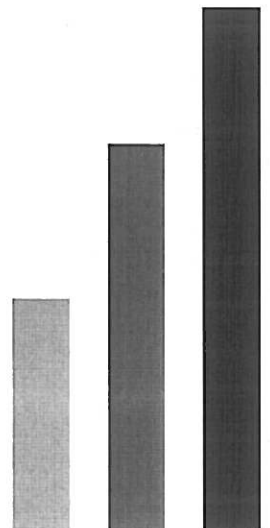


Agenda 2014

Environment & Regeneration Committee

For meeting on:

6	March	2014
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A meeting of the Environment & Regeneration Committee will be held on Thursday 6 March 2014 at 3pm within the Municipal Buildings, Greenock.

ELAINE PATERSON
Head of Legal & Democratic Services

BUSINESS

****Copy to follow**

1. **Apologies, Substitutions and Declarations of Interest**

PERFORMANCE MANAGEMENT

2. **Environment & Regeneration Revenue Budget 2013/14 - Period 9 to 31 December 2013**
Report by Acting Corporate Director Environment, Regeneration & Resources and Head of Finance
3. **Environment & Regeneration Capital Programme 2013/14 to 2015/16 - Progress**
Report by Acting Corporate Director Environment, Regeneration & Resources and Head of Finance
4. **Environment, Regeneration & Resources - Performance Report**
Report by Acting Corporate Director Environment, Regeneration & Resources

NEW BUSINESS

5. **Inverclyde Local Development Plan: Development Plan Scheme and Participation Statement 2014**
Report by Corporate Director Environment, Regeneration & Resources
6. **Planning Performance Framework 2013: Scottish Government Feedback Report**
Report by Corporate Director Environment, Regeneration & Resources
7. **High Hedges (Scotland) Act 2013**
Report by Corporate Director Environment, Regeneration & Resources
8. **Play Area Investment Update**
Report by Acting Corporate Director Environment, Regeneration & Resources
9. **Roads Asset Management Plan 2014/16**
Report by Acting Corporate Director Environment, Regeneration & Resources

10. **Traffic Regulation Order Procedure**
Report by Acting Corporate Director Environment, Regeneration & Resources
11. **Litter and Fly Tipping Fixed Penalties**
Report by Acting Corporate Director Environment, Regeneration & Resources
12. **Inverclyde Council and Riverside Inverclyde Joint Operating Plan**
** Report by Corporate Director Environment, Regeneration & Resources and Acting Corporate Director Environment, Regeneration & Resources

The documentation relative to the following items has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I of Schedule 7(A) of the Act whose numbers are set out opposite the heading to each item.

13. **Advertising Bus Shelters - JC Decaux Contract Expiry** **Paras 6 & 9**
Report by Acting Corporate Director Environment, Regeneration & Resources on the expiry of the current bus shelter advertising contract and proposals by Strathclyde Partnership for Transport to replace the existing contract
14. **Lightways (Contractors) Ltd** **Paras 6, 8 & 9**
Report by Acting Corporate Director Environment, Regeneration & Resources on the position in relation to the completion of the lighting maintenance contract
15. **Path Agreement for N753 Cycle Path** **Paras 6 & 9**
Report by Acting Corporate Director Environment, Regeneration & Resources seeking approval to enter into a path agreement to enable the N753 cycle path to be completed between Lunderston Bay and Inverkip Marina
16. **Property Assets Management Report** **Paras 2, 6 & 9**
Report by Acting Corporate Director Environment, Regeneration & Resources on activities and proposals for the management of the Council's property assets

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

Report To:	Environment & Regeneration Committee	Date:	6 March 2014
Report By:	Acting Corporate Director Environment, Regeneration and Resources and Head of Finance	Report No:	FIN/09/14/JB/MM
Contact Officer:	Mary McCabe	Contact No:	01475 712222
Subject:	Environment and Regeneration 2013/14 Revenue Budget – Period 9 to 31 December 2013		

1.0 PURPOSE

1.1 To advise Committee of the 2013/14 Revenue Budget position at period 9 to 31 December 2013.

2.0 SUMMARY

2.1 The revised 2013/14 budget for Environment and Regeneration is £20,308,000 which excludes Earmarked Reserves.

2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £41,000, a reduction in spend of £4,000 since Period 7 Committee. This is after a £150,000 virement from Policy and Resources Committee.

2.3 The main variances projected at Period 9 are:

- i. Underspends within Cleaning and Catering employee costs totalling £74,000 due to delays in filling vacant posts and a reduction in additional hours.
- ii. An underspend within Waste Management/disposal of £68,000. This is due to an overall reduction in the number of tonnes of waste generated and disposed of.
- iii. Overspends within Client services on non routine vehicle maintenance of £65,000. This overspend is mainly due to vehicles which are outwith their warranty period requiring specialist maintenance.
- iv. There is a projected underspend on the Lighting Maintenance Contract of £40,000, not previously reported. This budget has been increased by £25,000, to cover the increased costs of the new contract and a further £118,000 vired from Policy & Resources Committee. Without these virements there would have been a projected overspend of £103,000.
- v. An overspend within Building Services of £44,000 mainly from increased sub contractor costs and reduced income resulting from the current workload.
- vi. An underrecovery of Physical Assets income of £58,000 mainly due to reduced rental income, reduced charges for lease transactions and reduced fees as a result of minimal disposal of property assets in line with previous years.

3.0 RECOMMENDATIONS

- 3.1 The Committee note the current projected underspend for 2013/14 of £41,000 as at 31 December 2013.
- 3.2 The Committee approve, in principle, the carry forward of earmarked reserves as outlined in paragraphs 6.2 and 6.3, subject to confirmation through the normal earmarked reserve approval process.

Jan Buchanan
Head of Finance

Alan Puckrin
Acting Corporate Director
Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 The purpose of this report is to advise Committee of the current position of the 2013/14 budget and to highlight the main issues contributing to the projected underspend in 2013/14.
- 4.2 The revised 2013/14 budget reflects an increase from the approved budget of £681,260. This is an increase of £238,650 from Period 7, due to:
- i. Additional budgets allocated from the Inflation Contingency for the following:
 - Electricity - £7,280
 - Additional costs of the short term Greenlight contract - £28,370
 - Additional costs of the new Lighting Maintenance contract - £25,000
 - ii. A one-off virement from Finance under Policy & Resources Committee to offset current budget pressures within Environmental and Commercial Services of £150,000.
 - iii. £28,000 budget received as a redetermination relating to Roads Lighting surveys. This budget will be earmarked for spend in 2014/15.

5.0 2013/14 CURRENT POSITION

- 5.1 The current projection for 2013/14 is an underspend of £41,000, a reduction in spend of £4,000 since last Committee.

5.2 Regeneration & Planning - £34,000 Underspend

The current projected out-turn for Regeneration & Planning is an underspend of £34,000, a reduction in projected spend of £100,000 since Period 7.

The main issues relating to the current projected underspend for Regeneration & Planning are detailed in Appendix 2 and the movement from last period is explained below:

(a) Employee Costs

There is a projected underspend of £84,000, a reduction in projected spend of £27,000 since Period 7, due to turnover savings resulting from further delays in filling vacancies.

(b) Property Costs

There is a projected underspend of £20,000 within Industrial & Commercial security costs due to budget not being required this financial year. This was not previously reported but is in line with previous year's spend.

(c) Income

Income is projected to be underrecovered by £47,000. The main reason for this is a projected underrecovery within Planning income of £35,000. This is an increase in projected income of £46,000 since Period 7. This movement is due to a number of large fees being received since the previous report

5.3 Property Assets and Facilities Management - £24,000 Underspend

The current projected out-turn for Property Assets and Facilities Management is an underspend of £24,000; an increase in projected spend of £94,000 since Period 7.

The main issues contributing to the current projected underspend for Property Assets and Facilities Management are detailed in Appendix 2 and the movement from last period is explained below:

(a) Employee Costs

There is a projected underspend of £95,000, a reduction in spend of £11,000 since last Committee, mainly due to:

- i. Minor increases in Cleaning and Catering employee costs totalling £13,000 since Period 7. There remains a projected underspend of £42,000 within Cleaning and £32,000 within Catering due to reductions in additional hours and turnover savings.
- ii. A projected underspend of £23,000 within Building Services due to long term sickness absence, delays in filling vacancies and a reduction in overtime and travel and subsistence.

(b) Property Costs

Property Costs are projected to be £54,000 underspent. The majority of this is due to a projected underspend within Physical Assets and Office Accommodation electricity of £31,000 and water of £11,000. This has not previously reported and is projected following the receipt of up to date utilities billing information.

(c) Supplies & Services

There is a projected overspend within Supplies & Services of £36,000, an increase in spend of £91,000 since last Committee, due mainly to:

- i. A projected overspend of £80,000 within Building Services Sub Contractors. This is due to an increase in specialised sub contractor work and is offset by income.
- ii. An increase in projected spend on Catering Provisions of £18,000 since last Committee following a review of the projection. There remains an underspend of £25,000. The projected underspend is mainly resulting from a reduced uptake of school meals.

(d) Payments to Other Bodies

There is a projected underspend of £16,000 within Property Resources Consultants, not previously reported. This is due to the budget for procurement of Landscape Architect services not being required this financial year.

(e) Income

There is a projected £115,000 underrecovery of income, a reduction in projected income of £86,000 since Period 7. This movement is mainly due to:

- i. A projected overrecovery of Building Services income of £16,000. This is due to an increase in subcontractors income offset by a reduction in achievable income resulting from long term sickness absence.
- ii. A refund made to RCH relating to previous years rental of £20,000.
- iii. Underrecoveries in income within Physical Assets of £58,000, mainly due to reduced rental income, reduced charges for lease transactions and reduced fees as a result of minimal disposal of property assets in the current year.
- iv. An underrecovery of Cleaning income of £17,000 due to transfer of Children's homes to Social Work. The budget will be realigned in 2014/15.

5.4 **Environmental & Commercial Services - £19,000 Overspend**

The current projected out-turn for Environmental & Commercial Services is an overspend of £19,000; an increase in spend of £2,000 since last period.

The main issues contributing to the current projected overspend for Environmental & Commercial Services are detailed in Appendix 2 and the movement from last period is explained below:

(a) Employee Costs

There is a projected underspend of £42,000, an increase in projected spend of £19,000 since Period 7. This movement is mainly due to an increase in Vehicle Maintenance employee costs of £12,000 due to an employee returning from sickness absence earlier than anticipated.

(b) Property Costs

There is a projected underspend of £80,000 within Property Costs, a reduction in spend of £44,000 since last Committee. This reduction is mainly due to a reduction in Waste Management costs of £27,000. The underspend is £68,000 in total and is a result of a reduction in tonnages.

(c) Supplies & Services

There is a projected overspend of £1,536,000 within Supplies & Services; an increase in spend of £19,000 since last Committee; mainly due to the following:

- i. A further increase in Sub Contractor costs of £34,000 and an increase in Materials of £34,000 within Vehicle Maintenance. This is mainly due to the fact that some vehicles are no longer under warranty and require specialist maintenance;
- ii. An underspend of £37,000 within Waste Strategy on Bins and Plastic Sacks. This was not previously reported and is due to use of external grant prior to spending core budget.
- iii. A further increase in projected spend within the Roads Operational Account of £44,000. This mainly relates to increased Subcontractors and Materials costs and is offset by additional income per 5.4(g)(iii) below.
- iv. There is a projected underspend on the Lighting Maintenance Contract of £40,000, not previously reported. This budget has been increased by £25,000, to cover the increased costs of the new contract, per 4.2(i) above and a further £118,000 vired from Policy & Resources Committee, per 4.2(ii) above. Without these virements there would have been a projected overspend of £103,000. The underspend has occurred due to the previous contractor carrying out less planned maintenance works during the final months of the old contract.
- v. There is a projected underspend of £16,000 from the budget vired from Finance Services, under Policy and Resources, to assist with Environmental & Commercial Services budget pressures.

(d) Transportation & Plant

There is a projected overspend of £245,000, an increase in spend of £40,000 since last Committee. This movement has arisen due to:

- i. A further reduction in Vehicle Maintenance fuel spend of £14,000 since Period 7. As previously reported this underspend has resulted from efficiencies due to the tracking system, lower than anticipated fuel prices and a decrease in usage.

- ii. A projected overspend on tyres within Vehicle Maintenance of £28,000, this is in line with the previous year's outturn and is due to increased tyre prices and more tyres being replaced due to the age and mileage of vehicles.
- iii. An increase in external hires within the Roads Operational Account of £27,000 due to increased Capital works associated with the RAMP. This overspend is offset by an overrecovery of income, as outlined in 5.4(g)(iii).

(e) Administration

There is a projected overspend of £93,000, a decrease of £10,000 since last Committee, due to minor movements.

(f) Payments to Other Bodies

There is a projected overspend of £33,000, an increase in projected spend of £11,000 since last Committee, due mainly to additional costs within Waste Strategy relating to maintenance and repairs of the MRF of £20,000 partially offset by a £7,000 reduction in payments to Greenlight. The impact of terminating the previous Greenlight contract and the resulting costs of the interim short term contract have been included in the projections and budget allocated from Inflation Contingency to cover these additional costs.

(g) Income

There is a projected overrecovery in income of £1,766,000, an increase in income of £32,000 since last Committee, mainly due to:

- i. Overrecovery of Drivers recharge income of £22,000 in line with increased employee and agency costs, not previously reported.
- ii. Underrecovery in Burial Grounds income of £30,000 due to a reduction in the number of burials and reduced sale of lairs; partially offset by an overrecovery of £15,000 in Crematorium income.
- iii. An increase in projected income within the Roads Operational Account of £85,000 following a review of the work programme. This is offset by increased transport and supplies and services spend.
- iv. An underrecovery in Roads Client sales, fees and charges income of £60,000 due to Construction Consent income which was previously projected to be received in the current financial year but which will now not be received until 2014/15.

5.5 Corporate Director - £2,000 Underspend

The Corporate Director budget is currently projecting to out-turn £2,000 under budget.

6.0 EARMARKED RESERVES

- 6.1 There is a planned £3,106,000 contribution to Earmarked Reserves in the current financial year. Spend to date is 65% of the phased budget, as outlined in Appendix 3. However, various projects have been reprofiled to future years since the original phasings were agreed.
- 6.2 Committee is asked to approve carry forward of £28,000 to 2014/15 which has been received as a redetermination for the purpose of Roads Lighting surveys. This carry forward is included in the Transfer to Earmarked Reserves figure and will be subject to confirmation via the normal earmarked reserve approval process.
- 6.3 Committee is asked to approve the carry forward of £16,000 from the underspend for upgrading of Planning's iDox system in order that it can be retained pending clarity on e-building control/standards at a national level. This carry forward is included in the Modernisation Earmarked Reserves figure and will be subject to confirmation via the normal

earmarked reserve approval process.

7.0 VIREMENTS

7.1 These figures reflect the one off £150,000 virement from the Policy and Resources Committee to meet various cost pressures largely within Environmental and Commercial Services.

8.0 IMPLICATIONS

Finance

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

Financial Implications:

One off Costs

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

Annually Recurring Costs/ (Savings)

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

Legal

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

Human Resources

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

Equalities

8.4 There are no equality issues arising from this report.

Repopulation

8.5 There are no repopulation issues within this report.

9.0 CONSULTATIONS

9.1 The report has been jointly prepared by the Acting Corporate Director Environment, Regeneration & Resources and the Head of Finance.

10.0 CONCLUSIONS

10.1 The Committee is currently reporting an underspend of £41,000.

11.0 LIST OF BACKGROUND PAPERS

11.1 There are no background papers relating to this report.

ENVIRONMENT AND REGENERATION COMMITTEEREVENUE BUDGET MONITORING REPORTPERIOD 9: 1st April 2013 - 31st December 2013

Subjective Heading	Approved Budget 2013/14	Revised Budget 2013/14	Projected Out-turn 2013/14	Projected Over/(Under) Spend	Percentage Variance %
Employee Costs	18,168	18,082	17,859	(223)	(1.24)%
Property Costs	8,612	8,330	8,177	(153)	(1.83)%
Supplies & Services	5,377	5,717	7,289	1,572	27.51%
Transport Costs	3,503	3,405	3,641	236	6.92%
Administration Costs	459	477	571	94	19.80%
Payments to Other Bodies	5,977	6,270	6,307	37	0.59%
Income	(19,363)	(18,867)	(20,471)	(1,604)	(8.50)%
TOTAL NET EXPENDITURE	22,733	23,414	23,373	(41)	(0.18)%
Transfer to Earmarked Reserves *	0	(3,106)	(3,106)	0	0.00%
TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES	22,733	20,308	20,267	(41)	(0.20)%

Objective Heading	Approved Budget 2012/13	Revised Budget 2012/13	Projected Out-turn 2012/13	Projected Over/(Under) Spend	Percentage Variance %
Regeneration & Planning	4,809	4,965	4,931	(34)	(0.68)%
Property Assets & Facilities Management	3,467	3,885	3,861	(24)	(0.63)%
Environmental & Commercial Services	14,297	14,404	14,423	19	0.13%
Corporate Director	160	160	158	(2)	(1.31)%
TOTAL NET EXPENDITURE	22,733	23,414	23,373	(41)	(0.18)%
Transfer to Earmarked Reserves *	0	(3,106)	(3,106)	0	0.00%
TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES	22,733	20,308	20,267	(41)	(0.20)%

* Per Appendix 3: New funding transferred to earmarked reserves during 2013/14

ENVIRONMENT AND REGENERATION COMMITTEE

REVENUE BUDGET MONITORING REPORT

MATERIAL VARIANCES

PERIOD 9: 1st April 2013 - 31st December 2013

Out Turn 2012/13 £000	Budget Heading	Subjective Head	Budget 2013/14 £000	Proportion of Budget	Actual to 31-Dec-13 £000	Projection 2013/14 £000	(Under)/Over Budget £000	Percentage Variance %
	REGENERATION & PLANNING							
52	Economic - Get Ready for Work - Employee Costs	Employee Costs	151	107	74	117	(34)	(22.52)%
911	Economic Employee Costs	Employee Costs	737	692	679	726	(11)	(1.49)%
952	Planning Employee Costs	Employee Costs	964	523	493	925	(39)	(4.05)%
							(84)	
6	Building Control - Repairs & Maintenance	Property Costs	0	0	10	10	10	0.00%
0	Commercial & Industrial Security	Property Costs	20	15	0	0	(20)	
							(10)	
3	Economic Pay Other Bodies - Consultants	PTOB	0	0	17	17	17	#DIV/0!
							17	
(114)	Economic Getting Ready for Work - Recoveries	Income	(162)	(95)	(75)	(114)	48	(29.63)%
(681)	Commercial & Industrial Income	Income	(640)	(482)	(498)	(665)	(25)	3.91%
(377)	Planning - Income	Income	(578)	(441)	(439)	(543)	35	(6.06)%
							58	
	PROPERTY ASSETS & FACILITIES MANAGEMENT							
1,665	Cleaning - Employee Costs	Employee Costs	1,743	1,246	1,216	1,701	(42)	(2.41)%
1,813	Catering - Employee Costs	Employee Costs	1,792	1,280	1,259	1,760	(32)	(1.79)%
893	Building Services - Employee Costs	Employee Costs	878	629	614	855	(23)	(2.62)%
							(97)	
182	Physical Assets - Electricity	Property Costs	222	167	94	191	(31)	(13.96)%
253	Office Accommodation - Water	Property Costs	257	193	284	246	(11)	(4.28)%
							(42)	
941	Catering - Provisions	Supplies & Services	930	698	645	905	(25)	(2.69)%
207	Building Services - Direct Purchases	Supplies & Services	164	123	123	184	20	12.20%
250	Building Services - Subcontractors	Supplies & Services	260	195	241	305	45	17.31%
							40	
5	Technical Services - Landscape Architect	PTOB	16	12	0	0	(16)	(100.00)%
							(16)	
0	Physical Assets Income - Feu Duty	Income	(17)	(13)	0	0	17	(100.00)%
0	Physical Assets Income - Rent Shops	Income	(43)	0	0	(10)	33	(76.74)%
(7)	Physical Assets Income - External Income	Income	0	0	(8)	(10)	(10)	0.00%
(104)	Office Accommodation Income - Rent Offices/Shops	Income	(106)	(80)	(9)	(86)	20	(18.87)%
(144)	Building Services Income - Internal Clients	Income	(171)	(128)	(21)	(116)	55	(32.16)%
(542)	Building Services Income - Work Won in Tender	Income	(463)	(347)	(180)	(500)	(37)	7.99%
(860)	Building Services Income - Central Repairs	Income	(900)	(675)	(520)	(959)	(59)	6.56%
(64)	Building Services Income - External	Income	(50)	(37)	(8)	(25)	25	(50.00)%
(25)	Building Services Income - PAT Testing	Income	(40)	(30)	(5)	(5)	35	(87.50)%
(1,683)	Cleaning - Internal Income	Income	(1,651)	(1,238)	(1,230)	(1,634)	17	(1.03)%
							96	

ENVIRONMENT AND REGENERATION COMMITTEE

REVENUE BUDGET MONITORING REPORT

MATERIAL VARIANCES

PERIOD 9: 1st April 2013 - 31st December 2013

Out Turn 2012/13 £000	Budget Heading	Subjective Head	Budget 2013/14 £000	Proportion of Budget	Actual to 31-Dec-13 £000	Projection 2013/14 £000	(Under)/Over Budget £000	Percentage Variance %
ENVIRONMENTAL & COMMERCIAL SERVICES								
2,483	Environmental Management - Employee costs	Employee Costs	2,552	1,831	1,778	2,526	(26)	(1.02)%
976	Street Cleaning - Employee Costs	Employee Costs	1,021	733	683	976	(45)	(4.41)%
1,364	Refuse Collection - Employee Costs	Employee Costs	1,162	846	856	1,135	(27)	(2.32)%
537	Vehicle Maintenance - Employee Costs	Employee Costs	619	444	432	604	(15)	(2.42)%
775	Roads Trading Account - Employee Costs	Employee Costs	764	548	536	798	34	4.45%
							(79)	
2,440	Transfer Station - Waste Disposal Contract	Property Costs	2,459	1,855	1,707	2,391	(68)	(2.77)%
10	Roads Client - Water	Property Costs	12	12	0	(8)	(20)	(166.67)%
15	Roads Client - Electricity	Property Costs	16	11	18	33	17	106.25%
							(71)	
74	Vehicle Maintenance - Sub Contractors	Supplies & Services	59	44	123	145	86	145.76%
145	Vehicle Maintenance - Materials	Supplies & Services	131	98	140	165	34	25.95%
76	Waste Strategy - Purchase of Bins & Plastic Sacks	Supplies & Services	146	110	95	109	(37)	(25.34)%
351	Roads Client - Lighting Maintenance	Supplies & Services	502	376	182	446	(56)	(11.16)%
235	Roads Trading Account - Subcontractors	Supplies & Services	119	77	197	269	150	126.05%
1,612	Roads Trading Account - Materials	Supplies & Services	810	491	1,587	2,027	1,217	150.25%
							1,394	
108	Grounds Maintenance - Fuel Costs	Transport & Plant	96	82	58	73	(23)	(23.96)%
58	Street Cleaning - Fuel Costs	Transport & Plant	59	44	31	43	(16)	(27.12)%
239	Waste Management - Fuel	Transport & Plant	243	182	156	222	(21)	(8.64)%
79	Roads Trading Account - Fuel	Transport & Plant	85	63	40	72	(13)	(15.29)%
711	Vehicle Maintenance - Fuel	Transport & Plant	663	498	421	606	(57)	(8.60)%
37	Vehicle Maintenance - Road Fund	Transport & Plant	31	22	22	42	11	35.48%
212	Environmental Vehicles - non routine Maintenance	Transport & Plant	153	119	175	218	65	42.48%
101	Vehicle Maintenance - Tyres	Transport & Plant	58	38	70	86	28	0.00%
211	Roads Trading Account - External Hires	Transport & Plant	94	61	283	329	235	250.00%
45	Roads Trading Account - Non Routine Vehicle Maintenance	Transport & Plant	20	15	38	47	27	135.00%
							236	
38	Refuse Collection - Agency Staff	Administration	0	0	14	17	17	0.00%
33	Vehicle Maintenance - Agency Staff	Administration	0	0	34	35	35	0.00%
29	Pottery Street Depot - Training & Telephones	Administration	17	13	2	32	15	88.24%
							67	
(3)	Waste Strategy - Greenlight	PTOB	8	6	60	18	10	125.00%
95	Waste Strategy - Other Expenditure	PTOB	100	75	89	120	20	20.00%
							30	
(30)	Ground Maintenance - Special Events Income	Income	(27)	(20)	(1)	(11)	16	(59.26)%
(210)	Burial Grounds Income	Income	(236)	(172)	(131)	(206)	30	(12.71)%
(441)	Crematorium Income	Income	(424)	(284)	(308)	(439)	(15)	3.54%
(711)	Vehicle Maintenance - Fuel Income	Income	(697)	(530)	(421)	(606)	91	(13.06)%
(318)	Vehicle Maintenance - Non Routine Maint. Income	Income	(215)	(161)	(252)	(304)	(89)	41.40%
(422)	Vehicle Maintenance - Increase in Drivers recoveries	Income	(389)	(269)	(306)	(411)	(22)	5.66%
(28)	Transfer Station - Scrap Metal Income	Income	(60)	(45)	(21)	(31)	29	(48.33)%
(121)	Roads Client - Sales, Fees and Charges	Income	(120)	(92)	(27)	(60)	60	(50.00)%
(121)	Roads Client - Advertising Income	Income	(112)	(84)	(62)	(124)	(12)	10.71%
(2,062)	Roads Trading Account - Income (Capital)	Income	(1,652)	(986)	(2,183)	(3,018)	(1,366)	82.69%
(1,159)	Roads Trading Account - Income (Revenue)	Income	(700)	(418)	(453)	(880)	(180)	25.71%
(203)	Roads Trading Account - Income (Non Client Involvement)	Income	0	0	(96)	(120)	(120)	0.00%
							(1,578)	
Total Material Variances							(39)	

EARMARKED RESERVES POSITION STATEMENT

Appendix 3

COMMITTEE: Regeneration & Environment

Project	Lead Officer	Total Funding 2013/14 £000	Phased Budget To Period 9 2013/14 £000	Actual To Period 9 2013/14 £000	Projected Spend 2013/14 £000	Amount to be Earmarked for 2014/15 & Beyond £000	Lead Officer Update
Riverside Inverclyde	AF	3,185	1,964	1,259	1,925	1,260	Due to scheduled later start date of Town Centre Regeneration (autumn) & the prioritised draw down of Scottish Government funding (Kelburn, Custom House) it was anticipated that the majority of the projected spend would be drawn down from October onwards. Significant drawdowns are not taking place however some reductions in spend are anticipated relating mainly to Town Centre Regeneration (£0.538m).
Asset Management Plan - Office Rationalisation	AG	1,259	192	216	653	606	Central Library Offices and Princes Street Offices have commenced on site and are currently on schedule. Wallace place is also on site but is behind schedule by approximately 12 weeks. Projected spend is reduced by savings anticipated from the termination of lease on Cathcart House (approx £270k) which has yet to be wired to the AMP. It is acknowledged that this treatment lacks clarity and a review of the AMP Financial Model is being carried out with a view to improving the presentation of these figures.
Asset Management Plan - Replacement Depot	AG	1,182	27	15	74	1,108	The tender for the Civic Amenity Site has been awarded and the contractor is due to start on site in mid February. Demolition of Nissen Huts/Temporary parking complete. Design progressing for Vehicle Maintenance building and Planning Permission now granted. Design work on Kirm Drive civic Amenity Site is progressing.
Youth Employment	SJ	1,140	229	254	448	692	Approved by Policy & Resources Committee 27/03/12. Three year programme to address youth unemployment. The anticipated annual spend profile has £88k for Modern Apprentices and £360k for Graduates and External funding. On programme with MA recruitment complete.
Business Support Initiative	SJ	462	257	137	238	224	Funding will be used to support 1 Business Development post for four years and streetscape / shop front improvement at Dubbs Road and West Station, as well as marketing and aftercare. The post was filled in July 2012 initially for two years but is likely to be extended for a further two years. The Tender process for shop front improvements at Dubbs Road should be completed in 2013/14. Shop front improvements for West Station are subject to ongoing discussions with the traders and work is now likely to commence in 2014/15.
Birkmyre Park, Port Glasgow	IM	200	50	4	20	180	Work originally due to start in January 2014, however a contractor will not now be appointed until April 2014, so £16k requires to be slipped into 2014/15. Planning consent approved January 2014.
Investment Fund for Council Owned Bowling Clubs	AG	159	132	62	99	60	Work completed for Wellington, Hillend and Gourcock Park. Work on site at Parklea, Rankin Park no longer being sold so design now being progressed. Anticipated this will be completed by March 2014. Lady Alice insurers will not make payment for subsidence. Reduced scheme agreed with club to demolish and rebuild toilets. Will not be on site prior to April 2014 and will require to slip to next year

EARMARKED RESERVES POSITION STATEMENT

Appendix 3

COMMITTEE: Regeneration & Environment

Project	Lead Officer	Total Funding 2013/14 £000	Phased Budget To Period 9 2013/14 £000	Actual To Period 9 2013/14 £000	Projected Spend 2013/14 £000	Amount to be Earmarked for 2014/15 & Beyond £000	Lead Officer Update
Whinhill Golf Club	IM	183	183	13	33	150	Relates to 14 individual projects. Work is complete or in progress on most items including a project valued at £20k which will be completed by the end of January 2014. Two items valued at £110k are still awaiting an electricity supply and an allowance for car park resurfacing of £40k will be delayed until 2014/15 due to other ongoing works and weather.
Lower Clyde River Valley Projects	SJ	14	7	7	14	0	Reserve used for specific projects. £11k to be spent in 2013/14 in conjunction with award from Coastal Communities Fund for the creation of a Heritage trail, and £3k for additional project work.
Flooding Strategy	IM	60	18	16	16	44	The actual spend was for a temporary Flooding Officer to July 2013 to assist in the development and design of the Flooding Strategy. The remaining funding is for Legal costs and the Service now do not expect any spend in 2013/14. The remaining £44k has therefore been carried forward to 2014/15.
Roads Assessment /Feasibilities	IM	18	18	18	18	0	The Greenock Town Centre Parking Strategy and the Decriminalised Parking Enforcement Business Case report was approved by Committee in October 2012. This funding was for ongoing Consultants costs totalling £18k with no further spend anticipated. The remaining £14k of funding has been transferred to the Greenock Town Centre Parking Strategy for reporters cost as yet unknown.
Winter Maintenance	IM	233	0	0	0	233	Carry forward funding is in addition to the Roads Services Winter Maintenance budget and is to provide additional funds should a severe winter arise. The final contribution to this reserve will be identified at year end.
Local Plan Preparation	SJ	11	4	4	11	0	The projected spend represents amount due for 2013/14. Local Plan is prepared in a five year cycle with the majority of spend incurring in the fifth year. 2013/14 being the final year.
Local Environment Improvement Fund	IM	135	135	62	90	45	Consolidated to 41 individual projects. 34 are complete or in progress. Works to Kelburn Park will be the subject of a committee report in January 2014 and if approved work will commence soon thereafter, weather permitting.

EARMARKED RESERVES POSITION STATEMENT

Appendix 3

COMMITTEE: Regeneration & Environment

Project	Lead Officer	Total Funding 2013/14 £000	Phased Budget To Period 9 2013/14 £000	Actual To Period 9 2013/14 £000	Projected Spend 2013/14 £000	Amount to be Earmarked for 2014/15 & Beyond £000	Lead Officer Update
Greenock Town Centre Parking Strategy	IM	110	24	17	43	67	Funding is for implementation of the Greenock Town Centre Parking Strategy and Decriminalised Parking Enforcement. The revised proposals including funding was approved by Committee in October 2012 and the majority of funding is being reported through the Environment and Regeneration Capital Programme report. The EMR funding includes the funding of an employee from August 2013 to July 2014 to assist in the implementation. The cost of this employee in 2013/14 will be £29k. A further £14k was transferred from the Roads Assessment/Feasibility EMR for Reporters costs that are yet unknown but will be spent in 2013/14. The Service anticipate that the remaining funding will not be achieved until 2014/15 and that £67k be carried forward
Utilities Spend to Save Fund	AG	231	106	58	136	95	Various small works underway for water saving measures. Water systems work completed in Greenock Municipal Buildings, awaiting meter install. St Mary's Electrical Work out to tender (contribution being made towards additional cost of LED lights). Action being taken to ensure all heating systems are switched off May to September, particularly schools. Saving made in electricity used by main ICT servers due to virtualisation project. Replacement boilers to be fitted in Greenock Municipal buildings which will be significantly more efficient than the current boilers which are at the end of economic life.
Roads - Additional revenue investment	IM	126	39	17	114	12	£126k of funding carried forward from 2012/13 is for cycle track maintenance, the completion of the RAMP report (to include sea walls, etc.) additional pothole and patching work, pedestrian guardrails and additional drainage work. As previously reported that due to delays in carrying out preliminary work the completion of the RAMP report (£12k) will not be carried out until 2014/15.
Vehicle Replacement Programme	IM	1,310	29	29	1,002	308	£29k has been spent in period 1 on additional revenue running costs for the vehicle tracking system. Loans charges will be charged in period 12. There is an anticipated underspend in the current year of £103k increasing the earmarked reserve available for carry forward to £308k. The carried forward funding of £205k relates to an under spend in loan charges due to the initial delay in the implementation of the VRP but has been factored into the overall VRP funding as part of the midterm review.
Greenock Town Centre - Extra Police	AP	80	0	34	34	46	Resources equivalent to two additional police officers are employed within Greenock Town Centre. Awaiting statistics from the police and thereafter an update on progress to go to members
Repopulating/Promoting Inverclyde	AP	1,000	0	3	70	930	Tourism and Liaison Officer posts now filled and Promotional campaign including a banner visible from the M8 and self build marketing being progressed.

EARMARKED RESERVES POSITION STATEMENT

Appendix 3

COMMITTEE: Regeneration & Environment

Project	Lead Officer	Total Funding 2013/14 £000	Phased Budget To Period 9 2013/14 £000	Actual To Period 9 2013/14 £000	Projected Spend 2013/14 £000	Amount to be Earmarked for 2014/15 & Beyond £000	Lead Officer Update
Increased Officer Capacity - External Funding Officer	SJ	125	17	17	26	99	A post has been created for a period of three years to lead on behalf of the Council in obtaining external Funding. The post was filled on the 24th June 2013.
Employability Initiatives	SJ	150	0	0	0	150	This new reserve was approved at Policy & Resources Committee on 24 September 2013 and is to fund additional targeted employability initiatives. Proposals for use of this reserve were agreed at the Environment & Regeneration Committee on 16th January 2014.
Greenock Municipal Buildings Tourism Initiative	AG	150	0	0	8	142	Following approval design work will commence shortly.
Improvements in Parks & Cemeteries	IM	100	0	0	75	25	£75k worth of work has been programmed to be completed this financial year by the Roads Service. At 16 Jan 2014 Committee, £100k worth of repairs to footpaths and roadways associated with Kilmacolm, Port Glasgow and Gourrock cemeteries and Birkmyre Park, Port Glasgow was approved.
Shopfront Improvements Grants	SJ	50	0	0	0	50	This new reserve was approved at Policy & Resources Committee on 24 September 2013 and is additional funding to provide grant support for improved shop fronts and signage in targeted areas. Proposals for use of this reserve were agreed at the Environment & Regeneration Committee on 16th January 2014.
Total		11,673	3,431	2,242	5,147	6,526	

AF Aubrey Fawcett
 AP Alan Puckrin
 AG Andrew Gerard
 SJ Stuart Jamieson
 IM Ian Moffat

Report To:	Environment & Regeneration Committee	Date:	6 March 2014
Report By:	Acting Corporate Director Environment, Regeneration & Resources and Head of Finance	Report No:	FIN/10/14/AP/JMcC
Contact Officer:	John McConnell	Contact No:	01475 712264
Subject:	Environment & Regeneration Capital Programme 2013/14 to 2015/16 - Progress		

1.0 PURPOSE

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

2.0 SUMMARY

- 2.1 This report advises Committee in respect of the progress and financial status of the projects within the Environment & Regeneration Capital Programme.
- 2.2 It can be seen from the table in 8.2 that the projected spend is £90.152m, which means that the total projected spend is under budget by £0.292m. The underspend relates to grant funded projects within Roads which will be returned (£0.292m) at the year end. A bid has been submitted to SPT for £90,000 of this underspend to be made available for 2014/15.
- 2.3 Expenditure at 31st January is 58.72% of 2013/14 projected spend, net slippage of £3.437m (24.17%) is being reported. The slippage relates mainly to the AMP - Depots (£1.200m) and Gourrock Pier & Railhead Development Area (£0.622m) and within Property Assets core allocation (£0.591) see paragraph 8.3 for further details. This is an increase in slippage of £0.930m (6.33%) since last Committee and it mainly due to the following movements: Property Assets core allocation (£0.386m), Roads grant funded projects (£0.133m), Play Areas (£0.119m) and RAMP (£0.045m).
- 2.4 The Environmental and Regeneration elements of the Committee's Capital Programme are presented in separate Appendices.

3.0 RECOMMENDATIONS

- 3.1 That Committee note current position of the 2013/16 Capital Programme and the progress on the specific projects detailed in Appendices 1 & 2.
- 3.2 That Committee note the allocation of the 2014/15 Property Capital Allocation as detailed in Appendix 3.

- 3.3 That Committee delegate to the Acting Corporate Director, Environment, Regeneration and Resources to make the necessary contractual arrangements with Scottish Water to minimise disruption in the Cardwell Bay/Steel Street area arising from the installation of a culvert to Steel Street.

Alan Puckrin
Acting Corporate Director
Environment, Regeneration & Resources

Jan Buchanan
Head of Finance

4.0 BACKGROUND

- 4.1 In February 2013 the Council agreed the 2013/16 Capital Programme, significant additional funding was identified to increase the Roads Asset Management Plan and a number of further Projects were identified, funded from Revenue Reserves.
- 4.2 This report reflects the revised Committee structures. For ease of reference the Environment and Regeneration elements are presented in separate Appendices.

5.0 PROGRESS (Environmental & Commercial Services Major Projects)

- 5.1 For Roads, the total allocation for 2013/14 is £4.987m - this comprises £1.0m from Core Capital funding and £3.987m from the Roads Asset Management Plan. Total spend on carriageway and footway resurfacing/reconstruction, and street lighting, stands at approximately £2.8m to end January 2014, with the majority of the spend on carriageways and footways, and these projects are generally proceeding to programme.

An additional £240,000 (£140,000 street lighting and £100,000 structures) has been reallocated to carriageways for 2013/14 and these works will be carried out by end of February 2014 weather permitting. The funding will be returned to Street Lighting & structures in 2014/15.

Site works to street lighting have commenced, however, due to staff resources being committed to performance issues with the previous lighting maintenance contract (which terminated 31 December 2013), a further £190,000 has been slipped to the new financial year.

- 5.2 In March 2012 the Council approved a programme of projects for Flood Management funded from the Roads Capital budget for 2012/15. This included £1m for match funding for the Flood Action Plan 2012/13 – 2013/14.

At the previous Committee, funding was approved to fund a bid submission of £3.2 million with £1m being approved for projects should the government funding not be forthcoming. A funding bid has been submitted to the Scottish Government with a decision expected in April 2014.

A prototype Automatic Trash Screen has been tendered for the third time, which will be monitored before further expenditure is committed. Tenders were returned on 14 February 2014 and are being assessed.

Scottish Water has recently intimated that they plan to install a new increased diameter sewer in Cardwell Road/Steel Street, Gourock commencing April 2014. As part of the Council's Flood Protection Scheme it is also intended to install a new increased diameter culvert in Steel Street. Urgent discussions have taken place with Scottish Water with a view to carrying out this work jointly to minimise disruption to the local community as well as the possible benefits of economy of scale. Discussions have been elevated to the Flood Risk Management Manager (Scotland) within Scottish Water who has, so far, indicated that joint working on this project would be preferable.

It is anticipated that early funding (£258,000) may be required from the CFCR reserve of £1m to ensure that the Council meet the same project timeframe as Scottish Water and Committee approval to allocate funding to Scottish Water is sought.

- 5.3 The Highholm Park and Ride is complete and Scottish Power has been invoiced for their agreed contribution of half of the cost of repairs to the Highholm Avenue substation retaining wall, £24,500.

In response to issues raised about the access from the car park into Port Glasgow Station, Network Rail has stated that there are no plans to create a shorter access route or to make the station DDA compliant in the near future. The Council have submitted a bid to SPT to address this issue and the recently announced 2014/17 SPT Capital Programme has included a total of

£1.6m in Category 2 funding for this project. Although Category 2 projects appear in SPT's list of future capital projects for consideration there are no guarantees at this stage that these projects will be approved for funding by SPT's Committee.

- 5.4 Tender returns for the SPT funded works to the N753 Cycle Route between Lunderston Bay and Kip Marina were received on 13 December 2013. The route is subject to legal agreement with land owners Ardgowan Estates and Holt Leisure, which has delayed the start of this project until 2014/15. Unused grant money of £160,000 has been returned to SPT and a bid for £90,000 has been made for 2014/15 when the work will be retendered.

The design tender for the route between Inverkip and Wemyss Bay has been awarded to Hyder Consultants for £17,000. Preliminary costed route options have been proposed and detailed design will follow. Additional work to satisfy the holiday park landowner will take this project into 2014/15. The recently announced 2014/17 SPT Capital Programme has included £10,000 Category 1 funding in 2014/15 for the design element of this project and £150,000 Category 2 funding in 2015/16 for the construction element. As stated in 5.3 above, although Category 2 projects appear in SPT's list of future capital projects for consideration there are no guarantees at this stage that these projects will be approved for funding by SPT's Committee.

- 5.5 The Greenock Parking Strategy/ Decriminalised Parking Enforcement project's traffic regulation orders reached the closing date for public objections on 5 August 2013. A special Environment & Regeneration Committee was held on 27 November to decide on the arrangements for an independent Reporter to decide on the maintained objections at a public hearing. A Reporter was appointed and the date of the Hearing has been set for 8 April 2014.

The tender for the PCN processing operation was due to be issued on 20 February 2014.

- 5.6 A review of Nittingshill Bridge in Quarriers Village has been awarded to URS, the original designer, to bring the existing design up to date to allow construction works for the replacement of the existing weak bridge to be tendered next year. Draft comments have been exchanged between the Council and URS and a final design and tender documentation is due by 31 March 2014. It will be necessary to divert both power and BT cables during the course of the construction phase of this project and these costs are estimated to be £150,000. The overall costs of this project are estimated to be £540,000.

- 5.7 The Vehicle Replacement Programme has a £380,000 budget for 2013/14. An advancement of £178,000 from future years has been brought forward giving an anticipated spend of £558,000 for 2013/14. £473,000 of allocation currently spent. Remainder of 2013/14 fleet replacements currently being procured. 2013/14 budget allocation will be fully spent.

- 5.8 The proposed play area installations at Sir Michael Street and Jacobs Drive will not be completed this financial year, therefore £119,000 will be slipped into 2014/15. It is anticipated that work will be complete on Jacobs Drive in May 2014. A separate play area update report to this Committee provides more details on these items.

- 5.9 A failure of the MRF Eddy Current separator which is used to extract aluminium cans and foil, has necessitated the replacement of this unit at an estimated cost of £42,000, this is factored into the spend within the Zero Waste Fund. Members should note that this is a specialist item of equipment requiring a stage two procurement process which may not be concluded and in place by the end of this financial year.

- 5.10 Please refer to the status reports for each project contained in Appendix 1.

6.0 PROGRESS (Regeneration Major Projects)

- 6.1 Gourock Pier and Railhead Development: Tenders for the overall development are due for return by the end of February. Riverside Inverclyde is actively pursuing Network Rail to undertake and complete the necessary internal and external approvals. Legal documentation between Inverclyde Council, Network Rail, CMAL and Riverside Inverclyde is being progressed.

Works are currently programmed to commence on site in summer 2014, subject to completion of the statutory rail consultation processes and completion of all legal documentation. It is envisaged that a report on the details of the agreement will be brought forward to Committee in due course.

- 6.2 Sports & Pitches Strategy: Projects at Ravenscraig Stadium, Parklea, Nelson Street Sports Centre, Gourrock Pool, South West Library, Broomhill & George Road pitches, Battery Park pitch and Birkmyre Park Kilmacolm are now complete. The works at Rankin Park Grass Pitch and Pavilion are progressing on site. The replacement of the Waterfront's Refrigeration Plant will commence in February 2014 and will be complete by the end of March.
- 6.3 Asset Management Plan – Offices: The Customer Contact Centre at Greenock Municipal Buildings is complete together with the Banking Hall and the landscaping works to Clyde Square. The refurbishment of Wallace Place and the conversion of the Central Library are currently progressing on site. The conversion of the Central Library is progressing well and it is anticipated it will complete in August. Wallace Place has encountered significant problems with the structure of the existing building which has caused delays. The project is now anticipated to complete in September. The Port Glasgow Hub office is due to be completed by the end of March for occupation in April.
- 6.4 Asset Management Plan – Depots: The Salt Barn at Pottery Street and the demolition of the nissen huts are complete. The Civic Amenity Site has commenced on site and is due for completion in July. Design works for the Vehicle Maintenance Buildings are progressing and this is programmed to be on site in September. Surveys and investigation works for the upgrading of the Kirn Drive Civic Amenity Site have been completed and design work is progressing.
- 6.5 Port Glasgow Town Hall: The first phase of electrical upgrades, the installation of the new reception desk and the refurbishment of the ground and first floor toilets are now complete. The upgrade of the lift is complete and a further phase of electrical upgrades has commenced. It is also proposed to carry out a first phase of window replacement in early 2014.
- 6.6 Lunderston Bay Rangers Station and Public Toilet: The construction of the foundations and the services connections have been commenced. The portakabin is due for delivery in early March and the project is due for completion mid April.
- 6.7 Please refer to the status reports for each project contained in Appendix 2.

7.0 2014/15 PROPERTY ALLOCATION

- 7.1 The Council's Capital programme for 2014/15 includes an allocation of £1,000,000 for Property Works. This allocation is expended on maintenance of the Council's buildings and structures and is set by the Head of Property Assets and Facilities Management. Some funding is allocated to specific projects however the majority is allocated to areas of expenditure with specific projects being identified during the year. Appendix 3 gives details of the proposed allocation. The priorities may change through the year, with budget lines being adjusted in response to changes in pressures. Progress will be reported to the Committee each cycle.

8.0 IMPLICATIONS

Finance

- 8.1 The figures below detail the position at 31st January 2013. Expenditure to date is £6.332m (58.72% of the 2013/14 projected spend).
- 8.2 The current budget is £90.444m, made up of £17.873m supported borrowing, £54.908m prudential borrowing, £15.034m CFCR, £2.403m grant funding and £0.226m funding from external sources. The current projection is £90.152m which is under budget by £0.292m.

<u>Service</u>	<u>Approved Budget</u> <u>£000</u>	<u>Current Position</u> <u>£000</u>	<u>Overspend / (Underspend)</u> <u>£000</u>
Environmental & Commercial Services - Roads (Appendix 1)	21,547	21,255	(292)
Environmental and Commercial Services (Appendix 1)	14,569	14,569	0
Regeneration & Planning (Appendix 1)	64	64	0
Environmental & Commercial Services Total	36,180	35,888	(292)
Regeneration & Planning (Appendix 2)	20,732	20,732	0
Property Assets & Facilities Management (Appendix 2)	32,423	32,423	0
Community Investment Fund (Appendix 2)	1,109	1,109	0
Regeneration Total	54,264	54,264	0
Total	90,444	90,152	(292)

8.3 The approved budget for 2013/14 is £14.221m. The Committee is projecting to spend £10.784m with net slippage, including underspends, into future years of £3.437m due to £1.200m within the AMP - Depots, £0.622m within the Gourrock Pier & Railhead Development, £0.591m within Property Assets core allocation, £0.294m within Play Areas, £0.292m underspends within Roads grant funded projects, £0.090m within the RAMP and £0.125m on the restoration of the SV Comet.

Legal

8.4 There are no legal issues arising from the content of this report and as such the Head of Legal and Democratic Services has not been consulted.

Human Resources

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

Equalities

8.6 There are no equalities implications in this report.

Repopulation

8.7 There are no repopulation implications in this report.

9.0 CONSULTATIONS

9.1 None

10.0 LIST OF BACKGROUND PAPERS

10.1 None

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	<u>Est Total Cost</u>	<u>Actual to 31/3/13</u>	<u>Approved Budget 2013/14</u>	<u>Revised Est 2013/14</u>	<u>Actual to 31/01/14</u>	<u>Est 2014/15</u>	<u>Est 2015/16</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>
Environmental Services - Roads								
Supported Borrowing								
Carried Forward from previous years								
Baker St Land Acquisition	0	0	0	0	0	0	0	0
Previous Years Provisions:								
Footway Reconstruction/Resurfacing	28	0	46	28	18	0	0	0
Traffic Measures	90	0	90	90	90	0	0	0
Bridge Strengthening	31	0	31	3	0	28	0	0
Lighting, Lit signs & Bollards	10	0	10	10	7	0	0	0
Complete on Site	5	0	5	5	0	0	0	0
Residual Provision	285	0	80	70	24	115	100	0
Roads - Supported Borrowing Total	449	0	262	206	139	143	100	0
Prudentially Funded								
Parking Strategy (£238k funded CFCR)	354	34	70	43	41	202	75	0
Roads - Prudentially Funded Total	354	34	70	43	41	202	75	0
Grant Funding								
Cycling, Walking & Safer Streets	207		85	82	26	125	0	0
SPT	1,365	1,163	481	202	135	0	0	0
Sustrans	10	0	20	10	0	0	0	0
Roads - Grant Funding Total	1,582	1,163	586	294	161	125	0	0
CFCR								
Flooding Strategy Ph 1 & 2	852	588	42	27	27	127	110	0
Additional Flooding Works Investment	1,000	0	0	0	0	300	700	0
Additional Flooding Works, Castle Road and Others	40	0	40	0	0	40	0	0
Roads - CFCR Total	1,892	588	82	27	27	467	810	0
Roads Asset Management Plan								
Carriageways	7,769	1,220	2,817	3,183	2,396	3,366	0	0
Footways	751	153	230	248	167	350	0	0
Structures	700	0	150	50	1	650	0	0
Lighting	670	0	460	130	55	540	0	0
Staff Costs	749	0	330	286	230	463	0	0
Future Years	6,339	0	0	0	0	0	6,339	0
Roads Asset Management Plan Total	16,978	1,373	3,987	3,897	2,849	5,369	6,339	0
ENVIRONMENTAL SERVICES - ROADS TOTAL	21,255	3,158	4,987	4,467	3,217	6,306	7,324	0

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	<u>Est Total Cost</u>	<u>Actual to 31/3/13</u>	<u>Approved Budget 2013/14</u>	<u>Revised Est 2013/14</u>	<u>Actual to 31/01/14</u>	<u>Est 2014/15</u>	<u>Est 2015/16</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>
Environmental Services								
Supported Borrowing								
Knocknairshill Cemetery Ph5c	460	445	15	0	0	15	0	0
Zero Waste Fund	247	0	87	87	42	80	80	0
Environmental Services Supported Borrowing Total	707	445	102	87	42	95	80	0
Prudentially Funded								
Knocknairshill Cemetery Ph5c	50	0	50	0	0	0	50	0
Vehicles - Prudentially Funded per Transport Review (includes £850k of CFCR in 10/11)	11,176	6,557	451	629	473	1,020	2,970	0
Kerbside Glass Collection	420	0	100	100	0	320	0	0
Environmental Services Prudentially Funded Total	11,646	6,557	601	729	473	1,340	3,020	0
CFCR								
Play Areas (includes £76k of Supported Borrowing & £226k of funding from Bonds)	1,926	1,063	363	69	69	594	200	0
Coronation Park Port Glasgw	250	0	0	18	0	232	0	0
PG Health Centre Car Park	40	0	0	0	0	40	0	0
Environmental Services CFCR Total	2,216	1,063	363	87	69	866	200	0
ENVIRONMENTAL SERVICES - TOTAL	14,569	8,065	1,066	903	584	2,301	3,300	0
Planning Services								
Supported Borrowing								
Former SNH Grant	64	51	13	0	0	13	0	0
Planning Services Supported Borrowing Total	64	51	13	0	0	13	0	0
PLANNING SERVICES TOTAL	64	51	13	0	0	13	0	0
ENVIRONMENT AND PLANNING TOTAL	35,888	11,274	6,066	5,370	3,801	8,620	10,624	0
Summary Per Funding Source								
Supported Borrowing	8,930	1,792	3,194	3,476	2,577	3,617	45	0
Prudentially Funded	12,244	6,290	931	1,015	744	1,844	3,095	0
CFCR	12,605	1,514	1,343	573	319	3,034	7,484	0
Grant Funding	1,883	1,464	586	294	161	125	0	0
External	226	214	12	12	0	0	0	0
Environmental Total	35,888	11,274	6,066	5,370	3,801	8,620	10,624	0

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	<u>Est Total Cost</u>	<u>Actual to 31/3/13</u>	<u>Approved Budget 2013/14</u>	<u>Revised Est 2013/14</u>	<u>Actual to 31/01/14</u>	<u>Est 2014/15</u>	<u>Est 2015/16</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>
Regeneration and Planning								
Supported Borrowing								
Gourock Pier & Railhead Development Area (includes £300k from CFCR)	4,700	478	722	100	86	1,122	2,500	500
Broomhill Regeneration (land acquisition)	110	14	96	0	0	96	0	0
Gourock Transport - Old Costs	400	400	0	0	0	0	0	0
Regeneration and Planning Supported Borrowing Total	5,210	892	818	100	86	1,218	2,500	500
Prudentially Funded								
Leisure Strategy								
Ravenscraig Stadium Refurbishment	1,836	1,790	22	46	32	0	0	0
Parklea Pavilion and Juniors Facility	4,693	4,528	17	150	118	15	0	0
Rankin Park Grass Pitch and Pavilion	1,400	271	929	929	586	200	0	0
Nelson Street Sports Centre Refurbishment	625	567	16	36	0	22	0	0
Gourock Pool Refurbishment	2,036	2,001	53	35	47	0	0	0
Gourock Pool Remedial Works	50	22	28	23	23	5	0	0
Waterfront Ice Rink	299	0	300	274	26	25	0	0
Pitches Strategy								
Leisure & Pitches Contingency	138	0	0	0	0	0	138	0
Leisure & Pitches Complete on site	3,007	2,995	99	0	0	12	0	0
Regeneration and Planning Prudentially Funded Total	14,084	12,174	1,464	1,493	832	279	138	0
Grant Funding/CFCR								
SV Comet	228	94	134	9	0	120	5	0
Regeneration of Port Glasgow Town Centre	765	616	184	149	88	0	0	0
Further Regeneration of Port Glasgow Town Centre	195	0	0	0	0	45	150	0
Broomhil Regeneration	250	0	0	16	16	34	200	0
Regeneration and Planning Additional Funding Total	1,438	710	318	174	104	199	355	0
Regeneration Services Total	20,732	13,776	2,600	1,767	1,022	1,696	2,993	500

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	<u>Est Total Cost</u>	<u>Actual to 31/3/13</u>	<u>Approved Budget 2013/14</u>	<u>Revised Est 2013/14</u>	<u>Actual to 31/01/14</u>	<u>Est 2014/15</u>	<u>Est 2015/16</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>
Property Assets and Facilities Management								
Supported Borrowing								
<u>Property Assets Allocation Previous Years</u>								
DDA Works 2012/13	169	145	47	24	3	0	0	0
Demolitions	36	28	14	8	2	0	0	0
Balance	0	0	11	0	0	0	0	0
<u>Property Assets Allocation 2013/14</u>								
Port Glasgow Town Hall Windows Phase 1	50	0	50	1	1	49	0	0
Health and Safety Works	91	0	95	73	29	18	0	0
Battery Park Sea Defences	197	0	170	17	17	173	7	0
Waterfront Refrigeration Plant Contribution	100	0	100	100	0	0	0	0
Waterfront Tusk Repairs	43	0	40	42	42	1	0	0
Reservoirs	50	0	50	50	17	0	0	0
Demolitions	18	0	25	15	0	3	0	0
Inverclyde Leisure Essential Upgrades	55	0	25	25	0	30	0	0
Design and Precontract Allocation	50	0	50	50	21	0	0	0
Comet Canopy Contribution	30	0	30	0	0	30	0	0
Fire Safety Works	46	0	50	40	14	6	0	0
Various Rewiring Projects	125	0	175	27	7	77	21	0
DDA Works	0	0	60	0	0	0	0	0
Minor Works	185	0	80	80	52	105	0	0
General Provision	2,000	0	0	0	0	800	1,200	0
Arts Guild	2,750	2,739	11	11	11	0	0	0
Port Glasgow Town Centre Refresh of Town Hall (CFCR)	250	23	164	93	69	100	34	0
Property Assets Supported Borrowing Total	6,245	2,935	1,247	656	285	1,392	1,262	0
Complete On Site								
Supported Borrowing								
Complete on Site Allocation	98	0	98	38	16	60	0	0
Complete on Site Supported Borrowing Total	98	0	98	38	16	60	0	0

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	<u>Est Total</u> <u>Cost</u>	<u>Actual to</u> <u>31/3/13</u>	<u>Approved</u> <u>Budget</u> <u>2013/14</u>	<u>Revised Est</u> <u>2013/14</u>	<u>Actual to</u> <u>31/01/14</u>	<u>Est 2014/15</u>	<u>Est 2015/16</u>	<u>Future</u> <u>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>Prudentially Funded</u>								
<u>Asset Management Plan:</u>								
<u>Offices</u>								
Greenock Municipal Buildings Customer Centre	2,457	2,399	71	58	0	0	0	0
Greenock Municipal Buildings Banking Hall Refurbishment	256	203	72	23	5	30	0	0
Greenock Municipal Buildings Balance	2,310	42	133	26	12	300	1,773	169
Gourock Municipal Buildings	300	0	0	0	0	0	300	0
Wellington Academy/Highholm Primary Demolition	298	288	54	10	0	0	0	0
Wallace Place - Library Fit Out	100	0	0	0	0	100	0	0
Business Store	400	122	0	48	48	181	49	0
Central Library Conversion	4,030	399	1,731	1,831	584	1,700	100	0
William St	1,800	0	10	0	0	50	650	1,100
West Stewart Street	50	1	49	10	10	0	39	0
Lease Expiry	500	0	100	303	303	100	97	0
AMP Offices Complete on site	15	15	0	0	0	0	0	0
AMP Office Balance	64	0	0	0	0	64	0	0
<u>Depots</u>								
Replacement Depot	11,200	1,247	1,709	509	200	2,000	6,300	1,144
Kirn Drive Civic Amenity Site	700	66	145	15	1	450	169	0
Materials Recycling Facility	1,600	855	16	0	0	0	745	0
<u>Prudentially Funded Total</u>	26,080	5,637	4,090	2,833	1,163	4,975	10,222	2,413
<u>Property Assets and Facilities Management Total</u>	32,423	8,572	5,435	3,527	1,464	6,427	11,484	2,413
<u>Community Investment Fund</u>								
<u>Supported Borrowing</u>								
Community Investment Fund (includes £203k funded from CFCR) (note: remaining budget allocated to Lunderston Bay Visitor Facility)	1,109	891	120	120	45	98	0	0
<u>Community Investment Fund Supported Borrowing Total</u>	1,109	891	120	120	45	98	0	0
<u>Regeneration Total</u>	54,264	23,239	8,155	5,414	2,531	8,221	14,477	2,913

COMMITTEE: ENVIRONMENT & REGENERATION

<u>Project Name</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
	<u>Est Total Cost</u>	<u>Actual to 31/3/13</u>	<u>Approved Budget 2013/14</u>	<u>Revised Est 2013/14</u>	<u>Actual to 31/01/14</u>	<u>Est 2014/15</u>	<u>Est 2015/16</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>Summary Per Funding Source</u>								
Supported Borrowing	8,943	3,692	2,119	821	432	2,668	1,262	500
Prudentially Funded	42,664	17,811	5,554	4,326	1,995	5,254	12,860	2,413
CFCR	2,429	1,642	348	258	104	179	350	0
Grant Funding	228	94	134	9	0	120	5	0
<u>Regeneration Total</u>	<u>54,264</u>	<u>23,239</u>	<u>8,155</u>	<u>5,414</u>	<u>2,531</u>	<u>8,221</u>	<u>14,477</u>	<u>2,913</u>

Appendix 3

Property Assets Capital Allocation 2014/15

Major Works

Gourock Sea Wall Remedial Works	£250,000
Greenock Municipal Buildings - Replacement Windows	£150,000
Former Fifeshire Depot Demolition	£50,000

Minor Works and Allowances

General Allowance	£80,000	
Minor Demolitions	£20,000	
Farms	£10,000	
Inverclyde Leisure Properties Allowance	£100,000	
Design and Pre Contract allowance	£50,000	
2014 Condition survey - Essential repairs identified	£100,000	
Total	£360,000	£360,000

Statutory Duty Works

Electrical Systems Works	£35,000	
Lightning Protection Systems Works	£10,000	
Lift Installations Works	£10,000	
Water Systems Works	£25,000	
Gas Installation Works	£15,000	
Asbestos Removal Works	£20,000	
Fire Risk Assessment Improvements	£50,000	
DDA Improvement works	£25,000	
Total	£190,000	£190,000

Grand Total		£1,000,000
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Report To:	Environment & Regeneration Committee	Date: 6 March 2014
Report By:	Acting Corporate Director Environment, Regeneration & Resources	Report No: ERC/ENV/IM/13.185
Contact Officer:	Kenny Lang,	Contact No: 715906
Subject:	Environment, Regeneration & Resources Performance Report	

1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee with an update on progress towards the achievement of key objectives as set out in the Environment, Regeneration & Resources Corporate Directorate Improvement Plan (CDIP).
- 1.2 This report focuses on the improvement actions that sit within the Property Assets & Facilities Management, Environmental & Commercial Services and Regeneration & Planning Services. The remaining improvement actions that sit within Finance, ICT and Legal and Democratic Services are reported separately to the Policy & Resources Committee in the Corporate Services Performance Report.
- 1.3 The report also provides an update on performance in relation to meeting the performance targets as detailed within the CDIP.

2.0 SUMMARY

- 2.1 Directorate Plans are a key component of the Council's Strategic Planning and Performance Management Framework. They are the principal vehicle for managing and delivering the strategic outcomes identified in Inverclyde's Single Outcome Agreement and Corporate Statement.
- 2.2 The Council's Corporate Directorate Improvement Plans were approved in May 2013 and cover the period 2013-2016. A report detailing the progress that has been made in delivering the improvement actions within the Environment, Regeneration and Resources CDIP was presented to this Committee on 31st October 2013. The improvement Actions are detailed in Appendix 1.
- 2.3 An update on the key performance indicators contained within the CDIP is also provided (appendix 2).
- 2.4 KPI performance has improved from the last report in a number of areas, for example:
 - The response for Category 1,2 & 3 Potholes has increased
 - The percentage of all planning applications decided in under two months has increased
 - The percentage of householder applications decided in under 2 months has increased

- 2.5 A report was presented to Committee on 16th January 2014 detailing Short & Medium term actions to improve the performance in respect of Category 2 & 3 Potholes. This detailed actions proposed by officers which were agreed by Committee and subject to reports back every 6 months. Additional funding of £250,000 per year for each of the next 2 years was requested by Committee as part of the 2014/16 budget. Performance for all categories of potholes has improved in the last quarter with a significant improvement in relation to Category 2 High Risk and Category 3 Medium Risk potholes.
- 2.6 Performance in terms of traffic light faults repaired is marginally down for the year to date. Members should note however that there is a small statistical sample within Inverclyde of only 28 traffic lights which means that one light defect out with the target timescale makes around 4% reduction in performance.
- 2.7 Street lighting faults repaired within 7 days are also down for the year to date largely due to issues with the previous lighting maintenance contractor details of which were reported to Committee in January 2014.
- 2.8 Progress has also been made since May 2013 in implementing key projects and improvement actions, for example:
- Compliance with nationally agreed Local Authority Building Standards Scotland (LABSS) and Scottish Government Building Standards Division (BSD) Continuous Improvement Plan are now complete
 - Compliance with targets set in the Planning Service Improvement Plan is now completed
 - School Estate Management Plan is on track and the official opening of the Community Campus took place on 29th January 2014
 - Riverside Inverclyde/Council Joint Operating Plan for 2014/17 is due to be considered at this Committee

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee note:
- a. That this report reflects the progress made by Property Assets & Facilities Management, Environmental & Commercial Services and Regeneration & Planning Services in delivering their key improvement actions and performance targets as detailed in the Environment, Regeneration and Resources CDIP.
 - b. That further performance progress reports will be submitted to every second meeting of this Committee.

Alan Puckrin

**Acting Corporate Director
Environment, Regeneration & Resources**

4.0 BACKGROUND

- 4.1 The Corporate Directorate Improvement Plan is a Directorate's key improvement planning document which sets out the projects and improvement actions that will be implemented to help the Council deliver the strategic wellbeing outcomes identified within the Single Outcome Agreement and Corporate Statement. These wellbeing outcomes are Safe, Healthy, Achieving, Nurturing, Active, Respected & Responsible and Included (SHANARRI).
- 4.2 The Council's Corporate Directorate Improvement Plans were approved in May 2013 and cover the period 2013-2016. Each CDIP contains a number of improvement actions to be delivered over the next three years. Appendix 1 contains details of the progress that has been made as at the end of December 2013.
- 4.3 Each improvement action has been designated with a 'BRAG' status, i.e. Blue – complete; Red – significant slippage; Amber – slight slippage; Green – on track. Performance information has been recorded on the Council's electronic performance management system, Inverclyde Performs.
- 4.4 The CDIP also contains a number of key performance indicators, consisting of a mixture of statutory performance indicators (SPIs) and local service or operations indicators. These indicators provide an important measure of how each service's individual performance contributes to the Council's overall strategic aims. A number of key performance indicators within the CDIP are gathered on an annual basis, whilst others are compiled on a more frequent basis. Appendix 2 contains an update on performance for the KPIs.

5.0 PROGRESS

- 5.1 Since May 2013 progress has been made in implementing the projects and improvement actions contained within the Environment, Regeneration & Resources CDIP 2013/16. This includes:
- Maintain and improve the quality of the roads network infrastructure
 - Implementation of the Asset Management plan which is progressing on track
 - The delivery of the Riverside Inverclyde Operating Plan
 - School Estate Management Plan progressing with significant projects being completed in 2013/14
 - Compliance with targets set in the Planning Service Improvement Plan now completed
 - Reductions in carbon dioxide emissions
- 5.2 The majority of actions are on track with 2 actions now completed.

While the Council are achieving the annual target of 2.45% in respect of total carbon emissions, there is a risk that the long term carbon reductions may not be met. Individual target reductions in energy use in buildings increased by 7.86%. In addition to this, fleet transport emissions show a 2.72% increase despite a reduction in overall fuel consumption due to a change in the method of CO₂ calculations.

Waste reduction has contributed significantly to the performance of the Council's carbon reduction, with

emissions being reduced by 18% overall. Without this significant reduction the Council would have seen an overall increase of 5.28% in carbon emissions.

- 5.3 A detailed report “Environmental and Commercial Services (Roads) Roads Defects – Proposals” was presented to Committee on 16th January 2014 detailing Short & Medium term actions to improve the performance in respect of Category 2 & 3 Potholes. A list of actions was proposed by officers and agreed by Committee and will be subject to reports back every 6 months. As a result of the report extra funding of £250,000 per year for each of the next 2 years was requested by Committee as part of the 2014/16 budget.

Quarterly performance for Category 2 (High Risk) has risen from 12% to almost 38% and for Category 3 (Medium Risk) potholes the performance has increased from 46% to 71%. Performance in respect of Category 1 (Emergency/Urgent) has also improved with 91% of emergency/urgent potholes being repaired or made safe within 24 hours of identification.

Overall the performance over all potholes over the last quarter (November-January) has averaged 40% which shows improvement from the previous report although further improvements are required. To this end it is encouraging to note that the performance for January shows that the target timescales have been achieved for 60% of potholes reported (267).

- 5.4 Street lighting faults repaired within 7 days are down slightly for the year to date compared with the performance in 2012/13. This is largely due to issues with the previous lighting maintenance contractor which has led to delays in carrying out repairs all of which was reported to Committee in January 2014. Performance for January was at 83% however the new contractor managed to achieve the required level of performance within a two week timescale. A further update on the former Street Lighting contract appears elsewhere on the agenda.
- 5.5 A fully developed Land Asset Plan which includes open spaces, cemeteries, strategies and play area provisioning is being developed. Progress has slipped slightly but is due to be presented to Committee later this year.

Park management rules were advertised in November 2013 to allow consultation and objections to be raised. A total of 40 objections were received and each objector will be written to on an individual basis in order to satisfactorily address any concerns. A report on park management rules will be presented to the May Committee notifying members of the outcome of the objection process.

- 5.6 Performance in relation to waste has improved on year to date at 56% compared to 54% in 2012/2013. The overall reduction in waste to landfill also contributes to the Council's carbon reduction targets. A new MRF contract is due to be let in July 2014; this will ensure that the recycling rates for our blue bin collections continue to be achieved at a high level. The roll out of new kerbside glass collections to residents will also increase our recycling performance in 2014/15.

6.0 IMPLICATIONS

- 6.1 Finance
None

Legal
None

Human Resources

None

Equality & Diversity

None

Repopulation

Actions identified within the repopulation action plan should contribute to addressing the decline in Inverclyde's population.

7.0 CONSULTATION


7.1 Information on the progress that has been made in delivering the Environment, Regeneration and Resources CDIP has been provided by the lead officers of each improvement action.


8.0 BACKGROUND PAPERS


8.1 Environment, Regeneration & Resources Corporate Directorate Improvement Plan 2013-16.

Appendix 1

Safe

Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
ERR 15 Maintain and improve the quality of the roads network infrastructure	Options report has been prepared for consideration in due course by Council. For priority works, funding has been identified through supported borrowing and CFCR for prioritised works in 2013/14 with £17m investment in roads infrastructure agreed.	 On Track	Budget spend on track for 2013/14 and preparing future years programmes of works for 2014/15 and 2015/16 .Report to March 2014 Committee

 Blue – Complete



 Green – On Track

 Amber – Slight Slippage

 Red – Significant Slippage





Appendix 1

Achieving

Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
<p>ERR 12</p> <p>Reduce the number of buildings, refurbish and improve the efficiency of those remaining. Asset Management Plan includes the refurbishment of Greenock municipal buildings, Central Library Offices, Wallace Place and creation of new Port Glasgow Office and the closure of Cathcart House, West Stewart Street Office, Newark House, Strone Office and others.</p>	<p>Asset Management Plan agreed, implemented and ongoing with funding in place. Projected completion of the current projects late summer 2014</p>	<p> On Track</p>	<p>Cathcart House vacated May 2013. Projected completion of Wallace Place, Central Library and Princes Street by late summer 2014 allowing closure of Newark House, Dalrymple House, Kirn House 99 Dalrymple Street and Gourrock Municipal buildings</p>
<p>ERR 13</p> <p>School Estate Management Plan complete with all schools replaced or fully modernised</p>	<p>Complete current projects and complete primary school refurbishment programme</p>	<p> On Track</p>	<p>With the completion of major projects in 2013/14 i.e. Lomond View Academy, St Columba's High School and the Port Glasgow Community Campus, the School Estate condition ratings are currently at 100% of secondary schools in condition A and 90% of primary schools in condition A or B. Further major primary school refurbishment projects are being progressed with Ardgowan Primary School planned to commence in March 14 and St Patrick's and Kilmacolm Primary Schools in summer 2015.</p>

 Blue – Complete
  Green – On Track
  Amber – Slight Slippage
  Red – Significant Slippage

Appendix 1

Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
ERR 14 Fully developed Land Asset Plan to include open spaces, cemeteries, strategies and play area provisioning	Continue phased play area development Identify cemeteries, implement next phase of investment in 2013/14 Ongoing site by site condition assessment to inform budget setting priorities	 Slight Slippage	Plans for this year and next year approved and in progress. Some slippage on specific projects Draft Cemetery Plan has been to CMT and will be formally reported on completion of the AMP Plan in progress. Draft to CMT due by end of March 2014
ERR 16 All available tourism opportunities are maximised	Utilisation of current tourism action plan	 On Track	Budget spend on track for 2013/14. Outputs delivery on target as per plan
ERR 18 Compliance with nationally agreed Local Authority Building Standards Scotland (LABSS) and Scottish Government Building Standards Division (BSD) Continuous Improvement Plan	Undertake procedural changes identified as Key Performance Outcomes, completion dates staged	 Complete	Action completed since previous report
ERR 19 Compliance with targets set in the Planning Service Improvement Plan	Encourage use of the ePlanning system Work with customers to deliver	 Complete	

● Blue – Complete
 ● Green – On Track
 ● Amber – Slight Slippage
 ● Red – Significant Slippage

Appendix 1

Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
	faster planning decisions Review the Planning Enforcement Charter		
ERR 21 Riverside Inverclyde – Deliver Operating Plan	Ongoing monitoring and review against RI milestones	● On Track	New 2014/17 Joint Operating Plan prepared and due for consideration by Committee today.
ERR 22 Stabilise population within Inverclyde	Develop and implement Action Plan	● On Track	Action Plan developed with milestones with an update to the March P&R Committee

Respected & Responsible

Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
ERR 17 Reduction in the Council's carbon emissions which are monitored from the following sectors: energy use in buildings, street lighting, fleet transport, business travel, water and waste	Implement the Council's Carbon Management Plan 2012/17	● On track	Between 2011/12 and 2012/13, we saw an overall reduction of 5.19% in the Council's carbon emissions, against an annual target of 2.4% and a 5-year target of 12%. While the reduction is encouraging, it should be noted that it is mainly attributable to the positive performance of waste where emissions reduced by more

● Blue – Complete
 ● Green – On Track
 ● Amber – Slight Slippage
 ● Red – Significant Slippage

Appendix 1

Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
			<p>than 18%.</p> <p>Emissions also reduced from street lighting and business travel but there were increases from energy use in buildings (7.86%) and fleet transport¹ (2.72%). (Emissions from water were unchanged between 2011/12 and 2012/13).</p> <p>Overall, therefore, had we not experienced a considerable reduction in emissions from waste, we would have seen an increase of 5.28% in emissions during year one of the Carbon Management Plan 2012/17.</p>

¹ Fuel consumption decreased between 2011/12 and 2012/13 but changes in how CO₂ is calculated resulted in an increase in the corresponding emissions figure

● **Blue – Complete**
 ● **Green – On Track**
 ● **Amber – Slight Slippage**
 ● **Red – Significant Slippage**

Appendix 2

The Environment, Regeneration & Resources Directorate has a core set of key performance indicators that help to demonstrate its performance in terms of its strategic and operational objectives. These indicators include Statutory Performance Indicators and Local Performance Indicators. Some of these indicators are gathered on an annual basis and performance will be reported to Committee following the end of this financial year. Other indicators are gathered on a more frequent basis and the most recent performance information is provided here.

Key Performance Measure	Performance (2012 – 2013)	YTD Performance	Current Performance (Oct – Dec)	Target 2013/14	Frequency of monitoring	Trend (up or down on same period previous year)	Analysis of performance
Waste Management – Refuse Recycling	54.1%	56%	53%	50%	Quarterly	Up	Performance is improving annually, Q3 October to December is traditionally lower due to the seasonal variation in waste produced e.g. green waste,
Traffic Lights - Faults repaired within 48 Hours	94%	92.0%	90%	98%	Quarterly	Down	There are only a small number of traffic lights and variations are largely due to small statistical sample size. Previous quarter performance was 98.63%
Street Lights – Faults repaired within 7 days	98.0%	98.25%	97.78%	95%	Monthly	Down	This reduction is due to issues with the last Lighting Maintenance contractor. January performance was down at 83%. The new contractor is now

Appendix 2

Key Performance Measure	Performance (2012 – 2013)	YTD Performance	Current Performance (Oct – Dec)	Target 2013/14	Frequency of monitoring	Trend (up or down on same period previous year)	Analysis of performance
							achieving target figures
Potholes: Category 1 (Emergency/Urgent); R.1 response to make safe/repair within 24 hours of identification	70%	92.7%	91%	90%	Monthly	Up	Covers Nov-January Total of 23 Potholes.
Potholes: Category 2 (High Risk); R.2 response to make safe/repair within 7 days of identification	26%	23.8%	38%	80%	Monthly	Up	Covers Nov-January Total of 647 Potholes Previous quarter performance was 12%.
Potholes: Category 3 (Medium Risk); R.3 response to repair within 28 days of identification	14%	56.5%	71%	90%	Monthly	Up	Covers Nov-January Total of 14 Potholes Previous quarter performance was 46%
% of Property Enquiries fulfilled within 28 days	100%	100%	100%	100%	Monthly	Same	Performance in this area is high with 100% Property Enquiries regularly being fulfilled within 28 days
Percentage of all planning applications decided in under 2 months	78%	89%	85%	80%	Monthly	Up	In Q1-3 2013-14 of 307 applications, 264 were determined within 2 months.

Appendix 2

Key Performance Measure	Performance (2012 – 2013)	YTD Performance	Current Performance (Oct – Dec)	Target 2013/14	Frequency of monitoring	Trend (up or down on same period previous year)	Analysis of performance
Percentage of householder planning applications decided in under 2 months	88%	98%	97%	90%	Monthly	Up	In Q1-3 2013-14 only 3 applications were not determined within 2 months.
Percentage of building warrants assessed within 20 working days of registration	87%	98%	96%	100%	Monthly	Up	In Q1-3 2013-14 242 of 252 applications were assessed within 20 working days.

Report To:	Environment and Regeneration Committee	Date:	6 March 2014
Report By:	Corporate Director, Environment, Regeneration and Resources	Report No:	E&R/14/03/02 SJ/RG
Contact Officer:	Stuart W Jamieson	Contact No:	01475 712491
Subject:	Inverclyde Local Development Plan: Development Plan Scheme and Participation Statement 2014		

1.0 PURPOSE

- 1.1 To seek the endorsement of the Committee to the annual update of the Inverclyde Local Development Plan: Development Plan Scheme (DPS) and Participation Statement (PS) for submission to The Scottish Government and subsequent publication.

2.0 SUMMARY

- 2.1 The Planning, etc. (Scotland) Act 2006 requires each planning authority to prepare a Development Plan Scheme (DPS) which will set out the authority's programme for preparing and reviewing their Local Development Plan (LDP) and what is likely to be involved at each stage. A Participation Statement (PS) must also be prepared which will state when, how and with whom consultation on the Plan will take place, and the authority's proposals for public involvement in the plan preparation process.
- 2.2 The first Inverclyde DPS and PS were prepared, approved by Committee and submitted to The Scottish Government in March 2009. Legislation requires the DPS and PS to be updated at least annually, and approval has been given by Committee in March each year since 2009 to the updated DPS and PS. The sixth annual update is now the subject of this Committee report.
- 2.3 The main change being proposed in the 2014 DPS concerns the dates for receipt of the Report of Examination, the subsequent Committee report to approve modifications to the Plan and thereafter the formal adoption date. This is as a result of the uncertainty over the length of time the Scottish Government's Directorate for Planning and Environmental Appeals (DPEA) will take to examine the LDP and thereafter report back to the Council. It had previously been assumed this would be relatively short, but the DPEA will at this stage only provide a target date of 30 August 2014 for the Examination Report. Nevertheless the Council's 2014 DPS estimates that the LDP should be adopted in August 2014. This is on the basis that the reporter has already concluded the Council's conformity with the PS, and with the low level of representations received, it should result in the Examination Report being received well within the target date.

3.0 RECOMMENDATION

- 3.1 That Committee approves the publication of the updated 2014 Development Plan Scheme and Participation Statement and its submission in a refreshed desktop published format to The Scottish Government before 31 March 2014.

Stuart Jamieson
Head of Service – Regeneration and Planning

4.0 BACKGROUND

- 4.1 The Regeneration and Planning Service has embarked upon the preparation of the first Inverclyde Local Development Plan (LDP) which will supersede the existing adopted Inverclyde Local Plan (2005). The first stage in this process was the approval of a Development Plan Scheme (DPS) and Participation Statement (PS), a statutory requirement under The Planning, etc. (Scotland) Act 2006.
- 4.2 The DPS and the PS for the Inverclyde Local Development Plan sets out the Council's intended programme for preparing and reviewing the LDP and what is to be involved at each stage. The DPS also requires a timetable, specifying the month and year in which the Council proposes to publish the various stages of the LDP and its expectations for finalising the process before adopting the Plan. The purpose of the PS is to state when, how and with whom consultation on the LDP will take place and outline the Council's proposals for public involvement in the plan preparation process. These documents require to be reviewed and submitted to the Scottish Government annually.
- 4.3 The first Inverclyde DPS and PS were prepared, approved by Committee and submitted to The Scottish Government in March 2009. Legislation requires the DPS and PS to be updated at least annually, and approval has been given by Committee in March each year since 2009 to the updated DPS and PS. The sixth annual update is now the subject of this Committee report.
- 4.4 Inverclyde Council is one of eight planning authorities that comprise the Glasgow and the Clyde Valley Strategic Development Planning Authority (GCVSDPA). As Committee are aware, the GCV Strategic Development Plan was approved by Scottish Ministers on 29 May 2012, following an Examination between December 2011 and March 2012.

Min Ref:
10/03/09,
para 18

Min Ref:
30/08/12,
para 460

5.0 PROPOSALS

- 5.1 A report was submitted to the 31 October 2013 Environment and Regeneration Committee seeking approval for the Schedule 4 documents (summaries of issues raised through representations to the LDP, together with the Council's response), as was programmed in the 2013 DPS. Thereafter the 2013 DPS identifies a date of April 2014 for receipt of the Report of Examination and adoption of the LDP in June 2014.
- 5.2 The main change being proposed in the 2014 DPS concerns the dates for receipt of the Report of Examination, the subsequent Committee report to approve modifications to the Plan and thereafter the formal adoption date.
- 5.3 As identified in all previous reports to Committee on this subject, the length of time that the Examination takes will be dependent upon the timetable of the Scottish Government's Directorate for Planning and Environmental Appeals (DPEA). It has previously been assumed that the Examination for Inverclyde would be relatively short in comparison with other Councils' Examinations because fewer representations on the Plan were expected, and indeed fewer representations than most other Councils were received.
- 5.4 However the DPEA have set a target date of 30 August 2014 for completing the Examination Report on Inverclyde's LDP, exactly nine months from our request to the DPEA to hold an Examination. (A target time of nine months is a standard time that is given to most Councils by the DPEA, whatever the level of representation received on their respective LDPs.)
- 5.5 Nevertheless it is anticipated that the Examination will conclude earlier than this target date. This is on the basis that the reporter has already concluded the Council's conformity with the PS, and with the low level of representations received, it should result in the Examination Report being received well within the target date. As such the Council's 2014 DPS reflects a likely Examination Report within six months of submission to the DPEA, and an anticipated adoption of the LDP in August 2014. This will require, however, a special committee to be convened, most likely in June 2014, to approve the proposed modifications to the LDP.

6.0 IMPLICATIONS

Finance

6.1 There are no direct financial implications arising from this report.

Financial implications

One off costs

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

Annually Recurring Costs/Savings

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

Legal

6.2 There are no direct legal implications arising from this report.

Human Resources

6.3 There are no direct human resource implications arising from this report.

Equalities

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

Repopulation

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

7.0 CONSULTATIONS

7.1 **Chief Financial Officer:** no requirement to comment.

7.2 **Head of Legal and Democratic Services:** no requirement to comment.

7.3 **Head of Organisational Development, HR and Communications:** no requirement to comment.

8.0 BACKGROUND PAPERS

- 8.1
- (1) Inverclyde Local Plan 2005 (adopted January 2006), plus
 - (i) Town Centres and Retail Development Alteration (January 2009)
 - (ii) Town Centres and Retail Development Planning Policy Position Statement (May 2008)
 - (iii) Greenock West End Conservation Area Amendment (August 2007) and new Article 4 Direction for the Area (May 2009)
 - (2) Inverclyde Local Development Plan : Development Plan Scheme & Participation Statement (March 2013)
 - (3) Glasgow and the Clyde Valley Strategic Development Plan (May 2012)

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- (4) Glasgow and the Clyde Valley Strategic Development Plan : Development Plan Scheme and Participation Statement (March 2013)
[NB - updated 2014 report on the DPS/PS for the second GCV SDP (SDP2), to March 2014 meeting of the SDPA Joint Committee]

Attachments

- (1) Annex 1: Inverclyde Local Development Plan – Development Plan Scheme and Participation Statement 2014

ANNEX 1

Inverclyde Local Development Plan

Development Plan Scheme and Participation Statement 2014

Introduction

The Planning etc. (Scotland) Act 2006 requires local planning authorities to prepare a Local Development Plan (LDP) for their area. The LDP is one of two statutory plans which make up the Development Plan in Inverclyde, the other being a Strategic Development Plan (SDP) which has been prepared by the Glasgow and the Clyde Valley Strategic Development Planning Authority (GCVSPDA).

The Development Plan for an area also has to have regard to a national statutory plan introduced under the 2006 Act – the National Planning Framework for Scotland (NPF2) produced by the Scottish Government. It sets out in broad terms Scottish Ministers strategy for Scotland's spatial development and the priorities for that development over a twenty year time period, to 2030. This document came into force in June 2009. A Main Issues Report for the third national Planning Framework, NPF3, was published in April 2013, and NPF3 is due to be published in early summer 2014.

The two statutory plans that comprise the Development Plan under the 2006 Act, and which came into force on the 28th February 2009 under The Town and Country Planning (Development Planning) (Scotland) Regulations 2008 are:

Strategic Development Plans: these strategic-level plans have replaced the former Structure Plans in the four City Regions of Scotland and have been prepared by the SDPAs. The Glasgow and the Clyde Valley SPDA, which comprises of eight local planning authorities, includes Inverclyde. The GCV SDP sets out a long term (20 year) development strategy for the area, indicating the overall general scale of development required and broadly where that development should be located. The Plan has had regard to the NPF and has been approved by Scottish Ministers.

Local Development Plans: these plans are replacing the local authority Local Plans across Scotland, and will continue to set out a more detailed level of planning, through policies and proposals, to guide development in each local authority. These plans are approved by each local authority, and in the City Regions, require to accord with the approved Strategic Development Plan covering their areas.

Preparing the Local Development Plan

The preparation and the implementation of the new plans by local authorities – the SDP and LDP – have been set down in the 2006 Act in a series of stages. The first of these stages for both plans (outlined in Section 20B of the Act), is the Development Plan Scheme (DPS). The DPS for the Inverclyde Local Development Plan sets out the intended programme for preparing and reviewing the LDP, specifying the month/year the authority proposes to publish the various stages and what is likely to be involved. It requires to be reviewed annually.

Closely allied to the DPS is another new requirement of the 2006 Act, the Participation Statement (PS). The purpose of the PS is to state when, how and with whom consultation on the LDP will take place, and an outline of Inverclyde's proposals for public involvement in the plan preparation process.

Strategic Environmental Assessment

An important consideration of the 2006 Act, under Section 3E, requires planning authorities to carry out their development planning functions with the objective of contributing to sustainable development. In doing so they must have regard to any guidance Scottish Ministers issue for this purpose.

Central to the new development planning system is the requirement, under The Environmental Assessment (Scotland) Act 2005, to undertake a Strategic Environmental Assessment (SEA) of both LDPs and SDPs. Inverclyde Council published a Strategic Environmental Assessment – Environmental Report alongside the Inverclyde Local Development Plan: Proposed Plan (May 2013) on 31st May 2013..

In addition to the SEA, there is also a requirement to undertake a Habitats Regulations Appraisal under The Conservation (Natural Habitats, etc) Regulations 1994 as amended, with the aim of ensuring the protection of designated international environmental resources, at the time of the publication of the Proposed Plan. The first part of this process is to undertake a screening to determine whether an 'appropriate assessment' is required. A Habitats Regulation Appraisal Record was published on 31st May 2013, with the conclusion that no assessment was required.

Development Plan Scheme (DPS)

The Main Stages

The main stages in the preparation of a Local Development Plan are:

1. Early engagement with all stakeholders regarding the main issues that require to be addressed in the LDP.
2. Publication of the Main Issues Report (MIR) and the SEA Environmental Report.
3. Publication of a Monitoring Statement which evaluates the changes in the physical, economic, social and environmental characteristics of the area, and the impact the policies and proposals of the existing Local Plan have had.
4. Publish the Proposed Plan (PP), SEA Environmental Report and proposed Action Programme (AP), advertise and seek representations.
5. Examination of the Proposed Plan if there are outstanding representations to be resolved.
6. Report of Examination published and to be considered by the Local Authority.
7. Modify Proposed Plan, publish and advertise intention to adopt LDP.
8. Planning Authority adopts LDP.
9. Publish Action Programme (to be adopted also within 3 months of LDP).
10. Publish Post-Adoption SEA Statement and submit to SEA Gateway.

The Inverclyde LDP

Since Committee approval of the first Inverclyde Council Development Plan Scheme and Participation Statement on 10 March 2009, several other stages that are required for the production of a new LDP have been approved by Committee, and are available on the Council's website, as follows:

- 5 May 2009 – Monitoring and Update Report 2009
- 9 March 2010 – Pre-Main Issues Report Engagement and Consultation (incorporating the 2010 Development Plan Scheme and Participation Statement)
- 8 March 2011 – Development Plan Scheme and Participation Statement 2011
- 3 May 2011 – Main Issues Report
- 25 October 2011 – Main Issues Report – Representations Received and authorisation for additional public consultation
- 6 March 2012 - Development Plan Scheme and Participation Statement 2012
- 6 March 2012 – Post Main Issues Report – Representations Received
- 30 August 2012 – Update on Progress and Recommendations for Finalising the Proposed Plan
- 2 May 2013 – Approval to publish the Proposed Plan
- 31 October 2013 – Approval of modifications and draft Schedule 4s (on unresolved representations) to be submitted for Examination

The Glasgow and the Clyde Valley SDP

The Glasgow and the Clyde Valley SDP was approved by Scottish Ministers on 29 May 2012. Details are available on the GCV SDPA's website at <http://www.gcvsdpa.gov.uk> . An updated GCV SDPA Development Plan Scheme and Participation Statement outlining a revised timetable is expected to be approved at the March 2014 SDPA Joint Committee, and will be made available on their website.

Timetable for Inverclyde Local Development Plan Production

The timetable for the preparation and production of the Inverclyde Local Development Plan is set out below.

Date	Stage	Components
Annually since March 2009	Development Plan Scheme (DPS) and Participation Statement (PS)	The DPS sets out the intended programme for preparing and reviewing the LDP and what is required at each stage. Reviewed annually. The PP sets out when, how and with whom consultation on the LDP will take place and an outline of the authority's proposals for public involvement. Reviewed annually.
Summer 2009 – May 2011	Early Engagement	Engage with all stakeholders, including the public and private sectors, community groups, the voluntary sector and any other interested parties to establish what should be included within the MIR.
May 2011	Main Issues Report, SEA Environmental Report and Monitoring Statement	Sets out the Planning Authority's general proposals for development in its area and in particular to where development should and should not occur. It also contains one or more reasonable alternative sets of proposals and draws attention to the ways in which the favoured and alternative proposals differ from the spatial strategy of the existing (adopted) Plan. Each alternative is covered in the SEA Environmental Report.
October 2011	Publish and consider representations on Main Issues Report	Identifies and considers all representations made on the MIR, and assists in informing the preparation of the Proposed Plan.
Nov 2011	Post Main Issues Report and SEA Environmental Report	Sets out the assessment of the additional suggested development sites that were first received during the MIR consultation.
Mar 2012	Publish and consider representations on Post MIR	Identifies and considers all representations made on the Post MIR,

		and assists in informing the preparation of the Proposed Plan.
May 2013	Committee report on Proposed Plan, SEA Environmental Report and Action Programme	The Proposed Plan represents the Planning Authority's final considered view as to the future development plan for its area, having taken account of the representations received on the MIR and the SEA Environmental Report.
May-July 2013	Publish Proposed Plan, SEA Environmental Report and Action Programme	Publish the Proposed Plan for consultation for 8 weeks.
Aug-Oct 2013	Consideration of representations, and include any pre-examination (non-notifiable) modifications	Identifies all representations made on the Proposed Plan, with consideration given to proposed (non-notifiable) modifications to the Proposed Plan, prior to formal Examination.
Oct 2013	Committee report on modifications and approval of draft Schedule 4s	Committee approval for modifications and draft Schedule 4s for submission to Scottish Ministers for examination.
Nov 2013	Submit Proposed Plan to Scottish Ministers for Examination	Send Proposed Plan, summary of unresolved issues (Schedule 4 forms), unresolved representations and further information to Scottish Ministers for the appointment of a Reporter to examine unresolved representations.
Jan 2014	Formal start of Examination	Following the appointment of a reporter on 4 Dec 2013, the earliest that the Examination can start is four weeks later ie 1 Jan 2014 (or for practical purposes, 3 January 2014).
May/June 2014 *	Report of Examination	The appointed Reporter sets out and gives reasons for their conclusions and recommendations on the Examination, submits it to the Planning Authority and publishes it. Examination reports are largely binding on Planning Authorities (Regulation 2 of the Town and Country Planning (Grounds for Declining to Follow Recommendations) (Scotland) Regulations 2009).
June 2014	Committee report to approve modifications to Proposed Plan and publish (special committee)	Modifications to Proposed Plan published in accordance with the appointed Reporter's recommendations

		and a Statement of Explanation for not accepting any recommendations.
August 2014	Adopt LDP and SEA Environmental Report	The Planning Authority can adopt the Plan if Scottish Ministers are satisfied that all due process has been satisfactorily undertaken.
September 2014	Publish Action Programme	Sets out how the Planning Authority intends to implement the Proposed Plan.

* while the DPEA target date for completion of the Examination is 30 August 2014, the low level of representations received would give some comfort that the report may be completed by May/June 2014.

Next Stages

Following the anticipated adoption of the Inverclyde LDP, the Council will establish a programme for the preparation of the next LDP in accordance with legislative requirements. It is expected that the Scottish Government will publish NPF3 and a new Scottish Planning Policy in the summer of 2014 and the next LDP will reflect the aspirations and guidance within these documents.

Participation Statement (PS)

Aims of Participation Strategy

Inverclyde Council is fully committed to encouraging interest and wide stakeholder and public involvement in the preparation of the first Inverclyde LDP. Taking its lead from the Scottish Government's Planning Advice Note (PAN) 3/2010 on 'Community Engagement: Planning with People' the Council will seek to ensure that community engagement is meaningful and proportionate and will happen at an early stage to influence the shape of plans and proposals.

Public Participation

Throughout the LDP process, the Council seeks to involve as wide a range of parties as is practicable through public participation, including the following:

- public sector (relevant government departments and agencies)
- private sector (business, housing and retail interests)
- community groups, including Community Councils
- voluntary sector organisations
- single interest organisations (eg. environmental groups)

Early Consultation and Engagement on the first Inverclyde LDP

An extensive Pre-Main Issues Report engagement exercise was undertaken, with the aim of giving all interested parties an opportunity to identify the issues that they considered to be of most importance for the new LDP. Over 150 organisations were contacted, including local, regional and national partners, key agencies of the Scottish Government, private companies, community and voluntary groups and individuals, who have expressed an interest in the Plan. In addition, all Council services were contacted to establish what the relationships should be between their plans, proposals and programmes and the emerging LDP. All issues that were raised throughout this process were recorded and included within the Pre-MIR Engagement Report, which was approved at Committee in March 2010.

The Main Issues Report and Post Main Issues Report

Following early engagement, a Main Issues Report was published for an 8 week period between 27 May 2011 and 22 July 2011. Publication was by way of a public notice being placed in the Greenock Telegraph, letters sent to all stakeholders, leaflets, posters and banners distributed and documents deposited in libraries and the main Council offices. The MIR was accompanied by an SEA Environmental Report, outlining the different environmental impacts of different spatial strategies, as well as a Monitoring Statement which evaluated the changes in the physical, economic, social and environmental characteristics of the area, and the impact the policies and proposals of the existing plan have had. Sixty-two representations were received to the MIR, each of which were given full consideration in the preparation of the Proposed Plan. This was reported to Committee on 25 October 2011.

A Post Main Issues Report was subsequently published for a six week period (4 November 2011 – 16 December 2011), following several new Suggested Development Sites being identified for inclusion in the LDP. This document was accompanied by an addendum to the SEA Environmental Report. A total of 101 representations were received and these were reported to the 6 March 2012 Committee.

The Proposed Plan

The Proposed Plan was published for an eight week period from 31 May – 26 July 2013 and a total of 81 representations were received. This included approximately one third who were in support of the Plan, one third of a more minor kind which can be addressed internally, and one third that will require to be resolved through the Examination.

Submission of Plan to Scottish Ministers, Examination and Adoption of the Plan

Local authorities are required to submit their finalised Proposed Plan to Scottish Ministers, in advance of a request that a Reporter be appointed to examine the Plan, if there are unresolved representations. Those representations that have not been resolved were forwarded to Scottish Ministers on 29 November 2013 along with its the proposed Action Programme and a Report of Conformity with the Participation Statement. This latter document is examined by the appointed Reporter(s) for them to determine whether the Authority has consulted on the Plan and involved the public in the way they said they would in their Participation Statement.

Confirmation that the reporters have concluded their examination of conformity with Inverclyde's Participation Statement was received on 13 January 2014.

The report on the examination will be largely binding on local authorities (refer to The Town and Country Planning (Grounds for Declining to Follow Recommendations) (Scotland) Regulations 2009). If any further modifications are to be made, the authority should advertise these along with the Proposed Plan they wish to have adopted, within three months of the receipt of the Examination report. The Authority may then adopt the Plan after 28 days so long as the Scottish Ministers are satisfied that all due process has been satisfactorily undertaken.

Court of Session Challenge

The final stage in the process, if acted on by any aggrieved party, is the provision in The Planning etc. (Scotland) Act 2006, to challenge the Scottish Ministers' decision to direct that the Plan should be adopted by the planning authority.

Any such persons so aggrieved can apply, within 6 weeks of the date of the first notice of adoption of the Plan, to the Court of Session, to have the Court quash the decision. If it can be shown, in law, that it was not within the powers of the Act to do so, or that the applicant's interests have been substantially prejudiced by a failure to comply with any requirement of the Act, the Court has the powers under the 2006 Act to quash the Plan.

Components of Participation and Engagement

	Participation	Participation Specifics	Frequency
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	Method		
1	Council Website	Information on the Council's website www.inverclyde.gov.uk since 2009. Dedicated LDP website link www.inverclyde.gov.uk/ldp since May 2013. The Proposed Plan, SEA, Action Programme, Supplementary Guidance and Background Papers were placed online at the start of the consultation period for the Proposed Plan. The Examination Schedule 4s were added in December 2013, in advance of the start of the Examination.	Continually updated
2	Published dedicated e-mail address	Dedicated e-mail address ldp@inverclyde.gov.uk	Ongoing
3	Published telephone and address details	Telephone: 01475 717171 Address: Regeneration and Planning Service Inverclyde Council Municipal Buildings Clyde Square Greenock PA15 1LY	Ongoing
4	Correspondence	Letters and emails sent at key stages to interested parties on regularly updated database. 344 letters and emails were sent out prior to the publication of the Proposed Plan. 66 letters and emails were sent to Inverclyde Councillors, Heads of Service and other staff. All representees were sent letters and emails in advance of Committee in October 2013 and those with unresolved representations sent letters and emails in December 2013.	Ongoing and continually updated
5	Neighbour Notification	1979 letters were sent out to owners, lessees, occupiers and neighbours of sites allocated in the Proposed Plan.	At Proposed Plan stage
6	Depositing Documents in all libraries and Council offices	Copies of the Proposed Plan documents were deposited in the 7 libraries in Inverclyde and at the Customer Service Centre in Greenock on 31 May 2013. Schedule 4 documents were deposited in the	As and when required

		same locations in December 2013.	
7	Banners Posters and leaflets in libraries and Council offices	Posters were placed in all Council libraries. Banners were located in 4 of the larger libraries and leaflets were available at all libraries on the publication of the MIR and Proposed Plan.	At MIR and Proposed Plan stage
8	Public Information Events	Day and evening drop-in sessions were manned by Planning Officers at Port Glasgow library and Gourrock library during the Proposed Plan consultation period from 1- 5 July 2013	At Proposed Plan stage
9	'In View' magazine	Article inserted pre-MIR and again in Spring/Summer issue (July 2013) at time of publication of Proposed Plan	At pre-MIR stage and Proposed Plan stage
10	Public Notices	Public Notices were inserted pre-MIR and again in the Greenock Telegraph on 31 May and 7 June 2013 prior and during publication of the Proposed Plan. A Notice of Examination was inserted on 13 December 2013.	At pre-MIR, Proposed Plan and Examination stage
11	Press Adverts	Articles inserted pre-MIR. Articles informing of the publication of the Proposed Plan inserted in the Greenock Telegraph on 31 May 2013 and the June 2013 issue of Gryffe Advertiser	As and when required
12	Online	Article placed on the wemyssbay.net website news section on 18 June 2013	Ongoing
13	Social Media	Tweets relating to the Local Development Plan process were placed on Inverclyde Council's Twitter site	During Proposed Plan stage
14	Citizen's Panel	The Citizen's Panel of some 1000 households resident in Inverclyde were consulted to help inform the MIR	At pre-MIR stage only
15	Regular reports to Committee	At all key stages	Ongoing
16	Meetings and Correspondence with Community Groups	Meetings and correspondence since 2009	Ongoing

17	Meetings and correspondence with other local and national stakeholders	Meetings and correspondence since 2009	Ongoing
18	Meetings and correspondence with key agencies	Meetings and correspondence since 2009	Ongoing
19	Meetings and correspondence with landowners/ developers/ agents	Meetings and correspondence since 2009	Ongoing
20	Meetings with internal Council Services	Meetings and correspondence since 2009	Ongoing
21	Meetings and correspondence with other planning authorities	Meetings and correspondence since 2009	Ongoing
22	Members Officers Working Group	Meetings since June 2009. Thirteen meetings have been held (up to October 2013)	Ongoing
23	All Members Briefings	One briefing held pre-MIR stage. One briefing and one supplementary briefing held prior to the publication of the Proposed Plan.	As and when required

Accessing Documents

For further information, the Planning Policy Team can be contacted at:

Inverclyde Council
Environment, Regeneration and Resources

Planning Policy Team
Regeneration and Planning
Municipal Buildings
Clyde Square
Greenock
PA15 1LY

Telephone: 01475 717171
E-mail: ldp@inverclyde.gov.uk
Web page: www.inverclyde.gov.uk

Report To: Environment and Regeneration Committee **Date:** 6 March 2014

Report By: Corporate Director, Environment, Regeneration and Resources **Report No:** E+R/14/03/01/SJ/NM

Contact Officer: Head of Regeneration and Planning **Contact No:** 01475 71240

Subject: Planning Performance Framework 2013: Scottish Government Feedback Report

1.0 PURPOSE

- 1.1 Each Scottish Planning Authority published a Planning Performance Framework (PPF) in September 2013. The purpose of this report is to advise Committee of the Scottish Government's Feedback Report and on how Inverclyde Council is able to respond.

2.0 SUMMARY

- 2.1 The Scottish Government's Feedback Report assesses the Council's PPF against set performance markers, 13 of which are applicable to Inverclyde. Reflecting the Minister's comments and based on the evidence provided within the PPF, Inverclyde has been allocated 5 green ratings, 5 amber and 3 red. The red categories all relate to LDP and Policy adoption; matters currently with the Scottish Executive's Directorate for Planning and Environmental Appeals and are anticipated being resolved by October 2014.
- 2.2 The Minister for Local Government and Planning is encouraged by the "open for business" culture that is evident within the Planning Service and is impressed by the reporting of further reductions in planning application determination times, which are already below the Scottish average in all categories. The Minister is, however, concerned by the age of the Inverclyde Local Plan and wishes to see the Local Development Plan (LDP) complete the process to approval as soon as possible.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee notes the Minister for Local Government and Planning's response to the Council's PPF, the current position relative to the performance markers and the actions to be included in the 2014 PPF.

4.0 BACKGROUND

4.1 Each Scottish Planning Authority published a PPF in September 2013, receiving an individual Feedback Report from the Minister of Local Government and Planning.

4.2 The Inverclyde PPF is considered to be a positive and well written report supported by evidence of customer feedback and showing a strong commitment to decision making timescales and an open for business culture. Concern is expressed, however, on the age of the Local Plan and it is stressed as important that all possible steps are taken to avoid delay and adopt the LDP as soon as possible.

4.3 The Scottish Government's Feedback Report assesses the Council's PPF against set performance markers, 13 of which are applicable to Inverclyde. Reflecting the Minister's comments and based on the evidence provided within the PPF, Inverclyde has been allocated 5 green ratings, 5 amber and 3 red.

4.4 Marker 1: Decision Making (Rated Green)

The timescales for determining local development and householder planning applications is much better than the Scottish average. Although there is a slight increase in the timescale for processing major development, this is attributable to legacy cases and is still better than the Scottish average.

Response: Planning application processing continues to be rigidly managed to ensure applications are determined promptly and efficiently.

4.5 Marker 2: Processing Agreements (Rated Amber)

No applications were subject to processing agreements and although they are encouraged on the website, there is not much detail provided.

Response: Only major applications may be the subject of a processing agreement. Only one major application has been submitted in 2013-14 to date, and this is the subject of a processing agreement.

4.6 Marker 3: Early collaboration (Rated Amber)

There has been a reduction in the take up of pre application advice, and there is no evidence as to how early collaboration ensures information requests are reasonable and proportionate.

Response: Pre application advice continues to be available and the website has been updated encouraging use of the service. Evidence of reasonable and proportionate information requests will be provided in the next PPF.

4.7 Marker 4: Legal Agreements (Rated Green)

No applications in 2012-13 were the subject of legal agreements, with all previous cases concluded.

Response: The appropriateness and validity of legal agreements will continue to be considered and offered where appropriate.

4.8 Marker 5: Enforcement Charter (Rated Green)

The Enforcement Charter was updated in 2013.

Response: The requirement to update the Enforcement Charter every 2 years will be achieved.

4.9 Marker 6: Continuous Improvement (Rated Amber)

Planning application processing times and the up to date Enforcement Charters are positives, with all but one action delivered and this is dependent on the approval of the LDP.

Response: The importance of the LDP to the effectiveness of the Planning Service as a whole is recognised and is projected for approval during 2014.

4.10 Marker 7: Local Development Plan (Rated Red)

The Local Plan is now over 7 years old.

Response: In producing the Inverclyde LDP, the Council is obliged to follow proper procedure, and was consequently delayed pending Scottish Government approval of the Strategic Development Plan. The LDP is now with the Scottish Government's Directorate for Planning and Environmental Appeals, the decisions of which will determine when Inverclyde Council will have an approved LDP.

4.11 Marker 8: Development Plan Scheme (Rated Red)

There is no indication of delay and no mention of project planning, other than the Development Plan Scheme being on track.

Response: The next PPF will provide more detail on proposals and timescales.

4.12 Marker 11: Regular and proportionate policy advice (Rated Red)

There is no evidence that information requests are reasonable and proportionate, or of policy advice.

Response: This will be fully examined and provided in the next PPF.

4.13 Marker 12: Corporate working across services (Rated Green)

There is good evidence of working across council businesses including planning, building standards, economic development, housing and commercial property.

Response: Cross function working will continue in the interests of effective corporate working.

4.14 Marker 13: Sharing good practice, skills and knowledge (Rated Green)

Benchmarking with other authorities takes place, but issues addressed should be reported on.

Response: This will be provided in the next PPF.

4.15 Marker 14: Stalled sites/legacy cases (Rated Amber)

There is an ongoing commitment, but no information provided on success.

Response: There is an ongoing programme of reviewing old cases, with applicants being contacted and cases closed. Further detail will be provided in the next PPF.

4.16 Marker 15: Developer Contributions (Rated Amber)

The LDP proposes a policy on developer contributions, which is clear and reasonable, but there is no evidence of how developer contributions are handled

through the pre application process.

Response: If available, evidence shall be provided in the next PPF.

5.0 IMPLICATIONS

Finance

5.1 Financial Implications – One off Costs

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

Financial Implications – Annually Recurring Costs/ (Savings)

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

Legal

5.2 No implications.

Human Resources

5.3 No implications.

Equalities

5.4 No implications.

Repopulation

5.5 No implications.

6.0 CONSULTATIONS

6.1 None

7.0 LIST OF BACKGROUND PAPERS

Planning Performance Framework Feedback report: Inverclyde Council (December 2013)

Inverclyde Council Planning Performance Framework 2013 (September 2013)

Report To:	Environment and Regeneration Committee	Date:	6 March 2014
Report By:	Corporate Director, Environment, Regeneration and Resources	Report No:	E+R/14/03/02/SJ/NM
Contact Officer:	S.Jamieson, Head of Regeneration and Planning	Contact No:	01475 712401
Subject:	High Hedges (Scotland) Act 2013		

1.0 PURPOSE

- 1.1 The High Hedges (Scotland) Act received Royal Assent on 2 May 2013 and, although the date has yet to be advised, it is anticipated being enacted in April 2014.
- 1.2 The purpose of this report is explain the implication of the Act on Inverclyde Council, seek delegated authority to the Head of Regeneration and Planning to issue guidance, consider and determine applications, made and take enforcement action under the Act, and gain approval for the setting of the fee for the submission of such applications.

2.0 SUMMARY

- 2.1 The Act applies to any row of 2 or more trees or shrubs which rise to a height of more than 2 metres above ground level and which form a barrier to light. In these circumstances an owner or an occupier of a domestic property adversely affected by a high hedge may apply to the Council for a High Hedge Notice.
- 2.2 Before submitting an application the affected party must first seek resolution with the hedge owner. If unsuccessful, an application may be lodged with the Council, which will consider all the relevant circumstances of the case including loss of light to neighbours, representations from the owner and the effect of the hedge on the general amenity of the area including any cultural or historic significance. All parties are to be notified of the decision, and if a High Hedge Notice is served it will state the action required to be taken within a specified timescale. The full content of a Notice is detailed in paragraph 4.6. The Notice is binding on the owner subject to appeal procedures that are open to both the applicant and the hedge owner. Appeal is to the Scottish Ministers. Finally, in the event of a High Hedge Notice not being complied with the Council will have enforcement and cost recovery powers.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that delegated authority be given to the Head of Regeneration and Planning to carry out the Council's powers, duties and obligations in terms of the Act, to include:
 - the issuing of guidance;
 - the consideration, dismissal and determination of applications;
 - the issue, variation or withdrawal of notices; and
 - the undertaking of any enforcement action, including any appropriate recovery of costs.
- 3.2 It is recommended that the Council sets an application fee linked to that for a planning application for an enlargement, alteration or extension to a dwellinghouse, as set by the Scottish Government. This fee is currently £192.

3.3 It is recommended that following approval by the Committee, the terms of this report be remitted to the Inverclyde Council with the Committee's recommendation it be approved.

Stuart W. Jamieson
Head of Service – Regeneration and Planning

4.0 BACKGROUND

- 4.1 The Bill for the High Hedges (Scotland) Act was passed by the Scottish Parliament on 28 March 2013 and received Royal Assent on 2 May 2013. Although no date has yet been advised, it is anticipated that the Act will come into force in April 2014.
- 4.2 The Act when introduced will provide a limited solution to the problems of “high hedges which interfere with the reasonable enjoyment of domestic property”. This is defined as a row of 2 or more trees or shrubs which rise to a height of more than 2 metres above ground level and which form a barrier to light. Where the definition applies, an owner or an occupier of a domestic property may apply to the Council for a High Hedge Notice.
- 4.3 Before submitting an application, the applicant must firstly take, in accordance with guidance to be issued by the Council, “all reasonable steps” to resolve matters. Applications must be accompanied by a fee covering what the Council considers “represents the reasonable cost ...in deciding an application”. On receipt, the Council may dismiss an application if the applicant has not taken reasonable steps to resolve matters or if the application is considered frivolous or vexatious.
- 4.4 If an application is not dismissed, the Council will progress to fully assess the proposal. As a first step, the Council will notify the owner and occupier of the site of the hedge, allow 28 days for representation, and copy any such representations to the applicant. The representations must be taken into account in deciding the application. The application is to be determined on the basis of whether the hedge affects the enjoyment of a domestic property which an occupant could reasonably expect to have and, if so, whether any action should be taken by the owner to remedy the adverse effect or to prevent the reoccurrence of that adverse effect.
- 4.5 In reaching a decision the Council must take into account all the relevant circumstances of the case including loss of light to neighbours, representations from the owner and the effect of the hedge on the general amenity of the area including any cultural or historic significance. It should be noted that if there is no loss of light, then the hedge is not covered by the Act regardless of what other amenity issues that the applicant may have. The Act provides that the Scottish Ministers may produce guidance although as yet this has not happened. The Council must have regard to any such guidance both in assessing applications and when producing its own guidance. If a hedge is covered by a Tree Preservation Order, any decision to serve a Notice takes precedent.
- 4.6 All parties are to be notified of the decision and, if a High Hedge Notice is served, it must be copied to all parties. A High Hedge Notice will:
 - identify the high hedge which is the subject of the notice and the land on which it is situated;
 - identify the domestic property that the Council has decided is adversely affected;
 - state the date on which the notice is to take effect (which is to be not earlier than 28 days after service of the notice);
 - state the initial action that is to be taken by the owner of the land on which the hedge is situated and period for compliance;
 - state any preventative action that is to be taken by the owner of the neighbouring land;
 - inform the recipient that there is a right to appeal to the Scottish Ministers;
 - inform the recipient that the Council is entitled to authorise a person to take action where there is a failure to comply with the notice and that the Council may recover the expenses of that action; and
 - inform the recipient that it is an offence to intentionally prevent or obstruct a person authorised to take action from acting in accordance with this Act.

It is binding on the owner although the Act gives the Council the scope to withdraw or vary it. If varied, the Council must issue a revised Notice. It should be further noted that the withdrawal of a Notice does not prevent the issuing of a further Notice at a later date in respect of the same hedge.

- 4.7 The applicant may appeal to the Scottish Ministers if the Council decides to issue a Notice, the terms of which are unacceptable to the applicant, or the Council considers that there is no adverse effect, determines there should be no action taken, or decides to vary or withdraw a Notice. The owner of the hedge may appeal to the Scottish Ministers if the Council decides to issue a Notice or vary or withdraw a Notice.
- 4.8 Finally, in the event of a High Hedge Notice not being complied with, the Council will have enforcement and cost recovery powers.

5.0 PROPOSALS

- 5.1 To assist both owners and potential applicants in avoiding a formal application, it is recommended that delegated powers be granted to the Head of Regeneration and Planning to issue guidance on the application process, including pre application resolution requirements, factors that are taken into account in the assessment of an application, and acceptable impact on light.
- 5.2 It is recommended that the Council sets an application fee linked to that for a planning application for an enlargement, alteration or extension to a dwellinghouse, as set by the Scottish Government. This fee is currently £192.
- 5.3 It is recommended that delegated powers be granted to the Head of Regeneration and Planning to determine all applications submitted under the High Hedges Act (Scotland) 2013.
- 5.4 It is recommended that delegated powers be granted to the Head of Regeneration and Planning to undertake enforcement action and seek cost recovery as appropriate.

6.0 IMPLICATIONS

Finance

- 6.1 The introduction of the Act should be cost neutral. The application fee proposed is intended to cover costs and application numbers are anticipated as being low.

Financial Implications:

One off Costs

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

Annually Recurring Costs/ (Savings)

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

Legal

- 6.2 Following the coming into force of the Act, and subject to approval of the delegations recommended in this report, the Head of Regeneration and Planning will formally issue, vary and withdraw high hedge notices in accordance with the Act. Officers must have regard to such guidance as may in due course be produced by the Scottish Ministers, in carrying out the Council's functions under the Act.

Human Resources

6.3 No implications.

Equalities

6.4 No implications.

Repopulation

6.5 No implications.

7.0 CONSULTATIONS

7.1 None.

8.0 LIST OF BACKGROUND PAPERS

8.1 High Hedges (Scotland) Act 2013.

Report To:	Environment and Regeneration Committee	Date:	6 March 2014
Report By:	Acting Corporate Director Environment Regeneration & Resources	Report No:	ERC/ENV/IM/13.188
Contact Officer:	Ian Moffat	Contact No:	715910
Subject:	Play Area Investment Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to update Committee on the progress of the Council's play area investment programme in respect of works in progress and the outcome of recent consultations as regards the next tranche of works.

2.0 SUMMARY

- 2.1 Inverclyde Council has an ongoing programme of investment in new play areas. Projects approved and being progressed are Battery Park Skatepark and play areas at Jacobs Drive, Gourock; Sir Michael Street, Greenock; Gibshill, Greenock and Fox Street, Greenock.
- 2.2 Three further sites have approval in principle with the decision to proceed being subject to the outcome of consultation regarding the proposed locations, which are Barrs Brae, Port Glasgow; Braeside, Greenock and Taymouth Drive, Gourock. Consultation has been concluded with there being a positive outcome for Barrs Brae and Braeside, but the majority of those who responded to the Taymouth Drive consultation were opposed to the proposal.
- 2.3 It is proposed to go ahead with the installation of new play areas at Barrs Brae and Braeside and to withdraw plans for a play area at Taymouth Drive and instead use the allocated funding to upgrade and expand the existing play area within Wellpark, Greenock.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approve the installation of new play areas at Barrs Brae, Port Glasgow and Braeside, Greenock utilising funding previously approved for these projects.
- 3.2 That the Committee agree to withdraw the proposal to install a new play area at Taymouth Drive, Gourock and that the funding already approved for play area investment be utilised instead to expand the existing play area in Wellpark, Greenock.

Alan Puckrin
Acting Corporate Director
Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 **Jacobs Drive Play Area:** Priority 1 in Inverclyde Council's Play Area Strategy is to deal with play areas that have safety issues. Earlier reports identified this play area as a priority 1 site and £75k was approved to have the old play area removed and a new one installed in its place.
- 4.2 **Battery Park Skatepark:** The existing skatepark in Battery Park is over a decade old and is in need of replacement. A sum of £175k was approved to have the old skatepark removed and replaced with a new one on the same site. The most suitable location for the new skatepark was agreed following consultation with the community council, ward members and Inverclyde Skatepark Group (ISG). ISG has also agreed to review the designs of the new skatepark once they are submitted.
- 4.3 **Sir Michael Street Play Area:** at the time of writing, legal issues as regards lease arrangements for the site remain to be concluded. Greenock Central Residents Action Group (GCRAG) was awarded £75k from Inverclyde Council's Play Area investment budget in 2010 to part fund the installation of a new play area on the site of an existing Inverclyde Council kickabout in Sir Michael Street, Greenock. In addition to the £75k award from Inverclyde Council, GCRAG was successful in securing Big Lottery capital funding of £183k.
- 4.4 It is a condition of the Big Lottery funding that GCRAG has security of tenure of the site for a minimum of 10 years. The site of the new play area is owned partly by Inverclyde Council and partly by Network Rail and the security of tenure issue is to be addressed in part by the means of leases and sub-leases between Inverclyde Council, Network Rail and GCRAG. The Environment and Regeneration Committee of 5 September 2013 approved that Inverclyde Council would stand guarantor for GCRAG as the security of tenure offered by the Network Rail lease does not meet the minimum security of tenure criteria set by Big Lottery. Inverclyde Council and Network Rail have agreed lease terms and it is expected that GCRAG will agree terms shortly. Lawyers for the respective parties are in the process of finalising the necessary documents. However, until the legal matters are finalised works on the ground cannot commence.
- 4.5 Procurement of the play area has not been undertaken by Inverclyde Council. GCRAG has already carried out the procurement exercise and have appointed an agent to oversee the project on their behalf, this is in association with Big Lottery as part of the terms of the grant awarded to GCRAG.
- 4.6 **Barrs Brae and Braeside Play Areas:** approval in principle was given to the construction of play areas on these sites with final approval being contingent on the outcome of consultations as to the suggested locations. Funding of £67k each was previously allocated to the projects. Consultations took place with the local community councils on the proposals, Port Glasgow West Community Council was consulted as regards the Barrs Brae site and Larkfield, Branchton and Braeside Community Council was consulted as regards the Braeside site. An Environmental & Commercial Services officer attended public meetings arranged through the respective community council and presented the case for play areas to be installed, on both occasions the majority of feedback was in favour of the proposal, with very few comments voiced in opposition.
- 4.7 **Taymouth Drive Play Area:** approval in principle was given for the construction of a play area on a grass plot at the end of Taymouth Drive the same plot which previously housed a play area a number of years earlier. The original play units were removed 10-15 years ago and since then the site has reverted to being a grass plot, maintained by Inverclyde Council. Final approval was contingent on the outcome of consultations with local residents as to the suitability of installing a new play area on the same plot. Funding of £67k was allocated to the project. The location was originally proposed in order to fill a gap in play provision in west Gourrock. There are no other suitable alternative sites owned by Inverclyde Council anywhere close to the location in question.
- 4.8 The consultation involved writing to all addresses in Taymouth Drive and Doune Gardens – 131 in total. The letter sent explained the Council's policy of investing in new play areas to meet recognised gaps in provision. A copy of the letter to residents is attached as Appendix 1. An illustration of the type of play area that could be built on the site was included with the letter. The

table below is a summary of the responses received:

Road	No. Delivered	No. Responses	% Response	No. In Favour	No. Against	% In Favour	% Against
Taymouth Drive	62	15	24%	5	10	33%	67%
Doune Gardens	69	4	6%	3	1	75%	25%
Total	131	19	15%	8	11	42%	58%

- 4.9 The number of responses received is disappointing; however the majority of those who responded were against the proposal to install a new play area on this site. All responses received are attached as Appendix 2. Names and addresses have been omitted as has any information which may identify the respondent or their address.
- 4.10 Inverclyde Council owns the land in question and although this was challenged during the consultation by a nearby resident, it was confirmed as being in Council ownership. However, a further issue arose during the consultation process in that the public road on Taymouth Drive leading to the Council site actually falls short of connecting with it. Some residents who own properties also own parking spaces and the land occupied by the parking spaces separates the potential play site from the public road. Access to and from the Council land and any future play area installed on it could therefore be prevented by the residents who own the parking spaces. Access to and from the Council plot is most often and most easily taken via the Taymouth Drive route and there is a history of access being taken via this route ever since the site was developed for housing and the original play area was constructed. Nonetheless, access via Taymouth Drive could be prevented at any time in the future.
- 4.11 An alternative access is available from Doune Gardens over Council land and without the risk of future impediment, but it is by way of a steep grassy banking and not at all suitable in its current form. The upgrade of this access route is not feasible in terms of likely cost and its proximity to adjacent properties.
- 4.12 In summary, there were a very limited number of responses to the consultation letter, but the outcome is a small majority against the installation on the proposed site. In addition, if Inverclyde Council were to install a play area it could no longer rely on the tacit agreement of landowners to allow access to the play area over their land. A formal access agreement would be required and all eight landowners would have to agree to it. Based on responses to the consultation letter it is unlikely that such an access agreement would be agreed to by all eight individual landowners.
- 4.13 **Wellpark Play Area:** Inverclyde Council has an approved priority for the investment in play areas:
- i. Invest in current stock to meet safety standards.
 - ii. Invest in current stock to modernise/refurbish.
 - iii. Invest in new provision to meet quantity and quality standards. This may take the form of increasing the size and varying the content of existing play areas, or the construction of new play areas on new sites.
- 4.14 Jacobs Drive play area, as mentioned elsewhere in this report, is the last site to be dealt with under the priority 1. The second and third priorities continue to be advanced and the current position with the play area investment programme is the subject of this report.
- 4.15 Under the third priority the Wellpark play area is a high profile site that requires attention. There is already a play area located on the north side of the park, but it is a small site in comparison to the overall park having been designed for only five units, some of which are themselves quite small. Five units is the minimum recommended for a local play area and two of the five units within Wellpark require to be replaced due to their current condition.

- 4.16 This small play area replaced a much larger one in the same vicinity over a decade ago. In its current condition the play area is not up to the same standard in terms of play value as some other play areas, this based on feedback we have had from children and parents. It is a flat location and there is adequate space to expand onto the larger footprint that the previous play area enjoyed. New modern equipment installed on this site would encourage visitors to the park.
- 4.17 **Fox Street:** committee of 16 January 2014 approved funding of £180k to upgrade Fox Street play area and kickabout.
- 4.18 **Gibshill Play Area:** committee of 16 January 2014 approved funding of £20k as a contribution towards a new play area in Gibshill. A further £30k will be contributed by a local housing developer to meet its obligations under planning consent. There is a noted gap in play area provision in the Gibshill area. The site originally proposed for the play area was rejected by the Gibshill Residents' Association (GRA) and the preferred alternative site is on River Clyde Homes (RCH) land. Further consultation will require to be carried with local residents via the GRA prior to the alternative site being confirmed as acceptable, and if it is confirmed then the matter of ownership will be discussed further with RCH. Initial discussions as to what is being proposed have already taken place between Inverclyde Council and RCH, but agreement has not been reached.

5.0 PROPOSALS

- 5.1 **Jacobs Drive Play Area:** a contractor was appointed in early February to remove the old and install a new play area on this site. A lead-in period of approximately six to eight weeks for the play units to be manufactured is the norm and construction on the site will take a further four weeks, giving an anticipated completion of date of early May, weather permitting.
- 5.2 **Battery Park Skatepark:** tender documents are being finalised and tenders will be invited during February 2014. The skatepark is a design and build project which requires the successful tenderer to apply for the necessary planning permission and building warrants. Once tenders have been returned, evaluated and a contractor appointed a time scale for the completion of works will be confirmed.
- 5.3 **Sir Michael Street Play Area:** as soon as GCRAG sign the relevant lease documents for the associated land GCRAG (not Inverclyde Council) will appoint a contractor to install the new play area.
- 5.4 **Barrs Brae and Braeside Play Areas:** it is proposed that the committee now give approval to go ahead with both projects and approve the installation of new play areas.
- 5.5 **Taymouth Drive Play Area:** based on the outcome of the consultation carried out and the issues with access and egress to the site, it is proposed to withdraw the proposal for a new play area on this site and reallocate the associated funding to another play area in Wellpark. The grass plot on Taymouth Drive would remain as it is at present, a grass plot maintained by Inverclyde Council.
- 5.6 **Wellpark Play Area:** it is proposed to invest £67k of existing play area investment funds in the Wellpark site under priority three of the play area investment strategy in order that the site meets the current quality and quantity standards.
- 5.7 **Fox Street Play Area:** the current blaes kickabout is due be upgraded to a MUGA of approximately the same size, and the play area will also be upgraded at the same time. Design work is in progress and once complete the project will move to the procurement phase in approximately six weeks.
- 5.8 **Gibshill Play Area:** subject to the approval of RCH as land owner, site surveys will be carried out on the proposed play area site.

6.0 IMPLICATIONS

Finance

- 6.1 There are no new financial implications associated with this report. The recommendations made relate to funding already approved by an earlier committee in respect of investments in play areas.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Wellpark Play Area	Play Areas Earmarked Reserves	2014/15	£67,000	n/a	Contained within existing allocation for play areas.

Annually Recurring Costs/ (Savings)

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

Legal

- 6.2 Legal implications apply to the play area location in Taymouth Drive, Gourrock. Access to and from the Council land and any future play area installed on it could be prevented by any of the eight residents who own the parking spaces adjacent to the Council plot. Access to and from the plot is most often and most easily taken via the Taymouth Drive route and there is a history of access being taken via this route ever since the site was developed for housing and the original play area was constructed. Nonetheless, access via Taymouth Drive could be prevented at any time in the future.
- 6.3 As part of the Sir Michael Street play area project Inverclyde Council will be involved in leasing land from Network Rail and thereafter sub-leasing the same land to GCRAG. Inverclyde Council also has to lease land in its ownership to GCRAG.

Human Resources

- 6.4 No implications.

Equalities

- 6.5 No implications.

Repopulation

- 6.6 The Council's aims stated in the Corporate Statement 2013-17 are assisted by the recommendations in this report, in that there will be access to leisure opportunities for all life stages and that abundant protected green/open spaces are accessible to all.

7.0 CONSULTATIONS

- 7.1 Port Glasgow West, and Larkfield, Branchton and Braeside Community Councils were consulted on the proposed locations of play areas to be sited within their geographical area of remit. Public meetings were also arranged on the subject by the respective community councils and a council official attended said public meetings as part of the consultation process.
- 7.2 The residents of Taymouth Drive and Doune Gardens were consulted on the proposal to locate a play area on a grass plot at the end of Taymouth Drive.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 Inverclyde Council's Play Area Strategy.

Our Ref: wr931

Your Ref:

Date: 25 November 2013

Municipal Buildings

Clyde Square

Greenock

PA15 1LY

Tel: 01475 712764

Fax: 01475 712731

alan.puckrin@inverclyde.gov.uk

TO BE HAND DELIVERED

Residents of Taymouth Drive
GOUROCK

Enquiries to:

Tel No: 01475 717171

Dear Resident

Play Area Consultation

Inverclyde Council is in the process of investing in new and refurbished play areas across the district. Several children's play areas have already been refurbished and some new sites created, all of which have been very popular with local children and residents. The investment is being carried out in a planned fashion and a plot at the end of Taymouth Drive which previously housed a play area a number of years ago is the site proposed for a new facility in south west Gourrock.

Taymouth Drive and the surrounding estate does not have another play area nearby for local children to use, this gap in provision has been noted hence the proposal to create a play area on the plot in question. The proposed new play area will be a small local play area intended for younger children. Please find enclosed an illustration which gives an idea of the type and location of the proposed children's play area.

Funds have already been set aside for a new play area on this plot and Inverclyde Council has approved the use of the Council land for the project. However, at this stage local residents are being consulted on the proposal and the outcome of the consultation will be key as to whether it is taken any further. At present the consultation being entered into relates solely to the proposed location of the new children's play area, not the type of play equipment to be installed. If consultation is positive and a new play area is to be installed on the plot, then local school children will be consulted about suitable equipment at the time.

Although Inverclyde Council has agreed in principle to a play area being installed on this site, the final decision as to whether or not to go ahead will depend on the outcome of this consultation. All feedback will be respected, and consideration given to it by Councillors before a final decision is made about whether or not to install a play area at the end of Taymouth Drive.

The consultation process will commence now and continue throughout December, it is anticipated that a decision will be made in mid-January 2014, subject to the outcome of this consultation.

A response to the consultation can be as simple as stating a yes or no to support or disagree with the proposal; or if you would like to include a brief comment please feel free to do so. It is however very important that you are clear as to whether you support or disagree with use of the plot for a children's play area. Ideally, your response will have a verifiable address included in order to validate that it is from a local resident.

You may email your response to the email address below, or write your comments to me using the stated address. Whether sending an email or a letter, can I ask that you include **Taymouth Drive** in the subject line to assist with the collation of responses.

Email:

environmental.services@inverclyde.gov.uk

Address:

**Environmental & Commercial Services
1 Ingleston Park
Cartsburn Street
Greenock PA15 4UE**

Yours sincerely

Ian Moffat

Head of Environmental and Commercial Services

Response to consultation letters: Proposed Play Area at Taymouth Drive

11 Against 8 For

For/ Against	Submission Details
Against 01	We disagree strongly with this proposed play area, it would attract young adults who would use it as a gathering point to drink alcohol etc.
Against 02	<p>Dear Mr Moffat, I have been asked by an elderly resident of Taymouth Drive Gourrock to register her objection to another play park being situated only feet from her home. Her objections are as follows.</p> <ol style="list-style-type: none"> 1) 100% against. 2) When previous park was situated there her life was hell because of noise etc. 3). There are no children living anywhere near the area chosen. 4) Area is only feet from her house and dangerous situation for children to play.
Against 03	<p>Dear Sir, I want to indicate that we are AGAINST this proposal so our input is a clear NO. Reasons as follows: The location would be a magnet for children of all ages from other parts of Gourrock most notably Trumpet Hill. The play park is open on 3 sides and so its impossible for residents to see what is happening in this area - other parks in Faulds farm estate are enclosed by houses which helps prevent trouble. The previous park was heavily vandalised because juveniles can be there and not be seen by residents. The residents would be subjected to noise and disturbance by attracting juveniles from other parts of Gourrock. The overall number of children in the area has declined substantially over the years especially young children. Its unfair that Taymouth drive would have to host this for a large part of Gourrock. Taymouth drive is a cul- de- sac with limited access so parents coming by car would cause a major issue. Car parking in Taymouth drive is already a major problem. Access to Taymouth drive for larger lorries and deliveries is a major problem with no turning provision. Taymouth drive needs a turning area at the end of the street and not a play park. The street also needs more parking for residents and should be in this proposed area. Taymouth drive urgently needs some traffic calming measures such as road humps as fitted in Faulds park estate to reduce speeds of some of the driver in the area.</p>
Against 04	<p>Dear Mr Moffat with reference to the above, regarding a children's play park I am totally against the reappearance of this play park as the previous one was removed because of unsociable behaviour by youths at night and early hours of the morning, of which you have already heard about. I have many reasons for saying no to this park, I will show some in this email but there are others which should be discussed face to face.</p> <ol style="list-style-type: none"> 1) Access 2) Health & Safety issues with this location, have they visited the site? 3) Have Police been contacted re location? 4) Parking. 5) Surrounding area a DANGER to children's lives. 6) Only 2 children live on Taymouth Drive, yet this is the only road residents have been lettered? 7) Dog fouling. Although most dog walkers lift the poo. 8) Wildlife that use this area, deer, fox & badger? <p>As I have said previously there are more to this that needs to be discussed face to face.</p>

Response to consultation letters: Proposed Play Area at Taymouth Drive

11 Against 8 For

For/ Against	Submission Details
Against 05	<p>Dear Mr. Moffat, I wish to respond to your hand delivered letter, which I received on Wednesday 27 November last. My remarks reflect the strong, considered opinions of both myself and my wife from sometimes bitter previous experience.</p> <p>(1) As the nearest residents to the "site proposed for a new facility in south west Gourrock", which "previously housed a play area a number of years ago", and having lived here since 2002 when this facility was in place, we would claim to have a unique insight into why it fell into disrepair and indeed misuse leading to it being dismantled--much to our relief- a few years later. It had by this time inevitably degenerated into a convenient place for teen-agers from the estate, and beyond, to congregate and noisily make their presence known. The morning after "clearing -up" of broken glass etc. quickly became tiresome. It got to the stage increasingly when I and several other residents were forced to take on the difficult, stressful and potentially dangerous task of remonstrating with these youngsters--an experience I am sure none of us is keen to repeat! How will this be assessed?</p> <p>(2) This LOCATION is palpably un suited as a facility for "younger children", situated as it is on the extreme, furthest edge of the estate at the highest elevation point--making it very difficult for parents/grandparents to reach on foot with a young child or indeed children.</p> <p>(3) Should the majority of potential users therefore opt to drive to the furthest end of Taymouth (where we and our neighbours stay), you create a further and possibly insurmountable problem--namely PARKING AND ACCESS!!!!</p> <p>(4) Mr. Moffat, may we now turn to your "Consultation" process--several aspects of which perturb us. (a)Time Scale---this seems to be somewhat unrealistic--given the rapid approach of the "Festive Season" and the inevitable closure of your offices and those of other departments potentially involved in this process. Surely the decision has not already been anticipated? (b)Outcome--How will this be assessed?" "A response to the consultation can be as simple as stating a yes or no"--Will 10 votes of yes be equal to 10 votes of no? especially if the "NO" votes--as we suspect will be the case---are accompanied by verifiable facts as well as opinions.</p> <p>(5) ILLUSTRATION Could we ask you to furnish us with a more detailed Plan of your intentions for this site? We would be particularly interested in the position as you understand it of Utilities of GAS and ELECTRICITY, on the site which may give rise to potential Health& Safety issues. Define EXACTLY what the label" ACCESS" means on your illustration. We look forward to your response.</p> <p>Dear Mr. Moffat, further to my Email of 04 December '13 on the above topic, I have since managed to read through my Land Certificate and would like to have clarification from the Council with regard to several points.</p> <ul style="list-style-type: none"> * My property is contained within a much larger area coloured pink on the Plan attached to my Land Certificate. The location of the proposed Play Area is within this pink area. Could you give me details as to how and when the Council obtained ownership and control over this land? * The area between our property and the property opposite appears to be laid out for parking space and a "hammerhead". Does the Council--or any other party--have the right to use any part of this land as a normal roadway to give access to a new Play Area? Our title would appear to indicate that such land is to be used only for parking etc. and not as a roadway.(REF-D13) * One of the Writs in the Burdens Section of our Land Certificate indicates that "the only buildings or erections which shall be competent to the said Weir Construction Limited and their foresaids to erect and maintain on the said several pieces of ground hereby disposed shall be self contained dwellinghouses....."(REF-D1) In these circumstances how will it be open to the Council to build other erections such as play equipment on the ground in question? * It may be that the law has changed or that some other agreement has been entered into in some way, but it would be helpful to us and the others affected to have some relevant details. I appreciate that these questions are legal in nature, but even should you be able to provide some satisfactory answers to these questions, my previous objections as to suitability will of course stand. (REF-Email 04 Dec. '13) We look forward to your further responses to our submissions to your Play Area Consultation.

Response to consultation letters: Proposed Play Area at Taymouth Drive

11 Against 8 For

For/ Against	Submission Details
Against 06	<p>Sir/Madam. I refer to your proposed play park at the end of Taymouth Drive. I would have to say NO to the proposal.</p> <p>aa) There is not a particularly large number of young children in this area to justify such an expenditure , especially in hard times such as most Councils are experiencing at present.</p> <p>bb) I know you have already carried out some draining works in the proposed grassed area but I can assure you it is not nearly enough and it is still like a bog. This is going to cost you an awful lot of money to drain it properly.</p> <p>cc) I think , bearing in mind the lack of younger members of the child community , that the play park would turn in to a meeting point for the older teenager age group with the resultant noise disturbances to the local residents not to mention the likely damage to your installed equipment due to it being abused by teenagers to old for the intended age group.</p>
Against 07	<p>I would like to object to plans to build a children's play area at taymouth drive. the last play area on this site Was vandalised and became a meeting place for teenagers to hang out to late at night. also at this time There are few young children in this area.</p>
Against 08	<p>This household is in disagreement with the proposed Play Area at Taymouth Drive.</p>
Against 09	<p>I disagree with the proposal & strongly object to having a play area in this area. My vote is a definite <u>NO</u>.</p>
Against 10	<p>Dear Ian Further to your letter dated 25th November, I would like to object to the proposal to build a Play Area at the end of Taymouth Drive. I feel that this site is totally unsuitable given that it is at the very top of the estate in a secluded area. It will become somewhere for teenagers to congregate resulting in anti social behaviour by some. The potential location of this Play Area could also have a detrimental effect on property prices given that it will be very close to some properties. If you want to build a play area, I think you should consider a location which is more open. Taymouth Drive is a very quiet area and I would like to do all that I can to make sure it stays that way.</p>
Against 11	<p>Dear Sirs I do realise that I am probably too late to have my views considered, but I wish to object to the proposed play area which I feel is an overdevelopment of the site. Around 15 years ago, the Council was unable to maintain the original playpark which contained about 3 pieces of apparatus. The site was vandalised and lay in a burnt out condition and remained an eyesore for some considerable time before being removed. My objections centre around the facts that: 1. In the 15 years following the existence of the previous play area, the number of cars parked in the neighbouring streets of St Andrews Drive, Doune Gardens and Taymouth Drive has at least doubled and such a park would cause further congestion as parents try to park close to the site. 2 The site is visible to only a few householders and is therefore easy prey to anyone intent on doing harm to it. 3. Since the demise of the original site, we have not witnessed any visits from the Fire Brigade to put out gorse fires which were obviously started deliberately. 4. The composition of the site is likely to attract older children who will be more likely to congregate unsupervised in the evenings.</p> <p>I also have to ask if the Council has a budget in place to maintain the apparatus and carry out remedial drainage work? I would however support a more cautious approach to reinstate the original apparatus as a first step. The situation could be monitored and if nothing adverse occurs, then perhaps an expansion of the play area could be considered. In this way, the Council is still seen to be doing something positive, less of the Council's investment would be exposed to vandalism and the immediate impact on residents would be reduced.</p>

Response to consultation letters: Proposed Play Area at Taymouth Drive

11 Against 8 For

For/ Against	Submission Details
For 01 (2 from same address)	<p>I write in reply to the letter I received regarding the proposed playpark at Taymouth Drive. I am 100% in favour of such a park as I feel that the area is sadly lacking in any recreational grounds for the kids. The Castle Levan is an estate of mostly houses with 2, 3, 4 bedrooms which are obviously home to kids. I feel this would be a great asset as it would encourage kids to be outdoors playing safely near their homes, encourage them to make friends with their neighbours and generally allow them to be kids instead of indoors playing computer games. I hope this proposal goes ahead and I, along with a lot of mums I have spoken to on the estate, would make great use of it. Thanking you in anticipation.</p> <p>I would like to say YES to the childrens play park in our local area. This is long overdue and will be very welcome by the large numbers of families on the castle levan estate. I realise there will be concerns with the more immediate locals to the site but I am sure these will be dealt with and hopefully they can see that this will be a good thing for our area and give the children somewhere to go as there is nothing really within walking distance for the kids. Thank you in advance .</p>
For 02	I am emailing to confirm my SUPPORT the park proposal in Taymouth Drive.
For 03	Regarding your consultation for the proposed play area at the end of Taymouth Drive, Gourrock, please note that I am very much in favour of this development. My only reservation is that this area of land tends to be very boggy in wet weather and some attention would need to be paid to drainage. However, I am sure your planners will be aware of this.
For 04	Dear Sir/Madam, Thank you for your letter regarding the play area at the end of Taymouth Drive. I support the construction of the play area, unfortunately too late for my teenage daughter but I do have a doubts regarding the control / monitoring of the area if it starts to become a "hang-out" for gangs/ drinkers / drugs. The previous play area in the same ground was sadly abused by the above and led to its removal. I don't know how you do this, possibly a lockable gate at night ??? I know this costs money but not as much as it does to build it. It would be a shame to let these people cause the decline of such areas for the little ones in an area that is sadly lacking facilities for them.
For 05	Hi, Regarding the proposed play park at the end of Taymouth Drive, Gourrock, I would like to say that we are definitely in favour of this. We believe it is essential that there is a facility for local children to play & the proposed scheme clearly would meet that need.
For 06	As a resident of Taymouth Drive I welcome the possibility of installing a play area in the plot at the end of Taymouth Drive.
For 07	Hi I received a letter regarding the proposed play area at the end of Taymouth Drive, I would like to state that my husband and myself fully support a play park being put on there, when we bought our house 14 years ago the estate agent explained that area already had plans for a play park and I assume many residents bought their house on that understanding, so we are very pleased to see the council spending money on a play facility in this area as the children don't have anything within close walking distance.
For 08	As a resident of Taymouth Drive, Gourrock, I am writing to confirm my support for the creation of a new play area at the end of the drive and I hope that it will prove to be popular with the intended age group. Thank you for advising the residents of these proposals and for undertaking this consultation exercise.

Report To:	Environment & Regeneration Committee	Date:	6 March 2014
Report By:	Acting Corporate Director Environment, Regeneration & Resources	Report No:	ERC/ENV/IM/13.189
Contact Officer:	Graeme Blackie	Contact No:	4828
Subject:	Roads Asset Management Plan 2014/16		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval in relation to a proposed programme of Projects to be undertaken in 2014/16 using RAMP/Capital Funding and grant offers of funding by The Scottish Government for Cycling, Walking and Safer Street Projects.

2.0 SUMMARY

- 2.1 On 14 February 2013, the Council approved a three year budget which included £17m capital investment for carriageways, footways/footpaths, street lighting and structures. This report is to advise the Committee of the proposed RAMP/Capital expenditure for 2014/16 with a list of projects for 2014/15. Projects to be undertaken on 2015/16 will be brought to a future Committee.
- 2.2 The 2014/15 Cycling, Walking and Safer Street Projects (CWSS) for Environmental and Commercial Services (Roads) are valued at £125,000. At least 36% (and preferably above 50%) of the grant funding must be considered for the purposes of undertaking a programme of works for the promotion of cycling. Payment of the funding will be by grant made in arrears on the basis of evidenced expenditure.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approve the list detailed below for the 2014/15 RAMP/Capital and CWSS Grant Aided Roads Related Projects.
- 3.2 That the Committee grant delegated authority to the Head of Environmental & Commercial Services to achieve full spend of the RAMP/Capital budget through the substitution of projects from a reserve list when necessary.
- 3.3 That the Committee grant approval, in accordance with Contract Standing Order 3.4.1, to the Head of Environmental & Commercial Services, to enter into a collaborative procurement exercise with Renfrewshire Council for the provision of a street lighting survey and development of a business case for investment in relation to street lighting.
- 3.4 That Committee note that an update report in respect of the potential Street Lighting collaboration will be brought before a future meeting of the Committee.

4.0 BACKGROUND

- 4.1 The Council's Roads Asset Investment Strategy was approved by the Environment & Regeneration Committee of 10 August 2012. Subsequent to this, on 14 February 2013, the Council approved a three year budget which included £17m RAMP/Capital investment for carriageways, footways/footpaths, street lighting and structures.
- 4.2 The proposed programme for 2014/16 amounts to funding as noted in the table below, and includes for Roads Core Capital Funding and Grant Aided Funding from Scottish Government via the Cycling, Walking & Safer Streets project:

<u>RAMP</u>	<u>2014/15</u> £	<u>2015/16</u> £
Core Funding	1,300	1,300
2013/16 Additional CFCR	2,445	2,400
2013/16 Additional Prudential Borrowing	1,370	2,639
<u>RAMP TOTAL</u>	<u>5,115</u>	<u>6,339</u>
<u>Roads Core Funding</u>		
Non RAMP Residual	105	100
<u>Roads Core Funding TOTAL</u>	<u>105</u>	<u>100</u>
<u>Cycling, Walking & Safer Streets (CWSS)</u>		
CWSS	125	Note 1
<u>CWSS TOTAL</u>	<u>125</u>	<u>Note 1</u>

Note 1: CWSS grant award for 2015/16 not determined at this time.

A proposed programme of schemes has been developed for 2014/15, and is detailed in paragraphs 5.0 to 11.0 below.

5.0 PROPOSALS – 2014/15 PROGRAMME

- 5.1 The proposed programme:
- does not include projects for 2015/16 which will be presented to a future Committee.
 - does not include any allocation for road infrastructure or lighting adjustments associated with the Schools Re-provisioning Programme.
- 5.2 The proposed projects, where appropriate, apply only to carriageways, footways, lighting and bridges etc. for which Environmental and Commercial Services (Roads) has specific responsibilities in terms of the Roads (Scotland) Act 1984. In addition, the programme of such projects has been compiled in compliance with the requirements of the Council's Local Transport Strategy, with particular reference to Policies Psafe19, 24, 28, 30, 37 and 38, Pwalk5, and Penviro3 and 13.
- 5.3 The costs of the projects as specified have been compiled on the basis of assessed unit costs and not on priced bill of quantities which will be prepared when the programme has been approved. Should the cost of any individual project exceed the preliminary estimate, appropriate variances will be applied to the remaining programme.

- 5.4 Delivery of the 2014/15 programme will depend on a number of factors including changing priorities due to ongoing changes within the condition of the network, weather, market prices and the work programmes of public utility companies who also require access to the road network. In view of this, it is proposed that delegated authority be given to the Head of Environmental & Commercial Services to achieve full spend of the capital budget through the substitution of projects from a reserve list when necessary. Reserve carriageway and footway projects are noted in Section 6 below.
- 5.5 Projects associated with the RAMP Lighting are the subject of a review of strategy and possible service sharing, with further proposals brought to a future Environment and Regeneration Committee.
- 5.6 A Cycling, Walking & Safer Streets (CWSS) budget has been established by the Scottish Ministers with a view to giving greater prominence to cycling, walking and safer streets to assist local authorities to achieve the aims of their Local Transport Strategy. Inverclyde Council has been awarded £125,000 from this fund for financial year 2014/15. It should be noted that the award is conditional on the Council considering spending at least 36% (and preferably above 50%) of the grant for the purposes of undertaking a programme of works for the promotion of cycling.
- 5.7 Projects associated with the Parking Strategy and the Flooding Strategy have been the subject of previous reports to this Committee and are not covered in this report.
- 5.8 The programme of expenditure for the £5.345m funding is as detailed below. This differs from the figures in paragraph 4.2 due to slippage from 2013/14.

<i>Outline Programme for 2014/15</i>	<i>£000</i>
RAMP	
Carriageways	3,366
Footways	350
Lighting	330
Structures	650
Fees & Staffing	419
Roads Core Funding (Residual Non-RAMP)	
Traffic Measures	105
Cycling, Walking & Safer Streets	125
TOTAL	5,345

6.0 RAMP CARRIAGEWAY PROGRAMME

- 6.1 The priority investment programme for carriageways has been determined through analysis of available information comprising: road hierarchy (road class), results from the Scottish Road Maintenance Condition Survey (SRMCS), local route knowledge with regard to defective lengths of carriageway, evidence of defects, number of complaints, accidents statistics, liability claims, and public, Councillor, and other requests. Particular emphasis is given to the road hierarchy, SRMCS and local route knowledge of Council Technical staff.
- 6.2 The proposed priority investment in carriageway infrastructure is noted in the table below (schemes are noted in alphabetical order by town).

RAMP Carriageways	£000
<p>i <i>Named Schemes (£2.271m)</i></p> <p>A770 Cloch Road, Gourock (No 15 to No 32)</p> <p>A770 Dalrymple Street, Greenock (Hunter Place to Grey Place)</p> <p>B7054 Cornhaddock Street, Greenock (Pine Street to Murdieston Street)</p> <p>C79 Regent Street, Greenock (Dellingburn Street to Lynedoch Street)</p> <p>U Auchmountain Road/Gilmour Street, Greenock (Full length)</p> <p>U Bow Road, Greenock (From A78 to Rose Street)</p> <p>U Brachlestone Street, Greenock (Orangefield Street to A78)</p> <p>U Cartsburn Street, Greenock (Ingleston Street northwards to remote footpath)</p> <p>U Hillend Drive, Greenock (Full length)</p> <p>U Mount Pleasant Street, Greenock (Holmscroft Street to road end)</p> <p>U Nelson Street, Greenock (at Roundabout)</p> <p>U Nicol Street/Davey Street, Greenock (From Bow Road to junction with Tay Street)</p> <p>U Renton Road, Greenock (Leven Road to No 60)</p> <p>U Tay Street, Greenock (Full Length)</p> <p>U Union Street, Greenock (Patrick Street to George Square)</p> <p>A78 Slip Roads At Power Station, Inverkip (Northbound off ramp & Southbound on ramp)</p> <p>U Spey Road, Inverkip (From sub-station to Kinloss Place)</p> <p>U Station Road/Finnockbog Road, Inverkip (From Main Street to Railway Bridge)</p> <p>A761 Bridge Of Weir Road, Kilmacolm (At Knapps Reservoir)</p> <p>B786 Stepends Road, Kilmacolm (Between Torr Road and boundary)</p> <p>U Churchill Road, Kilmacolm (Full length)</p> <p>U Cardross Avenue, Port Glasgow (Full length)</p> <p>U Cuillins Avenue, Port Glasgow (Full length)</p> <p>U Marloch Avenue, Port Glasgow (Slaemuir Avenue to Auchenbothie Road)</p> <p>U Montrose Avenue, Port Glasgow (Auchenbothie Road to Methil Road)</p> <p>U Uist Avenue/Staffa Avenue, Port Glasgow (Full length)</p> <p>ii Programme for Carriageway Proprietary Surface Treatments (2014/15) as approved at Environment & Regeneration Committee of 16 January 2014 (£670,000)</p> <p>iii A770 Gourock Realignment (Kempock Street and Kempock Street Car Park Resurfacing & Refurbishment (works by Riverside Inverclyde) (£200,000)</p> <p>iv Carriageway Large Patching at Various Locations (£100,000)</p> <p>v Road Markings at Various Locations (£50,000)</p> <p>vi Minor Drainage Improvements (£75,000)</p> <p>vii <i>Named Reserve Schemes:</i></p> <p>U Bath Street/Kempock Place, Gourock (Full length)</p> <p>C62 Cumberland Road, Greenock (From No 74 to No 122)</p> <p>C61 Grieve Road, Greenock (From Bow Road to Auchneaghfarm Road)</p> <p>U Angus Road, Greenock (Banff Road to Lothian Road)</p> <p>U Dunn Street, Greenock (Cornhaddock Street to Prospecthill Street)</p> <p>U Fancyfarm Road, Greenock (From Gleninver Road to Glamis Drive)</p> <p>U Gordon Street, Greenock (Cornhaddock Street to Pine Street)</p> <p>U Lemon Street, Greenock (Full length)</p> <p>U Lime Street, Greenock (Lime Street to Cornhaddock Street)</p> <p>U Newton Street (Selected Lengths), Greenock (Kelly Street to Robertson Street)</p> <p>U Old Inverkip Road, Greenock (Brachlestone Street to A78)</p> <p>U Pennyfern Road, Greenock (Pennyfern Drive to road end & Pennyfern Drive)</p> <p>U Pine Street, Greenock (Pine Street to Cornhaddock Street)</p> <p>C22 High Carnegie Road, Port Glasgow (Clune Brae to Parkhill Avenue)</p> <p>U Bridgend Avenue, Port Glasgow (Full length)</p> <p>U Coll Avenue/Colonsay Avenue, Port Glasgow (Full length)</p>	<p>3,366</p>

7.0 RAMP FOOTWAY PROGRAMME

- 7.1 The priority investment programme for footways/footpaths has been determined through analysis of available information comprising: route classification (amenity, use), local route knowledge with regard to defective lengths of footway/footpath, evidence of defects, number of complaints, accidents statistics, liability claims, and public, Councillor, and other requests. Particular emphasis is given to the route classification, and local route knowledge of Council Technical staff.
- 7.2 The proposed priority investment in footway and footpath infrastructure is noted in the table below (schemes are noted in alphabetical order by town).

RAMP Footways	£000
<p>i <i>Named Schemes (£320,000)</i> A770 Cloch Road, Gourock, (Ashton Road to McInroys Point - Selected Lengths) Armada Place, Greenock, (Bank Street to Mearns Street) Braeside Remote Footpaths, Greenock, (Selected Lengths) Dalrymple Street, Greenock, (Westburn Street to Laird Street South Side) Laird Street, Greenock, (Dalrymple Street to West Blackhall Street - Selected Lengths) Lynedoch Street, Greenock, (Drumfrochar Road to Hay Street) Nelson Street, Greenock, (West Shaw Street to A78 - Selected Lengths) Newton Street, Greenock, (Kelly Street to Robertson Street) Orangefield, Greenock, (Roxburgh Street to Brachelston Street) Papermill Road, Greenock, (Glen Kinglass Road to Primary School) Regent Street, Greenock, (Lynedoch Street to Bank Street) Westburn Street, Greenock, (Blacktop Areas) Langhouse Road, Inverkip, (Millhouse Road to Kirk Avenue - Selected Lengths) B786 Lochwinnoch Road, Kilmacolm, (Gryffe Road to Churchill Road) Kinross Avenue, Port Glasgow, (North Side) Lomond Road, Wemyss Bay, (Selected Lengths)</p>	350
<p>ii Footway/Footpath Large Patching at Various Locations (£30,000)</p>	
<p>iii <i>Reserve Projects</i> Dunvegan Avenue, Gourock, (Full Length) B788 Kilmacolm Road, Greenock, (Glenbrae Road to Leven Road - Selected Lengths) Lylefoot Crescent, Greenock, (Full Length) Rankin Street Area, Greenock, (Footpaths linking Rankin, Florence, Inverkip Road) Birkmyre Avenue, Port Glasgow, (East Side, Lilybank to Playpark) Broadstone Avenue, Port Glasgow, (South Side, Birkmyre Avenue to Mackie Avenue) Clune Brae, Port Glasgow, (Newark Street to Opposite Hibs) Duchal Street, Port Glasgow, (South Side, Dubbs Road to Corner)</p>	

8.0 RAMP STREET LIGHTING PROGRAMME

- 8.1 In order to deliver improvements to the existing street lighting infrastructure, it will be necessary to procure a contract(s) with an external contractor(s) for the provision of works. Contract(s) will provide for the upgrade the current assets in terms of both column and lantern replacement and lantern only conversions, and will take advantage of more modern lighting solutions such as white light and LED type lanterns.
- 8.2 Prior to implementing site works it will be necessary to determine the residual lifespan of the existing lighting column infrastructure; this will better inform the scope of column replacement

required on a phased basis, whilst taking into account the anticipated levels of power and carbon savings given current and future industry developments surrounding the efficiencies of lanterns.

- 8.3 Resource Efficient Scotland are currently funding a survey of 3,000 of the Council's existing street lighting columns to a total value of £24,000. The Scottish Government has also given the Council £28,000 funding which can be used for this survey type work; this will permit the survey of a further 3,500 lighting columns; this will require a separate procurement exercise. Further funding of £44,000 of RAMP/Capital funding would permit a further 4,500 columns to be surveyed, bringing the total surveyed to 11,000 columns – this represents all columns over the age of around 5 years from the date of installation and allows for the development of a detailed business case for investment.
- 8.4 As part of the ongoing discussions with regard to Roads Shared Services, it has been noted that Renfrewshire Council are intending to procure a street lighting condition survey and development of a business case for column replacement and lantern only conversion in the near future, and Officers propose that a collaborative procurement exercise, with Renfrewshire as lead authority, would be deliver best value for both Councils. Discussions are ongoing with East Renfrewshire Council, and they may participate in this exercise.
- 8.5 It is therefore proposed that Inverclyde Council collaborate with Renfrewshire Council in the procurement of the street lighting condition survey. The request to collaborate with other Councils requires the approval of the committee in terms of Contract Standing Order 3.4.1. It is likely that costs in relation to the street lighting condition survey would be £72,000 for Inverclyde, which includes an allowance for the development of the business case. The resultant report would give a firm indication of the current condition of street lighting columns and would provide the Council with the basis of a strategy for the future use of white light or LED technology. It is proposed that the Head of Environmental & Commercial Services be granted the authority to enter into a collaborative procurement exercise with Renfrewshire Council a described above.
- 8.6 It had originally been proposed that around £1.1m of RAMP/Capital investment be directed to street lighting infrastructure renewal in 2014/15; however, on the basis of the need to carry out the column survey work described above, this figure has been reduced to reflect the likely spend, with the remaining amount being transferred to subsequent years. Officers believe this will not only deliver a better solution but will also deliver efficiencies arising from economies of scale.
- 8.7 The proposed priority investment in street lighting infrastructure is noted in the table below.

RAMP Lighting	£000
Schemes to be brought to future Environment & Regeneration Committee upon completion of column survey work and development of business case for investment (£280,000).	330
Minor/Ad-hoc column/lantern replacements (£50,000).	

9.0 RAMP STRUCTURES PROGRAMME (£650,000)

- 9.1 The proposed programme of works for structures addresses the requirement to replace and replenish entire structures or specific structural elements which in general have become dilapidated due to their age or which have been rendered unfit for purpose due to changes in legislation.
- 9.2 Cardwell Road/Rail Bridge, Gourock – Expansion Joints
Replacement of expansion joints that have reached the end of their serviceable design life of 20 years.
- 9.3 Lady Alice Park, Greenock Footbridge
Replacement of existing small footbridge over the Hole Burn because its 50 year old concrete is deteriorating.

- 9.4 Esplanade, Greenock – Sea Wall Pointing Works
Wave action, escalated by recent storms has plucked out the mortar from the sea wall. Large areas need to be replaced to prevent large scale damage in future.
- 9.5 A761 Culvert, Kilmacolm – Replacement
Debris washed down from the overtopping private Leperstone reservoir has damaged the culvert irreparably. Complete replacement is required.
- 9.6 Clune Brae, Port Glasgow Retaining Wall Strengthening
The wall was increased in height over 20 years ago and now pressure built up behind the wall has caused the joint between the two parts of the wall to fail. A system of tying back the wall into the subsoil or a complete rebuild, are two possible options.
- 9.7 Nittingshill Bridge, Quarriers - Deck Replacement Works & Utility Diversions
The existing bridge failed its load assessment test over 10 years ago. Designs for a new deck were done at the time but funds have not been available until now to replace it. A temporary bailey bridge has allowed the bridge to stay open using single lane shuttle traffic signals.
- 9.8 Strengthening Bridge Parapets & Copes at Various Locations
Bridges assessed since a change in the assessment standards have shown deficiencies in the strength of their parapets and copes. Replacements are required to meet current standards.
- 9.9 Replacement Cattle Grids at Various Locations
Failing cattle grids on public roads at Largs Road and Dougliehill Road require replacement to meet current vehicle weight standards.
- 9.10 Scour Protection to Bridges at Various Locations
The recent rains have accelerated the scour action of watercourses at six bridges and culverts, affecting their stability. Milton Culvert, Garshangan Culvert, Old Largs Road Culvert, Pennyteral Bridge, Flow Channel Loch Thom and Moniburns Bridge require rock armour or concrete protection works.

10.0 RESIDUAL NON-RAMP - TRAFFIC MEASURES PROGRAMME (£105,000)

- 10.1 The proposed programme of works for Traffic Measures is taken from requests from the public and Councillors on their behalf, and prioritised using cost benefit and survey justification techniques to create a priority list to suit the available funds.
- 10.2 Regent Street, Greenock - Uncontrolled Pedestrian Crossing at Well Park
At the request of Well Park Nursery and the Community Council, a pedestrian advantage island is proposed to help people cross the wide section of Regent Street at the entrance to the Well Park.
- 10.3 Regent Street, Greenock - Uncontrolled Pedestrian Crossing West of Terrace Road
At the request of the residential care home on the south side of Regent Street a pedestrian advantage island is being placed on the common desire line to the town centre via Terrace Road.
- 10.4 Larkfield Road, Gourock - Controlled Crossing at Inverclyde Royal Hospital
At the request of Councillors and after proving justification with survey work, a puffin crossing will aid people, including those parked in the hospital's overflow car park to cross Larkfield Road alongside the main hospital car park's vehicle entrance.
- 10.5 Brueacre Road, Wemyss Bay – Pedestrian Barrier
At the request of Councillors, pedestrian barrier is being used to combat a problem of parked cars dangerously reducing visibility at the junction of Brueacre Road and Ardgowan Road next to Wemyss Bay Primary School.

11.0 CYCLING, WALKING & SAFER STREETS PROGRAMME (£125,000)

- 11.1 The proposed programme of works for the Cycling, Walking and Safer Streets meets the requirements of the government funding allocation and is prioritised to expand the off-road cycling asset within Inverclyde, improve the walking journey to school and enhance pedestrian safety on the local road network in keeping with national guidance.
- 11.2 Cycle Route R21 – Mirren’s Shore
The next phase in the continuation of the recreational cycle route from Newark Castle to East India Harbour where it meets the national cycle route N75.
- 11.3 Dropped Kerbs – Various Locations
The continuation of the modernisation of all Inverclyde’s road junctions by providing dropped kerb crossings for pedestrians and wheelchair users to make the transition between road and footway easier to negotiate.
- 11.4 School Crossing Patroller Signing
New advance warning signs and other revisions to the Council’s signing asset since the opening of a number of new schools and the closing of others.
- 11.5 West End, Greenock – Kerb Build-Outs
The demand for parking in the West End is forcing park cars to encroach on the hatched road markings at the corners of junctions to the detriment of visibility and safety. Physical extensions of the footway will replace the hatched markings to improve visibility at these junctions.

12.0 IMPLICATIONS

12.1 Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Capital	RAMP	2014/15	5,115	-	See Para 5.8
Capital	CWSS		125	-	CWSS Grant Allocation Projects

Annually Recurring Costs/ (Savings)

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

Legal

- 12.2 Legal Services have been consulted on the content of this report.

Human Resources

- 12.3 Staff recruitment for the RAMP project is nearing completion with recruitment for two posts being progressed.

Equalities

- 12.4 No implications.

Repopulation

- 12.5 The improvement in the condition of the road network will assist the encouragement of inward investment.

13.0 CONSULTATIONS

- 13.1 Ward members were asked in June 2013 to give consideration to identifying sections of roads and footways in their respective areas which were causing them/their constituents concern in terms of the roads overall condition.

14.0 LIST OF BACKGROUND PAPERS

- 14.1 Inverclyde Council's "Road Asset Investment Strategy"; August 2012.

Report To:	Environment & Regeneration Committee	Date:	6 March 2014
Report By:	Acting Corporate Director Environment, Regeneration & Resources	Report No:	ERC/ENV/IM/13.187
Contact Officer:	Ian Moffat	Contact No:	01475 715910
Subject:	Traffic Regulation Order Procedure		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee of the procedure and decision making process involved in the promotion of permanent Traffic Regulation Orders (TRO).

2.0 SUMMARY

- 2.1 The procedures which the Council follows when promoting a TRO are governed by The Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999.
- 2.2 The terms of reference of the Council's Scheme of Administration and Scheme of Delegation (Officers) identify the role of both the Environment and Regeneration Committee and the Head of Environmental and Commercial Services in dealing with TROs promoted by the Council.
- 2.3 To promote a TRO, Environmental and Commercial Services follow established procedures in accordance with the 1999 Regulations and Scottish Government Guidance involving consultations with various public bodies, the emergency services, local members and other interested parties, advertisement of the proposal and making the documentation associated with the proposal available for public inspection.
- 2.4 This report sets out the full TRO procedure and highlights that the processing of permanent TROs has a strict procedure which must be followed. The procedure has numerous consultative and administrative stages involving a variety of Council services and stakeholders, to which it is proposed to add a briefing to all Councillors in the case of TROs which are likely to generate significant public interest.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Committee notes the procedure and decision making process involved in the promotion of permanent Traffic Regulation Orders in terms of the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and approves the addition of the proposed briefing to all Councillors in the case of TROs which are likely to generate significant public interest.

Ian Moffat
Head of Environmental & Commercial Services

4.0 BACKGROUND

4.1 Roads Authorities can place permanent or temporary restrictions on traffic within their areas by way of a Traffic Regulation Order (TRO). The Road Traffic Regulation Act 1984 sets out what TROs may be used for. Examples of permanent TRO restrictions include:

- Waiting and Loading restrictions
- One Way Traffic
- Speed Limits (20mph, 30mph, 40mph, 50mph)
- Weak Bridges

4.2 The Council formally adopted the procedures for the promotion of TROs similar to those operated by the former Strathclyde Regional Council in 1997. The procedure has been adapted over the years to comply with various changes in the relevant legislation and Council and Committee structure. The procedure has worked well over the years. However, given the length of time which has passed since a note of the procedure was presented to Committee, it was felt that this would be a good time to update Committee on the TRO process.

5.0 TRAFFIC REGULATION ORDERS – PROCEDURE

5.1 The procedure for making TROs includes several different processes, depending on whether the associated TRO is permanent or temporary. This report focuses on permanent TROs. It should be noted that the Head of Environmental and Commercial Services has full delegated authority to process temporary TROs.

5.2 The procedure and associated processes are largely statutory requirements laid down by the 1999 Regulations and so there is little scope for changing how the Council deals with TROs.

5.3 The key stages in the procedure for making a permanent TRO are set out in Appendix 1. Committee is asked to note the decision making process involved in making permanent TROs.

6.0 IMPLICATIONS

6.1 Finance

The current approximate annual cost to Inverclyde Council incurred by advertising fees associated with TRO statutory procedure is £11,000.

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
Corporate Communications	Advertising	13/14	£11,000	N/A	

6.2 Legal

TROs will be promoted in accordance with the terms of the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999.

6.3 Human Resources

No implications.

6.4 Equalities

No implications.

6.5 Repopulation

No implications.

7.0 CONSULTATIONS

7.1 The Head of Legal and Democratic Services has been consulted on the contents of this report.

7.2 The Head of Finance has been consulted on the contents of this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 None

ROAD TRAFFIC REGULATION ACT 1984 and THE LOCAL AUTHORITIES' TRAFFIC ORDERS (PROCEDURE) (SCOTLAND) REGULATIONS 1999

TRAFFIC REGULATION ORDER (TRO) PROCEDURE

1. Where Environmental and Commercial Services have determined that a TRO is necessary, an initial consultation stage is undertaken by them. The bodies included in all initial consultations are Police Scotland, Scottish Ambulance Service, Scottish Fire and Rescue Service, the local Ward Councillors, the Convenor and Vice-Convenor of the Environment & Regeneration Committee and the Community Council for the area. For those TROs affecting the whole Inverclyde area or Disabled Parking Places, or which are likely to generate significant public interest all Councillors and Community Councils will be consulted. It should be noted that this list is not exhaustive and will include other bodies depending on the type of TRO being promoted. At this stage, comments made by those consulted are not regarded as objections.
2. The Head of Environmental & Commercial Services will invite all Councillors to attend a specific briefing on those TROs which are likely to generate significant public interest.
3. Presuming that the initial consultees are content with the proposal, the Head of Environmental and Commercial Services then instructs the Head of Legal and Democratic Services to prepare the formal Order and supporting documentation.
4. At this point, all those who were initially consulted at the first stage of the process will be informed that arrangements are being made to advertise the proposed TRO. Copies of the proposed TRO and supporting documentation (Schedule, Statement of Reasons and Plans) will also be passed to these consultees for information.
5. The proposed TRO is then advertised in the local newspaper and this starts the full public consultation process. Any interested party may now write to the Council with an objection to the terms of the Order within 21 days. (28 days if the TRO involves speed restrictions).
6. All documents associated with the proposed TRO will be made available for public inspection in the Customer Service Centre and all relevant libraries. The documents will also be placed on the Council's website.
7. All objections are acknowledged by the Head of Legal and Democratic Services and forwarded to Environmental and Commercial Services to consider.
8. Further explanation or clarification of the proposals in discussion or correspondence with objectors may result in the objection being withdrawn. If the objection cannot be resolved, Environmental and Commercial Services will consider whether the original proposal is capable of amendment in such a way that does not fundamentally alter or increase the severity of the proposed TRO. If so, this amendment will be presented to the objectors so as to attempt to secure the withdrawal of the objection.

APPENDIX 1

9. Should the amendments increase the severity of or, fundamentally alter, the proposed TRO, then the proposals would require to be abandoned. Any future proposal taking into account the proposed amendments would require to go through the initial consultation and advertising stages once again.
10. On receipt of comments from Environmental and Commercial Services on the objections received, the Head of Legal and Democratic Services will formally respond by letter to the objectors on the basis of these comments. The objectors are given 14 days in which to maintain or withdraw their objection. Failure by the objector to respond within 14 days will be taken to imply that the objection has been withdrawn.
11. If no objections are received, or if all objections made are then withdrawn, the proposal is submitted for the approval of the Environment and Regeneration Committee and thereafter to the full Council.
12. Where objections cannot be resolved through further explanation or alterations to the proposals, the proposal will either be abandoned, a public hearing before a Reporter will be held and/or the matter will be put to the Environment and Regeneration Committee for members to determine how to consider the objections.
13. Should a public hearing be undertaken, notice of a hearing is published in the local newspaper and letters are issued to all of the parties that have maintained their objections. The conduct of the hearing will follow the procedure set out in the 1999 Regulations and will be led by the Reporter.
14. Once the Reporter has made his recommendations these will be submitted to the Environment and Regeneration Committee for a decision on whether to proceed with the TRO. This decision will then be submitted to full Council for final approval.
15. Once final approval of a TRO is given by full Council, the effective date of the TRO is inserted and the TRO as approved is made. This involves the TRO being signed and sealed on behalf of the Council by a Proper Officer. A notice is published in the local newspaper advising of the making of the TRO and of the effective date. A letter is issued to the Police and Procurator Fiscal advising the TRO has been made and enclosing a copy of the final TRO. A copy of the final TRO is made available for public inspection at the same locations as mentioned in para. 5 above. A 6 week period is available for any objections to be raised regarding the process of making the TRO. Any such challenges received are dealt with through the Court of Session.
16. A TRO which requires no changes could be in place within 6 months. An Order with objections which can be resolved as set out in para 8 above can take 9-12 months. A TRO which requires to go through all of the stages set out above could take 18-24 months.
17. A TRO must be complete within a 2 year period from the first date of publication of the proposals – otherwise it cannot be made and would require to go through the whole process as set out above again.

Report To:	Environment and Regeneration Committee	Date:	6 March 2014
Report By:	Acting Corporate Director Environment, Regeneration and Resources	Report No:	ERC/ENV/IM/13.184
Contact Officer:	Kenny Lang	Contact No:	01475 715906
Subject:	Litter and Fly Tipping Fixed Penalties		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise Committee of the change in fixed penalty notices in respect of litter and fly tipping.

2.0 SUMMARY

- 2.1 The Scottish Government have written to all Scottish Local Authorities to advise new levels of litter and fly tipping fixed penalties. Appendix 1
- 2.2 As of 1st April 2014 the current £50 Fixed Penalty notice will increase from £50 to £80 for litter and to £200 for fly tipping. Based on current Fixed Penalty levels this could result in a further £1,500 income a year. This income is within the Safer Communities budget.
- 2.3 The Scottish Government will make a communications toolkit available to all Local Authorities through Zero Waste Scotland. This will be backed up by a national campaign in May 2014.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note this report in respect of the increased level of fines for littering and fly tipping.
- 3.2 That the Committee remit to the Head of Environmental and Commercial services to support the national publicity campaign at a local level.

Alan Puckrin
Acting Corporate Director
Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 Fixed penalty notices (FPNs) for litter and fly tipping were introduced under the Environment Protection Act in 1990 as a deterrent to littering and antisocial behaviour.
- 4.2 Police officers and designated local authority officers have the power to issue Fixed Penalty Notices. Safer Communities wardens are currently designated to issue fixed penalties within Inverclyde.
- 4.3 A person who is caught littering could be liable to a fine of up to level 4 on the standard scale (currently £2,500), if convicted at Court. For fly tipping the penalty, if it went to Court, could be up to £40,000, and/or 12 months in prison, subject to conviction.
- 4.4 On indictment a fly tipper can face a more severe penalty of an unlimited fine and/or up to two years imprisonment, which rises to five years in the case of hazardous waste.
- 4.5 For lower level offences a person may be offered the opportunity to pay a fixed penalty. The current level of Fixed Penalty Notice is £50 for both litter and fly tipping.

5.0 PROPOSALS

- 5.1 The Scottish Government have written to all Local Authorities to advise that as of 1st April 2014, FPN's for litter will increase to £80 and for fly tipping to £200.
- 5.2 This follows the draft litter strategy which indicated wide support in favour of increasing penalties. Scotland's first National Litter Strategy will be launched in 2014.
- 5.3 The Scottish Government are developing a communications toolkit which will be made available to all Local Authorities through Zero Waste Scotland. The new FPN's will be supported by a national publicity campaign in May, this will also be backed up by the Clean up Scotland Campaign, Recycle on the Go and the Scottish Fly Tipping Forum's Dumb Dumpers fly tipping incident reporting service.
- 5.4 Inverclyde Council actively support local clean up campaigns and have been involved in Keep Scotland Beautiful's National Spring Clean week and Clean Up Scotland campaigns.

6.0 IMPLICATIONS

Finance

- 6.1 No additional financial support will be made available to Inverclyde Council in respect of the new scale of FPN's. The numbers of Fixed Penalty Notices issued in recent years have been relatively low and the increase in charge would generate an additional £1500 per year.

Financial Implications:

One off Costs

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

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
Safer Communities	Income	14/15	(1500)		Based on the number of FPN issued in 12/13

Legal

- 6.2 Fixed Penalty notices will be collected by Safer Communities in terms of the Environmental Protection Act.

Human Resources

- 6.3 This report does not impact on Human Resources.

Equalities

- 6.4 This report does not impact on Equalities.

Repopulation

- 6.5 Reducing litter and fly tipping can have a positive effect on residents and business investment.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 A report indicating the scale and cost of litter and fly is available through the link below.

<http://www.zerowastescotland.org.uk/LitterResearchReport>

Environment and Forestry Directorate
Environmental Quality Division



To: all Scottish Local Authority Chief Executives



Our ref: POL/17518
17 January 2014

Dear Chief Executive

New Litter and Flytipping Fixed Penalties

From 1 April this year **the £50 Fixed Penalty Notice (FPN) will be increased to £80 for litter, and to £200 for flytipping.** I would be grateful if you could share this information with relevant colleagues so that paperwork, procedures and other arrangements can be updated ahead of 1 April 2014. A communications toolkit to help publicise the increase will shortly be available for use by local authorities from our resource delivery partner, Zero Waste Scotland.

In a letter to councils in 2012, Mr Lochhead encouraged the use of existing enforcement powers: it is vital people understand littering, and flytipping, is unacceptable behaviour.

The increase was consulted on last summer as part of wider moves to prevent litter and flytipping and boost recycling. Two thirds of respondents were in favour of increasing the penalties. It follows Zero Waste Scotland's research, published last year, which underlined that enforcement can be an effective tool in deterring further offending.

The FPN increases, combined with efforts to improve detection and payment rates, will be important strands within the forthcoming National Litter Strategy which we will publish later this year. The goal is to influence behaviour: encourage people to do the right thing to help create the cleaner, safer communities we all need.

To emphasise the importance of not littering, and communicate the £80 penalty, the Scottish Government will run a national campaign in May 2014. It is designed to complement local authorities' own litter campaigns and Clean Up Scotland (run by Keep Scotland Beautiful). Further details will be shared with local authorities soon.

Local authorities are key to the success of the forthcoming strategy. Your input has been vital to our understanding of Scotland's litter problem and possible solutions to address it. We are grateful for contributions to date and are keen to continue partnership working. If you require further information please contact Adam Sinclair (adam.sinclair@scotland.qsi.gov.uk).

DR W GEORGE BURGESS
DEPUTY DIRECTOR FOR ENVIRONMENTAL QUALITY

cc. **Scottish Council Leaders; Councillor Stephen Hagan, COSLA Development, Economy and Sustainability; Rona Gold, Policy Manager, COSLA Waste, Carbon and Climate Change; Catherine Wilson, Zero Waste Scotland's Litter & Flytipping Manager**

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