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2019

Book 5

MINUTES OF MEETINGS FROM
11 September 2019 – 27 November 2019

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Items marked thus * in the Minutes of Committees are items for the approval of the Council. All other items are submitted for the information of the Council.

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STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 11 September 2019 at 9.30am.

Present: Councillors M Lyle, P Barrett, C Ahern, A Bailey, K Baird (substituting for A Forbes), B Band, S Donaldson, D Doogan, J Duff, D Illingworth (substituting for C Shiers), G Laing, R McCall, S McCole, Provost D Melloy and Councillors A Parrott and C Stewart.

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; C Irons, C Mackie, L Simpson and S Walker (all Corporate and Democratic Services); S Devlin, G Boland and A Seggie (all Education and Children's Services); B Renton, S Crawford and F Crofts (all Housing and Environment) and G Paterson and J Smith (both Perth and Kinross Health and Social Care Partnership).

Apologies: Councillors A Forbes and C Shiers

Councillor M Lyle, Convener, Presiding.

432. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. Apologies and substitutions were noted as above.

433. DECLARATIONS OF INTEREST

Councillor A Parrott declared a non-financial interest in Art. 438 in terms of the Councillors' Code of Conduct.

434. MINUTES OF PREVIOUS MEETINGS

(i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 12 June 2019 (Arts.300-307) was submitted, approved as a correct record and authorised for signature.

(ii) Executive Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Executive Sub-Committee of 15 May 2019 was submitted and noted. (*Appendix I*)

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(iii) Property Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Property Sub-Committee of 15 April 2019 was submitted and noted. **(Appendix II)**

(iv) Property Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Property Sub-Committee of 17 June 2019 was submitted and noted. **(Appendix III)**

(v) Provost's Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Provost's Sub-Committee of 14 August 2019 was submitted and noted. **(Appendix IV)**

(vi) Appeals Sub-Committee

The minute of meeting of the Appeals Sub-Committee of 10 June 2019 was submitted and noted. **(Appendix V)**

(vii) Corporate Health, Safety and Wellbeing Consultative Committee

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 March 2019 was submitted and noted. **(Appendix VI)**

(viii) Perth and Kinross Integration Joint Board

The minute of meeting of the Integration Joint Board of 22 March 2019 was submitted and noted. **(Appendix VII)**

(ix) Perth and Kinross Integration Joint Board

The minute of meeting of the Integration Joint Board of 1 May 2019 was submitted and noted. **(Appendix VIII)**

(x) Tay Cities Region Joint Committee

The minute of meeting of the Tay Cities Region Joint Committee of 22 March 2019 was submitted and noted. **(Appendix IX)**

(xi) Perth City Development Board

The minute of meeting of the Perth City Development Board of 4 September 2018 was submitted and noted. **(Appendix X)**

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435. COMPOSITE CAPITAL BUDGET 2019/29 AND HOUSING INVESTMENT PROGRAMME 2019/24 – MONITORING REPORT NUMBER 1

There was submitted a report by the Head of Finance (19/245), providing a summary position to date for the 10 year Composite Capital Programme for 2019/20 to 2028/29 and the 5 year Housing Investment Programme 2019/20 to 2023/24 and seeking approval for adjustments to the programmes.

Resolved:

- (i) The contents of Report 19/245, be noted.
- (ii) The proposed budget adjustments to the 10 year Composite Capital Budget 2019/20 to 2028/29, as set out in sections 2 and 3 of and summarised at Appendices I and II to Report 19/245, be approved.
- (iii) The proposed budget adjustments to the Housing Investment Programme Budget 2019/20 to 2023/24 set out in section 4 and summarised at Appendix III to Report 19/245, be approved.

436. REVENUE BUDGET 2019/20 – MONITORING REPORT NUMBER 1

There was submitted a report by the Head of Finance (19/246) providing an update on (1) progress with the 2019/20 General Fund Revenue Budget based upon the June 2019 ledger, updated for any subsequent known material movements and (2) the projected financial position of the Housing Revenue Account.

Councillor A Bailey expressed concern that, based on the current projected outturn, around a quarter of the Council's reserves may be required to support health and social care in the current financial year.

Resolved:

- (i) The contents of Report 19/246, be noted.
- (ii) The adjustments to the 2019/20 Management Revenue Budget detailed in Appendices 1 to 4 and section 2 and 3 of Report 19/246, be approved.
- (iii) The 2019/20 service virements, as summarised in Appendices 2 and 6 to Report 19/246, be approved.
- (iv) The Health and Social Care projected outturn, as summarised in sections 3.3 to 3.8 and Appendix 5 to Report 19/246, be noted.
- (v) The Housing Revenue Account projected outturn, as summarised in section 4 and Appendix 6 to Report 19/246, be noted.
- (vi) To delay consideration of the Medium-Term Financial Plan by Council to 18 December 2019, be approved.

437. ANNUAL EFFICIENCY STATEMENT 2018/19

There was submitted a report by the Head of Finance (19/247) presenting the Council's Annual Efficiency Statement for 2018/19 summarising the efficiency gains made by the Council during 2018/19 and describing how, in the context of a challenging financial climate, the Council may make further efficiency gains in future financial years.

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Resolved:

The annual efficiency statement, be noted.

438. BUSINESS LOAN FUNDING UPDATE

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (19/248) (1) seeking approval to implement a Business Micro Credit Fund via the Perth and Kinross Credit Union; (2) providing an update on business loans approved via Business Loans Scotland and (3) seeking approval to a change in the Articles of Association of Business Loans Scotland.

Resolved:

- (i) The Perth and Kinross Rural Micro Credit Fund as detailed in sections 2.1 and 2.2 and Appendix 1 to Report 19/248, be approved.
- (ii) The draft resolution of Business Loans Scotland, attached as Appendix 2 to Report 19/248, be approved.

439. TRANSFORMATION PROGRAMME 2015-2020

There was submitted a report by the Depute Chief Executive and Chief Operating Officer (19/249) providing (1) an update on phase four of the Transformation Programme; and (2) providing an overview of progress on the current projects.

Resolved:

The progress related to the Transformation Programme, as detailed in Report 19/249, be noted.

440. SAVINGS ARISING FROM EARLY RETIREMENT DECISIONS TAKEN IN 2018/19

There was submitted a report by the Head of Finance (19/250) providing information on the costs and savings arising from early retiral and redundancy decisions taken in financial year 2018/19.

Resolved:

The contents of Report 19/250, be noted.

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## **EXECUTIVE SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of Meeting of the Executive Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 15 May 2019 at 3.00pm.

Present: Councillors M Lyle, P Barrett, C Stewart, D Doogan and G Laing.

In Attendance: B Renton, Executive Director (Housing and Environment);  
M Butterworth, F Crofts, K McNamara and B Reekie (all Housing and Environment);  
C Flynn, C Irons and S Walker (all Corporate and Democratic Services).

Councillor M Lyle, Convener, Presiding.

### **1. WELCOME AND APOLOGIES**

The Convener welcomed everyone present to the meeting. There were no apologies.

### **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest in terms of the Councillors' Code of Conduct.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED  
DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID  
THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF  
SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973**

### **P1. COMMERCIAL WASTE RECYCLING SERVICES UPDATE**

There was submitted a report by the Executive Director (Housing and Environment) (19/152) on the Council's Commercial Waste Recycling services.

#### **Resolved:**

- (i) The contents of Report 19/152, in relation to the acquisition of a commercial waste and recycling collection service, be noted.
- (ii) The value of the acquisition as detailed in Report 19/152, subject to due diligence, be approved.
- (iii) The funding solution, as detailed in Report 19/152, be approved.
- (iv) It be delegated to the Executive Director (Housing and Environment) to submit a formal offer to the Company and Heads of Terms, in conjunction with the Head of Legal and Governance subject to further due diligence being undertaken.

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PROPERTY SUB-COMMITTEE

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Monday 15 April 2019 at 10.00am.

Present: Councillors M Lyle, B Band, P Barrett, D Doogan, G Laing, R McCall (substituting for C Shiers) and C Stewart.

In Attendance: K Leer, M McCaskie, S Merone (all Housing and Environment); G Fogg, P Mair and D Williams (all Corporate and Democratic Services).

Apologies: Councillor C Shiers.

Councillor M Lyle, Convener, presiding.

1. WELCOME AND APOLOGIES/SUBSTITUTES

The Convener welcomed all those present to the meeting. Apologies and substitutions were noted as above.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

3. MINUTES

The minute of meeting of the Property Sub-Committee of 18 February 2019 were submitted and approved as a correct record.

IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

P1. SALE OF RIO HOUSE, DUNDEE ROAD, PERTH

There was submitted a report by the Executive Director (Housing and Environment) (19/105) seeking approval for the sale of Rio House, Dundee Road, Perth after offers received at a closing date on 13 February 2019.

Resolved:

- (i) Rio House be sold to the individual(s) specified in Recommendation (i) of Report 19/105, or their nominees on the basis of the terms contained in Report 19/105 and otherwise on terms and conditions to the satisfaction of the Executive Director (Housing and Environment) and the Head of Legal and Governance.

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- (ii) In the event that the offer from the individual(s) specified in Recommendation (i) of Report 19/105 for the Sale of Rio House, Dundee Road, Perth, fails to conclude, it be returned to a future meeting of the Property Sub-Committee or a future special meeting of the Property Sub-Committee for further consideration.

P2. COLLACE QUARRY, COLLACE – EXTENSION OF LEASE

There was submitted a report by the Executive Director (Housing and Environment) (19/106) seeking authority from the Property Sub-Committee to extend the lease of Collace Quarry for a further period of 10 years until 31 March 2032.

Resolved:

The Committee gave authority for the extension of the lease of Collace Quarry for a further period of ten years up to and including 31 March 2032.

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## **PROPERTY SUB-COMMITTEE**

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Monday 17 June 2019 at 09.30am.

Present: Councillors M Lyle, B Band, P Barrett, D Doogan, G Laing and C Stewart.

In Attendance: M Hill, J Janes and S Crawford (all Housing and Environment); G Boland (Education and Children's Services); C Flynn, G Fogg and K Molley (all Corporate and Democratic Services).

Councillor M Lyle, Convener, presiding.

### **1. WELCOME AND APOLOGIES/SUBSTITUTES**

The Convener welcomed all those present to the meeting.

### **2. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct, Councillor G Laing declared a non-financial interest in Item 5.

### **3. MINUTES**

The minute of meeting of the Property Sub-Committee of 15 April 2019 was submitted and approved as a correct record.

### **4. SCHOOL ESTATE PROGRAMME – PROGRESS UPDATE**

There was submitted a report by the Executive Director (Education and Children's Services) (19/175) (1) updating Property Sub-Committee on the progress and proposals for delivering current projects within the Education and Children's Services School Estate Programme; and (2) detailing key milestones which have been achieved since the last update to Property Sub-Committee on 18 February 2019 (Report No. 19/144 refers).

#### **Resolved:**

The significant milestones achieved since the previous report to this Sub-Committee on 18 February 2019, as detailed in Appendix A to Report 19/175, be noted.

### **5. DISPOSAL BY AUCTION OF OUTDOOR CENTRES AT KINLOCH RANNOCH AND BLACKWATER**

There was submitted a report by the Executive Director (Housing and Environment) (19/176) seeking approval for the disposal by auction of two Council owned outdoor centres located at Kinloch Rannoch and Blackwater, Bridge of Cally.

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**Resolved:**

The decision to auction two Council owned outdoor centres located at Kinloch Rannoch and Blackwater, Bridge of Cally be deferred until the next Property Sub-Committee meeting in August 2019 to let the recent request for a Community Asset Transfer for Kinloch Rannoch be considered and to allow further opportunity for community interest on Blackwater to be noted.

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PROVOST'S SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Provost's Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chamber, Ground Floor, 2 High Street, Perth on Wednesday 14 August 2019 at 1.00pm.

Present: Provost D Melloy and Councillors S Donaldson, M Lyle, R McCall and A Parrott.

In Attendance: C Flynn and C Irons (both Corporate and Democratic Services).

Provost D Melloy, Presiding.

1. WELCOME AND APOLOGIES

The Provost welcomed everyone to the meeting.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

3. MINUTES OF THE PREVIOUS MEETING

The minute of meeting of the Provost's Sub-Committee of 27 June 2018 was submitted and noted.

4. PROPOSED TWINNING VISIT TO BYDGOSZCZ, POLAND – SEPTEMBER 2019

There was submitted a report by the Head of Legal and Governance Services (19/215) advising of an invitation extended to the Provost to visit Bydgoszcz, Poland from 27 September to 1 October 2019, to celebrate the 21st anniversary of Perth and Kinross' twinning link with Bydgoszcz.

Resolved:

- (i) The invitation to visit Bydgoszcz, Poland from 27 September to 1 October 2019, be accepted.
- (ii) The Council be represented by the Provost and Councillor W Robertson as the Council member for the Friends of Bydgoszcz twinning organisation, supported by the Council Officer.
- (iii) The costs, estimated to be £1895, be met from the 2019/20 twinning budget.

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## **APPEALS SUB-COMMITTEE OF STRATEGIC POLICY AND RESOURCES COMMITTEE**

Minute of Meeting of the Appeals Sub-Committee held in the Council Building, 2 High Street, Perth on Monday 10 June 2019.

Present: Councillors Ahern, Anderson and Jarvis.

In Attendance: Appellant; Service's Representative (E Bayne, Human Resources) and M McLaren, Legal Services.

### **1. APPOINTMENT OF CONVENER**

It was unanimously agreed that Councillor Ahern be appointed Convener of the Appeals Sub-Committee.

Councillor Ahern took the Chair.

### **2. PROCEDURE TO BE USED FOR DISCIPLINARY APPEAL**

#### **Resolved:**

The procedure, as issued for the information of all present, be adopted.

**IT WAS AGREED THAT THE PUBLIC AND PRESS BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973**

#### **P1. APPEAL AGAINST DISMISSAL (Disciplinary Procedures)**

The Appeals Sub-Committee was convened to consider an appeal against dismissal by a member of staff from Housing and Environment.

The Appeals Sub-Committee considered documentation lodged by both parties and heard evidence from the Service's representative and his witnesses, and from the Appellant. Thereafter the parties summed up their cases and withdrew.

#### **Resolved:**

That the dismissal was found to be fair and reasonable and the appeal be not upheld.

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STRATEGIC POLICY AND RESOURCES COMMITTEE
CORPORATE HEALTH, SAFETY AND WELLBEING
CONSULTATIVE COMMITTEE

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 11 March 2019 at 10.00am.

- Present:**
- Representing Perth and Kinross Council**
 - Councillor P Barrett
 - Councillor K Baird
 - Councillor E Drysdale
 - Councillor S McCole
 - G Boland (on behalf of Executive Director (Education and Children's Services))
 - P Johnstone (on behalf of Corporate Human Resources Manager)
 - C Flynn (on behalf of the Chief Executive)
 - R Lyle, Regulatory Services Manager, Housing and Environment Service
 - R Turner, Senior Health and Safety Advisor, Housing and Environment Service
 - Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**
 - M Blacklaws (SSTA)
 - M Swan (EIS)
 - S Hope (Unison)
 - S Robertson (Unite the Union)
- In attendance:**
- S Crawford, Head of Property Services, Environment and Housing Service
 - L McGeorge, Property Compliance Team Leader, Environment and Housing Service
 - K Molley, Professional Trainee, Corporate and Democratic Services

Councillor S McCole in the Chair

1. APPOINTMENT OF VICE-CONVENER

Nominations were sought for the appointment of Vice-Convener.

M Blacklaws nominated S Hope, seconded by M Swan as Vice-Convener.
S Hope be appointed as Vice-Convener for 6 months to September 2019.

2. DECLARATIONS OF INTEREST

In terms of Councillors' Code of Conduct, Councillor S McCole declared a non-financial interest in Item 5 (Fire Safety Quarterly Report).

3. MINUTES

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 10 December 2018 was submitted and approved for signature subject to the following amendment:

Councillor K Baird was present at the meeting.

4. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT

There was submitted a report by the Regulatory Service Manager (Housing and Environment) (G/19/135) preparing to inform and assist the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council; and (2) asking for progress to be noted.

In response to a question from Councillor E Drysdale regarding the action taken after an employee injury in Corporate and Democratic Services, S Crawford advised that additional lighting was being installed in that area.

In response to a question from Councillor E Drysdale regarding the number of Violence and Aggression incidents throughout schools, R Turner advised that there is now an online reporting system for behavioural incidents which had raised awareness. P Johnstone added that statistics are presented quarterly to the Joint Negotiating Committee for Teaching Staff. These results are broken down into incident, stage, trend and training that is provided to support staff in dealing with aggressive behaviour from children.

M Swan emphasised the importance of looking at methods to reduce violence and aggression behaviour of children throughout schools. S Hope added that violence and aggression behaviour does not only affect teachers but can also include members of staff such as learning support assistants.

P Johnstone advised that a review is currently underway to look at inclusion and how children are learning and being supported in schools. She added that the review is due to last for 12 months. There will be a report on this subject which will go to the Joint Negotiating Committee for Teaching Staff in due course.

Councillor S McCole raised her concern about the number of action plans outstanding in the Housing and Environment Service. R Turner advised that with regard to actions plans, services follow a timeline, making it difficult to get information before reports are due to Committee. R Lyle added that once an action plan has been completed then another action plan is introduced, creating continuous improvement. S Crawford advised that this issue is on

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the agenda for the next Senior Management meeting of the Housing and Environment Service. Councillor E Drysdale suggested that Service Coordinator's be invited to future committee meetings of the Corporate Health, Safety and Wellbeing Consultative Committee.

Resolved:

The contents of the report, be noted.

5. FIRE SAFETY QUARTERLY REPORT

There was submitted a report by the Health, Safety and Wellbeing Team Leader (G/19/136) informing and assisting the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring fire safety performance across Perth and Kinross Council; and (2) providing the Committee with the Fire Safety Key Performance indicators for Quarter 3 of 2018/19 for noting.

In response to a question from Councillor E Drysdale on fire testing and training at Perth High School, G Boland confirmed that R Speedie (Fire Safety and Prevention Adviser) had been working with the business manager at Perth High School to ensure fire tests are occurring regularly. S Crawford confirmed that there had also been recommendations for a water system at Perth High school with procedures in place. He added that updates are received electronically.

In response to a question from Councillor S McCole regarding the action required at Parkdale and if the works had been completed, L McGeorge confirmed that there are fire risk assessment procedures in place and would provide an update to the next Committee. R Turner added that in residential care homes, regular fire evacuation checks are carried throughout the day to accommodate staff working different shifts.

Resolved:

The contents of the report, be noted.

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## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Special Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Friday 22 March 2019 at 2.00pm.

**Present:**

**Voting Members**

Dr R Peat, Tayside NHS Board (Chair)  
Councillor C Stewart, Perth and Kinross Council (Vice-Chair)  
Councillor E Drysdale, Perth and Kinross Council  
Councillor C Purves, Perth and Kinross Council  
Councillor A Bailey (substituting for Councillor X McDade), Perth and Kinross Council  
P Kilpatrick (substituting for L Birse-Stewart) (Tayside NHS Board) (from Item 3 onwards)

**Non-Voting Members**

Mr R Packham, Chief Officer  
Ms J Smith, Chief Financial Officer

**Stakeholder Members**

Mr A Drummond, Staff Representative, NHS Tayside  
Mr S Hope, Staff Representative, Perth and Kinross Council  
Ms S Auld, Service User Public Partner (substituting for Ms L Lennie)  
Ms S Watts, Perth Citizens Advice Bureau (substituting for Ms C Gallagher)

**In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council; J Valentine, Depute Chief Executive, Perth and Kinross Council; S Hendry, A Taylor and R Fry (all Perth and Kinross Council); V Aitken, R Duarte, P Henderson (up to and including Item 4), D Fraser, E Devine, H Dougall, M Rapley, D Mitchell, P Johnstone, A Taylor, L Baillie and A McManus (all Perth and Kinross Health and Social Care Partnership)

**Apologies:**

Professor N Beech, Tayside NHS Board  
Ms G Costello, Tayside NHS Board  
Ms L Birse-Stewart, Tayside NHS Board  
Mr J Foulis, NHS Tayside  
Dr A Noble, External Adviser to Board  
Ms C Gallagher, Independent Advocacy Perth and Kinross  
Ms L Lennie, Service User Public Partner  
B Campbell, Carer Public Partner

### 1. WELCOME AND APOLOGIES

Dr Peat welcomed all those present to the meeting and apologies were noted as above.

## **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

## **3. UPDATE - STRATEGIC COMMISSIONING PLAN 2019-2022 - PERTH AND KINROSS IJB**

There was submitted a report by the Chief Officer (G/19/53) notifying the IJB of a delay to the completion of the 2019-22 Strategic Commissioning Plan and seeking authority to continue operations in line with the 2016-19 plan until completion of the current plan which will come to this Board for approval on 27 September 2019.

### **Resolved:**

- (i) The delay in the preparation of the 2019-2022 Strategic Commissioning Plan for Perth and Kinross IJB, for the reasons set out in Report G/19/53, be noted.
- (ii) The continuation of strategic planning and operational management under principles set out in the 2016-19 Strategic Commissioning Plan until the 2019-22 plan is completed, be approved.
- (iii) A workshop for all board members be arranged to help set out the strategic direction for the Health and Social Care Partnership.
- (iv) An interim update on the progress of the 2019-22 Strategic Commissioning Plan be provided to Members at the IJB meeting on 26 June 2019.
- (v) The Chief Officer to present the refreshed Strategic Commissioning Plan for approval at the IJB meeting on 27 September 2019.

P KILPATRICK ARRIVED DURING THE ABOVE ITEM.

## **4. OLDER PEOPLE AND UNSCHEDULED CARE STRATEGIC DELIVERY PLAN**

There was submitted a report by the Associate Medical Director (G/19/56) providing the first iteration of the Strategic Delivery Plan for the Older People and Unscheduled Care Board.

### **Resolved:**

- (i) The progress towards developing the Strategic Delivery Plan for Older People and Unscheduled Care be noted and supported.
- (ii) The completed Strategic Delivery Plan be submitted for approval to the IJB meeting on 26 June 2019.

P HENDERSON LEFT THE MEETING AT THIS POINT.

## **5. CORE HEALTH AND SOCIAL CARE BUDGET 2019/20, 2020/21 AND 2021/22**

There was submitted a report by the Chief Financial Officer (G/19/54) (1) recommending the setting of a recurring budget for Core Health and Social Care

Services for 2019/20 and the provisional budgets for 2020/21 and 2021/22; and (2) setting out the next steps required to ensure delivery of financial balance in 2019/20.

**Resolved:**

- (i) It be noted that following a formal budget offer from Perth and Kinross Council and an indicative offer from NHS Tayside, a £2.842m gap for Core Health and Social Care Services is reported in the 2019/20 Financial Plan.
- (ii) The Chief Officer to bring forward further proposals to the IJB that will support delivery of break-even in 2019/20.
- (iii) The 2019/20 Financial Plan and the associated 2019/20 Transformation and Efficiency Proposals, as outlined in Report G/19/54, be approved.
- (iv) The update on progress in developing the 2019/20 Financial Plans for Prescribing and Hosted Services be noted.
- (v) The indicative 2020/21 and 2021/22 Financial Plan and the associated Transformation and Efficiency Proposals, as outlined in Report G/19/54, be approved.
- (vi) The Chief Officer to issue the necessary Directions to NHS Tayside and Perth and Kinross Council to implement the service changes contained within the 3 Year Financial Plan.

## **6. BOARD MEMBERSHIP UPDATE**

There was submitted a report by the Clerk to the Board (G/19/55) (1) updating the Board on the membership of both voting and non-voting members of the Board; and (2) outlining proposals made in terms of the re-appointment of an additional member of the Board and the membership of the Clinical, Care and Professional Governance Committee.

**Resolved:**

- (i) The updates in both voting and non-voting membership of the Board be noted.
- (ii) The proposals set out in section 2.4 of Report G/19/55 be approved.
- (iii) The appointment of Ms Clare Gallagher as a non-voting member of the Clinical, Care and Professional Governance Committee be approved.

## **7. VALEDICTORIES**

R Peat referred to this being the last meeting of the Integration Joint Board for Dr Alastair Noble and thanked him for his contribution to the work of the Board over the years.

He also further referred to the upcoming retiral at the end of April of Rob Packham, who had been the Chief Officer of the Health and Social Care Partnership since its inception in 2015, and intimated that this would be Rob's last meeting of the Integration Joint Board. He thanked Rob for his extensive contribution to the work of the IJB over the last three and a half years and wished him well for a happy retirement.

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PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 1 May 2019 at 2.00pm.

Present:

Voting Members

Dr R Peat, Tayside NHS Board (Chair)
Councillor C Stewart, Perth and Kinross Council (Vice-Chair)
Councillor E Drysdale, Perth and Kinross Council
Councillor X McDade, Perth and Kinross Council
Councillor C Purves, Perth and Kinross Council
Mr B Benson, Tayside NHS Board
Ms L Birse-Stewart, Tayside NHS Board (from Item 7.1 onwards)

Non-Voting Members

Mr J Foulis, NHS Tayside
Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care
Ms J Smith, Chief Financial Officer

Stakeholder Members

Ms B Campbell, Carer Public Partner (from Item 3 (i) onwards)
Ms L Lennie, Service User Public Partner
Ms S Watts, Perth Citizens Advice Bureau (substituting for Ms C Gallagher)

In Attendance:

K Reid, Chief Executive, Perth and Kinross Council (up to and including Item 8.1); S Hendry, A Taylor and L Gowans (all Perth and Kinross Council); C Jolly (until Item 8.1), D Mitchell (until Item 9.1), M Rapley, E Devine (until Item 9.2), H Dougall, D Hubbard and V Aitken (all Perth and Kinross Health and Social Care Partnership); A Wood (up to and including Item 8.1), L Denvir, L Hamilton (up to and including Item 8.1), K Russell (up to and including Item 8.1) and K Matthews (up to and including Item 8.1) (all NHS Tayside).

Apologies:

P Kilpatrick, Tayside NHS Board
Dr D Lowden, NHS Tayside
Ms C Gallagher, Independent Advocacy Perth and Kinross
Mr A Drummond, Staff Representative, NHS Tayside
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council

1. WELCOME AND APOLOGIES

Dr Peat welcomed all those present to the meeting and apologies were noted as above. Dr Peat particularly welcomed Gordon Paterson to his first meeting of the Board as the new Chief Officer/Director – Integrated Health & Social Care. It was also noted that this was Jim Foulis's last meeting prior to his retiral from NHS

Tayside. Board members thanked him for his contribution to the work of the Board and wished him well for the future.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

3. MINUTES OF PREVIOUS MEETINGS

(i) MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 15 FEBRUARY 2019

The minute of meeting of the Perth and Kinross Integration Joint Board of 15 February 2019 was submitted and approved as a correct record.

(ii) MINUTE OF SPECIAL MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 22 MARCH 2019

The minute of the special meeting of the Perth and Kinross Integration Joint Board of 22 March 2019 was submitted and approved as a correct record, subject to amending the attendance list to show S Watts representing Perth Citizens Advice Bureau.

4. ACTION POINT UPDATE

There was submitted and noted the action point update for the Perth and Kinross Integration Joint Board as at 1 May 2019 (G/19/65).

The Chief Officer agreed to further investigate the possibility of an additional development session for board members during the summer.

5. MATTERS ARISING

There were no matters arising from the previous minute.

6. BOARD MEMBERSHIP UPDATE

There was submitted a report by the Clerk to the Board (G/19/66) (1) updating the Board on the membership of both voting and non-voting members of the Board; and (2) outlining proposals made in terms of the appointment of a member of the Board to the Audit and Performance Committee.

Resolved:

- (i) The updates in both the voting and non-voting membership of the Board be noted.
- (ii) It be agreed that Ms B Campbell, carer representative, and Ms M Summers (substitute) continue in their respective roles until the conclusion of an election process for these board positions.
- (iii) The appointment of Ms P Kilpatrick to the Audit and Performance Committee as a voting member be approved.

7. FINANCE AND GOVERNANCE

7.1 2018/19 FINANCIAL POSITION

There was submitted a report by Chief Financial Officer (G/19/67) providing an update on the year-end financial forecast for 2018/19 based on the 11 months to 28 February 2019.

- (i) The overall projected overspend of £1.559m for Perth & Kinross IJB for 2018/19; an improvement of £0.395m from the last report, be noted.
- (ii) The progress made with 2018/19 savings delivery, as set out in Report G/19/67, be noted.
- (iii) The update regarding IJB reserves, as set out in Report G/19/67, be noted.
- (iv) It be noted that further discussions would take place between the Chief Executives of Perth and Kinross Council and NHS Tayside, the Chief Officer, as well as the Chair and Vice-Chair of the IJB regarding the issue of financial overspends.

L BIRSE-STEWART ENTERED THE MEETING DURING THE ABOVE ITEM.

8. DEVELOPING STRATEGIC OBJECTIVES

8.1 MENTAL HEALTH/LEARNING DISABILITY SERVICE REDESIGN PROGRAMME / TAYSIDE MENTAL HEALTH ALLIANCE

A Wood, L Hamilton, K Russell and K Matthews provided the Board with a slide based presentation on the Mental Health / Learning Disability Service Redesign Programme and the Tayside Mental Health Alliance.

Resolved:

The Board noted the current position.

A WOOD, L HAMILTON, K RUSSELL, K MATTHEWS AND K REID ALL LEFT THE MEETING AT THIS POINT.

8.2 CHIEF OFFICER STRATEGIC UPDATE

There was submitted a report by the Chief Officer (G/19/68) updating Board members on progress against tasks outlined in the rolling actions list.

Resolved:

The contents of Report G/19/68 and the following strategic updates be noted:

- (i) The update on the Strategic Plan refresh;
- (ii) Joint inspection of Adult Services by Care Inspectorate and Health Improvement Scotland;
- (iii) Ministerial Strategic Group Review of Progress with Integration of Health and Social Care and Self-Evaluation;
- (iv) Implementation of Free Personal Care;
- (v) Updates on Programmes of Care.

8.3 PERTH AND KINROSS HEALTH & SOCIAL CARE PARTNERSHIP - WINTER PLAN

There was submitted a report by Head of Health / Head of Adult Care (G/19/69) providing an update on the progress of the Unscheduled Care, Winter Planning actions put in place for Perth and Kinross for the period 1 November 2018 to 31 March 2019.

Resolved:

- (i) The implementation and impact of the Tayside and local winter planning actions, as set out in Report G/19/69, be noted;
- (ii) NHS Tayside's aim to take a year round planning approach, which will sit within a 3-year USC operational plan, to meet times of increasing demand throughout the year, and not only for winter, be supported.

9 STRATEGIC PROGRAMMES OF CARE

9.1 TAYSIDE PRIMARY CARE IMPROVEMENT PLAN - IMPLEMENTATION UPDATE REPORT

There was submitted a report by Associate Medical Director (G/19/70) providing an update on progress made in respect of the implementation of the Tayside Primary Care Improvement Plan in so far as it relates to the Perth and Kinross Health and Social Care Partnership.

H Dougall made reference to a minor error in the report, Page 60 – Table 3, '489' should read '389'.

Resolved:

- (i) The progress made to date with the implementation of the Tayside Primary Care Improvement Plan be noted.
- (ii) The plans for continued service development into year 2 of the programme, 2019/20, be approved.
- (iii) A further update on progress to be provided to the Board in 12 months' time.

D MITCHELL LEFT THE MEETING DURING THE ABOVE ITEM.

THERE FOLLOWS A RECESS AND THE MEETING RECONVENED AT 5.05PM.

IN TERMS OF STANDING ORDER 5.3, THE CHAIR RULED THAT THE FOLLOWING ITEM BE CONSIDERED AS AN URGENT ITEM IN ORDER TO ALLOW THE IJB TO CONSIDER THE MATTER AS PART OF THE TIMESCALES INVOLVED IN THE PROJECT.

9.2 APPLICATION TO AMEND GMS CONTRACT and TO CLOSE THE BRANCH SURGERY PREMISES IN BANKFOOT FOR THE STANLEY MEDICAL PRACTICE, STANLEY

There was submitted a report by the Chief Officer (G/19/71) (1) outlining the current issues relating to the general practice provision for the Stanley Medical Practice, Stanley; and to consider the Practice's request to amend their GMS

Contract; and (2) advising of the Practice's proposal to close their branch surgery in Bankfoot and to provide general medical services from their main practice centre in Stanley.

Resolved:

- (i) The application made by the Stanley Medical Practice to close their branch surgery premises in Bankfoot, in accordance with Part 8 - Variation and Termination of Contracts of the National Health Service (General Medical Services Contracts) (Scotland) Regulations 2018, be noted.
- (ii) The aim of the Stanley Medical Practice, that all current patients would have the opportunity to remain registered with the Stanley Medical Practice and continue to see their current GP team, be supported.
- (iii) The preferred option for the Stanley Medical Practice to consolidate its services on one site to maintain the sustainability of the practice be noted.
- (iv) It be noted that it is subsequently for NHS Tayside Board to approve the application for closure as the holders of the contract with the Practice. A closure date would be agreed with the Practice and the patients notified of this. If they choose to, patients could register with an alternative practice.
- (v) Further detailed information on such areas as opening hours, transport options and consultation to be provided to board members by the Chief Officer.

E DEVINE LEFT THE MEETING DURING THE ABOVE ITEM.

**IN TERMS OF STANDING ORDER 5.3, THE CHAIR RULED THAT THE
FOLLOWING ITEM BE CONSIDERED AS AN URGENT ITEM IN ORDER TO
ALLOW THE IJB TO PROVIDE FURTHER ASSURANCES ON THE SUBJECT OF
RECENT MEDIA COVERAGE**

9.3 RECENT MEDIA COVERAGE

R Peat referred to the newspaper article in the Courier newspaper on 30 April 2019 regarding Four Seasons Health Care going into administration.

Resolved:

Following a discussion by Board members, the Chief Officer gave an assurance that the situation was being closely monitored by staff. It was agreed that the Chief Officer would submit a report to a future meeting of the Board, in the context of revising the Strategic Commissioning Plan, examining the market for types and models of care in relation to both the public and private sector.

10 FUTURE IJB MEETING DATES 2019

Wednesday 26 June 2019 at 2.00pm
Friday 27 September 2019 at 9.30am
Wednesday 4 December 2019 at 2.00pm

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PERTH AND KINROSS COUNCIL  
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 434(x)) (Appendix IX)  
11 SEPTEMBER 2019

At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Dundee on Friday, 22nd March, 2019.

Present:-

Angus Council

Councillor David FAIRWEATHER  
Councillor Bob MYLES (Articles I to V)  
Councillor Angus MacMillan DOUGLAS  
Councillor Bill DUFF

Dundee City Council

Councillor Willie SAWERS (substitute for Councillor John ALEXANDER)  
Councillor Lynne SHORT  
Councillor George McIRVINE (substitute for Councillor Richard McCREADY)

Fife Council

Councillor Tim BRETT  
Councillor David ALEXANDER (substitute for Councillor David ROSS)

Perth & Kinross Council

Councillor Angus FORBES (substitute for Councillor Murray LYLE)  
Councillor Dave DOOGAN  
Councillor Colin STEWART

Non-Elected Members

Alison CARRINGTON, Skills Development Scotland (substitute for Gordon McGUINNESS)  
Professor Andrew ATHERTON, Principal, University of Dundee Regional HE/FE Forum  
Ellis WATSON, Tay Cities Enterprise Forum

Also Present

Mo SAUNDERS, Tay Cities Deal  
Craig BIRRELL, Scottish Government  
Lesley JACKSON, Scottish Government  
David MARTIN, Dundee City Council  
Robin PRESSWOOD, Dundee City Council  
Margo WILLIAMSON, Angus Council  
Vivian SMITH, Angus Council  
Jim VALENTINE, Perth & Kinross Council  
Julie FARR, Third Sector  
Mark MITCHELL, Dundee City Council

Councillor Bob MYLES, in the Chair for Articles I, II, III, IV and V.

Councillor David ALEXANDER, in the Chair for Articles V to XIII.

Prior to the commencement of business, the Chair, on behalf of the Joint Committee, referred to the sad passing of Councillor Brian Gordon and paid tribute to his role on the Joint Committee.

**I APOLOGIES**

Apologies had been intimated from Councillors John Alexander, Richard McCready, Karen Marjoram, David Ross and Murray Lyle, Mr Jim Reid and Mr Gordon McGuinness.

**II DECLARATION OF INTEREST**

No declarations of interest were made.

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**III MEMBERSHIP**

The Joint Committee noted that due to the retiral of Professor Sir Pete Downes, and, in form of Clause Six of the 2017 Minute of Agreement, the University of Dundee had appointed Professor Andrew Atherton, Principal and Vice Chancellor, as their representative on the Joint Committee.

Furthermore, Tim Allan of Unicorn Properties Limited, intimated his resignation from the Joint Committee on 16th January, 2019, which had resulted in a vacancy on the Joint Committee. In terms of Clause Six of the 2017 Minute of Agreement, the Tay Cities Regional Business Forum had been requested to appoint a replacement for Mr Allan.

The Joint Committee also noted due to the sad passing of Councillor Brian Gordon, there was a vacancy for a co-opted member from TACTRAN. TACTRAN had been requested to appoint a replacement, and had intimated that this would be made following their June Committee meeting.

**IV CHANGE OF CONVENERSHIP**

It was reported that the term of Convenership held by Angus Council was at an end and the position of Convener required to be filled by Perth and Kinross Council, in terms of Article II of the minute of meeting of 18th May, 2018. The position of Convener would be filled by Councillor Murray Lyle.

**V VICE CONVENERSHIP**

In terms of Clause Twelve of the 2017 Minute of Agreement, the position of Vice-Convener required to be filled by a member of Fife Council. The Joint Committee agreed that this position be filled by Councillor David Ross.

The Joint Committee further agreed that in the absence of both the Convener and the Vice Convener, Councillor David Alexander take the Chair for the remainder of the meeting.

Councillor Alexander thereupon took the Chair.

**VI MINUTE OF MEETING OF 9TH NOVEMBER, 2018**

The minute of meeting of 9th November, 2018 was submitted and approved.

**VII MATTERS ARISING**

**(a) MICHELIN GROUP**

It was noted that discussions were continuing with regards to the phasing out operations and that employees affected were continuing to receive guidance from relevant organisations. Strong support had also been received from the Scottish Government, which was welcomed by the Joint Committee.

**VIII HEADS OF TERMS**

There was submitted Report No TRCJC3-2019 by the Executive Director of City Development providing the Joint Committee with an update on the Heads of Terms for Tay Cities Deal.

The Joint Committee noted and welcomed the package of new resources for the Tay Cities Deal.

**IX NEXT STEPS PRESENTATION – SCOTTISH GOVERNMENT/UK GOVERNMENT & PMO (INCLUDING OUTLINING OF ROLE OF TAY CITIES REGION JOINT COMMITTEE FOR DELIVERING TAY CITIES DEAL)**

A presentation was given to the Joint Committee by Lesley Jackson, Scottish Government, Craig Birrell, UK Government and Mo Saunders, Tay Cities Deal, on next steps for delivering the Tay Cities Deal, a copy of which is appended to the minute.

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An overview was given of the current position of Tay Cities Deal, noting that Heads of Terms had been signed in November 2018. Support and guidance was continuing to be offered to all regional partners, with open dialogue continuing.

It was anticipated that Full Deal status would be achieved with the funding programme and robust deal documentation. This would also move forward in tandem with identified projects and programme development.

In conclusion it was noted that meetings had taken place with all project owners, and efforts were being made to achieve identified targets.

The Joint Committee then had the opportunity to ask questions, with the following points being made:-

- It would be possible, once approval had been given, for project leaders to commence works then claim back monies spent and that adequate governance arrangements would be in place for this.
- For a project to be approved there would need to be clear evidence of deliverability, however priority would not be given to one project at the expense of another.
- The programme for Tourism and Culture would be finalised with input from the Scottish Government, thereafter the nominated partner would lead in the organisation of this.
- It would make more financial sense and have a greater social impact for the programme to have a ten year timescale, and this needed to be demonstrated clearly to the Scottish Government.
- The additional £50 million which was available did not form part of the deal, but was aligned to the project, however a business case would be required for this funding to be awarded.
- It was important for the private sector to play a proactive role and share skills to enable delivery of projects within agreed timescales.

**X PROVISIONAL REVENUE BUDGET 2019/2020**

There was submitted Report No TCRJC1-2019 by the Treasurer seeking approval for the Tay Cities Region Joint Committee's 2019/20 to 2021/22 Provisional Revenue Budget.

The Joint Committee agreed to:-

- (i) approve the 2019/20 Provisional Revenue Budget for the Tay Cities Region Project Management Office as detailed in Appendix A;
- (ii) note that the agreement regarding the proportion of costs shared with Higher and Further Education, and other Institutions would be agreed separately;
- (iii) note that the external audit estimate was likely to change, once an external auditor had been appointed; and
- (iv) note the indicative Revenue Budgets for 2021/22.

**XI UPDATE ON TAY CITIES DEAL: NEXT STEPS: PROJECT OWNER MEETINGS & TIMESCALES FOR OUTLINING BUSINESS CASES**

Mo Saunders advised the Joint Committee that all project owner meetings had taken place and that once bids were received, a process of analysis and appraisal for deliverability would be undertaken. Dialogue would be open with all project leaders to ensure robust bids were submitted timeously.

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**XII REGIONAL TOURISM STRATEGY UPDATE**

There was submitted Report No TRCJC2-2019 by Business Development Team Leader providing the Joint Committee with an update on progress on the development of a Regional Tourism Strategy.

The Joint Committee agreed to:-

- (i) note the content of the report; and
- (ii) request a further update on the Regional Tourism Strategy at a future meeting of the Committee.

**XIII DATE OF NEXT MEETING**

Friday, 21st June, 2019 at 10.00 am in Council Chamber, 2 High Street, Perth.

David ALEXANDER, Chair.

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**PERTH AND KINROSS COUNCIL**

**PERTH CITY DEVELOPMENT BOARD**

Minute of meeting of the Perth City Development Board, held in Room 410, Council Building, 2 High Street, Perth on Tuesday 4 September 2018 at 4.30pm.

**Present:** J Bullough, SCAA (Chair)  
Councillor D Doogan  
Councillor M Lyle  
Councillor S McCole  
Ms K Reid, Perth and Kinross Council  
Mr J Valentine, Perth and Kinross Council  
Mr S Brannigan, Scone Palace  
Mr K Bazley, Scottish Enterprise (substituting for Dr E Mitchell)  
Mr M Beale, Algo (Blairgowrie) Ltd  
Ms D Fuge, Perth Traders' Association  
Mr K Greenhorn, SSE Enterprise  
Mr B Nicoll, NHS Tayside  
Dr T Ryan, Perthshire Photographic Society and Perthshire Society of Natural Sciences  
Mr M Robinson, Live Active Leisure  
Mr G Ruddock, Giraffe  
Mr S Stewart, Perthshire Chamber of Commerce  
Mr A Taylor, Perth Traders' Association

**In Attendance:** Councillor A Forbes  
D Littlejohn, Perth and Kinross Council  
J McCrone, Perth and Kinross Council  
D Williams, Perth and Kinross Council

**Apologies:** Councillor P Barrett  
Mr D Robertson, Stagecoach East Scotland  
Mr D Ross, Kilmac Construction

**1. WELCOME AND INTRODUCTIONS**

J Bullough, Chairman, Perth City Development Board, welcomed all present to the meeting, and apologies were noted as above.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest in any item on the agenda.

### **3. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Perth City Development Board of 14 November 2017 was submitted and approved as a correct record.

### **4. MATTERS ARISING**

There were no matters arising.

COUNCILLOR DOOGAN ENTERED THE MEETING DURING THE CONSIDERATION OF THE FOLLOWING ITEM

### **5. STORY OF PLACE**

Prior to the commencement of agenda business, S Stewart, Perthshire Chamber of Commerce, delivered a slide based presentation on the ongoing work surrounding the Story of Place.

S Stewart made reference to the background work involved in developing the Story of Place, including a number of focus groups, stakeholder interviews, and work with Thinking Place. S Stewart made further reference to the cultural and natural environment as a strong asset base for Perth, whilst also highlighting the need to complement developments in neighbouring cities and areas, highlighting the need for more focus upon the wider story of the Tay Region as an economic area.

S Stewart also made reference to Perth's boutique retail offering, the potential to appeal to a larger retail offering, Perth's local connections – with accessibility to Edinburgh, Glasgow, Aberdeen and Dundee presently subjected to improved roads connection and lobbying around rail connection – and potential international connection, the quality of life in Perth, and the cultural offerings available in Perth.

S Stewart informed members that the next steps regarding the work around the Story of Place would be to refine the narrative of the project, and also highlighted the importance around communication and marketing of the project.

In response to a query from G Ruddock, Giraffe Trading, regarding the ambassador element of the project, S Stewart stated that this was a continuous process, with opportunities to promote Perth arising through working situations.

K Reid, Chief Executive, Perth and Kinross Council, praised the work surrounding the Story of Place as exciting and aspirational, highlighting the potential for this work to be linked to the work of the Council.

### **6. PERTH CITY PLAN REVIEW**

There was submitted a report by J Bullough, Chairman, Perth City Development Board (G/19/113), asking the Board to agree to progress actions to amend the Perth City Plan and governance arrangements in accordance with proposals and principles set out in the attached paper and seek nominations for



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Board representatives to help manage this work and bring forward detailed proposals.

The Chairman delivered a verbal background to members of the work of the work of the Board in relation to supporting the Perth City Plan since the creation of the Perth City Plan in 2013. The Chairman added that the proposed amendments to the Perth City Plan would be the second time the Perth City Plan had been amended since its inception in 2013, and highlighted the success of the Board in relation to the first amendment of the Perth City Plan and significant development in themes since.

With relation to the work around the proposed amendment to the Perth City Plan, the Chairman highlighted to members the work undertaken with Yellow Book in compiling the amended Perth City Plan and stressed to members the importance of work with the private sector and revised governance arrangements.

**Resolved**

- (i) The Board agreed to review the content and delivery of the Perth City Plan and the Board's role in supporting this on the basis of the scope of work and proposals set out in Appendix 1 of Report (G/18/113).
- (ii) The Board nominated J Bullough, M Robinson, S Stewart, K Greenhorn, D Fuge and D Ross to manage and bring forward detailed proposals in relation to the amendment of the Perth City Plan and Board governance arrangements.
- (iii) The Board agreed to postpone Board elections.
- (iv) The Board agreed to suspend theme groups.

**7. TAY CITIES DEAL UPDATE**

D Littlejohn, Perth and Kinross Council, delivered a verbal update to the Board on the Tay Cities Deal.

D Littlejohn informed members that negotiations were continuing with UK and Scottish Governments on the financial aspects of the deal, informing members that specifics of negotiations relating to funding for aspirations were ongoing.

In response to a query from J Bullough regarding the funding of projects, D Littlejohn and Councillor Lyle informed members that the UK and Scottish Government would indicate the level of financial support for projects with management of the delivery of project agreed at the regional level

**8. PERTH CITY PLAN DELIVERY – PROGRESS**

There was submitted a report by the Chairman (G/18/114) updating the Board on the delivery of the Perth City Plan in respect of the key themes and associated Big Moves.

With regards to Infrastructure for Smart Growth, J Valentine informed members that progress was ongoing positively in all aspects, highlighting the parts of the A985 had now opened.

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With regards to the City Centre, J McCrone informed members that projects located in Perth city centre were progressing, highlighting the start of renovation and restoration project at St. Paul's Church and progress on the development of designs for the City Hall and improvements to the surrounding area.

With regards to the Visitor Economy, the Chairman informed members that a bid had been placed regarding the Stone of Destiny, but added that no further developments from that bid were expected until the end of the year.

**Resolved**

The progress in respect of the delivery of the Perth City Plan, be noted.

**9. ANY OTHER COMPETENT BUSINESS**

There was no other competent business.

**10. DATE OF NEXT MEETING**

The next meeting of the Perth City Development Board will take place on 13 November 2018.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 17 September 2019 at 10.30am.

Present: Councillors L Simpson, R Watters and W Wilson.

In Attendance: D Harrison (Planning Adviser), C Elliott (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: C Brien and G Peebles (Housing and Environment); M Terava (Corporate and Democratic Services); members of the public, including agents and applicants.

Councillor L Simpson, Convener, Presiding.

441. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors Code of Conduct.

442. MINUTES

The minute of meeting of the Local Review Body of 20 August 2019 (Arts. 381-384) was submitted and noted.

443. APPLICATION FOR REVIEW

- (i) **TCP/11/16(611)
Planning Application – 19/00517/FLL – Erection of a fence (in retrospect), Burnside, 1 Main Street, Keltybridge, Kelty, KY4 0JH – Mr J Leishman**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a fence (in retrospect), Burnside, 1 Main Street, Keltybridge, Kelty.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of a fence (in retrospect), Burnside, 1 Main Street, Keltybridge, Kelty, refused for the following reasons:
 - 1. The fence, by virtue of its design, height, extent and visually prominent location, is out of keeping with the character of the surrounding area. Accordingly, it is considered to have a significant adverse impact on the visual amenity of the area. The proposal is, therefore, contrary to Policies PM1A and PM1B(c) of the Perth and Kinross Local Development Plan 2014, which seek to ensure that development contributes positively to the character and amenity of the place by respecting it in terms of design, appearance and height.
 - 2. The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 requires that special regard is given to the desirability of preserving the adjacent listed buildings and bridge, their setting or any features of special architectural or historic interest. The proposal, by virtue of its design, height, extent and visual prominence at this location does not accord with the requirements of Scottish Planning Policy 2014 (paragraph 141) which indicates the importance of preserving and enhancing listed buildings and their setting. The character, setting, and special interest of the listed buildings to the north and the listed bridge would therefore not be preserved or enhanced by this proposal, which is contrary to Policy HE2: Listed Buildings, of the Perth and Kinross Local Development Plan 2014.
 - 3. The development would establish a precedent for developments of a similar nature, to the detriment of the overall visual amenity and established rural character of the area, and therefore be contrary to the established policies of the Perth and Kinross Local Development Plan 2014 and Scottish Planning Policy 2014.

(ii) TCP/11/16(612)
Planning Application – 19/00483/FLL – Erection of a replacement dwellinghouse, Rintoul, Milnathort – Mr A Dawson

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a replacement dwellinghouse, Rintoul, Milnathort.

The Planning Adviser advised members that new information had been submitted by the applicant as part of the Notice of Review, which had not previously been before the Appointed Officer or Interested Parties.

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Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body, and comment made by the Planning Adviser, insufficient information was before the Local Review Body to determine the matter without further procedure;
- (ii) The Council's Development Management Team and Perth & Kinross Heritage Trust be invited to comment on the ARC Architect Report, dated 1 August 2019, submitted as part of the Notice of Review.
- (iii) an unaccompanied site visit be carried out.
- (iv) following receipt of all further information, responses, and site visit the application be brought back to a future meeting of the Local Review Body.

444. DEFERRED APPLICATION FOR REVIEW

- (i) **TCP/11/16(605)
Planning Application – 19/00503/FLL – Formation of vehicular access (in retrospect), South Inchmichael Farm, Errol, Perth, PH2 7SP – Morris Leslie Ltd.**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the formation of vehicular access (in retrospect), South Inchmichael Farm, Errol, Perth, PH2 7SP.

It was noted that, at its meeting of 23 July 2019, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without; (i) the applicant be requested to submit further information on the prospective scheme of landscaping referred to in the applicant's Notice of Review submission together also with the proposed structural landscaping of the entire existing and proposed building group at South Inchmichael Farm which would be served by the proposed access; and (ii) following the receipt of all further information, the application be brought back to the Local Review Body.

The Committee Officer advised members that the requested further information had been submitted out with the timescale given to the applicant, and had therefore had not been submitted to Interested Parties, including the Council's Development Management Team, for comment. As the requested further information had not been received within the timescale, the application for review was presented again to Members to accord with the LRB regulations.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Committee Officer, insufficient

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- information was before the Local Review Body to determine the matter without further procedure.
- (ii) interested parties and the Council's Development Management Team be invited to comment on the further information submitted by the applicant on the prospective scheme of landscaping referred to in the applicant's Notice of Review submission together also with the proposed structural landscaping of the entire existing and proposed building group at South Inchmichael Farm which would be served by the proposed access.
 - (iii) following the receipt of all further information and responses, the application be brought back to the Local Review Body.

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PERTH AND KINROSS COUNCIL  
AUDIT COMMITTEE  
18 SEPTEMBER 2019

## **AUDIT COMMITTEE**

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 18 September 2019 at 10.15am.

Present: Councillors E Drysdale, S Donaldson, D Illingworth, A Jarvis, S McCole (substituting for X McDade), M Williamson and W Wilson.

In Attendance: J Clark, L Harris, C Irons, S Mackenzie, A O'Brien, L Simpson and S Walker (all Corporate and Democratic Services); J Cockburn (Education and Children's Services) and L Brady, F Crofts and N Sutherland (Housing and Environment).

Also in Attendance: A Kolodziej, M Wilkie and C Windeatt, KPMG

Apology: Councillor X McDade

Councillor Drysdale, Convener, Presiding.

### **445. WELCOME AND APOLOGIES/SUBSTITUTIONS**

The Convener welcomed everyone to the meeting. An apology and substitution was noted as above.

### **446. DECLARATIONS OF INTEREST**

There were no declarations of interest in terms of the Councillors' Code of Conduct.

### **447. MINUTE**

The minute of meeting of the Audit Committee of 26 June 2019 (Arts. 354-360) was submitted and approved as a correct record and authorised for signature.

### **448. WELFARE REFORM – EMERGING ISSUES**

L Brady, Revenue and Benefits Service Manager and N Sutherland, Team Leader (Welfare Rights) gave a presentation to members on Welfare Reform emerging issues.

The presentation covered the following aspects:

- Background – Audit report submitted to Audit Committee on 22 May 2019
- Update – Welfare Reform changes including two-child limit affecting families; lower benefit cap; deductions from universal credit for historic benefit overpayments; childcare costs being paid retrospectively
- Emerging Issues – Increased demand and spend in terms of Crisis Grants and Discretionary Housing Payments
- Impacts – Less disposable income; higher risk of debt and child poverty; more demands on services and pressure on budgets

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- Challenges – complexity of advice and administration; fulfilling statutory duties including a new duty to reduce child poverty
- Mitigating Impacts – working with COSLA, partners and communities; early intervention and prevention approach; enhanced welfare rights service for families with low incomes; delivering services from health settings; ensuring voices are heard in all relevant consultations
- Outcome – Welfare Rights Team accredited to Scottish National Standards for information and advice providers; assisted over 5000 households with benefit-related issues; appeals success rate of 75%;£6m additional income in pockets of people in local communities; best council tax collection in mainland Scotland

The Convener thanked L Brady and N Sutherland for the presentation.

In response to members' questions the following information was provided:

- Council staff and stakeholders were working together, however, it was more challenging to provide advice
- The Welfare Rights Team comprised 8 fte staff
- Welfare Rights Team have good working relations with the Citizens Advice Bureau
- Referrals were made to local foodbanks and Council staff train Kinross foodbank staff to assist people to complete the application for a crisis grant
- Holistic approach taken to applications for crisis grant and checks made to ensure applicants get all benefits entitled to
- It was noted that those applying for a Personal Independence Payment (PIP) may have health or mental health issues and therefore have difficulty completing the application and require assistance
- A lessons learned approach was taken for the appeal process and changes made to ensure the best use of resources
- Demand had exceeded the crisis grant funding

L BRADY AND N SUTHERLAND LEFT THE MEETING AT THIS POINT.

**449. DRAFT AUDITED ANNUAL ACCOUNTS 2018/19 AND DRAFT ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2019**

There was submitted a report by the Head of Finance (19/251) presenting the Council's Draft Audited Annual Accounts for financial year 2018/19 in accordance with the Local Authority Accounts (Scotland) Regulations 2014 including the Draft Annual Audit Report to the members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2019 by the external auditors, KPMG and the Letter of Representation to the External Auditors from the Head of Finance.

S Mackenzie referred to KPMG's annual report to 31 March 2019 and advised that minor adjustments had no impact on the resources available to the Council.

S Mackenzie thanked Finance staff, relevant staff in each service and KPMG for their support in the completion of the annual report and accounts.



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M Wilkie, KPMG, referred to the Executive Summary and the audit conclusions of their unqualified Audit Report.

The Convener thanked KPMG and the Finance Team.

**Resolved:**

- (i) KPMG's Draft Annual Audit Report to the members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2019, attached as Appendix C to Report 19/251, be noted.
- (ii) The 2018/19 Audited Annual Accounts, be approved and the Leader of the Council, the Chief Executive and the Head of Finance be authorised to sign them.
- (iii) The Letter of Representation be approved and the Head of Finance be authorised to sign the Letter.

S WALKER AND A O'BRIEN LEFT THE MEETING AT THIS POINT.

**450. INTERNAL AUDIT FOLLOW UP**

There was submitted a report by the Chief Internal Auditor (19/252) presenting a summary of Internal Audit's follow up work relating to actions due for completion in May and June 2019.

**Resolved:**

- (i) The current position in respect of the agreed actions arising from the internal audit work, be noted.
- (ii) The action plans be progressed, taking into account the recorded audit opinions.

**451. INTERNAL AUDIT UPDATE**

There was submitted a report by the Chief Internal Auditor (19/253) presenting a summary of Internal Audit's work.

In response to a question from Councillor E Drysdale, J Clark advised that the Council was as prepared as they could be for the Withdrawal from the European Union (A19-08) and it was planned that the Audit report would be submitted to this Committee in February 2020.

Councillor S Donaldson asked if the Audit report on Horsecross (A19-12) would be available prior to the Council making a decision on the Cultural Trusts Transformation Project.

J Clark advised that the audit work would feed into the overall Transformation project process but could not confirm the timescale.

**Resolved:**

The completion of assignments since the last Audit Committee on 26 June 2019, be noted.

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The Committee considered the following final report:

**(i) Corporate and Democratic Services**

**(a) Digital Strategy**

There was submitted a report by the Chief Internal Auditor (19/254) on an audit to ensure that (1) the Council was progressing the Digital Strategy in alignment with Corporate strategic objectives; and (2) the Council's Digital Strategy takes into account current digital risks.

It was noted that the Council has a strong relationship with NHS Tayside at a strategic and operational level and a modular approach was being taken to joining the relevant IT systems although there were some constraints to that.

**Resolved:**

Internal Audit's findings, as detailed in Report 19/254, be noted.

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SCRUTINY COMMITTEE
18 SEPTEMBER 2019

SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 18 September 2019 at 2.00pm.

Present: Councillors G Laing, A Parrott, C Ahern, M Barnacle, A Coates (substituting for Councillor B Brawn), H Coates, D Doogan, D Illingworth, S McCole, T McEwan, C Purves, C Reid and C Stewart.

In Attendance: B Renton, Executive Director (Housing and Environment); G Paterson, Chief Officer / Director (Integrated Health and Social Care); K McNamara, Depute Director (Housing and Environment); J Pepper, Depute Director (Education and Children's Services); C Hendry (Housing and Environment); S Johnston F McKay and J Chiles (both Education and Children's Services); L Simpson, J Clark, F Robertson, S Walker, L Gowans, M Grant, K Johnston and D Williams (all Corporate and Democratic Services).

Apologies: Councillor B Brawn.

Councillor G Laing, Convener, Presiding.

452. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting and apologies were noted as above.

453. DECLARATIONS OF INTEREST

Councillors H Coates and C Purves both declared a non-financial interest in Art. 455.

454. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF 12 JUNE 2019

The minute of meeting of the Scrutiny Committee of 12 June 2019 (Arts. 308-320) was submitted, approved as a correct record and authorised for signature.

HAVING PREVIOUSLY DECLARED AN INTEREST IN ITEM 4, COUNCILLOR H COATES LEFT THE MEETING AT THIS POINT.

455. UPDATE BY ARMS-LENGTH EXTERNAL ORGANISATIONS

(i) Horsecross Arts Ltd.

S Walker, Corporate and Democratic Services, delivered a slide-based presentation updating members on the financial performance of Horsecross Arts Ltd. F Robertson, Corporate and Democratic Services,

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delivered a further slide-based presentation updating members on the governance arrangements of Horsecross Arts Ltd.

M Linklater, Chair, and J Elles, Board Member, Horsecross Arts Ltd., provided a verbal update on governance arrangements; financial management systems; programming and balance of the offer in programming at both Perth Theatre and Perth Concert Hall; and answered the recruitment process for the new Chief Executive of Horsecross Arts Ltd.

Members sought assurance on matters such as: financial arrangements and reporting; governance structures, particularly relating to arrangements for financial management; recruitment process for Board personnel; and programming and attendance targets at both Perth Theatre and Perth Concert Hall.

The Convener thanked the representatives of Horsecross Arts Ltd. for their attendance and they left the meeting at this point.

F ROBERTSON, S WALKER, M GRANT AND K JOHNSTON ALL LEFT THE MEETING AT THIS POINT.

**456. PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT
2018/19**

There was submitted a report by the Chief Executive (19/266) providing an overview of how the Council has performed in 2018/19 against the strategic objectives for Perth and Kinross as set out within the Council's Corporate Plan 2018-2022.

In response to a comment from Councillor Illingworth regarding the content and design of the report, with specific regards to context surrounding some text and diagrams, B Renton, advised members that she was keen to receive feedback on the design and accessibility of the report.

In response to a query from Councillor McCole regarding the key objectives in the report regarding inclusivity, B Renton advised that work was already ongoing around these key objectives. Councillor McCole highlighted that she would like to see the theme of inclusivity running through the report, and praised the interactive nature of the report format.

In response to a query from Councillor Laing regarding the number of re-admissions to hospital, G Paterson advised members that whilst he was satisfied that nobody was lacking service in Perth and Kinross, a reflection on the adequacy of arrangements would take place.

Resolved:

The contents of Report 19/266, be noted.

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J CHILES, J PEPPER, F MCKAY AND G PATERSON ALL LEFT THE MEETING AT THIS POINT.

457. BUSINESS GATEWAY

B Renton, Executive Director (Housing and Environment), delivered a verbal update on Business Gateway, updating members on the present situation regarding Business Gateway in Perth and Kinross. Following the Verbal Update, B Renton answered questions from members on the present situation with Business Gateway in Perth and Kinross.

At the request of members, Councillor Laing agreed to write to the Leader of Dundee City Council regarding the situation with Business Gateway.

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## **PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE**

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 24 September 2019 at 10.00am.

Present: Councillors R McCall, B Brawn, C Ahern (on behalf of I James), H Anderson, B Band (up to and including Art. 462(2)(i)), M Barnacle (up to and including Art. Art. 462(2)(iii)), E Drysdale (up to and including Art. Art. 462(2)(i)), T Gray, D Illingworth, M Williamson (on behalf of R Watters) and W Wilson.

In Attendance:, K Smith, A Condliffe, J Scott, L Akroyd, G Bissett, R MacKenzie, R Morley, D Niven, D Salman and C Stewart (all Housing and Environment); C Elliott and D Williams (both Corporate and Democratic Services).

Apologies: Councillors I James, C Purves, L Simpson and R Watters.

Councillor R McCall, Convener, Presiding.

### **458. WELCOME AND APOLOGIES**

The Convener welcomed everyone present to the meeting.

### **459. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

### **460. MINUTES**

The minute of meeting of the Planning and Development Management Committee of 28 August 2019 (Arts. 377-380) was submitted, approved as a correct record and authorised for signature.

### **461. DEPUTATIONS**

In terms of Standing Order 72, the Committee agreed to hear deputations in relation to the following planning applications:

| <b>Planning Application No.</b> | <b>Art. No.</b> |
|---------------------------------|-----------------|
| 19/00254/FLM                    | 462(1)(i)       |
| 19/00513/FLM                    | 462(1)(ii)      |
| 19/00090/FLL                    | 462(2)(i)       |
| 19/01096/FLL                    | 462(2)(iii)     |
| 19/00818/CON                    | 462(2)(iv)      |

**462. APPLICATIONS FOR DETERMINATION**

**(1) Major Application**

- (i) 19/00254/FLM - RATTRAY - Erection of 58 dwellinghouses, 9 garages, formation of parking areas, drainage infrastructure, landscaping and associated works, Land East of Honeyberry Crescent, Rattray – Report 19/287 – GS Brown Construction Ltd**

J Scott, Team Leader, introduced the report and advised members of the following updates:

- (i) Page 27, Para 36, Consultation – Scottish Water should read:  
No objection, advising sufficient capacity at Linrathen Water Treatment Works. Capacity at the Blairgowrie Waste Water Treatment Works would be considered by Scottish Water through a pre-development enquiry (PDE).
- (ii) an additional condition 17 is recommended to ensure the necessary additional detail and technical specification are provided, and appropriate details are approved, to ensure appropriate solutions for both the drainage system and the landscaping scheme.

Mr Wallace, objector to the application, addressed the Committee, and, following his representation, withdrew to the public benches.

**Resolved:**

**Grant**, subject to the following conditions and informatives:

**Conditions**

- 1. The proposed development must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed on the planning consent.  
Reason: To ensure that the development is carried out in accordance with the plans approved.
- 2. Development shall not commence until a detailed Construction Environmental Management Plan (CEMP) detailing environmental mitigation measures and construction method statements, including specific measures for environmental monitoring during construction, shall be submitted for the further written agreement of the Council as Planning Authority in consultation with Scottish Environment Protection Agency (SEPA). Such details shall be submitted not less than two months prior to the agreed scheduled commencement date and shall incorporate detailed

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pollution avoidance and mitigation measures for all construction elements. Thereafter the development shall be fully undertaken in accordance with the agreed CEMP. Reason: To ensure the construction phase is carefully managed to minimise landscape impacts and mitigate for any associated impacts on ecology, neighbours, general public and the wider environment.

3. Prior to the commencement of works on the development, the applicant shall submit for the written approval of the Planning Authority a Construction Traffic Management Scheme (CTMS) which shall include the following:
  - a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
  - b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
  - c) arrangements for liaison with the Roads Authority regarding winter maintenance;
  - d) emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;
  - e) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;
  - f) arrangements for cleaning of roads affected by material deposited from construction sites associated with the development;
  - g) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic in order to provide safe access for pedestrians, cyclists and equestrians;
  - h) details of information signs to inform other road users of construction traffic;
  - i) arrangements to ensure that access for emergency service vehicles are not impeded;
  - j) monitoring, reporting and implementation arrangements; and
  - k) arrangements for dealing with non-compliance.The CTMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority. Reason: In the interests of road safety.
4. No part of the development shall be occupied until a Green Travel Plan (GTP), aimed to encourage more sustainable means of travel, has been submitted and approved in writing by the Council. The GTP will have



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particular regard to provision for walking, cycling and public transport access to and within the site and will identify the measures to be provided (including the provision of new and/or enhanced public transport services), the system of management, monitoring, review, reporting and the duration of the plan.

Reason: In the interest of sustainable travel and in accordance with the policies of the adopted Perth and Kinross Local Development Plan 2014.

5. Development shall not commence until the developer has secured the implementation of a programme of archaeological work in accordance with a written scheme of archaeological investigation which has been submitted by the applicant, and agreed in writing by the Council as Planning Authority, in consultation with Perth and Kinross Heritage Trust. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented including that all excavation, preservation, recording, recovery, analysis, publication and archiving of archaeological resources within the development site is undertaken. In addition, the developer shall afford access at all reasonable times to Perth and Kinross Heritage Trust or a nominated representative and shall allow them to observe work in progress.

Reason: In the interest of protecting archaeological interest within the site.

6. Concurrent with the initiation of the development hereby approved, and for the duration of construction, a temporary surface water treatment facility shall be implemented on site and maintained for the duration of the approved development works. The temporary surface water treatment facility shall remain in place until the permanent surface water drainage scheme is implemented unless otherwise agreed in writing by the Council as Planning Authority.

Reason: To prevent flood risk; to ensure that the efficiency of the existing drainage network is not affected.

7. The conclusions and recommended action points within the supporting Ecological Appraisal submitted and hereby approved (plan 19/00254/45) shall be fully adhered to, respected and undertaken as part of the construction phase of development.

Reason: In the interests of employing best practice ecology and to ensure there is no adverse impact on any protected species as identified under the Wildlife and Countryside Act 1981.

8. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. The measures may

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include creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations or by using planks placed into them at the end of each working day and open pipework greater than 150 mm outside diameter being blanked off at the end of each working day.

Reason: In order to prevent animals from being trapped within any open excavations.

9. Prior to the commencement of development hereby approved, details of the location and specification of the bat/swift brick(s) and/or bat/swift nest box(s) shall be submitted for the further written agreement of the Council as Planning Authority (incorporated into 50% of buildings). Thereafter, the bat/swift brick(s) and/or bat/swift nest box(s) shall be installed in accordance with the agreed details prior to the occupation of the relevant residential unit.

Reason: In the interests of protecting environmental quality and of biodiversity.

10. Prior to the commencement of any works on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site shall be retained and protected. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction.

Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.

11. The detailed landscaping and planting scheme which is hereby approved shall be completed within the first available planting season (October to March) after the completion or bringing into use of the development, whichever is the earlier. The approved scheme shall thereafter be maintained, with any planting which fails to become established within five years being replaced in the following planting season with others of a size and species as previously approved.

Reason: In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.

12. Any planting which, within a period of 5 years from the completion of the approved development, in the opinion of the Planning Authority is dying, has been severely damaged or is becoming seriously diseased, shall be replaced by plants of similar size and species to those originally required to be planted.

Reason: To ensure the implementation of satisfactory schemes of landscaping which will help to integrate the

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proposed development into the local landscape in the interests of the visual amenity of the area.

13. Development shall not begin until a scheme to deal with contamination on the site has been submitted to and approved in writing by the Planning Authority. The scheme shall contain details of proposals to deal with contamination to include:
- I. the nature, extent and type(s) of contamination on the site
  - II. measures to treat/remove contamination to ensure the site is fit for the use proposed
  - III. measures to deal with contamination during construction works
  - vi. condition of the site on completion of decontamination measures

Before any residential unit is occupied the measures to decontaminate the site shall be fully implemented as approved by the Planning Authority.

Reason: In order to deal with any potential contamination of the site as a result of its former use.

14. Prior to the commencement of development a site specific plan, detailing bin storage areas, kerbside collection locations and communal recycling facilities shall be submitted to and approved in writing by the Planning Authority and thereafter undertaken in accordance with the approved details to the satisfaction of the Council as Planning Authority.
- Reason: To ensure there is adequate provision for waste disposal and recycling.

15. Prior to the commencement of the development hereby approved, a management plan indicating any temporary diversions and signage needed to facilitate the development and/or any works proposed to the right of way/core path as part of the development shall be submitted for the further agreement of the Council as Planning Authority. The plan as agreed shall be implemented in accordance with the timings identified in the plan.

Reason: To ensure that public access is maintained at all reasonable times, to the local path network.

16. Prior to the commencement of development hereby approved, detailed SAP calculations shall be submitted to, and approved in writing by, the Council as Planning Authority. The calculations as approved shall thereafter be implemented as part of the building programme.

Reason: To ensure that the development accords with LDP Policy seeking to secure a percentage of low and zero carbon generating technology within new development.

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17. Notwithstanding the details on plans 19/00254/49 and 19/00253/50 (in associated with supporting plans 52, 53, 54), no development shall commence on site until a further drawing is submitted to, and approved in writing by, the Council as Planning Authority. This drawing(s) shall confirm the arrangements and technical specification of the landscaping in relation to the approved drainage scheme. The approved specification shall thereafter be carried out in accordance with the approved scheme and be operational prior to the bringing into use of the development.
- Reason: To ensure appropriate drainage arrangements and landscaping are installed and operational, to avoid any conflict of the drainage scheme with the landscaping proposals.

**Justification**

The proposal is considered to comply with the Development Plan and there are no other material considerations that would justify a departure from the relevant policies.

**Procedural Notes**

The planning permission decision notice shall not be issued until such time as the required Developer Contributions relating to the public path upgrade have been secured or paid in full.

In the event the applicant does not either make the required payment within 28 days from the date the agent/applicant is advised of the need for the contributions, or complete a legal agreement for delayed payment within a 4 month period from the date the agent/applicant is advised of the need for the contributions the application may be refused under delegated powers without any further discussion with the applicant or presentation at Planning and Development Management Committee.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.

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3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.
5. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:
  - Displayed in a prominent place at or in the vicinity of the site of the development.
  - Readily visible to the public.
  - Printed on durable material.
6. The applicant should be advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works.
7. The applicant should be advised that in terms of Section 21 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to construct a new road prior to the commencement of roadworks. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environmental Protection Agency. Technical Approval will be required for any structures & all walls/embankments that act singly or together to support a carriageway or footpath & retain over 1.5m fill.
8. The applicants are advised that they must apply to the Roads Authority for construction consent to form a new street. Please contact The Construction and Maintenance Manager, The Environment Service, Perth and Kinross Council, Pullar House, Perth.
9. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
10. The applicant is advised that the works may need a license under the Water (Controlled Activities) Regulations 2005 (CAR). The applicant should contact SEPA's Perth Environmental Protection and Improvement

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Team (Tel: 01738 627989) in regard to this. The applicant should ensure that all works on site comply with the best practice guidelines laid out in SEPA's published Pollution Prevention Guidance, found at [www.sepa.org.uk](http://www.sepa.org.uk)

11. The Council's Community Waste Adviser in the Environment Service should be contacted to clarify the bin storage and recycling requirements for the development.
12. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.
13. The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.
14. The applicant is encouraged to provide for hedgehog shelter, hibernation in, and commuting through the development. Access gaps in wooden fences should be 13cm x 13cm at ground level. Advice and assistance is available from the Tayside Biodiversity Partnership.
15. The developer is advised to contact Mr David Strachan, Archaeologist to discuss terms of reference for work required Tel 01738 477080.
16. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.
17. The applicant is advised to refer to Perth & Kinross Council's [Supplementary Guidance on Flood Risk and Flood Risk Assessments 2014](#) as it contains advice relevant to your development.

**(ii) 19/00513/FLM - COUPAR ANGUS - Formation of a battery storage facility, vehicular access and associated works, Land 130 Metres South East of Coupar Angus Substation, Pleasance Road, Coupar Angus – Report 19/268 – Coronation Power Limited**

Ms W Combes, on behalf of Coupar Angus and Bendochy Community Council, and Ms M Galloway, objector to the application, followed by Mr A Mott, agent for the applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

DURING THE DEPUTATIONS FOR THIS ITEM, THE COMMITTEE TOOK A 5 MINUTE RECESS.

**Motion (Councillors T Gray and E Drysdale)**

**Grant, subject to the following conditions and informatives:**

**Conditions**

- 1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason: To ensure the development is carried out in accordance with the approved drawings and documents.**
- 2. All hereby approved plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 20 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.  
Reason: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.**
- 3. Noise from the hereby approved development shall not exceed 33dB LA<sub>eq,(15 min)</sub>, including any relevant penalties for tonality, impulsivity, intermittency or other sound characteristics, when measured at any residential property in accordance with BS4142 – Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.  
Reason: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.**
- 4. Noise mitigation measures outlined in Section 7.1 and Appendix 3 of the hereby approved Noise Impact Assessment undertaken by ARCUS - dated March 2019 (Plan reference 19/00513/27) , shall be implemented prior to the hereby approved development being brought into use.  
Reason: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.**
- 5. In the event of a justified noise complaint being received by the Council the operator shall, at its own expense, employ a consultant approved by the Planning Authority to carry out a noise assessment to verify compliance with conditions 2 and 3. The assessment will be carried out to an appropriate methodology agreed in writing with the Planning Authority. If the noise assessment shows that the**

noise levels do not comply with conditions 2 and 3 a scheme of noise mitigation shall be included with the noise assessment, specifying timescales for the implementation of the scheme and shall be submitted to the Planning Authority within 28 days of the assessment. The mitigation scheme shall thereafter be implemented in accordance with the approved scheme and timescales.

Reason: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.

6. All external lighting shall be sufficiently screened and aligned so as to ensure that there is no direct illumination of residential property and that light spillage beyond the boundaries of the site is minimised. In association, the operation of the lighting shall be controlled so as to only be triggered by motion within the security fenced boundaries of the site.

Reason: In the interests of residential amenity; to ensure a satisfactory standard of local environmental quality.

7. Prior to the operation/commissioning of the development, an Operational Environmental Management Plan (OEMP) shall be submitted for the written approval of the Planning Authority, in consultation with SEPA. Thereafter, all operations associated with the development shall be carried out in accordance with such approved OEMP.

Reason: In order to ensure the development does not impact negatively on the environment during its operational life.

8. Prior to the commencement of works associated to the hereby approved development, a Construction Traffic Management Scheme (TMS) shall be submitted for the written approval of the Planning Authority, such TMS shall include details of the following:

- a) restriction of construction traffic to approved routes and the measures to be put in place to avoid other routes being used;
- b) timing of construction traffic to minimise impact on local communities particularly at school start and finishing times, on days when refuse collection is undertaken, on Sundays and during local events;
- c) arrangements for liaison with the Roads Authority regarding winter maintenance;



- d) emergency arrangements detailing communication and contingency arrangements in the event of vehicle breakdown;**
- e) arrangements for the cleaning of wheels and chassis of vehicles to prevent material from construction sites associated with the development being deposited on the road;**
- f) arrangements for cleaning of roads affected by material deposited from construction activities associated with the development;**
- g) arrangements for signage at site accesses and crossovers and on roads to be used by construction traffic, in order to provide safe access for pedestrians, cyclists and equestrians;**
- h) details of information signs to inform other road users of construction traffic;**
- i) arrangements to ensure that access for emergency service vehicles are not impeded;**
- j) monitoring, reporting and implementation arrangements; and**
- k) arrangements for dealing with non-compliance.**

**The TMS as approved shall be strictly adhered to during the entire site construction programme all to the satisfaction of the Council as Planning Authority. Reason: In the interests of road safety.**

- 9. Prior to the development hereby approved being completed or brought into use, the vehicular access shall be formed in accordance with Perth & Kinross Council's Road Development Guide Type C Figure 5.7 access detail, and of Type B Road construction detail.**

**Reason: In the interests of road safety; to ensure an acceptable standard of construction within the public road boundary.**

- 10. Prior to the commencement of the development hereby approved, details of the recessive, natural colour of the proposed external finishing materials to be used for the fence and structures shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.**

**Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.**

- 11. The conclusions and recommended action points within the supporting biodiversity survey (plan 19/00513/20) hereby approved shall be fully adhered to, respected and undertaken as part of the construction phase of development.**

**Reason: In the interests of protecting environmental quality and of biodiversity.**

- 12. No removal of hedgerows, trees or shrubs that may be used by breeding birds shall take place between 1st March and 31st August inclusive, unless a competent ecologist has undertaken a careful, detailed check of vegetation for active birds' nests immediately before the vegetation is cleared and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interests on site. Any such written confirmation should be submitted in advance to the local Planning Authority.**

**Reason: In the interests of employing best practice ecology and to ensure there is no adverse impact on any protected species as identified under the Wildlife and Countryside Act 1981.**

- 13. Measures to protect animals from being trapped in open excavations and/or pipe and culverts shall be implemented for the duration of the construction works of the development hereby approved. These measures may include: creation of sloping escape ramps for animals, which may be achieved by edge profiling of trenches/excavations; or by using planks placed into them at the end of each working day; and open pipework greater than 150 mm outside diameter being closed off at the end of each working day.**

**Reason: In order to prevent animals from being trapped within any open excavations.**

- 14. The detailed landscaping and planting scheme which is hereby approved shall be implemented as part of the site development programme, prior to the commissioning of the energy storage facility and thereafter maintained.**

**Reason: In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.**

- 15. Any planting failing to become established within five years shall be replaced in the following planting season with others of similar size, species and number.**

**Reason: In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.**

- 16. Prior to the commencement of works on the development, the applicant shall submit for the written approval of the Planning Authority a soil management plan. The plan as approved shall be strictly adhered to.**

**Reason: To ensure that prime agricultural land soil is not unnecessarily sterilised or lost and in the interests of Policy 49 of LDP2.**

- 17. For the avoidance of doubt, parts of the site are located within the 1/200 (0.5% AEP) flood extent, with a medium to high risk of flooding. Such areas must not be raised above existing ground levels. This applies to the entirety of the site.**

**Reason: Ensure no displacement of floodwater to the rest of floodplain.**

- 18. Storm water drainage from all impermeable surfaces shall be disposed of by means of suitable Sustainable Urban Drainage Systems which meet the requirements of best management practices.**

**Reason: To ensure the provision of effective drainage for the site.**

- 19. In the event the hereby approved development fails to store electricity on a commercial basis for a continuous period of 12 months, then it shall be deemed to have permanently ceased to be required. In such an event the development shall be decommissioned and the relevant parts of the site reinstated within such timescale as agreed in writing by the Council as Planning Authority.**

**Reason: To ensure the facility is removed from the site at the end of its operational life, and to protect the character of the countryside, the visual amenity of the area and nature conservation interests.**

#### **Justification**

**The proposal is considered to comply with the Development Plan and there are no other material considerations that would justify a departure from the relevant policies.**

#### **Informatives**

- 1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).**
- 2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.**

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3. **As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.**
4. **An application for Building Warrant may be required.**
5. **The applicant should be advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency.**
6. **The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended, it is an offence to remove, damage or destroy the nest of any wild birds while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this act.**
7. **The applicant is reminded that, should any protected species be present a licence may be required from Scottish Natural Heritage to disturb a protected species. Failure to obtain a licence may constitute a criminal act under the Habitats Regulations and penalties are severe for non-compliance.**

Amendment (Councillors B Brawn and M Barnacle)

Refuse, as the proposal is contrary to the Perth and Kinross Local Development Plan 2014, Policy ER5 as it would result in the loss of prime agricultural land, and that it has not been established that an alternative site had been fully considered in the locality.

In terms of Standing Order 58 a roll call vote was taken.

9 members voted for the Motion as follows:

Councillors C Ahern, H Anderson, B Band, E Drysdale, T Gray, D Illingworth, R McCall, M Williamson and W Wilson.

2 members voted for the Amendment as follows:

Councillors M Barnacle and B Brawn.

**Resolved:**

In accordance with the Motion.

**(2) Local Applications**

**(2)(i) 19/00090/FLL - COUPAR ANGUS - Erection of a dwellinghouse, Land East of Abbeyhill, Precinct Street, Coupar Angus – Report 19/269 – Mrs M Ward**

Mr K Miles, objector, followed by Mr J Watchman and Mr P Inglis, on behalf of the applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

**Resolved:**

**Grant**, subject to the following conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason: To ensure the development is carried out in accordance with the approved drawings and documents
2. Prior to the commencement of any development precise details of the proposed means of surface water disposal shall be submitted for the written agreement by the Council as Planning Authority. The agreed details shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.  
Reason: In order to ensure the site is adequately drained.
3. All external doors and windows shall be timber to the satisfaction of the Council as Planning Authority.  
Reason: In the interest of protecting character and appearance of the Conservation Area and the historic setting of the listed building.
4. Prior to the commencement of any development precise details of any entrance gate(s) shall be submitted for the written agreement by the Council as Planning Authority. The agreed details shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.  
Reason: In the interest of protecting character and appearance of the Conservation Area and the historic setting of the listed building.
5. The proposed UPVc rainwater goods are not approved. Prior to the commencement of the development, precise details of all rainwater goods shall be submitted for the written agreement of the Council as Planning Authority. The approved details shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.

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Reason: In the interest of protecting character and appearance of the Conservation Area and the historic setting of the listed building.

6. Prior to the commencement of the development, samples of all external finishes for both the dwellinghouse and the outbuilding shall be submitted for the written agreement by the Council as Planning Authority. The agreed details shall thereafter be implemented in full to the satisfaction of the Council as Planning Authority.

Reason: In the interest of protecting character and appearance of the Conservation Area and the historic setting of the listed building.

7. The ancillary outbuilding shall be used solely in conjunction with the main dwellinghouse and shall not be let, sold or occupied separately from the main dwellinghouse to the satisfaction of the Council as Planning Authority.

Reason: In order to clarify the use of the existing building.

8. Prior to the commencement of the development hereby approved, a 1:200 site plan which identifies the Construction Exclusion Zone (CEZ) shall be submitted for the written agreement of the Council as Planning Authority. This plan shall ensure all fencing adheres to BS 5837 2012: Trees in Relation to Design, Demolition and Construction. The CEZ as subsequently agreed shall be strictly adhered to during construction of the development.

Reason: In order to ensure that unnecessary damage to the existing trees and hedges does not occur.

9. Prior to the commencement of any development on site, all trees on site (other than those marked for felling on the approved plans) and those which have Root Protection Areas which fall within the site and all boundary hedges, must be retained and protected during the construction phase. Protection methods shall be strictly in accordance with BS 5837 2012: Trees in Relation to Design, Demolition and Construction. Protection measures, once in place, shall remain in place for the duration of construction. Under no circumstances shall any activities (including the storage of materials) encroach into the root protection areas or under the canopy of the adjacent oak tree.

Reason: In order to ensure that unnecessary damage to the existing trees and hedges does not occur.

10. All trees on site, other than those marked for felling on the approved plans, shall be retained.

Reason: In order to clarify the terms of the planning permission.

11. Prior to the commencement of the development, details of two replacement specimen trees within the garden

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area shall be submitted for the written agreement of the Council as Planning Authority. The approved details shall thereafter be implemented in full within the first available planting season (October to March) after the completion or bringing into use of the development, whichever is the earlier. In the event that either of the trees fail to become established within five years, they must be replaced in the following planting season by a tree of a similar size and species.

Reason: In the interests of visual amenity and to ensure the satisfactory implementation of the proposed planting scheme.

12. Development shall not commence until the developer has secured the implementation of a programme of archaeological work in accordance with a written scheme of archaeological investigation which has been submitted by the applicant, and agreed in writing by the Council as Planning Authority, in consultation with Perth and Kinross Heritage Trust. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented including that all excavation, preservation, recording, recovery, analysis, publication and archiving of archaeological resources within the development site is undertaken. In addition, the developer shall afford access at all reasonable times to Perth and Kinross Heritage Trust or a nominated representative and shall allow them to observe work in progress.

Reason: To ensure a programme of archaeological works is carried out to safeguard and record any archaeological remains within the development area.

**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section

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- 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
  4. Trees and scrubs are likely to contain nesting birds between 1st March and 31st August inclusive. Trees and scrub are present on the application site and are to be assumed to contain nesting birds between the above dates. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning permission for a development does not provide a defence against prosecution under this Act.
  5. The developer is advised to contact Mr David Strachan, Archaeologist to discuss terms of reference for work required Tel 01738 477080.
  6. There is currently sufficient capacity in the Coupar Angus Waste Water Treatment Works. However, the applicant should be aware that further investigations may be required to be carried out once a formal application has been submitted to Scottish Water for connection consent.
  7. This proposed development will be fed from Lintrathen Water Treatment Works. Unfortunately, Scottish Water is unable to confirm capacity at this time so to allow Scottish Water to fully appraise the proposals, that the applicant should complete a Pre Development Enquiry (PDE) Form and submit it directly to Scottish Water. The applicant can download a copy of Scottish Water's PDE Application Form, and other useful guides from Scottish Water's website at the following link:  
[www.scottishwater.co.uk/business/connections/connecting-your-property/newdevelopment-process-and-applications-forms/pre-development-application](http://www.scottishwater.co.uk/business/connections/connecting-your-property/newdevelopment-process-and-applications-forms/pre-development-application)
  8. This is approval of your application Ref no 19/00090/FLL for planning permission only. It does not include any approval for your related Listed Building Consent Ref no 19/01429/LBC. You should therefore not commence work until you have received Listed Building Consent. Carrying out alterations without Listed Building Consent is an offence.

THERE FOLLOWED A 15 MINUTE RECESS FOLLOWING WHICH THE COMMITTEE RECONVENED.

COUNCILLORS BAND AND DRYSDALE LEFT THE MEETING AT THIS POINT.



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**(2)(ii) 19/01084/FLL - LESLIE - Erection of 2 camping pods, formation of hardstanding, vehicular access and associated works, Land South West of Liathach, Leslie – Report 19/270 – Mr D Veitch**

**Resolved:**

**Grant**, subject to the following conditions and informatives:

**Conditions**

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.  
Reason: To ensure the development is carried out in accordance with the approved drawings and documents.
2. Prior to the commencement of the development hereby approved, a noise management plan shall be submitted to the Council as Planning Authority for written approval. Thereafter, the plan as agreed shall be implemented in full for the life of the development to the satisfaction of the Council as Planning Authority.  
Reason: In order to safeguard the neighbouring residential amenity in the area.
3. Prior to the development hereby approved being completed or brought into use, the car parking and turning facilities shown on the approved drawings shall be implemented and thereafter retained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of road safety; to ensure the provision of adequate turning facilities and off-street car parking facilities.
4. All plant or equipment shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 35 between 0700 and 2300 hours daily, or Noise Rating 20 between 2300 and 0700 hours daily, within any neighbouring residential property, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.  
Reason: In order to safeguard the neighbouring residential amenity in the area.
5. The development hereby approved shall be used solely for holiday accommodation and shall not be occupied as the sole or main residence of any occupant.  
Reason: In order to control and restrict the use of the pods.

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**Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**Informatives**

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the planning authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. An application for Building Warrant may be required.
5. The applicant should ensure that any existing wayleaves for maintenance or repair to existing private water supply or septic drainage infrastructure in the development area are honoured throughout and after completion of the development.
6. The applicant is advised that any proposed signage will require a further application to be submitted for advertisement consent unless it benefits from express consent as per the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.
7. The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.
8. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
9. The applicant is advised that the granting of planning permission does not guarantee right of access to the site.

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- This should be agreed with the relevant landowner(s) prior to the commencement of the development.
10. This planning permission is granted subject to conditions, some of which require further information to be submitted to Development Management either before works can start on site or at a certain time. Please send the required information to us at [developmentmanagement@pkc.gov.uk](mailto:developmentmanagement@pkc.gov.uk). Please be aware that the Council has two months to consider the information (or four months in the case of a Major planning permission). You should therefore submit the required information more than two months (or four months) before your permission expires. We cannot guarantee that submissions made within two months (or four months) of the expiry date of your permission will be able to be dealt with before your permission lapses.
  11. The site will be subject to licensing in terms of the Caravan Sites and Control of Development Act 1960, as amended. It is therefore necessary for a caravan site licence to be obtained for the site before the pods were first brought into use and the site would need to comply with the caravan model standards for holiday use.

PRIOR TO THE CONSIDERATION OF APPLICATIONS 19/01096/FLL AND 19/00818/CON THE COMMITTEE AGREED TO HEAR COMBINED DEPUTATIONS RELATING TO BOTH APPLICATIONS.

Mr G Mullen, objector, followed by Mr N Gray, agent on behalf of the applicant, addressed the Committee, and, following their respective representations, withdrew to the public gallery.

**(2)(iii) 19/01096/FLL - KINROSS - Complete demolition of buildings, erection of 2 dwellinghouses, 4 flats and associated works (in part retrospect), Kirklands Garage, 10 High Street, Kinross, KY13 8AW – Report 19/271 –**

**Motion (Councillors R McCall and H Anderson)**

**Grant, subject to the following conditions and informatives:**

**Conditions**

1. **The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice**  
**Reason: To ensure the development is carried out in accordance with the approved drawings and document.**
2. **Prior to the re-commencement of development, detailed plans of the proposed new Manse building**

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**(Houses 1 & 2) at a scale of 1:20 shall be submitted for the approval of the Planning Authority. These plans shall provide details of the proposed architectural features such as the cornicing, window surroundings, door surrounds and quoins.**

**Thereafter, the building shall be constructed in accordance with the approved plans to the satisfaction of the Council as Planning Authority.**

**Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.**

- 3. Prior to the re-commencement of development, plans showing the detailed construction of the proposed windows on the façade Houses 1 and 2 shall be submitted for the approval of the Council as Planning Authority. For the avoidance of doubt the windows shall be of a timber sliding sash and case construction. Thereafter, the windows shall be constructed and installed in accordance with the approved plans to the satisfaction of the Council as Planning Authority.**

**Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.**

- 4. Prior to the re-commencement of development a sample board of the proposed stonework to be used in the construction of the façade of the Manse building (Houses 1 & 2) shall be made available on site for the review and approval of the Council as Planning Authority. The sample board is required to demonstrate the stone type, coursing and mortar jointing. Thereafter, the approved stonework shall be used in the construction of the building in accordance with the approved plans to the satisfaction of the Council as Planning Authority.**

**Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.**

- 5. The reconstruction of the Manse building (Houses 1 & 2) shall be completed to the satisfaction of the Council as Planning Authority prior to the occupation of any of the Units 3, 4, 5 or 6.**

**Reason: In the interests of visual amenity; to ensure that the principal building at the frontage of the site is reinstated and completed at the earliest opportunity.**

- 6. Prior to the re-commencement of the development hereby approved, details of the specification and colour of the proposed external finishing materials to be used shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as**

**agreed shall be implemented prior to the completion or bringing into use of the development, whichever is the earlier.**

**Reason: In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality.**

- 7. Prior to the re-commencement of development, details of the location and specification of the swift brick(s) or swift nest box(s) shall be submitted and approved in writing by the Council as Planning Authority. Thereafter, the swift brick(s) or swift nest box(s) shall be installed in accordance with the approved details prior to the occupation of the relevant dwelling(s).**

**Reason: In the interests of protecting environmental quality and of biodiversity.**

- 8. Development shall not re-commence on site until a detailed sustainable urban drainage system (SUDS) has been submitted for the further written agreement of the Council as Planning Authority, in consultation with SEPA where necessary. The scheme shall be developed in accordance with the technical guidance contained in The SUDS Manual (C753) and the Council's Flood Risk and Flood Risk Assessments Developer Guidance, and shall incorporate source control. All works shall be carried out in accordance with the agreed scheme and be operational prior to the bringing into use of the development.**

**Reason: To ensure the provision of effective drainage for the site.**

- 9. Development shall not re-commence on site until an intrusive investigation of the site has been undertaken, submitted for consideration and accepted by the Council as Planning Authority. The intrusive investigation shall be undertaken to identify;**
- The nature, extent and type(s) of contamination on the site.**
  - Measures to treat/remove contamination to ensure the site is fit for the use proposed.**
  - Measures to deal with contamination during construction works.**
  - Condition of the site on completion of decontamination measures.**

**Prior to the completion or bringing into use of any part of the development the measures to decontaminate the site shall be fully implemented in accordance with the scheme subsequently agreed by the Council as Planning Authority. Verification that the scheme has been fully implemented must also be**

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submitted to the Council as Planning Authority and approved in writing.

- Reason: In order to deal with any potential contamination of the site as a result of its former use.
10. Prior to House 1 and House 2 hereby approved being completed or brought into use, the car parking facilities at the front of these houses as shown on the approved drawing ref 19/01096/18 shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of road safety; to ensure the provision of adequate off-street car parking facilities.
11. Prior to Units 3, 4, 5 and 6 hereby approved being completed or brought into use, the car parking facilities in the courtyard area at the front of these units as shown on the approved drawing ref 19/01096/18 shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of road safety; to ensure the provision of adequate off-street car parking facilities.
12. Prior to Units 3, 4, 5 and 6 hereby approved being completed or brought into use, the turning facilities shown on the approved drawing ref 19/01096/18 shall be implemented and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of road safety; to ensure the provision of acceptable manoeuvring space within the curtilage of the site to enable a vehicle to enter and leave the site in forward gear.
13. Prior to the development hereby approved being completed or brought into use, the cycle parking facilities shown on the approved drawing ref 19/01096/18 for Units 3, 4, 5 and 6 shall be installed and thereafter maintained to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of pedestrian and traffic safety and in the interests of free traffic flow.
14. The bathroom windows on the western façade of Unit 6 (located on the upper level of the western block of the development) hereby permitted shall be glazed in obscure glass and thereafter obscure glass shall be retained and maintained at all times to the satisfaction of the Council as Planning Authority.  
Reason: In the interests of residential amenity; in order to safeguard the privacy and amenity of the residents of the neighbouring dwelling house(s).
15. The spandrel panel arrangement incorporating high level windows on the western façade for the dining/kitchen living room of Unit 6 (located on the

upper level of the western block of the development) hereby approved shall be retained and maintained at all times to the satisfaction of the Council as Planning Authority.

Reason: In the interests of residential amenity; in order to safeguard the privacy and amenity of the residents of the neighbouring dwelling house(s).

16. The foul drainage for the development shall be drained to the public mains sewerage system to the satisfaction of the Council as Planning Authority.

Reason – To ensure appropriate drainage arrangements are installed thereby ensuring compliance with policy EP3B of the Local Development Plan 2014.

#### **Justification**

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

#### **Informatives**

1. As soon as practicable after the development is complete, the person who completes the development is obliged by section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the planning authority written notice of that position.
2. No work shall be commenced until an application for building warrant has been submitted and approved.
3. Please consult the Street Naming and Numbering Officer, The Environment Service, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth PH1 5GD for a new postal address. The form is downloadable from [www.pkc.gov.uk](http://www.pkc.gov.uk) and should be returned to [snn@pkc.gov.uk](mailto:snn@pkc.gov.uk)
4. The applicant is advised that the granting of planning permission does not guarantee a connection to Scottish Water's assets. The applicant must make a separate application to Scottish Water Planning & Development Services team for permission to connect to the public wastewater system and/or water network and all their requirements must be fully adhered to.
5. The applicant is advised that in terms of Sections 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be sought at the initial stages of design from

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**Scottish Water and the Scottish Environmental Protection Agency.**

6. **The applicant should be aware of the requirements of the Council's Environment and Regulatory Services in relation to waste collection from the site and should ensure adequate measures are provided on site to allow for the collection of waste.**
7. **This is approval of your application Ref no 19/01096/FLL for Planning Permission only. It does not include any approval for your related Conservation Area Consent Ref no 19/000818/CON.**
8. **There is a Section 75 legal obligation associated with this planning permission, which relates to the payment of both education and affordable housing contributions. A copy is available to view on the Council's Public Access portal.**

Amendment (Councillors W Wilson and M Barnacle)

Refuse, as the proposal is:

- (i) contrary to the Perth and Kinross Local Development Plan 2014, Policies PM1A and PM1B(c) as it does not respect the character and amenity of the place, and does not complement its surroundings, as the proposed rear flatted building is an overdevelopment of the site, and due to the cluttered nature of design.
- (ii) contrary to the Perth and Kinross Local Development Plan 2014, Policy HE3A as the proposal does not preserve or enhance the character or appearance of Kinross Conservation Area as the proposed rear flatted building is an overdevelopment of the site, and due to the cluttered nature of design.

In terms of Standing Order 58 a roll call vote was taken.

6 members voted for the Motion as follows:  
Councillors H Anderson, B Brawn, T Gray, D Illingworth, R McCall and M Williamson.

3 members voted for the Amendment as follows:  
Councillors C Ahern, M Barnacle and W Wilson.

**Resolved:**

In accordance with the Motion.

COUNCILLOR BARNACLE LEFT THE MEETING AT THIS POINT.



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- (2)(iv) 19/00818/CON - KINROSS - Demolition of buildings (in retrospect), Kirklands Garage, 10 High Street, Kinross, KY13 8AW – Report 19/272 – Kirklands Development Group**

**Resolved:**

**Grant**, subject to the following:

**Justification**

Taking account of the supporting information sufficient justification has been provided to demolish the Manse. With mitigation measures being deployed under the application dealing with the redevelopment of the site, the proposal is not considered to have a detrimental impact on Kinross Conservation Area and there is no conflict with the Local Development Plan as well as supplementary planning guidance.

**Informatives**

This is approval of your application Ref no 19/00818/CON for Conservation Area Consent only. It does not include any approval for your related planning application Ref no 19/01096/FLL.

COUNCILLOR WILSON REQUESTED THAT HIS DISSENT TO THE DECISION TAKEN BE RECORDED.

**(3) Proposal of Application Notice (PAN)**

- (3)(i) 19/00005/PAN - AUCHTERARDER - Erection of 196 holiday lodges, hub buildings, landscaping, open space, vehicular access, parking area and associated works at land at East Third Farm, Auchterarder – Report 19/273 –**

Councillor Wilson requested that road safety be taken into consideration.

Councillor Gray requested that consideration be given to the prime agricultural land aspect of the proposal.

Members also noted the issues identified by the Head of Planning and Development's Report.

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PERTH COMMON GOOD FUND COMMITTEE

Minute of meeting of the Perth Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 9.00am.

Present: Councillors A Parrott, C Ahern, B Band, P Barrett, A Coates, H Coates, D Doogan, M Lyle, S McCole, J Rebbeck and W Wilson.

In Attendance: D Coyne, C Flynn, C Holgate, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services); L Campbell, A Graham and M McCaskie (Housing and Environment)

Apologies: Councillor E Drysdale

Councillor A Parrott, Convener, Presiding.

463. WELCOME AND APOLOGIES

Councillor A Parrott welcomed all present to the meeting and an apology was noted as above.

464. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor W Wilson declared a non-financial interest in Arts. 467(3) and (4).

465. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Perth Common Good Fund Committee of 19 June 2019 (Arts.321-326) was submitted, approved as a correct record and authorised for signature.

466. MATTERS ARISING

(i) Friends of St John's Kirk and Jar of Jewels (Art. 325 refers)

In response to a question from Councillors W Wilson and S McCole regarding an update on applications received from Friends of St John's Kirk and Jar of Jewels, L Haxton advised that an update would be brought to the December meeting of the Perth Common Good Fund Committee.

467. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Chief Executive (19/255) asking Perth Common Good Fund Committee to consider 12 applications for financial assistance (11 for small grants and 1 for capital grants).

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Resolved:

- (1) **Inspire Dance Studios Fundraising Group**
Inspire Dance Studios Fundraising Group be awarded a grant of £650 towards a performance at Disneyland Paris this summer.
- (2) **Lynx Club**

Motion (Councillors A Parrott and S McCole)

Lynx Club be awarded a grant of to £631 towards the cost of improving the wellbeing of young people experiencing hearing loss across Perth and Kinross.

Amendment (Councillors C Ahern and H Coates)

Lynx Club be awarded a grant of up to £253 towards the costs of improving the wellbeing of young people experiencing hearing loss across Perth and Kinross.

In accordance with Standing Order 58, a roll call vote was taken.

9 members voted for the Motion as follows:

Councillors B Band, P Barrett, A Coates, D Doogan, M Lyle, S McCole, A Parrott, J Rebbeck and W Wilson.

2 members voted for the Amendment as follows:

Councillors C Ahern and H Coates.

Resolved:

In accordance with the Motion.

- (3) **Craigie and Moncrieffe Church Young Project – Healthy Lives**
Craigie and Moncrieffe Youth Project be awarded a grant of £240 to support the Healthy Lives Project.
- (4) **Craigie and Moncrieffe Church Youth Project – Excursion**
Craigie and Moncrieffe Youth Project be awarded a grant of £210 to support their excursion.
- (5) **Phoenix Youth Project**
Phoenix Youth Project be awarded a grant of £600 towards the cost of their fitness programme.
- (6) **Tulloch Primary School Parent Council**
Tulloch Primary School Parent Council be awarded £420 towards a performance for pupils on campus.
- (7) **Gaelic Society of Perth**
Gaelic Society of Perth be awarded a grant of £350 towards their ceilidh programme.

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- (8) **Hearts and Minds**
Hearts and Minds be awarded a grant of £1,000 to support the group's performance programme in the Murray Royal Dementia Unit.
- (9) **Scottish Chamber Orchestra-Perth Concert Series**
Scottish Chamber Orchestra be awarded a grant of £10,000 towards the costs of a Perth Concert Series and Creative Learning Sessions.
- (10) **Perth Autism Support**
Perth Autism be awarded a grant of £800 towards the costs of their Christmas Party.
- (11) **Perth and District Badminton Association**
Perth and District Badminton Association be awarded a grant of £3,000 towards the cost of hosting the Scottish National Badminton Championship 2020.
- (12) **Letham Climate Challenge**
Letham Climate Challenge be awarded a grant of £250 towards the costs of buying equipment.

468. BONFIRE AND FIREWORKS DISPLAY EVENT ON 5 NOVEMBER 2019

There was submitted a report by Depute Chief Executive (19/257) providing details of the Bonfire and Fireworks event on 5 November 2019 to be organised by the Perth and Strathearn 200 Round Table and a request for additional funding from Perth Common Good Fund Committee.

Motion (Councillors A Parrott and W Wilson)

Perth and Strathearn 200 Round Table be awarded a grant of £16,240 towards the cost of the pyrotechnic fireworks display and the associated safety and logistical costs of running this event.

Amendment (Councillors P Barrett and C Ahern)

Perth and Strathearn 200 Round Table be awarded a grant of £15,000 towards the cost of the pyrotechnic fireworks display and the associated safety and logistical costs of running this event.

In accordance with Standing Order 58, a roll call vote was taken.

8 members voted for the Motion as follows:
Councillors B Band, A Coates, D Doogan, M Lyle, S McCole, A Parrott, J Rebbeck and W Wilson.

3 members voted for the Amendment as follows:
Councillors C Ahern, P Barrett and H Coates.

Resolved:

In accordance with the Motion.

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469. PERTH CHRISTMAS LIGHTS FESTIVAL

There was submitted a report by Executive Director (Housing and Environment) (19/258) noting the activities for the Christmas Lights event on Saturday, 16 November 2019, as part of the overall Perth Winter Festival programme and seeks funding approval for the development of the event as part of a weekend festival.

Resolved:

- (i) The current budget provision from 2019/20 in respect of the Christmas Lights Switch On programme for Saturday, 16 November, be noted.
- (ii) The specific expenditure towards the Christmas Lights Switch On programme for Saturday, 16 November, be approved.

470. 2019/20 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (19/256) providing details of the Income and Expenditure to 25 August 2019 and the projected outturn to 31 March 2020 for the Perth Common Good Fund.

Resolved:

The Perth Common Good Fund Financial Statement to 25 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as set out in Appendix 1 to Report 19/256, be noted.

IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.

471. VARIOUS PERTH HARBOUR GROUND LEASES CONSENT TO AGREE RENT REVIEWS

There was submitted a report by the Head of Finance (19/259) seeking approval to agree rent reviews under the terms of various ground leases at Perth Harbour which are held on Perth Common Good Fund.

Resolved:

- (i) Rent review effective 28 November 2016 under the terms of the ground lease to the tenant at £3,370 per annum, be approved.
- (ii) Rent review effective 15 May 2017 under the terms of the ground lease to the tenant of site 0.57 acres at £8,300 per annum, be approved.
- (iii) Rent review effective 15 May 2017 under the terms of the ground lease to the tenant of site 0.65 acres at £8,700 per annum, be approved.

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## **AUCHTERARDER COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Auchterarder Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 10.00am.

Present: Councillors T Gray, P Barrett and M Lyle.

In Attendance: D Coyne, C Flynn, C Holgate, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services); and M McCaskie; (Housing and Environment)

Apologies: Councillor C Reid

Councillor T Gray, Convener, Presiding.

### **472. APPOINTMENT OF CONVENER**

Nominations were sought for the appointment of Convener.

Councillor M Lyle, seconded by Councillor T Gray nominated Councillor C Reid. There being no other nominations, Councillor C Reid was appointed as Convener.

In the absence of Councillor C Reid, Councillor T Gray took the Chair. Councillor T Gray welcomed all present to the meeting and noted an apology as above.

### **473. DECLARATIONS OF INTEREST**

There were no Declarations of Interest in terms of the Councillors' Code of Conduct.

### **474. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Auchterarder Common Good Fund Committee of 19 June 2019 (Arts. 327-332) was submitted, approved as a correct record and authorised for signature.

### **475. MATTERS ARISING**

There were no matters arising.

### **476. 2018/19 & 2019/20 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (19/261) providing details of the Income and Expenditure to 30 August 2019 and the projected outturn to 31 March 2020 for the Auchterarder Common Good Fund.

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**Resolved:**

The Auchterarder Common Good Fund Statement to 30 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20, as set out in Appendix 1 to Report 19/261, be noted.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973**

**477. DECORATIVE MILL WHEEL WITH HANGING FLOWER BASKETS  
GROUND AT TOWNHEAD, AUCHTERARDER**

There was submitted a report by Executive Director (Housing and Environment) (19/260) seeking approval from the Auchterarder Common Good Fund Committee to extend the existing Licence to Occupy for a further 5 years at Townhead, Auchterarder adjacent to St. Margaret's Hospital to Auchterarder Bloom Association.

**Resolved:**

Auchterarder Bloom Association's request for an extension of their current Licence to Occupy for a further 5 years from 1 September 2019, be approved.

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CRIEFF COMMON GOOD FUND COMMITTEE

Minute of meeting of the Crieff Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 10.10am.

Present: Councillors S Donaldson, P Barrett, R Brock, R McCall and M Lyle.

In Attendance: D Coyne, C Flynn, L Haxton, K Molley and J Salisbury (all Corporate and Democratic Services)

Councillor S Donaldson, Convener, Presiding.

478. WELCOME AND APOLOGIES

Councillor Donaldson welcomed all those present to the meeting.

479. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, there were no declarations of interest.

480. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Crieff Common Good Fund Committee of 24 April 2019 (Arts.208-214) was submitted, approved as a correct record and authorised for signature.

481. MATTERS ARISING

(i) Advisory Non-Voting Member (Item 211 refers)

Councillor Donaldson advised the Committee that there had been no communication from Crieff Community Council as to their nomination for the position of an advisory non-voting member of the Crieff Common Good Fund Committee.

482. APPLICATIONS FOR FINANCIAL ASSISTANCE

There was submitted a report by the Depute Chief Executive (19/262) asking Crieff Common Good Fund Committee to consider one application for financial assistance from Crieff Community Council.

Resolved:

(1) Crieff Community Council

Crieff Community Council be awarded a grant of £540 towards their 'Making Crieff Roads Safer for the Community' Project.

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483. 2019/20 BUDGET & 2018/19 FINANCIAL STATEMENT

There was submitted a report by the Head of Finance (19/263) including the 2018/19 Audited Financial Statement, and the 2019/20 Financial Statement to 30 August 2019 and projected outturn to 31 March 2020, for the Crieff Common Good Fund.

Resolved:

- (i) The Crieff Common Good Fund Audited Income and Expenditure to 31 March 2019, as set out in Appendix 1 to report 19/263, be approved.
- (ii) The Crieff Common Good Fund Income and Expenditure to 30 August 2019 and the projected outturn to 31 March 2020 for Financial Year 2019/20 as detailed in Appendix 2 to report 19/263, be noted.

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## **KINROSS COMMON GOOD FUND COMMITTEE**

Minute of meeting of the Kinross Common Good Fund Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 10.20am.

Present: Councillors M Barnacle, P Barrett, M Lyle, W Robertson and R Watters.

In Attendance: D Coyne, C Flynn, L Haxton, C Holgate, K Molley and J Salisbury (all Corporate and Democratic Services); D Cuthbert (Kinross Community Council)

Apology for Absence: Councillor C Purves.

Councillor M Barnacle, Convener, Presiding

### **484. WELCOME AND APOLOGIES**

Councillor M Barnacle welcomed all present to the meeting and gave a special welcome to David Cuthbert, the new advisory non-voting member from Kinross Community Council.

An apology was noted as above.

### **485. DECLARATIONS OF INTEREST**

There were no Declarations of Interest in terms of the Councillors' Code of Conduct.

### **486. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Kinross Common Good Fund Committee of 20 June 2018 (Arts.566- 571/18) was submitted, approved as a correct record and authorised for signature.

### **487. MATTERS ARISING**

There were no matters arising.

### **488. APPLICATIONS FOR FINANCIAL ASSISTANCE**

There was submitted a report by the Depute Chief Executive (19/264) asking Kinross Common Good Fund Committee to consider one application for financial assistance from Kinross High School Literacy Development.

#### **Resolved:**

#### **(1) Kinross High School Literacy Development**

Kinross High School Literacy Development be awarded a grant of £150 towards the costs of the First Minister's Reading Challenge and for other literacy interventions.

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- (2) Write a letter to Kinross High School Literacy Development advising them of other sources of funding available.

COUNCILLOR M LYLE LEFT THE MEETING AT THIS POINT.

**489. 2018/19 AND 2019/20 FINANCIAL STATEMENTS**

There was submitted a report by the Head of Finance (19/265) including the 2018/19 Audited Financial Statement, and the 2019/20 Financial Statement to 20 August 2019 and projected outturn to 31 March 2020, for the Kinross Common Good Fund.

**Resolved:**

- (i) The Kinross Common Good Fund Audited Income and Expenditure to 31 March 2019 as set out in Appendix 1 to Report 19/265, be noted.
- (ii) The Kinross Common Good Fund Income and Expenditure to 25 August 2019, and the projected outturn to 31 March 2020 for Financial Year 2019/20, as set out in Appendix 2 to Report 19/265, be noted.

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COUNCIL MEETING

Minute of meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 25 September 2019 at 11.00am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, K Baird, B Band, M Barnacle, P Barrett, B Brawn, R Brock, A Coates, H Coates, S Donaldson, D Doogan, E Drysdale, J Duff, A Forbes, T Gray, D Illingworth, A Jarvis, G Laing (up to and including Art. 501), M Lyle, R McCall, S McCole, X McDade (up to and including Art. 501), T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, C Reid, W Robertson, F Sarwar, C Shiers, L Simpson, C Stewart, R Watters, M Williamson and W Wilson.

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); P Marshall, D Littlejohn, L Dott and B Murray (all Housing and Environment); L Simpson, G Fogg, S Hendry, S MacKenzie, K Donaldson, C Flynn, S Walker, L Brown, C Irons, D Williams, K Molley, A Taylor, A Brown, L Gowans and R Fry (all Corporate and Democratic Services); G Boland and F Mackay, Education and Children's Services; C Hendry, Perth and Kinross Health and Social Care Partnership.

Apology for Absence: Councillor I James.

Provost D Melloy, Presiding.

The Provost led the discussion for Arts. 490-497, 500 and 502-503 and the Depute Provost for Arts. 498, 499 and 501.

490. WELCOME AND APOLOGIES

The Provost welcomed all those present to the meeting and apologies were noted as above.

491. DECLARATIONS OF INTEREST

Councillors C Ahern and D Illingworth declared a financial interest in Art. 501, and Councillors A Forbes, M Williamson and S McCole declared a non-financial interest in Art. 501.

492. STATEMENT BY DEPUTE PROVOST

Depute Provost Wilson informed members of the Council that he was resigning from the position of Depute Provost with immediate effect.

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Provost Melloy and members of the Council thanked Councillor Wilson for his contribution and hard work on behalf of the Council during his time as Deputy Provost.

Following a nomination by Councillor M Lyle, seconded by Councillor J Duff, the Council agreed that Councillor K Baird be appointed Deputy Provost.

IN TERMS OF STANDING ORDER 34, THE COUNCIL AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEM 13 AT THIS POINT.

493. APPOINTMENTS TO COMMITTEES / OUTSIDE BODIES

Provost Melloy confirmed that in terms of Standing Orders it was his opinion that this item of business on the agenda should be considered as a matter of urgency to reflect the further recent change in political balance on the Council.

Councillor M Lyle circulated to members the following proposed motion:

MEMBERSHIP OF COMMITTEES/SUB COMMITTEES

MEMBERSHIP OF LIFELONG LEARNING COMMITTEE

1	Convener	Cllrs Shiers
2	Vice-Convener	Cllr J Duff
3	Administration Position	Cllr Reid
4	Administration Position	Cllr Baird
5	Administration Position	Cllr Forbes
6	Opposition Position	Cllr Simpson
7	Opposition Position	Cllr Anderson
8	Opposition Position	Cllr McDade
9	Opposition Position	Cllr McEwan
10	Opposition Position	Cllr Pover
11	Opposition Position	Cllr Purves
12	Opposition Position	Cllr Rebbeck
13	Opposition Position	Cllr Sarwar

MEMBERSHIP OF EXEC SUB OF LIFELONG LEARNING

1	Convener	Cllr Shiers
2	Vice-Convener	Cllr Duff
3	Opposition Position	Cllr McDade
4	Opposition Position	Cllr Rebbeck
5	Opposition Position	Cllr Sarwar

MEMBERSHIP OF HOUSING AND COMMUNITIES COMMITTEE

1	Convener	Cllr Brawn
2	Vice-Convener	Cllr Ahern
3	Administration Position	Cllr Illingworth

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4	Administration Position	Cllr Jarvis
5	Administration Position	Cllr Shiers
6	Opposition Position	Cllr Barrett
7	Opposition Position	Cllr Bailey
8	Opposition Position	Cllr Drysdale
9	Opposition Position	Cllr Gray
10	Opposition Position	Cllr McCole
11	Opposition Position	Cllr McEwan
12	Opposition Position	Cllr Pover
13	Opposition Position	Cllr Watters

MEMBERSHIP OF EXEC SUB OF HOUSING AND COMMUNITIES COMMITTEE

1	Convener	Cllr Brawn
2	Vice-Convener	Cllr Ahern
3	Opposition Position	Cllr Barrett
4	Opposition Position	Cllr McCole
5	Opposition Position	Cllr McEwan

MEMBERSHIP OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

1	Convener	Cllr Forbes
2	Vice-Convener	Cllr Baird
3	Administration Position	Cllr Duff
4	Administration Position	Cllr Jarvis
5	Administration Position	Cllr McCall
6	Administration Position	Cllr Reid
7	Opposition Position	Cllr Robertson
8	Opposition Position	Cllr Bailey
9	Opposition Position	Cllr Barnacle
10	Opposition Position	Cllr Doogan
11	Opposition Position	Cllr Donaldson
12	Opposition Position	Cllr Laing
13	Opposition Position	Cllr Parrott
14	Opposition Position	Cllr Williamson
15	Opposition Position	Cllr Stewart

MEMBERSHIP OF EXEC SUB OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

1	Convener	Cllr Forbes
2	Vice-Convener	Cllr Baird
3	Opposition Position	Cllr Stewart
4	Opposition Position	Cllr Doogan
5	Opposition Position	Cllr Parrott

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MEMBERSHIP OF PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

1	Convener	Cllr McCall
2	Vice-Convener	Cllr Brawn
3	Administration Position	Cllr James
4	Administration Position	Cllr Illingworth
5	Administration Position	Cllr Reid
6	Opposition Position	Cllr Wilson
7	Opposition Position	Cllr Anderson
8	Opposition Position	Cllr Band
9	Opposition Position	Cllr Barnacle
10	Opposition Position	Cllr Drysdale
11	Opposition Position	Cllr T Gray
12	Opposition Position	Cllr Watters
13	Opposition Position	Cllr Purves

MEMBERSHIP OF LICENSING COMMITTEE

1	Convener	Cllr Ahern
2	Vice-Convener	Cllr Illingworth
3	Administration Position	Cllr A Coates
4	Administration Position	Cllr Baird
5	Administration Position	Cllr McCall
6	Opposition Position	Vacancy
7	Opposition Position	Cllr Brock
8	Opposition Position	Cllr Parrott
9	Opposition Position	Cllr Rebbeck
10	Opposition Position	Cllr Sarwar
11	Opposition Position	Cllr Watters
12	Opposition Position	Cllr Williamson
13	Opposition Position	Vacancy

MEMBERSHIP OF SCRUTINY COMMITTEE

1	Convener	Cllr Laing
2	Vice-Convener	Cllr Parrott
3	Opposition Position	Cllr Barnacle
4	Opposition Position	Cllr Doogan
5	Opposition Position	Cllr McCole
6	Opposition Position	Cllr Mc Ewan
7	Opposition Position	Cllr Purves
8	Opposition Position	Cllr Stewart
9	Administration Position	Cllr Ahern
10	Administration Position	Cllr H Coates
11	Administration Position	Cllr Illingworth
12	Administration Position	Cllr Brawn
13	Administration Position	Cllr Reid

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBERSHIP OF AUDIT COMMITTEE

1	Convener	Cllr Drysdale
2	Vice-Convener	Cllr Donaldson
3	Opposition Position	Cllr McDade
4	Opposition Position	Cllr Williamson
5	Administration Position	Cllr Illingworth
6	Administration Position	Cllr H Coates
7	Administration Position	Cllr McCall

MEMBERSHIP OF STRATEGIC POLICY AND RESOURCES COMMITTEE

1	Convener	Cllr Lyle
2	Vice-Convener	Cllr Duff
3	Administration Position	Cllr Ahern
4	Administration Position	Cllr Shiers
5	Administration Position	Cllr Forbes
6	Administration Position	Cllr McCall
7	Opposition Position	Cllr Barrett
8	Opposition Position	Cllr Bailey
9	Opposition Position	Cllr Band
10	Opposition Position	Cllr Doogan
11	Opposition Position	Cllr Donaldson
12	Opposition Position	Cllr Laing
13	Opposition Position	Cllr McCole
14	Opposition Position	Cllr Parrott
15	Opposition Position	Cllr Stewart
16	Provost	Provost Melloy

MEMBERSHIP OF EXEC SUB OF STRATEGIC POLICY AND RESOURCES COMMITTEE

1	Convener	Cllr Lyle
2	Vice-Convener	Cllr Duff
3	Opposition Position	Cllr Doogan
4	Opposition Position	Cllr Laing
5	Opposition Position	Cllr Bailey

MEMBERSHIP OF PROPERTY SUB COMMITTEE

1	Convener	Cllr Lyle
2	Vice-Convener	Cllr McCall
3	Administration Position	Cllr Shiers
4	Opposition Position	Cllr Band
5	Opposition Position	Cllr Doogan
6	Opposition Position	Cllr Laing
7	Opposition Position	Cllr Stewart

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBERSHIP OF PROVOST SUB COMMITTEE

1	Convener	Provost Melloy
2	Administration Position	Cllr Lyle
3	Opposition Position	Cllr Donaldson
4	Opposition Position	Cllr Parrot
5	Opposition Position	Cllr Bailey

LOCAL REVIEW BODY

1	Convener	Cllr Anderson
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MEMBER OFICER WORKING GROUPS AND OTHER GROUPS

MEMBERSHIP OF MODERNISING GOVERNANCE MEMBER OFFICER GROUP

1	Administration Position	Cllr Lyle
2	Administration Position	Cllr Duff
3	Administration Position	Cllr McCall
4	Opposition Position	Cllr Doogan
5	Opposition Position	Cllr Laing
6	Opposition Position	Cllr McDade
7	Opposition Position	Cllr Stewart

CORPORATE HEALTH, SAFETY AND WELLBEING CONSULTATIVE COMMITTEE

1	Opposition Position	Cllr McCole
2	Opposition Position	Cllr Drysdale
3	Administration Position	Cllr A Coates
4	Administration Position	Cllr Ahern

CHILDREN, YOUNG PEOPLE AND FAMILIES PARTNERSHIP

1	Member	Cllr Shiers
2	Member	Cllr Duff
3	Member	Cllr Rebbeck

OUTSIDE BODIES

COSLA CONVENTION

1	Cllr Lyle
2	Cllr Duff
3	Cllr Doogan
4	Cllr McDade

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

COSLA CHILDREN AND YOUNG PEOPLE BOARD

1	Cllr Duff
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Perth City Development Board

1	Leader of the Council	Cllr Lyle
2	Member	Cllr Duff
3	Ward 10 representative	Cllr McCole
4	Ward 11 representative	Cllr Doogan
5	Ward 12 representative	Cllr Barrett

HIGHLAND RESERVE AND CADET FORCE ASSOCIATION

1	Cllr Ahern
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DEVELOPING THE CULTURAL OFFER PROGRAMME BOARD

1	Cllr Lyle
2	Cllr Wilson
3	Cllr McCall
4	Cllr Watters

PERTH AND KINROSS SOCIETY FOR THE BLIND – BOARD OF TRUSTEES

1	Cllr Ahern
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CULTURE PERTH AND KINROSS

1	Cllr Jarvis
2	Cllr Ahern
3	Cllr Parrott

- Licensing Board – Remove Councillor Wilson and replace with Councillor McCall.
- Tayside Contracts Joint Committee – Remove Councillor Simpson and replace with Councillor Jarvis.
- Tayside Valuation Joint Board – Remove Councillor Simpson and replace with Councillor Jarvis.
- Perth Area Tourism Partnership – remove Councillor Robertson and replace with Councillor Duff.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 11.30AM.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

Motion (Councillors M Lyle and J Duff):

MEMBERSHIP OF COMMITTEES/SUB COMMITTEES

MEMBERSHIP OF LIFELONG LEARNING COMMITTEE

1	Convener	Cllrs Shiers
2	Vice-Convener	Cllr J Duff
3	Administration Position	Cllr Reid
4	Administration Position	Cllr Baird
5	Administration Position	Cllr Forbes
6	Opposition Position	Cllr Simpson
7	Opposition Position	Cllr Anderson
8	Opposition Position	Cllr McDade
9	Opposition Position	Cllr McEwan
10	Opposition Position	Cllr Pover
11	Opposition Position	Cllr Purves
12	Opposition Position	Cllr Rebbeck
13	Opposition Position	Cllr Sarwar

MEMBERSHIP OF EXEC SUB OF LIFELONG LEARNING

1	Convener	Cllr Shiers
2	Vice-Convener	Cllr Duff
3	Opposition Position	Cllr McDade
4	Opposition Position	Cllr Rebbeck
5	Opposition Position	Cllr Sarwar

MEMBERSHIP OF HOUSING AND COMMUNITIES COMMITTEE

1	Convener	Cllr Brawn
2	Vice-Convener	Cllr Ahern
3	Administration Position	Cllr Illingworth
4	Administration Position	Cllr Jarvis
5	Administration Position	Cllr Shiers
6	Opposition Position	Cllr Barrett
7	Opposition Position	Cllr Bailey
8	Opposition Position	Cllr Drysdale
9	Opposition Position	Cllr Gray
10	Opposition Position	Cllr McCole
11	Opposition Position	Cllr McEwan
12	Opposition Position	Cllr Pover
13	Opposition Position	Cllr Watters

MEMBERSHIP OF EXEC SUB OF HOUSING AND COMMUNITIES COMMITTEE

1	Convener	Cllr Brawn
2	Vice-Convener	Cllr Ahern
3	Opposition Position	Cllr Barrett

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

4	Opposition Position	Cllr McCole
5	Opposition Position	Cllr McEwan

MEMBERSHIP OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

1	Convener	Cllr Forbes
2	Vice-Convener	Cllr Baird
3	Administration Position	Cllr Duff
4	Administration Position	Cllr Jarvis
5	Administration Position	Cllr McCall
6	Administration Position	Cllr Reid
7	Opposition Position	Cllr Robertson
8	Opposition Position	Cllr Bailey
9	Opposition Position	Cllr Barnacle
10	Opposition Position	Cllr Doogan
11	Opposition Position	Cllr Donaldson
12	Opposition Position	Cllr Laing
13	Opposition Position	Cllr Parrott
14	Opposition Position	Cllr Williamson
15	Opposition Position	Cllr Stewart

MEMBERSHIP OF EXEC SUB OF ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

1	Convener	Cllr Forbes
2	Vice-Convener	Cllr Baird
3	Opposition Position	Cllr Stewart
4	Opposition Position	Cllr Doogan
5	Opposition Position	Cllr Parrott

MEMBERSHIP OF PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

1	Convener	Cllr McCall
2	Vice-Convener	Cllr Brawn
3	Administration Position	Cllr James
4	Administration Position	Cllr Illingworth
5	Administration Position	Cllr Reid
6	Opposition Position	Cllr Wilson
7	Opposition Position	Cllr Anderson
8	Opposition Position	Cllr Band
9	Opposition Position	Cllr Barnacle
10	Opposition Position	Cllr Drysdale
11	Opposition Position	Cllr T Gray
12	Opposition Position	Cllr Watters
13	Opposition Position	Cllr Purves

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBERSHIP OF LICENSING COMMITTEE

1	Convener	Cllr Ahern
2	Vice-Convener	Cllr Illingworth
3	Administration Position	Cllr A Coates
4	Administration Position	Cllr Baird
5	Administration Position	Cllr McCall
6	Opposition Position	Vacancy
7	Opposition Position	Cllr Brock
8	Opposition Position	Cllr Parrott
9	Opposition Position	Cllr Rebbeck
10	Opposition Position	Cllr Sarwar
11	Opposition Position	Cllr Watters
12	Opposition Position	Cllr Williamson
13	Opposition Position	Vacancy

MEMBERSHIP OF SCRUTINY COMMITTEE

1	Convener	Cllr Laing
2	Vice-Convener	Cllr Parrott
3	Opposition Position	Cllr Barnacle
4	Opposition Position	Cllr Doogan
5	Opposition Position	Cllr McCole
6	Opposition Position	Cllr McEwan
7	Opposition Position	Cllr Purves
8	Opposition Position	Cllr Stewart
9	Administration Position	Cllr Ahern
10	Administration Position	Cllr H Coates
11	Administration Position	Cllr Illingworth
12	Administration Position	Vacancy
13	Administration Position	Cllr Reid

MEMBERSHIP OF AUDIT COMMITTEE

1	Convener	Cllr Drysdale
2	Vice-Convener	Cllr Donaldson
3	Opposition Position	Cllr McDade
4	Opposition Position	Cllr Williamson
5	Administration Position	Cllr Illingworth
6	Administration Position	Cllr H Coates
7	Administration Position	Cllr McCall

MEMBERSHIP OF STRATEGIC POLICY AND RESOURCES COMMITTEE

1	Convener	Cllr Lyle
2	Vice-Convener	Cllr Duff
3	Administration Position	Cllr Ahern
4	Administration Position	Cllr Shiers

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

5	Administration Position	Cllr Forbes
6	Administration Position	Cllr McCall
7	Opposition Position	Cllr Barrett
8	Opposition Position	Cllr Bailey
9	Opposition Position	Cllr Band
10	Opposition Position	Cllr Doogan
11	Opposition Position	Cllr Donaldson
12	Opposition Position	Cllr Laing
13	Opposition Position	Cllr McCole
14	Opposition Position	Cllr Parrott
15	Opposition Position	Cllr Stewart
16	Provost	Provost Melloy

MEMBERSHIP OF EXEC SUB OF STRATEGIC POLICY AND RESOURCES COMMITTEE

1	Convener	Cllr Lyle
2	Vice-Convener	Cllr Duff
3	Opposition Position	Cllr Doogan
4	Opposition Position	Cllr Laing
5	Opposition Position	Cllr Bailey

MEMBERSHIP OF PROPERTY SUB COMMITTEE

1	Convener	Cllr Lyle
2	Vice-Convener	Cllr McCall
3	Administration Position	Cllr Shiers
4	Opposition Position	Cllr Band
5	Opposition Position	Cllr Doogan
6	Opposition Position	Cllr Laing
7	Opposition Position	Cllr Stewart

MEMBERSHIP OF PROVOST SUB COMMITTEE

1	Convener	Provost Melloy
2	Administration Position	Cllr Lyle
3	Opposition Position	Cllr Donaldson
4	Opposition Position	Cllr Parrot
5	Opposition Position	Cllr Bailey

LOCAL REVIEW BODY

1	Convener	Cllr Anderson
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PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

MEMBER OFFICER WORKING GROUPS AND OTHER GROUPS

MEMBERSHIP OF MODERNISING GOVERNANCE MEMBER OFFICER GROUP

1	Administration Position	Cllr Lyle
2	Administration Position	Cllr Duff
3	Administration Position	Cllr McCall
4	Opposition Position	Cllr Doogan
5	Opposition Position	Cllr Laing
6	Opposition Position	Cllr McDade
7	Opposition Position	Cllr Stewart

CORPORATE HEALTH, SAFETY AND WELLBEING CONSULTATIVE COMMITTEE

1	Opposition Position	Cllr McCole
2	Opposition Position	Cllr Drysdale
3	Administration Position	Cllr A Coates
4	Administration Position	Cllr Ahern

CHILDREN, YOUNG PEOPLE AND FAMILIES PARTNERSHIP

1	Member	Cllr Shiers
2	Member	Cllr Duff
3	Member	Cllr Rebbeck

OUTSIDE BODIES

COSLA CONVENTION

1	Cllr Lyle
2	Cllr Duff
3	Cllr Doogan
4	Cllr McDade

COSLA CHILDREN AND YOUNG PEOPLE BOARD

1	Cllr Duff (substitute Cllr Sarwar)
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PERTH CITY DEVELOPMENT BOARD

1	Leader of the Council	Cllr Lyle
2	Member	Cllr Duff
3	Ward 10 representative	Cllr McCole
4	Ward 11 representative	Cllr Doogan
5	Ward 12 representative	Cllr Barrett

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

HIGHLAND RESERVE AND CADET FORCE ASSOCIATION

1	Cllr Ahern
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DEVELOPING THE CULTURAL OFFER PROGRAMME BOARD

1	Cllr Lyle
2	Cllr Wilson
3	Cllr Stewart
4	Cllr Watters

PERTH AND KINROSS SOCIETY FOR THE BLIND – BOARD OF TRUSTEES

1	Cllr Ahern
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CULTURE PERTH AND KINROSS

1	Cllr Jarvis
2	Cllr Ahern
3	Cllr Parrott

- **Licensing Board – Remove Councillor Wilson and replace with Councillor McCall.**
- **Tayside Contracts Joint Committee – Remove Councillor Simpson and replace with Councillor Jarvis.**
- **Tayside Valuation Joint Board – Remove Councillor Simpson and replace with Councillor Jarvis.**
- **Perth Area Tourism Partnership – remove Councillor Robertson and replace with Councillor Duff.**

Resolved:

In accordance with the Motion.

494. MINUTE OF PREVIOUS MEETING

(i) Minute of meeting of Perth and Kinross Council of 19 June 2019

The minute of the meeting of Perth and Kinross Council of 19 June 2019 (Arts. 339-350) was submitted, approved as a correct record and authorised for signature.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

(ii) Minute of special meeting of Perth and Kinross Council of 2 September 2019

The minute of the special meeting of Perth and Kinross Council of 2 September 2019 (Arts. 416-418) was submitted, approved as a correct record and authorised for signature.

495. MINUTES OF MEETINGS OF COMMITTEES FROM 28 MAY 2019 TO 4 SEPTEMBER 2019

The decisions recorded in Arts. 291-338, 351-415 and 419-431, copies of which had been circulated to all members of the Council, were submitted and noted.

496. PERTH AND KINROSS COUNCIL ANNUAL PERFORMANCE REPORT 2018/19

There was submitted a report by the Chief Executive (19/266) providing an overview of how the Council has performed in 2018/19 against the strategic objectives for Perth and Kinross as set out within the Council's Corporate Plan 2018-2022.

It was noted that the report had also been submitted to the Scrutiny Committee on 18 September 2019.

Resolved:

The Perth and Kinross Council's Annual Performance Report for 2018/19 be approved.

497. PERTH AND KINROSS BEST VALUE ASSURANCE REPORT 2019

There was submitted a report by the Chief Executive (19/274) (1) setting out the findings and recommendations for improvement contained in the Perth and Kinross Best Value Assurance Report 2019; and (2) providing an improvement plan that establishes a series of planned actions to deliver improvement in respect of the recommendations.

Resolved:

- (i) The audit findings and recommendations included in the Best Value Assurance Report 2019 be noted.
- (ii) The improvement actions to be taken forward by Perth and Kinross Council to address the recommendations in the report be approved.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 1.30PM.

498. LOCAL DEVELOPMENT PLAN 2 MODIFICATION AND ADOPTION

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (19/275) (1) presenting the conclusions and recommended modifications arising out of the Examination of the Proposed Local Development Plan 2 noting that, in the majority of cases, the Reporter accepted the Council's position as set out

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

in the Plan, or in the responses to representations submitted for examination; (2) noting an assessment of the Strategic Environmental Assessment (SEA) implications and an update of the Habitats Regulations Appraisal Record which took into account the modifications made to the Proposed Local Development Plan; (3) recommending that the Council accepts all the recommended modifications, plus the technical and consequential changes, and proceeds to the adoption of the Plan; and (4) setting out the procedures required to modify and adopt the Plan.

Resolved:

- (i) The contents of the Examination Report on the Proposed Local Development Plan be noted.
- (ii) The findings of the Strategic Environmental Assessment and its subsequent assessment of the implications of the modifications be noted.
- (iii) The findings of the Habitats Regulations Appraisal and its subsequent assessment of the implications of the modifications be noted.
- (iv) It be agreed to make the modifications recommended in the Examination Report to the Proposed Local Development Plan 2.
- (v) The Executive Director (Housing and Environment) be remitted to make further minor technical and consequential modifications to the Plan as required to improve presentation and ensure consistency.
- (vi) The Executive Director (Housing and Environment) be remitted to notify the Scottish Ministers of the Council's intention to adopt the Proposed Local Development Plan as modified.
- (vii) The adoption of the Proposed Local Development Plan 2 following completion of the relevant pre-adoption statutory procedures be agreed.
- (viii) The Executive Director (Housing and Environment) be remitted to report to the Strategic Policy and Resources Committee in January 2019 with the updated Action Programme and the Strategic Environmental Assessment Post Adoption Statement.

Note: Councillors M Barnacle, X McDade, C Purves, W Robertson and C Stewart recorded their dissent at the decision based on their view that the current legislation should be amended to allow local authorities to be able to reject the findings of the reporter if they so wished.

499. PERTH TRANSPORT FUTURES PROJECT PHASE 2 – CROSS TAY LINK ROAD COMPULSORY PURCHASE ORDER

There was submitted a report by the Depute Chief Executive, Chief Operating Officer (19/276) seeking authority to acquire land either by negotiation or by compulsory purchase to facilitate the construction of Phase 2 of the Perth Transport Futures Project. Phase 2 is the Cross Tay Link Road.

Resolved:

- (i) The purchase of the land required for the scheme referred to in Report 19/276 by negotiation with affected landowners be agreed.
- (ii) The Head of Legal & Governance Services be instructed to initiate and, if necessary, complete the statutory procedures to acquire the land by compulsory purchase in parallel with the negotiated process.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

- (iii) The promotion of the Perth and Kinross Council (Perth Transport Futures Project Cross Tay Link Road) Compulsory Purchase Order 2019, to acquire the land shown on the drawings reference:

119046-SWECO-LSI-000-DR-D-10011 Rev P09
119046-SWECO-LSI-000-DR-D-10012 Rev P10
119046-SWECO-LSI-000-DR-D-10013 Rev P10
119046-SWECO-LSI-000-DR-D-10014 Rev P11
119046-SWECO-LSI-000-DR-D-10015 Rev P12
119046-SWECO-LSI-000-DR-D-10016 Rev P10;

all as annexed at Appendix 2 to Report 19/276 be authorised.

500. TREASURY ACTIVITY AND COMPLIANCE REPORT 2019/20 QUARTER 1

There was submitted a report by the Head of Finance (19/277) (1) updating on the Treasury Activity for the quarter ending 30 June 2019 and reporting on compliance with the Council's Treasury Management Policy Statement, Treasury Management Practices, Investment Strategy and the Prudential Indicators for the same period; and (2) seeking approval of the proposed amendments to the Lending and Investment Policy.

Resolved:

- (i) The contents of Report 19/277, submitted in accordance with the Council's approved Treasury Management Practices, be noted.
- (ii) The revised Approved Lending and Investment Policy, as detailed at Section 6 and shown at Appendix IV to Report 19/277, be approved.

COUNCILLORS C AHERN AND D ILLINGWORTH LEFT THE MEETING AT THIS POINT.

501. REVIEW OF SCHOOL CATERING SERVICES

There was submitted a report by the Executive Director (Education and Children's Services) (19/278) outlining the potential alternative delivery models for the provision of Primary School and Early Learning and Childcare (ELC) meal provision and comparing those models against the Tay Cuisine Central Production Unit (CPU) based in Dundee as set out in Model 1 within this report. Model 1 was previously agreed, in principle, by the Lifelong Learning Committee on 30 January 2019.

Motion (Councillors M Lyle and J Duff)

- (i) The assessment of the potential service delivery models for the provision of Primary School and ELC meal provision, given the increase in demand which will flow from the implementation of the statutory expansion of ELC to 1140 hours per annum by August 2020, as detailed in Report 19/278, be noted.
- (ii) The requirement to deliver annual recurring savings of £426k as approved by Council, as part of the budget process, be noted.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

- (iii) The collaborative option as set out in Model 1 (the development of a CPU based in Dundee and serving Perth and Kinross, Dundee City and Angus Councils) in Report 19/278 as the service delivery model for Primary School and ELC meal provision be approved.

Amendment (Councillors D Doogan and J Rebbeck)

- **Agrees recommendations one and two of Report 19/278.**
- **Deletes recommendation three of Report 19/278 and replace with; Approves Model 5 as set out in the report with the rejection of the CPU delivery model for Perth and Kinross in favour of the development of existing infrastructure and service delivery. In setting the forthcoming Revenue & Capital Budgets, commits the Council to manage the unrealised approved savings of £426,000 as set out in the report and likewise any additional revenue and capital costs of implementing Model 5 currently.**
- **Adds a further recommendation four to Report 19/278 which; Commits officers through a working group to draft a framework for continuous improvement, greater efficiency and higher uptake of school meals. This group will, as a matter of urgency, begin benchmarking across Scotland those successes delivered in other local authorities' school meal service which will form the basis of a report to the Modernising Governance Member/Officer Working Group and then back to full Council at the appropriate point.**

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 4.00PM.

In terms of Standing Order 58 a roll call vote was taken.

16 members voted for the Motion as follows:

Councillors K Baird, P Barrett, B Brawn, A Coates, H Coates, J Duff, A Forbes, A Jarvis, M Lyle, R McCall, Provost D Melloy, C Reid, W Robertson, C Shiers, L Simpson and W Wilson.

21 members voted for the Amendment as follows:

Councillors H Anderson, A Bailey, B Band, M Barnacle, R Brock, S Donaldson, D Doogan, E Drysdale, T Gray, G Laing, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, F Sarwar, C Stewart, R Watters and M Williamson.

Resolved:

In accordance with the Amendment.

COUNCILLORS C AHERN AND D ILLINGWORTH RETURNED TO THE MEETING AT THIS POINT.

COUNCILLORS G LAING AND X MCDADE LEFT THE MEETING AT THIS POINT.

PERTH AND KINROSS COUNCIL
COUNCIL MEETING
25 SEPTEMBER 2019

502. LOCAL CHILD POVERTY ACTION REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/279) presenting the Perth & Kinross Local Child Poverty Action Report (LCPAR) 2019/20 submitted to the Scottish Government on 30 June 2019. The report was approved by the Children, Young People and Families Partnership and the Community Planning Partnership (CPP) Board on 14 June 2019.

Resolved:

- (i) The Local Child Poverty Action Report be endorsed.
- (ii) The next steps and actions outlined within the Local Child Poverty Action Report be noted.
- (iii) It be noted that the CPP Executive Officer Group will focus on delivering those recommendations within the Local Child Poverty Action Report.
- (iv) Feedback and further updates on the Local Child Poverty Action Report be brought back to the Community Planning Partnership Board and Council, along with next steps.

503. PROPOSED TIMETABLE OF MEETINGS 2020

Resolved:

The timetable of meetings for 2020 be approved with the following amendments:

- (i) Removal of additional date of meeting of the Employees Joint Consultative Committee on 1 October 2020.
- (ii) Clarification added of the October recess period from 5 to 16 October 2020.
- (iii) Change of start time for afternoon meetings on Wednesdays from 1.00pm to 1.30pm.

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PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
3 OCTOBER 2019

## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 3 October 2019 at 11.00am.

Present: Councillors C Ahern (Convener), D Illingworth, K Baird, R Brock, A Coates (up to and including Art. 508), R McCall and M Williamson.

In Attendance: PC K Chalmers and PC L Gregge (both Police Scotland); D Gilikison, M McLaren, S Michie and D Williams (all Corporate and Democratic Services).

Apologies for Absence: Councillors A Parrott, J Rebbeck, F Sarwar and R Watters.

Councillor C Ahern (Convener), Presiding.

### **504. WELCOME AND APOLOGIES**

The Convener welcomed all present to the meeting. Apologies for absence were noted as above.

### **505. DECLARATIONS OF INTEREST**

In terms of the Councillors' Code of Conduct Councillor A Coates declared a non-financial interest in Art. 509.

### **506. MINUTES**

The Minute of Meeting of the Licensing Committee of 22 August 2019 (Arts. 403-409) was submitted and approved as a correct record.

### **507. GRANT OF TAXI OPERATOR LICENCE NO. X29**

There was submitted a report by the Head of Legal and Governance Services (19/281) regarding Grant of Taxi Operator Licence No. X29.

The applicant was in attendance.

The applicant addressed the Committee and answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT THE COMMITTEE RECONVENED.

#### **Resolved:**

Grant of Taxi Operator Licence No. X29, be refused.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.**

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**508. SUSPENSION OF A TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1247**

There was submitted a report by the Head of Legal and Governance Services (19/282) together with a letter of representation dated 16 July 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1247.

At its meeting of 22 August 2019, the Licensing Committee deferred consideration of Suspension of Taxi/Private Hire Car Driver Licence No. TD1247 to the meeting of the Licensing Committee on 3 October 2019.

The licence holder failed to attend.

**Resolved:**

Consideration of Suspension of a Taxi/Private Hire Car Driver Licence No. TD1247 be deferred to the meeting of the Licensing Committee on 14 November 2019.

HAVING PREVIOUSLY DECLARED AN INTEREST IN THE FOLLOWING ITEM, COUNCILLOR A COATES LEFT THE MEETING AT THIS POINT.

**509. RENEWAL OF TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1520**

There was submitted a report by the Head of Legal and Governance Services (19/283) together with (1) a letter of objection dated 11 June 2019 from Police Scotland; (2) a letter of objection dated 22 October 2018 from Police Scotland, relating to the consideration of Suspension of Taxi/Private Hire Car Driver's Licence No TD1520 considered at the meeting Licensing Committee of 15 November 2018; and (3) a copy of the minute of the Licensing Committee of 15 November 2018, including the decision taken regarding the Suspension of Taxi/Private Hire Car Driver's Licence No TD1520.

At its meeting of 11 July 2019, the Licensing Committee deferred consideration of Suspension of Taxi/Private Hire Car Driver Licence No. TD1520 to the meeting of the Licensing Committee on 3 October 2019.

The applicant was in attendance.

The representatives of Police Scotland addressed the Committee and answered Members' questions.

**Resolved:**

Renewal of Taxi/Private Hire Car Driver Licence No. TD1520 be granted for a period of one year with effect from 13 May 2019.

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 15 October 2019 at 10.30am.

Present: Councillors H Anderson, I James and R McCall.

In Attendance: D Harrison (Planning Adviser), G Fogg (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: S Callan (Housing and Environment); M Terava (Corporate and Democratic Services); members of the public, including agents and applicants.

Councillor H Anderson, Convener, Presiding.

510. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors Code of Conduct.

511. MINUTES

The minute of meeting of the Local Review Body of 17 September 2019 (Arts. 441-444) was submitted and noted.

512. APPLICATION FOR REVIEW

- (i) **TCP/11/16(613)**
Planning Application – 19/00272/FLL – Erection of a boathouse holiday accommodation unit and jetty, land 200 metres north of Rock House, Achianich, Acharn – Mr G Deakin

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a boathouse holiday accommodation unit and jetty, land 200 metres north of Rock House, Achianich, Acharn.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

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- (ii) the Review application for erection of a boathouse holiday accommodation unit and jetty, land 200 metres north of Rock House, Achianich, Acharn, **be** refused for the following reasons:
1. The proposal for an elevated building using stilts is contrary to the guidance contained within Scottish Planning Policy 2014, paragraph 263 which states “elevated buildings on structures such as stilts are unlikely to be acceptable” within an area which has an annual probability of flooding which is greater than 0.5% (1:200 years). Therefore the principle of development is unacceptable.

Note: Councillor McCall concluded that the application should be refused for the above reason, in accordance with the decision of the Appointed Officer. Whilst agreeing with the Appointed Officer’s decision and reason for refusal, Councillor Anderson considered there should be a further reason for refusal, on the basis that the proposal was contrary to Policy NE2A (a, b, d and e) of the Perth and Kinross Local Development Plan 2014, due to the prospective impact on the ancient woodland as a result of the proposed development. Councillor McCall did not support this additional reason for refusal.

Note: Councillor James dissented from the majority decision. He considered that the Appointed Officer’s decision should be overturned, and the erection of a boathouse holiday accommodation unit and jetty be granted. In his opinion, with the imposition of appropriate conditions, he considered the proposal was unlikely to be adversely affected by flooding and the impact upon ancient woodland would be negligible.

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PERTH AND KINROSS COUNCIL  
COUNCIL MEETING  
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## **SPECIAL MEETING OF COUNCIL**

Minute of special meeting of Perth and Kinross Council held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 22 October 2019 at 10.00am.

Present: Provost D Melloy, Councillors C Ahern, H Anderson, A Bailey, B Band, P Barrett, B Brawn, A Coates, H Coates, S Donaldson, D Doogan, E Drysdale, J Duff, A Forbes, T Gray, D Illingworth, A Jarvis, G Laing, M Lyle, S McCole, X McDade, T McEwan, A Parrott, B Pover, C Purves, J Rebbeck, F Sarwar, C Shiers, L Simpson, R Watters, M Williamson and W Wilson.

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive; S Devlin, Executive Director (Education and Children's Services); B Renton, Executive Director (Housing and Environment); G Paterson, Chief Officer/Director – Integrated Health and Social Care; K McNamara, Depute Director (Housing and Environment); K Donaldson, L Simpson, S Hendry, C Irons, D Williams, K Molley, A Taylor and L Gowans (all Corporate and Democratic Services).

Apologies for Absence: Councillors K Baird, M Barnacle, R Brock, R McCall, C Reid and W Robertson.

Provost D Melloy, Presiding.

### **513. WELCOME AND APOLOGIES**

The Provost welcomed all those present to the meeting and apologies were noted as above.

### **514. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

### **515. APPOINTMENTS TO COMMITTEES/OUTSIDE BODIES**

Provost Melloy confirmed that in terms of Standing Orders it was his opinion that the item of business on the agenda should be considered as a matter of urgency to allow the Council to consider any proposed changes to membership of relevant committees and outside bodies following the decision by the Standards Commission for Scotland on 8 October 2019 to impose an interim suspension on Councillor Colin Stewart for a period of three months.

Motion (Councillors M Lyle and J Duff):

In light of the decision of the Standards Commission to suspend Councillor Colin Stewart, pending the outcome of an investigation, it is necessary to make the following changes to certain boards and certain outside bodies and to ensure that the Council is appropriately represented on them, further that the business of the

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Council can be properly transacted. Once a final decision is received from the Standards Commission in relation to this investigation these appointments can then be reviewed.

- (i) Councillor C Shiers replace Councillor C Stewart on the Developing the Cultural Offer Board.
- (ii) Councillor J Duff replace Councillor C Stewart on the Tay Cities Region Joint Committee.
- (iii) Councillor J Duff replace Councillor C Stewart on the Perth and Kinross Integration Joint Board.
- (iv) Councillor E Drysdale be appointed Chair of the Perth and Kinross Integration Joint Board.
- (v) Councillor E Drysdale replace Councillor C Stewart as the Council's nominated representative on the Board of NHS Tayside.
- (vi) Councillor J Duff replace Councillor C Stewart on the COSLA Health and Social Care Board.

**Resolved:**

- (i) In accordance with the Motion.
- (ii) It be agreed that during the period of the suspension opposition groups be able to arrange substitutes for Councillor C Stewart on Council Committees and Sub-Committees as appropriate.

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PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 23 October 2019 at 10.00am.

Present: Councillors B Brawn, I James, H Anderson, B Band, E Drysdale, T Gray, D Illingworth, C Purves, C Reid, R Watters and W Wilson.

In Attendance: K Smith, A Condliffe, J Scott, A Bennie and D Salman (all Housing and Environment); G Fogg and D Williams (both Corporate and Democratic Services).

Apologies: Councillors M Barnacle and R McCall.

Councillor B Brawn, Vice-Convener, Presiding.

516. WELCOME AND APOLOGIES

The Vice-Convener welcomed everyone present to the meeting.

517. DECLARATIONS OF INTEREST

Councillor E Drysdale declared a non-financial interest in Art. 520(2)(i).

518. MINUTES

The minute of meeting of the Planning and Development Management Committee of 24 September 2019 (Arts. 458-462) was submitted, approved as a correct record and authorised for signature.

519. DEPUTATIONS

In terms of Standing Order 72, the Committee agreed to hear deputations in relation to the following planning applications:

Planning Application No.	Art. No.
19/00961/FLL	520(2)(i)

520. APPLICATIONS FOR DETERMINATION

(1) Major Application

- (i) 19/00907/AMM – AUCHTERARDER – Formation of neighbourhood equipped area for play (NEAP) (approval of matters specified in conditions of 16/01809/IPM) Phase 3B, land north east of Stewart Milne Homes, Hunter Street, Auchterarder – Report 19/290 – Stewart Milne Homes**

Mrs Donald, agent on behalf of the applicant, answered members questions then withdrew to the public benches.

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Resolved:

Grant, subject to the following conditions and informatives:

Conditions

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.

Reason - To ensure the development is carried out in accordance with the approved drawings and documents.

2. The detailed landscaping and planting scheme which is hereby approved (plan ref 19/00907/16 and 17) shall be completed within the first available planting season (October to March) after the completion or bringing into use of the Neighbourhood Equipped Area of Play, whichever is the earlier. The approved scheme shall thereafter be maintained, with any planting which fails to become established within five years being replaced in the following planting season with others of a size and species as previously approved.

Reason - In the interests of visual amenity; to ensure a satisfactory standard of local environmental quality and in pursuance of satisfying placemaking policy criteria of the adopted LDP.

3. All trees identified for retention (19/00907/2) and any peripheral trees bounding the site, which may be affected by any element of the approved development and its associated construction, (including land within the blue site area) shall be protected in full accordance with BS 5837: 2012 'Trees in relation to design, demolition and construction'.

Approved Tree Protection measures shall not be removed breached or altered without prior written authorisation from the local Planning Authority but shall remain in a functional condition throughout the entire development or as per the phasing plan. If such protection measures are damaged beyond effective functioning then works that may compromise the protection of trees shall cease until the protection can be repaired or replaced with a specification that shall provide a similar degree of protection.

Reason - To ensure a satisfactory standard of development and environmental quality and to reserve the rights of the Planning Authority.

4. Notwithstanding the submitted play equipment specification as per plan 19/00907/10; prior to the installation of any play equipment final detailed fixing and feet details shall be submitted to, and approved in writing by, the Council as Planning Authority in consultation with the Council's Community Greenspace team. The fixing

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and feet detail as approved shall be installed in accordance with the agreed detailing prior to the equipment being brought into use.

Reason – In the interests of sustainability and longevity of the play equipment and to ensure the play area is signed off and adopted as a Council asset.

5. Prior to the commencement of development, details shall be provided to, and approved in writing by, the Council as Planning Authority, in consultation with the Council's Structures and Flooding Team, confirming that the wider drainage network can accommodate the run off rates resulting from the proposed development hardstanding elements (19/00907/7).

Reason - In the interest of ensuring appropriate surface water drainage arrangements.

Justification

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Informatives

1. The development hereby permitted shall be commenced no later than the expiration of two years from the date of this permission or from the date of subsequent approval of matters specified in conditions, or three years from the date of planning permission in principle, whichever is the later.
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under Section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. This development will require the 'Display of notice while development is carried out', under Section 27C (1) of the Town and Country Planning Act 1997, as amended, and Regulation 41 of the Development Management Procedure (Scotland) Regulations 2013. The form of the notice is set out in Schedule 7 of the Regulations and a draft notice is included for your guidance. According to Regulation 41 the notice must be:

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- Displayed in a prominent place at or in the vicinity of the site of the development.
 - Readily visible to the public.
 - Printed on durable material.
5. The applicant is reminded that this site remains subject to a Section 75 Legal Agreement, securing Developer Contribution requirements and other matters, as secured as part of planning permission 16/02127/IPM. This permission continues to be tied by this legal agreement and the associated requirements will continue to apply. The terms of the obligation can be viewed via PKC [Public Access](#) or at the Registers of Scotland (www.ros.gov.uk).

(2) Local Applications

(i) 19/00961/FLL – PERTH – Formation of decking (in retrospect), 14 Willowgate Drive, Perth – Report 19/291 – Mr D Bald

Mr James and Mrs Carmichael, objectors, followed by Mr Bald, on behalf of the applicant, addressed the Committee, and, following their respective representations, withdrew to the public benches.

HAVING DECLARED A NON-FINANCIAL INTEREST, COUNCILLOR DRYSDALE TOOK NO PART IN THE FOLLOWING DECISION.

J Scott, Team Leader, advised members of the following updates:

- (i) Paragraph 18 should refer to 11 representations from 7 properties and not 12 representation from 7 properties; and
- (ii) Paragraph 24 should refer to Condition 1 and not Condition 2.

Motion (Councillor T Gray and W Wilson)

Refuse, as the proposed development is contrary to Local Development Plan Policies RD1, PM1A and PM1B(c), on the basis that the design is inappropriate in part due to excessive height and subsequent impact upon the amenity of neighbouring properties.

Amendment (Councillor H Anderson and B Brawn)

Grant, subject to the following conditions and informatives contained in Report 19/291.

In terms of Standing Order 58 a roll call vote was taken.

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7 members voted for the Motion as follows:

Councillors B Band, T Gray, I James, C Purves, C Reid,
R Watters and W Wilson.

3 members voted for the Amendment as follows:

Councillors H Anderson, B Brawn and D Illingworth.

Resolved:

In accordance with the Motion.

- (ii) **19/01246/FLL – CRIEFF – Renewal of permission
15/01435/FLL (Erection of dwellinghouse, store, formation
of parking and bin store area), land north west of Orwell
Cottage, Academy Road, Crieff – Report 19/292 – J Brown**

Resolved:

Grant, subject to the following conditions and informatives:

1. The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.

Reason - To ensure the development is carried out in accordance with the approved drawings and documents.

2. The east and west areas of the site shall be developed concurrently and the dwellinghouse hereby approved shall not be occupied until the parking, bin store and passing place have been completed in their entirety and are available for use to the satisfaction of the Council as Planning Authority.

Reason - To ensure that the positive benefits of the scheme are realised in order to improve the character and appearance of the Crieff Conservation Area.

3. The six parking spaces & bin store (identified on drwg 15/01435/15) shall be made available to residents of Academy Road and the properties which utilise the Academy Road access onto the A85 only. Prior to occupation of the dwellinghouse hereby approved, written details of the management of the parking and bin store area shall be submitted to and approved in writing by the Council as Planning Authority. The management plan, as approved in writing, shall be fully complied with to the satisfaction of the Council as Planning Authority.

Reason - To ensure that the parking spaces result in an overall benefit to the parking and access situation on Academy Road in the interests of pedestrian and traffic safety.

4. Prior to the commencement of any development full details of any proposed boundary treatments for the bin store area and surface materials for the hardstanding areas shall be submitted to and approved in writing by the

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Planning Authority. The details, as approved, shall be implemented as part of the site development.

Reason - In order to protect the character and appearance of the Conservation Area.

5. Prior to the commencement of any development a sample of the proposed natural stone, timber cladding, and profiled metal sheet roofing shall be submitted to and approved in writing by the Planning Authority. The details, as approved, shall be implemented as part of the site development.

Reason - In order to protect the character and appearance of the Conservation Area.

6. The store building shown on the western part of the site is not approved.

Reason - In the interests of residential amenity in that the proposed store is considered to have a significant loss of residential amenity on the neighbouring property.

Justification

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Procedural Notes

The planning permission decision notice shall not be issued until such time as the required Developer Contributions have been secured or paid in full.

In the event the applicant does not either make the required payment within 28 days from the date the agent/applicant is advised of the need for the contributions, or complete a legal agreement for delayed payment within a 4 month period from the date the agent/applicant is advised of the need for the contributions the application may be refused under delegated powers without any further discussion with the applicant.

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period (see Section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
2. Under section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under Section 123(1) of that Act, which may result in enforcement action being taken.

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3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. No work shall be commenced until an application for building warrant has been submitted and approved.

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## **HOUSING AND COMMUNITIES COMMITTEE**

Minute of meeting of the Housing and Communities Committee held in the Council Chambers, 2 High Street, Perth on Wednesday 30 October 2019 at 9.30am.

Present: Councillors B Brawn, C Ahern, A Bailey, P Barrett, E Drysdale, T Gray, D Illingworth, A Jarvis, S McCole, T McEwan, B Pover, C Shiers and R Watters.

In Attendance: B Renton, Executive Director (Housing and Environment); C Mailer, M Dow, S Coyle, N Robson, J Cruickshank, B Tonner, S Watson and C Cranmer (up to and including Art. 530) (all Housing and Environment); S Hendry, A Taylor and D Stokoe (from Art. 526(ii) up to and including Art. 527) (all Corporate and Democratic Services).

Also in Attendance: Chief Superintendent A Todd, Sergeant K Thompson and Sergeant C Bryce (all Police Scotland) (all up to and including Art. 526); Area Manager G Pryde and Group Manager B McLintock (both Scottish Fire and Rescue Service) (both up to and including Art. 526); and G Low and M McLaren (Tenants' Representatives).

Councillor Brawn, Convener, Presiding.

The Convener led the discussion for Arts. 521-523, 527-528 and 530-532, and the Vice-Convener for Arts. 524-526 and 529.

### **521. WELCOME AND APOLOGIES**

The Convener welcomed all those present to the meeting. The Convener thanked Councillor P Barrett for his work and commitment as the previous Convener of the Committee. Councillor P Barrett responded by thanking the Convener, members of the committee and Council staff.

### **522. DECLARATIONS OF INTEREST**

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

### **523. MINUTE OF THE MEETING OF THE HOUSING AND COMMUNITIES COMMITTEE OF 21 AUGUST 2019 FOR APPROVAL AND SIGNATURE**

The minute of the meeting of the Housing and Communities Committee of 21 August 2019 (Arts. 385-394) was submitted, approved as a correct record and authorised for signature.

**IN TERMS OF STANDING ORDER 34 THE COMMITTEE AGREED TO VARY THE ORDER OF BUSINESS TO CONSIDER ITEMS P1 & P2 AT THIS POINT AND TO RECOMMENCE THE PUBLIC SESSION WITH POLICE AND FIRE: LOCAL SCRUTINY AND ENGAGEMENT FOLLOWED BY THE COMMUNITY PLANNING PARTNERSHIP UPDATE.**

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.**

**524. SCOTTISH FIRE AND RESCUE SERVICE – OPERATIONAL UPDATE FOR PERTH AND KINROSS**

The Committee received and noted a joint verbal report from Area Manager G Pryde and Group Manager B McIntock of the Scottish Fire and Rescue Service (SFRS) on information which was not to be made publicly available.

**525. POLICE SCOTLAND – OPERATIONAL UPDATE FROM PERTH AND KINROSS**

Police Scotland had no operational update to report.

**THE PUBLIC AND PRESS WERE RE-ADMITTED TO THE MEETING AT THIS POINT**

**526. POLICE AND FIRE REFORM: LOCAL SCRUTINY AND ENGAGEMENT**

**(i) Scottish Fire and Rescue Service Quarterly Performance Report – 1 July to 30 September 2019**

There was submitted a report by Area Manager G Pryde, Scottish Fire and Rescue Service (19/295) on the performance of the SFRS against the priorities, performance indicators and targets detailed within the Local Fire and Rescue Plan for Perth and Kinross 2017-20, for the second quarter, 1 July to 30 September 2019.

Councillor Drysdale made reference to the recent fire which resulted in a loss of life at the B&M Store in the St Catherine's Retail Park, Perth and queried exactly how the Scottish Fire and Rescue Service mobilise to deal with such a large-scale fire and how support is provided from other parts of the country. In response Area Manager Pryde confirmed that at the peak of the fire fifteen appliances were in attendance, made up from appliances from Perth Fire Station, other areas of Perth and Kinross with additional appliances coming from across Scotland. He further commented that very positive multi-agency work was carried out with colleagues in Police Scotland and from the Council. Group Manager McIntock further commented that a multi-agency meeting involving all partners was quickly organised which helped bring the incident under control. He further commented that the fire was brought under control within 2-3 hours.

Councillor Barrett made reference to the recent publication of the Grenfell Tower Inquiry report and queried what communications and engagement activity the Scottish Fire and Rescue Service and the Council are planning in the immediate future in order to provide the

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correct advice to residents around the best safety advice in the event of a fire occurring in a multi-storey property.

In response Area Manager Pryde confirmed that as the Inquiry has been ongoing the Scottish Fire and Rescue Service Prevention Protection National Directorate have been monitoring the situation and will review the report and make sure any lessons required to be learned are learnt across the whole of Scotland. He further commented that they will continue to work with the Council in order to keep promoting the 'Staysafe' message. Group Manager McLintock further commented that a lot of work continues to be carried out with Perth and Kinross Council around high-rise buildings which will continue alongside the Grenfell report being analysed fully.

**Resolved:**

The performance of the Scottish Fire and Rescue Service in Perth and Kinross area for the first quarter, 1 April to 30 June 2019, as detailed in Report 19/222, be noted.

D STOKOE ENTERED THE MEETING DURING THE FOLLOWING ITEM.

**(ii) Perth and Kinross Local Policing Area – Quarterly Performance Report – 1 July to 30 September 2019**

There was submitted a report by Chief Superintendent A Todd, Police Scotland 'D' Division (Tayside) (19/296) on the performance of Police Scotland against the local policing priorities for the Perth and Kinross area as set out in the Local Policing Plan for the second quarter, 1 July to 30 September 2019.

Councillor Watters made reference to the new personal devices that have been issued to all officers and queried if these have now been rolled out to all front-line officers and whether any analysis has been carried out which shows an increase in productivity of officers. In response Chief Superintendent Todd confirmed that the devices have now been rolled out across the entirety of Tayside up to the rank of Inspector and feedback from officers has been very positive. He further commented that the devices were still in development with new features being added continually and that the roll-out across other divisions in Scotland was now underway with a built-in review period where analytical analysis of any efficiency / productivity gains will be carried out by an outside agency on the business benefits of the devices.

Councillor Drysdale made reference to the emerging issue of 'county lines' and 'cuckooing' and asked for a more details on exactly what 'county lines' is and why Perth and Kinross may be targeted for this type of criminality. In response Chief Superintendent Todd confirmed that the term 'county lines' is a term used to describe a method of the sale and supply of drugs which has been well established throughout

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the UK and other areas of Scotland which is predominately based in large urban areas where individuals are sent to effectively work as a satellite where drugs are transported to this person who then distributes these out in the area. He further commented that these methods generally prey upon vulnerable people in the community who either may host these individuals or operate on their behalf which is where the 'cuckooing' element comes from. He further commented that although it is an emerging trend in Perth and Kinross it is not yet deemed to be a problem.

Councillor Brawn made reference to recently carried out focussed patrols on the A9, A90 and A93 and queried whether these could be repeated in future on a more regular basis. In response Chief Superintendent Todd confirmed that operations that run on priority routes will be intelligence led which unfortunately comes down to accident history continually highlighting these routes as being problematic so will continue to be targeted.

Councillor Jarvis made reference to the stop and search figures detailed in the report producing a 50% positive result and queried how these figures compare against other areas in Scotland. In response Chief Superintendent Todd confirmed that it is very difficult to compare area against area due to the fact that each area can be vastly different with their own challenges. He further commented that he was content with the level of activity and success in this area and would be wary of discouraging officers from using the tactic but also would not like to encourage them to misuse it.

**Resolved:**

The performance of Police Scotland against the local policing priorities for the Perth and Kinross area as detailed in Report 19/296 be noted.

CHIEF SUPERINTENDENT A TODD, SERGEANT K THOMPSON AND SERGEANT C BRYCE, AREA MANAGER G PRYDE AND GROUP MANAGER B MCLINTOCK ALL LEFT THE MEETING AT THIS POINT.

**527. COMMUNITY PLANNING PARTNERSHIP UPDATE**

There was submitted and noted a report by the Depute Chief Executive, Chief Operating Officer (19/297) providing an update on progress with Community Planning priorities since the last update on 21 August 2019.

D STOKOE LEFT THE MEETING AT THIS POINT

**528. HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE SUMMARY 2019/20 - EXCEPTION REPORT**

There was submitted a report by the Executive Director (Housing and Environment) (19/298) reviewing the performance of Housing and Environment

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against its Business Management and Improvement (BMIP) for the period 1 April to 30 September 2019.

**Resolved:**

- (i) The Housing and Environment Six Month Performance Summary 2019/20, as detailed in Appendix 1 to Report 19/298, and pertaining to this Committee's area of responsibility, be approved.
- (ii) It be noted that Report 19/298 would be submitted to the Environment and Infrastructure Committee later today for approval pertaining to that Committee's areas of responsibility;
- (iii) It be noted that Report 19/298 would be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

**529. EDUCATION AND CHILDREN'S SERVICES INTERIM PERFORMANCE SUMMARY 2019**

There was submitted a report by the Executive Director (Education and Children's Services) (19/299) reviewing the performance of the Education and Children's Services against its Business Management and Improvement (BMIP) for the period since 1 April 2019.

**Resolved:**

- (i) The Education and Children's Services Interim Performance Summary 2019, as detailed in Appendix 1 to Report 19/299, and pertaining to this Committee's area of responsibility, be approved.
- (ii) It be noted that Report 19/299 would be submitted to the Lifelong Learning Committee on 6 November 2019 for approval pertaining to that Committee's areas of responsibility;
- (iii) It be noted that Report 19/299 would be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

**530. RENT ARREARS UPDATE AND THE IMPACT OF UNIVERSAL CREDIT (UC)**

There was submitted a report by the Executive Director (Housing and Environment) (19/300) providing an overview of performance in relation to rent arrears and the impacts of Universal Credit (UC) twelve months on from the introduction of full service.

**Resolved:**

- (i) The contents of Report 19/300, including the analysis of rent arrears and the benchmarking performance, be noted.
- (ii) The Executive Director (Housing and Environment) to submit a further update to Committee for performance in 2019/20, in August 2020.
- (iii) The Executive Director (Housing and Environment) to bring a further report to the next meeting on actions taken by the service to manage arrears and steps within current budgets or contained within the HRA budget for 2020/21 to mitigate the impact of universal credit.
- (iv) A briefing session to be arranged for all Councillors to provide more detail on this subject.

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C CRANMER LEFT THE MEETING AT THIS POINT.

**531. STRATEGIC HOUSING INVESTMENT PLAN**

There was submitted a report by the Executive Director (Housing and Environment) (19/301) seeking approval of the revised Perth and Kinross Council Strategic Housing Investment Plan for the period 2020 to 2024/25.

**Resolved:**

- (i) The revised Perth and Kinross Council Strategic Housing Investment Plan 2020/21 - 2024/25, as detailed in Appendix 1 to Report 19/301, be approved.
- (ii) The Executive Director (Housing and Environment) be authorised to ensure that where projects fall out of the plan, alternative projects prioritised in the same way can be substituted.

**532. ANNUAL ASSURANCE STATEMENT – SCOTTISH HOUSING REGULATOR**

There was submitted a report by the Executive Director (Housing and Environment) (19/302) providing an overview of the new requirement for Perth and Kinross Council to submit an Annual Assurance Statement to the Scottish Housing Regulator (SHR).

**Resolved:**

- (i) The new Regulatory Framework and the requirement to submit an Annual Assurance Statement to the Scottish Housing Regulator (SHR) be noted.
- (ii) The Annual Assurance Statement, as detailed in Appendix 2 to Report 19/301, be approved.

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ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

Minute of meeting of the Environment and Infrastructure Committee held in the Council Chamber, 2 High Street, Perth on 30 October 2019 at 1.00pm.

Present: Councillors A Forbes, C Ahern (substituting for K Baird), A Bailey, M Barnacle, S Donaldson, J Duff, T Gray (substituting for C Stewart), A Jarvis, G Laing, R McCall, T McEwen (substituting for W Williamson), A Parrott, C Reid, W Robertson and R Watters (substituting for D Doogan).

In Attendance: B Renton, Executive Director (Housing and Environment); K McNamara, Depute Director (Housing and Environment); M Butterworth, S Best, A Clegg, F Croft, S D'All, D Davidson, P Dickson, A Graham, C Hendry, H Hope, C Haggart, M Lees, C McQueen, L McLean, N McGill, K Smith, A Strang, R Stewart, D Stubbs and G Walker (all Housing and Environment Service); S Hendry and K Molley (Corporate and Democratic Services);

Also in Attendance: D McCann, Crieff Succeeds (for Art. 536); E Whitaker and J Robertson, Limelight Sports (for Art. 537).

Apologies: Councillors K Baird, D Doogan and M Williamson.

Councillor A Forbes, Convener, Presiding.

533. WELCOME AND APOLOGIES

Councillor A Forbes welcomed everyone to the meeting and apologies were noted above.

Councillor A Forbes and members of the Committee congratulated two Perthshire Bloom Groups (Beautiful Perth and Brig in Bloom) for achieving awards in the RHS Britain in Bloom Awards 2019.

534. DECLARATIONS OF INTEREST

In terms of Councillors' Code of Conduct:

- (i) Councillor J Duff declared a non-financial interest in Art. 543.
- (ii) Councillor R McCall declared a non-financial interest in Arts. 536 and 544.
- (iii) Councillors A Bailey and A Parrott declared a non-financial interest in Art. 547.
- (iv) Councillor A Forbes declared a financial interest in Art. 537.

Councillor A Forbes confirmed that he would leave the meeting during consideration of Art. 537. In terms of Standing Order 16, it was unanimously agreed that Councillor R McCall would chair the meeting during consideration of Art. 537.

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535. MINUTE OF PREVIOUS MEETING

The minute of the meeting of the Environment and Infrastructure Committee of 21 August 2019 (Arts. 395-402) was submitted and approved as a correct record and authorised for signature.

536. EVENT FUNDING APPLICATION – CRIEFF FIRE & LIGHT FESTIVAL EVENT

There was submitted a report by the Executive Director (Housing and Environment) (19/303) (1) outlining the request received from the Crieff Succeeds Ltd Business Improvement District, to support the development of a performance event which is to be staged in Crieff in early 2020; and (2) recommending £24,900 support in line with the provision through the 2019/20 revenue budget, to support start up events in rural Perth and Kinross, based on criteria previously agreed by the Environment and Infrastructure Committee.

Resolved:

- (i) The background to the development of the Crieff Fire and Light Festival event by the Crieff Succeeds Ltd Business Improvement District, as set out in Report 19/303, be noted.
- (ii) A grant of up to £24,900 be awarded from the 2019/20 revenue budget for rural events in principle, subject to the conditions detailed in Report 19/303.

COUNCILLOR A FORBES LEFT THE MEETING AND COUNCILLOR R MCCALL TOOK THE CHAIR.

537. ETAPE CALEDONIA EVENT

There was submitted a report by the Executive Director (Housing and Environment) (19/304) (1) updating the Environment and Infrastructure Committee on the Etape Caledonia event; and (2) asking the Committee to approve the continued use of the roads network for the purposes of the Etape Caledonia event for the period 2021 to 2023 inclusive.

Resolved:

- (i) It be noted that the Etape Caledonia event will continue to be operated by Limelight Sports under licence from IMG.
- (ii) The use of the roads network for the purposes of the Etape Caledonia event by Limelight Sports on the basis of the existing approved 85 miles route (and 40 miles option) for 2021, 2022 and 2023, be approved.

COUNCILLOR A FORBES RETURNED TO THE MEETING AND TOOK THE CHAIR.

538. HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE 2019-20 – EXCEPTION REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/298) reviewing the performance of Housing and Environment

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against its Business Management and Improvement Plan (BMIP) for the period 1 April to 30 September 2019.

Resolved:

- (i) The contents of the first combined Housing and Environment six-month performance summary, attached at Appendix 1 to Report 19/298, pertaining to this Committee's areas of responsibility, be approved.
- (ii) It be noted that Report 19/289 had been approved by the Housing and Communities Committee on 30 October 2019 pertaining to that Committees areas of responsibility.
- (iii) It be noted that Report 19/289 would be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

539. ROADS ASSET ANNUAL STATUS REPORT – 2018/19

There was submitted a report by the Executive Director (Housing and Environment) (19/305) (1) presenting a status summary of the Council's roads assets based upon the latest published Scottish local authority data as at 31 March 2019; and (2) describing the current condition of the asset; the standards achieved and providing performance indicator information to allow benchmarking of results.

Resolved:

- (i) The contents of the Roads Asset Status Report, together with the condition and performance of the Council's Road assets at 31 March 2018, as set out in Appendix 2 to Report 19/305, be endorsed.
- (ii) The Executive Director (Housing and Environment) be requested to continue to submit an annual report on the performance of, and investment in, the Council's Roads assets in accordance with the approved Asset Management Plan, including benchmarking information.

540. GREENSPACE ASSET ANNUAL STATUS REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/306) (1) presenting a status summary of the Council's Greenspace assets based upon the latest published Scottish local authority data as at 31 March 2019; and (2) describing the current condition of the asset; the standards achieved and provides performance indicator information.

Resolved:

- (i) The contents of report 19/306 be noted.
- (ii) The Executive Director (Housing and Environment) be requested to continue to submit an annual report on the performance of, and investment in, the Council's Greenspace Assets in accordance with the approved Asset Management Plan, including benchmarking information.

541. ANNUAL PLANNING ENFORCEMENT REPORT 2018/19

There was submitted a report by the Executive Director (Housing and Environment) (19/307) (1) analysing performance within the Planning and

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Enforcement function of the Planning Service for the year 2018/19; and (2) seeking Committee approval for the future reporting of performance.

Resolved:

- (i) The Annual Planning Enforcement Report 2018/19 be noted.
- (ii) The Executive Director (Housing and Environment) be requested to bring forward a further report following a publication of the annual performance statistics for 2019/20.
- (iii) Further discussion to take place at the Planning, Policy, Practice and Improvement Member/Officer Working Group on the level of detail to be provided in future committee reports on performance within this area.

542. QUEEN'S BRIDGE AND OLD PERTH BRIDGE – BRIDGE STRENGTHENING WORKS

There was submitted a report by the Executive Director (Housing and Environment) (19/308) advising the Committee on the extent and the timing of the identified bridge strengthening works to Queen's Bridge and Old Perth Bridge in Perth.

Resolved

- (i) Officers' revised scheduling of the works and the postponement of the identified 'above deck' bridge strengthening works until after the opening of the Cross Tay Link Road in light of the traffic modelling exercise which has been carried out be noted.
- (ii) It be noted that officers may be required to bring any future works forward to safeguard the travelling public should the bridge(s) condition deteriorate significantly in the interim period.

543. FLOOD PROTECTION STUDIES – PITLOCHRY AND ABERFELDY

There was submitted a report by the Executive Director (Housing and Environment) (19/309) (1) describing the Council's flood protection studies at two separate locations – Pitlochry and Aberfeldy; (2) recommending that flood protection schemes are taken forward in both areas as they are deemed to be economically viable using relevant assessment criteria; and (3) recommending that the schemes are submitted to SEPA for national prioritisation and inclusion in the next Tay Flood Risk Management Strategy and Local Flood Risk Management Plan.

Resolved:

- (i) The Completion of the Pitlochry and Aberfeldy Flood Protection Studies as required by the Tay Flood Risk Management Strategy and Local Flood Risk Management Plan be noted.
- (ii) It be noted that separate public engagement events have been held to disseminate the findings of both flood protection studies.
- (iii) The recommended proposals for flood protection schemes in Pitlochry and Aberfeldy be approved.
- (iv) It be agreed that details of the recommended flood schemes be submitted to SEPA for national prioritisation and inclusion in the next Tay Flood Risk Management Strategy, due to be published in December 2021.

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- (v) It be agreed that the recommended schemes be included in the next Tay Local Flood Risk Management Plan, due for publication in June 2022.

544. WASTE MANAGEMENT PLAN 2010-2025 – PROGRESS REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/310) (1) providing an update on progress with the Action Plan of the Perth and Kinross Council Waste Management Plan; and (2) recommending approval of the new actions 99-101 (shown in Appendix 1B) which are in line with recent national regulatory and strategic developments.

Resolved:

- (i) The annual update on progress on the Waste Management Action Plan be endorsed.
- (ii) The new actions (number 99-101) of the Waste Management Action Plan, set out in Appendix 1B of Report 19/310, be approved.
- (iii) The Executive Director (Housing and Environment) be requested to bring back a further progress report in October 2020.
- (iv) The Executive Director (Housing and Environment) to circulate a response to members of the committee for information prior to responding to the Scottish Government's Deposit and Return Scheme for Scotland Regulations prior to the closing date of the representation period on 10 December 2019.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 3.25PM.

545. PERTH AND KINROSS OUTDOOR ACCESS FORUM ANNUAL REPORT 2018-19

There was submitted a report by the Executive Director (Housing and Environment) (19/311) summarising the activities and progress of the Perth and Kinross Outdoor Access Forum over the last year and recommending the appointment of one new member to the Forum.

Resolved:

- (i) The appointment of three new members and the re-appointment of one member for a period of four years, with the members being retained in their appointments for at least a further year, as recommended in Appendix 1 to Report 19/311, be confirmed.
- (ii) The Executive Director (Housing and Environment) be delegated to fill any casual vacancy arising in this period through recruitment by Forum members as detailed within the Forum's Term of Reference.
- (iii) The activities and progress of the Perth and Kinross Outdoor Access Forum from September 2018, and ongoing commitment to maximise effective partnership working to make the best of exceptional landscapes, paths and networks and access rights for all within Perth and Kinross, be noted.

546. FREE FESTIVE PARKING 2019 AND 2020

There was submitted a report by the Executive Director (Housing and Environment) (19/312) recommending that the Free Festive Parking initiative

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operates on each weekend in December 2019 from Saturday 30 November until Sunday 29 December 2019 inclusive, and on each weekend in December 2020 from Saturday 5 December until Sunday 29 December 2020 inclusive in all Council operated car parks across the whole Perth and Kinross area.

Prior to consideration of the report, the Executive Director (Housing and Environment) advised the committee that in addition to the information contained within Report 19/312, it had been confirmed by Stagecoach East Scotland that they would be offering free bus travel within their Perth city zone boundary every Saturday and Sunday until noon from 30 November until 22 December 2019 inclusive.

Motion (Councillors A Bailey and A Parrott):

- (i) This committee agrees to offer free parking on each weekend in December from Saturday 30 November until Sunday 29 December 2019 in all Council operated car parks across the whole Perth and Kinross area, as set out in Appendix 1 of Report 19/312.
- (ii) This Committee is committed to continuing to support traders in future years by bolstering visitor numbers to the City and Town centres through the festive period. It notes however that the current incentive only applies to car users.
- (iii) Following Council's passing of a "Climate Change Emergency" motion in June 2019, and in order to support those without access to private transportation, this committee asks officers to investigate proposals for 2020 and beyond which will also incentivise and reward people who use public transport to visit our towns and city to shop in the festive period, and submit a report to the August 2020 meeting of the committee.

Resolved:

In accordance with the Motion.

547. CONSULTATION REPLY ON NATIONAL TRANSPORT STRATEGY

There was submitted a report by the Executive Director (Housing and Environment) (19/320) seeking approval of officers' reply to the Scottish Government's consultation on the draft National Transport Strategy for Scotland.

Resolved:

The response to the consultation, as set out in Appendix 1 to Report 19/320, be approved.

548. NORTH INCH GOLF COURSE ANNUAL REPORT 2018/19

There was submitted a report by the Executive Director (Housing and Environment) (19/313) bringing forward the North Inch Golf Course – Annual Report 2018/19, based on the previously approved Business Plan.

Resolved:

- (i) The North Inch Golf Course Annual Report 2018/19 be noted.

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- (ii) The Executive Director (Housing and Environment) be requested to bring the 2019/20 Annual Report to the Environment and Infrastructure Committee in November 2020.
- (iii) The Executive Director (Housing and Environment) be requested to bring a realigned and extended business plan to the Environment and Infrastructure Committee in November 2020.

549. WORKS TO PRIVATE/UNADOPTED ROADS AND FOOTWAYS

There was submitted a report by the Depute Director (Housing and Environment) (19/314) outlining a recommended list of roads to be considered for bringing to a standard where they can subsequently be adopted by Perth and Kinross Council, and for assisting residents in meeting the cost of this work.

Resolved:

- (i) The work undertaken to date, as set out in Report 19/314, be noted.
- (ii) The continuation of these works, subject to the frontage proprietor's written agreement to the sharing of costs and within the approved budget until the budget is exhausted, be approved.

550. ACTIVE TRAVEL STRATEGY – RE-DETERMINATION OF FRONT ROW, ABERARGIE – FOOTWAY FOR SHARED USE

There was submitted a report by the Depute Director (Housing and Environment) (19/315) seeking approval to commence the legal process to propose to re-determine the footway at Front Row, Aberargie (Ward 9) to shared use for pedestrians and cyclists.

Resolved:

The legal process for the promotion of a Redetermination Order, to allow the footway at Front Row, Aberargie (Appendix 1 to Report 19/315) to be converted to shared use for pedestrians and cyclists, be approved.

551. ACTIVE TRAVEL STRATEGY – RE-DETERMINATION OF FRONT ROW, AUCHTERARDER – FOOTWAY FOR SHARED USE

There was submitted a report by the Depute Director (Housing and Environment) (19/316) seeking approval to commence the legal process to re-determine the footway at Western Road, Auchterarder (Ward 7) to be shared use for pedestrians and cyclists.

Resolved:

The legal process for the promotion of a Redetermination Order, to allow the footway at Front Row, Auchterarder (Appendix 1 to Report 19/316) to be converted to shared use for pedestrians and cyclists, be approved.

552. PROPOSED 30MPH SPEED LIMIT AT DUCCESS STREET (U38), STANLEY

There was submitted a report by the Depute Director (Housing and Environment) (19/317) to introduce a 30mph speed limit at Duchess Street (U38)

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Stanley (Ward 5); and (2) recommending the start of varying the Traffic Regulation Order for the 30mph Speed Limit.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a 30mph speed limit at Stanley, as described in Report 19/317, be approved.

553. PROPOSED 30MPH AND 40MPH SPEED LIMITS AT BUTTERSTONE (A923)

There was submitted a report by the Depute Director (Housing and Environment) (19/318) detailing a proposal to introduce 30mph and 40mph speed limits at Butterstone (A923) (Ward 5); and (2) recommending the start of varying the Traffic Regulation Order for 30mph and 40mph Speed Limits.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of 30mph and 40mph speed limits at Butterstone, as described in Report 19/318, be approved.

554. PROPOSED 40MPH SPEED LIMIT AT MEIGLE (A94, B954 & C22)

There was submitted a report by the Depute Director (Housing and Environment) (19/319) detailing a proposal to introduce a 40mph speed limit at Meigle (A94, B954 & C22), (Ward 2); and (2) recommending the start of varying the Traffic Regulation Order for the 40mph Speed Limit.

Resolved:

The promotion of a variation to the relevant Traffic Regulation Order to allow the start of the process towards the introduction of a 40mph speed limit at Meigle (A94, B954 and C22) as described in Report 19/319, be approved.

555. TRAVEL AMBASSADOR

The Committee thanked Councillor L Simpson for his contribution in his role as the Council's Travel Ambassador.

Resolved:

Councillor D Illingworth replace Councillor L Simpson as the Council's Travel Ambassador to promote sustainable travel across elected members and members of the community to support the Sustran project.

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PERTH AND KINROSS COUNCIL  
LIFELONG LEARNING COMMITTEE  
6 NOVEMBER 2019

## **LIFELONG LEARNING COMMITTEE**

Minute of meeting of the Lifelong Learning Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 6 November 2019 at 1.00pm.

Present: Councillors C Shiers, J Duff, H Anderson, K Baird, A Forbes, X McDade, T McEwan, B Pover, J Rebbeck, C Reid, F Sarwar and L Simpson; Mr A Charlton, Mr A Ferguson, Mrs P Giles, Mr M Gowrie and Canon T Shields.

In attendance: S Devlin, Executive Director (Education and Children's Services); J Pepper, H Robertson, G Boland, S Johnston, D Macleod, G Doogan, P Davison and L Mackay (all Education and Children's Services); C Flynn and L Brown (all Corporate and Democratic Services).

Apologies for absence: Councillor C Purves; Mr J Bell, Mrs A McAuley, Mr D McBride and Mrs C Weston.

The Convener led discussion on Arts.556-560 and 562 and Vice-Convener Duff on Arts.561 and 563.

Councillor C Shiers, Convener, Presiding.

### **556. WELCOME AND APOLOGIES**

The Convener welcomed all those present to the meeting. Apologies for absence and substitutions were noted as above.

### **557. DECLARATIONS OF INTEREST**

There were no declarations of interest in terms of the Councillors' Code of Conduct.

### **558. MINUTES**

#### **(i) Lifelong Learning Committee**

The minute of meeting of the Lifelong Learning Committee of 4 September 2019 (Arts. 419-431) was submitted, approved as a correct record and authorised for signature.

#### **(ii) Executive Sub-Committee**

The minute of meeting of the Executive Sub-Committee of the Lifelong Learning Committee of 19 August 2019 was submitted and noted.  
*(Appendix I)*

#### **(iii) Joint Negotiating Committee for Teaching Staff**

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 18 June 2019 was submitted and noted. *(Appendix II)*

**559. MINUTE OF MEETING OF THE CHILDREN YOUNG PEOPLE AND FAMILIES PARTNERSHIP OF 1 MARCH 2019**

The minute of meeting of the Children, Young People and Families Partnership of 14 June 2019 was submitted and noted.

**560. ATTAINMENT AND PUPIL EQUITY FUNDING UPDATE 2019**

There was submitted a report by the Executive Director (Education and Children's Services) (19/322) (1) providing a progress update for 2019 on Attainment and closing the poverty-related attainment gap and the use of Pupil Equity Funding (PEF) and (2) presenting information on a range of measures designed to both improve performance and monitor progress of improvements, meeting the requirements to report on the National Improvement Framework for education.

**Resolved:**

- (i) The contents of Report 19/322 be noted.
- (ii) It be noted that Report 19/322 would also be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

**561. EDUCATION AND CHILDREN'S SERVICES INTERIM PERFORMANCE SUMMARY 2019**

There was submitted a report by the Executive Director (Education and Children's Services) (19/299) reviewing the performance of the Education and Children's Services against its Business Management and Improvement Plan for the period since 1 April 2019.

**Resolved:**

- (i) The contents of the Education and Children's Services Interim Performance Summary 2019, as detailed in Appendix 1 to Report 19/299, be accepted.
- (ii) It be noted that Report 19/299 would also be submitted to the Scrutiny Committee on 27 November 2019 for scrutiny and comment as appropriate.

**562. CARERS STRATEGY 2019-2022 FOR YOUNG AND ADULT CARERS**

There was submitted a report by the Executive Director (Education and Children's Services) (19/323) (1) presenting the development of a Carers Strategy 2019 - 2022 for Young and Adult Carers; (2) seeking approval to implement the Strategy for Young Carers; (3) detailing how The Carers (Scotland) Act 2016 will be implemented in Perth and Kinross; and (4) highlighting the impact of providing unpaid care and reinforcing the importance of establishing an appropriate support framework for Young Carers.

**Resolved:**

- (i) The Carers Strategy 2019 – 2022, as it relates to Young Carers, and the associated action plan set out in Outcome 7 of the Strategy, be approved.
- (ii) The minor amendments to the Getting it Right for Young Carers; a Framework for Support, be noted.

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**563. POLICY AND GUIDELINES FOR ADMISSIONS TO EARLY LEARNING  
AND CHILDCARE SETTINGS SESSION 2020/21**

There was submitted a report by the Executive Director (Education and Children's Services) (19/324) seeking approval of the updated Policy and Guidelines for admission to Early Learning and Childcare Settings 2020/21.

**Resolved:**

- (i) The changes to the operational procedures within the Policy and Guidelines for Admission to Nursery Schools and Classes for School Session 2019-20, as detailed in paragraphs 2.2.1 to 2.2.8 of Report 19/324, be noted.
- (ii) The updated priority admission categories of the Policy and Guidelines for Admission to Early Learning and Childcare Settings for School Session 2019-20, as outlined in Appendix 4 to Report 19/324, be approved.

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EXECUTIVE SUB-COMMITTEE OF THE LIFELONG LEARNING COMMITTEE

Minute of Meeting of the Executive Sub-Committee of the Lifelong Learning Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Monday 19 August 2019 at 10.00am.

Present: Councillors C Shiers, J Duff, W Wilson, H Anderson (substituting for X McDade) and J Rebbeck.

In Attendance: S Johnston, Interim Head of Education, J Chiles, G Knox, B Scott, S Davis Acting Head Teacher, Cleish Primary School and L Verdot, Head Teacher, Fairview School Nursery, (all Education and Children's Services); L Brown, Corporate and Democratic Services.

Apology for Absence: Councillor X McDade.

Councillor C Shiers, Convener, Presiding.

1. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. An apology for absence was noted as above.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Executive Sub-Committee of the Lifelong Learning Committee of 20 May 2019 was submitted, approved as a correct record and authorised for signature.

4. STANDARDS AND QUALITY IN SCHOOLS, LEARNING COMMUNITIES AND PRE-SCHOOL CENTRES/DAY CARE OF CHILDREN

There was submitted a report by the Executive Director (Education and Children's Services) (19/216), setting out the key findings following inspections of pre-school centres and schools undertaken by Education Scotland and, by exception, Care Inspectorate inspections on the day care of children since the Executive Sub-Committee of Lifelong Learning Committee on 20 May 2019.

Resolved:

The key findings of the inspection reports as appended to Report 19/216 be noted as follows:

- (i) Cleish Primary School (Appendix 1)
- (ii) Fairview School Nursery (Appendix 2)

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LIFELONG LEARNING COMMITTEE (*Art. 558(ii)*) (*Appendix I*)
6 NOVEMBER 2019

- (iii) Summary of Education Scotland Inspections 2016/17 to date (Appendix 3)
- (iv) Education Scotland Inspections: National and Comparator Authority Benchmarking 2016/17 to 2017/18 (Appendix 4)
- (v) Summary of Care Inspectorate Day Care of Children Inspections Financial Year 2018/19 to 2019/20 (Appendix 5)
- (vi) Care Inspectorate Day Care of Children Inspections: National and Comparator Authority Benchmarking 2016/17 to date (Appendix 6)

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PERTH AND KINROSS COUNCIL  
LIFELONG LEARNING COMMITTEE (Art. 558(iii)) (Appendix II)  
6 NOVEMBER 2019

**JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF**

Minute of meeting of the Joint Negotiating Committee for Teaching Staff (JNCT) held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 18 June 2019 at 2.30pm.

**Present:**                   **Representing Perth and Kinross Council**  
Councillors J Duff, J Rebbeck and C Shiers; S Devlin,  
M Donaghy, S Hagney, R Hill, S Johnston and D MacLeod, (all  
Education and Children's Services); P Johnstone (Corporate &  
Democratic Services).

**Representing Teachers' Associations**  
E Campbell, M Laurie, C Rose, M Swan and C Weston (all  
EIS); M Mackie (SSTA) and S Topen-Cooper (NASUWT).

**In Attendance:**       A McAuley, Joint Secretary (Trade Unions); C Flynn and  
K Molley (for Joint Secretary, Management).

Councillor J Duff, Convener, Presiding.

**1.     APPOINTMENT OF CONVENER**

Nominations were sought for the appointment of Convener.

Councillor C Shiers, seconded by Councillor J Rebbeck nominated Councillor J Duff. There being no other nominations, Councillor Duff was appointed Convener for the Management side.

**2.     APPOINTMENT OF VICE-CONVENER**

Nominations were sought for the appointment of Vice-Convener.

C Weston, seconded by M Swan nominated M Laurie. There being no other nominations, M Laurie was appointed Vice-Convener for the Trade Union Representatives.

**3.     APOLOGIES**

There were no apologies.

**4.     DECLARATIONS OF INTEREST (ELECTED MEMBERS ONLY)**

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

**5. ANNUAL REVIEW OF MEMBERSHIP**

It was agreed that changes to the membership of the Teachers and Management sides would be reported to the September meeting.

**6. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Joint Negotiating Committee for Teaching Staff of 19 March 2019 was submitted and approved as a correct record.

**7. MATTERS ARISING**

**(i) Health and Wellbeing**

The new Health and Wellbeing policy was approved at the Strategic Policy and Resources Committee on 17 April 2019. The implementation plan will be shared with union representatives and training will be provided on the new policy. An implementation date for the Health and Wellbeing policy has been set for autumn.

The committee noted the position.

**8. REPORTS OF VIOLENCE AND AGGRESSION AGAINST STAFF IN PERTH AND KINROSS SCHOOLS – TERM 3, ACADEMIC SESSION 2018/19**

There was submitted a report by the Executive Director (Education & Children's Services) (G/19/90) which provided an analysis of reported incidents of violence and aggression against staff in schools during term 3 of academic year 2018/19.

C Weston stressed that staff recognise that violence and aggression levels are increasing across schools and there appears to be a normalisation of some behaviours. Services need to continue to try and reduce incidents of violence and aggression in schools.

Councillor J Rebbeck mentioned when visiting some of the schools which were listed as having 20 or more incidents by the end of term 3, he observed that there did not seem to be a hostile environment at these premises. S Topen-Cooper added that this was due to staff being able to act and handle incidents in a professional manner.

The committee noted the contents of Report G/19/90.

**9. SHORT LIFE WORKING GROUP PROGRESS REPORT**

There was submitted a report by the Head of Education (Secondary and Inclusion) (G/19/91) regarding the establishment of a short life working group focusing on the increasing numbers of reported violence and aggression incidents. S Johnson suggested that a better reporting format was needed for JNC and there was a need to analyse our current practice in how to deal with

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certain incidents including the use of calm processes especially with young children.

M Mackie expressed concern that verbal aggression and swearing had been removed under the category list, meaning that these types of incidents were no longer being recorded. S Devlin added that the short life working group will make clear how these incidents are to be recorded. M Mackie also raised the issue of the proposed title of the report given that the information was actually recording incidents of violence and aggression towards staff rather than incidents of challenging and distressing behaviour for pupils. It was agreed that these points would be discussed at the working group.

S Topen-Cooper stated that it is important to distinguish between violence and aggression and distressed behaviour incidents as they should not be recorded as the same type of incident. It is vital that children suffering with distressed behaviour are receiving support in schools. C Weston added that it is important to keep in line with the Council's Health and Safety team and make sure that distressed behaviour incidents are being treated the same across the Council.

The committee noted the contents of Report G/19/91.

**10. EDUCATION AND CHILDREN'S SERVICES PLAN SUMMARY**

There was submitted a report by the Head of Education (Secondary and Inclusion) (G/19/92) on the summary of the Perth and Kinross Council Education Services Plan 2019-2020.

The committee noted the position.

**11. WORKING TIME AGREEMENTS – MONITORING PROCESS**

There was submitted a report by C Weston, Leader of the Teachers' side (G/19/93) on proposed Working Time Agreements negotiated and set within Perth and Kinross.

S Devlin advised the committee that the management side welcome this proposal and suggested that the management side work with the Trade Union representatives and come back to committee with a suitable proposal at the next meeting in September 2019.

The Committee:

- (i) Noted the position.
- (ii) Requested the Working Time Agreements – Monitoring Process report be brought back to committee in September 2019.



**12. DRAFT CALENDARS OF SCHOOL CLOSURES/ANNUAL LEAVE FOR ACADEMIC SESSIONS 2019/20 AND 2020/21**

There was submitted a report for information by the Executive Director (Education & Children's Services) on the proposals for the school term holiday dates for 2019-2020 and 2020-21.

S Johnston advised that committee that 2 extra in-service days on the 4 October 2019 and 22 May 2020 has been added to the 2019/20 calendar. There had also been a request made to change the holiday on Monday 4 May 2020 to Friday 8 May 2020 which is to be confirmed by COSLA.

In response to a question from S Topen-Cooper regarding the itinerary of the additional in-service days, S Devlin advised that the additional in-service days in Perth and Kinross schools are going to focus on workload and additional supports needs. It is up to each local authority to decide what their school should focus on during these extra in-service days. S Johnston added that it is important for schools to feedback through management and head teachers on what the main issues are.

The committee noted the position.

**13. UPDATE ON BERTHA PARK HIGH SCHOOL**

There was a verbal update by R Hill on Bertha Park High School. He advised that teachers are currently being appointed to the school and S1 and S2 classes are being finalised. Final works are being done to the building with the school due to open on the first day of term on 21 August 2019.

The committee noted the position.

**14. ANY OTHER COMPETENT BUSINESS**

S Topen-Cooper, on behalf of the Teachers' Side, gave recognition to the payroll team at Perth and Kinross Council for the smoothness of delivering the pay rise to all teaching staff.

The Convener referred to the resignation of R Hill, Head of Secondary and Inclusion, Education and Children's Services and wished him well in his new role at Dumfries and Galloway Council.

**15. DATE OF NEXT MEETING**

17 September 2019 at 2.30pm

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PERTH AND KINROSS LOCAL REVIEW BODY

Minute of meeting of the Perth and Kinross Local Review Body held in the Council Chamber, 2 High Street, Perth on Tuesday 12 November 2019 at 10.30am.

Present: Councillors H Anderson, R Watters and W Wilson.

In Attendance: D Harrison (Planning Adviser), C Elliott (Legal Adviser) and D Williams (Committee Officer) (all Corporate and Democratic Services).

Also Attending: C Brien and K Stirton (Art. 567(i) only) (Housing and Environment); M Terava (Corporate and Democratic Services); members of the public, including an agent.

Councillor H Anderson, Convener, Presiding.

564. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors Code of Conduct.

565. MINUTES

The minute of meeting of the Local Review Body of 15 October 2019 (Arts. 510-512) was submitted and noted.

566. APPLICATION FOR REVIEW

- (i) **TCP/11/16(614)**
Planning Application – 19/00619/FLL – Erection of a conservatory, Ivybank Guest House, Boat Brae, Blairgowrie – Mr G Hack and Mr N Robinson

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse erection of a conservatory, Ivybank Guest House, Boat Brae, Blairgowrie.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

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Thereafter, resolved by unanimous decision that:

- (ii) the Review application for erection of conservatory, Ivybank Guest House, Boat Brae, Blairgowrie, be refused for the following reason:
 - 1. The proposal, by virtue of its standardised “projecting bay” conservatory design and its position on the principal elevation, would result in an unsympathetic and incongruous appearance which is detrimental to the visual amenity of the host building.

Accordingly, approval would be contrary to Policies PM1A, PM1B (c) and RD1 (c) of the Perth and Kinross Local Development Plan 2014, which seek to ensure that development is designed to contribute positively to the quality of the surrounding built environment in order to respect the character and amenity of the place.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

- (ii) **TCP/11/16(615)**
Planning Application – 19/00473/IPL – Residential development (in principle), land 110 metres south east of Birkfield Park, Rumbling Bridge – Alduis Ltd

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse residential development (in principle), land 110 metres south east of Birkfield Park, Rumbling Bridge.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer’s Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for residential development (in principle), land 110 metres south east of Birkfield Park, Rumbling Bridge, be refused for the following reasons:
 - 1. The proposal is contrary to Policy ED1 of the Perth and Kinross Local Development Plan 2014 and Policy 7A of the proposed Perth and Kinross Local Development Plan, which identify the site for employment uses. A residential

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development on this site would be contrary to this allocation and has not been justified.

2. Policy EP8 (Noise Pollution) of the Perth and Kinross Local Development Plan 2014 and Policy 54 of the proposed Perth and Kinross Local Development Plan seek to locate noise sensitive uses away from sources of noise generation. A Noise Impact Assessment is required on this site. The proposal is contrary to the policies as no Noise Impact Assessment has been submitted to demonstrate that this is a suitable site for the type of development proposed.
3. Policy NE2B, Forestry Woodland and Trees of the Perth and Kinross Local Development Plan 2014 and Policy 38B of the proposed Perth and Kinross Local Development Plan require a tree survey to be submitted where there are trees on a site. There are trees on the site and no tree survey has been submitted, to enable suitable assessment to be carried out.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

**(iii) TCP/11/16(616)
Planning Application – 19/00620/IPL – Erection of a dwellinghouse (in principle), land 50 metres south west of Belfield, Woodlands Road, Blairgowrie – Mr M Wojtowicz**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a dwellinghouse (in principle), land 50 metres south west of Belfield, Woodlands Road, Blairgowrie.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by unanimous decision that:

- (ii) the Review application for the erection of a dwellinghouse (in principle), land 50 metres south west of Belfield, Woodlands Road, Blairgowrie, be refused for the following reasons:
 1. The proposal is contrary to Policy PM1A of the Perth and Kinross Local Development Plan 2014, as the erection of

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a house on the site would not respect the character and amenity of this area of Rosemount. It would erode the semi-rural character if the area and any additional development would severely limit the prospects of making a positive contribution to the quality of the surrounding built and natural environment.

2. The proposal is contrary to Policy PM1B of the Perth and Kinross Local Development Plan 2014, criterion (b), as the erection of a dwelling would not respect the wider landscape character area of the site due to the detrimental impact it would have on the amenity value of the area, particularly when viewed from the public road and designated open space area that can be accessed by the public.
3. The proposal fails to comply with Policy 14A, Existing Open Space Retention and Provision, of the Proposed Perth and Kinross Local Development Plan, as the proposal would impact on the sense of openness and semi-rural nature of the area, which is a key characteristic of Rosemount. As a consequence, development on the site would have a detrimental impact upon the open space area designation, set what could be viewed as precedent and threaten the integrity of the wider open space designation.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

THERE FOLLOWED A 20 MINUTE RECESS

(iv) TCP/11/16(617)

Planning Application – 19/00652/FLL – Application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to remove condition 3 (occupancy) of permission 10/00184/FLL (erection of dwellinghouse and agricultural shed, formation of new access road), Easter Comrie, Keltneyburn, Aberfeldy – Mr N McAdam

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse an application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to remove condition 3 (occupancy) of permission 10/00184/FLL (erection of dwellinghouse and agricultural shed, formation of new access road), Easter Comrie, Keltneyburn, Aberfeldy.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

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Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to remove condition 3 (occupancy) of permission 10/00184/FLL (erection of dwellinghouse and agricultural shed, formation of new access road), Easter Comrie, Keltneyburn, Aberfeldy, be granted due to the following:
 - 1. The Scottish Government Circular 3/2012, on Planning Obligations in relation to occupancy conditions.
 - 2. The material change in circumstances of the associated farm holding and the applicant since the grant of permission 10/00184/FLL.
 - 3. Changes in farming practice since the grant of permission 10/00184/FLL.

Justification

Whilst accepting that the proposal was contrary to the Development Plan, members considered there was reasonable justification for departing from the Plan, for the reasons listed above.

Note: Councillor Anderson dissented from the majority decision. He considered that the Appointed Officer's decision should be upheld and the application for removal of condition be refused. In his opinion, there was not sufficient justification to overturn the Appointed Officer's decision and removal of condition should not be granted.

**(iii) TCP/11/16(618)
Planning Application – 19/01280/FLL – Erection of a shed, 10
Kinmond Drive, Perth – Mr P Dix**

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the erection of a shed, 10 Kinmond Drive, Perth.

The Planning Adviser displayed photographs of the site and described the proposal, and thereafter summarised the Appointed Officer's Report of Handling and the grounds set out in the Notice of Review.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, sufficient information

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was before the Local Review Body to determine the matter without further procedure.

Thereafter, resolved by majority decision that:

- (ii) the Review application for the erection of a shed, 10 Kinmond Drive, Perth, be refused for the following reason:
 - 1. The proposals as submitted would result in a cramped and over-intensive development of the site and cause the loss of private amenity space, to the extent that the space around the dwellinghouse would be inadequate to serve the purposes of the existing dwellinghouse, to the detriment of the house and surrounding area. Approval of the application would therefore be contrary to Policy RD1(c) of the Perth and Kinross Local Development Plan 2014.

Justification

The proposal is not in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Note: Councillor Wilson dissented from the majority decision. He considered the Appointed Officer's decision should be overturned and permission for the erection of a shed be granted. In his opinion, whilst accepting that the proposed shed was of substantial size, he felt there was sufficient space within the garden and immediate surrounding area to accommodate the proposed shed.

567. DEFERRED APPLICATION FOR REVIEW

- (i) **TCP/11/16(605)**
Planning Application – 19/00503/FLL – Formation of vehicular access (in retrospect), South Inchmichael Farm, Errol, Perth, PH2 7SP – Morris Leslie Ltd.

Members considered a Notice of Review seeking a review of the decision by the Appointed Officer to refuse the formation of vehicular access (in retrospect), South Inchmichael Farm, Errol, Perth, PH2 7SP.

It was noted that, at its meeting of 23 July 2019, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without; (i) the applicant be requested to submit further information on the prospective scheme of landscaping referred to in the applicant's Notice of Review submission together also with the proposed structural landscaping of the entire existing and proposed building group at South Inchmichael Farm which would be served by the proposed access; and (ii) following the receipt of all further information, the application be brought back to the Local Review Body.

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It was further noted that at when the Local Review Body reconvened at its meeting of 17 September 2019, the Local Review Body were advised that the information requested by the Local Review Body at its meeting of 23 July 2019 had been received outwith the given timescale, and had therefore not been submitted to Interested Parties, including the Council's Development Management Service, for comment. As the requested further information had been received outwith the given timescale, in line with Local Review Body regulations, the requested further information was not presented before the Local Review Body. In light of this, the Local Review Body resolved that insufficient information was before the Local Review Body to determine the application without; (i) interested parties and the Council's Development Management Team be invited to comment on the further information submitted by the applicant on the prospective scheme of landscaping referred to in the applicant's Notice of Review submission together also with the proposed structural landscaping of the entire existing and proposed building group at South Inchmichael Farm which would be served by the proposed access. On 12 November 2019, with all further information having been received, the Local Review Body reconvened.

Decision:

Resolved by unanimous decision that:

- (i) having regard to the material before the Local Review Body and the comments from the Planning Adviser, insufficient information was before the Local Review Body to determine the matter without further procedure.
- (ii) the applicant be invited to submit further information on the construction specification for the proposed road as it would be fully constructed.
- (iii) the road construction specification and landscaping scheme to be submitted to the Council's Development Management Service and Perth and Kinross Heritage Trust.
- (iv) the applicant to carry out an archaeological survey of the land affected by the proposal, including the proposed road as would be fully constructed and prospective landscaping scheme: the terms of which, and agency for, the survey to have the prior written approval of the Council's Development Management Service, in consultation with Perth and Kinross Heritage Trust.
- (v) Any comment from the Council's Development Management Service and Perth and Kinross Heritage Trust, in light of all information received, on the proposed road as would be fully constructed.
- (vi) following the receipt of all further information and responses, the application be brought back to the Local Review Body.

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PERTH AND KINROSS COUNCIL  
LICENSING COMMITTEE  
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## **LICENSING COMMITTEE**

Minute of Meeting of the Licensing Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Thursday 14 November 2019 at 10.00am.

Present: Councillors C Ahern (Convener), K Baird, A Coates, A Parrott, J Rebbeck and R Watters.

In Attendance: PC C Forbes and PC K Chalmers (Police Scotland); M McLaren, S Michie, V Wisniewska and A Taylor (all Corporate and Democratic Services).

Apologies for Absence: Councillors R Brock, D Illingworth, R McCall, F Sarwar and M Williamson.

Councillor C Ahern (Convener), Presiding.

### **568. WELCOME AND APOLOGIES**

The Convener welcomed all present to the meeting. Apologies for absence were noted as above.

### **569. DECLARATIONS OF INTEREST**

There were no declarations of interest in terms of the Councillors' Code of Conduct.

### **570. MINUTES**

The Minute of Meeting of the Licensing Committee of 3 October 2019 (Arts. 504-509) was submitted and approved as a correct record.

### **571. CIVIC GOVERNMENT (SCOTLAND) ACT 1982 – TAXI FARE REVIEW**

There was submitted a report by the Head of Legal and Governance Services (19/325) outlining the findings of the most recent review of the scale of fares for taxis in Perth and Kinross, which took place in September 2019. The Council is required to carry out a review of the scale of fares for taxis in Perth and Kinross at intervals of not more than 18 months.

#### **Resolved:**

It be agreed that the existing scale of fares and tariffs for taxis in Perth and Kinross remain unchanged, provided that no responses are received after it has been advertised in the local press.

### **572. VARIATION OF CONDITION 7 OF STREET TRADERS LICENCE NO. ST313**

This item of business was withdrawn prior to the meeting.

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**573. APPLICATION FOR THE GRANT OF HOUSE IN MULTIPLE OCCUPANCY LICENCE NO. 14**

There was submitted a report by the Head of Legal and Governance Services (19/327), together with letters of objection received from a neighbour to the property, dated 24 September 2019 and 30 September 2019, regarding a Renewal of House in Multiple Occupancy Licence No. 14.

Mrs M Park, objector was in attendance, addressed the Committee and answered members' questions.

Mr and Mrs Wallace, the applicants were in attendance, addressed the Committee and answered members' questions.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED.

**Motion (Councillors C Ahern and K Baird) – The application for renewal of House in Multiple Occupancy Licence No. 14 be approved for a period of three years.**

Amendment (Councillor A Parrott and J Rebbeck) – The application for renewal of House in Multiple Occupancy Licence No. 14 be refused.

In terms of Standing Order 55, a roll call vote was taken.

2 Members voted for the Amendment as follows:  
Councillors A Parrott and J Rebbeck.

4 Members voted for the Motion as follows:  
Councillors C Ahern, K Baird, A Coates and R Watters.

**Resolved:**

In accordance with the Motion.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.**

**574. CONTINUED SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1055**

There was submitted a report by the Head of Legal and Governance Services (19/321) together with a letter of representation dated 30 September 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1055.

The applicant was in attendance.

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The representative of Police Scotland addressed the Committee. The applicant also addressed the Committee.

**Resolved:**

Suspension of Taxi/Private Hire Car Driver's Licence No. TD1055 be continued with effect from 14 November 2019 for the duration of the licence, however if the applicant is declared medically fit before that date then he can appear back before Committee to request the suspension be lifted.

**575. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1247**

There was submitted a report by the Head of Legal and Governance Services (19/328) together with a letter of representation dated 3 October 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1247.

The applicant and his representative were in attendance.

The representative of Police Scotland addressed the Committee and answered Members' questions. The applicant and his representative also addressed the Committee and answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED.

The Committee had further questions for the applicant and his representative.

FOLLOWING A FURTHER ADJOURNMENT, THE COMMITTEE RECONVENED.

**Resolved:**

Taxi/Private Hire Car Driver's Licence TD1247 be suspended with effect from 14 November 2019 for the duration of the licence on the grounds that the licence holder is no longer a fit and proper person to be the holder of the licence, with any subsequent application for renewal requiring the applicant to reappear before Committee.

**576. SUSPENSION OF A TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1482**

There was submitted a report by the Head of Legal and Governance Services (19/329) together with a letter of representation dated 3 October 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1482.

The applicant was in attendance.

The representative of Police Scotland addressed the Committee and answered Members' questions. The applicant also addressed the Committee and answered Members' questions.

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FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED.

**Resolved:**

Taxi/Private Hire Car Driver's Licence No. TD1482 be not suspended.

**577. SUSPENSION OF A TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1483**

There was submitted a report by the Head of Legal and Governance Services (19/330) together with a letter of representation dated 31 July 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1483.

The applicant failed to attend.

The representative of Police Scotland addressed the Committee and answered Members' questions.

**Motion (Councillors C Ahern and J Rebbeck) – Taxi/Private Hire Car Driver's Licence TD1483 be suspended with effect from 14 November 2019 on the grounds that the licence holder is no longer a fit and proper person to be the holder of the licence.**

Amendment (Councillor R Watters and K Baird) – Consideration of Suspension of Taxi/Private Hire Car Driver's Licence TD1483 be deferred to the next meeting of the Licensing Committee scheduled to take place on 9 January 2020.

In terms of Standing Order 55, a roll call vote was taken.

3 Members voted for the Amendment as follows:  
Councillors K Baird, A Coates and R Watters.

3 Members voted for the Motion as follows:  
Councillors C Ahern, A Parrott and J Rebbeck.

In terms of Standing Order 56, Councillor Ahern as Convener exercised his casting vote in favour of the Motion.

**Resolved:**

In accordance with the Motion.

**578. SUSPENSION OF A TAXI/PRIVATE HIRE CAR DRIVER LICENCE NO. TD1796**

There was submitted a report by the Head of Legal and Governance Services (19/331) together with a letter of representation dated 8 October 2019 from Police Scotland regarding Suspension of Taxi/Private Hire Car Driver's Licence No. TD1796.

The applicant was in attendance, accompanied by his employer.

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The representative of Police Scotland addressed the Committee and answered Members' questions. The applicant and his employer also addressed the Committee and answered Members' questions.

FOLLOWING A SHORT ADJOURNMENT, THE COMMITTEE RECONVENED.

**Resolved:**

Taxi/Private Hire Car Driver's Licence No. TD1796 be not suspended.

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PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Minute of meeting of the Planning and Development Management Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 20 November 2019 at 10.00am.

Present: Councillors R McCall, B Brawn, H Anderson, B Band, E Drysdale, T Gray, D Illingworth, X McDade (substituting for C Purves), C Reid, R Watters and W Wilson.

In Attendance: M Lee (Housing and Environment) K Smith, A Condliffe, G Fogg and D Williams (all Corporate and Democratic Services).

Apologies: Councillors M Barnacle, I James, and C Purves.

Councillor R McCall, Convener, Presiding.

579. WELCOME AND APOLOGIES

The Vice-Convener welcomed everyone present to the meeting.

580. DECLARATIONS OF INTEREST

Councillor E Drysdale declared a non-financial interest in Art. 583(2)(i).

581. MINUTES

The minute of meeting of the Planning and Development Management Committee of 23 October 2019 (Arts. 516-520) was submitted, approved as a correct record and authorised for signature.

582. DEPUTATIONS

There were no requests for deputations received.

583. APPLICATIONS FOR DETERMINATION

(1) Local Applications

- (i) 19/00511/FLL – COTTOWN – Application under Section 42 of the Town and Country Planning (Scotland) Act 1997 to modify condition 5 (private access roads to adoptable standard) or planning permission 15/00150/FLL (erection of 4 dwellinghouses), land north of Cottown House, Cottown, Glencarse – Report 19/332 – J and C Khazaka**

Resolved:

Grant, subject to the following conditions and informatives:

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Conditions

1. The proposed development must be carried out in accordance with the approved plans, unless otherwise provided for by conditions imposed on the planning consent.
Reason - To ensure that the development is carried out in accordance with the plans approved.
2. Prior to the commencement of the development, precise details of the proposed foul drainage arrangement shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall thereafter be implemented in full, and prior to the occupation of each dwelling.
Reason - In order to ensure that the site is adequately drained.
3. Prior to the commencement of any development on site, precise details of the proposed SUDS system shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall be implemented in full prior to the first house occupation.
Reason - In order to ensure that the site is adequately drained.
4. Prior to the commencement of any development on site, a detailed landscaping and boundary treatment plan (including timescales for implementation) shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall be implemented in full as the development progresses.
Reason - In the interest of proper site management and to ensure that the visual amenity of the area is protected.
5. Prior to the commencement of the development, precise details of the proposed design and specification of the proposed surfacing works (including surface water drainage) to the existing private access and details of the turning areas shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall be implemented in full prior to the occupation of the last dwelling.
Reason - In the interests of pedestrian and traffic safety and in the interests of free traffic flow, and to ensure that works to the road do not adversely affect any existing property via flood risk.
6. For the duration of the construction phase, the existing private access shall be maintained to a standard which is comparable to the condition prior to construction works commencing. Prior to the commencement of the development, a photographic record of the condition of the existing access shall be submitted to the Council as Planning Authority. If any damage occurs during the construction phase, the developer shall remedy the

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damage within 14 days, all to the satisfaction of the Council as Planning Authority.

Reason - In the interests of pedestrian and traffic safety and in the interests of free traffic flow.

7. Prior to the commencement of any development on site, full details of the colour of the wet dash render shall be submitted to and agreed in writing by the Council as Planning Authority. The scheme as agreed shall be implemented in full prior to the occupation of each of the dwellings.

Reason - In order to protect existing residential amenity.

8. All plant or equipment associated with any air source heat pump shall be so enclosed, attenuated and/or maintained such that any noise therefrom shall not exceed Noise Rating 30 between 0700 and 2300 hours daily, or Noise Rating 20 between 2300 and 0700 hours daily, within any neighbouring residential premises, with all windows slightly open, when measured and/ or calculated and plotted on a rating curve chart.

Reason - In order to protect existing residential amenity.

9. Prior to the commencement of any development on site, an evaluation for the potential of the site to be affected by contamination by a previous use shall be undertaken and as a minimum, a Preliminary Risk Assessment (Phase 1 Desk Study) shall be submitted to and agreed in writing by the Council as Planning Authority. If the preliminary risk assessment identifies the need for further assessment, an intrusive investigation must be undertaken to identify;

- The nature, extent and type(s) of contamination on the site
- Measures to treat/remove contamination to ensure the site is fit for the use proposed
- Measures to deal with contamination during construction works
- Condition of the site on completion of decontamination measures.

Prior to the occupation of any dwelling, the agreed measures to decontaminate the site shall be fully implemented, as approved by the Council as Planning Authority. Validation that the scheme has been fully implemented shall be submitted to and agreed in writing by the Council as Planning Authority prior to the occupation of any dwelling.

Reason - In order to ensure that any land contaminates are adequately dealt.

10. Prior to the commencement of any development on site, detailed plans of the proposed works to the existing Right of Way shall be submitted to and agreed in writing by the Council as Planning Authority. The detailed plans must

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detail the route of the right of way between Dalreach (cottage) and the track south of Cottown House, the surfacing and any furniture thereon (e.g. gates), how the path links into other parts of the route to the north and south, and must show a path a minimum of 2.5m wide and of similar distance and of a similar or improved surface to that of the original path. The agreed details must be completed and made available for the public to use prior to the commencement of any other development on site.

Reason - In order to protect the existing Right of Way.

11. Prior to the commencement of the development, precise details of the proposed bin/recycling collections facilities shall be submitted to and agreed in writing by the Council as Planning Authority. The agreed details shall thereafter be implemented in full, prior to the occupation of the first dwelling.

Reason - In order to clarify the terms of this permission.

Justification

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Informatives

1. This planning permission will last only for three years from the date of this decision notice, unless the development has been started within that period. (See Section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended).
2. Under Section 27A of the Town and Country Planning (Scotland) Act 1997 (as amended) the person undertaking the development is required to give the Planning Authority prior written notification of the date on which it is intended to commence the development. A failure to comply with this statutory requirement would constitute a breach of planning control under Section 123(1) of that Act, which may result in enforcement action being taken.
3. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.
4. An application for Building Warrant will be required.
5. The applicant should be advised that in terms of Section 56 of the Roads (Scotland) Act 1984 he must obtain from the Council as Roads Authority consent to open an existing road or footway prior to the commencement of works. Advice on the disposal of surface water must be

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sought at the initial stages of design from Scottish Water and the Scottish Environment Protection Agency

6. With regard to the terms of Condition 10 of this decision notice, the applicant is advised to make early contact with the Council's Access Officers regarding the Right of Way to ensure it is not adversely affected by the development proposed. For the avoidance of doubt, any changes to the alignment of the path should not be onto another owner's land. The applicant should also be aware that any temporary restrictions to public access required during the construction of the dwellinghouses must be agreed in writing (and in advance of the restriction) with the Council as Planning Authority.
7. There is a Section 75 legal obligation associated with this planning permission, which relates to Primary Education and Transport Infrastructure contributions. A copy is available to view on the Council's Public Access portal.

(ii) 19/01387/FLL – BLAIRGOWRIE – Change of use from vacant land to form a vehicle storage area (in retrospect), Piob Mhor Workshop, 14 Mitchell Square, Blairgowrie– Report 19/333 – R and N Autocentre

Motion (Councillor T Gray and D Illingworth)

Grant, subject to the conditions and informatives contained in Report 19/333.

1st Amendment (Councillor B Brawn and W Wilson)

Grant, subject to alteration of Condition 4 contained in Report 19/333– Servicing of and deliveries to the site for storage purposes shall only be carried out between 7.00am and 7.00pm, Monday to Saturday.

2nd Amendment (Councillor H Anderson and X McDade)

Grant, subject to the following conditions and informatives:

Conditions

1. **The development hereby approved must be carried out in accordance with the approved drawings and documents, unless otherwise provided for by conditions imposed by this decision notice.
Reason - To ensure the development is carried out in accordance with the approved drawings and documents.**
2. **Prior to operations re-commencing at the site, a plan detailing the proposed surface of the site and layout of the vehicle storage area that enables all vehicles to turn and exit onto the public road in a forward gear,**

shall be submitted to and approved in writing by the Council as Planning Authority. The approved plan shall be implemented prior to the re-commencement of the use and thereafter maintained to the satisfaction of the Council as Planning Authority.

Reason - In the interests of road safety; to ensure the provision of acceptable manoeuvring space within the curtilage of the site and to enable a vehicle to enter and leave the site in forward gear.

- 3. The hours of operations shall be restricted to 0700 hours to 1900 hours daily.**

Reason - In order to safeguard the neighbouring residential amenity in the area.

- 4. Servicing of and deliveries to the site shall only be carried out between 0700 and 1900 hours daily.**

Reason - In order to safeguard the neighbouring residential amenity in the area.

Justification

The proposal is in accordance with the Development Plan and there are no material reasons which justify departing from the Development Plan.

Informatives

- 1. As soon as practicable after the development is complete, the person who completes the development is obliged by Section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended) to give the Planning Authority written notice of that position.**

In terms of Standing Order 58 a roll call vote was taken.

3 members voted for the 1st Amendment as follows:
Councillors B Brawn, C Reid and W Wilson

4 members voted for the 2nd Amendment as follows:
Councillors H Anderson, B Band, E Drysdale and X McDade.

4 members abstained as follows:
Councillors T Gray, D Illingworth, R McCall and R Watters.

The 2nd Amendment therefore became the substantive Amendment.

5 members voted for the Motion as follows:
Councillors B Brawn, T Gray, D Illingworth, R McCall and R Waters.

6 members voted for the Amendment as follows:
Councillors H Anderson, B Band, E Drysdale and X McDade and C Reid and W Wilson.

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Resolved:

In accordance with the Amendment.

(2) Proposal of Application Notice (PAN)

- (i) 19/00006/PAN – KETTINS – Erection of replacement poly tunnels, Colbeggie Farm, Kettins – Report 19/334 – Mr A Barrie**

Members noted the issues identified by the Head of Planning and Development's Report.

- (ii) 19/00007/PAN – PERTH – Erection of a replacement high school, with associated car parking, playgrounds and the relocation of existing sports pitches, Perth High School, Oakbank Road, Perth – Report 19/335 – Perth and Kinross Council**

Councillor Wilson requested that consideration be given to residential amenity, due to the proximity of the proposed development to existing low-rise domestic properties.

Councillor Wilson requested that consideration be given to parking, including during the construction phase, in addition to staff and student parking. Councillor Wilson also requested that consideration be given to road safety and speeding during the construction phase and the relationship of the staff and student drop-off in relation to pedestrian safety.

Councillor Wilson requested that consideration be given to drainage concerns at the site. Councillor Wilson also requested that consideration be given to tree/hedge landscaping, and also that consideration be given to floodlighting and noise from the proposed sports pitches, with regards to residential amenity of the neighbouring area.

Councillor Drysdale requested that particular attention is paid to safety of any possible demolition of the existing Perth High School building. Councillor Drysdale also requested that consideration be given to the scale of the proposal in relation to expected population growth.

Councillor Watters drew attention to the Climate Change Emergency motion agreed by Council on 19 June 2019, requesting that development was undertaken to the highest possible standard in relation to construction methods, materials and heating.

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## **AUDIT COMMITTEE**

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 20 November 2019 at 1.05pm.

Present: Councillors E Drysdale, S Donaldson, D Illingworth, R McCall, S McCole (substituting for M Williamson) and X McDade.

In Attendance: J Clark, C Irons, S Mackenzie, C Robertson and L Simpson (all Corporate and Democratic Services); G Boland, J Cockburn and B Martin-Scott (Education and Children's Services) and F Crofts (Housing and Environment).

Apologies: Councillors H Coates and M Williamson.

In the absence of the Convener, the Vice-Convener took the Chair.

Councillor S Donaldson, Vice-Convener, Presiding.

The Convener led discussion on Art. 588 and the Vice-Convener led discussion on Arts. 584-587 and 588(i) and (ii).

### **584. WELCOME AND APOLOGIES/SUBSTITUTIONS**

The Vice-Convener welcomed everyone to the meeting. Apologies and a substitution were noted as above.

### **585. DECLARATIONS OF INTEREST**

There were no declarations of interest in terms of the Councillors' Code of Conduct.

### **586. MINUTE**

The minute of meeting of the Audit Committee of 18 September 2019 (Arts 445-451) was submitted and approved as a correct record and authorised for signature.

It was noted that a report on the Cultural Trusts Transformation Project would be submitted to this Committee in advance of a report to Council on 22 April 2020. (Art. 451)

Councillor S Donaldson advised that he had sent a follow-up letter to the Courts and Tribunal Service regarding a Perth Hearing Venue for welfare rights appeals following previous consideration of the matter and had no response so would contact the Ministry of Justice after the General Election on 12 December 2019. (Art 356)

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**587. INTERNAL AUDIT FOLLOW UP**

There was submitted a report by the Chief Internal Auditor (19/336) presenting a summary of Internal Audit's follow up work relating to actions due for completion in July and August 2019.

It was noted that in respect of action plan 17-03 relating to the Capital Programme, that the draft Capital Programme Gateway Review Process had been considered by the Strategic Investment and Improvement Board in October 2019 and following consideration by the Executive Officer Team the Process would be rolled out in January 2020.

With regard to action plan 18-12 relating to the Management of Contracts, Councillor S McCole stated it would be good practice to align Finance and Human Resources systems to ensure that the authorised signatory database would be updated when an employee moved to a new role or left the Council.

It was noted that in respect of action plan 18-11 relating to the School Estate Strategy 2012-2017, that a new Perth and Kinross strategy was being drafted following the launch of a national strategy in September 2019 and would be submitted to the Lifelong learning Committee early next year.

**Resolved:**

- (i) The current position in respect of the agreed actions arising from the internal audit work, be noted.
- (ii) The action plans be progressed, taking into account the recorded audit opinions.

COUNCILLOR E DRYSDALE ARRIVED DURING CONSIDERATION OF THE ABOVE ITEM AND TOOK OVER THE CHAIR.

Councillor E Drysdale, Convener, presiding.

**588. INTERNAL AUDIT UPDATE**

There was submitted a report by the Chief Internal Auditor (19/337) presenting a summary of Internal Audit's work.

**Resolved:**

The completion of assignments since the last Audit Committee on 18 September 2019, be noted.

The Committee considered the following final reports:

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**(i) Corporate and Democratic Services and Education and Children's Services**

**(a) 19-01 Live Active Leisure Income Collection and Reimbursement at Campus Sites**

There was submitted a report by the Chief Internal Auditor (19/338) on an audit to ensure that (1) income due to Live Active Leisure was accurately collected and recorded at Community Campus Sites; and (2) all income belonging to Live Active Leisure was reimbursed in a complete and timely manner.

It was noted the audit covered Learning Community Campuses at Breadalbane, Aberfeldy; Strathearn, Crieff; Loch Leven, Kinross and North Inch, Perth.

The Community Campuses at Glenearn, Perth and Blairgowrie were not included as they operated separate arrangements for income collection.

J Clark stated that Education and Children's Services and Live Active Leisure (LAL) were aware of some issues prior to the audit and had been working to address these and although not all controls were yet in place there was no issues of particular concern.

J Cockburn advised the audit had galvanised the relevant staff into action and it had been acknowledged that there were weak controls, some of which had been caused by a change in staff. A Working Group had been established and held a positive meeting.

In response to a question from Councillor X McDade, J Clark confirmed that Internal Audit had been approached for advice prior to the audit.

Councillor E Drysdale stated it was important to recognise that a weak control was testament to the work of Internal Audit for bringing this to light. Councillor E Drysdale asked if there was an estimate of the uncollected debt dating back to 2014.

J Cockburn advised a figure for older debt was not available but appropriate information will be extracted from the IT system, MRM, regarding aged debt.

Councillor S McCole noted that the existence and location of the centralised campus reception finance procedures manual were unknown to staff interviewed and queried if it had since been located. J Cockburn confirmed it had but staff had been unaware of its existence due to turnover of staff.

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Councillor X McDade asked why debt recovery had not been raised under a LAL audit and J Clark advised that the audit was on the Council's systems and did not include the LAL system.

In response to a question from Councillor E Drysdale regarding the removal of the supervisor role, J Clark advised that it was Internal Audit's view that the role of the supervisor in respect of controls and oversight had not been fully re-assigned.

G Boland added that the removal of the supervisor was not fundamental as staff should have been able to undertake the duties required.

Councillor E Drysdale asked if there was a duplication of systems between the Council and LAL and G Boland advised duplication had not helped the situation, however, it had been the turnover of staff and inadequate training which had resulted in the problems.

Councillor S McCole queried if the issues were symptomatic of the procedure or were a result of organisational change across the Council and whether there was a system in place to record and advise of leavers and joiners to the Council.

G Boland stated it was isolated due to the complexity of the campus set up and that they would work to make sure that systems were adequate and effective so that this issue did not arise again.

J Cockburn assured members that the deadlines for the completion of the action points would be met as action was being taken as a matter of priority to strengthen the controls in the process.

**Resolved:**

- (i) Internal Audit's findings, as detailed in Report 19/338, be noted.
- (ii) An update be provided to the next Committee in February 2020.

**(ii) Education and Children's Services**

**(a) 19-03 Ordering and Certification and Stock Control**

There was submitted a report by the Chief Internal Auditor (19/339) on an audit to ensure that (1) controls over the ordering of goods were adequate; (2) controls over the receipting of delivery of goods were adequate and (3) controls over the safeguarding of resources were adequate.



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J Clark advised the audit had been undertaken after Internal Audit were contacted by the Service. A new Service Manager had recently been appointed and the audit looked at tightening controls; providing clarity in the processes and ensuring the assets held were safeguarded and the audit had been well received by the Service.

B Martin-Scott, Service Manager (Early Years and Primary) confirmed that action had been taken to improve the processes and the financial controls and most action points had been completed and the remaining action was near completion.

**Resolved:**

Internal Audit's findings, as detailed in Report 19/339, be noted.

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STRATEGIC POLICY AND RESOURCES COMMITTEE

Minute of meeting of the Strategic Policy and Resources Committee held in the Council Chamber, Council Building, 2 High Street, Perth on Wednesday 27 November 2019 at 9.30am.

Present: Councillors M Lyle, J Duff, C Ahern, A Bailey, B Band (from Art. 593), M Barnacle (substituting for C Stewart), P Barrett, S Donaldson, A Forbes, G Laing, R McCall, S McCole, T McEwan (substituting for D Doogan), Provost D Melloy and Councillors A Parrott and C Shiers.

In Attendance: K Reid, Chief Executive; J Valentine, Depute Chief Executive and Chief Operating Officer; K Donaldson, L Haxton, C Irons, S MacKenzie, C Mackie, D McPhee, F Robertson, L Simpson and S Walker (all Corporate and Democratic Services); S Devlin and G Boland (both Education and Children's Services); B Renton, F Crofts, S Merone and S Nicoll (all Housing and Environment) and J Smith (Perth and Kinross Health and Social Care Partnership).

Apologies: Councillor D Doogan.

Councillor M Lyle, Convener, Presiding.

589. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting. An apology and substitutions were noted as above.

590. DECLARATIONS OF INTEREST

Councillor C Shiers declared a non-financial interest in Art. 593 (Blairgowrie Recreation Centre – Replacement) in terms of the Councillors' Code of Conduct.

591. MINUTES OF PREVIOUS MEETINGS

(i) Strategic Policy and Resources Committee

The minute of meeting of the Strategic Policy and Resources Committee of 11 September 2019 (Arts.???) was submitted, approved as a correct record and authorised for signature.

(ii) Property Sub-Committee of the Strategic Policy and Resources Committee

The minute of meeting of the Property Sub-Committee of 19 August 2019 was submitted and noted. (**Appendix I**)

(iii) Employees Joint Consultative Committee

The minute of meeting of the Employees Joint Consultative Committee of 30 May 2019 was submitted and noted. (**Appendix II**)

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(iv) Corporate Health, Safety and Wellbeing Consultative Committee

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 10 June 2019 was submitted and noted.
(Appendix III)

(v) Tay Cities Region Joint Committee

The minute of meeting of the Tay Cities Region Joint Committee of 21 June 2019 was submitted and noted **(Appendix IV)**

(vi) Perth and Kinross Integration Joint Board

The minute of meeting of the Integration Joint Board of 26 June 2019 was submitted and noted. **(Appendix V)**

It was noted that there would be a standing item on future IJB agenda on strategic risk, performance and health and safety as well as discussions as the Audit and Performance Committee.

(vii) Perth and Kinross Integration Joint Board

The minute of meeting of the Integration Joint Board of 27 September 2019 was submitted and noted. **(Appendix VI)**

592. REVENUE BUDGET 2019/20 – MONITORING REPORT NUMBER 2

There was submitted a report by the Head of Finance (19/340) providing an update on (1) progress with the 2019/20 General Fund Revenue Budget based upon the August 2019 ledger, updated for any subsequent known material movements and (2) the projected financial position of the Housing Revenue Account.

Resolved:

- (i) The content of Report 19/340, be noted.
- (ii) The adjustments to the 2019/20 Management Revenue Budget detailed in Appendices 1 to 3 and section 2 and 3 of Report 19/340, be approved.
- (iii) The 2019/20 service virements, as summarised in Appendices 2 and 5 to Report 19/340, be approved.
- (iv) The Health and Social Care projected outturn, as summarised in sections 3.3 to 3.11 and Appendix 4 to Report 19/340, be noted.
- (v) The Housing Revenue Account projected outturn, as summarised in section 4 and Appendix 5 to Report 19/340, be noted.

COUNCILLOR B BAND ARRIVED AT THIS POINT IN THE MEETING.

593. COMPOSITE CAPITAL BUDGET 2019/29 AND HOUSING INVESTMENT PROGRAMME 2019/24 – MONITORING REPORT NUMBER 2

There was submitted a report by the Head of Finance (19/341), providing a summary position to date for the ten year Composite Capital Programme for 2019/20

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to 2028/29 and the five year Housing Investment Programme 2019/20 to 2023/24 and seeking approval for adjustments to the programmes.

Resolved:

- (i) The content of Report 19/341, be noted.
- (ii) The proposed budget adjustments to the ten year Composite Capital Budget 2019/20 to 2028/29, as set out in sections 2 and 3 of and summarised at Appendices I and II to Report 19/341, be approved.
- (iii) The proposed budget adjustments to the Housing Investment Programme Budget 2019/20 to 2023/24, as set out in section 4 of and summarised at Appendix III to Report 19/341, be approved.

594. COMMUNITY INVESTMENT FUND

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (19/342) setting out the recommendations made by individual ward panels for the first tranche of funding from the 2019/20 Community Investment Fund and seeking approval to release these finds.

Resolved:

- (i) The funding awards for the first tranche in 2019/20 as recommended in Report 19/342, be approved.
- (ii) The availability of funds in each ward for the second tranche, as detailed in Report 19/342, be noted.
- (iii) The change of deadline for the second tranche of funding to Wednesday 15 January 2020, be noted.

595. TRANSFORMATION PROGRAMME 2015-2020

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (19/343) providing (1) an update on phase four of the Transformation Programme; and (2) providing an overview of progress on the current projects.

It was noted that Mobile Working was to be extended to a further one hundred staff bringing the total to three hundred and that the Review of Catering Services would now be reported to the Council meeting.

Resolved:

- (i) The progress related to the Transformation Programme, as detailed in Report 19/343, be noted.
- (ii) Funding of £25,000 for a review of customer contact arrangements from the Transformation budget, be approved.
- (iii) A Commercialisation Strategy be submitted to a future meeting of this Committee.

596. COMMERCIAL PROPERTY INVESTMENT PROGRAMME

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (19/344) (1) providing an update on the Commercial Property Investment Programme and (2) seeking approval to the criteria for identifying priorities for

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Council intervention to deliver development for economic growth within the current ring-fenced programme.

Resolved:

- (i) Progress on the completed work to date with regard to the Commercial Property Investment Programme as detailed in Report 19/344, be noted.
- (ii) The current funding reallocations as set out in Appendix 2 on property development, site acquisition and site servicing, be approved.
- (iii) The prioritisation criteria for future development proposals for the Commercial Property Investment Programme as detailed in Report 19/344, be approved.

597. ARMED FORCES COVENANT – ANNUAL PROGRESS REPORT

There was submitted and noted a report by the Depute Chief Executive (Chief Operating Officer) (19/345) providing members with an annual progress report in relation to the Council's commitment under the Armed Forces Covenant.

Following conclusion of business the Chief Executive advised members of the annual review meeting held last week with the Scottish Government and the Health and Social Care Partnership.

598. HEALTH AND SOCIAL CARE PARTNERSHIP

K Reid advised that at the annual review meeting, representatives of the Scottish Government commended the Perth and Kinross Health and Social Care Partnership for outperforming many other areas in Scotland across a number of national indicators and outcome measures.

The review recognised that the recent joint inspection of the Partnership had raised concerns on the processes and arrangements in place for performance reporting and strategic planning, whereas the actual performance in delivering effective services and improved outcomes was better than the Scottish average across most indicators and reflected continuing improvement from previous years.

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## **PROPERTY SUB-COMMITTEE**

Minute of meeting of the Property Sub-Committee of the Strategic Policy and Resources Committee held in the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Monday 19 August 2019 at 10.00am.

Present: Councillors M Lyle, P Barrett, D Doogan, G Laing, C Shiers and C Stewart.

In Attendance: M Hill and M McCaskie (both Housing and Environment); C Flynn, C Irons and A Thomson (all Corporate and Democratic Services).

Apologies: Councillor B Band.

Convener Councillor M Lyle, presiding.

### **1. WELCOME AND APOLOGIES/SUBSTITUTES**

The Convener welcomed all those present to the meeting. Apologies and substitutions were noted as above.

### **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

### **3. MINUTE**

The minute of meeting of the Property Sub-Committee of 17 June 2019 was submitted and approved as a correct record.

**IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973**

#### **P1. UPDATE ON INTEREST AT THE OUTDOOR CENTRES AT KINLOCH RANNOCH AND BLACKWATER AND FUTURE DISPOSAL BY AUCTION**

There was submitted a report by the Depute Director (Housing and Environment) (19/216) (1) providing an update on the progress with the Council-owned outdoor centres located at Kinloch Rannoch and Blackwater, Bridge of Cally and (2) recommending the way forward for disposal.

#### **Resolved:**

- (i) The interest expressed in the Kinloch Rannoch property be noted.
- (ii) The Outdoor Centre at Kinloch Rannoch be retained until the two expressions of interest have been fully investigated and progressed accordingly.

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- (iii) In the event that neither expression of interest progresses to conclusion, the property be sold at Auction.
- (iv) That no interest had been expressed in the Blackwater property, be noted.
- (v) The Outdoor Centre at Blackwater, Bridge of Cally be sold at Auction.

**P2. SCHEDULE OF PROPERTY MATTERS APPROVED UNDER DELEGATED POWERS**

There was submitted a report by the Depute Director (Housing and Environment) (19/217) on property transactions undertaken by the Estates and Commercial Investment Team and approved under delegated powers in the period June 2018 to June 2019.

**Resolved:**

The contents of Report 19/217 be noted.

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**PERTH AND KINROSS COUNCIL
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EMPLOYEES JOINT CONSULTATIVE COMMITTEE**

Minute of meeting of the Employees Joint Consultative Committee, held in the Council Chamber, 2 High Street, Perth on Thursday 30 May 2019 at 10.00am.

Present: Representing Perth and Kinross Council:

Councillors A Ahern (on behalf of Councillor McCall), H Anderson; B Brawn (on behalf of Councillor M Lyle) and S McCole (all Perth and Kinross Council); K Robertson (on behalf of Executive Director (Education and Children Services)).

Present: Representing Trade Unions:

S Hope, M Dickson, T Maric and B Nichol (all UNISON) and S Robertson (Unite the Union).

In Attendance: K Donaldson (Corporate Human Resources Manager), P Johnstone, S Kinnear, and L Brown (all Corporate and Democratic Services); E McMullen and S Maclean (both Health and Social Care Partnership).

Apologies: Councillors Lyle and McCall (both Perth and Kinross Council; M Dickson (Unison); H Meldrum (GMB); and S Robertson (Unite the Union).

S Hope in the Chair

1. DECLARATIONS OF INTEREST

There were no declarations of interest in terms of the Councillors' Code of Conduct.

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Employees Joint Consultative Committee of 28 February 2019 was submitted and approved as a correct record.

3. MATTERS ARISING

(i) Health and Wellbeing (Item 5 refers)

P Johnstone advised that the Strategic Policy and Resources Committee had approved the Health and Wellbeing Framework for all Council employees at its meeting on 17 April 2019.

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In response to a question from S Duff regarding what training will be provided to managers K Donaldson advised that the Council recognised the need to ensure that everyone understood the new arrangements. There was a detailed timeline for implementation of the new Framework. P Johnstone added that it will be for each Service's Senior Management team to advise what will work best in their area. It will not be a case of "one size fits all".

(ii) Ethical Care Standard (Item 6 refers)

E McMullan advised that contracts with the independent sector care providers had been running in Perth and Kinross since 2010 and in 2016 a contract strategy for care at home was approved to recommission Care at Home Services. The requirement for fair working practices was included as a contract condition to form part of the tender assessment process and ongoing contract monitoring.

Since the contracts were awarded in 2017 a number of changes have been made to ensure that organisations comply with the principles of Fair Working Practices and Ethical Care. E McMullan advised that progress and developments include:

- An annual increase in the care at home rate to ensure providers are paying the living wage to their staff.
- Providers are paid for the hours they work and not just for the time spent with clients.
- An extreme rural rate has been introduced as an aid to recruitment and to reflect additional travel time.
- Key aspects of the Ethical Care Charter are now monitored through provider performance returns.

A survey of providers was undertaken in December 2018 and in May 2019 meetings were held with individual care at home providers to discuss the key findings of the survey.

The majority of providers are providing guaranteed hours contracts which are negotiated after a probationary period of employment. Zero hours contracts continue to be used in some cases where staff opt to retain flexibility. E McMullan advised that it was proposed to explore this area further with providers. None of the providers who had been spoken to had introduced an occupational sick pay scheme. Should this be progressed there would be a need to look again at the hourly rates for care. All providers had comprehensive training and induction programmes in place.

Social work teams undertake individual assessments with clients to develop outcome focussed care plans which then determine the length of time to be allocated for each visit. Approximately 38% of the visits made by HART and Care at Home are 15 minutes in duration. Further

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work is planned to look at what care is being delivered, when short visits are appropriate and where technology can be used as an alternative.

Contract Officers and Quality Management Officers work closely with providers to agree and implement action plans where issues and improvements have been identified and as part of the contract monitoring cycle feedback is received from service users and their families.

All HART employees are on permanent contracts with the majority being on 20 or 30 hour contracts, and utilising a 16 week rolling rota. They are paid travel time and sick pay and are paid above the foundation living wage.

In concluding E McMullan advised that future aims for care at home included plans to move to a more flexible model of care that allows people to be involved in the planning of their visits with providers to meet their agreed outcomes. A Flexible Working Steering Group is now investigating how partnership working with social work teams, HART and care at home providers can deliver a more flexible and person centred approach.

There is a pilot exercise in Kinross using Total Mobile which uses technology to aid scheduling of visits.

There have been some recruitment challenges for social care officers which required targeted recruitment marketing campaigns, making better use of social media, case studies and promotional videos. 38 staff had been recruited in the previous 9 months. Tailored induction provided to reflect some staff are new to care and others may have experience with other providers.

They are now looking at career progression to senior carer roles whereby staff can take on additional responsibilities. Private providers have access to all e-learning and training provided for council social care staff.

The Committee noted the position.

**(iii) EMPLOYEE JOINT CONSULTATIVE COMMITTEE (EJCC)
CONSTITUTION (Item 7 refers)**

K Donaldson advised of a proposal to review the current structures of the EJCC, the Corporate Health, Safety and Wellbeing Committee and the Joint Negotiating Committee for Teaching Staff with a view to modernising approaches, rationalising capacity and avoiding duplication of effort. This would also include a review of the

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membership of the EJCC to ensure representation reflects the current council structure.

4. APPOINTMENT OF CONVENER AND VICE CONVENER

The Committee unanimously agreed that S Hope be appointed Convener of the Employee Joint Consultative Committee and Councillor Lyle be appointed Vice Convener for the next 12 months.

5. EQUALLY SAFE – ERADICATING GENDER VIOLENCE IN THE WORKPLACE

S Kinnear, Human Resources gave a presentation to the Committee on Eradicating Gender Violence in the Workplace. A copy of the presentation is attached as Appendix 1 to the minute.

6. ANY OTHER COMPETENT BUSINESS

(i) Review of Occupational Health Contract

K Donaldson referred to the current Occupational Health Contract which is due to expire and advised that input from the Trade Unions is being sought regarding the specification for the new contract.
(Post meeting note – S Hope, Unison has been involved in developing the specification and will be involved in the procurement process.)

(ii) Introduction of new Employee Benefits

K Donaldson advised it is proposed to introduce an Annual Leave Purchase Scheme later in the year. The scheme will allow employees to apply to purchase additional annual leave. If the request is granted the money will be deducted from the employee's salary in equal instalments over a 12 month period, commencing in January 2020. K Donaldson also advised of a car leasing scheme which will provide employees with the opportunity to lease low emission cars at very beneficial rates.

(iii) Employment Equalities Initiatives

S Hope requested a presentation from D McPhee on the range of employment equalities initiatives which were underway in the Council.

7. DATE OF NEXT MEETING

26 September 2019 at 10.00am.

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**PERTH AND KINROSS COUNCIL**  
**STRATEGIC POLICY AND RESOURCES COMMITTEE**  
**CORPORATE HEALTH, SAFETY AND WELLBEING**  
**CONSULTATIVE COMMITTEE**

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 10 June 2019 at 10.00am.

**Present:**                   **Representing Perth and Kinross Council**  
Councillor P Barrett  
Councillor R McCall (substituting for Councillor K Baird)  
Councillor E Drysdale  
G Boland (on behalf of Executive Director (Education and Children's Services))  
P Johnstone (on behalf of Corporate Human Resources Manager)  
C Flynn (on behalf of the Chief Executive)  
R Lyle, (on behalf of Executive Director (Housing and Environment Services))  
R Turner, Senior Health and Safety Advisor, Housing and Environment Service

**Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**  
M Blacklaws (SSTA)  
M Swan (EIS)  
S Hope (Unison)

**In attendance:**       S Crawford, Head of Property Services, Environment and Housing Service  
D Henderson, Quality Improvement Officer, Education and Children's Services  
L McGeorge, Property Compliance Team Leader, Environment and Housing Service  
K Molley, Professional Trainee, Corporate and Democratic Services

**Apologies:**           Councillors K Baird and S McCole

*S Hope in the Chair*

**1.     DECLARATIONS OF INTEREST**

There were no Declarations of Interest in terms of the Councillors' Code of Conduct.

**2. MINUTES**

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 March 2019 was submitted and approved for signature subject to the following amendment:

Under item 5, S Crawford confirmed that there had also been recommendations for a water system at Perth High school with procedures now in place.

**3. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT**

There was submitted a report by the Regulatory Service Manager (Housing and Environment) (G/19/35) preparing to inform and assist the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council; and (2) asking for progress to be noted.

D Henderson advised the committee of the new Short Life Working Group which has been set up to support staff in dealing with violence and aggression incidents throughout Education and Children's Services. Violence and aggression incidents are now being reported on the online system DASH which has been well received by staff. There will be a re-launch of the guidance on the use of DASH for reporting incidents to ensure staff of its purpose and the benefit of using the system. A data forum is being established to give more analysis of information gathered and highlight what more can be done to reduce violence and aggression incidents. Recommendations arising from the use of the online system DASH shall be looked at over the school summer holidays. The working group are due to meet again in September to review progress made over the summer.

S Hope and M Blacklaws praised the work of the short life working group. They emphasised the importance of the information gathered from the online recording system and how this is then used to reduce violence and aggression incidents is critical.

In response to a question from Councillor Barrett regarding when there will be an update on the work of the Short Life Working Group, D Henderson advised that an update will be brought to the December meeting of the Corporate Health, Safety and Wellbeing Consultative Committee.

Under paragraph 2.17, S Hope raised his concern about the number of work-related stress incidents, with incidents recorded expected to be much higher. L McGeorge added that current reporting procedures need to be revised so that services understand the importance for the Health and Safety Service to be notified of any work-related stress incidents. Councillor Drysdale added that services are focusing largely on ways to reduce violence and aggression statistics and this needs to also be shown in tackling stress incidents.

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In response to a question from Councillor Barrett regarding how to reinforce the need for services to report stress incidents to the Health and Safety Service, P Johnstone advised that this will be further looked at through the implementation plan of the new Health and Wellbeing Framework. She added that it is important for services to support employees in relation to mental wellbeing as incidents are not always work related and therefore do not get reported to the Health and Safety Service. It is up to the individual themselves to report these types of incidents to their line manager who should then complete and submit the necessary paperwork.

**Resolved:**

The contents of the report, be noted.

**4. FIRE SAFETY QUARTERLY REPORT**

There was submitted a report by the Health, Safety and Wellbeing Team Leader (G/19/36) informing and assisting the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring fire safety performance across Perth and Kinross Council; and (2) providing the Committee with the Fire Safety Key Performance indicators for Quarter 4 of 2018/19 for noting.

In response to a question from Councillor Barrett regarding the absence of fire audits taken by the Fire and Rescue Service this quarter, R Turner advised that even though this does not happen often, it is not unusual and can depend on the Fire and Rescue Services priority of business.

Councillor Barrett showed appreciation for the completed work at Dalweem Residential Care home.

**Resolved:**

The contents of the report, be noted.

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PERTH AND KINROSS COUNCIL
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At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Perth on Friday, 21st June, 2019.

Present:-

Angus Council

Councillor David FAIRWEATHER
Councillor Angus MacMillan DOUGLAS
Councillor Bill DUFF

Dundee City Council

Councillor Willie SAWERS (substitute for Councillor John ALEXANDER)
Councillor Lynne SHORT
Councillor Richard McCREADY

Fife Council

Councillor Karen MARJORAM

Perth & Kinross Council

Councillor Angus FORBES (substitute for Councillor Murray LYLE)
Councillor Colin STEWART

Non-Elected Members

Alison CARRINGTON, Skills Development Scotland (substitute for Gordon McGUINNESS)
Professor Andrew ATHERTON, Principal, University of Dundee Regional HE/FE Forum
Alison HENDERSON, Tay Cities Business Forum

Also Present

Mo SAUNDERS, Tay Cities Deal
Karen REID, Perth & Kinross Council
Greg COLGAN, Dundee City Council
Robin PRESSWOOD, Dundee City Council
Margo WILLIAMSON, Angus Council
Vivian SMITH, Angus Council
David LITTLEJOHN, Perth & Kinross Council
Alan GRAHAM, Perth & Kinross Council
Julie FARR, Third Sector
Roger MENNIE, Dundee City Council
Steve BELL, Dundee City Council

Councillor Karen MARJORAM, in the Chair.

I APOLOGIES

Apologies had been intimated from Councillors John Alexander, Dave Doogan, David Ross, Tim Brett, Murray Lyle, Mr Jim Reid, Mr Gordon McGuinness, Mr Ellis Watson, Mr David Martin, Mr Steve Grimmond and Ms Caroline Strain.

II DECLARATION OF INTEREST

No declarations of interest were made.

III MEMBERSHIP

The Joint Committee noted that in form of Clause Six of the 2017 Minute of Agreement, the Tay Cities Business Forum had appointed Ms Alison Henderson, Chair of Dundee & Angus Chamber of Commerce, as their representative on the Joint Committee.

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IV MINUTE OF MEETING OF 22ND MARCH, 2019

The minute of meeting of 22nd March, 2019 was submitted and approved.

V MATTERS ARISING

There were no matters arising.

VI TAY CITIES DEAL GOVERNANCE ARRANGEMENTS

There was submitted Report No TCRJC5-2019 by the Clerk to the Joint Committee concluding the Tay Cities Deal Governance Arrangements.

The Joint Committee agreed the proposed Scheme of Delegation of Powers to the Tay Cities Deal Management Group as detailed in Appendix 1 to the report.

VII REGIONAL TOURISM STRATEGY

There was submitted Report No TCRJC7-2019 by the Team Leader, Place Development, providing the Joint Committee Members with an update on the development of the Regional Tourism Strategy and seeking approval of the Strategy and its proposed governance structure.

The Joint Committee agreed to:-

- (i) note the content of the report;
- (ii) consider and approve the Tay Cities Region Tourism Strategy 2019-2024; and
- (iii) consider and approve the recommendation of the establishment of a Regional Tourism Thematic Board for governance purposes; and
- (iv) Update the website to show the version without formatting errors.

VIII TAY CITIES DEAL UNAUDITED ACCOUNTS

There was submitted Report No TCRJC9-2019 by Section 95 Officer providing additional commentary on the Unaudited Annual Accounts for the year ended 31st March, 2019 which were detailed in Appendix 1 to the report.

The Joint Committee agreed to:-

- (i) note the content of the covering report;
- (ii) note the Unaudited Annual Accounts; and
- (iii) note that the Treasurer would submit the Annual Accounts to the Appointed Auditor.

IX PROGRAMME MANAGEMENT OFFICE UPDATE REPORT AND UPDATE REPORT OUTLINE BUSINESS CASES (OBC'S)

There was submitted Report No TCRJC10 by the Programme Manager providing an update on the following matters:-

- Outline Business Case (OBC) progress
- Business Case Journey & Next Steps (Appendix1)
- 19/20 Revenue
- Communications
- Programme Management Office Resources
- Best Practice Sharing.

The Joint Committee noted the information contained within the report.

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X TAY CITIES DEAL GOVERNANCE ARRANGEMENTS

There was submitted Report No TCRJC8-2019 by the Programme Manager and Project Manager seeking approval for the governance that would enable the partnership to effectively deliver the next stage of key activities to achieve a full deal. This followed and reflected the Governance Options paper approved by the Management Group in April, 2019.

The Joint Committee approved the Governance Structure, as approved by the Management Group in April, 2019.

XI PARTNERS COMMUNICATION PROTOCOL

There was submitted Report No TCRJC11-2019 by the Service Manager, Communications, Dundee City Council, outlining the details of the Tay Cities Region Partners Communication Protocol as detailed in Appendix 1 to the report, and seeking its approval.

The Joint Committee approved the Partners Communication Protocol as detailed.

XII A O C B

(i) THIRD SECTOR REPRESENTATIVE

It was reported that this would be the final meeting for Julie Farr, Third Sector Representative and Jim Reid, Scottish Enterprise Representative. The Chair thanked Julie and Jim for their contribution to the Joint Committee on behalf of members.

XIII DATE OF NEXT MEETING

Friday, 20th September, 2019 at 10.00 am in Fife House, Glenrothes.

Karen MARJORAM, Chair.

PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Wednesday 26 June 2019 at 2.00pm.

Present:

Voting Members

Dr R Peat, Tayside NHS Board (Chair)
Councillor C Stewart, Perth and Kinross Council (Vice-Chair)
Councillor E Drysdale, Perth and Kinross Council
Councillor X McDade, Perth and Kinross Council
Councillor C Purves, Perth and Kinross Council
Mr B Benson, Tayside NHS Board

Non-Voting Members

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care
Dr D Lowden, NHS Tayside
Ms J Smith, Chief Financial Officer

Stakeholder Members

Ms B Campbell, Carer Public Partner
Mr A Drummond, Staff Representative, NHS Tayside (until Item 9.1)
Mr S Hope, Staff Representative, Perth and Kinross Council (until Item 9.1)
Ms C Gallagher, Independent Advocacy Perth and Kinross
Ms S Auld, Service User Public Partner (substituting for Ms L Lennie)

In Attendance:

K Reid, Chief Executive, Perth and Kinross Council; S Hendry, A Taylor, C Paton, P Turner and S Watson (from Item 8.1) (all Perth and Kinross Council); C Jolly, Diane Fraser, D Mitchell, E Devine, H Dougall, D Hubbard, D Fraser, V Aitken, P Jerrard (all Perth and Kinross Health and Social Care Partnership); and L Denvir (NHS Tayside).

Apologies:

Ms L Birse-Stewart, Tayside NHS Board
Ms P Kilpatrick, Tayside NHS Board
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council
Ms L Lennie, Service User Public Partner

1. WELCOME AND APOLOGIES

Dr Peat welcomed all those present to the meeting and apologies were noted as above.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

3. MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 1 MAY 2019

The minute of meeting of the Perth and Kinross Integration Joint Board of 1 May 2019 was submitted and approved as a correct record.

4. ACTION POINT UPDATE

There was submitted and noted the action point update for the Perth and Kinross Integration Joint Board as at 26 June 2019 (G/19/108).

5. MATTERS ARISING

Board Membership Update (Item 6 refers)

The Chief Officer advised that a meeting has been convened with the Public Partner representatives on the Board to progress the process of electing a carer representative onto the Board.

6. BOARD MEMBERSHIP UPDATE

Resolved:

Ms Sarah Dickie, NHS Tayside, be appointed as a non-voting member to replace Mr Jim Foulis.

7. FINANCE AND GOVERNANCE

7.1 2018/19 FINANCIAL POSITION

There was submitted a report by Chief Financial Officer (G/19/67) providing an update on the year-end outturn for 2018/19.

Resolved:

- (i) The overall year-end overspend of £1.160m for Perth & Kinross IJB for 2018/19 be noted.
- (ii) It be noted that this compares to a gap of £0.920m in the IJB's approved Financial Plan for 2018/19.
- (iii) It be noted that this compares to a £4.200m forecast overspend before implementation recovery plan actions.
- (iv) It be noted that NHS Tayside and Perth & Kinross Council have allocated additional budget of £0.319m and £0.841m respectively to allow the IJB to break-even in line with the Integration Scheme.
- (v) It be noted that for core health and social care services, savings of £4.802m have been delivered against a target of £5.325m. The in year gap of £0.523m will reduce to £0.311m on a full year basis.

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- (vi) It be noted that earmarked reserves of £2.470m will be carried forward to meet future year commitments in relation to a number of Scottish Government priority areas for investment.

7.2 GP PRESCRIBING AND OTHER HOSTED SERVICES BUDGET 2019/20:2021/22

There was submitted a report by the Chief Financial Officer (G/19/110) recommending settling the 2019/20 budget for GP Prescribing and Other Hosted Services and indicative budgets for 2020/21 and 2021/22 for Other Hosted Services.

Resolved:

- (i) The 2019/20 Financial Plan for GP Prescribing be approved and note the gap of £0.752m which remains, with the Chief Officer to bring forward further proposals to deliver balance in 2019/20, as well as a 3 Year Plan for consideration.
- (ii) The Other Hosted Services 2019/20 Financial Plan and the indicative 2020/21 and 2021/22 Other Hosted Services Financial Plan be approved.
- (iii) The Chief Officer to issue the necessary Direction, as attached at Appendix 4 to Report G/19/110, to NHS Tayside to implement the actions within the Financial Plan.
- (iv) It be noted that the 3 Year Financial Plan for Inpatient Mental Health Services is still under development.
- (v) The Board's opinion of the current budget position be noted as inadequate with further discussions to take place with NHS Tayside.

IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT.

7.3 AUDIT AND PERFORMANCE COMMITTEE UPDATE

Verbal Update by Chair of Audit and Performance Committee

Councillor Purves, Chair of the Audit and Performance Committee, provided the board with an update from the recent meeting of the Audit and Performance Committee that had taken place on 18 June 2019.

[Audit & Performance Committee - 18 June 2019 - Link to Recording of Meeting](#)

K Reid suggested that there should be standing items on future IJB agendas on strategic risk, performance and health and safety as well as discussions at the Audit and Performance Committee.

The Board noted the position.

7.4 AUDIT AND PERFORMANCE COMMITTEE - ANNUAL REPORT 2018/19

There was submitted a report by the Chair of the Audit and Performance Committee (G/19/112) summarising the work of the Committee during the year 2018/19.

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Resolved:

- (i) The contents of the Annual Report for the year 2018/19 be noted.
- (ii) The input provided to the Audit and Performance Committee from its members and those supporting the Committee be acknowledged.
- (iii) The Chair of the Audit and Performance Committee be instructed to provide a further Annual Report for 2019/20 in June 2020.

7.5 UNAUDITED ANNUAL ACCOUNTS 2018/19

There was submitted a report by the Chief Financial Officer (G/19/111) presenting the Integration Joint Board's (IJB) Unaudited Annual Accounts for the financial year 2018/19 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

Resolved:

The Chief Officer be authorised to sign the Unaudited Annual Accounts as detailed in Report G/19/111.

8. DEVELOPING STRATEGIC OBJECTIVES

8.1 CHIEF OFFICER STRATEGIC UPDATE

There was submitted a report by the Chief Officer (G/19/113) updating Board members on progress with key strategic developments and on intended future action.

Resolved:

The contents of Report G/19/113 and the following strategic updates be noted:

- (i) The Development of Perth and Kinross HSCP's Strategic Commissioning Plan;
- (ii) The joint inspection of Perth and Kinross Health and Social Care Partnership (HSCP) by the Care Inspectorate and Healthcare Improvement Scotland;
- (iii) The publication of the interim report from the Independent Inquiry into Mental Health Services in Tayside;
- (iv) Perth and Kinross HSCP's self-evaluation of progress on integration in response to the Ministerial Strategic Group's national review.
- (v) A special meeting of the IJB to be arranged by the end of July to discuss the interim report from the Independent Inquiry into Mental Health Services in Tayside.

S WATSON ARRIVED DURING THE ABOVE ITEM.

THERE FOLLOWS A RECESS AND THE MEETING RECONVENED AT 3.55PM.

S HOPE AND A DRUMMOND BOTH LEFT THE MEETING AT THIS POINT.

9. STRATEGIC PROGRAMMES OF CARE

9.1 Perth and Kinross Alcohol & Drug Partnership Update Report

There was submitted a report by the Alcohol and Drug Partnership Chair (G/19/114) providing updates on (i) the new national substance use strategy; Rights, Respect & Recovery, the Alcohol Framework 2018; and (ii) the redesign of substance use services and the implementation of a Recovery Oriented System Of Care (ROSC) in Perth and Kinross.

Resolved:

- (i) Progress to date be noted.
- (ii) The DAISy Information system be endorsed.
- (iii) Host organisations be requested to implement a robust performance management system so information is available to determine the impact of services and supports for people with substance use issues in Perth and Kinross.

9.2 PROGRESS REPORT ON THE DEVELOPMENT OF JOINT CARERS' STRATEGY FOR 2019-2022

There was submitted a report by the Head of Adult Social Work and Social Care (G/19/115) (i) presenting an update on the development of the Joint Carers' Strategy 2019-2022, for Young and Adult Carers which will be presented to a later meeting for consideration and direction by the Integration Joint Board; and (ii) detailing the needs of our carers and the consultation activity undertaken to ensure that the views of carers were taken into consideration to inform the strategy.

Resolved:

- (i) The contents of Report G/19/115 regarding the development of the Carers' Strategy which will further improve outcomes for carers living and caring in Perth & Kinross be noted.
- (ii) Perth & Kinross Council and NHS Tayside be directed to make the necessary arrangements to complete the Carers' Strategy 2019 – 2022.

9.3 PROGRESS MADE BY THE CARERS PROGRAMME BOARD IN THE IMPLEMENTATION OF CARERS (SCOTLAND) ACT 2016

There was submitted a report by the Head of Adult Social Work and Social Care (G/19/116) presenting information about progress in the implementation of the Carers (Scotland) Act 2016 as part of the work which is now being undertaken by the Carers' Programme Board.

Resolved:

- (i) The progress made in implementing the Carer's (Scotland) Act 2016, as outlined at section 2 of Report G/19/116, be noted.
- (ii) Perth & Kinross Council be directed to make the necessary arrangements to continue to implement the Carer (Scotland) Act 2016, with particular regard to commissioning, community engagement and statutory services.

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- (iii) NHS Tayside be directed to make the necessary arrangements to continue to implement the Carer (Scotland) Act 2016, with particular regard to activities surrounding hospital discharge planning, bereavement and Primary Care.

10. PRIMARY CARE PROGRAMME BOARD UPDATE

10.1 PRESCRIBING UPDATE REPORT

There was submitted a report by the Programme Managers, Perth and Kinross Health and Social Care Partnership (G/19/117) updating on (i) the current financial position in respect to primary care prescribing; and (ii) on progress to date in respect of the 2019/20 programme.

Resolved:

- (i) The progress to date in managing the financial position via the 2018/19 programme be noted.
- (ii) The update with respect to the 2019/20 programme be noted.

11 FOR INFORMATION

11.1 EQUALITIES OUTCOME PROGRESS REPORT

There was submitted a report by the Chief Officer (G/19/118) providing an annual update to the Equality Outcomes Report which was required to be published by all Integration Joint Boards by 30 April 2016.

Resolved:

- (i) The strong basis for continuing Joint Equalities activity be noted.
- (ii) The annual progress report in relation to the Integration Board Joint Equality Outcomes be noted.

12. FUTURE IJB MEETING DATES 2019

Friday 27 September 2019 at 9.30am
Wednesday 11 December 2019 at 1.00pm

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## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Friday 27 September 2019 at 10.30am.

**Present:**

**Voting Members**

Councillor C Stewart, Perth and Kinross Council (Vice-Chair)  
Councillor E Drysdale, Perth and Kinross Council  
Councillor X McDade, Perth and Kinross Council (up to and including Item 3.2)  
Councillor C Purves, Perth and Kinross Council (up to Item 8.1)  
Mr B Benson, Tayside NHS Board  
Ms P Kilpatrick, Tayside NHS Board (up to Item 8.2)  
Dr N Pratt, Tayside NHS Board  
Ms J Alexander, Tayside NHS Board (substituting for Ms L Birse-Stewart) (up to Item 8.1).

**Non-Voting Members**

Mr G Paterson, Chief Officer / Director – Integrated Health & Social Care  
Ms J Pepper, Chief Social Work Officer, Perth and Kinross Council (up to and including Item 8.2)  
Ms J Smith, Chief Financial Officer (up to and including Item 8.2).

**Stakeholder Members**

Ms B Campbell, Carer Public Partner  
Mr A Drummond, Staff Representative, NHS Tayside (until Item 9.1)  
Ms S Gourlay, NHS Tayside  
Mr S Hope, Staff Representative, Perth and Kinross Council (up to and including Item 4.2)  
Ms S Watts, Third Sector Representative (substituting for Ms C Gallagher) (up to and including Item 4.2)  
Ms S Auld, Service User Public Partner (substituting for Ms L Lennie) (up to and including Item 4.2).

**In Attendance:**

K Reid, Chief Executive, Perth and Kinross Council; L Simpson, S Hendry, K Molley and S Watson (all Perth and Kinross Council); D Fraser, D Mitchell, H Dougall, D Fraser and V Aitken (all Perth and Kinross Health and Social Care Partnership); S Dickie, K Russell, P Stonebridge, and A Wood (all NHS Tayside); Dr D Strang (up to and including Item 3.1).

**Apologies:**

Ms L Birse-Stewart, Tayside NHS Board  
Ms L Lennie, Service User Public Partner  
Ms C Gallagher, Third Sector Representative



## **1. WELCOME AND APOLOGIES**

Councillor Stewart welcomed all those present to the meeting. Councillor Stewart referred to the fact that Robert Peat had recently resigned as Chair and as a member of the IJB and gave a special thanks to him for all his contribution as a member and Chair of the Integration Joint Board.

It was agreed that the Chair and Vice-Chair would discuss the future layout of IJB meetings.

Apologies and substitutions were noted as above. It was agreed that further clarification on rules for substituting for vacant positions on the Board would be highlighted in the next review of Standing Orders.

## **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

## **3. MENTAL HEALTH**

### **3.1 UPDATE FROM THE INDEPENDENT INQUIRY INTO MENTAL HEALTH SERVICES IN TAYSIDE – UPDATE FROM MR DAVID STRANG**

There was a Verbal Update by Dr D Strang, Chair of the Independent Inquiry on Mental Health Services in Tayside regarding the Interim Report published in May 2019 and the status of the Independent Inquiry on Mental Health Services. Dr D Strang advised that debate was raised in parliament last summer over the lack of public confidence, clinical leadership and pressures on staff in relation to mental health services in Tayside which lead to the independent inquiry. The following five principles guided the remit of the independent inquiry:

- (i) Inquiry to be truly independent – Dr Strang was interviewed for the position of Chair by the stakeholder participation group, convened by the Health and Social Care Alliance. This group was made up of patients, carers and staff.
- (ii) Open and Transparent – Regular updates of the Inquiry provided on website.
- (iii) Include and involve staff from NHS, partner organisations and third sector organisations. Participation group formed which conducted a survey, providing vital evidence for the inquiry.
- (iv) Involve patients, families and carers who were met with regularly over the period of the inquiry.
- (v) Include a public call for evidence in the inquiry - 1,300 respondents over a wide range of different groups.

An interim report had been published in May 2019 entitled Inquiry Update and Emergent Key Themes. It was noted that the identified themes would enable the Inquiry to focus on next steps, drawing firm conclusions and making specific recommendations in due course.

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Areas of concern that were raised through the findings of the inquiry were highlighted as follows:

- Recognition that significant change is needed and can only be achieved through strong leadership and clarity of responsibility and direction. Implementation Plan to be drafted.
- Fundamental redesign required for the needs of Community/Patients.
- The importance of the level of trust and continuity of staff to provide high level quality services.
- Clear communication between Perth and Kinross Council and NHS Tayside on the quality of mental health services provided to patients.
- More focus on community services required.

In response to a question from Councillor Drysdale on whether it was being recommended that the current service redesign programme should be stopped, D Strang suggested that there should be a strategic redesign review.

In response to a question from Councillor McDade on the urgency that was highlighted at the time of the original decision in 2018 to commence with the service redesign programme, D Strang commented on the need for a wide review and major organisational change within this one area.

The Board noted the position and thanked D Strang for his attendance.

H DOUGALL LEFT THE MEETING DURING THE ABOVE ITEM.

DR D STRANG LEFT THE MEETING AT THIS POINT.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 12.05PM.

### **3.2 ADULT MENTAL HEALTH AND LEARNING DISABILITY, SERVICE REDESIGN PROGRAMME PROGRESS REPORT AND RISK REVIEW PAPER**

There was submitted a report by the Chief Officer/Director of Integrated Health and Social Care (G/19/159) updating on progress with the Mental Health and Learning Disability Service Redesign Programme.

In response to a question from K Reid regarding other Integration Joint Boards across Tayside and what they are doing in terms of strategic planning which could have an impact on Perth and Kinross, G Paterson advised that each of the Integration Joint Boards and Health and Social Care Partnerships across Tayside are committed to developing a local strategy which shows that sufficient provision is made to provide high quality mental health services to their local areas. Each area have considered the implications of the re-design programme and are working to ensure that local strategies are aligned with the strategic planning and commissioning activity of the Perth and Kinross IJB in relation to mental health services.

P Kilpatrick added that the Dundee Mental Health and Wellbeing Strategic Commissioning Plan is a positive piece of work which focuses on social prescribing

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and prevention, highlighting that a strategy is in place to cope with community mental health. G Paterson advised that a similar strategy is being developed in Perth and Kinross and would be brought to the next IJB meeting.

In response to a question from Councillor Drysdale regarding the role of the Mental Health Alliance in terms of the role of the IJB, G Paterson advised that it is important for these roles to be clarified. The Alliance is to act as an enabler across Tayside to develop service changes, redesign patient pathways and provide support to the partnership.

In relation to sections 3.1 and 3.4 of the report, A Drummond requested that it be noted that concerns were raised on behalf of staff at the time at the proposed arrangements for the relocation of staff and that it was the staff side area partnership that were not supportive of the proposals.

S HOPE AND S AULD LEFT THE MEETING AT THIS POINT.

Motion (Councillor X McDade and Councillor C Purves)

- Note the significant clinical and operational risks that the services are currently experiencing and the impact on patient safety and quality of care but consider that many of these remain regardless of the progression of the redesign;
- Further note significant delays to parts of the redesign programme that have resulted in measures that were previously suggested to be critical not being fully implemented 21 months after the programme was first agreed;
- Consider the fact that a recommendation has been made by The *Independent Inquiry into Mental Health Services in Tayside* in its interim report in advance of the final report to be significant;
- Agree that there is a clear case for a 'comprehensive review of the mental health strategy rather than simply undertaking a move of beds and sites' in order to ensure that permanent changes are not made prematurely;
- Therefore, does not endorse the continued implementation of the MHLDSRP at this time and instead agree that the redesign programme be paused until such a time as a review of the mental health strategy has been completed;
- Agree that this review should not be led by the Tayside Mental Health Alliance, any Tayside IJB, NHS Tayside or any Tayside council but should be led independently by an individual/organisation agreed by the IJB;
- Agree that this independent review should focus on existing and required community mental health infrastructure across Tayside before determining any requirements for and changes to beds and sites;
- Agree the pause does not prevent any necessary temporary actions to ensure inpatient requirements are met and environmental improvements, including anti-ligature measures, should continue to be undertaken meantime; and
- Instructs the Chief Officer to issue any necessary directions to NHS Tayside to give effect to this motion and asks him to report back to the IJB with progress on the establishment of an independent review at the earliest opportunity.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 2.33PM.

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Following advice from officers, Councillor McDade and Councillor Purves agreed to revise their Motion as follows:

Perth and Kinross IJB are asked to:

- (i) Consider the content of this report and provide constructive comment.
- (ii) Note the significant clinical and operational risks that the services are currently experiencing and the impact on patient safety and quality of care.
- (iii) Agree our full commitment to a full review of end-to-end mental health services across Tayside and endorse our participation in such a review.
- (iv) Agree the continued implementation of the approved MHLDSRP to secure current patient safety and quality of care insofar as the implementation of any changes does not prejudice the outcome of such a holistic transformation review of mental health services.
- (v) Ask the chief officer to prepare a revised programme plan with key milestones and a timeline.
- (vi) Commit the chief officer to provide regular reports on progress, risk and delivery of the MHLDSRP
- (vii) Commit the Tayside Mental Health Alliance to provide regular update reports on their ongoing work to support the IJB in shaping their strategic outcomes for the service.

P Kilpatrick proposed an amendment to agree the recommendations as set out in Report G/19/159.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 2.44PM.

Following advice from officers, P Kilpatrick withdrew the amendment.

Following suggestions by both P Kilpatrick and Councillor Drysdale, Councillor McDade and Councillor Purves agreed to further amend the revised motion.

**Resolved:**

- (i) **The contents of Report G/19/159 be noted.**
- (ii) **The significant clinical and operational risks which services are currently experiencing and the impact on patient safety and the quality of care be noted.**
- (iii) **The Perth and Kinross IJB's full commitment and participation in on-going and end to end transformation of mental health services in Tayside be agreed.**
- (iv) **The continued implementation of the approved MHLDSRP to secure current patient safety and quality of care insofar as the implementation of any changes does not prejudice the outcome of such a holistic transformation review of mental health services be agreed.**
- (v) **The Chief Officer to prepare a revised programme plan with key milestones and a timeline.**
- (vi) **As a standing item for future IJB meetings, the Chief Officer be committed to provide an update on progress, risk and delivery of the MHLDSRP.**

- (vii) **As a standing item for future IJB meetings, the Tayside Mental Health Alliance be requested to provide an update on their ongoing work to support the IJB in shaping their strategic outcomes for the service.**

COUNCILLOR MCDADE LEFT THE MEETING AT THIS POINT.

#### **4. FINANCE AND GOVERNANCE**

*IT WAS AGREED TO VARY THE ORDER OF BUSINESS AT THIS POINT*

##### **4.2 ANNUAL ACCOUNTS 2018/19**

There was submitted a report by the Chief Financial Officer (G/19/161) presenting the IJB's Audited Annual Accounts for the period to 31 March 2019.

**Resolved:**

- (i) It be noted that the Audit and Performance Committee have considered the Audited Annual Accounts, the Letter of Representation and KPMG's Annual Audit Report on 16 September 2019.
- (ii) The contents of KPMG's Annual Audit Report to Members of the Perth and Kinross IJB and the Controller of Audit on the 2018/19 Audit be noted.
- (iii) The Audited Annual Accounts for 2018/19 be approved.
- (iv) The Letter of Representation be approved for signature by the Chief Financial Officer.

THERE FOLLOWED A RECESS AND THE MEETING RECONVENED AT 3.10PM

##### **3.3 THE MENTAL HEALTH ALLIANCE**

The Chief Officer provided a verbal update on the Mental Health Alliance which is formed of representation from the three Health and Social Care partnerships, NHS Staff and representation from third sector and advocacy organisations. The aim is to work collaboratively with partners of the alliance who are responsible for the planning, commissioning and delivery of mental health services across Tayside and by recognising current challenges to then develop a three year strategy on mental health, care and treatment. Health and Social Care standards will be core to the work of the Mental Health Alliance which will enhance innovation and flexibility. The Chief Officer advised the Board that the Memorandum of Understanding for the Mental Health Alliance would be brought to the next meeting of the IJB for approval.

B Benson and M Summers highlighted the importance of having representation from service users and carers on the Mental Health Alliance. On behalf of the third sector, S Watts raised concerns over the confusion of membership on the mental health alliance, if the member should be representing as an advocacy member or as an IJB member. She added that it is crucial for the third sector to have significant representation on the alliance for effective design of services.

G Paterson advised that work was underway to enhance the membership of the Alliance by making sure that partners voices can be easily heard and to look at

how the alliance can support the work of the partnership. He added that discussions are being held with the Third Sector Forum regarding their role on the Alliance and emphasised how important their contribution is to the enhancing the quality of Mental Health Services. G Paterson stated that there is a commitment to ensure that the Mental Health Alliance has adequate representation.

The Board noted the position.

### **3.4 INPATIENT MENTAL HEALTH BUDGET 2019/20; 2021/22**

K REID LEFT THE MEETING DURING THIS ITEM.

There was submitted a report by the Chief Financial Officer (G/19/160) recommending setting the 2019/20 budget for Inpatient Mental Health Services.

The Chief Financial Officer advised the Board of revised figures in relation to the number of savings in Appendix 2 of Report (G/19/160) as follows:

- Temporary merger GAP Rehabilitation Wards Murray Royal Hospital (MRH) Workforce redesign (No.4) – £300,000 to **£204,000**.
- General Adult Psychiatry Acute Admissions Moredun Ward (No.7) -£203,000 to **£107,000**.

#### **Resolved:**

- (i) The 2019/20 Financial Plan for Inpatient Mental Health Services be approved and the budget be set thereon noting the gap of £1.713m which remains.
- (ii) The Chief Officer to work with NHS Tayside to identify an action plan for reducing medical locum costs.
- (iii) The Chief Officer to issue the necessary Direction to NHS Tayside to implement the actions within the 2019/20 Financial plan.
- (iv) It be noted that the formal budget deficit for the IJB for 2019/20 is now £4.168m.
- (v) It be agreed that nursing savings in relation to General Adult Psychiatry Rehabilitation and Acute Admission Beds at Murray Royal Hospital be taken on a non-recurring basis only in 2019/20 pending wider discussion around investment across wider pathways of care across Tayside. Therefore the savings of £204k and £107k be agreed as non-recurring only.

### **5. MINUTE OF MEETING OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD OF 26 JUNE 2019**

The minute of meeting of the Perth and Kinross Integration Joint Board of 26 June 2019 was submitted and approved as a correct record.

### **6. ACTION POINTS UPDATE**

There was submitted and noted the action point update for the Perth and Kinross IJB as at 27 September 2019.

## **7. MATTERS ARISING**

### **Strategic Commissioning Plan (item 8.1 refers)**

The Chief Officer advised the Board that there is now a draft version of the Strategic Commissioning Plan complete. He advised that the aim is circulate the plan to IJB members for comment before the development session on 23 October 2019.

## **9. MEMBERSHIP UPDATE**

There was a verbal report by the Clerk to the Board updating the Board on the membership of both voting and non-voting members of the Board.

### **Resolved:**

- (i) It be noted that Councillor Stewart had been appointed as Chair of the Integration Joint Board from 4 October 2019.
- (ii) It be noted that Mr B Benson had been nominated as Vice-Chair of the Integration Joint Board which would be ratified by NHS Tayside Board on 31 October 2019.
- (iii) It be noted that Dr N Pratt would be appointed as an NHS Tayside voting member on the Board.
- (iv) It be noted that Ms J Alexander would replace Ms L Birse-Stewart as an NHS Tayside voting member from 1 October 2019.
- (v) It be agreed that Ms S Gourlay replace Ms S Dickie as the nurse representative on the Integration Joint Board.
- (vi) Following discussion at the Third Sector Health and Social Care Strategic Forum, it be agreed that the Third Sector representative on the Integration Joint Board be Ms S Watts, with Ms C Gallagher as the substitute member. These appointments be until 31 December 2019 with a further election process to take place in early 2020.
- (vii) It be agreed that Ms L Blair, Independent Sector Lead with Scottish Care for Perth and Kinross be appointed as an additional non-voting member of the Integration Joint Board initially for one year.

## **4.1 AUDIT AND PERFORMANCE COMMITTEE UPDATE**

### **Verbal Update by Chair of Audit and Performance Committee**

Councillor Purves, Chair of the Audit and Performance Committee, provided the board with an update from the recent meeting of the Audit and Performance Committee that had taken place on 16 September 2019.

[Audit and Performance Committee of the Perth and Kinross Integration Joint Board - 16 September 2019](#)

The Board noted the position.

## **8.1 2019/20 FINANCIAL POSITION**

K REID RETURNED TO THE MEETING DURING THIS ITEM. COUNCILLOR PURVES, J ALEXANDER AND A DRUMMOND LEFT THE MEETING DURING CONSIDERATION OF THIS ITEM.

There was submitted a report by Chief Financial Officer (G/19/163) providing an update to the Perth and Kinross Integration Joint Board on the year end financial forecast based on actual expenditure for the 4 months to 31 July 2019.

In response to a question from B Benson regarding the significant deterioration of the forecast position from July 2019, J Smith advised that this had been due to a number of unanticipated pressures relating to older people services such as care home placements and the level of significant demand of inpatient beds in Tay Ward, PRI and psychiatry of old age.

In response to a question from S Gourlay regarding timescales of a workforce plan and how this is being developed across the partnership, G Paterson emphasised the issue of staffing and how crucial it is for the challenges to be addressed, especially in regards to the psychiatric workforce. The Scottish Government have requested a workforce plan be submitted by the 31 March 2020. G Paterson advised that work is underway to look at succession planning under the care sector and how staff can be used differently in general roles. There will be an update on progress of the plan to the IJB in early 2020.

### **Resolved:**

- (i) The 2019/20 forecast year end overspend of 4,860m for the IJB be noted.
- (ii) It be noted that this compares to a gap anticipated based on the Financial Plan approved by the IJB, adjusted for IPMH Services, of £4,104m.
- (iii) The updated position regarding IJB reserves as set out in the report be noted.

## **8.2 2019/20 FINANCIAL RECOVERY PLAN**

There was submitted a report by the Chief Financial Officer (G/19/164) seeking approval from the Integration Joint Board to actions discussed with both NHS Tayside and Perth and Kinross Council to respond to the £4.1m gap in the IJB's 2019/20 Financial Plan as well as the further additional pressures that have emerged in the first 4 months of the 2019/20 Financial Year.

J Smith highlighted an error in sections 2 and 6 of the report. The final paragraph of section 2 should read that the financial recovery review plans have been discussed with both the NHS Tayside and Perth and Kinross Council Chief Executives. The second sentence of section 6 of the report should read that the actions set out have been discussed with the Executive Teams of both NHS Tayside and Perth and Kinross Council.

In response to a question from J Pepper, regarding the Alcohol and Drug Partnership and what consultation had taken place with the Children, Young People and Families Partnership as, J Smith advised there has been engagement with the Chair of the partnership, however specific discussion with the Council's Children's



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Services would need to be clarified. J Pepper stressed the importance of this as pressures and demands are rising on the child protection system, with substance misuse being a key factor.

**Resolved:**

- (i) The actions identified in the report to address the forecast in-year deficit be agreed;
- (ii) The Chief Officer to bring back further proposals to the next meeting as part of a report regarding the financial position update.

J SMITH, P KILPATRICK AND J PEPPER LEFT THE MEETING AT THIS POINT.

## **10. CHIEF OFFICER UPDATES**

### **10.1 BRIDGE OF EARN GP PRACTICE**

There was submitted a report by the Chief Officer/Director of Integrated Health and Social Care (G/19/165) providing IJB members with information on the background to the closure of Bridge of Earn GP practice and the actions that the Health and Social Care Partnership, NHS Tayside and Perth and Kinross Council have taken in response.

**Resolved:**

- (i) The contents of report G/19/165 be noted.
- (ii) The current situation regarding the closure of the Bridge of Earn GP Practice as outlined in the report be noted;
- (iii) The proposed strategic approach set out in the report to encourage the re-introduction of Primary Medical Services for Bridge of Earn patients be agreed;
- (iv) The Chief Officer to work with partners to implement the necessary operational arrangements to ensure the delivery of the relevant services in Bridge of Earn.

### **10.2 JOINT INSPECTION OF THE EFFECTIVENESS OF STRATEGIC PLANNING IN PERTH AND KINROSS HEALTH AND SOCIAL CARE PARTNERSHIP**

There was submitted a report by Chief Officer/Director of Integrated Health and Social Care (G/19/166) providing IJB members with information on the Joint Inspection of the HSCP carried out by Healthcare Improvement Scotland and the Care Inspectorate and their final report which was published on the 23 September 2019; and (2) outlining the context, findings and recommendations and providing details of the action plan that the Partnership has begun work on in response.

Dr N Pratt and Councillor E Drysdale praised the partnership for their efforts and stated how encouraging it is to see the work of the partnership moving in a positive direction. In response to a question from Councillor Drysdale, regarding concerns over the collation and use of data (paragraph 3.4) and if funding had been made available for staff regarding the data collection process, K Reid advised that work on data analysis is currently underway across the Council. This would create

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better performance management information. K Reid added that the Council are currently waiting on correspondence from NHS Tayside on match funding.

**Resolved:**

- (i) The report on the Joint Inspection (G/19/166) be noted.
- (ii) The detailed findings in the full Joint Inspection Report be noted.
- (iii) The Chief Officer to produce a comprehensive improvement plan to address the areas for improvement outlined within the Joint Inspection Report and report back to the Board on early progress at the IJB Meeting on 11 December 2019.

**11. FOR INFORMATION**

**11.1 ANNUAL PERFORMANCE REPORT FOR 2018/19**

There was submitted and noted the report (G/19/167) for information.

**12. FUTURE IJB MEETING/DEVELOPMENT SESSION DATES 2019**

Wednesday 6 November 2019 at 9.30am (Agreed Additional Meeting)  
Wednesday 11 December 2019 at 2.00pm  
Wednesday 23 October 2019 at 2.00pm (Development Session)

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SCRUTINY COMMITTEE

Minute of meeting of the Scrutiny Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 27 November 2019 at 1.00pm.

Present: Councillors G Laing, A Parrott, C Ahern, M Barnacle, B Brawn, H Coates, E Drysdale (substituting for D Doogan), A Jarvis (from Art. 602(i)) (substituting for C Purves), D Illingworth, S McCole, T McEwan and C Reid.

In Attendance: J Valentine, Depute Chief Executive (up to and including Art. 602(i)); B Renton, Executive Director (Housing and Environment) (up to and including Art. 603); S Devlin, Executive Director (Education and Children's Services); J Pepper, Depute Director (Education and Children's Services); K Donaldson, Depute Director (Corporate and Democratic Services) (up to and including Art. 605); C Hendry (up to and including Art. 603) and M Notman (Housing and Environment); J Chiles, R Drummond and D MacLeod (up to and including Art. 606) (both Education and Children's Services); L Simpson, F Robertson, S Walker, M Terava and D Williams (all Corporate and Democratic Services); B Atkinson, Independent Chair (Perth and Kinross Child Protection Committee and Perth and Kinross Adult Protection Committee).

Apologies: Councillors D Doogan and C Purves.

Councillor G Laing, Convener, Presiding.

599. WELCOME AND APOLOGIES

The Convener welcomed all those present to the meeting and apologies were noted as above.

600. DECLARATIONS OF INTEREST

Councillor H Coates declared a non-financial interest in Art. 602(i).

Councillors A Parrott and C Ahern both declared a non-financial interest in Art. 602(ii).

Councillors G Laing and T McEwan both declared a non-financial interest in Art. 602(iii).

601. MINUTE OF THE MEETING OF THE SCRUTINY COMMITTEE OF 18 SEPTEMBER 2019

The minute of meeting of the Scrutiny Committee of 18 September 2019 (Arts. 452-457) was submitted, approved as a correct record and authorised for signature.

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602. UPDATE BY ARMS-LENGTH EXTERNAL ORGANISATIONS

(i) Horsecross Arts Ltd

COUNCILLOR JARVIS ENTERED THE MEETING DURING CONSIDERATION OF THIS ITEM.

F Robertson and S Walker, both Corporate and Democratic Services, delivered a slide-based presentation updating members on the financial performance and wider governance and operational challenges that they had identified within Horsecross Arts Ltd.

The Committee were advised of the appointment of a new Chief Executive for Horsecross Arts Ltd., Nick Williams, taking up post on 2 December 2019.

M Linklater, Chair, and J Elles, Board Member, Horsecross Arts Ltd, gave an update on progress from Board perspective and answered members' questions.

Members sought assurance on matters such as: the work of Horsecross Arts Ltd. in schools; youth theatre; and the wider economic benefits of cultural programmes to the area.

The Convener thanked the representatives for their attendance, and they left the meeting at this point.

J VALENTINE LEFT THE MEETING AT THIS POINT.

(ii) Culture Perth and Kinross

H Smout, Chief Executive and J Findlay QC, Board Member, Culture Perth and Kinross, gave an update on progress and answered members' questions.

Members sought assurance on matters such as: visitor numbers to Culture Perth and Kinross facilities; the work of Culture Perth and Kinross with other projects in Perth and Kinross; and means of funding.

The Convener thanked the representatives for their attendance, and they left the meeting at this point.

(iii) Live Active Leisure Ltd

Having declared a non-financial interest in this item, Councillor Laing remitted the chair to Councillor Parrott, Vice-Convener, who presided for the following item.

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P Cromwell, Chief Executive Live Active Leisure Ltd., gave an update on progress and answered members' questions.

Members sought assurance on matters such as: targets on concession visitor numbers; promotion of concessions; and engagement with groups regarding the qualification for concessions. A video was displayed to members as part of the presentation.

The Convener thanked the representatives for their attendance, and they left the meeting at this point.

603. HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE SUMMARY 2019/20 - EXCEPTION REPORT

There was submitted a report by the Executive Director (Housing and Environment) (19/298) reviewing the performance of Housing and Environment against its Business Management and Improvement Plan for the period 1 April to 30 September 2019. It was noted that Report 19/298 had been accepted by the Housing and Communities Committee and the Environment and Infrastructure Committee on 30 October 2019.

In response to a query from Councillor Drysdale regarding timing of the final signing of the Tay Cities deal. B Renton, Executive Director (Housing and Environment), advised that there had been a delay due to the forthcoming General Election, but that the expectation was that this would come early in 2020.

In response to a query from Councillor Parrott regarding rent arrears targets, B Renton advised that this was being monitored with robust measures in place, advising members that there had been some improvement in this area.

Resolved:

The contents of the Housing and Environment Six Month Performance Summary 2019/20 Exception Report for the period 1 April 2019 to 30 September 2019, as set out in Appendix 1 to Report 19/298, be accepted.

B RENTON AND C HENDRY LEFT THE MEETING AT THIS POINT.

604. EDUCATION AND CHILDREN'S SERVICES INTERIM PERFORMANCE SUMMARY 2019

There was submitted a report by the Executive Director (Education and Children's Services) (19/299) reviewing the performance of the Education and Children's Services against its Business Management and Improvement Plan for the period since 1 April 2019. It was noted that Report 19/298 had been accepted by the Housing and Communities Committee on 30 October 2019 and the Lifelong Learning Committee on 6 November 2019.

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Resolved:

The contents of the Education and Children's Services Interim Performance Summary 2019 for the period since 1 April 2019, as set out in Appendix 1 to Report 19/299, be accepted.

605. CORPORATE AND DEMOCRATIC SERVICES SIX MONTH PERFORMANCE SUMMARY 2019/20 - EXCEPTION REPORT

There was submitted a report by the Depute Chief Executive (Chief Operating Officer) (19/347) reviewing the performance of Corporate and Democratic Services against its Business Management and Improvement Plan for the period 1 April to 30 September 2019.

In response to a query from Councillor McCole regarding the availability of services online via MyPKC, K Donaldson, Depute Director (Corporate and Democratic Services), advised members that alternative means of services were available, and highlighted the importance of catering to various different needs.

Resolved:

The contents of the Corporate and Democratic Services Six Month Performance Summary 2019/20 Exception Report for the period 1 April to 30 September 2019, as set out in Appendix 1 to Report 19/347, be accepted.

K DONALDSON LEFT THE MEETING AT THIS POINT.

606. ATTAINMENT AND PUPIL EQUITY FUNDING UPDATE 2019

There was submitted a report by the Executive Director (Education and Children's Services) (19/322) (1) providing a progress update for 2019 on Attainment and closing the poverty-related attainment gap and the use of Pupil Equity Funding (PEF); and (2) presenting information on a range of measures designed to both improve performance and monitor progress of improvements, meeting the requirements to report on the National Improvement Framework for education. It was noted that Report 19/322 had been considered by the Lifelong Learning Committee on 6 November 2019.

Councillor Drysdale praised attainment in literacy and numeracy, and raised a query regarding attainment in writing. S Devlin, Executive Director (Education and Children's Services), responded that a number of processes had been tried over the years in order to raise attainment in writing, advising that nationalised measures were proving to be useful, adding that she was hoping to see an upward trend in attainment in this area.

Resolved:

The contents of Report 19/322 be accepted.

D MACLEOD LEFT THE MEETING AT THIS POINT.

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**607. PERTH AND KINROSS CHILD PROTECTION COMMITTEE (CPC)
STANDARDS AND QUALITY REPORT 2018/2019**

There was submitted a report by the Chief Social Work Officer (19/347) (1) providing an overview of the key activities and work of the Child Protection Committee to protect children and young people from harm, abuse and exploitation; (2) identifying achievements, key strengths and areas for further improvement; and (3) setting out the Child Protection Committees programme of improvement work for the next twelve months and beyond.

In response to a query from Councillor Drysdale, J Pepper, Depute Director (Education and Children's Services), stressed the importance of raising concerns, advising members that the facility to raise concerns was available twenty-four hours a day every day of the year.

Resolved:

- (i) The Child Protection Committee Standards and Quality Report 2018/2019, as set out in Appendix 1 to Report 19/347, be accepted.
- (ii) The contents of the Child Protection Committee Improvement Plan 2018-2020 at 31 July 2019, as set out in Appendix 2 to Report 347, be accepted.
- (iii) The Child Sexual Exploitation Work Plan 2017-2020 at 31 July 2019, as set out in Appendix 3 to Report 19/347, be accepted.
- (iv) It be noted that Report 19/347 will be submitted to the next meeting of Perth and Kinross Council on 18 December 2019 for noting and endorsement.

608. ADULT SUPPORT AND PROTECTION ANNUAL REPORT 2018-19

There was submitted a report by the Chief Social Work Officer (19/348) providing an update of the work of the Perth and Kinross Adult Protection Committee and activity over the 2018-2019 information to protect adults who may be at risk of harm.

In response to a query from Councillor McCole, B Atkinson, Independent Chair (Perth and Kinross Child Protection Committee and Perth and Kinross Adult Protection Committee), advised that a lot of work had been undertaken with the care sector, with training undertaken to make those working in the care sector aware of their obligations with regards to adult protection. B Atkinson also highlighted to members the importance of reporting concerns, similar to that of Child Protection.

Resolved:

- (i) The contents of the Adult Support and Protection Annual Report, as set out in Appendix 1 to Report 19/348, be accepted.
- (ii) It be noted that Report 19/348 will be submitted to the next meeting of Perth and Kinross Council on 18 December 2019 for noting.

609. COUNCIL COMPLAINTS PERFORMANCE REPORT FOR 2018-19

There was submitted a report by the Head of Legal and Governance Services (19/349) advising of work undertaken to improve performance in relation to the Council's handling of complaints.

In response to a query from Councillor Drysdale regarding comparison with other Local Authorities, L Simpson, Corporate and Democratic Services, informed members that there were user groups on this matter with other Local Authorities, but advised that different Local Authorities had different thresholds with regards to complaints.

In response to a query from Councillor McEwan regarding a group of complaints leading to change, L Simpson advised that feedback to services from complaints was an essential part of the complaints process.

Resolved:

- (i) The contents of Report 19/349 be accepted.
- (ii) It be noted that the performance of the Complaints Handling Procedure will continue to be monitored and reviewed throughout the year.

IT WAS AGREED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973.

610. Urgent Item of Business

The Convener confirmed that in terms of Standing Orders it was his opinion that an additional item of business be considered as a matter of urgency as set out in the Supplementary minute (Exempt from Publication).

Resolved:

As set out in the Supplementary minute (Exempt from Publication).

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