of different materials available including stone, timber, aluminium, granite, marble and uPVC. Where a shopfront is in a listed building or a conservation area, the material should reflect the status of the building and utilise traditional materials.
- Shopfronts should be finished in any B Range matt or eggshell colour.

Canopies and Awnings

The re-introduction of traditional awnings, recessed at the base of the fascia, will be supported. Awnings should be matt finished canvas or cloth in a colour to reflect the shopfront. Gloss, plastic, or static canopies will not generally be supported.

Security

Shop window displays make an important contribution to the vibrancy and interest of shopping areas. This contribution is significant during the evenings when shop front displays are illuminated. This guide is aimed at ensuring that window displays continue to make a contribution while at the same time recognising the need for security.

In listed buildings and in conservation areas roller shutter blinds should comply with the following criteria:

- The shutter should be lattice gridded.
- The shutter should be positioned behind the shop window and / or door.
- The shutter box should be recessed behind the fascia.
- Where external security grilles are required, side hung grille panels, which may be removed daily at the commencement of trade, may be acceptable. Recessed doors may be protected by an appropriately designed security gate.



PLANNING APPLICATION ADVICE NOTES



In all other cases, roller shutters which protect the glazing will be permitted providing:

- The shutter should be latticed grilled.
- The shutter box should be recessed behind the fascia or, subject to appropriate design, a sub-fascia.
- In isolated shop units and in exceptional circumstances where evidence recognises a high level of vandalism and burglary, solid external security shutters may be permitted.
- Shutters and grilles should be painted to match shopfront.

Alarm boxes are acceptable in all cases subject to appropriate consideration of their design, size, colour and position.

Signage

Signage should be limited to one fascia sign and one projecting sign per shopfront, subject to the following criteria:

- Signage should in all cases be limited to the upper fascia. Lettering and advertising shall not generally be permitted on any lower fascia or on pilasters.
- In listed buildings and in conservation areas, fascia advertising shall generally be limited to the name of the business with no extraneous logos permitted. Any non-timber fascia panels should have a matt non-reflective finish. Illumination will generally only be permitted by way of individual internally illuminated letters or by appropriately designed downlighters.
- Projecting signs should be positioned at upper fascia level.
- In listed buildings and in conservation areas projecting signs should be top hung from a traditional wrought iron bracket. They should have a maximum dimension of 600mm. Internal illumination is not generally permitted. External illumination may be by trough light.

**Report To: Environment and Regeneration
Committee**

Date: 16 January 2020

**Report By: Corporate Director, Environment,
Regeneration and Resources**

Report No: E&R/20/01/03/SJ

**Contact Officer: Alan Williamson
Planning Policy Team Leader**

Contact No: 01475 712491

Subject: Quarrier's Homes Conservation Area Appraisal

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee of the outcome of the public consultation exercise carried out for the Quarrier's Homes Conservation Area Appraisal.

2.0 SUMMARY

- 2.1 Consultants Austin-Smith:Lord were appointed in February 2019 to prepare the Quarrier's Homes Conservation Area Appraisal to identify what is worthy of preservation within the conservation area, inform planning policy, assist in the preparation of planning applications and inform property owners of the special character of their buildings and surrounding area.
- 2.2 Following surveys, historical research and a public engagement exercise, the draft appraisal was completed and approval was obtained from Committee in August 2019 to publish it for public consultation. Responses were received relating to the maintenance and use of roads, the description of land at Carsemeadow, the south eastern gateway to the conservation area, and the listing of additional buildings, all of which are detailed in Appendix 1.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Committee approve the Quarrier's Homes Conservation Area Appraisal attached at Appendix 2 and that it is used as non-statutory Planning Guidance.

**Scott Allan, Corporate Director
Environment, Regeneration and Resources**

4.0 BACKGROUND

- 4.1 All planning authorities are required by the Planning (Listed Buildings and Conservation Area) (Scotland) Act 1997 to determine which parts of their area merit conservation area status because of special architectural or historic interest. Scottish Planning Policy 2014 recommends that planning authorities should designate and review conservation areas, stating this process should be supported by conservation area appraisals and management plans.
- 4.2 The Scottish Government's Planning Advice Note 71 'Conservation Area Management', states that a conservation area appraisal is *'a management tool which helps to identify the special interest and changing needs of an area and can also assist in the development of a programme of monitoring and review which can enable local authorities to fulfil their statutory duties to protect and enhance conservation areas.'*
- 4.3 The Local Development Plan states a commitment to prepare conservation appraisals for all eight of Inverclyde's conservation areas. There is currently a conservation area appraisal in place for Greenock West End.

5.0 QUARRIER'S HOMES CONSERVATION AREA APPRAISAL

- 5.1 Consultants Austin-Smith:Lord were appointed in February 2019 to prepare the Quarrier's Homes Conservation Area Appraisal. Historical research of the area, analysis of the townscape, and the preparation of a character assessment were carried out. Enhancement opportunities and priorities were identified and a framework for managing change in the conservation area and determining development proposals was established. A public engagement event was held on 30 May 2019 to obtain the views of residents and organisations based in the conservation area and a draft conservation area appraisal was produced.
- 5.2 On 29 August 2019, approval was obtained from the Committee (**E&R/19/08/03/SJ**) to publish the draft appraisal for public consultation. This public consultation was held over 4 weeks from 5 September – 11 October. Appendix 1 summarises the comments received and the Council response to these.
- 5.3 Having considered the comments received, it is recommended that the amended Quarrier's Homes Conservation Area Appraisal attached at Appendix 2 is approved, and is used as non-statutory planning guidance.
- 5.4 The finalised appraisal will join the suite of conservation documents available on the Council's website and will be used to:
 - provide a firm basis upon which applications for development and appeals within, and in the vicinity of, the Quarrier's Homes Conservation Area can be assessed, in association with the Local Development Plan;
 - afford developers and owners greater clarity in the preparation of development proposals;
 - identify enhancement opportunities and priorities; and
 - inform residents and users about the special needs and character of their area.

6.0 IMPLICATIONS

Finance

6.1 There are no financial implications associated with this report.

Financial implications

One-off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Annually recurring costs/(savings)

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Legal

6.2 There are no legal issues associated with this report.

Human Resources

6.3 There are no personnel issues associated with this report.

Equalities and diversity

6.4 There are no equality issues associated with this report.

Repopulation

6.5 There are no repopulation issues associated with this report.

7.0 CONSULTATIONS

7.1 Ward Councillors, Kilmacolm Community Council and Kilmacolm Civic Trust were notified of the consultation. The draft Conservation Area Appraisal was published on the Council's website and the consultation was publicised on social media.

8.0 LIST OF BACKGROUND PAPERS

8.1 None

APPENDIX 1 - Consultation responses to the Quarrier's Homes Conservation Area Appraisal

APPENDIX 2 – Finalised Quarrier's Homes Conservation Area Appraisal (note: the appendix does not include the appendices to the CAA document which set out the historical development of Quarriers and details of the public engagement undertaken during the CAA's preparation)

Respondent	Comments	Response
		Added wording in bold Deleted wording in strikethrough
Local resident	Section 3.4 Maintenance costs for all unadopted roads are shared between residents and the Quarriers organisation.	Amend the wording as follows: 'All of the remaining roads within the village are privately owned and maintained by the registered charity Quarriers, and the other property owners. '
Local resident	Section 3.4 The document does not reflect issues with the speed and volume of traffic within the village and states that the lack of pavements does not pose a problem.	Generally, it is not the role of the CAA to comment on traffic matters. However, the CAA should not suggest that the lack of pavements does not affect permeability for pedestrians Amend the wording as follows: 'There are no formal pedestrian routes through the conservation area. Instead pedestrians and vehicles share the space, with 'sleeping policemen' on the main Faith Avenue to limit car speeds. The lack of any formal pavements does not seem to decrease the extent of good permeability across the entire site. In fact The lack of pavements and fully adopted roads gives the conservation area a unique character and setting and adds considerably to the quality of the place.'
Gladman Scotland/ Quarriers	Section 3.1 The reference to the land at Carsemeadow to the south of the conservation area is (1) overly restrictive with regard to reference to modern development (2) beyond the remit of a CAA by referring to this land as a buffer.	Amend the wording as follows: The land around the village is rural farmland with open fields to the west and east and across the River Gryffe to the north. Carsemeadow sits just to the south of the approach to the village entrance and again is an important area of open farmland. These open fields are important in maintaining the setting of the village. and act as a "buffer" zone preventing further modern development to encroach and affect the quality of the rural village amenity.
Gladman Scotland/ Quarriers	Figure 01 The location of the south eastern gateway to the conservation area	No change. The gateway locations shown in Figure 01 are gateways to the

	should be moved further east beyond The Grange development where the village signs are located.	conservation area.
Quarriers	Quarriers would wish to better understand the rationale behind the proposed listing of additional buildings within the conservation area.	With regard to architectural value, in some instances there is little difference between buildings within the conservation area that are listed and those that are not. In the interest of consistency it is proposed, in the conservation management actions section of the appraisal, to seek Historic Environment Scotland's advice on this matter which would be done with the involvement of the relevant owners.



CONTENTS

1.0	INTRODUCTION	04	4.0	CHARACTER ASSESSMENT	30
1.1	LOCATION	04			
1.2	DEFINITION OF A CONSERVATION AREA	06	5.0	CONSERVATION AREA BOUNDARY	32
1.3	WHAT DOES CONSERVATION AREA STATUS MEAN	07			
1.4	PURPOSE OF A CONSERVATION AREA APPRAISAL	08	6.0	PRESERVATION AND ENHANCEMENT	33
1.5	DESIGNATION	08			
2.0	OUTLINE CHRONOLOGY SUMMARY	09	7.0	CONSERVATION AREA MANAGEMENT PLAN	36
3.0	TOWNSCAPE APPRAISAL	11		APPENDIX A - COMPLETE OUTLINE CHRONOLOGY	
3.1	TOPOGRAPHY	11		APPENDIX B - PUBLIC ENGAGEMENT	
3.2	GATEWAYS	12			
3.3	CONSERVATION AREA BOUNDARIES AND EDGES	14			
3.4	STREET PATTERN, CIRCULATION AND PERMEABILITY	16			
3.5	PLOT PATTERN	18			
3.6	OPEN SPACE	20			
3.7	VIEWS & VISTAS	22			
3.8	ARCHITECTURAL CHARACTER	24			
3.9	BUILDING MATERIALS	26			
3.10	LANDSCAPE AND TREES	27			
3.11	CONDITION	29			

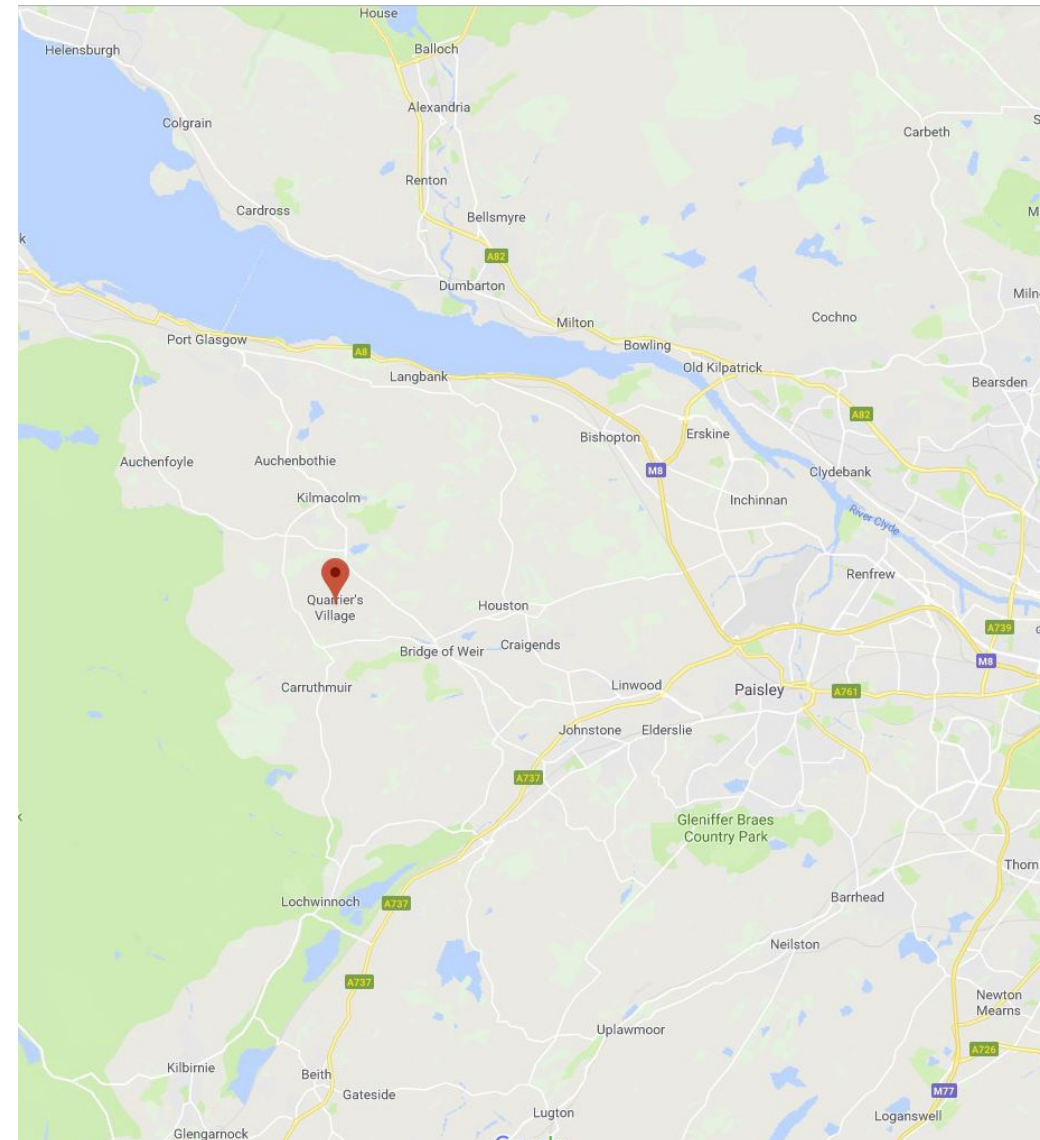
1.0 INTRODUCTION

1.1 Location

Quarrier's is a unique planned village set in the parish of Kilmacolm in the Inverclyde Council area. It is located within the Gyrffe Valley between the villages of Kilmacolm and Bridge of Weir virtually sitting on the boundary between Renfrewshire Council and Inverclyde Council. The 2019 population is estimated to be approximately 700 residents. The original village was constructed in the late 19th century which now has further more modern housing developments on the edges of the village core.

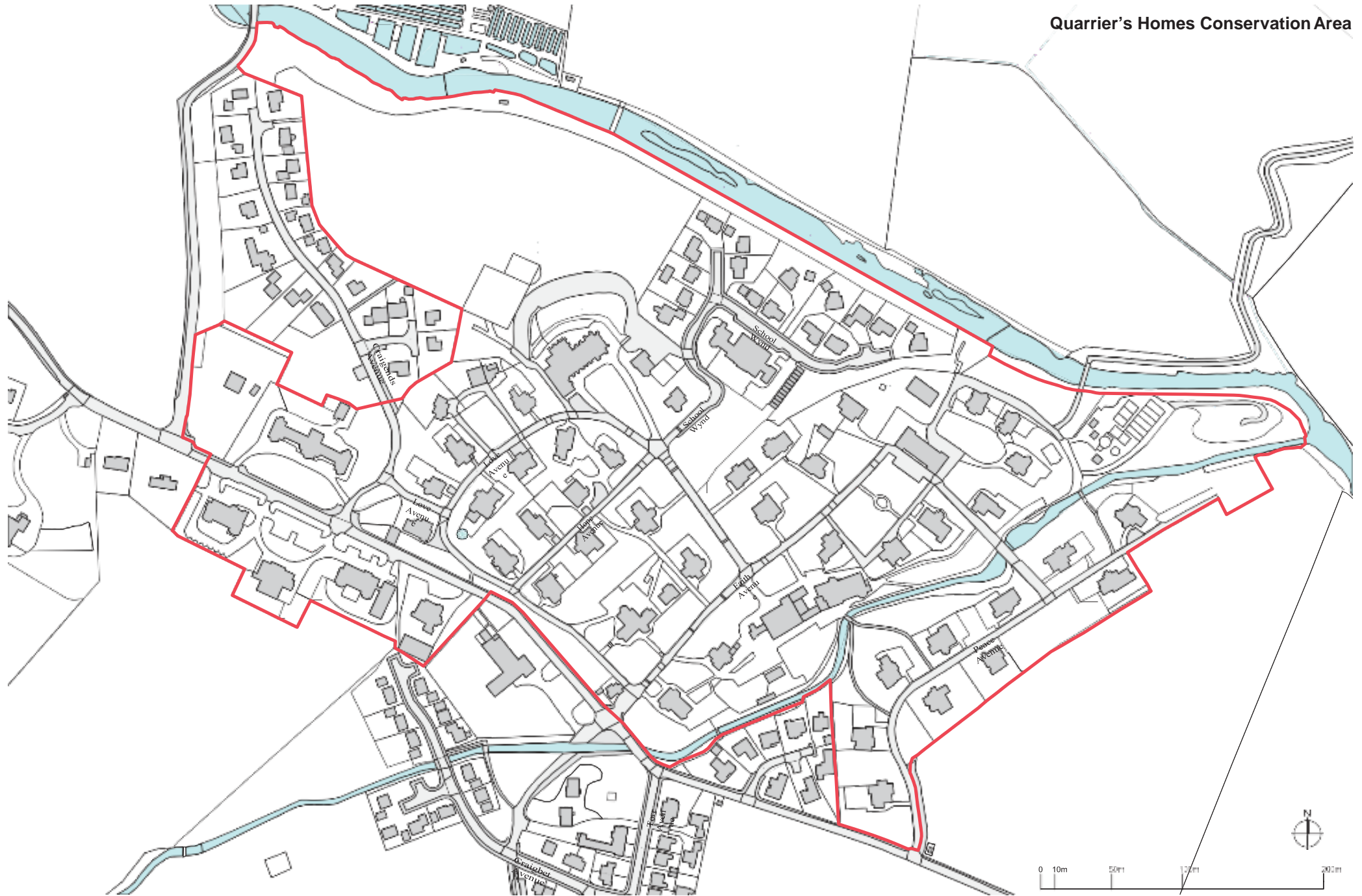
The conservation area encompasses the historic Victorian village centre which takes the form of a "garden city suburb" (although it pre-dates this concept developed by Sir Ebenezer Howard in 1898 by several years) as it was created as a series of family homes for orphan children. It was founded as the Orphan Homes of Scotland in 1878 by William Quarrier a successful shoe merchant and philanthropist who had the vision of a community allowing young people to thrive, set in a countryside environment and housed in large domestic houses.

William Quarrier wanted to improve the quality of institutional care of children, taking it from the vast impersonal halls and dormitories of the poorhouses, to a series of cottage homes at this site near to Bridge of Weir, with house-mothers and house-fathers, in charge of small groups of children, creating families and not the inmates of the poorhouses.



Location of Quarrier's Village

Quarrier's Homes Conservation Area



— denotes current conservation area boundary

1.2 Definition of a Conservation Area

Conservation areas were first introduced by the Civic Amenities Act 1967. The Planning (Listed Buildings and Conservation Area) (Scotland) Act 1997 provides the current legislation framework for the designation of conservation areas.

A conservation area is defined in the Act as “an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”.

All planning authorities are required by this Act to determine which parts of their area merits conservation area status. Inverclyde Council has eight conservation areas varying in character from those in villages such as Quarrier’s Homes, Kilmacolm and Inverkip to those larger coastal towns such as Greenock and Gourrock.

Conservation area designation introduces controls over the way in which owners can alter or develop their properties. However, owners of residential properties generally consider these controls to be beneficial because they also sustain, and can enhance the value of the property and the intrinsic value of the place they live in.



Faith Avenue



Faith Avenue



Love Avenue



Faith Avenue

1.3 What Does Conservation Area Status Mean?

In a conservation area it is both the buildings and the spaces between them that are of architectural or historic interest. Planning control is therefore directed at maintaining the integrity of the entire area and enhancing its special character. Conservation area status does not mean that new development is unacceptable, but care must be taken to ensure that any new development will not harm the intrinsic character or appearance of the area.

Under current legislation, conservation area designation automatically brings the following works under planning control:-

- Demolition of buildings
- Removal of, or work to, trees
- Development involving small house extensions, roof alteration, stone cleaning or painting of the exterior, window replacement, satellite dishes and the erection or alteration of gates, fences and walls.

Where any development would, in the opinion of the planning authority, affect the character or appearance of a conservation area, the application for planning permission will be advertised in the local press providing an opportunity for public comment. Views expressed on material planning grounds are taken into account by the local planning authority when making a decision on the application.

In order to protect a conservation area, designation requires the Council to formulate and publicly publish proposals for the preservation and enhancement of a conservation area.

Local residents and property owners also have a major role to play in protecting and enhancing the character and appearance of the conservation area by ensuring that properties are regularly and appropriately maintained.

AUSTIN-SMITH:LORD ARCHITECTS - CONSERVATION GROUP



Love Avenue



Church Avenue

1.4 Purpose of a Conservation Area Appraisal

Planning Authorities and the Scottish Government are required by law to protect conservation areas from development which, would be detrimental to their character. It is therefore necessary for planning authorities and owners to understand the key features of an area that creates its special character and appearance.

The purpose of a conservation area appraisal is to define what is important about the character and appearance of the area setting out key characteristics and ensuring there is an understanding of what is worthy of preservation. The appraisal will include some research into the historical development of the areas and also include townscape analysis. The appraisal also provides an opportunity to reassess the current boundaries of the area. A Conservation Area Management Plan has also been produced which, builds on the appraisal and introduces a framework for the potential control and positive management ensuring the preservation and enhancement of the area.

It should be noted that the successful management of a conservation area can only be achieved with support and input from stakeholders, and in particular local residents and property owners.

1.5 Designation

The Quarrier's Homes conservation area was originally designated in 1986. An amendment was made to the boundary extent in 2005 excluding the modern developments at Craighends Avenue and Gotterbank.

The intention to prepare a conservation area appraisal was identified in the 2018 Local Development Plan, Proposed Plan by Inverclyde Council.



Doorway with ornate stone carving



Hope Avenue



Church Avenue

2.0 OUTLINE CHRONOLOGY SUMMARY

The Quarrier's Home conservation area is unique. It represents a purpose built village founded by the philanthropist William Quarrier to accommodate orphaned and destitute children. It provides us with a tangible link in history back to the beginnings and development of social care in Scotland triggered by the effect on the working classes as the industrial expansion of the large cities took hold.

Some 50 or so "cottage homes" were constructed between 1877 and 1910 on the forty acre site of Nittingshill Farm close to Bridge of Weir. It was Quarrier's vision to provide suitable homes with a mother and father carer. The village also had its own school, church, post office, dairy, poultry farm, fire station and workshop where the children were trained in a trade. The entire series of villas were designed by the architect Robert Alexander Bryden in association with Andrew Robertson, with each villa built to an individual specification. The end result is a series of bespoke and quite unique buildings that exhibit elements of Baronial, Gothic and Tudor architectural styles, all of which, we now associate with the work of Robert Bryden.

These historic buildings have survived remarkably well with very little change either to their external form or setting. Original materials such as the slate roof coverings, timber bargeboards and timber doors have all survived intact. There is some erosion of these characteristics by the use of modern PVC and aluminium guttering and downpipes but the overall impression is still the village that Quarrier conceived.

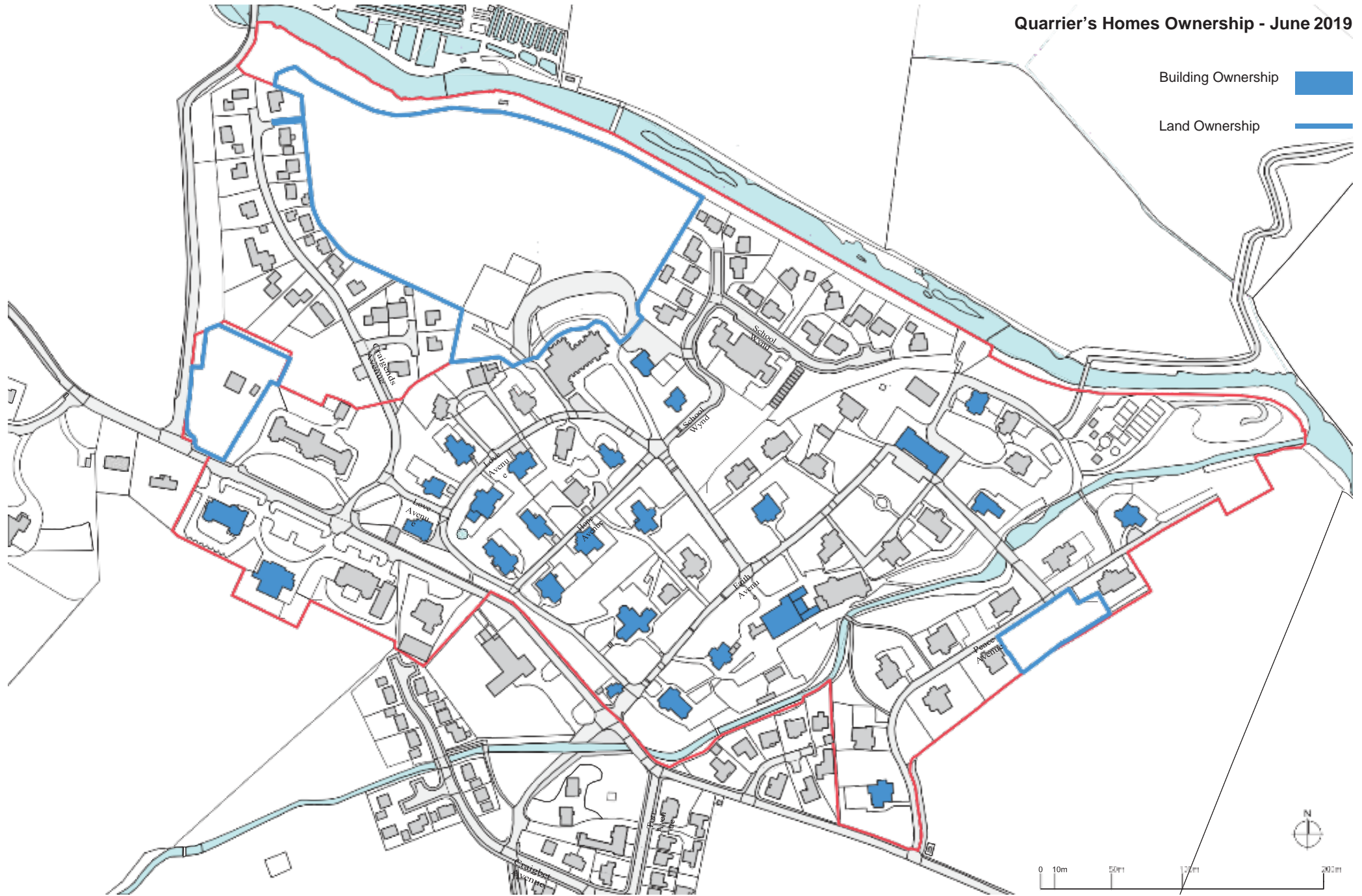
The historic research provided at Appendix A sets out this remarkable story in some detail and shows how important this village is and as a result raises several issues which we summarise below:

- we maintain that the work of Robert Bryden merits greater research;
- the story of Quarrier's needs to be better publicized;
- the historic village merits special status;
- the village merits very careful management into the future to maintain this important linkage to the history of social care in Scotland.



Quarrier's Village, 2009 (RCAHMS DP071886)

Quarrier's Homes Ownership - June 2019



3.0 TOWNSCAPE APPRAISAL

3.1 Topography and Setting

Quarrier's village centre is situated on the low lying alluvial land forming the carse between the River Gryffe to the north and the Gotter Water to the south and east. The village is located on generally flat land which rises more steeply to the south east and north west. The ground level falls very sharply downwards towards the River Gryffe on the northern boundary of the conservation area.

The approach road from Bridge of Weir descends steeply into the village, past more modern areas of housing development and turns slightly to the right where the original entrance to the conservation area at Faith Avenue is located. This quite dramatic approach to the original village adds to the "surprise" effect as you descend towards the collection of impressive Victorian villas within the conservation area.

The land around the village is rural farmland with open fields to the west and east and across the River Gryffe to the north. Carsemeadow sits just to the south of the approach to the village entrance and again is an important area of open farmland. These open fields are important in maintaining the setting of the village.



General view of Church Road looking east



View across the cemetery from Zion Church entrance

3.2 Gateways

There are five identifiable gateways into the conservation area. They consist of the historic routes from Kilmacolm at the west and from Bridge of Weir from the east. Both routes meet at the Nittingshill Bridge over the Gotter Water.

A series of secondary gateways lead into the various avenues that define the original Quarrier's Village. These are located at Peace Avenue, Faith Avenue and Craigends Avenue all as indicated on the following diagram.

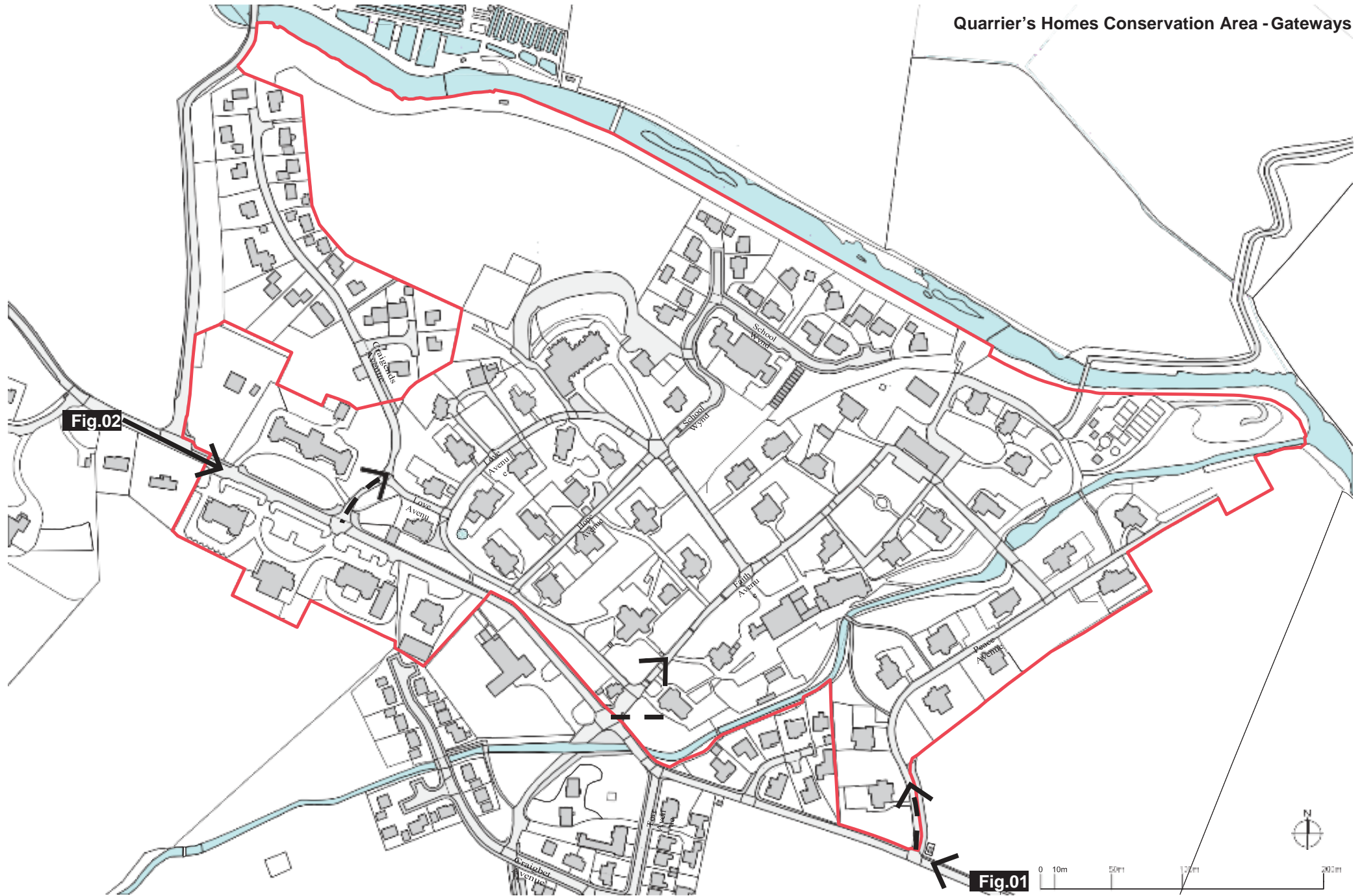


Fig. 01 - Gateway approach from Bridge of Weir



Fig. 02 - Gateway approach from Kilmacolm

Quarrier's Homes Conservation Area - Gateways



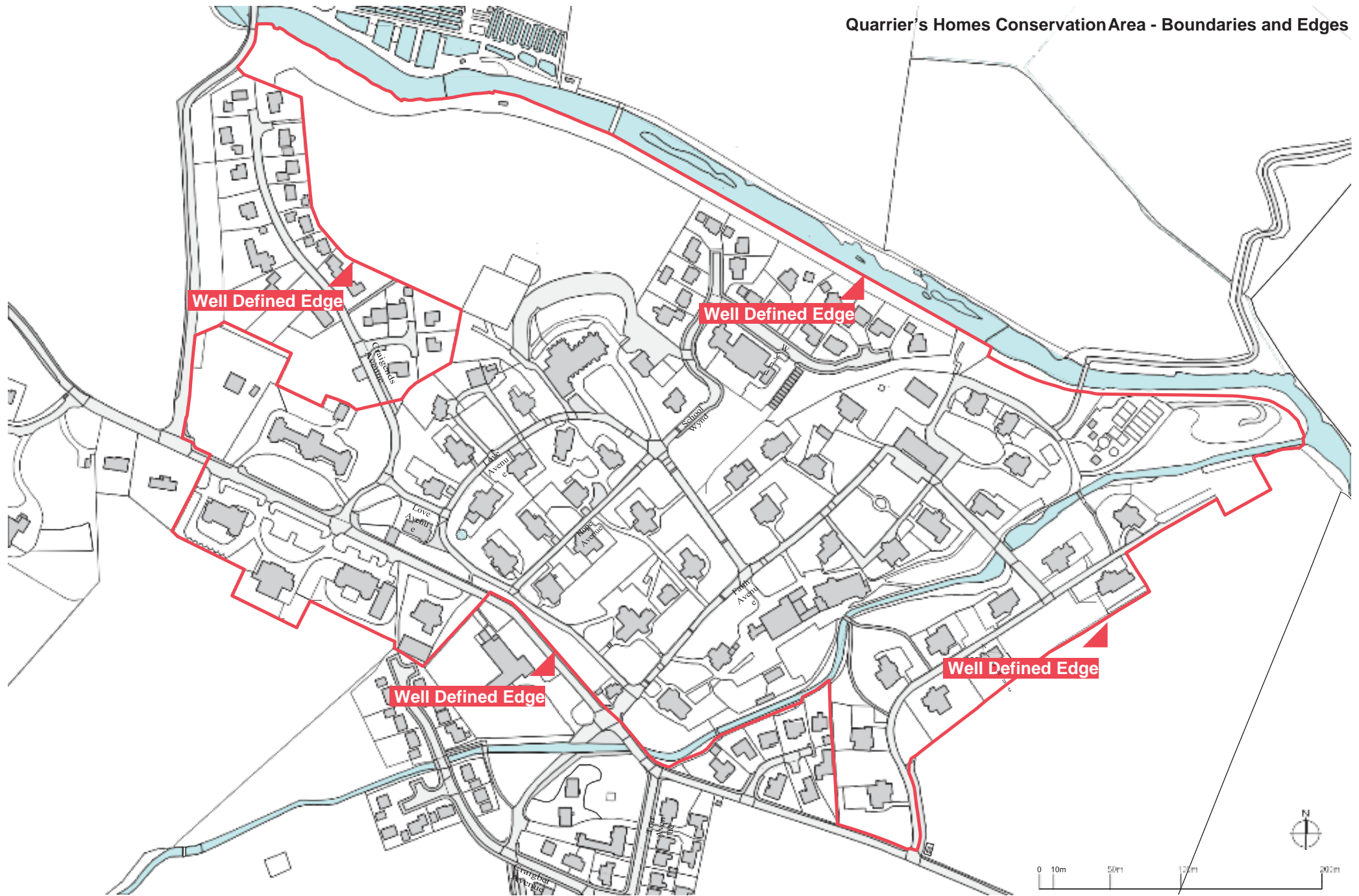
3.3 Conservation Area Boundaries and Edges

Having reviewed the current conservation area boundaries we are of the opinion that the edges that define the area are all strong boundaries and correctly incorporate the historically interesting parts of the village.

The natural edge to the north runs alongside the River Gryffe where it then turns south westward at the junction with the Gotter Water to form a strong edge along the properties on Peace Avenue. The southern boundary is also a strong edge which skirts the former Carsemeadow school site and runs behind the commercial properties opposite the Craigends Avenue gateway. The western edge excludes the more modern houses at Craigends Avenue and then meets the northern edge at the River Gryffe.

The review of the conservation area boundary is covered in section 5.0 of this assessment report.

Quarrier's Homes Conservation Area - Boundaries and Edges



3.4 Street Patterns

The current street patterns within the conservation area consists of the original access routes set out in the 19th century by William Quarrier and his architect Robert Bryden as they planned the development of the site. This mixture of short straight avenues and curving lanes creates an interesting open village form, with each house set back from the avenues, deliberately placed in substantial plots.

The existing topography, is generally flat along Faith Avenue although it does dip slightly downwards towards Peace Avenue to the south east and into Church Road. This then allows the Mount Zion Church to act as a key landmark building at the end of Church Road to the north west.

The extent of open grass areas and green space gives a real sense of space and importance to the form of this conservation area.

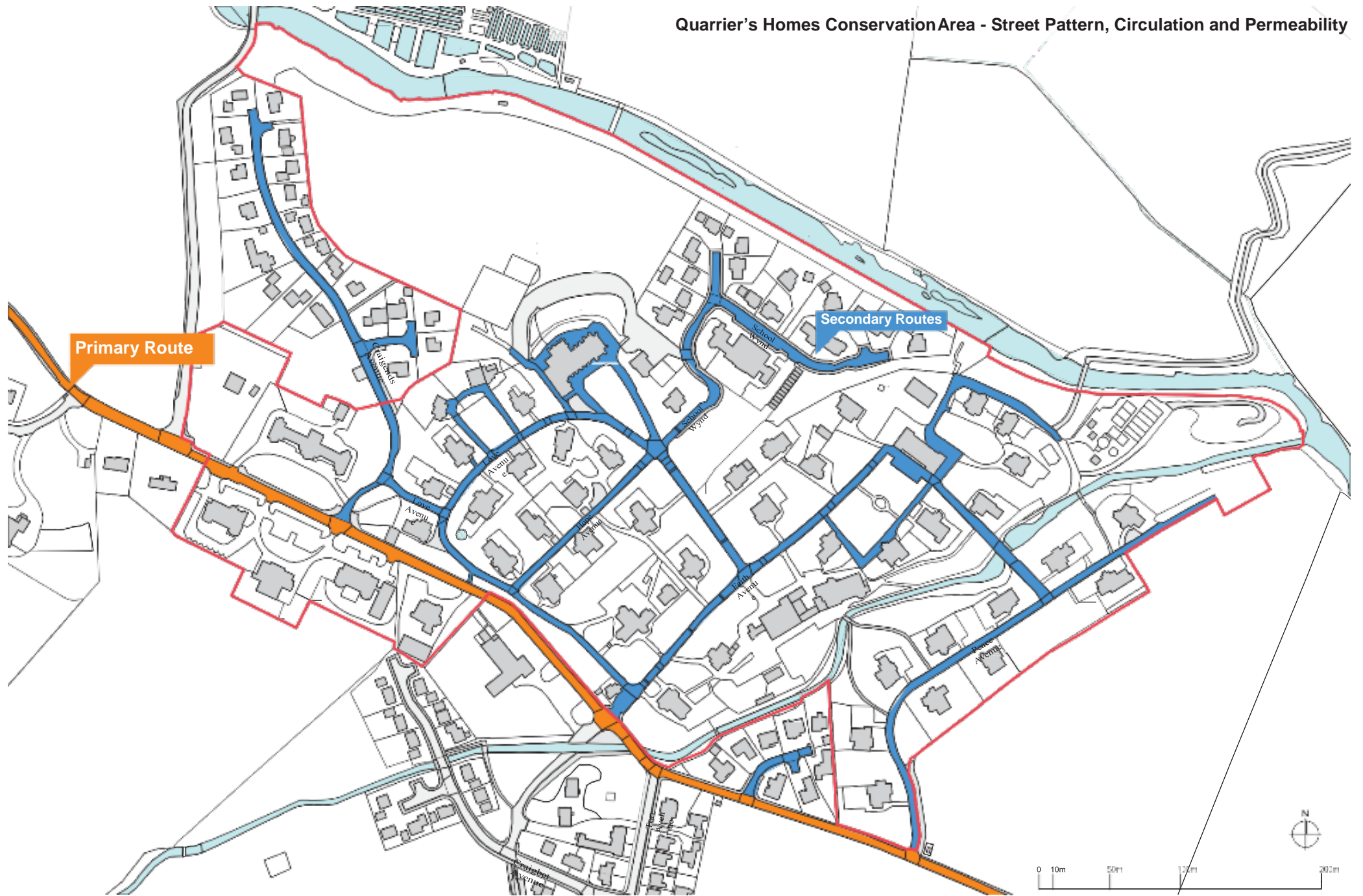
Circulation and Permeability

The original Victorian structure of avenues set out in the conservation area affords good circulation and permeability throughout the site and access to each house within the conservation area. The routes now also afford vehicle and pedestrian access to the adopted roads at School Wynd and Craigends Avenue. All of the remaining roads within the village are privately owned and maintained by the registered charity Quarriers and the other property owners.

A number of the original properties are still owned and maintained by Quarriers. Maintenance of the landscaping and garden areas is funded jointly by Quarriers and the other property owners.

There are no formal pedestrian routes through the conservation area. Instead, pedestrians and vehicles share the space, with "sleeping policemen" on the main Faith Avenue to limit car speeds. The lack of pavements and fully adopted roads gives the conservation area a unique character and setting and adds considerably to the quality of the place.

Quarrier's Homes Conservation Area - Street Pattern, Circulation and Permeability

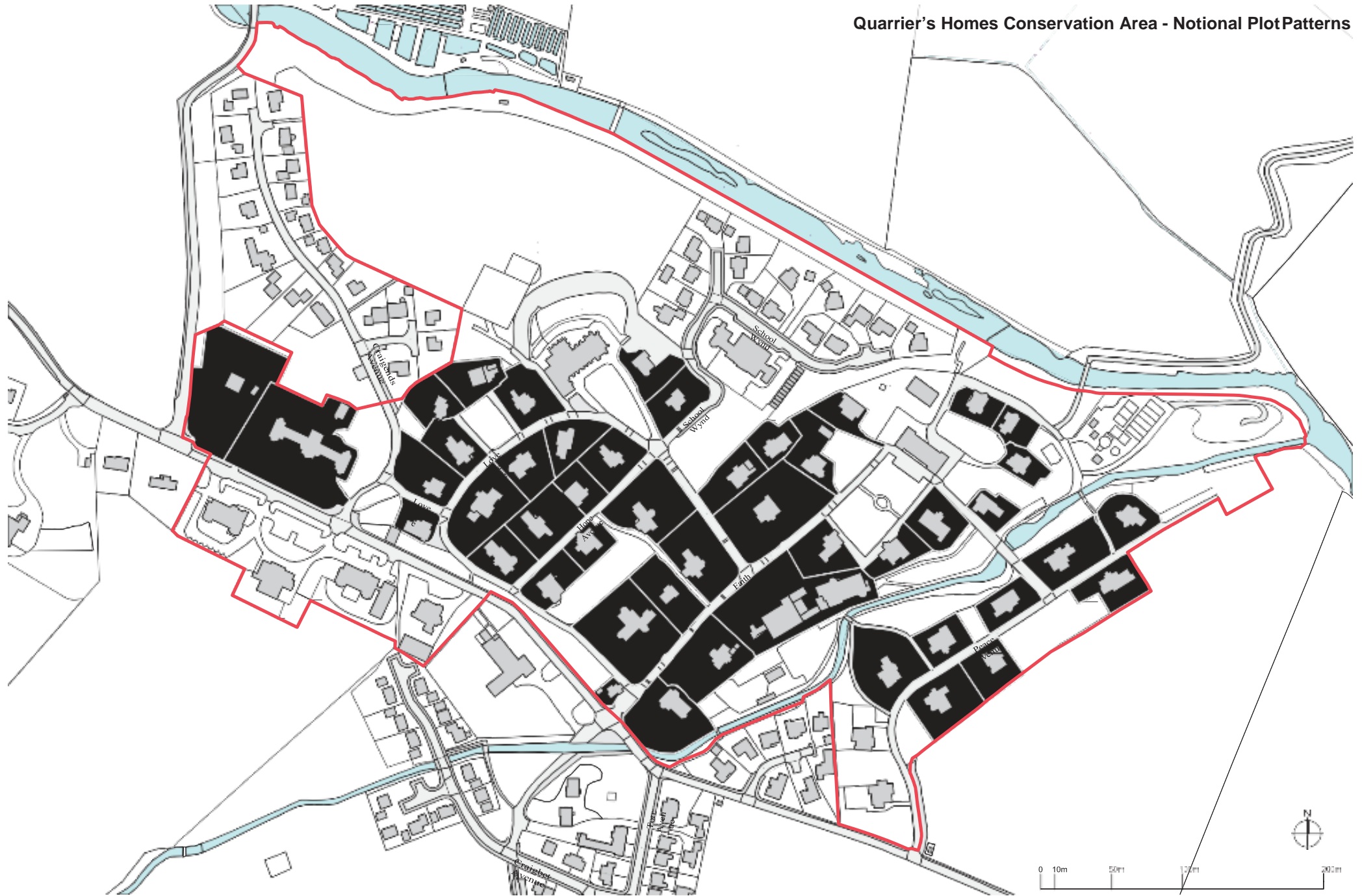


3.5 Plot Pattern

The plot patterns are quite similar throughout much of the Quarrier's Homes conservation area due to the consistent architectural styles deployed over several years by the architect Robert Bryden and the concept for the Village which was envisaged. The houses sit in large feus all set a good distance apart with open garden grounds around each house.

These plot patterns differ considerably from the more modern houses constructed at School Wynd where the amenity space around each house is considerably reduced.

Quarrier's Homes Conservation Area - Notional Plot Patterns



3.6 Open Space

Open space is a major characteristic of the Quarrier's Homes conservation area. The introduction of open space, with light and air between and around the buildings was an intrinsic aim of the concept of William Quarrier to create this natural environment at the Orphan Home. He wanted to provide a "home" for homeless children in a setting that was much improved on the conditions within poorhouses and institutions that children were exposed to at that time. The open spaces between the original homes is a key defining characteristic of the conservation area.

The most substantial areas of open amenity space are at the Canadian Garden which sits in front of the Sommerville Weir Hall at the focal point of Faith Avenue and also the sports ground and football pitch area of open ground beyond the Mount Zion Church.

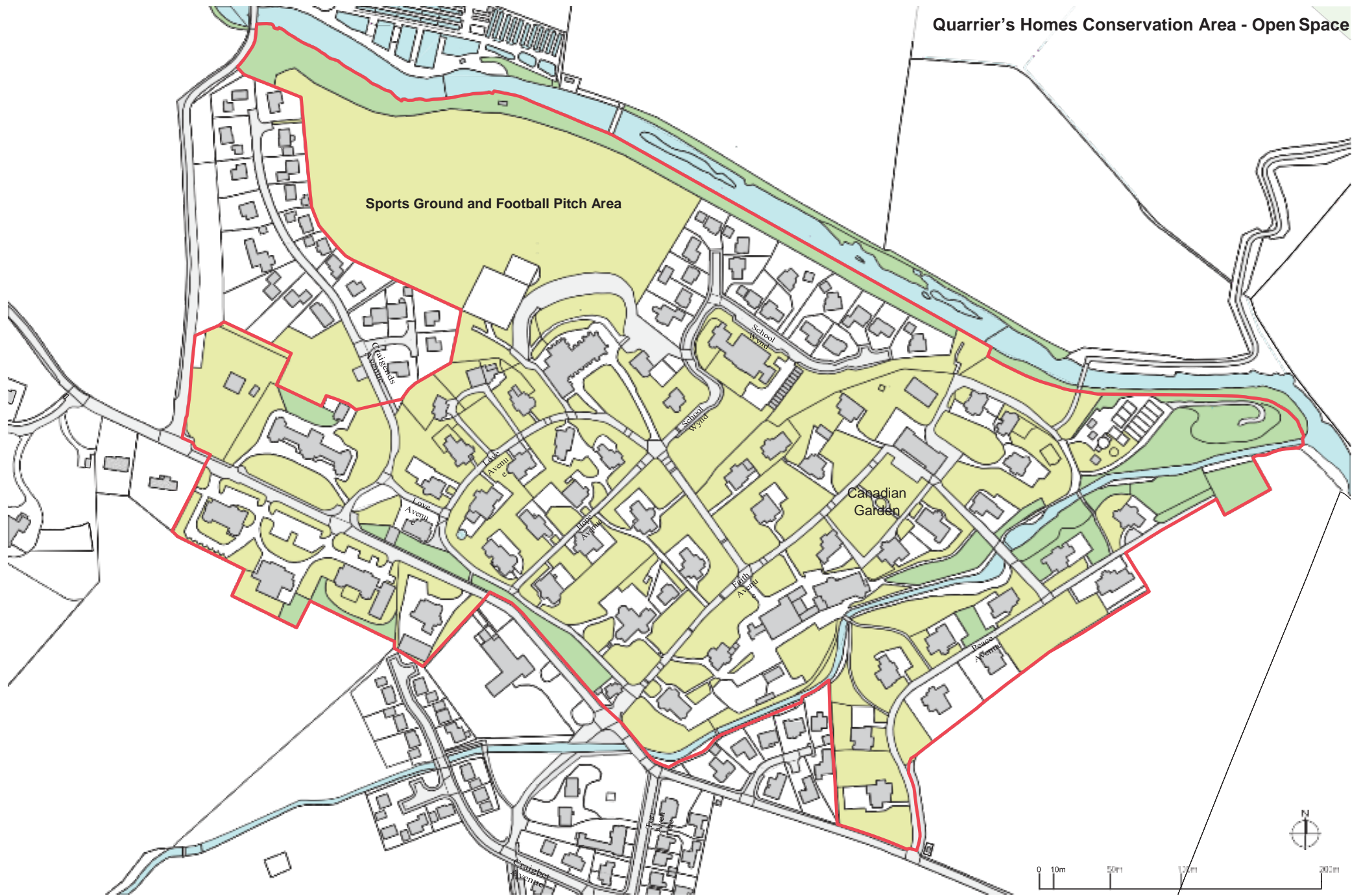


The Canadian Garden sits in front at the south of Sommerville Weir Hall



Sports Ground and Football Pitch Area

Quarrier's Homes Conservation Area - Open Space



3.7 Views & Vistas

The farmland that the village was originally constructed on is generally flat with small hills to the south east and north west. Therefore open views and vistas are most prominent across the Gryffe Valley towards the Knapps and Kilmacolm.

Within the conservation area the strategic placement of the Sommerville Weir Hall creates a natural vista along Faith Avenue. In a similar fashion the elevated position of the Mount Zion Church and again the positioning of the former school act to create interesting vistas along Church Road and Hope Avenue respectively.

A general range of the views and vistas seen within this conservation area are expressed in the photographs that follow.



View 02 of Peace Avenue for the approach road from Bridge of Weir



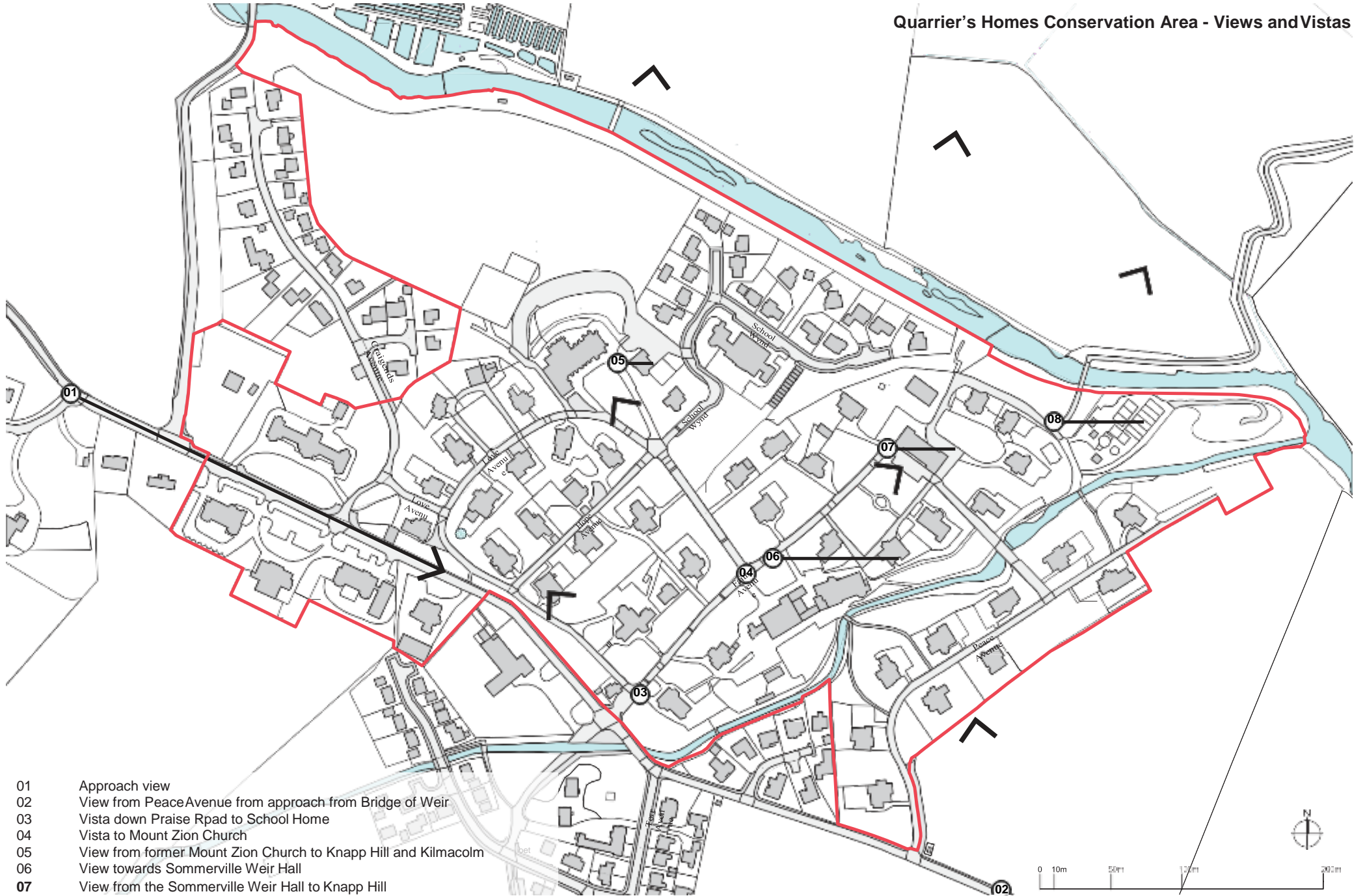
AUSTIN-SMITH:LORD ARCHITECTS - CONSERVATION GROUP



View 05 from the east side of the former Mount Zion Church towards the A761 main road to Kilmacolm

View 08 view towards the Knapp Hills and Kilmacolm

Quarrier's Homes Conservation Area - Views and Vistas



- 01 Approach view
- 02 View from Peace Avenue from approach from Bridge of Weir
- 03 Vista down Praise Road to School Home
- 04 Vista to Mount Zion Church
- 05 View from former Mount Zion Church to Knapp Hill and Kilmaccolm
- 06 View towards Somerville Weir Hall
- 07 View from the Somerville Weir Hall to Knapp Hill
- 08 Towards the cycle track

3.8 Architectural Character

The conservation area is unique. It represents a purpose built village founded by the philanthropist Willaim Quarrier to accomodate orphaned and destitute children. Some 50 or so “cottage homes” were constructed between 1877 and 1910 on the forty acre site of Nittingshill Farm which Quarrier bought at auction for £3,560. The village also had its own school, church, post office, dairy, poultry farm, fire station and workshop where the children were trained in a trade. The entire series of villas were designed by the architect Robert Alexander Bryden in association with Andrew Robertson, with each villa built to an individual specification. The end result is a series of important buildings that exhibit elements of Baronial, Gothic and Tudor architectural styles which, we now associate with the unique designs of Bryden’s work.

There are seven category C listed villas within the original historic Quarrier’s Village. The former Mount Zion Church is category B listed and was designated in 2002. All of these designations are relatively recent, carried out in 2004 and 2006 for the villas. It is also worth stating that these listed buildings sit amongst other very similar buildings which are unlisted but are by the same architect and constructed as part of the original village plan. It is strange that a blanket or group listing was not carried out at the time of these properties being listed.

The impression on arrival in the conservation area is one of a tranquil idyll similar to the industrial garden cities created in England in locations such as Bourneville and Port Sunlight. It is interesting to point out that the garden city movement took hold after the creation of Quarrier’s Homes by William Quarrier.

The villas exhibit certain key features that include asymmetrical plans, with walls generally traditionally constructed in squared and snecked sandstone with polished dressings. The large pitched roofs are covered in heavy black Scottish slates with distinctive decorative clay ridge tiles. Eaves generally overhang with dentiled timber features and vertical gables have exposed bargeboarded verges with the gable apex

sometimes finished in decorative Tudor half-timbering. The villas have considerable hand carved features with name plaques and often ornate foliage carved with biblical quotations. No two buildings are identical as all are unique and bespoke. The natural setting and deliberate placement of each villa by the architect creates a very harmonious village form.



Detail of Glenfarg



Door detail

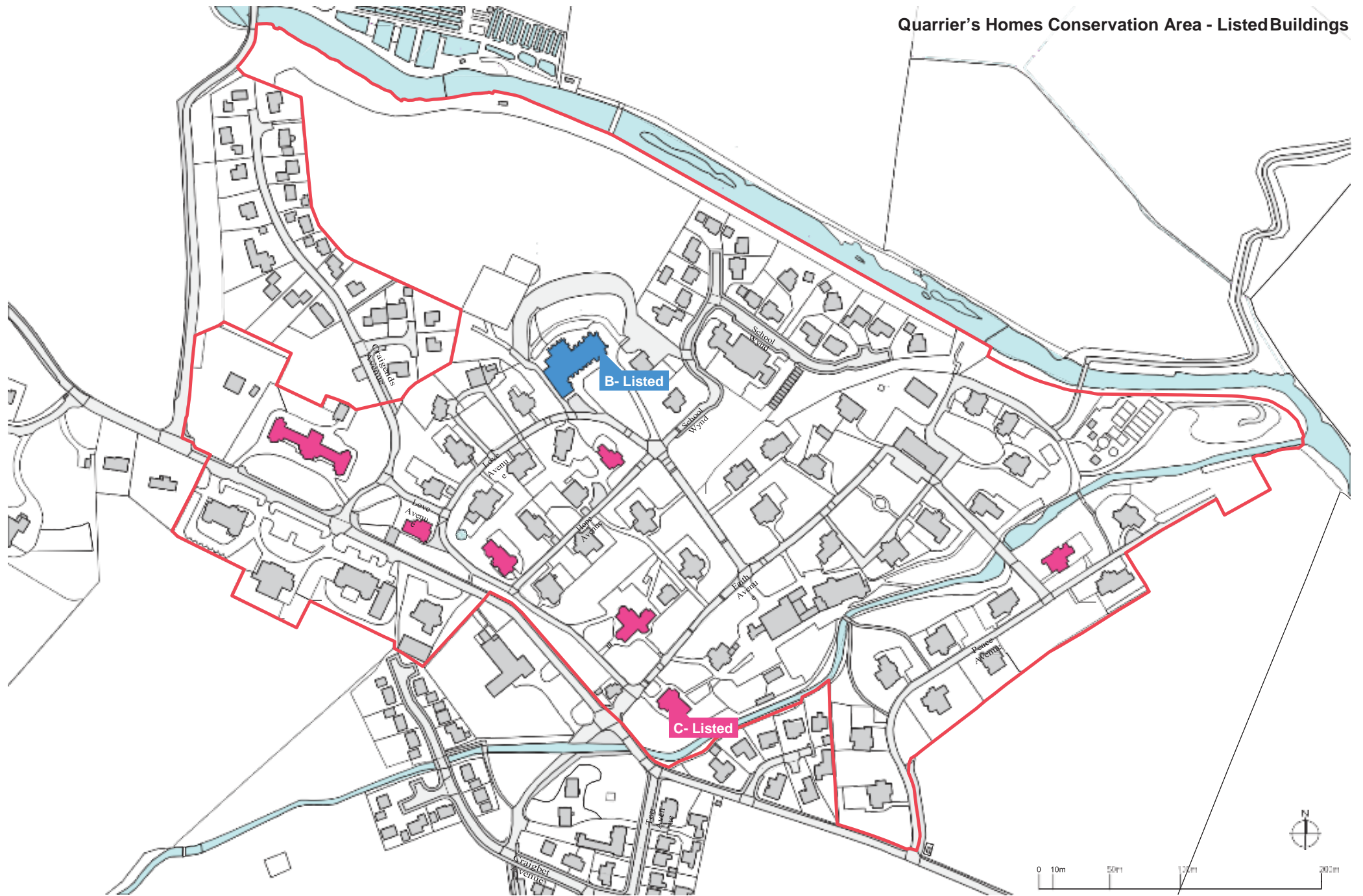


Peace Avenue



Sommerville Weir Hall - The Central Building

Quarrier's Homes Conservation Area - Listed Buildings



B Listed Buildings C Listed Buildings

AUSTIN-SMITH: LORD ARCHITECTS - CONSERVATION GROUP

3.9 Building Materials

The traditional building materials found in the Quarrier's Homes conservation area are:

- Indigenous sandstone both blonde and grey types
- Natural Scottish slates
- Traditional timber sliding sash and case windows
- Cast iron rainwater goods
- Lead flashings and weatherings

More modern materials which have been introduced to a limited extent are:

- Cement based renders
- Paint on masonry and render
- Black Spanish slates
- Zinc hip and ridge units
- Modern double glazed timber sash and case windows
- Plastic guttering and downpipes
- Aluminium guttering



Sandstone Plinth



Column Detail



Door case canopy



Bracket Detailing

3.10 Landscape and Trees

The natural and man-made landscape forms combined with mature trees represent very significant components within any conservation area creating a natural environment and adding considerably to the quality of the place. Within the original village conservation area there are a considerable number of trees of specific species planted within the garden spaces between the villas.

Another major area of mature trees runs along the edges of the Gotter Water acting as a screen between the conservation area and the new housing at Gotterbank.

In a similar fashion the series of mature trees situated in Peace Avenue and the falling topography of the landscape, hide the village from view on approach from Carsemeadow.

Beyond the former Elise Hospital building an area of mature trees screens off the villa of Braehead at the extreme western edge of the conservation area. The preservation and enhancement of this extent of mature tree and planting is very important to consider in order to maintain the quality of the conservation area into the future.



View towards Mount Zion Church



View from Love Avenue

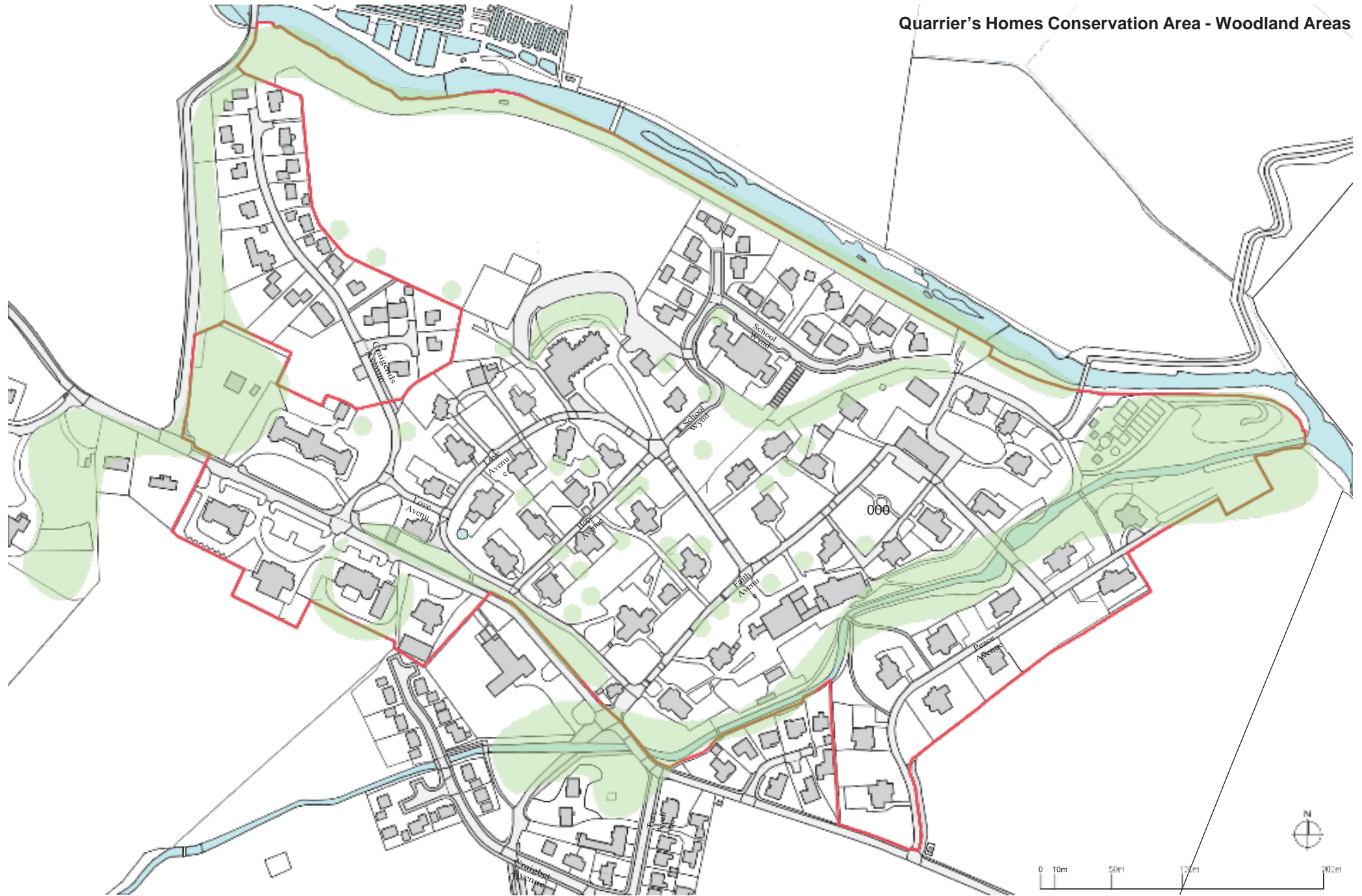


General view within conservation area



View across cemetery

Quarrier's Homes Conservation Area - Woodland Areas



3.11 Condition

The buildings within the conservation area are generally in a reasonably good condition. The shared roadway surfaces and area of grass are also generally all in good condition. The major routes of School Wynd and Craighends Avenue have been formally adopted by the Council and are also in good condition.

There is however, some evidence that high quality traditional materials are not being used in the majority of maintenance and major repair activities. Inappropriate modern materials which are predominantly UPVC downpipes and guttering, are in evidence and are also being used on some of the listed buildings.

Most of the original fenestration patterns that are a key characteristic of the conservation area remain. As window sashes are replaced through time, however, the risk of losing these important characteristics is likely to occur.

Several examples of the exposed timber bargeboards and eaves timber work requires re-painting. Original slate roof covering are all now at an age when nail fixings will have corroded and there is an increasing likelihood of slates being dislodged and slipping off the roofs in bad winter storms.

These small incremental series of changes will, over time, have the effect of diminishing the intrinsic qualities of the place that make it special and a place of some interest. It is important that owners understand the need to maintain their properties and to utilise traditional materials whenever possible and in particular when the property is listed.



Overlaid zinc flashing over original lead



Roof flashing missing - Spanish slates in use



Blocked and corroded guttering



Original cast iron fittings at Glenfarg

4.0 CHARACTER ASSESSMENT

Having examined the townscape aspects of the Quarrier's Homes conservation area it is now possible to identify features which contribute to its character and appearance as an area of special architectural and historic interest.

Assessment of Buildings

An important part of character assessment involves the evaluation of buildings, identifying those that make a valuable contribution to the sense of place and are worthy of retention as well as those which make no positive contribution or which detract from the character and appearance of the conservation area. All of the traditional buildings within the Quarrier's Homes conservation area add to the intrinsic character of the village.

Listed Buildings

Buildings that are "listed" have already been evaluated by Historic Environment Scotland (HES) as being of special architectural or historic interest. There are seven category C listed buildings and Mount Zion Church is category B listed. The national importance and historic importance of such a unique place suggests the need to re-assess the extent of the listing designations.

Unlisted Buildings of Merit

There are several very important buildings in the conservation area that are not listed but which make a very positive visual contribution to the character and appearance of the area. They do define the historic settlement and should all be seen as integral to the conservation area.

Key Features

Having carried out the assessment of the buildings it is now possible to list key features:

- A unique settlement developing originally as family homes for orphans;
- Powerful architectural designs for both listed buildings and unlisted properties;
- Use of traditional materials using masonry construction and natural slate.



General view towards Mount Zion Church



View of Bethesda



Holmlea, Faith Avenue



Footbridge linking Faith Avenue to Peace Avenue

Key Challenges

As Quarrier's Village is an attractive settlement, it is an inviting place to visit but also to live and work. Within the centre of the village sits the conservation area. Some 50% of the properties within the conservation area are now in private hands and the rest owned, in use and maintained by the Quarriers organisation. Also a small number of commercial tenants work from properties within the conservation area. As a result there are very few empty properties.

However, there remains several other key challenges that will continue to affect the properties within the conservation area, as listed below:-

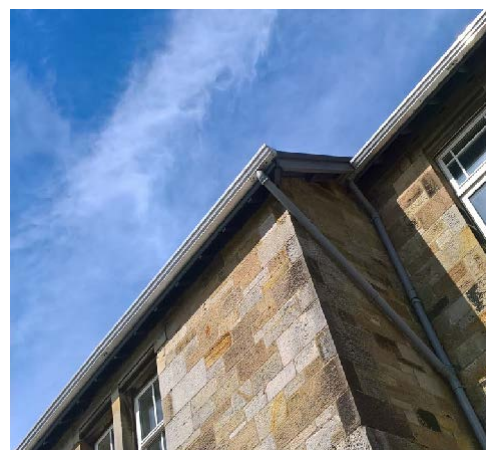
- Loss of original architectural components**
 This is namely the replacement of downpipes and guttering with modern styles and UPVC materials. This does result over time, in a significant loss of character within the area. It is important to consider a strategy for the reversal of this trend.
- Use of inappropriate materials in repairs**
 Key components such as the Scottish slate roof coverings, lead weatherings are potentially being replaced with modern alternatives and there will be a resulting loss of character and value to the conservation area.
- Public Realm upkeep and enhancement**
 The quality and upkeep of the public realm within the conservation area is important. This village benefits from an on-site factor who maintains the public realm. This situation ensures no major changes occur within the public areas. If roads were to be adopted there would be the potential for more major interventions and loss of character to the conservation area.
- Landscaping**
 The abundance of mature trees and landscaping within the area is important to the overall amenity value of the conservation area and those people who work and live in the conservation area. This should be maintained and enhanced whenever possible.
- Building Maintenance**
 The character and appearance of the conservation area is greatly enhanced when buildings are properly maintained. Several key buildings would benefit from suitable maintenance to prevent more serious loss of original historic fabric.



Replacement guttering in aluminium



Original lead very white suggesting age and thin



Aluminium guttering in use at the hall



Bicycle stands and bollards at the hall

5.0 CONSERVATION AREA BOUNDARY

5.1 Review

An important part of any conservation area appraisal process is the re-assessment of the existing conservation area boundaries.

The examination of the Quarrier's Homes conservation area boundary suggests that no alterations should be considered.

The area of modern housing infill at School Wynd and conversion of the former school building to apartments is felt to be an important part of the continuing development of the village. As such this area should be retained within the conservation area to maintain the same level of protection that exists for the historic villas.



Existing Boundary

6.0 PRESERVATION AND ENHANCEMENT

The aim of this section of the document is to set out an initial series of opportunities for the preservation and enhancement of the Quarrier's Homes conservation area. As before we have set out below these potential initial opportunities for consideration:-

Maintenance

One of the major future threats to the buildings within the Quarrier's Homes conservation area is the extent of inappropriate maintenance and form of interventions being carried out. This lack of appropriate approach is leading to the slow decay and loss of original historic fabric. Regular, co-ordinated maintenance programmes can help to reduce costs to owners in the long term. The ability to access grant funding would also greatly help to mitigate against this trend.

Development

Minor works such as the replacement or alterations to traditional windows and rainwater goods with modern patterns and components such as UPVC materials are evident. This has a cumulative effect of eroding the character and appearance of the conservation area. The Council is committed to the preservation and enhancement of the area's special character through the application of Local Development Plan policies.

The General Permitted Development Order which came into force in February 2012 has removed all permitted development rights for householders, that is dwellings or flatted residential properties within the conservation area.

This in essence means that any improvement, addition or other alteration to the external appearance of a dwelling house is not permitted development within a conservation area. This should provide greater control to the Council to ensure alterations and new development is designed in a manner to ensure enhancement of the character of this unique conservation area.



Slates missing and slipped



PVC downpipes in use

Design of any new buildings

The scale, massing, and detailing within this village of the vernacular architecture are fundamentally important qualities that establish the character of the conservation area. New buildings should reflect these characteristics in order to preserve these qualities. There is only one new infill building which has generally not fully followed the design principles of the original vernacular architecture. Other new build schemes have generally been set on the edges of the conservation area and where the ground level falls below the main village green and are as a result not highly visible when you are in the conservation area. In this context their architectural styles vary and are of their time.

Information and Advice

Building owners, residents and local businesses are key stakeholders in ensuring the preservation and enhancement of the conservation area. Well-crafted information and guidance for owners can explain the implications of living in a conservation area and give proper advice on the best and most economical way for them to maintain and repair their properties. The Inform Guide sets produced by Historic Environment Scotland are a useful source of initial guidance. The Council should consider a strategy for clear, yet simple to use, information sharing to owners on this key subject.



Modern infill house



Sensitive adaption of rear of 'Glenfang'

Bibliography/ Further Information

Historic Environment Policy Scotland 2019

Managing Change in the Historic Environment Guidance Notes

Historic Environment Scotland – INFORM Guides

Scottish Planning Policy 2014

Scottish Government Circular 1/2012 – Householder Permitted Development Rights

Planning Advice Note 71 – Conservation Area Management, 2004

Inverclyde Local Development Plan 2014

Inverclyde Local Development Plan Proposed Plan 2018 , as modified following Examination

Planning Application Advice Notes:

- No.9 – Replacing Windows in Conservation Areas and Listed Buildings
- No.10 – Signage and Advertisements
- No.11 – Shopfront Design

Buildings at Risk Register <http://www.buildingsatrisk.org.uk/>

Useful Contacts

Regeneration and Planning

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Municipal Buildings

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7.0 CONSERVATION AREA MANAGEMENT PLAN

Purpose of the Conservation Area Management Plan

The purpose of a conservation area management plan is to guide those safeguarding our historic sites to make the right decisions that both preserve and enhance the intrinsic characteristics of the conservation area. This conservation area management plan sets out what could be considered in order to look after Quarrier's Homes conservation area when any proposals for change, its future use, alteration, development, management, or repair are considered.

This document sets out a potential future strategy which will guide the conservation of this historic village centre and its buildings and will help to inform all subsequent conservation decisions.



Mount Zion Church - now residential flats



Alan Dick Home - no 17

7.1 KEY CHALLENGES

Key Challenges Identified during the Conservation Area Appraisal

The conservation area appraisal analyses the history, character and materials of Quarrier's village and provides key information on why the area is significant, where improvements can be made and gives an overview of factors contributing to the existing character of the conservation area. The appraisal process has been carried out in tandem with the Conservation Area Management Plan (CAMP) to ensure a cohesive set of documents are in place for dealing with development, maintenance and repairs within the conservation area boundary.

- Loss of Architectural Detail - original architectural details form the key defining characteristic of the appearance and value of the conservation area. Their retention and repair is an essential to ensure the area's preservation and enhancement.
- Use of Inappropriate Materials - whilst most components of the historic building fabric largely remain in Quarrier's Homes conservation area, there are several examples where modern materials have been introduced and this has led to a loss of the special character of the conservation area: Examples include the replacement of downpipes with inappropriate UPVC, and in a few examples the use of aluminium guttering. Suitable maintenance needs to be adopted in order to safeguard the special character of these historic villas.
- Public Realm - the original pattern of roads, the lack of formal pavements and extent of open amenity space and landscaping with mature trees are all important characteristics of this conservation area. Their retention and enhancement are essential in order to ensure the area's preservation. Again suitable maintenance regimes need to be in place to safeguard the landscape character into the future. Replanting of trees will become necessary in the next decade or more and this will impose further burdens on land and property owners.



- Landscaping - planned landscaping which includes mature trees represents a very significant component within the Quarrier's Homes conservation area. It creates a natural environment and adds considerably to the quality of the place. The preservation and enhancement of this extent of mature tree and planting is very important going into the future. Regular review of the maintenance regime and re-planting proposals could involve guidance from the Council.
- Building Maintenance - One of the major future threats to the buildings within the Quarrier's Homes conservation area is the extent of inappropriate maintenance and form of interventions being carried out. This lack of appropriate approach is leading to the slow decay and loss of original historic fabric. Regular, co-ordinated maintenance programmes for properties can help to reduce costs to owners in the long term.

7.2 CONSERVATION AREA MANAGEMENT PLAN ACTIONS

The historic environment is a product of a process of refinement and change over generations. The pressure for change comes from several factors such as economic fluctuations, population movement and other issues such as neglect and deterioration of the physical fabric and can over time lead to the slow erosion of the character and distinctiveness of the conservation area. Change however, if carefully considered and implemented, can also provide opportunities for intervention and enhancement of the conservation area.

The Historic Environment Scotland Policy 2019 summarises the distinctive nature of Scotland's historic environment and recognises the degree of change and adaption that has helped to shape it:

Changes to our society, climate and economy create significant challenges for the historic environment. Resources need to be managed sustainably to balance competing demands. The different ways communities and individuals place value on the historic environment should be recognised.

Effective management of the historic environment is a shared endeavour involving individuals and organisations who own, use, manage or care about heritage. People should be empowered to use their heritage to develop their communities and places in a sustainable way. We all need to work collaboratively to respond to the challenges and opportunities we are facing, to make sure the outcome is as fair as possible.

When making decisions about the historic environment, different interests need to be taken into account. Decision-makers need to consider the consequences of decisions for a range of people. In doing this, tensions and conflicts can arise. Interrelationships and areas of common ground should be identified to encourage dialogue and collaboration, rather than focusing on competing views.

The process for undertaking the conservation area appraisal and the historic research into the development of Quarrier's Homes has allowed a series of key actions to be presented to the Council for consideration. These conservation area management plan (CAMP) actions are outlined in brief below.

CAMP Action 1.0

The planning authority should reinforce its objective to maintain the special character of the conservation area through active promotion to owners of the need to deploy best practice conservation techniques in repairs and maintenance work. This will require consideration of the following:

- (a) the creation and publication of clear and straightforward guidelines setting out the appropriate form and standards of repair and maintenance required within this conservation area;
- (b) consider seeking financial assistance through, for example, the CARS scheme to provide the provision of small grants for owners to assist with the financial burden of facing large repairs and future maintenance costs;

This action through time should mitigate against the slow degradation of the character of the conservation area buildings stock caused by the inappropriate repairs as highlighted in the CAA.

CAMP Action 2.0

The Planning Authority will ensure that the design and construction of any alterations to the historic buildings within the conservation area, seeks to marry new interventions with the significance of the old, in order to enhance and preserve the special qualities of the conservation area. This will require:

- (a) that development schemes are reviewed by the Planning Authority with a view to ensure that the historic buildings remain the focus of any new development scheme;
- (b) all alterations or extensions are well designed, seeking to have a strong character of their own while minor works should not be too strong and dominate the original character of the historic building. They should not imitate original features or forms exactly rather be of high design "of their time"; and
- (c) the materials used in alterations and extensions should, where practical use, traditional materials or where appropriate be hybrid, using say modern brick structure with a lime harl or render rather than any cement based products.

CAMP Action 3.0

There should be a presumption against demolition (including partial demolition or removal of details) of any building fabric which, will again result in the loss of historic fabric and the erosion of the special character of the conservation area. This will require the Planning Authority to consider:

- (a) seeking to enforce statutory powers to prevent further deterioration, decay and inappropriate repairs of properties within the conservation area;
- (b) the power to serve listed building enforcement notices to owners to request they maintain or return properties to a structurally secure, wind and watertight condition in accordance with sections 34-41 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997;
- (c) urgent works to preserve an unoccupied listed building giving seven days notice to the owner and explaining that the recover of costs will be actioned all in accordance with sections 49 and 50 of the above Act;
- (d) advising owners that it is an offence and liable to conviction to a fine not exceeding level 3 on the standards scale, if they damage a listed building governed by the above Act.

CAMP Action 4.0

The Planning Authority should seek to build on the issues and recommendations highlighted in this conservation area management plan by considering the opportunities to improve the sense of “place” within the village centre. The Council should consider providing guidance on:

- (a) a well conceived and simple information wayfinding series of signs;
- (b) general improvements to the public realm particularly ensuring the preservation and future re-planting of mature trees and shrubs.

CAMP Action 5.0

The Planning Authority should consider entering into a dialogue with HES regarding a potential listing review and the creation of a special status for the conservation area. The review should:

- (a) take into account the entire conservation area; and
- (b) discuss the potential financial assistance through, for example, a special CARS scheme to provide small grants for owners to assist with the financial burden of facing large repairs and future maintenance costs;

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**Report To: Environment and Regeneration
Committee**

Date: 16 January 2020

**Report By: Corporate Director, Environment,
Regeneration and Resources**

Report No: E&R/20/01/05/SJ

Contact Officer: Stuart Jamieson

Contact No: 01475 712402

Subject: Conservation Grant

1.0 PURPOSE

1.1 The purpose of this report is to seek Committee approval for the terms associated with the Conservation Grant.

2.0 SUMMARY

2.1 As part of the 2019/20 budget setting process £80,000 was allocated for the inception of a conservation grant. This report seeks to establish the eligibility criteria for the said grant.

2.2 It is proposed that the grant should be used to support the conservation of buildings within the eight conservation areas within Inverclyde, namely Cathcart Square/William Street, Greenock; Greenock West End; Inverkip; Gourock West Bay; Gourock Kempock Street/Shore Street; The Cross, Kilmacolm; Kilmacolm South East; and Quarrier's Homes.

2.3 The grant will be offered for the conservation of historic buildings pre-dating 1950.

2.4 The grants shall be made available for the uses identified in paragraph 4.5 to a maximum contribution of 25% or £7,500, whichever is the lesser figure, and will be paid on receipt of final contractor invoice.

3.0 RECOMMENDATIONS

3.1 It is recommended that Committee agrees to the terms of the Conservation Grant set out in the body of the report.

**Scott Allan, Corporate Director
Environment, Regeneration and Resources**

4.0 BACKGROUND

- 4.1 Conservation of Inverclyde's historic buildings is a key factor in the image of the urban realm.
- 4.2 As part of the 2019/20 budget setting process a fund of £80,000 was set aside to promote a conservation grant scheme.
- 4.3 It is proposed that the said scheme be limited to the eight conservation areas listed in paragraph 2.2 and to buildings constructed prior to 1950. The grant shall be used for repairs on the structure or to the exterior of the building.
- 4.4 The repairs have to use the same traditional materials, craft skills and construction techniques as found in the original building. Acceptable materials might include stone, lime, slate, iron, lead, other metals and timber.
- 4.5 Typical projects supported by grants might include:
- essential structural repairs
 - comprehensive roof repairs/replacement
 - repair of chimneys
 - repair or replacement of rainwater gutters
 - repair of stonework
 - repair of historic boundary walls or garden structures
 - repair of external joinery/windows (including double glazing)
 - repair of historic external metalwork
- 4.6 Work that cannot be assisted includes alterations and additions; projects that have already started; use of modern materials such as GRP or cement mortars; artificial and substitute materials or techniques; chemical treatments; stone cleaning; interior repair; routine maintenance, such as clearing gutters, fixing slipped slates or localised repointing.
- 4.7 The grant will be administered by the Regeneration and Planning Service and will require three quotations for interventions of up to 25% or £7500, whichever is the lesser figure.

5.0 IMPLICATIONS

Finance

- 5.1 The financial implications associated with this report are set out below

Financial implications

One-off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a	Conservation	2019/21	80	n/a	n/a

Annually recurring costs/(savings)

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Legal

5.2 There are no legal implications arising from this report.

Human Resources

5.3 There are no personnel issues associated with this report.

Equalities and diversity

5.4 There are no equality issues associated with this report.

Repopulation

5.5 The report supports our repopulation agenda.

6.0 CONSULTATIONS

6.1 Appropriate consultation has been undertaken with Legal and Property and Finance

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

**Report To: Environment and Regeneration
Committee**

Date: 16 January 2020

**Report By: Corporate Director, Environment,
Regeneration and Resources**

Report No: E&R/20/01/06/SJ

Contact Officer: Stuart Jamieson

Contact No: 01475 712402

Subject: Clyde Muirshiel Regional Park - Governance

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the Minute of Agreement between Renfrewshire Council, Inverclyde Council and North Ayrshire Council in respect of Clyde Muirshiel Regional Park.

2.0 SUMMARY

- 2.1 Renfrewshire Council has undertaken a review of the governance of Clyde Muirshiel Regional Park over a period of approximately 18 months.
- 2.2 Changes have taken place within the Park since its inception and the purpose of the review has been to ensure that the governance documentation reflects a modern park authority in respect of roles and responsibilities and to place the Park in a strong position going forward.
- 2.3 North Ayrshire Council reduced its requisition to the Park last year and as a result Inverclyde and Renfrewshire's requisitions have reduced proportionately, in Inverclyde's case these have been identified as savings of £30,000 approved by the Policy and Resources Committee.
- 2.4 The Minute of Agreement covers constitution, purpose, financial arrangements, administrative arrangements, and miscellaneous and a copy is attached at appendix 1.
- 2.5 Renfrewshire Council will continue to provide the "lead" Council role, with a Service Level Agreement developed in agreement with both Inverclyde and North Ayrshire.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee agrees to delegate authority to the Corporate Director Environment, Regeneration and Resources, in consultation with the Chief Financial Officer and the Head of Legal and Property Services, to conclude the Minute of Agreement and negotiate any Service Level Agreement with Renfrewshire Council for the provision of Services within the Inverclyde Area of Clyde Muirshiel Regional Park.

**Scott Allan, Corporate Director
Environment, Regeneration and Resources**

4.0 BACKGROUND

- 4.1 The Clyde Muirshiel Park Authority came into existence in 1990 and covers an area of 12,000 ha on land between Renfrewshire Council, Inverclyde Council and North Ayrshire Council.
- 4.2 Renfrewshire Council has undertaken a review of the governance of Clyde Muirshiel Regional Park over a period of approximately 18 months. Changes have taken place within the Park since its inception and the purpose of the review has been to ensure that the governance documentation reflects a modern park authority in respect of roles and responsibilities and to place the Park in a strong position going forward.
- 4.3 The governance model is based on a Minute of Agreement which will be complemented with a Service Level Agreement.
- 4.4 The Minute of Agreement sets out the Constitution, Appointment of Park Authority Members, Appointment of Chair, Casual Vacancies, Quorum, Procedures, Servicing Authority, Meetings, Purpose, Strategy, Objectives, Projects, Title to Assets, Use and Disposal of Assets, Core Activities Plan, Additional Activities, Park Staff, Advisers, Commencement and Variation, Withdrawal and Mediation.
- 4.5 Each Member Authority will be responsible for any projects which it carries out within its own geography.
- 4.6 North Ayrshire Council reduced its requisition to the Park last year and as a result Inverclyde and Renfrewshire's requisitions have reduced proportionately, in Inverclyde's case these have been identified as savings of £30,000 approved by the Policy and Resources Committee in 2019.
- 4.7 As the Servicing Authority, Renfrewshire Council will continue to employ all of the Park Staff for the moment under a Service Level Agreement with the other Member Authorities.

5.0 IMPLICATIONS

Finance

- 5.1 The financial implications associated with this report are set out below.

Financial implications

One-off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a					

Annually recurring costs/(savings)

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a	CMRP	2020	(30)	n/a	n/a

Legal

- 5.2 There are no legal implications arising from this report.

Human Resources

5.3 There are no personnel issues associated with this report.

Equalities and diversity

5.4 There are no equality issues associated with this report.

Repopulation

5.5 The report supports our repopulation agenda.

6.0 CONSULTATIONS

6.1 Appropriate consultation has been undertaken with Legal and Property and Finance.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

APPENDIX 1

MINUTE OF AGREEMENT

between

RENFREWSHIRE COUNCIL, Renfrewshire House, Cotton Street, Paisley, incorporated under the Local Government etc. (Scotland) Act, 1994 OF THE FIRST PART

and

INVERCLYDE COUNCIL, Municipal Buildings, Greenock, incorporated under the said Act OF THE SECOND PART

and

NORTH AYRSHIRE COUNCIL, Cunninghame House, incorporated under the said Act OF THE THIRD PART

Whereas Strathclyde Regional Council in exercise of the powers conferred on them by Section 48A (2) of the Countryside (Scotland) Act, 1967 made the Clyde Muirshiel Regional Park Designation Order (hereinafter referred to as "the Order") on Ninth January 1987 and whereas the Secretary of State for Scotland in exercise of the powers conferred on him by Section 48A(3) of the Countryside (Scotland) Act 1967 and Regulation 5(3) of the Regional Parks (Scotland) Regulations 1981 confirmed the said Order which became operative on 18 December 1990.

AND WHEREAS the parties to this agreement (herein after referred to as "the three Councils") as successors to Strathclyde Regional Council in terms of Sections 180 and 181 of the Local Government etc (Scotland) Act 1994 have combined for the purposes of establishing a joint committee (hereinafter referred to as "the Park Authority") in terms of Section 56(5) of the Local Government (Scotland) Act, 1973 for the purposes hereinafter described

AND WHEREAS the parties have reviewed and wish to update the agreement between them relating to the joint committee.

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:-

I

CONSTITUTION OF THE PARK AUTHORITY

Constitution

1

The three Councils hereby agree to continue to combine for the purpose of discharging certain functions with regard to leisure, recreation and environmental management within the area including and adjoining the Clyde Muirshiel Regional Park, more particularly described and defined in the Schedule annexed and subscribed as relative to the said Park Designation Order ("the Park"), and for this purpose have agreed to set up a Joint Committee known as "the Clyde Muirshiel Park Authority" (hereinafter referred to as "the Park Authority").

Appointment to Park Authority of Members

2 (i) Each of the three Councils shall appoint members to the Park Authority as follows:

Renfrewshire	3 members
Inverclyde	2 members
North Ayrshire	<u>2 members</u>
	<u>7 members</u>

(ii) Each of the three Councils shall appoint members of the Park Authority before or at the meetings at which approval is given to this Agreement and the members so appointed shall, subject as hereinafter provided, continue in office until they are reappointed or replaced by their respective Councils.

(iii) A member of the Park Authority shall cease to be a member of the Park Authority when he ceases to be a member of the Council which appointed him or on the appointment by that Council of another member in his place, whichever shall first occur.

Appointment of Chair

3 Renfrewshire Council shall nominate the Chair and North Ayrshire and Inverclyde Councils a member each to act as Vice Chairs of the Park Authority.

Casual Vacancies

4 (i) Where a casual vacancy occurs in membership of the Park Authority, the Council which appointed the member shall appoint a new member.

(ii) Where the vacancy occurs in the case of the Chair or Vice-Chair, the Councils shall nominate a new Chair or Vice-Chair at the next meeting of the Park Authority in accordance with Clause 3 hereof.

Quorum

5 The quorum of the Park Authority shall be three provided that not less than two of the three Councils shall be represented.

Procedures

6 (i) Decisions of the Park Authority shall be by a simple majority of the members present and voting and the Chair shall have a casting as well as a deliberative vote.

(ii) Subject to the provisions of this Agreement the Park Authority shall have the power to regulate its own procedures.

Servicing Authority

(i) Renfrewshire Council shall appoint an appropriate officer to act as Clerk to the Park Authority.

(ii) The three Councils agree that Renfrewshire Council (hereinafter referred to as "the Servicing Authority") shall provide such professional, technical and administrative support to the Park Authority and the three Councils as is necessary for the operation of this Agreement. Inverclyde Council and North Ayrshire Council shall reimburse the Servicing Authority appropriate fees, costs and expenses incurred with the provision of such services.

Meetings

- 8 (i) The Park Authority shall meet not less than twice during each year. One meeting shall take place in February and facilitate the budget setting processes of the three Councils, and another shall take place in September.
- (ii) Not less than ten working days' notice of meetings shall be given to the members by the Clerk to the Park Authority in writing, specifying the business to be transacted, subject to Clause 6(ii).
- (iii) The Clerk to the Park Authority shall be bound to convene an extraordinary meeting of the Park Authority within two weeks of being requested in writing so to do by the Park Authority Chair or any of the Councils and not less than three working days' notice of such meeting shall be given to the members by the Clerk.
- (iv) Subject to any procedural standing orders adopted by the Park Authority under Clause 6(ii), the Chair may invite or permit any person who is not a member or a substitute member to attend a meeting and address the Park Authority for the purpose of informing or advising the Park Authority on any matter before it.

II

PURPOSE OF THE PARK AUTHORITY

Purpose of the Park Authority 9 The purpose of the Park Authority shall be, inter alia:

- (i) Subject to Clauses 10 and 11 below:
- (a) to approve, the Clyde Muirshiel Regional Park Strategy (“the Park Strategy”);
- (b) to note the progress of implementation of the Park Strategy;
- (c) to amend, review and renew the Park Strategy as and when the Park Authority considers it appropriate to do so; and
- (d) to note and embrace opportunities for community involvement, which may include opportunities under the Community Empowerment (Scotland) Act 2015, which are aimed at furthering the Park Objectives, and to make recommendations to the three Councils on such opportunities;

The Park Strategy

- 10 The Park Strategy shall be in accordance with the Park Objectives and shall:-
- (a) seek to define activities that deliver the best outcomes for the Park; and
- (b) identify opportunities for the Park's future priorities and activities.

- (a) To advance inclusive leisure activity and healthy lifestyles, by providing visitors of all ages and abilities the opportunity for quality recreation, and use the Park’s unique assets, to facilitate a high quality programme of leisure activities which contribute to the health agenda.;
- (b) To advance education and outdoor learning through the provision of a productive venue for formal and informal education and outdoor opportunities which will increase participation in learning opportunities and develop a better appreciation of the Park’s natural and cultural heritage. and
- (c) To promote the Park as an attractive and ecologically important visitor destination which recognises the value of its biodiversity and which embraces opportunities for positive environmental improvement.;
- (d) any further objectives that the three Councils jointly agree from time to time; and
- (e) such objectives as might be incidental or conducive to the foregoing objectives

IV

FINANCIAL ARRANGEMENTS

Projects

12 Each of the three Councils will be responsible for the whole cost (including capital and revenue expenditure) of any project or development that they are seeking to deliver within that part of the Park lying within their boundaries.

Title to Assets

13 The title or other interest in each Asset within the Park shall continue to be vested in the name of the relevant Council which shall be responsible for the management and maintenance of the Asset.

Use and Disposal of Assets

- 14 (i) Each of the three Councils shall be entitled to use and dispose of their Assets within the Park as they see fit.
- (ii) The Council to which an Asset belongs shall be solely entitled to any income derived from the use or disposal of that Asset.

Core Activities Plan

15 (i) Each year, the Servicing Authority shall submit to the other Councils a Core Activities Plan (“Core Activities Plan”) setting out a proposed programme of Core Activities (“Core Activities”) in the Park for the following year. The three Councils will endeavour to agree the Core Activities Plan by not later than [insert date].

- (ii) Following Agreement of the Core Activities Plan, the Servicing Authority shall enter into Service Level Agreements with Inverclyde Council and North Ayrshire Council for the Core Activities to be delivered within that Council's area.

Additional Activities

- 16 In the event that any of the Councils, or any other body, wishes to carry out activities in the Park that are outwith the Core Activities and which require the support of Park Staff and resources ("Additional Activities"), provided that these Additional Activities are compatible with the Park Strategy and Park Objectives; there will be no adverse impact on the Core Activities; and the Servicing Authority considers it appropriate to do so, the Servicing Authority shall have the power to enter into an agreement with the relevant Council or body to make available the Park Staff and resources required to support the Additional Activities for such costs and on such terms and conditions as the Servicing Authority thinks fit.

V

ADMINISTRATIVE ARRANGEMENTS

Park Staff

- 17 Park Staff
- (i) The Servicing Authority shall be the employer of, and shall have the power to appoint, the Park Co-ordinator and such supporting staff (together referred to as "Park Staff") as the Servicing Authority reasonably considers appropriate to discharge the Core Activities. All costs incurred by the servicing authority consequent on the employment of Park Staff as a result of the operation of this Agreement shall, with the exception of any liabilities referred to in Clause 17 (ii) below, be reimbursed by the three Councils in such proportions as they agree amongst themselves but, in the event that agreement cannot be reached, each Council shall be liable for an equal share.
 - (ii) In the event of any member of Park Staff, or former member of Park Staff, bringing a claim against the Servicing Authority as a result of an alleged act or omission by any of the three Councils, the Council, or Councils, alleged to have committed the act or omission shall fully indemnify the Servicing Authority against all liabilities, costs and expenses arising from the claim. Where the act or omission is alleged to have been committed by two or more of the Councils, all liabilities, costs and expenses shall be shared equally between, or among, these Councils.

Advisers

- 18 In the event of the Park Authority requesting an officer of one of the three Councils to act as an Adviser to the Park Authority, and the Council employing the officer agreeing to the request, which agreement shall not be unreasonably withheld, any costs to the employing Council arising from such advisory duties shall

be shared in such proportions as the Councils agree amongst themselves but, in the event that agreement cannot be reached, each Council shall be liable for an equal share of the costs..

VI

MISCELLANEOUS

Commencement and Variation

19 This Agreement shall be deemed to have commenced and taken effect on First April Twenty Twenty notwithstanding the date hereof and may be varied by supplementary agreements between the parties.

Withdrawal

20 (i) Withdrawal may be made from this Agreement on Thirty-First March in any year by any of the three Councils serving upon the Servicing Authority on behalf of the Park Authority, not less than 12 months' notice, or such shorter period as the other Councils may agree in writing, to be served in like manner as a notice served under Section 195 of the Local Government (Scotland) Act 1973. If, as a result of withdrawal, Park Staff are surplus to requirements, and additional costs, such as redundancy payments are incurred by the Servicing Authority, these shall be reimbursed by the withdrawing authority.

(ii) Where all three Councils agree to withdraw from this Agreement, the three Councils shall work together to develop and agree appropriate arrangements for the future management of the Park and for the dissolution of the Park Authority.

(iii) In the circumstances set out in paragraph (ii) above, the costs of withdrawal shall be shared in such proportions as the Councils agree amongst themselves but, in the event that agreement cannot be reached, each Council shall be liable for an equal share of the costs.

(iv) Any notice of withdrawal given under this Clause may be cancelled if all three Councils agree in writing.

Mediation

21 Any dispute arising in connection with the Park Authority or this Agreement, which cannot be resolved by discussion between the Councils in dispute, shall be referred to a mutually agreed mediator. The recommendations of any such mediator shall be final and binding on the Councils in dispute.

And the parties hereto consent to the registration hereof for preservation: IN WITNESS WHEREOF

MINUTE OF AGREEMENT

between

RENFREWSHIRE COUNCIL

OF THE FIRST PART

and

INVERCLYDE COUNCIL

OF THE SECOND PART

and

NORTH AYRSHIRE COUNCIL

OF THE THIRD PART

**Report To: Environment and Regeneration
Committee**

Date: 16 January 2020

**Report By: Corporate Director, Environment,
Regeneration and Resources**

Report No: E&R/20/01/04/SJ

Contact Officer: Stuart Jamieson

Contact No: 01475 712402

Subject: Kilmacolm Self Build – Leperstone Avenue

1.0 PURPOSE

1.1 The purpose of this report is to seek Committee approval to vary the conditions associated with the self build project at Leperstone Avenue, Kilmacolm.

2.0 SUMMARY

2.1 In 2014 Riverside Inverclyde, acting as the Council's agent, commenced the Leperstone Avenue Self Build project. The project sought to create six self-build plots under a repopulation agenda. The plots were restricted in sale for families moving into, and staying within, the area.

2.2 To date only one of the plots has been developed, and despite a number of marketing initiatives, there is no current interest in the remaining five plots.

2.3 In order to stimulate interest in development with the site it is proposed to lift the condition which requires the purchaser to provide evidence of moving into the area for the first time, and to reduce the timescale for the end user to occupy the premises to three years.

2.4 Following the recent structural changes in Riverside Inverclyde, it is further proposed to settle any funds due to Riverside Inverclyde for their involvement in the project and for the project to be managed directly within the Environment, Regeneration and Resources Directorate.

3.0 RECOMMENDATIONS

3.1 It is recommended that Committee agrees to:-

- A) remove the requirement for purchasers of the self build plots at Leperstone Avenue to be from outwith Inverclyde and reduce the period of residence to three years; and
- B) settle any monies outstanding to Riverside Inverclyde for their involvement in the project and to remit the decision to the Policy and Resources for the use of the Capital Fund.

**Scott Allan, Corporate Director
Environment, Regeneration and Resources**

4.0 BACKGROUND

- 4.1 In 2014 the Council undertook an initiative to develop self build plots at the surplus site in Leperstone Avenue, Kilmacolm. The project, undertaken by Riverside Inverclyde, received support from a repopulation programme.
- 4.2 The basis of the project was to create fully serviced platforms for a number of self build plots varying in size from just over 400m² to just under 800m².
- 4.3 A number of incentives were offered on the plots however a burden placed on the sale was that the developer of the plot had to come from outwith the Inverclyde boundary.
- 4.4 Despite a number of marketing initiatives, to date only one site has been developed.
- 4.5 Officers now consider it appropriate to remove the boundary burden in order to fully build out the development, which will continue to support our repopulation agenda. It is further recommended that the requirement for the end user to remain in residence for five years should be reduced to three years.
- 4.6 Whilst RI acted as the Council's agent on the project, any financial risk remained with the Council. It is therefore proposed that the existing financial liability which RI currently holds be met by the Council Capital Fund and that any income derived from any future sales would then be allocated to the Council.

5.0 IMPLICATIONS

Finance

- 5.1 The financial implications associated with this report are set out below

Financial implications

One-off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a	Capital Fund	2019/20	300	n/a	n/a
	Capital Fund	2020/22	(TBA)		

Annually recurring costs/(savings)

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Legal

- 5.2 The primary relocation burden should be removed along with amendments to the occupancy duration.

Human Resources

- 5.3 There are no personnel issues associated with this report.

Equalities and diversity

5.4 There are no equality issues associated with this report.

Repopulation

5.5 The report supports our repopulation agenda.

6.0 CONSULTATIONS

6.1 Appropriate consultation has been undertaken with Legal and Property and Finance.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

Report To:	Environment and Regeneration Committee	Date:	16 January 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	E&R/20/01/02/SJ/ AW
Contact Officer:	Alan Williamson	Contact No:	01475 712491
Subject:	Road Naming within New Development at Kilmacolm Road, Greenock		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval to name new roads being created within the Cloch Housing Association development at Kilmacolm Road, Greenock.

2.0 SUMMARY

- 2.1 New road names are required for the internal roads of the new residential development by Cloch Housing Association at Kilmacolm Road, Greenock.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee approves King's Glen Place, Godman Place and Woodhead Road as the names of the new roads within the development at Kilmacolm Road, Greenock, as set out in Appendix 1.

Stuart W. Jamieson
Head of Regeneration and Planning

4.0 BACKGROUND

4.1 Section 97 of the Civic Government (Scotland) Act 1982 gives a local authority power to name roads within its area.

5.0 NEW DEVELOPMENT AT KILMACOLM ROAD, GREENOCK

5.1 Cloch Housing Association is developing 57 new flats and houses on the site of the former Kings Glen Primary at Kilmacolm Road, Greenock. The development will have three internal roads that require to be named. For consultation with Ward 3 Councillors, it was suggested that two of the roads be named after the adjacent King's Glen and former Woodhead Quarry. These were not objected to and an additional suggestion of naming one of the roads Godman (after the former MP and MSP for the area) was received during the Councillor consultation.

5.2 Cloch Housing Association suggested the following which were received during its own consultation exercise:

- Kings Glen Avenue/Court/Road/Place
- Anderson Place/Road (after a former headteacher of King's Glen Primary School)
- Lind Way (after a former music teacher at King's Glen Primary School)
- Cloch Avenue/View
- Kilmacolm Avenue
- Brown Road/Avenue/Court (after the first permanent Director of Cloch HA)
- Cassells Close (after a former Cloch colleague)

5.3 It is recommended that the new roads within this development are named: King's Glen Place, Godman Place and Woodhead Road.

6.0 IMPLICATIONS

Finance

6.1 There are no financial implications associated with this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Annually Recurring Costs/(Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Legal

6.2 There are no legal implications associated with this report.

Human Resources

6.3 There are no personnel implications associated with this report.

Equalities

6.4 There are no equalities issues associated with this report.

Repopulation

6.5 There are no repopulation implications associated with this report.

7.0 CONSULTATIONS

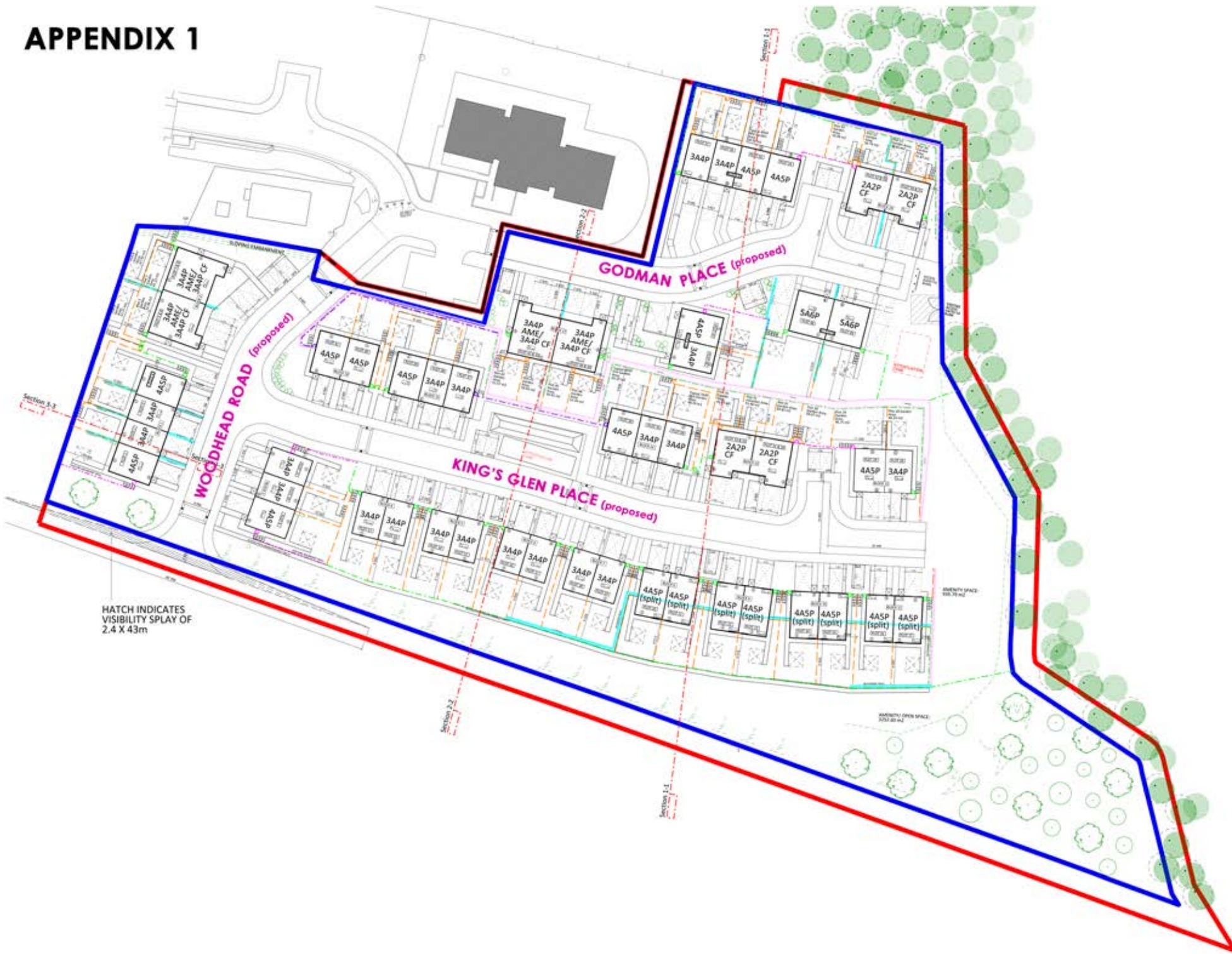
7.1 Ward Councillors and the Council's Legal and Property Services were consulted during the preparation of this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 None

Appendix 1: New residential development Kilmacolm Road, Greenock

APPENDIX 1



APPLICABLE REGULATIONS
 CDMA 2015 & HANAN ACT 1974 (and all amendments) - Applies at all times.
 Working at Height Regs 2005 - Applies at all times.
 Workplace (Health, Safety and Welfare) Regs 1992 - Applies at all times.
 Control of Asbestos Regs 2012 - Applies at all times.

Notes

Rev	Description	Date	Issued

0 10 20 30 40 50 60 70 80 90 100
 METRES

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Scale	Sheet Size	Job No.
1:500	A2	2817-1

Originator	Checked	Date
PD	AP	OCT 19

Project
 PROPOSED HOUSING
 KILMACOLM ROAD,
 GREENOCK

Drawing Title
 SITE PLAN - STREET NAMING
 APPLICATION

Drawing No.	Rev
L(20)015	-

Report To:	Environment & Regeneration Committee	Date:	16 January 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	ENV008/20/SA
Contact Officer:	Scott Allan	Contact No:	01475 712764
Subject:	Transient Visitor Taxes in Scotland – Consultation		

1.0 PURPOSE

- 1.1 The purpose of this report is to present to the Committee the response submitted by officers to the 'Consultation on The Principles of a Local Discretionary Transient Visitor Levy or Tourist Tax' and seek approval for the response to be confirmed as Inverclyde Council's position on this issue.

2.0 SUMMARY

- 2.1 In January 2019, the Environment & Regeneration Committee approved a consultation response on 'Transient visitor taxes in Scotland – supporting a national discussion (consultation)'. This Council's view was that a transient visitor tax should be supported. In the consultation response the Council emphasised the importance of local empowerment with regard to a potential tax given the potential to raise revenue locally to address pressures brought about by tourism. Significantly in this respect, Inverclyde is relatively unique with having a cruise ship terminal. The Council's response emphasised the importance of any proposal being developed through full and inclusive consultation with all relevant aspects of business and community at a local level.
- 2.2 The Scottish Government released a further more detailed consultation in October 2019 through their consultation online portal. The return date for the consultation was 2 December 2019. Officers have submitted a provisional return to the Scottish Government subject to the approval of the Committee. In preparing the return, officers have followed the principles of the report approved in January this year.
- 2.3 The Scottish Government position in respect of a transient visitor tax is one which is minded to consider an accommodation tax but not any other forms of taxation. Despite this, however, the consultation includes questions seeking the views of consultees on wider day visitor tax possibilities.
- 2.4 A key message in the Council's response is the potential benefits which could be gained around a tax being applied to cruise ship passengers disembarking at Greenock. Such a tax could make a considerable difference to local services in support of the tourist pressures which arise over short periods of time during cruise ships visits.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee approves the provisional response as submitted to the Scottish Government on the 'Consultation on The Principles of a Local Discretionary Transient Visitor Levy or Tourist Tax'.

Scott Allan
Corporate Director Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 In January this year, Inverclyde Council responded to the initial consultation on transient visitor taxes in Scotland. The Council's position was supportive of the Scottish Government creating the powers to enable a local visitor tax to be applied. The Council's position was while powers should be empowering, any scheme would have to be the subject of extensive consultation amongst all affected parties. The focus of Inverclyde's interest in this regard is the high number of cruise ship passengers who disembark via Ocean Terminal. In consequence of this, Greenock and to some extent the rest of Inverclyde experiences short but intense periods of visitor activity with consequent pressures on services. The ability to raise a visitor tax if this was supported through consultation and agreed within the Council, has the potential to improve facilities for tourists and alleviate some of the pressures.
- 4.2 A fresh consultation in greater detail was commenced by the Scottish Government in October this year, titled 'Consultation on The Principles of a Local Discretionary Transient Visitor Levy or Tourist Tax'. The consultation was lodged on the Scottish Government consultation portal which involves completing question responses online with a deadline set of 2 December 2019. The consultation advises that the Scottish Government is minded to restrict any potential legislation to accommodation only. Consultation does however raise questions over the opportunities and mechanisms for imposing a day visitor tourist tax (such as embarking cruise ship passengers).
- 4.3 In preparing the consultation response and the specific answers to questions, Council officers have sought to reflect the principles agreed by the Environment & Regeneration Committee in January 2019. A copy of the response is attached to this committee report and Members are asked to endorse this as the Council's official response.
- 4.4 The key messages which the Council's provisional response seeks to make are as follows:

Inverclyde Council considers that the key role of Government should be to deliver enabling legislation whereby local authorities have flexibility and autonomy to pursue transient visitor levies or taxes as they see fit (but subject to consultation). In other words, the Council considers that legislation should not be overly proscriptive at a national level, this position reflecting the wide variety of circumstances which exist across Scotland. Scotland is a country of wide diversity and it is very likely that each Council will have a different approach towards day visitors and tourism. It is very likely that many councils will not seek to pursue a visitor tax and this is very much an issue which should be a matter for local authorities to consider
- 4.5 With regard to Inverclyde Council's response, the focus is on realising the opportunity to make a small charge for disembarking cruise ship passengers. Given the anticipated 200,000 visitors from cruise ships per year within the next few years there is significant potential to raise revenue which could support local infrastructure. Whilst there is clearly considerable consultation and debate required around this issue both amongst the business community, wider community and the Council, it is clear that a very small charge, potentially the equivalent of the cost of paying for a day's parking within a pay and display car park could make a significant impact.
- 4.6 The Council's response therefore reflects a desire to have the flexibility to promote a local transient visitor tax scheme, collect funds and invest locally in improved facilities for tourism. The nature of investment would reflect the short term pressures which are placed on Inverclyde through high numbers of passengers disembarking cruise ships over short periods.
- 4.7 The Council's response also supports the facilitation through legislation of applying a levy on accommodation. Again the Council considers that this is very much a matter for local authorities and local circumstances to consider and that any form of taxation should be simple and straightforward to apply in a similar manner to schemes which are applied in European countries. The Council's position supports that there should be a transition period of around 12 months following any decision around imposition of a transient visitor tax, this time period ensuring that both visitors and potential collectors of tax have enough time to prepare.

- 4.8 Officers will keep the Committee informed of progress of the consultation on visitor tax as the Scottish Government considers the consultation responses across Scotland.

5.0 IMPLICATIONS

5.1 Finance

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.2 Legal

N/A.

5.3 Human Resources

N/A.

5.4 Equalities

Equalities

- (a) Has an Equality Impact Assessment been carried out?

	YES
✓	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

- (b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
✓	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

✓

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

NO

5.5 Repopulation

Facilitating legislation to implement a Transient Visitor Tax has the potential to improve visitor experience in support of economic regeneration.

6.0 CONSULTATIONS

6.1 N/A.

7.0 BACKGROUND PAPERS

7.1 N/A.

Submitted to **Consultation on The Principles of a Local Discretionary Transient Visitor Levy or Tourist Tax**
Submitted on 2019-12-02 17:22:24

Ministerial Foreword

3. The Balance between Local Autonomy and National Consistency

1 Do you think that the design of a visitor levy should be set out:

c) mostly at local level with some overarching national principles

Please provide a reason (or reasons) for your answer::

Forward - please note that this consultation response is provisional pending approval at Committee on 16th Jan 2020.

There will be unique circumstances across Scotland depending on the location and nature of the local economy. It likely that any tourism tax will be reflective of local circumstances, agreed through local consultation and approved at local government level. A national framework would be restrictive in this respect. For Inverclyde Council there is potential to consider a tax on cruise ship passengers, this being an option only open to very few local authorities.

4. What Activity Should A Visitor Levy Apply To?

2 Is an overnight stay in commercially let accommodation an appropriate basis for applying a levy on visitors?

Yes

Please provide a reason (or reasons) for your answer::

Applying a tax on overnight accommodation may be appropriate in certain locations and circumstances but it would not be appropriate to have a national 'principal' in respect of this. This should be a matter for local authorities to consider. It would be important however that the powers to apply a levy on overnight accommodation are available.

3 Which of the following activities do you think a visitor levy could be robustly applied to and enforced, and how?

Day visitors not staying overnight - Day visitors not staying overnight:

apply

Please explain how a visitor levy could be applied and enforced on day visitors::

For Inverclyde Council this is a fundamental issue. The Councils new Cruise Ship Terminal will handle over 200,000 passengers a year in the next few years. Subject to proper consultation and agreement within the Council may consider applying levies on disembarking passengers. The amount of levy would be a matter for consideration but would typically be very small, equivalent for instance to a parking charge. It is considered that charge of £1 per passenger for example would be easily collected (through the cruise ship company) and would make a significant difference to maintaining the local infrastructure which is stretched during periods of high pedestrian volumes in Greenock.

Cruise ship passengers who disembark for a day before re-joining the vessel - Cruise ship passengers who disembark for a day before re-joining the vessel:

apply

Please explain how a visitor levy could be applied and enforced on cruise ship passengers::

Through collection by the cruise ship operator to disembarking passengers or by the Port Operator who manages passenger security.

Wild or rough camping, including in motorhomes and camper vans - Wild or rough camping, including in motorhomes and camper vans:

Please explain how a visitor levy could be applied and enforced on rough camping, including motorhomes and camper vans::

Inverclyde does not have a position on this issue.

4 Please tick which one you think would work best in Scotland?

Flat rate per person per night

Please provide a reason (or reasons) for your answer::

It is anticipated that any charge agreed by a local authority will be low and should be simple to collect. A flat rate suits this criteria best.

5a What are the considerations for accommodation users, accommodation providers and local authorities for the option 'flat rate per person per night'?

Flat rate per person per night - Implications for accommodation users::

Accommodation users would be required to make payment to the facility they are staying in. Payment would thereafter be transferred to the Local Authority as is common in many European locations.

Flat rate per person per night - Implications for accommodation providers::

Accommodation providers would have a simple flat rate to apply to a users bill. This could be collected in advance if required given that most bookings are online.

Flat rate per person per night - Implications for local authorities::

Flat rate collection is easy to Administer and Audit.

5b What are the considerations for accommodation users, accommodation providers and local authorities for the option 'flat rate per room'?

Flat rate per room - Implications for accommodation users::

N/A

Flat rate per room - Implications for accommodation providers::

N/A

Flat rate per room - Implications for local authorities::

N/A

5c What are the considerations for accommodation users, accommodation providers and local authorities for the option 'a percentage of total accommodation charge'?

A percentage of total accommodation charge - Implications for accommodation users::

N/A

A percentage of total accommodation charge - Implications for accommodation providers::

N/A

A percentage of total accommodation charge - Implications for local authorities::

N/A

5d What are the considerations for accommodation users, accommodation providers and local authorities for the option 'flat rate per night dependant on the quality of accommodation'?

Flat rate per night dependant on the quality of accommodation - Implications for accommodation users::

N/A

Flat rate per night dependant on the quality of accommodation - Implications for accommodation providers::

N/A

Flat rate per night dependant on the quality of accommodation - Implications for local authorities::

N/A

6 Do you think that the basis of the charge should be set out in a national framework, or be for a local authority to decide?

Decided by local authorities

Please provide a reason (or reasons) for your answer::

Circumstances across Scotland vary significantly both in respect of the impact of tourism and the costs of accommodation. It should be for local Authorities to set charges based on local circumstances, mindful of the need to encourage tourism but reflective of the pressures on local services.

7 Do you think that the rate of the visitor levy should be set out in a national framework or should it be for the local authority to decide?

Decided by local authorities

Please provide a reason (or reasons) for your answer::

Local circumstances will vary widely across Scotland and it should be for Local Authorities to determine.

8 What factors should be considered to ensure the rate of the visitor levy is appropriate?

Please provide a reason (or reasons) for your answer::

Scottish local Authorities already work collaboratively across many agendas and through COSLA at a national level. It is considered that Local Authorities will act responsibly with respect to a visitor levy and consult other local authorities as appropriate.

9 If the rate of the visitor levy were to be set by individual local authorities, should an upper limit or cap be set at a national level?

Decided by local authorities

Please provide a reason (or reasons) for your answer::

Local Authorities remain best placed to decide levies based on their local circumstances.

10 The Scottish Government is of the opinion that there are some groups that it would be unacceptable to impose a visitor levy on under any circumstances. These include:

Some exemptions should be set at national level, and some should be at the local authority's discretion

11 Which additional exemptions from the list below do you think should be applied to a visitor levy?

12 Are there any other exemptions that you think should apply?

Please list together with reasons below::

This question does not provide the option of responding that there should be no national exemptions. The simplest way to progress a visitor levy is to allow local authorities to deal with exemptions at a local level. Otherwise legislation will become overly bureaucratic and restrictive at a national level. The powers around facilitating a visitor levy need to be empowering and local authorities need to be trusted around the fairness of delivery.

13 What is your view of the proposal that accommodation providers should be ultimately responsible for the collection and remittance to the appropriate local authority, even if the tax is collected by a third party booking agent or platform?

Agree

Please explain and provide any other comments on this proposal::

The clearest way to deliver on collection is to rest responsibility with the accommodation provider. In all cases the accommodation provider will already have some form of relationship with the Local Authority.

14 If accommodation providers were required to remit visitor levies after the overnight stays to which they relate (even if the payment was made well in advance) how frequently should the levies collected be required to be remitted to the levying local authority?

Annually

Please provide a reason (or reasons) for your answer::

The burden on administration to accommodation providers should be minimised. Recognising that income to a local authority from a levy is likely to be low, an annual payment in arrears would seem appropriate. It is recognised however that this issue may be considered differently across Scotland.

15 What information should an accommodation provider be required to collect and retain to ensure compliance?

a) flat rate per person per night:

An audit statement of room or accommodation occupation with levy collected. This data is held by accommodation providers in any event and could be scrutinised as a check if required.

b) flat rate per room per night:

N/A

c) percentage of total accommodation charge:

N/A

d) flat rate per night dependent on the quality of accommodation :

N/A

16 How can a local authority choosing to apply a visitor levy ensure it has a comprehensive list of all those providing overnight accommodation on a commercial basis in their local authority area?

Please provide a reason (or reasons) for your answer: :

Providers would be required to advise the Local Authority for the service they offer. It would be helpful if the legislation allowed the Local Authority to apply a penalty to providers avoiding compliance.

17 What enforcement powers should a local authority have to ensure compliance and prevent avoidance and evasion by accommodation providers?

Please provide a reason (or reasons) for your answer::

Preferably the application of a penalty.

18 Should non-compliance by an accommodation provider be subject to a civil penalty (i.e a fine) and if so, what would be the appropriate level be?

Yes

Please state level of civil penalty (fine) (in £ pounds sterling) that you think is appropriate?:

The level of penalty would need to be appropriate to the levy and set by the local authority.

5. Local Decision Making

19 A list of requirements that local authorities could be expected to meet before being able to introduce a visitor levy is summarised below.

19 - Produce an initial statement of intention to consider introducing a visitor levy:

Agree

19 - A timeframe for introduction of at least one financial year following conclusion of consultation and engagement activities:

Agree

19 - Have held a consultation in their local area to gather views from all those who will be affected by the visitor levy:

Agree

19 - Have conducted required impact assessments:

Agree

19 - Have assessed the administrative burden on businesses and taken steps to minimise this:

Agree

19 - If the legislation allows the rate to be set locally the local authority has demonstrated why the chosen rate of the visitor levy is optimal for that area:

Agree

19 - Have appropriate mechanisms in place to allow visitor levies collected to be remitted to the local authority:

Agree

19 - Have made information about the visitor levy and how to pay it available and in the public domain, for both business and visitors:

Agree

19 - The approach to collaborative decision making on revenue spending is set out in the public domain:

Agree

19 - Establish an approach to monitoring and publically reporting revenues raised and their expenditure on an annual basis:

Agree

19 - The approach to monitoring and reporting on the impact of the visitor levy on an annual basis, is clearly set out in the public domain:

Agree

19 - Establish an approach to evaluating and publically reporting, the impact of the visitor levy, within a reasonable period after introduction:

Agree

Please add any other comments on the requirements listed above :

Please list any other requirements you think might be necessary, together with reasons below::

20 Should Scottish Government be able to prevent a local authority from applying a visitor levy?

No

21 Under what circumstances should Scottish Government be able to do this?

Please provide a reason (or reasons) for your answer::

22 What requirements might be placed on local authorities to engage with local stakeholders to determine how revenues are spent?

Please provide a reason (or reasons) for your answer::

This should be a matter for Local Authorities.

23 How might this engagement be best achieved?

Please provide a reason (or reasons) for your answer::

24 Should revenues from a visitor levy be allocated to priorities articulated through local tourism strategies, where they exist?

No

Please provide a reason (or reasons) for your answer::

This should be a matter for local authorities to determine.

25 What reporting arrangements might be required of local authorities to account for the expenditure of receipts from a visitor levy?

Please provide a reason (or reasons) for your answer::

Reporting should be through local authorities existing governance and accountability structures to ensure local accountability and transparency.

26 If a local authority was to impose a visitor levy on a specific area within the authority, should any revenue raised have to be spent only in that area?

No

Please provide a reason (or reasons) for your answer::

This should be a matter for the local authority to decide.

6. Further Considerations

27 Is the name 'visitor levy' appropriate for the new powers proposed in the consultation document?

Yes

Please provide a reason (or reasons) for your answer::

28 If not, what do you consider to be a better alternative and why?

Please provide a reason (or reasons) for your answer::

29 What requirements should apply to ensure accommodation prices transparently display a visitor levy?

Please provide a reason (or reasons) for your answer::

All providers should ensure that their pricing structures include a separate statement on visitor levies.

30 What, if any, transition arrangements should apply when accommodation is reserved and paid for in advance of a local authority choosing to impose, or subsequently vary, a visitor levy for the period the accommodation is let?

Please provide a reason (or reasons) for your answer::

From an Inverclyde Council perspective we would wish a transient period of around 12 months. This would give sufficient warning for instance to a cruise ship passenger due to arrive the following year that they may be required to pay a levy. If Inverclyde was to agree to introduce a levy and this is by no mean certain and would be the subject of extensive consultation, we would not anticipate the levy to be significant. A years notice of this would not be inconsistent for example of advance notification of introducing parking charges.

31 Should these transition arrangements be set out in a national framework or be decided by local authorities?

Decided by local authorities

Please provide a reason (or reasons) for your answer::

In view of the different circumstances across Scotland, this should be a matter for local Authorities.

32 Our partial BRIA indicates that the main groups that will be affected by a visitor levy are:

Please specify group and additional impact.:

33 Are there any other groups not listed here that should be given attention in the impact assessments?

Please list and state how they will be affected.:

About you

What is your name?

Name:

Scott Allan

What is your email address?

Email:

scott.allan@inverclyde.gov.uk

Are you responding as an individual or an organisation?

Organisation

What is your organisation?

Organisation:

Inverclyde Council

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

Publish response only (without name)

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Yes

Evaluation

Please help us improve our consultations by answering the questions below. (Responses to the evaluation will not be published.)

Matrix 1 - How satisfied were you with this consultation?:

Neither satisfied nor dissatisfied

Please enter comments here.:

Matrix 1 - How would you rate your satisfaction with using this platform (Citizen Space) to respond to this consultation?:

Slightly satisfied

Please enter comments here.:

Report To: Environment & Regeneration
Committee

Date: 16 January 2020

Report By: Corporate Director
Environment, Regeneration &
Resources

Report No: ENV004/20/SA/RD

Contact Officer: Roisin Dillon

Contact No: 01475 714214

Subject: Inverclyde Strategic Housing Investment Plan 2020/21 - 2024/25

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the new annual Inverclyde Strategic Housing Investment Plan, covering the period from 2020/21 - 2024/25, the SHIP has been submitted in draft form to the Scottish Government pending this approval.

2.0 SUMMARY

- 2.1 To secure funding every local authority is required to prepare an annual Strategic Housing Investment Plan (SHIP). The SHIP reinforces the role of the local authority as the strategic housing authority. It sets out the key investment priorities for affordable housing in Inverclyde over a five year period to achieve the outcomes of the Local Housing Strategy (LHS) 2017-2022, and help the Scottish Government reach the national target of providing 50,000 new affordable homes by March 2021.
- 2.2 The Scottish Government issued revised Guidance on the preparation of SHIPs in August 2019 and all local authorities were required to submit their SHIPs to the Scottish Government Area Team Office by Friday 25 October 2019 via the Housing and Regeneration Programme (HARP). HARP is a web-based system designed to store consistent and accurate information about all local authority housing programmes.
- 2.3 As per agreed protocol and due to the date of the Committee meeting, the Scottish Government was advised that we would submit a draft of the SHIP pending the decision on its approval at today's Committee meeting.
- 2.4 The SHIP 2020/21 - 2024/25 has been prepared in consultation with all our local RSL partners and includes a full programme of affordable housing development proposals over the five-year period.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- a) Approves the Strategic Housing Investment Plan for the five-year period from 2020/21 - 2024/25 for submission to the Scottish Government by Inverclyde Council; and
 - b) Notes the projects included in the Strategic Housing Investment Plan 2020/21 - 2024/25 as detailed in the appendices.

4.0 BACKGROUND

4.1 The revised SHIP Guidance, dated August 2019, attached as Appendix 2, requires all local authorities to prepare and submit a new five-year SHIP by 25 October 2019. The Scottish Government has been advised that due to scheduling, the SHIP submitted was in draft form pending approval by this Committee. The SHIP 2020/21 - 2024/25 sets out Inverclyde Council's priorities for affordable housing development and presents an overview of what might be achieved throughout Inverclyde over the next five years.

5.0 SHIP 2020/21 - 2024/25

5.1 Inverclyde is currently benefitting from significant investment in new affordable housing which will address the housing priorities in our area which most reflect the needs of our residents. National and local housing providers will receive around £22 million grant funding from the Scottish Government's Affordable Housing Supply Programme (AHSP) which will assist the Council and its partners in the plan to deliver 849 new affordable homes by March 2021.

5.2 The SHIP is the result of ongoing consultation with RSLs, the Scottish Government and HSCP. Similarly, discussions with Council colleagues such as those in Roads, Planning, Property Services and Legal are fundamental in helping to resolve issues and ensure the delivery of development proposals which contribute appropriate housing for the area.

5.3 RSLs have put forward a comprehensive series of proposals for new affordable housing developments across Inverclyde covering the planning period from 2020/21 to 2024/25. The SHIP table (see Appendix 1) provides details of all projects over the five-year period.

5.4 Depopulation coupled with negative projected household change will result in an increase in the number and proportion of single person households in Inverclyde. 4 out of every 10 households are expected to be single person households by 2029. The majority of these are projected to be inhabited by older persons, who generally wish to continue living independently in home and community settings. This requires serious consideration being paid to future housing provision, including Specialist Provision. By ensuring supply of wheelchair housing, providing specific dementia friendly accommodation, and increased use of technologies such as telehealth and telecare, we are confident that we can address the housing and health needs of our increasing older population and support independent living.

5.5 In support of action 62 of the Fairer Scotland for Disabled People Action Plan, the Scottish Government SHIP guidance (August 2019) requested a greater focus on the delivery of wheelchair accessible housing across each local authority area. With over 800 units proposed in the SHIP and the Council's current 3% wheelchair accessible target, we would expect at least 25 wheelchair accessible homes to be added to the social rented stock of Inverclyde over the next five years. We are also engaged in a Specialist Provision Review to ensure that our housing stock meets the needs of all of our residents.

5.6 To help achieve Scottish Government climate change and fuel poverty objectives, and contribute to the proposed 80% reduction in emissions by 2050, all of the projects proposed in the SHIP will tackle fuel poverty by adhering to energy efficiency standards set out in the Scottish Building Standards Technical handbook 2017. This will ensure that heat is affordable for residents by increasing energy efficiency and therefore reducing the amount of energy required to heat the home.

5.7 The methodology which determines which projects are prioritised through the AHSP involves many considerations including suitability of proposed house type/mix; impact new housing might have on older stock in the area; and ownership of the land to be used for development. When asking for SHIP submission forms from our RSLs, Inverclyde Council stipulates that the projects which will be prioritised are those which achieve the best balance between the following categories:

- Reflect LHS outcomes (possible 3 points)
- Address Housing Need and Demand (possible 6 points)

- Deliverability (possible 8 points)

5.8

We continue to work with RSL and HSCP partners to monitor how successfully the highest priority projects meet the housing need for the area, their efficacy in helping to achieve the LHS outcomes, and their deliverability. This monitoring process ensures that the housing projects delivered in the area are those which best meet the needs of the population.

5.9

The 'Summary of Inverclyde SHIP 2020/21 - 2024/25' table in Appendix 1 displays a deliberate and substantial over-programming which would require grant funding far in excess of what has currently been offered. This over-programming is recommended by the Scottish Government. The intention is to allow for substitution of projects if a development stalls and cannot proceed due to unforeseen circumstances. Over-programming will help to ensure no loss of AHSP funding to the Inverclyde Council area, and provide an option for Inverclyde to take advantage of underspend elsewhere in Scotland and build additional housing where appropriate.

6.0 AHSP ACTIVITY UPDATE

6.1 Three affordable housing developments have been completed in Greenock and Port Glasgow by River Clyde Homes since last year's SHIP. Combined, these three sites offer 89 new units for social rent including wheelchair and amenity housing.

6.2 The Bay Street development contains a mixture of 41 flats and houses for social rent in Port Glasgow, including one wheelchair accessible home. Mallard Bowl and Phase 1 of Slaemuir combined offer 48 units across Greenock and Port Glasgow. The Slaemuir site in Port Glasgow is the first in a 3 phase development which will provide 96 units of varying house type including 3 bedroom family homes, 1 bedroom flats and wheelchair housing.

6.3 The continuing project at Slaemuir, combined with the 137 units at James Watt Dock and the 224 units at the old St. Stephen's school site, will include a variety of homes from 1 bedroom assisted living properties to family homes and will also provide wheelchair accessible properties. River Clyde Homes has also submitted plans to deliver a further 40 units of amenity housing at Chalmers Street.

6.4 Oak Tree Housing Association will contribute more than 200 new homes across four locations in Greenock. The Auchmead Road site in Greenock comprises 36 terraced and semi-detached houses and cottage flats and was due to complete in December 2019.

6.5 The other 4 sites are all due to start imminently. Ravenscraig will see 71 new homes being built for Oak Tree as a turnkey project with Link Group. 69 new homes will be built in the Bow Farm area of Greenock. The two-storey homes will be predominantly houses with a mixture of two, three and four bed accommodation including 32 houses which can be readily adapted to accommodate wheelchair accessibility. 16 two, three, and four bed houses will be built at Strone Farm. Oak Tree is also involved in negotiations and looking at proposals to deliver a further 90 units across sites at Drumfrochar Road and Houston Street.

6.6 Sanctuary Group has 4 sites currently being built across Greenock and Port Glasgow at Lilybank Road, Dubbs Road, Mount Pleasant Street and Broadstone Avenue, which will deliver 96 units for social rent. The sites will offer a range of house types with cottage flats, family homes, and 24 units of amenity housing.

6.7 Cloch Housing Association will provide 58 units at King's Glen including large family homes and cottage flats, with some homes on split level due to the topography of the site. Consultation with colleagues in HSCP identified a requirement for Through Care accommodation in the area and this has been taken into account in the housing mix proposals with four 2 bedroom cottage flats to be provided as Through Care accommodation.

6.8 The 149 unit development at the Ravenscraig Hospital site by Link Group in partnership with Oak Tree Housing will help meet the demand for one bedroom and family homes. It will also

benefit from Link's target of providing 10% wheelchair housing and will include 25 amenity cottage flats. This type of housing will support residents to live independently for as long as possible in their own homes and communities. This variety and number of new affordable homes will improve community cohesion, lift local asset values and assist future regeneration.

7.0 IMPLICATIONS

7.1 Strategic

The SHIP 2020/21 - 2024/25 addresses all 6 outcomes of the Inverclyde Local Housing Strategy (LHS) 2017 - 2022.

7.2 Financial

National and local housing providers will receive around £11 million grant funding in 2020/21 from the Scottish Government's AHSP. The budget for the current Scottish Parliament runs to March 2021. The next budget and three year RPA will be agreed following the outcome of the next Scottish Parliament election in May 2021. In the absence of RPA post 31 March 2021, local authorities have been instructed to plan on the basis of existing RPA levels. Further information on RPA levels post 2021 will be provided as soon as known and will inform the pace at which these future programme plans can be delivered.

One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

7.3 Legal

There are no legal implications for Inverclyde Council arising from this report.

7.4 Personnel

There are no Personnel implications arising from this report.

7.5 Equalities

Has an Equality Impact Assessment been carried out?

Yes

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

7.6 Repopulation

The provision of new affordable good quality housing is intended to support and complement the work on Repopulation, which is seeking to stabilise the existing population and to attract new people to the Inverclyde Council area by improving the housing quality and expanding the housing options available across Inverclyde.

8.0 CONSULTATIONS

8.1 This report has been prepared in consultation with the following:

- Developing RSLs operating within the Inverclyde Council area;
- All other RSLs operating within the Inverclyde Council area;
- Inverclyde Council's Roads, Planning, Property Services and Legal departments;
- Inverclyde Health & Social Care Partnership; and
- Scottish Government More Homes Division, Glasgow and Clyde Area Office.

9.0 LIST OF BACKGROUND PAPERS

9.1 Inverclyde Local Housing Strategy 2017-2022: 2019 Update 31 October 2019
ENV048/19/MM

INVERCLYDE

STRATEGIC HOUSING INVESTMENT PLAN

2020/21 - 2024/25

SUPPORTING STATEMENT

DRAFT

Introduction

To secure funding every local authority is required to prepare an annual Strategic Housing Investment Plan (SHIP). The SHIP reinforces the role of the local authority as the strategic housing authority. It sets out the key investment priorities for affordable housing in Inverclyde over a five year period to achieve the outcomes of the Local Housing Strategy (LHS) 2017-2022, and help the Scottish Government reach the national target of providing 50,000 new affordable homes by 2021/22.

Inverclyde is currently benefitting from significant investment in new affordable housing which will address the housing priorities in our area which most reflect the needs of our residents. National and local housing providers will receive around £22 million grant funding over the next two years from the Scottish Government's Affordable Housing Supply Programme (AHSP) which will assist the council and its partners in the plan to deliver 849 new affordable homes by March 2021.

Delivery of the housing projects included in the SHIP programme requires close collaboration between a range of stakeholders including Registered Social Landlords (RSLs), Scottish Government's More Homes Division, the Health and Social Care Partnership and other services within the council, including Planning, Roads and Property Services.

The SHIP is a five-year plan based on three year Resource Planning Assumptions (RPA), which are notified to the local authority on an annual basis. Assumptions and forecasts are based on information available at the time of preparation and are therefore subject to refinement and alteration as projects are developed. It is not uncommon for a project to fall out of the SHIP programme due to any number of development constraints. The SHIP details how we believe grant funding should be utilised across Inverclyde over the next 5 years to achieve the outcomes in the LHS.

In June 2019 the Scottish Government issued a revised Strategic Local Planning Agreement and corresponding RPA to Inverclyde Council for the period 2019/2020 to 2020/2021. The RPA are as follows:-

Year	RPA
2019/20	£10.773m
2020/21	£11.428m
2021/22	To be confirmed
2022/23	To be confirmed
2023/24	To be confirmed
Total	£22.201m

The budget for the current Scottish Parliament runs to March 2021. The next budget and three year RPA will be agreed following the outcome of the next Scottish Parliament election in May 2021. In the absence of RPA post 31 March 2021, local authorities have been instructed to plan on the basis of existing RPA levels. Further information on RPA levels post 2021 will be provided as soon as known and will inform the pace at which these future programme plans can be delivered.

The SHIP identifies priority sites for development; it also states what resources are required to implement them. New guidance was issued by the Scottish Government in August 2019 which provided revised procedures for Local Authorities. This guidance has been utilised in preparing the SHIP.

Covering the 5 year period, 2020/21 - 2024/25, the SHIP Supporting Statement and corresponding programme table (Appendix 1) sets out the key investment priorities and projected grant requirement to deliver affordable housing in the Inverclyde area.

Local Housing Strategy

The Inverclyde Local Housing Strategy 2017 - 2022 sets out the strategic policy approach of the Local Authority and its partners to deliver high quality housing and housing related services across all tenures to meet identified need in Inverclyde.

The Inverclyde LHS was designed to overcome many of the challenges that face social tenants, private tenants, home owners and homeless people of Inverclyde; and help us to achieve our vision, aims and outcomes by 2022.

It identified 6 outcomes which the SHIP will help the council and its partners meet:

Outcome 1: Provide a supply of good quality affordable housing solutions across all tenures

Outcome 2: Sustainable, attractive and well-designed communities with well-functioning town centres

Outcome 3: Prevent homelessness where possible through provision of ongoing support to meet the needs of individuals

Outcome 4: People supported to live independently for as long as possible in their own homes and communities

Outcome 5: Tackle fuel poverty and contribute to meeting the climate change target

Outcome 6: Improve stock condition across all tenures

The LHS sets out Housing Supply Targets (HST) for private and affordable housing and the SHIP establishes priorities to achieve the affordable HST and related outcomes, as set out in the LHS. Considering all determining factors, it was calculated that a realistic and deliverable HST for Inverclyde would be 90 affordable units and 170 private sector units per annum over the lifetime of the LHS.

Inverclyde is one of the few local authority areas with a population which is projected to decrease, however the annual HST reflects the continued need to replace poor quality, unsuitable and unsustainable stock and to provide additional choice in the private sector.

Housing Need and Demand Assessment

The LHS was informed by the Housing Needs and Demand Assessment co-produced by the Strategic Development Authority for the region, Clydeplan, and the eight Glasgow City Region Housing Authorities who collaborate through a Housing Market Partnership. This provides a robust and credible evidence base to support each authority's LHS and development plans.

The LHS is prepared every 5 years, and requires the evidence base included in the HNDA to be regularly reviewed and updated. From 2021, preparation will commence on the next Inverclyde LHS and this will require a refreshed evidence base.

While the HNDA is firmly rooted in evidence and has helped inform local housing requirements, the process has also highlighted areas where further research needs to be conducted in order to fully understand local needs and demands, and to address them appropriately through inter-agency work and partnership arrangements. For example, further research was recommended into the impacts of poor quality and lower demand housing in Inverclyde.

Demographics

Net migration, particularly of the 20s to 30s age group, continues to be a major contributor to depopulation across Inverclyde. The rate of population decline is projected to slow between the years of 2012-2024, then increase again from 2024-2037.

A decline in the working age population, along with a lower than average projected household formation rate is combining to create a decline in households over the period to 2029. This will reduce the number of family-sized and working age households; resulting in implications for the local economy in terms of lower tax contributions. It will also put further pressures on already stretched services.

Depopulation coupled with negative projected household change will result in an increase in the number and proportion of single person households in Inverclyde. 4 out of every 10 households are expected to be single person households by 2029. The majority of these are projected to be inhabited by older persons, who generally wish to continue living independently in home and community settings. This requires serious consideration being paid to future housing provision, including Specialist Provision.

Independent Living

All of our new build stock will benefit from the requirement to align with Housing for Varying Needs standards which will ensure that properties can be more easily adapted to suit the needs of our older and mobility impaired populations.

We have also been exploring different ways of supplying housing more suitable to older residents with our RSL and HSCP partners, and introducing higher numbers of units within

current SHIP projects suitable for this demographic. By providing specific dementia friendly, amenity and wheelchair accommodation; and utilising 24 hour care services allied to technologies such as telehealth and telecare; we will address the housing and health needs of our increasing older population.

Around 100 wheelchair or amenity units suitable for older or mobility impaired residents will be built across the 849 units expected to be completed by March 2021. This number doesn't include the dementia friendly units being discussed for inclusion at St. Stephens or the ongoing discussions between HSCP, Housing Strategy & developing RSLs on rehousing current clients currently living in unsuitable accommodation.

To assess current specialist housing requirements including wheelchair housing provision, a working group comprised of members of the Housing Partnership Group is conducting a Specialist Provision Housing Review to address the first action in our Housing Contribution Statement Action Plan (2019 - 2024):

Action 1 - "Use evidence based need and demand to identify specialist provision housing requirement early in the planning of the Affordable Housing Supply Programme"

Initial work is focused on reviewing the specialist housing requirements of Inverclyde residents and the suitability of current stock. The working group aim to ensure that we have more robust data on local specialist housing and specialist housing requirements to inform need, demand and provision. This information will be utilised to identify specialist provision housing requirements in the planning of the affordable housing supply programme, and to inform a wider discussion on how best to re-provision existing stock. It will inform and assist discussions on regeneration of the area; in particular regeneration of Clune Park and eastern Port Glasgow.

Wheelchair Accessible housing

The Scottish Government wants disabled people in Scotland to have choice, dignity and freedom to access suitable homes, to enable them to participate as full and equal citizens. It has published guidance for local authorities, which will support the delivery of more wheelchair accessible housing. The guidance requires local authorities to set targets across all housing tenures for the delivery of wheelchair accessible homes and to report annually on progress. Targets are expected to be in place by the end of 2019.

The demand for wheelchair accessible housing is expected to increase significantly across Scotland, with a projected 80% increase in the population of wheelchair users from 2018 to 2024. The Clydeplan HNDA estimated that 'between 1% and 5% of all new additional units across the region may be required as wheelchair accessible homes'. Our current LHS stipulates that 3% of all new social rented housing should meet wheelchair accessible standards to help increase the supply of housing suitable for wheelchair users in the area.

We acknowledge people's right to live at home or within a homely setting. The delivery of suitable, quality housing contributes to reducing health inequalities; and recognises Housing's role as the 'stabilising third leg of health and social care integration'. Specific wheelchair housing is discussed at an early planning stage between Housing Strategy &

HSCP for any new housing project; and we liaise with RSLs to determine the viability of including bespoke wheelchair accessible housing on upcoming sites.

Calculating the provision of wheelchair accommodation in the RSL sector and avoiding double counting is problematic given the range of definitions and terminology employed across individual landlords. Competing terms for the categorisation of specialist provision housing confuses analysis of current stock and therefore future requirements. In addition, there is a distinction between purpose-built housing and existing stock which has been adapted for wheelchair use. Clearer language is required around definitions for specialist provision housing.

We are in the process of attempting to harmonise categories of supported accommodation across our social landlords to build our knowledge base and map the availability of current supply on our geographic information system. This will enable better assessment of future wheelchair accessible housing requirements. We expect that an overview of current supply, an initial assessment of additional and future needs, and the group's recommendations, including cross-tenure wheelchair targets, will be relayed to the Housing Partnership Group in March 2020.

Link Group Ltd is planning to deliver 149 new high quality affordable homes for social rent at the old Ravenscraig Hospital site in Greenock. This site will benefit from Link Group's own specialist provision target of providing 10% wheelchair properties on each site and the provision of amenity cottage flats will support more residents to live independently for as long as possible in their own homes and communities. Officers from Housing Strategy and the HSCP are in regular communication with Link Group and other housing providers to ensure that new build housing can provide homes to meet an array of needs. Once built, the homes will be managed by Larkfield.

With over 800 units proposed in the SHIP and the council's current 3% wheelchair accessible target, we would expect around 30 wheelchair accessible units to be added to the social rented stock of Inverclyde over the next five years. New affordable housing will also help to address other housing needs by incorporating dementia friendly designs and providing 'assisted living' homes for older and disabled residents.

We have ensured flexibility of new homes to meet specialist provision needs due to the number of easily adapted amenity units being built. Requirements will be based initially on the findings of the Specialist Provision Review and thereafter through discussions with relevant partners.

Fuel Poverty

A household is in fuel poverty if, in order to maintain a satisfactory heating regime, it would be required to spend more than 10% of its income (including Housing Benefit or Income Support for Mortgage Interest) on all household fuel use.

All of the projects proposed in the SHIP will help to tackle fuel poverty and ensure that heat is affordable for residents by increasing energy efficiency and reducing the amount of energy required to heat the home.

The council encourage RSLs to deliver projects which promote energy efficiency and reduce fuel poverty by various methods such as building houses to Silver Standard for sustainability and energy efficiency as detailed in the Building Standards Technical Handbook 2017. Some of the factors which will assist in addressing fuel poverty in the new homes are:

- High insulation levels in construction
- Large windows for natural light and solar gain
- High levels of building airtightness to prevent heat loss through structure
- Solar panels
- High efficiency central heating systems with A-rated condensing gas boilers
- High SAP ratings demonstrating low CO2 emissions and high energy efficiency
- Low energy light fittings

Inverclyde Council have been successful recently in delivering our Home Energy Efficiency Programmes for Scotland: Area Based Schemes (HEEPS: ABS) programme and we are keen to continue to improve the energy efficiency of the housing stock through the SHIP programme.

The latest Scottish House Condition Survey figures published in February show that instances of fuel poverty have reduced from 38% (SHCS 2014-2016) to 31% (SHCS 2015-2017) in Inverclyde due to HEEPS: ABS funding and AHSP funding.

Reducing housing costs through reduced energy bills will also positively contribute to one of the 3 key drivers which mitigate child poverty: 'Reduced cost of living for families'. Housing Strategy have contributed 2 actions to the Inverclyde Local Child Poverty Action Report 2018/19 to monitor the effect that housing has on mitigating fuel poverty and reducing child poverty in the area:

Housing Action 1: Increase the supply of affordable housing - £17m has been spent and 234 socially rented homes completed so far in the area from 2015 - 2018. These homes all address fuel poverty by lowering energy bills through increased energy efficiency. The increase in homes with affordable rent further reduces cost of living.

Housing Action 2: Continue tackling fuel poverty through HEEPS: ABS - From 2013 to 2018 a total of over £8m HEEPS: ABS funding has been awarded to Inverclyde from the Scottish Government. This has helped the council in collaboration with RSLs to provide External Wall insulation to over 2000 properties in Inverclyde, making homes more energy efficient and cheaper to keep warm and dry.

We are also investigating whether implementing innovative approaches such as the Passivhaus standard, which reduces energy use and carbon emissions, would provide a viable, cost effective solution to fuel poverty in the area and further help Inverclyde Council meet the Scottish Government's carbon emission targets.

Quality affordable housing solutions across all tenures

Affordable Housing includes homes for social rent, low cost home ownership/shared equity, shared ownership, mid-market rent and private sector housing delivered below market cost. We continue to investigate a number of low cost housing options and their viability across various sites to increase the supply of good quality affordable housing solutions across all tenures.

Inverclyde is depopulating and unfortunately seemingly unattractive to private developers. To help repopulation by delivering a better housing mix to the area, the council is in discussions with partners around utilising the Scottish Government's Partnership Support for Regeneration funding to encourage low cost private housing development and increase housing options in the area.

The council is also discussing the possibility of delivering units for New Supply Shared Equity (NSSE). The stipulations for who can benefit from NSSE have recently been revised to allow over 60's and Inverclyde Council is in discussions around providing a similar housing option to Link's Abbey Place retirement apartments located in Renfrewshire. Link will also continue to assess the possibility of working with a private developer to contribute housing for owner occupation in the second phase of the Ravenscraig build and we have begun discussions with another RSL about providing NSSE units in a town centre site.

We are discussing the possible delivery of private homes alongside an affordable mix of social rent, mid-market rent and NSSE on an as yet undesignated site. Providing a mix of private and affordable housing on the same site would deliver a sustainable community and provide real housing options for a mix of people. It would cater for people who require affordable housing but do not qualify for or simply do not wish to live in socially rented properties. We would hope that the site would prove inviting and stand alongside our regeneration plans in helping to repopulate the area.

However, delivering new housing is not always the most appropriate method of meeting housing need. The council and RSLs have been discussing the effect of the new build affordable housing on our existing stock. North Star Consultancy was commissioned to evaluate the potential of low demand stock issues arising from the new affordable housing being delivered in the area; and subsequent work is being carried out to develop an improved understanding of whether low demand stock could assist in regeneration through re-provisioning and improving stock condition.

Also, the condition of some of our private rented stock is substandard. This can contribute to public health issues and make the area less appealing to private developers. We are aware that a lack of factoring arrangements within some mixed tenure areas has led to difficulties in delivering common repairs and improvement works in some of these areas. We are investigating with RSLs operating in the area whether acquisition of 'second hand' stock for sale on the open market might be the most appropriate method of meeting housing need. This would help us to improve stock condition and stock management which will positively impact on public health and community cohesion.

Renting privately is an important housing option for many of our residents. We engage with private landlords locally to help increase understanding of their legal responsibilities and ensure that our private tenants are housed in properties which meet the required legislative

standard. Also, the increased Energy Performance Certificate standards being introduced next year for private rented properties will require works for some properties to meet the standard. These measures will contribute towards improved living conditions and ensure that the Inverclyde housing supply is configured to meet the needs and demands of residents.

Homelessness

Those with complex support needs often fail to sustain tenancies, leading to repeat presentations to the Homelessness service. Without the appropriate support this cycle will continue.

A Rapid Rehousing approach utilising the Housing First model where required is the solution proposed by the Housing and Rough Sleeping Action Group (HARSAG) to address this situation. Housing First provides ordinary, settled housing with support as a first response for people with complex needs.

The Scottish Government asked all local authorities to produce a Rapid Rehousing Transition Plan (RRTP) by the end of December 2018. RRTPs are to be reflected in Local Housing Strategies, and fully integrated into Health & Social Care Partnership strategic plans. RRTPs will be reviewed annually as part of the SHIP and progress will be included in the Housing Contribution Statement to ensure they are part of the planning framework.

Inverclyde's strategic housing priorities align with the objectives of the Inverclyde RRTP which are to:

- Reduce the need for temporary accommodation by preventing homelessness
- Enable service users with no/low support needs to access settled housing quickly
- Deliver a Housing First model which enables the most excluded service users to achieve housing sustainment

The Homelessness service in Inverclyde lies under the directorate of the HSCP who have set up a RRTP working group with members from across HSCP, RSLs, Housing Strategy, Commissioning and Finance to project manage the successful implementation of the Inverclyde Rapid Rehousing Transition Plan.

Consultation

This SHIP is the result of ongoing consultation with RSLs, the Scottish Government and HSCP. Similarly, discussions with council colleagues such as those in Roads, Planning, Property Services and Legal are fundamental in helping to resolve issues and ensure the delivery of development proposals.

In Inverclyde, the council, the HSCP, and RSLs regularly attend a Housing Partnership Group. One of this group's key functions is to analyse the need for specialist housing to be included in projects included in the SHIP.

Regular programme meetings take place with representation from each of the RSLs and the More Homes Division of the Scottish Government to ensure that sites are progressing as

they should. This affords the partners the opportunity to discuss any programme delays and possible solutions.

The ongoing work of the Housing Partnership Group and the regular programme meetings between Housing Strategy, RSLs and the Scottish Government helps to shape the methodology which determines strategic investment priorities and delivers the housing type appropriate for the area.

Methodology

The decision making process which determines what projects to prioritise involves many considerations including proposed house type/mix; impact new housing might have on older stock in the area; and ownership of the land to be used for development. When asking for SHIP submission forms from our RSLs, Inverclyde Council stipulate that the projects which will be prioritised are those which achieve the best balance between the following categories:

- Reflect LHS outcomes (possible 3 points)
- Address Housing Need and Demand (possible 6 points)
- Deliverability (possible 8 points)

We use a matrix to determine the priority of each of the proposed sites in the current SHIP. Points are awarded for meeting criteria which relate to each of the three categories. The project with the highest number of points achieves the top position in the SHIP table at Appendix 1. All other projects are listed in order of priority.

Though many projects in the SHIP are rolled forward from previous submissions, we continue to work with RSL and HSCP partners to monitor how successfully the highest priority projects meet the housing need for the area, their efficacy in helping to achieve the LHS outcomes, and their deliverability. This monitoring process ensures that the housing projects delivered in the area are those which best meet the needs of the population.

Within the SHIP guidance, the Scottish Government stress the importance of applying a 'minimum slippage factor of 25%' to the first year of the SHIP period. We have already benefitted from accelerating alternative projects due to slippage. Our 'over programmed' approach helps to ensure that the RPA is fully utilised and delivers for the area. Where slippage occurs on our higher priority sites, we have 'slippage projects' which can replace other projects as needed.

The development proposed by Link Group (in partnership with Oak Tree Housing) for the building of 149 social rented properties on the Ravenscraig Hospital Grounds is our highest priority new build project with an estimated completion date of 31 March 2021. The site will provide a large number of social rented homes for the south west of Greenock, and will include a significant number of wheelchair and amenity housing, helping to ease the increasing need for these types of homes. The proposed development will help to regenerate the area by delivering sustainable, well-designed and attractive homes with sufficient variety to meet the needs of our population.

Development Constraints

We strive to identify and highlight potential development constraints very early on by engaging with internal local authority stakeholders including Roads, Planning, Environmental Health, and our Contaminated Land Officer. We also engage with external public bodies as required.

Despite this, the former Ravenscraig Hospital site received adverse reaction locally due to a number of reports in local press suggesting dangerously high levels of contamination on the site. These reports proved completely unfounded. However, this situation highlighted to us that public perception is a potential development constraint.

Public and political fears have been allayed on the whole but the perception created of the site and the volume of work involved in responding to queries has highlighted a key lesson to be learned: public communication is essential to timely progress of a site. We are now investigating the efficacy of requesting a communications strategy with each SHIP submission form and issuing purposeful, clear and informative press releases at a very early stage of any future major SHIP development project.

The Housing Infrastructure Fund (HIF) aims to assist key strategic housing projects which have been blocked or unable to proceed due to the extent and costs/financing of infrastructure works involved. Ravenscraig has benefitted from HIF on offsite works to two junctions which allow entrance to the site for general use on the A78 and emergency vehicular access across a bridge owned by Network Rail. The amount and extent of HIF will not be determined until the tender is finalised in November.

The former Babylon nightclub site on the corner of Argyle Street/West Stewart Street, Greenock is an example of a different type of development constraint. Inverclyde Council are looking for a developer for this site which remains in a state of disrepair. The site could be re-provisioned to provide town centre living, ideally for those requiring amenity or wheelchair accommodation. Currently this site has failed to attract attention due to the extent and projected costs of infrastructure works required. Inverclyde Council are investigating other possible areas of funding which could make this site viable to a developing RSL and allow them to transform the building and contribute to the regeneration of a well-functioning town centre. The council's allocation from the Scottish Government Town Centre Fund could be a potential source of funding to achieve this.

AHSP Activity Update

Three affordable housing developments have been completed in Greenock and Port Glasgow by River Clyde Homes since last years' SHIP. Combined, these three sites offer 89 new units for social rent including wheelchair and amenity housing.

The Bay Street development* contains a mixture of 41 flats and houses for social rent in Port Glasgow, including one wheelchair accessible home. Mallard Bowl & phase 1 of Slaemuir combined offer 48 units across Greenock and Port Glasgow. The Slaemuir site in Port Glasgow is the first in a 3 phase development which will provide 96 units of varying house type including 3 bedroom family homes, 1 bedroom flats and wheelchair housing.

Adding to the recent completions of projects at Slaemuir (Phase 1) and Mallard Bowl, River Clyde Homes have a number of other sites in the current SHIP across Greenock and Port Glasgow which will add over 400 more affordable homes to Inverclyde by the end of March 2021.

The continuing project at Slaemuir, combined with the 137 units at James Watt Dock and the 224 units at the old St. Stephen's school site will include a variety of homes from 1 bedroom assisted living properties to family homes and also provide wheelchair accessible properties. River Clyde Homes have also submitted plans to deliver a further 40 units of amenity housing at Chalmers Street.

Oak Tree Housing Association will contribute more than 200 new homes across four locations in Greenock. The Auchmead Road site in Greenock comprises 36 terraced and semi-detached houses and cottage flats and is due to complete in December 2019.

The other 4 sites are all due to start imminently. Ravenscraig will see 71 new homes being built for Oak Tree as a turnkey project with Link Group. 69 new homes will be built in the Bow Farm area of Greenock. The two-storey homes will be predominantly houses with a mixture of two, three and four bed accommodation including 32 houses which can be readily adapted to accommodate wheelchair accessibility. 16 two, three, and four bed houses will be built at Strone Farm. Oak Tree are also involved in negotiations and looking at proposals to deliver a further 90 units across sites at Drumfrochar Road and Houston Street.

Sanctuary Group has 4 sites currently being built across Greenock and Port Glasgow at Lilybank Road, Dubbs Road, Mount Pleasant Street and Broadstone Avenue, which combined will deliver 96 units for social rent. The sites will offer a range of house types with cottage flats, family homes, and 24 units of amenity housing.

Cloch Housing Association will provide 58 units at King's Glen including large family homes and cottage flats, with some homes on split level due to the topography of the site. Consultation with colleagues in HSCP identified a requirement for Through Care accommodation in the area and this has been taken into account in the housing mix proposals with four 2 bedroom cottage flats to be provided as Through Care accommodation.

The 149 unit development at the Ravenscraig Hospital site by Link Group in partnership with Oak Tree Housing is expected to have a site start of December 2019 and will help meet the demand for one bedroom and family homes. 71 of the properties will be handed over to Oak Tree on completion and the remaining 78 will be managed by Larkfield Housing Association. The development will benefit from Link's target of providing 10% wheelchair housing and will include 25 amenity cottage flats. This type of housing will support residents to live independently for as long as possible in their own homes and communities. This variety and number of new affordable homes will improve community cohesion, lift local asset values and assist future regeneration.

*We erroneously recorded Bay Street as having been completed in last year's SHIP but the actual completion date was 2 July 2018 so it should instead be recorded in this year's submission.

Community benefits

Together with providing contributions to local community groups, all of the RSLs' developers deliver benefits to the community proportional to the value of the development contract. They provide local jobs for local people, apprenticeship opportunities and educational support. They also provide a number of site based work experience placements and contribute to employment fairs throughout the Inverclyde area.

Council Tax on second and empty homes and developer contributions

We received £459,000 from Council Tax on Second and Empty Homes for 2018/19. This is a significant increase on last year's collection. This is due to a combination of increased empty homes levy, the work of our Empty Homes Officer, and more efficient debt collection procedures.

The highest priority for investment with these funds lies in tackling the current degraded condition of the housing stock and contributing to the regeneration of Clune Park. It is envisaged that much of the funding from this source will continue to help achieve the council's aim to redevelop the area for affordable housing. We are currently working on a vision of exactly what type of housing would be most suitable for the area.

Additionally the council in partnership with River Clyde Homes employ an Empty Homes Officer. Since 2017, the Empty Homes Officer has brought 27 properties back into use. We are examining the possibility of setting criteria to allow RSLs to bid for some of the money from this source. They can use the funding to assist them to purchase empty properties in areas where they are currently being prevented from investing in stock due to owners of empty properties being unwilling to pay for their share of the necessary investment work.

The number of long term empty (LTE) properties in Inverclyde (as of August 2019) is 644. From the 1st April 2019 Inverclyde Council introduced a 200% Council tax for properties which have been unoccupied for 12 months or more (it was previously set at 150%). This is designed to encourage people to deal with empty properties, however there are exemptions available to ensure that owners are not unfairly penalised. Moneys from this LTE Levy will be redirected into affordable housing in the area.

Regarding the development fund created to hold monies generated from the sale of assets by River Clyde Homes: in 2014/15 we received £66,124 from River Clyde Homes due to the sale of land and £15,076 of this was paid to the Scottish Government for knotweed remediation, the remainder was used to pay for unforeseen roads works in phase 3 of the Woodhall development. Any further funding received will be channelled to enable the delivery of affordable homes.

A commuted sum of £150,000 is due from the developer of the navy buildings site in Eldon Street Greenock. However, this is dependent on the number of private units the developer is able to complete and so far relatively few properties have been completed on site and we have not received any commuted sums from this development since the last SHIP. As reported in last year's SHIP, Inverclyde Council received £40,000 from a development at Auchneagh Road, and we used the sum to buy out the lease of a commercial property at Cumberland Road to allow for the construction of affordable housing. Initial negotiations on

providing affordable housing at this site have stalled, but remain in our ongoing discussions through SHIP programme meetings.

The Inverclyde Council Housing Land Supply Technical Report 2018 concluded that there is no longer a need for the Local Development Plan to continue with the previous Affordable Housing Policy requirement for a contribution of affordable housing from private housing development sites across the whole of Inverclyde. The rationale for this is that due to More Homes Scotland funding and the quantity of land available to housing associations, affordable housing requirements can be met without contribution from private sector sites. It is anticipated that this approach will help attract developers and deliver increased numbers of private housing to provide a balance of tenures across Inverclyde.

However, it is recognised that within the Inverclyde villages (Kilmacolm, Quarrier's Village, Inverkip and Wemyss Bay) there is a limited supply of affordable housing available and no land identified for affordable housing development. The Local Development Plan adopted in August this year therefore maintains a requirement for 25% affordable housing for sites built on greenfield areas in the Inverclyde villages. Since last year's SHIP there have been no private developments in the Inverclyde villages. There have also been no developer contributions from 01/04/18 to 31/03/19.

Affordable housing projects for Gypsy/Travellers

Inverclyde Council and Inverclyde HSCP are committed to ensuring equality and diversity. In conjunction with our partners in Police Scotland, we fully recognise the rights and responsibilities of the Gypsy/Traveller community, and the rights of all residents of Inverclyde to enjoy equity of access to services in an atmosphere free from prejudice and discrimination, regardless of background.

We will at all times adopt an approach of co-operation and assistance in response to encampments to ensure that the rights of Gypsy/Travellers and those in the broader community are mutually respected. The responsibility for co-ordinating Inverclyde Council's services to Gypsy/Travellers lies within the HSCP.

Unauthorised encampments are set up on a short-term basis by Gypsy/Travellers when travelling through or visiting an area. They can also arise when families are having difficulty finding somewhere to settle in an area, for example, on a council, Registered Social Landlord or private site. In many areas, such encampments are the only option available (where no available sites/pitches exist or where Gypsy/Travellers are refused entry to private/holiday sites).

When an unauthorised encampment has been identified, Inverclyde Council and Inverclyde HSCP will be active in offering advice and practical support on issues such as waste disposal, site hygiene, social care, and educational support. In conjunction with Police Scotland, we will also offer advice and interventions on issues such as road traffic legislation, anti-social behaviour, and other areas of environmental and common law.

Inverclyde Council has no current official site provision for Gypsy/Travellers, either independently or in conjunction with neighbouring authorities. This being the case, the council fully recognises Scottish Government Guidelines for Managing Unauthorised

Camping by Gypsy/Travellers. There have been no unauthorised encampments in the area in the past year.

Equalities and Environmental Assessments

An Equality Impact Assessment was undertaken for the Local Housing Strategy 2017-2022 and highlighted that the LHS is likely to have an impact on a range of people who share protected characteristics. It is clear that those who were experiencing homelessness and those in need of an affordable housing solution will benefit from this strategy given the range of measures to enable vulnerable households to access affordable housing.


The development of the SHIP has taken into account the outcomes of the equalities impact assessment and current strategic environmental assessment undertaken within the current Inverclyde LHS and Local Development Plan. The SHIP aims to improve access to housing and housing related services for everyone including those at risk of social exclusion and disempowerment.

In their SHIP submission forms RSL's describe various measures they will take which will meet the equalities agenda such as homes being built to Housing for Varying Needs standard. The RSLs will be developing high specification wheelchair and amenity housing to provide a more complete response to the needs of some residents, and their Allocations Policies will also take account of the requirements of equalities legislation.

A Pre-screening report was submitted to SEA Gateway under Section 9(3) of the Environmental Assessment (Scotland) Act 2005, indicating that there is no likelihood of significant environmental effects through the Local Housing Strategy 2017-2022.

Appendix 1 - Summary of Inverclyde SHIP 2020/21 - 2024/25

PRIORITY PROJECT	AREA	DEVELOPER	UNITS TYPE					APPROVAL DATE	COMPLETION DATE					AHSP FUNDING REQUIREMENT	
			Total Units	Type	GN	Specialist Provision	Type of Specialist Provision	Year (Est. or actual)	20/21	21/22	22/23	23/24	24/25	Total Completions over Period of SHIP	Total funding required Over SHIP Period (£m)
Ravenscraig Hospital	Greenock	Link	149	SR	108	41	16 Wheelchair Accessible / 25 Amenity	2018/19	149	0	0	0	0	149	13.316
Ravenscraig phase 2	Greenock	Link	49	SR	37	12	3 wheelchair & 9 Amenity	2019/20	0	0	49	0	0	49	5.053
St Stephens	Port Glasgow	River Clyde Homes	224	SR	176	48	Amenity	2019/20	224	0	0	0	0	224	16.128
Kings Glen	Greenock	Cloch	58	SR	54	4	Through Care	2017/18	58	0	0	0	0	58	4.031
JWD phase 1 & 2	Greenock	River Clyde Homes	137	SR	129	8	Blackwood wheelchair	2018/19	137	0	0	0	0	137	9.936
Multisites	Greenock & PG	Sanctuary	96	SR	72	24	Amenity	2018/19	96	0	0	0	0	96	6.58
Slaemuir Phase 2 & 3	Port Glasgow	River Clyde Homes	64	SR	62	2	Wheelchair Accessible	2018/19	34	30	0	0	0	64	4.896
Tweed Street (Bow Farm)	Greenock	Oak Tree	69	SR	67	2	Wheelchair Accessible	2019/20	69	0	0	0	0	69	5.045
Strone Farm	Greenock	Oak Tree	16	SR	16	0		2019/20	16	0	0	0	0	16	1.278
Total			862		721	141			783	30	49	0	0	862	66.263
SLIPPAGE PROJECT															
Chalmers Street	Gourock	River Clyde Homes	40	SR	39	1	Wheelchair Accessible	2018/19	0	40	0	0	0	40	2.88
Houston Street	Greenock	Oak Tree	20	SR	19	1	Wheelchair Accessible	2019/20	20	0	0	0	0	20	1.569
Shore street	Gourock	Oak Tree	8	SR	8	0		2018/19	8	0	0	0	0	8	0.572
Peat Road	Greenock	River Clyde Homes	51	SR	49	2	Wheelchair Accessible	2018/19	0	51	0	0	0	51	3.672
Upper Bow	Greenock	River Clyde Homes	26	SR	25	1	Wheelchair Accessible	2018/19	0	26	0	0	0	26	1.872
Killochend	Greenock	Oak Tree	9	SR	9	0		2018/19	0	9	0	0	0	9	0.706
Drumfrochar Road	Greenock	Oak Tree	64	SR	62	2	Wheelchair Accessible	2019/20	0	0	64	0	0	64	5.367
West Stewart St./Argyle Street	Greenock	TBC	24	TBC	23	1	Wheelchair Accessible	2020/21	0	0	24	0	0	24	1.205
To Be Confirmed	TBC	Link	37	TBC	36	1	Wheelchair Accessible	2020/21	0	37	0	0	0	37	2.05
An Other 1	TBC	Oak Tree	30	TBC	29	1	Wheelchair Accessible	2020/21	0	0	30	0	0	30	2.354
An Other 2	TBC	Oak Tree	15	TBC	15	0		2020/21	0	0	15	0	0	15	1.177
An Other 3	TBC	Oak Tree	30	TBC	29	1	Wheelchair Accessible	2021/22	0	0	0	30	0	30	2.355
An Other 4	TBC	Oak Tree	15	TBC	15	0		2021/22	0	0	0	15	0	15	1.117
Total			369		358	11			28	163	133	45	0	369	26.896

MORE HOMES DIVISION GUIDANCE NOTE		 Scottish Government Riaghaltas na h-Alba gov.scot
To:	All Local Authorities	
Subject:	Guidance on preparing Strategic Housing Investment Plans	Ref No: MHDGN 2019/04
Issued by:	More Homes Division	Pages: 12
		Issued: 9 August 2019

This guidance note contains revised procedures for preparing a Strategic Housing Investment Plan (SHIP). **It supersedes MHDGN 2018/03** and should be read in conjunction with **MHDGN 2019/03 – Affordable Housing Supply Programme: Process and Procedures**

While this guidance has been issued to local authorities which are responsible for preparing and submitting SHIPs to the Scottish Government, the Scottish Government expects local authorities to share this guidance with partners involved in developing SHIPs (including registered social landlords and other housing providers).

You will find a copy of this guidance note on the **Scottish Government website**.

If you have any queries on the content of this guidance note, please contact your local Scottish Government More Homes Division Area Office or, in the case of Edinburgh and Glasgow, the City Councils.

STRATEGIC HOUSING INVESTMENT PLANS

INTRODUCTION – THE MORE HOMES SCOTLAND APPROACH

1. The Scottish Government wants everyone to have a good quality home that they can afford and that meets their needs which is why we have significantly increased the number of affordable homes across Scotland.
2. Through the More Homes Scotland approach, the Scottish Government is investing over £3.3 billion to deliver at least 50,000 affordable homes – of which 35,000 will be for social rent – over the five years to March 2021. This represents a 94% increase on our previous 5 year investment.
3. Under the 'More Homes Scotland' approach, the Scottish Government is increasing the supply of homes across all tenures through a range of measures including:
 - the **Housing and Planning Delivery Framework**, which brings planning and housing requirements closer together, making them easier and quicker to take forward
 - the **Affordable Housing Supply Programme (AHSP)**
 - the **Housing Infrastructure Fund**
 - the **Rural and Islands Housing Funds**
 - the **Building Scotland Fund**
 - the use of **innovative financing models**, and
 - bringing **empty homes** back into use.
4. The Scottish Government is committed to continuing to promote increased supply across all tenures and build on our More Homes Scotland approach, to deliver more of the right homes in the right places to meet the housing needs and aspirations of the people of Scotland. We also need to ensure that our housing system is dynamic and resilient enough to respond to future changes and challenges, anticipates them, and is resilient in the face of them.
5. In our **Programme for Government 2018-19**, we made a commitment to plan together with stakeholders for how our homes and communities should look and feel in 2040, and the options and choices to get there. Our ambition is that work on housing to 2040 will provide more stability in future through a long term shared vision and route map which will stand the test of time. Since then, we have been engaging extensively with a wide range of stakeholders to help shape a shared **draft vision and principles for 2040**, recognising the vital role of housing in creating sustainable, vibrant communities, promoting health and well-being, and inspiring local democracy and empowerment.

6. The Scottish Government will launch a formal public consultation in the autumn on our Housing to 2040 vision and principles, together with policy choices and options for how to get there. The outputs from the autumn consultation will help us to inform the final vision and a route map to 2040, which we are aiming to publish in spring 2020.

THE ROLE OF A STRATEGIC HOUSING INVESTMENT PLAN

7. A Strategic Housing Investment Plan (SHIP) is an important document which sets out a local authority's strategic investment priorities for housing over a 5 year period to achieve the priorities and outcomes set out in its local housing strategy. Specifically, it is the key document for identifying:

- Proposed strategic housing projects which require Scottish Government Affordable Housing Supply Programme funding support. It is expected that the majority of homes delivered through the AHSP will be new build units (which could include 'off the shelf' purchases from developers). However, where it can be demonstrated that acquisition of 'second hand' stock that is for sale on the open market¹ is the most appropriate method of meeting housing need in a particular area, funding may be available to deliver this². Funding may also be made available to remodel/rehabilitate/convert existing properties where this is considered a strategic priority;
- Proposed affordable housing projects which are to be provided without Scottish Government funding support (i.e. funded by the local authority)
- Housing Infrastructure Fund projects across all tenures requiring grant and loan funding.

8. The SHIP is therefore an operational rather than policy document and:

- reflects the housing policies and outcomes set out in the LHS and LHS Outcome Action Plan
- reinforces the role of the local authority as the strategic housing authority
- informs Scottish Government investment decisions, and
- informs the preparation of a Strategic Local Programme Agreement and, where required, Programme Agreements.

SHIP SUBMISSION

9. **SHIPs are submitted on an annual basis** through the Housing and Regeneration Programme (HARP) system. A training pack for inputting a SHIP is available within the Help documents on HARP. In addition, Annex 1 of this guidance note contains a checklist for local authorities to consider when entering project information on HARP.

¹ This could include the purchase of former local authority housing.

² The Scottish Government and the relevant local authority will require to agree the number of such purchases that can be approved each year.

10. The next SHIP, covering the period 2020/21 to 2024/25, should be submitted through HARP by **Friday 25 October 2019**. For this SHIP:

Year 1 = 2020/21

Year 2 = 2021/22

Year 3 = 2022/23

Year 4 = 2023/24

Year 5 = 2024/25

CONTENT OF THE SHIP

11. The SHIP should contain the following two elements:

1. A succinct narrative in PDF form, submitted as a supporting document to the SHIP in the HARP system, which explains the context to the SHIP including:

- a statement on alignment with the LHS demonstrating that priorities identified in the SHIP are consistent with what the local authority outlined in its LHS (and any subsequent updates) and how the SHIP priorities will contribute to delivery of LHS Outcomes
- a summary of the methodology used to prioritise projects
- details of how the local authority has responded to and resolved development constraints on projects prior to the site start date
- details on how the local authority's own resources and other funding are supporting the delivery of affordable housing in its area
- details of progress towards the delivery of its Affordable Housing Supply Programme across all tenures by completions
- Details of affordable housing projects for Gypsy/Travellers
- details of Housing Infrastructure Fund projects where these are linked to affordable housing delivery (paragraphs 13-20 below refers)
- details of local plans to support the delivery of wheelchair accessible housing within its area (paragraphs 21-22 below refers)
- statement that strategic housing priorities are aligned and are consistent with Rapid Rehousing Transition Plan priorities (paragraphs 23-25 below refers)
- details of affordable housing projects that are aligned with the local authority's Child Poverty Action Report (paragraph 26 below refers)
- Details that duties under the Islands (Scotland) Act have been followed by the local authority if appropriate (paragraph 27 below refers)
- details of any empty homes services and actions to bring homes back into use
- details of how Council Tax on Second and Empty Homes has been used to assist affordable housing (paragraphs 28-31 below refers)
- details of how Developer Contributions have been used to assist affordable housing (paragraphs 32-33 below refers)
- the type and level of consultation undertaken with RSLs, communities, developers and other stakeholders in developing the SHIP and how this has helped with the development of strategic investment priorities (paragraphs 34-37 below refers)

2. A list of housing projects submitted electronically on HARP (as outlined in paragraph 5 above) across all tenures identified as priorities and expected to require funding and/or complete over the five year period. This should:

- **include rolling forward existing projects from the previous SHIP where appropriate;**
- **set out the funding and delivery mechanism; and**
- **demonstrate that the projects and resources will be realistically delivered over the plan period and highlighting any potential risks.**

Local authorities may expand the level of information within their SHIP to meet their individual requirements, or for reporting on wider issues to Committee etc. However, each SHIP as a minimum should contain the core information detailed in this guidance.

RESOURCE PLANNING ASSUMPTIONS

12. The Scottish Government allocated Resource Planning Assumptions (RPAs) to local authorities in April 2019 to 31 March 2021. Details of these can be found [here](#).

13. The Scottish Government would expect local authorities to over-programme for the first year of the SHIP period. **The Scottish Government would suggest that a minimum slippage factor (i.e. over programme to accommodate unforeseen slippage) of 25% be applied for the first year of the SHIP period.**

14. In the absence of RPAs post 31 March 2021, local authorities should plan on the basis of existing RPA levels. Further information on RPA levels post 2021 will be provided as soon as known and will inform the pace at which these future programme plans can be delivered.

HOUSING INFRASTRUCTURE FUND

15. The Housing Infrastructure Fund (HIF) aims to assist key strategic housing projects which have been blocked or unable to proceed due to the extent and costs/financing of infrastructure works involved. The Fund enables the delivery of new additional housing, primarily affordable housing, to support the 50,000 affordable homes target across all tenures through loans and grants and runs to 31 March 2021.

16. Since its launch in 2016, £32 million loan and grant has been approved. This funding is estimated to unlock 10,000 houses, of which approximately 3,000 will be affordable.

17. The Scottish Government will provide information in due course on HIF post 2021. HIF will look to prioritise those sites that are of strategic importance and cannot proceed or have stalled due to the exceptional nature or cost of infrastructure requirements. Given where we are in the Fund's timescale, the Scottish Government has relaxed the criteria giving priority to those projects that will deliver completed affordable housing by 2021.

18. The Scottish Government would encourage local authorities and RSLs to continue to identify and submit suitable projects that meet the HIF criteria in their October 2019 SHIP and 2020 SHIP. Where these projects are linked to affordable housing delivery, the Scottish Government would expect that any affordable housing projects arising from the HIF investment are brought forward in a reasonably short timescale post 2021.
19. Grant is available to local authorities and RSLs for infrastructure works which are (a) out with the curtilage of the affordable housing site and/ or (b) of scale and will open up larger sites for housing development. Loans are available for viable non - public sector led sites to support infrastructure delivery. Guidance for the fund is at **HIF Guidance**.
20. A SHIP is used to capture potential HIF projects. Local authorities are asked to identify and prioritise sites for delivery through the fund in accordance with the eligibility criteria contained in the guidance and the ability for the project to commence quickly (albeit that the criteria giving priority to projects that will deliver completed affordable housing by 2021 has now been relaxed).
21. Where the HIF project is linked to the potential delivery of affordable housing, local authorities will need to prioritise their RPAs for funding the affordable housing element through the SHIP.
22. Approved HIF projects that have carry forward commitments into 2020/21 should be included in the October 2019 SHIP submission. Similarly, where a HIF project has not been approved for funding but is still under active consideration, the project should be included in the SHIP.
23. Local authorities should be aware that if the HIF project does not contain information about costs, type of works, funding requirement, or which are unclear about whether grant or loan is being sought, it will not be considered for funding.
24. Certain City Region Deal Agreements have included a number of commitments to specific local authorities relating to HIF. For such arrangements, the Scottish Government would expect local authorities to identify projects which meet the normal broad HIF eligibility criteria and for these to reflect City Region Deal priorities. All types and tenures of housing are eligible for HIF support and the fund processes and procedures are the same as for normal HIF applications – namely managed and administered by the Scottish Government – in order to allow this money to be drawn down when required by City Region Partners. In addition, these should be cleared by the appropriate governance arrangement and therefore have the support of appropriate City Deal partner authorities in order to identify/ confirm key strategic priority sites for housing that could, with the Fund's support, be unlocked to bring forward completed housing and support regional development. For clarity, any such HIF commitments cannot be used to fund normal AHSP capital programmes to deliver affordable housing.
25. Through SHIPs, the Scottish Government, working closely with local authorities, wants to identify further key projects for HIF funding which will provide more additional housing, supports the housebuilding industry and contributes to economic recovery.

WHEELCHAIR ACCESSIBLE HOUSING

26. The Scottish Government wants disabled people in Scotland to have choice, dignity and freedom to access suitable homes, built or adapted to enable them to participate as full and equal citizens. It has published **guidance** for local authorities, which will support the delivery of more wheelchair accessible housing. The guidance requires local authorities to set targets across all housing tenures for the delivery of wheelchair-accessible homes and to report annually on progress. Targets are expected to be in place by the end of 2019.

27. Local Authorities should detail information in the SHIP on:-

- what progress has been made to develop and have targets in place by the end of 2019 including planned investment over the period of the SHIP;
- If all tenure housing targets have been developed, the plans and timescales that are in place to achieve these.

RAPID REHOUSING TRANSITION PLANS

28. With strong rights to housing already in place for people who become homeless in Scotland, it is important that there continue to be a focus on prevention. Ending rough sleeping and homelessness are national priorities for the Scottish Government as part of our drive to create a fairer Scotland.

29. All 32 local authorities submitted their Rapid Rehousing Transition Plan (RRTP) by 31 December 2018. Scottish Government provided feedback and plans are being implemented across Scotland from April 2019. The RRTPs maximise prevention and set out the approach each local authority will employ to minimise the time a household remains homeless and ensure that they can access appropriate suitable accommodation as soon as possible. Funding totalling £8 million will be allocated to local authorities in 2019/20 out of a total of £24 million over three years to 2021/22.

30. RRTPs should be reflected in Local Housing Strategies, and be fully integrated into Health & Social Care Partnership strategic plans. They should also be included in the Housing Contribution Statement to ensure they are part of the planning framework.

31. The SHIP should include a statement that strategic housing priorities are aligned and are consistent with RRTP priorities/outcomes and any subsequent updates to it.

GYPSY/TRAVELLERS

32. The Scottish Government is committed to improving the lives of our Gypsy/Traveller communities. A Ministerial Working Group which included representatives from the Gypsy/Traveller community and COSLA was established to drive forward cross-government actions to improve the lives of Scottish Gypsy/Traveller communities and this includes a focus on accommodation. A plan setting out actions that the Scottish Government and COSLA will take will be published in 2019. Refreshed LHS guidance will be published shortly which will re-affirm the need for local authorities to engage with Gypsy/Travellers to better understand their requirements. Where a requirement for permanent affordable housing has been identified to meet the needs of Gypsy/Travellers, the SHIP should include details of these projects.

CHILD POVERTY (SCOTLAND) ACT 2017

33. In March 2018 the Scottish Government published '**Every Child, Every Chance**' which highlighted the significant and unavoidable costs that families in poverty face in keeping a suitable roof over their heads. It set out a range of actions to deliver progress against the Scottish Government's ambition to eradicate child poverty in Scotland. In June 2019, a '**first year progress report**' was published demonstrating the good progress that has been achieved, the steps taken since the plan was published, new actions committed, and what our priorities are for the next reporting period.

34. The role of housing is critical in helping to reduce child poverty. As part of the Child Poverty (Scotland) Act 2017, local authorities and NHS Boards must jointly report annually (in a local child poverty action report) on the activity they are taking, and will take, to reduce child poverty. The SHIP is expected to draw on the findings of the local authority's child poverty action report, consider what progress has been achieved, identify where gaps exist, and align with strategic housing priorities.

ISLANDS (SCOTLAND) ACT 2018

35. The Islands (Scotland) Act 2018 introduces measures to support and help meet the unique needs of Scotland's islands now and in the future. It will also seek to help create the right environment for sustainable growth and empowered communities. Local authorities with inhabited islands in their area must have regard to the duties in the Islands (Scotland) Act 2018 to consult island communities before making a change to policy that is likely to have an impact on communities. Refreshed LHS guidance will be published shortly which will set out that a LHS, for a local authority area that includes island communities, should ensure that the duties are supported and these should also be reflected in a SHIP as appropriate.

EMPTY AND SECOND HOMES

36. The number of empty homes brought back into use is on the rise. The Scottish Empty Homes Partnership recorded 1,128 homes brought back into use in the last year, a rise of over 300, bringing the total to over 4,300 since 2010. The Scottish Government believes that every empty home is a missed opportunity to provide someone who needs it with a warm, safe, sustainable roof over their head. To help tackle the blight of empty homes on local communities we have delivered on our Programme for Government commitment to double funding for the Partnership, to £423,000 per annum, until 31 March 2021. The Partnership continue to work with local authorities and other organisations to help them develop policies and processes for engaging with private sector empty home owners. The majority of empty homes brought back into use are attributable to dedicated empty homes officers. Our ambition is for all local authorities to recognise the benefits of the Partnership approach and have these officers working across all areas of Scotland.

37. Where local authorities have used discretionary powers and reduced the empty and second homes tax discounts, the additional revenue raised must be used to support affordable housing provision in their areas. Since 2013, local authorities have had flexibility to remove the discount entirely and to apply a levy of up to 100% on long-term empty properties. Revenues raised by removing the discount are not ring-fenced although their use to bring long-term empty properties back into use, or to support affordable housing provision, is encouraged.

38. The SHIP should provide details of how much tax the authority has in hand from previous years, how much has been used, and what is left to carry forward into future years.

39. Where the tax has been used to directly provide affordable housing, local authorities should provide details in the text of how many units have been provided (differentiating between those that have and have not contributed towards AHSP projects) and how much tax has been used for this – broken down by financial year. Similarly, where the tax has not been used to directly provide affordable housing, details of what it has been used for should be contained in the text e.g. funding of empty homes officers posts, empty homes loan funding or **larger projects such as the Dumfries and Galloway Town Centre Living Fund.**

DEVELOPER CONTRIBUTIONS

40. A SHIP should capture details of how contributions from developers through Affordable Housing Policies, planning obligations or conditions have been used to support affordable housing delivery. They should also provide narrative details of the type of contributions the authority has in hand from previous years, how much has been used, and what is left to carry forward into future years.

41. Where contributions (land or commuted sums) have been used to directly provide affordable housing, local authorities should provide details in the text of how many units have been provided (differentiating between those that have and have not contributed towards AHSP projects), the type of contribution and, where appropriate, the level of commuted sums used by financial year.

CONSULTATION AND COLLABORATION

SHIP preparation

42. As in previous guidance, local authorities should view the preparation of the SHIP as a corporate activity with close working relationships between housing, planning, health, social work and other departments to achieve this.

43. Local authorities should also collaborate with RSLs, communities, developers, the Scottish Government and other stakeholders when developing the SHIP.

44. As part of the review process, the Scottish Government will feed back on how stakeholders have been involved in developing the plans and delivering projects.

45. The SHIP should therefore provide a detailed narrative about the level and type of consultation undertaken with all stakeholders which should include a summary around how this has helped inform the development of strategic investment priorities.

PROCUREMENT

46. Local authorities, RSLs and other providers are encouraged – in the context of public services reform, best practice and best value – to discuss and collaborate on procurement and shared services in the delivery of affordable housing. The SHIP should therefore provide details of how local authorities are achieving this, and include evidence/

examples of joint working across local authority areas and between RSLs and local authorities, or details of where this is being considered.

EQUALITIES

47. Local authorities should ensure that equality is central to all housing and housing services delivery. Local authorities are expected to have undertaken a full Equality Impact Assessment (EQIA) on their LHS to ensure that the needs of everyone within their local communities have been fully considered. The SHIP should reflect any identified need and draw on the findings from the EQIA when considering the implications flowing from the translation of strategic aims into housing priorities. Local authorities should publish their LHS EQIA on their website.

48. Local authorities may also have undertaken an Equalities and Human Rights Impact Assessment, a Health Inequalities Impact Assessment, and a Child Rights and Wellbeing Impact Assessment – the relevant findings from which should all be reflected in the SHIP.

STRATEGIC ENVIRONMENTAL ASSESSMENTS

49. Local authorities will be familiar with the requirements of the Environmental Assessment (Scotland) Act 2005 and as a 'responsible authority' under that Act, should determine if a Strategic Environmental Assessment is required for the SHIP.

SHIP REVIEW PROCESS

50. A SHIP will be considered by the Scottish Government in line with the process agreed with COSLA. In reviewing a SHIP, the Scottish Government will take account of the following areas:

- the extent to which the SHIP delivers LHS outcomes
- the extent to which the SHIP is feasible to deliver
- the local authority's contribution to the delivery of the programme, both in terms of its facilitation role and in terms of maximisation of resources
- evidence that the local authority is supporting the efficient delivery of the SHIP
- evidence that stakeholders have been involved in developing the SHIP and in the implementation of proposals, and
- the extent to which the SHIP takes account of equality issues.

51. The Scottish Government will provide written feedback to local authorities following completion of the review process.

MONITORING

52. The Scottish Government expects local authorities to monitor delivery of affordable housing referenced in a SHIP against their LHS outcomes and Local Outcome Improvement Plans to identify how LHS policies are being translated into operational delivery.

SUBMISSION

53. A SHIP should be submitted via the HARP system to the relevant Scottish Government Area Team by Friday 25 October 2019 ('the Submission Date'). The Scottish Government would however expect that a submitted SHIP has secured approval, at the appropriate level within the local authority, prior to the Submission Date.

54. Local authorities may wish to submit a consultative draft SHIP to the Scottish Government prior to the Submission Date, subject to confirming the anticipated date of Committee approval. However, a final version of the SHIP must be sent via the HARP system to the relevant Scottish Government Area Team by the Submission Date.

PUBLICATION

55. The Scottish Government expects that a SHIP and associated tables should be publicly available and published on the local authority's website at the time of Council approval of the SHIP. A web link to the published SHIP should be provided to the relevant Scottish Government More Homes Division local contact (see paragraph [] below) and confirmation provided when this has been done.

FURTHER ADVICE

56. For further advice, support or guidance on the development of the SHIP please contact your local Area Team Manager:

Glasgow & Clyde	Anne-Marie Thomson	0141 242 5458	<u>Anne-Marie.Thomson@gov.scot</u>
Highlands, Islands & Moray	Mairi Ross Grey	0300 020 1207	<u>Mairi.RossGrey@gov.scot</u>
North & East	Maureen Esplin	0131 244 8081	<u>Maureen.Esplin@gov.scot</u>
South East	Alastair Dee	0131 244 5955	<u>Alastair.Dee@gov.scot</u>
South & West	Pauline Gilroy	0131 244 0936	<u>Pauline.Gilroy@gov.scot</u>

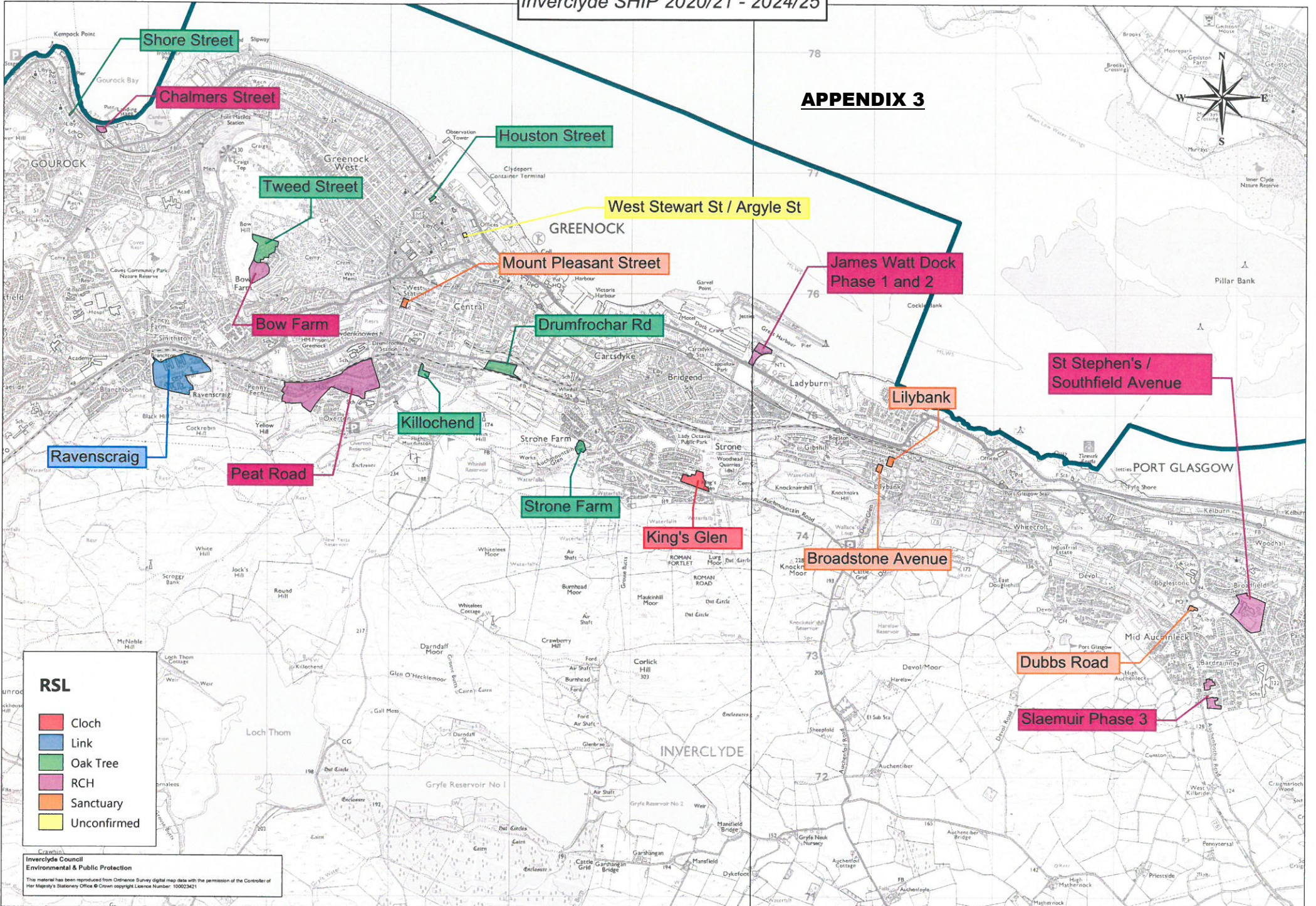
ANNEX 1

CHECKLIST FOR LOCAL AUTHORITIES TO CONSIDER PRIOR TO COMPILING THEIR SHIPS ON HARP

1. Agree with your Scottish Government (SG) local Area Team and stakeholders who is responsible for creating new projects on HARP for inclusion in the SHIP and check what projects have already been created to avoid duplicate records.
2. If creating new projects on HARP, the minimum data required to ensure that the correct information can be picked up is captured in the following tabs:
 - Project
 - AHSP Project
 - Unit Details
 - Total Project Funding Breakdown
3. If you are creating a project on HARP and are unsure what programme code or unit detail codes to select use please consult your SG local Area Team contact. This applies equally to projects which are and are not seeking SG funding assistance. This is critical as it impacts on HARP system reporting.
4. Prior to making your SHIP **Live** on HARP, SG More Homes Division Area Teams would welcome the opportunity to review a SHIP. This can be done through HARP by creating the SHIP, then submitting as a **Consultative Draft**. Any changes to the SHIP suggested by SG Area Teams could then be considered, and changes then made. This would require to be done **in advance** of council committee approval of the SHIP. We would therefore encourage local authorities to alert the relevant SG More Homes Division Area Team once the SHIP has reached **Consultative Draft** stage (see Help documents located in HARP on how to create a SHIP, then to reach the **Consultative Draft** stage).

Inverclyde SHIP 2020/21 - 2024/25

APPENDIX 3



RSL

- Cloch
- Link
- Oak Tree
- RCH
- Sanctuary
- Unconfirmed

Inverclyde Council
 Environmental & Public Protection
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Report To:	Environment & Regeneration Committee	Date:	16 January 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	ENV005/20/SA/MM
Contact Officer:	Martin McNab	Contact No:	01475 714246
Subject:	Strategic Housing Priority Areas		

1.0 PURPOSE

- 1.1 To advise the Committee of work to develop a strategic approach to the “Eastern Gateway” in Port Glasgow and to seek approval for a programme of studies assessing housing need and demand, informed by an Inverclyde wide survey of house condition.

2.0 SUMMARY

- 2.1 Officers have finalised a brief for a study into housing condition, need and land use in the “Eastern Gateway”, that part of lower Port Glasgow between Newark and Parklea. This study arises from and is funded by the repopulation strategy. The study incorporates but does not replace the Clune Park masterplan. The purpose of the study is to create a strategy for land zoned for residential use encompassing RSL development, RSL refurbishment and private sector. The Strategy will cover a medium to long term and be used in discussions with the Scottish Government around housing capital grants. A key partner is RCH.
- 2.2 While working on this brief, partners have agreed that a similar approach be taken forward in a number of other areas of Inverclyde. Initial meetings have identified further areas that might profit from this approach. Two priority locations are Central Port Glasgow, incorporating Highholm, and Greenock Town Centre. In both of these areas a more detailed analysis of the condition of housing together with future need would complement well with work already underway.
- 2.3 Other areas may merit this approach in due course. In all cases it is suggested that the strategy should be led by the condition of housing and housing need. The process will also be informed by the House Condition Survey to be undertaken in 2020, a review of specialist housing provision currently underway and the development of an acquisition and refurbishment strategy in partnership with local Registered Social Landlords (RSLs).

3.0 RECOMMENDATIONS

- 3.1 That the Committee notes the work being carried out on the Eastern Gateway under the aegis of the repopulation strategy and receives a report in due course on the outcomes of that study and the next steps.
- 3.2 That the Committee agrees to the carrying out of separate studies into housing and the development of strategies in central Port Glasgow and Greenock Town Centre and that officers will report back to Committee at a future date.

4.0 BACKGROUND

- 4.1 The study of the “Eastern Gateway” was originally agreed through the Alliance Board’s Repopulation Group. It will be led by the Council through Housing Strategy and Planning in close partnership with RCH.
- 4.2 Meetings with officials from the Scottish Government’s More Homes Directorate have indicated that an approach such as this would help the Council to access different funding streams including the Scottish Government’s Partnership Support for Regeneration and the Affordable Housing Supply Programme. It would also assist in improving the case for enhanced funding for Clune Park.
- 4.3 Following on from this a number of other areas have been suggested which might benefit from this approach. Two areas in particular are the focus of current work which would be enhanced by a more detailed study, Central Port Glasgow, incorporating Highholm, and Greenock Town Centre. Other areas have been suggested by partners but the case for these needs to be considered in more detail before any work is commissioned. There is also a need to remain in control of any additional workload arising out of these studies.

5.0 THE EASTERN GATEWAY

- 5.1 The Alliance Board’s Repopulation Group agreed that there was a need to have a more detailed look at land use and housing to the east of Newark in lower Port Glasgow. One of the drivers of this was a need to set the Clune Park Masterplan in a wider context and to look at the links between Clune Park and adjacent areas. Discussions with the Scottish Government gave strong indications that this approach was more likely to result in successful funding bids not just for the Clune Park area but also for the wider area.
- 5.2 Officers from Planning Policy and Housing Strategy have worked together with partners, including River Clyde Homes, which has significant housing in the area, both old and new, to develop a brief for an Eastern Gateway study. This brief is currently being finalised and should go to tender for a consultant to develop the study imminently.
- 5.3 The study will look at potential future land use in the area with an emphasis on housing. This will include the potential for both social and private housing and will aim to ensure that the work underway to remove the blight of Clune Park can contribute to wider regeneration of the part of Inverclyde that is first seen by visitors coming into Inverclyde from the East. The work will also aim to ensure that the regeneration of Clune Park together with the provision of new housing in upper Port Glasgow does not result in the creation of voids elsewhere, for example in Kelburn resulting in a knock on effect of potential new “Clune Parks” albeit the particular structural issues prevalent in Clune Park do not exist elsewhere.

6.0 FUTURE FOCUS AREAS

- 6.1 In looking at the Eastern Gateway it has become clear that other areas of Inverclyde may benefit from a similar approach. Although some further work is required on developing the criteria for such a study, areas where there is merit in looking specifically at housing regeneration in the shorter term have been identified.
- 6.2 It is proposed that these should be developed as a rolling programme with the justification for each being established before a detailed brief is drawn up. This approach will entail a significant input of officer time and may require a specific resource to be identified to oversee the process. All of the studies will inform and be informed by the House Condition Survey to be carried out in 2020 together with information from RSLs on the condition of their stock. The studies will also be informed by the work currently underway looking at specialist housing provision in Inverclyde and the development of an acquisition and refurbishment strategy to direct future housing investment within the social rented housing supply.
- 6.3 Notwithstanding the need to look at the case for each priority study area on its merits it is clear that a couple of areas stand out from work already underway. These are:

- Central Port Glasgow
- Greenock Town Centre

6.4 There is work currently underway in Highholm looking at the condition of the tenemental housing and at issues of current under occupation jointly between Housing Strategy and River Clyde Homes. This combined with the Eastern Gateway work which covers lower Port Glasgow up to the Newark Roundabout makes a compelling case to carry out a priority study of housing in central Port Glasgow including Highholm. Officers will work to develop a brief including identifying the exact area to be covered by this study.

6.5 Similar issues regarding housing condition and future housing needs also pertain in Greenock Town Centre. There is a need to improve our evidence base around future use of existing social rental stock and a number of sites in Greenock Town Centre. This includes the need to strengthen the evidence base for potential acquisition, if required.

7.0 IMPLICATIONS

7.1 Financial

It is proposed that the allocation for housing studies agreed at the May 2019 committee from the Repopulation EMR should fund these studies.

Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend	Virement From	Other Comments
EMR	Repopulation	2019/21	60		Estimated £60K to cover 3 studies, total EMR allocation for Housing £100K

Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments

7.2 Human Resources

None

7.3 Legal

None

7.4 Equalities

Has an Equality Impact Assessment been carried out?

Yes

No

This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

7.5 Repopulation

The proposed studies are integral to the Alliance Board's Repopulation Strategy.

8.0 CONSULTATIONS

8.1 The Corporate Management Team has been consulted on this report and agrees the recommendations.

9.0 LIST OF BACKGROUND PAPERS

9.1 Clune Park Masterplan - 25 October 2018 **ENV042/18/SJ**

Inverclyde Alliance – Repopulation Group – Proposed Expenditure – 2 May 2019
ENV024/19/SA

Report To:	Environment and Regeneration Committee	Date:	16 January 2019
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	ENV009/20/SA/MM
Contact Officer:	Martin McNab	Contact No:	01475 714246
Subject:	Withdrawal From the European Union - Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Committee on actions taken to mitigate the potential risks arising from EU withdrawal including a 'no deal' Brexit.

2.0 SUMMARY

- 2.1 At the time of writing this report the impact of the general election on the potential EU withdrawal date of 31 January 2020 is not known. A verbal update will be given to the Committee outlining the current risks to the area depending on the most likely scenarios.

3.0 RECOMMENDATION

- 3.1 That Members approve the actions taken to mitigate the impact of a no-deal EU exit in Inverclyde.

4.0 BACKGROUND

4.1 Members have previously been advised of the planning for a no deal EU exit in Inverclyde at the special Environment & Regeneration Committee meeting on 17 October 2019. At that meeting the Council's risk register was discussed. An updated copy of the risk register will be circulated at the Committee and a verbal update will be given on any changes since 17 October.

5.0 IMPLICATIONS

5.1 Finance

A verbal update will be given on any changes to the financial implications of a no deal EU exit from the situation pertaining on 17 October.

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/(savings)

Cost Centre	Budget Heading	With effect from	Annual net impact £000	Virement From	Other Comments
N/A					

5.2 Legal

There are no immediate legal issues arising from this report.

5.3 Human Resources

There are no immediate HR issues arising from this report.

5.4 Equalities

Has an Equality Impact Assessment been carried out?

	YES
X	NO - This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

5.5 Repopulation

There are no impacts on repopulation arising from this report.

6.0 CONSULTATIONS

6.1 None

7.0 BACKGROUND PAPERS

7.1 Withdrawal From the European Union, Environment & Regeneration Committee March 2018 ENV018/19/MM
Withdrawal From the European Union – Update, Environment & Regeneration Committee 17 October 2019 ENV050/19/MM

Report To:	Environment & Regeneration Committee	Date:	16 January 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	ENV002/20/SA/KL
Contact Officer:	Kenny Lang	Contact No:	01475 715906
Subject:	Scottish Government Deposit and Return Scheme (DRS)		

1.0 PURPOSE

- 1.1 The purpose of the report is to advise the Committee in respect of the Scottish Government's proposed design for Scotland's new Deposit Return Scheme (DRS)

2.0 SUMMARY

- 2.1 The Cabinet Secretary announced the planned Deposit and Return Scheme (DRS) in May 2019. The scheme will include aluminium and steel cans, as well as drinks containers made of glass and Polyethylene terephthalate (PET) plastic. Each container will be subject to a refundable deposit of 20p on its return to any retailer selling drinks. Plastic milk bottles and non PET plastics are excluded from the DRS.
- 2.2 The DRS scheme is intended to remove around 1.5 billion containers from the waste stream annually by year 3 of the scheme. This equates to approximately 85-90% of the target drinks containers in circulation.
- 2.3 The Deposit Return Scheme Implementation Advisory Group is providing detailed guidance on how the scheme will work between producers, retailers and consumers along with the food and drink industry.
- 2.4 Staff from Zero Waste Scotland have met with Council officers to discuss the scheme, its operation and any impact arising. Draft regulations have also been prepared and consultation responses prepared on behalf of Local Authorities by COSLA and SOLACE have been completed. High level responses to the scheme have also been received from ALFED, the UK aluminium trade association, and British Glass.
- 2.5 The Scottish Government is currently reviewing consultation and, subject to ongoing discussions with trade associations and stakeholders, intends to implement The Deposit and Return Scheme for Scotland Regulations 2020 by 1 April 2021.

3.0 RECOMMENDATIONS

- 3.1 That the Committee notes the current position in respect of the Scottish Government's Deposit Return Scheme.
- 3.2 That it be remitted to Officers to keep the Committee apprised of relevant developments in the implementation of the Deposit Return Scheme and potential impacts on Inverclyde Council.

Martin McNab
Head of Environmental & Public Protection
Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 In accordance with the Scottish Government's aims to promote and secure an increase in recycling of materials and the commitment to create a more circular economy to benefit the economy and the environment, the Scottish Government has proposed a Deposit Return Scheme (DRS). This scheme forms part of the Scottish Government's response to the global climate concerns.
- 4.2 The scheme is aimed at recovering around 85-90% of aluminium, steel cans, glass drinks containers and those drinks containers made from Polyethylene terephthalate (PET) plastic in year 3 of the scheme. According to Scottish Government research approximately 1.5 billion containers of these types are in circulation in Scotland. Based on population levels this would equate to 21.6 million containers.
- 4.3 The Scottish Government has undertaken a high level financial case which puts the operational costs at £75m. The costs of this would be met through:

	%	Value (£m)
Unredeemed deposits	42	£31.5
Sale of material	26	£19.5
Producers	32	£24.0

There would also be a further upfront capital investment estimated at £28m to be met by producers.

- 4.4 The government consultation has been held and feedback from local authorities presented through COSLA and SOLACE. Responses through industry trade associations have been made and publicised widely. Both ALFED and British Glass have been critical of the scheme citing scheme costs, increased cost to consumers and alternative methods of delivery.
- 4.5 The scheme is designed to be phased over 3 years from 1 January 2022. It is anticipated that there will be phased collections of target material of 70% in 2022, 80% in 2023 and 90% in 2024.

5.0 DRS – SCHEME AIMS AND OPERATION

- 5.1 The DRS scheme is based on keeping high value materials within the Scottish Economy while reducing material going to landfill and increasing recycling rates. The high level delivery targets are:
- increase the quantity of target materials captured for recycling;
 - improve the quality of material captured, to allow for higher value recycling;
 - encourage wider behaviour change in the use of materials;
 - deliver maximum economic and societal benefit for Scotland.

The Scottish Government expects the introduction of a DRS to bring the following benefits:

- Creation of economic and employment opportunities in recycling and reprocessing infrastructure and at local drop-off points;
 - Increase the national recycling rate through the capture of additional materials;
 - A reduction in litter caused by drink related materials;
 - Acting as a driver to change public behaviour around consumption;
 - Avoiding disposal of beverage containers that would have gone to residual waste.
- 5.2 Consumers will pay upfront for the deposit to be redeemed on return. While this would incentivise the return of target materials some concerns have been raised that this increases costs to those households on low incomes initially when taking into consideration the anticipated 42% non return of containers. On the basis that the levy will be the same for one 330ml aluminium drinks can as it will for a 2 litre plastic PET bottle there has been speculation that this will see an increase in plastics and the consumption of drinks. For example 6 drinks cans containing 330ml each will cost

£1.20 more compared to £0.20 for a 2 litre plastic bottle.

- 5.3 The regulations allow producers to appoint a Scheme Administrator to meet the DRS obligations on their behalf, subject to approval by the Scottish Ministers. Retailers will be required to operate a return point at premises from which sales of scheme products are made. Some retailers may be exempt from acting as a return point and may approve other persons to act as a return point.
- 5.4 Businesses that sell drinks to be opened and consumed on-site, such as pubs and restaurants, will have the choice as to whether to charge the deposit to the public and will only be required to return the containers they sell on their own premises. Online retailers will be included in the scheme.
- 5.5 Larger retailers with more space may install machines to collect bottles and cans and to enable people to redeem deposits. Smaller retailers with less space have the option to return deposits over the counter, collecting the containers manually.
- 5.6 The draft regulations clarify that the proposed enforcement authority is the Scottish Environment Protection Agency (SEPA), and that producers of in-scope DRS items (“scheme article”) must register with SEPA. It is proposed that a separate instrument be brought forward to include specified offences in relation to the DRS.

6.0 POTENTIAL IMPACTS

- 6.1 Although there are benefits from the introduction of the DRS, there are also concerns regarding the impact the scheme will have on local authorities and the overall provision of waste and recycling services.
- 6.2 The DRS could adversely affect Inverclyde through the loss of material deposited at the MRF which is collected by our current contractor. The contractor sells this material and offsets costs accordingly through a reduction in our gate fee. A reduced income stream to potential contractors could therefore adversely impact on our recycling costs in future. A further impact is that the remaining material will effectively contain more “contaminated waste” as the volumes of high quality recyclate is removed. If the loss of valuable material and increased contamination is sufficiently high it may make our material unmarketable to prospective bidders.
- 6.3 Conversely the removal of material which may not be currently recycled and which is ending up in the residual waste stream would have a positive financial benefit as we would no longer be paying for this material to be disposed of.
- 6.4 A further impact for all authorities would be that all councils would see a reduction in their recycling rates overall. The Zero Waste Plan identifies a 60% household recycling rate by 2020 and 70% of all wastes by 2025. This will require a fundamental review on the calculation of national targets and how councils can contribute to meeting them. While overall a higher level of recycling is likely, there needs to be a robust methodology to capture material effectively lost from council recycling collections.
- 6.5 These operational considerations could lead to the restructuring and redesign of our current refuse collections routes. Until the scheme is under way it is impossible to accurately assess the changes in our waste volumes and impacts on service. It is highly unlikely however that any significant changes would be made prior to 2023/24 to ensure that the DRS is embedded and delivering as predicted by the Scottish Government.
- 6.6 There are concerns regarding the implementation timescales and potential impacts that the DRS may bring. The UK government is looking at a wider reform of the extended producer responsibility scheme and the development of a UK wide DRS which would allow a more consistent approach.

7.0 DRS – ZERO WASTE SCOTLAND IMPACT MODEL

7.1 Zero Waste Scotland (ZWS) is providing support to Local Authorities to quantify the potential impacts of a national Deposit Return Scheme. An impact assessment model has been produced which aims to assist in identifying anticipated financial and tonnage impacts of the DRS on existing services.

7.2 Officers have met with colleagues from ZWS and identified that the model does not take into account:

- Resources and costs in the operation of Household Waste Recycling Centres (HWRCs), or neighbourhood recycling points.
- Benefits arising from potential collection service optimisation.
- Any losses from commercial waste service reduction.

7.3

Zero Waste Scotland plan to collate the nationwide impact to inform future local authority support needs between now and the launch of the DRS. Officers have been advised that future support is likely to be prioritised, taking account of impact of DRS, any proposed service changes, vehicle replacement timescales and contract end dates.

7.4

Zero Waste Scotland advised that in parallel with support around the DRS, it will commence the review of the Household Recycling Charter and Code of Practice (CoP). This will go along with updated communication material supporting local authority efforts to reduce contamination in kerbside services.

7.5

A number of Waste Managers who have met with ZWS already have expressed concerns regarding the accuracy of the figures obtained from the ZWS modelling, due to the limitations of the model used, and the reliance on the limited waste composition information that is available for the affected waste streams.

There are several risks associated with the assumptions used in the ZWS model:

- DRS system material capture rates (90% in year 1);
- Feasibility of delivery time scales and potential implementation delays;
- Sensitivity around market prices for recyclate (based on current gate fees);
- Gate fees for residual waste disposal (impact of annual indexation);
- Availability of recent waste composition information for the affected waste streams.

7.6 Due to the limitations of the ZWS impact model, and the lack of robust waste composition data critical to the modelling, further work will be required by councils to identify the implications from the DRS. Officers will continue to engage with ZWS during the implementation process.

8.0 FINANCE

8.1 The full impact of the changes in the DRS scheme will not be known until the scheme is underway in 2022. Initial findings would indicate that there could be scope savings however these are predicated on the model as it operates now and reliant on service change and funding all of which are subject to change and committee approval.

8.2 One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments

8.3 Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

9.0 CONSULTATION

9.1 Legal

The Deposit and Return Scheme for Scotland Regulations 2020 are proposed to be implemented on 1st April 2021. The Head of Legal and Property Services has been consulted.

9.2 Human Resources

There are no direct staffing implications in respect of the report and as such the Head of Organisational Development, HR and Communications has not been consulted.

9.3 Equalities

(a) There are no equalities implications in this report.

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

9.4 Repopulation

The delivery of the projects identified in this report will assist in making Inverclyde a more attractive place to live and hence contribute to the Council's repopulation agenda.

10.0 LIST OF BACKGROUND PAPERS

10.1 None.

Report To:	Environment & Regeneration Committee	Date: 16 January 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No: ERC/RT/GMcF/18.610
Contact Officer:	Gail MacFarlane	Contact No: 01475 714800
Subject:	Kilmacolm Parking Consultation	

1.0 PURPOSE

- 1.1 The purpose of the report is to advise on the outcome of the public consultation on proposed parking locations in Kilmacolm village centre.

2.0 SUMMARY

- 2.1 A public consultation was undertaken after a study was carried out to review the parking demands in Kilmacolm Village Centre and found that there was a need for some additional parking in the village. The public consultation period was carried out from Monday 21 October to Sunday 17 November 2019 and there was a drop in event on the evening of Wednesday 23 October 2019 where respondents completed a questionnaire either online or in paper form and then handed in to the Kilmacolm Library or on the drop in evening. The drop-in allowed people to ask questions about the proposed sites. A total of 150 completed questionnaires were received.
- 2.2 The consultation looked at the 3 suggested locations which were recommended from the meeting of the Environment & Regeneration Committee on 7 March 2019.
- 2.3 These sites were identified as:
- Behind Old Police Station on Lochwinnoch Road
 - Multi-level on Lochwinnoch Road
 - Corner of Moss Road/Gillburn Road
- 2.4 This report outlines the findings of the consultation, outlines the options available and the implications.

3.0 RECOMMENDATION

- 3.1 After the public consultation exercise to consider public opinion on the location and anticipated usage of the proposed car parks on Lochwinnoch Road with access from Bridge of Weir Road and Moss Road/Gillburn Road it is recommended that the Environment & Regeneration Committee:
- Remits to the Head of Service – Roads and Transportation to carry out a design and cost for the top two preferred options of the corner of Moss Road and Gillburn Road and behind the Old Police Station.
 - Notes that a report will be brought to a future Environment & Regeneration Committee detailing the outcome of the detailed design.

Gail MacFarlane
Head of Service – Roads & Transportation

4.0 BACKGROUND

- 4.1 A study was undertaken to review the existing parking provision and parking demands in Kilmacolm Village Centre. The study included parking surveys to identify occupancy rates, duration of stay, incidences of illegal parking, etc. and on and off-street parking.
- 4.2 As a result of the study a small shortfall in parking was identified. It identified a need for 24 parking spaces. This is generally the result of long stay parking in Lochwinnoch Road Car Park.
- 4.3 The study considered where a new car park could be constructed close to the Village Centre which could accommodate this demand. Several locations were identified and at the meeting of the Environment & Regeneration Committee on 7 March 2019 it was agreed that the following sites should be considered by a public consultation to seek the opinion of the public of their preferred site:

Location	Spaces	Comments
Old Police Station	44	Access to and from the site could be challenging. May be too far from the Village Centre to encourage people to park here.
Lochwinnoch Road Multit-storey	34	Within the heart of the Village with good links to the Village facilities. Could provide medium and long stay parking to cater for a variety of needs.
Moss Road/ Gillburn Road	31	Within reasonable walking distance of Village facilities.

- 4.4 The public consultation was held between 21 October and 17 November 2019 where an online questionnaire was made available and paper surveys were available in the library.

A public consultation evening was held in the Kilmacolm New Community Centre on Wednesday 23 October 2019 where paper surveys were available and members of the public had the opportunity to visit, view the proposals and ask questions of Council officers.

Consultation Findings

- 4.5 A total of 150 completed questionnaires were returned, from online and paper questionnaires that were returned to Kilmacolm Library or collected on the evening of the consultation event in the Kilmacolm New Community Centre.
- 4.6 In answer to ranking 1 to 4 (1 being the most preferred) of what car park option the respondents would prefer the results were as follows:
The overall score is calculated by assigning 4 points to rank 1, 3 points to rank 2, 2 points to rank 3 and 1 point to rank 4.
Example
 $R1 \times 4 + R2 \times 3 + R3 \times 2 + R4 \times 1 = \text{Score}$
 $47 \times 4 + 20 \times 3 + 16 \times 2 + 8 \times 1 = 288$

Location	1	2	3	4	Total	Score
Rear of old police station	47	20	16	8	91	288
Multi-level on Lochwinnoch Road	30	15	27	7	79	226
Corner of Moss Road/Gillburn Road	49	33	10	1	93	316
No additional parking required	22	1	7	31	61	136

4.7 When asked when they would use it, the reply was:

Time	Response
Morning	87.20%
Afternoon	85.60%
Evening	48.80%

4.8 When asked how often they would use it, the reply was:

Time	Response
Daily	24.43%
Few times a week	53.44%
Once a week	8.40%
Less frequent	13.74%

4.9 When asked how long they would use it for, the response was:

Duration	Response
Less than 3 hours	85.94%
3 hours or more	14.06%

4.10 Of the respondents they identified themselves as:

	Percentage of Respondents
Resident	87.94%
Business	2.13%
Regular Visitor	4.96%
Occasional Visitor	0.71%
Other	4.26%

4.11 Respondents were also given the opportunity to provide further comments in relation to parking. The feedback for each site was:

Behind Old Police Station

- Old Police Station is on a greenbelt. Several years ago the "Save Milton Wood" campaign fought to preserve this area.
- If the car park is approved here it will open the application for more housing on other green belt elsewhere in Kilmacolm.
- It would mean traffic using part of a Core Path used by schools, walkers, dog walkers and horses as a "safe pedestrian route".
- It is not close enough to the shops.
- Both entrance and exit to the car park has a bad line of sight.
- There has already been a young female fatality on the Bridge site several years ago when there were a much smaller car/transport number of cars in the village.
- It will need surveillance for safety reasons as the area is not overlooked and there is already undesirable activity in the Woods - from drugs use, fires and alcohol bottles etc.
- With traffic backed up turning right and left it will cause unnecessary pollution in an otherwise green wooded area, plus make the homes there into a roundabout.
- Light pollution will affect the wildlife and public causing great disruption to daily living.

Lochwinnoch Road

- Making the existing Lochwinnoch Road Car Park a 'double decker', would look far too modern set within the historic village centre. It would detract from the huge amount of successful work having renovated the Community Centre building and the Library/GP's etc. and blight the centre visually.
- Such a construction would be detrimental to the sensitively developed Cargill Centre, with loss of daylight affecting many of the Community Centre rooms.
- To build another level here is contrary to the ethos of a Conservation area, which the centre of our village has been designated.
- Bridge of Weir Road is too busy with heavy traffic often travelling at excessive speeds in both directions. An entrance/exit on this road would be dangerous.
- Lochwinnoch Road (an additional tier, tastefully designed and engineered) to complement the conservation area would be ideal. There would be no land purchase costs.
- There would inevitably be considerable disruption to traffic around the centre of the village and a requirement for the entire car park to be closed for some length of time during construction.
- This proposed project would no doubt be very costly.

Corner of Moss Road/Gillburn Road

- A Gillburn Road/Moss Road Car Park would be a great idea for the residents who park outside their front gates, which cause congestion and a danger to pedestrians all day and night.
- It is only a short distance to walk to shops and doctor's surgery.
- It will probably be used by residents nearby as many do not have parking available except on the street meaning it will not help the parking issue for visiting the shops in the centre.
- Construction cost may be prohibitive i.e. retaining walls etc.
- The car park looks very narrow.
- It is too close to residential properties and would cause too much disruption.
- It seems to be the safest one as it does not enter/exit on to a main road.

4.12 Along with feedback for each site, we received further comments and suggestions about the parking issues within the village centre such as:

- The types of people who drive from nearby are unlikely to walk to the shops from Moss Road or the former police station.
- I think parking and car use should be discouraged as far as possible. Lochwinnoch Road on street parking could be repurposed for disabled parking and move other spaces further from shopping areas.
- Close 100 yards of Lochwinnoch Road and 'Pedestrianise' the shopping area. Then build any of the proposed car parks on the perimeter and shoppers will have to use one of them!
- We need far safer driving traffic lights at the cross & proper safe crossings for pedestrians (& the disabled).
- Make long stay and short stay car parks.
 - Max 2 or 3 hours stay at Lochwinnoch Road car park
 - Placing a charge for over 2 or 3 hours parking
 - Free all day parking at a car park further from the centre like behind police station to encourage drivers who leave their vehicles to all day for work purposes to free up the car parking in the centre.
- There should be residents' parking.
- Parking meters and wardens would create more space and fewer hazards. The wardens help especially by clearing those who park on single/double yellow lines.

- Parking was better when discs were in operation.
- Opening up the square on Lochwinnoch Road for car parking during the week.
- The main Bridge of Weir Road near to the surgeries should have yellow lines. This is a bus route and parking on both sides narrows the road to a dangerous level, and encourages pavement parking too. Let's see more control measures in place.
- Another alternative, as the churches will combine in the near future knock down one of the church halls and create a new car park there
- To solve all the parking issues within Kilmacolm is to implement all three schemes.

Overall Findings

- 4.13 The overall consensus was that there is a parking issue within the Village Centre and consideration should be given to additional parking.
- 4.14 The most preferred location is on the corner of Moss Road and Gilburn Road and the majority of the visitors to the village centre are residents who have said they will be using it for 3 hours or less in the morning and afternoon.
- 4.15 Consulting with Regeneration and Planning they have commented that the proposed car park behind the Old Police Station was associated with a then proposed new school campus and it was part of a campaign by the residents of Kilmacolm to stop any works in the Milton Woods area. For this reason they believe there will be a lot of opposition to this proposal. They said that, as the site is within the Green Belt, appropriate justification would have to be provided for its development. Their initial thoughts are that it is not a site they would support.
- 4.16 Regeneration and Planning have also mentioned that the site in Gillburn Road probably offers more potential being within the built-up area but this view is based on a desktop assessment as they have not visited the site. Any planning application would have to go through neighbour notification and they believe there would be objections from neighbouring residents with regard to noise and activity. With that in mind, they therefore also have reservations about the suitability of this site.
- 4.17 A detailed design process of the two top options of Gillburn Road and Moss Road and behind the Old Police Station is recommended to identify any engineering issues with the site and to estimate the cost of the construction.

5.0 IMPLICATIONS

Finance

- 5.1 There will be a cost to undertake a detailed design and construction of the preferred car park option.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
02506	Parking Strategy Revenue	20/21	£25,000		Detailed design

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments

Legal

5.2 There are no legal implications arising from this report.

Human Resources

5.3 There are no HR implications arising from this report.

Equalities

5.4 There are no equality issues arising from this report.

Repopulation

5.5 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

6.1 The Head of Legal and Property Services and the Chief Financial Officer have been consulted on this report.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

Report To: Environment & Regeneration
Committee

Date: 16 January 2020

Report By: Corporate Director, Environment,
Regeneration & Resources

Report No: ERC/RT/GMcF/18.612

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Subject: Port Glasgow Parking Study

1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Committee of the findings of the Port Glasgow Parking Study which considered if a Residents' Parking Permit Scheme (RPPS) should be introduced in Port Glasgow Town Centre, the extent of any potential scheme, the requirement for additional waiting restrictions on currently unregulated streets and the impact of increasing the existing waiting limit.

2.0 SUMMARY

- 2.1 A petition was created on the Council's website seeking the introduction of a residents' parking scheme in Port Glasgow Town Centre (King Street/Church Street) in areas currently subject to a 30 minute restriction.
- 2.2 The petition received 103 signatures which was above the 100 signatures required to be considered by the Council. As a result the petition was heard by the Petitions Committee on 1 February 2018.
- 2.3 During the Petitions Committee requests were also made to introduce time limited waiting on King Street and to increase waiting limit from 30 minutes to 1 hour.
- 2.4 The Petitions Committee agreed that the Roads Service should submit a detailed report following a review of parking in the town centre. This report summarises the findings of the study which is presented in Appendix 1.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- (i) notes the findings of the Port Glasgow Parking Study report;
 - (ii) approves the increase in the parking time limit on existing restricted streets from 30 minutes to 1 hour with an exemption for permit holders;
 - (iii) approves the introduction of a 1 hour time limit with an exemption for permit holders on King Street, Station Road, Willison's Lane, Falconer Street and Crawford Street, Monday to Friday 8am to 6pm; and
 - (iv) approves the introduction of a Residents' Parking Permit Scheme, Monday to Friday 8.15am to 9.15am and 5pm to 6pm, on Court Road, Huntly Place and Huntly Terrace.

4.0 BACKGROUND

4.1 A Petitioner, an individual residing in the Inverclyde Council area, created an online petition on the Council's website on 10 October 2017 seeking the introduction of a residents parking scheme in Port Glasgow Town Centre (King Street/Church Street) in areas currently subject to a 30 minute restriction

4.2 The full description of this petition entered by the Petitioner and shown on the website is as follows:

“Petition to allow residents to park in town centre (King Street/Church Street etc.) similar to the Greenock residents parking already in place i.e. allowing us to park with no restrictions in 30 min zones.”

4.3 The petition received 103 signatures within the publication period and was considered by the Petitions Committee on 1 February 2018, as per the Council's Petitions Criteria.

4.4 The Petitions Committee requested the introduction of limited waiting restrictions on King Street as some people believe vehicles are parked on this street all day with little turnover of spaces.

4.5 The Committee highlighted a desire from some traders and visitors to increase the on-street waiting restriction from 30 minutes to 1 hour.

4.6 The Petitions Committee agreed that a report should be brought to the Environment & Regeneration Committee to consider the need for additional limited waiting, increase of the limited waiting time and the need for Residents' Parking Permits in Port Glasgow Town Centre.

4.7 A study was commissioned to consider the three points raised and the full report is contained in Appendix 1. Appendix 1

4.8 The study found there is a demand for residents' parking permits and that parking opportunities on streets in the study area near businesses should be limited to one hour maximum stay Monday to Friday between 0800 hours and 1800 hours with an exemption for residents' parking permits (who can park for any duration at any time) and streets which are not near businesses are limited to permit holders only Monday to Friday from 8.15am to 9.15am and 5pm to 6pm (consistent with restrictions in Greenock).

As these proposals will increase the number of on-street locations with a maximum permitted length of stay this will lead to long stay vehicles being forced into surrounding car parks. It suggests that no additional restrictions on the permitted length of stay in car parks are introduced to ensure these vehicles can be accommodated. This is in keeping with the proposals previously agreed by the Environment and Regeneration Committee regarding parking charges in town centre car parks with the ability to park for up to three hours.

5.0 IMPLICATIONS

Finance

5.1 There will be costs associated with introducing the Residents' Permit Parking Scheme, increasing the length of stay on existing restricted streets and extending the parking restrictions to streets such as King Street.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
02506	Technical Equipment	19/20	£20		Signs & lines
02506	Basic Contract	19/20	£5		Residents' Parking Permits

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
02506	Basic Contract	2019/20	£2		Residents' Parking Permits

Legal

5.2 There are no legal implications arising from this report.

Human Resources

5.3 There are no HR implications arising from this report.

Equalities

5.4 There are no equality issues arising from this report.

Repopulation

5.5 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

6.1 The Head of Legal and Property Services, Head of Safer & Inclusive Communities and the Chief Financial Officer have been consulted on this report.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.



now part of



Port Glasgow Parking Study

Scheme Options Appraisal Report

On behalf of **Inverclyde Council**

Inverclyde
council

Project Ref: 44187-5501 | Rev: 2.5 | Date: November 2018

Document Control Sheet

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Contents

- 1 Introduction 5**
 - 1.1 Background 5
 - 1.2 This Study..... 5
 - 1.3 Current Provision..... 6
- 2 Best Practice Review 12**
 - 2.1 Introduction 12
 - 2.2 Types of Permit Schemes 12
 - 2.3 Bath and North East Somerset Guidance 13
 - 2.4 Permit Costs 16
- 3 Parking Survey and Analysis 18**
 - 3.1 Introduction 18
 - 3.2 Car Ownership..... 18
 - 3.3 On-Street Situation 18
 - 3.4 Off-Street Situation 21
- 4 Penalty Charge Notices 27**
 - 4.1 Introduction 27
- 5 Consultation 31**
 - 5.1 Introduction 31
 - 5.2 Residents and Businesses 31
 - 5.3 Conclusions 34
- 6 Option Development and Appraisal 36**
 - 6.1 Introduction 36
 - 6.2 Objectives 36
 - 6.3 Considerations..... 36
 - 6.4 Options Considered..... 41
 - 6.5 Option 1 – Residents Shared Spaces On-Street 43
 - 6.6 Option 2 – Residents Only Spaces Off-Street (Designated Bays) 44
 - 6.7 Financial Considerations 45
 - 6.8 Option Scoring..... 46
- 7 Conclusions and Recommendations 51**
 - 7.1 Overview..... 51
 - 7.2 Conclusions 51
 - 7.3 Recommendations..... 53

Figures

Figure 1.1 Port Glasgow On-Street Parking Restrictions	7
Figure 1.2 Off-street Parking Provision	9
Figure 3.1 On-Street Occupancy	19
Figure 3.2 On-Street Daily Parking Availability Profile	20
Figure 3.3 Car Park Occupancy Overview	21
Figure 3.4 Car Park Occupancy	22
Figure 3.5 Car Park Space Availability Profile.....	23
Figure 3.6 Resident Parking Overview	24
Figure 4.1 On-Street PCNs Issued (per Week)	27
Figure 4.2 Off-street PCNs Issued (per Week)	28
Figure 5.1 Public Consultation Area	31
Figure 5.2 Summary of Consultation Responses	35
Figure 6.1 Overview of RPPS Criteria by Street	40
Figure 6.2 Future Off-street Parking Capacity.....	44
Figure 6.3 Future Off-street Parking Capacity.....	45
Figure 7.1 New Parking Restrictions	52
Figure 7.2 Overview of Physical Works.....	53

Tables

Table 1.1 On-Street Parking Restrictions Summary	7
Table 1.2 On- Street Parking Capacity by Street	8
Table 1.3 Off-street Parking Overview	9
Table 1.4 Management, Income and Costs	10
Table 2.1 Criteria for Introducing Residents' Parking Permit Scheme	14
Table 2.2 Other Considerations	15
Table 2.3 Permits Costs from other Local Authorities	17
Table 3.1 Car Ownership.....	18
Table 3.2 Daily On-Street Parking Occupancy by Street	19
Table 3.3 Car Park Average Duration of Stay	23
Table 3.4 On-street Resident Vehicles.....	25
Table 3.5 Off-street Resident Vehicles.....	25
Table 4.1 Overview of PCNs Issued	29
Table 4.2 Common PCN Reasons and Locations	30
Table 6.1 RRPS Criteria	38
Table 6.2 RPPS Criteria by Street.....	39
Table 6.3 Option 1 Parking Restriction Options	43
Table 6.4 Option Scoring Results Explained.....	47
Table 6.5 Turnover of Spaces	48
Table 6.6 Indicative Costs	48
Table 6.7 Option Scoring Results.....	49

Appendices

Appendix A	Overview of Parking Data
Appendix B	Overview of PCNs Issued
Appendix C	Overview of Survey Responses
Appendix D	Maps

1 Introduction

1.1 Background

- 1.1.1 Inverclyde Council introduced Decriminalised Parking Enforcement (DPE) on 6 October 2014 which gave Parking Attendants the ability to issue Parking Charge Notices (PCNs) to vehicles parked in contravention of a Traffic Regulation Order (TRO). At this time, Inverclyde Council made no changes to the waiting and loading restrictions either on-street, or off-street in Port Glasgow.
- 1.1.2 The Council introduced DPE because it considered that inconsiderate and illegal parking had become a real issue which was causing safety concerns and serious inconvenience to residents, shoppers, disabled people and businesses.
- 1.1.3 The new parking arrangements provide a better managed system with a greater turnover of spaces, reduced congestion and improved access for deliveries, as well as safety of pedestrians.
- 1.1.4 Recently, Inverclyde Council has received a petition asking for Residents' Parking Permits in certain streets in Port Glasgow Town Centre and this has resulted in the Council considering whether this action is deemed to be an appropriate solution.
- 1.1.5 Members of the Council have also asked that waiting restrictions be introduced on some streets in the town which do not currently have any waiting limit. They have asked that consideration is given to the existing waiting limit being increased from 30 minutes to 1 hour.

1.2 This Study

- 1.2.1 This Report will assess whether a Residents' Parking Permit Scheme (RPPS) should be introduced in Port Glasgow Town Centre, the extent of any potential scheme, the requirement for additional waiting restrictions on currently unregulated streets and the impact of increasing the existing waiting limit.
- 1.2.2 Parking surveys were carried out to identify the length of stay of each vehicle, the build-up of parking over the time period, turnover of parking spaces, the parking capacity, the number of existing formal parking spaces, identify areas of overparking and illegal / inappropriate parking and the parking demand.
- 1.2.3 The study included consultation with residents and businesses in the town centre and took the form of a 'survey monkey' type online questionnaire and questionnaires posted to stakeholders.
- 1.2.4 The cost impact of the potential implementation of any proposals has been estimated based on a cost provided by Inverclyde Council of £5 per permit and an associated £2,000 set-up fee.
- 1.2.5 The study will consider whether waiting restrictions should be introduced on streets which are currently unrestricted. Also, whether the existing on-street waiting restrictions should be increased beyond the current maximum – which is currently set at 30 minutes.
- 1.2.6 The key activities, as identified in the brief, were:
 - 1) Undertake parking surveys to determine the length of stay of each vehicle and the build-up of parking over the time period (0700 hours – 1900 hours), turnover of parking spaces, the parking capacity, the number of existing formal parking spaces,

identify areas of overparking and illegal / inappropriate parking and the parking demand;

- 2) Consult stakeholders;
- 3) Option generation;
- 4) Cost the implementation of each scheme option;
- 5) Cost the running costs and administration costs of each scheme option;
- 6) Compare costs, benefits and score each scheme option;
- 7) Recommend preferred scheme option;
- 8) Recommend whether additional parking restrictions are required on currently uncontrolled streets; and
- 9) Recommend whether the current 30-minute waiting restriction should be increased.

1.2.7 From the outset, it was decided that, should parking permits be introduced, there would be no charge to residents (similar to the current scheme that already operates in Greenock).

Main Scheme Elements

1.2.8 The brief listed the key elements to be considered in the creation of a cost-effective resident parking permit scheme. Combinations of these elements, plus others suggested by the Consultant, were used to create the scheme options for appraisal:

- Resident only parking spaces on-street;
- Resident only parking spaces off-street;
- Shared spaces on-street, resident permit provided free, unlimited stay parking on a first-come, first-served basis, in competition with other parkers; and
- Shared spaces off-street, resident permit provided free, unlimited stay parking on a first-come, first-served basis, in competition with other parkers.

1.3 Current Provision

On-Street

1.3.1 Parking restrictions in Port Glasgow town centre are defined in The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm & Quarriers Village) (Waiting Restrictions) Order 2013 and variations made via the TRO process thereafter. An overview of on-street parking restrictions and availability is shown in Figure 1.1. Other (no parking) locations refer to locations where parking is not permitted such as drop kerbs / I-bars etc.

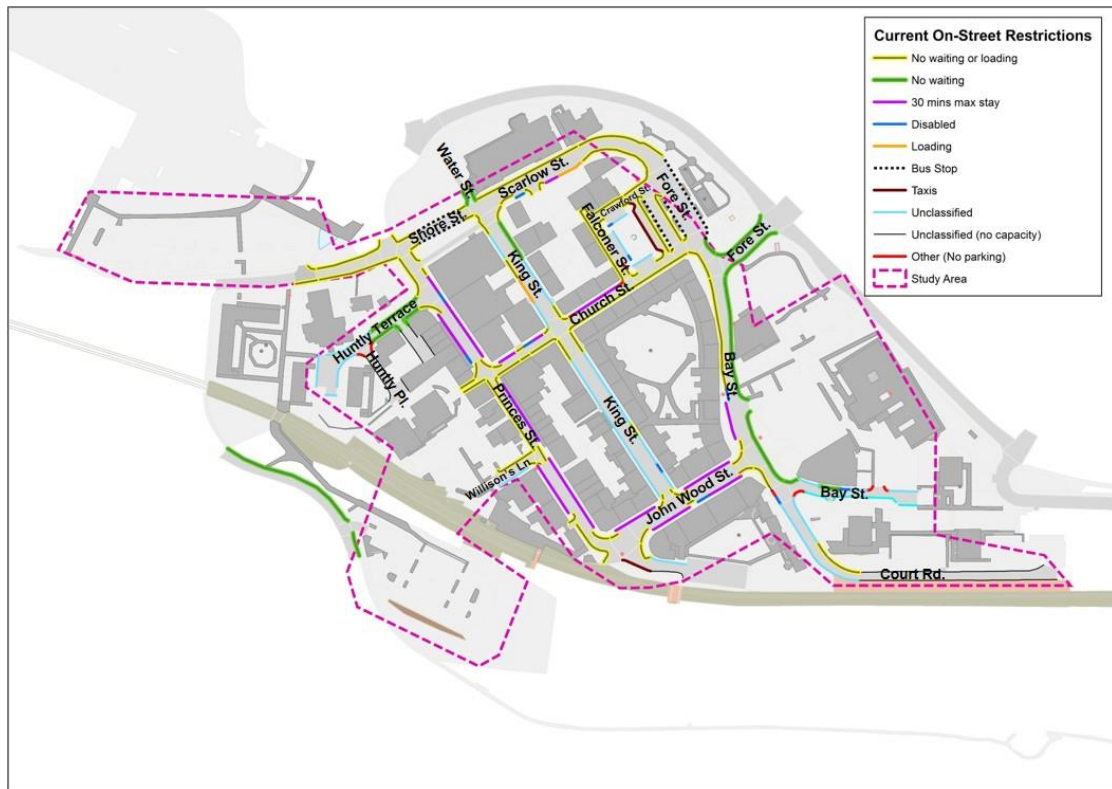


Figure 1.1 Port Glasgow On-Street Parking Restrictions

1.3.2 On-street parking restrictions are summarised in Table 1.1.

Table 1.1 On-Street Parking Restrictions Summary

Type	Length (m)	Capacity (Vehicles)
Double yellow lines	1,479	0
Time Restricted	385	73
Disabled	66	11
Loading	42	0
Unclassified	750	152
Dropped kerbs, hatching, I-Bars	49	0*
Total	2,770	236

*It should be noted that public access to these areas is shown as zero but there will still be opportunities to park on advisory markings.

1.3.3 Table 1.1 shows that there are a total of 236 on-street parking opportunities in the study area, of which 152 are unrestricted in length of stay, 73 are limited to 30 minutes' stay and 11 disabled bays. Table 1.2 shows the breakdown by street.

Table 1.2 On- Street Parking Capacity by Street

Street	Unrestricted Spaces	No. Spaces Limited to 30 mins stay	Disabled Bays
Bay Street	6	5	2
Church Street	6	10*	1
Court Road	21	0	1
Crawford Street	5	0	1
Falconer Street	8	0	1
Huntly Terrace	21	0	0
John Wood Street	0	22	2
King Street	51	0	1
Princes Street	0	44	2
Scarlow Street	0	2	1
Station Road	4	0	0
Willison's Lane	4	0	0
Total	126	83	11

*from Falconer Street to Princes Street only

- 1.3.4 Table 1.2 shows that Bay Street, John Wood Street, Princes Street and Scarlow Street are the only streets with time limited waiting restrictions in the study area (30 minutes maximum).

Off-Street

- 1.3.5 The Council currently operate and maintain five car parks in the study area; all are free of charge with unlimited stay, except the Princes Street Car Park which is limited to two hours' maximum stay, three hours for blue badge holders (but still free of charge). There are two car parks in the study area which the Council do not control; Shore Street West (CP7) and Fore Street South (CP3), which is owned and operated by the NHS. Off-street parking provision is shown in Figure 1.2 and Table 1.3.

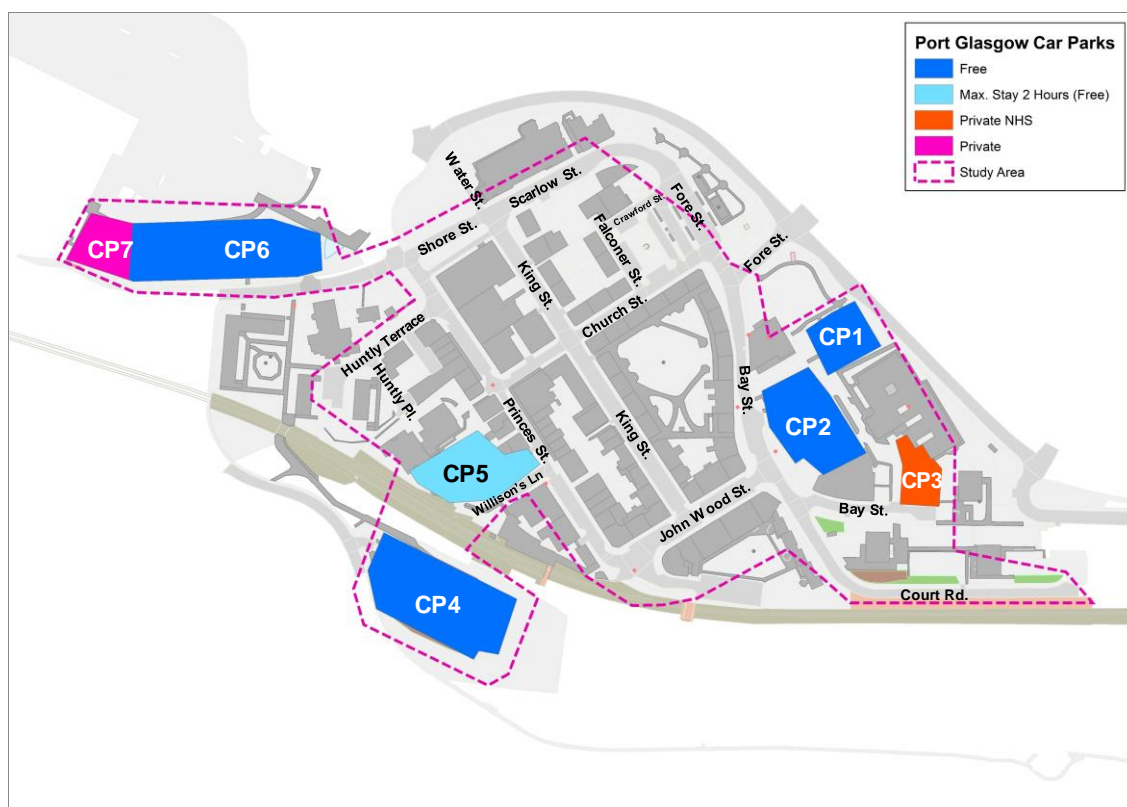


Figure 1.2 Off-street Parking Provision

Table 1.3 Off-street Parking Overview

ID	Car Park Name	Restriction	Total Capacity	Disabled Capacity
CP1	Fore Street North	Uncontrolled	39	2
CP2	Fore Street West	Uncontrolled	78	6
CP3	Fore Street South (NHS owned and operated)	Private	22	3
CP4	Highholm Avenue Park & Ride	Uncontrolled	151	8
CP5	Princes Street	Max. stay 2 hours (Disabled badge holders max. stay 3 hours), No return within 1 hour, Mon - Sat 8am - 6pm	55	6
CP6	Shore Street East	Uncontrolled	157	11
CP7	Shore Street West (Private)	Private	33	3
Total			535	39

1.3.6 Table 1.3 shows that there is a total of 535 off-street parking spaces in the study area of which 39 are disabled and 55 are time limited.

Enforcement and Administration

- 1.3.7 The Council is now responsible for all parking enforcement duties on Inverclyde's roads (except obstructive parking and parking on zig-zags at pedestrian crossings¹ which remains a Police function) and in off-street car parks owned, or controlled by the Council.
- 1.3.8 Uniformed Council employed Parking Attendants patrol the waiting and loading parking restrictions and are also responsible for the enforcement of the no stopping restriction at schools indicated by 'school keep clear' zig-zag markings and disabled persons parking places which are located near to Blue Badge holders' homes.
- 1.3.9 Parking Attendants issue Penalty Charge Notices (PCNs) which are set at £60. The Penalty Charge is reduced by 50% to £30 if paid within 14 days of the date of issue. PCNs can be paid online, by an automated telephone service, or by post.
- 1.3.10 Anyone wishing to challenge a PCN must do so in writing within 28 days of the PCN issue date. It is not possible to pay the reduced charge and appeal against the PCN. Motorists wishing to contest liability make representations to the Council and, if rejected, may appeal to the Parking and Bus Lane Tribunal for Scotland.
- 1.3.11 An external organisation is employed by Inverclyde Council to process its PCNs and they also process residents' parking permits.
- 1.3.12 Table 1.4 below summarise the management responsibilities, income and costs associated with parking in the town.

Table 1.4 Management, Income and Costs

Element	Council	Back Office Provider
Responsibilities / Running Costs	Provide Parking Attendants Fees to cover processing and rental of software Deal with formal challenges Pay for production of permits, postage and DVLA enquires.	Process PCNs Process residents' parking permits Deal with formal challenges Undertake production of permits, postage and DVLA enquires.
Capital Costs	Signing and lining parking restricted areas	None
Income	All money from PCN fines (fee paid to back office provider for each)	Fee for each PCN and parking permit processed

Blue Badges

- 1.3.13 Vehicles displaying a valid Blue Badge may be parked free of charge or time restriction within any off-street pay and display car park.

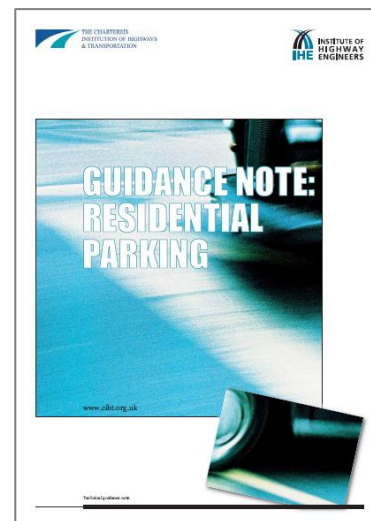
¹ NB Council enforce school zig-zags

- 1.3.14 Vehicles displaying a valid Blue Badge whilst parked within an on-street limited waiting parking space are exempt from the time restrictions which apply unless the associated sign indicates otherwise (Greenock Town Centre).
- 1.3.15 In Port Glasgow, there are no time restrictions in respect of on-street disabled bays.
- 1.3.16 Blue Badge holders may park on single or double yellow lines in Scotland without any time limit, provided there is no loading ban in force at the time and the vehicle is not causing an obstruction (see below for restrictions).
- 1.3.17 Vehicles displaying a valid Blue Badge cannot park in any of the following areas:
- Locations covered by a loading restriction during the period of the restriction;
 - Where there are double white lines in the centre of the road even if one of the lines is broken;
 - In a bus lane, during its hours of operation;
 - In a bus stop with clearway markings, during times of operations;
 - In a cycle lane, covered by a relevant order;
 - On Zebra, Pelican or Toucan crossings or their associated zig-zag markings;
 - In areas reserved for specific users e.g. loading bays or taxi ranks;
 - In a suspended parking bay;
 - Where temporary restrictions apply along the length of a road;
 - On school keep clear markings;
 - Locations regarded as likely to cause an obstruction such as:
 - at school entrances, bus stops, on a bend or near the brow of a hill or hump bridges
 - where it would make it difficult for others to see clearly e.g. close to a junction
 - where it would make the road narrow e.g. by a traffic island or where roadworks are in progress
 - where it would hold up traffic e.g. narrow stretches of road or blocking vehicle entrances
 - where emergency vehicles stop or go in and out e.g. fire station entrance
 - where the kerb has been lowered to form a pedestrian crossing point or driveway
 - on a footway, unless signs permit.

2 Best Practice Review

2.1 Introduction

- 2.1.1 As part of a previous similar study for Greenock, PBA carried out a short best practice review. This has been refreshed and, where necessary, updated.
- 2.1.2 The *Guidance Note: Residential parking, Chartered Institution of Highways and Transportation and Institute of Highway Engineers* was identified as the key reference document. However, our understanding is that it primarily focuses on the number of residential parking spaces which should be provided at new development and their associated design considerations.



2.2 Types of Permit Schemes

- 2.2.1 Residents' Parking Permit Schemes (RPPS) is a relatively complex process to design and manage and it is inevitable that different locations will require slightly different or bespoke solutions. Design criteria will require to have some degree of flexibility of interpretation.
- 2.2.2 There is considered to be four broad types of location where residents' parking permit schemes could be appropriate, described as follows.

Exclusive Permit Schemes - Demand for Parking Exceeds Supply

- 2.2.3 This is the most traditional and common form of scheme, where a street or area is divided into prohibited and permitted parking areas. In order to park in a permitted area, a vehicle would be required to display a valid permit. The permit categories may vary; usually residents, visitors, health care workers serving residents and other users the authority may see fit. The system provides optimum benefit to residents but low levels of residents' parking can lead to an inefficient use of on-street parking where overall parking is limited. In areas where the demand for on-street spaces from residents alone exceeds the supply, the management and allocation of permits can be problematic; this is particularly the case where the scheme results in the kerbside space being reduced through the control of parking (e.g. clearing parking at junctions).

Shared Use Bays - On-Street Parking is not Restricted to Residents

- 2.2.4 This type of scheme is commonly referred to as a "shared use scheme", where there is a dual use of on-street space, overcoming the under use problem noted above. It commonly enables the time-limited use of on-street space (which may or may not be charged for) to be operated alongside vehicles with residents permits that would be exempt from either time or charge restrictions. It does eliminate the need for the administration of permits for visitors, carers etc., with these users being able to use space generally available outwith the restricted times.

Exclusive Bay Schemes - High Demand for On-Street Parking by both Residents and Non-Residents

- 2.2.5 In some instances, it may be considered that visitors and staff from local businesses and facilities may need some assured parking provision, which may leave residents unreasonably disadvantaged. In these cases designated spaces for residents, displaying permits, and visitors, paying for space through pay & display, may be more effective in managing this mix of use within the area.

Controlled Parking Zones (CPZs)

- 2.2.6 All kerb space is either designated parking or restricted parking and the zones (and possible sub-zones) are indicated by entry and exit signs.
- 2.2.7 CPZs may be of use in areas of intense parking use and/or where one permit parking zone adjoins another.
- 2.2.8 In order to be legally enforceable, all signing and lining must comply with the Traffic Signs Regulations and General Directions 2016 and the Traffic Signs Manuals and all schemes must be implemented by means of an appropriate TRO.

2.3 Bath and North East Somerset Guidance

- 2.3.1 Bath and North East Somerset have produced a document called *Guidance on the Introduction of Residents' parking Schemes* which:

“sets out an appropriate set of rules for the consideration and introduction of Residents' parking Schemes including the consultation process and also advice on the appropriate types of scheme and permits to be introduced within the schemes”.

- 2.3.2 It is considered that this document covers all the key considerations for any Port Glasgow Residents' Parking Scheme and while we do not wish to re-produce this document, we have taken from it the key reference points to be considered as part of this study.

Section 1 - Layout of RPPS (including times of operation)

- 2.3.3 **Loss of spaces** - It is important to note that on some streets within a proposed or requested residents' parking scheme the amount of parking that would be permitted within a formal scheme could be less than is currently available due to the need to ensure junction protection access and passing places.

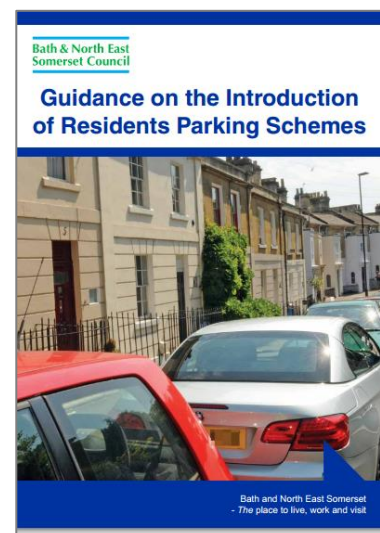
Key Consideration: consider loss of spaces due to formal scheme.

- 2.3.4 **Operating hours** - In the case of a City or Town Centre, because the non-residential parking is often commuters it is appropriate to start consideration with a five-day (Monday to Friday) scheme. If problems are due to short term shopping trips and commuting, a six-day (Monday to Saturday) scheme may need be considered. Occasionally a seven-day restriction may be necessary due to facilities such as the location to the retail centres, hospitals, places of worship or leisure facilities.

Key Consideration: scheme likely to only operate five days (Monday to Friday) 0800 hours to 1800 hours to match current TROs.

- 2.3.5 **Enforcement** - Enforcement of residents parking permit schemes tend to be during normal working hours, it would be appropriate for the proposed schemes to be operational during times for which enforcement is provided, and times when commuter activity is greatest.

Key Consideration: scheme likely to only be enforced during TRO restriction times; Monday to Friday 0800 hours to 1800 hours.



Section 2 - Prioritising Potential Areas for Residents' Parking Permit Scheme

- 2.3.6 **Parking Survey and Analysis** - It is proposed that a survey method is used to help determine the extent of parking problems and the demand for residents' parking in areas where residents and Councillors have reported issues.

Key Consideration: undertake parking surveys and analyse to identify problem / priority locations.

- 2.3.7 Criteria for introducing RPPS: the document outlines Bath and North East Somerset's criteria for introducing RPPS and these are listed in Table 2.1, below.

Table 2.1 Criteria for Introducing Residents' Parking Permit Scheme

No.	Criteria
1	Not less than 85% of the available kerb side space is occupied for more than six hours between 8am and 6pm on five or more days a week from Monday to Saturday inclusive, and a bona fide need of residents is established.
2	Not more than 50% of the car owning residents have, or could have parking available within the curtilage of their own property, or within 200 metres walking distance by way of garages or other private off-street space, such as a driveway.
3	The peak or normal working day demand for residents' spaces should be able to be met up to a maximum of 125% of the zones parking capacity.
4	The design and introduction of a scheme should give consideration to the displacement parking in adjacent roads.
5	The Authority should be satisfied that a reasonable level of enforcement of the proposals can be maintained by Civil Enforcement Officers [Parking Attendants in Scotland].
6	The initial proposals should be acceptable to the greater proportion of the residents due to the restrictive and fiscal impact of a scheme.
7	Permits for non-residential premises should be able to be limited in their use to essential operational use only.
8	In areas where parking space is severely limited, the introduction of reserved parking does not seriously affect the commercial viability of the area.
9	After a full consultation process, in excess of 50% of the total number of residents of the streets directly affected are in favour of the proposals to ensure a clear majority are in favour.

Section 3 - Permit Types and Criteria for Issue

- 2.3.8 There are usually three main types of permit: Residential Permits, Business Permits and Visitor Permits, each with their own issues to be considered.
- 2.3.9 Residential permits – the Council must consider how many residential permits will be permitted per property, this could vary depending on the availability of parking space in different areas. Proof of vehicle ownership or entitlement to keep the vehicle at home should also be required.

Key Consideration: have a clear policy on the number of residents’ parking permits permitted per home and what qualifies as proof of ownership or entitlement. This will be limited to two permits per household, consistent with the scheme in Greenock.

- 2.3.10 Business permits - Businesses operating within a Residents’ Parking Permit Scheme may, at the discretion of the Council, be considered eligible for a permit or permits.

Key Consideration: no issuing of business permits as discouraging long-term on-street business parking by staff is an objective (to improve turnover of spaces).

- 2.3.11 Visitor Permits - Annual visitor permits are sometimes considered as an appropriate means of managing visitors, and are considered easier to manage than books of daily permits. However, they often become an additional permit for the property and are therefore not recommended for use. Daily scratch card permits for visitors are nationally the most popular way of managing visitors, however these can be costly to purchase and administer for an authority. Virtual permits are becoming the preferred method of managing visitors with activation made from a mobile or landline telephone but can be misused.

Key Consideration: There will be no permits for visitors available, similar to the existing scheme in Greenock.

- 2.3.12 Other considerations – each of the issues set out in Table 2.2, below, will need to be considered.

Table 2.2 Other Considerations

Criteria	Recommendation for Port Glasgow
Blue Badge holders	Blue Badge holders would be permitted to park in a RPPS on yellow line restrictions and dedicated RPPS bays in car parks under the national regulations and concessions for legitimate badge holders. They can also park in standard parking spaces without charge or limit of time.
Carers	The potential increase from 30 minutes to one hour in limited waiting bays, will help some carers. Introducing waiting restriction on other roads is likely to hinder access for carers.
Medical Permits	No medical permits issued. To keep the scheme simple and it is assumed that limited waiting times are appropriate to allow medical visits.
Tradespeople Permits	There will be no tradespeople permits. They will be expected to use existing parking facilities, which are all nearby.

- 2.3.13 Security - It is essential that all paper permits including visitor permits are not only printed to prevent forgery but are managed and issued in a secure way to prevent abuse. It should not be forgotten that a permit with a face value has a significantly higher value to a non-resident. Secure permits can be procured for use by the authority or alternatively the printing out-sourced to a specialist printer. The use of virtual permits can and does reduce levels of fraud, as the systems can be fully audited.

Key Consideration: 'Virtual permits' will be used, consistent with existing scheme in Greenock.

Section 4 - Charging for Permits and Enforcement Costs

- 2.3.14 This is a particularly controversial issue as many residents consider that they are not the cause of parking problems and having paid their vehicle excise duty fee and/or council tax they are "entitled" to park on the public road, in their own area free of any charge.
- 2.3.15 Cost of Permits - The level of charge should reflect at least the annual costs of administering the permit system. This would include staff costs, overheads, consumables and any permit system maintenance items (software licences for example).

Key Consideration: To be consistent with current Greenock scheme, it has been decided not to charge residents for permits.

- 2.3.16 Complexity - The introduction of complex rules, permit management systems, refunds and various other permit types or length (e.g. monthly) add to the administration cost and therefore the potential cost to the resident. It is therefore beneficial to keep rules simple where appropriate.

Key Consideration: overall rules to be kept simple to ensure transparency and minimise administration costs. The existing terms and conditions in place will be used.

2.4 Permit Costs

- 2.4.1 Although it has been decided not to charge for permits, Table 2.3 shows the cost of resident permit schemes in other local authority areas of Scotland.

Table 2.3 Permits Costs from other Local Authorities

Area	Cost per Resident Permit (annual unless otherwise stated)
East Ayrshire ²	£25
Renfrewshire	Free in pre-defined zones within Paisley
Aberdeenshire ³	Permits apply to: Banchory, Banff, Ellon, Fraserburgh, Huntly, Inverurie, Peterhead, Stonehaven, Turriff £60 per annum
Dundee ⁴	City centre £87.00 per annum Menziehill Zone £8.00 per annum Broughty Ferry Zone £62.00 per annum
Aberdeen City ⁵	First permit £50 and for second permit £120
South Ayrshire ⁶	£50
South Lanarkshire ⁷	Permits are free of charge for all areas, though for multiple permits it varies by zone.
Clackmannanshire ⁸	£20
Falkirk ⁹	£60

² <http://www.east-ayrshire.gov.uk/Resources/PDF/P/Parking-consultation/Draft-Permit-Parking-Policy.pdf>

³ <https://www.aberdeenshire.gov.uk/media/22884/residents-permit-guidance-notes-2017-07-12-pdf-revised.pdf>

⁴ <https://www.dundee.gov.uk/sites/default/files/publications/residentsapr18.pdf>

⁵ <https://www.aberdeencity.gov.uk/sites/default/files/2018-04/Residential%20Parking%20Permit%20Application%20Form.pdf>

⁶ <http://www.ayrshireroadsalliance.org/Resources/pdf/Parking/Notes-to-assist-with-Permit-application-form-SAC.pdf>

⁷ http://www.southlanarkshire.gov.uk/info/200229/parking_and_car_parks/381/parking_zone_permits

⁸ <http://www.clacksweb.org.uk/transport/residentsparkingpermit/>

⁹ <http://www.falkirk.gov.uk/services/roads-parking-transport/streets-parking/docs/parking-permit/apply/01%20Resident%20permit%20application.pdf?v=201805241155>

3 Parking Survey and Analysis

3.1 Introduction

3.1.1 A parking occupancy, duration and turnover survey was undertaken in June 2018. A full summary of the results is included in Appendix A with the key findings summarised in this section.

3.2 Car Ownership

3.2.1 Analysis of the 2011 Census output areas found that two-thirds (70%) of the households in the study area have no access to a car or van.

Table 3.1 Car Ownership

	Wider Town Centre	
	No. of Households	%
All households	580	
No cars or vans	405	70%
One car or van	134	23%
Two cars or vans	38	7%
Three cars or vans	3	1%
Four or more cars or vans	0	0%
Total No. of Cars or Vans:	219	31% (at least one car)

3.2.2 The Census data estimates a total of 219 cars or vans owned by residents in the study area.

3.3 On-Street Situation

3.3.1 Figure 3.1 shows the overall on-street parking accumulation in the study area in relation to supply.

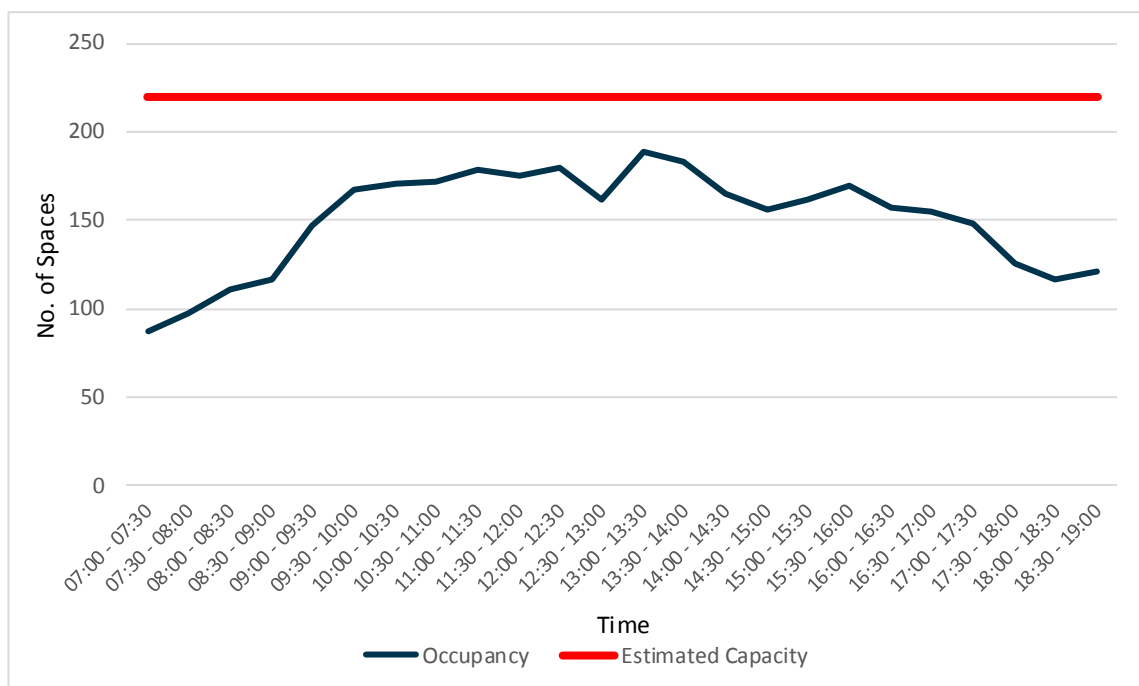


Figure 3.1 On-Street Occupancy

3.3.2 Figure 3.1 shows that, overall, there is sufficient supply of on-street parking to meet demand. Of course, this varies across streets and Table 3.2 shows the daily on-street parking occupancy, by street.

Table 3.2 Daily On-Street Parking Occupancy by Street

Street (Capacity)	Occupancy (Hour from)									
	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700
Bay Street (13)	42%	100%	69%	104%	100%	85%	73%	96%	100%	77%
Church Street (17)	50%	68%	61%	79%	66%	71%	50%	74%	66%	63%
Court Road (22)	12%	17%	20%	20%	18%	16%	15%	12%	10%	9%
Crawford Street (6)	117%	133%	133%	133%	125%	117%	117%	117%	108%	83%
Falconer Street (9)	89%	94%	89%	83%	83%	100%	78%	78%	94%	89%
Huntly Terrace (21)	62%	69%	92%	115%	92%	138%	85%	77%	62%	92%
John Wood Street (23)	13%	39%	50%	46%	48%	57%	41%	43%	37%	28%
King Street (52)	71%	80%	85%	88%	85%	88%	89%	83%	80%	53%
Princes Street (46)	25%	53%	61%	55%	64%	75%	62%	64%	60%	67%
Scarlow Street (3)	0%	0%	117%	67%	67%	117%	50%	67%	50%	67%
Station Road (4)	69%	88%	88%	88%	81%	88%	63%	69%	63%	69%
Willison's Lane (4)	113%	125%	125%	125%	100%	125%	125%	125%	125%	88%

3.3.3 High demand streets have been defined as those where not less than 85% of the available kerb side space was occupied for more than six hours between 0800 hours and 1800 hours on the weekday when the surveys were undertaken. With reference to Table 3.2, those which meet these criteria are as follows:

- Bay Street;
- Crawford Street;
- Falconer Street;
- Station Road; and
- Willison's Lane.

3.3.4 King Street falls just below the criteria, with on-street occupancy at, or over, capacity for five hours in the day.

3.3.5 Figure 3.2 shows the on-street daily parking availability profile by street (with capacity shown in brackets in the legend). Please note that negative values are due to being over-capacity.

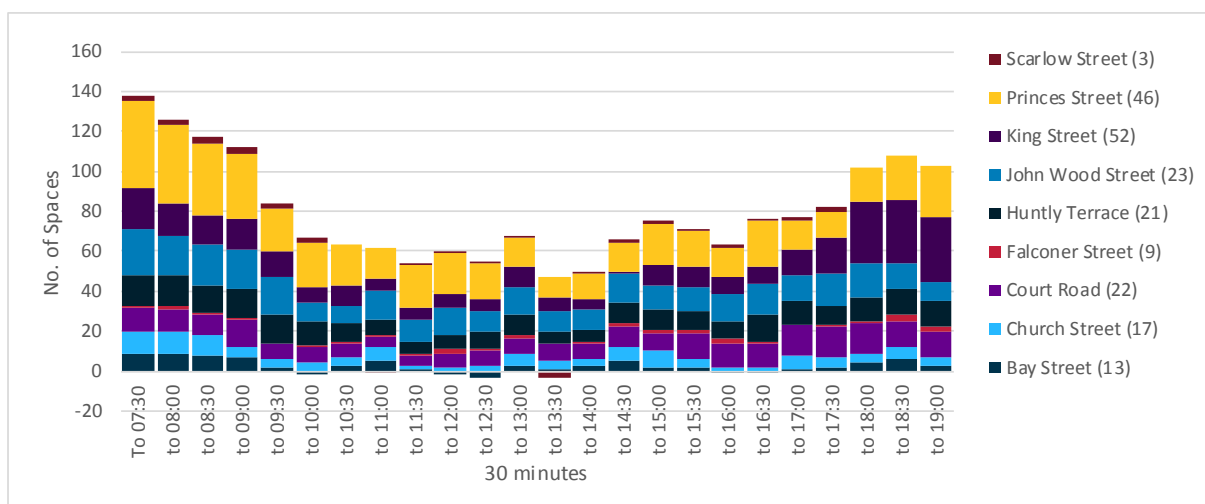


Figure 3.2 On-Street Daily Parking Availability Profile

3.3.6 Figure 3.2 shows spare capacity can be found on the following streets:

- Princes Street – minimum of 10 available spaces throughout the day (adjacent to Port Glasgow Swimming Pool);
- John Wood Street – minimum of 9 available spaces throughout the day; and
- Huntly Terrace – minimum of 6 available spaces throughout the day.

3.3.7 The figure also shows that a number of streets are over capacity including:

- Scarlow Street is over capacity by 2 vehicles from 1300 hours to 1330 hours;

- Bay Street is over capacity on several occasions throughout the day; a maximum of three vehicles between 1230 hours to 1300 hours. These are parked in the area in front of Port Glasgow Swimming Pool¹⁰; and
- Falconer Street is over capacity by 1 vehicle at 1330 hours to 1400 hours.

3.4 Off-Street Situation

3.4.1 Figure 3.3, below, shows the demand for off-street car parks in Port Glasgow in relation to supply in June 2018.

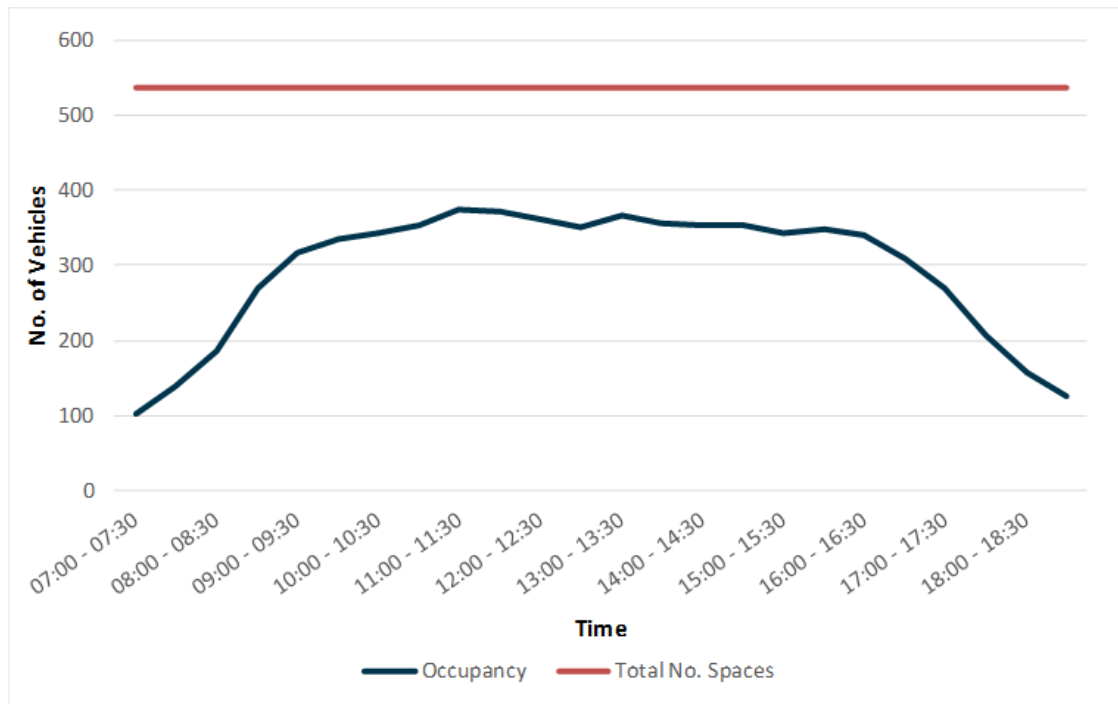


Figure 3.3 Car Park Occupancy Overview

3.4.2 Figure 3.3 shows that there is sufficient supply to meet demand for off-street parking throughout the day and Figure 3.4 shows the occupancy of each individual car park.

¹⁰ The assumed number of unrestricted spaces on Bay Street is six vehicles, in reality more can be parked on the street at the eastern end

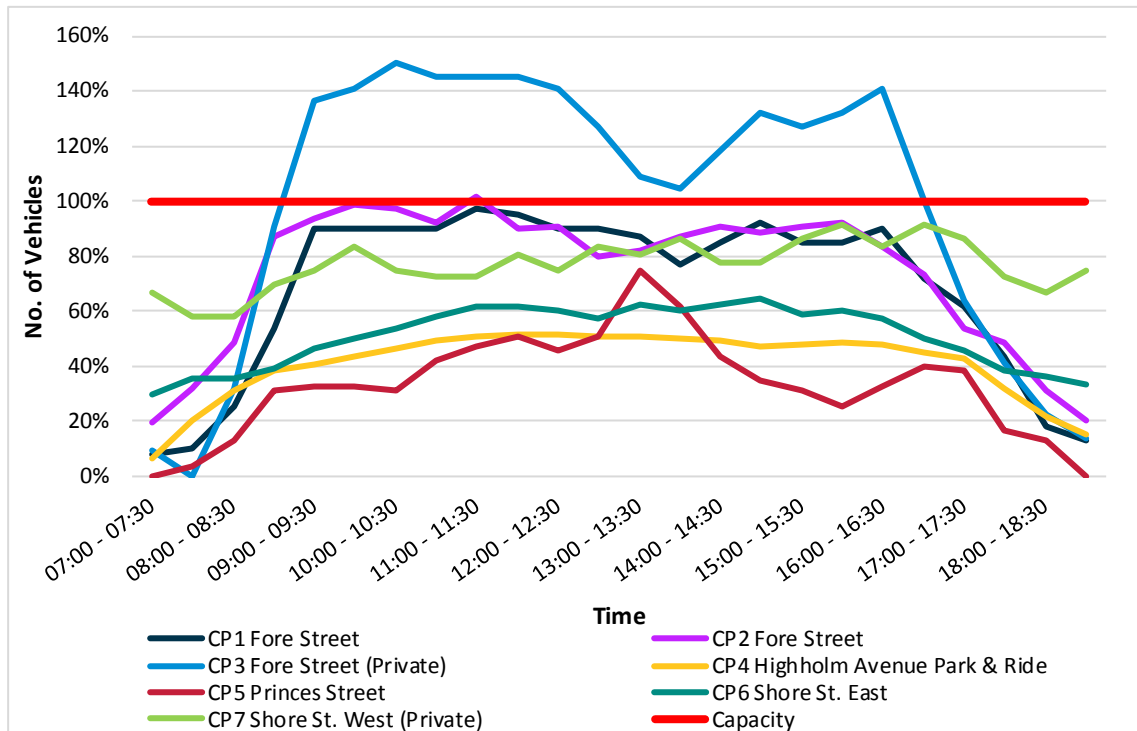


Figure 3.4 Car Park Occupancy

- 3.4.3 Figure 3.4 shows which car parks have the most spare capacity, at different times of the day. Figure 3.4 also shows that while parts of the Fore Street car park are over capacity at times during the day, with vehicles parked outwith spaces, other parts usually have spare capacity and the Fore Street NHS car park is shown over capacity, again because of parking outwith bays.
- 3.4.4 In particular, there are spare capacity at Highholm Avenue Park and Ride and Princes Street (short stay only) with both being less than 50% occupied throughout the day; this is also illustrated in Figure 3.5, below.

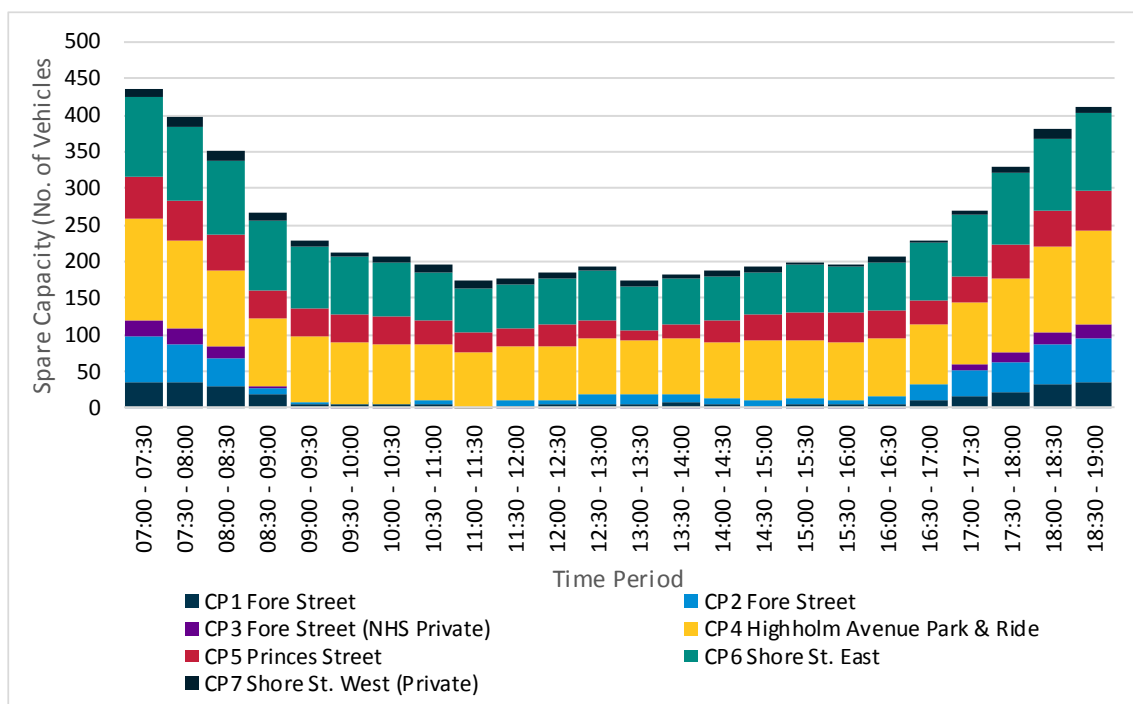


Figure 3.5 Car Park Space Availability Profile

3.4.5 Figure 3.5 shows spare capacity can be found on the following publicly accessible car parks:

- Highholm Avenue Park and Ride – minimum of 73 available spaces throughout the day;
- Shore Street (East) – minimum of 56 available spaces throughout the day; and
- Princes Street – minimum of 14 available spaces throughout the day.

3.4.6 Table 3.3 shows the average duration of stay in each of the car parks in the study area.

Table 3.3 Car Park Average Duration of Stay

Duration of Stay	Car Park Name	Average Stay (hours)
Car Park 1	Fore Street North	5.8
Car Park 2	Fore Street West	4.2
Car Park 3	Fore Street South (NHS owned and operated)	3.5
Car Park 4	Highholm Avenue Park & Ride	8.2
Car Park 5	Princes Street	1.6
Car Park 6	Shore Street East	5.9
Car Park 7	Shore Street West (Private)	5.3
Average Duration of Stay		4.9

- 3.4.7 Anecdotal evidence suggest that the Fore Street car park is popular for commuters (parking and getting the bus to Glasgow etc.) and workers in Port Glasgow, including Ferguson Marine Engineering Ltd. Resident Parking Demand
- 3.4.8 Analysis of the parking data has been undertaken to identify where residents currently park. This is based on the simple assumption that vehicles recorded as parked between 0700 hours and 0730 hours belong to residents (still parked from overnight) and these are shown in Figure 3.6.

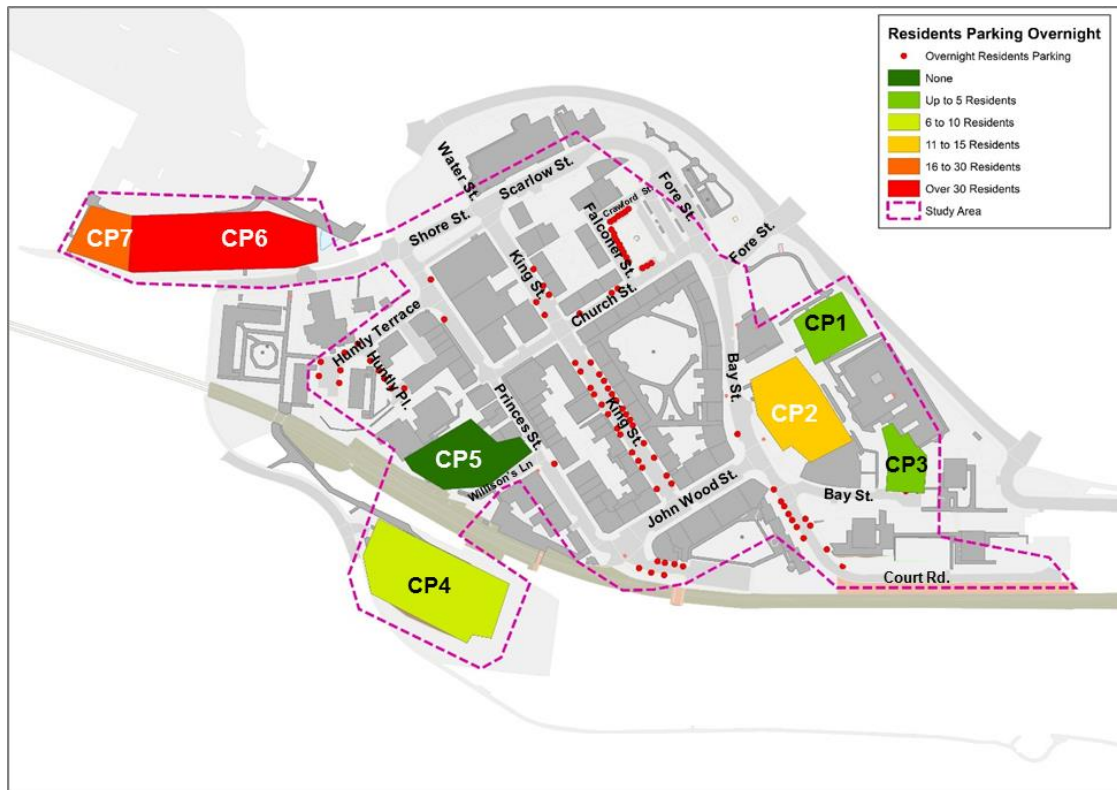


Figure 3.6 Resident Parking Overview

- 3.4.9 Figure 3.6 shows that there are clusters of on-street residential parking on King Street, Falconer Street, Court Road, Huntly Terrace, Huntly Place and Station Road. At King Street it is unlikely that the demand is early morning commuters rather than residents; two of the vehicles leave between 0800 hours and 0900 hours, one between 1230 hours and 1300 hours and the other two remained parked until the end of the survey period (1900 hours). The demand shown in the Highholm Park and Ride car park is likely to be commuters accessing early trains rather than residents.

3.4.10 Table 3.4 and Table 3.5 show the volumes parked on-street and off-street respectively.

Table 3.4 On-street Resident Vehicles

Location	Estimated No. of Resident Vehicles
Bay Street	4
Church Street	6
Court Road	10
Crawford Street	7
Falconer Street	8
Huntly Place	5
Huntly Terrace	6
John Wood Street	0
King Street	31
Princes Street	3
Scarlow Street	0
Station Road	7
Willison's Lane	0
Total	87

Table 3.5 Off-street Resident Vehicles

Location	Estimated No. of Resident Vehicles
CP1 Fore Street	3
CP2 Fore Street	15
CP3 Fore Street (Private)	2
CP4 Highholm Avenue Park & Ride	-
CP5 Princes Street	0
CP6 Shore St. East	47
CP7 Shore St. West (Private)	24
Total	91

3.4.11 The number of vehicles parked overnight in Table 3.4 and Table 3.5 (178) roughly matches the Census 2011 data which estimated car ownership at 219 (the exact extents of the Census wards are slightly higher). Table 3.4 gives an indication of which streets are likely to have the

greatest demand for residents' parking permits. However, it should be noted that there could be suppressed demand; residents who would like to park on certain streets but are not currently able to.

- 3.4.12 The argument regarding proximity expectation is a difficult one to manage effectively. In certain locations, the demands for a certain type of parking activity will be higher i.e. Princes Street during the day for retail trips and King Street overnight, due to the high number of residential properties. The simple fact is that in areas which are mixed use there will always be competition for spaces that cannot be satisfied and therefore the issue should be whether there are other opportunities to park in the area (in close proximity) that does not deter people from visiting shops etc.

4 Penalty Charge Notices

4.1 Introduction

4.1.1 Information on the number of PCNs issued on each of the streets and car parks in Port Glasgow in the period 28/06/2017 to 26/06/2018 was provided by Inverclyde Council. Figure 4.1 and Figure 4.2 presents an overview of the results.

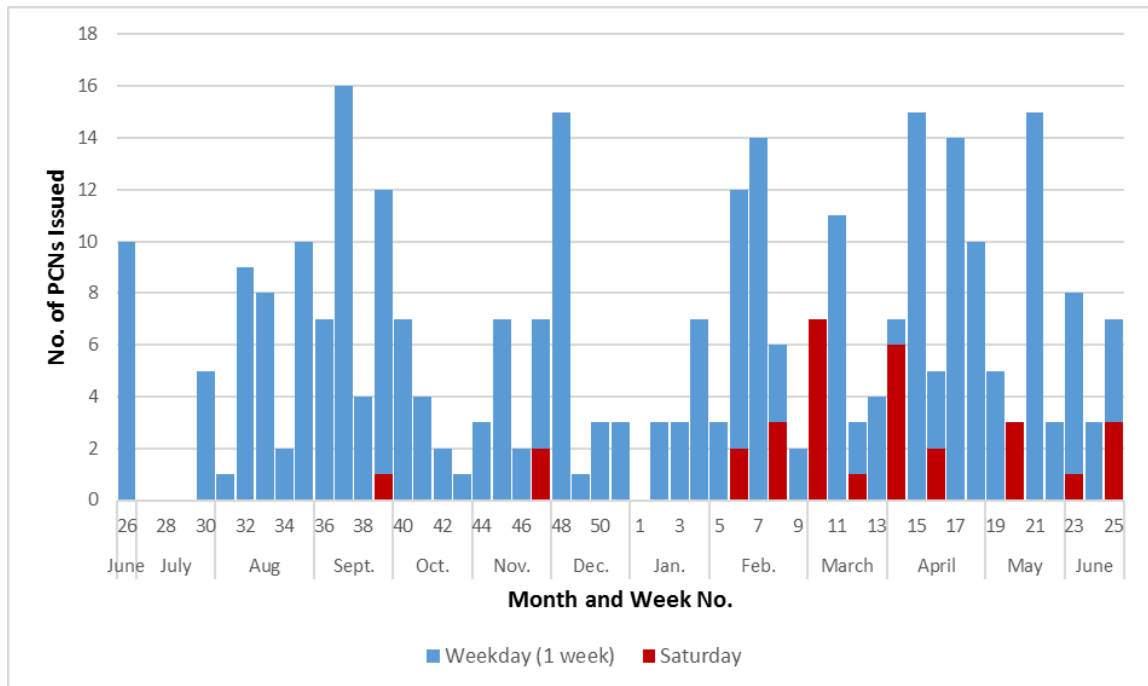


Figure 4.1 On-Street PCNs Issued (per Week)

4.1.2 Figure 4.1 shows the volume of PCNs is very much dependent on the level of enforcement which takes place but is limited to approximately 15 PCNs issued per week. It also appears that only selective Saturdays are enforced by Parking Attendants.

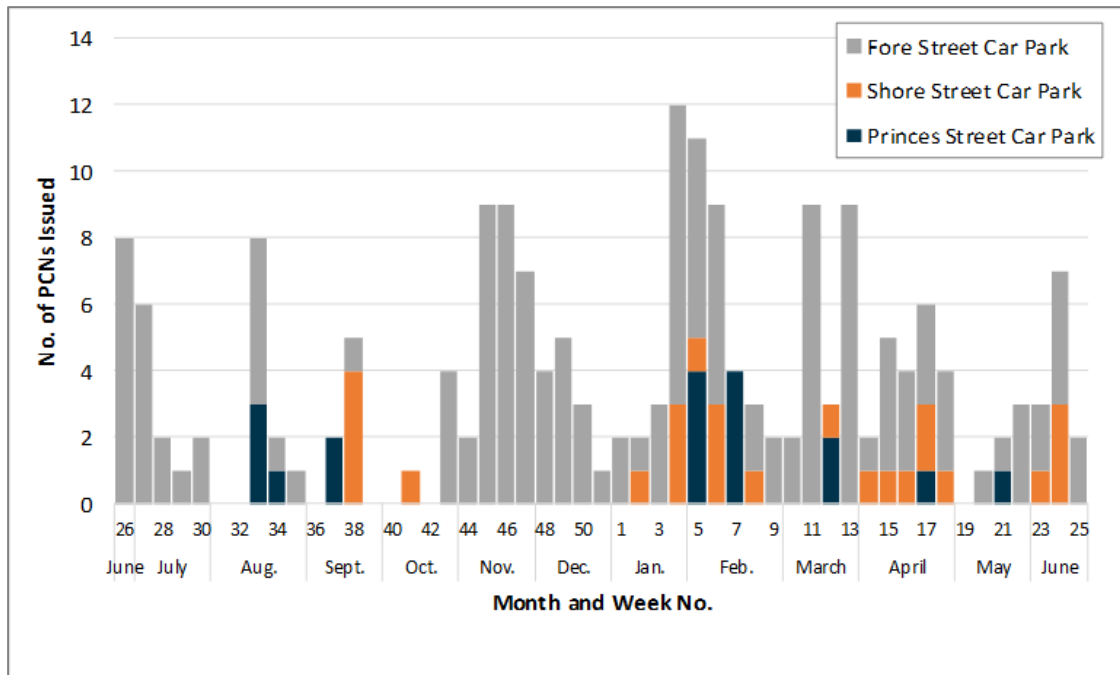


Figure 4.2 Off-street PCNs Issued (per Week)

- 4.1.3 Figure 4.2 again shows the volume of PCNs is very much dependent on the level of enforcement which takes place but is limited to approximately 12 PCNs in car parks per day. No PCNs were issued at the Highholm Park and Ride car park as there were no contraventions.
- 4.1.4 Table 4.1 shows the main reasons for PCNs being issued in the study area.

Table 4.1 Overview of PCNs Issued

Contravention	No. of PCNs Issued (12-month period)	
	On-Street	Car Parks
Out of bay (Bay Street or Shore Street)	0	132
Parking on double yellow lines (No Loading/unloading)	117	0
Parked for longer than permitted (Church Street, Bay Street, John Wood Street or Princes Street)	84	0
Parked in disabled bay without badge	62	2
Parking on double yellow lines (No waiting)	49	0
Parked in a disabled bay without valid badge (Bay Street or Shore Street)	0	38
Parked in a loading bay during restricted hrs (King Street, Church Street* or Scarlow Street)	20	0
Overstay (Princes Street Car Park only)	0	13
Not parked correctly within bay (Fore Street Car Park only)	0	5
Parked on restricted bus stop/stand	4	0
Parked in bay without clearly displaying valid perm (Fore Street Car Park only)	0	2
Parked vehicle exceeds weight/height/length (Bay Street or Shore Street)	0	2
Total	337	194

*likely wrongly coded as no loading bay on Church Street

- 4.1.5 Table 4.1 shows that most tickets are issued for parking on double yellow lines, or outwith bays in car parks.
- 4.1.6 The most common reasons and locations for PCNs being issued are shown in Table 4.2, below; a full summary is included in Appendix B.

Table 4.2 Common PCN Reasons and Locations

Location		Contravention	Number of PCNs Issued (12-month period)
Fore Street Car Park (excluding CP3)	Car Park	Parking outwith bay	114
King Street	On-Street	Parking on double yellow lines	62
John Wood Street	On-Street	Parked for longer than permitted	32
Princes Street	On-Street	Parked for longer than permitted	30
Bay Street Car Park	Car Park	Parked in a disabled bay without valid badge	27
Princes Street	On-Street	Parking where Loading/unloading restriction are in place (double yellow lines with double blip markings)	22
Church Street	On-Street	Parked for longer than permitted	20
Bay Street	On-Street	Parking on double yellow lines	15
Princes Street	On-Street	Parked in disabled bay without badge	15

- 4.1.7 It is evident from Table 4.2, above, that there were 82 PCNs issued in a 12-month period for parking for longer than permitted. This is evidence that those visiting the area require more time to carry out their business.

5 Consultation

5.1 Introduction

5.1.1 This section includes a summary of the key themes to emerge from the consultation exercise undertaken; full details can be found in Appendix C.

5.2 Residents and Businesses

5.2.1 Approximately 550 questionnaires and reply-paid envelopes were distributed to all homes within the consultation area on the 18th July with an indicated return deadline of Saturday the 4th of August 2018. The area covered is shown in the figure below.



Figure 5.1 Public Consultation Area

5.2.2 The questionnaire also included a link to an identical version hosted online.

5.2.3 In order to guard against respondents completing more than one survey, each paper based version had a unique six-digit serial number. Respondents who completed the online version were requested to enter their serial number and we were then able to track and remove any double entries (there were none).

5.2.4 A total of 128 responses were received giving an overall return rate of around 23%. It is possible that the relatively low response rate could be attributed to a lack of strong feeling about a resident parking scheme, or indeed an inability to return within the time period that they were given.

Business response Rate

5.2.5 In terms of businesses, there are 114 in the study area, of which 24 are unoccupied¹¹, and 20 responses were received; a return rate of 22%.

Resident Response Rate

5.2.6 Around 436 surveys were distributed to households with 104 returned; a response rate of 24%.

5.2.7 Additionally, analysis of 2011 census data found that car ownership in the study area is low with only around 30% of households (N=175) having access to a car or van. Responses were received from 85 households with access to a car, equating to around 49% of car owners in the study area.

Results

5.2.8 Appendix C provides full details of the public consultation findings; however, the key themes to emerge from the consultation are as follows.

Respondents Locations

- Bay Street (28), King Street (14), Fore Street (12) and Court Road (10) had the most responses by residents. King Street and Princes Street (both 7) had the most responses by businesses.

Where Respondents Park Currently

- Most respondents (36%) were able to park on their own street and less than a quarter (16%) were able to park in off-street locations (car parks). The locations where people have the most difficulty parking on their own street are Bay Street (19%) Fore Street (8%). A number of respondents from Bay Street (N=4), Court Road (N=2), Falconer Street (N=2), Fore Street (N=4), and Princes Street (N=4) said they park in off-street locations.

Happiness with Current Parking Situation

- Overall 66% of respondents are unhappy with the current parking situation in their street. The streets where the highest number of residents are unhappy with the current parking situation are:
 - Bay Street (N=13);
 - King Street (N=13);
 - Court Road (N=8);
 - Falconer Street (N=8); and
 - John Wood Street (N=7).
- For some other streets, a large proportion of residents are unhappy with the current parking situation but the number of respondents is lower. Businesses on King Street and Princes Street are fairly split in terms of whether they are happy with the current parking situation. Four of seven on King Street and three of six on Princes Street say they are

¹¹ August 2018 survey by Inverclyde Council's Planning Service

happy. Elsewhere six businesses responded, based on Church Street, Crawford Street, Bay Street, John Wood Street (2) and Scarlow Street, and all said they are unhappy with the current parking situation.

Difficulty in Finding a Space

- At least 75% of residents who responded to the questionnaire on the following streets said they found it difficult to find a parking space at a place and time that suits them:
 - Church Street (N=1, 100%);
 - Crawford Street (N=1, 100%);
 - Thistle Court (N=3, 100%);
 - Falconer Street (N=8, 89%);
 - John Wood Street (N=5, 83%);
 - Fore Street (N=9, 82%); and
 - King Street (N=11, 79%).
- Most businesses (63%) said they think it is difficult for them or their customers to find a space, at a place and time that suits them. Outwith Princes Street and King Street, all businesses said it was difficult for people to find a space, at a place and time that suits them. These are based in Church Street, Crawford Street, Bay Street, John Wood Street and Scarlow Street.

Car Ownership

- In contrast to the 2011 Census data, where only 30% of households are estimated to have access to a car or van, 81% of respondents to the survey do have access to a car or van. It is considered that households who do not own a car are less likely to respond.

Opinions on Residents' parking Permits

- Respondents were asked to rank their top three choices from four options for a residents' parking scheme, as follows:
 - Shared spaces on-street Resident permit provides free, unlimited stay parking on a first-come, first-served basis with other parkers;
 - Shared spaces off-street Resident permit provides free, unlimited stay parking on a first-come, first-served basis with other parkers;
 - Shared spaces on and off-street Resident permit provides free, unlimited stay parking on a first-come, first-served basis with other parkers; and
 - No residents' parking scheme.
- Three points were allocated to first choice, two to second choice and one for third choice. A number of preferred options emerged, as follows:
 - Court Road – shared spaces on-street;

- Crawford Street - shared spaces on-street;
 - Bay Street – shared spaces on and off-street;
 - King Street - shared spaces on-street; and
 - Thistle Court - shared spaces on-street.
- The only street where the most points were allocated to no residents' parking permit scheme was Princes Street (three businesses out of seven). Elsewhere there is no clear common consensus on what type of residents' parking should be provided.

Maximum Length of Stay

- Around 81% of respondents think the maximum length of stay should be increased beyond 30 minutes but no more than 2 hours. Around 80% of residents and 89% of businesses think the maximum length of stay should be increased.
- Around 34% say it should be one-hour maximum stay and around 29% say two-hour maximum stay. Approximately 19% feel there should be no increase in the maximum length of stay and around the same (20%) say it should be increased to more than two hours. Some residents think that waiting restrictions should be introduced on Falconer Street (N=9), King Street (N=18) and Court Road (N=27). Only one business said waiting restrictions should be introduced on-streets which do not already have them (King Street).

5.3 Conclusions

5.3.1 The consultation feedback has suggested several conclusions about how different elements of any potential residents' parking permit scheme should be treated, what extent it should cover and what the likely demand for permits would be.

5.3.2 The key conclusions being:

- Most respondents normally park on their own street (36%), some park off-street (in car parks) (16%) and only 6% park on another street;
- There is overall dissatisfaction with the current parking situation with 66% of respondents saying they are unhappy;
- Most residents and business say that they (or their customers) find it difficult to find a parking space at a place and time that suits and the fewer say they find it easy;
- Car ownership amongst respondents is high, with 81% having access to a car;
- There is no clear consensus on what type of residents' parking permit scheme is most favoured. Shared spaces on-street is the most popular, followed by shared spaces on and off-street and then shared spaces off-street. The number of respondents who said their preference was no resident parking permit scheme was much lower;
- There is a clear consensus that the length of time people can wait on-street should be increased (81%). Most respondents said it should be increased to one hour (34%) followed by two hours (29%), then more than two hours (18%); and
- Most businesses do not think waiting restrictions should be introduced on any streets which currently have no waiting restrictions (94%). By comparison, around 50% of residents do; identifying Court Road (25%), King Street (17%) and Falconer Street (8%).

5.3.3 All of the above have been considered in developing the parking scheme options to be tested; the key findings of are summarised in Figure 5.2, below.

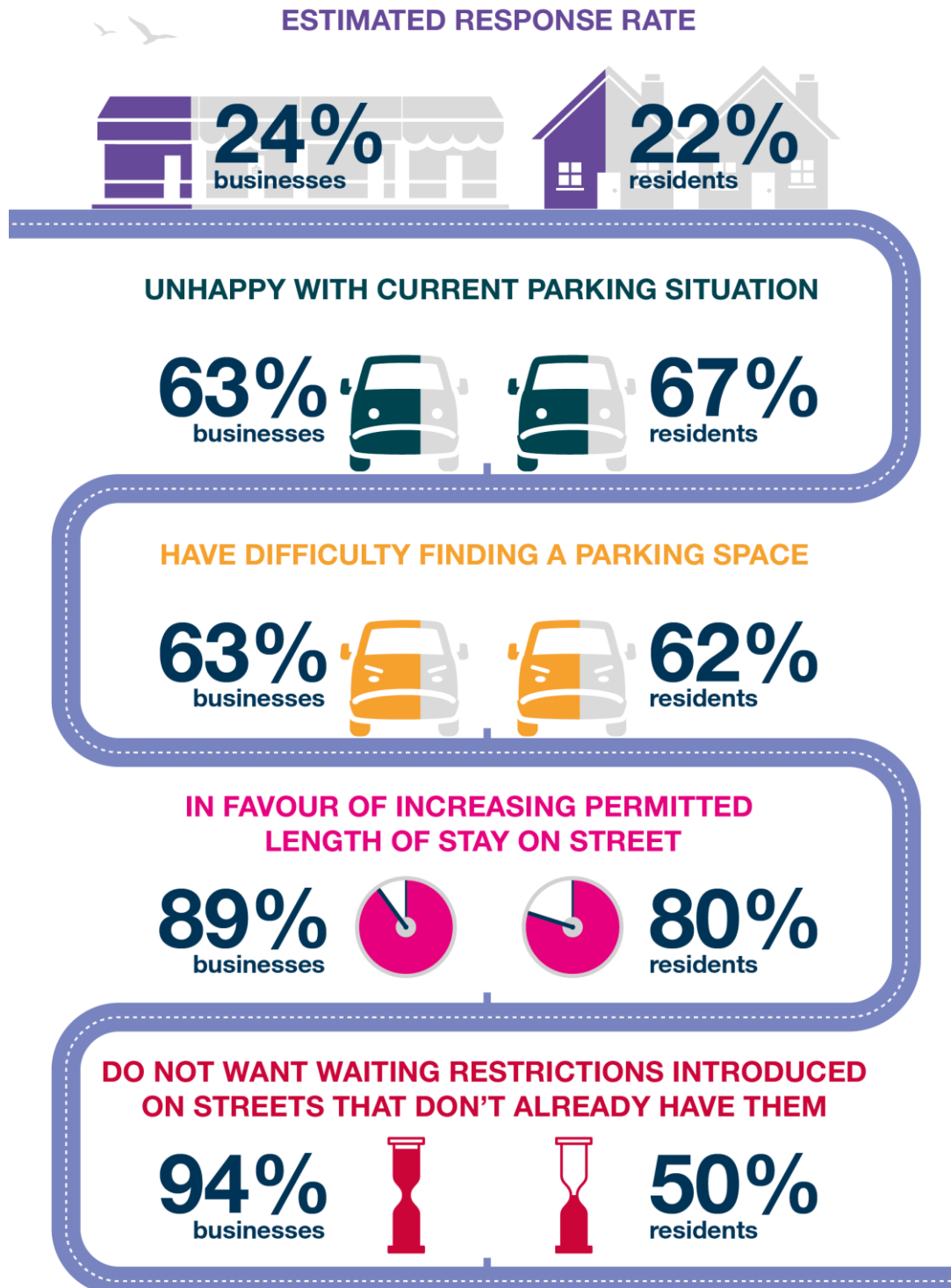


Figure 5.2 Summary of Consultation Responses

6 Option Development and Appraisal

6.1 Introduction

6.1.1 As outlined previously, a range of data has been used to inform the option appraisal process and develop a spreadsheet model for costs and revenues.

- Full parking duration, occupancy and turnover data;
- Resident and business survey; and
- Review of historic PCN data.

6.2 Objectives

6.2.1 Careful consideration must be given to how any residents' parking permit scheme operates and what impact it might have. Within a town centre environment there are a number of competing demands for road space and a successful scheme will strike a balance between them.

6.2.2 Ideally, a successful scheme will have the following characteristics:

- Allow all residents to park within a reasonable distance of their homes in the evening / overnight and provide sufficient capacity for those who also require to park during the day;
- Provide opportunities for people to access shops during the day. On-street provision should be short stay, allowing a high turnover of vehicles and maximising the volume of people who can access shops whilst still affording them a sufficient amount of time; and
- Encourage long stay commuters (both accessing Port Glasgow and buses / trains to elsewhere) to park in car parks.

Strategic Aims

6.2.3 With the above considerations in mind, the following objectives have been developed for any future parking scheme:

- It should be **simple and consistent**;
- It should **create a hierarchy of street usage** (residents and short stay shoppers use on-street locations and long stay commuters use the car parks);
- It should **encourage turnover of spaces** near commercial premises; and
- It should, as far as possible and without significant adverse impacts to other users, **meet residents and businesses expressed preferences**.

6.3 Considerations

6.3.1 The following should be considered:

- **Residents Permits and Complementary Restrictions** - Issuing residents' parking permits will only work where there are complementary restrictions to prevent non-residents from parking. This could be as follows:

- Dedicated spaces for residents which can only be used by them (could be operational at particular times of day only)
- Shared spaces which can still be utilised by other users. For example, still allows non-residents to park for a short period to access local shops and services. Overall, this may not lead to a reduction in opportunities for people to access local shops and services but can actually lead to a higher turnover of vehicles using these spaces;
- **Period of Operation** – it is recommended that the period of operation of any residents' parking permit scheme is consistent with the current time-limited parking restrictions; Monday to Friday 0800 hours to 1800 hours. In the evening, there will be less demand for access to shops and services, freeing up space for residents to park. Residents are more likely to find a space when they return from work as, overall, there will be a reduction in long stay (commuters) parking at these locations;
- **Geographical Extent of Coverage (On-Street)** - There is a risk that where residents' parking permits / short stay parking is provided on-street, current long-stay commuter parking simply transfers to surrounding streets without parking controls. Thereby, the geographical coverage of streets where parking permits are issued should be carefully considered. It is recommended that any parking scheme which involves issuing of permits for on-street locations should cover all streets in the study area to avoid simply transferring parking pressure to different streets (displacement). The criteria below have been considered when reviewing which streets should be covered by a RPPS.

Table 6.1 RRPS Criteria

No.	Criteria	Application for Port Glasgow	Criteria
1	Not less than 85% of the available kerb side space is occupied for more than six hours between 8am and 6pm on five or more days a week from Monday to Saturday inclusive, and a bona fide need of residents is established.	To be used as a criteria.	Not less than 85% of the available kerb side space for an individual street is occupied for more than six hours between 8am and 6pm on day of the parking survey
2	Not more than 50% of the car owning residents have, or could have parking available within the curtilage of their own property, or within 200 metres walking distance by way of garages or other private off-street space such as a driveway.	Not applicable; none (or very few) properties in the study area have parking available in the curtilage of their own property as they are mostly tenement buildings.	N/A
3	The peak or normal working day demand for residents' spaces should be able to be met up to a maximum of 125% of the zones parking capacity.	To be used as a criteria.	This will be considered on an overall level rather than a street-by-street basis.
4	The design and introduction of a scheme should give consideration to the displacement parking in adjacent roads.	To be considered.	Based on feedback received in the residents survey.
5	The Authority should be satisfied that a reasonable level of enforcement of the proposals can be maintained by Parking Attendants	Enforcement is already in place and can be undertaken at a reasonable level without any increase in resources.	N/A
6	The initial proposals should be acceptable to the greater proportion of the residents due to the restrictive and fiscal impact of a scheme.	To be used as a criteria.	More than 50% of respondents to the residents' survey are unhappy with the current parking situation and say they find it difficult to get a space
7	Permits for non-residential premises should be able to be limited in their use to essential operational use only.	There will be no permits for non-residential use (consistent with existing scheme in Greenock).	N/A
8	In areas where parking space is severely limited, the introduction of reserved parking does not seriously affect the commercial viability of the area.	Considered.	Limit the number of spaces reserved to RPPS only (none proposed on-street).
9	After a full consultation process, in excess of 50% of the total number of residents of the streets directly affected are in favour of the proposals to ensure a clear majority are in favour.	To be considered through a further consultation process or through standard TRO consultation processes.	Should proposals be taken forward, the TRO process would involve a full consultation and would allow an opportunity for objections. At this stage there has been no consultation on a proposed scheme.

6.3.2 In relation to Table 6.1, Table 6.2 shows which streets in the study area meet each criteria.

Table 6.2 RPPS Criteria by Street

Street	No. Parking Spaces	No. of Resident Survey Responses (Businesses in Brackets)	>85% Parking Pressure (see criteria 1 in Table 6.1)	>50% Residents Unhappy (see criteria 4 in Table 6.1)	Conflict Residents v Commuters (as identified by analysis of parking data)	Recommendation
Bay Street	6 + 5*	28		✓ (52%)		5 time limited spaces to be increased to 1 hour (from 30 mins) Restrictions required at other locations to prevent commuter parking and maintain through route
Church Street	7 + 10*	1(1)		✓ (100%)		Increase waiting limit from 30 minutes to one hour
Court Road	21	10	✓	✓ (80%)	✓	Restrictions required to prevent commuter parking and improve opportunity for residents to park
Crawford Street	5	1(1)	✓	✓ (100%)	✓	Restrictions required to prevent commuter parking and improve opportunity for residents to park and access to businesses
Falconer Street	8	9	✓	✓ (89%)	✓	
Fore Street	-	12(1)		✓ (70%)		No parking availability – no action
Huntly Terrace	21	4		✓ (67%)		Restrictions required to prevent commuter parking and improve opportunity for residents to park
Huntly Place	-	-				Restrictions required to prevent commuter parking and improve opportunity for residents to park (formal provision for residents)
John Wood Street	22*	6(2)	✓	✓ (100%)		Increase permitted waiting time to 1 hour and allow residents to park
King Street	51	14(7)		✓ (71%)	✓	Permitted waiting time of 1 hour and residents allowed to park
Princes Street	44*	0(7)				Increase permitted waiting time to 1 hour and allow residents to park
Scarlow Street	2*	0 (1)				
Shore Street	-	3				No parking availability – no action
Station Road	4	-			✓	Restrictions required to prevent commuter parking and improve opportunity for residents to park and access to businesses
Willison's Lane	4	-				

*limited to 30 mins

6.3.3 The information presented in Table 6.2 is shown graphically in Figure 6.1, below (and included in Appendix D at a larger scale).

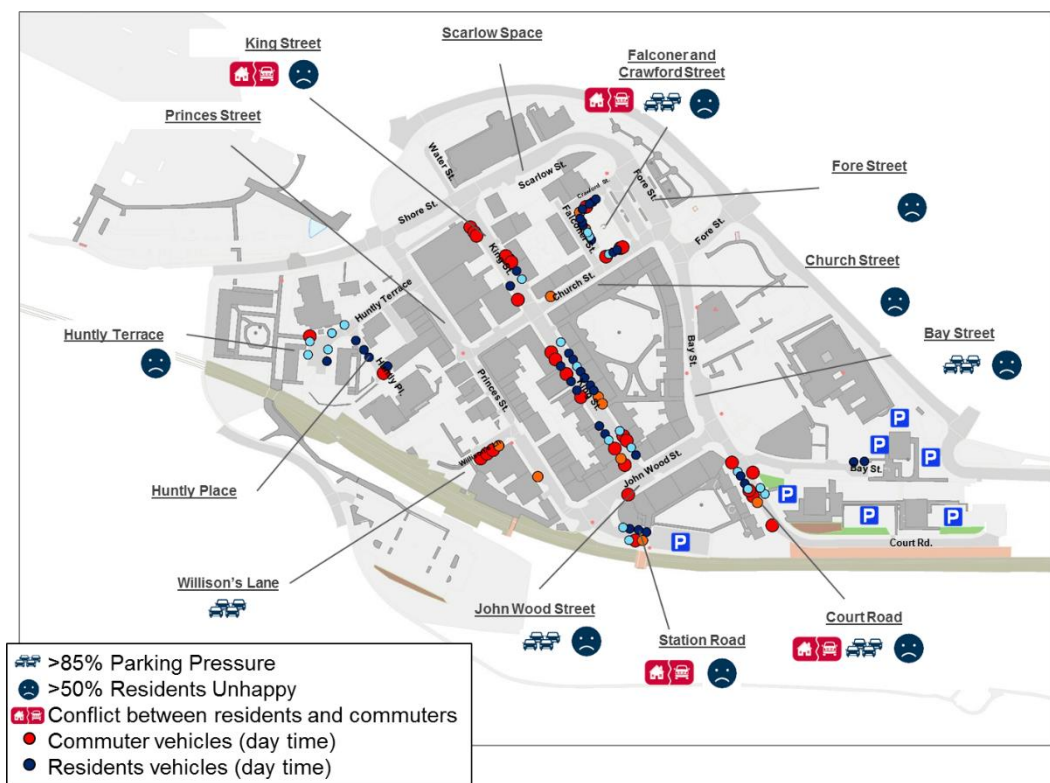


Figure 6.1 Overview of RPPS Criteria by Street

- **Geographical Extent of Coverage (Car Parks)** - As well as providing residents' parking permits for on-street use, it is possible that permits could be used in off-street locations (car parks) at bays allocated as resident only. The benefit to residents would be increased likelihood of a space being available as they would not be in competition with the public (similar to the spaces in Princes Street car park which currently has bollards). It is recommended that this is limited to Princes Street, Fore Street and Shore Street East, as these are within the closest proximity to residential properties;
- **On-street Limited Waiting Period** - The length of time short stay parking can be accommodated has been carefully considered. Currently it is limited to 30 minutes at some on-street locations and restricted to a maximum of two hours in Princes Street car park. The residents and businesses survey found that there was significant demand to increase this. Having reviewed the data, it is recommended that the permitted length of stay is increased from 30 minutes to one hour and that a consistent approach is adopted such that all streets are treated equally. As an example, there are 44 spaces on Princes Street limited to 30 minutes' stay and providing 88 opportunities for short stay parking in any hour during the period 0800 hours to 1800 hours. Increasing them to a two-hour maximum stay effectively reduces the opportunities for short stay parking to access shops to 22 opportunities per hour. This is considered to be too detrimental an impact on access to local business and it is suggested that the one-hour maximum stay creates a better balance. Those wishing to stay for more than one hour can still make use of the various off-street car parks, most of which are shown to have spare capacity throughout the day;
- **Accommodating Long Stay Parking Elsewhere** - Dedicating more space to residents and short stay parking does reduce the opportunities for long stay parking by commuters. Consideration needs to be given to where this can be accommodated, ideally, it would be in under-utilised car parks on the edge of the town centre; and

- **Impact on PCNs Issued** - Any changes to parking restrictions are likely to impact the number of PCNs issued and the income generated to the Council. However, this is very much dependant on the level of enforcement undertaken. Experience from elsewhere shows that where enforcement is rigorous, the level of PCNs issued drops (i.e. people understand realise that non- compliance with regulations will be punished). At a general level, the increase in total length of carriageway with parking restrictions (limited period of waiting) should lead to more PCNs being issued. It has been assumed that the income from PCNs will be remain constant regardless of the parking scheme implemented.

6.3.4 Based on the above the following parameters are considered to be fixed:

- Any parking restrictions should cover the period Monday to Friday 0800 hours to 1800 hours, as current;
- Any parking scheme which involves issuing of permits for on-street locations should cover all streets in the study area to avoid simply shifting parking problems;
- Any parking scheme which involves issuing of permits for car parks should be limited to Princes Street (CP5), Bay Street West (CP2) and Shore Street East (CP6);
- The on-street limited waiting period should be one hour, applied consistently throughout the study area; and
- For assessment purposes, the income from PCNs will be unaffected regardless of the parking scheme implemented.

6.4 Options Considered

6.4.1 Based on the above, the following options have been identified to be considered further.

Option 1 – Residents Shared Spaces On-Street

Description

- Parking opportunities on streets in the study area are limited to one-hour maximum stay between 0800 hours and 1800 hours Monday to Friday except for residents' parking permit holders (who can park for any duration at any time) or limited to permit holders only Monday to Friday from 8.15am to 9.15am and 5pm to 6pm (consistent with restrictions in Greenock). This could vary depending on whether streets are located close to businesses / retail; and
- Between 1800 hours and 0800 Monday to Friday hours anyone can park on-street, for as long as required.

Impact

- Residents and short-stay visitors (shoppers) can park on-street during the day;
- Longer stay shoppers park in car parks (which have been shown to have spare capacity) during the day;
- Commuters (long-stay) park in car parks during the day; those accessing the train will likely use the Highholm Park and Ride (which is under-utilised) and those working in the town the other unrestricted car parks (which also have spare capacity); and
- In the period 1800 hours to 0800 hours the reduced demand by shoppers and commuters frees up on-street space for residents.

Option 2 – Residents Only Spaces Off-Street

- 6.4.2 The brief provided by Inverclyde Council included “resident only parking spaces off-street” as an option to be tested, however, it is acknowledged that no such operation exists elsewhere in the Council area.

Description

- Resident only spaces in car parks for the period 0800 hours to 1800 hours Monday to Friday;
- Between 1800 hours to 0800 hours Monday to Friday anyone can park in these spaces; and
- Existing on-street locations with time limited parking are increased from maximum 30 minutes’ stay to maximum one hour stay.

Impact

- Residents who require to park during the day have more chance of getting a dedicated space in a car park;
 - Short stay visitors (shoppers) can continue to park on-street at existing locations during the day for 1 hour rather than 30 minutes;
 - Longer stay shoppers and commuters can continue to park at unrestricted on-street locations and car parks at all times; and
 - In the period 1800 hours to 0800 hours Monday to Friday the reduced demand by shoppers and commuters frees up on-street space for residents.
- 6.4.3 Analysis of each option has been undertaken to see if both options are viable and what impact they might have on parking in the town centre.

6.5 Option 1 – Residents Shared Spaces On-Street

Parking Restrictions

6.5.1 Table 6.3 shows potential options for what restrictions could be introduced for different streets in the study area based on different characteristics.

Table 6.3 Option 1 Parking Restriction Options

Characteristics	Streets	Option 1A	Option 1B	Option 1C
Streets with time limited waiting currently (30 mins)	Bay Street Church Street John Wood Street Princes Street Scarlow Street	Mon – Fri 8.00 am - 6pm Permit Holders or 1 Hour No Return within 1 Hour	Mon – Fri 8.00 am - 6pm Permit Holders or 1 Hour No Return within 1 Hour	Mon – Fri 8.00 am - 6pm Permit Holders or 1 Hour No Return within 1 Hour
Streets with unrestricted parking near businesses / retail	Crawford Street Church Street* Falconer Street King Street Station Road Willison’s Lane		Permit Holder and Blue Badge holders only Monday to Friday from 8.15am to 9.15am and 5pm to 6pm	
Streets with unrestricted parking and not near businesses / retail	Court Road Huntly Terrace		Permit Holder and Blue Badge holders only Monday to Friday from 8.15am to 9.15am and 5pm to 6pm	

*between bus station and Falconer Street

6.5.2 Each of the options in Table 6.3 assume that some form of parking restriction is introduced on all of the streets listed. It is considered that introducing restrictions only on selected streets would simply shift parking demand to those without restrictions.

Assumptions

6.5.3 A range of assumptions have been made based on the data available, as follows:

- **Uptake of permits** – Analysis of the 2011 Census estimated that there are 219 cars or vans in the study area. It has been assumed that should residents’ parking permits be available at no cost, applications would be received for each. Even with this worst-case scenario, the cost to the Council would be in the region of £2,000;
- **Transfer of long-stay parking** – where a maximum length of stay is introduced to a street or changed, it is assumed that all vehicles currently staying for longer than this period will be transferred to an off-street location, with no time limit on the length of stay;
- **Transfer of on-street commuter parking** – where vehicles arrive to park in a space between 0800 and 0900 (Monday to Friday) on streets where restrictions are proposed between 8:15 and 9:15 (Monday to Friday), they transfer to public car parks;

- **Changes in Length of Stay** – where the length of stay is increased on a street, it is assumed that all people currently parking there will seek to increase their length of stay to the new maximum permitted (1 hour). Where this results in demand exceeding supply, the additional demand will be transferred to off-street locations (car parks); and
- **Parking in Private Car Parks** – those considered as part of the study would be unaffected. There may however be some impact(s) on the car parks at Thistle Court, Heather Court and Rowan Court which are outwith Council control (private) but were not part of the initial survey specification.

6.5.4 Figure 6.2 shows the impact each of the options outlined in Table 6.3. The values presented should be considered a worst-case scenario, for example, some vehicles may not require to park on-street for the full hour available and, where this is the case, this would free up more short stay, on-street parking opportunities. Additionally, some vehicles currently parked in car parks for between 30 minutes and one hour could now park on-street, closer to their destination, if spaces are available.

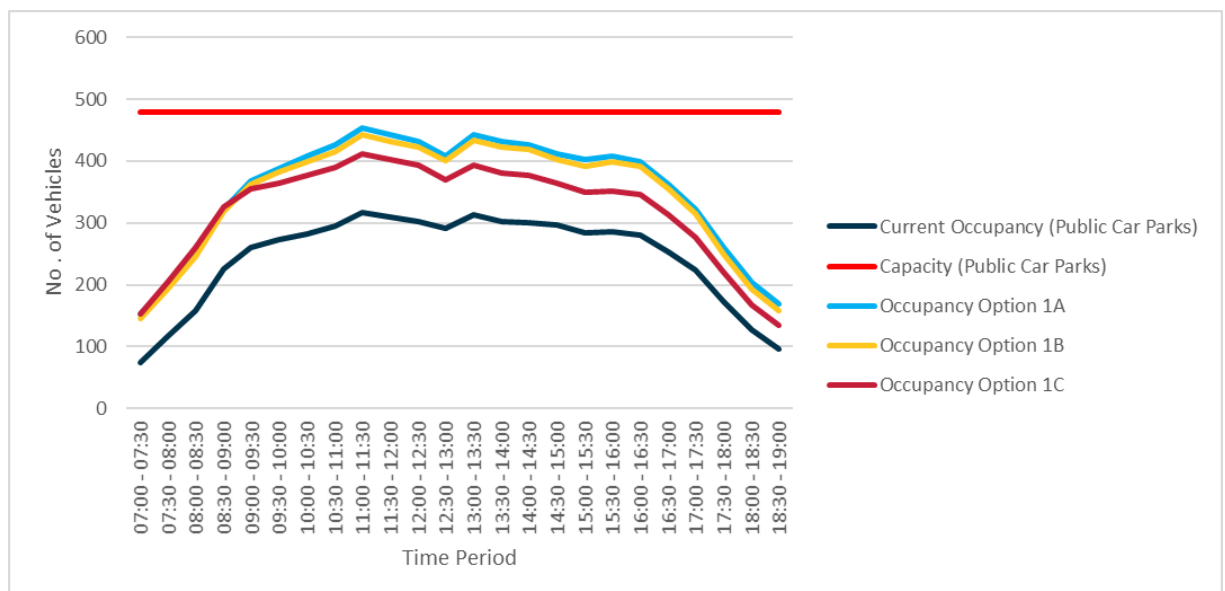


Figure 6.2 Future Off-street Parking Capacity

6.5.5 Figure 6.2 shows that the estimated worst-case future parking demand could be accommodated within the study area car parks in each of the variations of Option 1. The capacity of the public car parks is 480 spaces and peak demand is 454 for Option 1A, 442 for Option 1B and 411 for Options 1C.

6.5.6 As explained, the fact that occupancy is shown close to capacity, is very much a worst-case scenario. Should there be significant parking pressure on car parks this may actually force people to reconsider their travel options, contributing to wider local and national sustainable travel objectives.

6.6 Option 2 – Residents Only Spaces Off-Street (Designated Bays)

Assumptions

6.6.1 A range of assumptions have been made based on the data available, as follows:

- **Uptake of permits** – Analysis of the 2011 Census estimated that there are 219 cars or vans in the study area. It has been assumed that should resident's permits be available at

no cost, applications would be received for each. Even with this worst-case scenario, the cost to the Council would be in the region of £2,000;

- **Transfer of parking** – where spaces in car parks are designated for residents only this supply is removed from that car park; and
- **Changes in Length of Stay** – as the length of stay is increased on-street on Princes Street, it is assumed that all people currently parking there will seek to increase their length of stay to the new maximum permitted (1 hour). Where this results in demand exceeding supply, the additional demand will be transferred to off-street locations (car parks).

6.6.2 Figure 6.3 shows the impact of setting aside some off-street spaces as resident only spaces. This is a worst-case scenario, for example, some vehicles may not require to park on Princes Street for the full hour available and, where this is the case, this would free up more short stay, on-street parking opportunities.

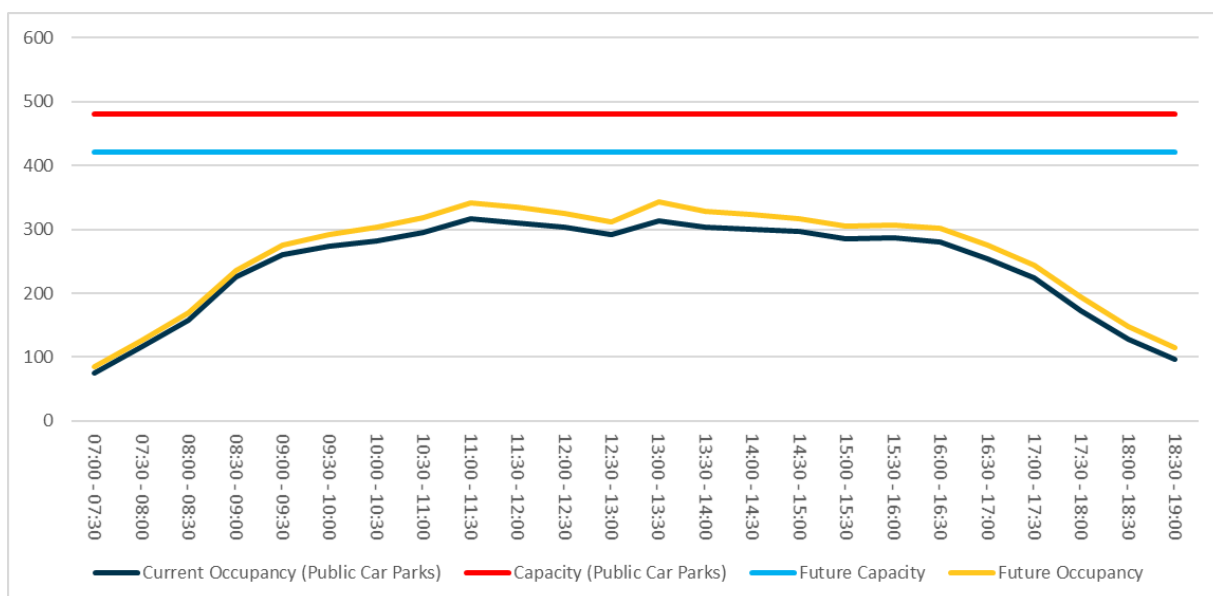


Figure 6.3 Future Off-street Parking Capacity

6.6.3 Figure 6.3 is based on 60 spaces in car parks being designated for residents' parking permit holders and shows that with the loss of these spaces and the transfer of some vehicles from Princes Street, due to the increased permitted waiting time, there is still sufficient capacity to satisfy demand.

6.7 Financial Considerations

6.7.1 Consideration has been given to the financial cost to the Council of introducing a residents' parking permit scheme in Port Glasgow. The following has been included:

Cost to the Council

- Set up cost is assumed to be a £1,000 set up fee and then £5 per permit issued. Analysis of the 2011 Census found that there are estimated to be around 219 vehicles registered to households in the survey area; so even if every vehicle required a permit, the maximum cost to the Council would be in the region of £2,000 for this element;

- There are no additional costs associated with enforcement as this is already in place with no planned increase incurred;
- Any requirement for new signs and lines, or alterations to existing, which will be affected by the extent of changes proposed; and
- Cost associated with publicising the scheme, for example, distribution of letters to residents and promotion of amended TRO.

Income

- The only income to the Council is through PCNs issued and this is dependent on the level of enforcement undertaken. While in reality there are likely to retain opportunities to issue PCNs, it has been assumed that this will be unaffected and income will remain at the same or similar level.

6.8 Option Scoring

- 6.8.1 In order to inform the decision-making process, each option has been scored in terms of its contribution to the four strategic aims.
- 6.8.2 Each option was assigned a score of 1 to 5 for its contribution to each strategic aim where:
- A score of “1” represents a minimal contribution to the strategic priority; and
 - A score of “5” conversely represents a large contribution to the strategic priority.
- 6.8.3 These scores are then summed to create a total score for contribution to the strategic aims.
- 6.8.4 In order to account for the bias towards large schemes in such scoring exercises (i.e. big expensive schemes typically tend to perform best precisely because they are larger and cost more), we scored each option in terms of its deliverability and affordability. Again, a score of “1” suggested that an option would be difficult to deliver and / or expensive. The two scores for these criteria were combined to create a “Value for Money” score for each option.
- 6.8.5 The score for the contribution to the strategic aims it then multiplied by the value for money score to provide a total weighted score, with the highest scoring option assuming the highest rank.
- 6.8.6 The priority list that has been developed has been carefully developed and sense checked to ensure that it delivers the agreed strategic priorities for the study, whilst at the same time reflecting the affordability and deliverability of each option.
- 6.8.7 Table 6.4 outlines the scoring for each option against the defined strategic aims and includes scoring of the current system by means of a comparison. Based on the survey responses, the expressed preferences are as follows:
- Residents – introduction of measures to make it easier for them to find a parking space where they would like one and increase in the permitted length of stay on-street; and
 - Businesses – introduction of measures to make it easier for them or their customers to find a parking space where they would like one, increase in the permitted length of stay on-street and no waiting restrictions introduced on streets which do not already have them.

Table 6.4 Option Scoring Results Explained

Element	Scoring Description				
	Do Nothing (Existing TROs / Current Scheme)	Option 1A Residents Shared Spaces On-Street	Option 1B Residents Shared Spaces On-Street	Option 1C Residents Shared Spaces On-Street	Option 2 Residents Only Spaces Off-Street
Simplicity and consistency	4 – generally simple and consistent (time limited waiting and unrestricted on-street). Generally unrestricted off-street.	5 – as current but more consistent as all streets treated the same	4 – introduction of additional restrictions but treats all streets near businesses the same	3 – introduction of additional restriction and treats some streets near businesses differently to others	3 – less consistent than current as designated resident permit bays are introduced in car parks
Creating a hierarchy of street usage (residents and shoppers use on-street locations and commuters use the car parks)	2 – unrestricted on-street parking does not contribute to this	5 – achieves this by forcing commuters to car parks			2 – unrestricted on-street parking does not contribute to this. Dedicated parking permit bays offer limited flexibility of use by different groups
Meet expressed preferences of residents and businesses	2 – scores poorly as residents (and businesses) express general dissatisfaction with current situation	3 – affords residents more opportunities but introduces increased waiting restrictions on most streets	4 – affords residents more opportunities but introduced increased waiting restrictions on more streets	5 – affords residents more opportunities and does not introduce waiting restrictions on additional streets	4 – better than current situation as provides more opportunities for residents to park during the day
Encourage turnover of spaces near commercial premises	3 – encourages high turnover through 30-minute wait time but only applies on selected streets	5 – one-hour maximum length of stay leads to lower turnover of vehicles in existing spaces, but overall this objective is achieved through increasing the number of time limited spaces. However, these are not targeted to locations near commercial premises.	5 – as 1A, all streets near business / commercial premises have time limited parking. These are targeted to locations near commercial premises.	2 – not all streets near business / commercial premises have time limited parking and length of permitted stay increase to one hour	3 – no change on current
Deliverability	5 – no change required	3 – fairly extensive changes (most streets in study area). Requirement to go through the process of advertising TROs.			4 – minimal extent of changes (three car parks only) but change to TRO required
Affordability	5 – no additional cost	3 – considerable cost associated with new signage and lines			4 – minimal costs associated with new signage and lines but change to TRO required

6.8.8 In terms of encouraging turnover of spaces, the table below indicates how each option contributes to this.

Table 6.5 Turnover of Spaces

	Do Nothing (Existing TROs / Current Scheme)	Option 1A Residents Shared Spaces On-Street	Option 1B Residents Shared Spaces On-Street	Option 1C Residents Shared Spaces On-Street
No. of Time Restricted Spaces	84	225	183	84
Max. Length of Stay	30 mins	1 hour	1 hour	1 hour
No. of Opportunities to Park (minimum)	2016	2700	2196	1008

6.8.9 The scoring of Options 1A and 1B in Table 6.4 under “encourage turnover of spaces near commercial premises” is five in both instances. This reflect that while Option 1A encourages more turnover of spaces, it is not targeted at locations near commercial premises. The additional spaces with time limited waiting do not offer significant benefit in terms of this element.

6.8.10 Indicative costs for each option are set out in Table 6.6, below. The costs for Option 1A, 1B and 1C are considered to be the same as all streets will require new road markings (lines) and signs.

Table 6.6 Indicative Costs

Element	Option 1A, 1B and 1C Residents Shared Spaces On-Street	Option 2 Residents Only Spaces Off- Street
Costs		
Set Up Cost	~£2k	~£2k
Cost of Producing Permits (x ~220)	~£1k	~£1k
Enforcement	Assumed no increase as already undertaken	
New Signs and Lines	~£15k	£1.5k
Publicising the Scheme (distribution of letters)	~£1k	~£1k
Income		
No. PCNs Issued	Dependant on level of enforcement undertaken, assumed no change on current	
Total	~£19	~£5.5k

6.8.11 Table 6.6 shows that there is relatively little cost associated with any option, with the only difference being the cost of installing signs and lines. In Option 1A, 1B and 1C, there is greater requirement to introduce TRO plates for restrictions on-street and corresponding road markings; this also impacts on the deliverability of the scheme (including preparation of TROs).

6.8.12 Table 6.7 shows the scoring results for each option based on the descriptions in Table 6.4.

Table 6.7 Option Scoring Results

Option No.	Existing Do Nothing (Existing TROs / Current Scheme)	Option 1A	Option 1B	Option 1C	Option 2
		Residents Shared Spaces On-Street			Residents Only Spaces Off-Street
<i>Simplicity and consistency</i>	4	5	4	3	3
<i>Creating a hierarchy of street usage (residents and shoppers use on-street locations and commuters use the car parks)</i>	2	5	5	5	2
<i>Meet residents and businesses expressed preferences</i>	2	3	4	5	4
<i>Encourage turnover of spaces near commercial premises</i>	3	5	5	2	3
Objectives Score	11	18	18	15	12
<i>Deliverability</i>	5	3	3	3	4
<i>Affordability</i>	5	3	3	3	4
Value for Money Score	10	6	6	6	8
Weighted Score*	110	108	108	90	96
Rank	1	=2	=2	5	4

*(objective score multiple by value for money score, see 6.8.5)

6.8.13 Table 6.7 shows the following:

- Although Option 1A and 1B score slightly lower than the current situation (do nothing) they score much higher against the strategic aims and the overall lower score comes down to affordability and deliverability. Option 1B scores higher in terms of meeting the expressed preferences of residents and businesses and Option 1A in terms of consistency and simplicity (as all streets are treated the same); and
- None of the other scenarios score higher overall than retaining the existing TROs.

6.8.14 A key factor behind Option 1B not scoring more highly is that businesses stated they do not want waiting restrictions in place on streets which do not already have them. However, this type of restriction is actually intended to improve access to businesses by increasing turnover. It is possible that the businesses are protecting their staff interests instead perhaps of their customers.

6.8.15 It is therefore recommended that the Council consider some intervention to better balance the parking availability for the area by taking Option 1B forward on the basis that most residents

and businesses are unhappy with the current situation and that this option scores highly against the strategic aims.

- 6.8.16 This recommendation must of course be weighed up against the do-nothing scenario, as the difference between the existing TRO score and Option 1B is very marginal. The Council could be criticised for interfering and spending money during a time of austerity. Having said that there is evidence that there is parking availability when in fact people are reluctant to park remotely and walk to their destinations.
- 6.8.17 As such, it is recommended that the Council adopt Option 1B as this offers the best and fairest outcomes for all business groups, residents, visitors and commuters.

Principles of the Scheme

- 6.8.18 The study process has allowed us to make the following recommendations for each of the elements associated with implementing a residents' parking permit scheme in Port Glasgow.
- **Operating Hours:** The scheme should operate Monday to Friday 0800 hours to 1800 hours to match existing TROs;
 - **Residential Parking Permits:** up to two residential permits should be permitted per home and would be issued dependent on proof of address and ownership of vehicle. Permits would last for one year from the time of issue;
 - **Business Permits:** No business permits should be issued as discouraging business parking is a key objective;
 - **Blue Badge Holders:** Blue Badge holders are permitted to park on some yellow line restrictions under the national regulations and concessions for legitimate badge holders, they can also park in standard parking spaces without charge or limit of time. Blue badge holders will also be able to park during permit holder only times;
 - **Carers:** Consistent with the existing scheme (Greenock) there will be no option to assign permits for carers. The planned increase from 30 minutes to one hour in limited waiting bays will help some carers with the availability of off-street parking for longer durations of stay. Carers may find it harder to find a space if the limited waiting time is extended to King Street etc;
 - **Medical Visits:** Existing parking facilities are considered enough to allow for medical visits;
 - **Tradespeople:** Tradespeople should receive no dispensations; they should park in existing parking facilities and abide by the restrictions; and
 - **Permit Format:** Permits will be virtual permits with details held on handheld requirement used by Parking Attendants, consistent with the existing scheme in place in Greenock.

7 Conclusions and Recommendations

7.1 Overview

7.1.1 The overall aim of this study was to assess the requirement and, if appropriate, provide recommendations for a residents' parking permit scheme in Port Glasgow, with outline costs.

7.1.2 The following key activities have been undertaken, as outlined below:

- Best practice review;
- Analysis of existing data from parking surveys;
- Resident and business consultation;
- Option development; and
- Option appraisal.

7.2 Conclusions

7.2.1 Overall the study has allowed us to conclude that there is an identified demand for a residents' parking permit scheme in Port Glasgow and it is suggested that the preferred scheme is Option 1B – *Residents Shared Spaces On-Street*, with the key elements as follows:

- Parking opportunities on streets in the study area near businesses are limited to one hour maximum stay Monday to Friday between 0800 hours and 1800 hours with an exemption for residents' parking permits (who can park for any duration at any time) and streets which are not near businesses are limited to permit holders only Monday to Friday from 8.15am to 9.15am and 5pm to 6pm (consistent with restrictions in Greenock); and
- Between 1800 hours and 0800 hours anyone can park on-street for as long as required.

7.2.2 The option is considered to best meet the strategic aims identified.

7.2.3 The following will also be required:

- Preparation of TROs to make the scheme enforceable, including drawings to show the extent of restrictions;
- As part of the scheme, additional parking restrictions should be introduced on currently uncontrolled streets as follows (see also Figure 7.1, below);
 - Huntly Terrace – at least one side of the access road requires double yellow lines to keep route clear;
 - Huntly Place - suggest double yellow lines on north-eastern side (at least) to keep route clear for servicing and deliveries. Potentially allow residential parking on south-western side of street;
 - Station Road - at least one side of the access road requires double yellow lines to keep route clear;
 - Court Road – the northern side has double yellow lines at the bend to keep the route clear (effective from August 2018);

- Bay Street (north of Thistle Court) – some double yellow with some parking permitted such that route is kept clear;
- Advertisement of the new TRO; and
- Consideration of potential restrictions / enforcement of the car parks at Heather Court and Thistle Court to ensure that long-stay parking is not displaced to these locations. Measures which will transfer parking demand to the under-utilised Council operated car parks rather than these locations should be identified (see Figure 7.1).

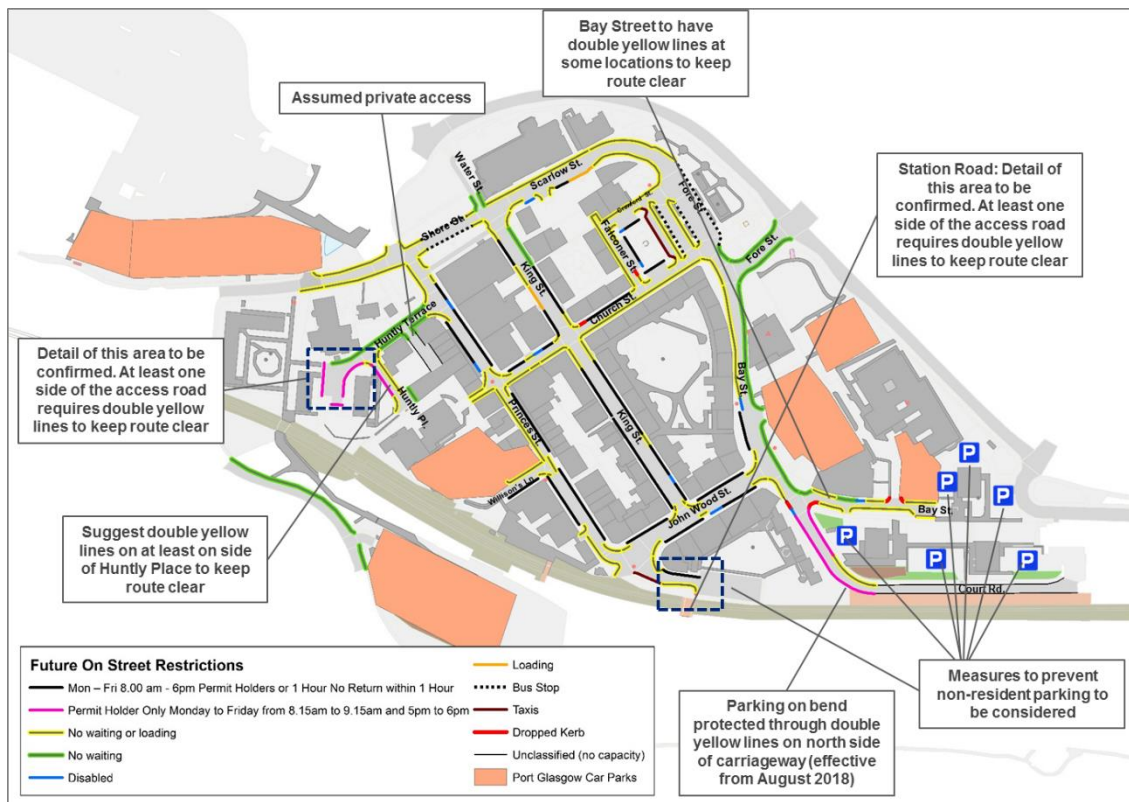


Figure 7.1 New Parking Restrictions

7.2.4 Figure 7.1 highlights show the areas where further consideration of parking restrictions is required should the overall principle of the scheme be accepted. Elsewhere, the extent of physical changes is primarily limited to the installation of single yellow lines and associated signage, as shown in Figure 7.2.

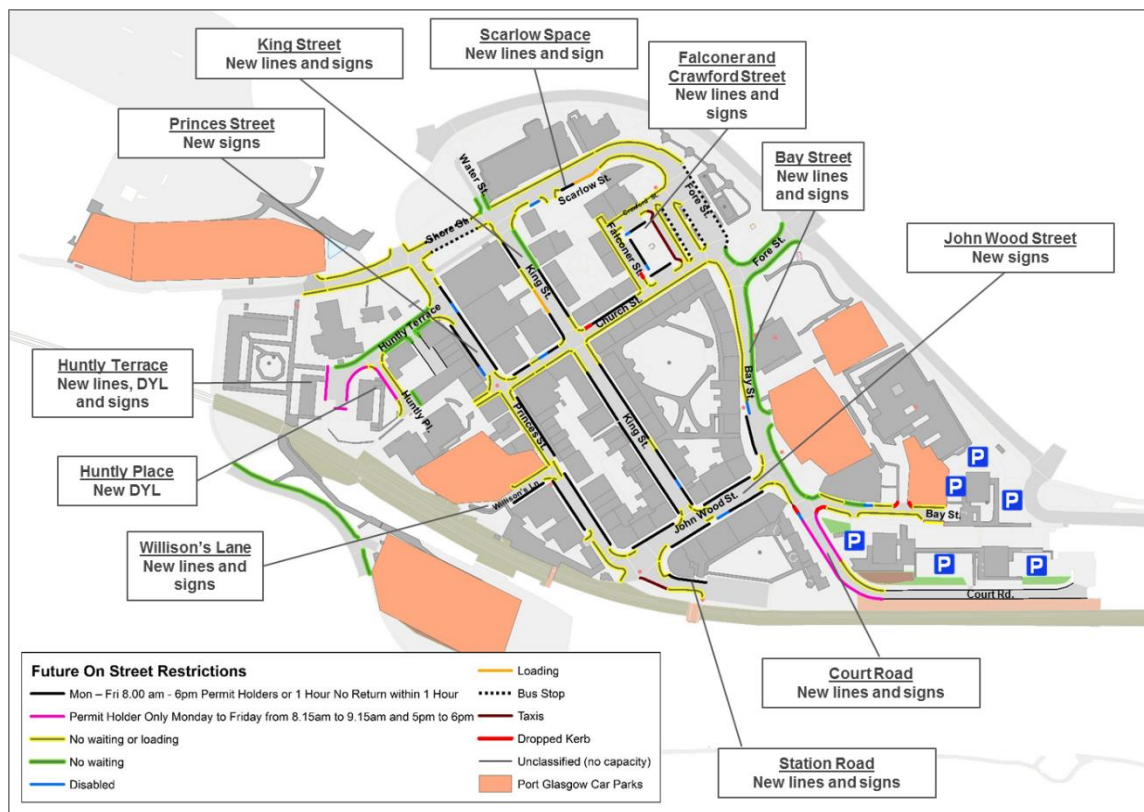


Figure 7.2 Overview of Physical Works

7.2.5 Figure 7.2 highlights that limited physical works are required to put the scheme in place with no changes to the provision of disabled bays, taxis and loading bays proposed. Should the general principles of the scheme be accepted then these could be considered further. However, the proposed scheme as it stands would bring benefit for all these users because it removes long-stay parking on-street. In doing so, it would provide:

- Increased opportunities for Blue Badge holders to park close to their homes;
- Increased potential for servicing of businesses through the increase in permitted length of stay (to one hour) and the length of kerbside which this applies to; and
- Increased opportunities for taxis to access the kerbside.

7.2.6 Figure 7.1 and Figure 7.2 are included in Appendix D at a larger scale.

7.3 Recommendations

Car Parks Length of Stay

7.3.1 Considering reductions to the permitted length of stay in additional car parks is outwith the scope of this study and the impacts of this would require to be tested. Proposals to increase the number of on-street locations with a maximum permitted length of stay will lead to long-stay vehicles being forced into car parks. It is therefore suggested that no additional restrictions on the permitted length of stay in car parks are introduced to ensure these vehicles can be accommodated.

7.3.2 This approach ensures a high level of turnover in on-street spaces close to businesses, with long-stay parking encouraged to car parks. A further risk in limited waiting periods in more car

parks is parking being transferred to areas which are outwith Council control (such as Thistle Court, Heather Court and Rowan Court).

- 7.3.3 It is suggested that the impact of the recommendations within this report are monitored over time to gauge whether changes are required to the permitted length of stay in car parks.

Monitoring and Evaluation

- 7.3.4 The recommendations included within this report are based on the available data and assumptions about future parking behaviour based on experience from similar schemes. In reality, parking is a complex matter with many variables affecting where people choose to park and for what purpose.
- 7.3.5 The Council should closely monitor how the scheme operates post-implementation through the following:
- Repeat of the parking data collection exercise (after 12 – 18 months);
 - Follow up consultation with residents and businesses; and
 - Monitoring the number of PCNs issued.
- 7.3.6 Should the new scheme move parking pressure to locations outwith the study area then the extent of the on-street locations with limited waiting could be extended. Should parts of the carriageway with parking controls become under-utilised then parking restrictions could be relaxed / removed.
- 7.3.7 By closely monitoring the number of PCNs issued and adjusting how the scheme is enforced the Council can manage its success in achieving its strategic aims, while ensuring that there is no significant loss of income and that parity of access to kerbside space is being managed.

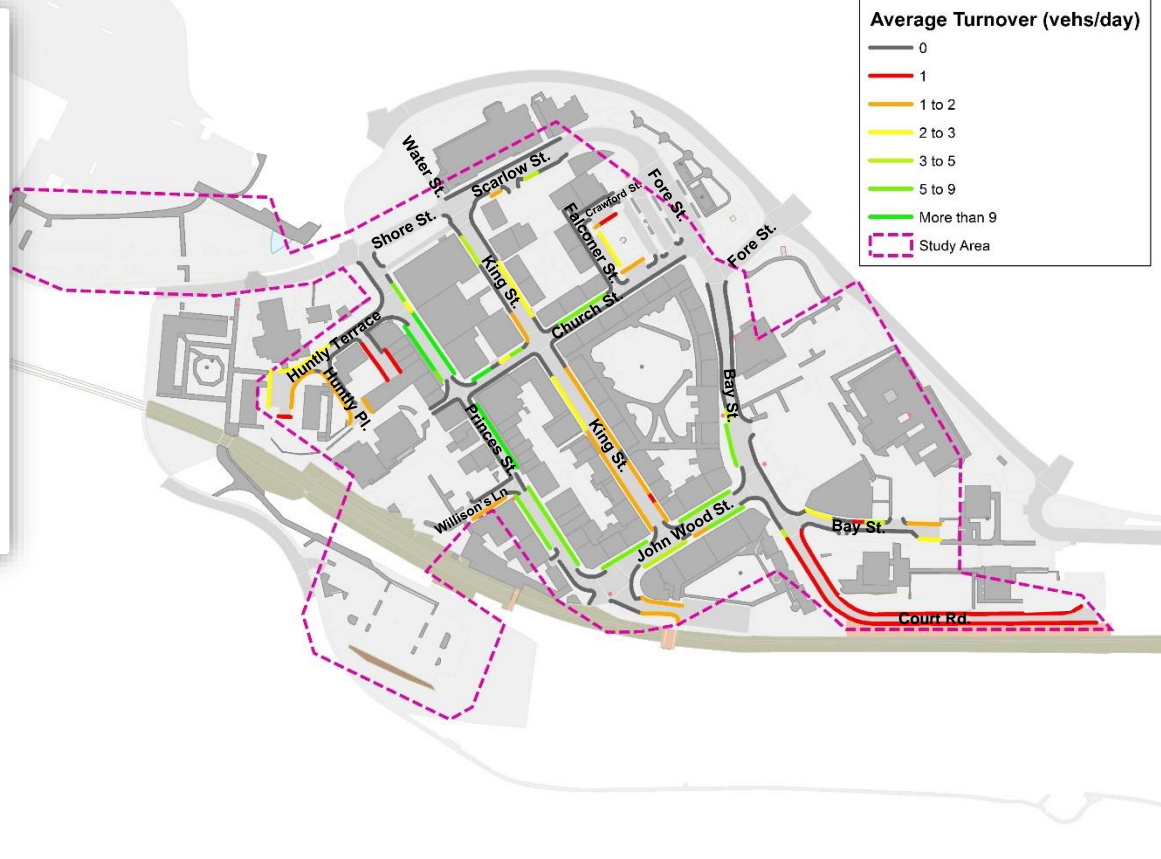
Appendix A Overview of Parking Data

Turnover

The Figure opposite shows the average turnover of vehicles on the day the parking surveys were undertaken.

It shows that Princes St. and John Wood St. have a higher turnover of vehicles with the outlying areas more likely to have one to two vehicles parked all day.

The yellow, orange and red sections are likely to be attributed to residents or commuters (longer stay) with the green areas more likely to be used by shoppers (short stay).

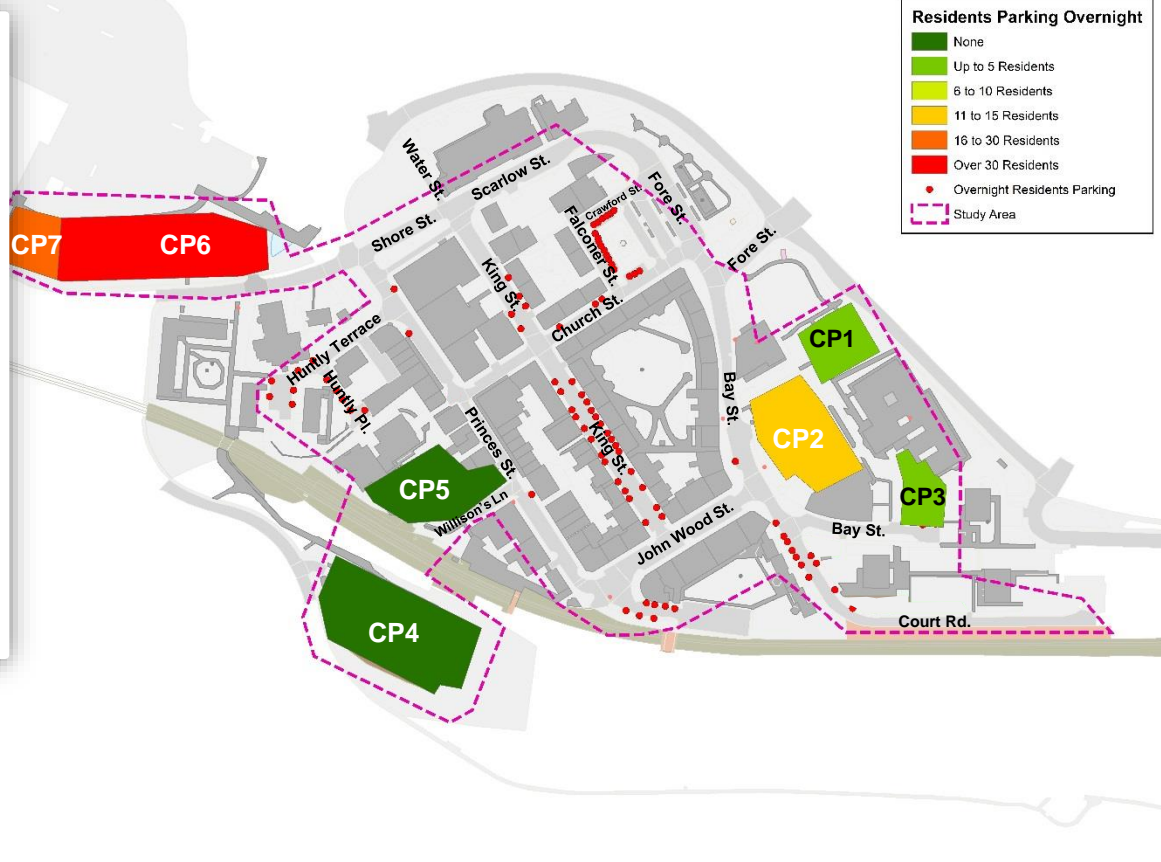


Residents Parking Overnight

The Figure opposite shows the locations where residents park on-street overnight. This is based on the assumption that vehicles recorded as parked between 0700 and 0730 hours belong to residents.

The total number of vehicles parked on-street between 0700 and 0730 hours is shown in the table. This can be thought of as the possible demand for residential parking permits within the study area.

The number of vehicles parked overnight in the study area (178) roughly matches the Census 2011 data which estimated car ownership at 219 (the exact extents do not match).



On-Street Location	No. of Residents
Bay Street	4
Church Street	6
Court Road	10
Crawford Street	7
Falconer Street	8
Huntly Place	5
Huntly Terrace	6
John Wood Street	0
King Street	31
Princes Street	3
Scarlow Street	0
Station Road	7
Willison's Lane	0
On Street Total	87

Car Park Location	No. of Residents Parking Overnight
CP1 Fore Street	3
CP2 Fore Street	15
CP3 Fore Street (NHS owned and operated)	2
CP4 Highholm Avenue Park & Ride	0
CP5 Princes Street	0
CP6 Shore St. (East)	47
CP7 Shore St. (West)	24
Car Park Total	91

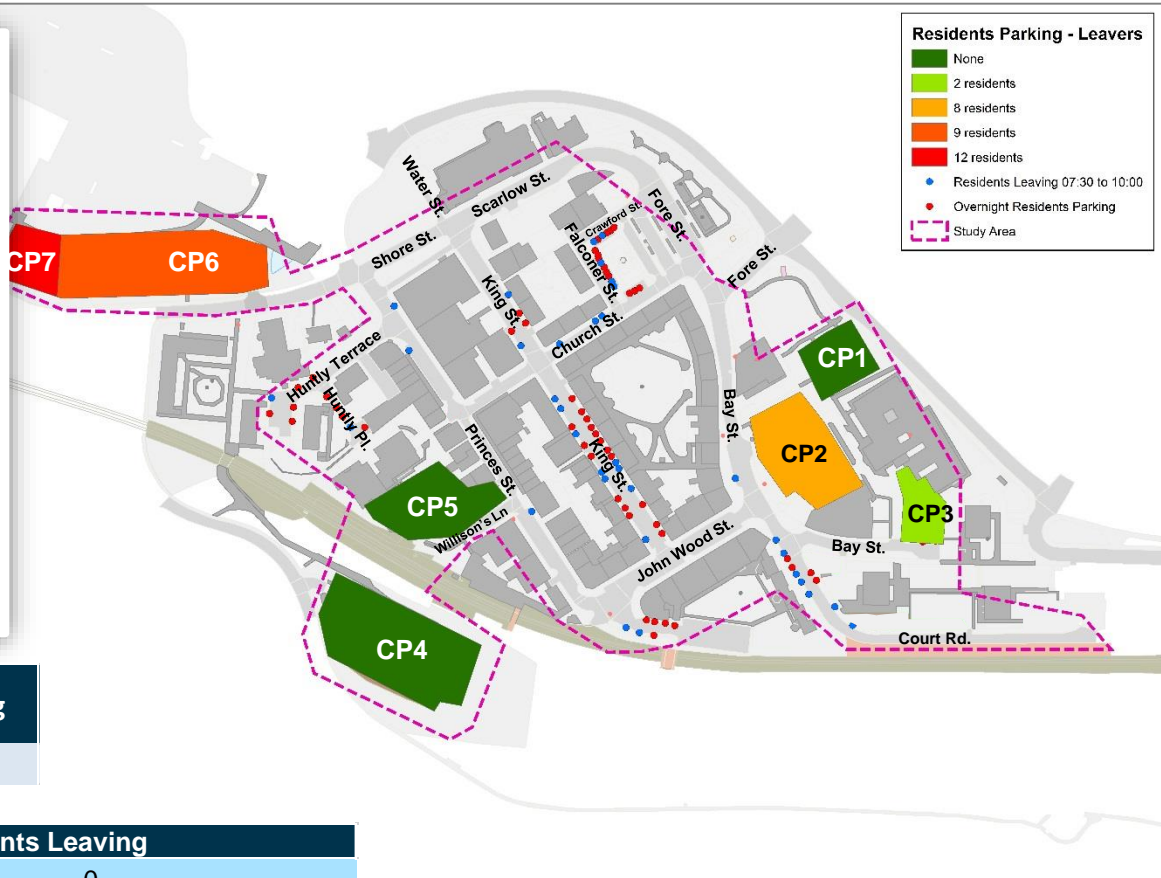


Residents Parking Leavers

The Figure opposite shows the locations where residents park on-street overnight and then leave between 0730 and 1000 hours (blue dots). This is based on the assumption that all vehicles recorded as parking between 0700 and 0730 hours belong to residents.

The total number of resident vehicles parked on-street between 0700 and 0730 hours and then leaving between 0730 and 1000 hours is shown in the table.

It is possible that where blue dots are shown, there will be less demand for residents parking during the day.



On Street	No. of Residents Parking Leaving
Study Area	34

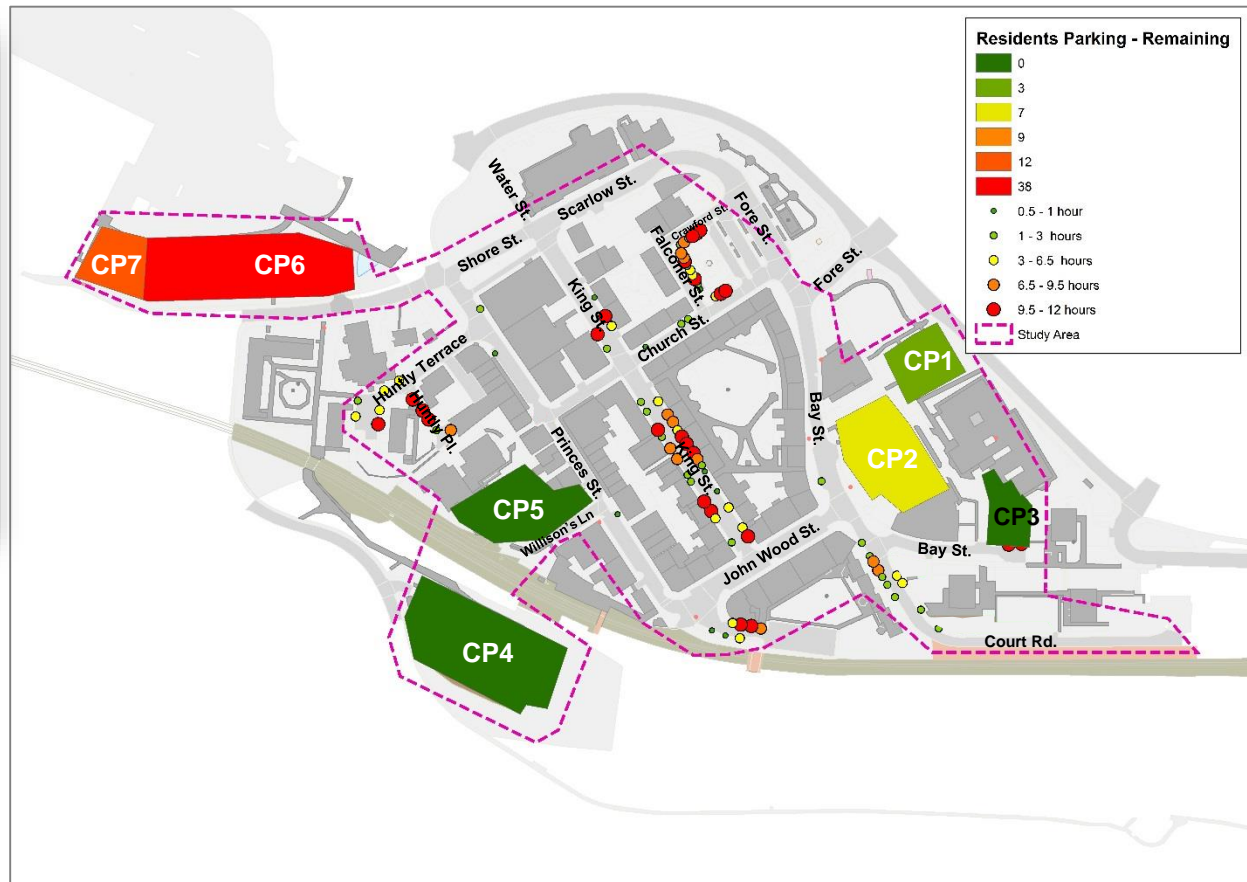
Car Park Location	No. of Residents Leaving
CP1 Fore Street	0
CP2 Fore Street	8
CP3 Fore Street	2
CP4 Highholm Avenue Park & Ride	0
CP5 Princes Street	0
CP6 Shore St. (East)	9
CP7 Shore St. (West)	12
Car Park Total	31



Residents Parking During the Day

The Figure opposite shows the locations where residents park on-street by duration of stay. This is based on the assumption that all vehicles recorded as parking between 0700 and 0730 hours and staying past 1000 hours belong to residents.

The total number of resident vehicles parked on-street after 1000 hours is shown in the table in the bottom right.



Car Park Location	No. of Residents Remaining (after 1000)
CP1 Fore Street	3
CP2 Fore Street	7
CP3 Fore Street	0
CP4 Highholm Avenue Park & Ride	0
CP5 Princes Street	0
CP6 Shore St. (East)	38
CP7 Shore St. (West)	12
Car Park Total	60

On Street	No. of Residents Remaining On-Street after 1000
On-Street Parking	53



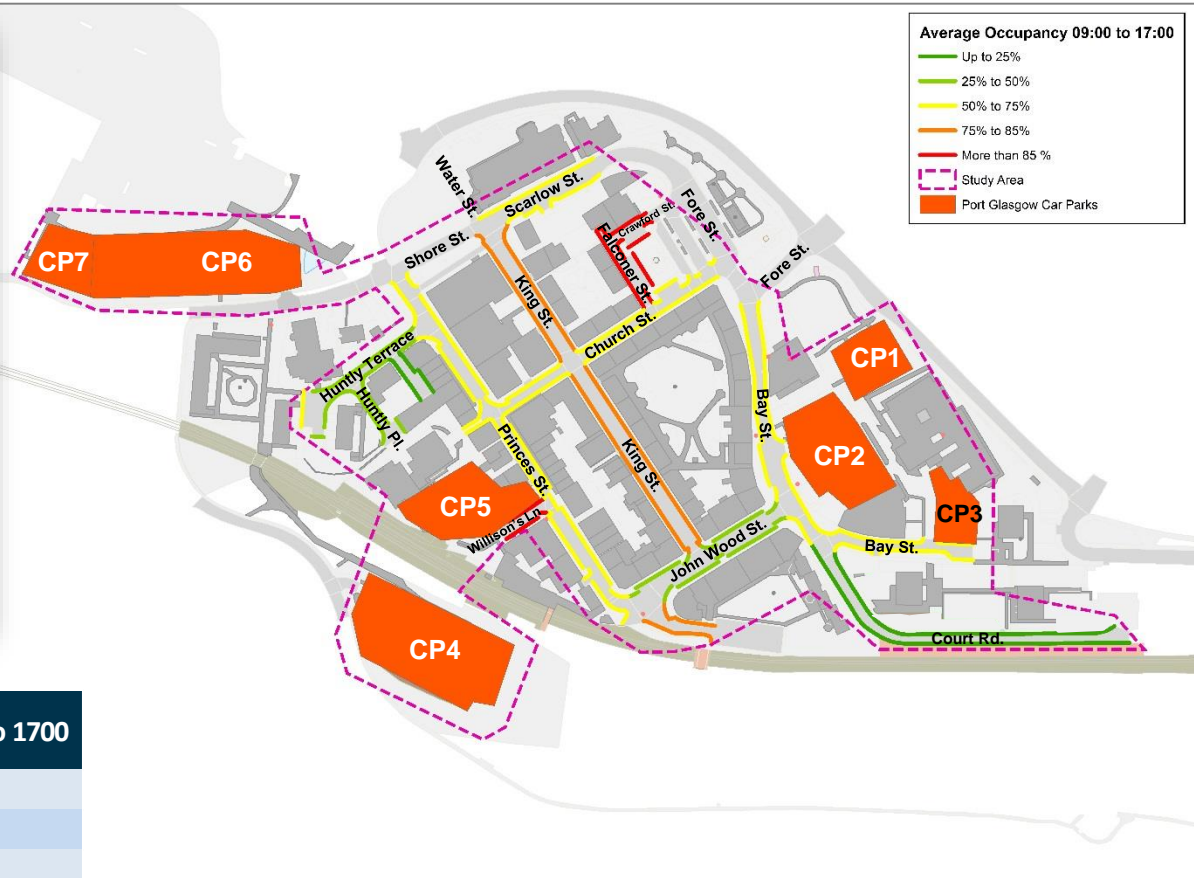
Parking Occupancy / Demand

The Figure opposite shows the average parking occupancy on streets between 0900 to 1700 hours on the surveyed weekday.

High demand car parks are those where not less that 90% of the available kerb side space was occupied for more than 6 hours between 0900 and 1700 hours on the weekday when the surveys were undertaken.

They are listed in the Table below.

This may help establish that there is a bona fide need for restrictions in these locations.



High Demand Streets	Average Demand - 0900 to 1700
Crawford Street	123%
Falconer Street	88%
King Street	85%
Willison's Lane	122%



Parking Demand by Non-Residents

The Figure opposite shows the locations and length of stay where non-residents park on-street. These are defined as vehicles arriving between 0730 and 1000 hours.

The following can be assumed about those shown within the study area:

- Dark green dots – people parking up to 30 mins to access local shops and services
- Light green dots - people parking between 30 minutes and one hour to access local shops and services
- Yellow dots - people parking between one hour and two hours to access local shops and services
- Orange dots – people parking between 2 and 4 hours to access local shops and services
- Orange dots – people parking between four and six and a half hours likely to be made up of commuters and people accessing local shops and services
- Red dots - people parking for more than 6.5 hours and are likely to be made up of commuters or residents.

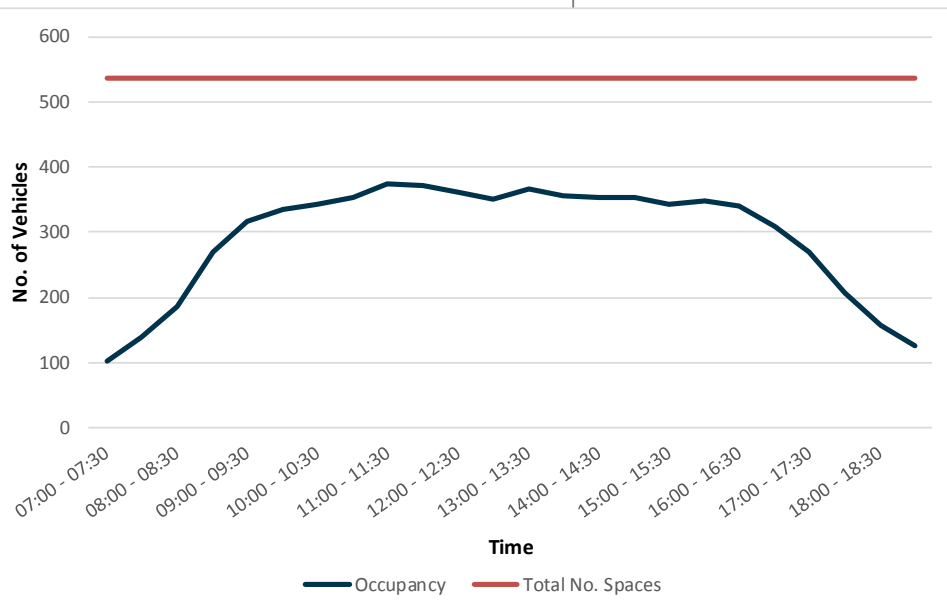
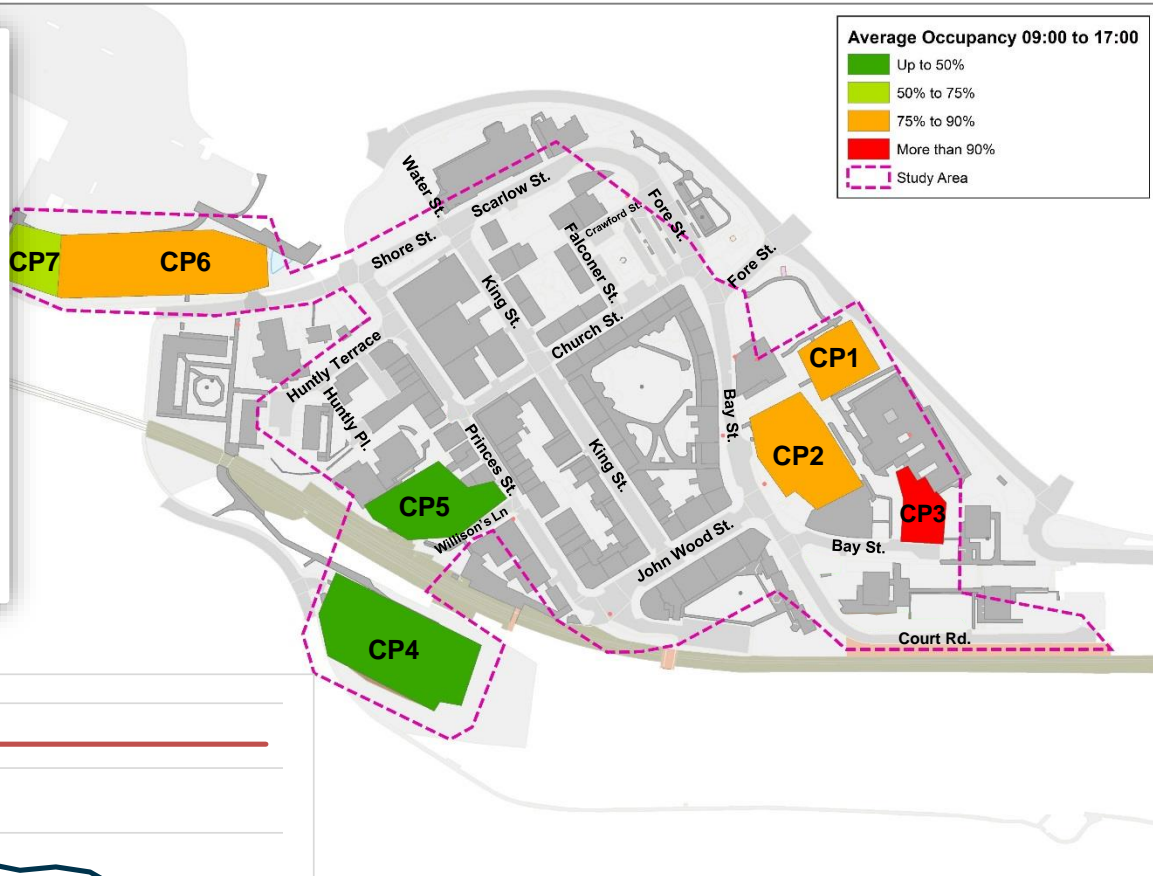


Off-Street Occupancy / Demand

The Figure opposite shows the average parking occupancy of car parks between 0900 to 1700 hours on the surveyed weekday.

High demand car parks are those where not less than 85% of the available spaces are occupied for more than 6 hours between 0900 and 1700 hours on the weekday when the surveys were undertaken.

The graph below also indicates that additional off-street parking capacity is available throughout the weekday period with a peak occupancy recorded at 69% or 375 vehicles across all surveyed car parks in the study area.



Key Information:

While there may be a perceived lack of parking spaces in the study area, there is spare capacity off-street throughout the day. It may be that the available spaces are not located where people want to park.

There is an opportunity for the Princes Street car park to accommodate more short stay car parking.

There is an opportunity for the Highholm Avenue Park & Ride car park to accommodate more long stay parking.

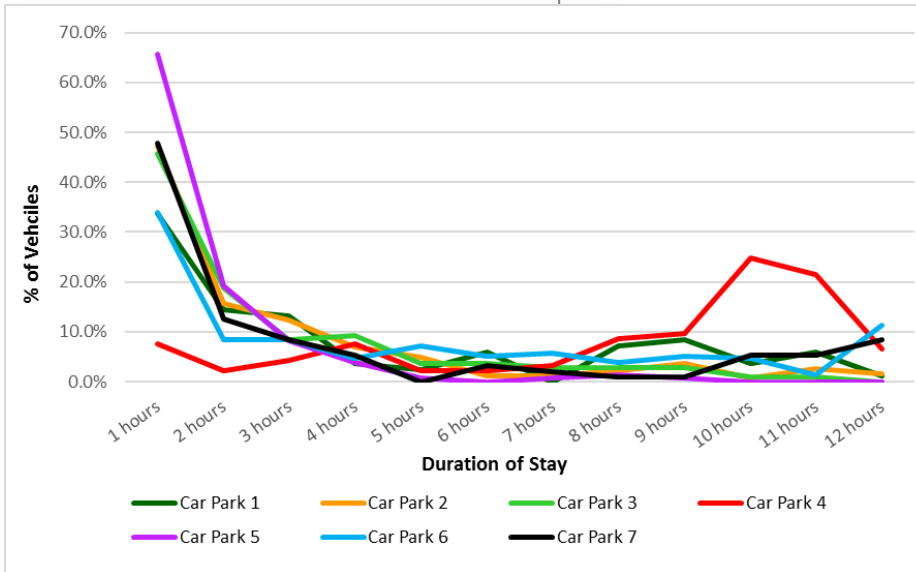
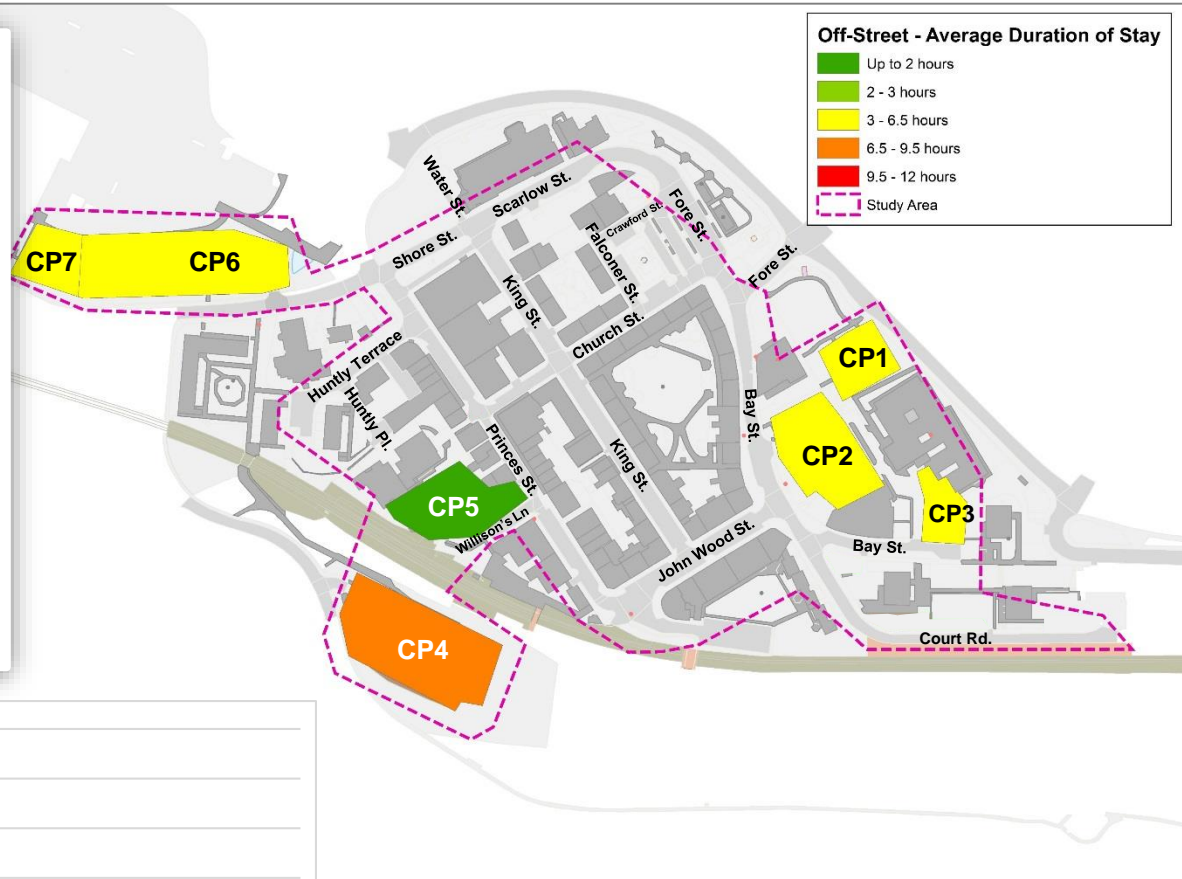


Off-Street Duration of Stay

The Figure opposite shows the average duration of stay between 0700 to 1900 hours during the weekday period. The results indicate that the duration of stay varies across all car parks.

Highholm Avenue Park & Ride has the longest duration of stay reflecting its function as a Park & Ride site for commuters using Port Glasgow station. Princes Street Car Park had the shortest average duration of stay with a maximum waiting time of 2 hours in place.

The duration of stay in all other car parks ranges between 3 to 6.5 hours reflecting their use by a mixture of commuters, shoppers and those employed locally.



	Car Park Name	Average Stay (hours)
CP1	Fore Street (north)	5.8
CP2	Fore Street (west)	4.2
CP3	Fore Street (south)	3.5
CP4	Highholm Avenue Park & Ride	8.2
CP5	Princes Street	1.6
CP6	Shore Street East	5.9
CP7	Shore Street West	5.3
	Average Duration of Stay	4.9

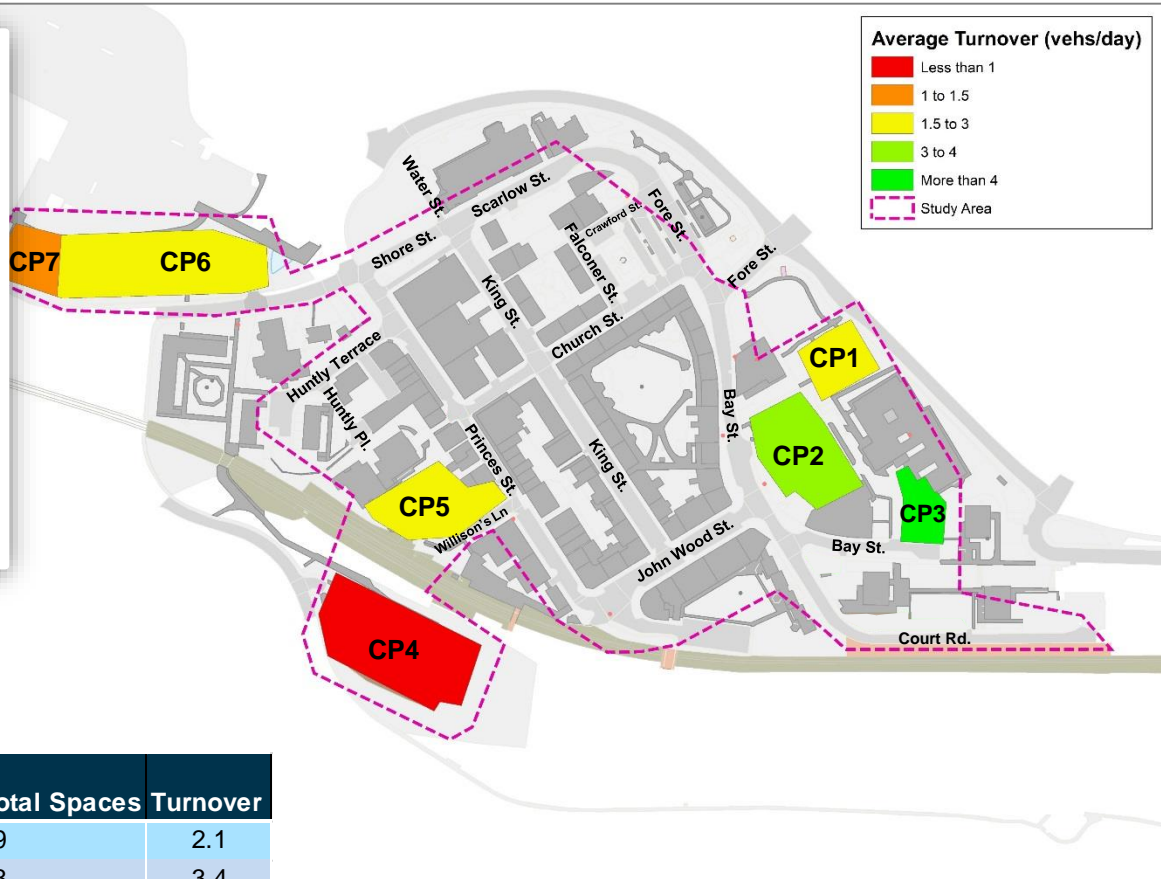


Off-Street Turnover

The Figure opposite shows the average off-street turnover of vehicles on the day the parking surveys were undertaken.

It shows that Bay St. west and south car parks have a higher turnover of vehicles with Highholm Avenue Park & Ride having a lower rate of turnover with vehicles more likely to remain all day.

The orange and red sections are likely to be attributed to shoppers with the yellow and green areas more likely to be used by commuters and residents.



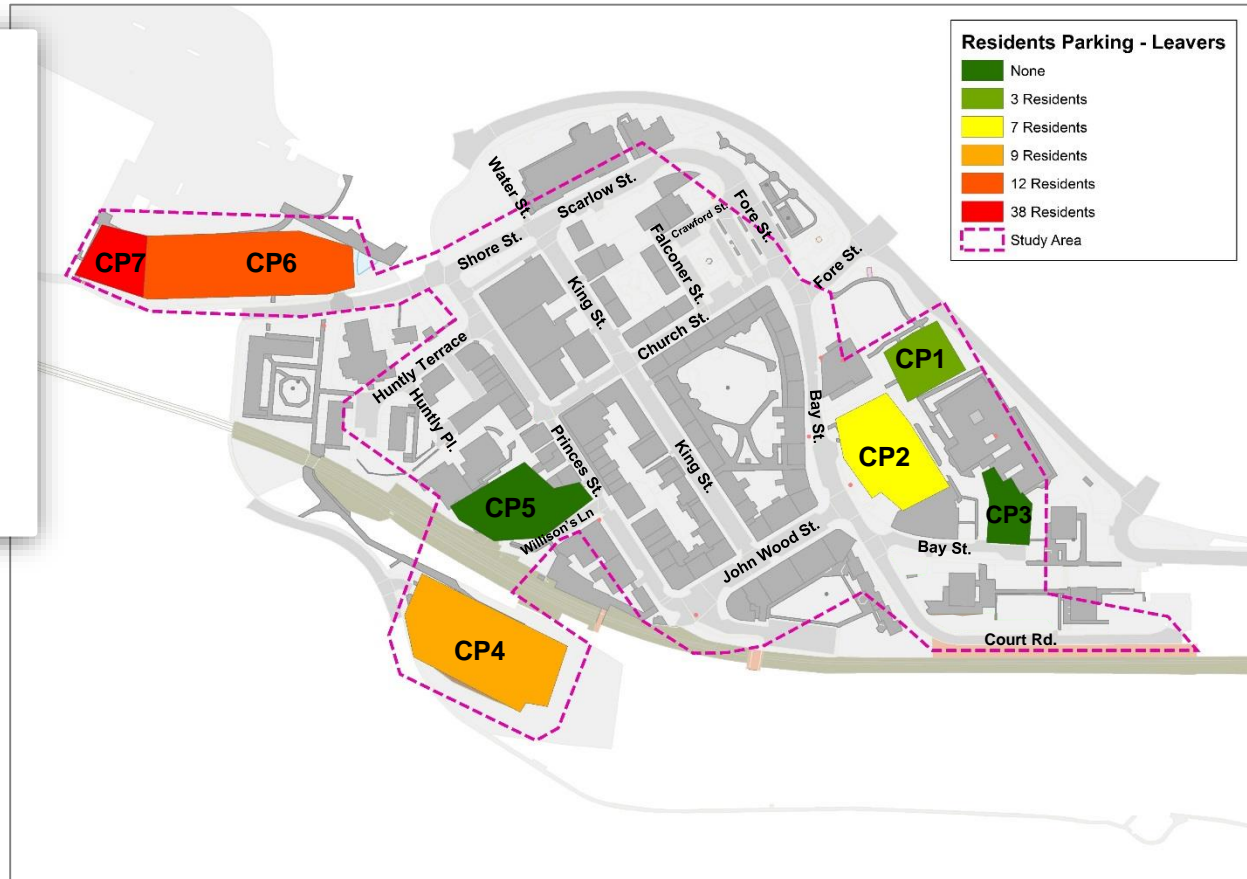
ID	Car Park Name	No. of Occupants	Total Spaces	Turnover
CP1	Fore Street (north)	83	39	2.1
CP2	Fore Street (west)	269	78	3.4
CP3	Fore Street (south)	107	22	4.9
CP4	Highholm Avenue Park & Ride	93	151	0.6
CP5	Princes Street	157	55	2.9
CP6	Shore Street East	212	157	1.4
CP7	Shore Street West (Private)	96	36	2.7



Residents Parking Leavers

The Figure opposite shows the locations where residents park off-street overnight and then leave between 0730 and 1000 hours. This is based on the assumption that all vehicles recorded as parking between 0700 and 0730 hours belong to residents.

The total number of resident vehicles parked off-street between 0700 and 0730 hours and then leaving between 0730 and 1000 hours is shown in the table below.



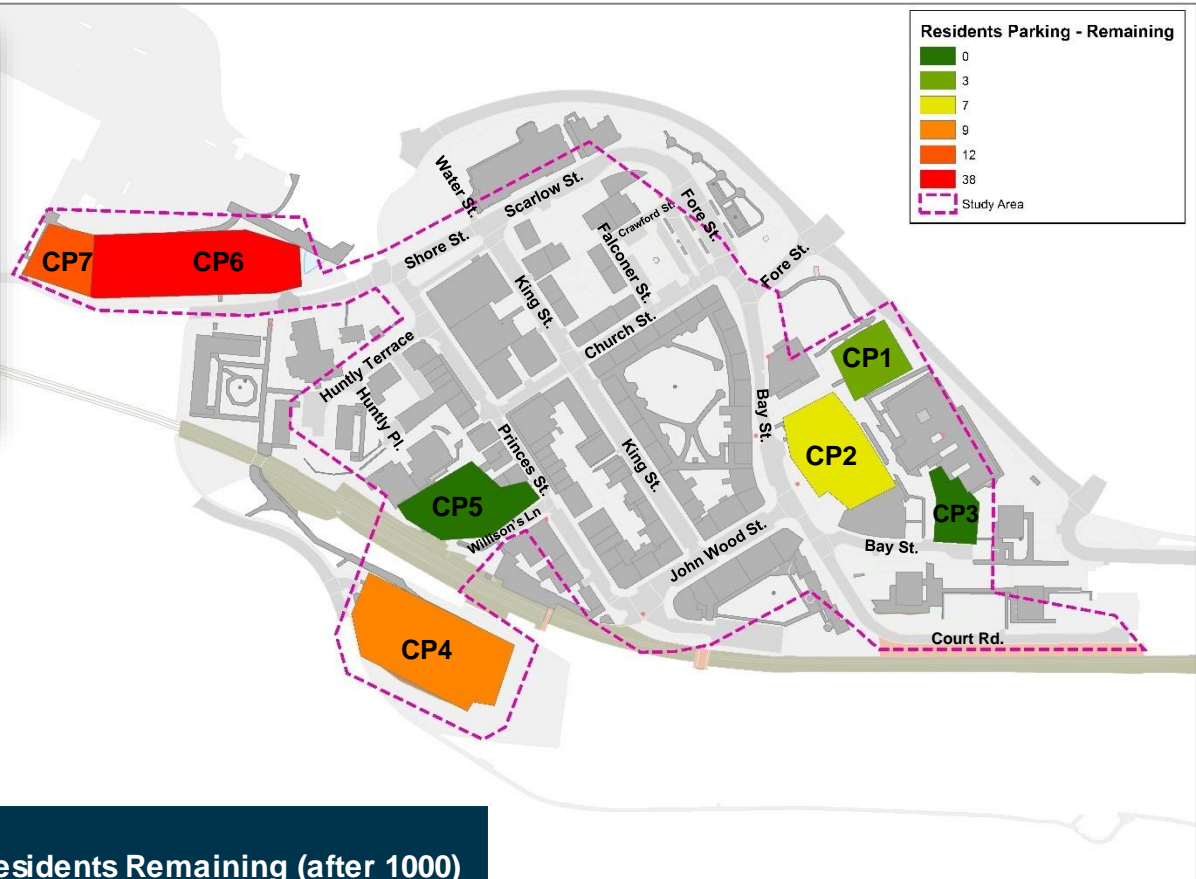
Car Park Location	No. of Residents Leaving
CP1 Fore Street	0
CP2 Fore Street	8
CP3 Fore Street	2
CP4 Highholm Avenue Park & Ride	1
CP5 Princes Street	0
CP6 Shore St. (East)	9
CP7 Shore St. (West)	12
Car Park Total	32



Residents Parking During the Day

The Figure opposite shows the locations where residents park off-street during the day. This is based on the assumption that all vehicles recorded as parking between 0700 and 0730 hours and staying past 1000 hours belong to residents.

The total number of resident vehicles parked off-street after 1000 hours is shown in the table in the bottom right.



Car Park Location	No. of Residents Remaining (after 1000)
CP1 Fore Street	3
CP2 Fore Street	7
CP3 Fore Street	0
CP4 Highholm Avenue Park & Ride	9
CP5 Princes Street	0
CP6 Shore St. (East)	38
CP7 Shore St. (West)	12
Car Park Total	69



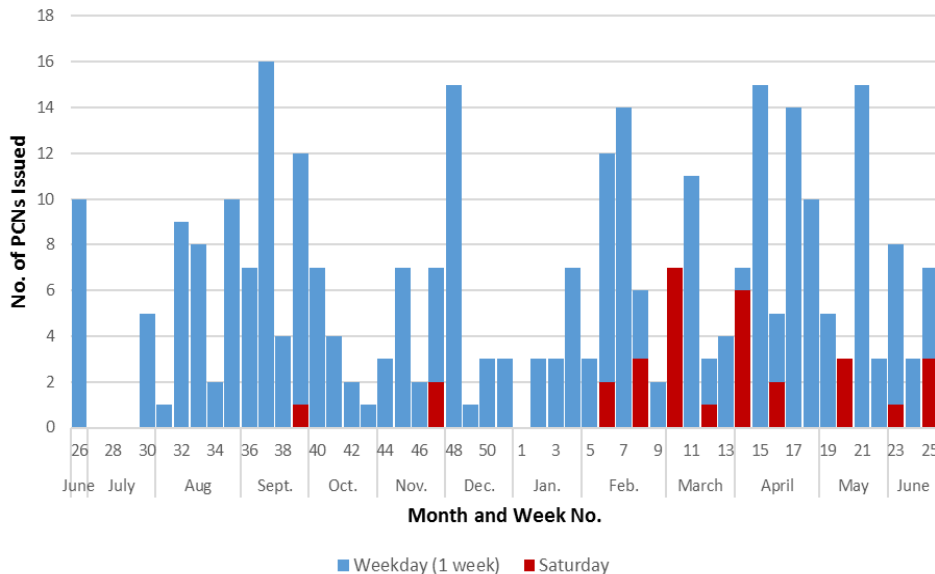
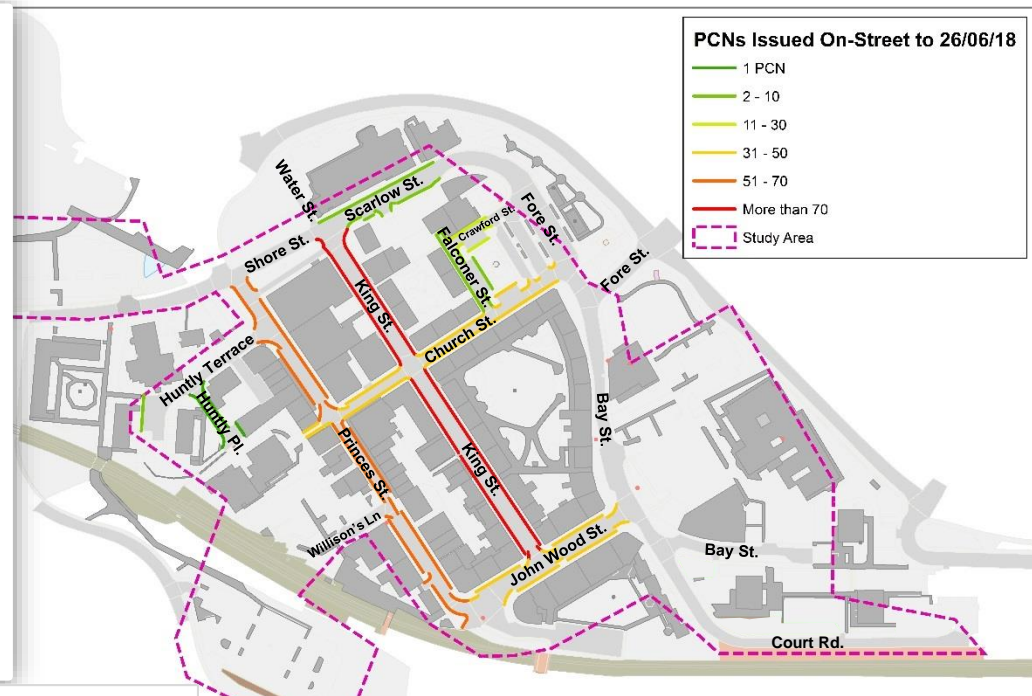
On-Street Penalty Charge Notices

The Figure shows how many PCNs have been issued on each of the streets in Port Glasgow between 28/06/2017 and 26/06/2018.

The overall values are shown in the graph which indicates that the number of PCN's varies from week-to-week, dependent on the level of enforcement which takes place.

The highest number of PCN's were issues on King Street (80) with a breakdown as follows; 62 vehicles parking on loading/unloading restrictions (double yellow lines), 12 vehicles parked in a loading bay during restricted hours; 3 vehicles parked in a disabled bay without valid badge; and 3 vehicles parked on a no waiting location (double yellow lines).

The table shows the number of PCNs issued by by contravention.



Contravention

01 - No waiting	49
02 - Loading/unloading	117
24 - Not parked correctly within bay	5
25 - Parked in a loading bay during restricted hrs	20
30 - Parked for longer than permitted	84
35 - Parked in disc bay without valid disc	1
40 - Parked in disabled bay without badge	64
47 - Parked on restricted bus stop/stand	4
80 - Overstay	13
85 - Parked in bay without clearly disp valid perm	2
86 - Out of bay	132
87 - Parked in a disabled bay without valid badge	38
89 - Parked vehicle exceeds weight/height/length	2

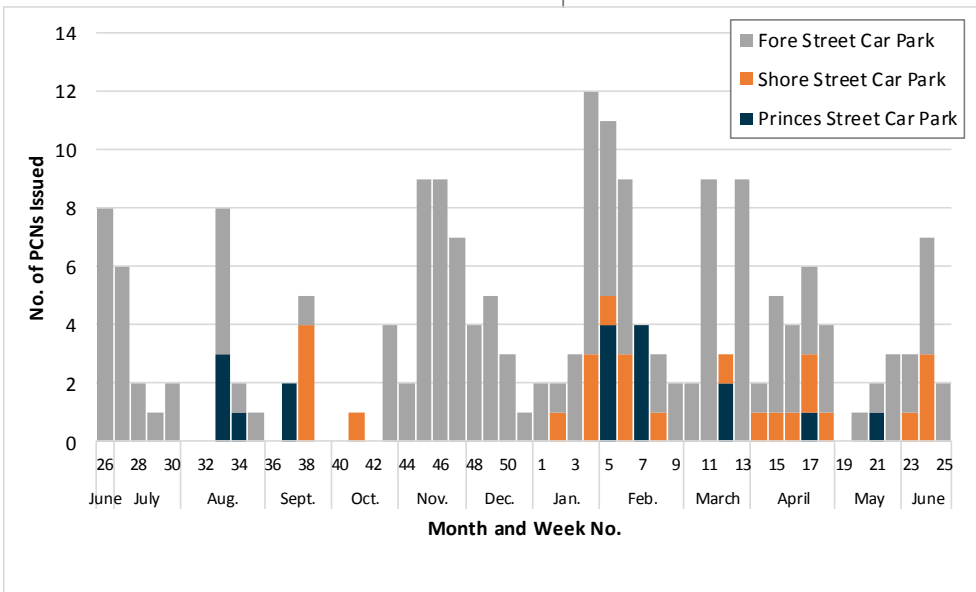
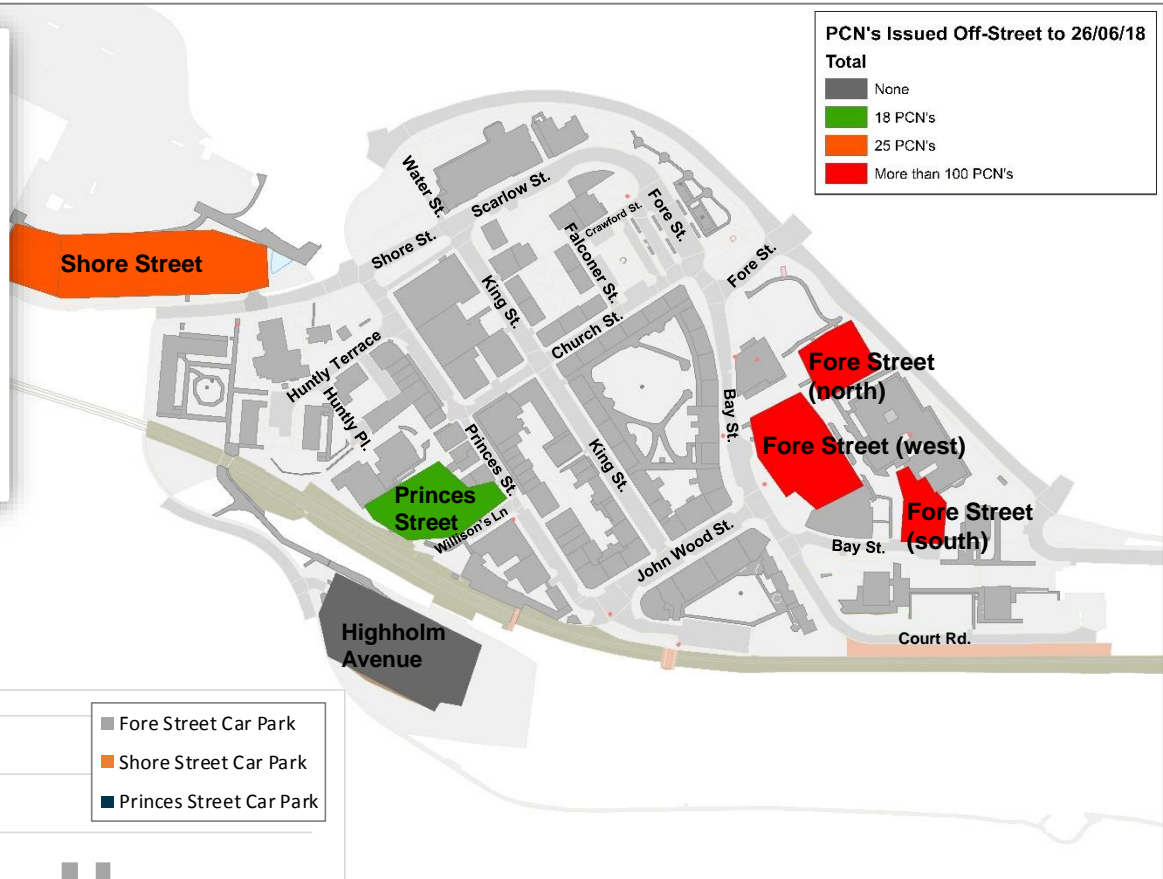


Off-Street Penalty Charge Notices

The Figure shows how many PCNs have been issued on each of the car parks in Port Glasgow between 28/06/2017 and 26/06/2018.

The overall values are shown in the graph which indicates that while the number of PCN's has varied week-to-week there is a generally consistent number of issued.

No PCNs were issued at the Highholm Park and Ride car park as there were no contraventions.



Penalty Charge Notices

The Figure shows how many PCNs have been issued on each street and in each car park in Port Glasgow between 28/06/2017 and 26/06/2018 (highest values highlighted in red).

On-Street	
Bardrainey Avenue, Port Glasgow	1
Broadfield Avenue, Port Glasgow	1
Broadstone Avenue, Port Glasgow	4
Brown Street, Port Glasgow	4
Bute Avenue, Port Glasgow	1
Cardross Avenue, Port Glasgow	2
Church Street, Port Glasgow	32
Clune Brae, Port Glasgow	2
Crawford Street, Port Glasgow	17
Falconer Street, Port Glasgow	5
Fore Street, Port Glasgow	17
Glasgow Road, Port Glasgow	2
Glen Avenue, Port Glasgow	23
Glenhuntly Road, Port Glasgow	7
Glenhuntly Terrace, Port Glasgow	6
Glenside Road, Port Glasgow	3
High Carnegie Road, Port Glasgow	2
Highholm Avenue, Port Glasgow	1
Holmscroft Street, Greenock	1
Huntly Place, Port Glasgow	1
Huntly Terrace, Port Glasgow	5
Islay Avenue, Port Glasgow	1
Jean Street, Port Glasgow	7
John Wood Street, Port Glasgow	33
King Street, Port Glasgow	80
Montrose Avenue, Port Glasgow	1
Mull Avenue, Port Glasgow	1
Northfield Avenue, Port Glasgow	1
Princes Street, Port Glasgow	67
Scarlow Street, Port Glasgow	8
Slaemuir Avenue, Port Glasgow	1
Off Street	
Fore Street Car Park, Port Glasgow	151
Princes Street Car Park, Port Glasgow	18
Shore Street Car Park, Port Glasgow	25
Total	



Appendix B Overview of PCNs Issued

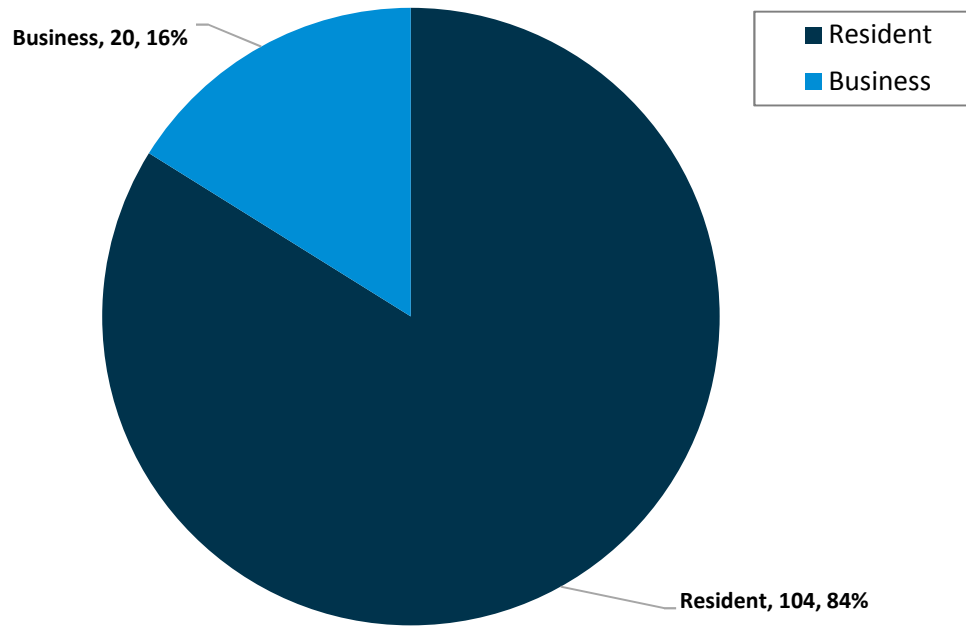
Location	01 - No waiting	02 - Loading/unloading	24 - Not parked correctly within bay	25 - Parked in a loading bay during restricted hrs	30 - Parked for longer than permitted	35 - Parked in disc bay without valid disc	40 - Parked in disabled bay without badge	47 - Parked on restricted bus stop/stand	80 - Overstay	85 - Parked in bay without clearly disp valid perm	86 - Out of bay	87 - Parked in a disabled bay without valid badge	89 - Parked vehicle exceeds weight/height/length	Total
On-Street														
Bardrainey Avenue, Port Glasgow	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Broadfield Avenue, Port Glasgow	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Broadstone Avenue, Port Glasgow	0	0	0	0	0	0	4	0	0	0	0	0	0	4
Brown Street, Port Glasgow	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Bute Avenue, Port Glasgow	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Cardross Avenue, Port Glasgow	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Church Street, Port Glasgow	0	7	0	1	20	0	4	0	0	0	0	0	0	32
Clune Brae, Port Glasgow	0	0	0	0	0	0	0	2	0	0	0	0	0	2
Crawford Street, Port Glasgow	0	3	0	0	0	0	14	0	0	0	0	0	0	17
Falconer Street, Port Glasgow	0	2	0	0	0	0	3	0	0	0	0	0	0	5
Fore Street, Port Glasgow	0	15	0	0	2	0	0	0	0	0	0	0	0	17
Glasgow Road, Port Glasgow	0	0	0	0	0	0	1	1	0	0	0	0	0	2
Glen Avenue, Port Glasgow	19	1	0	0	0	0	3	0	0	0	0	0	0	23
Glenhuntly Road, Port Glasgow	7	0	0	0	0	0	0	0	0	0	0	0	0	7
Glenhuntly Terrace, Port Glasgow	5	0	0	0	0	0	1	0	0	0	0	0	0	6
Glenside Road, Port Glasgow	0	0	0	0	0	0	3	0	0	0	0	0	0	3
High Carnegie Road, Port Glasgow	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Highholm Avenue, Port Glasgow	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Holmscroft Street, Greenock	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Huntly Place, Port Glasgow	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Huntly Terrace, Port Glasgow	5	0	0	0	0	0	0	0	0	0	0	0	0	5
Islay Avenue, Port Glasgow	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Jean Street, Port Glasgow	7	0	0	0	0	0	0	0	0	0	0	0	0	7
John Wood Street, Port Glasgow	0	1	0	0	32	0	0	0	0	0	0	0	0	33
King Street, Port Glasgow	3	62	0	12	0	0	3	0	0	0	0	0	0	80
Montrose Avenue, Port Glasgow	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Mull Avenue, Port Glasgow	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Northfield Avenue, Port Glasgow	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Princes Street, Port Glasgow	0	22	0	0	30	0	15	0	0	0	0	0	0	67
Scarlow Street, Port Glasgow	0	0	0	7	0	0	0	1	0	0	0	0	0	8
Slaeuir Avenue, Port Glasgow	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Off Street														
Fore Street Car Park, Port Glasgow	0	0	5	0	0	0	2	0	0	2	114	27	1	151
Princes Street Car Park, Port Glasgow	0	0	0	0	0	0	0	0	13	0	5	0	0	18
Shore Street Car Park, Port Glasgow	0	0	0	0	0	0	0	0	0	0	13	11	1	25
Total	49	117	5	20	84	1	64	4	13	2	132	38	2	

x highest values

Appendix C Overview of Survey Responses

Question: Are you a resident or business?

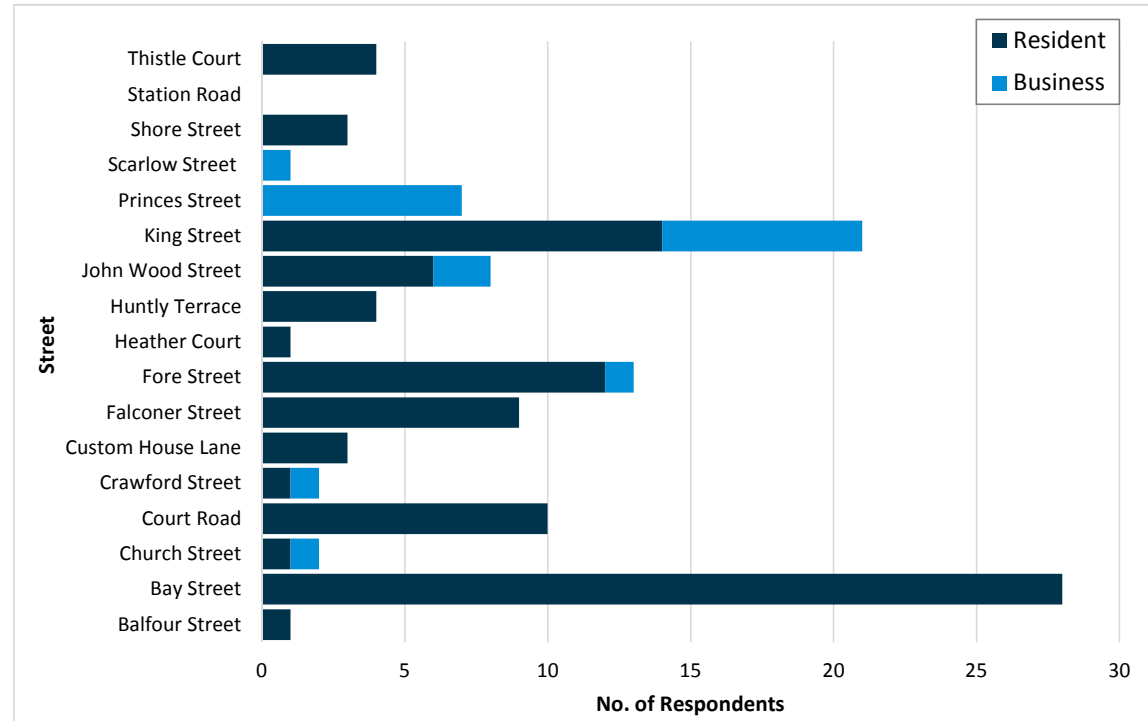
Resident	Business	Total
104	20	124
84%	16%	100%



Question: In which street do you live / own a business on?

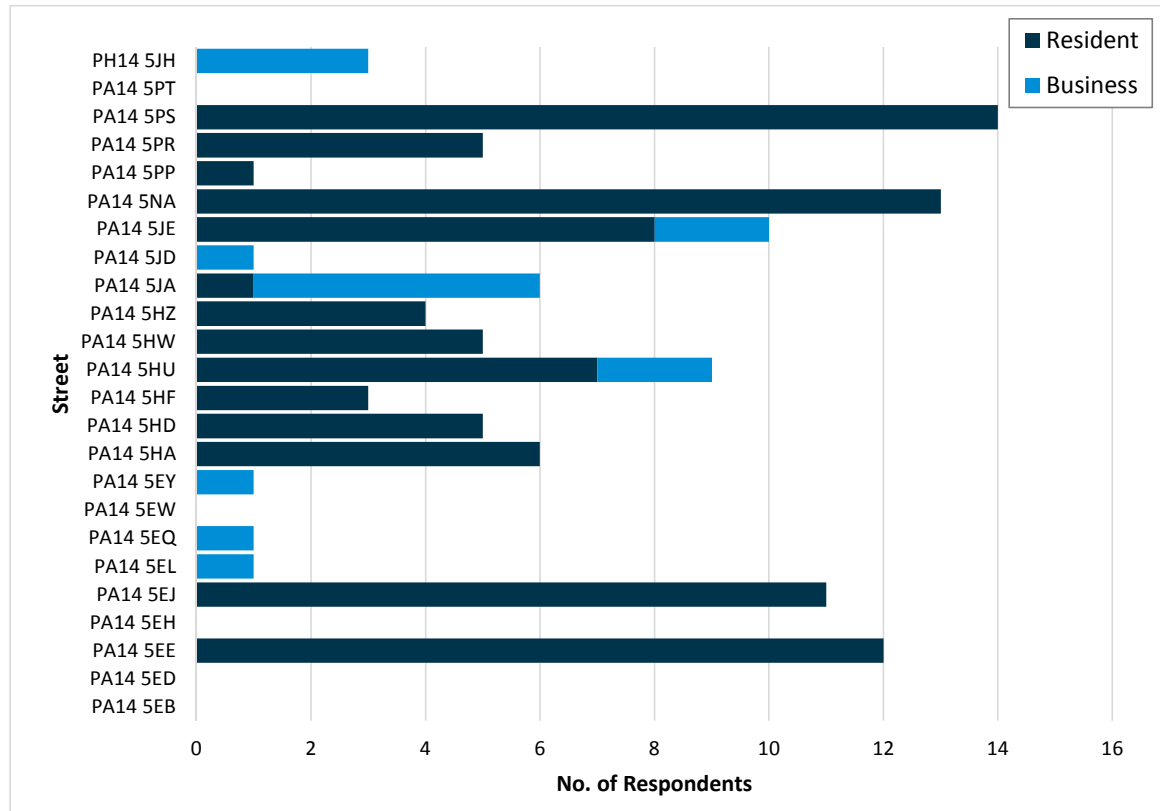
	Resident	Business
Balfour Street	1	0
Bay Street	28	0
Church Street	1	1
Court Road	10	0
Crawford Street	1	1
Custom House Lane	3	0
Falconer Street	9	0
Fore Street	12	1
Heather Court	1	0
Huntly Terrace	4	0
John Wood Street	6	2
King Street	14	7
Princes Street	0	7
Scarlow Street	0	1
Shore Street	3	0
Station Road	0	0
Thistle Court	4	0
Total	97	20

	Resident	Business
Balfour Street	1%	0%
Bay Street	24%	0%
Church Street	1%	1%
Court Road	9%	0%
Crawford Street	1%	1%
Custom House Lane	3%	0%
Falconer Street	8%	0%
Fore Street	10%	1%
Heather Court	1%	0%
Huntly Terrace	3%	0%
John Wood Street	5%	2%
King Street	12%	6%
Princes Street	0%	6%
Scarlow Street	0%	1%
Shore Street	3%	0%
Station Road	0%	0%
Thistle Court	3%	0%
Total	83%	17%



Question: What is your postcode?

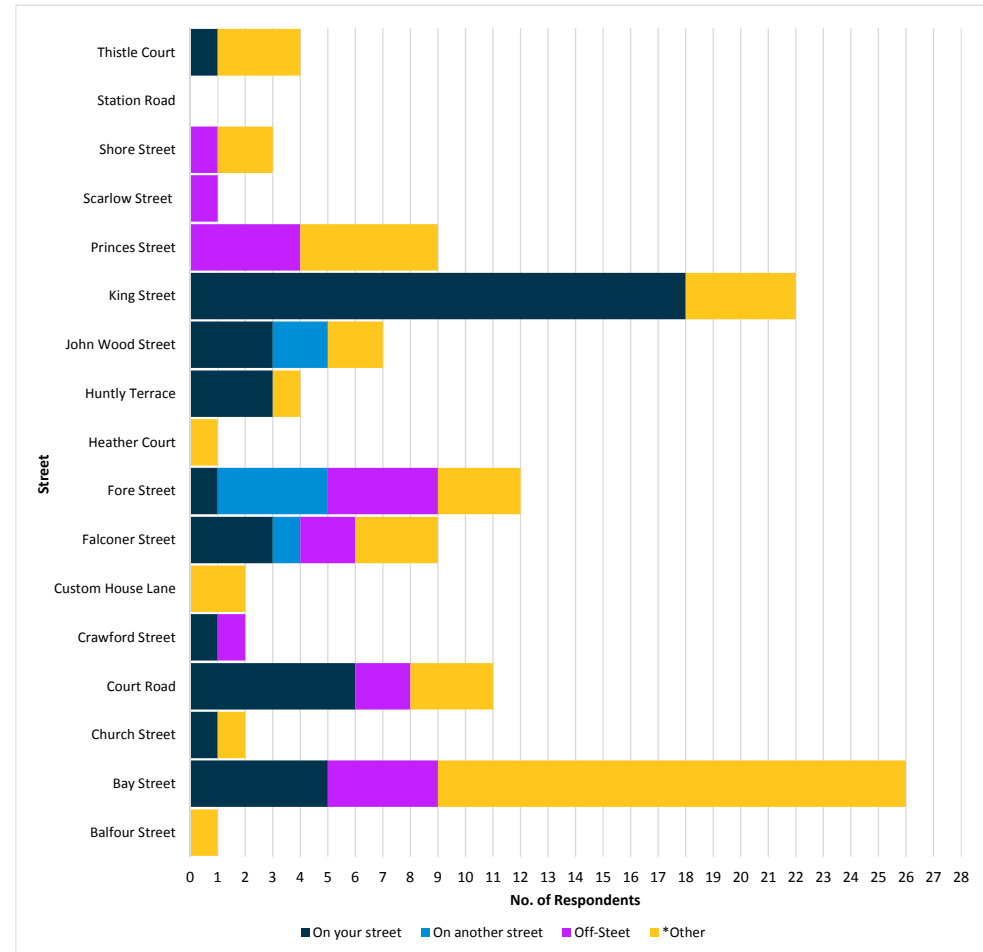
	Resident	Business
PA14 5EB	0	0
PA14 5ED	0	0
PA14 5EE	12	0
PA14 5EH	0	0
PA14 5EJ	11	0
PA14 5EL	0	1
PA14 5EQ	0	1
PA14 5EW	0	0
PA14 5EY	0	1
PA14 5HA	6	0
PA14 5HD	5	0
PA14 5HF	3	0
PA14 5HU	7	2
PA14 5HW	5	0
PA14 5HZ	4	0
PA14 5JA	1	5
PA14 5JD	0	1
PA14 5JE	8	2
PA14 5NA	13	0
PA14 5PP	1	0
PA14 5PR	5	0
PA14 5PS	14	0
PA14 5PT	0	0
PH14 5JH	0	3
Total	95	16



Question: Where do you normally park?

	On your street	On another street	Off-Street	*Other	Total
Balfour Street	0	0	0	1	1
Bay Street	5	0	4	17	26
Church Street	1	0	0	1	2
Court Road	6	0	2	3	11
Crawford Street	1	0	1	0	2
Custom House Lane	0	0	0	2	2
Falconer Street	3	1	2	3	9
Fore Street	1	4	4	3	12
Heather Court	0	0	0	1	1
Huntly Terrace	3	0	0	1	4
John Wood Street	3	2	0	2	7
King Street	18	0	0	4	22
Princes Street	0	0	4	5	9
Scarlow Street	0	0	1	0	1
Shore Street	0	0	1	2	3
Station Road	0	0	0	0	0
Thistle Court	1	0	0	3	4
Total	42	7	19	48	116

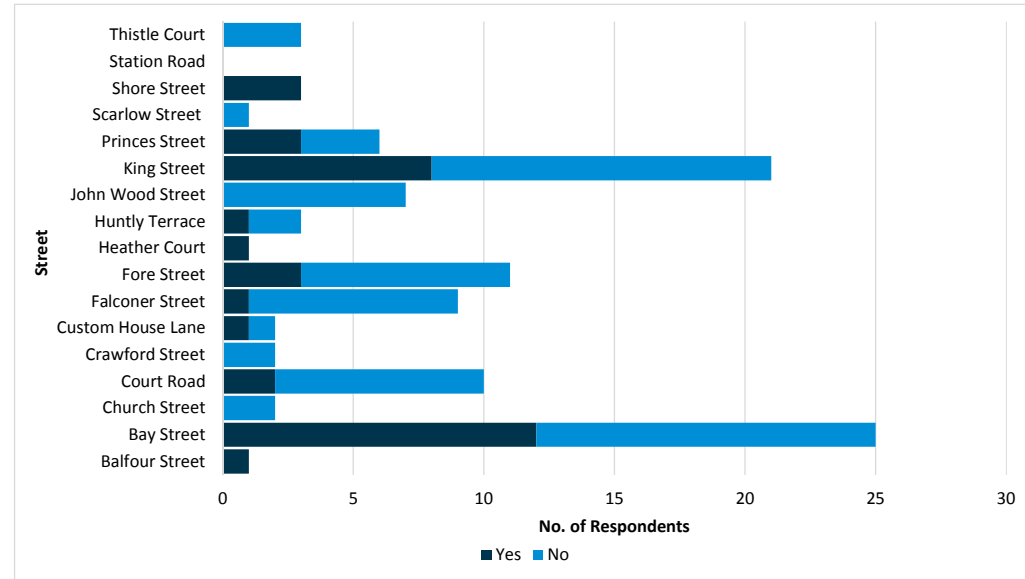
	On your street	On another street	Off-Street	*Other	Total
Balfour Street	0%	0%	0%	100%	100%
Bay Street	19%	0%	15%	65%	100%
Church Street	50%	0%	0%	50%	100%
Court Road	55%	0%	18%	27%	100%
Crawford Street	50%	0%	50%	0%	100%
Custom House Lane	0%	0%	0%	100%	100%
Falconer Street	33%	11%	22%	33%	100%
Fore Street	8%	33%	33%	25%	100%
Heather Court	0%	0%	0%	100%	100%
Huntly Terrace	75%	0%	0%	25%	100%
John Wood Street	43%	29%	0%	29%	100%
King Street	82%	0%	0%	18%	100%
Princes Street	0%	0%	44%	56%	100%
Scarlow Street	0%	0%	100%	0%	100%
Shore Street	0%	0%	33%	67%	100%
Station Road	-	-	-	-	-
Thistle Court	25%	0%	0%	75%	100%
Total	36%	6%	16%	41%	100%



*Other responses include people parking in other streets not listed (i.e. Heather Court, Rowan Court or Thistle Court), people who responded "wherever there is a space" and people who don't own a car / don't drive

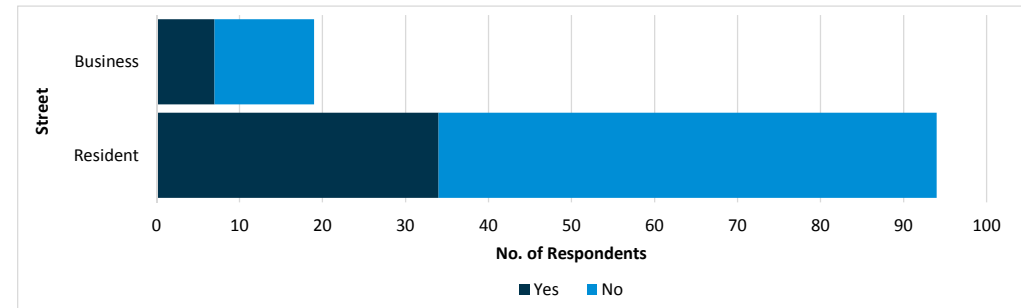
Question: Are you happy with the current parking situation in your street?

	Yes	No	Total
Balfour Street	1	0	1
Bay Street	12	13	25
Church Street	0	2	2
Court Road	2	8	10
Crawford Street	0	2	2
Custom House Lane	1	1	2
Falconer Street	1	8	9
Fore Street	3	8	11
Heather Court	1	0	1
Huntly Terrace	1	2	3
John Wood Street	0	7	7
King Street	8	13	21
Princes Street	3	3	6
Scarlow Street	0	1	1
Shore Street	3	0	3
Station Road	0	0	0
Thistle Court	0	3	3
Total	36	71	107



	Yes	No
Balfour Street	100%	0%
Bay Street	48%	52%
Church Street	0%	100%
Court Road	20%	80%
Crawford Street	0%	100%
Custom House Lane	50%	50%
Falconer Street	11%	89%
Fore Street	27%	73%
Heather Court	100%	0%
Huntly Terrace	33%	67%
John Wood Street	0%	100%
King Street	38%	62%
Princes Street	50%	50%
Scarlow Street	0%	100%
Shore Street	100%	0%
Station Road	0%	0%
Thistle Court	0%	100%
Total	34%	66%

	Yes	No	Total
Resident	34	60	94
Business	7	12	19

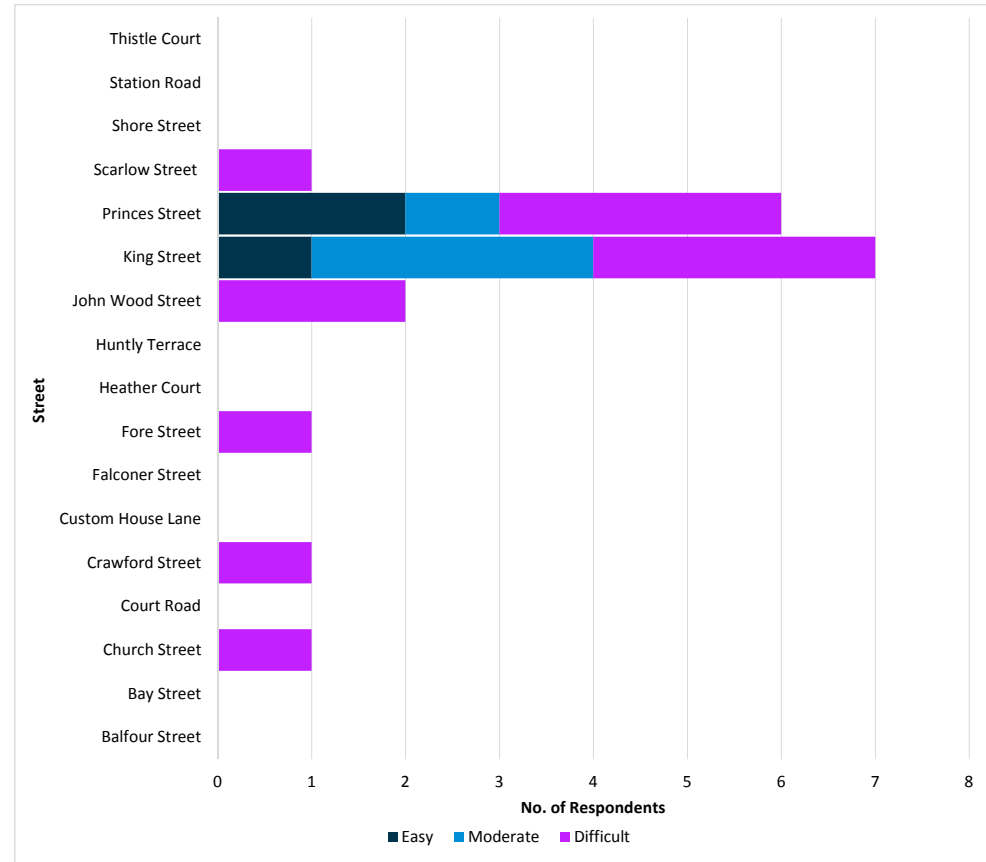


Question: How easy is it for you or your customers to find a parking space at a place and time that suits you?

Only: Business

	Easy	Moderate	Difficult	Total
Balfour Street	0	0	0	0
Bay Street	0	0	0	0
Church Street	0	0	1	1
Court Road	0	0	0	0
Crawford Street	0	0	1	1
Custom House Lane	0	0	0	0
Falconer Street	0	0	0	0
Fore Street	0	0	1	1
Heather Court	0	0	0	0
Huntly Terrace	0	0	0	0
John Wood Street	0	0	2	2
King Street	1	3	3	7
Princes Street	2	1	3	6
Scarlow Street	0	0	1	1
Shore Street	0	0	0	0
Station Road	0	0	0	0
Thistle Court	0	0	0	0
Total	3	4	12	19

	Easy	Moderate	Difficult
Balfour Street	0%	0%	0%
Bay Street	0%	0%	0%
Church Street	0%	0%	100%
Court Road	0%	0%	0%
Crawford Street	0%	0%	100%
Custom House Lane	0%	0%	0%
Falconer Street	0%	0%	0%
Fore Street	0%	0%	100%
Heather Court	0%	0%	0%
Huntly Terrace	0%	0%	0%
John Wood Street	0%	0%	100%
King Street	14%	43%	43%
Princes Street	33%	17%	50%
Scarlow Street	0%	0%	100%
Shore Street	0%	0%	0%
Station Road	0%	0%	0%
Thistle Court	0%	0%	0%
Total	16%	21%	63%

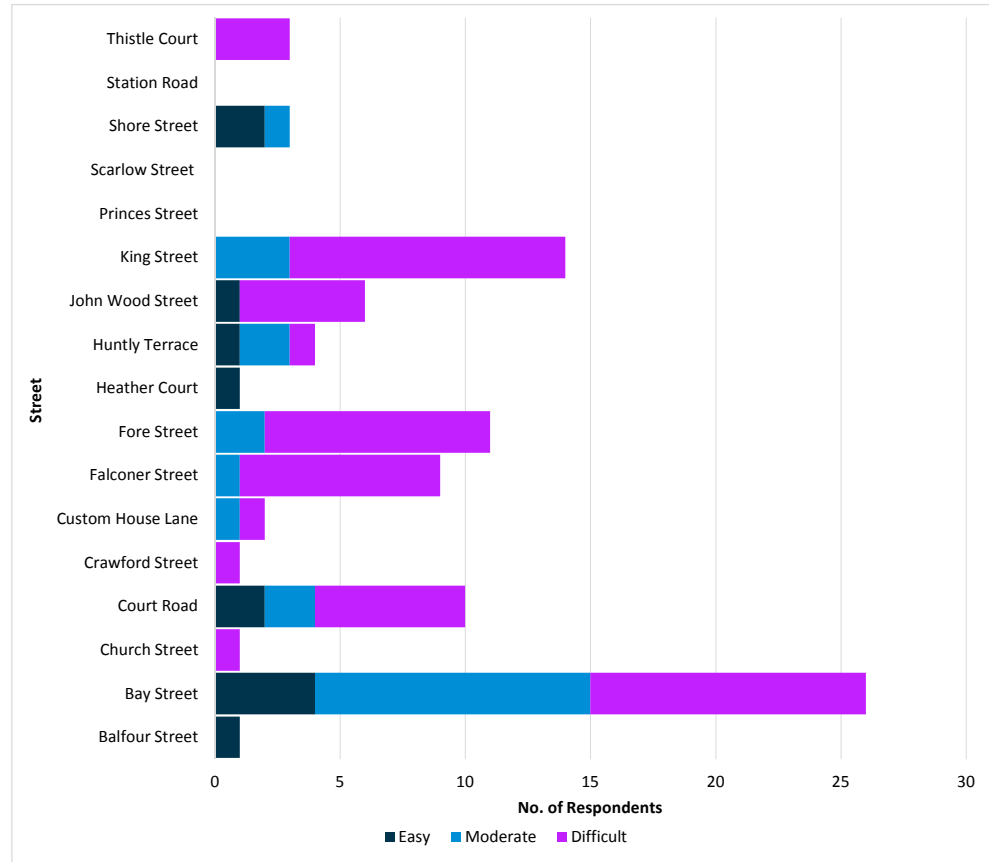


Question: How easy is it for you find a parking space at a place and time that suits you?

Only: Resident

	Easy	Moderate	Difficult	Total
Balfour Street	1	0	0	1
Bay Street	4	11	11	26
Church Street	0	0	1	1
Court Road	2	2	6	10
Crawford Street	0	0	1	1
Custom House Lane	0	1	1	2
Falconer Street	0	1	8	9
Fore Street	0	2	9	11
Heather Court	1	0	0	1
Huntly Terrace	1	2	1	4
John Wood Street	1	0	5	6
King Street	0	3	11	14
Princes Street	0	0	0	0
Scarlow Street	0	0	0	0
Shore Street	2	1	0	3
Station Road	0	0	0	0
Thistle Court	0	0	3	3
Total	12	23	57	92

	Easy	Moderate	Difficult
Balfour Street	100%	0%	0%
Bay Street	15%	42%	42%
Church Street	0%	0%	100%
Court Road	20%	20%	60%
Crawford Street	0%	0%	100%
Custom House Lane	0%	50%	50%
Falconer Street	0%	11%	89%
Fore Street	0%	18%	82%
Heather Court	100%	0%	0%
Huntly Terrace	25%	50%	25%
John Wood Street	17%	0%	83%
King Street	0%	21%	79%
Princes Street	0%	0%	0%
Scarlow Street	0%	0%	0%
Shore Street	67%	33%	0%
Station Road	0%	0%	0%
Thistle Court	0%	0%	100%
Total	13%	25%	62%

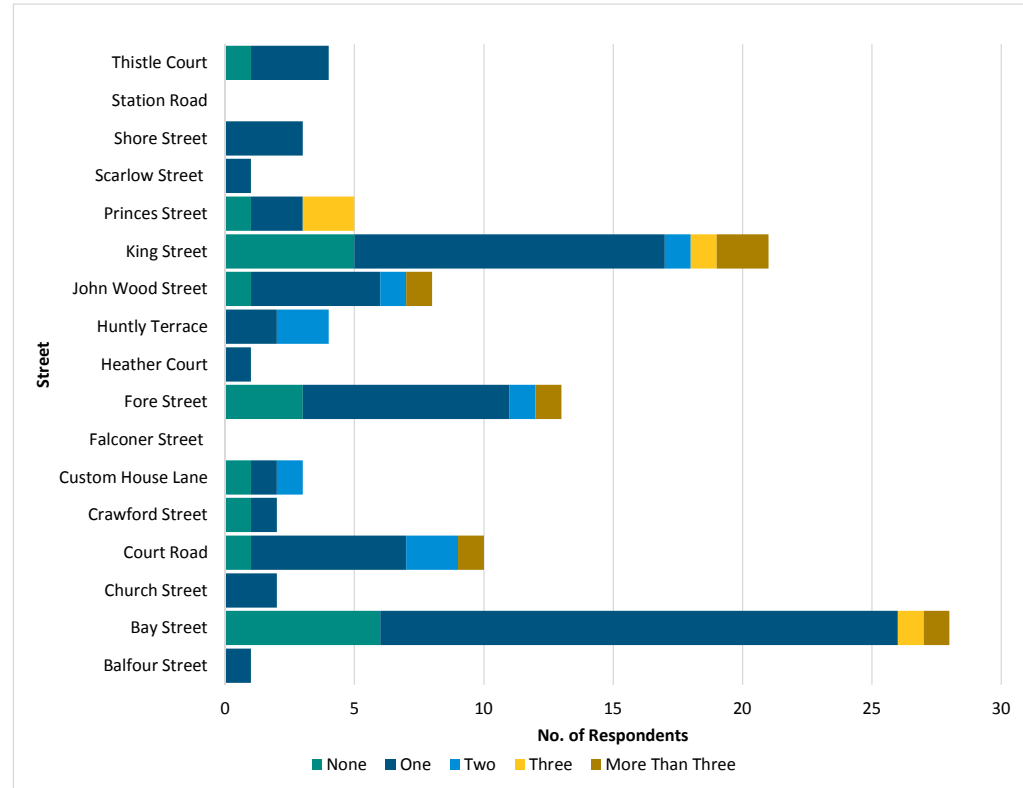


Question: How many cars are there available to residents in your household?

Only: Resident

	None	One	Two	Three	More Than Three	Total
Balfour Street	0	1	0	0	0	1
Bay Street	6	20	0	1	1	27
Church Street	0	2	0	0	0	2
Court Road	1	6	2	0	1	14
Crawford Street	1	1	0	0	0	1
Custom House Lane	1	1	1	0	0	3
Falconer Street	0	0	0	0	0	0
Fore Street	3	8	1	0	1	14
Heather Court	0	1	0	0	0	1
Huntly Terrace	0	2	2	0	0	6
John Wood Street	1	5	1	0	1	11
King Street	5	12	1	1	2	25
Princes Street	1	2	0	2	0	8
Scarlow Street	0	1	0	0	0	1
Shore Street	0	3	0	0	0	3
Station Road	0	0	0	0	0	0
Thistle Court	1	3	0	0	0	3
Total	20	68	8	4	6	106

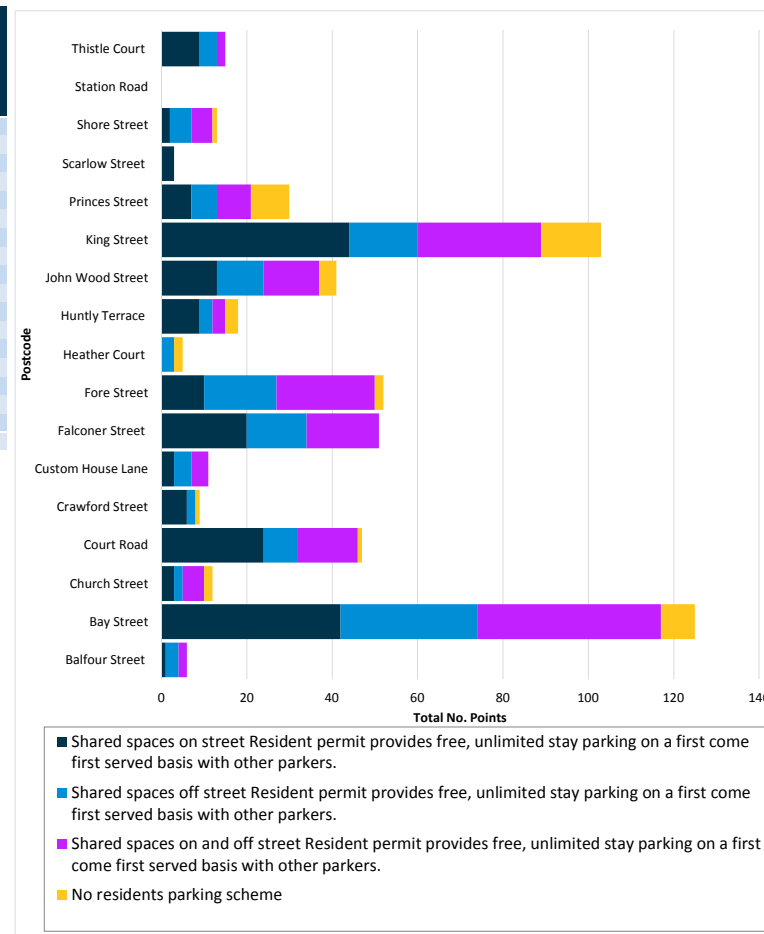
	None	One	Two	Three	More Than Three
Balfour Street	0%	100%	0%	0%	0%
Bay Street	21%	71%	0%	4%	4%
Church Street	0%	100%	0%	0%	0%
Court Road	10%	60%	20%	*Other	10%
Crawford Street	50%	50%	0%	0%	0%
Custom House Lane	33%	33%	33%	0%	0%
Falconer Street	0%	0%	0%	0%	0%
Fore Street	23%	62%	8%	0%	8%
Heather Court	0%	100%	0%	0%	0%
Huntly Terrace	0%	50%	50%	0%	0%
John Wood Street	13%	63%	13%	0%	13%
King Street	24%	57%	5%	5%	10%
Princes Street	20%	40%	0%	40%	0%
Scarlow Street	0%	100%	0%	0%	0%
Shore Street	0%	100%	0%	0%	0%
Station Road	0%	0%	0%	0%	0%
Thistle Court	25%	75%	0%	0%	0%
Total	19%	64%	8%	4%	6%



Question: Which type of residents parking would you be most in favour of? (please pick one box in each column)

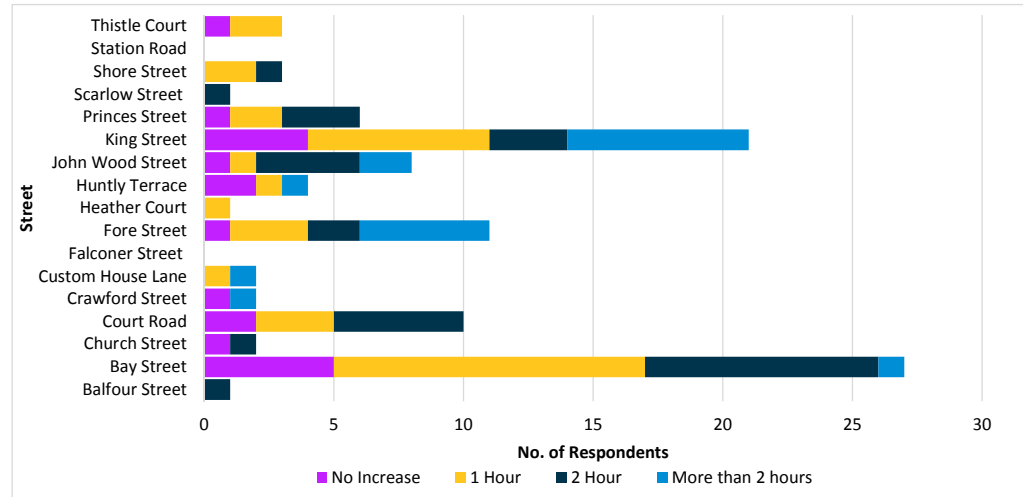
	Shared spaces on street Resident permit provides free, unlimited stay parking on a first come first served basis with other parkers.	Shared spaces off street Resident permit provides free, unlimited stay parking on a first come first served basis with other parkers.	Shared spaces on and off street Resident permit provides free, unlimited stay parking on a first come first served basis with other parkers.	No residents parking scheme	Total
Balfour Street	1	3	2	0	6
Bay Street	42	32	43	8	125
Church Street	3	2	5	2	12
Court Road	24	8	14	1	47
Crawford Street	6	2	0	1	9
Custom House Lane	3	4	4	0	11
Falconer Street	20	14	17	0	51
Fore Street	10	17	23	2	52
Heather Court	0	3	0	2	5
Huntly Terrace	9	3	3	3	18
John Wood Street	13	11	13	4	41
King Street	44	16	29	14	103
Princes Street	7	6	8	9	30
Scarlow Street	3	0	0	0	3
Shore Street	2	5	5	1	13
Station Road	0	0	0	0	0
Thistle Court	9	4	2	0	15
Total	196	130	168	47	541

	Shared spaces on street Resident permit provides free, unlimited stay parking on a first come first served basis with other parkers.	Shared spaces off street Resident permit provides free, unlimited stay parking on a first come first served basis with other parkers.	Shared spaces on and off street Resident permit provides free, unlimited stay parking on a first come first served basis with other parkers.	No residents parking scheme
Balfour Street	17%	50%	33%	0%
Bay Street	34%	26%	34%	6%
Church Street	25%	17%	42%	17%
Court Road	51%	17%	30%	*Other
Crawford Street	67%	22%	0%	11%
Custom House Lane	27%	36%	36%	0%
Falconer Street	39%	27%	33%	0%
Fore Street	19%	33%	44%	4%
Heather Court	0%	60%	0%	40%
Huntly Terrace	50%	17%	17%	17%
John Wood Street	32%	27%	32%	10%
King Street	43%	16%	28%	14%
Princes Street	23%	20%	27%	30%
Scarlow Street	100%	0%	0%	0%
Shore Street	15%	38%	38%	8%
Station Road	0%	0%	0%	0%
Thistle Court	60%	27%	13%	0%
Total	36%	24%	31%	9%



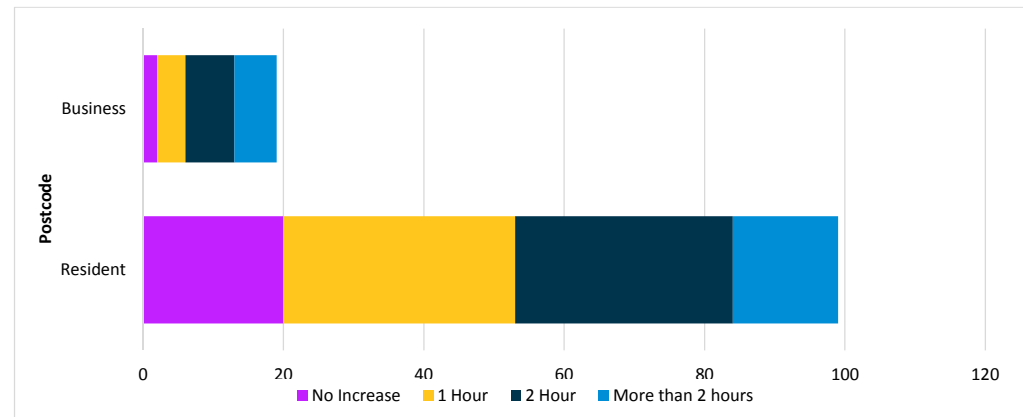
Question: Do you think the length of time you can wait on-street should be increased? It is currently 30 minutes. If so, what should it be increased to?

	No Increase	1 Hour	2 Hour	More than 2 hours	Total
Balfour Street	0	0	1	0	1
Bay Street	5	12	9	1	27
Church Street	1	0	1	0	2
Court Road	2	3	5	0	10
Crawford Street	1	0	0	1	2
Custom House Lane	0	1	0	1	2
Falconer Street	0	0	0	0	0
Fore Street	1	3	2	5	11
Heather Court	0	1	0	0	1
Huntly Terrace	2	1	0	1	4
John Wood Street	1	1	4	2	8
King Street	4	7	3	7	21
Princes Street	1	2	3	0	6
Scarlow Street	0	0	1	0	1
Shore Street	0	2	1	0	3
Station Road	0	0	0	0	0
Thistle Court	1	2	0	0	3
Total	19	35	30	18	102



	No Increase	1 Hour	2 Hour	More than 2 hours	Total
Balfour Street	0%	0%	100%	0%	1%
Bay Street	19%	44%	33%	4%	26%
Church Street	50%	0%	50%	*Other	2%
Court Road	20%	30%	50%	0%	10%
Crawford Street	50%	0%	0%	50%	2%
Custom House Lane	0%	50%	0%	50%	2%
Falconer Street	0%	0%	0%	0%	0%
Fore Street	9%	27%	18%	45%	11%
Heather Court	0%	100%	0%	0%	1%
Huntly Terrace	50%	25%	0%	25%	4%
John Wood Street	13%	13%	50%	25%	8%
King Street	19%	33%	14%	33%	21%
Princes Street	17%	33%	50%	0%	6%
Scarlow Street	0%	0%	100%	0%	1%
Shore Street	0%	67%	33%	0%	3%
Station Road	0%	0%	0%	0%	0%
Thistle Court	33%	67%	0%	0%	3%
Total	19%	34%	29%	18%	100%

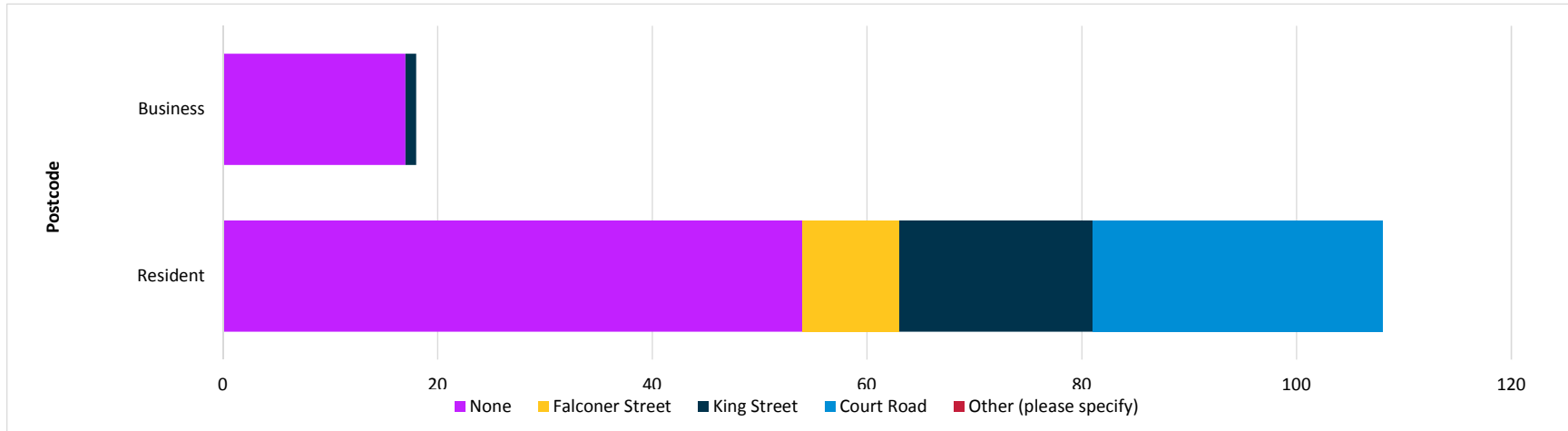
	No Increase	1 Hour	2 Hour	More than 2 hours	Total
Resident	20	33	31	15	99
Business	2	4	7	6	19
Resident	20%	33%	31%	15%	
Business	11%	21%	37%	32%	



Question: Should waiting restrictions be introduced on any of these streets which currently have no waiting limit?

	None	Falconer Street	King Street	Court Road	Other (please specify)
Resident	54	9	18	27	0
Business	17	0	1	0	0
Total	71	9	19	27	0

	None	Falconer Street	King Street	Court Road	Other (please specify)	Total
Resident	50%	8%	17%	25%	0%	100%
Business	94%	0%	6%	0%	0%	100%



Appendix D Maps

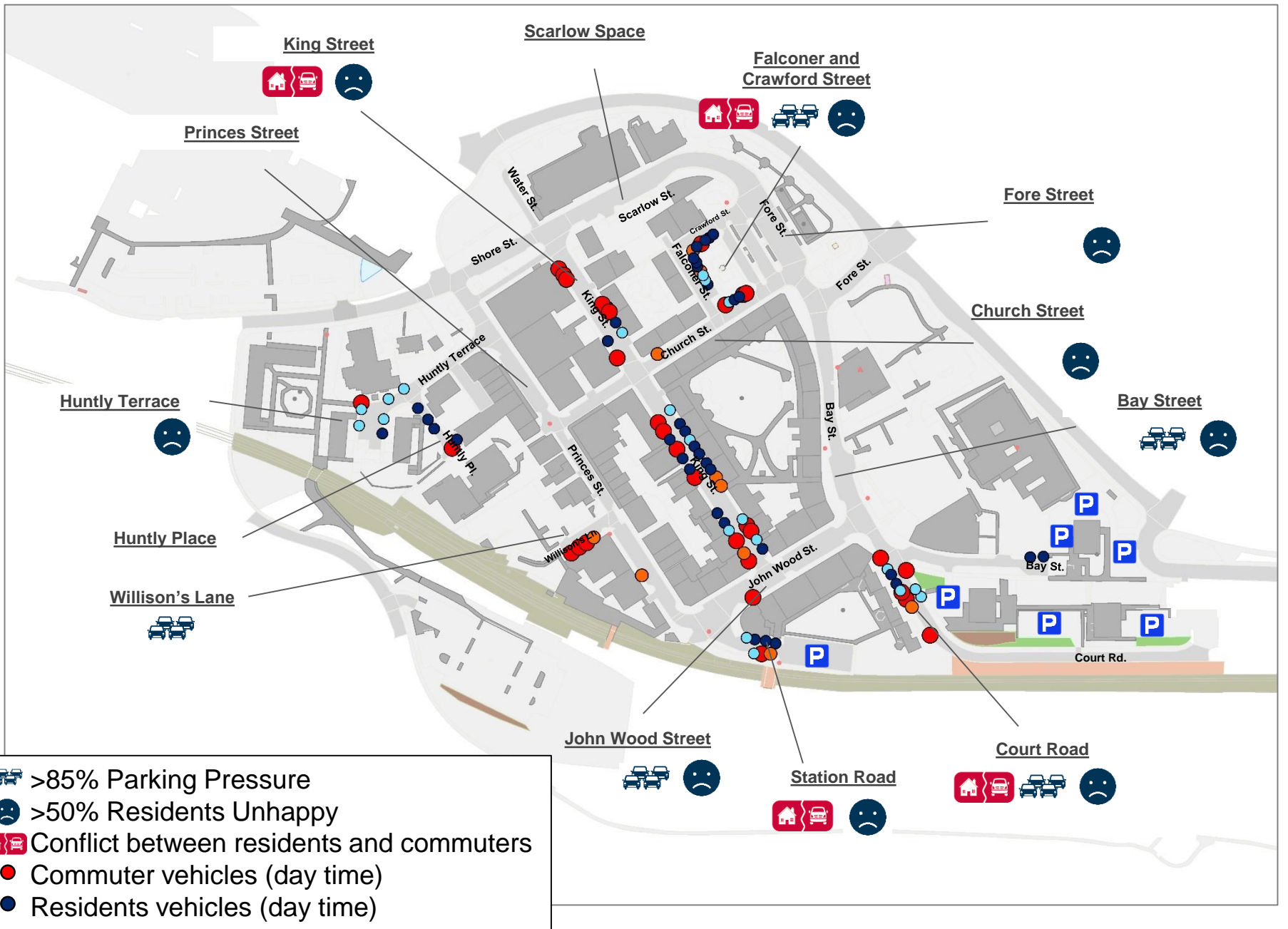


Figure 6.1 Overview of RPPS Criteria by Street

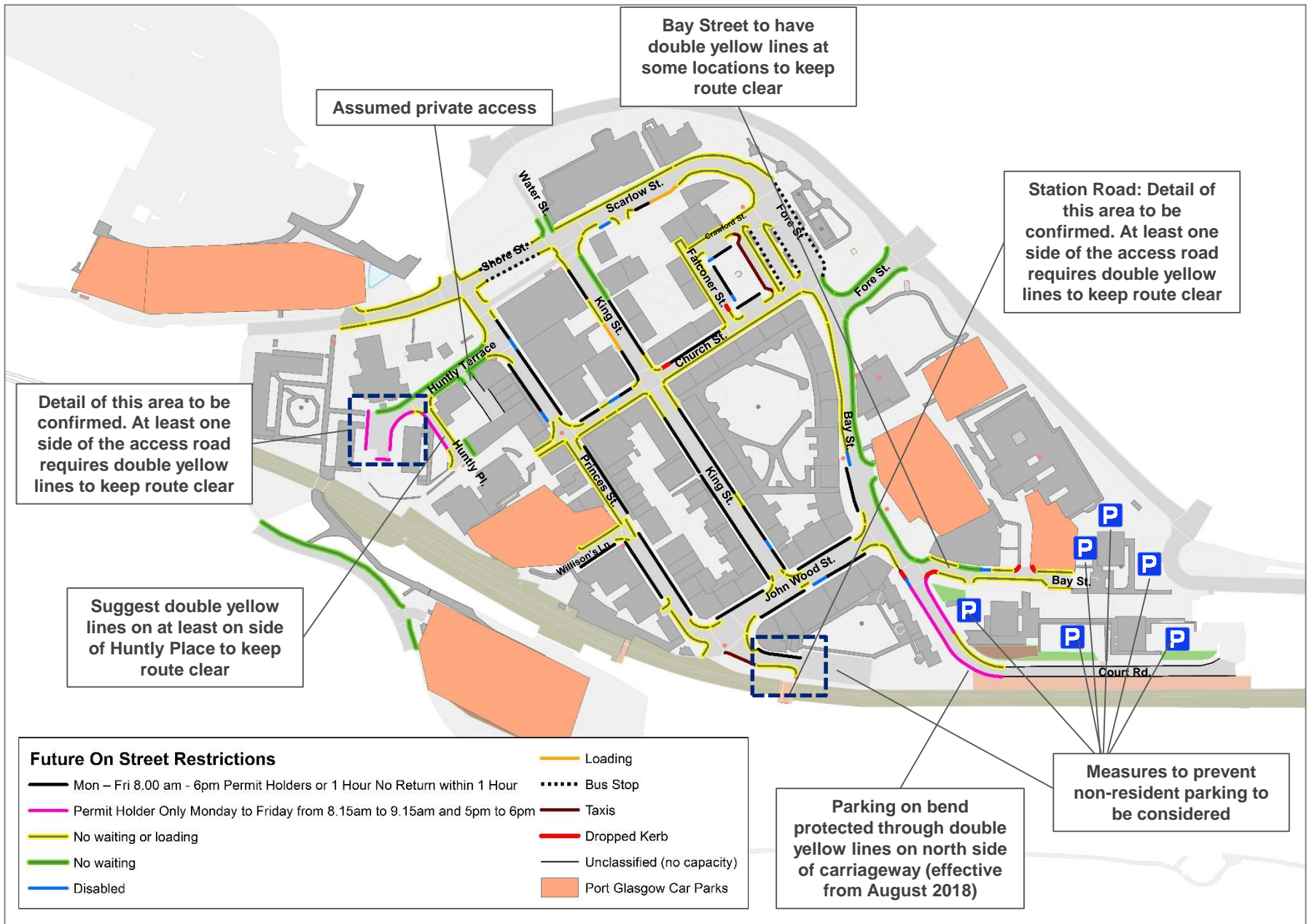


Figure 7.1 New Parking Restrictions

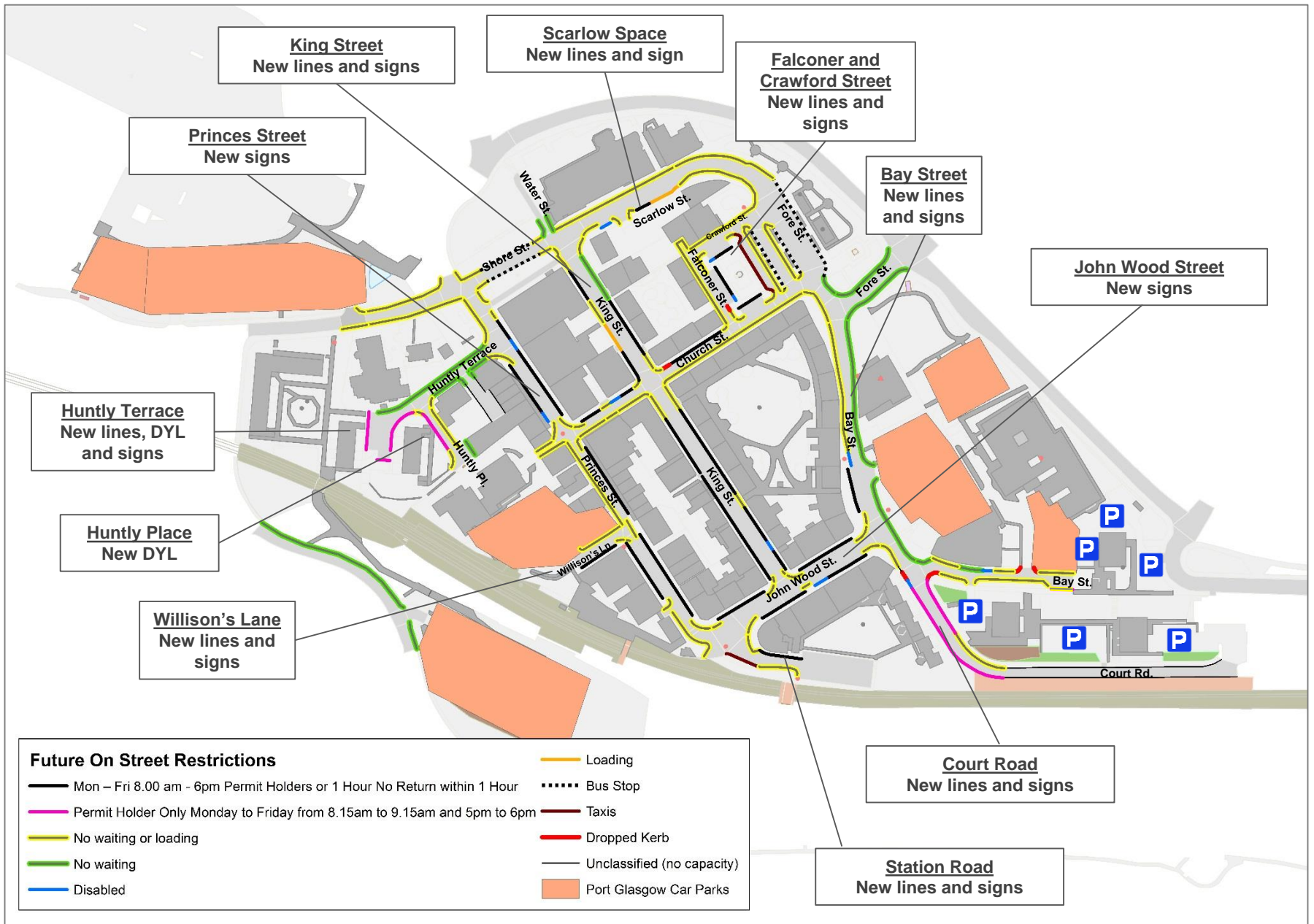


Figure 7.2 Overview of Physical Works

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All of our work, from the engineering of landmark buildings and critical infrastructure to the spatial planning and economic evidence in support of development, is evidence based and informed by a deep understanding of what it takes to deliver construction.

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International

Czech Republic
Germany
Slovakia

Services

Transport Planning
Energy and Buildings
Civil Engineering
Water, Environment and Geotechnical
Planning, Development and Economics

Report To:	Environment & Regeneration Committee	Date: 16 January 2019
Report By:	Corporate Director Environment, Regeneration and Resources	Report No: ERC/RT/GMcF/18.608
Contact Officer:	Gail MacFarlane	Contact No: 01475 712038
Subject:	Larkfield Road/George Road Junction Assessment	

1.0 PURPOSE

- 1.1 To advise the Committee on the outcome of the Larkfield Road/George Road junction assessment.
- 1.2 This report lists options to improve the operation of the junction.

2.0 SUMMARY

- 2.1 The Council received a petition with 1,177 signatures to install traffic lights at the junction of Larkfield Road and George Road. Prior to going to the Petitions Committee, the Head of Legal and Property Services, the Head of Environmental and Commercial Service and the Petitioner agreed that a Traffic Options Appraisal would be undertaken.
- 2.2 The Roads Service employed a consultant to carry out a transport assessment in 2019 to improve the operation of the junction.
- 2.3 The study assessed present operation of the junction and proposed the following improvements:
 - Full Signalisation
 - Signalised Pedestrian Crossing on Larkfield
 - Mini Roundabout
 - Small Roundabout
 - Pedestrian Crossing Upgrades
 - Prohibition of Vehicle Movements on George Road
 - Stopping Access to George Road
 - One Way System on George Road (Eastbound or Westbound)
 - Relief Road from Larkfield to Drumstantie Road
 - Relief Road Kirn Drive to Earnhill Road
 - Banned Turning Movements
- 2.4 The report narrows the options down to the following:
 - Junction Signalised
 - Signalised Pedestrian Crossing on Larkfield Road
 - Uncontrolled or zebra pedestrian crossing with raised tables
 - Pedestrian Crossing Upgrades
 - Relief Road Kirn Drive to Earnhill Road and One Way System on George Road (Eastbound or Westbound)

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee notes the findings in the Larkfield Road Options Appraisal report.
- 3.2 It is recommended that the Committee approves the reduced list of options for public consultation.
- 3.3 It is recommended that the Committee remits to the Head of Roads and Transportation to undertake a public consultation and proceed to detailed design and costing on the top 2 projects.

Gail Macfarlane
Shared Head of Service

4.0 BACKGROUND

4.1 The Council received a petition with 1,177 signatures to install traffic lights at the junction of Larkfield Road and George Road. Prior to going to the Petitions Committee, the Head of Legal and Property Services, the Head of Environmental and Commercial Service and the Petitioner agreed that a Traffic Options Appraisal would be undertaken.

4.2 The Roads Service employed a consultant to carry out a transport assessment to improve the operation of the junction. The purpose of the transport assessment was to:

- Review the road safety history of the area and ascertain any potential issues at the junction, accessibility for non-motorised users including the implications for school travel, assessment of traffic volumes and vehicle operation considering peak time performance;
- Comment on the current suitability of the current junction configuration. Consider a range of improvement options;
- Review and evaluate challenges and benefits, likely costs and acceptability of the scheme to key stakeholders and local groups; and
- Considering the current constraints and other key factors such as accessibility, affordability and deliverability, produce a recommended option for the junction.

4.3 Following the public consultation the keys issues were established as:

- Reduce traffic speed
- Reduce vehicle turning conflicts
- Increase crossing safety

4.4 The consultant evaluated each option and discounted some that feasibly could not be delivered this is summarised below:

1. Junction Signalisation

Benefits

Reduce speeds
Assist cars exiting George and Hilltop Road
Priority for pedestrians

Concerns

Conflicts with driveways
Safe operation exiting from Lambeth Walk and this may require signalisation
Visibility at stop lines impaired by Scottish Power Sub Station and private gardens
Realignment of approaches not feasible
Additional vehicle queuing on Larkfield Road
Visual impact on the residents in close proximity
Widen Lambeth Walk and construct a retaining wall
Increase in delay as the lights will have 8 different phases

Summary

This proposal will be being taken forward to public consultation however the topography of the junction reduces visibility and the installation of the lights and all the different phases will actually increase the delay on all arms of the junction.

2. Signalised Pedestrian Crossing

Benefits

Reduce speeds
Priority for pedestrians
There will be no concern with visibility as crossing can be positioned optimally

Concerns

Signals will increase journey times off peak
Congestion peak times
Visual impact on the residents in close proximity

Summary

This option will be taken forward to public consultation as it provides the benefit of reducing speed and improving the pedestrian access across Larkfield Road, however it does not help

the pedestrian access across George Road and Larkfield Road.

3. **Mini Roundabout**

Benefits

Removes conflicts between turning movements
Reduce queuing and delays for all approaches

Concerns

Geometric constraints of the junction
Narrowing of carriageway will cause further issues for large turning vehicles
Drivers may choose to ignore changes
Lambeth Walk stop lines would have to be moved, resulting in the construction of a retaining wall.

Summary

This option will not be taken forward as the topography of the surrounding area will cause issues for large vehicles.

4. **Small Conventional Roundabout**

Benefits

Removes conflicts between turning movements
Improve road safety
Reduce queuing and delays for all approaches
The raised roundabout will reduce speeds on approach

Concerns

Geometric constraints the minimum diameter of a roundabout is 28m. There is no room at the junction for this.

Summary

There is no room to construct a 28m radius roundabout.

5. **Priority Change** (Reallocating priority to George and Larkfield Road)

Benefits

Provides right of way for George and Larkfield Road
Reduces speed on Larkfield Road

Concerns

Delays on Larkfield Road when that is the dominant route
Re-routing of traffic in the area caused by delays on Larkfield Road

Summary

This option is not taken forward as it will increase delay on the dominant road.

6. **Network Management** (Bus and emergency access to George Road)

Benefits

Junction would act as 3 arm junction with only bus movements down George Road
Reduces conflicting vehicle movements

Concerns

Re-allocation of traffic could result in delays elsewhere
Restrictions would be self-enforcing and drivers may ignore
May encourage speeding on Larkfield Road
Increase journey times
Increase journey time for firemen getting to the station

Summary

This option will not be taken forward as it will be difficult to enforce and it will cause delay for firefighters travelling to the Gourock fire station.

7. **Pedestrian Crossing** (raised table at crossing or zebra crossing)

Benefits

Reduces speed on approach
Promotes safer crossing for pedestrians
Zebra would cause drivers to stop for pedestrians
Crossings can accommodate vulnerable users

Concerns

Zebra not advised where average speeds are greater than 30mph.
Speed reduction measure would need to be introduced
A refuge island would impede on large turning vehicles

Summary

This option will be taken forward to public consultation as it assists with pedestrian movement and also slows traffic and the reduced traffic speed will assist vehicles exiting Hilltop and Larkfield Road.

8. One-way System on George Road

Benefits

Would only add a small benefit by either banning traffic coming in or out of George Road
Would reduce conflict

Concerns

Additional traffic at other junctions
There would still be turning conflict at other junctions
Traffic speed on Larkfield Road would not reduce

Summary

This option could not be taken on its own it would have to be developed with option 9 to provide a one-way circular route. This will reduce conflict at the Hilltop junction. This option and option 9 below will be taken forward to public consultation together.

9. Relief Road from Larkfield Road to Drumshantie Road (one-way loop)

Benefits

Reduce conflict at the Hilltop Junction
Would increase parking on George Road as it would be one-way
Reduce delay at Hilltop junction

Concerns

Junction spacing on Larkfield Road for the new road
Increase in journey time.

Summary

Taken forward to public consultation with option 8.

10. Relief Road from Kirn Drive to Earnhill Road

Benefits

Re-route trips away from Hilltop Junction
Reduce delay at Hilltop junction

Concerns

Topography of the land would make this option unviable

Summary

Not taken forward due to the topography of the ground.

- 4.5 The junction and the topography of the surrounding area is challenging as has been highlighted by the number of options that have been considered and consequently discounted because they feasibly cannot be taken forward.

5.0 PROPOSALS

- 5.1 It is proposed to take the following options back to consultation:

- Junction Signalised
- Signalised Pedestrian Crossing on Larkfield Road
- Uncontrolled or zebra pedestrian crossing with raised tables
- Relief Road Kirn Drive to Earnhill Road and One Way System on George Road (Eastbound or Westbound)

- 5.2 Some of the options that will be presented at the public consultation may be taken together for example, one way on George Road, uncontrolled crossing and relief road.

6.0 IMPLICATIONS

Finance

- 6.1 Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
	Roads and Feasibility	20/21	15,000		Revenue to prepare detailed design for the top two schemes.

Annually recurring costs:

Cost Centre	Budget Heading	Budget Years	Proposed spend this report (£000s)	Virement from	Other comments
N/A					

6.2 Legal

There are no legal implications arising from this report.

6.3 Human Resources

There are no specific HR implications arising from this report.

6.4 Equalities

There are no direct equalities implications arising from this report.

6.5 Repopulation

There are no direct repopulation implications arising from this report.

7.0 CONSULTATIONS

7.1 The Head of Legal and Property Services and the Chief Financial Officer have been consulted on this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 Options Appraisal Report–Larkfield Road/George Road/Hilltop Road 28th November 2019
Larkfield Road Options Study, Signals Development 14th October 2019
Larkfield Road Options Study, Network Management Options 21st June 2019

Report To:	ENVIRONMENT & REGENERATION COMMITTEE	Date:	16 January 2019
Report By:	CORPORATE DIRECTOR, ENVIRONMENT, REGENERATION & RESOURCES	Report No:	LP/003/20
Contact Officer:	LINDSAY CARRICK	Contact No:	01475 712114
Subject:	PROPOSED TRAFFIC REGULATION ORDER – DISABLED PERSONS’ PARKING PLACES (ON STREET) ORDER No. 4 2019		

1.0 PURPOSE

- 1.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation Act 1984 as amended and under the Council’s Scheme of Administration the Shared Head of Service Roads is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 1.2 The purpose of the report is to introduce the proposed Traffic Regulation Order – The Inverclyde Council Disabled Persons’ Parking Places (On-Street) Order No. 4 2019.

2.0 SUMMARY

- 2.1 In order to comply with The Disabled Persons’ Parking Places (Scotland) Act 2009, Section 5, it is proposed to introduce a Traffic Regulation Order to accompany the provision of parking places for the disabled. This will restrict parking to drivers displaying a Disabled Person’s Badge only and will enable enforcement of such restrictions. The proposed Order will also revoke those parking places no longer required in order to maximise street parking capacity.
- 2.2 The provision of on-street parking places for use by disabled drivers, who are the holders of a Disabled Person’s Badge, is regulated by The Disabled Persons’ Parking Places (Scotland) Act 2009. Inverclyde Council is required to promote a Traffic Regulation Order to regulate the use of such parking places.

3.0 RECOMMENDATIONS

- 3.1 That the Committee recommend to the Inverclyde Council the making of the Traffic Regulation Order – Disabled Persons’ Parking Places (On-Street) Order No. 4 2019 and remit it to the Shared Head of Service Roads and the Head of Legal and Property Services to arrange for its implementation.

4.0 BACKGROUND

- 4.1 There are currently no Traffic Regulation Orders that exist at the locations shown in the schedule which would prohibit the allocation of parking places for Disabled Person's Badge holders.
- 4.2 Objections in relation to the disabled parking bay at 51 Bridgend Avenue, Port Glasgow were received to the proposed Order. To avoid further delay for the other applications for disabled parking bays, 51 Bridgend Avenue has now been removed from the proposed Order and will be the subject of a new Traffic Regulation Order in due course.
- 4.3 The Committee is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

6.0 IMPLICATIONS

6.1 Finance

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

6.2 Legal

There are no legal implications arising from this report.

6.3 Human Resources

There are no HR implications arising from this report.

6.4 Equalities

Equalities

- (a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

6.5 Repopulation

There are no repopulation implications arising from this report.

7.0 CONSULTATIONS

7.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Shared Head of Service Roads, the Head of Legal and Property Services and at Central, Port Glasgow, Southwest and Gourock Libraries. A copy of the draft Order forms appendix 1.

Appendix 1

8.0 BACKGROUND PAPERS

8.1 None

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES
(ON-STREET) ORDER NO.4 2019
TRAFFIC REGULATION ORDER

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES (ON-STREET)
ORDER NO.4 2019

The Inverclyde Council in exercise of the powers conferred on them by Section 32(1) of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act hereby make the following Order.

1. This Order may be cited as "The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order No. 4 2019" and shall come into operation on #####.

2. In this Order the following expressions have the meanings hereby assigned to them:-

"Council" means The Inverclyde Council or its successors as Roads Authority;

"disabled person's badge" means:

(a) a badge issued under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (as amended);

(b) a badge issued under a provision of the law of Northern Ireland corresponding to that section; or

(c) a badge issued by any member State other than the United Kingdom for purposes corresponding to the purposes for which badges under that section are issued;

and which has not ceased to be in force;

"disabled person's vehicle" means a vehicle lawfully displaying a disabled person's badge;

"parking attendant" means a person employed in accordance with Section 63A of the Act to carry out the functions therein;

"parking place" means an area of land specified by number and name in Columns 1 and 2 in the Schedule to this Order;

"traffic sign" means a sign prescribed or authorised under Section 64 of the Act; and

"vehicle" unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power.

3. The Schedule titled "Disabled Persons' Parking Places (On Street) Order No. 4 2019" forms the Schedule to this Order.

4. Each area of road which is described in the Schedule Part 1 to this Order and the plans relative to this Order is hereby designated as a parking place.

5. The parking places shall only be used for the leaving of disabled persons' vehicles displaying a valid disabled person's badge.

6. The limits of each parking place shall be indicated on the carriageway as prescribed by The Traffic Signs Regulations and General Directions 2016, as amended.

7. Every vehicle left in any parking place shall stand such that no parking place is occupied by more than one vehicle and that every part of the vehicle is within the limits of the parking place provided that, where the length of a vehicle precludes compliance with this paragraph, such vehicle shall be deemed to be within the limits of a parking place if:-

the extreme front portion or, as the case may be, the extreme rear portion of the vehicle is within 300mm of an indication on the carriageway provided under this Order in relation to the parking place; and

the vehicle, or any part thereof, is not within the limits of any adjoining parking place.

8. Any person duly authorised by the Council or a police officer in uniform or a traffic warden or parking attendant may move or cause to be moved in case of any emergency, to any place they think fit, vehicles left in a parking place.

9. Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever such suspension is considered reasonably necessary:-

for the purpose of facilitating the movement of traffic or promoting its safety;

for the purpose of any building operation, demolition, or excavation in or adjacent to the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe, apparatus for the supply of gas, water electricity or of any telecommunications apparatus, traffic sign or parking meter;

for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwellinghouse to another or the removal of furniture from such premises to a depository or to such premises from a depository;

on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or

for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions.

10. A police officer in uniform may suspend for not longer than twenty four hours the use of a parking place or part thereof whenever such suspension is considered reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.

11. This Order insofar as it relates to the parking places to be revoked (R) and amended, as specified in the Schedule Part 2 to this Order, partially revokes and amends The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order Nos.02/1999, 02/2007, 03/2013, 04/2013, 03/2014, 04/2014, 02/2015, 01/2016 and 01/2017 respectively.

Sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by #####, Proper Officer, on the ##### day of #####, Two Thousand and #####.

DRAFT

INVERCLYDE COUNCIL

DISABLED PERSONS' PARKING PLACES (ON-STREET) ORDER No.4 2019

Rev D

SCHEDULE (Part 1)

All and whole that area of ground as described in Column 2 in the table below:

Column 1	Column 2
<u>Ref No.</u>	<u>Address of Disabled Person's Parking Place to be created "ex-adverso"</u>
1932	36 Oxford Road, Greenock
1935	39 Blairmore Road, Greenock
1937	29 Cumberae Avenue, Port Glasgow
1938	88 Fancy Farm Road, Greenock
1941	30 Neil Street, Greenock
1942	42 Lincoln Road, Greenock
1947	28c Ardgowan Road, Greenock
1950	86 Cloch Road, Gourrock
1953	47 Westmorland Road, Greenock
1956	32 Ardgowan Square, Greenock
1958	14 Iona Road, Port Glasgow
1959	70 Wallace Street, Greenock

INVERCLYDE COUNCIL

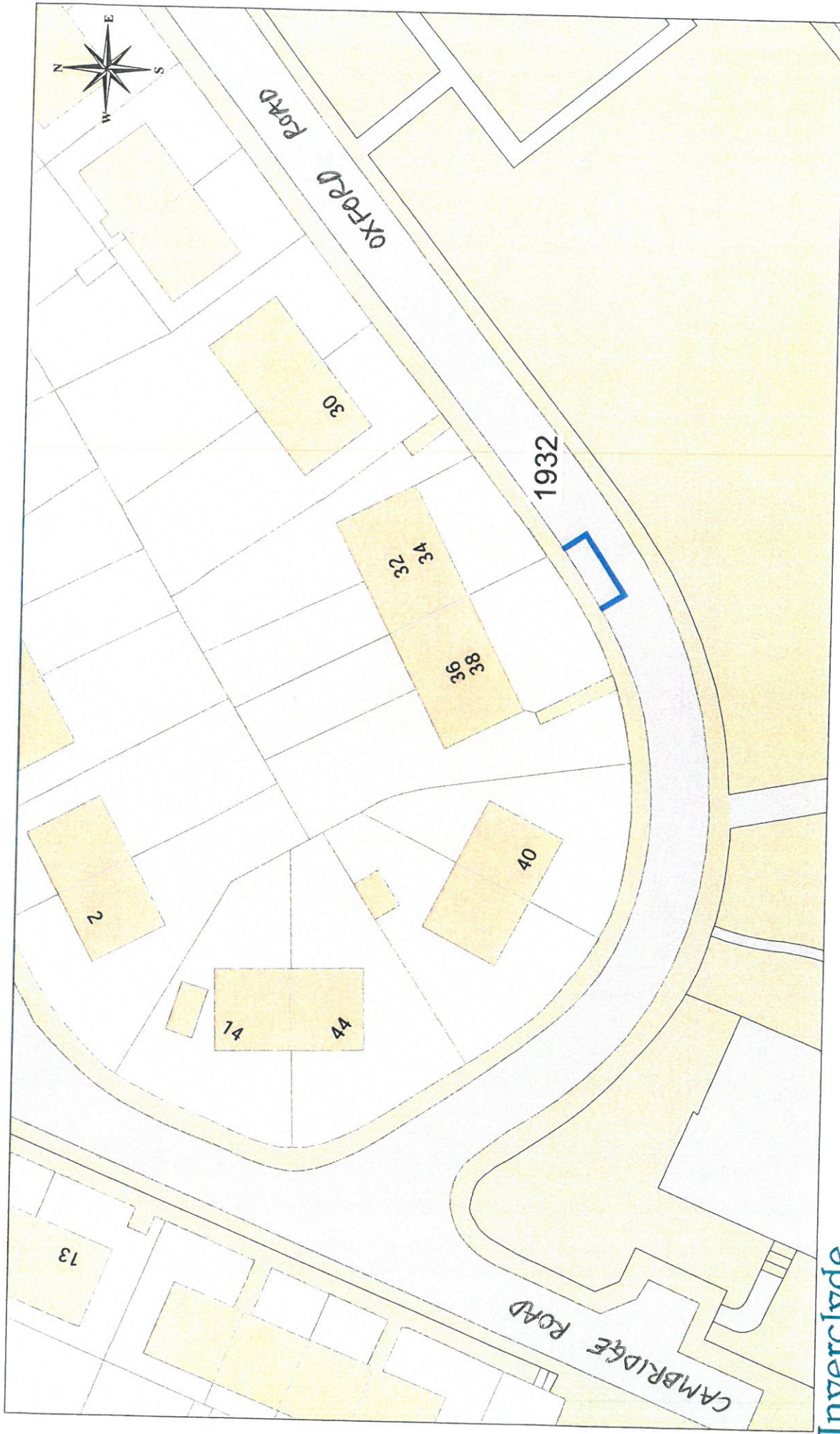
**DISABLED PERSONS' PARKING PLACES (ON-STREET)
ORDER No.4 2019**

Rev D

SCHEDULE (Part 2)

All and whole that area of ground as described in Column 2 in the table below:

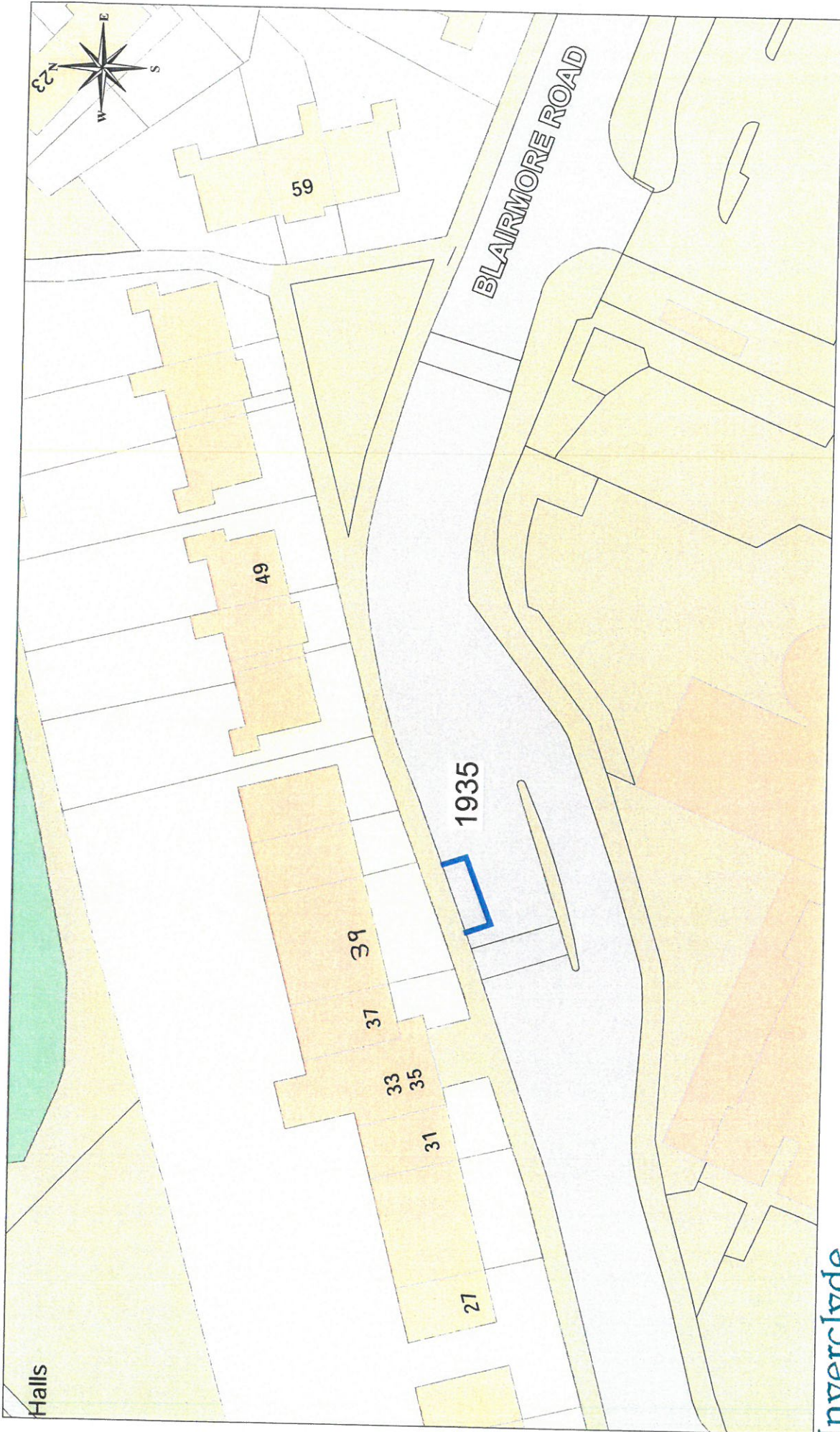
Column 1	Column 2
<u>Ref No.</u>	<u>Address of Disabled Person's Parking Place to be revoked ® "ex-adverso"</u>
9915	3 Watt Street, Greenock ®
0702	75 Westray Avenue, Port Glasgow ®
1314	46A Newton Street, Greenock ®
1366	2 Shaw Place, Greenock ®
1422	16 Northfield Avenue, Port Glasgow ®
1476	1 Larkfield Grove, Greenock ®
1561	36 Shore Street, Gourock ®
1653	58 Pennyfern Road, Greenock ®



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DISABLED PERSONS' PARKING PLACE
36 OXFORD ROAD, GREENOCK
PLACE No. 1932

Inverclyde council
Roads & Transportation
 Environment, Regeneration & Resources
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 Municipal Buildings
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 scott.allan@inverclyde.gov.uk



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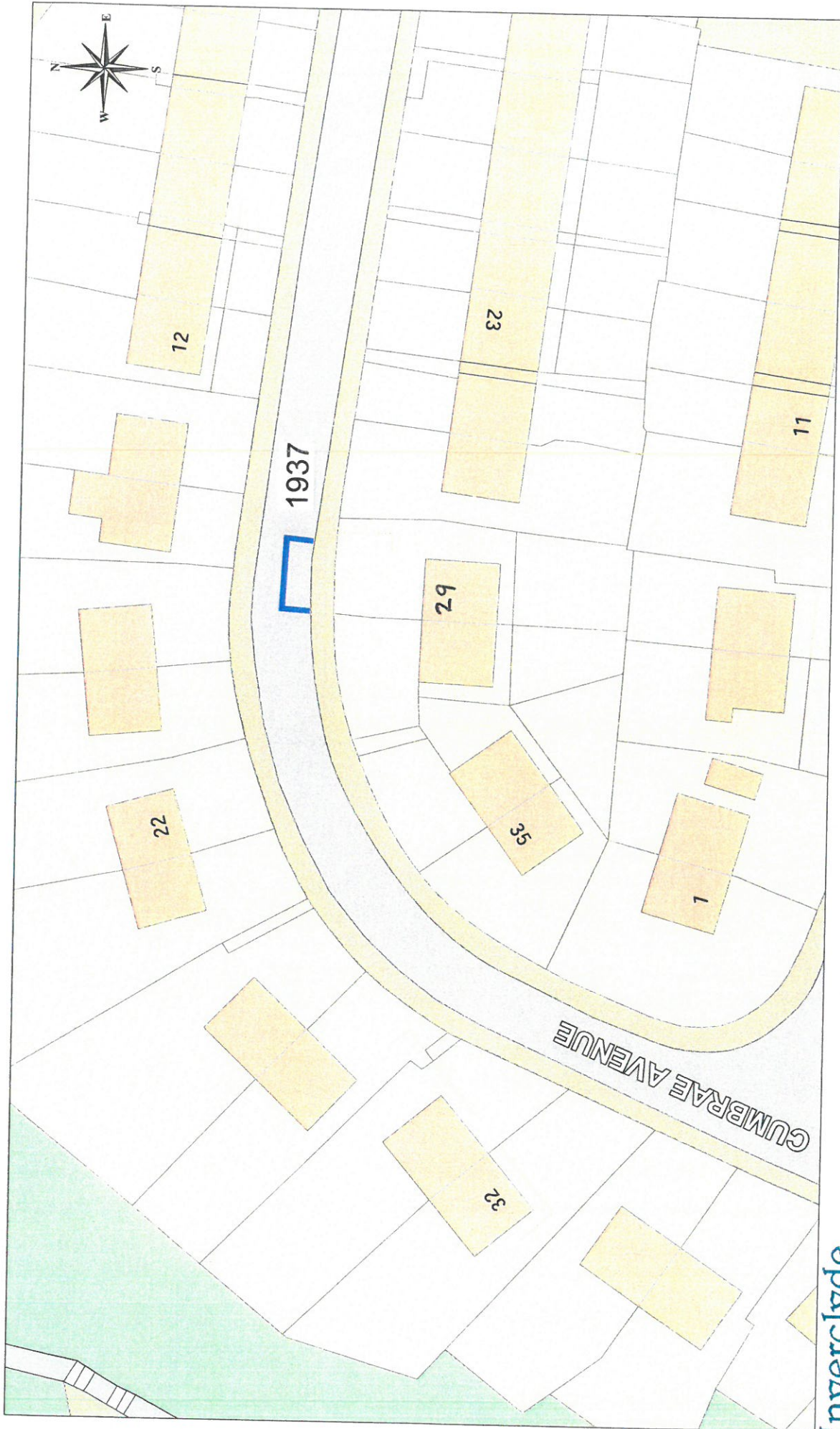
Inverclyde
 council

Roads & Transportation

Environment, Regeneration & Resources
 Corporate Director: Scott Allan BSc., C.Eng., M.I.C.E

Municipal Buildings
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DISABLED PERSONS' PARKING PLACE
 39 BLAIRMORE ROAD, GREENOCK
 PLACE No. 1935



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DISABLED PERSONS' PARKING PLACE
29 CUMBRAE AVENUE, PORT GLASGOW
PLACE No. 1937



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DISABLED PERSONS' PARKING PLACE
 88 FANCY FARM ROAD, GREENOCK
 PLACE No. 1938

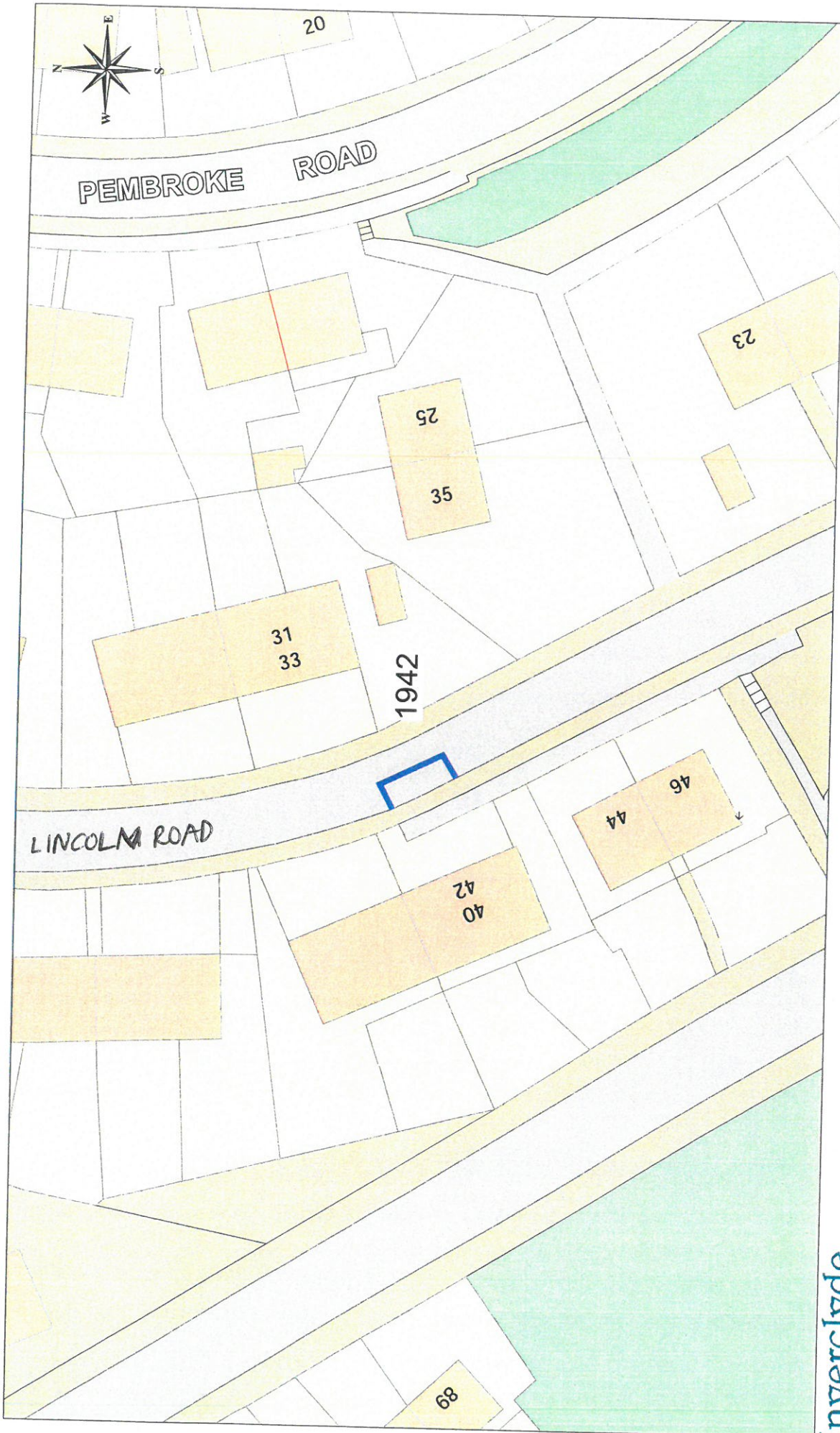


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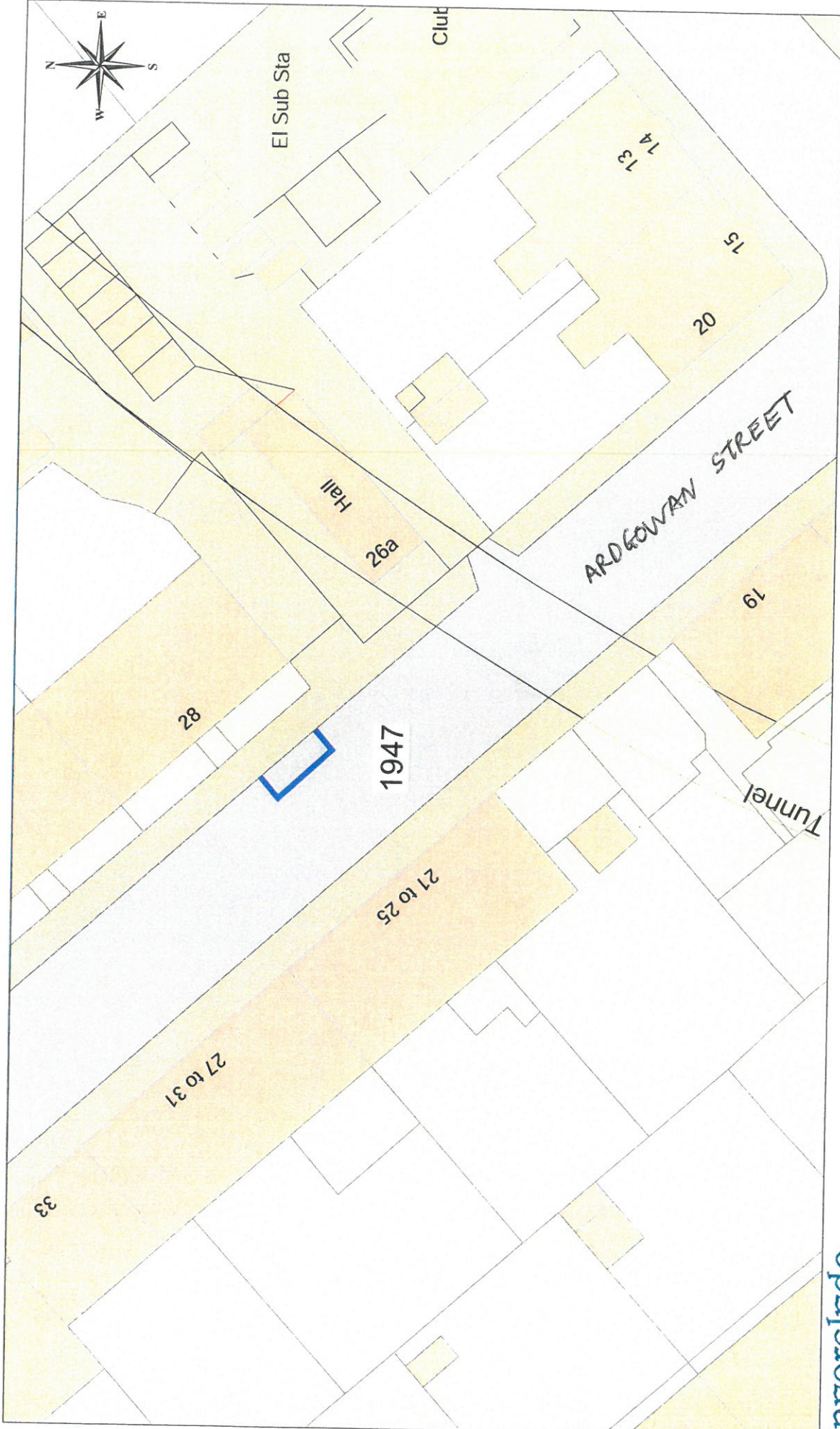
DISABLED PERSONS' PARKING PLACE
 30 NEIL STREET, GREENOCK
 PLACE No. 1941



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DISABLED PERSONS' PARKING PLACE
42 LINCOLN ROAD, GREENOCK
PLACE No. 1942

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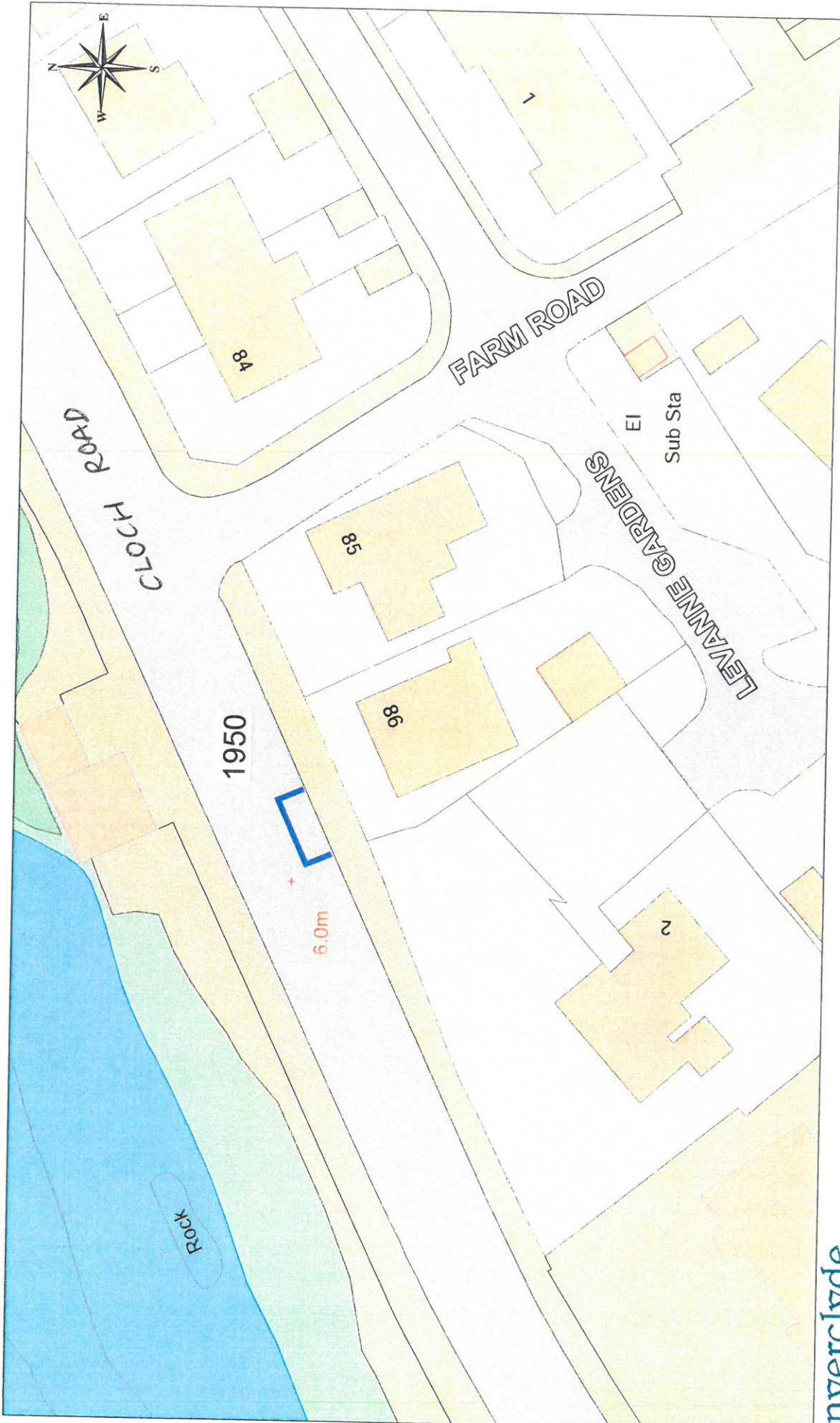


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DISABLED PERSONS' PARKING PLACE
 28C ARDGOWAN STREET, GREENOCK
 PLACE No. 1947

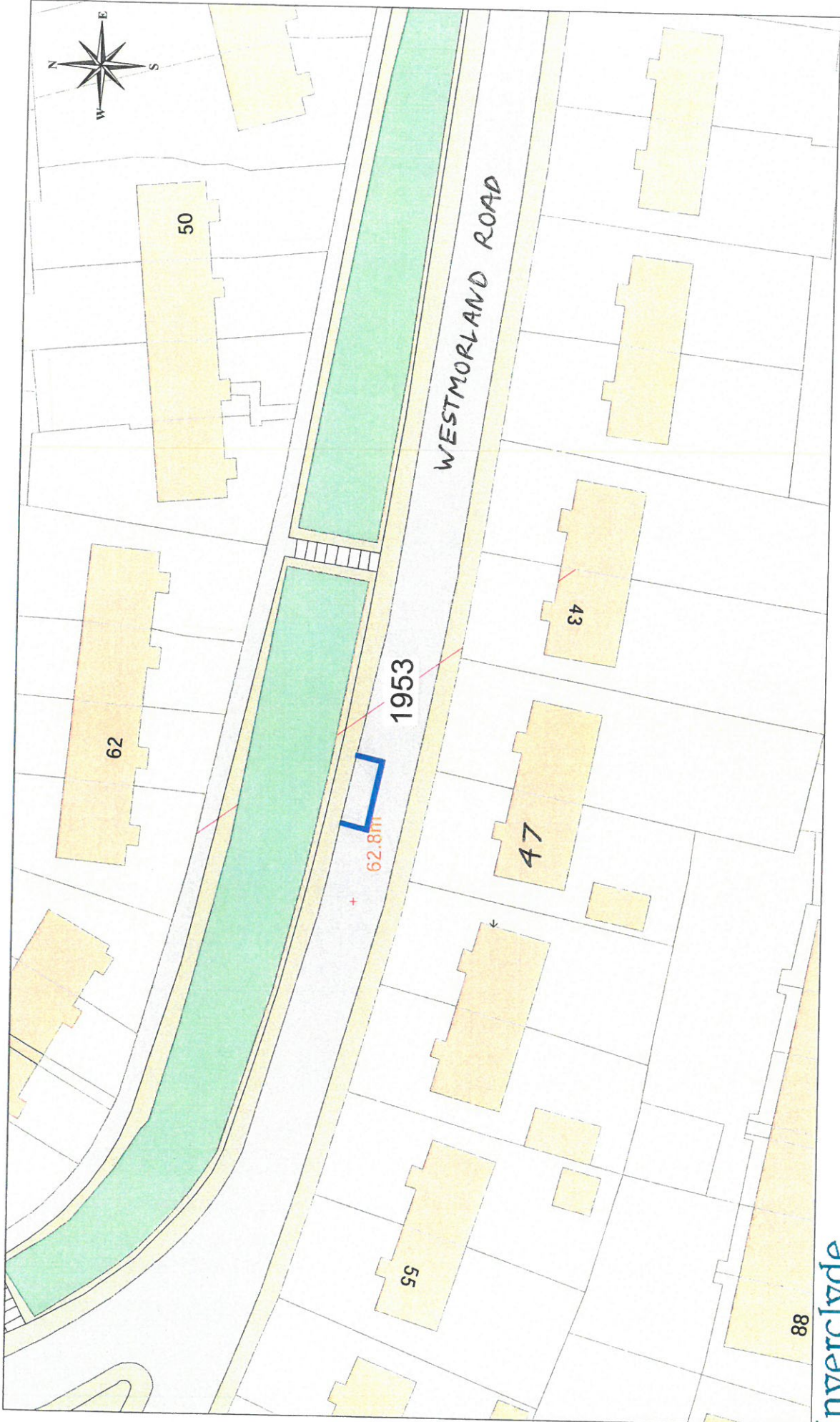


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DISABLED PERSONS' PARKING PLACE
 86 CLOCH ROAD, GOUROCK
 PLACE No. 1950

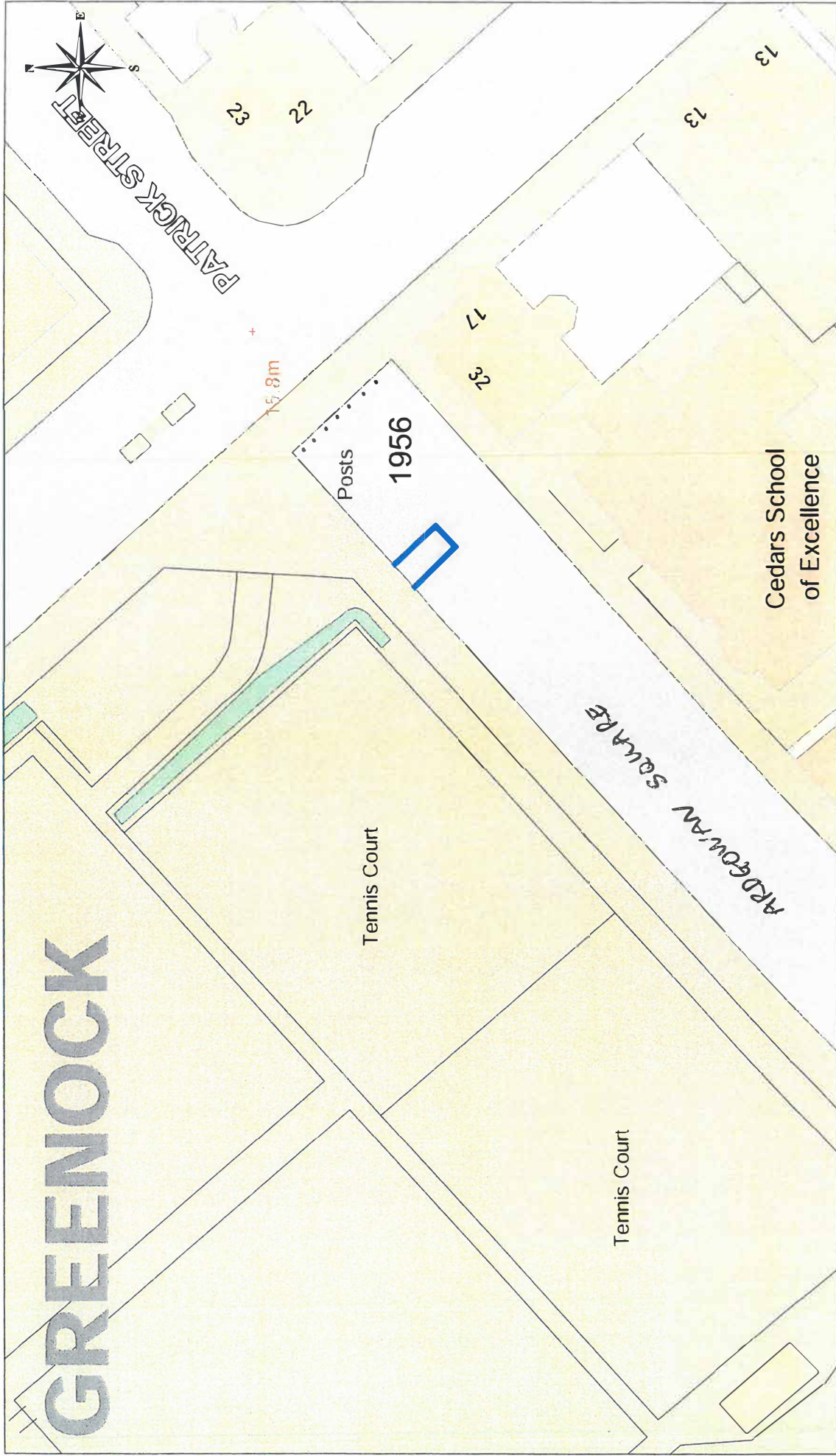


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DISABLED PERSONS' PARKING PLACE
47 WESTMORLAND ROAD, GREENOCK
PLACE No. 1953

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GREENOCK



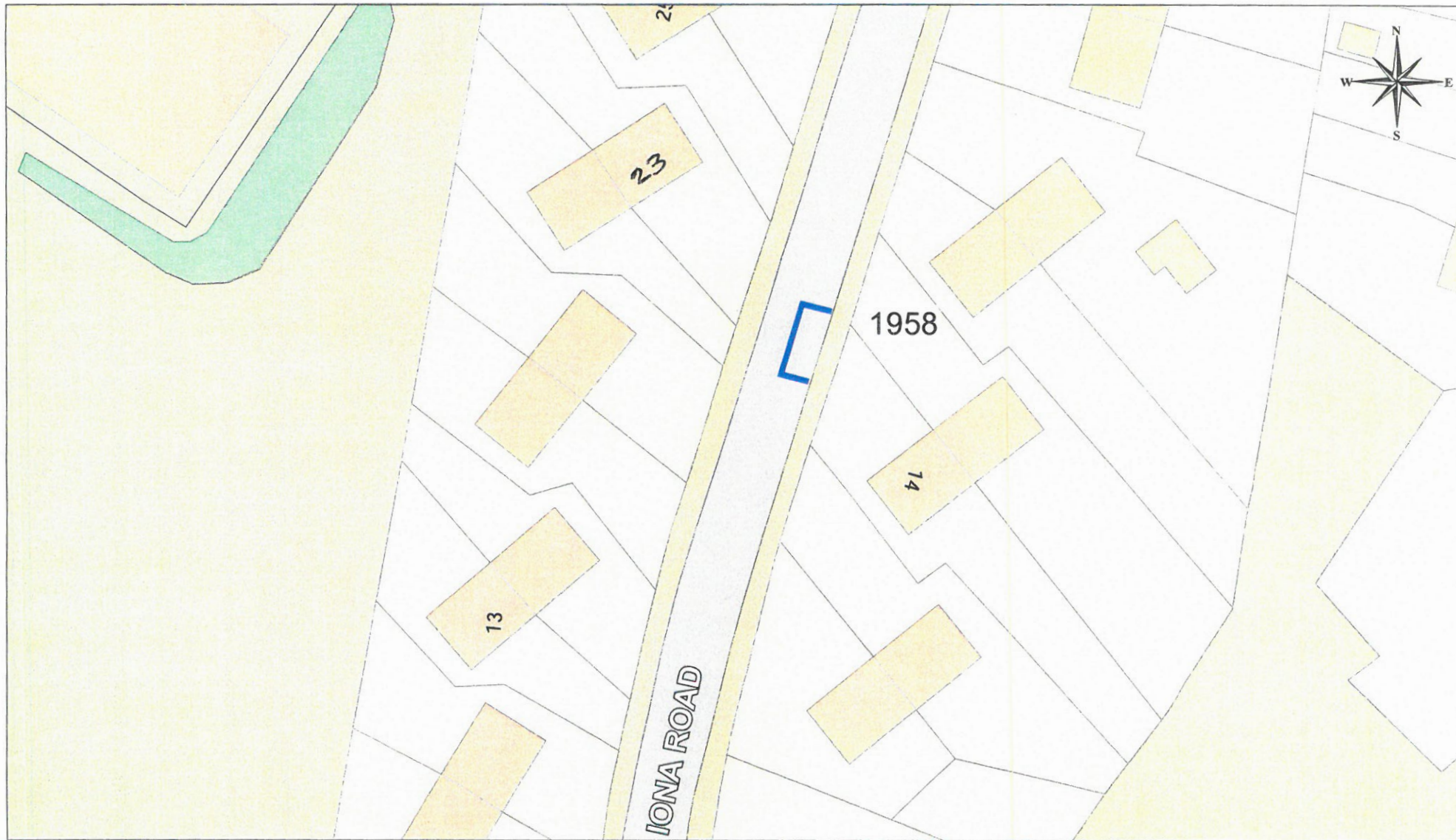
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DISABLED PERSONS' PARKING PLACE
32 ARDGOWAN SQUARE, GREENOCK
PLACE No. 1956

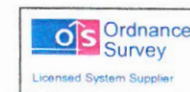


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DISABLED PERSONS' PARKING PLACE
14 IONA ROAD, PORT GLASGOW
PLACE No. 1958



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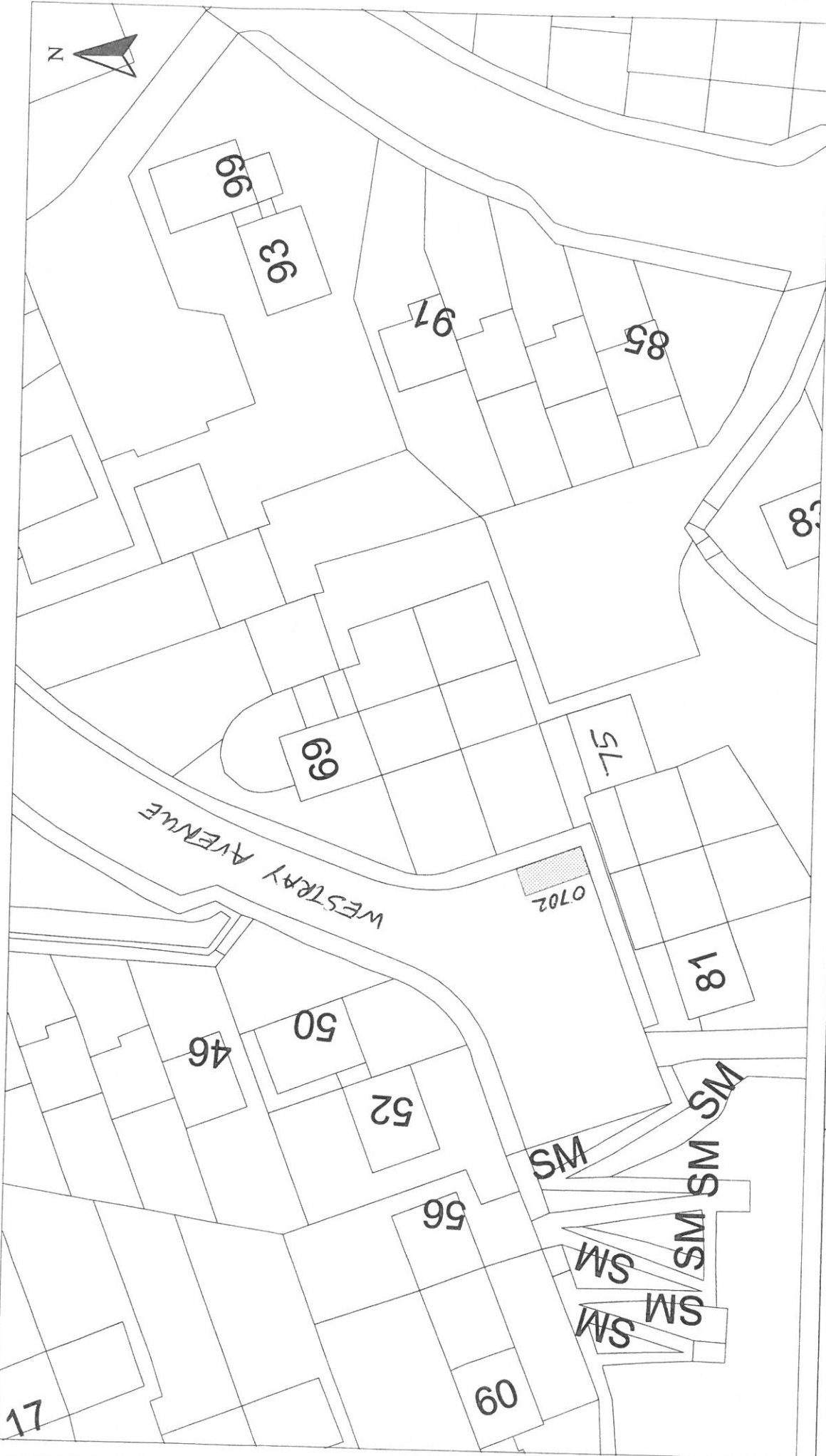
DISABLED PERSONS' PARKING PLACE
 70 WALLACE STREET, GREENOCK
 PLACE No. 1959



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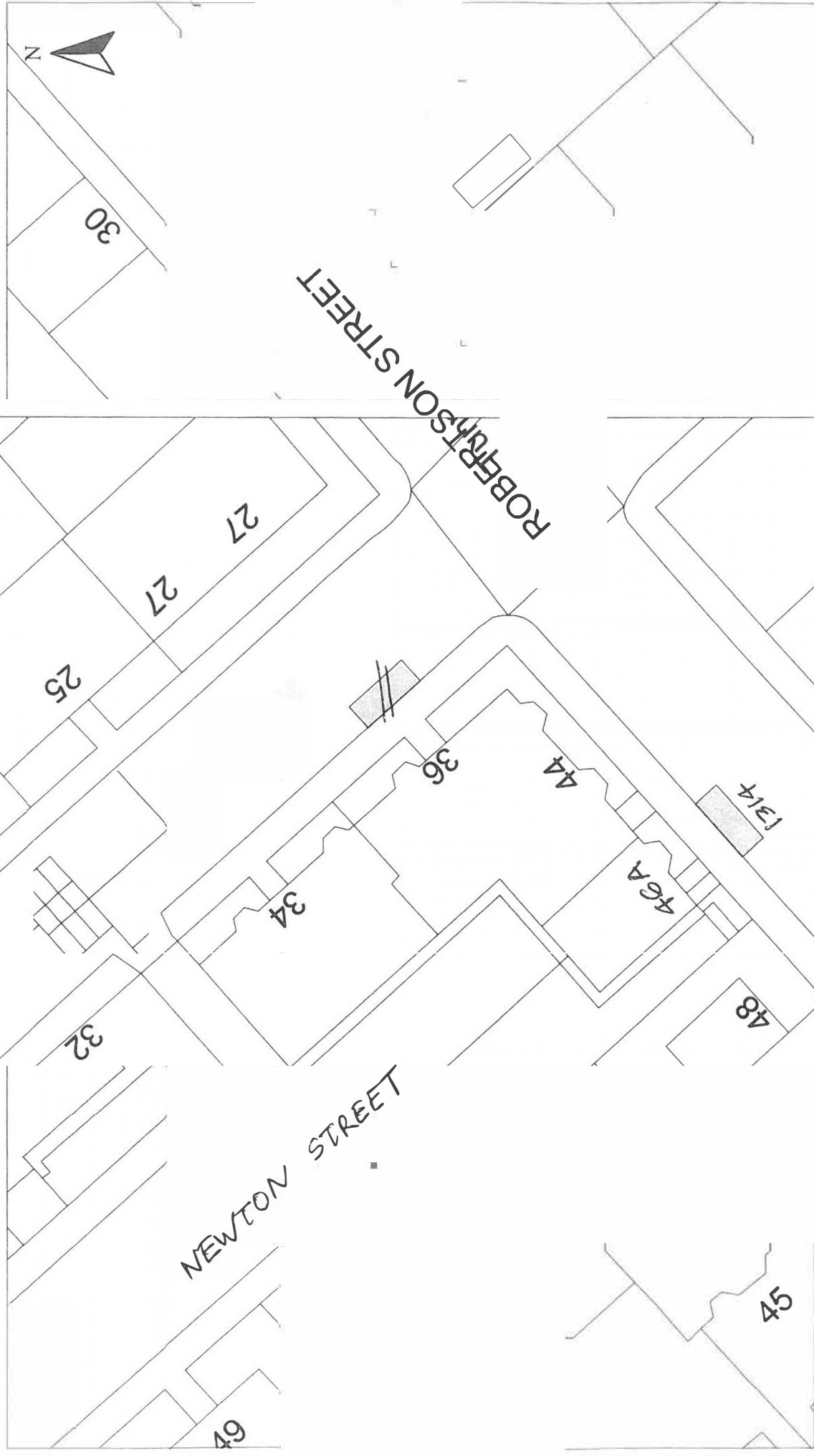
DISABLED PERSONS' PARKING PLACE
3 WATT STREET, GREENOCK
PLACE No. 9915 REVOCATION

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HEAD OF PLANNING AND TRANSPORTATION F. WILLIAMSON		Scale : 1:500		Date : MAY 2007	
Disabled Bays		Prepared by : R. MACKAY		Checked by :	
6 CATHCART SQUARE GREENOCK, PA15 1LS		Drawn by : R. MACKAY		Approved by :	
Disabled PERSONS' PARKING PLACE 75 WESTRAY AVENUE, PORT GLASGOW PLACE No. 0702 REVOCATION		Drawing No. :		File No. : 19/12	

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HEAD OF SERVICE
IAN MOFFAT

Disabled Bays
71 EAST HAMILTON STREET
GREENOCK, PA15 2UA

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DISABLED PERSONS' PARKING PLACE
46A NEWTON STREET, GREENOCK
PLACE No. 1314 REVOCATION

Scale : 1:500

Date : APRIL 2013

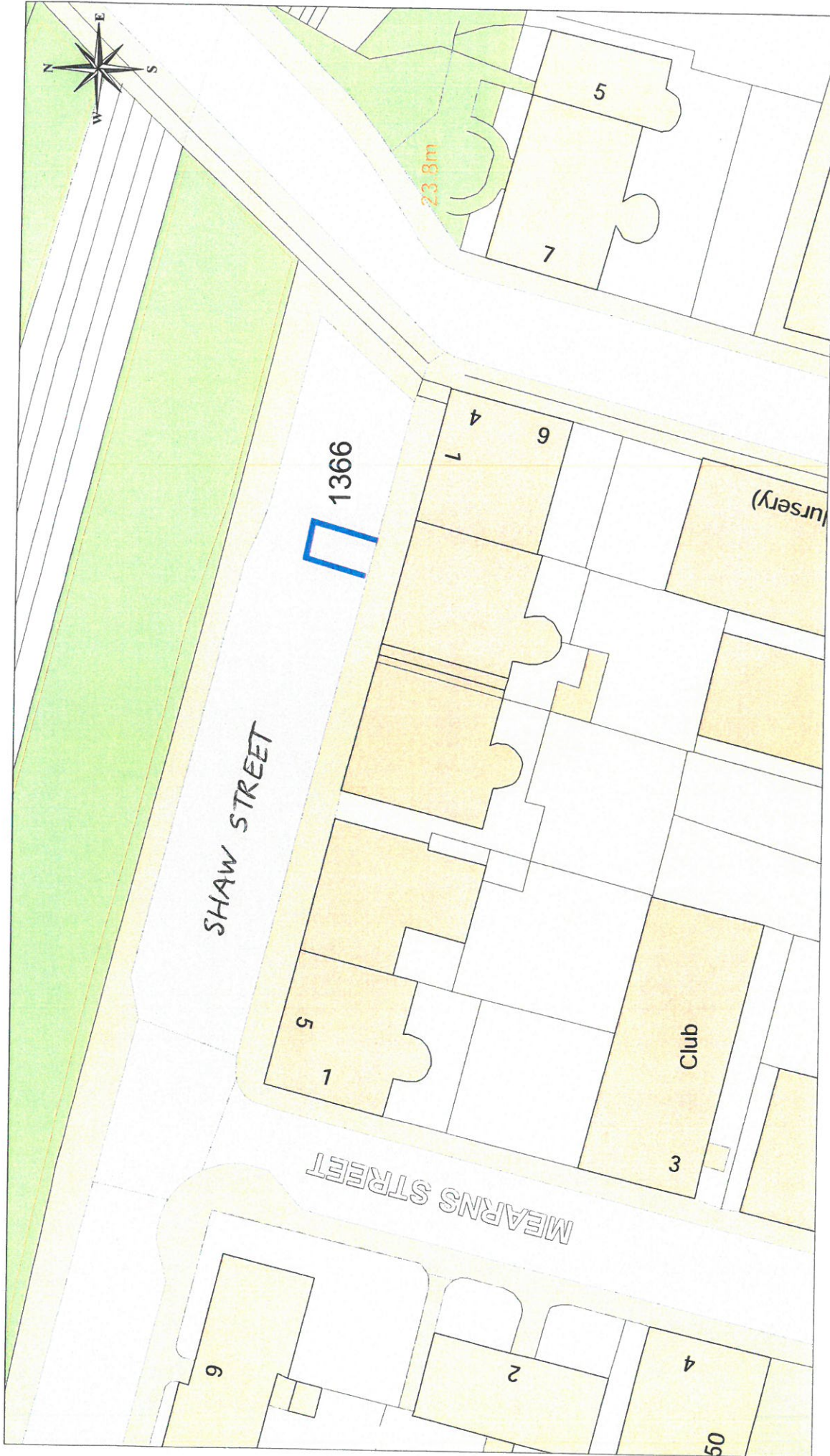
Prepared by : R. MACKAY

Checked by :

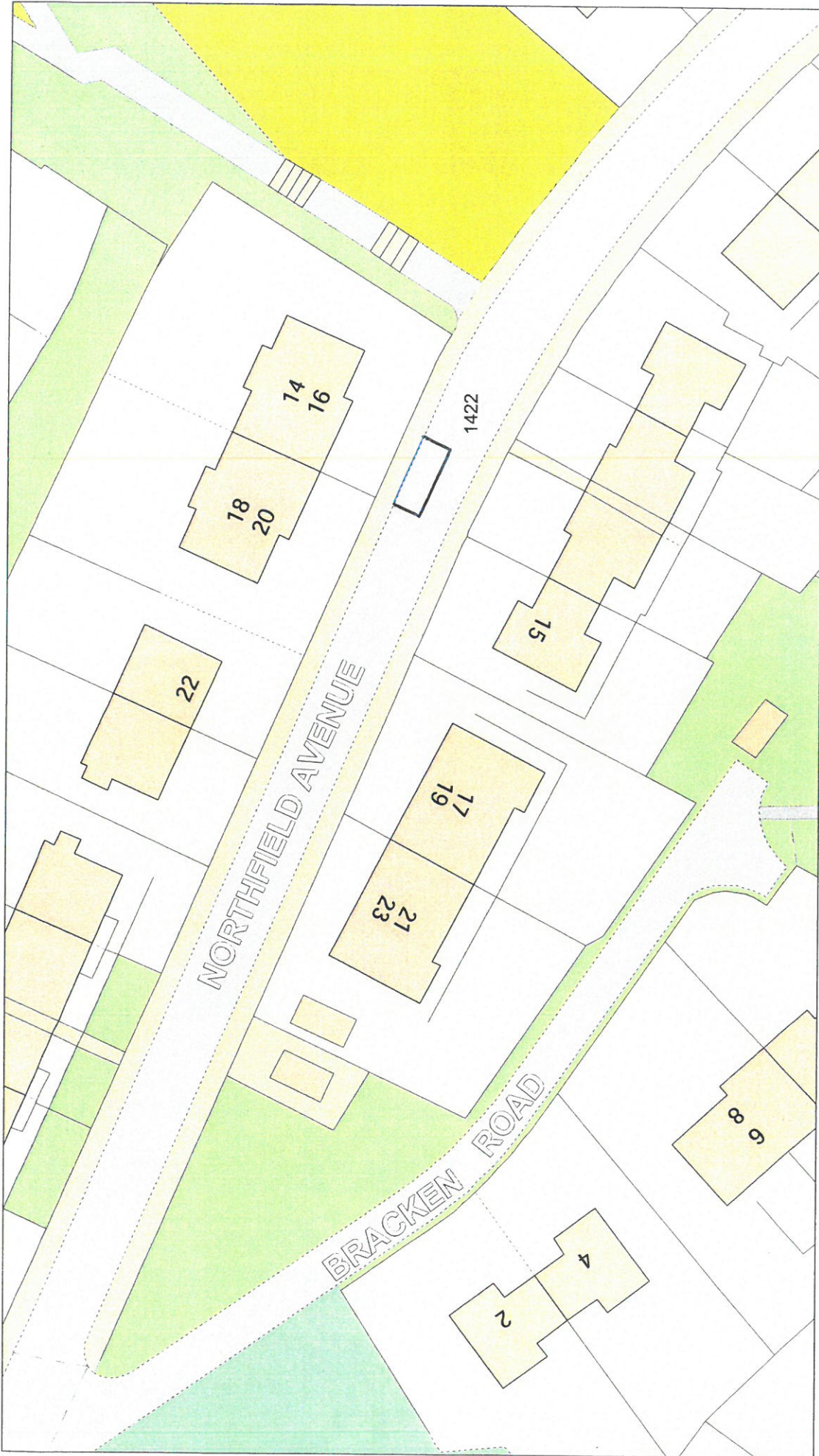
Drawn by : R. MACKAY

Approved by :

Drawing No. : 19/12



DISABLED PERSONS' PARKING PLACE
 2 SHAW PLACE, GREENOCK
 PLACE No. 1366 REVOCATION



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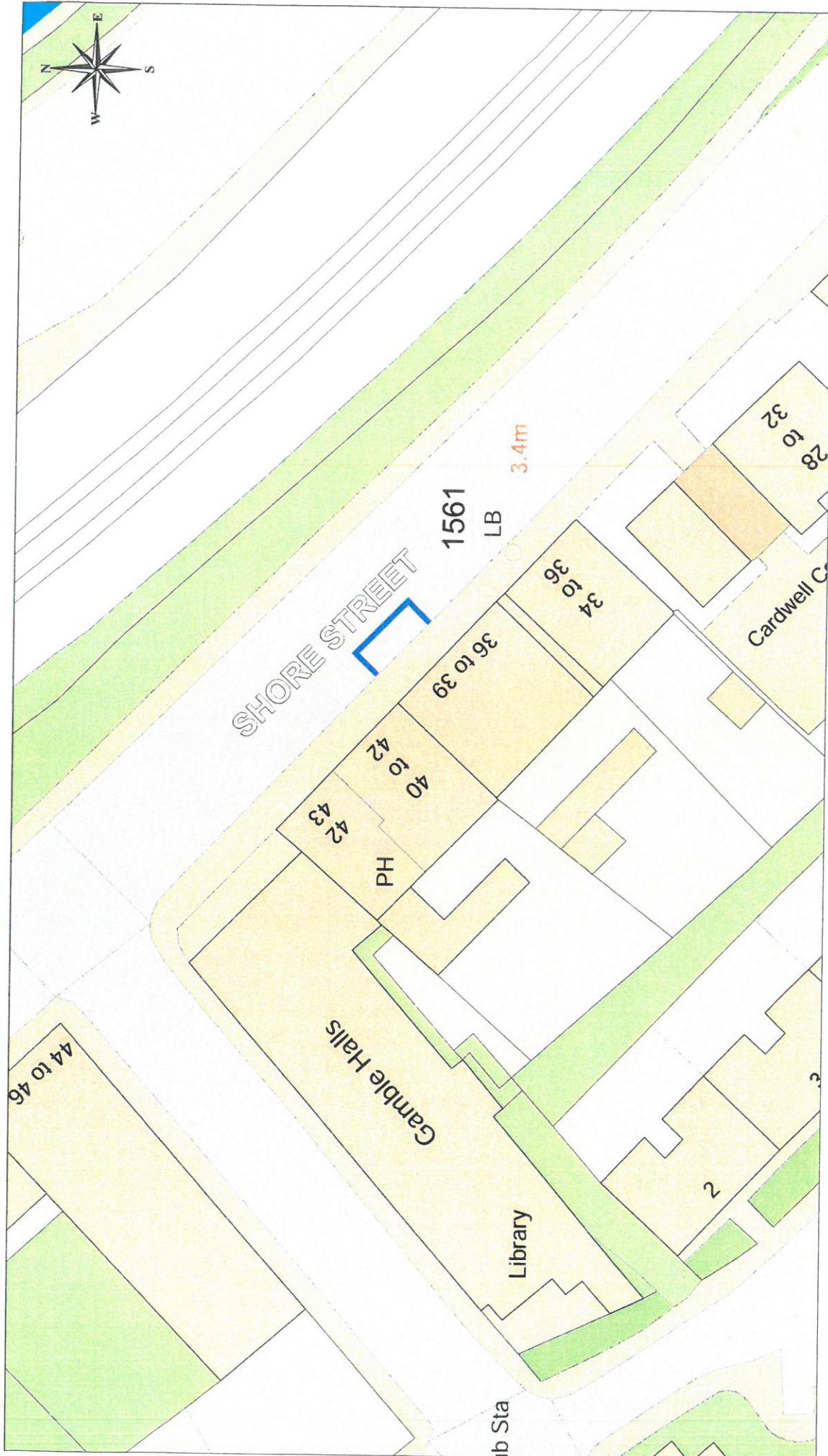
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Tel : +44 (0)1438 747996
Fax : +44 (0)1438 747997
E-mail: info@cadcorp.com

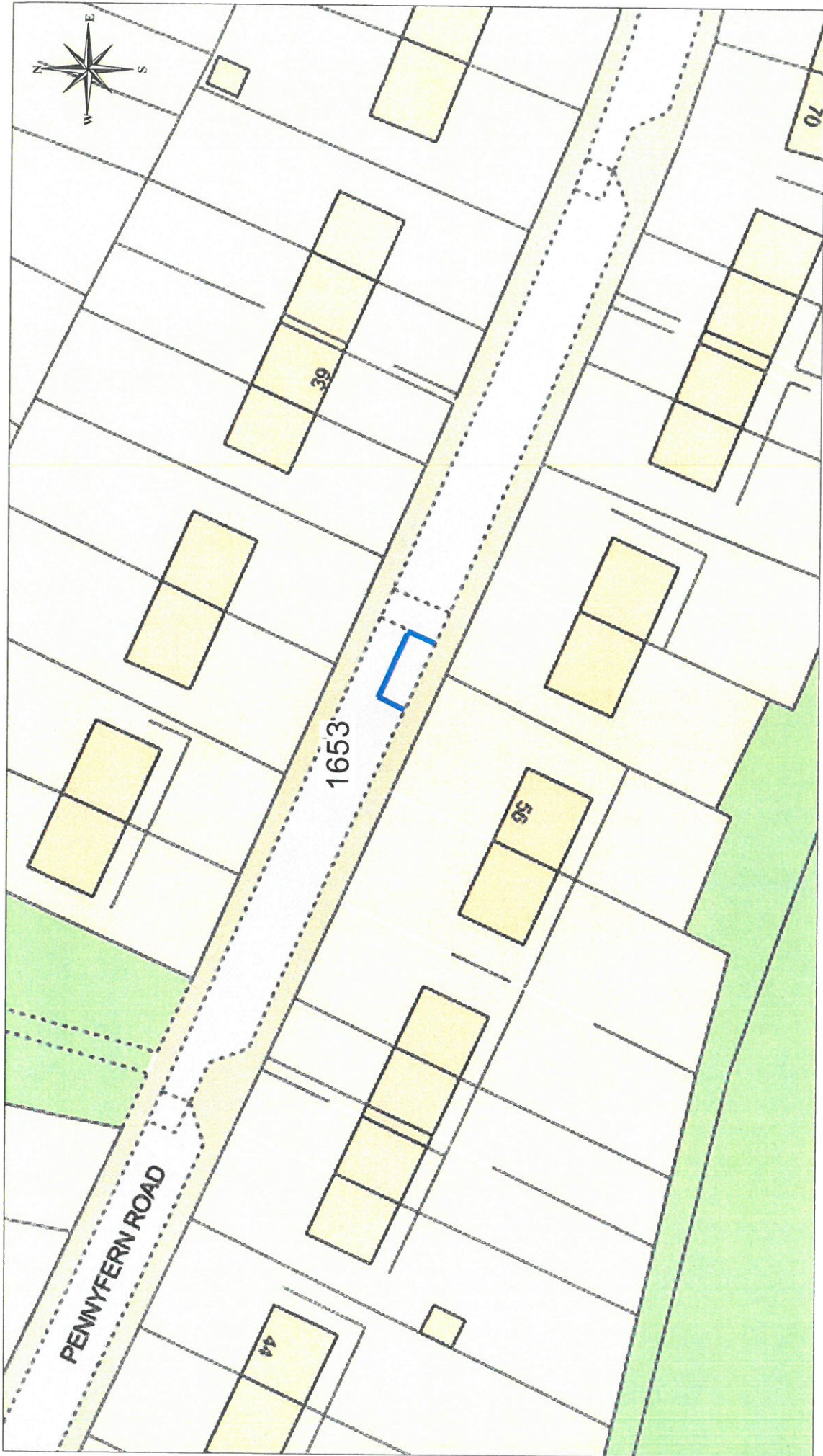
DISABLED PERSONS' PARKING PLACE
16 NORTHFIELD AVENUE, PORT GLASGOW
PLACE No. 1422 REVOCATION



DISABLED PERSONS' PARKING PLACE
1 LARKFIELD GROVE, GREENOCK
PLACE No. 1476 REVOCATION



DISABLED PERSONS' PARKING PLACE
 36 SHORE STREET, GOUROCK
 PLACE No. 1561 REVOCATION



THE INVERCLYDE COUNCIL

**DISABLED PERSONS' PARKING PLACES
(ON-STREET) ORDER NO. 4 2019**

**Statement of Reasons for Proposing to Make
the above Order**

It is considered necessary, in order to comply with Section 5 of The Disabled Persons' Parking Places (Scotland) Act 2009, to make the above Order to provide assistance for disabled persons who hold a badge under the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 as amended and to revoke those parking places no longer required to maximise street parking capacity.

Gail MacFarlane
Shared Head of Service Roads
8 Pottery Street
GREENOCK
PA15 2UH

Report To:	Environment & Regeneration Committee	Date:	16 January 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	LP/02/20
Contact Officer:	Rona McGhee	Contact No:	01475 712113
Subject:	Items for Noting		

1.0 PURPOSE

1.1 The purpose of this report is to present items for noting only and the following reports are submitted for the Committee's information:-

- SEEP Transition Programme Update Report
- Lamont's Pier Update

2.0 RECOMMENDATION

2.1 That the above reports be noted.

Gerard Malone
Head of Legal & Property Services

Report To:	Environment & Regeneration Committee	Date:	16 January 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	ENV/003/20/SA/RD
Contact Officer:	Roisin Dillon	Contact No:	01475 714246
Subject:	SEEP Transition Programme Update Report		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee of the funding streams awarded to Inverclyde Council from the Scottish Government (SG) for energy efficiency work through the 'Scottish Energy Efficiency Programme' (SEEP) Transition Programme. The report also provides an update of the overall HEEPS:ABS Programme and 'Able to Pay' Programme across the Inverclyde Council area.

2.0 SUMMARY

- 2.1 Local Authorities, COSLA and the Scottish Government are working together to deal with fuel poverty and to reduce greenhouse gas emissions in order to tackle the threat of climate change. As part of a range of programmes aimed at achieving these objectives, the SG has developed and funded Home Energy Efficiency Programme for Scotland: Area Based Schemes (HEEPS: ABS). The SG has awarded Inverclyde Council HEEPS:ABS funding of £10,079,562 from 2013 to date, this includes £1,144,634 for 2019-2020. The HEEPS:ABS funding is to assist homeowners to improve the energy efficiency of their homes, predominately by installing External Wall Insulation (EWI), contributing to the reduction of fuel poverty in identified areas of multiple deprivation.
- 2.2 The SG has also awarded Inverclyde Council £74,000 from 2018-2020 (18 month period), to deliver energy efficiency advice services to customers who are able to pay for energy efficiency works (domestic and non-domestic). The target market is houses with poor Energy Performance Certificate (EPC) ratings which may not be eligible for current SG Programmes such as HEEPS ABS or Warmer Homes Scotland. Advice is provided on insulation measures, heating solutions, how to save energy use, fuel switching and post completion advice on how to continue to get the best from the efficiencies. Customers include owner occupiers or private rented sector landlords who wish to improve the energy efficiency and thermal comfort of their homes for them or their tenants.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
- Notes the 2019/20 HEEPS:ABS Programme as set out in paragraph 5.1 of this report.
 - Notes the progress of the Able to Pay Programme for 2018-2020 as set out in paragraph 5.1.
 - Notes the HEEPS:ABS projects completed to date across the Inverclyde Council area as detailed in Appendix 1.

4.0 BACKGROUND

- 4.1 The Scottish Government has introduced HEEPS:ABS funding to tackle fuel poverty and to improve the energy efficiency of housing within the private sector. The aim of this funding is to target specific areas where fuel poverty is known to exist and where homes are uninsulated or require additional insulation to bring them up to standard. The Scottish Index of Multiple Deprivation (SIMD) Scores for the whole of Scotland are used as the benchmark for determining which areas should be tackled first under HEEPS:ABS programmes.
- 4.2 HEEPS:ABS Energy Efficiency measures are predominately 'external wall insulation' (EWI) programmes where the insulation measure is provided and finished with a new render. The SG sets criteria for Local Authorities to identify areas of fuel poverty, to work on collaborative programmes in areas where there is property owned by local Housing Associations, to tackle uninsulated houses (non-traditional house types) and to target homes within council tax bands A-C. Often the driving force behind a programme would be a Housing Association identifying an area of need, the Housing Association pays for their properties and the Council provides HEEPS funding towards the costs for the homeowners. Appendices 1 and 2 contain detail of areas and numbers of properties upgraded under HEEPS:ABS since 2013.
- 4.3 The aim of the Able to Pay funding stream is to provide advice to owner occupiers or private rented sector landlords who wish to improve the energy efficiency rating and thermal comfort of their homes. Measures could include external wall insulation, internal wall insulation, energy efficiency and heating solutions and advice on switching fuel providers. Post completion advice on how to continue to get the best from efficiencies is also provided. The target market is customers with poor Energy Performance Certificate (EPC) ratings of E, F or G, who may not be eligible for current Scottish Government Programmes such as the HEEPS or the SG Warmer Homes Scotland scheme. The Wise Group are delivering the Able to Pay programme through their 'Wise About Energy' Programme. It is not clear at this stage if the Able to Pay funding will continue beyond 2020.
- 4.4 Physical work alone will not be sufficient to permanently improve energy efficiency, reduce fuel poverty and make homes warmer and more comfortable for their occupants. The HEEPS:ABS Programme therefore includes an element of funding for the highly successful Inverclyde Home Energy Advice Team (iHEAT) project which provides a full range of follow-on advice, information and advocacy services to owners and tenants whose homes have been insulated using HEEPS:ABS funding. This service enables householders to take full advantage of the opportunities offered by the thermal insulation works by providing advice on the best use of their heating, fuel supplies, and benefits where appropriate.
- 4.5 Between 2012-14 and the latest available figures for 2015-17 there has been a gradual reduction in overall fuel poverty figures in Inverclyde from 42% to 31%. A household is said to be in fuel poverty if it is required to spend more than 10% of household income on fuel. While this is obviously an issue with a large number of contributing variables household insulation is obviously a significant factor.

5.0 PROGRAMME OF WORKS

- 5.1 The current HEEPS:ABS programme on site is in the Cowdenknowes area of Greenock. This programme was Phase 1 funded from 2018/19, where 84 privately owned houses received external wall insulation. Phase 2 of the programme is funded from HEEPS ABS 2019/20, whereby a further 106 households have been identified to take part in the programme. Phase 2 is in collaboration with River Clyde Homes (RCH) who own 17 properties. It is anticipated that this programme will continue into a 3rd Phase which will be funded from HEEPS:ABS 2020/21.
- 5.2 Previously 2 pilot programmes were completed on Athol Steel properties in the Larkfield area of Greenock in collaboration with Larkfield Housing Association. The steel structure of the properties involved and specific materials required meant these programmes were complex and challenging resulting in a high cost to owners. A 3rd pilot programme has been identified and includes 8 privately owned properties and 8 properties owned by Larkfield Housing

Association. To ensure best value, the method of work and materials to be used is being re-examined. It is anticipated that this programme will slip into 2020/21.

5.3 Officers from Strategic Housing are currently engaged with the RSLs to identify areas which would benefit from future HEEPS:ABS programmes. Appendix I details all HEEPS:ABS allocated funding and work programmes from 2013 to 2019.

5.4 The current Able to Pay 'Wise About Energy' programme has contacted over 3,500 households within Inverclyde informing them of 'Wise About Energy' Advice Services. The advice available to homeowners includes providing homeowners with Energy Performance Certificates and information on grants and funding options. The programme also involves assistance with securing the best energy deals available, advice on maximising savings and approving the right contractor for works to be carried out.

6.0 IMPLICATIONS

6.1 Financial

The SG commitment to an ongoing HEEPS:ABS Programme has allowed Inverclyde Council to plan investment in the private housing stock for future years and to make forward plans with partner RSLs. This will also allow flexibility in the ongoing HEEPS:ABS Programme as an alternative project can be brought forward if an agreed project cannot go ahead for any reason. All funding is supplied by SG and is drawn down by Inverclyde Council in its capacity as Strategic Housing Authority. £1.1m has been allocated for 2019-20 for HEEPS:ABS and £74K on Able to Pay for the 18 months to March 2020. In total over £10m has been invested in the Inverclyde housing stock since 2013.

Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend	Virement From	Other Comments

Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments

6.2 Human Resources

None

6.3 Legal

None

6.4 Equalities

Has an Equality Impact Assessment been carried out?

Yes

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

6.5 Repopulation

The provision of an energy efficient housing stock and reducing fuel poverty are key to retaining the existing population and to attracting new people into the Inverclyde Council area.

7.0 CONSULTATIONS

- 7.1 This report has been prepared in consultation with the following:
- Partner RSLs operating within the Inverclyde Council area;
 - Scottish Government Housing – Sustainability & Innovative Finance Division.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 Inverclyde Local Housing Strategy 2017-2022: 2019 Update 17 October 2019
ENV048/19/MM

APPENDIX 1

INVERCLYDE COUNCIL - SUMMARY OF HEEP ABS GRANT AWARDS

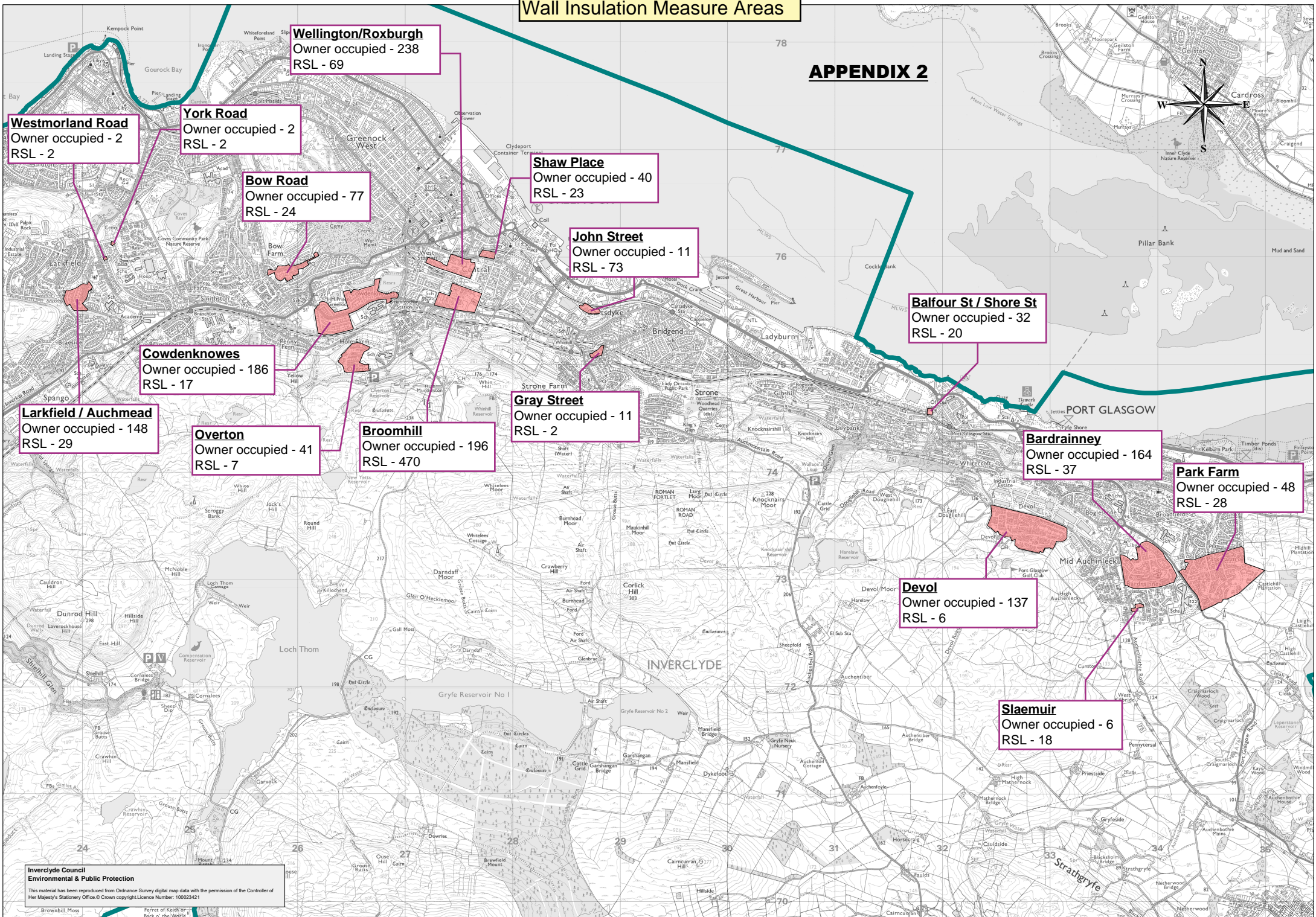
YEAR	AMOUNT	ADDITIONAL FUNDING	TOTAL FUNDING
2013-2014	1,023,008.00	-	1,023,008.00
2014-2015	1,254,860.00	212,374.85	1,467,234.85
2015-2016	1,584,171.00	150,000.00	1,734,171.00
2016-2017	1,071,260.85	575,000.00	1,646,260.85
2017-2018	1,225,258.85	288,500.00	1,513,758.85
2018-2019	1,249,023.00	301,471.00	1,550,494.00
2019-2020	1,106,694.00	37,940.14	1,144,634
TOTAL	<u>8,514,275.70</u>	<u>1,565,285.99</u>	<u>10,079,561.69</u>

SUMMARY OF HOUSES MADE ENERGY EFFICIENT	HEEPS Funded - Owner		Total Houses made Energy Efficient
	Occupied inc Private Rented Sector	Social Landlord (Funded by RSL)	
2013/14	176	69	245
2014/15	230	505	735
2015/16	217	93	310
2016/17	243	59	302
2017/18	187	70	257
2018/19	183	6	189
2019/20	120	25	145
	<u>1356</u>	<u>827</u>	<u>2183</u>

HEEPS - Areas Targeted 2013-2020	HEEPS Funded - Owner		Total Houses made Energy Efficient
	Occupied inc Private Rented Sector	Social Landlord (Funded by RSL)	
Roxburgh/Wellington	238	69	307
Bow Road	77	24	101
Bardrainney	164	37	201
John Street	11	73	84
Balfour Street	32	20	52
Broomhill	196	470	666
Wellpark (Shaw Place)	40	23	63
Westmorland Athol Steel - Pilot	2	2	4
Auchmead Road	3	9	12
Slaemuir	6	18	24
Parkfarm	48	28	76
Larkfield	137	12	149
Overton	41	7	48
Devol	137	6	143
Larkfield Athol Steel (York Road) 2nd Pilot	2	2	4
Strone (Gray Street)	11	2	13
Cowdenknowes	186	17	203
Larkfield Athol Steel - 3rd Pilot	8	8	16
Internal Wall Insulation/Low Cost Measures/Er	17	0	17
	<u>1356</u>	<u>827</u>	<u>2183</u>

Wall Insulation Measure Areas

APPENDIX 2



Wellington/Roxburgh
Owner occupied - 238
RSL - 69

Westmorland Road
Owner occupied - 2
RSL - 2

York Road
Owner occupied - 2
RSL - 2

Bow Road
Owner occupied - 77
RSL - 24

Shaw Place
Owner occupied - 40
RSL - 23

John Street
Owner occupied - 11
RSL - 73

Balfour St / Shore St
Owner occupied - 32
RSL - 20

Cowdenknowes
Owner occupied - 186
RSL - 17

Gray Street
Owner occupied - 11
RSL - 2

Larkfield / Auchmead
Owner occupied - 148
RSL - 29

Overton
Owner occupied - 41
RSL - 7

Broomhill
Owner occupied - 196
RSL - 470

Bardrainey
Owner occupied - 164
RSL - 37

Park Farm
Owner occupied - 48
RSL - 28

Devol
Owner occupied - 137
RSL - 6

Slaemuir
Owner occupied - 6
RSL - 18

Report To:	Environment & Regeneration Committee	Date:	16 January 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	ENV010/20/SA/MM
Contact Officer:	Martin McNab	Contact No:	4246
Subject:	Lamont's Pier Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to address an outstanding remit to this Committee from the Petitions Committee regarding Lamont's Pier.

2.0 SUMMARY

- 2.1 In September 2018 the Petitions Committee considered a petition calling on the Council to take action to preserve and restore Lamont's Pier, Port Glasgow. At that time the Petitions Committee rejected the petition taking into account the Service comments regarding the likely extent and cost of works.
- 2.2 The ownership of the pier was, however, in some doubt and the Petitions Committee remitted to the appropriate Council Service to provide a report to a future meeting of the Environment & Regeneration Committee on the ownership position in relation to the pier and the extent of any Council liabilities in respect of the same.
- 2.3 Despite the best endeavours of Officers from Legal & Property Services it has proved impossible to date to establish a definitive position on the pier ownership. The extent of Council ownership which can be established is detailed in Appendix 1. Members will note that this extends purely to the most landward portion of the pier but does include the adjacent slipway. The pier is fenced off from public access on the boundary of the Council's ownership.

3.0 RECOMMENDATIONS

- 3.1 That the Committee notes the position with regard to the ownership of the pier and the extent of the Council's liabilities.

Martin McNab
Head of Environmental & Public Protection

4.0 BACKGROUND

- 4.1 Officers in Legal and Property Services instructed an investigation of the ownership position by external searching agents. The searchers have confirmed the last recorded title to the area on which the Pier sits is a deed in favour of James Lamont and Company Limited from 1935. Whilst the registers show much of the land owned by that company was transferred to Strathclyde Regional Council in 1980, that transfer did **not** include the subjects of the 1935 deed. Those subjects, including the pier built on them, therefore remain on the face of the registers in the ownership of James Lamont and Company.
- 4.2 As the majority of the foreshore and seabed in Scotland is owned by the Crown Estate, officers also contacted them to confirm their understanding. They have confirmed the position in terms of their records is per the findings of the searching agents.
- 4.3 James Lamont and Company Limited was removed from the Companies register in 2011, at which point all assets of the dissolved company will have fallen to the Crown. The company was however subsequently brought back on to the registers in relation to a court action raised against it. This means the subjects of the 1935 deed are once again in the ownership of the company. The Companies registers show regular returns as outstanding from the company, meaning it is likely that once that action has run its course, the company will once again be removed from the register. As the Council is not involved in the action, officers do not have detailed information about the same, however this position would complicate any attempt to enter discussions with the owners in relation to the site.
- 4.4 Having identified the title that includes the pier, notwithstanding the above complexities, it is safe to conclude that the site is outwith Council ownership.

5.0 IMPLICATIONS

5.1 Finance

There are no financial implications.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.2 Legal

Advice from external land ownership searching agents indicates that the land on which Lamonts Pier sits is that sold by a 1935 Deed by the Board of Trade to James Lamont and Company Limited, and that they remain the last recorded owners of this land. On that basis, the land and the pier built upon it are not in Council ownership.

5.3 Human Resources

None

5.4 Equalities

Equalities

(a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

5.5 Repopulation

None



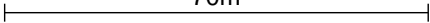
6.0 CONSULTATIONS

6.1 The Head of Legal & Property Services has been consulted on this report.

7.0 BACKGROUND PAPERS

7.1 Save Lamont's Pier, Petitions Committee, 13 September 2018 **LP/095/18**

APPENDIX 1

 LAND REGISTER OF SCOTLAND	Officer's ID / Date	TITLE NUMBER
	4482 16/11/2005	REN118172
	ORDNANCE SURVEY NATIONAL GRID REFERENCE	70m 
NS3274SE NS3374SW NS3274NE NS3374NW		Survey Scale 1/1250

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