

**A meeting of the Environment & Regeneration Committee will be held on Thursday 16 January 2025 at 3pm.**

**Members may attend the meeting in person or via remote online access. Webex joining details will be sent to Members and Officers prior to the meeting. Members are requested to notify Committee Services by 12 noon on Wednesday 15 January 2025 how they intend to access the meeting.**

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

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LYNSEY BROWN  
Head of Legal, Democratic, Digital & Customer Services

**BUSINESS**

**\*\*Copy to follow**

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2. <b>2024/25 Environment &amp; Regeneration Revenue Budget</b> Report by Chief Financial Officer and Director, Environment & Regeneration	p
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<b>NEW BUSINESS</b>	
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<b>ROUTINE DECISIONS AND ITEMS FOR NOTING</b>		
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Enquiries to – **Colin MacDonald** – Tel 01475 712113

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<b>Report To:</b>	<b>Environment &amp; Regeneration Committee</b>	<b>Date:</b>	<b>16 January 2025</b>
<b>Report By:</b>	<b>Chief Financial Officer and Director of Environment &amp; Regeneration</b>	<b>Report No:</b>	<b>FIN/90/24/AP/MT</b>
<b>Contact Officer:</b>	<b>Julie Ann Wilson</b>	<b>Contact No:</b>	<b>01475 712636</b>
<b>Subject:</b>	<b>2024/25 Environment &amp; Regeneration Revenue Budget</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to advise the Committee of the Environment & Regeneration Revenue Budget 2024/25 projected position including details of action being taken to reduce the projected overspend in this and future years.

1.3 The revised 2024/25 Revenue Budget for the Environment and Regeneration Committee is £21,456,450, which excludes Earmarked Reserves. The latest projection is an overspend of £197,000 (0.92%) which is a decrease in the overspend of £21,000 since the previous Committee.

This movement is mainly due to an increase in projected employee turnover largely offset by an increase in the projected cost of waste disposal. This increase is due to new legislation which requires that waste upholstered domestic seating and mattresses are treated separately from other waste due to a higher level of pollutants found in this type of material. The cost of this separation and treatment is higher than our existing residual waste contract cost and has resulted in a budget pressure. The Director will review whether this requires the submission of a corporate budget pressure as part of the 2025/26 Budget see 3.1(e).

More details are provided in section 4 and the appendices.

1.4 The Director has concluded a review of the use of Agency employees which has reduced the budget pressure in this area and has also concluded the winter gritting review which has reduced, but not eliminated, the pressure in this area.

1.5 All elected members received details of new saving proposals developed by the CMT which included a small number relating to this Committee. It is expected that the Council will make decisions around these proposals in coming weeks.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that the Committee notes that the Committee's Revenue Budget is currently projected to overspend in 2024/25 by £197,000 and the action taken by the Director to reduce the projected overspend in 2024/25 and recurring budget pressures from 2025/26.

**Alan Puckrin**  
**Chief Financial Officer**

**Stuart Jamieson**  
**Director Environment & Regeneration**

### 3.0 BACKGROUND AND CONTEXT

#### 3.1 2024/25 PROJECTED OUT-TURN (£197,000 Overspend – 0.92%)

The revised 2024/25 budget for Environment and Regeneration, excluding earmarked reserves, is £21,456,450. This is an increase of £62,000 from the approved budget, prior to transfers to earmarked reserves. Appendix 1 gives details of this budget movement.

The main variances contributing to the projected net overspend are listed below.

- a) Environmental Services agency costs of £57,000 to cover sickness, holidays, and delays in filling vacancies, partly offset by reduced overtime. The Director has concluded a review of the use of Agency employees which has reduced the budget pressure in this area.
- b) A projected under recovery of £77,000 in planning income due to a decrease in activity which is a decrease in the under-recovery of £15,000 since the last report.
- c) A shortfall of £23,000 in parking income due to a delay in progressing the TRO for business parking permits, and £41,000 shortfall PCN income due to less activity.
- d) A projected net under recovery in Roads Operations Unit income of £86,000.
- e) A projected overspend in residual and non-contract waste disposal partly offset by a projected under spend/over recovery on various other waste streams, giving a net projected over spend of £88,000. Due to new legislation, waste upholstered domestic materials and mattresses must be disposed of separately from the general waste. There is currently no contract in place for this, and a higher price per tonne is being incurred leading to a projected overspend of £130,000-140,000. The Director will review whether this requires the submission of a corporate budget pressure as part of the 2025/26 Budget.
- f) A projected overspend of £79,000 across the Directorate on non-routine vehicle maintenance. This is due to an increase the price of materials and sub-contractors, and a high number of one-off repairs to vehicles that are due for replacement.
- g) A projected under recovery in Property fees from capital of £53,000 which partly offsets the over recovery in the turnover target noted at 3.1 (h).
- h) A projected over recovery of £256,000 against the turnover target across the Directorate, offset by the Property fees from capital noted at 3.1 (f) and the agency costs noted at 3.1 (a). The turnover projection includes a £30,000 allowance for future turnover this financial year, a reduction of £70,000 from the previous period. This allowance will be reviewed each reporting period as additional turnover is achieved.

#### 3.2 EARMARKED RESERVES

Appendix 4 gives an update on the operational Earmarked Reserves, i.e. excluding strategic funding models. Spend on these operational Earmarked Reserves is £1,216,000 (47.21% of projected spend).

### 4.0 PROPOSALS

4.1 None.

### 5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendations are agreed:

SUBJECT	YES	NO
Financial		X

Legal/Risk	X	
Human Resources		X
Strategic (Partnership Plan/Council Plan)		X
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		X
Environmental & Sustainability		X
Data Protection		X

## 5.2 Finance

One off Costs

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

Annually Recurring Costs/ (Savings)

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

## 5.3 Legal/Risk

The Financial Regulations state the responsibility for ensuring Revenue Budgets are not exceeded lies with the Committee and Chief Officer (Director). The report outlines the actions which have been progressed to reduce the projected overspend.

## 5.4 Human Resources

There are no HR implications arising from this report.

## 5.5 Strategic

There are no strategic implications arising from this report.

## 6.0 CONSULTATION

6.1 The figures in this report are based on the discussions with budget holders.

## 7.0 BACKGROUND PAPERS

7.1 None.

**Environment & Regeneration Budget Movement - 2024/25**

Service	Approved Budget	Movements			Revised Budget	
	2024/25 £000	Inflation £000	Virement £000	Supplementary Budgets £000	Transferred to EMR £000	2024/25 £000
Regeneration, Planning & Public Protection	5,718		6			5,724
Property Services	2,639		56			2,695
Roads	3,625					3,625
Environmental	9,271					9,271
Director	141					141
<b>Totals</b>	<b>21,394</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>21,456</b>

**Movement Details**

£000

External Resources

0

Inflation

0

Virements

Procurement Team	102,000
AMP remaining budget reallocation	(46,000)
AMP remaining budget reallocation	6,000
Grounds Maintenance Seasonals	(50,000)
Refuse Collection Agency	50,000

62,000

Supplementary Budgets

0

62,000

**ENVIRONMENT AND REGENERATION COMMITTEE****REVENUE BUDGET MONITORING REPORT****SUBJECTIVE ANALYSIS**

<b>Subjective Heading</b>	<b>Approved Budget 2024/25 £000</b>	<b>Revised Budget 2024/25 £000</b>	<b>Projected Out-turn 2024/25 £000</b>	<b>Projected Over/(Under) Spend £000</b>	<b>Percentage Variance %</b>
Employee Costs	16,381	16,433	16,496	63	0.39%
Property Costs	4,521	4,481	4,556	75	1.67%
Supplies & Services	4,028	4,028	4,670	642	15.94%
Transport & Plant Costs	2,613	2,613	2,646	33	1.26%
Administration Costs	480	530	608	77	14.60%
Payments to Other Bodies	6,587	6,601	6,770	169	2.55%
Other Expenditure	1,822	1,822	1,821	(1)	-0.05%
Income	(15,038)	(15,052)	(15,914)	(862)	5.72%
<b>TOTAL NET EXPENDITURE</b>	<b>21,394</b>	<b>21,456</b>	<b>21,653</b>	<b>197</b>	<b>0.92%</b>
Transfer to Earmarked Reserves *	0	0	0	0	0.00%
<b>TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES</b>	<b>21,394</b>	<b>21,456</b>	<b>21,653</b>	<b>197</b>	<b>0.92%</b>

**ENVIRONMENT AND REGENERATION COMMITTEE****REVENUE BUDGET MONITORING REPORT****OBJECTIVE ANALYSIS**

<b>Objective Heading</b>	<b>Approved Budget 2024/25 £000</b>	<b>Revised Budget 2024/25 £000</b>	<b>Projected Out-turn 2024/25 £000</b>	<b>Projected Over/(Under) Spend £000</b>	<b>Percentage Variance %</b>
Regeneration, Planning & Public Protection	5,718	5,724	5,533	(191)	-3.34%
Property Services	2,640	2,696	2,637	(59)	-2.19%
Roads Services	3,625	3,625	3,867	242	6.68%
Environmental Services	9,271	9,271	9,468	197	2.12%
Director	141	141	149	8	5.69%
<b>TOTAL NET EXPENDITURE</b>	<b>21,394</b>	<b>21,456</b>	<b>21,653</b>	<b>197</b>	<b>0.92%</b>
Transfer to Earmarked Reserves *	0	0	0	0	0.00%
<b>TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES</b>	<b>21,394</b>	<b>21,456</b>	<b>21,653</b>	<b>197</b>	<b>0.92%</b>



**ENVIRONMENT AND REGENERATION COMMITTEE****REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES**

<u>Out Turn</u> <u>2023/24</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2024/25</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>31-Oct-24</u> <u>£000</u>	<u>Projection</u> <u>2024/25</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
<b>REGENERATION, PLANNING &amp; PUBLIC PROTECTION</b>								
2,566	Public Protection	Employee Costs	2,299	1,259	1,235	2,199	(100)	(4.35)%
872	Planning Overall	Employee Costs	838	459	459	816	(22)	(2.63)%
446	Admin	Employee Costs	623	341	256	492	(131)	(21.03)%
							<b>(253)</b>	
45	Public Protection - CCTV	Property Costs	67	39	17	45	(22)	(32.84)%
							<b>(22)</b>	
0	RI Employee Core	PTOB	23	5	0	0	(23)	(100.00)%
							<b>(23)</b>	
(509)	Planning sales, fees & charges	Income	(505)	(295)	(224)	(428)	77	(15.25)%
(583)	Comm. Ind. & Misc. Properties	Income	(596)	(405)	(340)	(562)	34	(5.70)%
							<b>111</b>	
<b>PROPERTY SERVICES</b>								
522	Technical Services	Employee Costs	530	279	238	466	(64)	(12.08)%
441	Physical Assets	Employee Costs	536	282	232	475	(61)	(11.38)%
351	Procurement	Employee Costs	412	217	172	358	(54)	(13.11)%
							<b>(179)</b>	
(562)	Technical Services - Income from Capital	Income	(541)	(271)	0	(488)	53	(9.80)%
							<b>53</b>	

**ENVIRONMENT AND REGENERATION COMMITTEE**

**REVENUE BUDGET MONITORING REPORT**

**MATERIAL VARIANCES**

<u>Out Turn</u> <u>2023/24</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2024/25</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>31-Oct-24</u> <u>£000</u>	<u>Projection</u> <u>2024/25</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	<b>ENVIRONMENTAL SERVICES</b>							
1,522	Env Services - Management	Employee Costs	1,324	704	754	1,410	86	6.50%
							<b>86</b>	
58	Env Services - Pottery Street - Security	Property Costs	35	20	33	55	20	57.14%
							<b>20</b>	
14	Env Services - Overall - External Hires	Transport	51	30	10	31	(20)	(39.22)%
							<b>(20)</b>	
199	Env Services - Overall - Agency Costs	Administration Costs	70	41	74	127	57	81.43%
							<b>57</b>	
134	Env Services - Waste Strategy - Green Waste	PTOB	119	107	113	139	20	16.81%
20	Env Services - Waste Strategy - Food Waste	PTOB	57	32	7	19	(38)	(66.67)%
89	Env Services - Waste Strategy - Non Contract Waste Disposal	PTOB	68	34	77	142	74	108.82%
3,942	Env Services - Waste Strategy - Residual Waste Contact	PTOB	3,585	2,079	2,204	3,720	135	3.77%
							<b>191</b>	
(429)	Env Services - RTS- Scrap Metal & Tipping	Income	(446)	(260)	(319)	(545)	(99)	22.20%
(394)	Env Services - Waste Strategy Green Waste	Income	(428)	(428)	(403)	(402)	26	(6.07)%
							<b>(73)</b>	

**ENVIRONMENT AND REGENERATION COMMITTEE****REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES**

<u>Out Turn</u> <u>2023/24</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Subjective Head</u>	<u>Budget</u> <u>2024/25</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u> <u>£000</u>	<u>Actual to</u> <u>31-Oct-24</u> <u>£000</u>	<u>Projection</u> <u>2024/25</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Variance</u> <u>%</u>
	<b>ROADS</b>							
1,521	Roads Client	Employee Costs	1,203	633	702	1,223	20	1.66%
774	Roads Operations	Employee Costs	703	370	317	671	(32)	(4.55)%
							<b>(12)</b>	
88	Roads Client - Other Property Costs	Property Costs	45	26	40	75	30	66.67%
23	Roads Client Rates	Property Costs	46	46	23	23	(23)	(50.00)%
							<b>7</b>	
209	Roads Operations Unit - Subcontractors	Supplies and Services	226	91	152	200	(26)	(11.50)%
998	Roads Operations Unit - Materials	Supplies and Services	913	379	658	1,037	124	13.58%
119	Roads Client - Flooding/ Drainage	Supplies and Services	56	32	76	76	20	
							<b>118</b>	
77	Roads Operations - Non Routine Maintenance	Transport	24	14	57	67	43	179.17%
							<b>43</b>	
(97)	Roads Operations Unit -Non Client Involvement	Income	(26)	(11)	(11)	(60)	(34)	130.77%
(2,094)	Roads Operations Unit - Schedule of Rates	Income	(2,256)	(916)	(911)	(2,234)	22	(0.98)%
(205)	Roads Parking - Income (PCNS)	Income	(231)	(135)	(83)	(190)	41	(17.75)%
(73)	Roads Parking - Sales, Fees and Charges	Income	(97)	(56)	(45)	(74)	23	(23.71)%
							<b>52</b>	
							<b>156</b>	
<b>Total Material Variances</b>							<b>156</b>	

## EARMARKED RESERVES POSITION STATEMENT

## COMMITTEE: Environment &amp; Regeneration

<u>Project</u>	<u>Total Funding</u>	<u>Phased Budget</u>	<u>Actual Spend</u>	<u>Projected Spend</u>	<u>Amount to be Earmarked for 2025/26 &amp; Beyond</u>	<u>Lead Officer Update</u>
	<u>2024/25</u> <u>£000</u>	<u>2024/25</u> <u>£000</u>	<u>2024/25</u> <u>£000</u>	<u>2024/25</u> <u>£000</u>	<u>£000</u>	
Renewal of Clune Park Area	2,779	75	90	750	2,029	Spend in relation to Clune Park area, covering legal support, security and demolition. Contingency to fund CPO/purchase costs also. Projected spend for 24/25 will largely depend on progress on demolitions of the church and phase 1 tenements.
Repopulating/Promoting Inverclyde/ Group Action Plan	95	0	0	0	95	Funding a 2 year grade 7 post. External funding will be utilised in 24/25.
City Deal	492	0	0	231	261	Funding City Deal delivery and PMO costs, increased cost of borrowing has resulted in a deficit. £300k from reserves required, requested 05/12/24 Council.
COVID - Jobs Recovery	1,429	455	367	508	921	Existing MA & graduate, part contribution to new MA programme and apprentice wage subsidy programme. There may be a reduction the expenditure due to the need to utilise external funding in 24/25.
Roads Assessments due to parking prohibitions.	56	30	28	56	0	Detailed assessment work progressing.
Covid - Temporary Business Development Officers	59	28	31	55	4	Staff Member in place funded up to 24/25.
Covid Recovery - Business Development Interventions	617	0	54	100	517	Range of interventions agreed at March 2024 E&R Committee
Covid Recovery - Import/Export/Access to Stock Support	50	0	0	50	0	Propose to fully write back due to lack of enquiries.
Local Plan Preparation	63	0	0	0	63	Smoothing EmR for local plan preparation to be utilised when required.
SME Activities	230	0	0	100	130	Funding for SME activities.
Shared Prosperity Fund/Projects	646	306	646	646	0	Will be spent per in full Project Table of Share Prosperity Fund.
Employability Smoothing Reserve	500	0	0	0	500	Support to smooth the impact of the employability saving approved December 2022 and February 2024. External funding has supported pressure in 24/25. Pressure will occur from 25/26.
Long Term Plan for Towns	50	0	0	50	0	Funding of local plan preparation to be utilised when required.
Empty Property Relief	94	0	0	30	64	E&R Business Support transferred from P&R Committee. Expect 3 grants at £10k each to be approved 24/25.
<b>Total Category C to E</b>	<b>7,160</b>	<b>894</b>	<b>1,216</b>	<b>2,576</b>	<b>4,584</b>	

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<b>Report To:</b>	<b>Environment &amp; Regeneration Committee</b>	<b>Date:</b>	<b>16 January 2025</b>
<b>Report By:</b>	<b>Director Environment &amp; Regeneration and Chief Financial Officer</b>	<b>Report No:</b>	<b>ENVO/045/25/SJ/EM</b>
<b>Contact Officer:</b>	<b>Stuart Jamieson</b>	<b>Contact No:</b>	<b>01475 712764</b>
<b>Subject:</b>	<b>Environment &amp; Regeneration Capital Programme 2024/28 - Progress</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 The purpose of the report is to update the Committee in respect of the status of the projects within the 2024/28 Environment & Regeneration Capital Programme.

1.3 This report advises the Committee in respect of the progress of the projects within the Environment & Regeneration Capital Programme incorporating Roads and Environmental Services, Regeneration and Planning, Property and City Deal.

1.4 The Environment & Regeneration capital budget is £57.585m with total projected spend on budget. The Committee is projecting to spend £14.112m after net advancement of £1.162m (8.79%) being reported. Slippage of £8.485m is currently being reported against the externally funded capital projects. Appendices 1-3 detail the Capital Programme.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that the Committee:

- notes the current position and the progress on the specific projects of the 2024/28 Capital Programme and externally funded projects as outlined in the report and appendices;
- notes the on-going work in respect of the further identification of priority projects relating to core asset condition and allocation of funds from Core Property budget;
- notes the on-going work in respect of the further identification of projects relating to Net Zero and allocation of funds from the Net Zero Capital budget, and approves the allocation of £200k to the King George VI Community Hub project as outlined in section 3.26.

**Alan Puckrin**  
Chief Financial Officer

**Stuart Jamieson**  
Director Environment & Regeneration

### **3.0 BACKGROUND AND CONTEXT**

3.1 This report shows the current position of the approved Environment & Regeneration Capital programme reflecting the allocation of resources approved by Inverclyde Council on 29<sup>th</sup> February 2024.

#### **2024/25 Current Capital Position**

3.2 The Environment & Regeneration capital budget is £57.585m. The budget for 2024/25 is £14.384m, with spend to date of £8.198m equating to 62.95% of the approved budget (56.99% of the revised projection). The current projection is £57.585m which means total projected spend is on budget.

3.3 The Committee is projecting to spend £14.384m in 2024/25 with net advancement of £1.162m (8.79%) being reported. Appendices 1-3 detail the capital programme.

3.4 Externally funded projects are not included in the above Committee figures, the City Deal budget is £3.835m with the Greenock Town Centre Levelling Up budget £20.586m. The budget for 2024/25 is £11.392m and the current projection is £2.582m with slippage of £8.485m (74.48%) being reported at this stage. Appendix 3 shows the financial position of the externally funded projects programme.

#### **Regeneration and Planning – Core Regeneration**

3.5 Town & Village Centres: Phase 1 of the West Blackhall Street Streetscape project is substantially complete with outstanding snagging works on the footways ongoing. Phase 2 of the project is progressing with the first sections from Westburn Street to Argyle Street complete and the section between Argyle Street and Jamaica Street to be opened over the Christmas break with a temporary reinstatement at Jamaica Street. The final section is programmed to be complete in March 2025 followed by the final snagging works in April 2025.

3.6 Comet Replica Replacement: Tender documentation being prepared using MWD/ Scot Minor Works Building Contract with Contractors Design for use in Scotland. Contract documentation to be checked and altered as necessary to reflect that it is not a typical capital construction project with an anticipated tender issue in early January 2025.

3.7 Place Based Funding: The 2023/24 projects relating to the Customhouse Quay Clock Restoration, Customhouse Square Cobbled Road, and the Gourrock Kiosk were completed by the end of September / early October 2024 as previously reported. The reduced 2024/25 allocation of £170k will address the Customhouse Quay Square (£100k) and Parklea Link (£70k) projects which are in development.

#### **Regeneration and Planning – Public Protection**

3.8 Clune Park Regeneration: As previously reported, dangerous building notices were served on 138 properties across 15 tenement blocks of flats in the Clune Park estate on 16th July 2024. All dangerous building notices had an appeal deadline of Tuesday 6th August 2024 to appeal the Council's enforcement action to the Sherrif Court, no appeals were registered within the deadline. It was also reported that in addition to the dangerous building notices served on the flats, notices remain extant for the Former Clune Park Church and Primary School with both buildings in receipt of approval from the Planning Department, in consultation with Historic Environment Scotland, allowing for demolition of the buildings with listed building consent to demolish granted. Tenders were sought for the demolition of the flats subject to the first tranche of dangerous building notices, school and church as a single contract forming the first phase of demolition works with a contract awarded and with Contractor mobilisation subject to the progression of utilities

disconnections which are on-going. It is anticipated that works could commence in 1<sup>st</sup> Quarter 2025. As also previously reported a further two tranches of dangerous building notices were been served as follows i) 149 notices were served on 20th August 24, which has generated 2 active appeals, with remaining notices live and ii) 33 notices were served on 2nd September 2024, which has attracted no appeals. It is anticipated that these properties could form a second phase of demolition works and be procured through the same process as phase 1. The Clune Park estate remains under investigation with further surveys ongoing of other potentially dangerous buildings. The estate remains under supervision with CCTV, community warden patrols and security fencing erected to deter entry by members of the public.

### **Environmental Services**

- 3.9 Vehicle Replacement Programme (VRP): Budget £1.181m, currently £425k of assets have been delivered. £386k of assets have been ordered and will be delivered within 2024/25. Of the £811k of assets ordered or delivered, £129k will be reallocated to Net Zero – Fleet Decarbonisation budget as noted at 3.27 below. Current VRP spend therefore £682k with spend of circa. £880k anticipated for 2024/25.
- 3.10 Play Area Strategy: Resurfacing works have been concluded and design/refurbishment works are due for completion by 1 March 2025. The replacement for the ship at Battery Park has been procured and will be installed by 1 March 2025. Funding for this will be advanced from 2025/26 allocation.
- 3.11 Nature Restoration Fund: Projects for 2024/5 have been cancelled due to the withdrawal and redirection of Scottish Government funding. Projects will be carried out in 2025/26 if funds are made available, or earlier if alternative funding sources are identified by officers.
- 3.12 Parks, Cemeteries and Open Spaces Asset Management Programme: Nitrous Oxide (NOx) and Mercury abatement equipment is being progressed at Greenock Crematorium. Further open space and parks maintenance works including path and rails improvement are scheduled for this financial year.
- 3.13 Former St Ninian's School Site: A scheme design has been prepared and has received planning permission. Further ground investigation studies have been completed. Community engagement will continue through the Green Action Trust with a view to progressing the works within the available funding allocations.

### **Property – Core Property Assets**

- 3.14 Core Property Provision Prioritisation: The Environment & Regeneration capital programme includes allocations for lifecycle and elemental replacement works across core operational properties in the form of the Core Property allocation. Projects are brought forward throughout the financial year as part of the on-going review and prioritisation based on property condition surveys. The latest 5 yearly external condition surveys were undertaken via Aecom between October and December 2019 with an annual review carried out by Property Services to provide an overall asset condition rating which is reported as part of a range of Statutory Performance Indicators. The next full external survey exercise is now due and a funding allocation from the capital programme contingency was approved by the June 2024 Policy & Resources Committee. Officers are currently engaged in preparing the specification for procurement of the necessary consultants.
- 3.15 Greenock Municipal Buildings - Greenock Town Hall Re-roofing: Replacement windows are now complete on all elevations. Slate renewal across the entire roof is complete with minor snagging ongoing ahead of scaffold removal. Leadwork as required and full rainwater goods replacement complete. All rot found in timbers removed and made good. Boss render found has been replaced

with 1 No section around the District Court to be completed. Windcatchers and associated ventilation ducting all complete. The scaffold canopy has been removed off site, the remainder to be off site by 20th December 2024 at which point a Practical Completion Certificate will be issued.

- 3.16 Waterfront Leisure Complex Lifecycle Works: Previous reports to Committee have advised on the condition of the Waterfront Leisure Centre and specifically the Building Services installations, the majority of which are now over 25 years old and requiring replacement..

Chiller Replacement: A full tender package of drawings and specifications was issued on 22nd November with a provisional return date set for Friday 20th December. Depending on queries presented during tender period, the return date may require to be extended to end of first week in January 2025. The project will involve a 26 week contract duration and lead time for off-site manufactured elements with a projected potential completion in summer 2025 subject to tender return, evaluation and contract award.

- 3.17 Watt Institute DDA Works: A Building Warrant is expected imminently and with the appointed contractor now finalising manufacturing drawings for the lift and subsequent installation. Site programme will be advised following liaison with the Service.

- 3.18 New Ways of Working: An allocation of £200K was made available to progress alterations associated with the Delivering Differently change programme and the development and implementation of new modern ways of working within the Council. The expenditure to date has facilitated the mothballing of the James Watt Building from the end of March 2024. Further phases of work are being considered to facilitate the relocation of staff from the Ingelston Park building linked to the budget saving exercise. Finishes and decoration works are complete within the James Watt Building with delivery of family suites and reception furniture expected end of January 2025. Liaison is on-going between Technical Services and HSCP for the transfer from Hector McNeil House planned for the end of January 2025. The internal alteration works within the former Unity Diner are progressing and are projected to be completed prior to the Christmas break. The remaining HSCP staff from Hector McNeil House will be located within the Greenock Municipal Buildings Banking Hall with work on-going on the alterations necessary to accommodate current Banking Hall based Finance staff across the first and second floor wings of the Municipal Buildings with works anticipated to be completed in 1st Quarter 2025.

- 3.19 Craigmuschat Quarry Recycling Centre: The new welfare cabin as commissioned is expected on site week beginning 12th December 2024 with foundations currently being constructed. The percolation test parameters required for the proposed soakaway on site were not met, requiring a redesign of the waste leachate soakaway. As the accommodation is deemed “commercial premises” the water main will need a Fire Hydrant installed within 60m of the cabin pushing the anticipated water main connection into January 2025.

- 3.20 Greenock Municipal Buildings Dalrymple Tower Fabric Works: Priority fabric remedial works have been identified through steeplejack surveys and inspection. Steeplejacks have been engaged to construct an internal scaffold within the tower to facilitate further technical and engineering inspection. Reports are expected shortly to inform the required remedial works design and specification. Listed Building approval has been received permitting the replacement louvres as required with tender documentation targeted to be issued in the new year.

- 3.21 Pottery Street Depot Salt Barn: Technical Services continue to liaise with specialist contractors to develop the design for a replacement dome.

### **Property – Net Zero Action Plan**

- 3.22 Energy Use in Buildings – Watt Institute LED Upgrade: The project is being progressed through external grant funding by Museums Galleries Scotland ‘Capital Resilience Fund’ (£41K) and



involves the replacement of high-level track lighting in the James Watt Hall complete with new LED luminaires and control gear. The replacement LED lighting tracks and controls are now complete and working well with Practical Completion certified on 18 November 2024.

- 3.23 Energy Use in Buildings – Artificial Pitch LED Floodlighting: Funding support secured from Scottish Football Association (SFA) of up to £200k on a match funding basis addressing upgrade of floodlighting to LED at 6 leisure/community facilities and 4 school facilities. Match funding from a combination of Core Property (leisure sites) and Education Lifecycle (school sites). Works are nearing completion with all Education sites complete and with the remaining two leisure sites projected to complete in January.
- 3.24 Energy Use in Buildings – Solar Photovoltaic Installations: Design work is progressing across 6 properties (4 primary schools, one leisure asset and one depot building) based on the previous completed feasibility studies. The progression will be subject to further structural engineering support and determining the most cost-effective procurement strategy which will also be informed by overall budget availability.
- 3.25 Energy Use in Buildings – Low Emission Heating Installations: Design work is progressing across 3 properties (1 education asset, one leisure asset and one office building) based on the previous completed feasibility studies. Consultants have been appointed and will have carried out inspections and surveys on buildings selected prior to Christmas break. Reports will be presented in the new year for assessment and progression which will also consider the most cost-effective procurement strategy informed by overall budget availability.
- 3.26 Energy Use in Buildings - The Council's approved Net Zero Strategy and associated Action Plan includes an action (2.4) under Energy Use in Buildings to continue to consider and work towards Scottish Government guidance on Net Zero Public Sector Building Standards when taking forward any new or substantially refurbished building projects. The King George VI project is the first project being taken forward under this action which includes significantly improved energy in use targets over base building standards compliance. The funding made available for the project included an allowance for this, however, reports the Education & Communities and the Policy & Resources Committees in November have highlighted the need for additional funding linked to unforeseen complications with the existing building / ground conditions and the complexity of the low carbon retrofit process within a listed period property. The Policy & Resources Committee approved the allocation of additional funding from the 2024/28 Capital programme contingency, the Committee is requested to note and approve the allocation of £200k funding from the available balance of the Net Zero capital allocation to address the projected funding shortfall on the King George VI Community Hub project.
- 3.27 Transport – Fleet Decarbonisation: The June 2023 Committee approved the replacement of the light commercial vehicles with ULEV and this workstream commenced in 2023/24 with four vehicles. A further ten vehicles have been delivered with four vehicles still to be delivered in 2024/25, representing £129K spend in 2024/25. The installation of charge points is also being progressed at the three children's homes linked to the planned replacement of fleet vehicles.
- 3.28 Offsetting – Peatland Restoration: Funding support secured £769k from Peatland Action Fund for restoration of 790ha of peatland at Hardridge Farm (Duchal Moor) and £104k for restoration of 154ha of peatland at Dowries Farm. Works commenced in January 2024 with the Dowries project completed by the end of March 24 and the first phase of the Hardridge Farm (Duchal Moor) project also completed in the same timescale. The Hardridge Farm (Duchal Moor) project is a larger project programmed to be completed over three seasons/phases with final completion projected by the end of March 26. Phase two works commenced in October and are currently progressing on site.

## **Property – Minor Works**

- 3.29 Greenock Waterfront Sea Wall Priority Works – The scope of works has been informed through Marine Engineer survey and report as outlined in 3.17 above. Works include replacement of metal ladders, replacement of missing timbers, and re-securing displaced timbers. The location is from the Beacon Arts Centre in the East to the James Watt College building in the West. All permits are in place with works progressing.
- 3.30 Albert Road Coastal Railing – Works to replace and upgrade a section the existing seafront railings are complete including improvements to the railing design and localised drainage. Surfacing works were also taken forward and completed at the end of October 2024.

## **Roads Service – Core Programme**

- 3.31 Cycling, Walking & Safer Routes (CWSR):

Officers have made some amendments to the final proposals with the revised drawings now complete. The Consultant has still to complete all the Equality Impact Assessments (EqIA's) and specifications for tender packages that will be used for procurement subject to funding availability. As previously confirmed the detail design only of the schemes below is being funded from the internal CWSR allocation with progression subject to external funding availability and successful bids. The ability to progress schemes also relies on funding support being indicated as early as possible in the financial year to allow sufficient time to address any land purchase requirements and the necessary procurement processes. The projects below currently await confirmation of funding support:

- Tarbet Street to Battery Park;
- A8 Douglas Rae Rd to Bogston;
- Port Glasgow train station to Coronation Park;
- A78 to Lynedoch Street;
- Branchton to Greenock town centre;
- Inverkip to Branchton;
- Gourock A770 Albert Road;
- N75 cycle route through Kingston Dock along Anderston Street and along Glasgow Road.

Lunderston Bay Phase 2 – The CWSR funded element of the surfacing and widening was taken forward and completed after the Sustrans funded Phase 1 section with all works complete mid-November.

Inverkip & Wemyss Bay 20mph zones - The 20mph signs at Inverkip and Wemyss Bay were taken forward and completed at the end of October.

West Blackhall Street – an allocation of CWSR towards the improvements to cycling, walking and wheeling portion of the project will be made as previously approved.

Schools - Improvements to dropped kerbs and minor improvements around schools are on-going.

- 3.32 Sustrans:

- Phase 2 of the feasibility study to create an active travel link from Inverkip to Largs is awaiting funding support prior to progression;

- Lunderston Bay to Inverkip Marina Phase1: Improvements to widen and resurface the path to 3m (where possible) to make it more accessible to all, are complete as outlined in 3.32 above;
- Patrick Street Traffic Light Cycle Phase: Changes to improve traffic flow through the lights and introduction of a cycling phase. Tender awarded with works commencing in January 2025;
- N75 widening and resurfacing of the existing cycle route from Millport Road to Whitelea Crescent is progressing on site and projected to completed in February 2025.

As noted in 3.32 above, the progression of the various schemes which have had designs funded through CWSR are dependent on external funding support through Sustrans and the Active Travel Transformation Fund. Officers will continue to engage to establish funding support possibilities for 2025/26.

- 3.33 SPT: As previously reported, there is no capital funding for 2024/25. £29K has been received to continue to promote walking to school once a week with the programme now complete.
- 3.34 Road Safety Improvement Fund: Following the allocation of funding for 2024/25, the installation of Vehicle Activate Signs was completed along Albert Road and Cloch Road in Gourrock. Officers have put the previously identified junction improvements on Union St and Newark on hold until the proposed traffic calming in this area has been agreed. The revised proposal is to improve the visibility of the junctions along Campbell Street, starting at the junction with Ardgowan Street with a further project (if funding permits) to introduce an informal pedestrian crossing improvement on Cloch Road at Ashburn Gardens.
- 3.35 Kirn Drive Passing Places: Currently being progressed for consultation in January 2025 following which the results will be collated and any changes incorporated to allow a further report to this Committee.
- 3.36 Inverclyde Traffic Study: A separate report is included on the agenda for this Committee.
- 3.37 Dunrod Road: Further site investigation works have been scoped and priced, officers are engaging in conjunction with External Consultants look at optioneering the design to reduce the overall cost of the project and reduce the scope for ground investigation.
- 3.38 Flooding: As previously reported, the recruitment of a Flooding Officer continues to be challenging, officers will continue to investigate other options including training existing employees and the use of external consultants. A new overflow screen has been installed at Auchmountain Glen which has improved the existing arrangement. Site investigation works at the corner of Kilmacolm Road and Glenbrae Road are complete with design work on-going on an overflow project.

### **Roads Service – Roads Asset Management Plan (RAMP)**

- 3.39 Carriageways: Fourteen of fifteen carriageway resurfacing schemes are now complete with sixteen large patching schemes also complete.
- 3.40 Footways: Seven of eleven footway resurfacing schemes are complete with two large patching schemes also complete.
- 3.41 Structures: Minor bridge repair work and principal inspections are on-going.
- 3.42 Street Lighting: The street lighting column replacement contract for 2024/25 is complete.

## Externally Funded

- 3.43 Inverkip: The Final Business Case (FBC) and virement for underspend from Greenock Ocean Terminal has been approved by the Glasgow City Region. The project team are progressing towards contract completion before the end of 2024 with works scheduled to commence in first Quarter 2025. Revised projection for 2024/25 is included within Appendix 3.
- 3.44 Inchgreen: The Joint Venture Board continues to meet on a regular basis. The City Deal works are complete and enquiries regarding the end of use of the site continue to be progressed.
- 3.45 Greenock Town Centre Levelling Up: The Stage 3 design has been progressed to market testing and Balfour Beatty are due to submit this to the Council in January. Work commenced with the removal of the canopy at Oak Mall which has enacted Planning consent 19/0285/IC. A Planning application has been submitted for demolition of part of the shopping centre and installation of the new façade with a building warrant now also submitted. In addition to the above, further site investigation work has taken place to inform the detailed design of the project.
- 3.46 Greenock Town Fund: Government commitment to the long-term plan for Towns was continued with the November budget however they have not yet set a date for submission of the investment plan. The government has stated that further guidance will be published in early 2025. Survey consultation took place at the end of November with an online survey or in-person surveys at key location throughout the town. The fifth Town Board has taken place in December.
- 3.47 Officers are currently liaising with PMO colleagues to identify opportunities to deliver residual funding within the City Deal Programme that is being reprofiled from underspend or project activity that has been halted elsewhere in the region. City region Cabinet has approved the principle of a regional commercial space bid, which would see each member authority receive a share of funds to develop commercial space; and to explore further project activity at Inchgreen. These projects are at an early stage of development (strategic business case development) and committee will be updated on the progress of these as appropriate in future.

## 4.0 PROPOSALS

- 4.1 The Committee are asked to note the progress on projects and note that relevant reports will be brought back for Committee consideration as and when required.

## 5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		X
Legal/Risk	X	
Human Resources		X
Strategic (Partnership Plan/Council Plan)		X
Equalities, Fairer Scotland Duty & Children & Young People's Rights & Wellbeing		X
Environmental & Sustainability		X

## 5.2 Finance

### One off Costs

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>Budget Years</b>	<b>Proposed Spend this Report</b>	<b>Virement From</b>	<b>Other Comments</b>
Net Zero	KGVI	24/25	£200k		Contribution to the increased cost with a further £200k coming from the Capital Contingency

### Annually Recurring Costs/ (Savings)

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

### 5.3 Legal/Risk

Place Based Fund: The confirmed reduced award to Inverclyde Council for 2024/25 has a direct impact on the proposed Dunrod Road project as previously reported.

Sustrans: As previously reported, the grant funding offers and conditions of the various grants from Sustrans continue to be offered with the risk that the external funding may be impacted if funding arrangements between Scottish Ministers via Transport Scotland and Sustrans are altered during the course of the financial year. The mitigation measures continue to be as previously outlined through early draw down and re-prioritisation of internal funds if required.

### 5.4 Human Resources

N/A.

### 5.5 Strategic

N/A.

## 6.0 CONSULTATION

6.1 This report has been prepared following consultation with the Head of Physical Assets and Finance Services.

## 7.0 BACKGROUND PAPERS

7.1 None.

**COMMITTEE: ENVIRONMENT & REGENERATION**

Project Name	1	2	3	4	5	6	7	8	9
	Est Total Cost	Actual to 31/3/24	Approved Budget 2024/25	Revised Est. 2024/25	Actual to 30/11/24	Est 2025/26	Est 2026/27	Est 2027/29	Future Years
	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Environmental, Regeneration &amp; Planning</b>									
<b>Core Regeneration:</b>									
Port Glasgow Town Centre Regeneration	1,960	1,435	125	125	8	400	0	0	0
Central Gourrock	150	130	20	20	0	0	0	0	0
T&VC - West Blackhall Street	6,263	2,494	2,391	2,400	2115	1,369	0	0	0
T&VC - Other	1,202	75	627	627	5	500	0	0	0
T&VC - Complete on site	39	-	39	39	0	0	0	0	0
Comet Replacement	541	18	23	23	0	500	0	0	0
Place Based Funding	627		627	627	234	0	0	0	0
<b>Core Regeneration Total</b>	<b>10,782</b>	<b>4,152</b>	<b>3,852</b>	<b>3,861</b>	<b>2,362</b>	<b>2,769</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Protection:</b>									
Scheme of Assistance	3,284	-	816	816	661	856	806	806	0
Clune Park Regeneration	2,000	1,286	0	226	178	422	66	0	0
<b>Public Protection Total</b>	<b>5,284</b>	<b>1,286</b>	<b>816</b>	<b>1,042</b>	<b>839</b>	<b>1,278</b>	<b>872</b>	<b>806</b>	<b>0</b>
<b>Regeneration Services Total</b>	<b>16,066</b>	<b>5,438</b>	<b>4,668</b>	<b>4,903</b>	<b>3,201</b>	<b>4,047</b>	<b>872</b>	<b>806</b>	<b>0</b>
<b>Environmental Services</b>									
Zero Waste Fund	228	-	93	93	16	45	45	45	0
Vehicles Replacement Programme	5,518	-	1,181	880	371	2,080	1,279	1,279	0
Play Area Strategy	241	-	191	197	26	44	0	0	0
Park, Cemeteries & Open Spaces AMP	590	-	45	96	67	94	200	200	0
<b>Environmental Services Total</b>	<b>6,772</b>	<b>38</b>	<b>1,667</b>	<b>1,423</b>	<b>480</b>	<b>2,263</b>	<b>1,524</b>	<b>1,524</b>	<b>0</b>
<b>Environmental, Regeneration &amp; Planning Total</b>	<b>22,838</b>	<b>5,476</b>	<b>6,335</b>	<b>6,326</b>	<b>3,681</b>	<b>6,310</b>	<b>2,396</b>	<b>2,330</b>	<b>0</b>

**COMMITTEE: ENVIRONMENT & REGENERATION**

Project Name	1	2	3	4	5	6	7	8	9
	Est Total Cost	Actual to 31/3/24	Approved Budget 2024/25	Revised Est 2024/25	Actual to 30/11/2024	Est 2025/26	Est 2026/27	Est 2027/29	Future Years
	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Physical Assets</b>									
<b>Core Property Assets:</b>									
General Provision	7,601	-	224	258	4	2,543	2,400	2,400	0
Additional Covid pressure allowance - General	72	-	29	29	0	43	0	0	0
Feasibility Studies	270	203	17	31	31	36	0	0	0
Waterfront Leisure Centre Lifecycle Works	391	-	268	268	12	123	0	0	0
Various Garages/Stores Replacement	11	11	9	0	0	0	0	0	0
Sea Walls/Retaining Walls	100	70	15	15	1	15	0	0	0
Coastal Change Adaptions	202	-	100	10	0	192	0	0	0
Watt Institute - Risk/DDA Works	252	40	156	156	0	56	0	0	0
Watt Institute - LED Lighting	41	7	0	34	1	0	0	0	0
New Ways of Working	200	172	0	28	23	0	0	0	0
Depot Demolitions - Balance	56	-	16	0	0	56	0	0	0
Kirn Drive Civic Amenity Site	407	173	0	0	0	234	0	0	0
Greenock Town Hall Roofing, Ventilation & Windows	2,175	379	1,289	1,289	1221	507	0	0	0
Estate Condition Surveys	200	-	200	200		0	0	0	0
Net Zero	3,613	608	380	380	60	2,625	0	0	0
Vehicle Replacement Programme - Ultra Low Emission Vehicles	373	32	192	129	0	212	0	0	0
Minor Works	675	-	0	479	479	196	0	0	0
Statutory Duty Works	460	-	0	260	159	200	0	0	0
Capital Works on Former Tied Houses	600	269	6	6	1	200	0	0	125
Complete on Site Allocation	820	-	346	346	182	474	0	0	0
<b>Core Property Assets Total</b>	<b>18,519</b>	<b>1,964</b>	<b>3,247</b>	<b>3,918</b>	<b>2,173</b>	<b>7,712</b>	<b>2,400</b>	<b>2,400</b>	<b>125</b>
<b>Roads:</b>									
Core Programme									
Cycling, Walking & Safer Routes (CWSR)	538	-	345	538	33	0	0	0	0
Active Travel Transformation Fund (ATTF)	0	-	0	0	-	0	0	0	0
Sustrans	475	-	0	475	474	0	0	0	0
SPT	29	-	0	29	-	0	0	0	0
Road Safety Improvement Fund	114	-	114	114	-	0	0	0	0
Flooding Strategy - Future Schemes	1,432	1,036	146	100	22	296	0	0	0
Kirn Drive Passing Places	200	8	35	35	-	157	0	0	0
Roads & Footways (Participatory Budgeting)	250	205	45	45	-	0	0	0	0
Feasibility Studies	90	49	41	41	41	0	0	0	0
Complete on Site	8	-	8	8	-	0	0	0	0
Inverkip - City Deal Council Contribution	300	-	0	0	-	300	0	0	0
Community Bus Fund	25	-	25	25	-	0	0	0	0
Dunrod Road	1,500	-	500	200	96	1,300	0	0	0
<b>Roads - Core Total</b>	<b>4,961</b>	<b>1,298</b>	<b>1,259</b>	<b>1,610</b>	<b>666</b>	<b>2,053</b>	<b>0</b>	<b>0</b>	<b>0</b>
Roads Asset Management Plan									
Carriageways	9,087	-	1,509	1,612	1001	1,755	2,860	2,860	0
Footways	415	-	115	155	54	260	0	0	0
Structures	384	-	109	109	72	275	0	0	0
Lighting	399	-	174	174	115	225	0	0	0
Other Assets	322	-	0	150	112	172	0	0	0
Staff Costs	660	-	274	330	324	330	0	0	0
<b>Roads Asset Management Plan Total</b>	<b>11,267</b>	<b>0</b>	<b>2,181</b>	<b>2,530</b>	<b>1,678</b>	<b>3,017</b>	<b>2,860</b>	<b>2,860</b>	<b>0</b>
<b>Roads Total</b>	<b>16,228</b>	<b>1,298</b>	<b>3,440</b>	<b>4,140</b>	<b>2,344</b>	<b>5,070</b>	<b>2,860</b>	<b>2,860</b>	<b>0</b>
<b>Physical Assets Total</b>	<b>34,747</b>	<b>3,262</b>	<b>6,687</b>	<b>8,058</b>	<b>4,517</b>	<b>12,782</b>	<b>5,260</b>	<b>5,260</b>	<b>125</b>

COMMITTEE: ENVIRONMENT & REGENERATION

<u>Project Name</u>	1	2	3	4	5	6	7	8	9
	<u>Est Total Cost</u>	<u>Actual to 31/3/24</u>	<u>Approved Budget 2024/25</u>	<u>Revised Est 2024/25</u>	<u>Actual to 30/11/2024</u>	<u>Est 2025/26</u>	<u>Est 2026/27</u>	<u>Est 2027/29</u>	<u>Future Years</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
<b>Externally Funded Projects</b>									
<b>City Deal</b>									
Inverkip	3,800	145	3,105	680	375	2,975	0	0	0
City Deal complete on site	35	-	35	35	7	0	0	0	0
<b>City Deal Total</b>	<b>3,835</b>	<b>145</b>	<b>3,140</b>	<b>715</b>	<b>382</b>	<b>2,975</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Levelling Up Fund</b>									
Levelling up Fund Contribution	19,390	173	7,852	1,802	357	13,415	4,000	0	0
Inverclyde Council	1,196	623	400	390	0	183	0	0	0
<b>Levelling Up Fund Total</b>	<b>20,586</b>	<b>796</b>	<b>8,252</b>	<b>2,192</b>	<b>357</b>	<b>13,598</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>Externally Funded Projects Total</b>	<b>24,421</b>	<b>941</b>	<b>11,392</b>	<b>2,907</b>	<b>739</b>	<b>16,573</b>	<b>4,000</b>	<b>0</b>	<b>0</b>



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<b>Report To:</b>	<b>Environment and Regeneration Committee</b>	<b>Date:</b>	<b>16 January 2025</b>
<b>Report By:</b>	<b>Head of Physical Assets</b>	<b>Report No:</b>	<b>ENV003/26/SJ/EM</b>
<b>Contact Officer:</b>	<b>Eddie Montgomery</b>	<b>Contact No:</b>	<b>01475 712472</b>
<b>Subject:</b>	<b>Energy &amp; Climate Change – Strategic Heat Network Study / Scottish Climate Intelligence Service / Public Bodies Climate Change Report</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to provide an update on Energy and Climate Change related activity including the annual greenhouse gas emissions data return for Inverclyde submitted to Scottish Government.

1.3 The Strategic Heat Network Study of Inverclyde was one of the main recommendations from the Local Heat and Energy Efficiency Strategy (LHEES) and associated 2024-28 Delivery Plan. Inverclyde Council were successful as one of seven Local Authorities to obtain strategic funding from the Scottish Government with work now progressing on the study.

1.4 The recently established Scottish Climate Intelligence Service is an initiative to support Local Authorities in reducing their area wide greenhouse gas emissions. The Council is engaging with the service which will provide support on the planning, monitoring and delivery of climate action.

1.5 Public bodies in Scotland are required to report on their greenhouse gas emissions and governance and action with respect to climate change as required by the Climate Change (Scotland Act) 2009. The report informs the Committee of the greenhouse gas emissions data that has been submitted to the Scottish Government.

## **2.0 RECOMMENDATIONS**

2.1 That the Committee:

- notes the progress of the Strategic Heat Network Study award, procurement of consultants, and the Council involvement across Services and with external Stakeholders over the period of the study until Summer 2025.
- notes the establishment of the Scottish Climate Intelligence Service and the Council's participation in this.

- notes the increase in the Council's reported greenhouse gas emissions in 2023/24, as a result of including the emissions from Inverclyde Leisure managed assets related to electricity and gas use. It is further recommended that the Committee note the general trend of a steady reduction in the Council's emissions and the scenarios included in Appendix 1 which show the effect of removing Inverclyde Leisure electricity and gas emissions from 2023/24, and also re-baselining to incorporate those emissions in each year back to the baseline date.

**Eddie Montgomery**  
**Head of Physical Assets**

## **3.0 BACKGROUND AND CONTEXT**

### **Inverclyde Strategic Heat Network Study**

- 3.1 Local Heat and Energy Efficiency Strategies (LHEES) are at the heart of a place based, locally led and tailored approach to delivering the transition to climate-friendly, more energy efficient homes and non-domestic buildings. These local Strategies will set out the long-term plan for decarbonising heat in buildings and improving their energy efficiency across an entire local authority area. The LHEES details potential Heat Network Zones across Inverclyde where there is a sufficient density of properties requiring heat that could make a heat network work in those areas. In addition, energy efficiency zones where fuel poverty is currently having the biggest impact have been detailed.
- 3.2 There is a need to refine the currently identified Inverclyde heat networking zones within the LHEES through a more in-depth analysis of the eleven potential zones. This will identify the zones with the greatest potential, and those which are not likely to be feasible. A techno-economic model of some of the more promising zones will be prepared as part of this work, as will a summary of potential delivery models and soft market testing to gauge the appetite from heat network investors depending on the factors above.
- 3.3 The Scottish Government has set up a sub-group on the Strategic Heat Network Study. This includes the Heat Network Support Unit, comprising Scottish Government, Zero Waste Scotland and Scottish Futures Trust, and the seven Councils successful in obtaining funding (City of Edinburgh Council, Glasgow City Council, Inverclyde Council, Fife Council, Perth and Kinross Council, Dundee City Council and Highland Council). An aim of the sub-group is to share learning and inputs/outputs between Councils and there has been good collaboration to date across the group on the procurement of consultants.
- 3.4 The Environment & Regeneration Committee of 18th January 2024 approved the progression of an application to the Scottish Government for up to £150k grant funding, minus a 10% Council funding contribution from the Net Zero Capital allocation. Following on from confirmation on the funding being made available from the Scottish Government there are two separate frameworks available that cover the different aspects of the requirement. The first being a Technical framework which is administered through Zero Waste Scotland, and which includes consultants who have the necessary experience and expertise to analyse the sites, heat sources, refine the zones, and provide some of the economic modelling. The other requirement is for Legal and Commercial advice, with the proposal to utilise the Legal Services Framework Agreement put in place by The City of Edinburgh Council within which the Council are named as a participating authority. This will cover the legal documentation and commercial soft market testing of the different delivery models. The legal commission is expected to be finalised in December and will complete after the Technical commission. Both parts will be completed by Summer 2025.

### **Scottish Climate Intelligence Service**

- 3.5 The Scottish Climate Intelligence Service (SCIS) is an initiative jointly funded by the Scottish Government and all Local Authorities to support the reduction of local authority area-wide greenhouse gas emissions. The SCIS has sourced an online platform, which shows the emissions for each local authority area by source, actions to reduce these and the progress to achieving net zero from the actions. The platform is transparent and aims to build capacity and direct future action and investment.

3.6 The SCIS is being delivered by the Edinburgh Climate Change Institute (ECCI), which is part of the University of Edinburgh, the Improvement Service (IS) and the Sustainable Scotland Network (SSN). The SCIS team is currently providing training on the online platform and has employed 'Local Leads' assigned to specific areas of Scotland to support local authorities with the platform and SCIS in general. The Council has been provided with an 'inventory' of Inverclyde's area emissions that includes source and amount and is looking to develop actions with which to reduce these.

### **Public Bodies Climate Change Report (PBCCR) 2023/24**

- 3.7 In 2015 the Scottish Government brought into force powers in the Public Bodies Duties section of the Climate Change (Scotland) Act 2009 to introduce mandatory annual reporting on climate change for 'major players' in the public sector, including local authorities.
- 3.8 In May 2019, the Committee on Climate Change, in a request from the Governments of the UK, Scotland and Wales, advised on reassessing the UK's long term greenhouse gas emissions targets. It advised on new emissions' targets for the UK of 'net zero' by 2050 and in Scotland net zero by 2045, from a baseline year of 1990. The target in Scotland reflects its greater relative capacity to remove emissions than the UK as a whole. Following this, the Scottish Government declared a 'climate emergency' and set a net zero target year for Scotland of 2045 with an interim reduction target of 75% by 2030.
- 3.9 In April 2024, following advice from the Committee on Climate Change that the 2030 target could not be achieved, the Scottish Government put to the Scottish Parliament the 'Climate Change (Emissions Reduction Targets) (Scotland) Bill'. The purpose of this Bill is to amend the Climate Change (Scotland) Act 2009 to no longer include the 2030 target. The Scottish Government is instead seeking to establish 'carbon budgets' covering periods of five years. A carbon budget would set a limit on the amount of greenhouse gases emitted in Scotland over a five-year period.
- 3.10 The Scottish Government considers the public sector as having a role in leading climate change action and from 2022 public bodies have been required to include a target date for achieving net zero direct emissions in their annual reporting. Public sector bodies are further required to include in their annual reporting how they have aligned their spending plans and use of resources to contribute to reducing their emissions and delivering their emissions reduction targets.
- 3.11 The climate change reporting data submitted by the Council (See summary tables in Appendix 1) shows that, from a baseline of 2012/13, the Council has been steadily reducing its carbon emissions. By end 2023/24, the Council had reduced its greenhouse gas emissions from 19,104 tonnes in 2012/13 to 12,528 tonnes, a reduction of 34.4%. The 2023/24 emissions figure, however, is higher than that reported in recent years and is similar to the overall emissions figures reported in 2017/18. The reason for this is that from the beginning of 2023/24, the Council became responsible for gas and electricity charges for Inverclyde Leisure properties as previously advised in the January 2023 report to this Committee.
- 3.12 The Council has managed to reduce its emissions through a range of measures. In particular, its building rationalisation and new build/refurbishment programme has reduced the number of operational buildings and improved the energy efficiencies of a large proportion of its retained building portfolio. Even with the addition of Inverclyde Leisure properties in 2023/24, emissions from energy from buildings were still 29% less in 2023/24 than they were in 2012/13. The Council has also replaced its street lamps with LEDs that use around half the electricity of the previous lamps, whereby, emissions have reduced by 82%. In terms of its fleet, the Council continues to introduce electric vehicles combined with embedded efficient driver training and vehicle monitoring programmes with emissions reducing by 29%. It should also be noted that the decarbonisation of the electricity supply in the national grid has also had a significant impact on reducing emissions. Electricity in the UK produced approximately 60% less emissions in 2023/24

than in 2012/13 through the implementation of renewable forms of energy generation. There have also been efforts to reduce business travel mileage for staff using their own vehicles for Council purposes with an emissions reduction of 45%.

- 3.13 In comparing data used to produce this year's report with that of last year, there have been some changes in the approach which have resulted in increased emission reporting, the most notable being that of energy use from buildings resulting from the addition of Inverclyde Leisure managed properties. Gas and electricity consumption increased by 47% and 37% respectively as a result of the Leisure estate now being included in the reporting. The data also includes the impact of billing errors in some Council properties where issues with accuracy occur linked to metering issues and estimated bills. To address this, the Council is in the process of replacing meters with those that record consumption electronically and has also introduced monitoring and targeting software to assist in proactively identifying issues. This software assists in identifying site trends and impact of changes e.g. gas consumption for the Vehicle Maintenance Facility increased by 26% linked to the installation of a second drying room for staff work clothing. It should also be noted that the figures include the impact of the addition of the Greenock Ocean Terminal, which became fully operational over the course of 2023/24. Fuel use for the Council's fleet decreased by 4.5%, there were three fewer vehicles using diesel fuel and four more electric vehicles introduced in 2023/24.
- 3.14 In terms of area wide emissions, The UK Government publishes annually estimates of greenhouse gas emissions for each local authority area. These have a two-year time lag, whereby, the publication for 2024 provides estimates for 2022. The estimates incorporate emissions from 'Industry', 'Commercial', 'Public Sector', 'Domestic', 'Transport', 'LULUCF' (Land Use, Land Use Change and Forestry) 'Agriculture' and 'Waste'. They are further broken down into 'Per Capita Emissions' and 'Emissions per km<sup>2</sup>'. The UK Government further provides a subset of carbon dioxide emissions considered to be 'within the scope of influence of Local Authorities', which excludes large industrial sites, railways, motorways, land-use, livestock and soils. The Council had previously set a target for carbon dioxide emissions 'within the scope of influence of Local Authorities' to reduce these per person from a 2014 baseline of 4.7 tonnes to 4.5 tonnes. It surpassed this a number of years ago and the per person emissions figure for the Inverclyde Local Authority area in 2022 was 3.7 tonnes. The 'Grand Total' greenhouse gas emissions figure for the Inverclyde Local Authority area in 2022 was 318.3 kilo tonnes, which is an 8.6% reduction from 2021.
- 3.15 The Council currently only includes internal waste from its own operations in its reported emissions, however it also has responsibility for Municipal Waste and also collects some Non-Municipal Waste. The Scottish Government has set targets that a maximum of 5% of waste is sent to landfill and 70% of all waste is recycled. Figures for Municipal Waste and Non-Municipal Waste are provided on a calendar year basis and there was an increase in emissions of 21.1% in 2023 from 2022 with the likely reason that landfilled waste was considered to result in higher greenhouse gas emissions in 2023 than in 2022. At the beginning of calendar year 2024, the Council entered into a new waste contract, in which the waste that would be sent to landfill under the previous contract is instead incinerated and reported as 'Energy from Waste'. Applying this to the 2023 waste figures, emissions are 93% less than those of 2022.
- 3.16 The Council currently does not have a target for overall emissions reduction for the Inverclyde Local Authority area but it does play a significant role in reducing such emissions. Reflecting the national target of net zero by 2045 from a 1990 baseline, the projected 1990 baseline for the Inverclyde Local Authority area is 696.5 kilo tonnes. Achieving net zero would, therefore, require a reduction of 378.2 kilo tonnes. The Council is progressing major projects which assist in addressing area wide emissions, the 3-year peatland restoration project at 'Dowries' and 'Hardridge Farms' is progressing in its second year and the tree planting as part of the 'Clyde Climate Forest' initiative has included projects such as that at Coves Reservoir which involved the planting of over 10,000 trees. The Council continues to engage with the Green Action Trust

(GAT) to allow an estimate of the carbon sequestration impact of the activity to date to be quantified. The Glasgow and Clyde Valley (GCV) Peatland ACTION Officer has provided estimated annual emission reduction figures for the on-going peatland restoration which has the potential for circa 3,150 tonnes when complete. In addition to these projects, the Council's Local Heat and Energy Efficiency Strategy aims to support improvements in the energy efficiency of, and 'decarbonisation' of the heat supply for, buildings across the Inverclyde Authority area.

#### 4.0 PROPOSALS

- 4.1 In regards the Strategic Heat Network Study, Officers are co-ordinating a series of meetings for both the Technical and Legal/Commercial between October 2024 and May 2025 to complete the study. The outputs of the study being the identification the zones that are most likely to provide the best returns on investment, understanding the market appetite for engagement, and to provide high level costs to determine whether the zones identified could be taken forward to the next stage to prepare outline business case(s) capable of being used to seek investment.
- 4.2 The Council will continue to engage and participate in the work of the Scottish Climate Intelligence Service.

#### 5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial	X	
Legal/Risk	X	
Human Resources		X
Strategic (Partnership Plan/Council Plan)	X	
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		X
Environmental & Sustainability	X	
Data Protection		X

#### 5.2 Finance

The Environment & Regeneration Committee of 18th January 2024 approved the progression of an application to the Scottish Government for up to £150k grant funding to support the progression of an Inverclyde Heat Network Study, minus a 10% Council funding contribution from the Net Zero Capital allocation.

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
<b>Technical</b> Net Zero (Council 10% contribution)	Capital	2024/26	£9,269	- -	As per ZWS MoU with £92,692 SG grant funding support

<b>Legal/Commercial</b>					
Net Zero (Council 10% contribution)	Capital	2024/26	£5,000		Draft SG GoL with up to £50,000 SG grant funding support

Annually Recurring Costs/ (Savings)

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

### 5.3 Legal/Risk

The Strategic Heat Network Study will involve specialist legal/commercial advice as outlined in 3.5 above. The outputs from the study will also help the Council fulfil its statutory duties under the Heat Networks (Scotland) Act 2021.

### 5.4 Human Resources

No implications.

### 5.5 Strategic

The Inverclyde LHEES sits beneath the approved the Net Zero Strategy 2021-2045 which sets out Inverclyde Council's route map to achieving net zero greenhouse gas emissions by 2045. The Inverclyde LHEES sets out pathways and actions concerning the decarbonisation of Inverclyde's building stock specifically. The Inverclyde LHEES also overlaps with other Council strategies such as the Local Housing Strategy 2023/28.

### 5.6 Equalities, Fairer Scotland Duty & Children/Young People

#### (a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
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, assessed as not relevant and no EqIA 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 – Assessed as not relevant under the Fairer Scotland Duty for the following reasons: Provide reasons why the report has been assessed as not relevant.

(c) Children and Young People

Has a Children’s Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
x	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children’s rights.

**5.7 Environmental/Sustainability**

The LHEES underpins how Inverclyde area will develop over the next twenty years for energy and carbon efficiency in our own operations, but also how we work with RSL’s, private businesses and private homeowners.

Has a Strategic Environmental Assessment been carried out?

	YES – assessed as relevant and a Strategic Environmental Assessment is required.
x	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

**5.8 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 – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

**6.0 CONSULTATION**

6.1 Relevant Officers within the Council and RSL’s were consulted as part of the application process to obtain funding and as part of the Broomhill district heating study by River Clyde Homes which the Council is currently participating in.

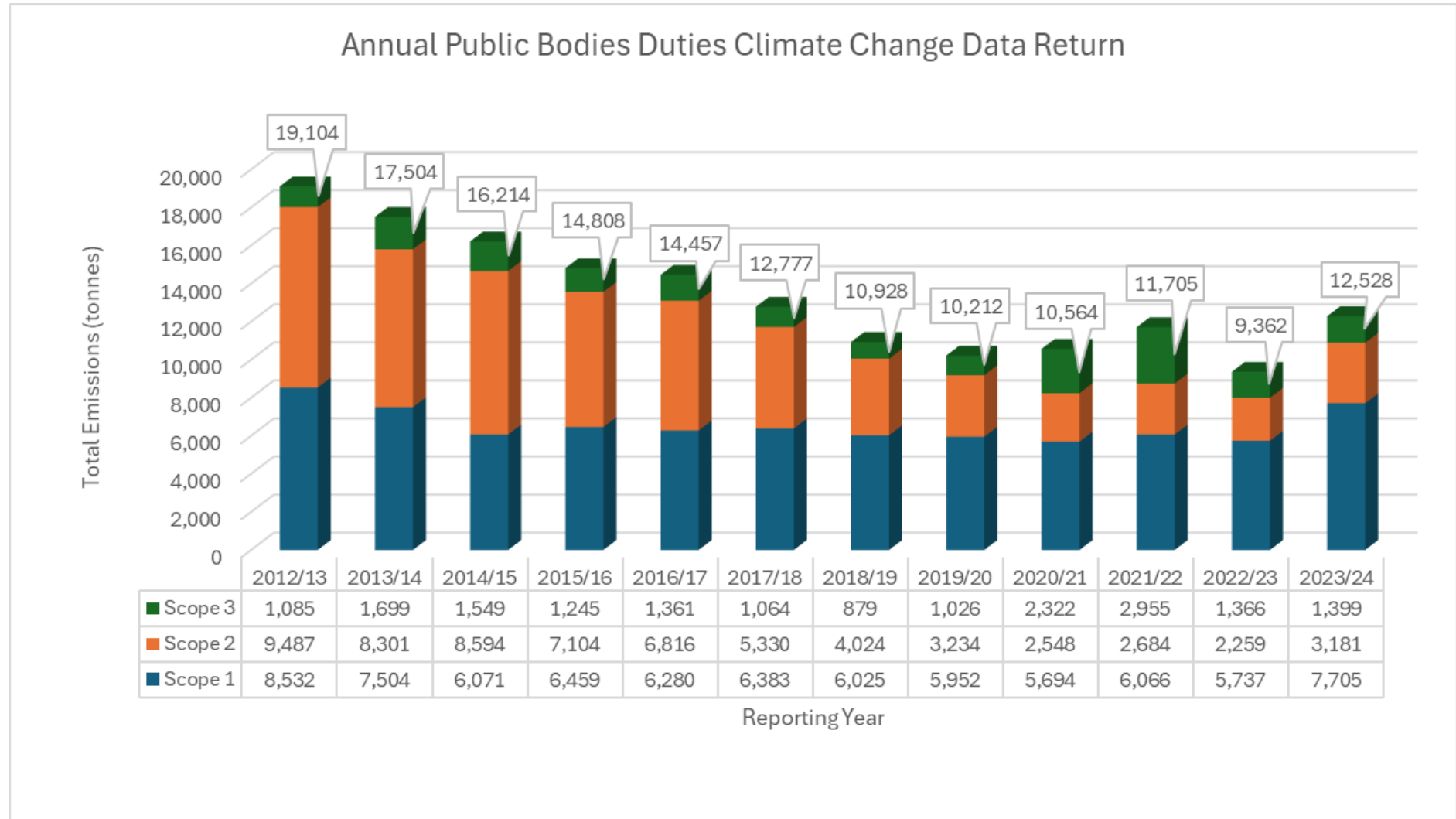


6.2 Staff from relevant Council services were consulted in the preparation of the Council's climate change report to the Scottish Government.

## **7.0 BACKGROUND PAPERS**

7.1 None.

**Inverclyde Leisure Managed Assets included as of 2023/24**



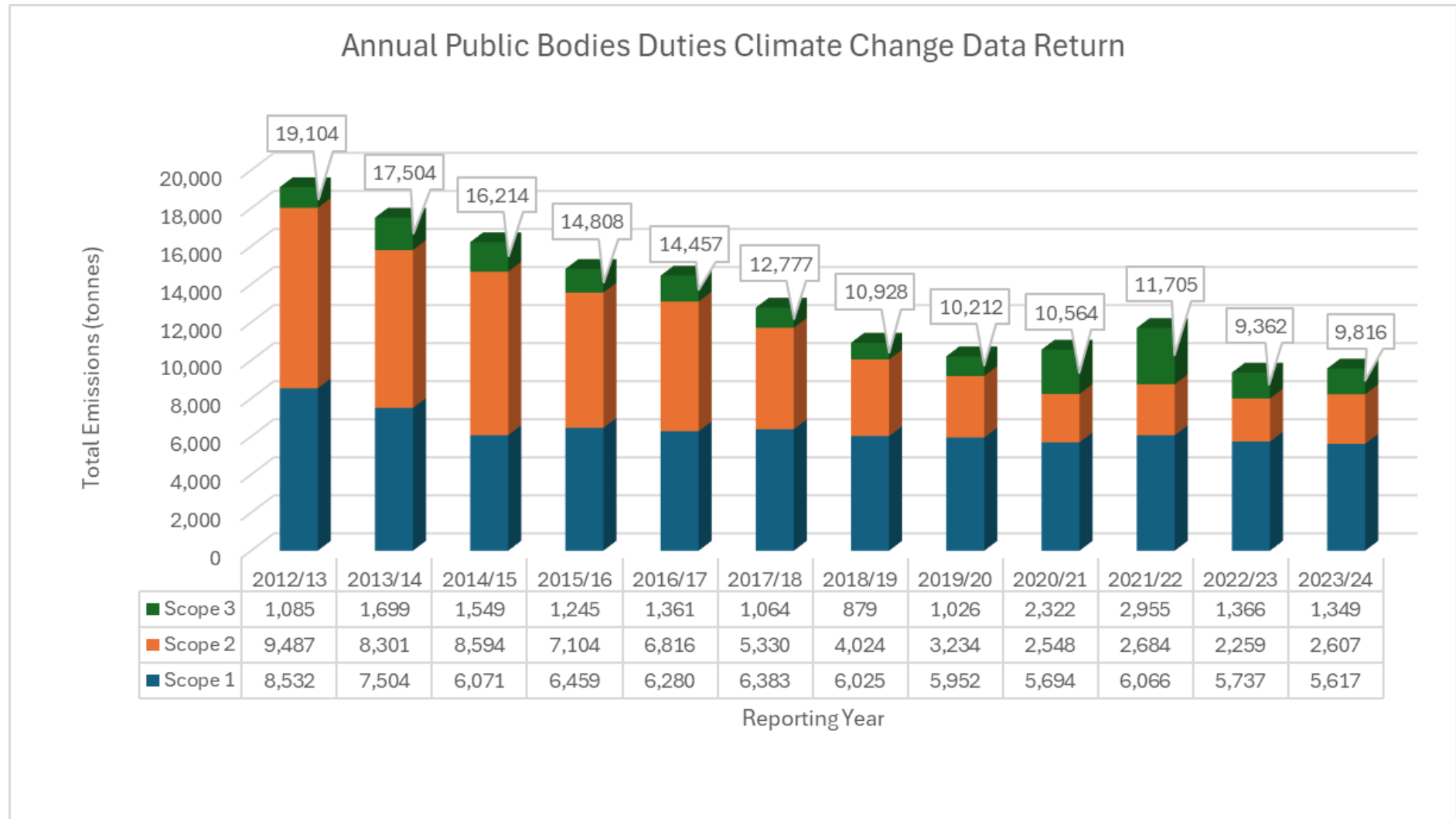
Units are in tonnes of carbon dioxide equivalent, which incorporate all greenhouse gases but calculated in terms of tonnes of carbon.

**Scope 1** refers to 'direct' emissions, which are those from activities owned or controlled by an organisation (e.g. combustion of natural gas in owned or controlled gas boilers).

**Scope 2** refers to 'energy indirect' emissions, which are those that are a consequence of an organisation's energy use but occur at sources it does not own or control. (e.g. use of purchased electricity).

**Scope 3** refers to 'other indirect' emissions, which are those that are a consequence of an organisation's actions but occur at sources it does not own or control and are not classed as Scope 2 emissions. (e.g. business travel in vehicles not owned or controlled by an organisation).

**Inverclyde Leisure Managed Assets excluded (for comparison)**



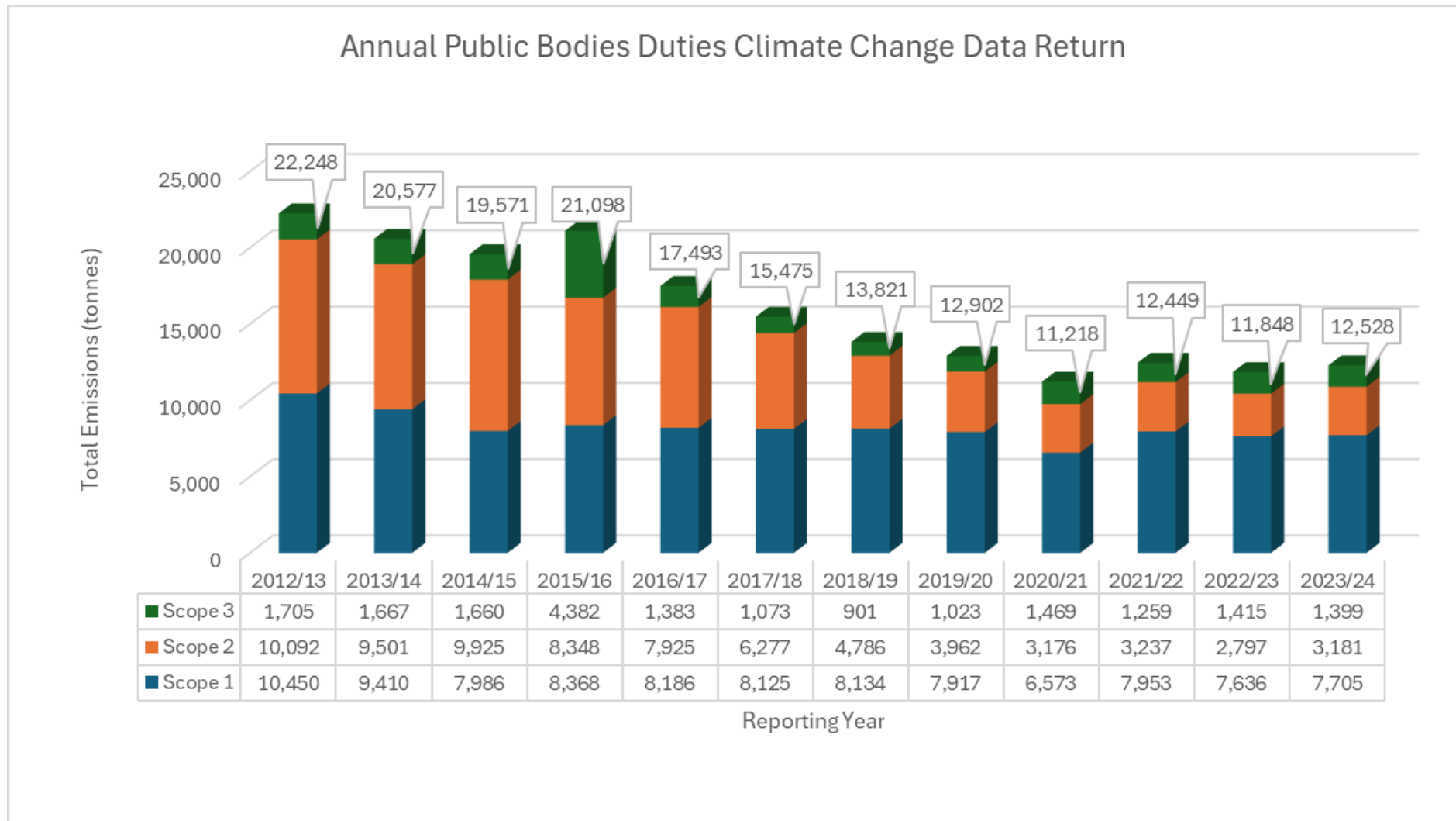
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**Scope 3** refers to 'other indirect' emissions, which are those that are a consequence of an organisation's actions but occur at sources it does not own or control and are not classed as Scope 2 emissions. (e.g. business travel in vehicles not owned or controlled by an organisation).

**Inverclyde Leisure Managed Assets included and re-baselined to include from baseline year 2012/13**



Units are in tonnes of carbon dioxide equivalent, which incorporate all greenhouse gases but calculated in terms of tonnes of carbon.

**Scope 1** refers to 'direct' emissions, which are those from activities owned or controlled by an organisation (e.g. combustion of natural gas in owned or controlled gas boilers).

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<b>Report To:</b>	<b>Environment and Regeneration Committee</b>	<b>Date:</b>	<b>16 January 2025</b>
<b>Report By:</b>	<b>Head of Physical Assets</b>	<b>Report No:</b>	<b>E+R/25/01/06/EM</b>
<b>Contact Officer:</b>	<b>Eddie Montgomery</b>	<b>Contact No:</b>	<b>01475 712472</b>
<b>Subject:</b>	<b>Winter Maintenance Service</b>		

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## 1.0 PURPOSE AND SUMMARY

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to provide the Committee with information on the current working arrangements for the planning, operation and delivery of the annual Winter Maintenance Service.

1.3 The report provides the background on how the service has been delivered over time and various internal and external factors that contribute to the current budget pressures.

## 2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee

- a) notes the information presented within this report which highlights the budget allocations, resources and statutory responsibilities related to the Winter Maintenance Service and
- b) recognises that the existing budget pressures will need to be addressed as part of the 2026/27 budget setting process.

**Eddie Montgomery**  
**Head of Physical Assets**

### **3.0 BACKGROUND AND CONTEXT**

- 3.1 The Council's current Delivering Differently Change Programme includes an action under Environment & Regeneration to review the existing winter maintenance practices, the cost of which has exceeded the available budget over the last 7 years resulting in a running down of the smoothing earmarked reserve which had been available initially through regular underspends on the core budget and thereafter linked to use as a smoothing reserve to allow the impact of a number of revenue savings to be managed over time.

#### **Council Policy and Relevant Legislation**

- 3.2 From October to April each year the Roads Service and the Environmental Service implement the Winter Maintenance Policy (<https://www.inverclyde.gov.uk/assets/attach/15650/Winter-Maintenance-Policy-Oct-2024.pdf>). The policy is designed to ensure that all reasonable steps are taken to allow safe movement of vehicle and pedestrian traffic within Inverclyde during winter weather conditions. Roads Service staff receive specialist weather forecasts 3 times a day during the winter months including regular flash updates monitoring changing conditions. This forecast system allows the Winter Controllers to allocate appropriate resources, 24hrs a day. The Council has invested considerably in appropriate equipment, infrastructure and staff training to ensure the best possible Winter Service throughout the Inverclyde area and publishes the Winter Maintenance Documents each year which detail the current Policy, Procedures and Resources for the coming winter months.
- 3.3 Inverclyde Councils Roads Service provision includes statutory responsibilities under the Roads (Scotland) Act 1994 and other primary legislation to manage, operate, maintain, and improve the roads infrastructure. The Council has a statutory obligation, under Section 34 of the Roads (Scotland) Act 1984, to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads which by definition includes carriageways, footways, footpaths, etc.

It is therefore the aim of Inverclyde Council to:

- provide a standard of service on public roads, (in compliance with the relevant Policies of the Council's Local Transport Strategy) which will permit safe movement of vehicular, cyclist and pedestrian traffic appropriate to the prevailing weather conditions.
  - establish a pattern of working which will keep delays, diversions or road closures to a minimum during adverse weather conditions.
  - conduct operations having regard to the requirements of the Health & Safety at Work Act 1974, and associated Health, Safety & Welfare legislation.
- 3.4 The Service Manager (Roads) is responsible for specifying the level of winter maintenance service required for carriageways. The Team Leader (Network, Projects & Lighting) is responsible for implementing this service through the Service's Operations Unit for carriageways. The Service Manager (Grounds & Waste) is responsible for specifying the level of winter maintenance service required for footways, footpaths etc., and for implementing this service through the Grounds Service. Inverclyde Council has defined the priorities for carriageway and footway/footpath/cycleway treatment as outlined below.

#### **Prioritisation – Carriageways**

- 3.5 Fixed gritting routes are pre-planned to ensure that during "routine" winter conditions, priorities (i) to (iii) plus some priority (iv) to (vi) will be treated. However, under more extreme conditions (heavy snow falls or freeze/rain/freeze cycles) gritters will concentrate on the higher priority roads until attention can be safely transferred to other roads. The lowest categories mainly (vi) and (vii) will only be treated using available gritters if conditions persist and all other routes are clear. This

will be determined by the Head of Physical Assets. During such conditions it is unlikely that all lower category roads (especially cul-de-sacs) will be treated within 48 hours:

- (i) Routes A761 and A770;
- (ii) Routes B786, B788, B7054;
- (iii) Access routes to hospitals, ambulance depots, main police stations, fire stations, main bus routes and schools;
- (iv) Local concentrations of employment e.g. industrial estates;
- (v) Steep roads not included in (1) to (4) above;
- (vi) Other public roads not included in (1) to (5) above;
- (vii) Proposed public roads;
- (viii) Private roads only at express instruction of the Head of Physical Assets.

We routinely treat 49% of the road network (routes 1 to 8). This rises to 66% during persistent and severe conditions (Routes 1 to 8 and 10 to 16).

### **Prioritisation – Footways**

3.6 Footways will only be treated when the Service Manager (Grounds & Waste) considers this to be absolutely necessary (e.g. heavy snowfall or extensive icing). Treatment will generally only occur during normal working hours, the following general priorities will apply:

- (i) Areas of high pedestrian concentration including accesses to schools;
- (ii) Steep routes to urban shopping centres and precincts;
- (iii) Steep hills in housing areas and footways in the vicinity of homes for the elderly.

### **Gritting Routes**

3.7 Routes have been organised as outlined below:

- 4 Primary Carriageway Routes;
- 4 Secondary Carriageway Routes;
- 1 Precautionary Route;
- 7 Tertiary Routes;
- 4 Snow Ploughing Routes;
- Priority Footway Routes

3.8 Treatments are normally planned over a 12-hour period to allow for further weather updates. On receipt of a forecast from the Weather Forecaster warning of frost, freezing or snow conditions, the Winter Controller shall give consideration to precautionary salting of such roads as is considered necessary. Treatments are based on the weather forecast however, if frost or freezing conditions are forecast at high confidence the treatment would normally include pre gritting of the 4 Primary and the 4 Secondary routes followed by further morning treatment. Treatments may take around 3-4 hours depending on traffic and weather conditions. Extended treatments will be required during snow conditions or freezing rain. Gritting route information is included as Appendix 1 (with embedded links).

## **Roads Service Winter Procedures & Resourcing**

### **Winter Controllers**

- 3.9 The Winter Controllers, receive the daily weather forecasts provided by the Weather Forecaster at 0600, 1200, and at 1800 hours (and ad-hoc updates out with those times), throughout the working week, at weekends and on public holidays from October to May. Thereafter, it is the responsibility of the Winter Controller to take action which may include instructing the Winter Supervisor to mobilise the standby operatives to undertake salting/snow clearing. From the weather forecast provided the Winter Controller will then decide on the level of treatment/action required to undertake salting/snow clearing on the roads network.

### **Winter Resource Stand-by Arrangements**

- 3.10 From October to March standby arrangements are put in place to ensure the winter service, these include:
- Winter Controllers - 1 x 24 hours a day/full week;
  - Winter Supervisors - 2 x 12 hours per day/full week;
  - HGV Drivers - 8 x 12 hours per day/full week;
  - Non-HGV standby - 2 x 24 hours a day/full week.

Basic weekly standby requirements are:

- 1 Winter Controller<sup>1</sup>.
- 2 Supervisors<sup>2</sup>;
- 8 HGV Drivers<sup>3</sup> (16 over 2 weeks);
- 2 Non-HGV Drivers/Operatives<sup>4</sup> (4 over 2 weeks).

### **HGV Drivers**

- 3.11 Drivers normally work week on and week off to manage suitable rest provision. HGV drivers require:
- 9 hours rest between shifts;
  - 10 hours maximum driving hours per shift with an exemption in extreme unplanned weather events;
  - 11 hours on duty, with additional breaks;
  - Suitable rest periods.

- 3.12 The Roads Operations Unit currently have 17 operatives, 2 of these HGV driver roadworker posts have recently progressed through recruitment. Prior years savings exercises have reduced the core roads operational staff from 21 in 2018/19 to 17 in 2022/23.

- 3.13 Agency HGV drivers have been utilised to supplement Winter Operations since circa 2018/19 to assist in the provision of essential service cover along with the available Grounds/Waste Service drivers as noted above. It should be noted that Agency HGV drivers are required to operate within the European driving rules and are not permitted to drive out with the Services required operational hours and for this reason there is a requirement to employ agency operatives on a full-time basis to be able to guarantee driver out-of-hours cover and availability. The cost of this

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<sup>1</sup> Currently 5nr trained Controllers – Team Leader (x2) / Supervisory Officers (x3)

<sup>2</sup> Currently 9nr trained Supervisors – Roads Supervisor (x1) / Technicians (x4) / Inspectors (x4)

<sup>3</sup> Requirement for 20nr staff to cover HGV/Non-HGV Winter Rota – Core Roads Operation Unit staffing is 17.

<sup>4</sup> See 3 above.



provision has ranged from £25,000 to almost £100,000 in previous years – this activity has been stopped.

- 3.14 In the weeks ahead of the commencement of winter operations for 2024/25 there were 6 operatives who had not engaged in the rota preparation. With support from Human Resources, letters were issued to those staff to confirm the contractual requirement to participate and advising that any application to be excluded would require to be considered through the Council's Flexible Working Policy.

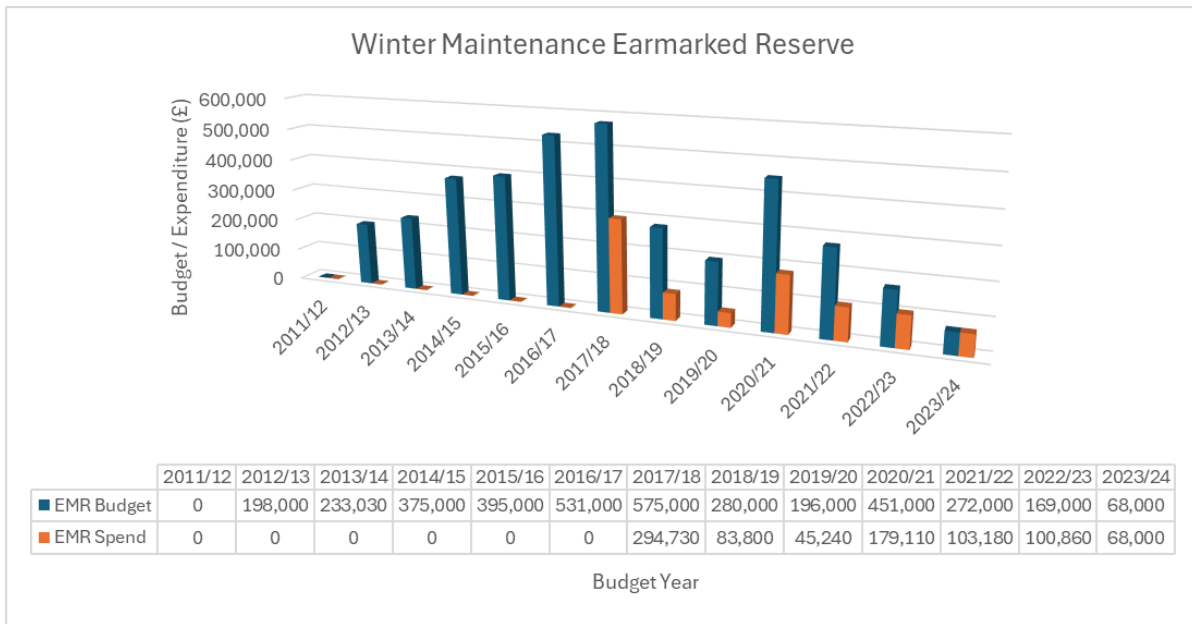
### **Second Operatives (Spotters)**

- 3.15 In addition to the resource requirements detailed in 3.10 above, second operatives are deployed in poor snow or blizzard conditions which normally only happen on a few occasions during winter operations. These operatives are required to:

- Assist the driver to safely mount and dismount the snow plough to the vehicle;
- Assist the driver in difficult or extreme conditions to identify obstructions including abandoned vehicles, pedestrians and the road edge in remote locations;
- Assist the driver as required in alerting emergency services if the vehicle veers off road or is involved in an accident during operations in extreme conditions as other services may not be able to reach the location;
- Provide banksman assistance to the driver to manoeuvre or reverse the vehicle safely in remote locations or in constrained roads which may also be obstructed by abandoned vehicles or other obstacles;
- Assist the driver where "spot gritting" is manually required to free the gritting vehicle or other trapped vehicles on route.

### **Winter Revenue Budget and Related Pressures**

- 3.16 All out of hour's costs and costs for winter treatment are funded from the core annual winter maintenance revenue budget. Since 2012/13 there has been an earmarked reserve budget available to act as a contingency and this has also been used as a smoothing reserve to manage the impact of a number of savings applied to the core revenue budget. Information available on core budgets indicates that there were annual underspends from 2012/13 to 2016/17 against the core winter revenue budget with the surplus (or a proportion thereof) set aside each year in an earmarked reserve. The graph below shows the available budget since its creation in 2012/13 and the expenditure to date.



The budget was 'topped-up' in 2020/21 via a further allocation of £300K from \*. Due to ongoing prolonged weather conditions in past years and the significant impact of the 'Beast from the East' in February-March 2018, the earmarked reserve allocated to winter maintenance was exhausted in 2023/24.

- 3.17 The service has chosen to engage agency drivers in prior years (see summary table below) and as outlined 3.13 above, the Service is not able to engage out-of-hours only agency HGV drivers as there is a need to restrict their driving activities/duties during the day to provide the required unconfirmed out-of-hours cover. As such the cost of agency drivers includes employing them during the day to guarantee HGV driver out-of-hours cover with duties during normal daily working hours covered from either revenue or RAMP/capital budgets (e.g. pothole patching, flooding or other work).

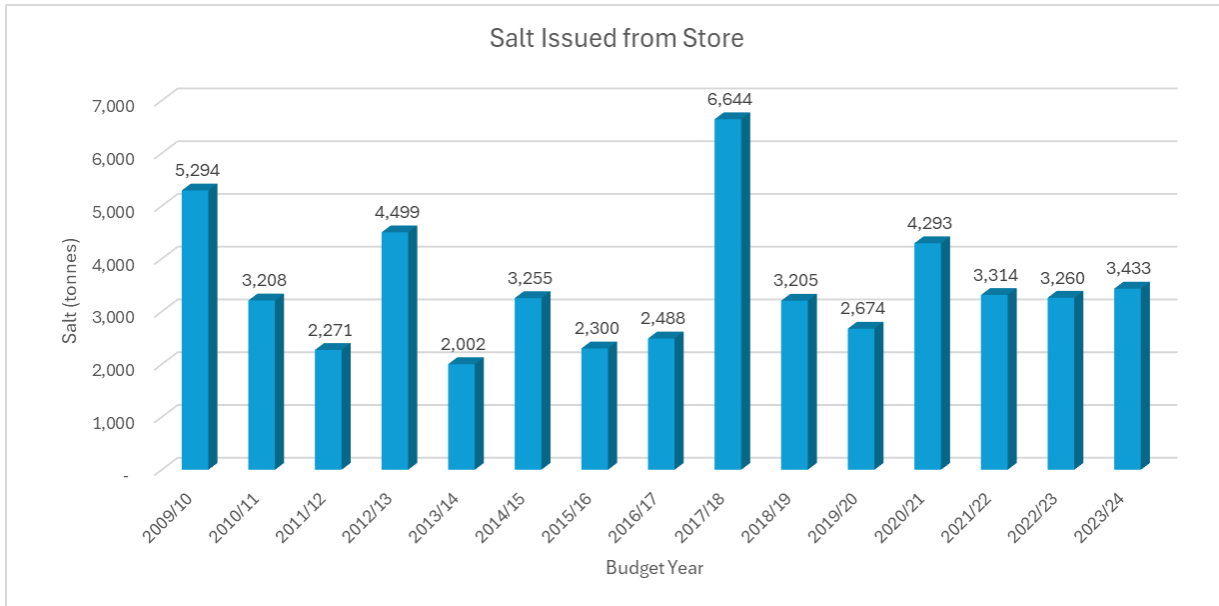
BUDGET YEAR	ROADS OPS	HGV				NON HGV			TOTAL	OVERALL SHORTFALL
		ROADS	GROUNDS	AGENCY	TOTAL	HGV SHORTFALL	NON HGV	NON HGV SHORTFALL		
<b>REQUIRED FOR ROTA</b>		<b>16</b>				<b>4</b>			<b>20</b>	
2018/19	21	12	2	2	16	0	6	-	22	-
2019/20	19	10	2	2	14	2	6	-	20	-
2020/21	19	9	0	5	14	2	6	-	20	-
2021/22	19	9	0	5	14	2	6	-	20	-
2022/23	17	9	3	2	14	2	4	-	18	2
2023/24	17	10	2	2	14	2	3	1	17	3
2024/25	17	12	3	0	15	1	2	2	17	3

\* Not all Roads Operatives held HGV licence and were used as Non-HGV.

\* Recent years have had to utilise some operatives to cover HGV and non-HGV i.e. on both

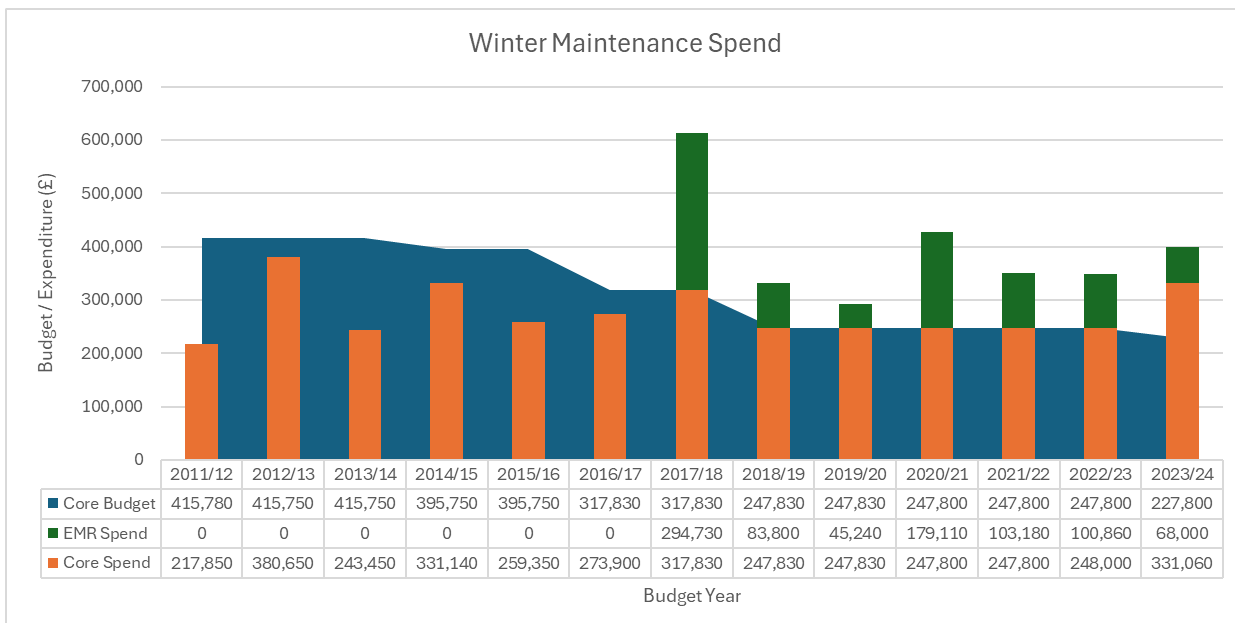
It should also be noted that it has been possible to partially offset external driver costs with internal vacancies over the last few years and there were also issues with long term absence affecting participation rates. There are currently no vacancies as outlined in 3.12 above with all Roads Operatives HGV trained. Participation rates and pressures are now linked to flexible working requests as outlined in 3.14.

3.18 Salt for Winter Road Maintenance (excludes sand and winter wizard) - the graph below shows the annual salt usage from 2009/10 to 2023/24.



The average annual usage is 3,476t (3,250t when excluding 2017/18 'Beast from the East' year). The historical data available on price per tonne is limited however, from 2019/20 to 2021/22 the pricing remained static at £33.10/t, increased to £42.55/t in 2022/23 and with the most recent price in 2023/24 now £47.53/t representing a 43.60% increase in the core material supply in the last 2 years. The salt is procured through the available Scotland Excel framework. (<https://home.scotland-excel.org.uk/our-contracts/contract-directory/salt-for-winter-roads-maintenance/>). The core revenue budget covers the costs of the material purchase, and this budget has not been the subject of any allowances for inflationary pressures. It is also clear from the above that the Winter Maintenance budget will continue to be at risk of overspend related to the severity of the winter and the amount of salt required in any given year.

3.19 The further graph below shows core annual budget, annual core expenditure and annual earmarked reserve expenditure since 2012/13 which outlines the position covered in 3.16 above.



The average annual expenditure over the period above is £335K (£313K when excluding 2017/18 'Beast from the East' year). It should be noted however that the average expenditure since 2018/19 is £358K which reflects the impact of wage rises and inflation in more recent years affecting material costs. The information above indicates that the core budget of £228K is not sufficient to meet the cost of the Winter Maintenance Service.

#### 4.0 PROPOSALS

4.1 The Committee is requested to note the following relevant to the review of the Winter Maintenance Service:

- A further £300K was currently (Period 7), noted as being made available from the Budget Delivery Reserve to address the current zero balance of the Winter Maintenance Earmarked Reserve.
- The current winter rota is operational.
- The Physical Assets Service Plan includes an operational / continuity risk related to Winter Operations and the need to identify additional driver training opportunities to provide resilience and build on the work already undertaken with the Grounds Service.
- There is a need to work in conjunction with Human Resources to manage the winter rota participation levels and to understand the position in respect of staff whose circumstances may be deemed more permanent and not temporary affecting their ability to meet the core requirements of the post.
- There is no scope to reduce the cost of the Winter Maintenance Service without also considering a review of the existing Policy and the currently identified gritting routes. At present the Winter Maintenance Service covers circa 66% of the Council's adopted road network. The impact of labour and material cost inflation over time continues to put pressure on budgets which are not able to be increased to reflect same. The impact of adoption of new assets over time is also relevant with the most recent draft Roads Asset Management Strategy noting that the carriageway asset had increased by 6.4km in the last 3 years.

#### 5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial	X	
Legal/Risk	X	
Human Resources	X	
Strategic (Partnership Plan/Council Plan)	X	
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		X
Environmental & Sustainability		X
Data Protection		X

#### 5.2 Finance

One off Costs

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

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments

It is recognised that the existing budget pressures will need to be addressed as part of the 2026/27 budget setting process.

**5.3 Legal/Risk**

The Council has a statutory obligation, under Section 34 of the Roads (Scotland) Act 1984, to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads which by definition includes carriageways, footways, footpaths, etc.

**5.4 Human Resources**

There are no employee implications.

**5.5 Strategic**

N/A

**5.6 Equalities, Fairer Scotland Duty & Children/Young People**

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
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, assessed as not relevant and no EqIA is required.

**6.0 CONSULTATION**

6.1 The Finance Service has been consulted.

**7.0 BACKGROUND PAPERS**

7.1 N/A

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<b>Report To:</b>	<b>Environment and Regeneration Committee</b>	<b>Date:</b>	<b>16 January 2025</b>
<b>Report By:</b>	<b>Head of Physical Assets</b>	<b>Report No:</b>	<b>ENV004/25/SJ/EM</b>
<b>Contact Officer:</b>	<b>Eddie Montgomery</b>	<b>Contact No:</b>	<b>01475 712472</b>
<b>Subject:</b>	<b>Inverclyde Strategic Transport Model</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to inform Committee of a study undertaken to build a strategic traffic model for Inverclyde. The model used the Strathclyde Regional Transport Model (SRTM) to develop a more detailed model for the Inverclyde area.

## **2.0 RECOMMENDATIONS**

2.1 That the Committee:

- notes the development of the new Inverclyde Transport Model; and
- notes the forecast pressure areas highlighted based on the 5-year and 10-year traffic growth models for 2027 and 2032.

**Eddie Montgomery**  
**Head of Physical Assets**

### 3.0 BACKGROUND AND CONTEXT

#### Inverclyde Strategic Transport Model

- 3.1 In order to consider the effect of future large scale developments and potential changes to the transport network the Roads Service commissioned a consultant, Atkins Réalis to construct a strategic transport model of the Inverclyde area.
- 3.2 The Strathclyde Regional Transport Model (SRTM) was used as a basis for the development of a roads only cordoned model of the Inverclyde Council area. SRTM is a multi-modal 'tour-based' strategic transport model covering the Strathclyde area, including the eight Clydeplan Local Authorities, three Ayrshire Authorities and parts of Argyll and Bute.
- 3.3 Addition of new links and zones were introduced to the model to provide suitable detail for the council area providing more local detail.
- 3.4 The new Inverclyde model tests the following time periods at a high level i.e. it is not a minute by minute assessment:
- AM (08:00 hours - 9:00 hours);
  - Lunchtime (average hour 10:00 hours - 13:00 hours); and
  - PM (17:00 hours - 18:00 hours).
- 3.5 Calibration and validation against updated survey data was carried out to ensure the model reflects the 2022 travel conditions.

#### Future Year Assessment Findings

- 3.6 The Inverclyde model was used to test the effect of traffic growth only (i.e. no changes to the existing network or future developments) in 2027 and 2032. The findings are presented in the document entitled Inverclyde Saturn Modelling – 2027 and 2032 forecast models – November 2024 a copy of which is available in the Members Lounge. The key elements for consideration in the model are:

**Volume over Capacity or VoC (%)** – This is the volume of traffic using a junction as a proportion of the junction's capacity e.g. a junction used by 900 vehicles and with a capacity of 1,000 vehicles has a VoC of 90%. A VoC of over 85% suggests a junction would experience congestion.

**Delay (seconds)** - Delay experience by a vehicle travelling along a road (link). This is from several contributions:

- Link delay from travelling along the road (which may slow down due to being busy);
- Junction delay from congestion at a junction.

- 3.7 When looking at delays the model highlighted the following links in 2022, 2027 and 2032:

Location	Peak Period	2032 Delay	2027 Delay	2022 Delay
Branchton Rd NB at A78 Inverkip Rd	AM, LT, PM	127s	126s	123s
Manor Cres NB at A770 Cardwell Rd	AM, LT, PM	118s	117s	107s
Gibshill Rd NB at A8 Port Glasgow Rd	AM	70s	70s	65s
Cathcart St EB at A8 Rue End St	LT, PM	65s	65s	64s
Ratho St NB at A8 E Hamilton St	AM	62s	62s	62s

3.8 The majority are roads that join the A8 or A78 trunk roads, with one on the A770. Although Branchton Road experiences the longest delay the increase in delay between 2022 and 2032 is only 4 seconds. Manor Crescent experiences the biggest increase in delay going from 107 seconds in 2022 to 118 seconds in 2032.

3.9 The model highlighted capacity issues at the following links in 2022, 2027 and 2032:

Location	Peak Period	2032 VoC	2027 VoC	2022 VoC
Manor Cres NB at A770 Cardwell Rd	PM	91%	91%	88%
A770 Brougham St EB at Patrick St	AM	90%	89%	89%
A770 Cardwell Rd EB at Manor Cres	AM	89%	88%	81%
Branchton Rd NB at A78 Inverkip Rd	AM, PM	87%	87%	85%

3.10 The model shows capacity issues at the following junctions in 2022, 2027 and 2032:

Location	Peak Period	2032 VoC	2027 VoC	2022 VoC
B7054 Baker St at B788 Ingleston St	AM, PM	102%	101%	99%
A78 Inverkip Rd / Gleninver Rd / Branchton Rd	AM, PM	95%	95%	92%
A770 Cardwell Rd / Manor Cres	AM, PM	93%	92%	89%
A770 Brougham St / Patrick St	AM	91%	91%	90%
B788 Dellingburn St at A8 E Hamilton St	AM, PM	91%	91%	90%

3.11 The model has highlighted various areas where issues may occur if the growth in traffic occurs as anticipated. These are on A and B class roads or side roads joining them.

## 4.0 PROPOSALS

4.1 The Committee is requested to note the development of the Inverclyde Transport Model and the forecast pressures highlighted based on the 5-year and 10-year forecast models.

4.2 Officer's view is that the best means of minimising congestion and delays on the Inverclyde Road Network is to minimise private car travel, particularly single car occupancy. This could be achieved through the continued promotion of active travel and the use of public transport. The Roads Service will continue to work on improving active travel routes to encourage more people including families with young children to walk, wheel or cycle.

## 5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		x
Legal/Risk		x
Human Resources		x
Strategic (Partnership Plan/Council Plan)		x



Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		X
Environmental & Sustainability		X
Data Protection		X

## 5.2 Finance

There are currently no cost implications associated with this report, however, if the model is to be used to determine the impact of future road schemes or planning developments there would be a cost associated with the consultant time involved.

### One off Costs

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

### Annually Recurring Costs/ (Savings)

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

## 5.3 Legal/Risk

No implications.

## 5.4 Human Resources

No implications.

## 5.5 Strategic

The development of the model will potentially assist in assessment of the impact of future road schemes and major developments.

## 5.6 Equalities, Fairer Scotland Duty & Children/Young People

### (a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
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, assessed as not relevant and no EqIA 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 – Assessed as not relevant under the Fairer Scotland Duty for the following reasons: Provide reasons why the report has been assessed as not relevant.

(c) Children and Young People

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
x	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights.

5.7 **Environmental/Sustainability**

Has a Strategic Environmental Assessment been carried out?

	YES – assessed as relevant and a Strategic Environmental Assessment is required.
x	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

5.8 **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 – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

6.0 **CONSULTATION**

6.1 None.

## **7.0 BACKGROUND PAPERS**

7.1 None.

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<b>Report To:</b>	<b>Environment &amp; Regeneration Committee</b>	<b>Date:</b>	<b>16 January 2025</b>
<b>Report By:</b>	<b>Head of Legal, Democratic, Digital &amp; Customer Services</b>	<b>Report No:</b>	<b>LS/001/25/EP</b>
<b>Contact Officer:</b>	<b>Emma Peacock</b>	<b>Contact No:</b>	<b>01475 712115</b>
<b>Subject:</b>	<b>Management Rules for Cemeteries and Crematoriums in Inverclyde</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 Local Authorities have the power to make management rules regulating the use of and conduct of persons within any land or premises owned, occupied, managed or controlled by the Council to which the public have access, in terms of Section 112 of the Civic Government Scotland Act 1982 ("the Act").

1.3 Management rules in connection with the Council's Cemeteries and Crematoriums are currently in place and have been since 10 July 2015. Management rules continue in force for a period of 10 years only and these particular rules are therefore due to expire in July 2025. Draft management rules for 2025 have now therefore been prepared for the Council's Cemeteries and Crematoriums with the intention that these would come into force in July 2025. If these were made, they would continue in force, unless revoked, until July 2035.

1.4 The Purpose of this report is:

- to seek the Committee's approval of the draft Cemeteries and Crematoriums Management Rules 2025 prior to statutory public consultation thereon;
- to seek the Committee's authority to proceed with the statutory public consultation; and
- to advise that there will be a further report to the Committee which will:-
  - advise of the outcome of the consultation and allow consideration of any representations received;
  - seek approval of any amendments to the rules considered appropriate in light of the same; and
  - seek authority to report to the Inverclyde Council recommending they formally approve the rules in the terms agreed on following the consultation.
- to advise the Committee that thereafter there will be a report to the Inverclyde Council seeking authority to make the management rules.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that the Committee:

- (i) Approve the draft Cemeteries and Crematoriums Management Rules appended to this report for public consultation;
- (ii) Delegate authority to the Head of Legal, Democratic, Digital and Customer Services to take all action which is required in terms of implementing the statutory consultation procedure in terms of the proposed management rules;
- (iii) Note the intention of the Head of Legal, Democratic, Digital and Customer Services to report back to the Committee on the outcome of the public consultation exercise to allow the Committee to consider any objections received and any consequential amendments considered appropriate;
- (iv) Note that the outcome of the public consultation exercise and recommendations of this Committee following that exercise will, subject to the decision of the Committee, be reported to the Inverclyde Council and that authority will subsequently be sought from the Inverclyde Council to make the Management Rules.

**Lynsey Brown**  
**Head of Legal, Democratic, Digital & Customer Services**

### **3.0 BACKGROUND AND CONTEXT**

- 3.1 A copy of the current Management Rules for Cemeteries and Crematoriums which came into force in July 2015, are attached to this report as Appendix 1.
- 3.2 The draft proposed Management Rules for the period of 2025 – 2035 are attached to this report as Appendix 2.
- 3.3 The amendments proposed by the new draft Rules are shown as attached to this report as Appendix 3. The amendments made for the 2025 Rules are mainly updates to wording and references to policies within the Rules.
- 3.4 Prior to making any management rules, the Council must conduct a statutory public consultation in terms of which the Council is required to:
  - Advertise that it intends to make such rules;
  - Make copies of the proposed rules available for public inspection throughout that period;
  - Allow a period of at least one month from the date of first advertisement for objections to be lodged; and
  - Before the management rules are made, take into account any objection received and give any objector the opportunity to be heard by the Council.
- 3.5 At least one month before making management rules, the Council is required to give notice (by advertising in a newspaper or newspapers circulating in the Council's area) of –
  - their intention to do so;
  - the general purpose of the proposed rules
  - the place where a copy of the proposed rules may be inspected
  - the fact that and time within which objections may be made
  - the address to which objections may be sent
- 3.6 The Council also must make copies of the proposed rules available for public inspection without payment at their offices and so far as the authority considers practicable at the land or premises to which the rules are to apply.
- 3.7 Any person may, within one month after notice has first been advertised by the Council, notify in writing their objection and the ground of their objection to the Council. Before making management rules, the Council is required take into consideration any objections timeously received by them and give any objector an opportunity to be heard by them.
- 3.8 Management rules made by the Council must, together with a notice stating where copies of the rules may be obtained, be displayed at the entrance to the land or premises to which they apply or elsewhere so that they may be seen by members of the public intending to have access to the land or premises.
- 3.9 Breach of the management rules does not in itself create any criminal offence which can be subject of prosecution, but the principal sanction available is to allow an authorised Officer of the Council who believes that the rules have been or are about to be breached to either expel or exclude the person(s) concerned from the premises. Police Scotland will be consulted on the draft management rules, as part of the proposed consultation.

If the authorised Officer requires the person concerned to leave the premises and he fails to do so, or alternatively if the person is excluded from the premises and attempts to re-enter then that action itself is a criminal offence and the individual concerned may be liable, on summary conviction, to a fine not exceeding level 1 on the standard scale, currently £200.00.

3.10 Copies of management rules shall be open to public inspection without payment and a copy of them shall on application be furnished to any person on payment of such reasonable charge as the local authority may determine.

#### 4.0 PROPOSALS

4.1 The Committee is asked to consider and approve for public consultation the draft management rules for Cemeteries and Crematoriums in Inverclyde as attached hereto as Appendix 2 (proposed changes are highlighted in Appendix 3); authorise the Head of Legal, Democratic, Digital and Customer Services to carry out the statutory consultation in respect of the management rules; and thereafter note that the Head of Legal, Democratic, Digital and Customer Services will report back to the Committee on the outcome of the consultation period before, subject to the decision of the Committee, taking a report to the Inverclyde Council for authority to make the management rules.

#### 5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		X
Legal/Risk	X	
Human Resources		X
Strategic (Partnership Plan/Council Plan)		X
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing	X	
Environmental & Sustainability		X
Data Protection		X

#### 5.2 Finance

##### One off Costs

There will be minor costs associated with the publication of notices and signage which will be contained within existing budgets.

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

##### Annually Recurring Costs/ (Savings)

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

#### 5.3 Legal/Risk

The legal implications are summarised in this report.

#### 5.4 Human Resources

There are no Human Resources implications directly associated with the proposal.

#### 5.5 Strategic

N/A

#### 5.6 Data Protection

##### (a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

X	YES – An EqIA will be completed following the consultation process.
	NO

##### (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 – Assessed as not relevant under the Fairer Scotland Duty.

### 6.0 CONSULTATION

6.1 A public consultation would be carried out in terms of this report upon approval by the Committee.

### 7.0 BACKGROUND PAPERS

7.1 N/A



## Cemeteries Management Rules

The Inverclyde Council constituted under the Local Government etc. (Scotland) Act 1994 (hereinafter referred to as “the Council”) have made the following Rules for the Management of Cemeteries and Crematoria in Inverclyde in terms of Section 112 of the Civic Government (Scotland) Act 1982 which will apply to all cemeteries under the control of the Council.

**1 Interpretation**

In these Rules:

- a “Cemetery” means any cemetery or churchyard under the ownership or control of the Council, and includes a crematorium as defined below.
- b “Crematorium” means any crematorium under the ownership or control of the Council.
- c “Certificate” means the Certificate of the Exclusive Right of Burial granted by the Council to the “Owner”.
- d “Owner” means the person who purchases the Exclusive Right of Burial to the Lair and to whom the Certificate is granted and his/her successors in terms of Rule 2 below, who are registered as the Owner in the Lair Register maintained by the Council.
- e “Lair” means the piece of ground in which the Exclusive Right of Burial is granted by the Council.
- f “Appropriate Officer” means the Burial Grounds Officer or any other officer employed by the Council in connection with the management or operation of any Cemetery.
- g “Memorial” means any gravestone or other monument erected at the head of the “Lair”.
- h “Burial Grounds Officer” means such officer of the Council as is from time to time appointed or authorised by the Council with responsibility for the day to day management of cemetery or cremation service throughout Inverclyde.
- i “Funeral Director” means the agent appointed by the next of kin or executors of a deceased to undertake the arrangement of the burial or cremation of that deceased.
- j “Crematorium Attendant” means an officer of the Council employed by the Council to carry out cremation duties.

## **2 The Exclusive Right of Burial**

- a The Exclusive Right of Burial in a Lair will, subject to these Rules, be granted to the Owner and his/her successors (as described in Rule 2) in perpetuity subject to Rule 3 below. The Owner of a Lair owns only the Exclusive Right of Burial in the Lair. The Lair in which the right is exercised remains wholly within the ownership of the Council. The Appropriate Officer will furnish the Owner with a Certificate describing the location of the Lair to which he/she has an Exclusive Right of Burial. An Owner, duly registered in the books of the Council, will have Exclusive Right of permitting the Lair to be opened and the production of the Certificate and suitable proof of identification will be held as sufficient authority. One person only will be registered as the Owner of the Exclusive Right of Burial in a Lair or Lairs subject to parts (c) and (d) of this Rule 2. The Owner will not be entitled to sell, transfer or assign the Exclusive Right of Burial without the agreement of the Burial Grounds Officer, and such agreement will only be provided in the case of a transfer or assignation to a family member or relation of the transferring/assigning Owner. The Owner will not be entitled to transfer or assign the Exclusive Right of Burial to another in exchange for payment. The Owner will not be entitled to inter anyone in the Lair to which they have the Exclusive Right of Burial in exchange for payment. The Owner will be given a copy of these Rules at the time of purchase or transfer of the Lair and will be required to sign a receipt agreeing that they have read the Rules and agree to comply with them.
- b The Owner will not be entitled to use the Lair until any outstanding burial dues are paid. Purchased Lairs will be allocated in rotation at the discretion of the Appropriate Officer of the Council. Only such Lairs as are numbered on the Cemetery Plans will be allocated.
- c On the death of the Owner, the Lair will pass to the individual nominated on the application for interment. In such cases, a memorandum of entry may be engrossed upon the original Lair Certificate or a new one may be issued. No new Certificate will be granted until the original Certificate is produced or accounted for satisfactorily. The new Owner will indemnify the Council against any subsequent claims resulting from their registration as the new Owner.
- d The next of kin or executors of the registered Owner can, on production of the Certificate in the name of the registered Owner, instruct the burial of the said registered Owner in the Lair, subject always to the terms of these Rules.
- e No new Lair will be sold by the Council without an interment taking place at that time. Purchase should be transacted through the Funeral Director undertaking the funeral arrangements.

## **3 Forfeiture**

Failing interment in or transfer of a Lair for a period of 100 years, the Council may terminate the Exclusive Right of Burial therein, provided that such notice of intention to terminate will be advertised once in a national newspaper and twice in two local newspapers and a period of twelve months allowed to elapse, following the publication of the last advertisement. Whereupon, failing any claimant, the Council may, by simple resolution duly minuted, declare such Right of Burial to be terminated and may grant the Exclusive Right of Burial of the Lair anew if no persons are interred in the Lair.



#### 4 Notice of Burial

- a All burials must be authorised by the Appropriate Officer prior to funeral arrangements being publicly announced.
- b Notice of interment must be submitted to the Council's Burial Grounds Office in Greenock Cemetery at least two working days (excluding Saturdays, Sundays and Public Holidays) before any proposed interment. Such notice should include the following information about the deceased:
- Name & address
  - Age
  - Date of death
  - Relationship of the deceased to the Lair Owner (if any)
  - Residence at the time of death
  - Proposed day and hour of the interment
  - Any other such information deemed necessary by the Council from time to time.

If the deceased was the registered Owner, notice should be given as to the individual who is to be registered as the new Owner. Upon checking the Lair Register, the order for digging the grave will then be issued.

- c No Owner will be entitled to have the Lair opened to a greater depth than 2.0 metres, and no interment will be made without there being at least 900mm of soil between the ordinary surface of the ground and the upper side of the coffin. In a Lair excavated to a depth of 2.0 metres, not more than three standard sized adult coffins may be interred, subject to Rule 4d below. A standard sized coffin is deemed to be not more than 300mm in depth. The number of interments permitted in any Lair may be reduced if the coffin chosen exceeds the standard depth. Only persons authorised by the Appropriate Officer will excavate graves and carry out the laying of foundations for monuments.
- d Ground conditions at each Cemetery are variable, therefore the number of interments possible will be determined by the ground conditions discovered at the time of opening. In cases of all new lairs and interments, the depth will be recorded after each burial.
- e A coffin containing an infant, stillborn baby or non-viable foetus interred in a full sized adult Lair will be counted as one full interment and recorded as such in the Lair Register.
- f Any Lair that has had the maximum number of interments possible, subject to Rule 4d above, will not be opened again for interment except in the case of cremated remains.
- g The Council will keep registers in which will be entered every interment, specifying the Lair, the depth of the grave, the date of interment, the name and age of the deceased and all other requisite particulars.
- h A plan of the Cemetery and a Table of Interment Fees and other charges will be kept at the Burial Grounds Office in Greenock Cemetery. All fees and charges in connection with interments, Lair Certificates, etc., will be acknowledged on official printed receipt forms.
- i The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the graveside and for lowering the coffin into the grave.

**5 Areas for the Interment of Cremated Remains**

- a Designated areas for the interment of cremated remains will be provided in some cemeteries. Each Lair will be one metre square and capable of holding up to six caskets of cremated remains. The Exclusive Right of Burial in a Lair for cremated remains will be sold with the right to erect a memorial. The base of the memorial may contain a flower vase holder. No other forms of memorials, vases or planting will be allowed on the Lair space.
- b The Exclusive Right of Burial for the interment of cremated remains will be sold subject to these Rules insofar as not inconsistent with this Rule 5.
- c Application for the interment of cremated remains must be made in the same manner and providing the same information as in Rule 4, above.
- d Cremated remains may not be scattered in any part of a Cemetery without the permission of the Appropriate Officer and the appropriate documents being completed and recorded.

**6 Areas for the Interment of Stillborn Babies and Non-Viable Foetuses**

- a A maximum of five interments will be permitted in a Rankin Memorial Garden Lair, in Greenock Cemetery. A central memorial feature will be provided. There will be no Exclusive Right of Burial in the said communal Lair only a Right of Burial.
- b Application for the interment of stillborn babies and non-viable foetuses must be made in the same manner and providing the same information as in Rule 4, above.

**7 Memorials**

- a The erection of memorials will be permitted only on Lairs where an Exclusive Right of Burial has been granted and only by a monumental mason registered with the Council. No headstone or any other memorial may be erected in a Cemetery without the express written permission of the Appropriate Officer. Memorial permits must be made available for inspection when entering a Cemetery to carry out these works and before any works commence. Memorials must consist of natural stone or terrazzo and contain no wood, plastic or glass.
- b A registered Owner will be entitled to have a memorial erected at the head of the Lair but such memorial will not protrude in any way over that part of the Lair to be opened for burial and will be restricted to at least 100mm less in width than the width of the Lair. Wooden crosses, plastic flowers, windmills, teddy bears, kerbs, copes, railings, fences, gravel, corner stones etc. will not be permitted around or over the Lair. The said Owner is liable for any damage or injury caused by the state of repair of the memorial erected on the Lair. Only one flower vase will be allowed on each Lair and must be placed in the space provided at the head of each Lair, i.e. the crownhead or on the base of the memorial. The Council will not be responsible for any loss or damage to such vase or memorial.



- c The Owner will keep the memorial in a neat and proper condition, of which the Appropriate Officer will be the sole judge. Upon failure by the registered Owner to comply with this Rule, within twenty one days of being given written notice of any failures at the owner's last known address, the Council will be entitled either to repair the memorial or to have the memorial removed. If said memorial is in a state that the Appropriate Officer considers dangerous the Council will be entitled to, without notice, take action as necessary to make it safe. Any costs incurred by the Council will be recovered from the Owner and until the cost of such repairs or removal is paid, the Right of Burial in the Lair will be withheld.
- d Any unauthorised planting will be removed.
- e All memorials must be constructed and erected in accordance with such recommendations formulated by the National Association of Monumental Masons from time to time.
- f The application for the erection of a memorial or additional inscription on a memorial must be approved by the Appropriate Officer and must conform to the requirements of the Council, as are stated on the application form.
- g The Council will not be responsible for any loss or damage to memorials.
- h The section and number of the Lair must be cut plainly upon the side of the memorial at the expense of the person erecting the memorial.
- i No memorial or part thereof will be removed from the Cemetery by the registered Owner or their agents without prior written notification to the Council.
- j No works of any kind will be permitted inside the grounds of the Cemetery without a permit and the sanction of the Appropriate Officer, who must be satisfied that the authority of the registered Owner has been obtained before work commences.
- k A permit must be obtained for the installation of a small marker. A charge will be applied, but should a headstone be erected at a later date no charge will be made for the 2nd permit issued.

## **8 Memorial Benches**

- a The installation of memorial benches in Knocknairshill Cemetery will be permitted only in areas designated and mapped out for placement of memorial benches. Installation of memorial benches within all other cemeteries will be at the discretion of the Appropriate Officer.
- b Application to have a memorial bench placed within a Cemetery must be put in writing to the Appropriate Officer.
- c Subsequent to the application being accepted, the memorial bench must be purchased through the Appropriate Officer. The memorial bench, once installed, will become the property of Inverclyde Council and be available for use by visitors to the Cemetery. Maintenance, as considered appropriate, will be assessed and carried out by Inverclyde Council.

- d If the memorial bench is vandalised or damaged beyond economical repair, the bench will be removed and disposed of at the discretion of the Appropriate Officer. Inverclyde Council will not be responsible for replacement of the damaged bench. The applicant will be notified of the removal at their last known address.
- e Applications will be dealt with in date order, and the applicant given the choice of available sites for the memorial bench.

**9 General**

- a Cemetery opening hours will be:

***April to August: 8.00 a.m. - 9.00 p.m.***

***September to October: 8.00 a.m. - 6.00 p.m.***

***November to March: 8.00 a.m. - 5.00 p.m.***

The Council may, by notices posted at or near the place to which it refers, close to the public any part of any Cemetery for such time as it may consider necessary.

- b No persons may enter or leave any Cemetery except by the entrances and exits provided for that purpose.
- c No persons may enter or wilfully remain within any cemetery except during the opening hours, as intimated at part (a) above.
- d Children under 14 years of age must be accompanied by a parent, guardian or a responsible adult when entering any Cemetery.
- e Old memorial wreaths and floral decorations will be removed and disposed of at the discretion of the Appropriate Officer.
- f It is not appropriate to walk dogs within a cemetery only for the purposes of exercise

Dogs are not permitted in a Cemetery **unless** they are kept at all times:

- under proper control;
- on a short lead of no more than 2 metres length;
- off Lairs or any other grass areas within a cemetery;
- only on paved roads or paths; and
- out of sight and earshot of funeral services.

Fouling must be removed by the person in charge of the dog and disposed of properly. Dogs are not permitted to enter waiting rooms, toilets, crematoriums, or any buildings in a cemetery; guide or assistance dogs are excepted. Failure to comply with any part of this Rule will result in the person in charge of the dog being expelled from the Cemetery and persistent offenders may be excluded from entering the Cemetery in future.



**10 Vehicles**

- a Car parking facilities provided by the Council for the convenience of patrons will only be available during such times as the facilities of the Cemetery are being used. In all cases, the direction of the Appropriate Officer must be complied with and all vehicles must be driven at a speed not exceeding 15 miles per hour and with due care and attention. The Council will not be held responsible for any damage to vehicles or other property left in the car parking facilities.
- b Vehicles conveying memorials or goods into any Cemetery grounds will be allowed entry only with the consent of the Appropriate Officer. The person or persons in charge of such a vehicle must comply with the directions of the Appropriate Officer as to the route to be followed within the grounds.
- c The Appropriate Officer may instruct the removal of parked vehicles at his/her discretion if he/she considers that they interfere or may interfere with access or egress to the Cemetery or Crematorium. Removal means towed away or otherwise removed to a compound, all costs associated with same will be borne by the vehicle owner.

**11 Prevention of Nuisance**

No person will:

- a Use any profane or offensive language or behave in an offensive, disorderly or insulting manner whilst in any Cemetery.
- b Wilfully or carelessly, obstruct any Officer or Servant of the Council in the exercise of their duties or in the execution of any work associated therewith.
- c Wilfully or improperly interfere with any other person using the facilities provided by the Council in any Cemetery, or behave in such a manner as to endanger their own safety or the safety of others.
- d Ignore any proper instructions given by any member of the Cemetery staff to ensure the safety of all persons using the Cemetery.
- e Bring into any Cemetery any object or objects which may be considered by any member of the Cemetery staff to be dangerous.
- f In any Cemetery, climb upon any tree, shrub, wall, fence or railing, or upon any monument, fountain, statue, building or other structure.
- g. Wilfully or carelessly break, damage, deface, disfigure, tamper with or improperly soil any tree, shrub, wall, fence, monument, fountain, statue, building, Lair, other structure, or any property owned by the Council in the Cemetery.
- h. Place memorial plaques or other forms of memorialisation on land, walls, trees, or benches within the Cemetery or Crematorium grounds. The Appropriate Officer will have the discretion to remove unauthorized memorials without further notice. Inverclyde Council will not be held responsible for any damage or loss arising out of the removal. Removed memorials not uplifted by their owners within a period of 3 months from the date of removal will be disposed of.

## 12 Disputes

Should any difference or dispute arise as to the interpretation of these Rules or in relation to the Tables of Fees and Charges, the same will be clarified by the Burial Grounds Officer, whose decision will be final.

## 13 Right of Amendment

The Council will be at liberty to alter these Rules or any part of them from time to time as they may see fit and make and enforce such others as they may consider necessary for Legal or for Statutory requirements or for the proper or better management of the Council's Cemeteries.

## 14 Cremations

- a Cremations must be conducted strictly in accordance with the legal requirements from time to time applying to them.
- b Application for cremation must be made to the Burial Grounds Officer, 1 South Street, Greenock, PA16 8UG, between the hours of 8.30 a.m. and 4.30 p.m. Mondays to Thursdays and 8.00 a.m. to 4.15 p.m. Fridays and 8.00 a.m. - 12 noon Saturday and at least 24 hours before the proposed hour for cremation. No Cremations will take place on Saturday afternoons, Sundays or local holiday Mondays.
- c Cremation Services may take place only between the Hours of 9.00 a.m. and 3.00 p.m. Mondays to Fridays and 9.00 a.m. to 11.00 a.m. Saturdays.
- d Arrangement may be made for Cremation at other times in special circumstances at the discretion of the Appropriate Officer.
- e Funeral Directors are responsible for ensuring that any coffin brought for Cremation bears the Name, Age, and Date of death of the deceased contained therein. If there appears to be any discrepancy regarding the details recorded on the coffin against those in the application for cremation, the Appropriate Officer will refuse the coffin access until he/she is satisfied the correct details are contained thereon.
- f Any service or demonstration in connection with a funeral shall be subject in all things to the control of the Crematorium Attendant.
- g All persons admitted to the Crematorium shall abide by these rules. The Crematorium Attendant will have the full power to exclude or remove from the Crematorium any member of the public as he/she thinks appropriate. All persons attending the funeral shall leave the building, car park and environs immediately after the conclusion of the service, in order to permit subsequent services to take place.
- h The public may obtain permission to inspect the building, this at the discretion of the Appropriate Officer when no cremation is proceeding, by appointment only.
- i For the disposal of the ashes, the written authority of the applicant is required, subject to part (k) of this Rule.



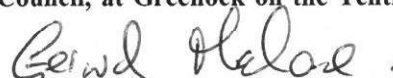
- j The ashes from each cremation shall be reduced and placed in separate containers whilst awaiting final disposal on instruction given by relatives. Specimens of urns may be seen on application to the Appropriate Officer, and provision of same is included in the fees.
- k The urn containing the ashes may only be stored at the Crematorium for a period of seven days pending instruction for their disposal. In event of no instructions being received by the Appropriate Officer, at the end of one month, the ashes will be strewn in the Garden of Remembrance.
- l A body will not be accepted for Cremation unless it is enclosed in a coffin of the traditional type normally accepted. Details of any such type of coffin or container proposed must be referred to and approved by the Appropriate Officer at the time when initial reservation of service is made.

## 15 Contravention

The following provisions apply to a contravention by any person of these Rules

- a Should an Appropriate Officer of the Council have reasonable grounds for believing that any person has contravened, is contravening or is about to contravene any of the foregoing Management Rules, they may expel that person from the Cemetery. Any person who fails to leave the Cemetery on being so expelled or attempts to re-enter the Cemetery, will be guilty of an offence and liable on summary conviction to a fine not exceeding Level 1 on the standard scale
- b The Council may decide that a person who has persistently contravened or attempted to contravene the foregoing Management Rules and is, in their opinion likely to contravene them again, be made the subject of an Exclusion Order and they will give any person subject to an Exclusion Order notice of their decision
- c The said notice will contain a statement of the reasons for the decision and a statement as to the right to make representations subject to part (e) of this Rule.
- d Such Exclusion Order will take effect upon a person on such date as the Council may decide which will not be less than 14 days after their decision to make the Exclusion Order.
- e Any person who has been made the subject of an Exclusion Order will be entitled to make written or oral representation to the Council at any time up to the date when the Order will take effect in terms of part (d) of this Rule. The Council will suspend the effect of their decision, consider the representations and decide whether to confirm their decision or to revoke or amend it.
- f An Exclusion Order will have effect for such a period, not exceeding one year, as the Council may determine and the Council may at any time reduce the period of, or revoke, an Exclusion Order made by them.
- g Any person who, being a person subject to an Exclusion Order, enters or attempts to enter the Cemetery or Cemeteries to which the Exclusion Order relates will be guilty of an offence and liable, on summary conviction, to a fine not exceeding Level 1 on the standard scale.

These Management Rules are made by being sealed with the Common Seal of the Inverclyde Council and signed by Gerard Malone, Proper Officer of the Inverclyde Council, at Greenock on the Tenth of July Two thousand and fifteen.



The Inverclyde Council constituted under the Local Government etc. (Scotland) Act 1994 (hereinafter referred to as “the Council”) have made the following Rules for the Management of Cemeteries and Crematoria in Inverclyde in terms of Section 112 of the Civic Government (Scotland) Act 1982 which will apply to all cemeteries under the control of the Council.

## 1 Interpretation

In these Rules:

- a “Cemetery” means any cemetery or churchyard under the ownership or control of the Council, and includes a crematorium as defined below.
- b “Crematorium” means any crematorium under the ownership or control of the Council.
- c "Certificate" means the Certificate of the Exclusive Right of Burial granted by the Council to the "Owner".
- d "Owner" means the person who purchases the Exclusive Right of Burial to the Lair and to whom the Certificate is granted and his/her successors in terms of Rule 2 below, who are registered as the Owner in the Lair Register maintained by the Council.
- e "Lair" means the piece of ground in which the Exclusive Right of Burial is granted by the Council.
- f “Appropriate Officer” means the burial grounds officer, or any other officer employed by the Council in connection with the management or operation of any Cemetery or Crematorium.
- g “Memorial” means any gravestone or other monument erected at the head of the “Lair”.
- h “Funeral Director” means the agent appointed by the next of kin or executors of a deceased to undertake the arrangement of the burial or cremation of that deceased.
- i “Crematorium Attendant” means an officer of the Council employed by the Council to carry out cremation duties.

## **2 The Exclusive Right of Burial**

- a The Exclusive Right of Burial in a Lair will, subject to these Rules, be granted to the Owner and his/her successors (as described in Rule 2) in perpetuity subject to Rule 3 below. The Owner of a Lair owns only the Exclusive Right of Burial in the Lair. The Lair in which the right is exercised remains wholly within the ownership of the Council. The Appropriate Officer will furnish the Owner with a Certificate describing the location of the Lair to which he/she has an Exclusive Right of Burial. An Owner, duly registered in the books of the Council, will have Exclusive Right of permitting the Lair to be opened and the production of the Certificate and suitable proof of identification will be held as sufficient authority. One person only will be registered as the Owner of the Exclusive Right of Burial in a Lair or Lairs subject to parts (c) and (d) of this Rule 2. The Owner will not be entitled to sell, transfer or assign the Exclusive Right of Burial without the agreement of the Appropriate Officer, and such agreement will only be provided in the case of a transfer or assignation to a family member or relation of the transferring/assigning Owner. The Owner will not be entitled to transfer or assign the Exclusive Right of Burial to another in exchange for payment. The Owner will not be entitled to inter anyone in the Lair to which they have the Exclusive Right of Burial in exchange for payment. The Owner will be given a copy of these Rules at the time of purchase or transfer of the Lair and will be required to sign a receipt agreeing that they have read the Rules and agree to comply with them.
- b The Owner will not be entitled to use the Lair until any outstanding burial dues are paid. Purchased Lairs will be allocated in rotation at the discretion of the Appropriate Officer of the Council. Only such Lairs as are numbered on the Cemetery Plans will be allocated.
- c On the death of the Owner, the Lair will pass to the individual nominated on the application for interment. In such cases, a memorandum of entry may be engrossed upon the original Lair Certificate, or a new one may be issued. No new Certificate will be granted until the original Certificate is produced or accounted for satisfactorily. The new Owner will indemnify the Council against any subsequent claims resulting from their registration as the new Owner.
- d The next of kin or executors of the registered Owner can, on production of the Certificate in the name of the registered Owner, instruct the burial of the said registered Owner in the Lair, subject always to the terms of these Rules.
- e No new Lair will be sold by the Council without an interment taking place at that time. Purchase should be transacted through the Funeral Director undertaking the funeral arrangements.

## **3 Forfeiture**

Failing interment in or transfer of a Lair for a period of 100 years, the Council may terminate the Exclusive Right of Burial therein, provided that such notice of intention to terminate will be advertised once in a national newspaper and twice in two local newspapers and a period of twelve months allowed to elapse, following the publication of the last advertisement. Whereupon, failing any claimant, the Council may, by simple resolution duly minuted, declare such Right of Burial to be terminated and may grant the Exclusive Right of Burial of the Lair anew if no persons are interred in the Lair.

#### 4 Notice of Burial

- a All burials must be authorised by the Appropriate Officer prior to funeral arrangements being publicly announced.
- b Notice of interment must be submitted to the Council's Burial Grounds Office in Greenock Cemetery at least two working days (excluding Saturdays, Sundays and Public Holidays) before any proposed interment. Such notice should include the following information about the deceased:
- Name & address
  - Age
  - Date of death
  - Relationship of the deceased to the Lair Owner (if any)
  - Residence at the time of death
  - Proposed day and hour of the interment
  - Any other such information deemed necessary by the Council from time to time.

If the deceased was the registered Owner, notice should be given as to the individual who is to be registered as the new Owner. Upon checking the Lair Register, the order for digging the grave will then be issued.

- c No Owner will be entitled to have the Lair opened to a greater depth than 2.0 metres, and no interment will be made without there being at least 900mm of soil between the ordinary surface of the ground and the upper side of the coffin. In a Lair excavated to a depth of 2.0 metres, not more than three standard sized adult coffins may be interred, subject to Rule 4d below. A standard sized coffin is deemed to be not more than 300mm in depth. The number of interments permitted in any Lair may be reduced if the coffin chosen exceeds the standard depth. Only persons authorised by the Appropriate Officer will excavate graves and carry out the laying of foundations for monuments.
- d Ground conditions at each Cemetery are variable, therefore the number of interments possible will be determined by the ground conditions discovered at the time of opening. In cases of all new lairs and interments, the depth will be recorded after each burial.
- e A coffin containing an infant, stillborn baby or non-viable foetus interred in a full-sized adult Lair will be counted as one full interment and recorded as such in the Lair Register.
- f Any Lair that has had the maximum number of interments possible, subject to Rule 4d above, will not be opened again for interment except in the case of cremated remains.
- g The Council will keep registers in which will be entered every interment, specifying the Lair, the depth of the grave, the date of interment, the name and age of the deceased and all other requisite particulars.
- h A plan of the Cemetery and a Table of Interment Fees and other charges will be kept at the Burial Grounds Office in Greenock Cemetery. All fees and charges in connection with interments, Lair Certificates, etc., will be acknowledged on official printed receipt forms.
- i The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the graveside and for lowering the coffin into the grave.



## **5 Areas for the Interment of Cremated Remains**

- a Designated areas for the interment of cremated remains will be provided in some cemeteries. Each Lair will be one metre square and capable of holding up to six caskets of cremated remains. The Exclusive Right of Burial in a Lair for cremated remains will be sold with the right to erect a memorial. The base of the memorial may contain a flower vase holder. No other forms of memorials, vases or planting will be allowed on the Lair space.
- b The Exclusive Right of Burial for the interment of cremated remains will be sold subject to these Rules insofar as not inconsistent with this Rule 5.
- c Application for the interment of cremated remains must be made in the same manner and providing the same information as in Rule 4, above.
- d Cremated remains may not be scattered in any part of a Cemetery without the permission of the Appropriate Officer and the appropriate documents being completed and recorded.

## **6 Areas for the Interment of Stillborn Babies and Non-Viable Foetuses**

- a A maximum of five interments will be permitted in a Rankin Memorial Garden Lair, in Greenock Cemetery. A central memorial feature will be provided. There will be no Exclusive Right of Burial in the said communal Lair only a Right of Burial.
- b Application for the interment of stillborn babies and non-viable foetuses must be made in the same manner and providing the same information as in Rule 4, above.

## **7 Memorials**

- a The erection of memorials will be permitted only on Lairs where an Exclusive Right of Burial has been granted and only by a monumental mason registered with the Council. No headstone or any other memorial may be erected in a Cemetery without the express written permission of the Appropriate Officer. Memorial permits must be made available for inspection when entering a Cemetery to carry out these works and before any works commence. Memorials must consist of natural stone or terrazzo and contain no wood, plastic or glass.
- b A registered Owner will be entitled to have a memorial erected at the head of the Lair but such memorial will not protrude in any way over that part of the Lair to be opened for burial and will be restricted to at least 100mm less in width than the width of the Lair. Wooden crosses, plastic flowers, windmills, teddy bears, kerbs, copes, railings, fences, gravel, corner stones etc. will not be permitted around or over the Lair. The said Owner is liable for any damage or injury caused by the state of repair of the memorial erected on the Lair. Only one flower vase will be allowed on each Lair and must be placed in the space provided at the head of each Lair, i.e. the crownhead or on the base of the memorial. The Council will not be responsible for any loss or damage to such vase or memorial.

- c The Owner will keep the memorial in a neat and proper condition, of which the Appropriate Officer will be the sole judge. Upon failure by the registered Owner to comply with this Rule, within twenty-one days of being given written notice of any failures at the owner's last known address, the Council will be entitled either to repair the memorial or to have the memorial removed. If said memorial is in a state that the Appropriate Officer considers dangerous the Council will be entitled to, without notice, take action as necessary to make it safe. Any costs incurred by the Council will be recovered from the Owner and until the cost of such repairs or removal is paid, the Right of Burial in the Lair will be withheld.
- d Any unauthorised planting will be removed.
- e All memorials must be constructed and erected in accordance with such recommendations formulated by the National Association of Monumental Masons from time to time.
- f The application for the erection of a memorial or additional inscription on a memorial must be approved by the Appropriate Officer and must conform to the requirements of the Council, as are stated on the application form.
- g The Council will not be responsible for any loss or damage to memorials.
- h The section and number of the Lair must be cut plainly upon the side of the memorial at the expense of the person erecting the memorial.
- l No memorial or part thereof will be removed from the Cemetery by the registered Owner or their agents without prior written notification to the Council.
- j No works of any kind will be permitted inside the grounds of the Cemetery without a permit and the sanction of the Appropriate Officer, who must be satisfied that the authority of the registered Owner has been obtained before work commences.
- k A permit must be obtained for the installation of a small marker. A charge will be applied, but should a headstone be erected at a later date no charge will be made for the 2nd permit issued.

## **8 Memorial Benches**

- a There is the opportunity to have a memorial plaque placed on a memorial bench in one of following Inverclyde's cemeteries: Port Glasgow; Gourock; Kilmacolm; or Knocknairshell cemeteries or in the Garden of Remembrance at Greenock Crematorium. A maximum of 10 plaques are available per bench on a 10 year lease basis. Ownership and Installation of memorial benches will be the responsibility of Inverclyde Council on application this will be at the discretion of the Appropriate Officer subject to availability.
- b Application to have a memorial bench plaque placed within a Cemetery must be put in writing to the Appropriate Officer. The bench will be purchased and installed by the Inverclyde Council.

- c Subsequent to the application being accepted, the memorial bench plaque must be purchased through the burial grounds office. The memorial bench containing the plaques, once installed, will become the property of Inverclyde Council and be available for use by visitors to the Cemetery. Maintenance, as considered appropriate, will be assessed and carried out by Inverclyde Council.
- d If the memorial bench is vandalised or damaged beyond economical repair, the bench will be removed and disposed of at the discretion of the Appropriate Officer. Inverclyde Council will be responsible for replacement of the damaged bench. The applicant will be notified of the removal at their last known address.
- e Applications will be dealt with in date order, and the applicant given the choice of available sites for the memorial bench plaque.

### 9 General

- a Cemetery opening hours will be:

***April to August: 8.00 a.m. - 9.00 p.m.***

***September to October: 8.00 a.m. - 6.00 p.m.***

***November to March: 8.00 a.m. - 5.00 p.m.***

The Council may, by notices posted at or near the place to which it refers, close to the public any part of any Cemetery for such time as it may consider necessary.

- b No persons may enter or leave any Cemetery except by the entrances and exits provided for that purpose.
- c No persons may enter or wilfully remain within any cemetery except during the opening hours, as intimated at part (a) above.
- d Children under 14 years of age must be accompanied by a parent, guardian or a responsible adult when entering any Cemetery.
- e Old memorial wreaths and floral decorations will be removed and disposed of at the discretion of the Appropriate Officer.
- f Dogs are not permitted in a Cemetery **unless** they are kept at all times:
  - under proper control;
  - on a short lead of no more than 2 metres length;
  - off Lairs or any other grass areas within a cemetery;
  - only on paved roads or paths; and
  - out of sight and earshot of funeral services.

Fouling must be removed by the person responsible for the dog and disposed of properly. Dogs are not permitted to enter waiting rooms, toilets, crematoriums, or any buildings in a cemetery; guide or assistance dogs are excepted. Failure to comply with any part of this Rule will result in the person in charge of the dog being expelled from the Cemetery and persistent

offenders may be excluded from entering the Cemetery in future.

## 10 Vehicles

- a Car parking facilities provided by the Council for the convenience of patrons will only be available during such times as the facilities of the Cemetery are being used. In all cases, the direction of the Appropriate Officer must be complied with and all vehicles must be driven at a speed not exceeding 15 miles per hour and with due care and attention. The Council will not be held responsible for any damage to vehicles or other property left in the car parking facilities.
- b Vehicles conveying memorials or goods into any Cemetery grounds will be allowed entry only with the consent of the Appropriate Officer. The person or persons responsible for such a vehicle must comply with the directions of the Appropriate Officer as to the route to be followed within the grounds.
- c The Appropriate Officer may instruct the removal of parked vehicles at his/her discretion if he/she considers that they interfere or may interfere with access or egress to the Cemetery or Crematorium. Removal means towed away or otherwise removed to a compound, all costs associated with same will be borne by the vehicle owner.

## 11 Prevention of Nuisance

No person will:

- a Use any profane or offensive language or behave in an offensive, disorderly or insulting manner whilst in any Cemetery.
- b Wilfully or carelessly, obstruct any Officer or Servant of the Council in the exercise of their duties or in the execution of any work associated therewith.
- c Wilfully or improperly interfere with any other person using the facilities provided by the Council in any Cemetery, or behave in such a manner as to endanger their own safety or the safety of others.
- d Ignore any proper instructions given by any member of the Cemetery staff to ensure the safety of all persons using the Cemetery.
- e Bring into any Cemetery any object or objects which may be considered by any member of the Cemetery staff to be dangerous.
- f In any Cemetery, climb upon any tree, shrub, wall, fence or railing, or upon any monument, fountain, statue, building or other structure.
- g. Wilfully or carelessly break, damage, deface, disfigure, tamper with or improperly soil any tree, shrub, wall, fence, monument, fountain, statue, building, Lair, other structure, or any property owned by the Council in the Cemetery.



- h. Place unauthorised memorial plaques or other forms of memorialisation on land, walls, trees, or benches within the Cemetery or Crematorium grounds. The Appropriate Officer will have the discretion to remove unauthorised memorials without further notice. Inverclyde Council will not be held responsible for any damage or loss arising out of the removal. Removed memorials not uplifted by their owners within a period of 3 months from the date of removal will be disposed of.

## 12 Disputes

Should any dispute arise as to the interpretation of these Rules or in relation to the Tables of Fees and Charges, the same will be clarified by the Appropriate Officer, whose decision will be final.

## 13 Right of Amendment

The Council will be at liberty to alter these Rules or any part of them from time to time as they may see fit and make and enforce such Rules as they may consider necessary for any legal or statutory requirements or for the proper or better management of the Council's Cemeteries and Crematoriums.

## 14 Cremations

- a Cremations must be conducted strictly in accordance with the legal requirements from time to time applying to them.
- b Application for cremation must be made to the Appropriate Officer, 1 South Street, Greenock, PA16 8UG, between the hours of 8.30 a.m. and 4.00 p.m on Mondays to Thursdays; 8.00 a.m. to 3.30pm on Fridays and 8.00 a.m. - 11.45am on Saturdays and at least 24 hours before the proposed hour for cremation. No Cremations will take place on Saturday afternoons, Sundays or local holiday Mondays.
- c Cremation Services may take place only between the Hours of 9.00 a.m. and 3.00 p.m. Mondays to Fridays and 9.00 a.m. to 11.00 a.m. Saturdays.
- d Arrangement may be made for Cremation at other times in special circumstances at the discretion of the Appropriate Officer.
- e Funeral Directors are responsible for ensuring that any coffin brought for Cremation bears the Name, Age, and Date of death of the deceased contained therein. If there appears to be any discrepancy regarding the details recorded on the coffin against those in the application for cremation, the Appropriate Officer will refuse the coffin access until he/she is satisfied the correct details are contained thereon.
- f Any service or demonstration in connection with a funeral shall be subject in all things to the control of the Crematorium Attendant.
- g All persons admitted to the Crematorium shall abide by these rules. The Crematorium Attendant will have the full power to exclude or remove from the Crematorium any member of the public as he/she thinks appropriate. All persons attending the funeral shall leave the building, car park and environs immediately after the conclusion of the service, in order to

permit subsequent services to take place.

- h The public may obtain permission to inspect the building, this at the discretion of the Appropriate Officer when no cremation is proceeding, by appointment only.
- i For the disposal of the ashes, the written authority of the applicant is required, subject to part (k) of this Rule.
- j The ashes from each cremation shall be reduced and placed in separate containers whilst awaiting final disposal on instruction given by relatives. Specimens of urns may be seen on application to the Appropriate Officer, and provision of same is included in the fees.
- k If the Council is unable to ascertain the wishes of the applicant, the Council shall retain or dispose of the ashes in a manner specified in any regulations made by the Scottish Ministers.
- l A body will not be accepted for cremation unless it is enclosed in a coffin of the traditional type. Details of any such type of coffin or container proposed must be referred to and approved by the Appropriate Officer at the time when initial reservation of service is made.

## 15 Contravention

The following provisions apply to a contravention by any person of these Rules

- a Should an Appropriate Officer of the Council have reasonable grounds for believing that any person has contravened, is contravening or is about to contravene any of the foregoing Management Rules, they may expel that person from the Cemetery or Crematorium. Any person who fails to leave the Cemetery or Crematorium on being so expelled or attempts to re-enter the Cemetery or Crematorium, will be guilty of an offence and liable on summary conviction to a fine not exceeding Level 1 on the standard scale
- b The Council may decide that a person who has persistently contravened or attempted to contravene the foregoing Management Rules and is, in their opinion likely to contravene them again, be made the subject of an Exclusion Order and they will give any person subject to an Exclusion Order notice of their decision.
- c The said notice will contain a statement of the reasons for the decision and a statement as to the right to make representations subject to part (e) of this Rule.
- d Such Exclusion Order will take effect upon a person on such date as the Council may decide which will not be less than 14 days after their decision to make the Exclusion Order.
- e Any person who has been made the subject of an Exclusion Order will be entitled to make written or oral representation to the Council at any time up to the date when the Order will take effect in terms of part (d) of this Rule. The Council will suspend the effect of their decision, consider the representations and decide whether to confirm their decision or to revoke or amend it.
- f An Exclusion Order will have effect for such a period, not exceeding one year, as the Council may determine and the Council may at any time reduce the period of, or revoke, an Exclusion Order made by them.

- g Any person who, being a person subject to an Exclusion Order, enters or attempts to enter the Cemetery/Cemeteries or Crematorium(s) to which the Exclusion Order relates will be guilty of an offence and liable, on summary conviction, to a fine not exceeding Level 1 on the standard scale.

**These Management Rules are made by being sealed with the Common Seal of the Inverclyde Council and signed by #####, Proper Officer of the Inverclyde Council, at Greenock on the ##### Two thousand and #####**

**SUMMARY OF PROPOSED REVISIONS TO THE MANAGEMENT RULES FOR CEMETERIES AND CREMATORIA**

<b>PAGE</b>	<b>TITLE</b>	<b>SECTION</b>	<b>PROPOSED CHANGE</b>
1.	Interpretation	1.	Removal of reference to "Burial Grounds Officer"
2	The Exclusive Right of Burial	2.a	Replacement of "Burial Grounds Officer" with "Appropriate Officer"
5	Memorial Benches	8.a	Updated procedure in relation to memorial benches and memorial plaques
8.	Prevention of Nuisance	11.h	Reference to "unauthorised memorial plaques" inserted
8	Disputes	12	Replacement of "Burial Grounds Officer" with "Appropriate Officer"
	Cremations	14	
8	Rights of Amendment	13	The words "and Crematoriums" inserted after "the Council's Cemeteries"
8	Cremations	14.b	Amendments to opening hours
9	Cremations	14.k	Amendment to procedure for storage of ashes
9 and 10	Contravention	15	The words "or Crematorium" inserted after "Cemetery"

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Report To:	Environment & Regeneration Committee	Date:	16 January 2025
Report By:	Director, Environment & Regeneration	Report No:	ENV001/25/SJ/AG
Contact Officer:	Audrey Galloway	Contact No:	01475 712102
Subject:	Property Asset Management - Public Report; Sale of former St Michael's schoolhouse, Bridgend Avenue, Port Glasgow; Acquisition of land at Gourock Station car park, Gourock		

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## 1.0 PURPOSE AND SUMMARY

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is (1) to request authority to place the former St Michael's school house, Bridgend Avenue, Port Glasgow, as shown on the plan at **Appendix 1**, on the market for sale (2) to request authority to acquire a small area of land within the Gourock Station car park from Network Rail.

## 2.0 RECOMMENDATIONS

2.1 It is recommended that Committee:

- (1) grants delegated authority to the Director Environment and Regeneration to place the recently vacated house at Bridgend Avenue, Port Glasgow on the market with Neil Clerk & Murray following which a report on any offers received will be brought back to this Committee for a final decision.
- (2) grants delegated authority to the Director Environment and Regeneration to acquire the land shown hatched on the plan at **Appendix 2** from Network Rail for zero consideration in order to regularise a title discrepancy.

**Stuart Jamieson**  
Director Environment  
and Regeneration

### 3.0 BACKGROUND AND CONTEXT

#### Former St Michael's schoolhouse

- 3.1 St Michael's schoolhouse is a 3-bed semi-detached property situated on Bridgend Avenue, Port Glasgow, directly adjacent to St Michael's primary school. The tenant of this schoolhouse advised officers in October 2024 that he wished to vacate the property and terminate his Scottish Secure Tenancy. That was completed at the start of November 2024 and the house is now vacant.
- 3.2 As the Council is in the process of transferring the ownership of its remaining housing stock to Sanctuary Homes, it is recommended that this property be removed from the transfer and placed on the open market for sale. Sanctuary Homes has been advised of this change and are agreeable to this course of action.
- 3.3 Neill Clerk & Murray were previously appointed to sell the Newark and St Stephen's schoolhouses, and it is recommended that they also be instructed to market the now vacant former St Michael's schoolhouse. Should Committee be agreeable to this, then a report on offers received will be brought back to this Committee for a final decision to sell.

#### Acquisition of land at Gourock Station

- 3.4 The council owns the site shown outlined on the plan at Appendix 2. Within that site there is a small area of land which remains in the ownership of Network Rail, this area is shown hatched within the overall site. Acquisition of this small area of land is effectively corrective conveyancing following the reconfiguration of land ownerships in this area, and the regeneration works taken forward at Gourock Pierhead.

### 4.0 IMPLICATIONS

- 4.1 The table below shows whether risks and implications apply if the recommendations are agreed:

SUBJECT	YES	NO
Financial	x	
Legal/Risk	x	
Human Resources		x
Strategic (Partnership Plan/Council Plan)		x
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		x
Environmental & Sustainability		x
Data Protection		x

#### 4.2 Finance

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Capital Fund	Sale of St Michael's schoolhouse	2024/25	£500		Home Report Fees

### Annually Recurring Costs/ (Savings)

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>With Effect from</b>	<b>Annual Net Impact</b>	<b>Virement From (If Applicable)</b>	<b>Other Comments</b>

#### 4.3 Legal/Risk

If the recommendations in respect of the land at Gourock Station are agreed, officers in Legal, Democratic, Digital and Customer Services will draft and agree the necessary legal documentation to implement the land transfer.

#### 4.4 Human Resources

None.

#### 4.5 Strategic

None.

### 5.0 CONSULTATION

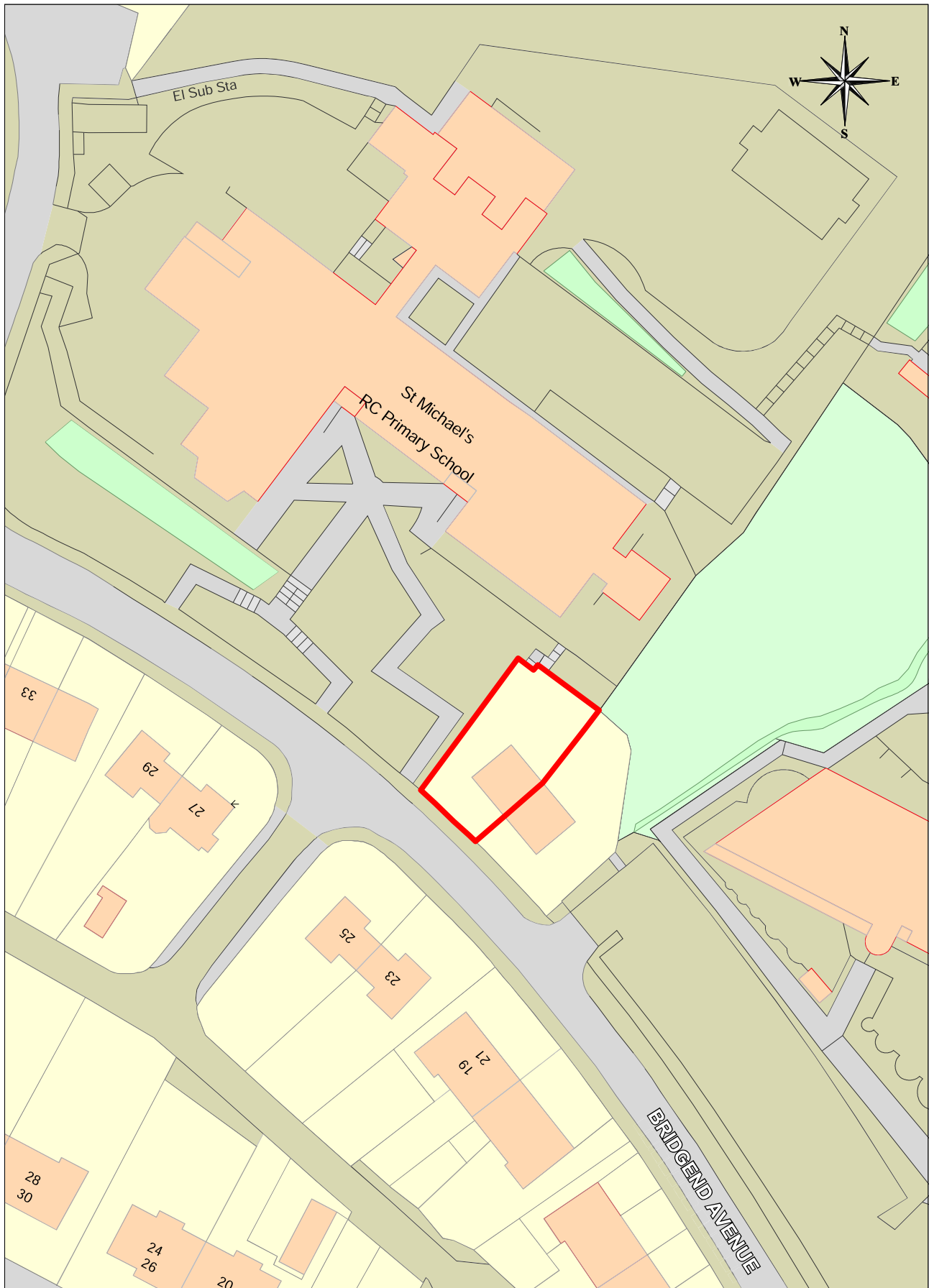
5.1 The report has been prepared following consultation with Legal, Democratic, Digital and Customer Services.

### 6.0 BACKGROUND PAPERS

6.1 None.

# School House, St. Michael's PS

Appendix 1



**Inverclyde**  
council  
Roads & Transportation

Environment, Regeneration & Resources  
Stuart Jamieson, Interim Service Director – Environment and Economic Recovery

Municipal Buildings  
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**Plan Creator:** Plan Creator

**Date:** 24/05/2021

**1:750**



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