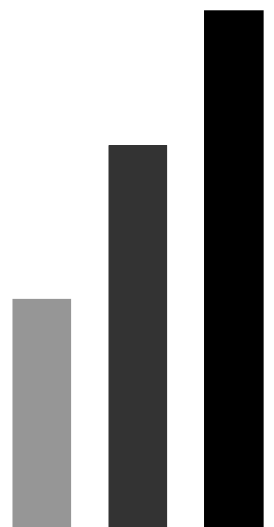


## Agenda 2016

# Environment & Regeneration Committee

For meeting on:

3	March	2016
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**A meeting of the Environment & Regeneration Committee will be held on Thursday 3 March 2016 at 3pm within the Municipal Buildings, Greenock.**

GERARD MALONE  
Head of Legal and Property Services

**BUSINESS**

**\*\*Copy to follow**

1. <b>Apologies, Substitutions and Declarations of Interest</b>	<b>Page</b>
<b>PERFORMANCE MANAGEMENT</b>	
2. <b>Environment &amp; Regeneration Revenue Budget 2015/16 – Period 9 to 31 December 2015</b> Report by Chief Financial Officer and Corporate Director Environment, Regeneration & Resources	<b>p</b>
3. <b>Environment &amp; Regeneration Capital Programme 2015/16 to 2017/18 - Progress</b> Report by Chief Financial Officer and Corporate Director Environment, Regeneration & Resources	<b>p</b>
4. <b>Environment, Regeneration &amp; Resources Performance Report</b> Report by Corporate Director Environment, Regeneration & Resources	<b>p</b>
<b>NEW BUSINESS</b>	
5. <b>Kilmacolm Self Build Update</b> ** Report by Corporate Director Environment, Regeneration & Resources	
6. <b>Inverclyde Local Development Plan: Development Plan Scheme and Participation Statement 2016</b> Report by Corporate Director Environment, Regeneration & Resources	<b>p</b>
7. <b>Household Recycling Charter and Code of Practice</b> Report by Corporate Director Environment, Regeneration & Resources	<b>p</b>
8. <b>Roads Asset Management Plan 2016/17</b> Report by Corporate Director Environment, Regeneration & Resources	<b>p</b>

9.	<b>Gourock Town Centre Parking Strategy Review</b> Report by Corporate Director Environment, Regeneration & Resources	p
10.	<b>Proposed Traffic Regulation Order – Disabled Persons’ Parking Places (On-Street) Order No. 1 2016</b> Report by Corporate Director Environment, Regeneration & Resources	p
11.	<b>Proposed Lease of Land to Ferguson Marine Engineering Ltd</b> Report by Corporate Director Environment, Regeneration & Resources	p
<b>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 paragraphs 2, 6 and 9 of Part I of Schedule 7(A) of the Act.</b>		
11(a)	<b>Appendix 3 relative to agenda item 11 providing details of terms of long term lease</b>	p
12.	<b>Non Operational Property Portfolio Information Scheme of Delegation Register</b> Report by Corporate Director Environment, Regeneration & Resources on information relative to the Council's non-operational property portfolio	p
13.	<b>Property Assets Management Report</b> Report by Corporate Director Environment, Regeneration & Resources on activities and proposals for the management of the Council's property assets	p

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

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<b>Report To:</b>	<b>Environment &amp; Regeneration Committee</b>	<b>Date:</b>	<b>3 March 2016</b>
<b>Report By:</b>	<b>Chief Financial Officer and Corporate Director Environment, Regeneration and Resources</b>	<b>Report No:</b>	<b>FIN/24/16/AP/MMcC</b>
<b>Contact Officer:</b>	<b>Mary McCabe</b>	<b>Contact No:</b>	<b>01475 712222</b>
<b>Subject:</b>	<b>Environment and Regeneration 2015/16 Revenue Budget – Period 9 to 31 December 2015</b>		

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## 1.0 PURPOSE

1.1 To advise Committee of the 2015/16 Revenue Budget position at Period 9 to 31 December 2015.

## 2.0 SUMMARY

2.1 The revised 2015/16 budget for Environment and Regeneration is £20,634,000 which excludes Earmarked Reserves.

2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £117,000, an increase in spend of £37,000 since Period 7 Committee.

2.3 The major variances projected at Period 9 are:

- i. An underspend within the residual waste contract of £53,000 due to a reduction in tonnages of waste treated.
- ii. Turnover savings within Environmental Services Management of £140,000; £96,000 of which is the early achievement of future year savings.
- iii. An underspend in Roads Client electrical power of £64,000, in part due to energy reduction resulting from lantern conversions.
- iv. Underrecovery of Property Physical Assets rental income of £63,000.
- v. An underspend of £54,000 within the Corporate Director budget due to recharges to Riverside Inverclyde.
- vi. An overspend across the client services on non-routine vehicle maintenance costs of £51,000, due to the age of some large Roads and Refuse Collection vehicles, some of which are due for replacement prior to the year end, have incurred higher than anticipated maintenance costs.

2.4 Earmarked Reserves for 2015/16 total £2,523,000 of which £1,165,000 is projected to be spent in the current financial year. As detailed in Appendix 4 expenditure of £460,000 (39%) has been incurred to Period 9, which is 79% of phased expenditure.

2.5 The Decriminalised Parking Enforcement (DPE) scheme has been in place since 6 October 2014. As can be seen in Appendix 6 the DPE scheme returned a surplus of £23,600 during 2014/15 and is projected to return a small deficit (£700) in 2015/16. The performance of the DPE scheme is included in the figures throughout this report.

### **3.0 RECOMMENDATIONS**

- 3.1 The Committee note the current projected underspend for 2015/16 of £117,000 as at 31 December 2015.
- 3.2 The Committee is asked to approve virement as detailed in Section 7 and Appendix 5.
- 3.3 The Committee note the financial performance of the Decriminalised Parking Enforcement (DPE) scheme for the period to 31 December 2015.

Alan Puckrin  
Chief Financial Officer

Aubrey Fawcett  
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 2015/16 budget and to highlight the main issues contributing to the projected underspend.
- 4.2 The revised 2015/16 budget for Environment and Regeneration, excluding earmarked reserves, is £20,634,000. This is a reduction of £1,562,000 from the approved budget. Appendix 1 gives details of this budget movement.
- 4.3 The DPE scheme has been in place since 6 October 2014. Officers had committed to report back on the financial performance of the scheme; this information is included in Appendix 6.

## 5.0 2015/16 CURRENT POSITION

- 5.1 The current projection for 2015/16 is an underspend of £117,000, an increase in spend of £37,000 since Period 7.

### 5.2 Regeneration & Planning - £30,000 overspend

The current projected out-turn for Regeneration & Planning is an overspend of £30,000, a reduction in projected spend of £9,000 since Period 7.

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

#### (a) Employee Costs

There is a projected underspend of £18,000 due to turnover savings, a further reduction in spend of £13,000 since last Committee.

#### (b) Income

As previously reported, there is a projected underrecovery of Commercial Industrial rental income of £40,000. This is due to a higher than budgeted level of voids and is in line with last financial year's outturn.

### 5.3 Property Services - £92,000 overspend

The current projected out-turn for Property Services is an overspend of £92,000, a reduction in net spend of £23,000 since last Committee.

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

#### (a) Employee Costs

There is a projected overspend of £27,000, £1,000 less spend than previously reported, made up as follows:

- i. Cost of additional Technical Services employee of £49,000; offset by additional fee income.
- ii. Excess turnover savings of £22,000, partially offset by increased agency worker costs.

#### (b) Property Costs

There is a projected overspend of £21,000, £12,000 less spend than previously reported, mainly due to:

- i. Overspend on Non Domestic Rates of £13,000, as previously reported.
- ii. Overspend on Surplus Property property costs of £10,000, as reported at Period 7.
- iii. Underspend on Gas of £15,000, not previously reported.

(c) Administration Costs

There is a projected overspend of £205,000, an increase in spend of £87,000 since last Committee, due mainly to agency worker costs within Technical Services of £187,000; partially offset by additional fee income.

(d) Income

There is a projected overrecovery in income of £162,000, an increase in income of £97,000 from the position projected at Period 7. This variance is mainly due to:

- i. Additional Technical Services capital recharge income of £206,000 – offset by increased employee costs and agency worker costs. This is £87,000 more income than was reported at last Committee.
- ii. Overrecovery of biomass and solar energy income of £20,000, as previously reported.
- iii. Underrecovery of Physical Assets rental income of £63,000. This projection is in line with the previous year's outturn and remains unchanged from last Committee.
- iv. Overrecovery of Office Accommodation external income budget of £10,000, not previously reported.

**5.4 Environmental & Commercial Services - £185,000 underspend**

The current projected out-turn for Environmental & Commercial Services is an underspend of £185,000, an increase in projected spend of £69,000 since Period 7.

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

(a) Employee Costs

There is a projected underspend of £198,000, an increase in projected spend of £55,000 since last Committee, mainly due to:

- i. An underspend in Refuse Collection of £48,000, a reduction in projected spend of £11,000 since the last report. This underspend is due to delays in filling vacant posts. This is partially offset by increased agency worker costs, per 5.4(e) below.
- ii. Additional turnover savings within Management of £140,000; further turnover savings of £20,000 since last report; £96,000 of which is the early achievement of 2016/17 savings.
- iii. An underspend in Janitors employee costs of £45,000 which is offset by reduced recharge income. This is a further reduction in spend of £4,000 since last Committee.
- iv. An overspend in Catering of £11,000; an increase in overspend of £42,000 since last Committee. This movement is mainly due to £23,000 additional costs resulting from the increased living wage rate and £21,000 due to virement outlined in Section 7 and Appendix 5 to address an underlying underrecovery in Special Catering income.
- v. An overspend in Cleaning of £24,000, an increase in spend of £32,000 since Period 7, £23,000 of which is due to the increased living wage rate.
- vi. Turnover savings within Building Services of £14,000 due to delays in filling vacant posts. This is an increase in spend of £2,000 since last Committee.
- vii. An overspend in Civic Amenities of £11,000, £5,000 more spend than previously reported due to sickness cover and overtime.
- viii. An overspend in Ground Maintenance of £11,000; £5,000 more spend than at Period 7; due to increased overtime.

(b) Property Costs

There is a projected underspend of £90,000, an increase in spend of £11,000 since Period 7 Committee, mainly due to:

- i. An underspend in the residual waste contract of £53,000, an increase in spend of £33,000 since last Committee due to an increase in waste tonnages treated. This movement equates to an increase of 345 tonnes on that previously projected.
- ii. An underspend in Food Waste disposal of £12,000, £5,000 less spend than previously reported, due to a reduction in the number of tonnes processed.
- iii. An underspend in Ground Maintenance hire of skips of £28,000; a further decrease in spend of £20,000 since Period 7. This is due to a decrease in ground maintenance waste disposed of and is partially offset by an underrecovery of Refuse Transfer Station skip income.
- iv. An overspend in Catering cleaning materials of £15,000, not previously reported. This overspend is in part due to the upgrade of kitchens as part of the SEMP. These kitchens have been fitted with equipment, such as dishwashers and combi ovens, which require specialist cleaning products. In addition, there are additional costs attributable to changes in the food safety legislation which mean only single use cloths or disposable paper products can be used where previously cloths were utilised.

(c) Supplies & Services

There is a projected overspend of £746,000, an increase in spend of £129,000 since last Committee, mainly due to the following:

- i. Projected overspend on Roads Operational Sub Contractors and Materials of £262,000; £113,000 less spend than reported at Period 7. This overspend is based on the current workplan and is offset by additional income.
- ii. Roads Client rechargeable spend of £397,000; £197,000 more spend than last Committee; which is offset by additional income.
- iii. Overspend on Crematorium technical equipment of £36,000, as previously reported, as a result of necessary repairs to the cremators.
- iv. A projected underspend in Catering provisions of £26,000, an adverse movement of £13,000 since last Committee. This movement is in part due to virement to address the underrecovery in special catering income of £39,000, partially offset by a further reduction in provisions spend since Period 7 of £26,000.
- v. An overspend on Roads assessments/feasibilities of £52,000 due to consultants costs relating to the Parking Strategy, £15,000 more spend than previously reported. This overspend is offset by employee turnover savings.
- vi. An overspend on Building Services Sub Contractors of £50,000; £20,000 more spend than at last Committee; partially offset by an underspend on Direct Purchases of £20,000, not previously reported. This net overspend is offset by additional income.
- vii. An underspend in Roads Client electrical power of £64,000, a further reduction in spend of £15,000 since Period 7. This underspend is in part due to energy reduction resulting from lantern conversions and is the early achievement of a 2016/17 saving.
- viii. An overspend in Vehicle Maintenance Sub Contractors and Materials of £40,000, not previously reported. This overspend is due to increased non routine maintenance and is more than offset by additional recharge income.
- ix. An underspend in Waste Strategy plastic sacks of £20,000, not previously reported. This is partially offset by an underrecovery in sales of bins and sacks income of £8,000.

(d) Transportation & Plant

There is an overspend of £105,000, £121,000 more spend than previously reported. The overspend is mainly as a result of:



- i. An underspend in the purchase of fuel of £46,000, £5,000 less spend than at last Committee. This is offset by an underrecovery of fuel recharge income.
- ii. Underspends in fuel across the Client Services of £36,000, in line with reduced Vehicle Maintenance fuel spend.
- iii. An overspend in Roads Operational external hires of £105,000, £64,000 more spend than previously projected. This is based on the current workplan and is offset by additional income.
- iv. An overspend on non-routine maintenance across the Client services of £51,000, this is £72,000 more spend than previously reported. This is mainly due to some of the larger fleet vehicles nearing the end of their lifecycle incurring more non routine maintenance costs; specifically Refuse Collection and Roads fleet; some of which are due for replacement before the year end.
- v. Overspend on Roads Fund licences of £11,000, as previously reported.

(e) Administration Costs

There is a projected overspend of £54,000, £2,000 more spend than at Period 7, mainly due to:

- i. A projected overspend in Refuse Collection agency staff costs of £20,000, as previously reported. This is more than offset by reduced employee costs, as reported above.
- ii. A projected overspend on Vehicle Maintenance Drivers' agency staff costs of £27,000, an increase of £12,000 from last committee. This overspend is offset by additional recharge income.

(f) Payments to Other Bodies

There is a projected underspend of £21,000, £5,000 more spend than previously reported, mainly due to:

- i. a projected underspend of £28,000 in recycling contract costs based on current projected tonnages, as previously reported
- ii. a projected overspend in composting of £11,000; £7,000 more spend than at Period 7; due to higher than anticipated tonnages.

(g) Income

There is a projected overrecovery of £781,000, a projected increase in income of £255,000 since Period 7, made up as follows:

- i. An overrecovery of Roads Operational income of £409,000, £53,000 less income than previously reported. This overrecovery is offset by increased costs, as outlined above. The net projected variance for Roads Operational being an underrecovery of £6,000.
- ii. An overrecovery of Roads Client recharge income of £397,000, £197,000 more income than previously projected, offset by additional spend, as detailed above.
- iii. A projected underrecovery of Roads Client sales, fees and charges income of £20,000, £23,000 more income than previously reported. This underrecovery is due to less construction consent income than anticipated.
- iv. An underrecovery in Janitors recharge income of £45,000, in line with reduced employee costs. This is a further reduction in income of £4,000 since last Committee.
- v. An overrecovery of Vehicle Maintenance Drivers income of £43,000, partially offset by increased employee costs and agency costs, as previously reported.
- vi. An underrecovery of Vehicle Maintenance fuel recharge income of £46,000, in line with reduced costs, £5,000 less income than previously reported.
- vii. An overrecovery of Vehicle Maintenance material and labour income of £83,000 and tyres of £10,000, partially offset by increased subcontractors and materials costs. This increase in income is due to higher than anticipated non routine maintenance and has not previously been reported.

- viii. The underrecovery in special catering income previously reported has been eliminated by virement as outlined in Section 7 and Appendix 5.
- ix. An underrecovery of Refuse Collection trade waste income of £30,000, as previously reported. This projection is based on the current customer base.
- x. An underrecovery of clothing bank income of £11,000, not previously reported, due to a combination of a drop in the rate of income recovered and reduced tonnages.
- xi. An underrecovery of Burial Grounds interment income of £29,000, not previously reported, due to fewer than budgeted burials taking place. However, this is an increase in the number of burials from last financial year.
- xii. An underrecovery of Refuse Transfer Station scrap metal income of £17,000, not previously reported, due to a reduction in tonnages and a reduction in the rate of income per tonne.
- xiii. An underrecovery of Refuse Transfer Station tipping charges income of £20,000, not previously reported. This is offset by reduced spend within Ground Maintenance on hire of skips, as outlined above.
- xiv. A projected overrecovery of BSU income of £60,000; partially offset by additional supplies and services costs; £10,000 more income than at Period 7.

### **5.5 Corporate Director - £54,000 underspend**

The Corporate Director budget is projecting £54,000 under budget as a result of recharges to Riverside Inverclyde, as previously reported.

### **6.0 EARMARKED RESERVES**

- 6.1 There is a planned contribution of £1,874,000 to Earmarked Reserves in the current financial year. Appendix 4 gives an update on the operational Earmarked Reserves, ie excluding strategic funding models such as RI funding, AMP and Vehicle Replacement Programme. Spend to date on these operational Earmarked Reserves is 79% of phased budget.

### **7.0 VIREMENTS**

- 7.1 Committee is asked to approve virement as outlined in Appendix 5. This virement is reflected throughout the report and is requested to address a historic underrecovery in the Catering - Special Catering income budget. Full details are included in the Appendix.

### **8.0 DECRIMINALISED PARKING ENFORCEMENT**

- 8.1 The Decriminalised Parking Enforcement (DPE) scheme has been in place since 6 October 2014. As can be seen in appendix 6 the DPE scheme returned a surplus of £23,600 during 2014/15 and is projected to return a small deficit (£700) in 2015/16. The surplus in 2014/15 is due mainly to higher than anticipated Penalty Charge Notices (PCN's) in the early stages of the scheme as well as some recurring expenditure budgets, such as repairs to signs & lines not being required.
- 8.2 At any time the scheme will have a number of PCN's outstanding. It can be seen in Appendix 6 that as at 27<sup>th</sup> January 2016 there was £121,600 of outstanding debt. Of this £36,000 was with ICES, the external company who administer the scheme, and was at various stages of collection. Once debt has gone through the normal process with ICES and remains uncollected this is passed to the Council's Sheriff Officers for collection. The Sheriff Officers have so far been successful in recovering around 20% of the outstanding debt, it can be seen that the outstanding debt currently with the Sheriff Officers stands at £85,600.
- 8.3 The performance of the debt collection, whether through ICES or the Sheriff Officers, has an impact on the income recovered by the scheme; indications to date are that the Sheriff

Officers collection rate is higher than initially anticipated. This will continue to be monitored and any improved performance will be reflected in future projections.

## 9.0 IMPLICATIONS

### Finance

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

#### Financial Implications:

##### One off Costs

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

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

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

### Legal

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

### Human Resources

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

### Equalities

9.4 There are no equality issues arising from this report.

### Repopulation

9.5 There are no repopulation issues within this report.

## 10.0 CONSULTATIONS

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

## 11.0 CONCLUSIONS

11.1 The Committee is currently reporting an underspend of £117,000.

## 12.0 LIST OF BACKGROUND PAPERS

12.1 There are no background papers relating to this report.

Environment & Regeneration Budget Movement - 2015/16

PERIOD 9: 1st April 2015 - 31st December 2015

Service	Approved Budget		Movements			Transferred to EMR £000	Revised Budget 2015/16 £000
	2015/16 £000	Inflation £000	Virement £000	Supplementary Budgets £000	Supplementary Budgets £000		
Regeneration & Planning	4,594	43	(7)		(960)	3,670	
Property Services	3,485	(17)			(914)	2,586	
Environmental & Commercial Services	13,958	248	4		7	14,217	
Corporate Director	159		2			161	
<b>Totals</b>	<b>22,196</b>	<b>276</b>	<b>(3)</b>		<b>(1,874)</b>	<b>20,634</b>	

Supplementary Budget Detail

£000

External Resources

Internal Resources

Parklea Klargestor system - funded from Revenue Implications of the Capital Programme 6  
 Ground Maintenance Clothing & Uniforms from contingency 1  
 Tied Houses income budget reduction funded from Free Reserves (P&R 17/11/15) 32

Waste Disposal Contract - inflationary increase funded from the Inflation Contingency 41  
 Non Contract Waste Disposal inflation 21  
 Pay Inflation 251  
 Fuel inflation returned to inflation contingency (30)  
 Roads Lighting Electrical Power - inflationary increase funded from the Inflation Contingency 27  
 Utilities inflation returned to inflation contingency (34)

Savings/Reductions

315

ENVIRONMENT AND REGENERATION COMMITTEEREVENUE BUDGET MONITORING REPORTPERIOD 9: 1st April 2015 - 31st December 2015

Subjective Heading	Approved Budget 2015/16 £000	Revised Budget 2015/16 £000	Projected Out-turn 2015/16 £000	Projected Over/(Under) Spend	Percentage Variance %
Employee Costs	17,873	18,016	17,773	(243)	(1.35)%
Property Costs	8,239	8,264	8,204	(60)	(0.73)%
Supplies & Services	6,498	6,496	7,242	746	11.48%
Transport Costs	3,505	3,461	3,566	105	3.03%
Administration Costs	521	520	779	259	49.86%
Payments to Other Bodies	6,035	6,175	6,154	(21)	(0.33)%
Income	(20,475)	(20,424)	(21,327)	(903)	(4.42)%
<b>TOTAL NET EXPENDITURE</b>	<b>22,196</b>	<b>22,508</b>	<b>22,391</b>	<b>(117)</b>	<b>(0.52)%</b>
Transfer to Earmarked Reserves *	0	(1,874)	(1,874)	0	0.00%
<b>TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES</b>	<b>22,196</b>	<b>20,634</b>	<b>20,517</b>	<b>(117)</b>	<b>(0.57)%</b>

Objective Heading	Approved Budget 2015/16 £000	Revised Budget 2015/16 £000	Projected Out-turn 2015/16 £000	Projected Over/(Under) Spend	Percentage Variance %
Regeneration & Planning	4,594	4,631	4,661	30	0.66%
Property Services	3,485	3,500	3,592	92	2.64%
Environmental & Commercial Services	13,958	14,216	14,031	(185)	(1.30)%
Corporate Director	159	161	107	(54)	(33.55)%
<b>TOTAL NET EXPENDITURE</b>	<b>22,196</b>	<b>22,508</b>	<b>22,391</b>	<b>(117)</b>	<b>(0.52)%</b>
Transfer to Earmarked Reserves *	0	(1,874)	(1,874)	0	0.00%
<b>TOTAL NET EXPENDITURE EXCLUDING EARMARKED RESERVES</b>	<b>22,196</b>	<b>20,634</b>	<b>20,517</b>	<b>(117)</b>	<b>(0.57)%</b>

\* Per Appendix 3: New funding transferred to earmarked reserves during 2015/16

REVENUE BUDGET MONITORING REPORT

MATERIAL VARIANCES

PERIOD 9: 1st April 2015 - 31st December 2015

Out Turn 2014/15 £000	Budget Heading	Subjective Head	Budget 2015/16 £000	Proportion of Budget	Actual to 31-Dec-15 £000	Projection 2015/16 £000	(Under)/Over Budget £000	Percentage Variance %
<b>REGENERATION &amp; PLANNING</b>								
1,962	Regeneration and Planning Services	Employee Costs	1,837	1,341	1,331	1,819	(18)	(0.98)%
							(18)	
(650)	Commercial & Industrial	Income	(690)	(520)	(484)	(650)	40	(5.80)%
							40	
<b>PROPERTY SERVICES</b>								
1,264	Technical Services	Employee Costs	1,125	823	833	1,176	51	4.53%
159	Central Repairs	Employee Costs	158	111	99	143	(15)	(9.49)%
							36	
10	Technical Services - Rates	Property Costs	1	1	11	11	10	1000.00%
74	Office Accommodation - Gas	Property Costs	111	83	37	96	(15)	(13.51)%
89	Surplus Property	Property Costs	56	42	57	66	10	17.86%
							5	
64	Technical Services - Agency Staff	Administration	0	0	115	187	187	0.00%
							187	
(60)	Technical Services - Income (Feed in Tariffs)	Income	(55)	(41)	(50)	(75)	(20)	36.36%
(1,128)	Technical Services - Recharges to Capital	Income	(1,013)	(704)	(563)	(1,219)	(206)	20.34%
(27)	Office Accommodation - Rent	Income	(21)	(15)	(26)	(31)	(10)	47.62%
(99)	Physical Assets - Rent	Income	(161)	(121)	(70)	(98)	63	(39.13)%
							(173)	
<b>ENVIRONMENTAL &amp; COMMERCIAL SERVICES</b>								
2,770	Management	Employee Costs	2,938	2,130	2,041	2,798	(140)	(4.77)%
1,518	Grounds Maintenance	Employee Costs	1,266	932	958	1,277	11	0.87%
1,153	Refuse Collection	Employee Costs	1,311	944	897	1,263	(48)	(3.66)%
123	Civic Amenity Sites	Employee Costs	113	80	91	124	11	9.73%
1,025	Janitorial	Employee Costs	1,044	742	705	999	(45)	(4.31)%
1,709	Catering	Employee Costs	1,821	1,294	1,293	1,832	11	0.80%
1,677	Cleaning	Employee Costs	1,732	1,231	1,229	1,756	24	1.39%
822	Building Services	Employee Costs	868	617	596	854	(14)	(1.61)%
							(190)	
2,434	Transfer Station - Waste Disposal	Property Costs	2,458	1,769	1,729	2,405	(53)	(2.16)%
71	Grounds Maintenance - Hire of Skips	Property Costs	101	67	38	73	(28)	(27.72)%
74	Waste Strategy - Food Waste	Property Costs	98	66	58	86	(12)	(12.24)%
50	Catering -Cleaning Materials/Equipment	Property Costs	46	35	55	61	15	32.61%
							(78)	
24	Crematorium - Technical Equipment	Supplies & Services	20	15	44	56	36	180.00%
112	Vehicle Maintenance - Sub Contractors	Supplies & Services	96	72	80	116	20	20.83%
187	Vehicle Maintenance - Materials	Supplies & Services	180	135	163	200	20	11.11%
89	Waste Strategy - Plastic Sacks	Supplies & Services	107	81	53	87	(20)	(18.69)%
950	Catering - Provisions	Supplies & Services	1,031	801	681	1,005	(26)	(2.52)%
278	Building Services - Direct Purchases	Supplies & Services	234	175	160	214	(20)	(8.55)%
95	Building Services - Subcontractors	Supplies & Services	150	113	145	200	50	33.33%
267	Roads Operational Account - Subcontractors	Supplies & Services	235	176	210	254	19	8.09%
1,645	Roads Operational Account - Materials	Supplies & Services	1,525	1,144	1,449	1,768	243	15.93%
526	Roads Client - Street Lighting Electrical Power	Supplies & Services	566	425	353	502	(64)	(11.31)%
46	Roads Client - Road Assessment/Feasibility	Supplies & Services	70	52	93	122	52	74.29%
141	Roads Client - Rechargeable Works	Supplies & Services	0	0	397	397	397	0.00%
							707	
37	Vehicle Maintenance - Road Fund	Transport & Plant	31	22	20	42	11	35.48%
531	Vehicle Maintenance - Fuel Purchases	Transport & Plant	526	394	332	480	(46)	(8.75)%
416	Environmental Fuel	Transport & Plant	414	330	260	378	(36)	(8.70)%
242	Environmental Non Routine (excluding Roads)	Transport & Plant	226	176	180	237	11	4.87%
63	Roads Operational Account - Non Routine	Transport & Plant	26	20	52	66	40	153.85%
309	Roads Operational Account - External Hires	Transport & Plant	305	229	321	410	105	34.43%
							85	
36	Vehicle Maintenance - Agency Staff	Administration	20	15	35	47	27	135.00%
56	Refuse Collection - Agency Staff	Administration	20	15	37	40	20	100.00%
							47	
144	Waste Strategy - Payments to Greenlight	PTOB	160	106	88	132	(28)	(17.50)%
105	Composting	PTOB	88	77	92	99	11	12.50%
							(17)	
(1,138)	Janitorial - Recharges	Income	(1,139)	(854)	(778)	(1,094)	45	(3.95)%
(99)	Building Services - Recharge Internal Clients	Income	(145)	(109)	(53)	(125)	20	(13.79)%
(399)	Building Services - Work Won in Tender	Income	(513)	(385)	(92)	(593)	(80)	15.59%
(93)	Roads Client - Sales, Fees & Charges	Income	(141)	(106)	(83)	(121)	20	(14.18)%
(141)	Roads Client - Recoveries	Income	0	0	(85)	(397)	(397)	0.00%
(783)	Roads Operational Account - Revenue	Income	(770)	(578)	(449)	(749)	21	(2.73)%
(2,838)	Roads Operational Account - Capital	Income	(2,705)	(2,029)	(2,263)	(3,072)	(367)	13.57%
	Roads Operational Account - NCI	Income	(25)	(19)	(26)	(88)	(63)	252.00%
(4)	Vehicle Maintenance Recharges - Tyres	Income	0	0	(7)	(10)	(10)	#DIV/0!
(530)	Vehicle Maintenance Recharges - Fuel	Income	(526)	(394)	(332)	(480)	46	(8.75)%
(433)	Vehicle Maintenance Recharges - Drivers	Income	(369)	(292)	(305)	(432)	(43)	11.05%
(369)	Vehicle Maintenance Non-Routine	Income	(288)	(216)	(286)	(371)	(83)	28.82%
(151)	Burial Grounds - Interments	Income	(191)	(140)	(105)	(162)	29	(15.18)%
(229)	Transfer Stations - Sales Fees & Charges	Income	(262)	(196)	(166)	(242)	20	(7.63)%
(24)	Transfer Stations - Recoveries Scrap Metal	Income	(31)	(23)	(12)	(14)	17	(54.84)%
(40)	Waste Strategy - Clothing Bank Income	Income	(34)	(20)	(16)	(23)	11	(32.35)%
(670)	Refuse Collection - Trade Waste	Income	(694)	(486)	(459)	(664)	30	(4.32)%
							(784)	
<b>CORPORATE DIRECTOR</b>								
117	Corporate Director	Employee Costs	138	98	98	84	(54)	(39.13)%
							(54)	
<b>Total Material Variances</b>							<b>-207</b>	

EARMARKED RESERVES POSITION STATEMENT

APPENDIX 4

COMMITTEE: Regeneration & Environment

<u>Project</u>	<u>Total Funding 2015/16</u> £000	<u>Phased Budget To Period 9 2015/16</u> £000	<u>Actual To Period 9 2015/16</u> £000	<u>Projected Spend 2015/16</u> £000	<u>Amount to be Earmarked for 2016/17 &amp; Beyond</u> £000	<u>Lead Officer Update</u>
Youth Employment	199	74	59	161	38	Funding will be used to enhance core revenue budget in support of the Modern Apprenticeship scheme and Graduate support.
Business Support Initiative	31	25	27	31	0	This relates to Business Development Officer post which assists local businesses in accessing support.
Birkmyre Park, Port Glasgow	13	13	13	13	0	Project is now complete
Whinhill Golf Club	43	43	38	43	0	The Project is now complete. Internal recharge from Roads to be processed.
Flooding Strategy	44	0	0	44	0	Funding for legal fees related to discussions with Scottish Water on ownership of Eastern Line of Falls.
Greenock Town Centre Parking Strategy	30	30	4	20	10	£20k to be spent on Towns and Villages parking strategy signing/lining and the balance will be used for signing, etc. within the Bullring and Waterfront car parks. The Towns and Villages parking consultation has taken place and is expected to be implemented in April, with some signing and lining works being carried out in March.
Repopulating/Promoting Inverclyde	606	168	150	236	370	All workstreams proceeding well.
Employability Initiatives	426	80	27	200	226	Payment will be made to ICDT by year end.
Greenock Municipal Buildings Tourism Initiative	133	2	6	6	127	Agreed at Environment and Regeneration Committee on 29/10/15 that Funding be used for refurbishment of the District Court. Property Services are preparing a specification with spend delayed until 2016/17.
Commonwealth Flotilla Event	74	0	0	40	34	Spend will be directed to creating a legacy from the sailing event undertaken to celebrate the Commonwealth Games. The legacy involves the relocation of pontoons used during the event to East India Harbour.

EARMARKED RESERVES POSITION STATEMENT

APPENDIX 4

COMMITTEE: Regeneration & Environment

Project	Total Funding 2015/16 £000	Phased Budget To Period 9 2015/16 £000	Actual To Period 9 2015/16 £000	Projected Spend 2015/16 £000	Amount to be Earmarked for 2016/17 & Beyond £000	Lead Officer Update
Roads Defects and Drainage works	291	138	136	291	0	15/16 Jetpacher contract #1 completed ; carry over costs from 14/15 Patching Contract #3 completed; quotation for vacor unit is being implemented (one day per week). Spend profile being reviewed as drainage scheme preparation delayed due to staffing issues; additional schemes being considered. Quotation imminent for additional pothole/patching provision £40k.
City Deal	83	8	0	40	43	Our anticipated share of Project Management Office Costs for 2015/17.
Town and Village Centre Environmental Improvements	300	0	0	40	260	Minor spend expected this year. Working group to be set up to report back to Environment & Regeneration Committee on detailed use of reserve.
Substitute Funding - Riverside Inverclyde	250	0	0	0	250	To allow saving in Riverside Inverclyde ongoing revenue budget from 2016/17 while retaining funding levels to Riverside Inverclyde.
<b>Total Category C to E</b>	<b>2,523</b>	<b>581</b>	<b>460</b>	<b>1,165</b>	<b>1,358</b>	



**ENVIRONMENT AND REGENERATION COMMITTEE****VIREMENT REQUESTS****PERIOD 9: 1st April 2015 - 31st December 2015**

<b>Budget Heading</b>	<b>Increase Budget</b>	<b>(Decrease) Budget</b>
	<b>£</b>	<b>£</b>
Facilities Management Catering - Special Catering Income	61,340	
Facilities Management Catering - Employee Costs		(20,690)
Facilities Management Catering - Provisions		(39,300)
Facilities Management Catering - Training Courses		(1,000)
Facilities Management Catering - Promotions & Publicity		(350)
<b>Total</b>	<b>61,340</b>	<b>(61,340)</b>

**Note**

The virement corrects a historic underrecovery of Special Catering income. The reduction in the income target is offset by reduced employee costs and reduced provisions spend in line with a reduction in the levels of special catering being requested. This virement is permanent in nature.

DPE Scheme Expenditure & Income

Appendix 6

	<u>2014/15 Budget</u>	<u>2014/15 Out-turn</u>	<u>2015/16 Budget</u>	<u>2015/16 Projection</u>
Employee Costs	52,000	53,541	114,400	115,400
Supplies & Services	26,000	19,513	59,800	67,800
Transport	500	0	1,000	0
Admin Costs	3,500	3,207	12,000	9,000
Other Expenditure/PTOB	2,000	1,628	14,300	17,300
<b>Total Expenditure</b>	<b>84,000</b>	<b>77,889</b>	<b>201,500</b>	<b>209,500</b>
PCN Fine Income	(52,900)	(76,710)	(155,200)	(164,200)
Pay & Display Car Park Income	(31,100)	(24,814)	(44,600)	(44,600)
<b>Total Income</b>	<b>(84,000)</b>	<b>(101,524)</b>	<b>(199,800)</b>	<b>(208,800)</b>
<b>TOTAL</b>	<b>0</b>	<b>(23,635)</b>	<b>1,700</b>	<b>700</b>

Notes:

Employee costs relate to direct employees (ie Enforcement Wardens) only, no Management/supervision costs are allocated to the DPE Scheme

Outstanding PCN Fine Income Not Yet Paid as at 27 January 2016

Outstanding value of PCN Fines not yet paid currently with ICES	36,000
Outstanding value of PCN Fines not yet paid currently with Sherriff Officers	85,622
Total value of outstanding PCN Fines Not Yet Paid	<b>121,622</b>

Note:

Based on recovery rates assumed for 2014/15 accounts it would be estimated that approximately £25,000 of the outstanding debt would be recovered. During 2015/16 older debt has now been passed to the Council's Sherriff Officers for recovery, indications are that they are recovering around 20% of old debt, this is higher than had been assumed and if this rate of collection continues the recovered debt would be higher.

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<b>Report To:</b>	<b>Environment &amp; Regeneration Committee</b>	<b>Date:</b>	<b>3<sup>rd</sup> March 2016</b>
<b>Report By:</b>	<b>Chief Financial Officer and Corporate Director Environment, Regeneration and Resources</b>	<b>Report No:</b>	<b>FIN/33/16/AP/JMcC</b>
<b>Contact Officer:</b>	<b>John McConnell</b>	<b>Contact No:</b>	<b>01475 712264</b>
<b>Subject:</b>	<b>Environment &amp; Regeneration Capital Programme 2015/16 to 2017/18 - Progress</b>		

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## **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. The Environmental and Regeneration elements of the Committee's Capital Programme are presented in separate Appendices.
- 2.2 It can be seen from 7.2 that the projected spend is £82.671m, which means that the total projected spend is £0.040m under budget. This underspend relates to an SPT grant which will be returned at the year end and there is therefore no net impact.
- 2.3 Expenditure at 5<sup>th</sup> February is 62.44% of 2015/16 projected spend, there is net slippage of £1.903m (9.81%) being reported. This is a net increase in slippage of £1.109m (5.72%) since last Committee mainly due to slippage in Flooding Strategy Central Greenock (£0.618m), Greenock Municipal Buildings – District Court Offices (£0.300m), Waterfront Leisure Complex Combined Heat and Power Plant (£0.177m), Post Glasgow Town Centre Regeneration (£0.123m), Gourock Municipal Buildings (£0.115m) AMP Depots – Vehicle Maintenance Shed (£0.100m) which is offset by accelerated spend in Broomhill Regeneration (£0.289m).

## **3.0 RECOMMENDATIONS**

- 3.1 That Committee note the current position of the 2015/18 Capital Programme and the progress on the specific projects detailed in Appendices 1 & 2.
- 3.2 That Committee approve the issue of tenders for the William Street (former Education HQ) Offices Refurbishment, and grant delegated authority to the Head of Legal & Property Services to accept the lowest acceptable tender provided the cost is within the budget allocation for the project.

- 3.3 That Committee note the expenditure on the Port Glasgow Municipal Buildings Town Clock and approve the direct appointment of a specialist Contractor to carry out the work (para 6.13).

Alan Puckrin  
Chief Financial Officer

Aubrey Fawcett  
Corporate Director  
Environment, Regeneration  
& Resources

## **4.0 BACKGROUND**

4.1 On February 19<sup>th</sup> 2015 the Council approved a new 3 year Capital Programme covering the period 2015/18, effectively extending the previously approved 2013/16 Capital Programme to 2017/18. As part of this process in addition to the recurring annual allocations the Property Assets allocation has been increased from £1m per annum to £2m per annum, RAMP funding of £12m confirmed over 2016/17 & 2017/18 and allocations built in for additional flooding works (£0.95m) and Feasibility studies (£0.25m).

## **5.0 PROGRESS (Environmental & Commercial Services Major Projects)**

5.1 Based on the latest capital financial review the total allocated budget for Roads (carriageways, footways, lighting, and structures) for 2015/16 is £6.844m - this comprises £2.399m from Core Capital funding and £4.445m from the Roads Asset Management Plan.

The latest revised estimate is £7.441m comprising of core £1.496m and RAMP £5.945m. Overall increase due to funds from future years RAMP being brought forward.

5.2 The A761 Port Glasgow Rd, Kilmacolm, one of the two remaining carriageway schemes, was due to be carried out by a contractor in February however, this has been provisionally postponed until August as Scottish Water wish to lay a major new pipeline on the said section. The other carriageway scheme will be completed in March. Large patching schemes will continue until the end of the financial year.

Footways schemes are progressing well. Of the 25 schemes programmed, 11 are being progressed by an external contractor and 6 of the remaining 14 schemes are complete. Footway large patching will continue until the end of financial year. The weather has hampered works but programmes have been amended to accommodate any slippage. At present all works on programme.

5.3 With respect to lighting capital works, the LED replacement programme is progressing well. The appointed consultant is currently working on the design stage of the programme for 2016/18, and completion of the designs is anticipated by the end of the financial year. Following this, tenders will be issued in respect of the 2016/18 LED lantern and column replacement works.

5.4 The flooding strategy works at Cartsburn Street for the installation of the pipe under the railway bridge at Stanners Lane is the subject of final design discussions with Council Officers, the Contractor and Network Rail. Additional boreholes and monitoring of the existing bridge structure are on-going. Subject to Network Rail approval, site works should commence this financial year. Mearns Street works and Kings Glen are complete. However, due to unforeseen ground conditions at Kings Glen, special measures had to be taken such as the importing of clean stone to backfill the area to the original ground levels. The increase in cost for these special measures will be contained within the overall Flooding Strategy Budget. Brougham Street is currently being re-designed, and discussions with Scottish Water are ongoing. West Station Flood Prevention works tenders were returned on 29<sup>th</sup> January 2016 and award is imminent.

5.5 The flooding design phase 2 is ongoing and additional surveys are being undertaken, with completion of the design June 2016; this concerns Steel Street, Glenmosston Burn and Gottar Water.

5.6 The purchase of a town centre carpark is still being negotiated and the construction of Dalrymple House carpark cannot start until the demolition works are complete, consequently £283,000 for these works will be carried forward to 2016/17.

5.7 Parapet strengthening works are complete on three bridges; however the contractor had safety concerns regarding the traffic management arrangement for the remaining two bridges. Officers have negotiated with the contractor and have removed the two bridges from the contract and have substituted the strengthening of the parapets of another larger bridge, and this work is on-going.

- 5.8 Traffic Safety Measures Projects: the installation of speed cushions at Pennyfern are now complete at a cost of £22,000. Safety measures on the B788 are complete at a cost of £14,000, and are also complete at All Saints Primary at a cost of £10,000. The Broadfield Avenue 20mph zone has been carried forward to 2016/17. The installation of railings at Gourrock have been delayed due to the Kempock Street/Lower Kempock Street works. A buildout on Shore Street has been completed at a cost £7,000. Bollards at Finnart Street and Eldon Street were installed at a cost of £7,000, and warning signs have been installed on a corner of A761 at a cost of £7,000; other minor improvements have been undertaken at a cost of £5,500. The remaining £35,500 of this budget has been allocated to Greenock West End build outs.
- 5.9 SPT projects: raised kerbs on Bellville Street are now complete and Arran Avenue bus stop has been relocated at a cost of £25,000. The design work on the R21 cycle path realignment through Coronation Park has been completed by external Consultants and Officers are evaluating the design proposals. Consequently this project has been delayed until 2016/17. Expected outturn costs for SPT is £37,000 and unspent monies will be returned to SPT.
- 5.10 Sustrans Projects: £40,000 was received for the construction of the R21 cycle track through Coronation Park and this will now be returned. The R21 Coronation Park to Parklea feasibility study tender has been awarded and the design works are underway at a cost of £20,000.
- 5.11 The electric car charging points contract, funded by Transport Scotland, was awarded to Everwarm. The final unit has been installed at Kempock Street. An additional electric vehicle charging unit has been installed at Wemyss Bay.
- 5.12 CWSS budgets are progressing. The puffin crossing at Eldon Street/Fox Street has been designed, at a cost of £7,000. The construction cost estimate for the puffin is £75,000 due to the speed of traffic on Eldon Street; consequently the project has been deferred to 2016/17. Officers will investigate measures to reduce the speed of traffic on Eldon Street and reduce the overall cost of the puffin crossing. The relocation of street lighting and surfacing re-profiling works on the N753 cycle route on Ashton Road are out to tender with an estimated total construction cost of £41,000. The dropped kerbs works are on-going at a cost of £37,000. The school crossing safety measures design work is on-going, estimated construction cost £10,000. N753 cycle route past Inverkip toilets, design is complete and tender are due for return, estimated budget £26,000.
- 5.13 The Vehicle Replacement Programme has a £2.024m budget for 2015/16. Orders have been placed for £1.973m with the remaining £51,000 budget being progressed at present. A full budget spend is anticipated for 2015/16.
- 5.14 Play areas programme: investment of £1.338m in new or refurbished play areas is either complete or ongoing across Inverclyde. The programme and progress to date is summarised in Appendix 3.
- 5.15 Please refer to the status reports for each project contained in Appendix 1.

## **6.0 PROGRESS (Regeneration Major Projects)**

### **6.1 Core Regeneration:**

Gourrock Pier & Railhead Development – The project commenced on site on 1<sup>st</sup> December 2014 with the main works complete by 18<sup>th</sup> December 2015. The Contractor is currently attending to some minor final snagging items and has demobilised the site welfare accommodation.

Broomhill Regeneration - The proposals for the regeneration of the Broomhill area are currently in the early implementation stages and will be developed over forthcoming months.

Port Glasgow Town Centre Regeneration - A further meeting of the Forum took place on 30<sup>th</sup> November where updates were provided on the Council's planned work within Coronation Park and Ferguson Marine's plans for the adjacent yard. The planning application for the new access spur off the Tesco roundabout was submitted in January 2016 and the first stage of the

Contractors procurement process is underway with the Pre-Qualification Questionnaire advertised on the Public Contract Scotland web portal.

Gourock Municipal Buildings – Tenders have been returned for the works with Listed Building, Planning consent and Building Warrant in place. Lease/sub-leases are being progressed to allow a formal legal acceptance.

## 6.2 **Leisure Strategy:**

As previously reported the final major project within the programme was completed at Rankin Park with the Grass Pitch and Changing Pavilion facility now operational. Following drain survey and investigation however, it was established that there was a latent defect in the installed drainage system which has now been identified and is being rectified. The cost of this work will be deducted from monies currently withheld from the Contractor.

Ravenscraig Stadium Floodlighting - The June 2015 Committee approved the use of the Leisure & Pitches capital programme contingency to progress a project for the replacement of the pitch and track floodlighting at Ravenscraig Stadium. The design and build contractor has applied for Building Warrant and works are scheduled to commence late February with a 4 week construction programme.

## 6.3 **Core Property Services:** The programme includes allocations for larger scale works across a number of core operational properties as follows:

Greenock Municipal Buildings – As previously outlined to Committee the allowance for window replacement has been challenging to implement due to access issues and discussions on the scope of the works with Planning and Historic Scotland. Discussions are on-going with Planning and Historic Scotland to establish an acceptable scope of works which also addresses the requirement to improve the building fabric and thermal efficiency. Phase 2 works which involved complete replacement of windows with double glazed thermally efficient units were completed in early February.

## 6.4 In anticipation of there being some slippage across the capital programme a number of additional projects are being accelerated as noted below:

- Registrars Floor Support (£25,000) – essential structural strengthening works. Works have commenced and are nearing completion.
- Basement Storage (£45,000) – works in connection with modernisation to create suitable storage. First phase works have been completed. Further phases will follow when identified through the information governance steering group.
- Toilet Refurbishment/Upgrade (£60,000 estimated pending tender return) - as advised to the June 2015 Committee it was proposed to take forward upgrading/refurbishment of toilets. Two areas have been identified for progression and tenders have been issued with return mid-February and site start anticipated early March.

## 6.5 As previously advised feasibility work is on-going in respect of proposed future works to the Greenock Municipal Buildings with potential roofing and glazed cupola replacement projects programmed for financial year 2016/17. A proportion of the pre-contract design fees for the roofing project will be incurred in the current financial year. Further detail on the proposed works will be provided to Committee in due course.

Gamble Halls – window replacement works have been completed with replacement external doors scheduled to commence at the end of February. External railings have been replaced and internal decoration and flooring works are commencing early February with 4 week period to complete.

## 6.6 Port Glasgow Town Hall - The June 2015 Committee approved proposed expenditure on a prioritised list of projects identified from the 2014 property condition surveys targeted towards building elements noted as Condition C (Poor). At that time an indicative figure of £300,000 was included subject to progression of the necessary feasibility/design works. With a view to

mitigating potential slippage across the capital programme additional areas were also investigated for acceleration including a final phase of rewiring. The January Committee was advised that the current estimated total potential expenditure was circa £630,000 (subject to competitive tender of all elements). All elements have now been tendered with the revised overall projected expenditure now £560,000. An update on the current progress is include below:

- Rewiring – On site to complete February 2016 (£140,000).
- Replacement windows Phase 2 – On site to complete February 2016 (£61,000).
- Replacement windows Phase 3 – Tenders returned, formal acceptance will be issued on receipt of building warrant (£101,000).
- Re-roofing Phase 1 – Tenders returned, formal acceptance will be issued on receipt of building warrant (£305,000 estimated total with 1/3 contribution from shared tenant).
- Re-roofing Phase 2 – Tenders returned, formal acceptance will be issued on receipt of building warrant (£41,000 estimated total).

6.7 Greenock Cemetery Complex - The June 2015 Committee approved proposed expenditure on a prioritised list of projects identified from the 2014 property condition surveys targeted towards either the properties rated in overall Condition C (Poor), or building elements within the property surveys noted as Condition C (Poor). At that time an indicative figure of £280,000 was included subject to progression of the necessary feasibility/design works. The January Committee update noted that the current estimated total potential expenditure is likely to exceed to current estimate of £280,000 as individual project scope is clarified and additional priority areas identified for progression. An update on the current progress is include below:

- Ivy House – Currently investigating feasibility of replacement. No works planned in current financial year.
- Garage – Replacement for fire damaged garage. Contract accepted with start subject to design and build contractor obtaining building warrant (£86,000).
- Crematorium – Replacement windows. Listed Building consent and planning approval in place. Tenders returned and acceptance issued with start anticipated late February (£68,000).
- Offices/Waiting Room – Replacement windows are included as part of Crematorium tender. Minor refurbishment is being taken forward via Building Services Unit in current financial year (£29,000).

6.8 Coronation Park Slipway – Tenders have been returned with formal acceptance issued. Marine Scotland permission is in place. The works are currently programmed for February/March to align with the most suitable tidal conditions.

6.9 Waterfront Leisure Complex - The June 2015 Committee approved proposed expenditure on a replacement panic alarm/PA system which was one of the elements of the building's systems identified from the 2014 property condition surveys as Condition C (Poor). A detailed survey has since been taken forward of all of the mechanical and electrical systems within the building with a view to forming a co-ordinated services strategy and prioritised investment plan for the building over the medium to long term. The report is currently being finalised, however priority works have been identified in conjunction with Inverclyde Leisure to address dehumidifier plant requiring lifecycle replacement and specialist flooring within the ice rink which has reached end of life. An allocation of £150,000 has been made to address these works with some pre-contract fees incurred in the current financial year and works planned to take place in May, co-ordinated with the CHP project works below to minimise disruption. A more detailed phased investment plan to address the Services lifecycle works required will be advised to Committee in due course.

6.10 Waterfront Leisure Complex Combined Heat and Power (CHP) Plant – tenders were returned for the project, however these were heavily qualified and as such no tender was able to be recommended for acceptance. Tenders will be reissued mid-February with works anticipated to start in May co-ordinated with use of the facility for election purposes and lifecycle works outlined above.

The Committee is asked to note that further projects will be identified as part of the on-going



review and prioritisation of works based on the property condition surveys.

#### 6.11 **Asset Management Plan – Offices:**

Greenock Municipal Buildings District Court Offices – The October Committee approved the utilisation of the AMP Offices balance/contingency within the current capital programme to allow acceptance of the tender for the project. The Contractor took possession of the site on Monday 7<sup>th</sup> December and is programmed to complete in December 2016. Works are progressing on site however there has been some impact due to recent adverse weather conditions and overall progress has been slower than anticipated due to the complexity of the demolition/downtakings works within the restricted working area. Slippage was highlighted in the previous update and there is a further impact due to the issues above which is reflected in the current projection.

William Street (former Education HQ) Offices Refurbishment – The design works and tender documents are being advanced with tender issue scheduled for late February. The budget for the works is £1.8m and is currently contained within the Offices Asset Management Plan element of the current Capital Programme. Permission to issue tenders and approval for delegated authority to accept the lowest acceptable tender is requested.

Dalrymple House Demolition – works are on site and are nearing completion. The Committee is requested to note that, following demolition of the final section of the building adjacent to the Celtic Supporters Club, the need for additional works to the adjoining gable wall has been identified including a requirement for structural design and building warrant. The full scope and costs associated with the work are currently being assessed and an update will be provided to Committee as soon as possible.

#### 6.12 **Asset Management Plan – Depots:**

Pottery Street Phase 3 Vehicle Maintenance Facility – Works commenced on site in January 2016 to complete in December 2016. Removal of Japanese knotweed has been completed with piling works scheduled to commence mid-February. Works are progressing on site although there has been some impact on progress due to recent adverse weather conditions and this is reflected in the current spend projection.

Pottery Street Phase 4 Fleet Secured Parking – works have been taken forward and completed in the current financial year.

Pottery Street Phase 6 Building Services Depot Upgrade – as previously reported the review of phasing undertaken on the Pottery Street development involved a change in the order of the phasing with the depot upgrade not possible until the end of the programme.

Pottery Street Phase 7 Dewatering and ICT – the Dewatering project was programmed for progression in the current financial year however following advertising of the tender through the Public Contracts Scotland web portal no offers were received. Tenders have now been re-issued. This has resulted in a delay to the anticipated programme and this is reflected in the current spend projection.

#### 6.13 **Port Glasgow Municipal Buildings:**

During routine inspection work undertaken on the Town Clock within the Port Glasgow Municipal Buildings significant corrosion was found on the fixing bolts that secure the bezels to the masonry structure. Acting on advice from the Engineering and Clock Specialists who undertook the inspection, and in the interests of public safety, the dials and bezels were removed prior to the Christmas holiday period over Monday 21<sup>st</sup> to Wednesday 23<sup>rd</sup> December 2015. This emergency work was funded through the Central Repairs allocation.

There is now a requirement for restoration and reinstallation works to restore the clock to safe working order. It should be noted that although the immediate emergency works have been addressed there is a requirement to take forward the balance of the required work as soon as possible to minimise potential weather ingress and address the remaining fixings requiring replacement. The works are of a specialist nature and as such there is a very limited number of specialist firms available with the previous Scottish specialist (James Ritchie & Sons (1809)) now part of the Smith of Derby Group who are the firm currently engaged. The estimated cost

of the works is £44,000 and a full breakdown of this has been provided. A significant proportion of the cost is associated with crane and access hoist hire including operators (circa £18,500). A best value check has been undertaken comparing these costs with those available through the Scotland Excel framework. Other costs include transport of the dials and bezels and out of hours working allowances (circa £5,000) as the works will be taken forward in a compressed timescale to minimise disruption to the general public and building users. It is anticipated that, subject to Committee approval to proceed and a suitable weather window, the works could be taken forward in April. It is proposed that the Core Property Services 2016/17 General Minor Works allocation be utilised to fund the necessary works.

The Committee is asked to note the position and the required works which have become necessary through unforeseen circumstances, and require to be taken forward at the earliest opportunity to minimise building fabric deterioration from weather ingress and any further disruption/major inconvenience to the tenants/building users and general public. Authority is sought for the direct engagement of the specialist contractor in accordance with Standing Order 11.1 of the Standing Orders Relating to Contracts.

## 7.0 FINANCIAL IMPLICATIONS

### Finance

- 7.1 The figures below detail the position at 5<sup>th</sup> February 2016. Expenditure to date is £10.922m (62.44% of the 2015/16 projected spend).
- 7.2 The current budget is £82.711m. The current projection is £82.671m which means there is a projected underspend of £40,000 which relates to a SPT grant which will be returned by the end of the financial year.
- 7.3 The approved budget for 2015/16 is £19.394m. The Committee is projecting to spend £17.491m with net slippage of £1.903m mainly due to Flooding Strategy – Greenock Central (£1.364m), AMP Depots – Vehicle Maintenance Shed (£1.241m), Greenock Municipal Buildings – District Court Offices (£0.472m), AMP Depots – Dewatering & ICT (£0.190m), Waterfront Leisure Complex Combined Heat and Power Plant (£0.177m) and Port Glasgow Town Centre Regeneration (£0.116m) which is offset by accelerated spend in the RAMP programme of works (£1.550m), Broomhill Regeneration (£0.181m) and Gourock Municipal Buildings (£0.088m).
- 7.4 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					

## **8.0 CONSULTATION**

### **8.1 Legal**

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

### **8.2 Human Resources**

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

### **8.3 Equalities**

There are no equalities implications in this report.

### **8.4 Repopulation**

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

## **9.0 LIST OF BACKGROUND PAPERS**

9.1 None.

**APPENDIX 1**

**COMMITTEE: ENVIRONMENT & REGENERATION**

	1	2	3	4	5	6	7	8
<u>Project Name</u>	<u>Est Total Cost</u>	<u>Actual to 31/3/15</u>	<u>Approved Budget 2015/16</u>	<u>Revised Est 2015/16</u>	<u>Actual to 05/02/16</u>	<u>Est 2016/17</u>	<u>Est 2017/18</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>
<b><u>Environmental Services - Roads</u></b>								
<u>Core Programme</u>								
Bridge Strengthening	28	28	0	0	0	0	0	0
Lighting, Lit signs & Bollards	7	7	0	0	0	0	0	0
Traffic Measures	485	132	53	93	63	80	180	0
Parking Strategy	511	170	141	58	21	133	150	0
Cycling, Walking & Safer Streets	121	0	122	121	27	0	0	0
SPT	74	0	114	74	25	0	0	0
Sustrans	40	0	40	40	0	0	0	0
Flooding Strategy - Greenock Central	2,200	336	1,864	500	337	1,364	0	0
Flooding Strategy - Future Schemes	1,726	0	0	0	0	0	1,726	0
Additional Flooding Works, Castle Road and Others	40	24	16	16	0	0	0	0
Langhouse Road Development	115	77	38	2	2	36	0	0
Complete on Site	11	0	11	11		0	0	0
<b>Roads - Core Total</b>	<b>5,358</b>	<b>774</b>	<b>2,399</b>	<b>915</b>	<b>475</b>	<b>1,613</b>	<b>2,056</b>	<b>0</b>
<u>Roads Asset Management Plan</u>								
Carriageways	17,634	7,972	3,429	4,012	3,603	2,550	3,100	0
Footways	3,296	696	355	600	159	500	750	750
Structures	1,775	518	102	150	148	300	400	407
Lighting	4,179	379	261	800	669	1,000	1,000	1,000
Staff Costs	1,894	595	298	433	358	433	433	0
<b>Roads Asset Management Plan Total</b>	<b>28,778</b>	<b>10,160</b>	<b>4,445</b>	<b>5,995</b>	<b>4,937</b>	<b>4,783</b>	<b>5,683</b>	<b>2,157</b>
<b><u>Environmental Services - Roads Total</u></b>	<b>34,136</b>	<b>10,934</b>	<b>6,844</b>	<b>6,910</b>	<b>5,412</b>	<b>6,396</b>	<b>7,739</b>	<b>2,157</b>

**APPENDIX 1**

**COMMITTEE: ENVIRONMENT & REGENERATION**

	1	2	3	4	5	6	7	8
<u>Project Name</u>	<u>Est Total Cost</u>	<u>Actual to 31/3/15</u>	<u>Approved Budget 2015/16</u>	<u>Revised Est 2015/16</u>	<u>Actual to 05/02/16</u>	<u>Est 2016/17</u>	<u>Est 2017/18</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>
<b>Environmental Services - Non Roads</b>								
Cemetery Development	30	0	30	30	10	0	0	0
Cremator Repairs	35	18	7	17	17	0	0	0
Zero Waste Fund	369	120	27	89	28	20	140	0
Vehicles Replacement Programme	13,050	8,177	2,024	2,024	174	670	1,000	1,179
Electric Vehicle Charging Infrastructure	73	34	39	39	31	0	0	0
Fox Street - Play Area	180	10	150	170	94	0	0	0
Skatepark - Play Area	174	67	87	107	94	0	0	0
Battery Park Wheelchair Play Area	121	2	58	93	11	26	0	0
Sir Michael Street Play Area	261	0	201	63	27	198	0	0
General Repairs to Play Areas	71	31	21	40	26	0	0	0
Various Other Play Areas	235	61	0	39	39	45	90	0
Play Areas complete on Site	9	0	29	9	0	0	0	0
Gourock Walled Garden, Toilet Provision	61	15	34	46	45	0	0	0
Coronation Park Port Glasgow - Seawall Repairs	220	65	115	155	155	0	0	0
Coronation Park Port Glasgow - Slipways	60	0	0	20	0	10	30	0
PG Health Centre Car Park	38	38	0	0	0	0	0	0
<b>Environmental Services - Non Roads total</b>	<b>14,987</b>	<b>8,638</b>	<b>2,822</b>	<b>2,941</b>	<b>751</b>	<b>969</b>	<b>1,260</b>	<b>1,179</b>
<b>Planning Services</b>								
Former SNH Grant	64	56	8	8	0	0	0	0
<b>PLANNING SERVICES TOTAL</b>	<b>64</b>	<b>56</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENVIRONMENT AND PLANNING TOTAL</b>	<b>49,187</b>	<b>19,628</b>	<b>9,674</b>	<b>9,859</b>	<b>6,163</b>	<b>7,365</b>	<b>8,999</b>	<b>3,336</b>

**APPENDIX 2**

**COMMITTEE: ENVIRONMENT & REGENERATION**

Project Name	1	2	3	4	5	6	7	8
	Est Total Cost	Actual to 31/3/15	Approved Budget 2015/16	Revised Est 2015/16	Actual to 05/02/16	Est 2016/17	Est 2017/18	Future Years
	£000	£000	£000	£000	£000	£000	£000	£000
<b>Regeneration and Planning</b>								
<u>Core Regeneration:</u>								
Gourock Pier & Railhead Development Area	5,300	2,053	3,147	3,247	3,238	0	0	0
Broomhill Regeneration	860	15	175	356	6	0	489	0
Port Glasgow Town Centre Regeneration	1,460	718	416	300	123	123	319	0
Central Gourock	150	0	0	0	0	150	0	0
SV Comet	140	112	28	28	26	0	0	0
Bakers Brae Re-alignment	1,000	0	0	0	0	0	1,000	0
RCGF Port Glasgow Lower Town Quarter	500	0	0	0	0	150	350	0
<b>Core Regeneration Total</b>	<b>9,410</b>	<b>2,898</b>	<b>3,766</b>	<b>3,931</b>	<b>3,393</b>	<b>423</b>	<b>2,158</b>	<b>0</b>
<u>Leisure Strategy</u>								
Rankin Park Grass Pitch and Pavilion	1,305	1,273	97	29	29	3	0	0
Ravenscraig Stadium Floodlighting	188	0	0	163	19	5	20	0
Leisure & Pitches Contingency	0	0	0	0	0	0	0	0
Leisure & Pitches Complete on site	87	0	1	1	1	0	86	0
<b>Leisure Strategy Total</b>	<b>1,580</b>	<b>1,273</b>	<b>98</b>	<b>193</b>	<b>49</b>	<b>8</b>	<b>106</b>	<b>0</b>
<b>Regeneration Services Total</b>	<b>10,990</b>	<b>4,171</b>	<b>3,864</b>	<b>4,124</b>	<b>3,442</b>	<b>431</b>	<b>2,264</b>	<b>0</b>
<b>Property Assets</b>								
<u>Core Property Assets</u>								
General Provision	2,815	0	713	0	0	315	2,500	0
Feasibility Studies	250	0	0	0	0	25	150	75
Greenock Municipal Buildings Window Replacement	150	10	140	30	0	10	100	0
Greenock Municipal Buildings Toilet Refurbishment	60	0	0	15	1	45	0	0

**APPENDIX 2**

COMMITTEE: ENVIRONMENT & REGENERATION

Project Name	1	2	3	4	5	6	7	8
	<u>Est Total Cost</u>	<u>Actual to 31/3/15</u>	<u>Approved Budget 2015/16</u>	<u>Revised Est 2015/16</u>	<u>Actual to 05/02/16</u>	<u>Est 2016/17</u>	<u>Est 2017/18</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>
Greenock Municipal Buildings Registrar Floor Support	25	0	0	20	3	5	0	0
Greenock Municipal Buildings Basement Storage	45	0	0	25	11	20	0	0
Gamble Halls Window Replacement/Rot Repairs	175	16	159	159	86	0	0	0
Port Glasgow Town Hall - Windows/Roofing	560	0	0	220	72	340	0	0
Greenock Cemetery Complex	280	0	0	100	5	180	0	0
Coronation Park Slipway	40	0	0	20	20	20	0	0
King George VI Refurbishment	1,000	0	0	0	0	50	950	0
Waterfront Leisure Centre Lifecycle Works	150	0	0	15	0	135	0	0
<u>Minor Works</u>								
Farms	25	1	9	10	1	14	0	0
Minor Demolitions	10	0	0	0	0	10	0	0
Inverclyde Leisure	50	0	0	45	39	5	0	0
General Works	120	0	0	115	33	5	0	0
Design & Pre-Contract	50	0	0	50	49	0	0	0
Reservoirs	50	0	0	50	25	0	0	0
<u>Statutory Duty Works</u>								
Electrical	30	0	0	30	0	0	0	0
Lightning Protection	5	0	0	5	5	0	0	0
Lifts	5	0	0	5	3	0	0	0
Water	40	0	0	40	20	0	0	0
Gas	10	0	0	10	0	0	0	0
Asbestos	50	0	0	50	38	0	0	0
Fire Risk	45	0	0	45	2	0	0	0
DDA/Equality	95	0	0	95	41	0	0	0
Capital Works on Former Tied Houses	600	0	20	20	12	10	210	360
Complete on Site Allocation	432	0	283	250	211	33	149	0
Waterfront Leisure Complex Combined Heat and Power Plant	250	19	181	4	4	227	0	0
<b>Core Property Assets Total</b>	<b>7,417</b>	<b>46</b>	<b>1,505</b>	<b>1,428</b>	<b>681</b>	<b>1,449</b>	<b>4,059</b>	<b>435</b>





Play Area	Value £000k	Current Status
Jacobs Drive	75	Complete.
Braeside	67	Complete.
Barr's Brae	67	Complete. One play unit destroyed by vandals and removed. Replacement has been installed.
Sir Michael Street Big Lottery	75 188	The work is programmed to take place in financial year 2015/16. The Big Lottery Grant transfer was originally awarded to GCRAAG, but has now been transferred to Inverclyde Council, however, lease arrangements in respect of land owned by Network Rail remain to be finalised. In the circumstances a significant proportion of spend intended for this financial year has been slipped to next, which is reflected in the financial Appendix.
Battery Park Skatepark	175	Complete.
Wellpark	69	Complete.
Fox Street	180	Contractor on site; installation in progress. Programme is delayed due to very wet weather. Completion anticipated February 2016.
Birkmyre Park PG	35	Complete.
Battery Park (large)	95	Contract has been awarded. The same contractor as is installing the Fox Street play area was awarded this contract. Site start originally anticipated in February, with completion late March or early April – subject to prevailing weather conditions. The weather has been very wet and the Fox Street project has been delayed, so there may possibly be a knock-on delay of one month for this project.
Ashton	20	Contractor on site; installation in progress. The installation of equipment has been complete since November; however, in the interim the exceptionally wet weather has prevented the safety surface from being laid.
Quarrier St/MacLeod St	27	Complete.

Play Area	Value £000k	Current Status
General upgrades	100	<p>Complete.</p> <p>This item relates to the refurbishment of existing play areas based on the age and condition of play units. The budget is £100k in total to be spent over three years, this is year three.</p> <p>In 2013/14, the play area in Birkmyre Park Kilmacolm had new safety surface installed.</p> <p>In 2014/15, the play areas in Auchmountain Halls and Oronsay Avenue had new safety surface installed; damaged fencing was also replaced at the Oronsay site. New play units were installed in the small play area at Battery Park - in effect, this is a new play area as all the play units were replaced.</p> <p>In 2015/16, access paths at West Glen and Bawhirley Road play areas were resurfaced. Various play units within play areas across the district were refreshed with new panels, seats, boards etc. Bow top fencing was installed at Birkmyre Park PG and Grieve Road play areas. Park benches were installed at Birkmyre PG play area and a picnic unit at the new play area in Wellpark. Vandalised safety surface at Boglestone play area was replaced. A vandalised play unit at the Barr's Brae play area has been replaced.</p>
Gibshill	<p>20 Inverclyde Council</p> <p>30 Persimmon Homes</p>	<p>A new play area is due to be installed this financial year on a site adjacent to Shankland Road and Thomas Muir Street. The project is part funded by Inverclyde Council (£20k), and Persimmon Homes (£30k) - as part of the Planning process. The land on which the play area is to be built is not owned by Inverclyde Council, it is owned by RCH and it is therefore the intention to have the land transferred to Inverclyde Council for the play area to be installed.</p> <p>The site in question was agreed following discussion with the Gibshill Resident's Assoc., it however remains to be surveyed to ensure there are no impediments to a play area being installed on the chosen plot.</p>
Kelburn Terrace	50	<p>Contribution towards a new play area to be installed and maintained by River Clyde Homes on their land. Liaison with RCH and local residents is being undertaken so that the design of the new play area delivers what local parents and children want.</p>

Play Area	Value £000k	Current Status
Graham Street	25	Refurbishment of this play area was approved in October 2015. Procurement is underway, with installation anticipated in spring 2016.
Auchmountain Halls	10	Installation original due to be completed in December 2015, but due to wet weather completion will now be February.
Various Sites	30	A range of work is ongoing as a result of the annual, independent inspection of Inverclyde Council play areas. Funding for the more expensive items was approved in October 2015.
<b>Total</b>	<b>1.338 million</b>	

**Report To:** Environment & Regeneration Committee      **Date:** 3rd March 2016  
**Report By:** Corporate Director Environment, Regeneration & Resources      **Report No:** ERC/ENV/IM/16.271  
**Contact Officer:** Kenny Lang      **Contact No:** 715906  
**Subject:** Environment, Regeneration & Resources Performance Report

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## **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) 2013 to 2016.
- 1.2 This report focuses on improvement actions that sit within the current Environment Regeneration & Resources Directorate with the exception of improvement actions which cover Finance, ICT and Legal & Property Services as these are reported separately to the Policy & Resources Committee in the Corporate Services Performance Report.

## **2.0 SUMMARY**

- 2.1 The Environment, Regeneration & Resources Directorate Plan outlines the main actions for managing and delivering the strategic outcomes identified in Inverclyde's Single Outcome Agreement and Corporate Statement. The Plan is a key component of the Council's Strategic Planning and Performance Management Framework.
- 2.2 The Council's Corporate Directorate Improvement Plans cover the period 2013-2016 and this report is a closing report on the CDIP for this period. A new Corporate Directorate Improvement Plan will be developed for the next Committee in April 2016 covering the period from 2016 to 2019.
- 2.3 This report details the following
- Environment, Regeneration & Resources Directorate Plan actions (appendix 1)
  - Update on key performance indicators contained within the CDIP (appendix 2)
- 2.4 Although this report closes the Environment, Regeneration & Resources Corporate Directorate Improvement Plan (CDIP) 2013 to 2016 a number of the actions and indicators will go forward into the new Directorate improvement Plans for 2016 to 2019.

- 2.5 Key performance measures are up across 7 of the 10 reported indicators with 3 indicators remaining the same. Performance in Waste Management Refuse Recycling is only slightly higher than the previous year's indicating a plateauing of performance as services are now fully deployed. Performance in respect of street lighting and traffic lighting performance are also up as are category 2 and 3 pothole repairs.

### **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Committee note the contents of this report and that this report reflects the progress made by Environment, Regeneration and Resources in delivering their key improvement actions and performance targets as detailed in the Environment, Regeneration & Resources Corporate Directorate Improvement Plan (CDIP) 2013 to 2016.

**Aubrey Fawcett**

**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 within the life of the report. Appendix 1 contains details of the progress that has been made in relation to each of these actions.
- 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 Members should note that while the CDIP covers the period 2013 to 2016, many of the actions detailed within the plan will continue beyond this term and will be incorporated within the new CDIP for 2016 to 2019. A number of completed actions will now be removed from the new CDIP and be replaced by strategic actions.
- 4.5 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 other are compiled on a more frequent basis. Appendix 2 contains an update on performance for the KPIs and also contains a number of key performance indicators, consisting of a mixture of statutory performance indicators (SPIs) and local service or operations indicators.

## **5.0 DIRECTORATE IMPROVEMENT PLAN PROGRESS**

- 5.1 A number of key actions are identified in the Environment, Regeneration & Resources Directorate Plan which contribute to the Council's Single Outcome Agreement and Corporate Statement wellbeing outcomes and include:
- The delivery of the Riverside Inverclyde Operating Plan
  - Maintaining and improving the quality of the roads network infrastructure
  - Reductions in carbon dioxide emissions
  - School Estate Management Plan 2013/14
  - Stabilisation of the population within Inverclyde
  - Maximising tourism opportunities
  - Development of a Land Asset Plan
  - Implementation of the Asset Management Plan

- 5.2 Out of the ten key actions identified within the CDIP, seven are on track and two are completed with the majority of those on track extending beyond the life of the report. The Asset Management Plan is scheduled for completion in 2017. The Roads Asset Management Plan has Capital funding extending beyond 2015/16 and this will continue also, with the conversion of street lighting moving to a detailed design, with contracts to be in place for 2016/18.
- 5.3 Progress continues to be made in the potholes category of indicators with the improved indicators for Category 2 (High Risk) with 91% reported potholes and 61% of Category 3 (Medium Risk) potholes completed within the target timescale.
- 5.4 Returns for planning and building warrants remain high with 84.2% of all planning applications determined within 2 months and 97.5% of household planning applications determined within the same period. Both of these are above their respective target of 80% and 90% respectively.
- 5.5 The Land Asset Plan which includes open spaces, cemeteries, strategies and play area provisioning is on track with funding approved in October 2015 to extend the play area development programme. The feasibility study on the next phase of extension for Knocknairshill cemetery is now completed and will be considered by the Council's Corporate Management Team.

## **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.




Safe




Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
<p>ERR 15</p> <p>Maintain and improve the quality of the roads network infrastructure</p>	<p>Proposed programme of Projects to be undertaken in 2014/16 using RAMP/Capital Funding reported to Committee – Outline RAMP programme for 2014 has been detailed covering specific and cost of Carriageways, footways, lighting structures fees and staffing costs along with Core funding for traffic measures and details on Cycling walking and safer streets.</p>	<p></p> <p>On Track</p>	<p>The RAMP investment is being delivered substantially to programme. For street lighting - following the business case for lanterns and column replacement to achieve energy, carbon and maintenance savings, the project has moved to detailed design and contracts are to be let in 2016/18 for implementation.</p>




**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 use 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. Progress reported through Capital Report to this committee.</p>	<p> On Track</p>	<p>Original office rationalisation proposals were approved in 2010. The plan has advanced with most projects complete or on site. Projected completion by Summer 2017:</p> <p>Port Glasgow Hub Office - opened May 2014            Hector McNeil House - opened September 2014            Wallace Place/Library - opened February 2015            GMB District Court - due to complete December 2016            Former Education HQ Offices - due to complete Summer 2017"</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>The current plan is fourth edition (first edition 2004) with most major projects complete or on site:</p> <p>Port Glasgow Community Campus - opened December 2013            Ardgowan Primary - opened August 2015            St John's Primary School - opened October 2015            Kilmacolm Primary School - due to open October 2016            St Patrick's Primary School - due to</p>

Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
			open October 2016"
<p>ERR 14</p> <p>Fully developed Land Asset Plan to include open spaces, cemeteries, strategies and play area provisioning</p>	<p>Continue phased play area development</p> <p>Identify cemeteries, implement next phase of investment in 2014/15</p> <p>Ongoing site by site condition assessment to inform budget setting priorities.</p>	<p></p> <p>On track</p>	<p>Play Area Development Programme is ongoing. Additional funding approved Oct 2015 will extend the programme into year 2017/18</p> <p>A feasibility study into the next phase of the extension of Knocknairshill Cemetery is complete. A report will be presented to CMT Feb 2016.</p> <p>This item relates to the wider open space asset management plan, specifically the property type assets e.g. roads, paths, walls, fences etc. A number of condition assessments are complete and the data gathered to date will be extrapolated and applied to other assets.</p>
<p>ERR 16</p> <p>All available tourism opportunities are maximised</p>	<p>Utilisation of current tourism action plan</p>	<p></p> <p>On track</p>	<p>The Tourism Strategy refresh is currently being developed and ongoing</p>
<p>ERR 18</p> <p>Compliance with nationally agreed Local Authority Building Standards Scotland (LABSS) and Scottish Government Building Standards Division (BSD) Continuous Improvement Plan</p>	<p>Undertake procedural changes identified as Key Performance Outcomes, completion dates staged</p>	<p></p> <p>Complete</p>	<p>This action is now complete</p>

Where Do We Want To Be?	How Will We Get There? (Improvement Action)	BRAG Status (Blue, Red, Amber Green)	Comment
<p>ERR 19</p> <p>Compliance with targets set in the Planning Service Improvement Plan</p>	<p>Encourage use of the ePlanning system</p> <p>Work with customers to deliver faster planning decisions</p> <p>Review the Planning Enforcement Charter</p>	<p> Complete</p>	<p>This action is now complete</p>
<p>ERR 21</p> <p>Riverside Inverclyde – Deliver Operating Plan</p>	<p>Ongoing monitoring and review against RI milestones</p>	<p> On Track</p>	<p>The Inverclyde Economic Development &amp; Regeneration Single Operating Plan 2014 to 2017 is monitored by Riverside Inverclyde and Inverclyde Council through a common monitoring and reporting framework tracking both performance against key indicators and details on project performance and spend.</p>
<p>ERR 22</p> <p>Stabilise population within Inverclyde</p>	<p>Develop and implement Action Plan</p>	<p> On track</p>	<p>The SOA 1 Repopulation Outcome Delivery Plan is reported to the alliance board. A detailed report was submitted to P&amp;R on 2nd February.</p>

**Respected & Responsible**

<b>Where Do We Want To Be?</b>	<b>How Will We Get There? (Improvement Action)</b>	<b>BRAG Status (Blue, Red, Amber Green)</b>	<b>Comment</b>
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 2011/16	 Slight Slippage	There has been slight slippage in respect of the original targets as a result of the revised calculation model.

## 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 (2014 – 2015)	Current Performance	Target 2015/16	Frequency of monitoring	Trend (up or down on same period previous year)	Analysis of performance
Waste Management – Refuse Recycling	56%	56.8%	50%	Quarterly	Up	This performance is in line with the correlating performance in 2014/15
Traffic Lights - Faults repaired within 48 Hours	92.8%	87.50%	98%	Quarterly	Up	There are only a small number of traffic lights and variations are largely due to small statistical sample size.
Street Lights – Faults repaired within 7 days	88.0%	91.9%	95%	Monthly	Up	This reduction is due to issues with the last Lighting Maintenance contractor. The new contractor is now achieving target figures the current performance figures shown are for Dec 2014
Potholes: Category 1 (Emergency/Urgent); R.1 response to make safe/repair within 24 hours of identification	88%	88%	90%	Quarterly	Same	Performance actions are reported to this Committee. There are only a small number of category 1 defects and variations are largely due to small statistical sample size. The current performance figures shown for all pothole categories are from October to December 2015.

Key Performance Measure	Performance (2014 – 2015)	Current Performance	Target 2015/16	Frequency of monitoring	Trend (up or down on same period previous year)	Analysis of performance
Potholes: Category 2 (High Risk); R.2 response to make safe/repair within 7 days of identification	81%	91%	80%	Quarterly	Up	Performance actions are reported to this Committee Significant improvements achieved.
Potholes: Category 3 (Medium Risk); R.3 response to repair within 28 days of identification	46%	61%	90%	Monthly	Up	Performance actions are reported to this Committee Significant improvements achieved.
% of Property Enquiries fulfilled within 28 days	100%	100%	100%	Monthly	Same	Performance in this area is high with 100% Property Enquiries regularly being fulfilled within 28 days. Enquiry levels as previously reported remain lower as a result of recessionary forces.
Percentage of all planning applications decided in under 2 months	78.9%	84.2%	80%	Monthly	Up	<i>In Q3 2015-16 82 of 94 applications were determined within 2 months. 84.2.%</i>
Percentage of householder planning applications decided in under 2 months	96.5%	97.5%	90%	Monthly	Up	<i>In Q3 2015-16 39 of 40 applications were determined within 2 months. 97.5%</i>
Percentage of building warrants assessed within 20 working days of registration	100%	100%	100%	Monthly	Same	In Q3 2015-2016 116 of 116 warrants were assessed within 20 days. 100%

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<b>Report To:</b>	<b>Environment and Regeneration Committee</b>	<b>Date:</b>	<b>3 March 2016</b>
<b>Report By:</b>	<b>Corporate Director, Environment, Regeneration and Resources</b>	<b>Report No:</b>	<b>E&amp;R/16/03/01/SJ /RG</b>
<b>Contact Officer:</b>	<b>Stuart W Jamieson</b>	<b>Contact No:</b>	<b>01475 712491</b>
<b>Subject:</b>	<b>Inverclyde Local Development Plan: Development Plan Scheme and Participation Statement 2016</b>		

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## 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 and Participation Statement for submission to The Scottish Government, and the setting up of a Members Officers Group for the review of the Local Development Plan.

## 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 each year since 2009 to the updated DPS and PS. The eighth annual update is now the subject of this Committee report.
- 2.3 This DPS sets out the timetable for the preparation of Inverclyde's second LDP. The process begins with early engagement with the public and other stakeholders during March 2016 in order to identify issues that the new LDP should address. This includes a 'call for sites' from house builders, developers and landowners prior to the publication of a Main Issues Report and Monitoring Statement in March 2017. Thereafter a Proposed Plan will be published for consultation in March 2018, with any potential Examination starting in July 2018. Adoption of Inverclyde's second LDP is anticipated to be in spring 2019.

## 3.0 RECOMMENDATIONS

- 3.1 It is recommended that Committee:
- Approves the publication of the updated 2016 Development Plan Scheme and Participation Statement and its submission to The Scottish Government, noting that the review of the LDP will formally start in March 2016.
  - Agree to the setting up of a new cross-party Members Officers Group to meet on a regular basis to consider the review of the LDP.

**Aubrey Fawcett**  
**Corporate Director, Environment, Regeneration and Resources**

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## 4.0 BACKGROUND

- 4.1 Section 16 of the Planning, etc. (Scotland) Act 2006 requires Local Development Plans (LDP) to be replaced at least every 5 years. In areas covered by a Strategic Development Plan (SDP), LDPs must be consistent with the relevant SDP and are expected by Scottish Ministers to be adopted within two years of their approval.
- 4.2 The Planning Act also requires each planning authority to prepare an annual Development Plan Scheme (DPS) and Participation Statement (PS). A DPS sets out the Council's intended programme for preparing and reviewing the LDP and what is to be involved at each stage. The DPS requires a timetable, specifying when 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 at least annually.
- 4.3 Inverclyde Council is one of eight planning authorities that comprise the Glasgow and the Clyde Valley Strategic Development Planning Authority (Clydeplan). As Committee are aware, Clydeplan has now embarked upon a review of the approved SDP, the most recent stage of which was the publication of the SDP Proposed Plan for public consultation in January this year. The Regeneration and Planning Service will start the preparation of the second Inverclyde Local Development Plan in March 2016, and this Plan will, when adopted, supersede the current LDP (2014).

## 5.0 PROPOSALS

- 5.1 The DPS states that the preparation of Inverclyde's second LDP will begin in March 2016 with early engagement with the public, community groups and other stakeholders in order to identify issues that the new LDP should address. This includes a 'call for sites' from house builders, developers and landowners, followed by the preparation and publication of a Main Issues Report (MIR) and Monitoring Statement in March 2017. As Members are aware, a cross-party Members Officers Group was convened during the early period in the preparation of the current LDP to consider and debate all aspects of it, and it is proposed to replicate this approach for LDP 2. It is recommended that Members agree to the setting up of a new cross-party LDP Members Officers Group to meet on a regular basis to consider the review of the plan, the first meeting of which will be in summer 2016. The Members Officers Group received cross party support. The Members who participated in the group were Councillors Wilson, McCormick, Clocherty, Shepherd, Dorrian and Nelson, and it is proposed, subject to their agreement to participate in the group, that this membership forms the basis of the new group.
- 5.2 Following the publication of the MIR and Monitoring Statement, it is anticipated that a Proposed Plan will be published for consultation in March 2018, with any potential Examination starting in July 2018, dependent upon the Scottish Government's Directorate for Planning and Environmental Appeals (DPEA) timetable for holding an Examination. Adoption of Inverclyde's second LDP is anticipated to be in spring 2019.
- 5.3 It is recommended that Committee approves the publication of the updated 2016 Development Plan Scheme and Participation Statement and its submission to The Scottish Government before 31 March 2016, noting that the review of the LDP will formally start in March 2016.



## 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 CONSULTATION

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

7.2 **Head of Legal and Property 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 Development Plan 2014 (adopted August 2014)

(2) Glasgow and the Clyde Valley Strategic Development Plan (approved May 2012)

#### Attachments

(1) Annex 1: Inverclyde Local Development Plan – Development Plan Scheme and Participation Statement 2016

Inverclyde Council

Local Development Plan

Development Plan Scheme and Participation Statement

March 2016



## Development Plan Scheme

### Introduction – What is a Development Plan?

A Development Plan is a document that sets out where development should take place and identifies which areas should not be developed. It includes policies and proposals that provide the framework upon which all planning applications can be determined. The statutory requirement to prepare development plans is set out in the Planning (Scotland) etc Act 2006. They must be updated every five years to ensure they are kept up to date, with their associated action programmes required to be updated every two years.

In the four city regions of Scotland, the Development Plan is made up of a Strategic Development Plan (SDP) and a Local Development Plan (LDP). The SDP covers a number of LDP areas and 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 LDPs that sit below this set out a more detailed level of planning, through policies and proposals, to guide development in each local authority area and must accord with the SDP. The Development Plan has to have regard to the National Planning Framework for Scotland (NPF) 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 to thirty year time period. The current framework, NPF3, came into force in July 2014.

The two statutory plans that comprise the Development Plan for Inverclyde under the 2006 Act are:

**Strategic Development Plan:** The Glasgow and the Clyde Valley Strategic Development Planning Authority (Clydeplan) comprising eight local planning authorities, including Inverclyde, prepared the first Strategic Development Plan (SDP) for the Glasgow City Region and this was approved by Scottish Ministers in May 2012. Clydeplan has now embarked upon a review of this plan, the most recent stage of which was the publication of the SDP Proposed Plan for public consultation in January 2016.

**Local Development Plan:** The first Inverclyde Local Development Plan was adopted by Inverclyde Council on 29 August 2014. The LDP includes six Supplementary Guidance documents on Local Development Frameworks, Affordable Housing Provision, Green Networks, Renewable Energy, Planning Application Advice Notes and Enabling Development. Each of these supplementary guidance documents provide greater detail for certain policies to give clarity to developers as to how these policies will be applied in determining planning applications.

### What is a Development Plan Scheme?

The purpose of a Development Plan Scheme (DPS) is to set out the authority's programme for preparing and reviewing their development plan (both SDP and LDP) and to describe what is likely to be involved at each stage. There should be meaningful consultation in the preparation of a development plan, and the DPS must include a Participation Statement (PS), stating when, how and with whom consultation on the plan will take place.

The first Inverclyde Council DPS and PS was submitted to the Scottish Government in March 2009. Legislation requires that the DPS and PS be updated and submitted to the Scottish Government at least annually, and this DPS and PS is the eighth annual update.

### 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 this 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 2014 on 29 August 2014.

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 31 May 2013, with the conclusion that no assessment was required.

### Action Programme

It is a statutory requirement for planning authorities to prepare a list of actions to deliver each of their Local Development Plan's policies and proposals, along with details of those responsible for carrying them out and the timescales for doing so. These actions can vary in nature and may include the delivery of key infrastructure and facilities, the preparation of masterplan documents or the provision of supplementary guidance. Actions are not confined to those being provided by Inverclyde Council. In the consideration and production of the Inverclyde Local Development Plan Action Programme, consultation has been undertaken with the Key

Agencies and all other bodies identified as being responsible for the delivery of the specified actions. Inverclyde's Action Programme was published in November 2014.

Review of Clydeplan Strategic Development Plan

Clydeplan has now embarked on a review of the approved SDP (May 2012) with the publication of a Main Issues Report (MIR) in January 2015 and the Proposed Plan in January 2016. A consultation period of six weeks for the Proposed Plan, between 18 January and 29 February 2016 has been set, with the aim of submitting it to Scottish Ministers in May 2016. Should there be unresolved representations, an Examination will be conducted by a reporter appointed by Scottish Ministers in the summer of 2016. Approval of SDP2 is programmed thereafter for Spring 2017. Details are available on the GCV SDPA's website at <http://www.clydeplan-sdpa.gov.uk>.

An updated Clydeplan SDP Development Plan Scheme and Participation Statement is expected to be published in March 2016, and will be made available on their website.

Programme for Inverclyde Local Development Plan Production

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

<b>Key Stages</b>	<b>Key Components</b>	<b>Clydeplan Strategic Development Plan 2</b>	<b>Inverclyde Local Development Plan 2</b>
Development Plan Scheme and Participation Statement	Annual publication of Development Plan Scheme and Participation Statement.	Annually in March	Annually in March
LDP Contacts	Updating of LDP contacts		January-February 2016
Early Engagement	Start Early Engagement with stakeholders.	January/February 2014	March 2016
Evidence Gathering	Preparation of Monitoring Statement. Call for Sites.	June – December 2014	March-October 2016

<b>Key Stages</b>	<b>Key Components</b>	<b>Clydeplan Strategic Development Plan 2</b>	<b>Inverclyde Local Development Plan 2</b>
	Consideration of issues for Main Issues Report.		
Action Programme Update for SDP1/LDP1	Publication of Action Programme Update (required every two years).	June 2014	November 2016
Main Issues Report, Monitoring Statement and SEA Environmental Report	Publication of Main Issues Report, Monitoring Statement and SEA. Consider Representations on Main Issues Report. Start preparation of Proposed Plan.	January 2015	March 2017
			<b>Local Government Elections – May 2017</b>
Proposed Plan and Draft SEA Environmental Report	Publication of Proposed Plan. Consider Representations. Prepare Schedule 4s.	January 2016	March 2018
Submission to Scottish Ministers	Submit Proposed Plan to Scottish Ministers.	May 2016	June 2018
Start of Examination into Proposed Plan	Unresolved representations to the Proposed Plan to be subject to Examination by a Reporter appointed by Scottish Ministers.	June 2016	July 2018
Modification of Proposed Plan	Modify Proposed Plan following consideration of recommendations from Reporter.	Late 2016/Early 2017 **	Early 2019 **
Approval/Adoption of Proposed Plan	Submit Plan to Scottish Ministers for approval	Spring 2017 **	Spring 2019 **

Key Stages	Key Components	Clydeplan Strategic Development Plan 2	Inverclyde Local Development Plan 2
and Strategic Environmental Assessment Environmental Report	(SDP)/authority to adopt (LDP).		
Action Programme	Publication of Action Programme.	Spring 2017 **	Within three months of adoption of Plan (Summer 2019).
Strategic Environmental Assessment Post Adoption Statement	Publish Strategic Environmental Assessment Post Adoption Statement (how the environmental considerations have been integrated into the Plan).	Spring 2017 **	Within three months of adoption of Plan (Summer 2019).

\*\* Subject to the timetable of Reporter appointed by Scottish Ministers



## Participation Statement

The Council is committed to involving stakeholders (i.e. any individuals or groups with an interest in planning issues within Inverclyde) in the preparation of the next Local Development Plan. For this reason, careful thought has been given to how we can involve stakeholders effectively.

This Participation Statement (PS) explains who we will seek to involve at the various stages of preparing the next Plan, and the different ways in which we will do so. The PS will be updated annually and published as part of the Development Plan Scheme.

### What Does Involvement Mean?

There are three main ways in which we will seek to involve stakeholders in the preparation of the next Plan:

- **Inform** – Throughout the process, we will provide information on the progress made and make people aware of the next stage
- **Engage** – In the early stages of the process, we will engage with certain stakeholders in order to identify the main issues to be addressed in the next Plan
- **Consult** - At certain points, we will seek stakeholders' views on specific issues and options which have been identified for discussion or consultation.

### Why Should You Get Involved?

The preparation of the Local Development Plan seeks to identify where new development, such as housing, business, leisure and recreation etc, should be located and how it can positively influence the towns and countryside within Inverclyde. The Plan also seeks to ensure that any potential negative impacts of new development are, as far as possible, overcome or reduced.

The Council strongly encourages stakeholders to get involved, as this will help us prepare a Plan that is relevant and responsive to the needs, aspirations and concerns of those who live, work, visit and invest in the area. We believe it is particularly important for stakeholders to get involved in the early stages of preparing the plan, as this is when a range of ideas and options are being considered and no decisions have been taken by the Council. Getting involved applies as much to people who support specific issues and/or development proposals as to those who may wish to object.

You can get involved on your own or as part of a local organisation, such as a Community Council, residents' association, local business or amenity group.

### Learning from Experience

In order to learn from previous experience and get more people involved in the next Plan process, we reviewed the effectiveness of the participation methods used during the preparation of the current Local Development Plan. We also looked at the participation methods used by other Planning Authorities to see if there are any new and innovative methods which would be appropriate and effective in Inverclyde.

The review identified a number of ways in which our approach could be improved. For example, it recommended the use of school based workshops to increase youth engagement. The recommendations of the review have been taken into account and, where appropriate, included in this Participation Statement.

### General Principles

The approach set out in this PS is based on a number of general principles. These are to:

- meet the National Standards for Engagement
- take account of the advice set out in the Scottish Government's Planning Advice Note 3/2010 Community Engagement
- go beyond the minimum statutory (legal) requirements to involve stakeholders
- make sure that people and communities are aware of the Local Development Plan process, its importance and how they can get involved
- make the process accessible to all stakeholders by providing a variety of ways, locations and times to get involved and ensure that documents are written in plain English and maps are clear and easily understood.
- use social media and any new innovative methods which have been shown to be effective and which would be appropriate within Inverclyde
- inform stakeholders of how their responses have been taken into account in the preparation of the Plan
- seek feedback on how we propose to involve stakeholders in the preparation of the next Plan.

### Who Do We Want to Involve?

The Council seeks to involve as wide a range of stakeholders as is practicable, including:

- public sector (relevant government departments and agencies)
- private sector (e.g. business, housing and retail interests)
- community groups (e.g. Community Councils, Development Trusts)
- voluntary sector organisations
- single interest organisations (e.g. environmental)
- individual members of the public.

We recognise that it is difficult to involve certain sections of society. In light of this, we intend to make a greater effort to reach beyond those individuals and groups normally involved in planning consultations to a wider range of public interests such as young people, pensioners, ethnic minorities and people with disabilities.

#### **Registering as a Contact**

The Council maintains a 'contacts list' of interested people, groups and organisations that will be directly notified of key stages/events in the preparation of the next Plan, i.e. publication of the Main Issues Report.

To add your name to our contacts list please get in touch with the Planning Policy team using the details provided at the end of this document.

### When and How Will We Involve You?

The Council seeks to involve stakeholders throughout the preparation of the next Plan, up to the point where the Plan is agreed by the Scottish Government and ready to use (adopted).

Scottish Government policy (Circular 6/2013 Development Planning) states that the character of stakeholder involvement - who will be involved, when and how - should change as the preparation of the next LDP progresses. This approach tries to ensure that stakeholder involvement is proportionate to each stage of the Plan preparation process and that stakeholders are provided with the most appropriate opportunities to get involved.

Table 1 sets out, in as much detail as is known at this early stage, who we propose to involve at the key stages of preparing the next Plan, why we want to involve them and how we propose to do so. While the information set out in Table 1 reflects our current thinking, we will give further consideration to the appropriateness of the participation methods listed, and whether any new and innovative methods should be added, prior to the publication of the next DPS in March 2017. In light of this, it is important to note that the information provided in Table 1 may change.

Table 1

<b>LDP Stage</b>	<b>When?</b>	<b>Why Involve Stakeholders?</b>	<b>Who will be Involved?</b>	<b>How will stakeholders be involved?</b>
Ongoing	Ongoing	To keep stakeholders informed of how the preparation of the Plan is progressing and what the next stage in the process is.	All stakeholders	<ul style="list-style-type: none"> <li>• The Development Plan Scheme</li> <li>• Updates on the Council's website and social media pages</li> <li>• Reports to the Council's Environment and Regeneration Committee (these will be made available on the Council's website).</li> </ul>
Publication of the Development Plan Scheme (DPS)	Annually in March	It is a statutory requirement to inform stakeholders of the programme for preparing and reviewing the next LDP and highlight how and when they can get involved.	All stakeholders.	<p>Stakeholders will be informed of the DPS through:</p> <ul style="list-style-type: none"> <li>• A Report to the Council's Environment and Regeneration Committee (this will be made available on the Council's website)</li> <li>• Updates on the Council's website</li> <li>• Paper copies of the DPS will be made available in all local libraries and the municipal buildings in Greenock, while an online copy will be available on the Council's website.</li> </ul> <p>The DPS will include information on how stakeholders can provide feedback on it.</p>

LDP Stage	When?	Why Involve Stakeholders?	Who will be Involved?	How will stakeholders be involved?
Early Engagement	March 2016	This is a non-statutory engagement, which seeks stakeholders views on what issues should be addressed, and options identified, in the Main Issues Report.	Stakeholder groups	<p>Relevant stakeholders will be informed of the early engagement process through:</p> <ul style="list-style-type: none"> <li>• The Development Plan Scheme</li> <li>• Direct letters/ e-mails</li> <li>• An 'In View' magazine article</li> <li>• Press article</li> <li>• The Council's website</li> <li>• Stakeholder meetings, (e.g. community groups, key agencies, developers, internal Council services)</li> <li>• Members/ officers working group</li> <li>• All member briefings</li> </ul> <p>Consideration will also be given to actively engaging stakeholders through a variety of methods including:</p> <ul style="list-style-type: none"> <li>• Planning Aid 'training sessions' on the LDP process</li> <li>• A Citizens Panel survey</li> <li>• Freepost summary postcards</li> <li>• School based workshops</li> </ul>
Publication of the Main Issues Report (MIR)	March 2017	<p>It is a statutory requirement to engage/consult on the MIR.</p> <p>This is a key stage in involving stakeholders in the preparation of the next LDP as it provides the opportunity to comment on</p>	All stakeholders	<p>Stakeholders will be informed of the MIR through:</p> <ul style="list-style-type: none"> <li>• The Development Plan Scheme</li> <li>• Statutory notices</li> <li>• Stakeholders on the Council's LDP contacts list will be notified directly</li> </ul>

LDP Stage	When?	Why Involve Stakeholders?	Who will be Involved?	How will stakeholders be involved?
		the main policy and settlement issues identified by the Council (through early engagement) and/or identify new issues.		<ul style="list-style-type: none"> <li>• Updates on the Council's website and social media pages</li> <li>• Banners, posters and leaflets left at key points, including libraries, Council offices, leisure centres and other public locations such as supermarkets.</li> <li>• A Report to the Council's Environment and Regeneration Committee</li> <li>• Stakeholder meetings (e.g. community groups, key agencies, developers, internal Council services)</li> <li>• Members/ officers working group</li> <li>• All member briefings</li> </ul> <p>Consideration will also be given to actively engaging stakeholders through a variety of methods including:</p> <ul style="list-style-type: none"> <li>• Public information events to be held at key locations throughout Inverclyde, including libraries and leisure centres etc.</li> <li>• School based workshops, where possible.</li> <li>• Community Planning Partnership network</li> </ul>
Publication of the Proposed Plan	March 2018	It is a statutory requirement to consult on the Proposed Plan, which represents what the Council believe should be taken forward as the next	All stakeholders	In addition to the methods used to publicise the MIR, the Council will 'neighbour notify' all owners, lessees, occupiers and neighbours of development sites identified in the Proposed Plan

LDP Stage	When?	Why Involve Stakeholders?	Who will be Involved?	How will stakeholders be involved?
		Local Development Plan.		<p>Stakeholders will be actively consulted on the Proposed Plan through:</p> <ul style="list-style-type: none"> <li>• Stakeholder meetings (e.g. community groups, key agencies, developers, internal Council services)</li> <li>• Public information events to be held at key locations throughout Inverclyde, including libraries, leisure centres and schools.</li> <li>• Community Planning Partnership network</li> <li>• Members/officers working group</li> <li>• All member briefings</li> </ul>
Examination of the Proposed Plan	July 2018	Where there are unresolved representations to the Proposed Plan, it is a statutory requirement to go through the examination process.	Stakeholders whose representation to the Proposed Plan has not been resolved.	<p>Stakeholders will be informed of the examination process through:</p> <ul style="list-style-type: none"> <li>• Statutory notices</li> <li>• Press adverts</li> <li>• Notifications sent to all relevant stakeholders</li> <li>• Updates on the Council's website and social media pages</li> </ul> <p>The reporter appointed by the Scottish Government will determine how stakeholders should participate in the examination process. This will done through one of the following:</p>

LDP Stage	When?	Why Involve Stakeholders?	Who will be Involved?	How will stakeholders be involved?
				<ul style="list-style-type: none"> <li>• Written submissions</li> <li>• Hearings</li> <li>• Formal inquiry sessions</li> </ul>

### Strategic Environmental Assessment

In accordance with the Environmental Assessment (Scotland) Act 2005, we will carry out a public consultation on the draft Environmental Report published alongside the Main Issues Report and the Proposed Plan. We will also make the final SEA Post Adoption Statement publicly available, i.e. on the Council's website.

### How Can You Provide Comments?

At each stage of plan preparation, we will provide a variety of simple and convenient ways in which to respond to formal consultations and provide informal comments on the preparation of the Plan. These will include:

- Using the consultation response form on the Council's website
- Inputting at development plan events, either directly or through the comments boxes provided
- Telephoning, sending an email or writing a letter using the contact details at the bottom of this page (please note that in the interest of the environment, electronic correspondence is encouraged whenever possible)

### How we will deal with your comments?

When a stakeholder has made a formal representation during the preparation of the Plan, we will inform them of how this has been taken into account through an email, or letter if no email address is available, acknowledging receipt of the representation and advising when it, along with our response, will be submitted to the Council's Environment and Regeneration Committee. At this point, we will also inform the stakeholder of the next stage in the process.



### Providing feedback on the Development Plan Scheme

We welcome your feedback on the Development Plan Scheme, including the type of consultation methods that we are proposing to use.

### Accessing Documents

For further information or to provide feedback on this DPS, please contact the Planning Policy Team 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](mailto:ldp@inverclyde.gov.uk)

Web page: [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

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<b>Report To:</b>	<b>Environment &amp; Regeneration Committee</b>	<b>Date:</b>	<b>3 March 2016</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>ENV/ERC/IM/16/270</b>
<b>Contact Officer:</b>	<b>Kenny Lang</b>	<b>Contact No:</b>	<b>712654</b>
<b>Subject:</b>	<b>Household Recycling Charter and Code of Practice</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to inform Committee of the Household Recycling Charter and seek approval to sign up to the Charter.

## 2.0 SUMMARY

- 2.1 The Zero Waste Task Force was convened in 2014 to review waste management practices and identify recommendations to transform the management of public sector waste into a feedstock for the circular economy.
- 2.2 The Zero Waste Task Force consisted of the Scottish Government, COSLA, SOLACE Zero Waste Scotland (ZWS) and the Waste Managers Network.
- 2.3 A key objective from the Taskforce was that local authorities should be enabled to improve recycling performance while developing a consistent national system of recycling services whilst allowing councils to design services in accordance with local needs and issues.
- 2.4 This approach has now been articulated by the Household Recycling Charter and associated Code of Practice, which have been scrutinised and approved by COSLA Leaders.
- 2.5 In a joint letter from Councillor Stephen Hagan, COSLA Spokesperson for Development, Economy and Sustainability and Richard Lochhead Cabinet Secretary for Rural Affairs, Food and Environment have asked that Councils sign up to the charter.
- 2.6 The Household Recycling Charter is unanimously supported by COSLA Leaders and Councils can sign now even if they are not in a position to make any changes to their collection systems for a few years.
- 2.7 Formally signing up to the Household Recycling Charter only commits the Council to investigating how to adopt the systems in the Code of Practice on the proviso of Scottish Government funding to effect any change, without such funding the Scottish Government have been advised that any desired transformation will not take effect.

## 3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee agree that the Council sign up to the Household Recycling Charter and commence the process of developing a funded transition plan through Zero Waste Scotland.

**Ian Moffat**  
**Head of Environmental and Commercial Services**

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## **4.0 BACKGROUND**

- 4.1 In 2014 the Zero Waste Task Force was convened to review the variety of waste management practices in place through Scotland in order to identify best practice recommendations which would lead to a more consistent approach for the management of public sector waste.
- 4.2 The task force consisted of the Scottish Government, COSLA, SOLACE Zero Waste Scotland (ZWS) and the Waste Managers Network.
- 4.3 The drive for consistency it is felt would enable a high quality and sustainable feedstock recycling as an input resource for the circular economy.
- 4.4 The recommendation for the development of a charter to ensure more consistent recycling was made by the taskforce in June 2015. In November 2015, the core principles of the charter and the accompanying code of practice were approved by COSLA and specifically the three-stream collection system. The Household Recycling Charter was subsequently announced on 9 December 2015. APPENDIX A provides further details on the Charter.

## **5.0 HOUSEHOLD RECYCLING CHARTER**

- 5.1 The Household Recycling Charter identifies a number of collection strategies which are considered to best meet the overall objectives of the Taskforce to improve recycling performance and developing a consistent national system whilst leaving scope for councils to design the specific services around their local context.
- 5.2 Through implementing the collection systems it is considered that Councils will be able to:
- Stimulate inward investment and associated jobs in recycling and reprocessing industries
  - Retain and enhance existing jobs in waste collection
  - Generate and retain the best value from waste streams whilst increasing recycling rates
  - Provide councils with a strong voice in the procurement market
  - Enable Councils to manage market conditions to their collective advantage
  - Empowers Councils to demonstrate innovative thinking to develop solutions
  - Work together to communicate to the public the value in recycling, and the benefits that good recycling practice can bring to communities.
- 5.3 Signing up to the Charter at this stage does not commit the Council to any course of action but will allow the Council to access support from ZWS to develop a scoping plan which will highlight any cost-effective changes required to move towards the consistent system with a view to developing an implementation plan detailing timescales and financial considerations.
- 5.4 Oversight and scrutiny of this process will be carried out through a high-level strategic group through the Scottish Government to ensure that the overall aims and objectives of the Charter are being met and to maintain focus on the over-arching circular economy goals and benefits.
- 5.5 The timescale for implementation may be a number of years ahead and could be aligned to the replacement of fleet or large scale capital investment.
- 5.6 Formally signing up to the Household Recycling Charter will not commit the Council to any spend only to exploring the scoping plan in line with the consistency strategy. The Scottish Government have advised that funding would be available to allow Councils to manage the transition and any changes would be solely on proviso of Scottish Government funding to effect any change. The Scottish Government have been advised that any desired transformation will not take effect without such commitment.

## **6.0 IMPLICATIONS**

6.1 Finance – None

6.2 Legal - None

6.3 Human Resource – None

6.4 Equalities and Diversity - None

6.5 Repopulation - None

## **7.0 BACKGROUND PAPERS**

7.1 None

## Charter for Household Recycling in Scotland

This charter is a declaration of our organisation’s intent to provide services that deliver local and national benefits, encouraging high-levels of citizen participation in waste prevention, recycling and reuse.

We, as leaders in local government and the main providers of services to households, acknowledge that significant progress has been made in achieving greater value from recycling and reusing household waste over the past 10 years. We also acknowledge that further progress is required to achieve better national and local outcomes.

We welcome the opportunity to make a commitment to our future waste, recycling and reuse services that will build on the progress achieved to date to ensure that waste is considered a resource and our services support sustainable employment and investment within the Scottish economy.

We recognise the opportunities of a more circular economy and better resource management to support sustainable employment and investment in the economy for the benefit of Scotland and its local communities.

We commit:

- To improve our household waste and recycling services to maximise the capture of, and improve the quality of, resources from the waste stream, recognising the variations in household types and geography to endeavour that our services meet the needs of all our citizens.
- To encourage our citizens to participate in our recycling and reuse services to ensure that they are fully utilised.
- To operate our services so that our staff are safe, competent and treated fairly with the skills required to deliver effective and efficient resource management on behalf of our communities.
- To develop, agree, implement and review a Code of Practice that enshrines the current best practice to deliver cost effective and high-performing recycling services and tell all of our citizens and community partners about both this charter and the code of practice.

### Signatories

..... Council Leader

..... Chief Executive

Scottish Ministers welcome this declaration and will work in partnership with the signatories and their representatives to support the delivery of these commitments.

.....

Cabinet Secretary for Rural Affairs, Food and Environment

To achieve this, we will do the following:

### Designing our services

1. We will design our household collection services to **take account of the Code of Practice (CoP)** for the variety of housing types and geography in our community. In doing so, over time, **we will establish common collection systems, as appropriate**, for paper, card, glass, plastics, metals, food and other commonly recycled materials deemed feasible (e.g. textiles, small WEEE, nappies) across Scotland.
2. We will ensure that **all citizens have access to services** for recycling to include paper, card, glass, plastics, metals and food. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are provided with adequate volumes of containers in line with the Code of Practice (CoP).
3. We will ensure that our household collections give **consistent definition of materials** (paper, card, glass, plastics, metals and food) that can be competently recycled in line with the Code of Practice (CoP). Thus, we will eradicate discrepancies on what can and cannot be recycled in different localities across Scotland.
4. We will **reduce the capacity provided for waste that cannot be recycled** to give the appropriate motivation to our citizens to recycle. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are limited to non-recyclable (i.e. black bag/general waste/residual waste) waste volumes in line with the established Code of Practice (CoP).

### Deliver consistent policies

5. We will ensure that our local policies, in line with the Code of Practice (CoP), encourage citizens to recycle by **reducing the collection of waste that cannot be recycled (i.e. excess waste/side waste)**.
6. We will ensure that our local policies **provide citizens with sufficient capacity for their waste**, recognising that some households will produce more waste than others, in line with the Code of Practice (CoP).
7. We will ensure that our local policies **direct our collection crews to not collect containers for waste that cannot be recycled that clearly contain recyclable materials** (including paper, card, glass, plastics, metals and food) in line with the Code of Practice (CoP).
8. Where citizens have not followed our collection advice and policies, we will ensure our **policies for communicating and taking corrective action are delivered consistently** in line with the Code of Practice (CoP).
9. We will ensure that policies for **bulky or excess waste encourage citizens to recycle and reuse, where this is practicable to do so**.

### Operating our services

10. We will **collect household waste when we have said we will** and ensure materials are managed appropriately upon collection.
11. We will manage materials so that the **highest possible quality is attained and we seek to accumulate value** by working with partners to encourage inward investment for our economy.

12. We will **record complaints and alleged missed collections** and ensure that we respond to these in line with the Code of Practice (CoP).
13. We will **listen to special requests or challenges** that citizens are having in relation to household waste collections and ensure that we respond to these in line with the Code of Practice (CoP).
14. We will deliver services so that they **take account of current policies with regards to environmental crime, litter and flytipping** in line with the Code of Practice (CoP).
15. We will deliver services so that our **staff and citizens are not endangered or at risk from harm** in line with the Code of Practice (CoP).

#### Communicating our services

16. We will **clearly explain to all citizens** what services we provide by providing information on a regular basis. This will take recognition of different housing types, collection routes and service availability and be as specific to each property as necessary, in line with the Code of Practice (CoP).
17. We will **deliver service information directly** to citizens periodically in line with established Code of Practice (CoP).
18. Where we need to **change our services for any reason, we will communicate with citizens directly.**
19. We will **provide clear instructions to citizens on what can and cannot be recycled**, giving clear explanations where materials cannot be competently recycled.
20. We will communicate with citizens when they have not understood our services to **improve awareness and reduce contamination of recyclable materials.**
21. We will **record accurate information** on the amount of waste collected and the destinations, as far as practicable, of these materials in order to give confidence to citizens that it is being properly managed.

## Citizens

To aid with the delivery of this charter and the Code of Practice, we expect our citizens to participate in the recycling, re-use and non-recyclable waste services that we deliver, using them in accordance with the policies communicated to them, and hence assisting in improving both the quality and the quantity of materials provided for recycling.

## Partners

In committing to this charter we request that our partners in national and local government, the resource management industry, retailers, manufacturers, packagers, the third sector and others provide leadership and support in helping us deliver this commitment.

This charter is a clear statement of local government's intent to encourage high-levels of citizen participation in waste prevention, recycling and reuse. All of our partners will have a part to play in utilising the influence they have on our citizens to compliment this intent.

Furthermore, our partners are requested to assist the development of the Code of Practice by providing expertise, information and evidence wherever possible.

The following commitments have been given by each of our partners:

### Scottish Government

- To provide the leadership in supporting the delivery of this commitment.
- To provide the necessary policy framework to support local government in delivering the commitments in this Charter and the associated Code of Practice
- To liaise with partners to support the local government delivery of this commitment.
- To support the national behaviour change process required to deliver the foundations of a circular economy

### Zero Waste Scotland

- To provide the evidence, research, benchmarking and examples required to deliver the commitments in this Charter and the associated Code of Practice
- To provide support, advice and guidance to local government that allows successful implementation of changes to services.

### SEPA

- To advise local government on the regulatory impacts of the commitments in this Charter and the associated Code of Practice.
- To regulate waste and recycle processors to ensure compliance with relevant legislation, particularly with respect to achieving appropriate destinations and markets for material.



### Retailers, brands and packaging manufacturers

- To provide information to inform specifications for local government that will encourage consistent collections
- To provide technical, public relations and consumer behaviour advice to local government and its partners.
- To consider what resources, 'in kind', including behaviour changing measures, or financial, they can provide to support the delivery of the Charter.
- To inform, advise and guide local government and its partners on the technical scope of this Charter and related Code of Practice

### The resource management industry

- To provide information to inform specifications for local government that will encourage consistent collections which consistently achieve high quality recycling and reuse.
- To support local government by providing targeted information and data that allows them to reduce contamination and improve public participation and confidence in recycling and reuse.
- To provide leadership and public support for the Charter and the related Code of Practice.

### The third sector

- To provide leadership within the Third Sector on waste prevention, recycling and reuse and work in partnership with local authorities to develop the Code of Practice and support the effective delivery of the commitments in the Charter.
- To work with the Scottish Government and local authorities to promote effective communication with communities, groups, organisations and individuals on waste prevention, recycling and reuse and facilitate engagement in the design and development of services in line with the commitments in the Charter.
- To encourage and support practical action by communities, groups, organisations and individuals at a local level on waste prevention, recycling and reuse in line with the commitments in the Charter

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<b>Report To:</b>	<b>Environment &amp; Regeneration Committee</b>	<b>Date:</b>	<b>3 March 2016</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>ERC/ENV/IM/16.269</b>
<b>Contact Officer:</b>	<b>Robert Graham</b>	<b>Contact No:</b>	<b>4827</b>
<b>Subject:</b>	<b>Roads Asset Management Plan 2016/17</b>		

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## **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 2016/17 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 was subsequently increased to £29m capital investment during February 2015. This report is to advise the Committee of the proposed RAMP/Capital expenditure and core projects for 2016/17 including CWSS Grant Funding amounting to a value of £5,916m.
- 2.2 The 2016/17 Cycling, Walking and Safer Street Projects (CWSS) for Environmental and Commercial Services (Roads) are valued at £88,000. 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 approves the list detailed below for the 2016/17 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.

**Ian Moffat**  
**Head of Environmental & Commercial Services**

## 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. This was subsequently increased to £29m capital investment during February 2015.
- 4.2 The proposed programme for 2016/17 amounts to £5.916m, and includes for Roads Core Capital Funding and Grant Aided Funding from Scottish Government via the Cycling, Walking & Safer Streets project. A proposed programme of schemes has been developed for 2016/17, and is detailed in paragraphs 5.0 to 11.0 below.

## 5.0 PROPOSALS – 2016/17 PROGRAMME

- 5.1 The proposed programme 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 the 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 2016/17 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 in the relevant section of this report.
- 5.5 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 £88,000 from this fund for financial year 2016/17. 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.
- 5.6 The programme of expenditure for the £5.916m funding is as detailed below.

Outline Programme for 2016/17	£000
RAMP	
Carriageways	2,500
Footways	500
Lighting	1,000
Structures	300
Fees & Staffing	433
Condition Survey and Updated RAMP Investment Plan	100
Roads Core Funding	
Traffic Measures	80
Parking Strategy	133

Flooding Strategy – Greenock Central	746
Langhouse Road Development	36
Cycling, Walking & Safer Streets	88
Total	5,916

## 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*

*£2.5m*

### i Named Resurfacing/ Reconstruction Schemes (£1.43m)

Road	Town	Location
Cloch Road	Gourock	580 lin/m at Cardwell Garden Centre
B7054 Dunlop Street	Greenock	Abbott Street to Waverley Street
Dalrymple Street	Greenock	Laird Street to West Blackhall Street
Eldon Street	Greenock	197 to Lyle Road
Newton Street	Greenock	Robertson Street to Campbell Street
Stafford Road	Greenock	Cumberland Rd to Stafford Way South
Wren Road/Kestrel Crescent	Greenock	Auchneagh Rd to Fancy Farm Rd
West Glen Road	Kilmacolm	The Lodge to Kilmory
Arran Avenue	Port Glasgow	From Cumbræ Ave to Cumbræ Ave
Auchenbothie Rd	Port Glasgow	Rural section to Dubbs Road
Broadfield Avenue	Port Glasgow	Northfield Avenue to New Development
Dubbs Rd	Port Glasgow	Gareloch Road to Barrs Brae
Kilcreggan View	Port Glasgow	Full Length
Southfield Avenue	Port Glasgow	Full Length
Tiree Ave / Oronsay Ave	Port Glasgow	Arran Avenue to Stroma Avenue
Uist Avenue /Staffa Avenue	Port Glasgow	Full Length

ii Programme for Carriageway Proprietary Surface Treatments (2016/17) as approved at Environment & Regeneration Committee of 14 January 2016 (£840,000)

iii Carriageway Large Patching Various Locations (£200,000)

v Minor Drainage Improvements (£30,000)

vi Named Resurfacing/ Reconstruction Reserve Schemes (schemes are noted in alphabetical order by town):

Road	Town	Location
Bath Street/Kempock Street	Gourock	Full Length
Cloch Road	Gourock	From No 30 to No 66
B7054 Dunlop Street	Greenock	Abbott Street to Waverley Street
Curlew Crescent	Greenock	Mavis Rd to Wren Rd
Finnart Street	Greenock	Forsyth Street to Madeira Street

Hope Street	Greenock	Dellingburn Street to Lyndoch Street
Trafalgar Street	Greenock	Regent Street to Wellington Street
Lochwinnoch Road	Kilmacolm	Milton Rd for 300m
Ardmore Rd	Port Glasgow	Bouverie Street to Kinross Avenue
Auchendores Ave / Netherton Ave	Port Glasgow	Full length
Castlehill Avenue	Port Glasgow	Southfield Avenue to Finlaystone Rd
Iona Rd	Port Glasgow	Full length
Islay Ave / Lewis Ave / Eriskay Ave	Port Glasgow	Selected lengths

## 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 infrastructure is noted in the table below (schemes are noted in alphabetical order by town).

RAMP Footways

£500k

i Named Resurfacing/ Reconstruction Schemes (£470,000)

Road	Town	Location
Cloch Road	Gourock	No 39 to Cameron Place
Tarbert Street	Gourock	Cardwell Rd to Cove Rd
Ardgowan Street	Greenock	Kelly St to Patrick St
Bawhirley Road	Greenock	Selected Lengths
Belville Street	Greenock	Belville Avenue to Kilmacolm Road
Brachelston Street	Greenock	Old Inverkip Rd to Dempster St
Brisbane Street	Greenock	Nelson Street to Kelly Street
Brougham Street	Greenock	Patrick Street to Fox Street (selected areas)
Curlew Crescent	Greenock	Full length
Dalriada Road	Greenock	Full Length
East Crawford Street	Greenock	Bawhirley Rd to Carwood St
Finnart Street	Greenock	Opp Kelly Street to Nelson Street
Gateside Gardens/Grove	Greenock	Full Length
Lansbury Street	Greenock	Laburnum St to Smille St
Larkfield Road	Greenock	Hilltop Road to Manor Crescent
Newton Street	Greenock	Kelly Street to Road End
Renton Road	Greenock	Leven Rd to Luss Ave
Westmorland Road	Greenock	Cumberland Rd to Stafford Way south
Clune Brae	Port Glasgow	Garages to tie into last year works
Dubbs Road	Port Glasgow	Duchal Street to Barrs Brae
Uist Avenue/Staffa Avenue	Port Glasgow	Full Length

ii Footway/Footpath Large Patching at Various Locations (£30,000)

iii Named Resurfacing/ Reconstruction Reserve Projects (schemes are noted in alphabetical order by town):

RESERVE		
Doune Gardens	Gourock	Full Length
Dunvegan Avenue	Gourock	Tantallon Ave to End
Gleneagles Drive	Gourock	Full Length (south footway)
Taymouth Drive	Gourock	Full Length
Bow Road	Greenock	Grieve Road to Walker Street
Duncan Street	Greenock	Wellington Street to Roxburgh Street
Dunlop Street	Greenock	Drummond St to Murdieston St
Dunlop Street	Greenock	Old Inverkip Rd to Drummond St
Hope Street	Greenock	Dellingburn St to Lynedoch St
Kelly Street	Greenock	Ardgowan Street to Finnart Street
Old Inverkip Road	Greenock	A78 to Grieve Road
Knockbuckle Road	Kilmacolm	Lochwinnoch Rd to Broomknowe Rd
Port Glasgow Road	Kilmacolm	Auchenbothie Rd to Woodrow Ave
Arran Avenue	Port Glasgow	Mull Ave to Lismore Ave
Oronsay Avenue	Port Glasgow	Selected Lengths
Rona Avenue	Port Glasgow	Full Length
Sandray Avenue	Port Glasgow	Full Length
Westray Avenue	Port Glasgow	Selected lengths

## 8.0 RAMP STREET LIGHTING PROGRAMME

- 8.1 The delivery of the RAMP street lighting programme is the subject of a separate report to this Committee on the detailed strategy for investment in street lighting.
- 8.2 The proposed priority investment in street lighting infrastructure is noted in the table below.

RAMP Lighting (£1,000,000)		£000
i	Column replacement/Connections – Various Locations (£500,000)	1,000
ii	LED Lantern replacements – Various Locations (£500,000)	

## 9.0 RAMP STRUCTURES PROGRAMME (£300,000)

- 9.1 The proposed programme of works for structures addresses the requirement to replace and/or replenish 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 Bridge Waterproofing  
Replacement of the waterproofing to the deck of Cardwell Road Bridge
- 9.3 Bridge Parapet and cope strengthening 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.
- 9.4 Scour protection to various bridges and culverts  
Provide protection to the abutments of various structures affected by water scouring
- 9.5 Replace slabs to Lyndoch Street culvert  
Replace the structurally weak slabs covering the Lyndoch Street culvert
- 9.6 Manhole at Westburn Street for access to Hole Burn  
Construct a new manhole at Westburn Street for access to Hole Burn

## 10.0 RESIDUAL NON-RAMP - TRAFFIC MEASURES PROGRAMME (£80,000)

- 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 Eldon St/Fox St Puffin  
Install a Puffin Crossing on Eldon St to provide a safe crossing point for residents in the local area.
- 10.3 Build-outs  
Construct build-outs at various locations in Greenock's West End
- 10.4 Install railings west of Gourock pool  
Install railings west of Gourock pool to stop vehicles parking on footway
- 10.5 Miscellaneous Traffic Measures
- 10.6 Reserve list  
20mph Zone for Broadfield Area  
Install 20mph zone in Broadfield Area including other traffic safety measures on Broadfield Avenue

## 11.0 CYCLING, WALKING & SAFER STREETS PROGRAMME (£88,000)

- 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 Eldon St Lining/Cycle Route/Build-Outs  
Eldon St works to tie in with installation of new Puffin Crossing
- 11.3 Install Dropped kerbs  
Install dropped kerbs at various locations within Inverclyde. Locations to be agreed with ICOD.
- 11.4 Schools Working Group/Road Safety Officers  
Various measures to provide improved safety for pupils/pedestrians along school routes
- 11.5 Construct section of N753 cycle route at Inverkip  
Construct the N753 cycle route adjacent to the A78 at Inverkip

## 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	2016/17	4,833	-	
Core Programme	Core	2016/17	995	-	
Capital	CWSS		88	-	CWSS Grant Allocation Projects

## Annually Recurring Costs/ (Savings)

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>With Effect from</b>	<b>Annual Net Impact £000</b>	<b>Virement From (If Applicable)</b>	<b>Other Comments</b>
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 one post 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 None.

## **14.0 LIST OF BACKGROUND PAPERS**

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



**Report To:** ENVIRONMENT & REGENERATION COMMITTEE      **Date:** 3 MARCH 2016

**Report By:** CORPORATE DIRECTOR,  
ENVIRONMENT, REGENERATION &  
RESOURCES      **Report No:** ERC/ENV/IIM/16.272

**Contact Officer:** ROBERT GRAHAM      **Contact No:** 01475 714800

**Subject:** GOUROCK TOWN CENTRE PARKING STRATEGY REVIEW

---

## **1.0 PURPOSE**

- 1.1 The purpose of the report is to advise Committee of the proposals to review the parking strategy in Gourock Town Centre following feedback received from some members of the public.

## **2.0 SUMMARY**

- 2.1 As part of the Village Parking Strategy, which was reported to the Environment and Regeneration Committee of 16 June 2015, approval was given to promote a Traffic Regulation Order (TRO) to introduce free parking with a 3 hour limited waiting restriction in half of the Kempock Street car park whilst the other half remained free with no limit of time.
- 2.2 Following the TRO becoming effective on 18 January 2016, Ward Members and Officers have received a number of complaints. As a result, Ward Members have asked that the Parking Strategy for Gourock Town Centre be revisited to take account of current parking habits.

## **3.0 RECOMMENDATION**

- 3.1 That the Committee note that surveys and a consultation will be undertaken and the mix of parking restrictions reconsidered in accordance with the findings.
- 3.2 That the Committee note a report will be brought to the Environment and Regeneration Committee at the earliest opportunity detailing the findings of the survey and the consultation and any new proposals which arise as a result.

**Ian Moffat**  
**Head of Environmental and Commercial Services**

## **4.0 BACKGROUND**

- 4.1 Following the introduction of Decriminalised Parking Enforcement in Inverclyde on 6 October 2014 the Council undertook to carry out a review of parking in all of the towns and villages.
- 4.2 As a result, letters were issued to the Community Councils seeking their views on what changes, if any, were required within their area. Gourock Community Council responded asking that a 3 hour limited waiting restriction be introduced in the Kempock Street car park to prevent commuters from taking up spaces all day.
- 4.3 Councillor McEleny also undertook consultation on Kempock Street with 45% of respondents believing that the car park should provide long and short stay parking.
- 4.4 As a result, a report was submitted to a Special Meeting of this Committee on 16 June 2015. Officers proposed in their report that 75% of the Kempock Street car park has a 3 hour limited waiting restriction and 25% has no time limit. Members asked that the split be amended to 50% / 50% and this was agreed. A TRO was introduced to this effect on 18 January 2016.
- 4.5 Since the introduction of the new TRO, Ward Members and Council Officers have received comments from patrons advising the long stay car park is well used and the short stay car park is not being fully utilised.
- 4.6 Officers met with Ward Members to review the comments and possible options on a way forward for parking in Gourock Town Centre. As a result it was agreed that in order to take more informed decisions about parking in the town centre it would be necessary to undertake a review of both on and off-street parking usage.
- 4.7 The review will be undertaken by carrying out surveys of on and off-street parking. Due to the seasonal nature of Gourock Town Centre these surveys will be undertaken before and after Gourock Outdoor Pool opens. Inverclyde Leisure has advised that the pool opens 6 May 2016.
- 4.8 A consultation process will also be undertaken to seek the experiences of the various patrons.
- 4.9 From the data received proposals will be brought back to the Environment and Regeneration Committee, after Officers have considered what the appropriate mix of parking restrictions is both on-street on Kempock Street and Lower Kempock Street and off-street in the Kempock Street car parks and the Council owned car parks in Station Road. These proposals will include whether the split in the Kempock Street car parks needs to be altered and advise if the on-street limited waiting restrictions on both Kempock Street and Lower Kempock Street are working effectively or if there is a need for the restrictions to be varied.
- 4.10 Once proposals have been drafted by Officers, a report will be brought to the Environment and Regeneration Committee, potentially at a Special Meeting prior to the summer recess. If appropriate, this will seek Committee approval to promote variations to the existing TROs. It should be noted that from this point it is likely take between 6-12 months for the TROs to come into effect depending on whether any objections to the proposals are received.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There will be a cost for the surveys which are proposed. The cost of the surveys are currently unknown, however, prices will be sought from 4 suppliers. The surveys will be funded from the Roads Feasibility Budget heading in 2016/17.

## **Legal**

5.2 Legal & Property Services have been consulted regarding the proposed approach.

## **Human Resources**

5.3 There are no HR implications arising from this report.

## **Equalities**

5.4 There are no equality issues arising from this report.

## **Repopulation**

5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

6.1 Consultation has been undertaken with Ward Members regarding the approach to be taken.

## **7.0 LIST OF BACKGROUND PAPERS**

7.1 None.

**Report To:** ENVIRONMENT & REGENERATION COMMITTEE      **Date:** 3 MARCH 2016

**Report By:** CORPORATE DIRECTOR,  
ENVIRONMENT, REGENERATION &  
RESOURCES      **Report No:** LP/026/15

**Contact Officer:** CAROLINE SHAW      **Contact No:** 01475 712115

**Subject:** PROPOSED TRAFFIC REGULATION ORDER – DISABLED PERSONS’ PARKING PLACES (ON-STREET) ORDER NO. 1 2016

---

## 1.0 PURPOSE

- 1.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation Act 1984 as amended and under the Council’s Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 1.2 The provision of on-street parking places for use by disabled drivers, who are the holders of a Disabled Person’s Badge, is regulated by The Disabled Persons’ Parking Places (Scotland) Act 2009. Inverclyde Council is required to promote a Traffic Regulation Order to regulate the use of such parking places.

## 2.0 SUMMARY

- 2.1 In order to comply with The Disabled Persons’ Parking Places (Scotland) Act 2009, Section 5, it is proposed to introduce a Traffic Regulation Order to accompany the provision of parking places for the disabled. This will restrict parking to drivers displaying a Disabled Person’s Badge only and will enable the Police to enforce such restrictions. The proposed Order will also revoke those parking places no longer required in order to maximise street parking capacity.

## 3.0 RECOMMENDATION

- 3.1 That the Committee recommend to The Inverclyde Council the making of the Traffic Regulation Order – Disabled Persons’ Parking Places (On-Street) Order No. 1 2016 and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

**Gerard Malone**  
**Head of Legal and Property Services**

## **4.0 BACKGROUND**

- 4.1 Currently no Traffic Regulation Orders exist at the locations shown in the Order which would prohibit the allocation of parking places for Disabled Person's Badge holders.
- 4.2 One objection was received to the proposed Order revoking a parking space but this has now been uplifted and the parking space will not now be revoked.
- 4.3 The Committee is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There are no financial implications arising from this report.

### **Legal**

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

### **Human Resources**

- 5.3 There are no HR implications arising from this report.

### **Equalities**

- 5.4 There are no equalities implications arising from this report.

### **Repopulation**

- 5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Head of Legal and Property Services and at Central, Port Glasgow, and Gourock Libraries. A copy of the draft Order is appended hereto for Members' information.

Appendix 1

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None.

**THE INVERCLYDE COUNCIL**

**DISABLED PERSONS' PARKING PLACES**  
**(ON-STREET) ORDER NO. 1 2016**

**TRAFFIC REGULATION ORDER**

**THE INVERCLYDE COUNCIL**  
**DISABLED PERSONS' PARKING PLACES (ON-STREET)**  
**ORDER NO. 1 2016**

The Inverclyde Council in exercise of the powers conferred on them by Section 32(1) of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act hereby make the following Order.

1. This Order may be cited as "The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order No. 1 2016" and shall come into operation on #####

2. In this Order the following expressions have the meanings hereby assigned to them:-

"Council" means The Inverclyde Council or its successors as Roads Authority;

"disabled person's badge" means:

- (a) a badge issued under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (as amended);
  - (b) a badge issued under a provision of the law of Northern Ireland corresponding to that section; or
  - (c) a badge issued by any member State other than the United Kingdom for purposes corresponding to the purposes for which badges under that section are issued;
- and which has not ceased to be in force;

"disabled person's vehicle" means a vehicle lawfully displaying a disabled person's badge;

"parking attendant" means a person employed in accordance with Section 63A of the Act to carry out the functions therein;

"parking place" means an area of land specified by number and name in Columns 1 and 2 in the Schedule to this Order;

"traffic sign" means a sign prescribed or authorised under Section 64 of the Act; and

"vehicle" unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power.

3. The Schedule titled "Disabled Persons' Parking Places (On Street) Order No. 1 2016" forms the Schedule to this Order.

4. Each area of road which is described in the Schedule to this Order and the plans relative to this Order is hereby designated as a parking place.

5. The parking places shall only be used for the leaving of disabled persons' vehicles displaying a valid disabled person's badge.

6. The limits of each parking place shall be indicated on the carriageway as prescribed by The Traffic Signs Regulations and General Directions 2002.
7. Every vehicle left in any parking place shall stand such that no parking place is occupied by more than one vehicle and that every part of the vehicle is within the limits of the parking place provided that, where the length of a vehicle precludes compliance with this paragraph, such vehicle shall be deemed to be within the limits of a parking place if:-  
  
the extreme front portion or, as the case may be, the extreme rear portion of the vehicle is within 300mm of an indication on the carriageway provided under this Order in relation to the parking place; and  
  
the vehicle, or any part thereof, is not within the limits of any adjoining parking place.
8. Any person duly authorised by the Council or a police officer in uniform or a traffic warden or parking attendant may move or cause to be moved in case of any emergency, to any place they think fit, vehicles left in a parking place.
9. Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever such suspension is considered reasonably necessary:-  
  
for the purpose of facilitating the movement of traffic or promoting its safety;  
  
for the purpose of any building operation, demolition, or excavation in or adjacent to the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe, apparatus for the supply of gas, water electricity or of any telecommunications apparatus, traffic sign or parking meter;  
  
for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwellinghouse to another or the removal of furniture from such premises to a depository or to such premises from a depository;  
  
on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or  
  
for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions.
10. A police officer in uniform may suspend for not longer than twenty four hours the use of a parking place or part thereof whenever such suspension is considered reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.



11. This Order insofar as it relates to the parking places to be revoked (R) and amended, as specified in the Schedule to this Order, partially revokes and amends The Inverclyde Council On-Street Parking Places (Without Charges) Order Nos: 01/1999, 01/2002 and 01/2003 and The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order Nos: 03/2014 and 01/2015 respectively.

Sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by #####, Proper Officer, on the ##### day of #####, Two Thousand and Sixteen.



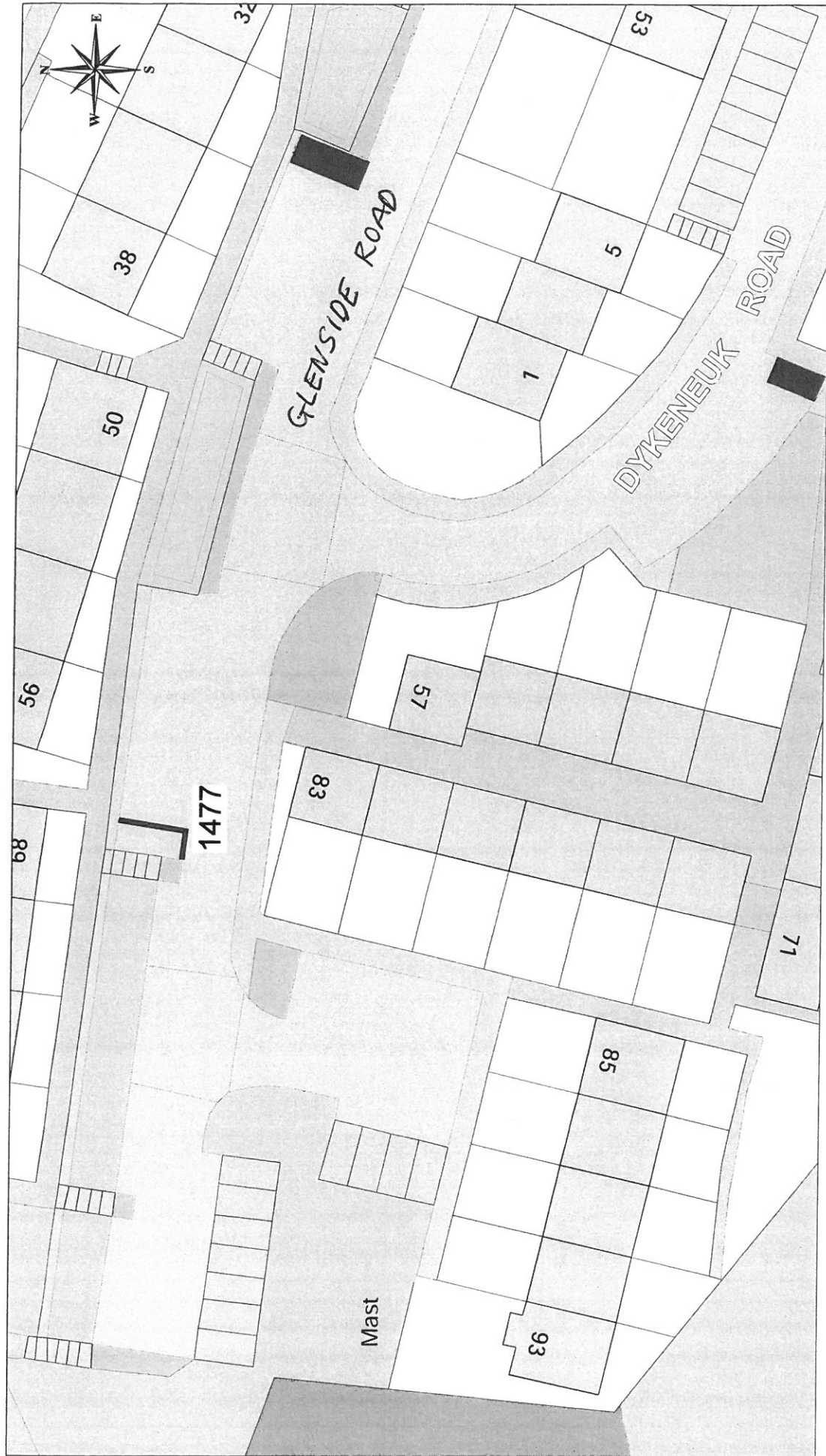
**THE INVERCLYDE COUNCIL**

**DISABLED PERSONS' PARKING PLACES  
(ON-STREET) ORDER NO. 1 2016**

**Statement of Reasons for Proposing to Make  
the above Order**

It is considered necessary in order to comply with The Disabled Persons' Parking Places (Scotland) Act 2009, Section 5, to make the above Order to provide assistance for disabled persons who hold a badge under the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 as amended and by revoking those parking places no longer required to maximise street parking capacity.

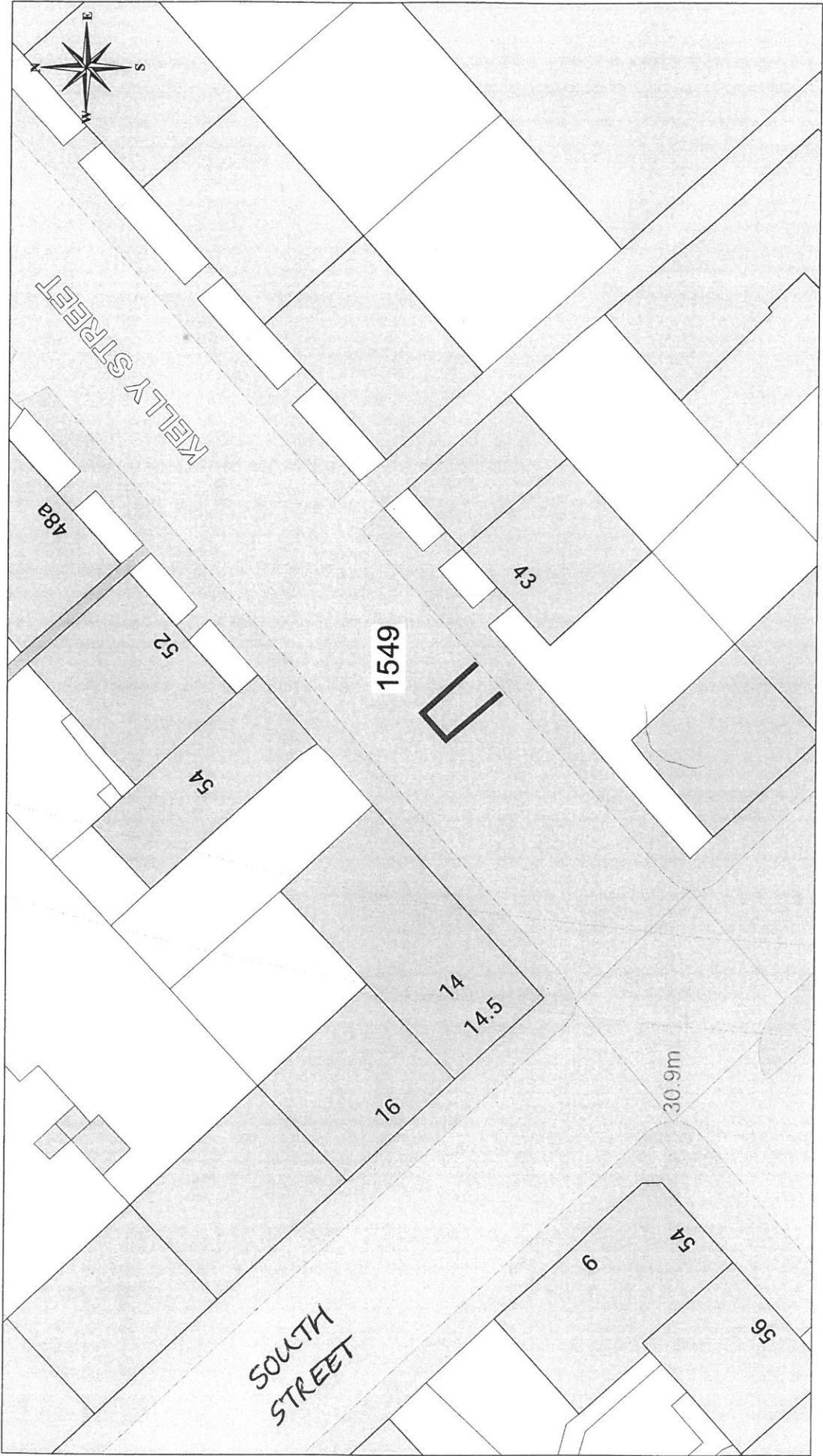
Ian Moffat  
Head of Environmental & Commercial Services  
1 Ingleston Park  
Cartsburn Street  
GREENOCK  
PA15 4UE




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**DISABLED PERSONS' PARKING PLACE**  
**56 GLENSIDE ROAD, PORT GLASGOW**  
**PLACE No. 1477**

**Inverclyde**  
 council  
**Environmental Services**  
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 aubrey.fawcett@inverclyde.gov.uk




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**DISABLED PERSONS' PARKING PLACE**  
**43 KELLY STREET, GREENOCK**  
**PLACE No. 1549**

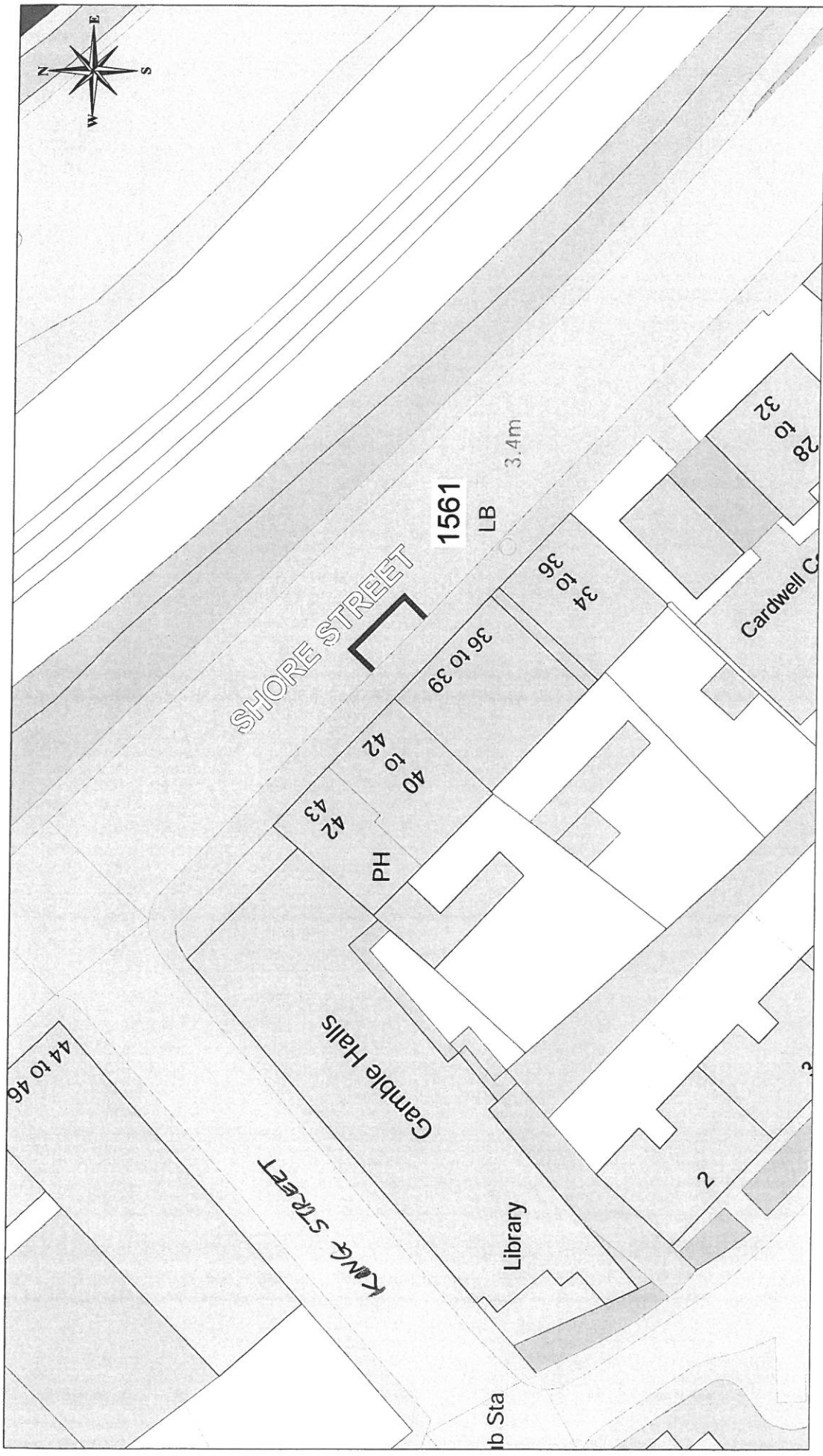
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**Environmental Services**  
 Regeneration & Environment  
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**DISABLED PERSONS' PARKING PLACE**  
**10 HOPE STREET, GREENOCK**  
**PLACE NO. 1559**

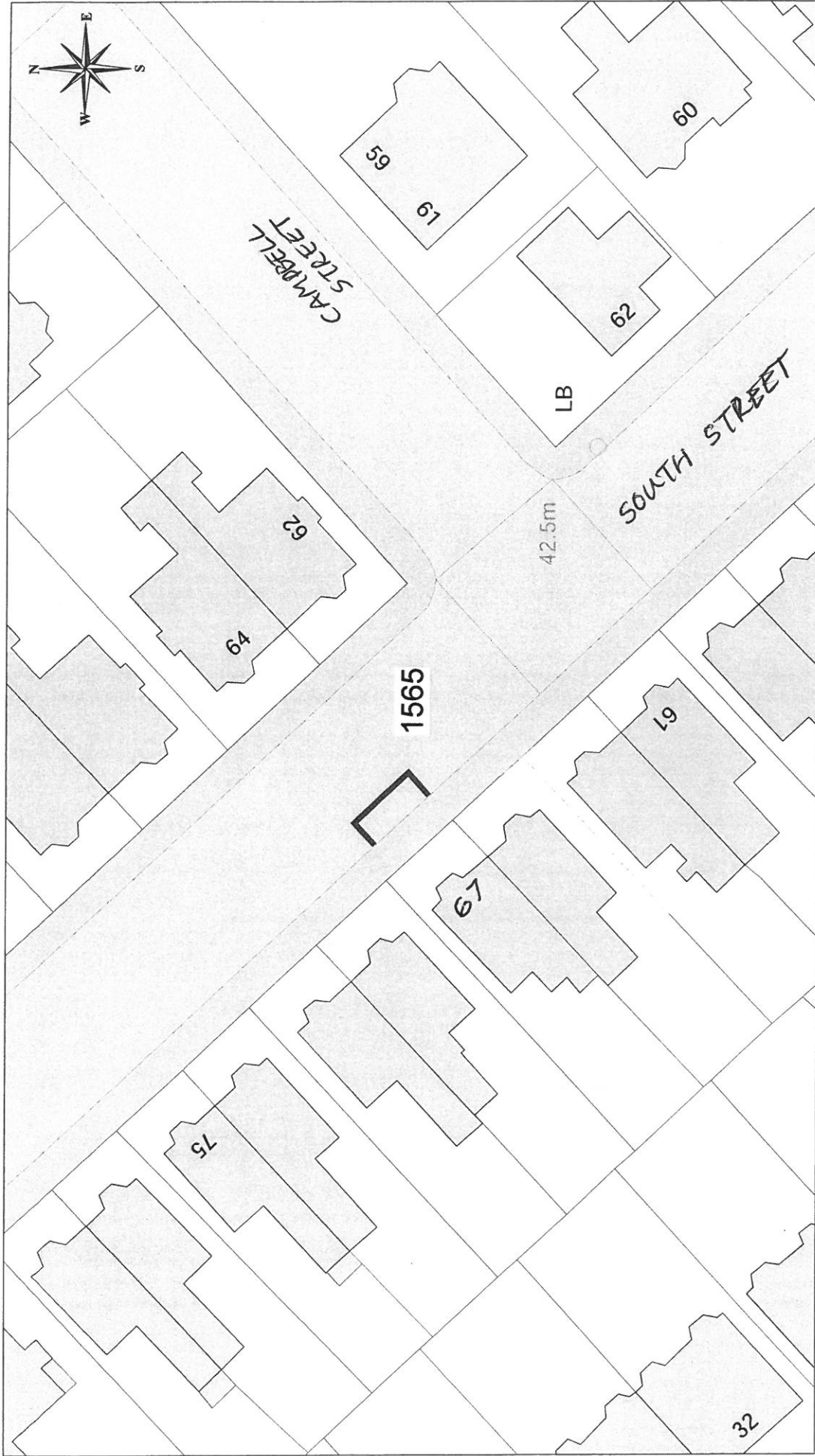
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**DISABLED PERSONS' PARKING PLACE**  
 36 SHORE STREET, GOUROCK  
 PLACE No. 1561

**Inverclyde** council  
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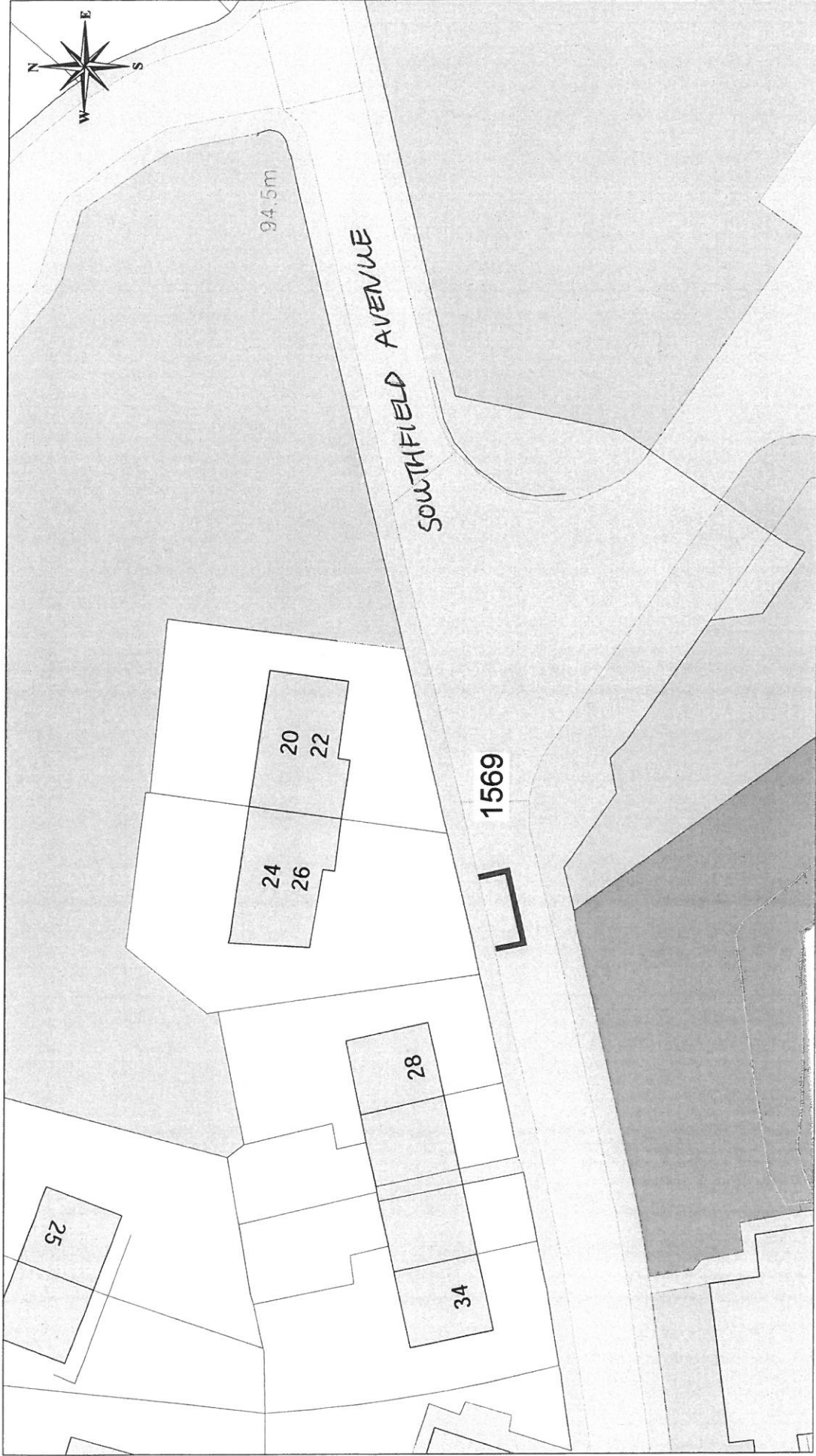


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**DISABLED PERSONS' PARKING PLACE**  
**67 SOUTH STREET, GREENOCK**  
**PLACE No. 1565**

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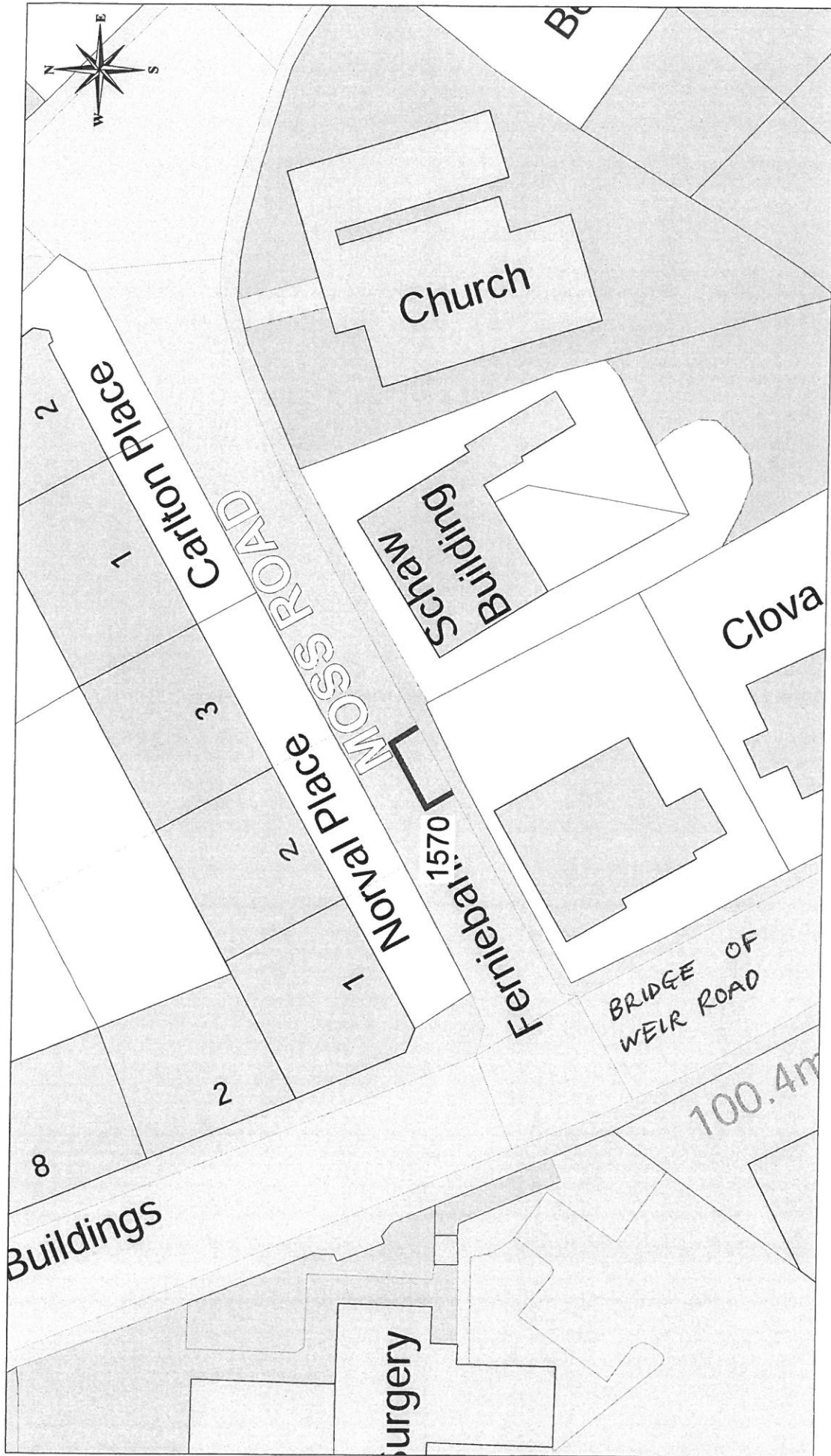


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DISABLED PERSONS' PARKING PLACE  
26 SOUTHFIELD AVENUE, PORT GLASGOW  
PLACE No. 1569




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DISABLED PERSONS' PARKING PLACE  
 2 NORVAL PLACE, KILMACOLM  
 PLACE No. 1570

**Inverclyde**  
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[aubrey.fawcett@inverclyde.gov.uk](mailto:aubrey.fawcett@inverclyde.gov.uk)

# Inverclyde council

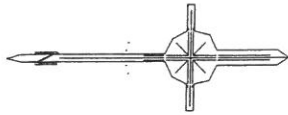
## TRANSPORTATION AND ROADS



<b>DIRECTOR OF TRANSPORTATION AND ROADS</b> R. J. SMALL B.Sc., C.Eng., M.I.C.E. Original Size 276 x 190 (A4)	Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office, Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings. Licence No. LA03097L	Prepared by :	Drawing No : 98/46
		Drawn by :	File No : 19/12/J
		Checked by :	Scale : 1:500
		Approved by :	Date : 5/3/1999
		Disabled Parking Provision 52 Lilybank Road Port Glasgow PLACE No. 9846 REVOCATION	

Inverclyde  
council

# TRANSPORTATION AND ROADS



EAST CRAWFORD STREET

LB

01.03

SM

Oakfield Primary School

33

52

29

40

6

HEAD OF TRANSPORTATION AND ROADS  
R. J. SMALL B.Sc., C.Eng., M.I.C.E.

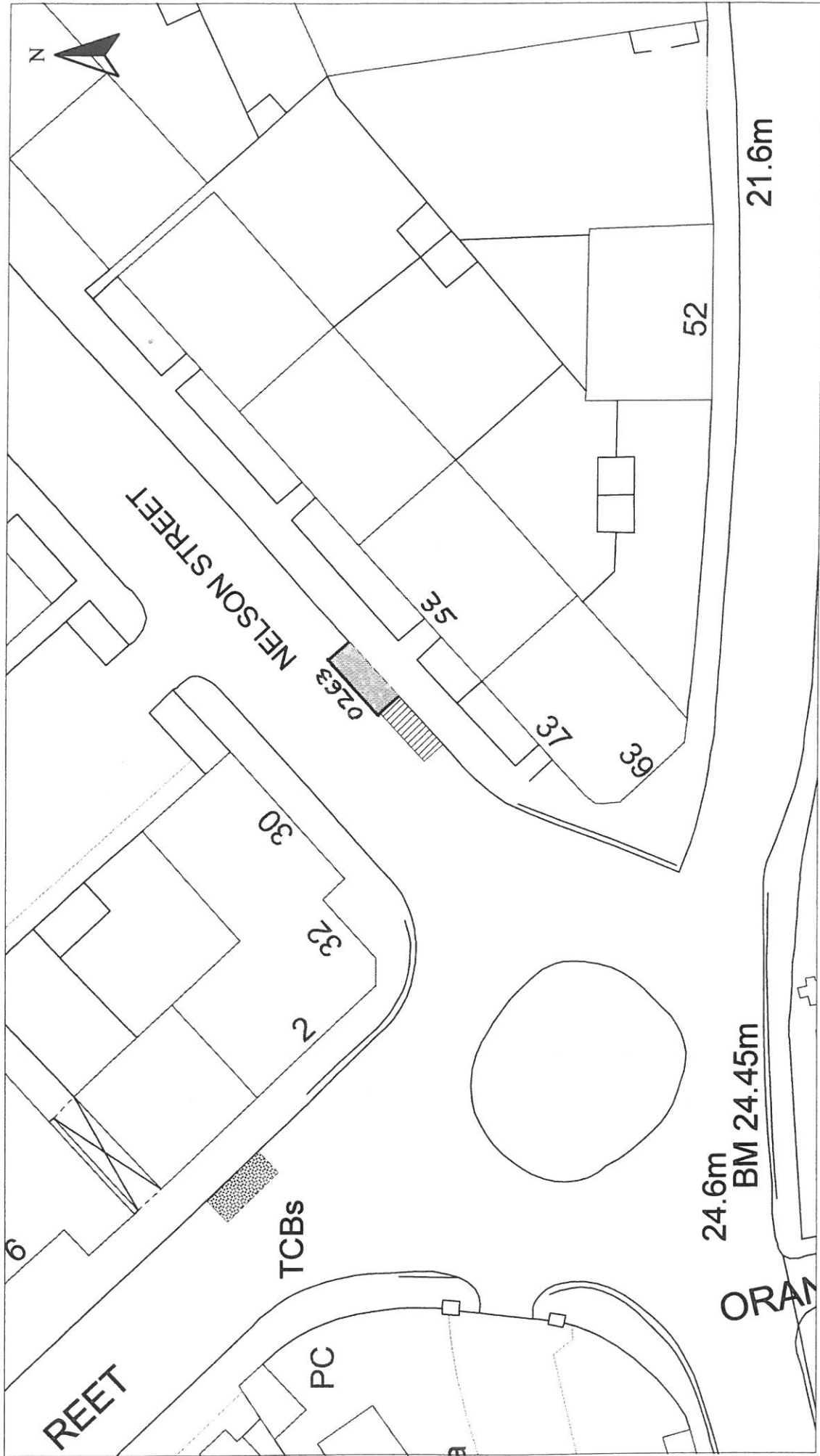
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Original Size  
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PA15 2UA

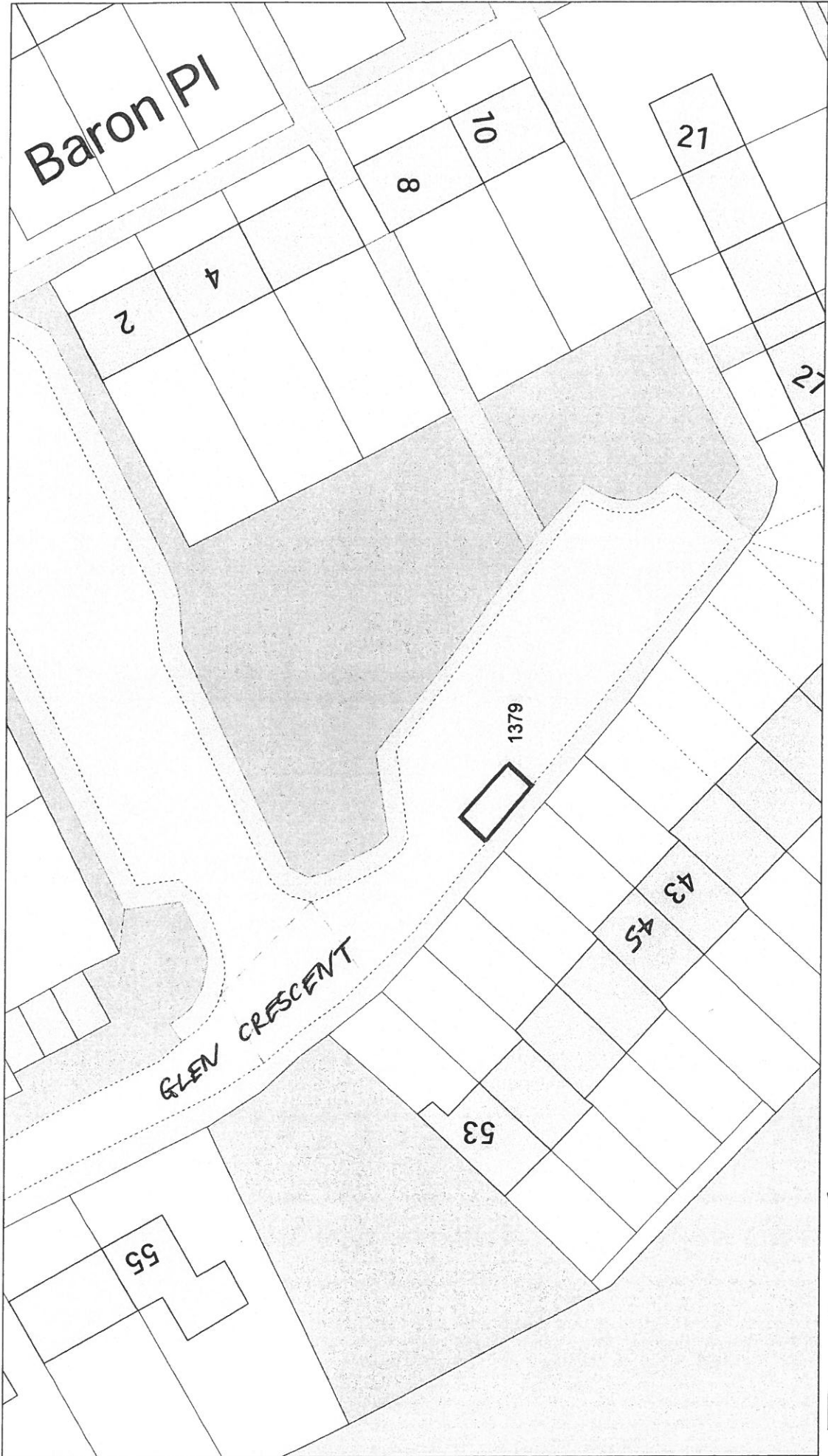
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Checked by :  
Approved by :

Drawing No :  
File No :  
Scale :  
Date :

DISABLED PARKING BAY  
60 EAST CRAWFORD STREET, GREENOCK  
PLACE No. 0103 REVOCATION



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<p>HEAD OF TRANSPORTATION AND ROADS                  R. J. SMALL B.Sc., C. Eng., M.I.C.E.</p>		<p><b>DISABLED DRIVER'S PARKING BAY</b>  <b>35 NELSON STREET, GREENOCK</b>                  PLACE No. 0263 REVOCATION</p>	
<p>Disabled Bays</p>	<p>71 EAST HAMILTON STREET                  GREENOCK, PA15 2UA</p>		

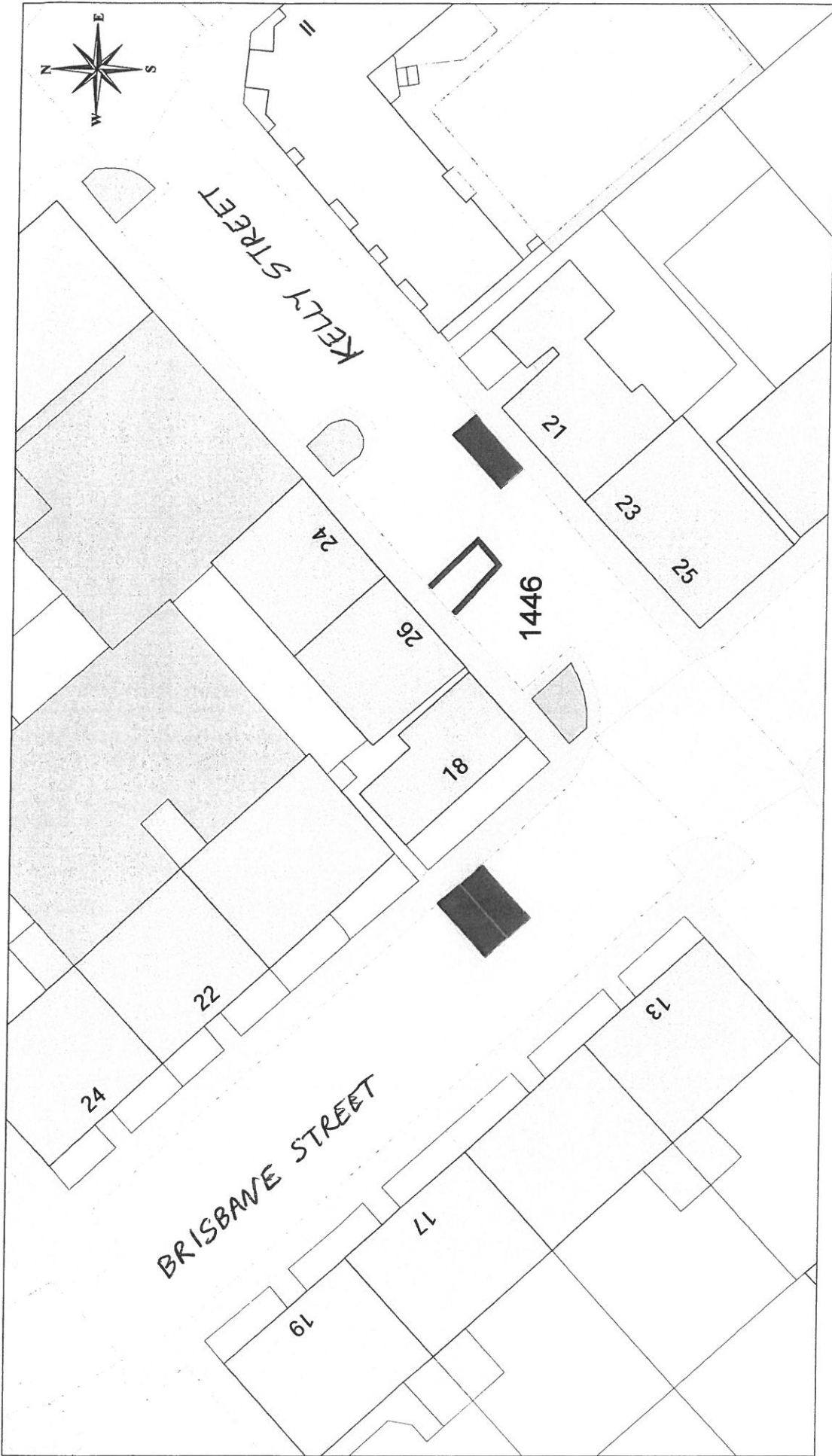


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**DISABLED PERSONS' PARKING PLACE**  
**45 GLEN CRESCENT, INVERKIP**  
**PLACE No. 1379 REVOCATION**



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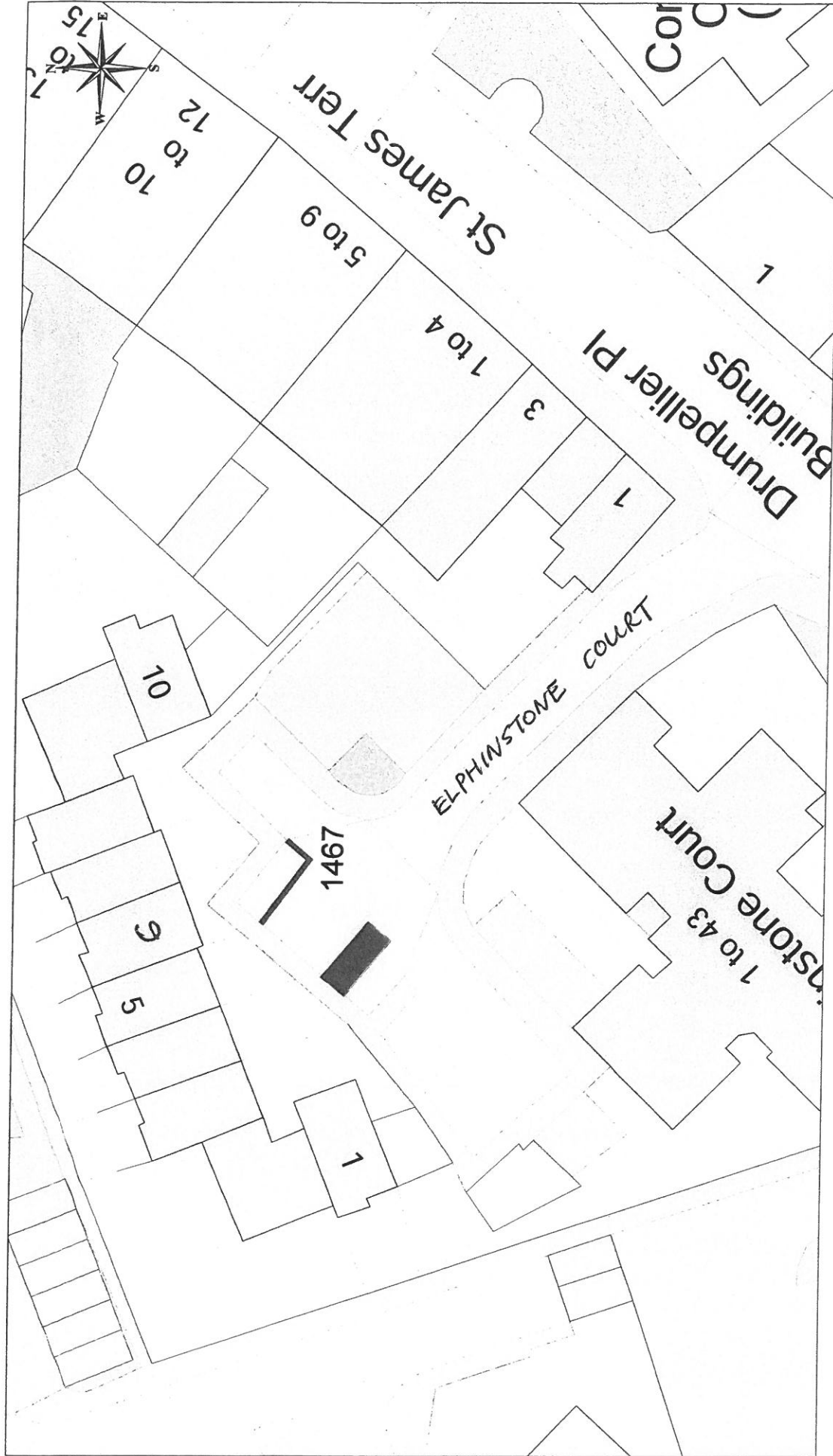
**DISABLED PERSONS' PARKING PLACE**  
**26 KELLY STREET, GREENOCK**  
**PLACE No. 1446 REVOCATION**

**Inverclyde**  
council

**Environmental Services**

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DISABLED PERSONS' PARKING PLACE  
 6 ELPHINSTONE MEWS, KILMACOLM  
 PLACE No. 1467 REVOCATION

**Inverclyde**  
 council  
**Environmental Services**

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<b>Report To:</b>	<b>Environment and Regeneration Committee</b>	<b>Date:</b>	<b>3 March 2016</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration and Resources</b>	<b>Report No:</b>	<b>ENV005/16/AF/GM/GF</b>
<b>Contact Officer:</b>	<b>Gordon Fisher</b>	<b>Contact No:</b>	<b>01475 712495</b>
<b>Subject:</b>	<b>Proposed Lease of Land to Ferguson Marine Engineering Limited</b>		

---

## 1.0 PURPOSE

1.1 The purposes of this report are to:

- a) advise the Committee of the responses to the public consultation as approved by the Committee at its meeting of 29 October 2016 on the proposal to dispose of an area of ground comprising part of Coronation Park, Port Glasgow, shown outlined on the attached plan, Appendix 1, to Ferguson Marine Engineering Limited; and
- b) having regard to the public consultation, to ask the Committee whether it approves a disposal by way of a lease on terms undernoted.

## 2.0 SUMMARY

2.1 As was reported to the Committee on 29 October 2015, Ferguson Marine Engineering Limited ("Ferguson") has approached the Council seeking to acquire the areas of ground, to accommodate car parking as part of their expansion programme, with its resultant increase in the area of buildings and proposed increase in workforce.

2.2 Following completion of single party negotiations and the public consultation, if the disposal is approved, officers will negotiate the details of long term lease to Ferguson on terms as more fully described in Appendix 3 of this report.

## 3.0 RECOMMENDATIONS

It is recommended that the Committee:

3.1 Considers the responses and objection received to the public consultation in terms of Section 27 of the Town and Country Planning (Scotland) Act as detailed in Appendix 2.

3.2 If a disposal is approved, grants delegated authority to the Corporate Director Environment, Regeneration & Resources to complete negotiations and enter into a lease of areas of land at Coronation Park, Port Glasgow as identified on the attached plan, Appendix 1, with the adjoining land owner Ferguson (or such other company as may be nominated by Ferguson and is satisfactory to the Head of Legal and Property Services and to the Chief Financial Officer), on the basis of the Heads of Terms referred to in this report, and otherwise on terms and conditions acceptable to the Head of Legal and Property Services and to the Chief Financial Officer.

**Gerard Malone**  
**Head of Legal and Property Services**

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## 4.0 BACKGROUND

- 4.1 The Council has a large land holding in and around Ferguson's shipyard in Port Glasgow, part of which comprises Coronation Park. The recent acquisition of the shipyard by Ferguson Marine Engineering Limited and the new owner's expansion plans currently underway have identified a shortage of space for car parking. Ferguson has approached the Council seeking to acquire the areas of land shown outlined on the attached plan, Appendix 1.
- 4.2 The Council usually advertises ground on the open market for competitive tender. In certain circumstances, it is possible to negotiate on a single party basis with immediately adjacent owners. This Committee granted consent for such negotiations regarding this proposed lease at its meeting of 29 October 2015, granting delegated authority to the Corporate Director Environment, Regeneration & Resources to enter into single party negotiations for said proposal.
- 4.3 It is proposed to lease the land to Ferguson on the basis of a long lease at a peppercorn rent with payment of an initial grassum as determined by the District Valuer (Appendix 3), equivalent to the capital value of the land. The proposed lease will contain provision that the land will revert to the Council at the date of expiry or earlier termination of the lease should the land not be used for car parking for shipyard workers or no longer be required for the purpose for which it is being let, that is car parking for shipyard workers. There will also be a re-instatement clause obliging Ferguson to return the land as park land.
- 4.4 The District Valuer was instructed to provide valuations of the land on two bases, firstly as existing, that is as amenity park land, and secondly reflecting development value given Ferguson's proposals. These figures are specified in Appendix 3. The Open Market Value of land and a grassum for the long lease at a peppercorn rent command the same figure.
- 4.5 Given that the Council is proposing to lease park land to Ferguson, and obliging them to return it in the same condition, officers are of the view that the appropriate level of value to apply to this transaction is the value of the land as park land only.
- 4.6 In that the Council, if it is so decided, is therefore disposing of the land at full market value for the purpose for which it is intended, officers do not consider that there is any requirement to refer to the terms of the Disposal of Land by Local Authorities (Scotland) Regulations 2010. Similarly, there is no requirement to have regard to the EU State Aid rules.
- 4.7 In addition to the grassum, any legal fees and costs incurred by the Council, including those associated with advertising and the consultation process, will be met by Ferguson. Appendix 3 is a private appendix as it includes exempt information relative to potential negotiations which will be undertaken, if approved, and also refers to financial information affecting third parties

## 5.0 CONSULTATION

- 5.1 At its meeting of 29 October 2015 the Committee noted the requirement for public consultation on the proposal under Section 27 of the Town and Country Planning (Scotland) Act 1959 ("S27").
- 5.2 S27 requires that a Local Authority, before proceeding with the proposed disposal of any land which can be defined as "common or open space" publish a Notice for at least two consecutive weeks in a newspaper in circulation in the local area. The Local Authority must consider any objections made to the disposal. The term disposal includes either a sale or a lease.
- 5.3 Advertisements notifying the public of this proposal were carried in the Greenock Telegraph on Thursday 3 December 2015 and Thursday 10 December 2015. Appendix 2 details the three

responses received, of which two were in support (but with suggestions on how the proposals should proceed), and one of which was an objection. Subsequent correspondence between officers and the respondents is also included in this appendix. As per the recommendations, the Committee should consider the terms of these responses before reaching a decision on whether and how the disposal should proceed.

## 6.0 IMPLICATIONS

### 6.1 Finance Services – One Off Costs

COST CENTRE	BUDGET HEADING	BUDGET YEAR	PROPOSED SPEND THIS YEAR	VIREMENT FROM	OTHER COMMENTS
Capital fund		2015/16	(£20,000)		Grassum of land
Capital fund	IC – Legal Fees and charges	2015/16	£TBC		Payable by Fergusons

### Financial Services – Annually Recurring Costs / (Savings)

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

6.2 **Legal:** The Head of Legal and Property Services has confirmed that the areas of land forming Coronation Park are held within the ownership of the Council and do not form part of the Common Good. He is also of the view that the title contains no restrictions on the proposed disposal of the areas of land. Following on the requirement under Section 27 of the Town and Country Planning (Scotland) Act 1959 for the proposal to dispose of the land to be advertised in local press, the Committee is required to consider the terms of any objections received to that disposal prior to reaching a decision on whether not to proceed. Should the recommendation be approved, officers from Legal and Property Services require to adjust and complete the necessary contract and lease documentation.

6.3 **Repopulation:** As the subjects of this report will assist employment opportunities within Inverclyde this in turn will make Inverclyde a more attractive area to live. This report is therefore considered to be making a positive contribution to the repopulation initiatives.

6.4 **Equality:** Officers have considered any potential equality issues arising from this report and have concluded that there are no such implications.

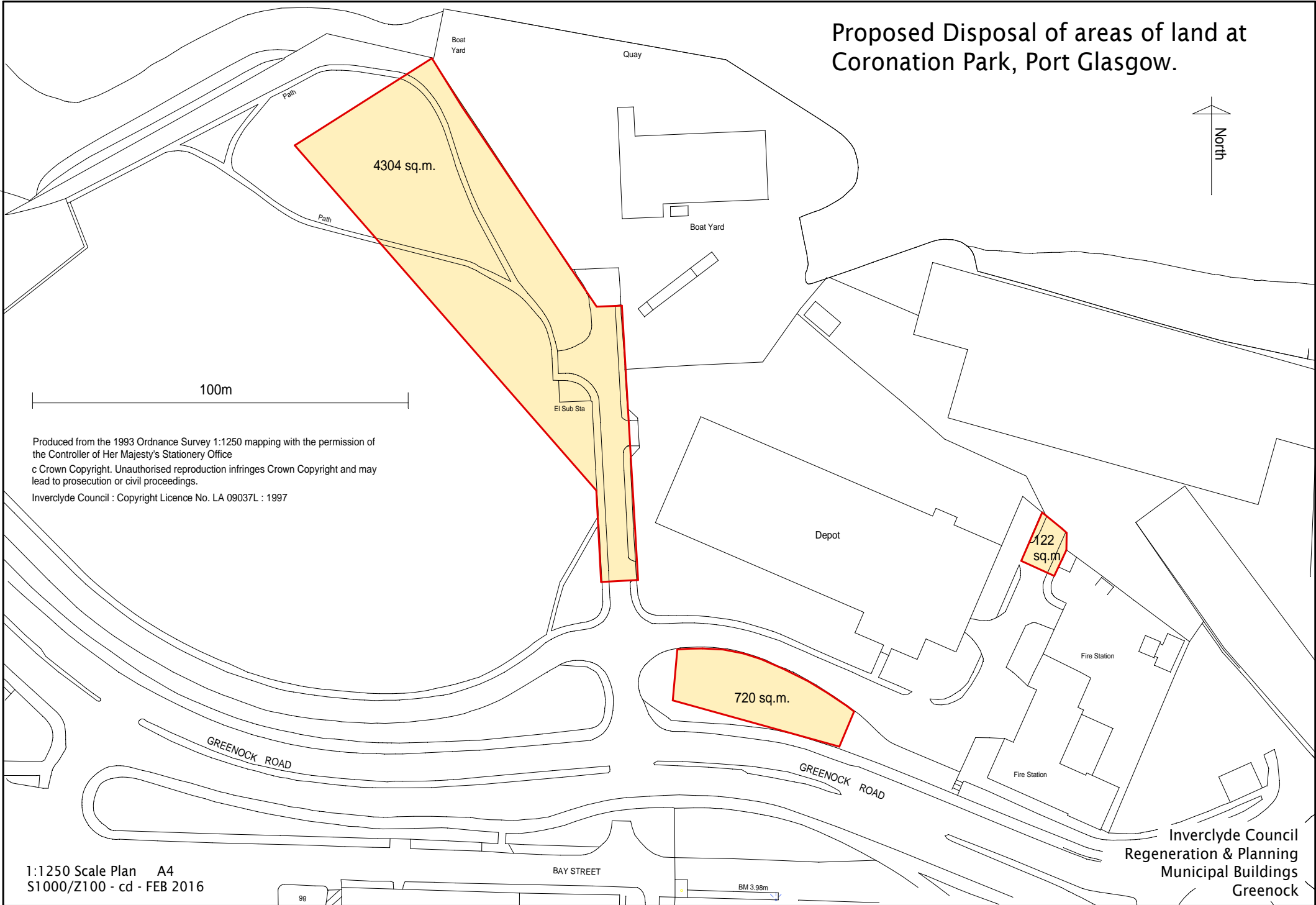
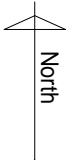
## 7.0 CONSULTATIONS

7.1 The Chief Financial Officer has been consulted on the contents of this report.

## 8.0 BACKGROUND PAPERS

8.1 None.

# Proposed Disposal of areas of land at Coronation Park, Port Glasgow.



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1:1250 Scale Plan A4  
S1000/Z100 - cd - FEB 2016

Inverclyde Council  
Regeneration & Planning  
Municipal Buildings  
Greenock

## APPENDIX 2a

### Initial Objection email

*From: Miss Catherine Mooney,*

*I wish to state my objection to the proposal to sell/lease/rent/or gift public land in the Coronation Park to Ferguson Marine or any other party for use as a car park.*

*The plans for this car park show significant loss of amenity to the town through loss of views and pedestrian access to and enjoyment of the river, spoiling one of the most attractive areas of the park. This area is one which does not flood in bad weather, remaining accessible to people, and it includes a number of the few trees in the park. A car park so close to the river would be unsightly and intrusive, would cause disturbance to wildlife, and the inevitable light pollution would be visible for a considerable distance in all directions.*

*One must assume this proposed car park will have to be lit and fenced or walled off, thus changing the open nature of the park and preventing its use by residents and visitors.*

*Further consideration should be given to siting the proposed car park in a less sensitive area, and requiring that any land identified for this purpose provides for improved tree planting and other natural screening, and includes effective mitigation measures against light pollution, access problems and other nuisance.*

### Response

Dear Miss Mooney

I refer to your email of 9 January 2016 on the proposed disposal of part of Coronation Park in Port Glasgow to Ferguson shipyard. My client service has considered the term of your email and asked that I pass the following comments on in response.

This proposal, if agreed, will result in the development of additional car parking for shipyard workers, required to assist in the expansion of the facilities being offered by the yard. It is expected that the expanded facility will attract increased business, securing existing jobs and encouraging further employment which is much needed in the area.

You have raised the question of impact on amenity at the Park. Officers recognise that there will be such an impact should this disposal proceed, however it is their view that that the above benefits outweigh this impact. As part of the Planning process, it is understood that colleagues in our Planning Service will recommend that should planning permission be granted, conditions should be included to provide for landscaping and screening works by the developer to mitigate such impact, and for paths to be re-routed to ensure no loss of general access.

You have also raised the question of light pollution. Whilst there will inevitably be some increase in light pollution, having regard to existing street lighting and lighting to the shipyard, it is the view of officers that any increase in light pollution would be of minimal effect.

## APPENDIX 2a

You have also raised the question of impact on wildlife. As the river frontage is being excluded from the leased area, it is the view of officers that the effects on wildlife will not be material.

You have suggested consideration be given to other locations. Other areas of land have been considered to provide car parking, but there is nothing available in reasonable proximity which is suitable. No eastward expansion can be considered due to the historic monument.

You can also comment on these matters through the planning process, and I am advised by planning colleagues that you have already commented.

Officers do recognise that the future is never certain, and to safeguard the future interest of the Community of Port Glasgow in the land, will be recommending that the areas of ground be leased to Fergusons, rather than sold, with a clause that the land will revert to the Council should it not be used for the purpose for which it is being leased. There will also be a restoration clause included, requiring the land to be re-instated as park land before being returned to the Council.

If the above explanation addresses your concerns and you wish to withdraw your objection, then please let me know. If I do not hear from you, I will however assume that you wish your objection to be maintained. Your comments, and this response, will be included in the papers to be placed before the elected members so that they may have regard to them in making the decision as to whether or not the lease will proceed.

Further response

15 February 2016

Thank you for your helpful and informative letter, and for commenting on each of my specific concerns.

I confirm that I would wish the papers to go to the planning authority as you outline, to ensure that my concerns are recorded, and with these observations following from your letter:

- We are in complete agreement on the desirability of securing and encouraging further employment in the town and I have absolutely no wish to jeopardise this; I wish only to ensure the best possible protection of an area of considerable amenity to the town
- I note and find some reassurance in your comments on the conditions to be placed regarding landscaping, re-routing of paths, the exclusion of river frontage and in particular the lease of the land with reversion and restoration clauses
- I have some residual concerns about the lack of a specific requirement for the optimum mitigation of light pollution, particularly at night, and also the rather general nature of your comment about the "officers'... view that the...benefits outweigh this impact". It is important that elected members are satisfied that the impact assessment has been formal and thorough.

For these reasons, I would like my concerns to be a matter of record.

## **APPENDIX 2b**

### **Initial Comment**

#### **Re: Disposal of Land at Coronation Park**

With regards to the above, is there a company interested in this land? Who are they? What do they propose to build? Or will it go for sale on the open market?

I have no wish to hinder progress that may bring employment to Inverclyde. Wouldn't it be better to lease the land instead of selling?

If in the future the purchaser was to move on then the land would revert back to the Local Authority

I believe this would be the best option.

I am most interested to hear your views on this proposal.

Regards

Mrs. M Marshall

### **Response**

Dear Mrs Marshall

#### **Disposal of Land at Coronation Park, Port Glasgow.**

I refer to your letter of 13 January 2016, and my acknowledgement of 14 January, on the proposed disposal of part of Coronation Park in Port Glasgow.

My client service has asked that I pass the following comments on to you by way of a fuller response.

You have asked for more background on the proposal. The proposed disposal is to Ferguson Shipbuilders, and if it proceeds, the site will be used to provide additional car parking for shipyard workers, necessitated by the expansion of the facilities being offered by the yard. It is expected that the expanded facility will attract increased business, securing existing jobs and encouraging further employment much needed in the area.

It is noted and welcomed by officers that you do not wish to hinder such progress and benefits.

## **APPENDIX 2b**

You have suggested that the disposal be by way of lease. To safeguard the future interest of the community of Port Glasgow in the land, officers will indeed be recommending that the areas of ground be leased, rather than sold, to Ferguson.

They will further be recommending that the following be included in any lease: a) a clause providing that the land will revert to the Council should it not continue to be used for the purpose for which it is being leased; and b). a restoration clause, requiring the land to be re-instated as park land before being returned to the Council.

Your comments, and this response, will be included in the papers to be placed before the elected members so that they may take them into account when making the decision as to whether or not the lease will proceed.



## **APPENDIX 2c**

### **Initial Comment from Port Glasgow Community Association,**

*One of the issues raised was regarding the sale of Coronation Park land to Fergusons.*

*Whilst we welcome and support this new shipyard initiative, members of the public felt that it would be in the best interests of the people of Port Glasgow (and Inverclyde), if the land were leased on a long term agreement, or, if the land has to be sold, then Inverclyde Council should have the first right to buy it .*

*If the shipyard were to wind down in years to come, then this land should be returned to the people of Port Glasgow, through the good offices of Inverclyde Council.*

*I would be pleased if you could put our comments forward to the appropriate meeting, which will make the decision.*

### **Response**

Dear Tommy

I refer to your email of 7 October 2016 (and to the replies sent to you same day by Aubrey Fawcett and Gordon Fisher) on the proposed disposal of part of Coronation Park in Port Glasgow to Ferguson shipyard.

The Association's support of the proposal is noted and welcomed by officers, as are your comments on the protection of the future interest of the community of Port Glasgow in the land.

To safeguard this interest , officers will be recommending that the areas of ground be leased, rather than sold, to Ferguson with a clause that the land will revert to the Council should it not be used for the purpose for which it is being leased. They will also be recommending that a restoration clause be included, requiring the land to be re-instated as park land before being returned to the Council.

Your comments, and the replies you have been sent, will be included in the papers to be placed before the elected members so that they can take them into account when making the decision as to whether or not the lease will proceed.