

A meeting of the Environment & Regeneration Committee will be held on Thursday 27 August 2020 at 3pm.

This meeting is by remote online access only through the videoconferencing facilities which are available to Members and relevant Officers. The joining details will be sent to Members and Officers prior to the meeting.

In the event of connectivity issues, Members are asked to use the *join by phone* number in the Webex invitation.

Please note this meeting will be recorded.

GERARD MALONE
Head of Legal & Property Services

BUSINESS

****Copy to follow**

1. Apologies, Substitutions and Declarations of Interest	Page
PERFORMANCE MANAGEMENT	
2. Environment and Regeneration 2020/21 Revenue Budget – Period 3 (30 June 2020) Report by Chief Financial Officer and Corporate Director Environment, Regeneration & Resources	p
3. Environment & Regeneration Capital Programme 2020/21 to 2022/23 – Progress Report by Chief Financial Officer and Corporate Director Environment, Regeneration & Resources	p
4. Environment, Regeneration and Resources Corporate Directorate Improvement Plan 2019/22 - End of Year 1 Progress Report and Annual Refresh 2020 Report by Corporate Director Environment, Regeneration & Resources	p
NEW BUSINESS	
5. Local Development Plan - Update ** Report by Corporate Director Environment, Regeneration & Resources	
6. Inverclyde Local Development Plan Supplementary Guidance: Planning Application Advice Notes Report by Corporate Director Environment, Regeneration & Resources	p
7. Clyde Muirshiel Regional Park – Future Operating Arrangements Report by Corporate Director Environment, Regeneration & Resources	p

8.	Road Naming within New Development at Site of Former Ravenscraig Hospital, Greenock Report by Corporate Director Environment, Regeneration & Resources	p
9.	Road Naming within New Development at Southfield Avenue, Port Glasgow Report by Corporate Director Environment, Regeneration & Resources	p
10.	Proposed Redetermination Order The Inverclyde Council, Campsie Road, Port Glasgow (Redetermination of Means of Exercise of Public Right of Passage) Order 2020 Report by Corporate Director Environment, Regeneration & Resources	p
ITEMS FOR NOTING		
11.	Items for Noting Report by Corporate Director Environment, Regeneration & Resources	p
11a	Withdrawal from the European Union - Update Report by Corporate Director Environment, Regeneration & Resources	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.		
NEW BUSINESS		
12.	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	Paras 6, 9, 12 & 13 p
13.	Commercial Premises: Bridgend Road, Greenock - Lease Renunciation Report by Corporate Director Environment, Regeneration & Resources seeking authority for renunciation of the current lease of commercial premises at Bridgend Road, Greenock	Paras 2, 6 & 9 p
14.	Property Assets Management Report Report by Corporate Director Environment, Regeneration & Resources making recommendations in respect of a number of property assets	Paras 2, 6 & 9 p

Please note that because of the current COVID-19 (Coronavirus) emergency, this meeting will not be open to members of the public.

The reports are available publicly on the Council's website and the minute of the meeting will be submitted to the next standing meeting of the Inverclyde Council. The agenda for the meeting of the Inverclyde Council will be available publicly on the Council's website.

In terms of Section 50A(3A) of the Local Government (Scotland) Act 1973, as introduced by Schedule 6, Paragraph 13 of the Coronavirus (Scotland) Act 2020, it is necessary to exclude the public from the meetings of the Committee on public health grounds. The Council considers that, if members of the public were to be present, this would create a real or substantial risk to public health, specifically relating to infection or contamination by Coronavirus.

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

Report To:	Environment & Regeneration Committee	Date:	27 August 2020
Report By:	Chief Financial Officer and Corporate Director Environment, Regeneration and Resources	Report No:	FIN/70/20/AP/MMcC
Contact Officer:	Mary McCabe	Contact No:	01475 712222
Subject:	Environment and Regeneration 2020/21 Revenue Budget – Period 3 (30 June 2020)		

1.0 PURPOSE

- 1.1 To advise the Committee of the 2019/20 out-turn and the 2020/21 Revenue Budget position at period 3 to 30 June 2020.

2.0 SUMMARY

- 2.1 In 2019/20, excluding the carry forward of Earmarked Reserves, there was an underspend of £302,000 within the Environment and Regeneration Committee. This was a reduction in expenditure of £111,000 from the Period 9 projected outturn reported to the Committee in March.
- 2.2 The major variances making up this underspend were as follows:
- i. Turnover Savings across the Committee (not offset by other variances or income) of £274,000, due to delays in filling vacant posts.
 - ii. A net under-recovery in Planning fee income of £51,000 due to a reduction in the number of planning applications. This is the position after using the Planning income smoothing earmarked reserve of £69,000.
 - iii. An underspend in Economic Development Training budget of £73,000.
 - iv. An underspend in the Waste Strategy recycling contract of £77,000 due to a reduction in the number of tonnes of waste being processed.
 - v. An under recovery in Crematorium income of £57,000 due to a lower than budgeted number of cremations.
 - vi. Overspends across the service on Vehicle Maintenance non routine maintenance of £50,000.
- 2.3 The revised 2020/21 budget for Environment and Regeneration is £23,196,000 which excludes Earmarked Reserves.
- 2.4 The latest projection, excluding Earmarked Reserves, is an overspend of £2,311,000. Included in this total is £2,185,000 of net costs associated with the Council's response to the COVID-19 pandemic. The net projection excluding these costs is an overspend of £126,000.
- 2.5 The main material variances projected at Period 3 are as follows:
- i. Turnover savings across the Committee, due to delays in filling vacant posts, not offset by other expenditure or reduced income, of £88,000.
 - ii. An under recovery in Parking income (not related to COVID-19) of £50,000. This under recovery is due to new car parking charges that have not yet been introduced

and are unlikely to be this financial year.

- iii. Projected overspends in utilities – electricity, water and gas, across the Committee, in line with the previous year's outturn of £59,000.
 - iv. An under recovery of Green Waste permit income of £40,000.
 - v. Net costs associated with the COVID-19 response amounting to £2,185,000.
- 2.6 Operational Earmarked Reserves have been adjusted following the Policy & Resources Committee decision on 11 August with regard to funding of additional costs resulting from the Covid pandemic. Operational Earmarked Reserves for 2020/21 total £5,848,000 of which £1,907,000 is projected to be spent in the current financial year. As detailed in Appendix 4 expenditure of £47,000 (2.4% of projected spend or 109% of phased budget) has been incurred to Period 3.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee notes the out-turn for 2019/20 and the current projected overspend for 2020/21 of £126,000 as at 30 June 2020.
- 3.2 It is recommended that the Committee notes that the above overspend excludes £2.185m of costs relating to COVID-19 for which Policy & Resources Committee has identified one-off funding in 2020/21.

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 2020/21 budget as well as the 2019/20 out-turn and to highlight the main issues contributing to the underspend in 2019/20 and the projected overspend in 2020/21.
- 4.2 The revised 2020/21 budget for Environment and Regeneration, excluding earmarked reserves, is £23,196,000. This is an increase of £6,000 from the approved budget, prior to transfers to earmarked reserves. Appendix 1 gives details of this budget movement.

5.0 2019/20 OUT-TURN

- 5.1 The main variations from budget and movements from the projected outturn position at Period 9 for 2019/20, reported to the Committee in March, were as follows:

	Revised Budget 2019/20	Outturn 2019/20	Variance to Budget	Percentage Variance to Budget	Movement since Period 9
Regeneration & Planning	3,937	3,724	(213)	-5.41%	(25)
Property Services	3,291	3,427	136	4.13%	34
Environmental & Public Protection	12,769	12,623	(146)	-1.14%	11
Roads	3,732	3,653	(79)	-2.12%	(131)
Corporate Director	156	156	0	0.00%	0
TOTAL NET EXPENDITURE	23,885	23,583	(302)	-4.54%	(111)
Earmarked Reserves	(345)	(345)	0	0.00%	0
TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES	23,540	23,238	(302)	-4.54%	(111)

- 5.2 The actual out-turn, excluding Earmarked Reserves, was £23,238,000 which represents an underspend of £302,000. This is a reduction in spend of £111,000 from the projected outturn reported to the Committee in March 2020. The material variances are outlined in 5.3 to 5.7.

5.3 Committee-wide Variances

- i. Turnover Savings across the Committee (not offset by other variances or income) of £274,000, due to delays in filling vacant posts.
- ii. Expenditure across the Committee incurred due to the COVID-19 outbreak of £44,000.

5.4 Regeneration & Planning Variances

- i. Net under-recovery in Planning fee income of £51,000 due to a reduction in the number of planning applications. This is the position after using the Planning income smoothing earmarked reserve of £69,000.
- ii. Underspend in Economic Development Training budget of £73,000.

5.5 Property Services Variances

There were a number of variances within Property Services amounting to an overspend of £98,000; none of which were material.

5.6 Environmental & Public Protection Variances

- i. An underspend in the Waste Strategy recycling contract of £77,000 due to a reduction in the number of tonnes of waste being processed.
- ii. An under recovery in Crematorium income of £57,000 due to a lower than budgeted number of cremations.
- iii. Overspends across the service on Vehicle Maintenance non routine maintenance of £50,000.

5.7 Roads

There were a number of variances within Roads amounting to an underspend of £79,000; none of which were material.

6.0 2020/21 CURRENT POSITION

6.1 The current projection for 2020/21 is an overspend of £2,311,000, of which £2,185,000 relates to the COVID-19 pandemic. The projected outturn excluding these costs is an overspend of £126,000 (0.54%).

6.2 Regeneration & Planning - £558,000 overspend

The current projected out-turn for Regeneration & Planning is an overspend of £558,000. This projection includes costs of £651,000 associated with the ongoing COVID-19 situation. The net projection excluding these costs being an underspend of £93,000.

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

(a) Employee Costs

There is a projected overspend of £23,000 in employee costs, mainly due to delays in filling vacant posts and costs associated with the COVID-19 response (net £124,000), made up as follows:

- i. Excess turnover savings within Economic Development Admin of £52,000.
- ii. Excess turnover savings within Public Protection of £29,000.
- iii. A reduction in overtime of £15,000 within BSU, resulting from delays in jobs due to COVID-19.
- iv. Overtime costs associated with the COVID-19 Humanitarian Aid Centres of £25,000.
- v. Costs for retaining a Head of Service post to co-ordinate the COVID-19 response of £114,000.

(b) Supplies & Services

There is a projected underspend in BSU direct purchases and subcontractors of £185,000 resulting from COVID-19 delayed jobs, which is more than offset by reduced income.

(c) Payments to Other Bodies

There is a projected overspend of £291,000 within Payments to Other Bodies, £25,000 of which relates to COVID-19, mainly due to:

- i. Expenditure on grant funded projects: ESF Employability and Innovation & Integration of £230,000 and £11,000 respectively. This expenditure is offset by grant income, per 6.2(d)(i) below.
- ii. A projected overspend in the Clyde Muirshiel requisition of £25,000 resulting from an under recovery in rental income, due to COVID-19.

(d) Income

There is a net under recovery in income of £398,000, £687,000 as a result of COVID-19. Excluding the COVID-19 impact, there is a projected over recovery in income of £289,000. The main variances are as follows:

- i. Grant income from ESF for Employability and Innovation and Integration income, as outlined at 6.2(c)(i) above, of £241,000.
- ii. Recharge income of £25,000 from Riverside Inverclyde towards a post.
- iii. Social Protection team income of £20,000 from RCH for provision of additional patrols.
- iv. A projected under recovery in Planning income of £304,000, resulting from fewer applications as a result of COVID-19.
- v. A projected under recovery in BSU income of £383,000, resulting from delayed jobs due to COVID-19, partially offset by reductions in expenditure per 6.2(a)(iii) and 6.2(b) above.

6.3 Property Services - £486,000 overspend

The current projected out-turn for Property Services is an overspend of £486,000. Of this overspend £420,000 relates to costs associated with the COVID-19 pandemic.

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 £85,000, mainly due to a projected underspend in Technical Services of £102,000, partially offset by turnover savings budgets not achieved of £17,000.

(b) Property Costs

There is a projected underspend in Property Costs of £263,000, mainly due to:

- i. An overspend within Surplus Property of £21,000, due to NDR costs for a number of empty properties which are at various stages in the disposal process.
- ii. A projected underspend in Central Repairs expenditure of £150,000 arising from delays in carrying out works as a result of COVID-19.
- iii. Costs associated with office works for COVID-19 Recovery Plans of £200,000.
- iv. Projected costs of additional cleaning of offices due to COVID-19 of £170,000.

(c) Administration Costs

There is a projected overspend of £102,000 within Technical Services agency staff costs which is offset by turnover savings.

(d) Income

There is a projected under recovery in income of £201,000 mainly due to a projected under recovery in Technical Services capital recharge income of £200,000, resulting from delays in the capital programme because of the COVID-19 pandemic.

6.4 Environmental & Roads - £1,259,000 overspend

The current projected out-turn for Environmental & Roads is an overspend of £1,259,000, £1,114,000 of which is due to the ongoing COVID-19 pandemic. Excluding these costs, the net projection is an overspend of £145,000.

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

(a) Employee Costs

There is a projected underspend of £49,000 in employee costs, mainly due to:

- i. An underspend in Refuse Collection overtime of £33,000. This is offset by additional agency costs under Administration Costs below.
- ii. Turnover savings within Roads Operations of £28,000, offset by agency costs.
- iii. Expenditure on a Flooding post of £22,000, which is offset by additional fee income.

(b) Property Costs

There is a projected overspend of £30,000 in Property Costs due to a number of minor variances within utilities, in line with the previous year's outturn.

(c) Supplies & Services

There is a projected underspend in Supplies & Services of £526,000, £541,000 of which is related to COVID-19, as follows:

- i. There is a projected underspend in Roads Operations subcontractors and materials of £520,000, which is more than offset by reduced income.
- ii. There is a projected underspend in Vehicle Maintenance subcontractors and materials of £37,000, resulting from reduced non routine maintenance spend.
- iii. Costs associated with traffic management around the reopening of civic amenity sites of £20,000.

(d) Transportation & Plant

Transportation & Plant is projected to underspend by £154,000, £164,000 of which is as a result of COVID-19, as follows:

- i. A projected underspend in Roads Operations external hires of £160,000, which is more than offset by a reduction in income.
- ii. A projected underspend in Vehicle Maintenance fuel of £60,000, due to reduced usage.
- iii. A projected overspend in Refuse Collection external hires of £56,000 as a result of COVID-19 social distancing requirements meaning that additional vehicles are required to transport employees. This has been projected assuming 2m distancing continues until March 2021 and will continue to be reviewed as guidance is updated.

(e) Administration Costs

There is a projected overspend of £266,000 in Administration costs, £176,000 of which is a result of COVID-19, mainly due to:

- i. Agency costs within Roads Operations of £25,000 which are offset by turnover savings.
- ii. A projected overspend on agency costs of £55,000 within Refuse Collection. This overspend is partially offset by an underspend in employee costs.
- iii. A further projected overspend in Refuse Collection agency costs of £176,000 due to COVID-19 social distancing measures, as outlined in 6.4(d)(iii).

(f) Payments to Other Bodies

Payments to Other Bodies is projected to overspend by £88,000, £118,000 of which is due to COVID-19, explained as follows:

- i. A projected overspend of £189,000 in the residual waste contract. The COVID-19 impact on this line is an overspend of £226,000. This is due to all waste being landfilled at the start of the pandemic.
- ii. A projected underspend of £108,000 in the recycling contract line. The COVID-19 impact here is a £93,000 underspend.
- iii. A projected overspend of £28,000 in the green waste composting budget. The COVID-19 impact being an underspend of £9,000.

(g) Income

There is a projected under recovery in income of £1,605,000, £1,525,000 of which is due to COVID-19. The main variances are as follows:

- i. An over recovery of Roads Client capital recharge income of £30,000 which is offset by additional employee costs.
- ii. Under recoveries in Parking car park income and PCN fine income totalling £323,000. £273,000 of this under recovery is a result of the suspension of Parking enforcement and parking charges due to COVID-19. The remaining £50,000 under recovery is due to delays in implementing new parking charges, agreed as part of the budget process.
- iii. An under recovery of Roads Operations recharge income of £1,000,000 as a result of delays due to the pandemic. This is partially offset by a reduction in costs, per 6.4(c)(i) and 6.4(d)(i) above.
- iv. Under recoveries in Roads Client fees and charges, again due to COVID-19 of £122,000, mainly due to the inability to earn full capital fees for the first 3 months of the financial year.
- v. An over recovery of Cremations income of £85,000. There is £112,000 over recovery projected as a result of increased activity due to COVID-19, partially offset by an underlying under recovery of £27,000.
- vi. An under recovery in trade waste income of £171,000, £151,000 of which is attributable to the COVID-19 situation. Similarly, there is a projected under recovery in tipping charges income of £48,000.
- vii. An under recovery in green waste permits income of £40,000.

6.5 Corporate Director - £8,000 overspend

The Corporate Director budget is currently projecting to out-turn £8,000 overbudget due to the turnover savings budget not being achieved.

7.0 EARMARKED RESERVES

- 7.1 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 109% of phased budget (2.4% of projected spend).

8.0 VIREMENTS

- 8.1 There are no virement requests in this report.

9.0 IMPLICATIONS

Finance

9.1 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

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

Human Resources

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

Equalities

9.4 There are no equality issues arising from this report.

Repopulation

9.5 There are no repopulation issues within this report.

10.0 CONSULTATIONS

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

11.0 CONCLUSIONS

11.1 The Committee is currently reporting an overspend of £2,311,000, £2,185,000 of which relates to additional costs resulting from the COVID-19 response. The net projection excluding these costs is an overspend of £126,000.

12.0 LIST OF BACKGROUND PAPERS

12.1 There are no background papers relating to this report.

Environment & Regeneration Budget Movement - 2020/21**PERIOD 3: 1st April 2020 - 30th June 2020**

Service	Approved Budget		Movements			Revised Budget
	2020/21 £000	Inflation £000	Virement £000	Supplementary Budgets £000	Transferred to EMR £000	2020/21 £000
Regeneration & Planning	6,867		(1)		(345)	6,521
Property Services	3,284		7			3,291
Environmental & Roads	13,244		0		(12)	13,232
Corporate Director	152					152
Totals	<u>23,547</u>	<u>0</u>	<u>6</u>	<u>0</u>	<u>(357)</u>	<u>23,196</u>

Movement Details

£000

External ResourcesInflation0Virements

Bottled Water saving - allocated to Services

6

Supplementary Budgets606

ENVIRONMENT AND REGENERATION COMMITTEEREVENUE BUDGET MONITORING REPORTSUBJECTIVE ANALYSISPERIOD 3: 1st April 2020 - 30th June 2020

Subjective Heading	Approved Budget 2020/21 £000	Revised Budget 2020/21 £000	Projected Out-turn 2020/21 £000	Projected Over/(Under) Spend	Percentage Variance %
Employee Costs	16,504	16,504	16,401	(103)	-0.62%
Property Costs	5,218	5,218	5,537	319	6.11%
Supplies & Services	4,181	4,188	3,481	(707)	-16.88%
Transport & Plant Costs	2,315	2,315	2,161	(154)	-6.65%
Administration Costs	539	539	913	374	69.45%
Payments to Other Bodies	9,182	9,181	9,560	379	4.13%
Other Expenditure	377	377	376	(1)	-0.27%
Income	(14,769)	(14,769)	(12,565)	2,204	-14.92%
TOTAL NET EXPENDITURE	23,547	23,553	25,864	2,311	9.81%
Transfer to Earmarked Reserves *	0	(357)	(357)	0	
Additional Funding - COVID 19	0	0	(2,185)	(2,185)	
TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES	23,547	23,196	23,322	126	0.54%

ENVIRONMENT AND REGENERATION COMMITTEEREVENUE BUDGET MONITORING REPORTOBJECTIVE ANALYSISPERIOD 3: 1st April 2020 - 30th June 2020

Objective Heading	Approved Budget 2020/21 £000	Revised Budget 2020/21 £000	Projected Out-turn 2020/21 £000	Projected Over/(Under) Spend	Percentage Variance %
Regeneration & Planning	6,867	6,866	7,424	558	8.13%
Property Services	3,284	3,291	3,777	486	14.77%
Environmental & Roads	13,244	13,244	14,503	1,259	9.51%
Corporate Director	152	152	160	8	5.26%
TOTAL NET EXPENDITURE	23,547	23,553	25,864	2,311	9.81%
Transfer to Earmarked Reserves *	0	(357)	(357)	0	
Additional Funding - COVID 19	0	0	(2,185)	(2,185)	
TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES	23,547	23,196	23,322	126	0.54%

* Per Appendix 3: New funding transferred to earmarked reserves during 2020/21

Earmarked Reserves	Approved Reserves 2020/21 £000	Revised Reserves 2020/21 £000	2020/21 Budget £000	Projected Spend 2020/21 £000	Projected Carry Forward £000
Earmarked Reserves	5,613	9,958	3,980	4,005	5,953
CFCR	0	1,200	165	165	1,035
TOTAL	5,613	11,158	4,145	4,170	6,988

ENVIRONMENT AND REGENERATION COMMITTEE**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 3: 1st April 2020 - 30th June 2020**

<u>Out Turn</u> <u>2019/20</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2020/21</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>30-Jun-20</u> <u>£000</u>	<u>Projection</u> <u>2020/21</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	<u>Non-COVID 19 Material Variances</u>							
	REGENERATION & PLANNING							
411	Economic Development - Administration	Employee Costs	545	130	102	493	(52)	(9.54)%
2,399	Public Protection - Overall	Employee Costs	2,566	612	567	2,537	(29)	(1.13)%
							(81)	
173	Economic Development - ESF	PTOB	0	0		230	230	
							230	
(173)	Economic Development - ESF	Income	0	0	0	(230)	(230)	
(6)	Economic Development - Riverside Inverclyde	Income	0	0	0	(25)	(25)	
(20)	Public Protection - Community Wardens	Income	0	0	(20)	(20)	(20)	
							(275)	
	PROPERTY SERVICES							
815	Technical Services	Employee Costs	885	206	176	783	(102)	(11.53)%
							(102)	
105	Surplus Property - Property Costs	Property Costs	62	16	3	83	21	33.87%
							21	
195	Technical Services - Agency Costs	Administration	0	0	27	102	102	
							102	

ENVIRONMENT AND REGENERATION COMMITTEE**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 3: 1st April 2020 - 30th June 2020**

<u>Out Turn</u> <u>2019/20</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2020/21</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>30-Jun-20</u> <u>£000</u>	<u>Projection</u> <u>2020/21</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	ENVIRONMENTAL & ROADS							
716	Roads Operations Unit	Employee Costs	770	179	148	742	(28)	(3.64)%
1,543	Refuse Collection - Front Line Staff	Employee Costs	1,629	382	372	1,593	(36)	(2.21)%
							(64)	
32	Roads Operations Unit - Agency Costs	Administration	0	0	0	25	25	
75	Refuse Collection - Agency Costs	Administration	20	5	30	75	55	275.00%
							80	
2,621	Refuse Transfer Station - Residual Waste Contract	PTOB	2,751	476	777	2,714	(37)	(1.34)%
1,534	Waste Strategy - Green Waste	PTOB	80	34	23	117	37	46.25%
							0	
(30)	Roads Client - Recharge to Capital (Flooding)	Income	0	0	0	(30)	(30)	
(102)	Parking - Sales Fees and Charges	Income	(236)	(59)	0	(186)	50	(21.19)%
(639)	Crematorium Income	Income	(718)	(151)	(202)	(691)	27	(3.76)%
(636)	Refuse Collection - Trade Waste Income	Income	(660)	(231)	0	(640)	20	(3.03)%
0	Waste Strategy - Green Waste Permits	Income	(370)	(370)	(304)	(330)	40	(10.81)%
							107	
	Total Non-COVID 19 Material Variances						18	

ENVIRONMENT AND REGENERATION COMMITTEE**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 3: 1st April 2020 - 30th June 2020**

<u>Out Turn</u> <u>2019/20</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2020/21</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>30-Jun-20</u> <u>£000</u>	<u>Projection</u> <u>2020/21</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	COVID 19 Material Variances							
	REGENERATION & PLANNING							
0	Public Protection - Overtime	Employee	0	0	20	25	25	
0	Public Protection - Basic	Employee	0	0	26	114	114	
							139	
432	BSU - Direct Purchases	Supplies & Services	164	41	11	56	(108)	(65.85)%
308	BSU - Subcontractors	Supplies & Services	220	55	6	143	(77)	(35.00)%
							(185)	
0	Economic Development - Clyde Muirshiel	PTOB	0	0	0	25	25	
							25	
(913)	BSU - Income	Income	(603)	(151)	0	(220)	383	(63.52)%
(554)	Planning - Income	Income	(735)	(184)	(64)	(431)	304	(41.36)%
							687	
	PROPERTY SERVICES							
1,192	Central Repairs	Property Costs	1,185	296	132	1,035	(150)	(12.66)%
0	Recovery Plans - Office Works	Property Costs	0	0	75	200	200	
172	Office Accommodation - Cleaning	Property Costs	180	45	44	350	170	94.44%
							220	
(866)	Technical Services	Income	(759)	(126)	0	(559)	200	(26.35)%
							200	

ENVIRONMENT AND REGENERATION COMMITTEE**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 3: 1st April 2020 - 30th June 2020**

<u>Out Turn</u> <u>2019/20</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2020/21</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>30-Jun-20</u> <u>£000</u>	<u>Projection</u> <u>2020/21</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	ENVIRONMENTAL & ROADS							
205	Roads Operations - Subcontractors	Supplies and Services	227	29	0	147	(80)	(35.24)%
1,190	Roads Operations - Materials	Supplies and Services	1,034	56	13	594	(440)	(42.55)%
384	Vehicle Maintenance - SubContractors & Materials	Supplies and Services	281	70	74	244	(37)	(13.17)%
0	Civic Amenity - Traffic Management	Supplies and Services	0	0	20	20	20	
							(537)	
326	Roads Operations - External Hires	Transport & Plant	286	37	3	126	(160)	(55.94)%
473	Vehicle Maintenance - Fuel	Transport & Plant	490	122	142	430	(60)	(12.24)%
0	Refuse Collection - External Hires	Transport & Plant	30	8	0	86	56	186.67%
							(164)	
75	Refuse Collection - Agency Costs	Administration	20	5	30	196	176	880.00%
							176	
2,621	Refuse Transfer Station - Residual Waste Contract	PTOB	2,751	476	777	2,977	226	8.22%
267	Waste Strategy - Dry Mixed Recycling	PTOB	385	121	2	292	(93)	(24.16)%
							133	
(2,080)	Operations Unit - DLO Rechgs Schedule of Rates	Income	(2,256)	(287)	0	(1,256)	1,000	(44.33)%
(324)	Roads Client - Recharge to Capital	Income	(324)	(81)	(214)	(214)	110	(33.95)%
(339)	Parking - Income PCNs	Income	(231)	(58)	(6)	(99)	132	(57.14)%
(102)	Parking - Sales Fees and Charges	Income	(236)	(59)	0	(95)	141	(59.75)%
(639)	Crematorium Income	Income	(718)	(151)	(202)	(830)	(112)	15.60%
(636)	Refuse Collection - Trade Waste Income	Income	(660)	(231)	0	(509)	151	(22.88)%
(296)	Refuse Transfer Station - Tipping	Income	(285)	(71)	(22)	(237)	48	(16.84)%
							1,470	
							2,164	
	Total COVID 19 Material Variances						2,182	
Total Material Variances							2,182	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Environment & Regeneration

<u>Project</u>	<u>Total Funding</u>	<u>Phased Budget To Period 3</u>	<u>Actual To Period 3</u>	<u>Projected Spend</u>	<u>Amount to be Earmarked for 2021/22 & Beyond</u>	<u>Lead Officer Update</u>
	<u>2020/21 £000</u>	<u>2020/21 £000</u>	<u>2020/21 £000</u>	<u>2020/21 £000</u>	<u>£000</u>	
Whinhill Golf Infrastructure	125	0	0	50	75	Technical Services Commission request issued.
Renewal of Clune Park Area	2,384	7	7	180	2,204	Current contract extant for dangerous buildings surveys approx £80K remaining. Currently negotiating contracts for other survey work including Tolerable Standard, Rot and Economic viability plus there are also legal costs arising from the current appeal against a demolition order to progress the regeneration of Clune Park to a conclusion.
Youth Employment	455	18	18	255	200	Continuing the graduate and Modern Apprentice programmes with places both within and outwith the Council. Recruitment ongoing.
Repopulating/Promoting Inverclyde/ Group Action Plan	530	0	4	220	310	Report will be submitted to the August Committee.
Employability Initiatives	754	0	0	604	150	Contracts to local organisations and individuals for employability. £300k for general employability and £300k Business development start up grants to support local companies.
Town and Village Centre Environmental Improvements	63	18	18	63	0	Remaining allocation associated with concluding earlier programme as delivered by Ri. Once all retention etc is concluded, remaining funds will be offered back.
Allocation for a Safer Streets Initiative	250	0	0	50	200	Budget to be allocated to individual schemes longer term.
Seed Funding for active travel within Inverclyde	50	0	0	50	0	Budget to be allocated to individual schemes.
Repaint and carry out essential repairs to the Comet	42	0	0	0	42	Awaiting further instruction following results of Feasibility Report

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Environment & Regeneration

<u>Project</u>	<u>Total Funding</u>	<u>Phased Budget To Period 3</u>	<u>Actual To Period 3</u>	<u>Projected Spend</u>	<u>Amount to be Earmarked for 2021/22 & Beyond</u>	<u>Lead Officer Update</u>
	<u>2020/21 £000</u>	<u>2020/21 £000</u>	<u>2020/21 £000</u>	<u>2020/21 £000</u>	<u>£000</u>	
Resilience & Insurance Claims - Health & Safety	400	0	0	20	380	Initial scoping to be agreed between Property and Roads Services for Customhouse Square. Watt Institute Library - Initial work undertaken through feasibility budget. Consultants to be appointed.
Climate Change	300	0	0	20	280	Council properties, private properties (potentially insulation grants), policy development around sustainable transport. Develop proposals and present to Committee.
Feasibility Studies	110	0	0	10	100	Technical Services Commission request issued for Rankin Park.
Resilience & Insurance Claims - Black Start Equipment	25	0	0	25	0	Tender will be issued for a back-up generator for Pottery Street in the event of a widespread loss of power.
Provision of a Dog Park	20	0	0	20	0	Full spend anticipated in the current financial year.
Murdieston/Thom Street Dam Area	25	0	0	25	0	Full spend anticipated in the current financial year.
Roadside Trees	100	0	0	100	0	Prioritised programme to be delivered.
Barrs Brae Steps	40	0	0	40	0	To be programmed
St Ninians Site - Parking/Landscaping	75	0	0	75	0	Currently awaiting Planning permission.
Overton Play Park surrounds	40	0	0	40	0	Full spend anticipated in the current financial year.
COVID 19 Recovery - Preparation of Economic Case	60	0	0	60	0	To assist COVID 19 Recovery Plan.
Total Category C to E	5,848	43	47	1,907	3,941	

Report To:	Environment & Regeneration Committee	Date:	27 August 2020
Report By:	Chief Financial Officer and Corporate Director Environment, Regeneration and Resources	Report No:	FIN/69/20/AP/CA
Contact Officer:	Carol Alderson	Contact No:	01475 712264
Subject:	Environment & Regeneration Capital Programme 2020/21 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 £45.848m, which means the total projected spend is on budget.
- 2.3 The current COVID-19 pandemic has had a significant impact on the Capital Programme resulting in suspension/delay of a number of projects, measuring slippage against the original budget as agreed in March 2020 would not give a meaningful indication of performance. As a result officers have reviewed and rephased the 2020/21 capital budget and this revised 2020/21 Capital budget was approved by Policy & Resources Committee on 11 August 2020. Performance will be measured from this revised approved budget.
- 2.4 In addition to the impact of the timing of delivery of the Capital Programme which has resulted in the restatement of the budget cost increases of £2.744m across the Council have been identified and funding confirmed by the Policy & Resources Committee on 11 August. These cost increases are not included in this report but will be reflected in future reports to the Committee.
- 2.5 Expenditure at 30 June is 7.63% of 2020/21 projected spend, there is net advancement of £0.100m (1.32%) being reported due to advancement of works on the Victoria and Dalrymple Tower within Core Property assets.

3.0 RECOMMENDATIONS

- 3.1 That the Committee notes the current position of the 2020/23 Capital Programme and the progress on the specific projects detailed in Appendices 1-5.
- 3.2 That the Committee notes that further core property service projects will be identified throughout the 2020/21 financial year as part of the ongoing review and prioritisation of works based on the most recent property condition survey.

- 3.3 That the Committee notes that essential works on Victoria and Dalrymple Tower will be taken forward and funded from the Core Property General Allocation.

Alan Puckrin
Chief Financial Officer

Scott Allan
Corporate Director
Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 On March 12 2020 the Council approved the 2020/23 Capital Programme. This effectively continued the previously approved 2019/23 Capital Programme to 2020/23, in addition to the core annual allocations funding was approved to continue the RAMP and for the Open Spaces AMP for the period.
- 4.2 The current COVID-19 pandemic has had a significant impact on the Capital Programme resulting in suspension/delay of a number of projects, measuring slippage against the original budget as agreed in March 2020 would not give a meaningful indication of performance with initial indications that slippage would be 47.25%. As a result officers have reviewed and rephased the 2020/21 capital budget and this revised 2020/21 Capital budget was approved by the Policy & Resources Committee on 11 August 2020. Performance will be measured from this revised approved budget.

5.0 PROGRESS (Roads Major Projects)

- 5.1 **Carriageways:** The commencement of the carriageway resurfacing programme has been delayed due to Covid-19 and is now programmed to start in August 2020; this delay has led to a re-phasing of the overall schemes with the possibility that some schemes may be deferred until 2021/22 if they are not achieved this financial year.
- 5.2 **Footways:** The commencement of the footway resurfacing programme has also been delayed due to Covid-19 and is now programmed to start in August 2020; the full programme is planned to be delivered.
- 5.3 **Street Lighting:** The Lighting Column Replacement scheme, comprising some 750 columns, and which commenced in the final quarter of 2019/20, was suspended during March 2020 due to Covid-19; the site works have recommenced in June 2020 and work continues on-site. Contract completion and full budget spend is anticipated this financial year.
- 5.4 **Structures:** Officers are progressing with Principal Inspections of Bridges and Structures which will then provide a programme for safety improvement works.
- 5.5 **Flood Risk Management (Central Greenock):** The cleaning works on the Eastern Line of Falls has recommenced after being suspended during Covid-19 restrictions.
- 5.6 **Flood Risk Management (Flood Risk Management Plan):** Flood Alleviation Works on the Bouverie Burn have recommenced after the project was suspended due to Covid-19 and are almost complete. Glen Mosston, Kilmacolm, design works are progressing to attenuate flows in the Glen Moss to reduce downstream flooding. Trial holes and investigations are being carried out at Quarriers Village to determine the service diversion works that would be required for an overflow arrangement to be installed and allow the design drawings to be progressed.
- 5.7 **Cycling, Walking & Safer Streets:** Projects are currently being prioritised and designed to create new dedicated cycle lanes, projects will be presented for future consultation and will require redetermination orders.
- 5.8 **SPT:** William Street pedestrian crossing design is with Transport Scotland for approval. Port Glasgow Access Improvements construction works are out to tender. Pedestrian Crossings Accessibility Improvements and improving the traffic signal linkage tenders are being prepared. Greenock Town Centre Improvements, including West Blackhall Street, have been delayed due to the potential impact on recovery from the Covid-19 pandemic, it is possible full spend may not be achieved. Discussions are ongoing with SPT as to how any slippage/underspend will be managed, this will be reported fully to a future meeting of the Committee.
- 5.9 **Drumshantie Road Carpark:** The design of the car park is substantially complete and discussions are ongoing with the Planning Service and Legal Service in relation to final approvals

to proceed.

6.0 PROGRESS (Environment Major Projects):

- 6.1 **Vehicle Replacement Programme:** Budget for 2020/21 is £598k. £66.5k spend to date with full spend projected.
- 6.2 **Play Areas:** Accessible play equipment has been procured and delivered. Equipment will be installed in 2020/21 financial year. Tender preparation underway for installation of accessible play equipment at thirteen existing play areas within Inverclyde.
- 6.3 **Cemetery Development:** Proposed site lair plans are currently being produced for SEPA approval.
- 6.4 **Cremator Replacement:** Harper Macleod have been engaged to finalise the cremation equipment procurement documents. The procurement documentation for the cremators and abatement equipment will be prepared and finalised for issuing.

7.0 PROGRESS (Regeneration and Public Protection)

7.1 Core Regeneration:

Baker Street Food and Drink Hub: Slow down on site due to contractor issues immediately prior to the Covid lockdown. Limited works have now resumed on site with an indicative completion date of October, a revised programme of works has been requested.

Regeneration of Town & Village Centres: Programme up to March 2020 excluding West Blackhall Street mostly complete. Consideration being given to capital allocations agreed as part of budget in March 2020.

West Blackhall Street and Town Centre Connections: The Council was successful in achieving SPT funding for this project. The project is progressing to original timescales. Greenock Regeneration Forum to consider the project in context of post Covid implications.

Lyle Fountain: Retender delayed due to Covid. Proposed to retender for completion by 2021/22.

Jamaica Street Car Park: Project delayed due to Covid, anticipate completion by March 2021.

- 7.2 **Scheme of Assistance:** It is anticipated spend on the Scheme of Assistance will be impacted by Covid, the projected spend of £0.560m reflects this.
- 7.3 **Clune Park Regeneration:** Demolition delayed due to challenge against demolition order. The Council continues to acquire properties.

8.0 PROGRESS (Property Major Projects)

- 8.1 **Core Property Services:** The programme includes allocations for works across a number of core operational properties. Further projects will be identified throughout the 2020/21 financial year as part of the ongoing review and prioritisation of works based on the 2019 property condition surveys.
- 8.2 **Greenock Municipal Buildings**

Window Replacement: Phases 1 to 5 are complete. Phase 6 addressing the courtyard/stair well at the Fire museum has received planning/listed building consent with detail design substantially completed requiring only extract ventilation details to complete prior to tender issue. Phase 7 addressing the Wallace Place elevation first floor windows, which are unusual in design, will be

taken forward subject to sourcing a manufacturer who can offer an acceptable technical solution.

Carriageway Glazed Roof: The works had commenced on site with glulam structural beams installed and the installation of the aluminium glazing system in progress when works had to be suspended in March due to the COVID-19 pandemic and the Government's instruction to cease all non-essential work. Works re-commenced on site on 22 June and are progressing with glazing projected to be complete by the end of July. Overall completion is projected circa mid-August.

Chimney/Flue Works: Following the Government direction mid-June allowing the phased restart of construction activity, a formal legal acceptance for the project was issued and pre-start meeting held. Works commenced on site late July on the temporary flue and access scaffolding enabling works.

Finance Wing First Floor Refurbishment: Works ceased on site in March due to the COVID 19 pandemic and the Government's instruction to cease all non-essential work. Works have re-started on site with finishes works and doors progressing. Overall progress has been impacted by difficulties experienced with supply of some materials (plaster and light fittings). A revised programme to completion is awaited subject to confirmation of key material delivery dates.

Clyde Square Elevation Re-roofing: Tender documents for the Clyde Square Elevation Re-roofing had been issued immediately prior to the COVID-19 lockdown but had not yet been returned. The tender process was ceased due to the suspension of all construction activity. Tenders have now been re-issued with a return date in early August.

Victoria and Dalrymple Tower Essential Works: Following the completion of external condition surveys in 4th Quarter 2019, further external specialist rope access inspections were commissioned to assess the condition of the Victoria and Dalrymple Towers. These surveys were completed in July and have identified essential maintenance and repair works that now require to be addressed. The Committee is requested to note that these works will be taken forward and funded from the Core Property Service General allocation.

- 8.3 **Greenock Cemetery Complex (Ivy House):** Following the allocation of additional funding approved at the March 2020 Committee, the detail design for the revised scheme is being progressed with tender documents currently being prepared.
- 8.4 **King George VI Building:** Works ceased on site in March due to the COVID-19 pandemic and the Government's instruction to cease all non-essential construction work. The works on this project have not yet re-commenced on site. Technical Services are currently seeking a revised programme from the Contractor.
- 8.5 **Waterfront Leisure Complex Lifecycle Works:** The current allocation will address the renewal of the fire and panic alarm installations and upgrading of the emergency lighting throughout the building. This allocation is indicative pending progression of the detail design/scope of the works and competitive tendering. It should be noted that a significant proportion of external consultants had furloughed staff during the COVID-19 lockdown period with firms currently at different stages of returning staff to work. The appointment of an external consultant for the project will be progressed by Technical Services in the near future.
- 8.6 **Boglestone Community Centre - Re-Roofing:** Tenders had been returned immediately prior to the COVID-19 lockdown. The project will require to be re-tendered due to the expiry of the original tender acceptance period and as a result of the changes within contracts requiring tendering contractors to assess any additional restrictions associated with the phased construction recovery and physical distancing requirements on sites.
- 8.7 **Inverclyde Centre for Independent Living – Roof Replacement:** The works had been partially completed prior to the COVID-19 lockdown period with a certificate of partial possession issued to allow the decontamination area to be handed over and used. The enabling works to allow the remaining part of the roof to be completed have commenced with main Contractor return anticipated in August to commence the roof covering replacement.

- 8.8 **Caladh House Residential Care Home – Building Services Remedial Works:** The works were substantially complete when non-essential works were instructed to cease due to the COVID-19 pandemic. Works re-commenced late July within boiler room only. Progression of remaining works within occupied areas of existing building are subject to further risk assessment and agreement with Client Service.
- 8.9 **Sea Walls/Retaining Walls:** Provision of £0.100m was made in the 2020/21 budget to address the progression of surveys and mapping of Council assets in order to establish condition and any current/future capital project works required. Initial work on the scope of the surveys and mapping of assets will be taken forward through Legal and Property Services with a view to progressing specialist external condition surveys thereafter.
- 8.10 **Whinhill Golf Club Lifecycle Works:** Provision of £0.125m was made available in the 2020/21 budget to address the core condition of the property which is currently rated as C (Poor). The initial £0.125m allocation is captured and reported under the Communities Capital Programme with a matching £0.125m capital allocation under Environment & Regeneration from the Core Property budget. The £0.250m funding will address partial elemental refurbishment to address the core condition and minor improvements, with officers from Technical Services and Inverclyde Leisure liaising on the scope of works.
- 8.11 **Customhouse Square/Watt Institute – Risk/DDA Works:** Provision of £0.400m was made available in the 2020/21 budget to address areas of risk and future claims against the Council including priority equality works. The allocation is proposed to cover provision of a lift within the Watt Institute gallery space which currently has no provision serving the upper exhibition floor. The balance of funding is intended to address improvements to the existing Customhouse Square area and surrounding cobbled roads. The full scope of works will be subject to more detailed feasibility studies and it is intended that the roads element will be addressed in the first instance.
- 8.12 **Minor Works – General**
- Greenock Municipal Buildings Customer Centre Draught Lobby:** Works were substantially complete at the point of the COVID-19 lockdown. The final cosmetic cladding work has now been completed.
- 8.13 **Minor Works - Inverclyde Leisure Properties**
- Greenock Town Hall Saloon Floor Strengthening:** The basement areas were cleared and the contractor scheduled to commence when the work was instructed to cease due to the COVID-19 pandemic. The works on this project have not yet re-commenced on site. Technical Services are currently seeking a revised programme from the Contractor.
- 8.14 **Statutory Duty Works – DDA/Equality**
- Greenock Town Hall Stage Lift:** Listed Building Consent and Building Warrant applications have been submitted. The detail design for the revised scheme is being finalised to allow building warrant approval and preparation of tender documents.
- 8.15 **Asset Management Plan – Depots:**
- Depot Demolitions - Parklea:** Works were scheduled to commence on site immediately prior to the suspension of all works due to the COVID-19 lockdown. The initial works involve asbestos removal and the Contractors specialist sub-contractor for this element is projecting a start on site at the end of July.

Kirn Drive Civic Amenity Site/Craigmuschat Recycling Facility:

Kirn Drive Depot: The contract for the demolition of the existing depot building and removal of redundant fuel tanks is currently on hold pending the progression of Craigmuschat Quarry project below.

Craigmuschat Recycling Facility: Planning approval has been obtained for the provision of a recycling facility at the Craigmuschat Quarry site. Technical Services are currently progressing site surveys (topographical/drain/geological) to inform the progression of the design. Final scope of works to be agreed with Client Service to allow progression of detail design.

9.0 PROGRESS – CITY DEAL

9.1 **Greenock Ocean Terminal:** Cruise ship berthing facility complete. Terminal Building progressing to retender following the original contractor going into administration.

9.2 **Inverkip:** Project reliant on Scottish Power confirming they are progressing Master Plan. Negotiations underway into Council progressing Main Street/A78 improvements directly.

9.3 **Inchgreen:** Strategic Business Case approved Outline Business Case being progressed.

10.0 FINANCE

10.1 The figures below detail the position at 30 June 2020. Expenditure to date is £0.586m (7.63% of the 2020/21 projected spend).

10.2 The current budget is £45.848m. The current projection is £45.848m which means total projected spend is on budget.

10.3 The restated budget for 2020/21 is £7.577m. The Committee is projecting to spend £7.677m with net advancement of £0.100m (1.32%) being reported due to advancement of the Victoria and Dalrymple Tower within Core Property assets of £0.100m.

10.4 In addition to the impact of the timing of delivery of the Capital Programme which has resulted in the restatement of the budget cost increases of £2.744m across the Council have been identified and funding confirmed by Policy & Resources Committee on 11 August. These cost increases are not included in this report but will be reflected in future reports to the Committee.

10.5 One off Costs

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

10.6 Annually Recurring Costs/ (Savings)

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

11.0 CONSULTATION

11.1 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.

11.2 Human Resources

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

11.3 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

11.4 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.

12.0 LIST OF BACKGROUND PAPERS

- 12.1 None.

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	Est Total Cost	Actual to 31/3/20	Approved Budget 2020/21	Revised Est 2020/21	Actual to 30/6/20	Est 2021/22	Est 2022/23	Future Years
	£000	£000	£000	£000	£000	£000	£000	
Roads & Environmental Services								
Roads								
Core Programme								
Cycling, Walking & Safer Streets	344		194	194	5	150	0	
SPT	1,300		1,300	1,300	11	0	0	
Flooding Strategy - Greenock Central	2,216	2,157	59	59	30	0	0	
Flooding Strategy - Future Schemes	1,426	103	222	222		401	700	
Kim Drive Passing Places	200	8	0	0		192	0	
Drumshantie Road Carpark	80	-	80	80		0	0	
Complete on Site	8	-	8	8		0	0	
Roads - Core Total	5,574	2,268	1,863	1,863	46	743	700	0
Roads Asset Management Plan								
Carriageways	4,652		652	652		1,850	2,150	
Footways	872		272	272		300	300	
Structures	596		96	96	7	250	250	
Lighting	1,431		431	431	36	550	450	
Other Assets	453		153	153		150	150	
Staff Costs	1,142		292	292	333	480	370	
Roads Asset Management Plan Total	9,146	0	1,896	1,896	376	3,580	3,670	0
Roads Total	14,720	2,268	3,759	3,759	422	4,323	4,370	0
Environmental Services								
Cemetery Development	1,530	48	150	150		1,332	0	
Cremator Replacement	1,650	69	20	20		789	772	
Zero Waste Fund	185		65	65		60	60	
Vehicles Replacement Programme	3,355		598	598		1,780	977	
Play Area Strategy	650	150	50	50		450	0	
Play Areas complete on Site	10	-	10	10		0	0	
Park, Cemeteries & Open Spaces AMP	650		60	60		290	300	
Environmental Services	8,030	267	953	953	-	4,701	2,109	0
ROADS & ENVIRONMENT TOTAL	22,750	2,535	4,712	4,712	422	9,024	6,479	0

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	Est Total Cost	Actual to 31/3/20	Approved Budget 2020/21	Revised Est. 2020/21	Actual to 30/6/20	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	1,339	0	0	-	50	571	0
Central Gourock	150	130	20	20	-	0	0	0
T&VC - West Blackhall Street	1,612	109	3	3	25	0	1,500	0
T&VC - Lyle Fountain	130	13	0	0	-	117	0	0
T&VC - Jamaica Street Car Park	250	110	140	140	9	0	0	0
T&VC - Other	2,305	276	654	654	7	1,375	0	0
Core Regeneration Total	6,407	1,977	817	817	41	1,542	2,071	0
<u>Public Protection:</u>								
Scheme of Assistance	2,811		560	560	43	1,376	875	
Clune Park Regeneration	1,000	622	0	0	3	378	0	
Public Space CCTV	201	186	15	15	-	0	0	
Public Protection Total	4,012	808	575	575	46	1,754	875	0
Regeneration Services Total	10,419	2,785	1,392	1,392	87	3,296	2,946	0

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	Est Total Cost	Actual to 31/3/20	Approved Budget 2020/21	Revised Est 2020/21	Actual to 30/6/20	Est 2021/22	Est 2022/23	Future Years
	£000	£000	£000	£000	£000	£000	£000	
Property Assets								
Core Property Assets								
General Provision	4,032	-	0	0		2,032	2,000	0
Feasibility Studies	360	158	10	10		142	50	0
Greenock Municipal Buildings - Window Replacement	300	260	15	15		25	0	0
Greenock Municipal Buildings Carriageway Glazed Roof	350	237	96	96		17	0	0
Greenock Municipal Buildings - Flue replacement	80	21	59	59		0	0	0
Greenock Municipal Buildings - Finance Wing First Floor Refurbishment	350	341	9	9		0	0	0
Greenock Municipal Buildings - Clyde Square Re-roofing	1,020	62	400	400		558	0	0
Greenock Municipal Buildings - Victoria/Dalrymple Tower Essential Works	100	-	0	100		0	0	0
Greenock Cemetery - Ivy House Replacement	500	105	25	25		370	0	0
King George VI Refurbishment	1,000	565	385	385		50	0	0
Waterfront Leisure Centre Lifecycle Works	1,278	1,000	18	18		260	0	0
Boglestone Community Centre Roof	300	30	20	20		250	0	0
Inverclyde Center for Independent Living - Re-roofing	200	132	68	68		0	0	0
Caladh House Residential Care Home - Building Services Remedial Works	190	72	100	100	68	18	0	0
Sea Walls/Retaining Walls	100		15	15		85		
Whinhill Golf Club Lifecycle Works	125					125		
Customhouse Square/Watt Institute - Risk/DDA Works	400		20	20		380		
Minor Works								
Farms	30		10	10	-	20	0	0
Minor Demolitions	40		20	20	0	20	0	0
Inverclyde Leisure Properties	100		20	20	-	80	0	0
General Works	100		20	20	-	80	0	0
Design & Pre-Contract	50		20	20	-	30	0	0
Reservoirs	50		25	25	-	25	0	0
Statutory Duty Works								
Electrical	30		10	10	-	20	0	0
Lightning Protection	10		4	4	0	6	0	0
Lifts	10		5	5	-	5	0	0
Water	30		10	10	8	20	0	0
Gas	10		5	5	-	5	0	0
Asbestos	50		10	10	-	40	0	0
Fire Risk	50		10	10	-	40	0	0
DDA/Equality	85		15	15	-	70	0	0
Capital Works on Former Tied Houses	600	213	0	0	-	97	60	230
Complete on Site Allocation	150	1	0	0	-	149	0	0
Core Property Assets Total	12,080	3,197	1,424	1,524	77	5,019	2,110	230
Asset Management Plan:								
Depot Demolitions - Parklea Changing Rooms	45	8	34	34		3	0	0
Depot Demolitions - Balance	105					105		
Kirn Drive Civic Amenity Site / Craigmuschat Recycling Facility	360	96	15	15		249	0	0
AMP Complete on site	89	-	0	0		89	0	0
Asset Management Plan Total	599	104	49	49	0	446	0	0
Property Assets Total	12,679	3,301	1,473	1,573	77	5,465	2,110	230

Report To:	Environment and Regeneration Committee	Date:	27 August 2020
Report By:	Scott Allan, Corporate Director Environment, Regeneration and Resources	Report No:	ENV024/20/KM
Contact Officer:	Scott Allan	Contact No:	01475 712042
Subject:	Environment, Regeneration and Resources Corporate Directorate Improvement Plan 2019/22 - End of Year 1 Progress Report and Annual Refresh 2020		

1.0 PURPOSE

1.1 The purpose of this report is to present the Committee with (i) a progress report on the delivery of the improvement actions within the Environment, Regeneration and Resources (ERR) Corporate Directorate Improvement Plan (CDIP) as at the end of year one and (ii) a refreshed ERR CDIP Improvement Plan containing new or revised improvement actions which require the approval of this Committee.

2.0 SUMMARY

2.1 The ERR CDIP 2019/22 is a rolling three year plan that was approved by the Environment and Regeneration Committee on 2 May 2019. The core element of the CDIP is the Improvement Plan, which has been informed by service self-evaluation as well as ongoing service development.

2.2 Progress reports on the delivery of the improvement actions that sit within Environmental and Public Protection, Regeneration and Planning and the Roads Shared Services are considered at every second meeting of this Committee. The actions that sit within Finance, ICT, Legal and Property Services are reported via the Corporate Services Performance Report, which is considered separately by the Policy and Resources Committee.

2.3 The CDIP Improvement Plan is reviewed annually to ensure that the actions remain relevant and reflect any new challenges or legislation that will impact on the Directorate during the remaining term of the Plan.

2.4 A report on the progress made in the delivery of the CDIP Improvement Plan in year one and a refreshed Improvement Plan were both due to be considered by this Committee in May 2020, however due to Covid-19 which resulted in the suspension of all Committee meetings, it was necessary to roll the Plan forward by several months until this Committee reconvened. The final year one progress report is attached as Appendix 1 and an overall summary of the status of the actions is provided below:

	Blue – complete	Green – on track	Amber – slight slippage	Red – significant slippage
July 2020	6	5	7	-

- 2.5 An unusually high number of improvement actions have 'slippage' status in this reporting period. This is due to the exceptional circumstances arising from the Covid-19 pandemic which significantly impacted on the day to day business of the Directorate, resulting in a shift in focus towards supporting and safeguarding the vulnerable residents and families of Inverclyde.
- 2.6 The refreshed ERR Improvement Plan is attached as Appendix 2. Details of performance in relation to the Directorate's key performance indicators in 2019/20 are also provided. The Improvement Plan has been refreshed taking full cognisance of the challenges of Covid-19 and the associated recovery plans. The full CDIP will be available on the Council's website once it has received the approval of the Policy and Resources Committee. It should be noted that Covid and the associated future implications for delivering services combined with its effects on the economy, may result in the need for ongoing changes to the CDIP. As a Council we will need to be responsive to changing working and economic environments resulting from Covid and CDIPs will reflect this in the coming months and years.
- 2.7 In line with the established reporting cycle, performance reports on the refreshed improvement actions relating to Environmental and Public Protection, Regeneration and Planning and the Roads Shared Services will be presented to every second meeting of this Committee.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Environment and Regeneration Committee:
- a. Notes the progress that has been made in the delivery of the ERR Improvement Plan in year one; and
 - b. Approves the refreshed Environment, Regeneration and Resources Corporate Directorate Improvement Plan.

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 delivery of strategic priorities.
- 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 Environment, Regeneration and Resources CDIP 2019/22 was approved by the Environment and Regeneration Committee on 2 May 2019, whilst the Education, Communities and Organisational Development CDIP 2019/22 was approved by the Education and Communities Committee on 7 May 2019. Both CDIPs were thereafter approved by the Policy and Resources Committee on 21 May 2019.

5.0 IMPROVEMENT PLAN – FINAL PROGRESS REPORT ON YEAR 1

- 5.1 Progress reports on the delivery of the improvement actions that sit within Environmental and Public Protection, Regeneration and Planning and the Roads Shared Services are considered at every second meeting of this Committee. The actions that sit within Finance and ICT and Legal and Property are reported via the Corporate Services Performance Report, which will be considered separately by the Policy and Resources Committee. The aim of this is to provide Members with a summary of progress and to give the Committee and officers the opportunity to make appropriate judgements on where performance across the Council is improving, good or where performance has declined.
- 5.2 This is the final report that will focus on the delivery of the improvement actions in the first year of the Plan. Due to Covid-19, it was necessary to roll forward the Improvement Plan in the CDIP by several months until the refreshed Plan could be brought to this Committee for approval. The status of the improvement actions at the beginning of July 2020 is summarised below:

	Blue – complete	Green – on track	Amber – slight slippage	Red – significant slippage
July 2020	6	5	7	-

An unusually high number of improvement actions have 'slippage' status in this reporting period. This is due to the exceptional circumstances arising from the Covid-19 pandemic which significantly impacted on the day to day business of the Directorate, resulting in a shift in focus towards supporting and safeguarding the vulnerable residents and families of Inverclyde.

Appendix 1 provides further information on each of the improvement actions, together with a commentary from the appropriate Service.

6.0 ENVIRONMENT, REGENERATION AND RESOURCES CDIP ANNUAL REFRESH

- 6.1 The Council's CDIPs are subject to annual review to ensure that the improvement actions remain relevant and reflect any emerging challenges or legislation that will impact on the Directorate during the remaining term of the Plan. The refreshed ERR Improvement Plan is attached as Appendix 2.
- 6.2 The refreshed Improvement Plan takes full cognisance of the challenges of Covid-19 and the associated recovery plans.

- 6.3 The Improvement Plan also contains key performance indicators, comprising statutory performance indicators and local performance indicators and data for 2019/20 is provided where it is available.
- 6.4 Progress in the delivery of the refreshed Improvement Plan will be reported to every second meeting of this Committee. Additionally, because there are improvement actions that are corporate in nature, a separate Corporate Services Performance Report will be submitted to every second meeting of the Policy and Resources Committee.

7.0 IMPLICATIONS

7.1 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 (if applicable)	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

- 7.2 Human Resources: There are no direct human resources implications arising from this report.
- 7.3 Legal: There are no direct legal implications arising from this report.
- 7.4 Equalities: The CDIPs set out their commitment to ensuring equality of opportunity in everything they do. There is a specific section in both plans about what the Directorate is doing in relation to equality and diversity.

(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	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

7.5 Repopulation: The provision of services that are subject to close scrutiny with the aim of delivering continuous improvement for current and potential citizens of Inverclyde supports the Council's priority of retaining and enhancing the local population.

8.0 CONSULTATION

8.1 The refreshed CDIP has been approved by the CMT.

9.0 LIST OF BACKGROUND PAPERS

9.1 None.

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

The information provided in this section shows the progress made in the delivery of the CDIP improvement actions that fall within the remit of the Environmental and Public Protection, Regeneration and Planning and the Roads Shared Services. The status shown is at July 2020 due to the first year of the Improvement Plans being rolled forward by several months in response to Covid-19.

Corporate Improvement Actions – status at the end of year 1

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 July 2020		Commentary July 2020	Corporate Plan priority
1.	<p><u>Integration of Economic Regeneration Activities</u></p> <p>Revised Operating Model fully implemented by July 2019</p>	Internal project Board formed to oversee delivery.	●	Blue - complete	This action is complete following the successful delivery of the revised operating model. A company restructure of Riverside Inverclyde was implemented during the year with RI now managed by the Council in terms of a Service Level Agreement. A full report was considered by the Environment and Regeneration Committee on 31 October 2019.	OP3

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

Cross-Directorate Improvement Actions status at the end of year 1

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 July 2020		Commentary July 2020	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>	●	Blue - complete	<p>All aspects of the management restructure have now been implemented.</p>	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 strategy across service areas. Fully agreed with TUs and Members in each Council.</p> <p>31 March 2021</p>	●	Green – on track	<p>Inverclyde and West Dunbartonshire Councils now share a Head of Service across Roads, Waste, Fleet, Street cleaning and Ground Maintenance. A strategic manager is also shared in respect of Waste, Fleet Street cleaning and Ground Maintenance.</p> <p>A strategy has been presented to the Joint Committee in terms of collaboration achievements and improved resilience to date. Further opportunities for collaboration are being explored.</p>	
3.	<p><u>City Deal</u></p> <p>Implementation of projects in respect of:</p> <ul style="list-style-type: none"> Inverkip road infrastructure 	<p>Delivery of business cases for all projects.</p>	●	Amber – slight slippage	<p>Inverkip - the design element has been delayed as a result of Covid and management changes within Scottish Power</p>	OP1, OP3, OP6

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

Cross-Directorate Improvement Actions 2019/20						
	Where do we want to be?	How will we get there?	Status July 2020		Commentary July 2020	Corporate Plan priority
	<ul style="list-style-type: none"> Expansion of the quayside and delivery of a new visitor centre at Greenock Ocean Terminal Inchgreen project 				<p>Greenock Ocean Terminal – the pontoon works are complete. The main contractor for the terminal building however has gone into administration and a high level options appraisal has led to a re-tender being progressed.</p> <p>Inchgreen - The District Valuer is negotiating with interested parties on the Council's behalf regarding their acquisition. The joint venture with Peel Ports is being progressed.</p>	
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>	●	Amber – slight slippage	<p>Progress has been delayed by the ongoing appeal against a demolition order. This has been exacerbated by delays in the court process as a result of Covid-19. Should this and the parallel Council Tax case be resolved, progress is likely to accelerate.</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 31 March 2020</p>	●	Amber – slight slippage	<p>The Council is currently engaging with other local authorities and Zero Waste Scotland and exploring procurement options to jointly procure solutions with other local authorities or alternatively, to procure a solution for Inverclyde separately. Covid has delayed this process.</p>	OP9

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

Service Improvement Actions 2019/20 – status at the end of year 1

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 July 2020		Commentary July 2020	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>	●	Amber – slight slippage	The Cowdenknowes programme continues from both 2019/20 allocation and phase 3 from 2020/21 funding allocation. There has been some slippage in the programme delivery as a direct result of Covid-19.	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>	●	Blue - complete	This action is now complete.	OP9, OP10
3.	<p><u>Strategic Housing Investment Plan (SHIP)</u></p>	<p>Regular programme meetings with RSLs and Scottish Government</p>	●	Amber – slight slippage	There are delays in a number of projects as a result of COVID-19. The majority are now back on site and	OP4, OP6, OP7

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

Environment and Public Protection						
	Where do we want to be?	How will we get there?	Status July 2020		Commentary July 2020	Corporate Plan priority
	RSLs are supported to increase new housing provision in the area.	31 March 2021			programme meetings were held in early July 2020.	
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.	●	Amber – slight slippage	There is slippage as a result of COVID-19. There are particular issues around the crematorium project due to technical challenges with new cremators.	OP9

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

Shared Services - Roads						
	Where do we want to be?	How will we get there?	Status July 2019		Commentary July 2020	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 – on track	<p>Partnership working is ongoing to promote behavioural changes and increase the number of people who walk, cycle or wheel around Inverclyde. Some of the schemes in the past year include an e-bike trial.</p> <p>In conjunction with Sustrans the Council has employed an Active Travel Officer to investigate future projects, install cycle parking, improve the cycle network and updating and assisting business write and promote active travel.</p> <p>A new programme of investment and associated bids will be made on an annual basis.</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>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>	●	Amber – slight slippage (in part)	<p>Most elements of this improvement action are now complete with slight slippage in other elements.</p> <p>The roads resurfacing programme was delivered in full. Some footway works have been delayed into 2020/21 in response to Covid-19. The improved road condition is reflected in the annual road condition benchmarking.</p>	OP3, OP7, OP9

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

Shared Services - Roads						
	Where do we want to be?	How will we get there?	Status July 2019		Commentary July 2020	Corporate Plan priority
	Access to relevant funding to support strategy.				Production of the Local Transport Strategy has been delayed due to the national strategy not yet being complete. A number of transport schemes have been successfully submitted for funding to SPT and Sustrans.	
3.	<u>Roads</u> Delivery of programme within existing budget and timescale	Regular team meetings and updates Regular budget monitoring against projects Year 1	●	Blue - complete	This action is complete.	OP7, OP9

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

Regeneration and Planning						
	Where do we want to be?	How will we get there?	Status July 2019		Commentary July 2020	Corporate Plan priority
1.	<p><u>SME Activity</u></p> <p>Maintain or grow the existing company base.</p> <p>Increase level of local government participation for local businesses.</p>	<p>Support local businesses through contract and direct intervention</p>	<p>●</p>	<p>Green – on track</p>	<p>The Business Gateway contractor has maintained the number of business start-ups at circa 150 which matches previous years' performance. The Council is currently ranked in 12th place in respect of spend with local SME in Scotland (LGBF) </p>	<p>OP3</p>
2.	<p><u>Local Development Plan 2</u></p> <p>Local Development Plan is adopted.</p>	<p>Establish project milestones.</p> <p>Participation in formal process.</p> <p>August 2019</p>	<p>●</p>	<p>Blue - complete</p>	<p>Following receipt of the examination report in April 2019, the Local Development Plan was adopted in August 2019. Note that Chapter 7 of the LDP has been quashed following an appeal to the Court of Session against Scottish Government approval of the Plan.</p>	<p>OP1,OP7, OP8</p>
3.	<p><u>Planning (S) Bill</u></p> <p>Settled position with implementation.</p>	<p>Staff resource required regarding community awareness.</p>	<p>●</p>	<p>Green – on track</p>	<p>The Planning (S) Bill has been implemented and is now settled.</p>	<p>OP7</p>
4.	<p><u>Digital Planning</u></p> <p>Government policy is fully implemented.</p>	<p>Establish project milestones.</p>	<p>●</p>	<p>Blue - complete</p>	<p>This is now fully implemented.</p>	<p>OP7</p>
5.	<p><u>Town Centres</u></p> <p>Town centres are sustainable</p>	<p>Resource allocation</p>	<p>●</p>	<p>Green – on track</p>	<p>The town centre fora continue to meet on a regular basis however the impact of Covid-</p>	<p>OP3</p>

APPENDIX 1: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22– PROGRESS REPORT YEAR 1

Regeneration and Planning						
	Where do we want to be?	How will we get there?	Status July 2019		Commentary July 2020	Corporate Plan priority
					19 has potentially a significant impact on the viability of the town centres.	

APPENDIX 2: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22 REFRESHED IMPROVEMENT PLAN

The Environment, Regeneration and Resources CDIP has a further two years left in its current planning cycle. The Improvement Plan is reviewed annually to ensure that the actions within it remain relevant, that it reflects the current position and also any new challenges that have emerged in the previous year.

This section sets out the refreshed improvement actions for the Environment Regeneration and Resources Directorate. The full CDIP which includes details of achievements in year 1, the Directorate structure and budget can be found on the Council's website.

Improvement Plan Overview	
Environment & Public Protection	Corporate Plan Priority
Clune Park Regeneration	OP7 , OP9
Contracts – Residual Waste	OP7, OP9
Home Energy Efficient Programmes for Scotland (HEEPS)	OP4, OP6, OP9
Strategic Housing Investment Plan	OP4, OP6, OP7
Capital Projects	OP9
Finance	
Welfare Reform – Employees	OP4, OP9, OP10
2021/23 Budget	OP9
Collaboration – Non domestic rates	OP9, OP10
Channel Shift	OP9
Cloud Migration Strategy	OP9
Legal and Property Services	
Asset Management Strategy	OP7, OP9
Information Governance	OP9
Partnership Working	OP9, OP10
Elections	OP10

APPENDIX 2: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22 REFRESHED IMPROVEMENT PLAN

Improvement Plan Overview	
Regeneration and Planning	Corporate Plan Priority
City Deal	OP1, OP3, OP7
Small and Medium Sized Enterprises (SME) Activity	OP3
Local Development Plan 2	OP1, OP7, OP8
Planning (Scotland) Act 2019	OP2, OP7
Town Centre Regeneration	OP1, OP3, OP7
Collaboration (Roads & Transportation)	
Collaboration and shared strategic management of Roads & Transportation services	OP7, OP9, OP10
Sustainable Travel	OP6, OP7
Roads Network / Transport Infrastructure	OP3, OP7, OP9
Roads	OP7, OP9
All Services	
Measuring impact on outcomes	OP9

Corporate Improvement Actions

APPENDIX 2: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22 REFRESHED IMPROVEMENT PLAN

Corporate Improvement Actions

These actions have implications for the whole Council, or more than one Directorate, not just the Environment, Regeneration and Resources Directorate.

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
CA1	2021/23 Budget	No figures for 2021/23 from the Government and therefore council approved a single year budget in 2020/21	To develop a balanced two year budget that has been approved by Council.	Two year budget developed by March 2021. Calculate funding gap by December 2020. Regular meetings of the MBWG and Joint Budget Group	Detailed approved plans setting out how the budget will be balanced. Regular reports to Policy & Resources Committee	Chief Financial Officer	Within existing resources	OP9
CA2	Asset Management Strategy	The Inverclyde Council Corporate Asset Management Strategy 2016/18 requires to be refreshed to reflect the current position. A new strategy has been developed and is currently at the draft stage and requiring formal approval.	The capital asset management plan is updated to fully reflect current position and links to supporting plans which have been developed.	New plan approved by the CMT end September 2020 and submitted for Committee approval thereafter.	Approval of Corporate Asset Management Strategy at Committee. Implementation of Strategy.	Head of Legal and Property Services	Contained within existing budget.	OP7 OP9

APPENDIX 2: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22 REFRESHED IMPROVEMENT PLAN

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
CA3	Information Governance	The Council's Freedom of Information Policy was last formally reviewed in 2011 and, along with procedural guidance, requires to be reviewed and updated to reflect current practice and guidance from the Scottish Information Commissioner in order to improve the quality and response times of FOI responses. A training programme for officers is also needed.	The Council's Freedom of Information Policy and associated guidance to officers is updated.	Freedom of Information Policy and procedures are updated to reflect current practice. Information Management System to manage FOI requests is implemented. A corporate training programme is established. December 2020.	Finalised Freedom of Information Policy and associated guidance and procedures are agreed. Improvement in response times and quality of FOI responses.	Head of Legal and Property Services	Contained within existing budgets.	OP9
CA4	Measuring Impact on Outcomes	The Audit Scotland Best Value Assurance Report (2017) contained a recommendation that the Council and partners need to better identify the extent of the impact services/partners expect to make to the overall strategic outcomes.	Inverclyde Alliance and Inverclyde Council are better able to demonstrate impact on outcomes, at various levels across services and programmes. Performance reporting is linked to measuring impact on outcomes at an individual, community and population level.	Continue to work with experts and other performance management specialists, to identify processes to better measure impact on outcomes and learn from good practice elsewhere. Build on additional performance	Audit Scotland is assured that Inverclyde Council is able to demonstrate impact on outcomes for all its children, citizens and communities.	Corporate Policy, Performance and Partnership Manager	Contained within existing resources	OP1 OP2 OP3 OP4 OP5 OP6 OP7 OP8

APPENDIX 2: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22 REFRESHED IMPROVEMENT PLAN

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
		<p>Public performance reporting has been strengthened across a range of areas, including:</p> <ul style="list-style-type: none"> • A Corporate Plan Annual Report shows progress in the delivery of our organisational and partnership priorities. • A redesign of the performance webpages to present performance information that shows the progress that is being made in the delivery of priorities and outcomes. • A LOIP Annual Report is also produced by the Inverclyde Alliance. 		<p>reporting arrangements that have been put in place in the last 2 years. Identify desired outcomes with key milestones / timescales for the Inverclyde Alliance Partnership Action Plans.</p> <p>Ongoing</p>				

Cross-Directorate Improvement Actions

APPENDIX 2: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22 REFRESHED IMPROVEMENT PLAN

Cross-Directorate Improvement Actions

The delivery of these actions will involve more than one service in the Environment, Regeneration and Resources Directorate.

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible ?	How much will it cost?	Link to Corporate Plan priority
CD1	Collaboration and shared strategic management of Roads & Transportation services	Inverclyde and West Dunbartonshire Councils now share a Head of Service across Roads, Waste, Fleet, Street cleaning and Ground Maintenance. A strategic manager is also shared in respect of Waste, Fleet Street cleaning and Ground Maintenance. A strategy has been presented to the Joint committee in terms of collaboration achievements and improved resilience to date.	Further explore opportunities for collaboration	Development of strategy across service areas. Fully agreed with TUs and Members in each Council. 31 March 2021	Delivery of service changes approved at Joint Committee and within Councils and implemented.	Head of Roads & Transportation	Within existing budget	OP7 OP9 OP10

APPENDIX 2: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22 REFRESHED IMPROVEMENT PLAN

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible ?	How much will it cost?	Link to Corporate Plan priority
CD2	Channel Shift	Many customer transactions still take place through traditional channels, which are more costly.	Move customers away from traditional channels of communication to digital channels such as self-serve and online services.	Improve range of services and systems available online by increasing the number of channels and transactions dealt with via digital routes. Council Tax on line launched January, 2020 Next projects identified and progressed.	Monitoring of channel statistics. Reduced contact from customers through traditional methods such as face to face and telephone and a shift to using electronic forms, reporting and mobile applications.	ICT Manager/ Revenues and Customer Services Manager	Within existing resources supported by £200k reserve agreed March 2020	OP9
CD3	City Deal	At Ocean Terminal the new cruise ship berthing facility is complete. The Terminal Building commenced on site but work ceased due to Covid. Thereafter, the contractor entered Administration. A final business case for Inverkip is due by early 2021. The design element has been delayed due to Covid-19. Inchgreen - The District Valuer is	Implementation of projects in respect of: <ul style="list-style-type: none"> • Inverkip road infrastructure progressed to FBC • Expansion of the quayside and delivery of the Terminal Building at Greenock Ocean Terminal having concluded the Options Appraisal 	Delivery of business cases for all projects. Completion of options appraisal and where necessary resubmission of business cases reflecting current situations	Monitor progress towards the achievement of project milestones Reports on progress will be delivered to the City Deal Project Board and the Environment & Regeneration Committee.	City Deal Programme Board	Contained within existing resources	OP1, OP3, OP6

APPENDIX 2: ENVIRONMENT, REGENERATION AND RESOURCES CDIP 2019/22 REFRESHED IMPROVEMENT PLAN

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible ?	How much will it cost?	Link to Corporate Plan priority
		negotiating with interested parties on the Council's behalf regarding their acquisition. The joint venture with Peel Ports is being progressed.	<ul style="list-style-type: none"> Inchgreen project progressed to outline Business Case. 					
CA4	Clune Park regeneration	The Clune Park Masterplan is currently being supplemented by the development of a strategy for the wider Eastern Gateway.	<p>Continue progress towards demolition in the area.</p> <p>Publication of the Eastern Gateway Strategy.</p>	Delivery of the key elements of the masterplan.	<p>Completion of the actions contained within the Masterplan.</p> <p>Monitoring and reporting of progress to Committee.</p>	Head of Service Environment and Public Protection Services	<p>Included in Capital Allocation</p> <p>Earmarked reserves identified</p>	OP7 OP9
CD5	Contracts – Residual Waste	Engagement is ongoing with other councils and Zero Waste Scotland. Procurement options are being explored to jointly procure solutions with other local authorities or alternatively procure a solution for Inverclyde separately.	<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 and Zero Waste Scotland to achieve agreement</p> <p>Agreed route to market</p> <p>October 2021</p>	Successful bids delivered through procurement exercise	Head of Service Environment and Public Protection	Subject to approval and outcome of bid	OP9

Service Improvement Actions

Service Improvement Actions

These actions will be carried out by specific Services in the Directorate.

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
Environment and Public Protection								
EPP1	HEEPS (Home Energy Efficiency Programmes for Scotland)	<p>IC successfully sourced funds from Scottish Government (SG) – Home Energy Efficiency Programme Scotland – Area Based Schemes (HEEPS ABS)</p> <p>In 2017/18, £1,225,259 funding was received from the Scottish Government.</p> <p>In 2019/20, £1,144,634 funding was received from the Scottish Government.</p> <p>In 2020/21 £1,255,975 has been awarded.</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 2 - 31 March 2021</p>	<p>There is an overall increase in home energy efficiency across all tenures.</p> <p>Programme is annually funded. Regular programme / progress meetings with the Council's delivery partner the Wise group and RSLs. Delivery of energy efficiency measures to homes is monitored.</p>	Head of Service	Dependant on external SG funding allocation.	OP4 OP6 OP9
EPP2	Strategic Housing Investment Plan (SHIP)	The Council has an approved Strategic Housing Investment	RSLs are supported to increase new housing provision in the area.	Regular programme meetings with RSLs and Scottish Government	Increase in the number of good quality, affordable	Head of Service	Funding of the SHIP programme is direct from	OP4 OP6 OP7

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
		Plan for the period 2019/20 – 2023/24.		31 March 2021	homes that meet the needs of our residents		Scottish Government to RSLs.	
EPP3	Environmental Capital Projects	<p>Capital projects have been identified and are progressing for the following:</p> <ul style="list-style-type: none"> - Crematorium - Cemeteries - Vehicle Replacement Programme - Kirn Drive 	Environmental capital projects have been delivered on time and on budget.	<p>Effective project management.</p> <p>Project management meetings to review progress.</p> <p>Ongoing over years 1 and 2.</p>	<p>Capital update reports to Committee.</p> <p>Capital projects are delivered on time and within budget.</p>	Head of Service	Included in Capital Allocation	OP9
Shared Services – Roads								
SSR1	Sustainable Travel	<p>An Active Travel Strategy is in place.</p> <p>Additional funding has been secured to promote Active Travel from SPT and Sustrans and a programme of improvements for cycling and walking delivered. A new programme of investment and associated bids will be</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>Timescale for delivery is dependent on individual projects and initiatives</p>	Regular reports to Committee on active travel.	Head of Service	<p>Within existing budget</p> <p>Maximising funding opportunities</p>	OP6 OP7

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
		made on an annual basis.						
SSR2	Roads Network / Transport infrastructure	<p>Roads resurfacing programme has been delivered in full. Some footway works have been delayed into 2020/21 in view of Covid-19. The improved road condition is reflected in annual road condition benchmarking.</p> <p>The National Strategy is not yet complete.</p> <p>A number of transport schemes have been successfully submitted for funding to SPT and Sustrans.</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>Structured collaboration with West Dunbartonshire Council combined with appropriate project management.</p> <p>31 March 2021</p>	<p>Growth targets supported and delivered.</p> <p>Regular reports to Committee.</p>	Head of Service	<p>Within existing budget</p> <p>Maximising funding opportunities where possible</p>	<p>OP3</p> <p>OP7</p> <p>OP9</p>
SSR3	Roads	Roads capital programme has been identified and approved by Committee	Delivery of programme within existing budget and timescale	<p>Regular team meetings and updates</p> <p>Regular budget monitoring against projects</p> <p>Year 2</p>	<p>Capital update reports to Committee</p> <p>Projects delivered on time and within budget</p>	Head of Service	Within existing budget	<p>OP7</p> <p>OP9</p>

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
Regeneration and Planning								
RP1	SME Activity a) Development b) Supplier development	<p>The Business Gateway contract is in place to provide advice and guidance to new and existing businesses in Inverclyde.</p> <p>Meet the Buyer Programmes Events are held.</p> <p>Quarterly construction forum meetings are held involving 50 companies</p> <p>One to one procurement advice is offered by the service.</p> <p>Inverclyde ranks in 12th place nationally for spend on local SMEs</p>	<p>Maintain or grow the existing company base.</p> <p>Increase level of local government participation for local businesses.</p>	Support local businesses through contract and direct intervention	<p>Business base is maintained at existing levels or has grown.</p> <p>Monitoring of performance through reporting to Committee.</p>	Head of Regeneration and Planning	Within existing resources	OP3

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
RP2	Local Development Plan 2	The Local Development Plan was adopted last year, however following the decision by the Court of Session to quash the Community and Housing chapters this will require to be addressed and a solution implemented.	To have in place a Housing Policy which reflects the Council's requirements	Following legal advice Promotion of a new Policy / Plan	Monitor progress towards the achievement of project milestones.	Head of Regeneration and Planning	Contained within existing resources	OP1 OP7 OP8
RP3	Planning (Scotland) Act 2019	The Planning (Scotland) Act 2019 introduces new responsibilities for planning services and requires a more strategic focus	Implementation of the individual regulations of the Act in line with Scottish Government's guidance.	Partnership working with applicants and developers	Monitor progress towards the achievement of project milestones	Head of Regeneration and Planning	Contained within existing resources	OP7
RP4	Town Centres	A number of significant challenges are faced by our town centres in Inverclyde which threatens their future viability. The difficulties facing town centres have been exacerbated by Covid-19.	Working in partnership with the business community to implement a Recovery Plan	Resource allocation	Reduced level of void rates	Head of Regeneration and Planning	Contained within existing resources	OP3
Finance								
FIN1	Welfare Reform – Employees	Universal Credit Service has resulted in a reducing Housing Benefit caseload.	There is an adequately resourced Benefit and Customer Service Team in place.	Communication with employees and Trades Unions.	Performance targets are met and a stable	Revenues and Customer	Within existing resources 2.8 FTE reduction in resources	OP4 OP9 OP10

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
		Managed migration is on hold.	Clarity on timescales for managed migration and employee implications	Regular updates to the Policy and Resources Committee. Effective communication with partners will be achieved through the forum of the Welfare Reform Project Board and Financial Inclusion Partnership.	workforce is retained.	Services Manager	agreed March, 2020	
FIN2	Non-domestic rates Policy-Unoccupied Premises	Responsibility to be delegated to Councils to set NDR Policy for Unoccupied properties from March,2022	Policy set by the Council and communicated to Rate Payers	Policy approved by March, 2021 Letters issued April, 2021	Policy approved	Chief Financial Officer	Within existing resources & Government Grant	OP9
FIN3	Cloud Migration Strategy	The majority of current systems are 'on premises'. A review of systems is required.	The review is complete and the recommendations arising from it have been implemented.	Engagement with suppliers and other local authorities.	Approved Ph1 of the strategy by late 2020	ICT Manager	Employee saving approved as part of the 2020/21 Budget.	OP9
Legal and Property								
LPS1	Partnership working	The service works in partnership with the Council and HSCP to deliver on a wide range of strategic priorities e.g.	Partnership working is planned and roles and expectations are clear.	Develop SLAs with the relevant services	SLA(s) are complete and approved by relevant partners	Head of Legal and Property Services	Within existing resources	OP10

Ref no	Area of Directorate activity	Where are we now?	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Who is responsible?	How much will it cost?	Link to Corporate Plan priority
		<ul style="list-style-type: none"> - Clune Park - AMP refresh - SEMP completion - 1140 hours for early learning and childcare - City Deal - Community Empowerment - Health and Social Care Integration - SCAI - Vulnerable children and adults <p>Partnership working currently is reactive.</p>						
LPS2	Elections	The service has the responsibility for the management and delivery of national and local elections.	An Election Team is identified with responsibility for planning / arrangements to deliver the local government election in 2022.	Develop succession planning to ensure that an Election Team is in place to deliver the required actions.	Successful completion of the Local Government Election 2022.	Head of Legal and Property Services	Within existing resources	OP10

Environment, Regeneration and Resources Directorate Performance Information

Key Performance Measures	Performance				Target 2020/21	Post Covid Targets 2020/21	Lower limit/ alarm	2018/19 Rank/national average (where available)
	2016/17	2017/18	2018/19	2019/20				
Council Tax – In year collection level	95.3%	95.5%	95.7%	95.4%	95.5%	90.5%	89%	LGBF indicator – 24 th best performing council in Scotland in 2018/19
Speed of processing changes in circumstances to Housing Benefit	4 days	4 days	3.74 days	2.55 days	4 days	4 days	6 days	-
Speed of Processing new claims for Council Tax Reduction (From November 2016)	36 days	30 days	33 days	31 days	34 days	34days	37 days	-
CSC – Abandoned Calls - Revenue - General	23% 7%	25% 7%	18% 7%	6% 3%	20% 7%	22% 7%	26% 10%	-
Percentage of invoices sampled that were paid within 30 days	96.6%	96.6%	95.86%	96.2%	97.13%	95.0%	93.5%	LGBF indicator – 9 th best performing council in Scotland in 2018/19
ICT Service Delivery Corporate Incident SLA Attainment	96.74%	94.7%	88.8%	90.4%	95%	90%	85%	-
ICT Schools Service Delivery Schools Incident SLA Attainment	91.9%	91.6%	91.1%	90.4%	95%	90%	85%	-
Category 1 Potholes – Make safe/repair within 24 hours of identification	94.3%	100%	100%	100%	90%		85%	-
Category 2 Potholes – Make safe/repair within 7 days of identification	74.5%	98.6%	92.8%	100%	80%		75%	-
Street Lighting Failed Dark Lamp	89%	85.6%	90.6%	92.3%	92%		87%	-
Waste Recycling (households)	53%	57%	56%	Not available	43%**		47%	LGBF indicator – 6 th best performing council in Scotland in 2018/19

Appendix 2

Key Performance Measures	Performance				Target 2020/21	Post Covid Targets 2020/21	Lower limit/ alarm	2018/19 Rank/national average (where available)
	2016/17	2017/18	2018/19	2019/20				
Number of Business/Property Assists	28	27	27		25	25	15	-
Percentage of all planning applications decided in under 2 months	90%	87%	80%	84%	90%	85	85%	-
Percentage of householder planning applications decided in under 2 months	95%	96%	90%	92%	95%	90	90%	-
Percentage of building warrants assessed within 20 working days of registration	99%	97%	95%	94%	95%	91	90%	-

** Scottish Government Recycling Target – Service performance is expected to exceed this.

Report To:	Environment and Regeneration Committee	Date:	27 August 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	E&R/20/08/02/SJ
Contact Officer:	Ash Hamilton	Contact No:	01475 712463
Subject:	Inverclyde Local Development Plan Supplementary Guidance: Planning Application Advice Notes		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise on the comments received during the consultation on the Draft Supplementary Guidance on Planning Application Advice Notes, the Council's response to these, and to seek approval to adopt the Supplementary Guidance as part of the Local Development Plan.

2.0 SUMMARY

- 2.1 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.
- 2.2 The Planning Application Advice Notes Supplementary Guidance sets out guidance for a range of common development types which, if followed, is likely to make development proposals more acceptable to the Council.
- 2.3 The draft guidance was published, following Committee approval on 17 February 2020, with a consultation period running until 27 March. Comments received and the proposed Council response to these is attached at Appendix 1. The draft guidance has been revised to take account of comments received and it is now recommended that the Committee agree to submit the guidance to Scottish Ministers seeking approval to adopt the guidance as part of the Local Development Plan.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Committee agrees to submit the guidance to Scottish Ministers seeking approval to adopt the revised Supplementary Guidance attached as Appendix 2.

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.
- 4.2 Planning guidance on Planning Application Advice Notes has long been part of the wider suite of guidance documents available to applicants seeking planning permission in Inverclyde. In 2014, the Planning Application Advice Notes formally became part of the development plan when they were adopted as Supplementary Guidance to the Local Development Plan. The Planning Application Advice Notes Supplementary Guidance covers 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
- 4.3 While a draft version of the Supplementary Guidance on Planning Application Advice Notes was published for consultation alongside the Proposed Local Development Plan in 2018, internal revisions to the document meant that an updated draft was required to be published again for consultation.
- 4.4 A report on the Draft Supplementary Guidance on Planning Application Advice Notes was approved by the January 2020 Committee.

5.0 CONSULTATION ON SUPPLEMENTARY GUIDANCE: PLANNING APPLICATION ADVICE NOTES

- 5.1 The Draft Supplementary Guidance on Planning Application Advice Notes was subject to a 6 week consultation, running from 17 February to 27 March 2020. The document was made available to view and download on the Council's website, with a hard copy also available to view in the Municipal Buildings in Greenock. The consultation was publicised on the Council's website and social media platforms, with over 200 people who previously participated in the preparation of the Local Development Plan directly notified.
- 5.2 A total of five consultation responses were received from Scottish Water, Scottish Natural Heritage (SNH), Scottish Environment Protection Agency (SEPA), Persimmon Homes and kraft architecture + research. While the responses from SEPA and Scottish Water were informative and only require to be noted by the Council, the remaining three responses raised specific issues and/or requested changes to the draft guidance. All the issues raised and the Council's responses are set out in Appendix 1 - Consultation Comments and Council Responses.
- 5.3 As detailed in Appendix 1, the four amendments listed below are recommended in order to address issues raised by respondents. The amendments have been incorporated into the Supplementary Guidance on Planning Application Advice Notes set out in Appendix 2.
- Add the following sentence after the second bullet point of the 'Location of Play Areas' section in Planning Application Advice Note 3 (page 9): *"Any new open space and play provision requirements, or changes to existing requirements, identified in a future Inverclyde Greenspace Strategy will supersede those identified above."*

- Replace the second paragraph of Planning Application Advice Note 4 (page 10): with “*The following advice sets out standards that the Council expect proposals to comply with. Consideration will also be given to contemporary and/or innovative proposals which are considered to have a positive impact on the amenity, character and appearance of the property and its surroundings.*”
- Incorporate the following statement as a final bullet point in the Signage section of Planning Application Advice Note 11 (page 22): “*Where renovation works uncover previous shop signs of historic/heritage interest, the merits and practicalities of retaining that signage should be discussed with the Planning Service.*”
- Add the following statement at the end of the Security section in Planning Application Advice Note 11 (page 22): “*Alternative security measures which limit the visual impact on the streetscape will be considered.*”

5.4 It is recommended that the Committee agrees to submit the guidance to Scottish Ministers seeking approval to adopt the Supplementary Guidance on Planning Application Advice Notes set out in Appendix 2. If Committee approval is granted, the Supplementary Guidance, a table of the consultation comments received and the Council's responses to them (as set out in Appendix 1) and a statement of the measures taken to publicise the consultation will be forwarded to the Scottish Ministers. After 28 days have elapsed, the Council may adopt the Supplementary Guidance unless Scottish Ministers direct otherwise. Following the recent Court of Session decision to quash Chapter 7 of the Local Development Plan, the Council is seeking clarification from the Scottish Government on whether this will impact on the adoption of this Supplementary Guidance. A verbal update on this will be provided at Committee.

6.0 IMPLICATIONS

6.1 Finance

There are no financial implications associated with this report.

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.

6.4 Equalities

(a) 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

(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

Repopulation

6.5 There are no repopulation implications arising from this report.

7.0 CONSULTATIONS

7.1 The consultation measures undertaken are set out in paragraph 5.1. 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: Consultation Comments and Council Responses
- Appendix 2: Supplementary Guidance on Planning Application Advice Notes

Planning Application Advice Notes Supplementary Guidance - Consultation Comments and Council Responses

The table below provides a list of respondents and a summary of each representation to the consultation on the Draft Supplementary Guidance: Planning Application Advice Notes, along with the Council's response.

Respondent	Summary of Representation	Inverclyde Council response
Scottish Water	Identified three Scottish Water guidance documents (i.e. Surface Water, Trade Effluent, Stand-off distances and Buildover and pre-development), which are relevant to the types of applications discussed within the SG.	Noted.
Scottish Natural Heritage	Welcomed the preparation of the guidance and its contents.	Noted
	<p><i>PAAN 3 - Public and Private Open Space Provision in New Residential Development.</i></p> <p>Strongly support the inclusion of this PAAN. With regard to open space provision, additional detail could be provided, such as distance thresholds to access public open space. The guidance should align with the forthcoming Open Space Strategy.</p>	<p>Inverclyde Council is currently in the process of developing a Greenspace Strategy, which will identify an accessibility standard (distance threshold) for assessing current provision and identifying requirements for new development.</p> <p>As work is still ongoing on the strategy, an accessibility standard cannot be incorporated into PAAN 3 at this stage. To ensure that such a standard can be taken into account by PAAN 3 at a future point, it is proposed that a paragraph is added at the bottom of the Open Space Provision section stating that "Any new open space and play provision requirements, or changes to existing requirements identified in a future Inverclyde Greenspace Strategy will supersede those identified above".</p>

Respondent	Summary of Representation	Inverclyde Council response
	<p><i>PAAN 8 - Siting and Design of Houses in the Green Belt and the Countryside.</i></p> <p>Welcome the guidelines to retain the character of the countryside in Inverclyde</p> <p>Greater detail could be provided, particularly in relation to the siting of new housing to ensure that housing is appropriate and cohesive with the surrounding character. Recommend looking at examples of siting and design of housing in the countryside from other planning authorities.</p>	<p>Whilst recognising that the subject of siting and design of rural housing could be covered by more detailed guidance, it is considered that the Planning Application Advice Note format of short guidance focusing on fundamentals remains appropriate, and avoids being too prescriptive.</p>
SEPA	<p>We have little comment to make on the SG as the issues within our remit are limited.</p> <p>We expect that proposals will be undertaken in line with the policies in the LDP and our regulatory requirements.</p>	Noted
Persimmon Homes	<p><i>PAAN 3: Private and Public Open Space Provision in New Residential Development</i></p> <p>With specific reference to the minimum sizes associated with Large Scale (Infill) or Greenfield/Edge of Settlement, the space between houses or attached garages to side boundary should be reduced from the identified 2m to 1.1m. This would enable the developable area of a site and associated housing numbers to be maximised, where possible, and reduce the need for further greenfield land release. A 1.1m distance would also provide sufficient space to access the rear of the property with bins etc. whilst variations to front elevations and/or building lines will ensure that there is variety to the streetscene if the latter is a reason for seeking greater gable to gable spacing.</p> <p><i>PAAN 3: Private and Public Open Space Provision in New Residential Development</i></p>	<p>Inverclyde Council is of the view that the space between buildings is not just functional but important to amenity and in ensuring the creation of a successful place as required by Policy 1 of the Local Development Plan. Officer experience of housing layouts within Inverclyde and elsewhere suggests that a building to boundary distance of a minimum of 2 metres achieves.</p> <p>Inverclyde Council is currently in the process of developing a Greenspace Strategy. Part of</p>

Respondent	Summary of Representation	Inverclyde Council response
	<p>The quantity of open space and play provision sought is substantially higher than the neighbouring authorities of Renfrewshire and North Ayrshire. For example, while a three bedroom house with two double rooms and a single could require 82m² of public open space and 16m² of play provision in Inverclyde, Renfrewshire would seek play areas of 1m² per dwelling, with North Ayrshire seeking 45m² of open space per dwelling.</p> <p>Whilst open space provision is important to the overall development layout the quantitative requirement should be reduced in favour of qualitative standards. To avoid dubiety the space standard should be linked to the number of units rather than potential occupancy, such an approach has been taken in South Lanarkshire. Based on the 2011 Census there is, on average 2.1 people per household in Inverclyde. Applying the average household occupancy to the indicative requirement of 1.64ha per 1000 population (16.4m² per person) the open space requirement would be 34.4m² per house. We advocate this formula for the delivery of both open space and play provision.</p>	<p>this process is to review existing open space and associated play provision against a robust set of standards, in order to identify gaps in provision, in terms of accessibility, quality and quantity. Based on this review, the Strategy will look again at the open space and play provision requirement for new development to see if it remains fit for purpose.</p> <p>While the suggested formula will be considered in the above review, the Council is not in a position to amend the open space and play provision requirements in PAAN 3 until work on the Greenspace Strategy is complete.</p> <p>To ensure that any future changes to the open space and play provision requirements can be taken into account by PAAN 3, it is proposed that the following paragraph is added after the second bullet point of the 'Location of Play Areas' section; "Any new open space and play provision requirements, or changes to existing requirements, identified in a future Inverclyde Greenspace Strategy will supersede those identified above".</p>
kraft architecture + research	<p><i>PAAN 4 House Extensions</i></p> <p><u>Rear Extensions</u> - replace "The extension should be finished in materials to compliment those of the existing house", with guidance identifying contemporary award winning examples.</p> <p><u>Side Extension</u> - replace "The roof over extensions should match the existing house roof. Extensions should be set back at</p>	<p>Replace the second paragraph of PAAN 4 with "The following advice sets out standards that the Council expect proposals to comply with. Consideration will also be given to contemporary and/or innovative proposals which are considered to have a positive impact on the amenity, character and appearance of the property and its surroundings."</p>

Respondent	Summary of Representation	Inverclyde Council response
	<p>least 1.0 metre from the site boundary” with guidance identifying contemporary award winning examples.</p> <p><u>Front Porches</u> – replace “Where applicable, porches should be pitch roofed to match the existing roof.” and “Base courses should be finished in materials to match the existing house” with guidance identifying contemporary award winning examples</p>	
	<p><i>PAAN 6 Dormer Windows</i></p> <p><u>Dormer Windows</u> - replace “On a building of traditional design, a pitched or sloping roof over each dormer should reflect the architectural style of the building” with guidance identifying contemporary award winning examples</p>	<p>The Council considers it important for dormer window proposals to closely reflect the character of the main building and that the advice provided will help to ensure this. The guidance does not preclude contemporary approaches to dormer windows.</p>
	<p><i>PAAN 8 - SITING and DESIGN of HOUSES in the GREEN BELT and the COUNTRYSIDE</i></p> <p>The guidance is very limiting and will not encourage good quality contemporary design in Inverclyde. Replace with guidance identifying contemporary award winning examples.</p>	<p>The development of new houses in the Inverclyde green belt and countryside is limited to the examples set out in Policy 19 of the Local Development Plan. The Council considers it important that the limited number of houses built in this area are designed to merge carefully with the landscape and that the advice provides for this.</p>
	<p><u>PAAN 11 - SHOPFRONT DESIGN</u></p> <p>Encourage retention of re-discovered shop signs. Discourage shutters, encourage alternative security arrangements. Replace with guidance identifying contemporary award winning examples, look at other high streets.</p>	<p>Incorporate the following statement as a final bullet point in the Signage section: “Where renovation works uncover previous shop signs of historic/heritage interest, the merits and practicalities of retaining that signage should be discussed with the Planning Service.”</p> <p>The Guidance sets out measures to make shop shutters less intrusive, but as an additional point the following statement will be</p>

Respondent	Summary of Representation	Inverclyde Council response
		included in the security section: "Alternative security measures which limit the visual impact on the streetscape will be considered."

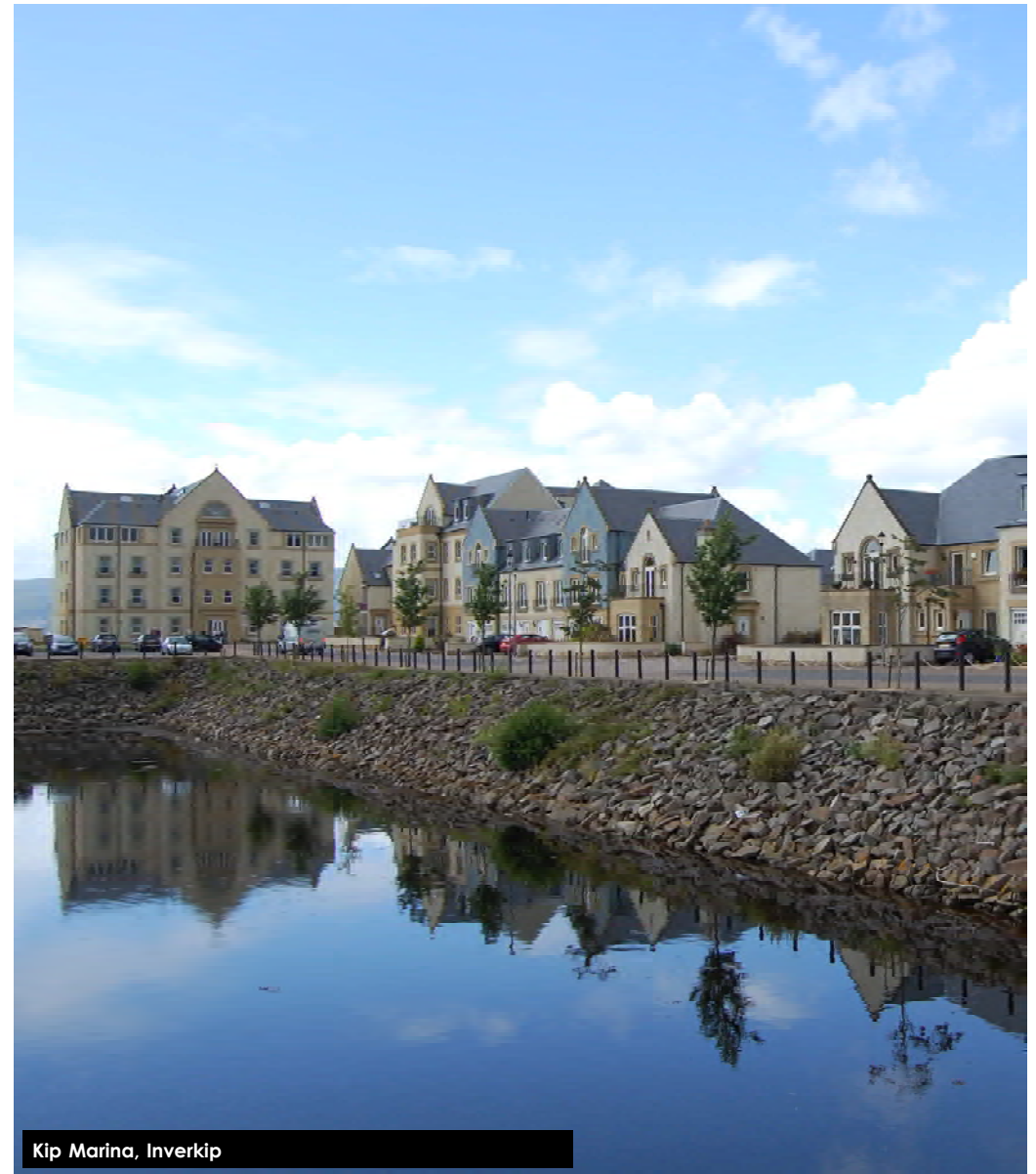
Inverclyde
council
**LOCAL
DEVELOPMENT
PLAN**

**ADOPTED PLAN
2019**

**SUPPLEMENTARY GUIDANCE ON
PLANNING APPLICATION ADVICE
NOTES (PAANs)
AUGUST 2020**

CONTENTS

- 1.0** Purpose and Background
- 2.0** 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



Kip Marina, Inverkip

PLANNING APPLICATION ADVICE NOTES

1.0 Purpose and Background

1.1 The purpose of this Supplementary Guidance is to supplement certain policies and proposals in the Local Development Plan. 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 Supplementary Guidance 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 Local Development Plan.

1.3 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.

1.4 Eleven Planning Application Advice Notes (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.

1.5 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.

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

1.7 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 Supplementary Guidance.

2.0 The PAANs

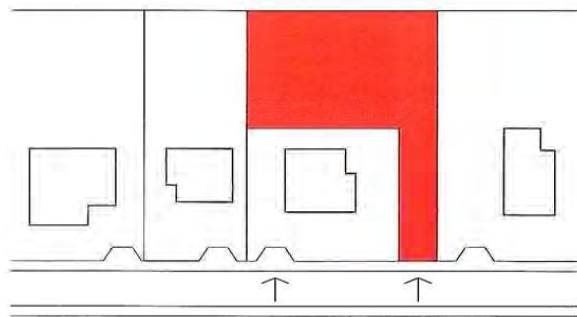
Planning Application Advice Note No. 1

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

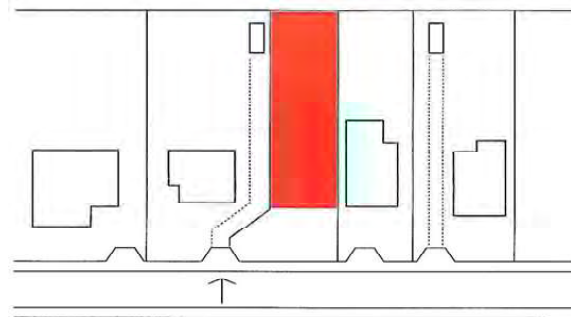
Applications for backland residential development will be considered with reference to the following:

- 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

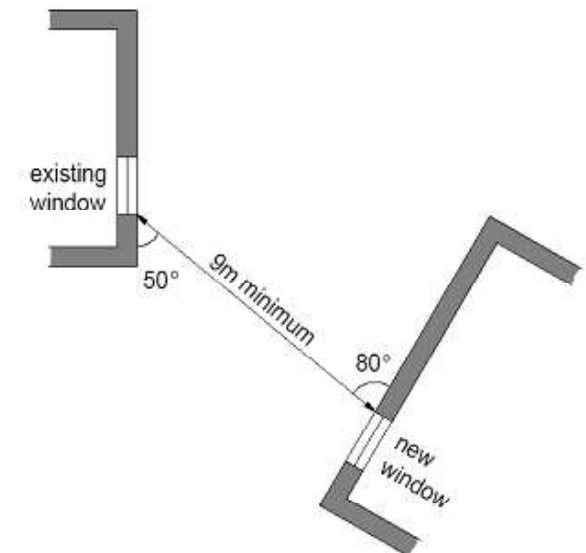
Some backland and tandem sites require tree felling to enable development. The Town and Country Planning (Tree Preservation Orders and Trees in Conservation Areas) (Scotland) Regulations 2010 deem that in all but exceptional circumstances, the consent of the Council is required to fell or lop any tree 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:									
	90°	80°	70°	60°	50°	40°	30°	20°	10°	0°
90°	18	18	18	18	13	9	6	4	3	2
80°	18	18	18	13	9	6	4	3	2	-
70°	18	18	13	9	6	4	3	2	-	-
60°	18	13	9	6	4	3	2	-	-	-
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. 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.

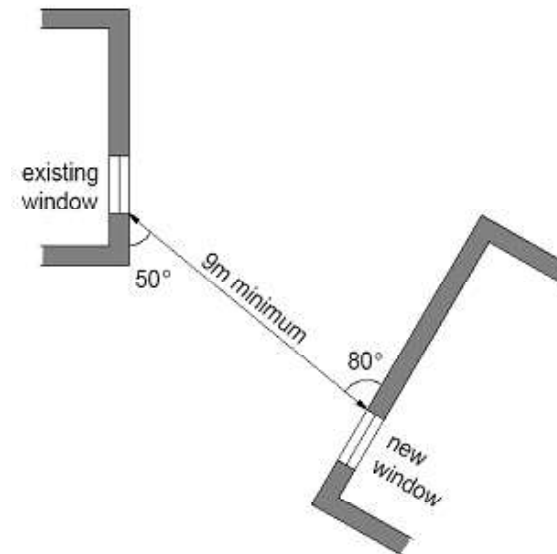


Brisbane Street, Greenock

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°
90°	18	18	18	18	13	9	6	4	3	2
80°	18	18	18	13	9	6	4	3	2	-
70°	18	18	13	9	6	4	3	2	-	-
60°	18	13	9	6	4	3	2	-	-	-
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.

Any new open space and play provision requirements, or changes to existing requirements, identified in a future Inverclyde Greenspace Strategy will supersede those identified above.



Former Bridge of Weir Hospital

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.

The following advice sets out standards that the Council expect proposals to comply with. Consideration will also be given to contemporary and/or innovative proposals which are considered to have a positive impact on the amenity, character and appearance of the property and its surroundings.

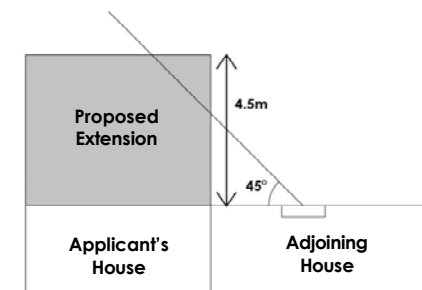
Rear extensions

- 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.

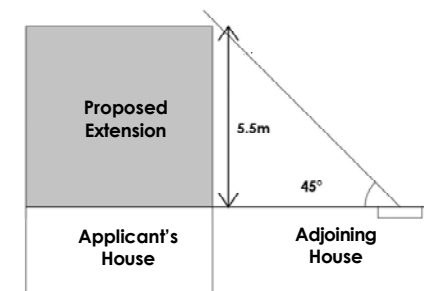
- An extension should not result in more than 50% of the rear garden area being developed. In all cases an extension should not encroach within 5.5 metres of the rear garden boundary.
- Ground level window positions should comply with the window intervisibility guidance. Windows on side elevations should 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



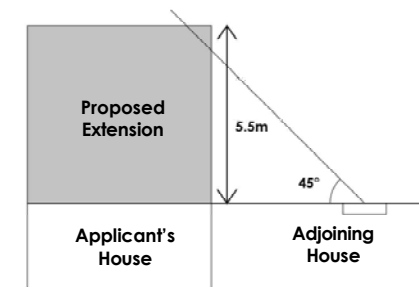
Extension encroaching 45 degree line

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:									
	90°	80°	70°	60°	50°	40°	30°	20°	10°	0°
90°	18	18	18	18	13	9	6	4	3	2
80°	18	18	18	13	9	6	4	3	2	-
70°	18	18	13	9	6	4	3	2	-	-
60°	18	13	9	6	4	3	2	-	-	-
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. 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.



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.

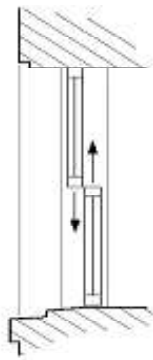
WINDOWS

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.

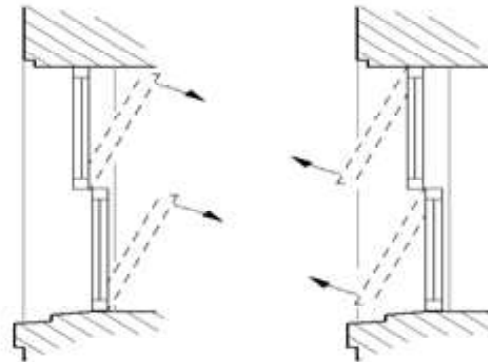
Proposals which accord with the following principles will be recommended for approval.

Listed Buildings (Category A and B)

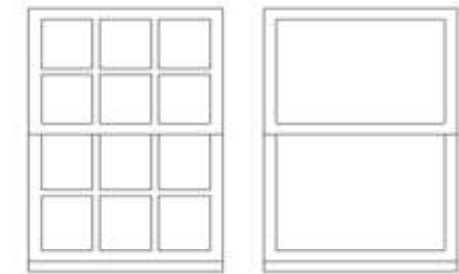
- Replacement windows should match the design of the original windows. For example, if the building was originally fitted with sash and case windows, traditional timber sash and case windows (top and bottom sashes should slide vertically to open) should be used in all elevations.
- Windows should be 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 up 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.



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.

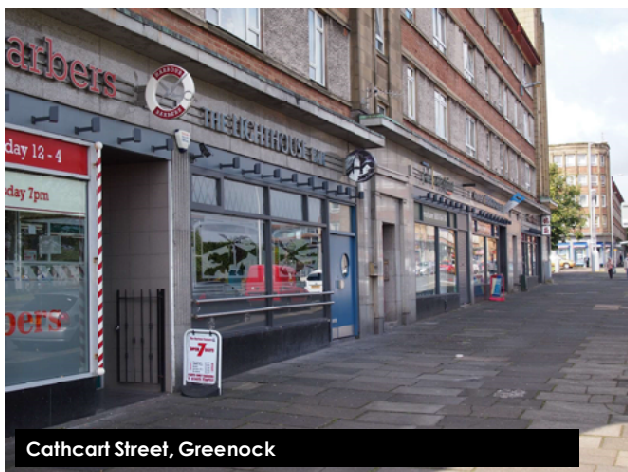
Security

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 grilled.
- 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.





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.

Alternative security measures which limit the visual impact on the streetscape will be considered.

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.

Where renovation works uncover previous shop signs of historic/heritage interest, the merits and practicalities of retaining that signage should be discussed with the Planning Service.

Inverclyde
council



Regeneration and Planning

Inverclyde Council
Municipal Buildings
Clyde Square
Greenock
PA15 1LY

Tel: 01475 717171

E-mail: ldp@inverclyde.gov.uk

Web: www.inverclyde.gov.uk/ldp

Report To:	Environment & Regeneration Committee	Date:	27 August, 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	E+R/20/08/06/AP
Contact Officer:	Scott Allan	Contact No:	01475 712761
Subject:	Clyde Muirshiel Regional Park - Future Operating Arrangements		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the future operating arrangements for the Clyde Muirshiel Regional Park (CMRP).

2.0 SUMMARY

- 2.1 The Committee was advised at the March meeting that North Ayrshire Council intended to withdraw from the Clyde Muirshiel Park Authority (CMPA) from the 1 April, 2020 leaving Renfrewshire Council and Inverclyde Council as the remaining Councils contributing to the costs of delivery and involved in the governance of the Park Authority.
- 2.2 The Committee was advised that a report would be prepared by officers outlining options for consideration. Officers have liaised with colleagues from Renfrewshire Council and would recommend that Option 3, whereby each Council assumes responsibility for the delivery of services and employees within their geographical boundary supported by a joint Forum for development of shared strategic aims and promotion of the Park, be approved.
- 2.3 If Option 3 is approved then it would be the intention that the next meeting of the Park Authority would be asked to approve a date the winding up of the Joint Committee along with addressing any other matters with the intention that the new arrangements will be fully in place by 1 April, 2021.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee considers the contents of the report, the options outlined in Section 5 and thereafter approves Option 3 as the Council's preferred operating arrangement for the Clyde Muirshiel Regional Park from 1 April, 2021.
- 3.2 It is recommended that the Committee notes that an update on progress will be presented to a future Committee.

Scott Allan
Corporate Director
Environment Regeneration & Resources

4.0 BACKGROUND

- 4.1 The Clyde Muirshiel Park Authority (CMPA) came into existence in 1990 and covers an area of 12000ha on land between Renfrewshire Council, Inverclyde Council and North Ayrshire Council.
- 4.2 The Clyde Muirshiel Regional Park Authority Joint Committee is governed by a Minute of Agreement (MoA) which was most recently agreed by Renfrewshire Council, Inverclyde Council and North Ayrshire Council in 2004.
- 4.3 Administration of the Joint Committee is undertaken by Renfrewshire Council, which also employs all of the relevant staff. Responsibility for maintenance of individual assets within the park authority area lies with the respective Councils.
- 4.4 The current governance of CMPA requires the Joint Committee and Sub Groups to meet several times per year, furthermore production of Annual Accounts and Audit are required incurring associated secretariat and accountancy support costs from Renfrewshire Council.
- 4.5 The Joint Committee provides oversight of annual objectives through reporting from the lead officer within Renfrewshire Council.
- 4.6 The Committee was advised at the March meeting that North Ayrshire Council intended to withdraw from the CMPA from the 1 April, 2020 leaving Renfrewshire Council and Inverclyde Council as the remaining Councils contributing to the costs of delivery and governance of the Park Authority.
- 4.7 The CMPA approved a 2020/21 Budget on 14 February, 2020 on the basis of no contribution from North Ayrshire Council and also approved the utilisation of the reserves balance to meet the resultant projected deficit which at the time of setting the budget was £82,400.
- 4.8 At the same meeting it was agreed that officers from both Councils would obtain approval for the preferred future governance and operating arrangement with the intention that this become operational no later than 1 April, 2021.

5.0 OPTIONS REVIEWED

- 5.1 Officers have considered 3 options for the future operation of the Clyde Muirshiel Park:
 1. Status Quo with the remaining 2 Councils and retaining the Joint Committee and associated governance requirements
 2. Lead Authority Model with Renfrewshire Council continuing to supply the employees, provide the administrative support but the Joint Committee being wound up and performance etc issues being dealt with the through individual Committees/Boards
 3. Each Council assume responsibility for the delivery of services and employees within their geographical boundary supported by a joint Forum for development of shared strategic aims and promotion of the Park.
- 5.2 Appendix 1 contains a review of the options. Based on this officers would recommend Option 3 for approval on the basis of localisation of decision making, making the best use of the Park's considerable assets and opportunities for cost efficiencies whilst retaining strategic joint working with other partners with a vested interest in the Clyde Muirshiel Regional Park.
- 5.3 If Option 3 is approved then it would be the intention that the September meeting of the Park Authority would be asked to approve a date the winding up of the Joint Committee along with addressing any other matters with the intention that the new arrangements will be fully in place by 1 April, 2021.

6.0 IMPLICATIONS

6.1 Finance

The 2020/21 Council contribution to the CMPA is £124,600 however this resulted in a £82,400 deficit. A report to the Joint Committee in June advised that this deficit could increase to £166,700 due to loss of income arising from the closure of facilities due to COVID-19. The Reserves Balance at 31.3.2020 is £112,000.

The Council would have a 30% share of the ultimate deficit.

If Option 3 were approved then officers would bring a report back on the financial implications as part of the 2021/22 Budget

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Regeneration	PtOB	20/21	Up to £50k		Councils share of the gross 20/21 deficit before use of reserves.

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
Regeneration	PtOB	21/22	tbc		Depends on option chosen and service level agreed.

6.2 Legal

The area of the Clyde Muirshiel Regional Park was designated as such by the Secretary of State for Scotland in December 1990 and was formerly administered by Strathclyde Regional Council. Following local government reorganisation, Renfrewshire, North Ayrshire and Inverclyde Councils entered into the existing joint committee arrangements to establish the Clyde Muirshiel Regional Park Authority by formal Minute of Agreement in April 1996, The Agreement permits any party to withdraw from the joint committee on 31 March in any year provided that not less than 2 years notice is given of such intention. The formal timescales for withdrawal do not appear to have been implemented. It is possible, through the joint committee arrangements in force, to negotiate or accept any agreed variation.

The aims of the Park Authority are to conserve and promote the Park, Any withdrawal from the joint committee will diminish the land area of the Park that is being jointly managed to achieve the aims and objectives of the Park Authority. It will not otherwise diminish the designated area of the Park.

Option 3 does not materially alter the Council's existing obligations to maintain and be responsible for the land and buildings within the area of Inverclyde that are within the Park.

Option 3 does not necessitate a joint committee arrangement and responsibilities for Inverclyde's area of the Park would be reported to the Council and the existing joint committee will cease. An informal forum with Renfrewshire Council will be established for any joint promotion or projects with that Council.

6.3 Human Resources

There may be TUPE implications arising from option 3 and further discussion will be required with Renfrewshire Council to confirm the position. Should option 3 be approved, details on the TUPE implications will be presented to a future Committee.

6.4 Equalities

Equalities

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

	YES (see attached appendix)
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

The CMPA has the potential to be a major draw for visitors to Inverclyde and, subject to future decisions by the Council, this would help make the area more attractive to potential residents.

7.0 CONSULTATIONS

- 7.1 Discussions have also taken place with officers in Renfrewshire Council throughout the development of this report.

8.0 BACKGROUND PAPERS

- 8.1 None

Clyde Muirshiel Park – Options Review

<u>Issue Reviewed</u>	<u>Option 1 – Status Quo</u>	<u>Option 2 – SLA with Renfrewshire</u>	<u>Option 3 – Council takes on the operation</u>
1/ Governance	Requires a Joint Committee and Sub Groups which meet several times per year, Annual Accounts, Audit and associated secretariat and accountancy support costs from Renfrewshire Council. Current allowance for these is £40,000	The Joint Committee would disband and the Council would enter into an SLA which would set out a level of service and associated contribution. Performance would be monitored by the Environment & Regeneration Committee. Some existing governance costs would cease but some central costs would remain.	The Joint Committee and all associated governance requirements would cease. Any financial reporting would be absorbed into existing Committee reporting structures. It would be proposed to have a Joint Forum which may include SNH to meet and discuss joint projects/promotion opportunities.
2/ Operations	The Park would be operated by a Park Co-ordinator who deploys resources on a Park wide basis. The Park continues to have a single budget with associated Budget monitoring reported to the Joint Committee.	The Park Co-ordinator post would remain who would deploy resources in line with the SLA. There would be less flexibility for “cross border” deployment than Option 1. The Council would not receive Budget reports.	Responsibility for the operation of the Park within Inverclyde would transfer to the Head of Regeneration & Planning with Environmental Services providing the maintenance duties.
3/ Employees	All employees would remain with Renfrewshire Council.	All employees would remain with Renfrewshire Council.	Relevant employees would TUPE to the Council and thereafter future staffing requirements would be reviewed.

4/ Costs	The 2020/21 Budget has a £82,400 deficit based on this model. Cost reductions would be examined but deficit elimination would be achieved by either an increased contribution from the 2 Councils or material reductions in service delivery.	It would be expected that there would be an overall reduction in costs compared to the status quo however some central costs would remain. The estimated Budget deficit is estimated to reduce by around £30,000. There may be an impact on individual Council contributions.	Subject to officers getting a full understanding of the resource requirements, it is intended that the current service level can be delivered for less cost or an enhanced service for the same budget on the basis that management and budgeting costs would be met from current resources.
5/ Other	The Council can allocate increased funding on a temporary basis for specific projects to be delivered by the Park Co-ordinator.	The Council could enhance delivery in Inverclyde by amending the SLA on a temporary or permanent basis.	There would be greater flexibility for the Council to vary service levels and utilise the Park's considerable resource for the benefit of Inverclyde.

Report To:	Environment and Regeneration Committee	Date:	27 August 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	E&R/20/08/03/SJ/ AW
Contact Officer:	Alan Williamson	Contact No:	01475 712491
Subject:	Road Naming within New Development at Site of Former Ravenscraig Hospital, Greenock		

1.0 PURPOSE

1.1 The purpose of this report is to seek Committee approval to name new roads being created within the residential development on the former Ravenscraig Hospital site in Greenock.

2.0 SUMMARY

2.1 New road names are required for the thirteen internal roads within the new residential development on the former Ravenscraig Hospital site in Greenock.

3.0 RECOMMENDATION

3.1 It is recommended that the roads in the new developments are named as set out in paragraph 5.5.

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 ON SITE OF FORMER RAVENS CRAIG HOSPITAL, GREENOCK

5.1 Planning permission has been issued for the development of 198 new residential properties on the site of the former Ravenscraig Hospital site in Greenock. The project architects have requested, on behalf of the main developer Link Housing, for street names to be assigned to the proposed layout. The development will create thirteen new internal roads that require to be named.

5.2 For the purpose of consultation with the project architects/developer, Ward Councillors and the Greenock Southwest Community Council, officers proposed the following names for the roads within the development:

- Smithston – the original name of the lands where the former Ravenscraig hospital was built, and the original name of the facility.
- Bunston – the name of the hill (or Knowe) on the site.
- Knowe – as above.
- Black Hill – name of hill immediately to south of site.
- Cockrobin – another hill to the south of the site.
- Starforth – name of the principal architect of the original hospital buildings.
- Elm.
- Sycamore.
- Chestnut.
(these are the main tree types in the area covered by the tree preservation order on the site, also Lime, but this is used as a street name elsewhere in Greenock)
- Niobe – the hospital buildings were used by the Canadian navy during WWII as a 'stone' frigate and named HMCS Niobe.
- Canada – also reflecting the Canadian connection.

5.3 Following consultation with Ward Councillors, the following suggestions were received:

- Ravenscraig – the name of the former hospital.
- Rankin – with reference to the site of the former Rankin Memorial Hospital which the development site overlooks.
- Ritchie – after James Watson Ritchie, the architect of the Rankin Memorial Hospital.
- Kellie/Mar – after the Earl of Mar and Kellie who laid the foundation stone of the original Ravenscraig Hospital (then named Smithston) in 1876.

5.4 With regard to these suggestions it is noted that a Ravenscraig Court and Ravenscraig Gardens already exist within Greenock, and that there is a Rankin Street and Rankin Court within the town too. Also within Greenock, there is a Kelly Street, but it is noted that the spelling is different, and a Mars Road.

5.5 Taking the above into consideration it is proposed that the following road names are assigned to the development as per Appendix 1:

- Black Hill Drive
- Bunston View
- Canada Drive
- Chesnut Road
- Cockrobin Drive
- Elm Drive
- Kellie Road
- Henge Road
- Mar Drive
- Niobe Drive
- Smithston Road

- Starforth Road
- Sycamore Drive

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.

6.4 Equalities

(a) Equalities

Has an Equality Impact assessment been carried out?

<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	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?

<input type="checkbox"/>	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
<input checked="" type="checkbox"/>	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

6.5 There are no repopulation implications associated with this report.

7.0 CONSULTATIONS

7.1 Ward Councillors, the local community council 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 at former Ravenscraig Hospital, Greenock

APPENDIX 1



Report To:	Environment and Regeneration Committee	Date:	27 August 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	E&R/20/08/04/SJ/ AW
Contact Officer:	Alan Williamson	Contact No:	01475 712491
Subject:	Road Naming within New Development at Southfield Avenue, Port Glasgow		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval to name new roads being created within the River Clyde Homes development at Southfield Avenue, Port Glasgow.

2.0 SUMMARY

- 2.1 New road names are required for the internal roads of the new residential development on the former St Stephen's High School site in Port Glasgow.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee considers the options for road naming set out in Section 5 of this report.

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 ON SITE OF FORMER ST. STEPHEN'S HIGH SCHOOL, SOUTHFIELD AVENUE, PORT GLASGOW

5.1 River Clyde Homes are developing 224 new flats and houses on the site of the former St Stephen's High School at Southfield Avenue, Port Glasgow. The development will create six new internal roads that require to be named.

5.2 A suggestion from officers is that one road is named after the former St Stephen's High School that occupied the site and the remainder are named after Scottish islands, continuing the theme of the adjacent Park Farm area. The suggested names are:

- Benbecula Drive
- Berneray Drive
- Raasay Place
- Scalpay Square
- St Stephen's Road
- Vatersay Place

5.3 Through consultation with Ward Councillors the following suggestions were received:

- Coxon Place – after the late Claude Coxon, former Councillor for Port Glasgow Town Council and Inverclyde District Council
- MacLean Place – after the late Alex MacLean, former Strathclyde Regional Councillor and Port Glasgow Provost
- Morrison Drive – after the late Dan and Margaret Morrison, former Councillors for both Inverclyde District Council and Inverclyde Council
- Parker Drive – after the late Tom Parker, former Councillor for Inverclyde District Council
- Stanton Square – after Tom Stanton, former Port Glasgow Provost

Also naming a road after the former St Stephen's High School on this site would provide the six road names required.

5.4 River Clyde Homes, the developer of the site, suggested the roads be named after the following:

- St Stephen's Road – after the former school
- McCool Place – after Brain McCool, a former teacher at St Stephen's High School
- Link Road – after the link corridor that was a feature of the school
- High School Square – after the former use of the site
- Graham Place – after Janice Graham, a local district nurse who became the first NHS worker in Scotland to die from coronavirus
- Oswald Place – after Michael Oswald, a former deputy head teacher at St Stephen's High School

5.5 Maps showing how these sets of names could be applied to the new development layout are attached as Appendix 1.

6.0 IMPLICATIONS

6.1 Finance

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

6.2 Legal

There are no legal implications associated with this report.

6.3 Human Resources

There are no personnel implications associated with 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 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 at Southfield Avenue, Port Glasgow



OPTION 2



OPTION 3



Report To:	ENVIRONMENT & REGENERATION COMMITTEE	Date:	27 August 2020
Report By:	CORPORATE DIRECTOR, ENVIRONMENT, REGENERATION & RESOURCES	Report No:	LP/078/20
Contact Officer:	LINDSAY CARRICK	Contact No:	01475 712114
Subject:	PROPOSED REDETERMINATION ORDER THE INVERCLYDE COUNCIL, CAMPSIE ROAD, PORT GLASGOW (REDETERMINATION OF MEANS OF EXERCISE OF PUBLIC RIGHT OF PASSAGE) ORDER 2020		

1.0 PURPOSE

- 1.1 Local Authorities are empowered to make Orders under the Roads (Scotland) Act 1984 as amended and under the Council's Scheme of Administration the Head of Environmental and Public Protection 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 Order – The Inverclyde Council, Campsie Road, Port Glasgow (Redetermination of Means of Exercise of Public Right of Passage) Order 2020.

2.0 SUMMARY

- 2.1 It is proposed that the means of exercise of the public right of passage on a section of Campsie Road, Port Glasgow be restricted to use by pedal cycles and pedestrians. This section of Campsie Road is a narrow (approximately 5.5 metres wide) road with no footways. It is proposed to prohibit access by motor vehicles in the interests of road safety but to permit access by foot and pedal cycle in both directions. There are no properties on this section of Campsie Road which have vehicular access.
- 2.2 The proposed Order will prohibit access by motor vehicles but will permit access by foot and pedal cycle in both directions on a section of Campsie Road, Port Glasgow.

3.0 RECOMMENDATIONS

- 3.1 That the Committee recommends to the Inverclyde Council the making and confirmation of the Redetermination Order – The Inverclyde Council, Campsie Road, Port Glasgow (Redetermination of Means of Exercise of Public Right of Passage) Order 2020 and remits it to the Head of Environmental and Public Protection 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 location.

4.2 No objections have been received.

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					

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 Edinburgh Gazette 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 Inverclyde Council Customer Service Centre and at Central and Port Glasgow Libraries. A copy of the draft Order is appended hereto for Members' information.

8.0 BACKGROUND PAPERS

8.1 None

THE INVERCLYDE COUNCIL

**CAMPSIE ROAD, PORT GLASGOW
(REDETERMINATION OF MEANS
OF EXERCISE OF PUBLIC RIGHT
OF PASSAGE) ORDER 2020**

**THE INVERCLYDE COUNCIL,
CAMPSIE ROAD, PORT GLASGOW
(REDETERMINATION OF MEANS OF EXERCISE
OF PUBLIC RIGHT OF PASSAGE) ORDER 2020**

We, The Inverclyde Council, in exercise of the powers conferred on us by Section 152(2) of the Roads (Scotland) Act 1984 (as amended) and all other enabling powers, hereby make the following Order:-

1.0 Commencement and citation

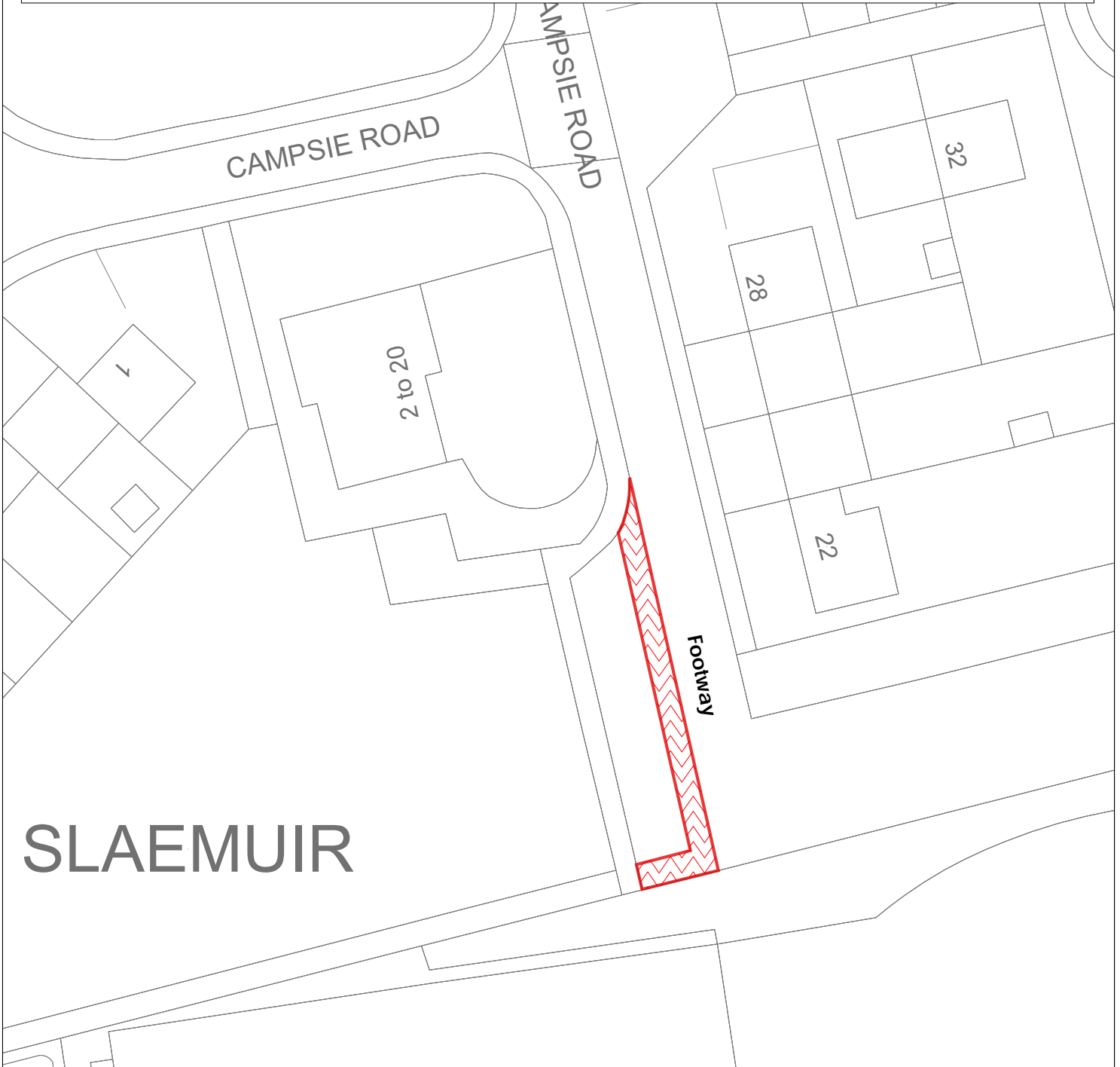
1.1 This Order may be cited as “The Inverclyde Council, Campsie Road, Port Glasgow (Redetermination of means of exercise of Public Right of Passage) Order 2020” and shall come into operation on the ** day of ** Two Thousand and **.

2.0 Interpretation

2.1 The road in the Port Glasgow area, the extent of which is specified in the map annexed to this Order, at present a carriageway, shall become a footway, the right of passage being exercisable on pedal cycle and foot only in both directions.

This Order and the map annexed hereto is sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by ##

**The Inverclyde Council
Campsie Road, Port Glasgow
(Redetermination of Means of Exercise of Public Right of Passage) Order 2020**



At Greenock

This is the plan referred to in the foregoing Order of even date

Proper Officer



Report To:	Environment & Regeneration Committee	Date:	27 August 2020
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	LP/085/20
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 report is submitted for the Committee's information:-

- Withdrawal from the European Union - Update

2.0 RECOMMENDATION

2.1 That the above report be noted.

Gerard Malone
Head of Legal & Property Services

Report To:	Environment and Regeneration Committee	Date:	27 August 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	ENVO25/20/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 the current risks arising from the UK's withdrawal from the European Union.

2.0 SUMMARY

- 2.1 Members will be aware that the UK formally withdrew from the European Union at the end of January this year. Since then negotiations have been ongoing between the UK and the EU on a future trade deal. The UK is subject to transitional arrangements up until December 31 this year.
- 2.2 If a deal is not reached the transitional arrangements will end and the UK will be trading with the EU on World Trade Organisation (WTO) terms. Officers have reviewed the risk register produced in 2019 to address the risks arising from a no-deal Brexit and are content that these remain accurate.
- 2.3 The Council's Crisis & Resilience Management Team (CRMT) will meet to discuss the risks and mitigations put in place and a further report will be brought to the October Committee giving an up to date position together with an assessment of the likelihood of a trade deal at that time.

3.0 RECOMMENDATION

- 3.1 That Members note the contents of this report.

4.0 BACKGROUND

- 4.1 The UK formally left the EU at 11 pm on 31 January 2020. Since then however the UK has been subject to transitional arrangements maintaining the status quo while negotiations proceed on a future trade agreement. These transitional arrangements end on December 31 2020 following which, if a deal has not been concluded, the UK will revert to dealing with the EU on World Trade Organisation (WTO) terms.
- 4.2 In the run up to the various EU withdrawal deadlines in 2019 a risk register was produced outlining the risks of a “no-deal Brexit” to Inverclyde. Officers have reviewed this and are confident that the individual risks identified remain valid. Obviously these have since been overlain by the impacts of COVID-19 which will have an effect on the overall resilience of communities and the economy. The current Risk Register is attached at Appendix 1.
- 4.3 Members will also recall that the Scottish Government produced an assessment of Local Level Brexit Vulnerabilities in October 2020. At the time 35 of the 114 data zones in Inverclyde featured in Decile 1 to 3 of the vulnerability rankings, mainly on the basis of income deprivation. Obviously since this was produced the SIMD data has been updated together with the COVID-19 pandemic. Officers will report back to Committee should this study be updated or any further significant studies be published.

5.0 PLANNING FOR A NO DEAL SCENARIO

- 5.1 Planning continues both within Inverclyde and nationally to deal with the possibility of a ‘no deal’ Brexit. The corporate arrangements for this remain as previously reported to the Committee.
- 5.2 The Council’s Resilience Management Team (CRMT) met in August 2020 and considered the Council’s risk assessment for a no-deal scenario. In general the risks were found to be little changed from those pertaining in 2019 however it must be recognised that any further economic impact from a no-deal scenario will now come on top of the impacts of the COVID-19 pandemic.

6.0 IMPLICATIONS

6.1 Finance

There are no immediate financial implications arising from this report.

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					

6.2 Legal

There are no immediate legal issues arising from this report.

6.3 Human Resources

There are no immediate HR issues arising from this report.

6.4 Equalities

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

	YES (see attached appendix)
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 impacts on repopulation arising from this report.

7.0 CONSULTATIONS

7.1 None

8.0 BACKGROUND PAPERS

8.1 Withdrawal From the European Union, Environment & Regeneration Committee March 2018 ENV018/19/MM

Withdrawal from the European Union - Update, Environment and Regeneration Committee August 2019 ENV043/19/MM

Withdrawal from the European Union - Update, Environment and Regeneration Committee 17 October 2019 ENV050/19/MM

Withdrawal from the European Union - Update, Environment and Regeneration Committee 31 October 2019 ENV049/19/MM

Withdrawal from the European Union - Update, Environment and Regeneration Committee January 2020 ENV009/20/SA/MM

3	Disruption of Services	The RWCS is that supply of medicines and medical supplies will be impacted by reduced flow rates across the short Channel straits.	Y	HSCP has identified risks around short supply of prescription only medication (POM)	3	3	2	9.0	Increase of 3 (Likelihood raised from 2 to 3)	National guidance is currently against stockpiling albeit some has occurred prior to this position at both a territorial HB and national level. The HSCP is also looking to develop an EMR for prescribing to build in additional resilience.	Chief Financial Officer	Regular meetings between HSCP & GG & C HB. Actions around the contingency planning of private & 3rd sector partners mentioned above will also have an impact on this. HSCP will continue to work with NHS GG&C Prescribing Team to monitor this	01/11/2020
5	Demonstrations and Disorder	Increased tensions in Northern Ireland as a result of EU Exit arrangements has the potential to influence certain communities in Scotland.	Y	West of Scotland communities may be vulnerable to this risk.	2	3	2	6		No particular concerns relating to Inverclyde raised at Strategic Counter Terrorism/Serious & Organised Crime (CT/SOC) meetings. There is a need to plan for a no deal scenario.	Head of Environmental & Public Protection	Will continue to liaise with partners through normal CT-SOC arrangements to keep abreast of risks.	01/11/2020
6	Scottish Workforce	There will be a significant number of job losses across Scotland due to the loss of market access, increased export costs, or decisions to relocate – this change is unlikely to happen immediately at the point of a no deal.	Y	Risk likely to be across Scotland	3	2	3	6			Head of Planning & Economic Regeneration	Council will carry out contingency planning for the allocation of central government grants and subsidy should this be forthcoming to assist local employment. No transparency over this as yet however.	01/11/2020
13	Travel, Freight and Borders	N/A	Y	There is no identified risk in the RWCS planning assumptions however consideration must be given to the potential risk of displacement of freight traffic to Greenock Ocean Terminal. This would primarily be a regulatory risk as it is unlikely that Public Protection would have the capacity in either Trading Standards or Environmental Health to deal with this. It should be noted that at present the bulk of activity at GOT is export rather than import.	2	3	2	6		In spite of there being no identified risk in the RWCS Planning assumptions The SG Mitigating Actions published on 8 October state that "Transport Scotland is also working with the logistics industry to explore promotion around the ability for some goods to be moved by container through existing services from Grangemouth and Greenock Ocean Terminal as an alternative to the short straits crossing."	Head of Environmental & Public Protection	Peel Ports report no direct contact from SG /Transport Scotland as of 18 October 2019/	01/11/2020
7	Demonstrations and Disorder	Various risks in RWCS mostly centred around large population centres (Glasgow, Dundee, Edinburgh and Aberdeen) or impact on Police Scotland by mutual aid requests.	Y	Local impact if any will be likely to relate to reduction in police resource due to staff being redeployed elsewhere.	2	2	4	4		Good partnership arrangements and links already exist with Police Scotland.	Head of Environmental & Public Protection	Will discuss further at an area and divisional level and with Local Resilience Partnership (LRP)	01/11/2020

8	Scottish Workforce	There will be a shortage of highly skilled workers in certain professions which currently rely on migrant workers – e.g. education and healthcare; public health veterinarians. While there will be no changes to the free movement of labour until the UK Government introduce new migration legislation, we do expect to see further pressures in areas that are already experiencing recruitment challenges.	Y	Not a Council risk but may be an issue for GG & C HB Acute sector	2	2	4	4.0		Consideration has been given to this risk but the exposure in Inverclyde is expected to be minimal.	Head of Strategy & Support Services HSCP	HSCP to keep abreast of any issues	01/11/2020
9	Travel, Freight and Borders	Congestion at the short Channel straits crossing may lead to delays in the export of time sensitive and economically important goods such as fresh seafood. This could also result in animal welfare issues in the transport of livestock.	N	Not a local risk. May be a mutual aid issue with other local authorities however and risk assessed on that basis.	1	3	2	3		SoCOEH working closely with Food Standards Scotland, Marine Scotland & SG on mitigation.	Head of Environmental & Public Protection	Will keep abreast of national picture and situation with neighbouring authorities. Request for information from FSS/SG/COSLA responded to.	01/11/2020
10	Disruption of Services	The RWCS assumes that any disruption to reduce, delay or stop supply of medicines for UK veterinary use would impact the UKs ability to prevent and control disease outbreaks, with potential impacts for animal health and welfare, the environment, and wider food safety/availability and zoonotic diseases which can impact human health.	Y	Local implications would be as a result of national issue.	1	3	2	3			Head of Environmental & Public Protection	EH & TS will keep a watching brief with Health & Veterinary partners. If issues do arise they are likely to be downstream in time.	01/11/2020
11	Travel, Freight and Borders	Reduction in capacity on the short Channel straits crossing - resulting in delay to the distribution of goods to Scotland. This would have residual consequences for a range of sectors that rely on just-in-time delivery of crucial supplies such as medicines and medical supplies, animal feed, and food ingredients.	Y	General food & medicines risk covered by linked disruption of services risks. In terms of food ingredients there may be a risk to local manufacturers.	1	2	4	2		Local manufacturers have been contacted & given advice by economic development. Links to Scottish Enterprise & Scottish Government advice including grant schemes on Council Website.	Head of Planning & Economic Regeneration		01/11/2020
12	Information & Data Sharing	Issues with flow of data between UK & EU	Y	Potential issues with data sharing with respect to food & feed safety and in respect of product safety. Indications are that UK will still have access to European alert systems but this is by no means guaranteed,	2	1	4	2		Council has responded to requests nationally regarding any vulnerabilities to issues around data sharing.	Head of Environmental & Public Protection	Will need to assess impact on an ongoing basis.	01/11/2020

14	Travel, Freight and Borders	UK citizens travelling to and from the EU will be subject to increased immigration checks at EU border posts. Dependent on the plans EU member states put in place to cope with these increased immigration checks it is likely that delays will occur for UK arrivals and departures at EU airports and ports. This could cause some disruption on transport services and travellers may decide to use alternative routes.	N	Not a local risk. Cruise ship traffic which has not previously docked at a UK port very rare (at most one per year on transatlantic relocation). These are generally from outwith the EU therefore no change is foreseen.	0	0	0	0		N/A	N/A	01/11/2020	
3	Disruption of Services	The RWCS is that supply of medicines and medical supplies will be impacted by reduced flow rates across the short Channel straits.	Y	Pandemic Flu and Vaccine availability	0	1	0	0	1	Latest Scottish Government information is that this year's flu vaccine is now in the country, so distribution will begin as per usual processes.	HSCP Clinical Director & Chief Nurse	Work is being coordinated nationally and GG&C wide. HSCP will ensure it complies with GG&C arrangements	01/11/2020
15	Scottish Workforce	There will be a shortage of entry level workers, including those with lower skills, those who gain their qualifications largely through work based training, and those in less highly-paid sectors – the loss of free movement and anticipated changes to the UK Migration policies (a skills-based approach with continuation of minimum salary levels) is likely to significantly reduce the pool of workers currently servicing sectors such as hospitality, tourism, agriculture, food processing and social care.	N	Previous research shows no particular issues with workforce at this level in Inverclyde.			0	0.0					

				Requires active management.								
				High impact/high likelihood: risk requires active management to manage down and								
				Very High (16-25)								
				Contingency plans.								
				A robust contingency plan may suffice together with early warning mechanism								
				High (10-15)								
				Good Housekeeping.								

