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Council Building  
2 High Street  
Perth  
PH1 5PH

31 October 2018

A Meeting of the **Environment and Infrastructure Committee** will be held in the **Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 07 November 2018 at 10:00.**

If you have any queries please contact Committee Services on (01738) 475000 or email [Committee@pkc.gov.uk](mailto:Committee@pkc.gov.uk).

**KAREN REID**  
Chief Executive

***Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.***

***Please note that the meeting will be recorded and will be publicly available on the Council's website following the meeting.***

**Members:**

Councillor Angus Forbes (Convener)

Councillor Kathleen Baird (Vice-Convener)

Councillor Alasdair Bailey

Councillor Michael Barnacle

Councillor Stewart Donaldson

Councillor Dave Doogan

Councillor John Duff

Councillor Anne Jarvis

Councillor Grant Laing

Councillor Roz McCall

Councillor Andrew Parrott

Councillor Crawford Reid

Councillor Willie Robertson

Councillor Lewis Simpson

Councillor Mike Williamson



**Environment and Infrastructure Committee**

**Wednesday, 07 November 2018**

**AGENDA**

***MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.***

- |           |  |                  |
|-----------|--|------------------|
| <b>1</b>  | <b>WELCOME AND APOLOGIES</b>   |                  |
| <b>2</b>  | <b>DECLARATIONS OF INTEREST</b>  |                  |
| <b>3</b>  | <b>MINUTE OF THE MEETING OF THE ENVIRONMENT AND INFRASTRUCTURE COMMITTEE OF 5 SEPTEMBER 2018 FOR APPROVAL AND SIGNATURE</b><br>(copy herewith)                           | <b>7 - 12</b>    |
| <b>4</b>  | <b>HOUSING AND ENVIRONMENT SIX MONTH PERFORMANCE SUMMARY 2018/19 - EXCEPTION REPORT</b><br>Report by Executive Director (Housing and Environment) (copy herewith 18/346) | <b>13 - 30</b>   |
| <b>5</b>  | <b>ANNUAL PLANNING ENFORCEMENT REPORT 2017-18</b><br>Report by Executive Director (Housing and Environment) (copy herewith 18/361)                                       | <b>31 - 52</b>   |
| <b>6</b>  | <b>WASTE MANAGEMENT PLAN 2010-2025 - PROGRESS REPORT</b><br>Report by Depute Director (Housing and Environment) (copy herewith 18/362)                                   | <b>53 - 90</b>   |
| <b>7</b>  | <b>GREENSPACE ASSET ANNUAL STATUS REPORT</b><br>Report by Executive Director (Housing and Environment) (copy herewith 18/363)  | <b>91 - 110</b>  |
| <b>8</b>  | <b>ROADS ASSET ANNUAL STATUS REPORT - 2017/18</b><br>Report by Executive Director (Housing and Environment) (copy herewith 18/364)                                       | <b>111 - 142</b> |
| <b>9</b>  | <b>FREE FESTIVE PARKING</b><br>Report by Depute Director (Housing and Environment) (copy herewith 18/365)  | <b>143 - 150</b> |
| <b>10</b> | <b>PROPOSED TAYSIDE NETWORK MANAGEMENT PARTNERSHIP</b><br>Report by Depute Director (Housing and Environment) (copy herewith 18/366)                                     | <b>151 - 168</b> |

<b>11</b>	<b>AUCHTERARDER COMMUNITY FACILITIES FUND</b> Report by Executive Director (Housing and Environment) (copy herewith 18/367)	<b>169 - 184</b>
<b>12</b>	<b>ETAPE CALEDONIA EVENT</b> Report by Executive Director (Housing and Environment) (copy herewith 18/368)	<b>185 - 192</b>
<b>13</b>	<b>NORTH INCH GOLF COURSE ANNUAL REPORT 2017/18</b> Report by Executive Director (Housing and Environment) (copy herewith 18/369)	<b>193 - 210</b>
<b>14</b>	<b>DIVERSION OF RIGHT OF WAY AND CORE PATH AT PANHOLES LEVEL CROSSING, BLACKFORD</b> Report by Executive Director (Housing and Environment) (copy herewith 18/370)	<b>211 - 242</b>
<b>15</b>	<b>PROPOSED 30MPH SPEED LIMIT AT ABERNYTE (U142 OFF B9543) (WARD 1)</b> Report by Depute Director (Housing and Environment) (copy herewith 18/371)	<b>243 - 250</b>
<b>16</b>	<b>PROPOSED 40MPH SPEED LIMIT AT GAULS OF MURTHLY (U116) (WARD 5)</b> Report by Depute Director (Housing and Environment) (copy herewith 18/372)	<b>251 - 258</b>
<b>17</b>	<b>PROPOSED VARIATION TO WAITING RESTRICTIONS, WAULKMILL ROAD, CROOK OF DEVON (WARD 8)</b> Report by Depute Director (Housing and Environment) (copy herewith 18/373)	<b>259 - 266</b>
<b>18</b>	<b>PROPOSED VARIATION TO WAITING RESTRICTONS, GALLOWHILL ROAD/MUIRS &amp; HIGH STREET, KINROSS (WARD 8)</b> Report by Depute Director (Housing and Environment) (copy herewith 18/374)	<b>267 - 278</b>
<b>19</b>	<b>PROPOSED VARIATION TO WAITING RESTRICTIONS, TAY STREET, PERTH (WARD 12)</b> Report by Depute Director (Housing and Environment) (copy herewith 18/375)	<b>279 - 288</b>
<b>20</b>	<b>AMENDMENTS TO THE LIST OF PUBLIC ROADS</b> Report by Depute Director (Housing and Environment) (copy herewith 18/376)	<b>289 - 302</b>

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PERTH AND KINROSS COUNCIL  
ENVIRONMENT AND INFRASTRUCTURE COMMITTEE  
5 SEPTEMBER 2018

## ENVIRONMENT AND INFRASTRUCTURE COMMITTEE

Minute of meeting of the Environment and Infrastructure Committee held in the Council Chamber, 2 High Street, Perth on 5 September 2018 at 10.00am.

Present: Councillors A Forbes, A Bailey, K Baird, M Barnacle, S Donaldson, D Doogan (up to and including Art. 485), J Duff, A Jarvis, G Laing, R McCall, A Parrott, C Reid, W Robertson, L Simpson and M Williamson.

In Attendance: B Renton, Executive Director (Housing and Environment); K Reid, Chief Executive; A Clegg, S D'All, C Haggart, S Laing (up to and including Art. 481), D Littlejohn, P Marshall, F Patterson (up to and including Art. 481), P Pease (up to and including Art. 481), S Perfett, B Reekie, K Spalding (up to and including Art. 481), K Steven (up to and including Art. 483) and W Young (all Housing and Environment) C Flynn and K Molley (both Corporate and Democratic Services).

Councillor A Forbes, Convener, Presiding.

### 477. WELCOME AND APOLOGIES

The Convener welcomed everyone to the meeting and gave a special welcome to K Baird as it was her first meeting committee meeting as Vice-Convener.

### 478. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor K Baird declared a non-financial interest in Art. 482 (Community Green Space – Working with Communities) and Art. 486 (Perth and Kinross Outdoor Access Forum Annual Report 2017-18).

### 479. BURIAL AND CREMATION FEES

The Convener provided an update to Committee on the decision taken at the last meeting (Art. 280 refers).

**Resolved:**

- (i) The Scottish Government's position with regard to providing funding for local authority burials and cremation fees for aged 17 and under with effect from 12 October 2018, be noted.
- (ii) As a result of this, the Committee confirmed the decision with regard to extending the waiving of fees for up to 21 years of age.
- (iii) It be agreed to further extend the waiving of fees for those residents in Perth and Kinross entitled to after care services up to the age of 26 years.

### 480. MINUTE OF PREVIOUS MEETING

The minute of the meeting of the Environment and Infrastructure Committee of 23 May 2018 (Arts. 276-295) was submitted and approved for signature subject to the following amendment:-

PERTH AND KINROSS COUNCIL  
ENVIRONMENT AND INFRASTRUCTURE COMMITTEE  
5 SEPTEMBER 2018

Tummel Bridge and Strathtummel would be added to the list of appendices as places which would be receiving Vehicle Activated Signs (Art. 282 refers).

**481. HOUSING AND ENVIRONMENT BUSINESS MANAGEMENT & IMPROVEMENT PLAN 2018-19**

There was submitted report by the Executive Director (Housing and Environment) (18/253) presenting the first Housing & Environment Business Management Improvement Plan for the period 2018-19.

**Resolved:**

- (i) The contents of the Housing and Environment Business Management and Improvement Plan 2018-19, as detailed in Appendix 1 to Report 18/253, pertaining to this Committee's areas of responsibility, be approved.
- (ii) It be noted that Report 18/253 had been approved by the Housing and Communities Committee on 22 August 2018 pertaining to that Committees areas of responsibility and would be submitted to the Scrutiny Committee on 12 September 2018 for scrutiny and comment as appropriate.

F PATTERSON, P PEASE, S LAING AND K SPALDING LEFT THE MEETING AT THIS POINT.

**482. COMMUNITY GREENSPACE – WORKING WITH COMMUNITIES**

There was submitted a report by the Executive Director (Housing and Environment) (18/268) (1) providing an 18 month update on the previous Community Greenspace 'Working with Communities' report to the Environment Committee in January 2017; and (2) outlining the considerable work undertaken to engage, equip and empower local communities to participate in activities such as paths work, project delivery and grounds maintenance.

The Committee heard a presentation from A Clegg, Housing and Environment on this subject. A Clegg addressed the Committee and answered questions from members. The Convener thanked A Clegg for his presentation.

**Resolved:**

- (i) The progress made in the last 18 months, be noted.
- (ii) The Executive Director (Housing and Environment) to bring forward a further report on work undertaken in 18 months time.

**483. DRAFT AIR QUALITY ACTION PLAN**

There was submitted a report by the Executive Director (Housing and Environment) (18/269) (1) providing a draft Air Quality Action Plan (AQAP) and; (2) seeking feedback from members of the Environment and Infrastructure Committee on the content of this document, prior to external consultation.

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**Resolved:**

- (i) The content of the Draft AQAP for Crieff prior to external consultation, be agreed.
- (ii) The consultation processes to engage with all relevant stakeholders in order to create a robust action plan, containing realistic improvement measures, be agreed.
- (iii) The Executive Director (Housing and Environment) to bring the proposed final AQAP for Crieff back to this Committee in due course.

K STEVEN LEFT THE MEETING AT THIS POINT.

**484. POLICY AND LEVEL OF SERVICE FOR WINTER 2018/2019**

There was submitted a report by the Executive Director (Housing and Environment) (18/270) recommending the level of service to be approved by the Council for the gritting and snow clearing of roads and footways in Perth and Kinross during the winter of 2018/2019 using plant and labour resources of Tayside Contracts and other Council Services.

**Resolved:**

- (i) The winter maintenance service, as detailed in section 2 of report 18/270, be agreed.
- (ii) The Executive Director (Housing and Environment) be authorised to make arrangements out with the policy and level of service in exceptional conditions such as snow emergencies,
- (iii) It be agreed that the number of night shift gritting routes be extended from four to six for winter 2018/2019.
- (iv) It be further agreed that the budget of £3.682 million be used to also fund other weather related emergencies; such as works to mitigate immediate risks of flooding to properties/roads and wind damage, directly affecting free movement across the network.

**485. PERTH CITY CENTRE WASTE CONTAINERISATION**

There was submitted a report by the Executive Director (Housing and Environment) (18/271) (1) proposing to provide an improved domestic waste collection service to 847 households within Perth City Centre; (2) recommending providing 'bin hubs' for residents of the city centre who have no storage space to accommodate wheeled bins and where the domestic waste service currently provided is the uplift on pink bin bags twice weekly; and (3) recommending that the city centre containerisation project is rolled out to all properties currently using the pink sack collection service in Perth city centre during 2019.

**Resolved:**

- (i) The installation of general waste communal bins for the use of residents in Perth city centre currently using the pink sack collection service, as shown on the map attached as Appendix 2 to report 18/271, be approved.
- (ii) The cessation of twice weekly pink sack collection service, be approved.
- (iii) The discontinuation of free pink sacks to Perth City Centre residents, be approved.

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5 SEPTEMBER 2018

- (iv) It be agreed that the service is monitored over a 6 month period, with a report back to Committee on the outcome of the roll-out..

COUNCILLOR D DOOGAN LEFT THE MEETING AT THIS POINT

**486. PERTH AND KINROSS OUTDOOR ACCESS FORUM ANNUAL REPORT 2017-18**

There was submitted a report by the Executive Director (Housing and Environment) (18/272) summarising the activities and progress of the Perth and Kinross Outdoor Access Forum to date and recommends the appointment of one new member to the Forum.

**Resolved:**

- (i) The appointment of one new member and the re-appointment of one member to the Forum for a period of four years, and the proposal that members be retained in their appointments for at least a further year, as detailed in Appendix 1 to Report 18/272, be approved.
- (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 Forums Term of Reference.
- (iii) The activities and progress of the Perth and Kinross Outdoor Access Forum from September 2017 to August 2018, be noted.

**487. NEW RURAL FOOTWAYS**

There was submitted a report by the Executive Director (Housing and Environment) (18/273) (1) detailing the assessment of the list of requested rural footways; and (2) recommending the new footway schemes to be progressed in 2018/19.

**Resolved:**

The list of prioritised rural footway schemes as detailed in Appendix 1 to report 18/273 to be implemented, subject to available funding, satisfactory consultation and site implications, be approved.

**488. ACTIVE TRAVEL STRATEGY – RE-DETERMINATION OF ELM DRIVE, BLAIRGOWRIE – FOOTWAYS FOR SHARED USE**

There was submitted a report by the Executive Director (Housing and Environment) (18/274) seeking approval to commence the legal process to propose to re-determine the footway at Elm Drive, Blairgowrie (Ward 3) to shared use for pedestrians and cyclists.

**Resolved:**

The legal process for the promotion of a Determination Order under Section 152(2) of the Roads (Scotland) Act 1984 be approved to allow the footways identified in Appendix 1 to report 18/274 to be converted to shared use for pedestrians and cyclists.

**489. PROPOSED VARIATION TO WAITING RESTRICTIONS, MONCUR ROAD AND MAIN ROAD, INCHTURE (Ward 1)**

There was submitted a report by the Executive Director (Housing and Environment) (18/275) (1) outlining the problems experienced by residents in Moncur Road and Main Road, Inchtire due to indiscriminate parking; and (2) recommending the creation of an Inchtire Traffic Management Order to introduce waiting restrictions on Moncur Road and Main Road, Inchtire (Ward 1).

**Resolved:**

The creation of the Traffic Regulation Order to introduce No Waiting at Any Time restrictions on Moncur Road and Main Road, Inchtire as detailed in Appendix 1 to report 18/275, be approved.

**490. PROPOSED 30MPH SPEED LIMIT AT HUNTINGTOWER ROAD (U44), RUTHVENFIELD (Ward 5)**

There was submitted a report by the Executive Director (Housing and Environment) (18/276) (1) proposing to extend the 30mph speed limit at Huntingtower Road (U44), Ruthvenfield (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 extension of the 30mph speed limit as detailed in Appendix 1 to report 18/276, be approved.

**491. PROPOSED 40MPH SPEED LIMIT AT GLENALMOND (C409) (WARD 9)**

There was submitted a report by the Executive Director (Housing and Environment) (18/277) (1) proposing to extend the 40mph speed limit at Glenalmond (C409) (Ward 9); 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 the locations detailed in Appendix 1 and 2 to report 18/277, be approved.

**492. PROPOSED 40MPH SPEED LIMIT AT TIBBERMORE (C410 & U47) (WARD 9)**

There was submitted a report by the Executive Director (Housing and Environment) (18/278) (1) proposing to introduce a 40mph speed limit at Tibbermore (C410 & U47) (Ward 9); 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 as detailed in Appendix 1 to report 18/278, be approved.

**493. PROPOSED ADDITIONAL GREEN ROUTES MUTHILL (WARD 7)  
LONGFORGAN (WARD 1), NEW ALYTH (WARD 2), BLAIRGOWRIE  
(WARD 3), ABERARGIE (WARD 9)**

There was submitted a report by the Executive Director (Housing and Environment) (18/279) (1) outlining the success of previously introduced Green Routes in promoting these roads for use by more sustainable but vulnerable transport modes; and (2) recommending that an additional five routes (Muthill, Longforgan, New Alyth, Blairgowrie, Aberargie) be promoted as Green Routes.

**Resolved:**

- (i) It be approved that the proposed routes as detailed in Appendices 2 to 6 of report 18/279 be taken forward as an addition to the Green Routes projects, to be implemented in financial year 2018/2019.
- (ii) The start of the legal process to promote the relevant Traffic Regulation Orders to vary the speed limits as detailed in Appendices 2 to 6 of report 18/279, be approved.

**494. PROPOSED VARIATION TO WAITING RESTRICTIONS, MONART ROAD  
AND VASART COURT, PERTH (WARD 12)**

There was submitted a report by the Executive Director (Housing and Environment) (18/280) (1) outlining the problems experienced by residents in Monart Road and Vasart Court, Perth due to indiscriminate parking; and (2) recommending a variation to the Perth Traffic Management Order to vary the waiting restrictions on Monart Road and Vasart Court, Perth (Ward 12).

**Resolved:**

The promotion of a variation to the relevant Traffic Regulation Order to introduce additional No Waiting at Any Time restrictions on Monart Road and Vasart Court, as shown in Appendix 1 to report 18/280, be approved.

**495. AMENDMENTS TO LIST OF PUBIC ROADS**

There was submitted a report by the Executive Director (Housing and Environment) (18/281) recommending that the List of Public Roads be updated to take account of the additions detailed in the schedule to report 18/281.

**Resolved:**

The amendments to the List of Public Roads as detailed in Appendix 1, to report 18/281, be approved.

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**PERTH AND KINROSS COUNCIL**

**Housing and Communities Committee  
31 October 2018**

**Environment and Infrastructure Committee  
7 November 2018**

**Scrutiny Committee  
28 November 2018**

**Housing and Environment Six Month Performance Summary 2018/19 –  
Exception Report**

**Report by Executive Director (Housing and Environment) (Report No. 18/346)**

This report reviews the performance of Housing and Environment against its Business Management and Improvement Plan (BMIP) for the period 1 April to 30 September 2018.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Executive Officer Team, Housing and Environment Management Team and themed Committees consider performance against the Service Business Management and Improvement Plan (BMIP) twice a year through the Service six month and annual performance reports.
- 1.2 The six month performance summary highlights exceptions, either as a result of performance exceeding the BMIP target or being unlikely to meet the target.

**2. SIX MONTH PERFORMANCE SUMMARY 2018**

- 2.1 The purpose of the six month performance summary in Appendix 1 is to review the performance of Housing and Environment during the first six months of 2018/19 against the targets contained in the 2018/19 BMIP. This was approved and scrutinised earlier in the year by the appropriate committees.
- 2.2 The exceptions in the report have been included following consideration of all BMIP performance management information. They relate to performance that is deemed to be significant. Where these exceptions are targets that have not been met, explanations and details of improvement actions to be taken are provided.
- 2.3 A full annual report with detailed progress against all targets and actions within Housing and Environment BMIP will be produced at the end of 2018/19.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The six monthly monitoring of BMIP performance information by Housing and Environment Senior Management Team has identified that progress in line with BMIP targets has been made in most areas, where this information is available.

3.2 It is recommended that:

- (i) The Housing and Communities Committee and Environment and Infrastructure Committee consider and approve the Housing and Environment six month performance summary attached at Appendix 1 in the report.
- (ii) The Scrutiny Committee scrutinises and comments, as appropriate, on the Housing and Environment six month performance summary attached at Appendix 1 in the report.

#### Authors

| Name          | Designation                         | Contact Details                                |
|---------------|-------------------------------------|------------------------------------------------|
| Connor Wilson | Performance and Support Team Leader | TESCommitteeReports@pkc.gov.uk<br>01738 475000 |
| Carole Hendry | Team Leader – Business Improvement  |                                                |

#### Approved

| Name           | Designation                                  | Date            |
|----------------|----------------------------------------------|-----------------|
| Barbara Renton | Executive Director (Housing and Environment) | 18 October 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

|                                                     |             |
|-----------------------------------------------------|-------------|
| <b>Strategic Implications</b>                       |             |
| Community Plan / Single Outcome Agreement           | <b>Yes</b>  |
| Corporate Plan                                      | <b>Yes</b>  |
| <b>Resource Implications</b>                        |             |
| Financial                                           | <b>None</b> |
| Workforce                                           | <b>None</b> |
| Asset Management (land, property, IST)              | <b>None</b> |
| <b>Assessments</b>                                  |             |
| Equality Impact Assessment                          | <b>Yes</b>  |
| Strategic Environmental Assessment                  | <b>Yes</b>  |
| Sustainability (community, economic, environmental) | <b>None</b> |
| Legal and Governance                                | <b>None</b> |
| Risk                                                | <b>None</b> |
| <b>Consultation</b>                                 |             |
| Internal                                            | <b>Yes</b>  |
| External                                            | <b>None</b> |
| <b>Communication</b>                                |             |
| Communications Plan                                 | <b>None</b> |

### 1. Strategic Implications

1.1 This report supports the delivery of the following Strategic Objectives within the Community Plan and the Council's Corporate Plan:

- i) Giving every child the best start in life
- ii) Developing educated, responsible and informed citizens
- iii) Promoting a prosperous, inclusive and sustainable economy
- iv) Supporting people to lead independent, healthy and active lives
- v) Creating a safe and sustainable place for future generations

### 2. Resource Implications

#### Financial

2.1 There are no implications arising from this report.

#### Workforce

2.2 There are no implications arising from this report.

#### Asset Management (land, property, IST)

2.3 There are no implications arising from this report.

### **3. Assessments**

#### Equalities Assessment

- 3.1 The Council's Corporate Equalities Assessment Framework requires an assessment of functions, policies, procedures or strategies in relation to race, gender and disability and other relevant equality categories. This supports the Council's legal requirements to comply with the duty to assess and consult on relevant new policies to ensure there is no adverse impact on any community group or employees.
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment Framework and was assessed as not relevant for the purposes of Equalities Impact Assessment.

#### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all plans, programmes and strategies, including policies (PPS).
- 3.4 The matters represented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and it was assessed that no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability (community, economic, environmental)

- 3.5 There are no implications arising from this report.

#### Legal and Governance

- 3.6 There are no implications arising from this report.

#### Risk

- 3.7 There are no implications arising from this report.

### **4. Consultation**

#### Internal

- 4.1 The Housing and Environment Senior Management Team has been consulted in the development of this report.

#### External

- 4.2 The Service User Review and Evaluation (SURE) Team were consulted in relation to the Housing activity and performance.

## **5. Communication**

- 5.1 There are no implications arising from this report.

## **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

- 3.1 Appendix 1: The Housing and Environment Six Month Performance Summary 1 April to 30 September 2018.



**Housing and Environment**

**Six Month Performance Summary**

**1 April 2018 to 30 September 2018**

**17/10/2018**

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## INTRODUCTION

### **Welcome to Housing and Environment six monthly performance summary 1 April 2018 to 30 September 2018**

Welcome to the 6 month exception report for Housing and Environment. This is an exception report to provide assurance that the actions and targets set out within our Business Management and Improvement Plan (BMIP) are being addressed. It also serves to report back on where we anticipate exceeding these targets and to help understand why we are predicting some may not be met.

Housing and Environment was formed on 1 April 2018 and we continue to work very hard in delivering in a wide range of areas with a responsive customer and community focus. This includes services which impact on residents and visitors on a daily basis – such as social housing, school transport, roads, bin collection, and street sweeping. Our work also delivers for those which people may only use on occasion, including homelessness, planning, business services, trading standards, dealing with emergencies and support to help find a job, for example.

As outlined in our BMIP, going forward there will be a continuing need to understand how best to use the resources available to us and to communicate what our services are. In the meantime, we will also seek out all opportunities to work collaboratively both within the council and with a range of different partners. Added to this, we are committed to our transformation programme, looking to further modernise the way services are delivered and producing further efficiencies, where any further opportunities arise.

Across the whole service, there are committed and dedicated staff who work hard to deliver the best services possible within the resources available. Without them, we could not take forward the outlined work within our BMIP, as we strive to improve the outcomes we set out within that document.



**Barbara Renton**  
Executive Director



**Keith McNamara**  
Depute

## Service Performance Summary

### GIVING EVERY CHILD THE BEST START IN LIFE & DEVELOPING, RESPONSIBLE AND INFORMED CITIZENS

The new build programme is having a positive impact in tackling both overcrowding and improving outcomes for families. An example of these outcomes can be demonstrated within the [Blackthorn development](#) in Blairgowrie which was developed following extensive community engagement. ***(Housing and Communities)***

We participated in the Scottish Housing Day to raise awareness of the latest developments in housing and give people the resources they need to make informed decisions about their housing options. The focus this year was on supporting young people. ***(Housing and Communities)***

### PROMOTING A PROSPEROUS, INCLUSIVE AND SUSTAINABLE ECONOMY

In partnership with SSE we were successful in bidding for funding from the Warm Homes Fund (£1.2m). This forms part of a total investment of over £2m to replace central heating systems and support people who live in more remote areas to heat their homes. Work has begun to deliver these projects by December 2019. ***(Housing and Communities)***

Perth-based company Miconex and technology partner Stampeet, were supported by the City Development Team to introduce the popular Mi Rewards Scheme in addition to the Perth Giftcard. Mi Rewards is free to use and registered customers are given a point for every pound they spend with local businesses. They can then redeem those points as gift cards which can be spent in local participating businesses. ***(Environment and Infrastructure)***

Tourism is a key driver in the economy of Perth and Kinross – with an estimated value of £500m annually to the area. A significant strength of tourism locally is the events sector with an established and diverse calendar covering sport, arts, music and culture, food and drink, and more. The BBC's "The Biggest Weekend" over 26-27 May 2018, attracted crowds of over 20,000 across the two days. It showcased the beauty of Scone Palace, Perth and the surrounding area nationwide on BBC television, radio and online channels. Feedback from the BBC on audience comments were very positive, with some people describing it as the 'best organised festival of its size' that they had been to. ***(Environment and Infrastructure)***

The Employment HUB is achieving notable success including the Skills Academies funded by the European Social Fund (ESF). These programmes have had a direct impact on moving clients into work within the hospitality sector. The IWISH programmes (Into Work in Scottish Hospitality) have

supported a total of 24 clients directly into work within the region. The industry visits and introduction of clients to employers creates direct employment opportunities.

***(Environment and Infrastructure)***

An investment pitch extolling the many advantages of doing business from Perth and Kinross was made at the recently opened Victoria and Albert museum on the Tay waterfront.

***(Environment and Infrastructure)***

## **SUPPORTING PEOPLE TO LIVE INDEPENDENT, HEALTHY AND ACTIVE LIVES**

Progress is being made on building on our success in the delivery of our Home First Transformation project and we are currently developing our “Rapid Rehousing Transition Plan” which is to be submitted to the Scottish Government by December 2018. We have undertaken a detailed analysis of the current demand, gaps and future supply and type of temporary accommodation and have events planned for staff and our partners in October and November 2018 to help inform the plan.

***(Housing and Communities)***

As at September 2018, we have assisted 74 households through our Personal Homeless Budgeting approach. This enables staff to respond quickly to people who are faced with a homeless or crisis situation which could impact on their ability to have, or keep, a roof over their head.

***(Housing and Communities)***

We became only the second Council to sign up to the Chartered Institute of Housing’s “Make a Stand Pledge” to support people experiencing domestic abuse.

***(Housing and Communities)***

We have completed a programme of improvement in two of our sheltered housing complexes at Strathmore Street and Carpenter Court. This included updating communal areas, new gas central heating, assisted bathing facilities, improved laundry facilities and outside seating areas.

***(Housing and Communities)***

Between April and June 2018, glass recycling increased by 126 tonnes (approx. 22%) compared to the same period last year. The Waste Team were able to give a £600 donation to a local charity, Cornhill Macmillan Centre, as part of the 'Give Your Glass for Cornhill' glass recycling campaign.

***(Environment and Infrastructure)***

On the strength of our bid, the Council's Perth City Region Cycle Network project has been chosen to advance to the next stage of Sustrans Scotland’s “Community Links PLUS” competition 2018. This aims to inspire local authorities to design better places and spaces for people to live, walk and cycle in for everyday journeys.

***(Environment and Infrastructure)***

## CREATING A SAFE AND SUSTAINABLE PLACE FOR FUTURE GENERATIONS

We have completed 25 high quality social housing homes in Scone and Milnathort. These properties are of the highest quality, with triple glazing and fitted with state-of-the-art insulation as standard to help reduce household bills. The homes also meet the “housing for varying needs” standard so that they can be easily adapted to meet changing household needs (for example wheelchair accessible standards).

***(Housing and Communities)***

Through the Buyback Scheme, we have also purchased 20 ex-Council properties in areas of high housing demand.

***(Housing and Communities)***

Our multi-million pound Capital Investment Programme continues to improve the quality of our existing housing stock, including external fabric works and environmental improvement programmes.

***(Housing and Communities)***

We have introduced new Pre-Tenancy Information Packs which offer information on moving house, furnishing and decorating new homes, paying rent, being a good tenant, budgeting and health and wellbeing.

***(Housing and Communities)***

We have developed a new Tenant Welcome Pack which will give tenants a positive start in their home and support them to sustain their tenancy longer.

***(Housing and Communities)***

As part of the expansion of MyPKC, we have introduced reporting repairs on line which offers a convenient 24/7 access to report non-emergency repairs.

***(Housing and Communities)***

In partnership with tenants and elected members, we continue to develop Estate Based Initiative programmes across Perth and Kinross ranging from car parking, redesign of paths, drying areas and communal spaces.

***(Housing and Communities)***

A 60 week programme of work to transform the B-listed former St Paul's Church on Perth's Old High Street has been agreed and will get underway in October 2018. This is a major milestone which will see one of the City's most high profile empty buildings brought back into use as a public arts and events space.

***(Environment and Infrastructure)***

In September 2018, representatives of the 48 In Bloom committees from across Perth and Kinross gathered to hear the results of the annual “Take a Pride in Perth and Kinross Award Competition”.

***(Environment and Infrastructure)***

The judges commented:

*“we continue to be struck by the enthusiasm, energy, skill and commitment from all the places we visited. The immense contribution really makes a difference our towns and villages. It was a great privilege to be welcomed to the communities and they have all done exceptionally well.”*

The winner of the Large Village category was Brig' In Bloom. The winner of the Small Country Town Category was Coupar Angus, Pride of Place. Best Community Involvement was awarded to Coupar Angus, Pride of Place. Kinnesswood In Bloom was awarded Best Involvement with Schools. The Most Improved Community title went to Dunkeld and Birnam In Bloom. A special award was given to Keith Lawrence of Ardoch In Bloom for his Outstanding Contribution. Kinross In Bloom was presented with the Endeavour Award. The Best New Entrant was awarded to Luncarty and Redgorton In Bloom.

**(Environment and Infrastructure)**

The Kinross-shire and Glenfarg Zero Waste Challenge, which helps communities to reduce household waste and stimulates recycling, took place during April and May 2018 and engaged 5,080 householders. The six week challenge included 'Dads & Lads' cooking workshops; soup, smoothie and juice making workshops; a recipe competition; school talks at three local primaries; a stall at the local community market and information displays in the community and at the local Sainsbury's in Kinross.

**(Environment and Infrastructure)**

On 26 June 2018, the new link road to Bertha Park was completed as part of the first phase of the Perth Transport Futures Project. The Project aims to alleviate current and future traffic congestion, provide essential roads infrastructure to support economic growth and improve air quality in the city centre. The A9 southbound offslip also opened, giving southbound drivers an easy link to the A85.

**(Environment and Infrastructure)**

At the Blackford Community Park and Play Area, partnership working took place with the local community who were proactive and keen to improve their local play park. The Community Greenspace Team were able to allocate £50,000 of capital funding for play area upgrades. With the support of Elected Members, the Blackford Improvement Group was formed to help design the park upgrade and raise funding. The additional £78,000 of funding they raised enabled an additional zipwire and a more exciting rope climbing unit to be included in the works.

**(Environment and Infrastructure)**

## How do we compare to others?

We measure our performance against Local Authorities and Registered Social Landlords (RSLs) through the Scottish Housing Best Value Network (SHBVN) and Housemark.

The results of the 2017/18 Scottish Annual Return on the Charter were published on 31st August 2018. Some highlights are:-

- Our compliance with the Scottish Housing Quality Standard (SHQS) in 2017/18 was **96.15%** which compares favourably with the Scottish average of **94.2%**.
- **100%** of our housing stock received an annual gas certification by the anniversary date - the Scottish national average in 2017/18 was **99.8%**.
- Our reliance on the use of bed and breakfast accommodation in 2017/18 was **1.58 days**, whereas the Scottish national figure is **35.9 days**.
- Our handling of first stage complaints was **93.10%** in 2017/18, whereas nationally the average was **98.2%**. For second stage complaints our performance in 2017/18 was **96.97%** against a Scottish national average of **94.2%**.

***(Housing and Communities)***

In April 2018, we introduced a chargeable garden waste collection service. After benchmarking with other Local Authorities including Angus Council and Highland Council, we have introduced the service with a 54% participation rate. We have exceeded the income target.

***(Environment and Infrastructure)***

The Chartered Institute of Public Finance and Accountancy Benchmarking return evidenced that we were one of the leading Councils for energy performance. Currently, the overall energy consumption from Council properties for 2018/19 is showing a 3% reduction compared to the same period in 2017/18, achieving the Councils energy reduction target.

***(Environment and Infrastructure)***

## What are our customers saying?

### Customer Feedback

Our Tenant Conference, held on 27 June 2018, included four workshops which looked at the format of the conference, our performance targets, sustaining tenancies and rent setting. Tenants told us they wanted local events and road shows, drop-in surgeries, encouraging attendance at events by offering free travel and childcare and surveys/questionnaires included within "On The House".

***(Housing and Communities)***

During March and April 2018 we carried out our bi-annual Tenant Satisfaction Survey. A summary of which:

| Performance Indicator (%)                                      | PKC's Comparison with Scottish Local Authorities                                                             |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Overall Service Provided – tenant satisfaction <b>(94.77%)</b> | 1 <sup>st</sup>                                                                                              |
| Being Kept Informed about decisions <b>(96.8%)</b>             | 2 <sup>nd</sup> (South Ayrshire were 1 <sup>st</sup> with 97.4)                                              |
| Opportunities for tenants to Participate <b>(98.74%)</b>       | 1 <sup>st</sup>                                                                                              |
| Management of Neighbourhood <b>(94.57%)</b>                    | 1 <sup>st</sup>                                                                                              |
| Quality of Home <b>(95.83%)</b>                                | 1 <sup>st</sup>                                                                                              |
| Value for Money <b>(88.18%)</b>                                | 3 <sup>rd</sup> (Clackmannanshire and East Lothian 1 <sup>st</sup> / 2 <sup>nd</sup> with 93.23% and 88.63%) |

Our performance has been scrutinised by the SURE Team and their overall assessment of our performance in 2017/18 was on the whole extremely positive with most of the themes being rated as “green”. Good progress made in 2017/18 and 2018/19 action plans continue to show how further improvement can be achieved.

***(Housing and Communities)***

Employment Hub client feedback:

- “I would recommend the programme. Not only have I got a job I also have two new best friends.”
- “I would recommend this course to anybody who wants to learn about the hospitality industry and wants to get back to work. This course is a must!”
- “The course and support was great. Sam and her team were very knowledgeable, approachable and friendly.”

***(Environment and Infrastructure)***

Our April 2018 to June 2018 customer satisfaction survey evidences:

- 86% of people had no problems when dealing with Housing and Environment.
- 78% of people were very satisfied or fairly satisfied with their overall experience of dealing with Housing and Environment.

In September 2018 SGS, the world’s leading inspection, verification, testing and certification company found that the Council’s Building Standards Team continues to meet the international Customer Service Excellence Standard.

***(Environment and Infrastructure)***

Our Food Safety Team has also received Customer Service Excellence accreditation for the last 20 years. This was recognised by the Environment and Infrastructure Committee in September 2018.

*(Environment and Infrastructure)*

## Progress against Performance Indicators and Improvement Plan

Over the six months from 1 April 2018 to 30 September 2018, Housing and Environment has made significant progress in delivering the services and actions identified in the Business Management Improvement Plan agreed by Housing and Communities Committee on 22 August 2018 and Environment and Infrastructure Committee on 5 September 2018.

Of the 42 key performance indicators and improvement tasks contained within the BMIP: 7% are exceeding target; 45% are on target; 7% are not on target; and 41% are not measurable at this six month point. Below is a summary of the progress against the targets within the BMIP:

| Performance Indicators                                                                             | Total        | Exceeding Target        | On Target        | Not on Target        | Information not Available        |
|----------------------------------------------------------------------------------------------------|--------------|-------------------------|------------------|----------------------|----------------------------------|
| <b>GIVING EVERY CHILD THE BEST START IN LIFE AND DEVELOPING, RESPONSIBLE AND INFORMED CITIZENS</b> |              |                         |                  |                      |                                  |
|                                                                                                    | 2            | 0                       | 1                | 0                    | 1                                |
| <b>A PROSPEROUS, INCLUSIVE AND SUSTAINABLE ECONOMY</b>                                             |              |                         |                  |                      |                                  |
|                                                                                                    | 14           | 0                       | 8                | 0                    | 6                                |
| <b>SUPPORTING PEOPLE TO LIVE INDEPENDENT, HEALTHY AND ACTIVE LIVES</b>                             |              |                         |                  |                      |                                  |
|                                                                                                    | 9            | 2                       | 3                | 0                    | 4                                |
| <b>CREATING A SAFE AND SUSTAINABLE PLACE FOR FUTURE GENERATIONS</b>                                |              |                         |                  |                      |                                  |
|                                                                                                    | 17           | 1                       | 7                | 3                    | 6                                |
| <b>Improvement Plan</b>                                                                            | <b>Total</b> | <b>Exceeding Target</b> | <b>On Target</b> | <b>Not on Target</b> | <b>Information not Available</b> |
| Improvement Plan                                                                                   | 29           | 0                       | 29               | 0                    | 0                                |

The following sections provide an update on Service performance where targets have been exceeded and where the Service is not on track to meet the target in the BMIP. Where performance is currently not on target, improvement actions have been identified, where appropriate, to ensure the Service reaches the target by March 2018

## Performance Indicator Exceptions

### Where we are exceeding our target

| Indicators exceeding targets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Performance |         |         |                    | Target        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|---------|--------------------|---------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2015/16     | 2016/17 | 2017/18 | Sept 18            | 2018/19       |
| <b>SUPPORTING PEOPLE TO LIVE INDEPENDENT, HEALTHY AND ACTIVE LIVES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |         |         |                    |               |
| Average days in temporary accommodation (all types)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 131.58      | 131.98  | 81.53   | <b>74.4 (Aug)</b>  | <b>80</b>     |
| <b>Comments</b><br>Through our Home First approach, we are continuing to reduce the number of days people are in temporary accommodation and we are significantly below the Scottish national average of 103.2 days.<br><br><i>(Housing and Communities)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |         |         |                    |               |
| Average time taken in days to complete approved applications for medical adaptations in the reporting year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 57.6        | 73.75   | 95.53   | <b>52.93 (Aug)</b> | <b>80</b>     |
| <b>Comments</b><br>We are currently showing a significant improvement over the 2017/18 position and this continues to be a key area of focus for the Housing Service.<br><i>(Scottish national average 51.3 days)</i><br><br><i>(Housing and Communities)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |         |         |                    |               |
| <b>CREATING A SAFE AND SUSTAINABLE PLACE FOR FUTURE GENERATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |         |         |                    |               |
| Tonnes of CO2 emissions from Council properties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 18,065      | 16,387  | 15,055  | <b>3,522 (Aug)</b> | <b>14,000</b> |
| <b>Comments</b><br>Less energy use to date along with using cleaner sources e.g. biomass (which affects the conversion rate*) has led to an increase in performance. This may change dependant on the severity of the winter season.<br><br>*Each kWh consumption is converted into tonnes of CO2 using conversion factors (usually kWh/kg of CO2). Gas and oil are primary fuels so direct emissions as they are burnt on site to produce heat, electricity is a secondary fuel as it is created elsewhere and delivered to site. Therefore the emissions for electricity are dependent on the mixture of fuels used to generate it, and it changes depending on the mix, more renewables reduces the conversion factor.<br><br><i>(Environment and Infrastructure)</i> |             |         |         |                    |               |

## Where we are not yet on target

| Indicators not yet on target                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Performance |         |         |                    | Target    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|---------|--------------------|-----------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2015/16     | 2016/17 | 2017/18 | Sept 18            | 2018/19   |
| <b>CREATING A SAFE AND SUSTAINABLE PLACE FOR FUTURE GENERATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |         |         |                    |           |
| Average length of time in days taken to complete non-emergency repairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 13.26       | 13.42   | 8.59    | <b>9.37 (July)</b> | <b>8</b>  |
| % of tenants satisfied by the repairs service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 90.06       | 90.24   | 90.42   | <b>91.4 (Aug)</b>  | <b>95</b> |
| <p><b>Comments</b></p> <p>Although there has been an increase of 9% in the time taken to complete non-emergency repairs, there has been a 12% increase in demand. We continue to prioritise emergency repairs to ensure our properties are safe, wind and water tight and that, together with our focus on reletting void properties, impacts on our performance in this area.</p> <p><i>(Scottish national averages – non emergency repairs 6.4 days; satisfaction with Repairs Service 92.1%)</i></p> <p><i>(Housing and Communities)</i></p>          |             |         |         |                    |           |
| % of ASB complaints resolved within locally agreed targets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 94.57       | 96.68   | 81.23   | <b>85 (July)</b>   | <b>90</b> |
| <p><b>Comments</b></p> <p>We are experiencing more complex complaints which are taking longer to resolve as they require multi-agency involvement and therefore exceeding our target of 20 working days. However, our initial response rate for serious complaints (2 working days) is 91% and for more routine complaints 96% (5 working days).</p> <p>We have introduced a robust case recording system which is providing greater validation of the data.</p> <p><i>(Scottish national average 87.9%)</i></p> <p><i>(Housing and Communities)</i></p> |             |         |         |                    |           |

## Improvement Plan Exceptions

None.

**PERTH AND KINROSS COUNCIL**  
**ENVIRONMENT AND INFRASTRUCTURE COMMITTEE**

**7 November 2018**

**ANNUAL PLANNING ENFORCEMENT REPORT 2017/18**

**Report by Executive Director (Housing and Environment) (18/361)**

This report analyses performance within the Planning Enforcement function of the Planning Service for the year 2017/18. In addition, examples of best practice developed and undertaken within the team are highlighted. It also seeks Committee approval for the future reporting of performance.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The sixth Scrutiny Committee Review selected Planning Enforcement as the topic of review based on the potential for the review to result in recommendations for change that would deliver measureable improvements. The final report concluding the review was approved by the Scrutiny Committee on 21 September 2016 ([Report Number 16/397](#) refers).
- 1.2 The Scrutiny Committee Review report of Planning Enforcement concluded that:  
  
*“This has been one of the more involved reviews which we have undertaken. We are aware that the recommendations which we are making are limited but this is because we have not found a need for substantial change.”*
- 1.3 Six recommendations were made in this review. Recommendation 3 specifically identified the establishment of an Annual Planning Enforcement Report, as a means to report the work of the Planning Enforcement team over the preceding year. This report will have the dual benefits of showing the value of the work of the Council’s Planning Enforcement officers, and publicising this work. This will be done through highlighting current work patterns and performance against both national and Council set indicators, as well as undertaking comparison with previous years’ performance to identify any emerging trends.
- 1.4 A final report was presented to Scrutiny Committee on 12 September 2018 recommending that the Sixth Scrutiny Review of Planning Enforcement be concluded ([report number 18/290](#)) following submission of the planning report to the Environment & Infrastructure Committee. Scrutiny Committee agreed to this recommendation.

## 2. PLANNING ENFORCEMENT PERFORMANCE

### Planning Enforcement Performance 2017/18

- 2.1 Enforcement activity performance is reported quarterly to the Scottish Government through the 'Planning Authority Performance Statistics' returns; a process where performance of the Council as Planning Authority is measured against nationally set criteria or 'national headline indicators'. These statistics are, in turn, published cumulatively by the Scottish Government for annual performance statistics, the last of which, for the year 1 April 2017 to 31 March 2018, were published on 24 July 2018.
- 2.2 Performance for enforcement activity is also reported annually through the [Planning Performance Framework \(PPF\)](#). The PPF for 2017/18 was submitted to the Scottish Government for approval on 31 July 2018. The PPF will be reported to the Environment and Infrastructure Committee following receipt of the Scottish Government's completed review, which has been provided in December in previous years. While performance is based on the criteria similar to those in the Government's statistics, the PPF does include additional metrics.
- 2.3 Performance for Perth and Kinross for this period was reported in the PPF as outlined in Figure 1 below. It is highlighted that the 'Cases Taken Up' are the number of formal enquiries we have received and opened as enforcement. In addition, the 'Number of Cases Closed' includes cases opened in previous years.

**Figure 1: Enforcement Activity 2017/18**

| <b>Enforcement Activity – 2017/18</b> | <b>Number</b> |
|---------------------------------------|---------------|
| Cases Taken Up                        | 316           |
| Notices Served                        | 27            |
| Reports to Procurator Fiscal          | 0             |
| Prosecutions                          | 0             |
| Number of Breaches Resolved           | 149           |
| Number of Cases Closed                | 353           |

*Source: 2017/18 Annual Planning Performance Framework (PPF)*

### Planning Enforcement Performance 2013-2017

- 2.4 For comparison, data is provided below for core enforcement activity over the last four reporting years:

**Figure 2: Enforcement Activity 2013/14 to 2016/17**

| <b>Enforcement Activity</b>  | <b>2016/17</b> | <b>2015/16</b> | <b>2014/15</b> | <b>2013/14</b> |
|------------------------------|----------------|----------------|----------------|----------------|
| Cases Taken Up               | 296            | 296            | 361            | 298            |
| Notices Served               | 32             | 23             | 37             | 29             |
| Reports to Procurator Fiscal | 0              | 0              | 0              | 2              |
| Prosecutions                 | 0              | 0              | 0              | 0              |
| Number of breaches resolved  | 251            | 167            | 212            | 115            |

*Source: 2016/17; 2015/16; 2014/15; 2013/14 Annual Planning Performance Statistics*

### **Planning Enforcement Annual Trends 2013-2018**

- 2.5 The data for the last five years (shown in Figures 1 and 2) identifies relative consistency in the number of cases taken up, with a noticeable peak in 2014/15. The number of formal notices served under powers available within the Town and Country Planning (Scotland) Act 1997 or the Town and Country Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 have a similar correlation to the case numbers. Activity for serving notices peaked last year (2017/18). A concerted effort to be more robust in utilising formal powers has been a factor in this. The reporting of breaches or non-compliance with notices to the Procurator Fiscal, and subsequent prosecutions, remains consistently rare; this reflects practice nationally within Planning Authorities.
- 2.6 Figure 3 below illustrates the throughput of enforcement cases in Perth and Kinross as a percentage of cases resolved against cases opened. The national average is also indicated for benchmarking purposes. Generally, an upwards trend is evident in respect of the throughput of case activity over these years. Throughput is the proportion of cases closed in a given year, calculated by dividing the number of cases closed against the number of cases received; which is then represented as a percentage. The comparatively low throughput of cases in 2013/14 (38.6%, compared to the national average of 60.7%) has been improved upon to a peak of 117% of cases in 2017/18. This increase represents a concerted effort to improve performance from previous years, which began with the closure of 'legacy' cases together with general improvements in case management (illustrated by Figure 4 below). It is expected that performance will stabilise going forward, as these old cases have been removed. There is, however, a greater focus on performance to maintain the positive position of keeping pace with workload – with a 100% throughput – and perform well against the national average.

**Figure 3: Throughput of Cases 2013/14 – 2017/18**

| Year    | Throughput of Cases |                         |
|---------|---------------------|-------------------------|
|         | Perth & Kinross     | National Average (mean) |
| 2017/18 | 117%                | 93.0%                   |
| 2016/17 | 84.8%               | 96.5%                   |
| 2015/16 | 56.4%               | 87.3%                   |
| 2014/15 | 58.7%               | 86.5%                   |
| 2013/14 | 38.6%               | 60.7%                   |

*Source: 2013/14-2017/18 Annual Planning Performance Statistics*

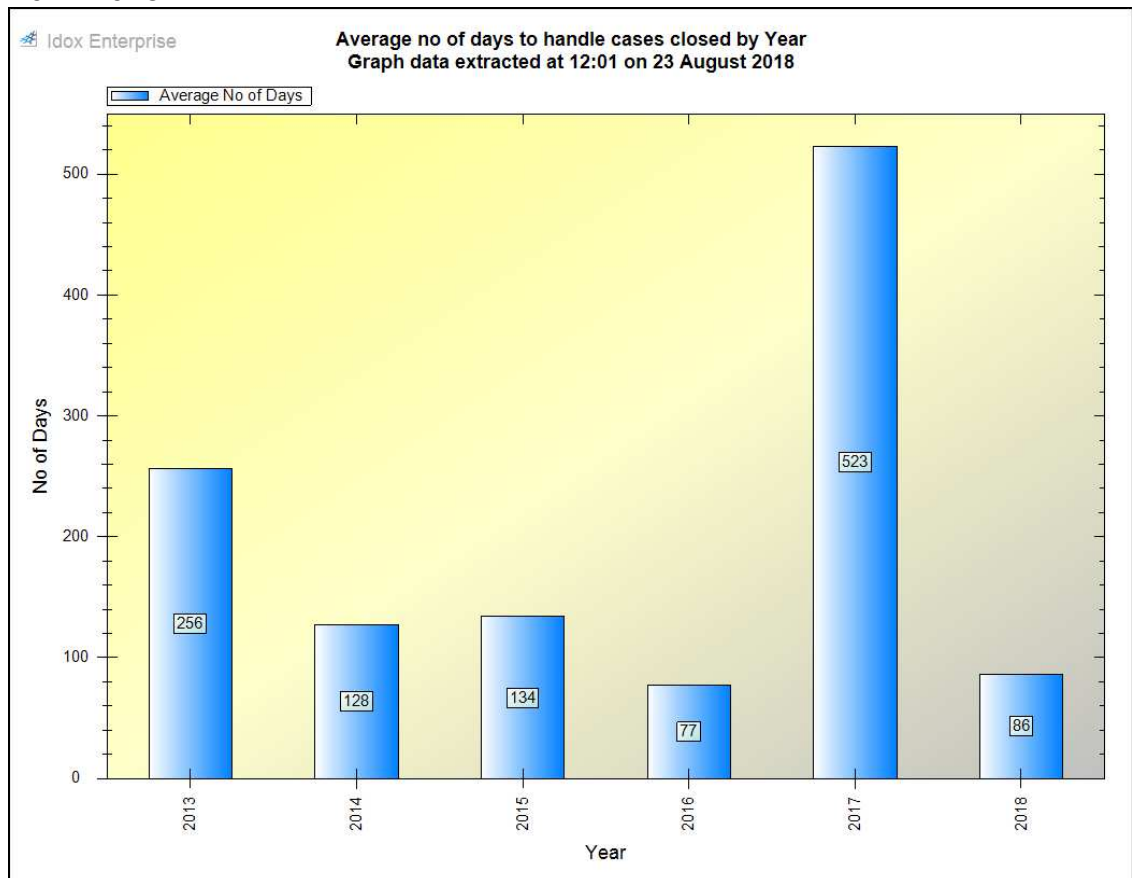
## **Planning Enforcement Charter**

- 2.7 The Council as Planning Authority has a statutory obligation under Section 158A of the Town and Country Planning (Scotland) Act 1997 (as amended) to prepare and renew a Planning Enforcement Charter every two years. The review process is underway for a new charter in 2018/19. The [current Charter](#) was published in October 2016, and was formally approved by the Enterprise and Infrastructure Committee on 11 January 2017 ([report number 17/12](#)). It sets out the Council's approach to planning enforcement to the public by outlining:
- council policy on taking enforcement action, including priorities for action;
  - how members of the public can bring a suspected breach of planning control to the Council's attention; and
  - how any complaint about the Council taking enforcement action can be submitted and outlining how these will be dealt with.
- 2.8 While all observations of suspected breaches reported to the Council will be investigated, and proactive monitoring of planning conditions and obligations will be undertaken, the Council has set priorities for enforcement where they are linked to significant breaches. These include significant environmental impacts; public safety; damage to listed buildings and breaches related to major applications.
- 2.9 As a commitment to providing an effective public service, a number of Customer Standards are outlined in the Charter, including:
- 1) acknowledging observations within 5 working days; and
  - 2) providing a written response to observers within 15 working days to advise what the next steps/action to be taken is.
- 2.10 As advised, preparations are underway for reviewing the Charter for publication from October 2018. The core objectives of the 2016 Charter will continue to be relevant. The opportunity will be taken to reinforce our priorities as well as make the accessibility and accountability for enforcement easier. The proposed revised Enforcement Charter will be reported to the Environment and Infrastructure Committee for approval in January 2019.

## **Additional Performance Analysis Measures**

- 2.11 To complement the objectives of the Scrutiny Review, a number of additional tools for analysis of performance measures have been developed internally, within the case management system used by the team. These provide further insight in to trends, performance and assist in allocating resources. A number of these are explained below.
- 2.12 A core objective, as set in the Charter and Government guidance, is to identify breaches and, where appropriate, resolve them as quickly as possible. Figure 4 illustrates the average number of days taken for the closure of enforcement cases.
- 2.13 It is apparent that a general trend for the reduction of average handling time for the closure of enforcement cases took place between 2012/13 and 2015/16. Over this period, the average timescales fell from 256 days to 77 days. There was a significant spike for increased handling times during 2016/17 (523 days); as discussed in paragraph 2.6, this was due to a concerted effort to close 'legacy' cases. These cases were typically where cases had remained open, largely following staff departures, but where no action would ultimately be taken. The closure of these cases brought the number of active cases for the three officers down substantially with the benefit of allowing a focus on priority cases. After this process, performance for 2017/18 improved and returned to similar levels before 2016, to 86 days. The Scrutiny Review has assisted in beginning this improvement journey and supported the team to continue the review of processes and achieve better performance.
- 2.14 With the focus now being on active cases, officers are able to operate more efficiently and direct efforts more readily to active cases and priorities as identified in the Enforcement Charter.

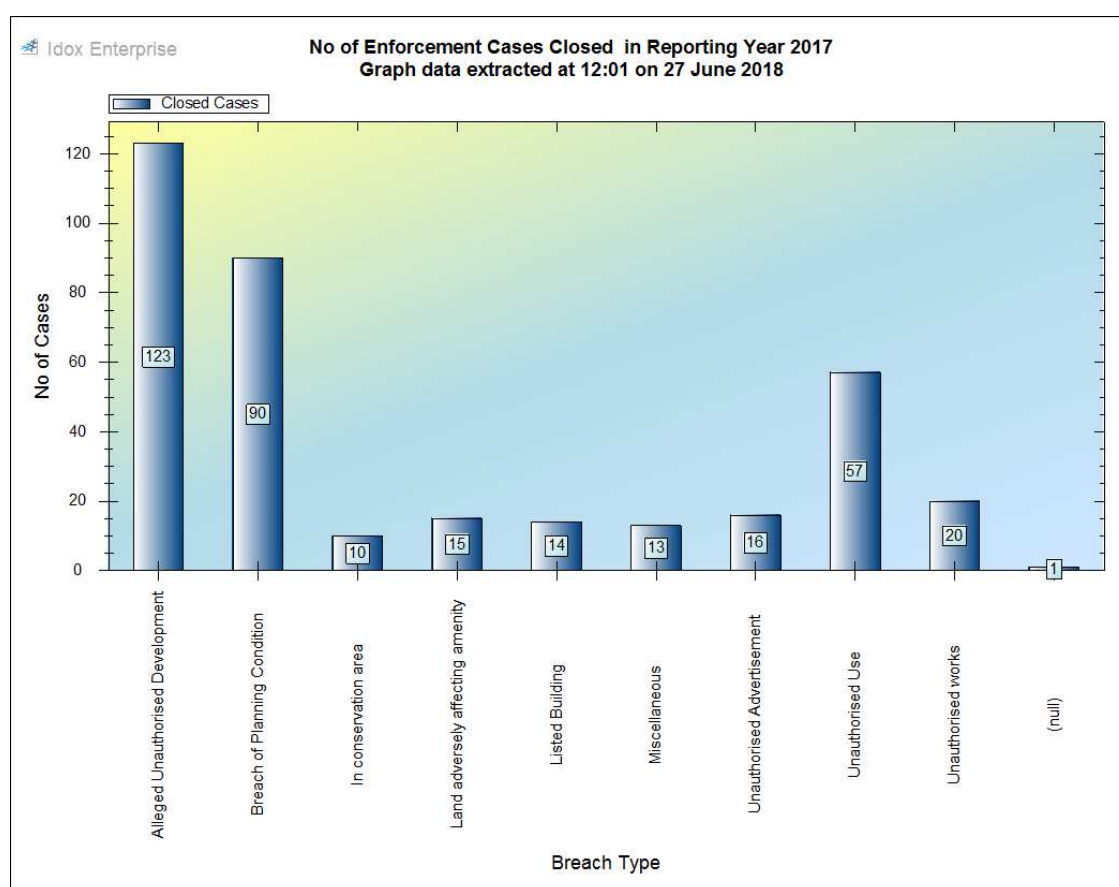
**Figure 4: Average Number of Days for Cases Closed 2012/13 to 2017/2018**



### Current Case Composition and Trends

- 2.15 The composition of cases by type of breach recorded is illustrated by Figure 5. It is evident that the highest type, at just over one third of all cases, relate to alleged unauthorised development (123 of 359 cases or 34.3%). The suspected unauthorised uses of land or buildings are also a significant area of work (57 cases or 15.9%). These case types would mostly relate to claims of no valid permission or consent being in place. Cases for breaches of planning conditions (90 cases or 25.1%) relate specifically to possible breaches for development with permission and, to some extent, this provides a clearer starting point for investigation against approved plans and decision notices. Collectively, these cases are the typical core of investigations undertaken.
- 2.16 While smaller in number, other case types are no less significant. As an example, 24 cases (6.7%) involve possible breaches relating to built heritage - with 10 in Conservation Areas and 14 for works to listed buildings. Such cases are a priority for action within the Enforcement Charter. These cases can be quite significant in terms of the public interest in the breach and the time required resolving the cases. It is highlighted that one enforcement case can cover more than one breach (or type of breaches); these are recorded against the category of breach that is determined to be most appropriate or is the most significant breach type.

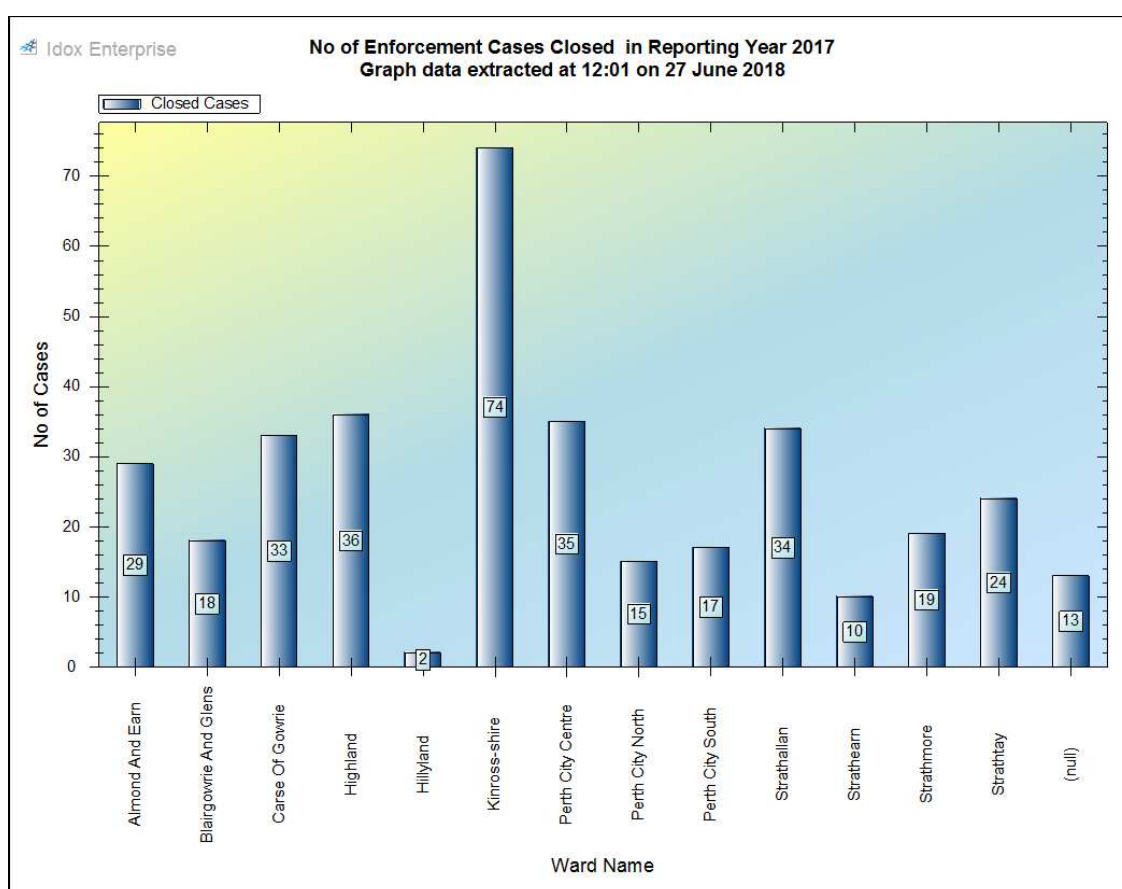
**Figure 5: Composition of Cases by Breach Types 2017/18**



- 2.17 To assist resource planning, an analysis of the geography of enforcement cases has been undertaken. This is expressed in Figure 6, where caseload is separated by Council Ward.
- 2.18 This analysis does illustrate one significant statistic; 74 cases (equating to 20.6% of all cases) have been reported in Ward 8 – Kinross-shire while approximately only 9% of the population of Perth and Kinross live in this ward.
- 2.19 An analysis for each ward has been undertaken in respect of the number of enforcement cases and population is provided in Figure 7 below<sup>1</sup>. Also included in Figure 7 is the percentage of all planning (and other) applications; to provide a comparison for enforcement activity against development activity.

<sup>1</sup> As noted in Figure 7, 13 cases, which represents a 3.6% share of the total, omitted to record a ward or were cases that covered more than one ward.

**Figure 6: Geography of Cases by Council Ward 2017/18**



**Figure 7: Demography of Cases by Council Ward 2017/18**

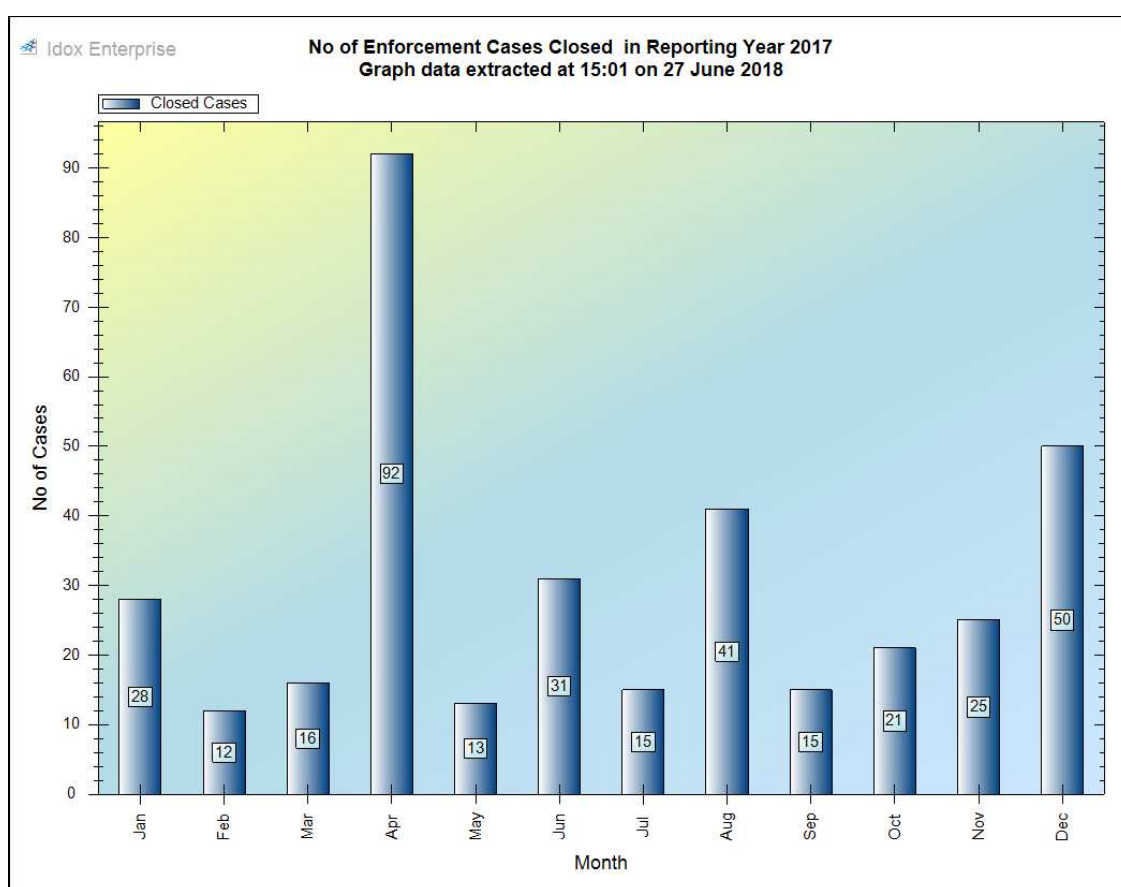
| Ward                               | Cases* | Population | Applications |
|------------------------------------|--------|------------|--------------|
| Ward 1 – Carse of Gowrie           | 9.2%   | 7.0%       | 7.0%         |
| Ward 2 – Strathmore                | 5.3%   | 10.0%      | 7.4%         |
| Ward 3 – Blairgowrie and the Glens | 5.0%   | 8.0%       | 7.4%         |
| Ward 4 – Highland                  | 10.0%  | 6.0%       | 14.7%        |
| Ward 5 – Strathtay                 | 6.7%   | 6.0%       | 11.5%        |
| Ward 6 – Strathearn                | 2.8%   | 7.0%       | 8.4%         |
| Ward 7 – Strathallan               | 9.5%   | 7.0%       | 7.9%         |
| Ward 8 – Kinross-shire             | 20.6%  | 9.0%       | 12.0%        |
| Ward 9 – Almond and Earn           | 8.1%   | 8.0%       | 6.1%         |
| Ward 10 – Perth City South         | 4.7%   | 9.0%       | 4.6%         |
| Ward 11 – Perth City North         | 4.2%   | 11.0%      | 2.8%         |
| Ward 12 – Perth City Centre        | 9.8%   | 11.0%      | 10.2%        |

- 2.20 When considering all the wards that are characterised as being rural in nature (Wards 1-9), with the exception of Ward 8 as discussed above, there is a reasonable degree of correlation between the proportion of enforcement cases compared to the population; ranging from Ward 2 – Strathmore having the lowest share of cases (lower by 4.7%) to Ward 4 – Highland being highest (higher by 4.7%). Ward 9 – Almond and Earn sits at near parity (higher by only 0.1%).
- 2.21 In terms of comparison between enforcement cases and development activity (planning applications), Ward 8 – Kinross-shire again has the highest variance (higher by 8.6%), with the lowest share in this respect being Ward 6 – Strathearn (lower by 5.6%).
- 2.22 For the urban area of Perth, there are general correlations between the three wards; Ward 10 – Perth City South; Ward 11 – Perth City North and Ward 12 – Perth City Centre. These wards, and the city centre in particular, generally have a far higher proportion of business and commercial uses subject of enforcement investigation when compared to rural wards. Perth City South and North (Wards 10 and 11) are comparable for caseload composition – with the City Centre (Ward 12) being an exception, with double the caseload measured against population.
- 2.23 This could be indicative of the very high level of activity and interest in the City Centre. In comparison to rural wards, activity is typically lower in Wards 10 and 11 while Ward 12 has a higher level, as discussed above. There is also a much smaller variance in the Perth wards, than in the rural wards, in respect of relationship between enforcement cases and development activity. This ranges from Ward 12 – Perth City Centre being lower by 0.4% and up to Ward 11 – Perth City North at 1.4% higher. Ward 10 – Perth City South is near parity, at 0.1% higher.

### **Seasonal Variation of Enforcement Reporting**

- 2.24 Possible seasonal variation for the reporting of breaches has been assessed. It is evident that there is a spike in development activity from spring (March/April) through summer onwards, with a fall-back in winter (October/November) – for both enforcement activity and the submission of planning applications. The seasonal activity for Planning Enforcement is illustrated by Figure 8.

**Figure 8: Monthly Enforcement Activity 2017/18**



### Future Monitoring Improvements

- 2.25 The Planning Service continues to develop other means to monitor performance and activity for planning enforcement. From the beginning of the current reporting year (1 April 2018), further enhancements have been implemented to our case management database. This will allow the dual benefit of clearer certainty of why we have taken the action we have (to close a case and/or take formal enforcement action) and being able to analyse our performance and proactivity in these areas. This analysis will further assist resource planning and continue consistent practice within the team. It is anticipated that analysis of these results will be provided within future performance reports.
- 2.26 At present, the categories of case types (as illustrated in Figure 5) does not allow distinction to be made for breaches specifically relating to trees – such as unauthorised works to, or removal, of trees subject of a Tree Preservation Order (TPO), trees within a Conservation Area or trees protected during construction. These instead are recorded in other, broader, categories of 'Unauthorised Works', 'Conservation Area' or 'Breach of Planning Condition'. For 2017/18, there were 27 cases where trees/woodland specifically referenced in the breach reported (7.5% of total cases). To enable efficient recording of enforcement activity for tree matters a new 'Tree' category was created in August 2018.

## **Enforcement Notice Appeals**

- 2.27 Where an enforcement notice is served the developer can, in most cases, submit an appeal to the Scottish Ministers. Most enforcement appeals are delegated to a Reporter within the [Scottish Government's Planning and Environmental Appeals Division \(DPEA\)](#) to determine. Officers defend notices served in such appeals to uphold the objective of the notice which seeks to remedy a breach of planning control because it was determined that it was in the public interest to take formal enforcement action. Reporters' determined 6 enforcement appeals in this period (5 Enforcement Notices and 1 Listed Building Enforcement Notice). Of these appeals, 3 were dismissed (with the notices taking effect), 2 appeals were allowed (notices overturned) and 1 was partially allowed (only the time period for the notice taking effect was altered).

## **Legislative Framework**

- 2.28 [The Planning \(Scotland\) Bill](#) was introduced to the Scottish Parliament on 4 December 2017. The Bill, as introduced, proposes a number of amendments to the Town and Country Planning (Scotland) Act 1997. With respect to planning enforcement, Section 22 and 23 are relevant; proposing increases to fines and liability for expenses under enforcement notices. The Bill completed Stage 1 on 29 May 2018 and is timetabled for consideration at Stage 2 in September 2018, during which time it is subject to possible modification. It is anticipated that the Bill might progress to Stage 3 during Winter 2018/19 with Royal Assent in early 2019.
- 2.29 The Bill could alter the legislative framework and therefore duties and operations of the Planning Enforcement team. This process will be monitored and practice will be amended accordingly. Changes of significance will be reported in the 2019 Annual Planning Enforcement Report and subsequent Enforcement Charters, as required.

## **Good Practice**

- 2.30 A key objective of the Scrutiny Review, in seeking an annual performance report, was to highlight the breadth of work and instances of good practice within the Enforcement Team. This provides an opportunity to provide a qualitative analysis that is not reflected in the performance statistics.
- 2.31 Four case studies have been selected to illustrate innovation and good practice and are included in Appendix 1. These examples have also been reported nationally within the Planning Authority's PPF for 2017/18 (which was submitted to the Scottish Government on 30 July 2018). A total of 11 planning case studies were included in the PPF and the four which specifically related to planning enforcement have all been reproduced within the appendix.

### **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 The conclusions of the Sixth Scrutiny Review of Planning Enforcement found that it was a well-functioning service. While this is a discretionary service for the Council to provide, it was recognised that much valuable work is done within the team to contribute to the Council's corporate objectives. The breadth of this work was more extensive than initially appreciated and the scope, and indeed limitations, of the legislative framework, was acknowledged in the Review.
- 3.2 The Review identified 6 recommendations to further improve the effectiveness and value of the Planning Enforcement function. The reporting of performance through this Annual Planning Enforcement Report addresses recommendation 3 and concluded that review process.
- 3.3 This report has analysed performance within Planning Enforcement and identified areas of good or leading practice within the field.
- 3.4 The statistics discussed in Section 2, as reported to the Scottish Government and the Council's Planning Performance Framework, provide a quantitative basis for assessing performance. These illustrate that the service operates well and is improving in areas and compares favourably to performance across the country. Further measures for assessing performance and enhancing processes have been developed internally and are anticipated over time to assist in achieving further improvement.
- 3.5 Examples of good practice in Appendix 1 provide a more-rounded appraisal of the function and performance of the team on a qualitative basis. Many of these cases illustrate leading practice within the field and clearly demonstrate commitment within the team for a strong, yet balanced, enforcement function that best serves the public interest.
- 3.6 It is recommended that Committee:
- (i) endorses this Annual Planning Enforcement Report for 2017/18; and
  - (ii) requests the Executive Director (Housing and Environment) to bring forward a further report following publication of the annual performance statistics for 2018/19.

**Author**

| <b>Name</b> | <b>Designation</b>                               | <b>Contact Details</b>                                                                             |
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**Approved**

| <b>Name</b>    | <b>Designation</b>                         | <b>Date</b>     |
|----------------|--------------------------------------------|-----------------|
| Barbara Renton | Executive Director (Housing & Environment) | 29 October 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>None</b>       |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              | <b>None</b>       |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>None</b>       |
| Strategic Environmental Assessment                  | <b>None</b>       |
| Sustainability (community, economic, environmental) | <b>None</b>       |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>None</b>       |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 This report supports the delivery of the strategic objectives within the Community Plan / Single Outcome Agreement 2013-23 in terms of the following principles:

- (iii) Promoting a prosperous, inclusive and sustainable economy; and
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

- 1.2 This report contributes to the achievement of the following the Corporate Plan Priorities:

- (iii) Promoting a prosperous, inclusive and sustainable economy; and
- (v) Creating a safe and sustainable place for future generations.

## **2. Resource Implications**

### Financial

- 2.1 There are no direct financial implications arising from this report.

### Workforce

- 2.2 There are no implications arising from this report.

### Asset Management (land, property, IT)

- 2.3 There are no implications arising from this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as the subject of this report does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
  - in the way best calculated to deliver any statutory adaptation programmes; and
  - in a way that it considers most sustainable.

- 3.4 There are no sustainability implications of the report under this legislation.

### Legal and Governance

- 3.5 There are no implications arising from the report.

#### Risk

- 3.6 There are no risks associated with the report.

### **4. Consultation**

#### Internal

- 4.1 None.

#### External

- 4.2 None.

### **5. Communication**

- 5.1 None.

## **2. BACKGROUND PAPERS**

- Guide to Scrutiny at Perth and Kinross Council 2014 (report 14/261).
- Sixth Scrutiny Review: Planning Enforcement (report 15/550).

## **3. APPENDICES**

- 3.1 Appendix 1 – Examples of Good Practice: Case Studies

## APPENDIX 1

**Examples of Good Practice: Case Studies****Case Study 1:****Loch Leven Phosphate Protocol with Scottish Natural Heritage (SNH) and Scottish Environment Protection Agency (SEPA) and Associated Breach of Legal Agreement**Context and Protocol

- 1.1 Loch Leven is the largest naturally nutrient-rich freshwater loch in lowland Scotland and is internationally important for its wintering and breeding wildfowl. Over the last 150 years, Loch Leven has been degraded by the addition of nutrients such as phosphorus and nitrogen entering the loch from manmade sources. This has caused problems with water quality and resulted in a negative impact on the conservation, economic, recreational and social interests of the loch and local area. Extensive media attention covered the nutrient problem in June 1992 as Loch Leven was visibly blighted by a serious algal bloom resulting in the temporary closure of the fishery. The event, known locally as 'Scum Saturday', was estimated to have cost the local community more than £1M in lost revenue and led to questions in parliament.
- 1.2 The use of the planning system to improve the ecological recovery of the Loch stems back to the 1999 Loch Leven Catchment Management Plan (CPM). The CPM included recommendations associated with built development that were then translated, through the planning process, into the 2004 Kinross Area Local Plan. This required developments with a new private waste water discharge within the loch catchment to contribute, through mitigation, to a 125% net reduction in the amount of phosphorus entering the loch. Since 2004, this mitigation was secured by a planning obligation/legal agreement.
- 1.3 While the use of legal agreements discharged the competent authority's duty under the Habitats Directive to avoid "the deterioration of natural habitats and the habitats of species" associated with the loch, it resulted in the preparation of expensive and time consuming planning obligations.
- 1.4 A revised planning procedure was appraised and agreed with Scottish Natural Heritage (SNH) and Scottish Environment Protection Agency (SEPA) at liaison meetings and came into effect in August 2013. This liaison meeting platform allowed the use of planning conditions to deliver phosphorus mitigation to be explored rather than using legal agreements. This allows applications to be assessed faster and enables the decision notice to be released without the burden and expense of securing phosphorus mitigation via legal agreements. This reduces risk in the development process and allows development on site to proceed quickly.

- 1.5 The improved procedure associated with Loch Leven Phosphorus Mitigation Procedures has previously been recognised at the Scottish Planning Awards and the National Planning Awards. However, the main outcome is to ensure the recovery of the loch.

- 1.6 The Centre for Ecology & Hydrology (CEH), who has led the Loch Leven monitoring programme for 25 years, has confirmed:

*"The enormous improvements in water quality at Loch Leven over the last 25 years have provided a better habitat for wildlife and increased its amenity value. The loch is now a world leading example of the benefits to nature and communities of using scientific evidence to inform restoration and management decisions.*

*With tangible improvements to the loch, SNH and partners (including PKC) submitted the project to the Natura 2000 awards. While the Loch Leven project didn't win, to be short-listed from 75 entries to the final 25 entries, and invited to attend the Awards ceremony in Brussels, was a major achievement in itself.*

*The need to ensure not only the signing up to legal agreements but their subsequent implementation is essential if the planning system is to secure the benefits of the agreed Procedures. This has, on occasion, resulted in enforcement interest. One such case is illustrated here."*

#### Associated Breach of Legal Agreement

- 1.7 In August 2016, our Development Monitoring Officer was contacted by SEPA relating to a private wastewater treatment facility serving 14 properties that had frequently failed to meet consented limits licenced under CAR since installation in 2002. Once obtaining sufficient evidence through Planning history, Building Standards, and CAR Licence, an enforcement case was opened in February 2017.
- 1.8 The affected residents were notified of our concerns and that a legal agreement secured under section 75 of the Town & Country Planning (Scotland) Act 1997 as amended was in place and had undertaken to provide a bond of £50,000 to maintain a private Wastewater Treatment Plant (WwTP) until such time as it was adopted by the Water Authority. At the time East of Scotland Water Authority was in transition to Scottish Water. The policy on adoption of private systems by the statutory undertaker was changed at this time and the Water Authority was no longer adopting private systems and as such the bond had never been returned to the developer and was still in place. A Residents Association (RA) was formed to liaise with the planning authority/ SEPA and deal with the breach of Section 75 obligations.

- 1.9 The Council, as planning authority, instructed the Legal Services to retrieve the bond to facilitate replacement WwTP and deliver the required planning and licence mitigation for the development. Between the development being completed and our pending enforcement action, the developer had passed away. Holders of the bond, Lloyds Banking Group, were at first reluctant to release the bond but through persistent contact the bond was released in April 2017.
- 1.10 The Council obtained three quotes to remove the failing WwTP, replace with new and reinstate the affected resident's garden ground in line with PKC procurement processes. As all quotes exceeded the value of the bond the RA was given voice on the acceptable quote as the residual costs would be shared between the affected properties. A quote of £53,500 was accepted, the contractor appointed and a date agreed for the works to be carried out. In January 2018, the final payment was made to the contractor exhausting the bond and discharging the obligation under section 75 of the act.
- 1.11 Without the need for any formal enforcement proceedings we, through negotiation and determination, secured the release of a bond, secured under section 75, on a 15 year old development, which had almost exclusively failed to meet its requirement under CAR since implementation. The WwTP has exceeded compliance requirements since remedy in January 2018 and the RA is now the licence holder under CAR and has taken full responsibility for their WwTP.

### **Case Study 2:**

#### **Proportionality within Enforcement – Rumbling Bridge, Kinross (July 2017-March 2018)**

- 2.1 In July 2017, concerns were raised with the planning enforcement team that a holiday chalet at a chalet and caravan site was being rebuilt without planning permission. Our task was to investigate an alleged breach of planning control and to take appropriate action in the public interest, taking into account any planning harm and the Enforcement Charter.
- 2.2 An initial search of our records showed that there was no planning history and no building warrants for the site. An enforcement officer visited the site and noted that a new chalet was being erected at the site. He also noted that the site appeared to be a well-established recreational/holiday site, with a range of huts, chalets and caravans of various ages. Many of the huts and chalets had been altered and extended over time. The landowners believed that the site had been used as a recreational hutting site for a lengthy period, and the initial tenants had been soldiers returning from the Second World War.
- 2.3 The enforcement officer visited the site for a second time, accompanied by an environmental health officer, who was assessing whether a caravan site licence was required for the site. These officers were concerned about the possible lack of fire safety measures at the site and passed these concerns to the Scottish Fire and Rescue Service.

- 2.4 Some of the tenants became aware of the enforcement investigations and became concerned that they may have had to stop using the site or remove their chalets and caravans. The Council concluded that no further enforcement action would be taken on anything that currently existed at the site (including the new chalet), given that the site was well-established, was not causing significant planning harm and no complaints had previously been raised about the site. The Council wrote to all of the tenants to advise them of this position, whilst also highlighting that any future works may require planning permission.
- 2.5 The person who raised the initial concerns was unhappy with the Council's decision and submitted a formal complaint to the Council. When Council did not uphold the complaint, the complainant contacted the Scottish Public Services Ombudsman (SPSO). In March 2018, following a review of the Council's information about the case, the SPSO decided not to take the complaint further, and highlighted that "*enforcement powers are discretionary*" and "*the council appear to have acted within their discretion.*"
- 2.6 The Council used its discretionary power not to take further action and consider that this was proportionate in the circumstances described above. We took into account the historic use of the site and the desire of the tenants to keep using the site for their occasional recreational use.
- 2.7 The enforcement officer ensured Environmental Health & Building Standards officers were aware of the concerns, and forwarded concerns to the Scottish Fire and Rescue Service. The Council was pleased to note that the SPSO supported their decision.

### **Case Study 3:**

#### **Proportionality within Enforcement – Springfield Road/Whinfield Drive, Kinross (July 2011-June 2017)**

- 3.1 In 2015, a planning application was submitted for the change of use of landscaped open space to garden ground and the erection of a fence. The area of open space provided a pleasant entrance to a residential street. Fifteen letters of objection were received, including one from Kinross Community Council. The application was refused, and the Local Review Body (LRB) later dismissed the review and upheld the refusal.
- 3.2 In July 2016, concerns were raised with Councillors and an enforcement officer that a fence was being erected around the open space, contrary to the refusal of the application. The complainant raised concerns about the loss of the area of greenspace, and said that the area had been a pleasant well-tended area and he would be annoyed if it was allowed to fall into disrepair.

- 3.3 The Council were of the opinion that the erection of the fence facilitated an unauthorised change of use of the land from landscaped open space to enclosed private garden ground. The Council tried to negotiate a resolution with the landowner; however, he refused to remove the fence or restore the open space voluntarily. In October 2016, the Council served an enforcement notice that required the fence to be removed and the unauthorised change of use of the land to cease. The notice also prevented any form of boundary, including a hedge, being erected around the land in the future.
- 3.4 The owner appealed the notice to the Planning and Environmental Appeals Division of the Scottish Government. During the appeal, a member of the public highlighted the concerns of the local community about the loss of greenspace to the DPEA. The Reporter upheld the requirements of the enforcement notice.
- 3.5 The landowner failed to comply with the enforcement notice within the required timescales. In May 2017, the Council served a Fixed Penalty Notice (FPN). In June 2017, the fence was removed and the open space was restored, to the benefit of the local community and the appearance of the street.
- 3.6 A range of enforcement measures (including informal negotiation and formal notices) resulted in the restoration in an area of open space, to the benefit of the local community.
- 3.7 Policies RD1 and PM1A of the Perth and Kinross Local Development Plan 2014 seek to retain small areas of public open space where they are of amenity value in order to preserve existing residential amenity and to respect the character and amenity of the place. The unauthorised change of use reduced the welcoming feeling of the street scene, diminished the established identity of the area and reduced the quality of life for visitors and surrounding residents, all of which are contrary to Planning Advice Note 77, Scottish Planning policy 2014, Designing Places, Designing Streets and Creating Places. The enforcement action upheld the provisions of these documents.

#### **Case Study 4: High Hedges (Scotland) Act 2013**

- 4.1 The [High Hedges \(Scotland\) Act 2013](#) came into force on 1 April 2014 and to date Perth & Kinross Council have received 23 High Hedge Notice applications and, like most councils, decided to utilise staff within the local planning authority to process the applications.
- 4.2 Two planning enforcement officers currently deal with high hedge enquiries and the processing of applications, and they have found, like most Scottish authorities, aspects of the legislation lacking clarity and ambiguous, but have been committed to assessing applications received consistently within the local authority area.

- 4.3 The Local Government and Communities Committee undertook a review of the legislation, and as part of this review, Scottish authorities were consulted. As a consequence of their submissions, an officer from Perth and Kinross Council was invited to attend the Scottish Parliament to give evidence, and did so on 10 May 2017. The Council considers that in contributing to the review it played a part in influencing improvements to the legislation, for the benefit of Scottish local authorities. The Scottish Government published their response on 26 October 2017, highlighting seven recommendations.
- 4.4 Following on from the review and the Government's response, a consultation has been issued by the Scottish Government to all authorities in respect of the post scrutiny process. It is hoped that all authorities will take the opportunity to feed into this process with a view to shaping future legislation for high hedges which will hopefully result in a more consistent approach, with additional clarity for all and perhaps more effective powers.

## PERTH AND KINROSS COUNCIL

### Environment & Infrastructure Committee

7 November 2018

### Waste Management Plan 2010-2025 - Progress Report

#### Report by Depute Director (Housing and Environment) (18/362)

This report provides an update on progress with the Action Plan of the Perth and Kinross Council Waste Management Plan. The report recommends approval of the new actions 97-98 (shown in Appendix 1B) which are in line with recent national regulatory and strategic developments.

#### 1. BACKGROUND / MAIN ISSUES

1.1 In November 2010, the Environment Committee approved the Perth and Kinross Waste Management Plan 2010-2025 (Report No.10/597 refers). The Waste Management Plan was developed to work towards delivering Scotland's Zero Waste Plan targets at a local level:

- recycling 60% of household waste by 2020
- recycling 70% of all waste by 2025 (this is a national target which is wider than just household waste collected by local authorities; it includes commercial and industrial waste also collected by private waste management companies)
- ban on biodegradable waste going to landfill by 2021
- no more than 5% of waste going to landfill by 2025.

1.2 The aim of the Council's Waste Management Plan is to map out a way forward for the Council in terms of:

- achieving the national recycling and composting rates at local level;
- developing initiatives to control waste arisings and waste growth;
- determining the strategy for the procurement of residual waste treatment;
- determining the future financial implications for waste management in Perth and Kinross; and
- promoting the circular economy where products and materials are kept in high value use for as long as possible.

1.3 Annual progress reports to the Environment Committee have provided a full update on all the original actions, as well as new actions. These had been developed in light of the Waste (Scotland) Regulations 2012 and other national strategy or regulatory changes. The updates are:

- June 2013 ([Report 13/267 refers](#))
- September 2014 ([Report 14/364 refers](#))
- November 2015 ([Report 15/532 refers](#))

- November 2016 ([Report 16/491 refers](#)) and
- November 2017 ([Report 17/367 refers](#)).

- 1.4 This report provides the sixth annual update on progress with the action plan. If an action was completed and reported last year and there is no further update, reference should be made to earlier progress reports for more information. Of the 96 previously agreed actions, 80 have been achieved (83%).
- 1.5 These actions have contributed to a household recycling and composting rate of 55.6% for 2017, which is higher than the Scottish national average of 45.6%. Perth & Kinross Council has the 8<sup>th</sup> highest recycling rate in Scotland.
- 1.6 In addition, the Council continues to maintain a high Local Environmental Audit & Management Scheme (LEAMS) score with 94% of streets found to be at an acceptable standard in 2016/17. LEAMS results were 1.8% above the national average.
- 1.7 Key Waste Management Plan actions which have been achieved in the last year include:
  - developing and implementing the Smart Services (Waste) project as part of the SMART Cities Initiative. This is funded through European Regional Development Fund (ERDF). The project has focussed on innovative smart technology to enhance waste and recycling collections, through improved monitoring and sharing of data and information. The project has included installing sensors on litter bins and mini-glass recycling points as well as dynamic on-board vehicle weighing systems for food and glass vehicles (Action 79). The project has also implemented “Flymapper” which collates data on fly-tipping through integration with the Council’s mobile-working platform (Action 86).
  - installing new glass recycling points to provide further recycling provision in areas where the new household waste and recycling service has been rolled out, with funding support received from Zero Waste Scotland. 40 funded points have been installed to date with 20 more due to be installed by 2019 (Action 83).
  - delivering the ‘Waste Less, Save More Project’, a series of food prevention/reduction projects, predominately in Blairgowrie and Kinross (with extension to other areas including Crieff and North Perth). These have been funded by Sainsbury’s, to assist with the delivery of the ambitious national food waste reduction target (Action 92).
  - re-introduction of charging for garden waste, as agreed as part of the Council’s 2017 budget setting process. This has exceeded targets with over 36,000 permits sold and raised revenue of over £900,000 (Action 94)

- 1.8 Since the Waste Management Plan was originally published the policy landscape has developed significantly. The new actions in this report and previous reports are informed by the following Scottish Government policies, programmes and strategies:
- Climate Change (Scotland) Act 2009
  - Scotland's Zero Waste Plan (2010)
  - Waste (Scotland) Regulations (2012)
  - Safeguarding Scotland's Resources (Scottish Government, 2013)
  - Towards a Litter Free Scotland (Scottish Government, 2014)
  - 'Making Things Last – A Circular Economy Strategy for Scotland' (Scottish Government, 2016)
  - Zero Waste Scotland's Programme Plan (2016-17)
  - Code of Practice on Litter and Refuse (Scotland) 2018
  - Climate Change Plan, Third Report on Proposals and Policies 2018-2032 (RPP3) (Scottish Government, 2018)
- 1.9 These aim to deliver key national ambitions, such as supporting a circular economy (where materials are valued as a resource and dependence on raw materials is reduced), improving recycling performance, transforming attitudes to food waste, and reducing the impacts of litter and fly-tipping.
- 1.10 The Circular Economy Strategy also introduced a food waste prevention target of reducing food waste by 33% by 2025 - the first such target in Europe. This will involve working with both businesses and households to prevent and reduce avoidable food waste.
- 1.11 From the most recent policy changes, there are several major issues arising which will shape the Waste Management Plan in future years. These are the Biodegradable Municipal Waste Ban to Landfill and the introduction of the Deposit Return Scheme for Scotland. In particular, these will impact on both the costs and methods of processing waste, as well as increasing the range of materials that can be removed from the residual waste stream.
- 1.12 Currently, all biodegradable waste can be sent to landfill. As part of its zero waste policy, the Scottish Government introduced legislation to ban the landfill of biodegradable household waste from 1 January 2021. Councils collect this waste as part of their statutory duties, and compliance is therefore required. The ban will be enforced by SEPA and landfill operators will have to ensure compliance with the ban.
- 1.13 To ensure compliance with the forthcoming ban, the Council entered into the Scottish Government's Materials Brokerage Service for Residual Waste Treatment on 1 October 2017 for a period of 5 years. This collaborative contract includes a provision for a treatment solution, commensurate with the requirements of the 2021 ban. In the main, solutions to achieve compliance with the ban involve pre-treatment of the waste to reduce its biodegradability. The projected cost of compliance will be greater than the current landfill solution but will deliver the following benefits: reduce waste to landfill, recover resources and produce a refuse derived fuel (RDF) for energy recovery.

- 1.14 In addition, the Waste (Scotland) Regulations 2012 state ‘where practicable that no waste including non-ferrous metals or hard plastics is incinerated or co-incinerated. ‘ However, if the Council can demonstrate to SEPA that all reasonably practicable measures have been taken at the kerbside to remove these materials, then waste could be sent directly to Energy from Waste, avoiding the need and the cost for pre treatment. Waste Services is currently in the process of submitting this information, via a thermal treatment derogation request, to SEPA.
- 1.15 In its most recent Programme for Government, the Scottish Government committed to the introduction of a Scottish deposit return system. A consultation document was published in the early summer and invited responses by 25 September 2018 to key partners such as the Waste Managers Network. This is helping inform the COSLA Environment & Economy Board position.
- 1.16 The proposal is for a system that essentially puts a levy onto drinks containers. Consumers reclaim these deposits when returning the containers, which are then recycled. The system is mainly funded through unclaimed deposits.
- 1.17 If the proposal is approved, and once the design of the system has been agreed, this will go forward as Regulations under the Climate Change (Scotland) Act 2009.
- 1.18 The Deposit Return Scheme will influence the planning for the implementation of the Council’s Household Recycling Charter and associated Code of Practice (Report 16/140 refers). A Charter compliant system includes a general waste bin, separate kerbside containers for paper and card and another for plastic, cans and cartons (to replace current mixed dry mixed recycling – blue bin). The mix of materials included within a fourth kerbside bin would be influenced by the final design of the Deposit Return Scheme.
- 1.19 It is worth noting that several of the actions within the Waste Management Plan are only possible through successfully achieving funding from Zero Waste Scotland and other funding sources. The table in Annex 2.1 highlights the extent of funding received, as well as applied for and pending, over the last four years, which totals over £900,00 in external funding.
- 1.20 This project work undertaken as part of the Waste Management Plan is carried out alongside the management of a large volume of recurring work tasks (April 2016-March 2017) including dealing with:
- 7,013 customer service requests
  - 2,167 authorised additional general waste bins
  - 1,627 commercial waste and recycling customers with over £1M of income
  - 1,193 assisted lift collections
  - 4,213 recycling centre permits
  - 60 planning applications reviewed

- 20 waste and recycling contracts

1.21 The delivery of these services is only achievable through close working relationships with a range of stakeholders, particularly external bodies, operations, contractors and local communities. The success of this approach was recognised by the following awards:

| Awards                                                    | Category                     | Project                                             | Result       |
|-----------------------------------------------------------|------------------------------|-----------------------------------------------------|--------------|
| PKC - Securing the Future Award                           | 'Promoting Sustainability'   | Improved Collection of Quality Recyclable Materials | Silver award |
| Materials Recycling World (MRW) National Recycling Awards | 'Local Authority Innovation' | Improved Collection of Quality Recyclable Materials | Short-listed |
| Scottish Public Service Awards                            | Policy Development Award     | Improved Collection of Quality Recyclable Materials | Pending      |
| Scottish Resources Conference                             | 'Best Food Waste Initiative' | Sainsburys Save More, Waste Less                    | Short-listed |

1.22 The infographic in Appendix 2 summarises key facts and figures relating to waste and recycling in Perth & Kinross.

## 2. PROPOSALS

2.1 The Council is contributing to the national ambitions and targets, as well as local outcomes, with delivery of the actions within Appendices 1A and 1B. Key actions which will progressed in the next year are:

- rolling out the Perth City Centre Containerisation project in 2019, moving residents from sacks to utilising bin hubs and consideration of further recycling provision (Report 18/271 refers) (Action 54);
- working with our consortium partners, Beautiful Perth and Perth College to deliver Year 2 of Zero Waste Perth. The consortium has been awarded £300,000 from the European Regional Development Fund, administered by Zero Waste Scotland, under the 'Zero Waste Town Development Fund'. The campaign, which is funded until March 2020, includes a branded Zero Waste Perth campaign and a large programme of community outreach activities aligned to the following themes – food waste prevention, reuse and repair, recycling promotion, resource efficiency and circular economy opportunities (Action 91).

- implementing the Code of Practice on Litter and Refuse (CoPLAR) which is a statutory guidance document issued under the Environmental Protection Act 1990. Duty holders are required to keep their land clear of litter and refuse; and keep their roads clean. The revised CoPLAR was passed by Parliament in July 2018 and explains what the duties are, who is responsible, what types of land are in scope and how to zone land and roads based on the likelihood of issues arising. To implement the new code will require a re-zoning exercise, undertaking a new monitoring regime and a focus on waste prevention (Action 95).

2.2 The report also seeks approval of the new Actions 97-98 of the Waste Management Action Plan set out in Appendix 1B which are:

- Implementing Phase 2 of the Smart Waste Project. As well as expanding the number of vehicles with on-board weighing technology which was delivered in Phase 1, it will include the implementation of in-cab technology. In-Cab technology utilises hardware and software within the waste collection vehicle and enables a more efficient and sustainable logistics model of operation and improves communications with customers. It will also introduce Automatic Number Plate Recognition (ANPR) which will allow us to monitor recycling centre usage patterns to prevent commercial misuse and explore online payment options for Recycling Centre Permits. Furthermore, it will undertake a further expansion of bin sensors including Perth City Centre bin hubs as part of city centre containerisation project (Action 97)
- Developing a Single Use Purchasing Policy for Perth & Kinross Council which will consider single use products including plastic bottles, cups and straws. Waste Services, in conjunction with the Corporate Procurement Team, will undertake an organisational review gather baseline data with respect to key single use disposable materials generated from the Council's business activities, carry out research on purchasing policies within the Public Sector, draft a purchasing policy and develop a detailed action plan to implement the policy (Action 98)

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 This report provides an update on progress with the action plan of the Perth and Kinross Council Waste Management Plan. These elements provide a firm foundation from which the Council, residents and businesses can assist in achieving the targets relating to recycling and composting, along with a reduction of non-recyclable waste.

3.2 It is recommended that the Committee:

- i. endorses the annual update on progress on the Waste Management Action Plan.
- ii. approves the new actions (numbers 97-98) of the Waste Management Action Plan set out in Appendix 1B.
- iii. requests the Depute Director (Housing and Environment) brings back a further report in November 2019.

**Author**

| <b>Name</b> | <b>Designation</b>            | <b>Contact Details</b>                                                                               |
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**Approved**

| <b>Name</b>    | <b>Designation</b>                         | <b>Date</b> |
|----------------|--------------------------------------------|-------------|
| Keith McNamara | Depute Director (Housing<br>& Environment) |             |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan                                      | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>Yes</b>        |
| Workforce                                           | <b>Yes</b>        |
| Asset Management (land, property, IST)              | <b>Yes</b>        |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>Yes</b>        |
| Sustainability (community, economic, environmental) | <b>Yes</b>        |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>Yes</b>        |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>Yes</b>        |

### 1. Strategic Implications

#### Community Plan

- 1.1 The proposals relate to the delivery of the Perth and Kinross Community Plan and delivery of the key priority of creating a safe and sustainable place for future generations by reducing environmental impact of our consumption and production by managing municipal waste and increasing recycling and composting rates.

#### Corporate Plan

- 1.2 The Council's Corporate Plan lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. These are as follows:
- i. Giving every child the best start in life;
  - ii. Developing educated, responsible and informed citizens;
  - iii. Promoting a prosperous, inclusive and sustainable economy;
  - iv. Supporting people to lead independent, health and active lives; and
  - v. Creating a safe and sustainable place for future generations.

1.3 This report contributes to objective (v).

## 2. Resource Implications

### Financial

2.1 The cost of implementing the actions detailed in the Waste Management Action Plan will be prioritised from the approved Waste Services Revenue and Capital Budget. The table below highlights the extent of funding received, as well as applied for and pending, over the last four years, which totals over £900,000 in external funding.

**Table 1 Project Funding  
(2013 – date)**

| Source of Public Funding                                                                                       | Date       | Amount Received | Amount Pending  | Total           |
|----------------------------------------------------------------------------------------------------------------|------------|-----------------|-----------------|-----------------|
| Waste Analysis Programme                                                                                       | Oct-13     | £14,438         | £0              | £14,438         |
| Zero Waste Auchterarder and Aberuthven (Ryder Cup Europe)                                                      | Mar-13     | £37,000         | £0              | £37,000         |
| 140L Bin Trial                                                                                                 | Summer 14  | £51,684         | £0              | £51,684         |
| Volunteer & Community Advocate Programme Year 1                                                                | Jul-15     | £41,660         | £0              | £41,660         |
| New Household Waste and Recycling Service                                                                      | Mar-16     | £10,758         | £0              | £10,758         |
| Volunteer & Community Advocate Programme Year 2                                                                | May-17     | £37,735         | £0              | £37,735         |
| Smart Waste Project (Capital project – ERDF and PKC match funding)                                             | 2016-2018  | £188,000        | £57,000         | £245,000        |
| Charter Transition Project – Mini Glass Recycling points                                                       | 2016-18    | £64,754         | £32,406         | £97,160         |
| Sainsbury's Waste Less, Save More grant fund                                                                   | Jun-17     | £46,739         | £0              | £46,739         |
| Inveralmond Reuse Shop (money from the Corporate Panel will directly fund PUSH as a part of the Reuse Project) | Mar-18     | £24,000         | £0              | £24,000         |
| Zero Waste Perth (ERDF) – part of a consortium bid with Beautiful Perth and Ecotechnic (Perth College)         | 2017, 2018 | £49,647         | £250,210        | £299,857        |
| <b>Total</b>                                                                                                   |            | <b>£566,415</b> | <b>£339,616</b> | <b>£906,031</b> |

### Workforce

- 2.2 The Smart Waste Project has a funded (ERDF) Smart Waste Systems Officer, recruited to deliver the projects. Zero Waste Perth has funded two officers, Zero Waste Co-ordinators (one to support communities and the other to support businesses). For Smart Waste Phase 2 a further two posts would be funded to assist with ICT Development and data analysis

### Asset Management (land, property, IT)

- 2.3 The proposals in this report have implications for ICT. ICT form part of relevant project boards to ensure full consultation and input to specific projects.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups.
- 3.2 Carrying out Equality Impact Assessments for plans and policies allow the Council to demonstrate that it is meeting these duties.
- 3.3 The function, policy, procedure or strategy presented in the Perth and Kinross Waste Management Plan 2010-2025 report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcomes:
- Assessed as relevant and the following positive outcomes have been investigated / implemented with updates provided in Appendix 1
  - Investigate feasibility of collecting reusable materials at Recycling Centres for resale and redistribution in the local area in conjunction with local charity and reuse organisations. This potentially could benefit people on low incomes including students, long-term sick, retirees, homeless families, migrant workers setting up home etc.
  - Provision of further Recycling Points to enable residents to recycle glass and other materials locally
  - Investigate the use of clear plastic sacks for the collection of dry mixed recycle for assisted lift customers and those in city centre locations.

### Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

- 3.5 The Perth and Kinross Council Waste Management Plan was modified by the SEA process with the following main themes incorporated into the plan:
- Promoting the SEA objectives by utilising the objectives when developing assessment criteria for the residual waste treatment procurement exercise.
  - Assumed mitigation through meeting modern regulatory standards and ensuring operator competency
  - Provide education and awareness to reassure residents about impacts of any waste management facilities that may be used in the future by PKC. By providing up-to-date, relevant and researched information to residents would allow them to make informed opinions.
- 3.6 A post adoption statement, outlining how the plan incorporated the results of the Environmental Report, the responses received from the Consultation Authorities and other consultation responses, was prepared and submitted to the SEA Gateway once the Plan had been approved by the Council.
- 3.7 The post adoption statement contained information on how we would monitor the environmental effects of the Plan and the mitigation and enhancements proposed.

#### Sustainability

- 3.8 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.9 The actions contained within the Waste Management Plan are subject to both internal and external monitoring such as Scotland's Resource Sector Commitment and funding criteria and governance procedures related to external funding requirements.

#### Legal and Governance

- 3.10 The Head of Legal and Governance, The Head of Democratic Services and the Head of Finance have been consulted on the content of this report.

#### Risk

- 3.11 Risks associated with individual actions are identified and managed accordingly through project implementation.

## **4. CONSULTATION**

### Internal

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted on the content of this report. Individual actions are consulted upon with relevant internal stakeholders.

### External

- 4.2 Individual actions are consulted upon with relevant external stakeholders.

## **5. COMMUNICATION**

- 5.1 The Waste Services Team engages in proactive communication with all known stakeholders for the delivery of domestic and commercial waste and recycling services.
- 5.2 Stakeholders may include elected members, focus group candidates, online communities, internal colleagues, external partner organisations and charitable groups, social housing providers and community organisations, geographic communities of interest and service users. Communications Plans are created for all significant campaigns and projects to identify the timeline for delivery. An overall Communications Plan has been developed in conjunction with the Corporate Communications Team for 2018/19 to schedule activities.

## **2. BACKGROUND PAPERS**

- 2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report; (list papers concerned).
- Report to the Environment Committee in November 2010 entitled Perth and Kinross Council Waste Management Plan 2010-2025 (Report Number 10/597)
  - Report to the Environment Committee in June 2013 entitled Waste Management Plan 2010- 2025 Progress Report (Report Number 13/267)
  - Report to Environment Committee in August 2013 entitled Containerisation of Waste in Perth City Centre (Report number 13/418)
  - Report to the Environment Committee in September 2014 entitled Waste Management Plan 2010- 2025 Progress Report (Report Number 14/364)
  - Report to the Environment Committee in June 2015 entitled Evaluation Report of the Improved Recycling Service Trial (Report Number 15/243)
  - Report to Environment Committee in November 2015 entitled Waste management Plan 2010-2025 – progress Report ( Report Number 15/532)
  - Report to Environment Committee in January 2016 entitled Perth and Kinross Zero Waste Communities (Report number 16/12)

- Report to Environment Committee in March 2016 entitled Household Waste and Recycling Charter (Report number 16/140)
- Report to Environment Committee in June 2016 entitled Introduction of a Trade Waste Permit System at Council Recycling Centres (Report Number 16/240)
- Report to Environment Committee in September 2016 entitled Update on Perth and Kinross Council's Volunteer and Community Advocate Programme - Zero Waste Highland Perthshire (Report Number 16/372)
- Report to Environment Committee in September 2016 entitled Household Waste and Recycling Public Satisfaction Survey (Report Number 16/371)
- Report to Environment Committee in November 2016 entitled Waste Management Plan 2010-2025 - Progress Report (Report Number 16/491)
- Report to the Environment, Enterprise and Infrastructure Committee in September 2017 entitled Zero Waste Update (Report Number 17/276)
- Report to Environment, Enterprise and Infrastructure Committee in November 2017 entitled Waste Management Plan 2010-2025 - Progress Report (Report Number 17/377)
- Report to Environment & Infrastructure Committee on September 2018 entitled Perth City Centre Containerisation (Report Number 18/271)

### **3. APPENDICES**

- 3.1 Appendix 1 A : Perth and Kinross Waste Management Plan Action Plan – Update on Progress
- 3.2 Appendix 1 B : Perth and Kinross Waste Management Plan Action Plan – New Actions
- 3.3 Appendix 2: Waste & Recycling Infographic
- 3.4 Appendix 3: Summary of Highlights of Zero Waste Perth and Sainsburys Waste Less, Save More Projects



## APPENDIX 1A

Part 1 outlines the Action Plan to support the delivery of Perth and Kinross Council's Waste Management Plan 2010 – 2025. The last two columns indicate respectively whether the action has been achieved (Yes or No) together with an update on progress. Part 2 comprises new actions which are a continuation of the original actions in Part 1 and which are in line with the Waste (Scotland) Regulations 2012 and other recent national strategy developments. The Action Plan is a list of key activities which excludes recurring work activities.

In the table below:

- **Short term** means within 1 year
- **Medium term** means within 3 years
- **Long term** means more than 3 years
- **Ongoing** means existing action set to continue

Priority was scored taking into account landfill diversion, resource implications and statutory requirements.

If an action was completed and reported last year and there is no further update, it has been removed from the table and reference should be made to earlier progress reports for more information.

| No.                                   | Action                                                                                                                                                                                | Timescale  | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General</b>                        |                                                                                                                                                                                       |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2                                     | As part of the development of the Local Development Plan the Council will devise supplementary planning guidance with regard to managing waste in housing and commercial developments | Short Term | Low      | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Waste Composition and Arisings</b> |                                                                                                                                                                                       |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5                                     | Perth and Kinross Council to carry out annual waste composition analysis of household waste arisings.                                                                                 | Ongoing    | Low      | Y                 | <p>The Waste Analysis programme in 2017/18 included:</p> <ul style="list-style-type: none"> <li>Household residual waste analysis carried out in May 2018, from areas of the New Household Waste &amp; Recycling Service (Tulloch, Crieff &amp; Aucterarder).</li> <li>The percentage of material in the residual waste that could be recycled or composted through the kerbside collection was 37.95% which is the lowest</li> </ul> |

| No.                                             | Action                                                                                                                                                               | Timescale  | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 |                                                                                                                                                                      |            |          |                   | <p>since 2013.</p> <ul style="list-style-type: none"> <li>Food waste arisings have significantly decreased by 5%.</li> <li>Early indications are that the introduction of the Charge for the Garden Waste Service has not had a negative impact on the amount of garden waste content in the residual waste (analysis shows a similar amount presented to previous year).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Waste Prevention and Resource Efficiency</b> |                                                                                                                                                                      |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10                                              | Perth and Kinross Council to undertake internal waste management review to identify opportunities for further improving the way waste is managed within the Council. | Short term | Medium   | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12                                              | Develop further projects in partnership with the Perth and Kinross Network of Charity Shops and Reuse Projects.                                                      | Ongoing    | Medium   | Y                 | <ul style="list-style-type: none"> <li>In 2017 a survey was undertaken with the Network to obtain their views on how best Waste Services can promote and support their activities.</li> <li>In August 2018 Waste Services began a full review of our support offering, with a view to modernising promotion and communication of the Network's activities.</li> <li>Proposals will be put forward to create a video of the reuse and charity shop shopping experience, with a view to shifting perceptions and showcase the transformed nature of these business activities.</li> <li>Waste Services continues to chair the Network on a quarterly basis, which is attended largely by a core of independent reuse organisations and charity shop retailers.</li> </ul> |
| <b>Recycling and Composting</b>                 |                                                                                                                                                                      |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| No. | Action                                                                                                                                                | Timescale   | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14  | Continue to explore the opportunities for expanding the range of materials collected for recycling by the kerbside recycling scheme.                  | Ongoing     | Medium   | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 20  | Investigate the use of clear plastic sacks for the collection of dry mixed recycle, in particular from city centre locations.                         | Medium term | High     | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 24  | Identify opportunities to increase the range of materials collected at Recycling Centres, taking into account changes in household waste composition. | Ongoing     | Medium   | Y                 | <ul style="list-style-type: none"> <li>Materials, such as carpets, mattresses, hard rigid plastics will be considered where processing capacity, contractor availability, costs and space at the Recycling Centres permit.</li> <li>As part of the Scottish Government's Circular Economy Strategy, work will shortly commence on extended producer responsibility for material streams such as disposable nappies, tyres and mattresses, which are challenging for Local Authorities to find markets for.</li> <li>Waste Services will continue to keep a watching brief on these developments.</li> </ul>   |
| 26  | Set a target of reusing, recycling/composting 80% of source segregated Recycling Centre waste by 2013.                                                | Medium term | Low      | Partial           | <ul style="list-style-type: none"> <li>The Recycling rate at Recycling Centres for 2017/18 was 68.9%. This is an increase in 4.9% on the previous year. In order to work towards increasing the recycling rate we are undertaking the following proposals: <ul style="list-style-type: none"> <li>Identifying further opportunities to increase the range of materials collected (Action 24)</li> <li>Review of the Recycling Centre Permit (Action 80)</li> <li>Developing a Communications Campaign to raise awareness of the range of materials that can be collected for recycling</li> </ul> </li> </ul> |

| No. | Action                                                                                                                                                 | Timescale | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                        |           |          |                   | and reuse at Recycling Centres.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 27  | Increase number of Recycling Points in the Perth and Kinross area to 100 by 2013 and 120 by 2020.                                                      | Long term | Medium   | Y                 | <ul style="list-style-type: none"> <li>There are currently 159 Recycling Points in Perth and Kinross. Therefore, the 2020 target has been achieved early and exceeded.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 30  | The Council will secure long term contracts or agreements for processing/treatment and sale of recyclates and organic wastes collected by the Council. | Ongoing   | High     | Y                 | <ul style="list-style-type: none"> <li>The Waste Procurement Programme is on-going and there are currently 20 contracts in place for a range of 30 commodities and services.</li> <li>Procurement strategies/processes were developed from 1 Jan 2017 to present and contracts awarded for the following commodities – plasterboard, tyres, paper &amp; card, cardboard &amp; compactors (extended), mixed cans, glass streams, scrap metal, WEEE, textiles, cooking oil, Friarton Weighbridge, general waste analysis, bin cleaning &amp; recycling service, garden waste permits &amp; managed service and mobile toilets.</li> <li>Waste Services has been working in collaboration with Scottish Procurement to deliver on the Scottish Materials Brokerage Service for Glass Recycling Streams. This contract was awarded to Viridor at Newhouse and commenced April 2018.</li> <li>Commodities and services which will be a core part of the work focus for the procurement programme going forward will be: street sweepings, inert, automotive batteries, engine oil, confidential shredding, mobile toilets, bin cleaning service, and cardboard &amp; compactors.</li> <li>As part of the Suez community benefits offering for 2017/18, high quality</li> </ul> |

| No.                              | Action                                                                                                                                                   | Timescale  | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  |                                                                                                                                                          |            |          |                   | instructive videos have been developed for the public on the blue bin (dry mixed recycling) journey.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Residual Waste Management</b> |                                                                                                                                                          |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 31                               | Target promotion and enforcement of Council policies on presentation of waste and recycling bins in areas identified as requiring action.                | Ongoing    | Low      | Partial           | <ul style="list-style-type: none"> <li>To enforce the Waste &amp; Recycling Bin Policy spot checks have been carried out to help support and encourage householders with extra capacity to maximise recycling.</li> <li>Proactive community engagement work with targeted promotion of the recycling service has been undertaken in selected areas of Perth to support and encourage household participation in the kerbside service. This strategy and associated communication materials can be developed and the domestic waste behaviour change campaign can be replicated in other areas across Perth &amp; Kinross.</li> <li>Partnership working between community waste advisers and street sweeping operatives to identify and record mis-presented or fly-tipped waste, with those found responsible contacted to advise of the correct disposal procedure and warned that non-compliance can result in fixed penalty notices.</li> <li>The commercial team will carry out enforcement checks to ensure correct presentation and compliance with Regulations.</li> </ul> |
| 38                               | Carry out an evaluation of possible procurement routes in order to identify the most appropriate procurement route for the award of a contract for Perth | Short term | Medium   | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| No.                        | Action                                                                                                                                                     | Timescale  | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | and Kinross Council residual waste treatment.                                                                                                              |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Waste Awareness</b>     |                                                                                                                                                            |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 46                         | Perth and Kinross Council to continue work with Zero Waste Scotland to assist in the communication of national campaigns and initiatives at a local level. | Ongoing    | Low      | Y                 | <ul style="list-style-type: none"> <li>Waste Services is working with Zero Waste Scotland to deliver the second year of the Zero Waste Town Funded Zero Waste Perth campaign for Perth City Centre and Perth City North.</li> <li>Waste Services works closely with Zero Waste Scotland to adopt the Recycle for Scotland and Reuse Guidelines into public campaigning work.</li> <li>Waste Services has continued to promote national campaigns supported by Zero Waste Scotland and Waste Resources Action Programme (WRAP) across the year ahead; including Recycle Week, Pass it on Day, European Week of Waste Reduction and the ongoing Love Food, Hate Waste campaign.</li> </ul> |
| <b>Non-municipal Waste</b> |                                                                                                                                                            |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 54                         | Roll out of City Centre Containerisation                                                                                                                   | Long-Term  | Low      | Partial           | <ul style="list-style-type: none"> <li>Perth City Centre Waste Containerisation proposal approved at Environment &amp; Infrastructure Committee on 5 September 2018, with a view to implement in 2019.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 55                         | Review of Bin and Enforcement Policy                                                                                                                       | Short-Term | Low      | Y                 | <ul style="list-style-type: none"> <li>Waste &amp; Recycling Bin Policy was reviewed to align with the introduction of the charge for Garden Waste collection and the amended version was published in January 2018.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## APPENDIX 1 B

Part 2 comprises new actions which are a continuation of the original actions in Part 1 and which are in line with the Waste (Scotland) Regulations 2012. The Action Plan is a list of key activities which excludes recurring work activities.

In the table below:

- **Short term** means within 1 year
- **Medium term** means within 3 years
- **Long term** means more than 3 years
- **Ongoing** means existing action set to continue

Priority was scored taking into account landfill diversion, resource implications and statutory requirements.

If an action was completed and reported last year and there is no further update, it has been removed from the table and reference should be made to earlier progress reports for more information.

| No.                                             | Action                                    | Timescale | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------|-------------------------------------------|-----------|----------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Actions Added in 2014</b>                    |                                           |           |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Waste Prevention and Resource Efficiency</b> |                                           |           |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 61                                              | Zero Waste Fortnights                     | On-going  | Medium   | Y                 | <ul style="list-style-type: none"> <li>• Zero Waste challenges are delivered in conjunction with local community groups and deliver landfill diversion and increased recycling participation.</li> <li>• A Zero Waste Fortnight was carried out in Kinross-shire and Glenfarg in April 2018 as part of the Sainsbury funded 'Waste Less, Save More' Project. A total of 6.5 tonnes of residual waste reduced and recycling increased across the period measured.</li> <li>• Zero Waste Fortnight activities will be replaced going forward with the activities scheduled for delivery from the Zero Waste Perth campaign.</li> </ul> |
| <b>Recycling and Composting</b>                 |                                           |           |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 62                                              | Route Optimisation Project Implementation | Long-term | Medium   | Partial           | <ul style="list-style-type: none"> <li>• The Route Optimisation Project aims to utilise technology and software to improve the efficiencies of our waste &amp; recycling collections;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| No.                                             | Action                                                      | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------|-------------------------------------------------------------|-------------|----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 |                                                             |             |          |                   | <ul style="list-style-type: none"> <li>Garden Waste Collection routes will be reviewed in Autumn 2018 following the implementation of the chargeable garden waste service to determine if any capacity has been created as a result of the change in service.</li> <li>Future route planning will be undertaken for residual waste, recycling and garden &amp; food waste routes, taking into account planned future developments and new build properties.</li> </ul>                                                                                                                                                        |
| <b>Actions Added in 2015</b>                    |                                                             |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>General</b>                                  |                                                             |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 70                                              | Roll-out of Improved Recycling Service to 50,500 households | Medium-term | High     | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Waste Prevention and Resource Efficiency</b> |                                                             |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 72                                              | Volunteer & Community Advocate Programme (VCAP)             | Medium-term | High     | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 73                                              | Inveralmond Reuse Shop                                      | Medium-term | High     | Partial           | <ul style="list-style-type: none"> <li>A Phase 1 Application to Zero Waste Scotland's Circular Economy Investment Fund by the Council's preferred operator (PUSH) to fund the development a Reuse Shop at Inveralmond Recycling Centre was submitted in 2018 and subsequently approved.</li> <li>PUSH is now required to submit Phase 2 application to the fund (which expires December 2018) which includes a full Business Plan.</li> <li>PUSH submitted a bid to purchase the Inveralmond land plot and following successful evaluation under the Local Authority (Scotland) Regulations 2010 Development Lease</li> </ul> |

| No.                        | Action                                         | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                            |                                                |             |          |                   | <p>has been offered. The Development Lease will contain terms which will see the transfer of title to the land upon successfully securing funding for and delivering the build project for the site..</p> <ul style="list-style-type: none"> <li>PUSH will also be subject to the terms and conditions of the fund which ties the funding - if successfully secured - to establishing a reuse project on the Inveralmond site.</li> <li>PUSH has utilised the £24,000 secured from the Corporate Panel for costs associated with architectural services, planning fees and construction quotes. This has been topped up by £3,600 from the Suez Community Benefit fund grant for 2018.</li> <li>Waste Services will continue to work closely with PUSH to support the submission of the Phase 2 funding bid.</li> </ul> |
| <b>Waste Awareness</b>     |                                                |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 75                         | Glass Recycling Campaign                       | Medium-term | Medium   | Y                 | <ul style="list-style-type: none"> <li>The campaign commenced with CHAS in October 2015</li> <li>The income sharing glass campaign is being run for a third year from 1 October 2017 with Cornhill Macmillan (of PRI) and has been re-branded to reflect the new partnership.</li> <li>To date 126 tonnes of additional glass has been recycled across Perth &amp; Kinross Recycling Points since 1 October 2017, resulting in an award of £1,850 to Cornhill Macmillan.</li> <li>The Cornhill campaign finished at the end of September 2018.</li> </ul>                                                                                                                                                                                                                                                               |
| <b>Non-municipal Waste</b> |                                                |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 76                         | Complete Phase 2 of Scotland's Resource Sector | Short-term  | Medium   | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| No.                          | Action                                                                                                                                                          | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|                              | Commitment                                                                                                                                                      |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Actions Added in 2016</b> |                                                                                                                                                                 |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>General</b>               |                                                                                                                                                                 |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 77                           | Investigate the funding opportunity from Zero Waste Scotland to become a Zero Waste Town and work in conjunction with a local community group or organisation   | Medium-term | Medium   | Y                 | <ul style="list-style-type: none"> <li>Completed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 78                           | Commence Planning for Household Waste and Recycling Charter and associated Code of Practice.                                                                    | Long-term   | High     | Partial           | <ul style="list-style-type: none"> <li>A review of current policies and procedures, in conjunction with Zero Waste Scotland has been completed.</li> <li>In 2018, options analysis and modelling will be completed to assess future code of practice compliant service options</li> <li>A report will be brought to the Environment, and Infrastructure Committee once the review has been completed.</li> </ul>                                                                                                                            |
| 79                           | As part of the SMART Cities Project, pilot the use of sensors for Litter Bins and Recycling Bells and radio frequency identification tagging of commercial bins | Short-term  | Low      | Partial           | <ul style="list-style-type: none"> <li>In conjunction with, and part-funded by, Scottish Cities Alliance, a trial of new sensor technology has taken place. The collated data will gauge efficiencies within the current service and assist with undertaking route optimisation.</li> <li>The glass and food vehicles have had dynamic on-board weighing systems installed and data collection has commenced.</li> <li>All projects under Smart Waste (Phase 1) will be completed by December 2018.</li> <li>Also see Action 86.</li> </ul> |
| 80                           | Implementation of a Permit System at                                                                                                                            | Short-term  | Medium   | Y                 | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| No.                                               | Action                                                                                                         | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------|----------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | Recycling Centres                                                                                              |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Waste Prevention &amp; Resource Efficiency</b> |                                                                                                                |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 81                                                | Developing skills for a circular economy                                                                       | Medium-term | Low      | Y                 | • Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 82                                                | Schools Food Waste Project                                                                                     | Short-term  | Medium   | Y                 | • Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 83                                                | Install mini-glass recycling points as part of the new Household Waste & Recycling Service                     | Medium-term | High     | Partial           | <ul style="list-style-type: none"> <li>• The roll out areas of the NEW Household Waste and Recycling Service have benefitted from mini glass recycling points being installed in support of actions 27 and 75.</li> <li>• This has increased recycling provision, responds to public feedback and ensures compliance with the Household Recycling Charter.</li> <li>• Zero Waste Funding for mini-glass points has been £97,000 to date. This has funded the installation of 40 new points with 20 more points to be installed by 2019.</li> </ul> |
| 84                                                | Working in conjunction with Zero Waste Scotland on the Geographical Food Waste project                         | Medium-term | Medium   | Y                 | • Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Street Sweeping &amp; Litter</b>               |                                                                                                                |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 85                                                | Review of current approaches to litter enforcement and identify any opportunities for trialling new approaches | Short-term  | Medium   | Partial           | <ul style="list-style-type: none"> <li>• This has been undertaken to progress an action under the enforcement section of the Litter Action Plan (Approved at Environment Committee, 25 March 2015).</li> <li>• Due to a review within Parking Services consideration has been given to including litter enforcement within the remit of this role.</li> </ul>                                                                                                                                                                                      |

| No.                        | Action                                                                                                                                                     | Timescale   | Priority | Achieved Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 86                         | Investigate the use of 'Flymapper' and GIS for mapping fly-tipping incidents                                                                               | Medium-term | Medium   | Partial        | <ul style="list-style-type: none"> <li>This has been undertaken to progress an action under the Infrastructure section of the Litter Action Plan (approved at Environment Committee, 25 March 2015).</li> <li>FlyMapper is an app and web based system which allows fly-tipping incidents to be quickly and efficiently recorded in the field and for the status of each incident to be tracked currently for internal user. It provides useful information at a local level to allow interventions and campaigns to be targeted directly where the issues arise.</li> <li>ERDF funding was secured in 2016 and a Smart Waste Systems Officer employed to manage the introduction of various systems including 'FlyMapper' (Action 79).</li> <li>FlyMapper was introduced in September 2018 and, monitored and used by officers and operational colleagues as the main recording tool.</li> </ul> |
| 87                         | Investigate the Litter Prevention Innovation Fund opportunity from Zero Waste Scotland                                                                     | Short-term  | Medium   | Y              | <ul style="list-style-type: none"> <li>Completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Non-Municipal Waste</b> |                                                                                                                                                            |             |          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 88                         | Work in partnership with SEPA to undertake an enforcement initiative with businesses relating to the compliance with the Waste (Scotland) Regulations 2012 | Short-term  | Medium   | Partial        | <ul style="list-style-type: none"> <li>Perth and Kinross Council are working in partnership with the Scottish Environment Protection Agency (SEPA), which regulates the duty to segregate material for recycling across Scotland.</li> <li>Businesses were asked to supply waste transfer notes or provide satisfactory information on compliance with the duty. Failure to do</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| No.                          | Action                                                   | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|                              |                                                          |             |          |                   | <p>so may result in a report being sent to SEPA for further enforcement action, including a Fixed Monetary Penalty (FMP) of £300.</p> <ul style="list-style-type: none"> <li>• Businesses were contacted in August 2016 and advisory visits carried out by SEPA in September 2016. All local businesses who received visits were fully compliant, although some required repeat visits.</li> <li>• Findings on the enforcement initiative were produced by SEPA in May 2017 and Waste Services will continue to work with SEPA on delivering an enforcement protocol within Perth &amp; Kinross.</li> <li>• Perth &amp; Kinross will also deliver specific recommended actions to improve compliance and reduce contamination of food waste collected from commercial customers. This will support the roll-out of City Centre Containerisation by ensuring there is no trade abuse of the new domestic bin hubs.</li> </ul> |
| <b>Actions Added in 2017</b> |                                                          |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>General</b>               |                                                          |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 89                           | Deposit Return Scheme – Extended Producer Responsibility | Medium Term | Medium   | N                 | <ul style="list-style-type: none"> <li>• A deposit return system (DRS) is one where consumers pay a small amount of money in addition to the purchase price at point of sale. This money is then returned to them if they choose to return the item after use.</li> <li>• In September 2017 the Scottish Government announced, as part of their Programme for Government, that Scotland will introduce a deposit return system for drinks containers</li> <li>• In October 2017, a motion</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |

| No.                                               | Action                                           | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------|--------------------------------------------------|-------------|----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   |                                                  |             |          |                   | <p>was passed at Full Council instructing the Chief Executive to write to Roseanna Cunningham MSP, Cabinet Secretary for Environment and Climate Change, in these terms; offering Perth &amp; Kinross Council involvement with her and COSLA in producing a final design for the scheme in 2018.</p> <ul style="list-style-type: none"> <li>Options were put forward to the public for consultation in Summer 2018 and Ministers will now come to a final decision on the future of deposit return.</li> <li>The Council endorsed the Waster Managers Network response which was then used to inform the COSLA Environment &amp; Economy Board response.</li> <li>A future report will be brought forward to the Environment &amp; Infrastructure Committee regarding the final design of the scheme and implications for Perth &amp; Kinross Council.</li> </ul> |
| 90                                                | Planning for Major Developments                  | Short-term  | Medium   | Y                 | <ul style="list-style-type: none"> <li>Waste Services and Direct Services (Operations), working in conjunction with colleagues in Development Management, have reviewed major developments, future housing projections and phasing plans to establish future resource requirements to ensure an efficient, quality service is provided to all households in Perth &amp; Kinross.</li> <li>This will be kept under review and housing development completions monitored.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Waste Prevention &amp; Resource Efficiency</b> |                                                  |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 91                                                | Work in conjunction with our consortium partners | Medium-term | Medium   | Partial           | <ul style="list-style-type: none"> <li>Following successful award of the £300K to the Zero Waste Perth consortium in 2017, the campaign was</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| No. | Action                                                                       | Timescale  | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|     | (Beautiful Perth and Perth College – Ecotechnic) to deliver Zero Waste Perth |            |          |                   | <p>fully mobilised at a launch event in November 2017.</p> <ul style="list-style-type: none"> <li>• In November 2017, 2 coordinators were employed for the delivery of the campaign on behalf of the consortium.</li> <li>• The Council continues to facilitate the stakeholder working group for the approval and delivery of the outputs agreed upon during the application stage.</li> <li>• To date, the Consortium has submitted 3 scheduled reports of activities to the funder (Zero Waste Scotland) detailing all community, business and education activities delivered during a defined period.</li> <li>• Forward plans are submitted to Zero Waste Scotland detailing the planned activities to be delivered during that upcoming period.</li> <li>• The campaign aims to engage a large proportion of the Perth City North and Perth City Centre community through an array of community led projects and to leave a significant legacy.</li> <li>• The campaign will deliver a large number of opportunities for the identified areas in Perth. Appendix 3 provides the key highlights for year 1.</li> </ul> |
| 92  | Sainsbury's – Waste Less, Save More                                          | Short-term | Medium   | Y                 | <ul style="list-style-type: none"> <li>• <u>The Funding Award:</u> Sainsbury's Supermarket Ltd awarded Perth &amp; Kinross Council's Waste Services £46,739 of funding from the Waste Less, Save More Funding Programme to encourage food waste reduction in Kinross-shire and Blairgowrie, in collaboration with local community groups and the local Sainsbury's stores in</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| No. | Action | Timescale | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                  |
|-----|--------|-----------|----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |        |           |          |                   | <p>Kinross and Blairgowrie.</p> <ul style="list-style-type: none"> <li>• The 'Waste Less, Save More' Project took place from June 2017 until October 2018.</li> <li>• The results/highlights are included in Appendix 3.</li> </ul> |

| Recycling and Composting |                                              |             |        |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 93                       | Self-Catering Properties Recycling Project   | Medium-term | Medium | N       | <ul style="list-style-type: none"> <li>The project will identify self-catering/holiday accommodation properties (non-domestic rates classification) and provide information on waste &amp; recycling services to ensure legal compliance.</li> <li>Customisable materials and reusable recycling bags will be offered to accommodation providers with a Council collection contract to provide to their customers to support recycling.</li> <li>This project will commence in 2019.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 94                       | Re-introduction of Charging for Garden Waste | Short-term  | Medium | Partial | <ul style="list-style-type: none"> <li>As part of the budget setting process in February 2017, it was agreed that Perth &amp; Kinross Council would reinstate an annual charge of £25 for the uplift of household garden waste (brown-lidded bin). Food Waste is collected from eligible households free of charge in the brown-lidded bin.</li> <li>An internal working group was established to consult on internal procedures, policies and detail the requirements to implement the Garden Waste Subscription service.</li> <li>57,797 out of 72,352 properties are eligible to participate in the brown-lidded bin service. All qualifying households received a direct mailing in January 2018 advising them of the service change, asking that they register and pay (preferably online) in anticipation of the 1 April 2018 start date.</li> <li>Customers subscribing were issued a permit by direct mailing to attach to their brown-lidded bin. The permit identifies to the collection crew that the bin has been authorised to</li> </ul> |

|                                     |                                                       |            |        |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|                                     |                                                       |            |        |         | <p>contain garden waste and can be uplifted across the full financial year detailed on the permit.</p> <ul style="list-style-type: none"> <li>Over 36,000 permits have been sold, generating over £900,000 of income to help off-set service costs</li> <li>There has been 54% participation, with over 8% of eligible householders opting to have 2 bins.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Street Sweeping &amp; Litter</b> |                                                       |            |        |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 95                                  | Code of Practice on Litter and Refuse (Scotland) 2018 | Short-term | Medium | Partial | <ul style="list-style-type: none"> <li>The Code of Practice provides practical guidance on fulfilling duties under the Environmental Protection Act 1990 to keep land free of litter and refuse and to keep roads clean.</li> <li>Perth &amp; Kinross Council responded to the consultation on the new Code which was published in July 2018.</li> <li>The revised CoPLAR was passed by Parliament in July 2018 and explains what the duties are, who is responsible, what types of land are in scope and how to zone land and roads based on the likelihood of issues arising.</li> <li>Actions will be taken forward to ensure compliance with the new 2018 CoPLAR guidance including taking a focus on litter prevention, a new monitoring regime and re-zoning.</li> <li>CoPLAR guidance sessions were run in September 2018 for relevant officers, hosted by Zero Waste Scotland.</li> </ul> |
| <b>Waste Awareness</b>              |                                                       |            |        |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 96                                  | Household Waste & Recycling (HWR) Survey 2017         | Short-term | Low    | Y       | <ul style="list-style-type: none"> <li>The results of the 2017 Household Waste &amp; Recycling Satisfaction Survey continued to show high levels of satisfaction with waste &amp; recycling services both at the kerbside and at recycling centres</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                       |                                                          |             |     |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|----------------------------------------------------------|-------------|-----|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       |                                                          |             |     |         | <ul style="list-style-type: none"> <li>Highlights include PKC placed 1<sup>st</sup> for overall satisfaction of Kerbside Services and PKC placed 2<sup>nd</sup> overall for satisfaction for Recycling Centres</li> <li>Due to the fact there were a reduced number of authorities participating in the survey and providing benchmarking data, we have decided to cease the survey and going forward will replace with alternative feedback gathering mechanisms.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |
| Actions added in 2018 |                                                          |             |     |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 97                    | Smart Waste Project – Phase 2                            | Medium-term | Low | N       | <p>Subject to successful ERDF funding award, as part of Phase 2 of the SMART Cities Project, the following projects are proposed:</p> <ul style="list-style-type: none"> <li>Technological solution for Recycling Centres including investigating ANPR to allow us to monitor recycling centre usage patterns to prevent commercial misuse and online payment solutions</li> <li>Waste collection: In-cab Technology Solution. which is the use of IT hardware and software within the waste collection vehicle. It supports the communication of information between the vehicle and customers enabling a more efficient and sustainable logistics model of operation.</li> <li>Further deployment of dynamic on board weighing systems on vehicles</li> <li>Further roll-out of sensor technology for litter bins, mini-glass points and bin hubs.</li> </ul> |
| 98                    | Single Use Purchasing Policy for Perth & Kinross Council | Short-term  | Low | Partial | <ul style="list-style-type: none"> <li>Perth &amp; Kinross Council took part in the Scotland Excel Demand Management Challenge in May 2018– a national ‘competition’ to get support with a problem which could be solved by changing our purchasing behaviour. The</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  |  |  | <p>Corporate Procurement and Waste Services Teams jointly submitted information on our intention to explore and reduce the consumption of single use items in our supply chains. Our project was not selected as one of the four to get the initial resource.</p> <ul style="list-style-type: none"> <li>• The development of a single use purchasing policy will need to be progressed internally which will scope out key items including plastic items such as cups, bottles and straws.</li> <li>• The next steps are to develop and deliver a Project Plan to inform the Purchasing Policy.</li> <li>• This will include undertaking an organisational review, scoping exercise and gathering baseline data on key single use disposable materials generated from the Councils business activities, carrying out research on purchasing policies within the Public Sector and consideration of Whole-Life Costing of items and identifying some quick wins/ trial locations/case studies .</li> </ul> |
|--|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## APPENDIX 2





### Appendix 3: Summary of Project Highlight

#### Sainsburys: Waste Less, Save More

## Summary

| Overall Results                                                                                                                            |            |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Total number of people *reached                                                                                                            | 5580       |
| Total number of people *engaged                                                                                                            | 436        |
| Welcome Packs distributed to new Council and housing association tenants                                                                   | 200        |
| Zero Waste Kitchen Challenges (ZWCK) delivered in partnership with NHS Tayside and various Community Groups with 54 participants           | 10         |
| Average amount of money saved per person ( only based on the Welcome packs)                                                                | £13.54     |
| A total number of tonnes of non-recyclable waste reduced and increased in recycling during Glenfarg and Kinross-shire Zero Waste Challenge | 6.5 tonnes |
| Harvest project – litres of juice pressed from local apples during community market                                                        | 400        |
| 51% participants at ZWKC have manage throw away food less often                                                                            |            |
| 41.2% of the people received the Welcome pack say that the pack will help them to reduce waste                                             |            |

\*Level of engagement:  
 Engaged example attended a workshop  
 Reached example given a leaflet

*Waste less*  
*Save more*

**Sainsbury's**  
*live well for less*



## Zero Waste Perth – Year 1 Highlights

### Launch Events

- Zero Waste Towns Ministerial launch at the Bike Station Perth, attracted national coverage including STV News
- Project launch evening at the Salutation Hotel attracting 122 delegates

Nov 2017

### Blue Tay for a Blue Planet Community Litter Picks

- 5 litter picks held both on the banks of the River Tay and on water via Kayaks
- Over 60 volunteers involved in clear ups
- Positive press coverage in Perth Advertiser and Courier

Mar-Sept 2018

### School Engagement

- Engaged with 700 pupils & teachers during leisure centre planting assemblies.
- Pupils actively participated in planting at Dewars Centre learning about upcycling and reuse
- Upcycled garden project with Goodlyburn pupils at St Johns Shopping Centre

June 2018

### Public Engagement

- Engagement with over 130 people at DiverCitay Festival in May and Glasgow Warriors match in August.
- Interactive activity, raising awareness of the issues with single use plastic at DiverCitay
- Infused water refill station at Glasgow Warriors event using intercepted fruits

May-Sept 2018

### Future Outcomes

- Pop Up Shop at St Johns Shopping Centre
- Tool Library within Zero Waste Space
- Annual Zero Waste Awards
- Creation of Local Food Sharing Network
- Upcycling training for individuals/community groups
- Reusable Cup Scheme for Perth

Oct 2018-  
March  
2020

Jan-Sept 2018

### Redistribution of goods, including:

- 27 KG of rice to various community groups
- Large quantities of surplus cardboard diverted to Perth Community Farm/North Inch Golf Course as weed suppressant
- Surplus building supplies for reuse and upcycling projects including 'Bug Hotels' and School Gardens
- Materials for Perth Food Bank from Balfour Beatty including filing cabinet & whiteboards.
- ¼ tonne of recycle diverted from landfill at Taste of Perthshire Food Festival

May 2018

### Business engagement through Resource Efficiency Morning event

- 32 delegates attended
- 11 businesses represented including Gleneagles & SSE
- Positive feedback from all delegates and willingness to engage in future project activities

Jan-Sept 2018

### Zero Waste Space

- Development of proposals in collaboration with The Bike Station Perth
- Appointment of architects for plan and detailed drawings for building warrant application
- Submission of building warrant and listed building consent application to PKC Planning Dept.

Sept 2018

### Taste of Perthshire Food Festival

- Arranging food waste themed cookery demos
- Collaborating with Excel Vending to provide Reverse Vending Machine to capture recycling
- Coordinating recycling for vendors
- Advising event organisers RR events on waste management best practice

Jan-Sept  
2018

### Partnership working:

- Beautiful Perth
- Perth College UHI
- NHS
- Perth Bike Station
- Men's Shed
- ZWS, RES
- Perthshire Visual Arts Forum
- Excel Vending
- St. John's Shopping Centre
- Remake
- Outdoor Explore
- Giraffe
- Tesco
- Perthshire Chamber of Commerce
- Balfour Beatty
- Wyllie's
- Stagecoach

# PERTH AND KINROSS COUNCIL

## Environment and Infrastructure Committee

7 November 2018

### Greenspace Asset Annual Status Report

#### Report by Executive Director (Housing and Environment) (18/363)

The Greenspace Asset Management Plan as approved by the Strategic Policy and Resource Committee on 29 November 2017 (Report No: 17/392 refers) requires the publication of an annual status report. This report presents a status summary of the Council's Greenspace assets as at 31 March 2018. It describes the current condition of the asset; the standards achieved and provides performance indicator information. The report also highlights the continued support by community groups which supports greenspace to maintain and enhance the greenspace asset.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The role of Community Greenspace is to manage and maintain all greenspace sites within Perth & Kinross. Greenspaces are used by most, if not all, residents of Perth & Kinross as well as businesses and visitors. It provides many benefits and makes an important contribution to service delivery and the strategic aims of the Council.
- 1.2 The current gross book value of Greenspace assets on the Perth & Kinross Council asset register is £8,865,303. This valuation does not include land or tree costs. Using current replacement rates and greenspace officers knowledge, the estimated cost to replace the entire Greenspace assets is £170,266,708.
- 1.3 The asset management system used to record data on our Greenspace assets is Environmental Landscape Manager (ELM). The first phase of the system was successfully implemented in 2016, enabling electronic work scheduling and improved data management. Future developments, including scenario planning and performance reports, will allow more strategic investment decisions to be made based on accurate greenspace asset information.
- 1.4 The Council's Greenspace Asset Management Plan was approved by the Strategic Policy and Resource Committee on 29 November 2017 (Report No. 17/392 refers.) The plan requires the publication of an annual status report to provide an update on current asset condition and performance information, which is the purpose of this paper. This report forms the first annual status report for the Greenspace asset. Performance, at national level is measured through the Land Audit Management System (LAMS), which requires monitoring and inspecting the quality of public parks and grounds on an annual basis.

- 1.5 The report presents a status summary of the Council's Greenspace asset as at 31 March 2018.
- 1.6 This report describes the current condition of the play area equipment. Data for the condition of bridges, parks and open spaces continues to be gathered and is not fully available. This data will be reported in future status reports. The figures quoted within the report are as at 31 March 2018, unless otherwise stated.
- 1.7 The work of the Council is also significantly enhanced through the support of volunteers and other organisations. Examples are detailed in paragraphs 2.14 to 2.19.

## 1. CONDITION

### Play Areas

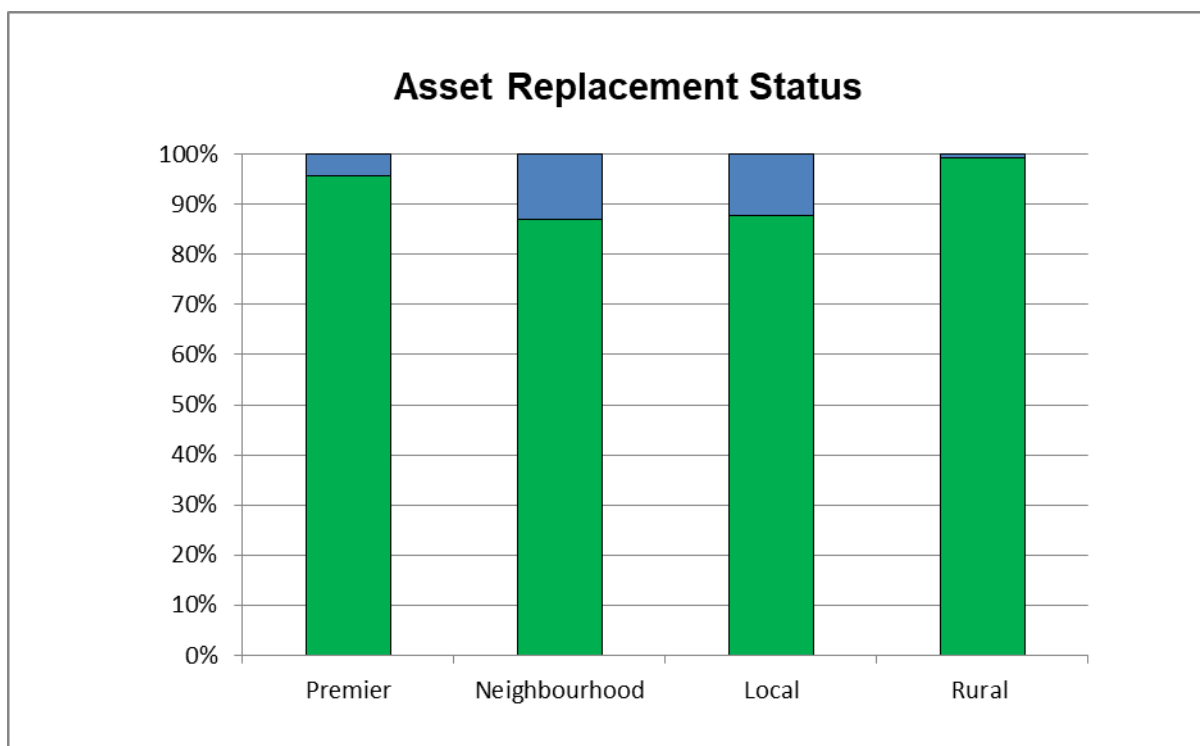
- 2.1 The status of the greenspace asset is provided in terms of current replacement age, usage and the outputs achieved as a result of Council investment.
- 2.2 The Council's current play areas assets are defined by hierarchy outlined in the Play Strategy (2006) which categorises plays areas in Premier, Neighbourhood, Rural and Local areas

| Asset Type              | Quantity | No. Items of Equipment | Total Estimated Replacement Cost* |
|-------------------------|----------|------------------------|-----------------------------------|
| Premier play area       | 9        | 141                    | £3,150,000                        |
| Neighbourhood play area | 29       | 230                    | £2,320,000                        |
| Rural play area         | 51       | 298                    | £3,060,000                        |
| Local play area         | 52       | 227                    | £2,600,000                        |

**Table 1 – Play Area Equipment Estimated Replacement Cost**

\*Estimated replacement cost of play equipment and play area surfacing

- 2.3 Play areas are inspected on an annual basis by an external contractor. It is generally expected that full refurbishment would occur when the equipment and surfacing reaches 15 years old.
- 2.4 As play equipment approaches its replacement date, the Greenspace team will determine whether or not to replace the asset in order to meet the standards set out in the Council's Play Strategy (2006). This is carried out on a case-by-case basis to ensure asset lives are maximised.
- 2.5 The chart below shows a breakdown of play equipment across all the Council's 141 play areas per the hierarchy and the current stage in expected life cycle for these assets.



**Chart 1.1 – Play Equipment Replacement Status**

|       |                                           |
|-------|-------------------------------------------|
| Green | Play equipment is not due for replacement |
| Blue  | Play equipment is due for replacement     |

- 2.6 The chart illustrates that through a programme of systematic inspection and testing, the Greenspace team currently assess which play equipment can continue to be safely used beyond its expected replacement date. This saves unnecessary replacement costs and focuses investment on specific assets identified as life expired.

### Performance Indicators

- 2.7 The status of the specific greenspace assets are measured below:

| Measured By                                                                                                                                                                                                              | Standard               | 2017/18            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| <b>Parks and Open Spaces</b>                                                                                                                                                                                             |                        |                    |
| Ensure our parks and open spaces are managed and maintained in accordance with the schedules and specifications. Sample of selected sites (70) inspected in accordance with Land Audit Management System (LAMS) scoring. | LAMS Score 67 or above | 100% LAMS Score 73 |

| Measured By                                                                                      | Standard                 | 2017/18 |
|--------------------------------------------------------------------------------------------------|--------------------------|---------|
| <b>Play Areas</b>                                                                                |                          |         |
| Carry out play area maintenance and inspection by PKC Contractor                                 | All sites every 2 months | 100%    |
| Inspected once a year by independent contractor                                                  | All sites annually       | 100%    |
| Number of play areas meeting play strategy standards                                             | 80%                      | 89%     |
| <b>Sports Pitches</b>                                                                            |                          |         |
| Ensure renovation works are identified and implemented on a prioritised basis                    | 90%                      | 100%    |
| <b>Bridges</b>                                                                                   |                          |         |
| Ensure all bridges are maintained in a safe condition for public use through a visual inspection | 2 years                  | 100%    |
| <b>Trees and Woodland</b>                                                                        |                          |         |
| Ensure our trees on our high use sites are inspected and appropriate work undertaken             | Every 6 months           | 100%*   |
| <b>Water Safety</b>                                                                              |                          |         |
| Ensure our watercourse sites are inspected and appropriate work undertaken                       | 100%                     | 100%**  |

**Table 2 – Greenspace Service Standards**

\* Trees are inspected as part of a wider parks and open spaces inspection regime, with reactive inspections being undertaken where required.

\*\* All watercourse sites inspected and programme of works underway including works to Craigie Burn in Darnhall Park, Perth.

## Revenue and Capital Investment

### Revenue

- 2.8 The following table shows the revenue expenditure for financial year 2017/18 on greenspace assets. A full breakdown of the revenue expenditure is shown in Appendix 1.

| Category                                    | Revenue                | 2017/18 Spend   |
|---------------------------------------------|------------------------|-----------------|
| <b>Infrastructure</b>                       | Total Expenditure      | £955,189        |
|                                             | Total Income           | (£232,752)      |
|                                             | <b>Net Expenditure</b> | <b>£722,437</b> |
| <b>Policy &amp; Projects</b>                | Total Expenditure      | £412,553        |
|                                             | Total Income           | (£122,610)      |
|                                             | <b>Net Expenditure</b> | <b>£289,943</b> |
| <b>North Inch Golf Course</b>               | Total Expenditure      | £114,241        |
|                                             | Total Income           | (£82,454)       |
|                                             | <b>Net Expenditure</b> | <b>£31,787</b>  |
| <b>Grounds Maintenance Operations</b>       | <b>Net Expenditure</b> | <b>£97,002</b>  |
| <b>Community Environment Challenge Fund</b> | Total Expenditure      | £95,848         |
|                                             | Total Income           | (£4,600)        |
|                                             | <b>Net Expenditure</b> | <b>£91,248</b>  |
| <b>North Muirton Play Areas</b>             | Total Expenditure      | £216,639        |
|                                             | Total Income           | (£34,200)       |
|                                             | <b>Net Expenditure</b> | <b>£182,439</b> |

| Category                     | Revenue                | 2017/18 Spend     |
|------------------------------|------------------------|-------------------|
| <b>Communities</b>           | Total Expenditure      | £40,885           |
|                              | Total Income           | (£30,575)         |
|                              | <b>Net Expenditure</b> | <b>£10,310</b>    |
| <b>CG Management</b>         | <b>Net Expenditure</b> | <b>£30,000</b>    |
| <b>Total Net Expenditure</b> |                        | <b>£1,455,166</b> |

**Table 3 – Greenspace Revenue Expenditure**

- 2.9 Budget motion funding agreed by the Council at the end of June 2017 provided £250k of additional revenue funding for investment in outdoor play and tree & woodland assets.
- 2.10 Outdoor play was allocated £125k funding to accelerate investment in Invergowrie and Murthly Broompark play parks (£90k). This funding has allowed full replacement of obsolete and worn out play equipment and safer surfaces, with new stimulating play equipment in a well-designed and accessible play environment.
- 2.11 The remaining budget (£35k) was allocated to some of the premier play parks as defined in the Council's Playground Strategy and Asset Management Plan. It was used to purchase inclusive play equipment and surfacing, allowing children of all abilities to play. The following sites have had the specialist equipment added:
- Davie Park, Blairgowrie
  - Larghan Park, Coupar Angus
  - Kirkgate Park, Kinross
  - Victoria Park, Aberfeldy
- 2.12 Tree and woodland was allocated an additional £125k of budget motion funding to increase the amount has planned maintenance work undertaken by the current term contractor. This has allowed an additional works programme to be completed.
- 2.13 The North Inch Golf Course Business Plan (Report No. 16/141 refers) was approved in order for the Council to increase income. There has been an increase in usage, both on season tickets and golf rounds for 2017/18, as highlighted in a separate report to this Committee.

- 2.14 The Community Environment Challenge Fund (CECF) allows communities to bid for environmental improvement funding, which can link to conservation area appraisals and other regeneration initiatives. The CECF has supported 14 new projects in 2017/18 (Report No. 18/176 refers), with the total cost of these 14 projects amounting to approximately £361k.
- 2.15 With continued pressure on Council resources, it is essential that we maximise the opportunities to work in partnership with our communities on the maintenance and improvement of greenspace assets. For 2017/18, approximately 26,450 volunteer hours were recorded across Perth & Kinross (Report No. 18/268 refers).
- 2.16 Community Greenspace work in partnership with Perth & Kinross Countryside Trust (PKCT) through an annual Service Level Agreement (SLA). The SLA sets out the working relationship between the partners and the Council currently provides £30,000 of core funding, office accommodation, IT support and access to pool cars which helps the Trust deliver an agreed annual work plan. The Community Greenspace Team Leader is the monitoring officer for the SLA, attending quarterly board meetings and receiving updates on progress with the annual work plan and the Trust's financial position. The Trust's annual work plan for 2018/19 is included in the SLA. Projects completed in 2017/18 include:
- promotion of the Perthshire Big Tree Country Sites with a focus on Pitlochry.
  - support for the International Conifer Conservation Programme (ICCP) co-ordinated by the Royal Botanic Gardens Edinburgh including tree planting and monitoring.
  - support for the Forestry Commission Scotland's National Tree Collections of Scotland (NTCS) Programme including hosting the NTCS Project Officer.
  - managing and promoting the Catechan Trail.
  - supporting the work of the Tay Landscape Partnership (TLP) including delivery of paths upgrades and interpretation leaflets.
  - phase 2 Upgrade of the Provost's Walk in Auchterarder to multi-user standards.
  - developing the concept for a River Tay Way long distance route from Kenmore to Perth.
- 2.17 Westbank Enterprises operated as a Partnership of the Council and the Shaw Trust for 4 years. During that time, there had been changes in the employability and training landscape that meant the partnership was no longer sustainable. It ceased on 31 December 2017, when the Service Level Agreement expired. The area of the Westbank site occupied by the Shaw Trust reverted back to the Council on 1 January 2018.
- 2.18 The staff on-site were transferred to the Council to create a Specialist Horticultural Squad to support our communities. Plant provision is outsourced but the site is used for communities, storage of plants, Community Payback and Working Roots.

- 2.19 This partnership approach is key as Westbank provides collaboration between services and agencies to deliver employment for a broad range of people on a single site. Service users work together to benefit each other and their communities while they gain new practical and social skills as well as formal qualifications.

### Capital

- 2.20 The following table shows the capital expenditure on Greenspace assets for financial year 2017/18.

| Category                                          | 2017/18 Spend   | 2017/18 Output                                                                    |
|---------------------------------------------------|-----------------|-----------------------------------------------------------------------------------|
| Play Areas – Improvements Implementation Strategy | £149,220        | Purchase of play equipment (£50,170)<br>Refurbishment of Blackford Park (£78,000) |
| Third Party Contributions                         | (£124,312)      | £90,000 revenue contribution<br>£34,000 contribution to Blackford Park            |
| Friends of Park Development – MacRosty Park       | £30,476         | Various works to MacRosty park including draining, weir, lade, planting etc.      |
| Small Parks                                       | £5,015          | Path upgrade Larghan Park, Coupar Angus                                           |
| Community Greenspace Bridges                      | £43,720         | Cuttle Burn Culvert retaining wall works                                          |
| Core Path Implementation                          | £13,540         | Materials                                                                         |
| Pitlochry Recreation Park – Phase 2               | £114,831        | Terracing upgrade and minor works to site                                         |
| Third Party Contributions                         | (£40,500)       | £38K Pitlochry User Groups, £3K Pitlochry Estate                                  |
| Alyth Environmental Improvements                  | £13,448         | Survey and professional fees                                                      |
| Riverside Master Plan                             | £10,253         | Paths and steps                                                                   |
| The Knock                                         | £6,000          | Design Works                                                                      |
| Kinnoull Hill                                     | £6,000          | Design Works                                                                      |
| Cemetery                                          | £8,003          | Land and legal costs for Madderty and Clunie cemetery extensions                  |
| <b>Total Net Expenditure</b>                      | <b>£235,694</b> |                                                                                   |

**Table 4 – Greenspace Capital Expenditure**

### **Play Areas**

- 2.21 The play areas replacement works programme was delayed for 2017/18 due to a shortage of contractors pricing the tenders. Through discussions with contractors, it is thought this was primarily due to complexities with the procurement process. New framework contracts have been put in place which simplify the procurement process considerably, with the works now scheduled to commence in 2018/19.

### **Cemeteries**

- 2.22. The Future Cemeteries Provision Strategy was approved by the Environment Committee on 23 March 2016 (Report No. 16/142 refers). There have been delays to the works scheduled at Clunie and Madderty cemeteries due to land ownership issues. Surveys and design work has commenced for an extension at Kinross cemetery.

## **3 Summary and Future Developments**

- 3.1 The overall condition of the greenspace assets continues to be maintained within the funding levels available. The future developments in the Greenspace asset management system Environmental Landscape Manager (ELM) will allow more strategic decisions to be made on investment.
- 3.2 The bridges inspection programme and condition will be shown in the 2019 annual status report.
- 3.3 This report forms the first annual status report for the greenspace asset and a further report will be submitted in November 2019.
- 3.4 It is recommended that the Committee:
- i. endorses the contents of the report.
  - ii. requests the Executive Director (Housing and Environment) 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.

**Authors**

| <b>Name</b> | <b>Designation</b>                     | <b>Contact Details</b>                         |
|-------------|----------------------------------------|------------------------------------------------|
| Sue Terras  | Corporate Asset Management Team Leader | 01738 475000<br>TESCommitteeReports@pkc.gov.uk |
| Andy Clegg  | Community Greenspace Team Leader       |                                                |

**Approved**

| <b>Name</b>    | <b>Designation</b>                         | <b>Date</b>     |
|----------------|--------------------------------------------|-----------------|
| Barbara Renton | Executive Director (Housing & Environment) | 17 October 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan                                      | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>None</b>       |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              |                   |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>None</b>       |
| Strategic Environmental Assessment                  | <b>Yes</b>        |
| Sustainability (community, economic, environmental) | <b>None</b>       |
| Legal and Governance                                | <b>Yes</b>        |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

#### Community Plan

1.1 This section should set out how the proposals relate to the delivery of the Perth and Kinross Community Plan in terms of the following priorities:

- (i) Giving every child the best start in life
- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

1.2 This section should set out how the proposals relate to the achievement of the Council's Corporate Plan Priorities:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

## **2. Resource Implications**

### Financial

- 2.1 There are no direct financial or resource implications arising from this report. Financial requirements for Greenspace maintenance and replacement will be addressed through the Environment Service Budget setting and monitoring process.

### Workforce

- 2.2 No workforce implication are directly associated with this report.

### Asset Management (land, property, IT)

- 2.3 This report is the Greenspace Asset Annual Status Report.

## **3. Assessments**

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as not relevant for the purposes of EqIA

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.3 This section should reflect that the proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- 3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### Legal and Governance

- 3.6 No direct legal implications within this report.

### Risk

- 3.7 There is a risk to the public and reputational/legal risk to the Council if our Greenspaces are not maintained.

## **4. Consultation**

### Internal

- 4.1 Community Greenspace, Housing Environment Accounting Team, Finance and Resources Manager, the Head of Environmental and Consumer Services, the Head of Democratic Services and the Head of Legal & Governance have all been consulted in the preparation of this report.

### External

- 4.2 No external communication took place

## **5. Communication**

- 5.1 None

## **2. BACKGROUND PAPERS**

- 2.1 There are no background papers with this report.

## **3. APPENDICES**

- 3.1 Appendix 1 – Revenue expenditure as at 31 March 2018.



# **Appendix 1 – Revenue Expenditure as as 31 March 2018**

|                       | <b>Cost Category<br/>Revenue</b>    | <b>2017/18<br/>Spend</b> | <b>2017/18<br/>Output</b>                                                                                                          |
|-----------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Infrastructure</b> | Materials                           | £25,766                  | Materials for infrastructure squad                                                                                                 |
|                       | Equipment                           | £18,466                  | Purchase and maintenance of equipment                                                                                              |
|                       | Play Area Maintenance               | £68,961                  | 143 instructions issued on 75 play area sites (eg. replacement of items of equipment following inspections)                        |
|                       | External works                      | £31,768                  | Range of works with partners including School Grounds Maintenance and Community Pitch Maintenance                                  |
|                       | Sports Pitches (Artificial Pitches) | £58,658                  | Maintenance of artificial sports pitches                                                                                           |
|                       | Play Contract                       | £218,224                 | Inspections and routine maintenance (every 2 months) on all 141 play area sites                                                    |
|                       | Verges                              | £123,270                 | Annual cut on 1693km road verges<br>A Class – 312km<br>B Class – 306km<br>C Class – 618km<br>U Class – 450km<br>Within 30mph – 7km |
|                       | Gardens (Housing)                   | £93,819                  | Recharge to HCS                                                                                                                    |

|                          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                 | approximately 541 Gardens cut as part of the Garden Maintenance Scheme which is open to Perth and Kinross Council tenants aged 65 or over (April – October only)                                                                                                                                                                                                                                                                        |
| Scrub & Tree Contract    | £263,400        | <p>Rolling prioritised programme of tree works – based on risk assessments and service requests. (Funding is only available to allow this contract to operate 3 days per week)</p> <p>Includes one off additional revenue funding allocated to increase the amount of planned maintenance works undertaken by the current term contractor</p> <p>Maintenance of trees and vegetation to prevent encroachment on roadside and signs.</p> |
| Street Weed killing      | £37,338         | Programme of spraying on hard surfaces in all towns and villages                                                                                                                                                                                                                                                                                                                                                                        |
| Pest Control             | £15,519         | Reactive calls on parks and open spaces                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Total Expenditure</b> | <b>£955,189</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Outside Bodies           | (£7,318)        | Third party contributions from Sports Association for Primrose Park, Auchterarder and from Countryside Trust for benches supplied                                                                                                                                                                                                                                                                                                       |
| Memorial Plaques         | (£4,299)        | Provision of memorial benches and plaques in line with current policy (Report No. 14/121 refers)                                                                                                                                                                                                                                                                                                                                        |
| Internal Recharges ECS   | (£59,150)       | Works undertaken on behalf of ECS                                                                                                                                                                                                                                                                                                                                                                                                       |

|                              |                              |                 |                                                                                                                                                                                             |
|------------------------------|------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | Internal Recharge HCS        | (£140,907)      | Works undertaken on behalf of HCS                                                                                                                                                           |
|                              | Internal Recharge TES        | (£3,078)        | Works undertaken on behalf of TES                                                                                                                                                           |
|                              | Rent                         | (£18,000)       | Aberfeldy caravan park                                                                                                                                                                      |
|                              | <b>Total Income</b>          | <b>£232,752</b> |                                                                                                                                                                                             |
|                              | <b>Net Expenditure</b>       | <b>£722,437</b> |                                                                                                                                                                                             |
| <b>Policy &amp; Projects</b> | Repairs & Maintenance Ground | £230,966        | Path groups communities (£4,952)                                                                                                                                                            |
|                              |                              |                 | Equipment for communities to carry out repairs eg.Pitlochry Recreation Ground, Nurse Peattie's Garden, Abernethy (£5,602)                                                                   |
|                              |                              |                 | Various works at the Perth Lade for 17/18 only (£50,000)                                                                                                                                    |
|                              |                              |                 | Planned maintenance equipment for Bloom/path groups etc. (£15,000)                                                                                                                          |
|                              |                              |                 | General parks repair maintenance and materials                                                                                                                                              |
|                              | Play Areas                   | £175,982        | Includes additional £125K allocated to special play projects and larger refurbishments (£90k transferred to capital for Murthly and Invergowrie upgrades as these are longer term projects) |
|                              | Internal Works               | £5,605          | Various works undertaken on behalf of other PKC services and recharged                                                                                                                      |

|                               |                                 |                 |                                                               |
|-------------------------------|---------------------------------|-----------------|---------------------------------------------------------------|
|                               | <b>Total Expenditure</b>        | <b>£412,553</b> |                                                               |
|                               | Reinstatement Works             | (£5,000)        | Reinstatement works to South Inch (following Perth Show 2017) |
|                               | Fees                            | (£117,610)      | Professional fees for delivering projects                     |
|                               | <b>Total Income</b>             | <b>£122,610</b> |                                                               |
|                               | <b>Net Expenditure</b>          | <b>£289,943</b> |                                                               |
| <b>North Inch Golf Course</b> | Payments to Private Contractors | £12,345         | Various maintenance works on site                             |
|                               | Counter Stock                   | £759            | Purchase of stock for golf course                             |
|                               | Prizes                          | £1,508          | Competition prizes                                            |
|                               | Routine Maintenance Contractor  | £99,629         | ISS Facility Services                                         |
|                               | <b>Total Expenditure</b>        | <b>£114,241</b> |                                                               |
|                               | Sales                           | (£2,207)        | Juice, confectionery and trolley hires                        |
|                               | Season Tickets                  | (£44,559)       | 333 sold                                                      |
|                               | Golf                            | (£33,225)       | 3273 golf visitors                                            |
|                               | Footgolf                        | (£2,463)        | 499 Footgolf visitors                                         |
|                               | <b>Total Income</b>             | <b>£82,454</b>  |                                                               |
|                               | <b>Net Expenditure</b>          | <b>£31,787</b>  |                                                               |

|                                             |                                    |                   |                                                                                             |
|---------------------------------------------|------------------------------------|-------------------|---------------------------------------------------------------------------------------------|
| <b>Grounds Maintenance Operations</b>       | <b>Net Expenditure</b>             | <b>£97,002</b>    | Supplies and Services (£50,998)<br>Payments to Private Contractors (£46,004)                |
| <b>Community Environment Challenge Fund</b> | Payments to voluntary associations | £95,848           | 14 voluntary groups                                                                         |
|                                             | <b>Total Income</b>                | (£4,600)          | Suez contribution                                                                           |
|                                             | <b>Net Expenditure</b>             | <b>£91,248</b>    |                                                                                             |
| <b>North Muirton Play Areas</b>             |                                    | £216,639          | Refurbishment of North Muirton Play Area                                                    |
|                                             | <b>Total Income</b>                | (£34,200)         | Tactran Grant                                                                               |
|                                             | <b>Net Expenditure</b>             | <b>£182,439</b>   |                                                                                             |
| <b>Communities</b>                          |                                    | £40,885           | Equipment Purchases (£3,339)<br>Materials (£7,361)<br>Seeds, Plants & Fertilisers (£30,186) |
|                                             | <b>Total Income</b>                | <b>(£30,575)</b>  | Sports Pitches (£11,616)<br>Management Agreements (£18,959)                                 |
|                                             | <b>Net Expenditure</b>             | <b>£10,310</b>    |                                                                                             |
| <b>CG Management</b>                        | Countryside Trust Grant            | £30,000           | Service level agreement                                                                     |
|                                             | <b>Net Expenditure</b>             | <b>£30,000</b>    |                                                                                             |
| <b>Total Net Expenditure</b>                |                                    | <b>£1,455,166</b> |                                                                                             |



## PERTH AND KINROSS COUNCIL

### Environment and Infrastructure Committee

7 November 2018

### Roads Asset Annual Status Report – 2017/18

#### Report by Executive Director (Housing and Environment) (18/364)

This report presents a status summary of the Council's roads assets based upon the latest published Scottish local authority data as at 31 March 2018. It describes the current condition of the asset, the standards achieved and provides performance indicator information to allow benchmarking of results.

#### 1. BACKGROUND

- 1.1 As the Local Roads Authority, Perth & Kinross Council is responsible for a roads network and associated infrastructure with a Gross Replacement Value (GRV) of £3.31 Billion. This is calculated using the guidelines set out in the statutory Whole of Government Accounts.
- 1.2 An annual carriageway condition survey is carried out by the Scottish Roads Maintenance Condition Survey (SRMCS). This produces a Road Condition Indicator (RCI) which is used for developing planned carriageway maintenance and as a performance indicator.
- 1.3 In comparison with other Scottish Councils, the condition of the Perth & Kinross Council road network is ranked 20th which is an improvement in ranking on last year. Our response times remain excellent with 100% of Category 1 defects being attended to within 3 hours. The cost per kilometre for road maintenance is below average and ranked 21<sup>st</sup> in Scotland.
- 1.4 The overall network condition has remained static from last year. However our A class network has shown an improvement, confirming that the Roads Maintenance Strategy approved by the Enterprise and Infrastructure Committee on 2 April 2014 (Report No [14/156](#) refers) is beginning to have a positive impact on the condition of the network. It should be noted, however, that the condition will continue to be directly affected by weather events.
- 1.5 For Street Lighting, our average cost of repairing a fault is £45.46 which remains one of the lowest in both our family group and Scotland, while our time for repairing faults remains one of the best in Scotland at just 2 days.

- 1.6 The Council's Roads Maintenance Strategy was approved by the Enterprise and Infrastructure Committee on 2 April 2014 (Report No [14/156](#) refers) and the Roads Asset Management Plan was approved on 17 June 2015 (Report [15/254](#) refers). The Strategy and the Plan require the publication of an annual status report which is the purpose of this paper.
- 1.7 When setting the 2016/17 revenue budget in February 2016, the Council approved an additional £6 million of investment in the road network and structures over 3 years. In addition, a budget motion for a further £20m over the next 10 years was approved in June 2018 (Report No. 18/213 refers).
- 1.8 Perth & Kinross Council continues to work with Dundee City and Angus Councils to build on existing partnerships, and develop our collaborative approach to the management and maintenance of the local roads network.

## 2. ROAD CONDITION

- 2.1 The carriageway asset is considered by road classification group and comprises the following:

| Road Class               | Urban Length (km) | Rural Length (km) | Total Length (km) |
|--------------------------|-------------------|-------------------|-------------------|
| A Road                   | 57.31             | 376.25            | 433.56            |
| B Road                   | 43.73             | 301.34            | 345.07            |
| C Road                   | 44.24             | 577.31            | 621.55            |
| Unclassified Road        | 494.15            | 579.57            | 1073.72           |
| <b>Total Length (km)</b> | <b>639.43</b>     | <b>1834.46</b>    | <b>2473.89</b>    |

Table 1 – Road Classification Lengths

Definitions of the Road Classifications are detailed in Appendix 1

- 2.2 The Scottish Road Maintenance Condition Survey measures and summarises the condition of the carriageway into the following bands:

|       |                                                                                                         |
|-------|---------------------------------------------------------------------------------------------------------|
| Green | The road is in an acceptable condition                                                                  |
| Amber | The road condition indicates that further investigation is needed to establish if treatment is required |
| Red   | The road has deteriorated to the point at which repairs to prolong future life should be considered     |

- 2.3 Table 2 is shown in Appendix 2 to the report and shows the condition of the overall Council road network as measured by SRMCS for the period 2012 to 2017. Results are compared to the Scottish average.
- 2.4 These results indicate that deterioration has halted and current investment is resulting in a stable position.

- 2.5 Tables 3-6 in Appendix 2 show the road condition by individual road classifications, again compared with the Scottish average.
- 2.6 The approved Roads Maintenance Strategy (Report No 14/156 refers) allows for a managed reduced level of investment in B, C and U Class roads to facilitate the prioritisation of investment in the Council's A Class roads network. The benefits of this strategy are starting to be realised as evidenced in improvement in the condition of the A class network and the stability of the remaining road network.
- 2.7 Condition of the U Class network in Perth & Kinross remains at a consistently better percentage than the Scottish average. It should be noted, however, that only 10% of the U Class network is surveyed annually across the country.

### Road Service Standards

| Service |                    | Measured By                                                                                               | Target Compliance | 2016/17 | 2017/18 |
|---------|--------------------|-----------------------------------------------------------------------------------------------------------|-------------------|---------|---------|
| Safety  | Safety Inspections | Undertake routine carriageway and footway safety inspections on Category 2 and 3 at intervals of 1 month. | 100%              | 94.3%   | 85%     |
|         |                    | Undertake routine safety inspections on Category 4(a) Link Road at intervals of 3 months.                 | 100%              | 91.2%   | 75.6%   |
|         |                    | Undertake routine safety inspections on Category 4(b) Local Access roads at intervals of 1 year.          | 100%              | 98.98%  | 90.1%   |
|         | Defect Reporting   | Category 1 defects shall be rectified or made safe within 3 hours.                                        | 100%              | 100%    | 100%    |
|         |                    | Category 2 defects shall be rectified or made safe within 1 day.                                          | 100%              | 98%     | 89%     |
|         |                    | Category 3 defects shall be rectified or made safe within 7 days.                                         | 80%               | 77%     | 73%     |

Table 7 – Carriageways Service Standards

- 2.8 The inspection process was reviewed with an inspector carrying out all monthly inspections and assistant road maintenance officers carrying out others across larger geographic areas. This took some time to bed in and along with the winter of 2017/18 being one of the worst in recent years the officer's ability to carry out regular inspections and achieve target repair times was inhibited. Current evidence indicates that the process is now working well and performance is improving.

## Performance Indicators

- 2.9 The status of the carriageway asset is measured and compared to nationally standardised performance indicators:

| Description                                                                 | Results        |                                     |                                 | Analysis                                                                        |
|-----------------------------------------------------------------------------|----------------|-------------------------------------|---------------------------------|---------------------------------------------------------------------------------|
|                                                                             | PKC<br>2017/18 | SCOTS<br>Family<br>Group<br>Average | Scottish<br>National<br>Average |                                                                                 |
| Percentage of Category 1 (Reactive) defects made safe within response times | 100%           | 99.28%                              | 85.13%                          | Better than both the SCOTS family group and national average                    |
| Percentage of carriageway safety inspections completed on time              | 83.05%         | 91.54%                              | 93.30%                          | Below the national average and SCOTS family group average                       |
| Percentage of carriageway length to be considered for maintenance treatment | 37.20%         | 39.08%                              | 36.55%                          | Better than the SCOTS family group and slightly worse than the national average |
| Percentage of carriageway length treated                                    | 4.02%          | 4.05%                               | 3.81%                           | Marginally below the SCOTS family group and better than the national average    |
| Total carriageway maintenance expenditure by carriageway length             | £6,603         | £5,679                              | £11,121                         | Higher than the SCOTS family group but much lower than the national average     |

Table 8 – Performance Indicators

- 2.10 The SCOTS Performance Management and Benchmarking Focus Group continue to work with the Association for Public Service Excellence (APSE) and the County Surveyors' Society Wales (CSSW) to produce performance indicator information. This allows local authorities to compare performance and drive improvement.
- 2.11 The Scottish local authorities are split into family groups based on network length and urban/rural split. Perth & Kinross Council is in the Rural Family Group along with Aberdeenshire, Angus, Argyll & Bute, Scottish Borders, Dumfries & Galloway, Highland and Moray Councils.

## Investment

2.12 The following table shows the expenditure for financial years 2016/17 and 2017/18 on the carriageway asset:

| Cost Category                              | 2016/17    | Output 2016/17                                                                                     | 2017/18    | Output 2017/18                                                                                     |
|--------------------------------------------|------------|----------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------|
| Planned Maintenance – Preventative         | £1,175,650 | 112.35km surface dressed (4.5% of network)                                                         | £938,341   | 75.3km surface dressed (3.03% of network)                                                          |
| Planned Maintenance – Corrective           | £3,605,258 | 10,909 linear metres (0.41%) of 40mm resurfacing (£945,459)                                        | £3,214,761 | 15.7km (0.63%) of 40mm resurfacing (£1,639,360)                                                    |
|                                            |            | 6,316 linear metres (0.25%) of 60mm resurfacing (£751,762)                                         |            | 10.95km (0.44%) of 60mm resurfacing (£1,213,697)                                                   |
|                                            |            | 15,293 linear metres (0.62%) of 100mm resurfacing (£1,168,967)                                     |            | 0km (0%) of 100mm resurfacing (£0)                                                                 |
|                                            |            | 0 linear metres of reconstruction                                                                  |            | 21 linear metres of reconstruction (£12,583)                                                       |
|                                            |            | Drainage improvements (52 sites) (£739,070)                                                        |            | Drainage improvements (33 sites) (£348,121)                                                        |
| Routine Cyclic Maintenance                 | £638,683   | 33,000, gullies cleaned                                                                            | £503,128   | 26,142, gullies cleaned, drainage channels cleaned (£196,978)                                      |
|                                            |            | drainage channels cleaned (£319,225)                                                               |            |                                                                                                    |
|                                            |            | Road Markings renewed as required (£155,230)                                                       |            | Road Markings renewed as required (£165,654)                                                       |
|                                            |            | Clear choked gullies ( 2903 no) (£87,905)                                                          |            | Clear choked gullies ( 1480 no) (£81,101)                                                          |
|                                            |            | Other minor routine (£76,323)                                                                      |            | Other minor routine (£59,395)                                                                      |
| Routine – Reactive Repairs (emergency)     | £75,100    | 24 Category 1 defects                                                                              | £87,703    | 48 Category 1 defects (£6,000)                                                                     |
|                                            |            | Provide stand by service and attend to emergency defects during out of hours period (£71k)         |            | Provide stand by service and attend to emergency defects during out of hours period (£81,703)      |
| Reactive structural repairs (emergency)    | £312,090   | Repairs to retaining walls and embankments following weather events, subsidence etc.               | £259,916   | Repairs to retaining walls and embankments following weather events, subsidence etc.               |
| Routine – Reactive Repairs (non-emergency) | £703,578   | Carry out repairs to category 2 and 3 defects (potholes) identified during road safety inspections | £731,555   | Carry out repairs to category 2 and 3 defects (potholes) identified during road safety inspections |
|                                            |            | Repairs to signs and bollards (275 no)                                                             |            | Repairs to signs and bollards (310 no)                                                             |
|                                            |            | Repairs to verges following vehicle damage (58 locations)                                          |            | Repairs to verges following vehicle damage (41 locations)                                          |
|                                            |            | Repairs to fences and pedestrian guard rails (4                                                    |            | Repairs to fences and pedestrian guard rails (6                                                    |

| Cost Category | 2016/17           | Output 2016/17                                                                                   | 2017/18           | Output 2017/18                                                                                    |
|---------------|-------------------|--------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------|
|               |                   | locations)                                                                                       |                   | locations)                                                                                        |
|               |                   | Repairs to vehicle restraint systems (6 locations)                                               |                   | Repairs to vehicle restraint systems (7 locations)                                                |
|               |                   | Repairs to footways (661 locations)                                                              |                   | Repairs to footways (572 locations)                                                               |
|               |                   | Minor drainage repairs (67 locations)                                                            |                   | Minor drainage repairs (57 locations)                                                             |
|               |                   | Carriageway repairs (potholes) (11,557 locations) Several sites had multiple potholes            |                   | Carriageway repairs (potholes) (14,396 locations) Several sites had multiple potholes             |
|               |                   | Repairs to cattle grid (2 locations)                                                             |                   | Repairs to cattle grid (0 locations)                                                              |
|               |                   | Repairs to kerbs ( 69 locations)                                                                 |                   | Repairs to kerbs ( 92 locations)                                                                  |
|               |                   | Repairs to retaining wall (1 location)                                                           |                   | Repairs to retaining wall (0 location)                                                            |
|               | £2,726,664        | Carriageway patching (permanent) (92,424m <sup>2</sup> )<br>Additional funding enabled this work | £3,874,117        | Carriageway patching (permanent) (105,612m <sup>2</sup> )<br>Additional funding enabled this work |
| <b>Total</b>  | <b>£9,237,023</b> |                                                                                                  | <b>£9,609,521</b> |                                                                                                   |

Table 9 – Carriageway Investment and Output for 2016/17 and 2017/18

- 2.13 The following table shows the Roads Maintenance Partnership budget for financial year 2018/19 as reported to the Strategic Policy & Resources Committee on 12 September 2018:

| Revenue                              | 2018/19 Budget    |
|--------------------------------------|-------------------|
| Routine and Cyclic                   | £1,809,000        |
| Flood Alleviation Scheme Maintenance | £150,000          |
| Land Remediation                     | £50,000           |
| <b>Total</b>                         | <b>£2,009,000</b> |

| Capital                            | 2018/19 Budget     |
|------------------------------------|--------------------|
| Structural Maintenance             | £7,937,000         |
| Unadopted roads                    | £96,000            |
| Footways                           | £562,000           |
| Safety Barriers                    | £60,000            |
| Additional funding (Non-recurring) | £1,410,000         |
| Forestry Commission Grant          | £362,000           |
| <b>Total</b>                       | <b>£10,427,000</b> |

Table 10 – Roads Maintenance Partnership budget 2018/19

## Structures

### Condition

- 2.14 The structures asset is considered by structure type and comprises the following:

| Structure Type     | Quantity    |
|--------------------|-------------|
| Road Bridges       | 501         |
| Footbridges        | 22          |
| Unusual Structures | 4           |
| Retaining Walls    | 219         |
| Culverts           | 343         |
| Subways            | 1           |
| <b>Total</b>       | <b>1090</b> |

- 2.15 The number of road bridges stated above has reduced from last year. The previous year's figure included a number of privately owned structures which have now been excluded.
- 2.16 Further work is still required to identify the number, location and condition of retaining walls within the PKC area. As a result, the full extent of the Council's responsibility for this asset type is unknown.

### Stock Condition Indicators

- 2.17 The County Surveyors' Society Bridges Group has devised national Bridge Condition Indicators to evaluate the condition of structures stock and our stock is evaluated in line with these guidelines.
- 2.18 Two condition indicators are evaluated for each local authorities stock of structures defined as:
- BSCI<sub>ave</sub>: Average Stock Condition Indicator – the weighted average of the individual Condition Indicator scores; this score provides an overview of the average stock condition.
  - BSCI<sub>crit</sub>: Critical Stock Condition Indicator – the weighted average of the Critical Indicator scores. This score provides an indication of the criticality of the stock with regards to load carrying capacity.

## Individual Structure Condition Indicators

2.19 Two condition indicators are calculated for each structure, which are defined as:

- $BCI_{ave}$ : the average BCI for a structure taking into account the condition of all structural elements on the structure. This score provides an overview of the average structure condition.
- $BCI_{crit}$ : the condition score of the load bearing element which is in worst condition. This score provides an indication of the criticality of the structure with regards to load bearing capacity.

## Structure Condition Indicator Score Range Groupings

| BSCI / BCI Score Range Group: | General Description | BSCI Stock Condition Descriptor                                                                               |
|-------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------|
| $95 \leq BCI \leq 100$        | Very Good Condition | Structure stock is in a very good condition.<br>Very few structures may be in a moderate to severe condition. |
| $90 \leq BCI < 94$            | Good Condition      | Structure stock is in a good condition.<br>A few structures may be in a severe condition.                     |
| $80 \leq BCI < 89$            | Fair Condition      | Structure stock is in a fair condition.<br>Some structures may be in a severe condition.                      |
| $65 \leq BCI < 79$            | Poor Condition      | Structure stock is in a poor condition. A significant number of structures may be in a severe condition.      |
| $40 \leq BCI < 64$            | Very Poor Condition | Structure stock is in a very poor condition. Many structures may be in a severe condition                     |
| $0 \leq BCI < 39$             | Severe              | Structure stock is in a severe condition. Many structures may be unserviceable or close to it.                |

Table 12 - Structure Condition Indicator Score Range Groupings

## Service Standards

| Service | Measured By                                                                                                                  | Target Compliance | 2016/17 | 2017/18 |
|---------|------------------------------------------------------------------------------------------------------------------------------|-------------------|---------|---------|
| Safety  | Carry out General Inspections at a maximum frequency of 2 years, excluding structures programmed for a Principal Inspection. | 100%              | 98.69%  | 100%    |

| Service   | Measured By                                                                                                           | Target Compliance | 2016/17 | 2017/18 |
|-----------|-----------------------------------------------------------------------------------------------------------------------|-------------------|---------|---------|
|           | Carry out Principal Inspections at a maximum frequency of 6 years.                                                    | 100%              | 74.42%  | 66.36%  |
|           | Carry out Scour Inspections at a maximum frequency of 6 years.                                                        | 100%              | 100%    | 95.28%  |
| Condition | Attend non-emergency maintenance call outs within 7 days.                                                             | 100%              | 100%    | 100%    |
|           | Maintain all Structures such that the BSCI (ave) remains above 85.                                                    | 85                | 84.73   | 84.66   |
|           | Maintain all Structures such that the BSCI (crit) remains above 75.                                                   | 75                | 73.69   | 73.87   |
|           | The total number of weight restricted bridges within the authority shall remain below 1% of stock.                    | 1% of stock       | 3.53%   | 4.36%   |
|           | The number of sub-standard structures subject to BD79 monitoring within the authority shall remain below 2% of stock. | 2% of stock       | 7.0%    | 7.77%   |

Table 13 – Structures Service Standards

- 2.20 In general, the overall condition of the Council's structures stock is calculated as Fair to Poor.
- 2.21 The number of principal inspections completed is below target as priority has been given to ensuring that special inspections are carried out. If it is not possible to carry out a full principal inspection due to lack of suitable access to all areas of the bridge due to confined space, railway land or roped access required then it is recorded as a general inspection instead.
- 2.22 The condition of individual structural components within the stock is below acceptable standards as defined in table 12. This has resulted in 68 sub-standard structures being subject to special monitoring. The frequency of special monitoring is typically set at 1, 3, 6 or 12 months depending on level of risk. The special inspections add a further 125 inspection visits or an increase of over 25% to the workload of the inspectors. These inspections will take precedence over Principal and General Inspections and therefore targets for these inspections may drop in future years.

- 2.23 Scour inspections are carried out using a number of different techniques. Visual inspections for scour damage to bridges are carried out at every general inspection and principal inspection. Underwater inspections using waterproof cameras are increasingly being used. Only in rare cases are diving surveys required. In 2017/18, diving inspections were scheduled for 5 out of the 106 structures requiring principal inspection. However, these have been re-phased into 2018/19.
- 2.24 A programme of identifying retaining walls is ongoing with only Perth City centre remaining to be surveyed. These structures will be added to the general and principal inspection programme which will have an impact on inspection resources and the maintenance budget. Works identified will be managed on a risk basis.
- 2.25 A number of weight restrictions have had to be placed on bridges which are not capable of carrying full traffic loadings. Given the limited capital budget available for strengthening and refurbishment, these bridges are currently subject to an increased monitoring regime to identify if any further measures are required in terms of load capacity.

### Performance Indicators

- 2.26 The status of the structures asset is measured and compared by nationally standardised performance indicators:

| Description                                             | Results        |                                     |                     | Analysis                                                                                                                       |
|---------------------------------------------------------|----------------|-------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                         | PKC<br>2017/18 | SCOTS<br>Family<br>Group<br>Average | National<br>Average |                                                                                                                                |
| Percentage of principal inspections carried out on time | 66.36%         | 69.97%                              | 78.51%              | PKC has a lower percentage of principle inspections carried out on time than both the SCOTS family group and national average. |
| Percentage of general inspections carried out on time   | 100%           | 79.63%                              | 88.68%              | Better than both the SCOTS family group and national average.                                                                  |
| BSCI Average                                            | 84.66          | 84.61                               | 86.33               | Ranked 5 <sup>th</sup> out of 7 in SCOTS Family group.                                                                         |
| BSCI Critical                                           | 73.87          | 77.37                               | 78.23               | Ranked 5 <sup>th</sup> out of 7 in SCOTS family group.                                                                         |

|                                                                          |    |    |    |                                                                                                                     |
|--------------------------------------------------------------------------|----|----|----|---------------------------------------------------------------------------------------------------------------------|
| No of Council owned bridges failing assessment                           | 50 | 55 | 24 | PKC has more bridges failing assessments than the national average but less than SCOTS family group average.        |
| No of privately owned bridges failing assessment on Council road network | 5  | 3  | 7  | PKC has more private bridges failing assessment than the SCOTS family group average but less than national average. |

Table 14 – Performance Indicators

- 2.27 It should be noted that agreement would have to be reached with the owner should the Council wish to strengthen a privately owned bridge. The cost of this would lie with the Council.

### Investment

- 2.28 The following table shows the expenditure on Structures for financial year 2017/18 with the budget figure as reported to the Strategic Policy & Resources Committee on 12 September 2018:

| Revenue                                   | 2017/18<br>Planned | 2017/18<br>Actual |
|-------------------------------------------|--------------------|-------------------|
| Bridge Repairs                            | £212,000           | £234,179          |
| Structural Maintenance – Queen's Bridge   | £402,000           | £181,508          |
| Structural Maintenance – Old Perth Bridge | £235,000           | £150,350          |
| <b>Total</b>                              | <b>£849,000</b>    | <b>£566,037</b>   |

\*New revenue stream: Queens Bridge and Old Perth Bridge investigation, testing and assessment

| Capital                    | 2017/18<br>Planned | 2017/18<br>Actual |
|----------------------------|--------------------|-------------------|
| West of Fearnan Culvert    | £312,000           | £422,435          |
| Parapet Upgrades           | £71,000            | £11,732           |
| Pitcur Culvert             | £0                 | £171,176          |
| Welton Road Retaining Wall | £123,000           | £0                |
| Port na Craig Footbridge   | £18,000            | £4,177            |
| <b>Total</b>               | <b>£524,000</b>    | <b>£609,520</b>   |

Table 15 – Structures Investment 2017/18

- 2.29 The following table shows the Structures budget for financial year 2018/19 as reported to the Strategic Resources & Policy Committee on 12 September 2018:

| <b>Revenue</b>                            | <b>2018/19 Budget</b> |
|-------------------------------------------|-----------------------|
| Bridge Repairs                            | £185,500              |
| Structural Maintenance – Queen’s Bridge   | £191,000              |
| Structural Maintenance – Old Perth Bridge | £26,000               |
| <b>Total</b>                              | <b>£402,500</b>       |

| <b>Capital</b>             | <b>2018/19 Budget</b> |
|----------------------------|-----------------------|
| West of Fearnan Culvert    | £42,000               |
| Parapet Upgrades           | £109,000              |
| Welton Road Retaining Wall | £369,000              |
| Pitcur                     | £15,000               |
| <b>Total</b>               | <b>£535,000</b>       |

Table 16 – Structures 2018/19 Programme

- 2.30 An additional £5m has been allocated to the structures Capital budget for the next 10 years. This will be used to start addressing the £31million backlog of Capital projects identified.
- 2.31 Based on the amount of annual depreciation predicted by the SCOTS RAMP project, the amount of Revenue budget currently allocated is approximately 13% of the amount required.
- 2.32 There are currently 46 parapet impacts on highway structures awaiting repair in Perth & Kinross. These have been made safe with temporary barriers and signs where necessary and permanent repairs will be carried out when staff and revenue resources allow. 13 of these impacts are scheduled for repair in 2018/19. Where the driver of the errant vehicle can be found, repair costs are reclaimed from their insurance company. In all other cases, these repair costs must be taken by the Council.

## Street Lighting

2.33 The street lighting asset is considered using the following classification:

| Column Material       | Quantity      |
|-----------------------|---------------|
| Galvanised Steel      | 14,174        |
| Aluminium (pre 2000)  | 3,345         |
| Aluminium (post 2000) | 4,789         |
| Cast Iron             | 25            |
| <b>Total</b>          | <b>22,333</b> |

| Cable Assets        | Quantity (m)   |
|---------------------|----------------|
| Cable under Footway | 372,500        |
| Cable under Verge   | 372,500        |
| <b>Total</b>        | <b>745,000</b> |

| Other Street Lighting Assets | Quantity     |
|------------------------------|--------------|
| Wall Bracket                 | 2,179        |
| Wooden Pole                  | 230          |
| Control Cabinet              | 1,216        |
| <b>Total</b>                 | <b>3,625</b> |

| Luminares    | Quantity      |
|--------------|---------------|
| All          | 25,449        |
| <b>Total</b> | <b>25,449</b> |

| Illuminated Signs | Quantity     |
|-------------------|--------------|
| Signs             | 1,990        |
| Bollards          | 356          |
| <b>Total</b>      | <b>2,346</b> |

Table 17 – Quantity of Street Lighting Assets

| Columns Exceeding ESL (by Material Type) |                    |                       |
|------------------------------------------|--------------------|-----------------------|
| Material Type                            | Columns Within ESL | Columns Exceeding ESL |
| Galvanised Steel                         | 10656              | 3518                  |
| Aluminium (pre 2000)                     | 3144               | 201                   |
| Aluminium (post 2000)                    | 4789               | 0                     |
| Cast Iron                                | 25                 | 0                     |

Table 18 – Quantity of Columns Exceeding ESL (Expected Service Life)

- 2.34 In 2017/18, 18.27% of columns exceeded their Expected Service Life (ESL). The table above shows that a high proportion of galvanised steel columns have exceeded their ESL. These column types have a high priority rating in the column replacement programme. Any columns that have a specific safety issue considered to be a risk to the public are deemed to be dangerous and are treated as emergencies.

| <b>Luminaire Exceeding ESL (By Material Type)</b> |                                 |                              |
|---------------------------------------------------|---------------------------------|------------------------------|
| <b>Material Type</b>                              | <b>Luminaires Exceeding ESL</b> | <b>Luminaires Within ESL</b> |
| SOX                                               | 6181                            | 2938                         |
| SON                                               | 1803                            | 4794                         |
| FLUORESCENT                                       | 350                             | 3734                         |
| METAL HALIDE                                      | 25                              | 55                           |
| LED                                               | 0                               | 4868                         |
| Other                                             | 123                             | 556                          |

Table 19 – Quantity of Luminaire Exceeding ESL

- 2.35 In 2017/18, 32.61% of lanterns exceeded their ESL. (Note: ESL is assumed to be 20 years for all luminaire types). The table above shows that a high proportion of the remaining SOX luminaires have exceeded their ESL. Replacement of SOX luminaires is a high priority in the current LED programme.

### Service Standards

| <b>Service</b> | <b>Measured By</b>                                                                                            | <b>Target Compliance</b> | <b>2016/17</b> | <b>2017/18</b> |
|----------------|---------------------------------------------------------------------------------------------------------------|--------------------------|----------------|----------------|
| Safety         | Electrical testing of all equipment shall be undertaken at a frequency of 6 years                             | 100%                     | 68.09%         | 65.25%         |
|                | Emergency faults shall be made safe or repaired within 4 hours of notification                                | 100%                     | 100%           | 100%           |
| Condition      | The percentage of street light columns exceeding their expected service life (ESL) should be no more than 25% | 25%                      | 19.01%         | 18.27%         |
|                | A non-emergency fault shall be rectified within 7 working days (Single Outage)                                | 100%                     | 98.50%         | 99%            |
|                | Average time taken to repair faults to restore lamps to working order                                         | 2.6 days                 | 2.38 days      | 2.31 days      |

Table 20 – Street Lighting Service Standards

- 2.36 All street lighting units have been initially tested and undergone a subsequent periodic inspection. It has been agreed that the Council will use some of the savings generated from the LED Business Case to fund additional periodic inspection and testing. This will ensure that Perth & Kinross Council continues to meet its statutory obligations within the Regulations.
- 2.37 The recommended frequency of periodic inspection and testing has slipped in recent years as a result of additional defects identified and repaired as part of the testing regime. This will be a recurring pressure on the inspection programme year on year and will vary depending upon the defects found.

### Performance Indicators

| Description                                   | Results        |                                     |                     | Analysis                                                                                                           |
|-----------------------------------------------|----------------|-------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------|
|                                               | PKC<br>2017/18 | SCOTS<br>Family<br>Group<br>Average | National<br>Average |                                                                                                                    |
| Percentage of repairs within 7 days           | 99%            | 86.12%                              | 87.39%              | The Council performance for repairing faults is better than SCOTS family group and one of the best across Scotland |
| Average cost for repairing a routine fault    | £45.46         | £68.27                              | £119.37             | One of the lowest across Scotland                                                                                  |
| Average time taken to repair (days)           | 2.31 days      | 4.16 days                           | 7.86 days           | Substantially lower than both the SCOTS family group and the Scottish average                                      |
| Public calls as a percentage of street lights | 11.76%         | 8.67%                               | 8.28%               | The Council receives more calls when compared to the SCOTS benchmarking family group and Scotland                  |

Table 21 – Performance Indicators

- 2.38 The Council performance for repairing faults remains one of the best in Scotland with 99% of faults repaired within 7 days. The average cost of repairing a routine fault is £45.46 which remains one of the lowest in Scotland. The average time taken to repair a fault has continuously improved and is now 2.31 days, which is substantially less than the Scottish average of 7.86 days.

## Investment

- 2.39 The following table shows the expenditure for financial years 2016/17 and 2017/18 on Street Lighting:

| Cost Category                                                                              | 2016/17           | Output 2016/17                                                                                                               | 2017/18           | Output 2017/18                                                                                                               |
|--------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------|
| Planned Maintenance – Corrective                                                           | £1,267,211        | 2604 lanterns replaced during year (10.23%)                                                                                  | £883,930          | 2000 lanterns replaced during year (7.85%)                                                                                   |
| Total net payment for bulk/planned replacement of street lighting stock                    |                   | 471 columns replaced during year (2.09% of total stock)                                                                      |                   | 414 columns replaced during year (1.83% of total stock)                                                                      |
| Routine – Reactive Repairs                                                                 | £170,021          | 4,356 total faults Repaired                                                                                                  | £198,639          | 4,370 total faults repaired                                                                                                  |
| Total number of routine, day to day faults affecting lanterns, control gear or photo cells |                   | 1,542 of the total faults that were identified as a result of scouting/inspection                                            |                   | 1,404 of the total faults that were identified as a result of scouting/inspection                                            |
|                                                                                            |                   | 2,814 of the total faults that were identified as a result of reports by public / other third parties                        |                   | 2,966 of the total faults that were identified as a result of reports by public / other third parties                        |
| Routine – Reactive Repairs                                                                 | £110,140          | All other net annual payments for maintenance of street lighting stock (excluding bulk/planned replacement and energy costs) | £150,094          | All other net annual payments for maintenance of street lighting stock (excluding bulk/planned replacement and energy costs) |
| <b>Total</b>                                                                               | <b>£1,547,372</b> |                                                                                                                              | <b>£1,232,663</b> |                                                                                                                              |

Table 22 – Street Lighting Investment and Output for 2016/17 and 2017/18

- 2.40 Following approval by the Strategic Policy & Resources Committee on 23 September 2015 (Report 15/396 refers) to undertake a ‘spend to save’ replacement of less efficient street lighting installations and provide significant energy savings in terms of cost and CO2 emissions, the following programme of light and column replacement works is being implemented:

|              | <b>Planned<br/>Lantern<br/>Replacements</b> | <b>Actual<br/>Lantern<br/>Replacements</b> | <b>Planned<br/>Column<br/>Replacements</b> | <b>Actual<br/>Column<br/>Replacements</b> |
|--------------|---------------------------------------------|--------------------------------------------|--------------------------------------------|-------------------------------------------|
| 2016/17      | 1,500                                       | 3,115                                      | 375                                        | 471                                       |
| 2017/18      | 1,500                                       | 1,725                                      | 375                                        | 414                                       |
| 2018/19      | 1,500                                       |                                            | 500                                        |                                           |
| 2019/20      | 2,000                                       |                                            | 500                                        |                                           |
| 2020/21      | 2,000                                       |                                            | 500                                        |                                           |
| 2021/22      | 2,000                                       |                                            | 500                                        |                                           |
| 2022/23      | 2,000                                       |                                            | 500                                        |                                           |
| 2023/24      | 2,000                                       |                                            | 500                                        |                                           |
| 2024/25      | 2,000                                       |                                            | 500                                        |                                           |
| 2025/26      | 1,000                                       |                                            | 500                                        |                                           |
| <b>TOTAL</b> | <b>17,500</b>                               | <b>4,840</b>                               | <b>4,750</b>                               | <b>885</b>                                |

Table 23 – Street Lighting Programme

- 2.41 The Street Lighting Partnership is currently 3 years into its LED replacement programme to drive down energy costs and replace the infrastructure in a planned, phased manner and delivery is ahead of programme. The following table shows the forecast data from the Scottish Futures Toolkit which the business case was based on compared against the last 3 years figures which shows energy reduction and cost savings are significantly greater than forecast in the business case.

| <b>LED Replacement Programme</b>                           | <b>2015/16</b>    | <b>2016/17</b>    | <b>2017/18</b>    | <b>2018/19</b> | <b>2019/20</b> |
|------------------------------------------------------------|-------------------|-------------------|-------------------|----------------|----------------|
| SFT Forecast Energy (kWh)                                  | 9,262,753         | 8,376,702         | 7,909,465         | 7,511,409      | 7,040,473      |
| SFT Forecast Energy Saving (kWh)                           |                   | 886,051           | 1,353,288         | 1,751,344      | 2,222,280      |
| Actual Energy (kWh)                                        | 8,879,121         | 7,749,283         | 6,993,048         |                |                |
| <b>Actual Energy Saving (kWh)</b>                          | <b>383,632</b>    | <b>1,513,470</b>  | <b>2,269,705</b>  |                |                |
| SFT Forecast Energy Cost (£)                               | £1,017,454        | £1,144,851        | £1,259,158        | £1,290,711     | £1,336,066     |
| SFT Forecast Energy Cost Saving (£)                        |                   | £104,969          | £176,359          | £235,170       | £310,134       |
| <b>Energy Budget Required Without LED's conversion (£)</b> | <b>£1,130,756</b> | <b>£1,202,907</b> | <b>£1,179,261</b> |                |                |
| Actual Energy Cost (£)                                     | £1,083,924        | £1,006,360        | £890,300          |                |                |
| <b>Actual Energy Cost Saving (£)</b>                       | <b>£46,832</b>    | <b>£196,547</b>   | <b>£288,961</b>   |                |                |

Table 24 – LED Replacement Programme Energy Figures

## Traffic Management

- 2.42 All traffic signal and public space CCTV cameras require ongoing maintenance to ensure the equipment remains operational and in a safe condition.

### Condition

| Traffic Signal Types                                 | Quantity   | Exceeding Expected Service Life (ESL) | Within Expected Service Life (ESL) |
|------------------------------------------------------|------------|---------------------------------------|------------------------------------|
| <b>Traffic Signal Junctions</b>                      |            |                                       |                                    |
| Junctions                                            | 48         | 3                                     | 45                                 |
| <b>Traffic Signal (Pedestrian Crossing) Subtypes</b> |            |                                       |                                    |
| Single Carriageway                                   | 62         | 5                                     | 57                                 |
| Dual Carriageway                                     | 3          | 0                                     | 3                                  |
| <b>Total</b>                                         | <b>113</b> | <b>8</b>                              | <b>105</b>                         |

| Other Traffic Management System Types | Quantity   |
|---------------------------------------|------------|
| Safety Cameras                        | 35         |
| Vehicle Activated Signs               | 66         |
| <b>Total</b>                          | <b>101</b> |

- 2.43 Expected Service Life is calculated to be 20 years for equipment and 40 years for associated engineering works.

## Service Standards

| Service   | Measured By                                                                            | Target Compliance | 2016/17 | 2017/18 |
|-----------|----------------------------------------------------------------------------------------|-------------------|---------|---------|
| Safety    | Attendance at Major faults shall be within 4 hours                                     | 100%              | 84.21%  | 92%     |
|           | Attendance at Minor faults shall be within 24 hours                                    | 100%              | 83.22%  | 93%     |
|           | Undertake electrical inspections for electrical assets at each installation every year | 100%              | 100%    | 100%    |
| Condition | Initial repair of major faults shall be within 1 hour                                  | 100%              | 82.46%  | 90%     |
|           | Initial repair of minor faults shall be within 24 hours                                | 100%              | 95.21%  | 93%     |
|           |                                                                                        |                   |         |         |

|  |                                                                                                         |      |        |        |
|--|---------------------------------------------------------------------------------------------------------|------|--------|--------|
|  | The percentage of traffic signal installations exceeding their ESL of 20 years should be no more than 0 | 100% | 96.26% | 94.69% |
|--|---------------------------------------------------------------------------------------------------------|------|--------|--------|

Table 25 – Traffic Management Service Standards

## Performance Indicators

| Description                                       | Results     |                            |                  | Analysis                                                                 |
|---------------------------------------------------|-------------|----------------------------|------------------|--------------------------------------------------------------------------|
|                                                   | PKC 2017/18 | SCOTS Family Group Average | National Average |                                                                          |
| Percentage of faults rectified within target time | 89.86%      | 88.04%                     | 93.33%           | PKC is similar to the SCOTS family group and below the national average. |
| Percentage of faults rectified on first visit     | 83.38%      | 89.96%                     | 91.23%           | PKC is below both the SCOTS family group and national average.           |

Table 26 - Performance Indicators showing PKC returns against SCOTS family group returns and national average return

## Investment

- 2.44 Traffic signal investment/refurbishments are carried out on sites which have shown significant equipment deterioration or when a site is under review due to other circumstances such as a new housing development or road layout amendments.
- 2.45 The following table shows the expenditure on Traffic Signals for financial year 2017/18:

### 2017/18 Actual

## Revenue

| Cost Category             | 2017/18 Budget | Planned Work 2017/18                                        | 2017/18 Actual |
|---------------------------|----------------|-------------------------------------------------------------|----------------|
| CCTV Planned Maintenance  | £6,000         | Planned Maintenance Contract – Spie Scotshield Ltd          | £5,954*        |
| CCTV Reactive Maintenance | £8,500         | Miscellaneous reactive repairs and maintenance costs        | £6,681*        |
| CCTV System Costs         | £27,105        | System running costs                                        | £27,105*       |
| Planned Maintenance       | £77,000        | Planned Maintenance Contract – Siemens (expires 31/12/2017) | £77,030        |

|                         |                 |                                                                                |                 |
|-------------------------|-----------------|--------------------------------------------------------------------------------|-----------------|
| Reactive Maintenance    | £49,500         | Miscellaneous reactive repairs and maintenance costs                           | £37,312         |
| Telecommunication Costs | £8,000          | Annual costs for communication systems                                         | £6,244          |
| Energy Costs            | £67,000         | Electricity costs for Traffic Signals, and Automatic Bollards                  | £43,487         |
| Speed Detection Signs   | £1,500          |                                                                                | £0              |
| City Operations (ERDF)  | £120,000        | Funded by Traffic management but being delivered by Housing & Community Safety | £8,710          |
| <b>Total Revenue</b>    | <b>£364,605</b> |                                                                                | <b>£212,523</b> |

\*Funded by Parking Services

## Capital

| Cost Category                           | 2017/18 Budget    | Planned Work 2017/18                                              | 2017/18 Actual  |
|-----------------------------------------|-------------------|-------------------------------------------------------------------|-----------------|
| Road Safety Initiative Additional Works | £300,000          | Forfar Road, Coupar Angus (Larghan View)                          | £360,757        |
|                                         | £60,000           | High Street, Kinross (Co-op)                                      | £30,104         |
|                                         | £80,000           | High Street Kinross (Montgomery Street)                           | £0.00           |
|                                         | £50,000           | Dundee Road, Perth                                                | £32,458         |
|                                         | £180,000          | Pedwarden Road and Whinniemuir Farm crossings (Scone Road), Perth | £91,683         |
| UTC Upgrade                             | £1,569            | York Place/Caledonian Road, Perth                                 | £1,569          |
|                                         | £4000             | Wellmeadow, Blairgowrie                                           | £5,153          |
|                                         | £15,000           | Fittis Road, Perth                                                | £12,827         |
| Vehicle Activated Signs (VAS)           | £199,000          | VAS Road Safety Initiative                                        | £160,235        |
| A977                                    | £90,000           | Speed Mitigation Measures                                         | £60,768         |
| <b>Total Capital</b>                    | <b>£979,569</b>   |                                                                   | <b>£755,554</b> |
| <b>Total Revenue &amp; Capital</b>      | <b>£1,344,174</b> |                                                                   | <b>£968,077</b> |

Table 27 – Traffic Management Investment 2017/18

- 2.46 The following table shows the Traffic Signals budget for financial year 2018/19 as reported to the Strategic Policy & Resources Committee on 12 September 2018:

## 2018/19 Programme

### Revenue

| Cost Category             | 2018/19 Budget  | Output 2018/19                                                                 |
|---------------------------|-----------------|--------------------------------------------------------------------------------|
| Planned Maintenance       | £77,000         | Planned Maintenance Contract – Siemens                                         |
| Reactive Maintenance      | £60,500         | Miscellaneous reactive repairs and maintenance costs                           |
| Telecommunication Costs   | £8,000          | Annual costs for communication systems                                         |
| Energy Costs              | 67,000          | Electricity costs for Traffic Signals, and Automatic Bollards                  |
| CCTV Planned Maintenance  | £4,961*         | Planned Maintenance Contract – Spie Scotshield Ltd                             |
| CCTV Reactive Maintenance | £6,447*         | Miscellaneous reactive repairs and maintenance costs                           |
| CCTV System Costs         | £29,865*        | System running costs                                                           |
| City Operations (ERDF)    | £120,000        | Funded by Traffic management but being delivered by Housing & Community Safety |
| Vehicle Activated Signs   | £150,000        | Various Sites                                                                  |
| <b>Total</b>              | <b>£523,773</b> |                                                                                |

\*Funded by Parking Services

### Capital

| Cost Category                 | 2018/19 Budget    | Output 2018/19                                         |
|-------------------------------|-------------------|--------------------------------------------------------|
| UTC Upgrade                   | £30,000           | Dunkeld Road at Ballantine Place                       |
|                               | £60,000           | Dunkeld Road/St Catherines Road Junction               |
|                               | £34,000           | Urban Traffic Control upgrades unallocated             |
| Road Safety Initiatives       | £215,000          | Programmed – Priority List 1 schemes                   |
|                               | £692,000          | Road Safety Initiative Works – Priority List 2 schemes |
| Vehicle Activated Signs (VAS) | £39,000           | Vehicle activated signs                                |
| A977                          | £493,000          | A977 Speed Mitigation Measures                         |
| Broich Road                   | £320,000          | Broich Road, Crieff Junction Improvements              |
| <b>Total</b>                  | <b>£1,883,000</b> |                                                        |

Table 28 – Traffic Management Programme 2018/19

- 2.47 An additional £1,621,000 of Capital funding was allocated towards a backlog of pedestrian crossings and speed activated variable message signs to be delivered in 2017/18 and 2018/19.
- 2.48 It should be noted that as we continue to add to the asset base, maintenance costs will increase which without additional revenue funding will result in a reduced standard of maintenance.

### **Summary and Future Developments**

- 2.49 The overall condition of the Council's roads network and associated infrastructure has stabilised following a number of years of decline. Strategies and future programmes continue to assist in mitigating this along with the future impact of additional funding allocated to the roads asset base in June 2018.
- 2.50 The Roads Maintenance Strategy, implemented through the approved Roads Asset Management Plan, directs where the available funding is spent and is currently targeted at the Council's primary road network, with lower category roads receiving less expensive treatments such as patching and surface dressing.
- 2.51 The Street Lighting Partnership is currently 3 years into its LED replacement programme to drive down energy costs and replace their infrastructure in a planned and phased manner. Delivery is ahead of programme resulting in higher savings and a quicker reduction in energy consumption.
- 2.52 Improvements to both the Council's CCTV and traffic signalling systems will be undertaken periodically in accordance with available funding. Priority will be given to maintaining the existing systems as effectively as possible to ensure that functionality is prolonged as much as possible.
- 2.53 The overall condition of the Council's road structures (bridges, culverts & retaining walls) continues to decline year on year. An increase in future capital and revenue investment would be required to address this decline.

## **3. RECOMMENDATIONS**

- 3.1 It is recommended that the Committee:
- i. endorses the contents of this Roads Asset Status Report, together with the condition and performance of the Council's Roads assets as at 31 March 2018, as set out in Appendix 2 to the report.
  - ii. requests the Executive Director (Housing and Environment) 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

**Authors**

| <b>Name</b>  | <b>Designation</b>                           | <b>Contact Details</b>                                                                             |
|--------------|----------------------------------------------|----------------------------------------------------------------------------------------------------|
| Sue Terras   | Corporate Asset Management Team Leader       | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |
| Stuart D'All | Depute Manager Roads Maintenance Partnership |                                                                                                    |

**Approved**

| <b>Name</b>    | <b>Designation</b>                         | <b>Date</b>     |
|----------------|--------------------------------------------|-----------------|
| Barbara Renton | Executive Director (Housing & Environment) | 17 October 2017 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>Yes</b>        |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              | <b>Yes</b>        |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>None</b>       |
| Strategic Environmental Assessment                  | <b>None</b>       |
| Sustainability (community, economic, environmental) | <b>None</b>       |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>None</b>       |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Plan/Single Outcome Agreement sets out a number of priorities. By maintaining the roads asset it enables every aspect of life to continue:

- (i) Promoting a prosperous, inclusive and sustainable economy
- (ii) Supporting people to lead independent, healthy and active lives
- (iii) Creating a safe and sustainable place for future generations

#### Corporate Plan

- 1.2 The Council's Corporate Plan lays out five Objectives which provide clear strategic directions, inform decisions at a corporate and service level and shape resources allocation. This report supports the delivery of the following Corporate Plan objectives:

- (i) Promoting a prosperous, inclusive and sustainable economy;
- (ii) Supporting people to lead independent, healthy and active lives; and
- (iii) Creating a safe and sustainable place for future generations.

## **2. Resource Implications**

### Financial

#### Capital

- 2.1 See detail in report.

#### Revenue

- 2.2 See detail in report.

#### Workforce

- 2.3 Maintenance of the network is implemented using existing staff resources.

#### Asset Management (land, property, IST)

- 2.4 This report defines the outcomes of managing the roads asset.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Legal and Governance

- 3.4 Head of Legal and Governance assessment is not required for this report.

### Risk

- 3.5 A risk assessment is not required for this report.

#### **4. Consultation**

4.1 The following were consulted in the preparation of this report:

- The Roads Maintenance Partnership
- The Street Lighting Partnership
- Structures Team
- Traffic Management Team
- Corporate Finance

#### **5. Communication**

5.1 None.

#### **2. BACKGROUND PAPERS**

2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1983 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

#### **3. APPENDICES**

3.1 Appendix 1 - Definitions of the Road Classifications

3.2 Appendix 2 - Carriageway Condition against Scottish Average

## Definitions of the Road Classification

## Appendix 1

- A Class – these are the highest class of the Council's road network. They are identified by the Local Roads Authority.
- B Class – these are the second tier in the Council's road network. They are identified by the Local Roads Authority.
- C Class – these are the third tier in the Council's road network. They are identified by the Local Roads Authority. No number is officially associated with a classified unnumbered road, although the Local Roads Authority is entitled to develop its own methods to identify it.
- Unclassified – these are the fourth tier in the Council's road network. If not stated otherwise, roads are assumed to be unclassified. No number is officially associated with an unclassified road, although the Local Roads Authority is entitled to develop its own methods to identify it.



## Appendix 2

## Carriageway Condition against Scottish Average

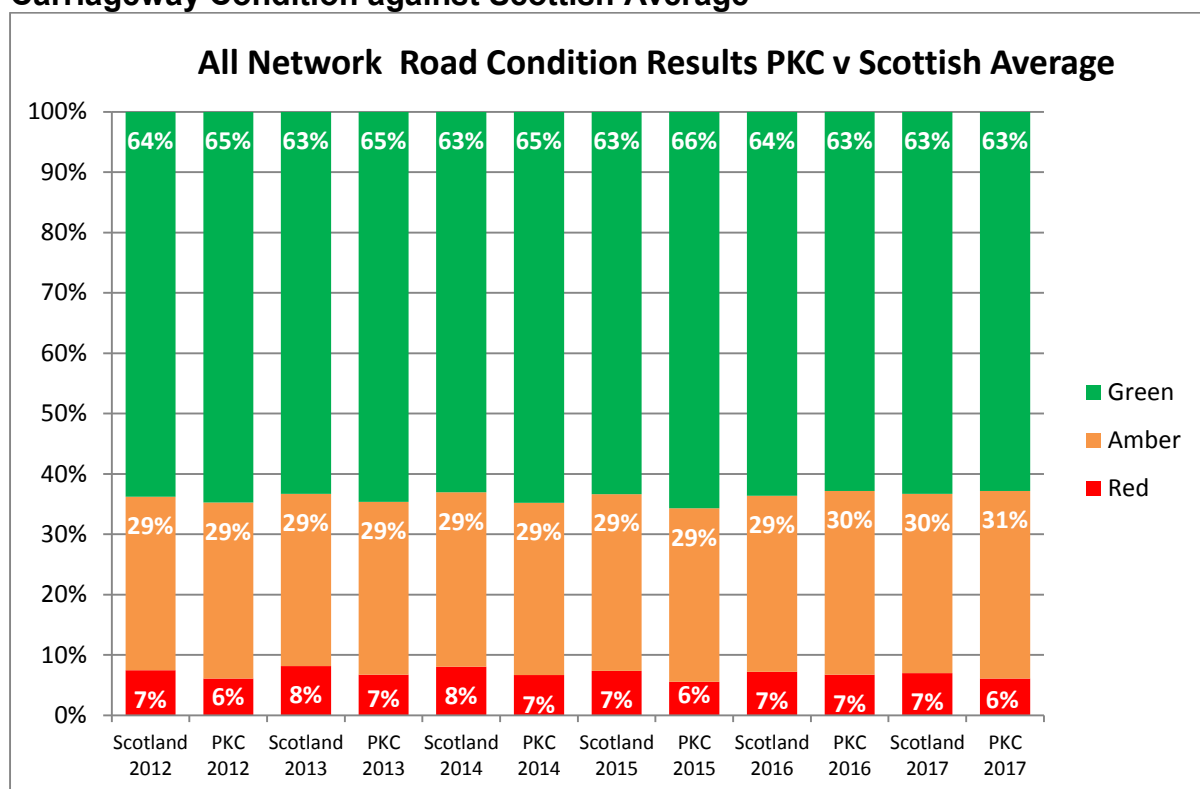


Table 2 – All Network Road Condition Results PKC v Scottish Average (percentages have been rounded up)

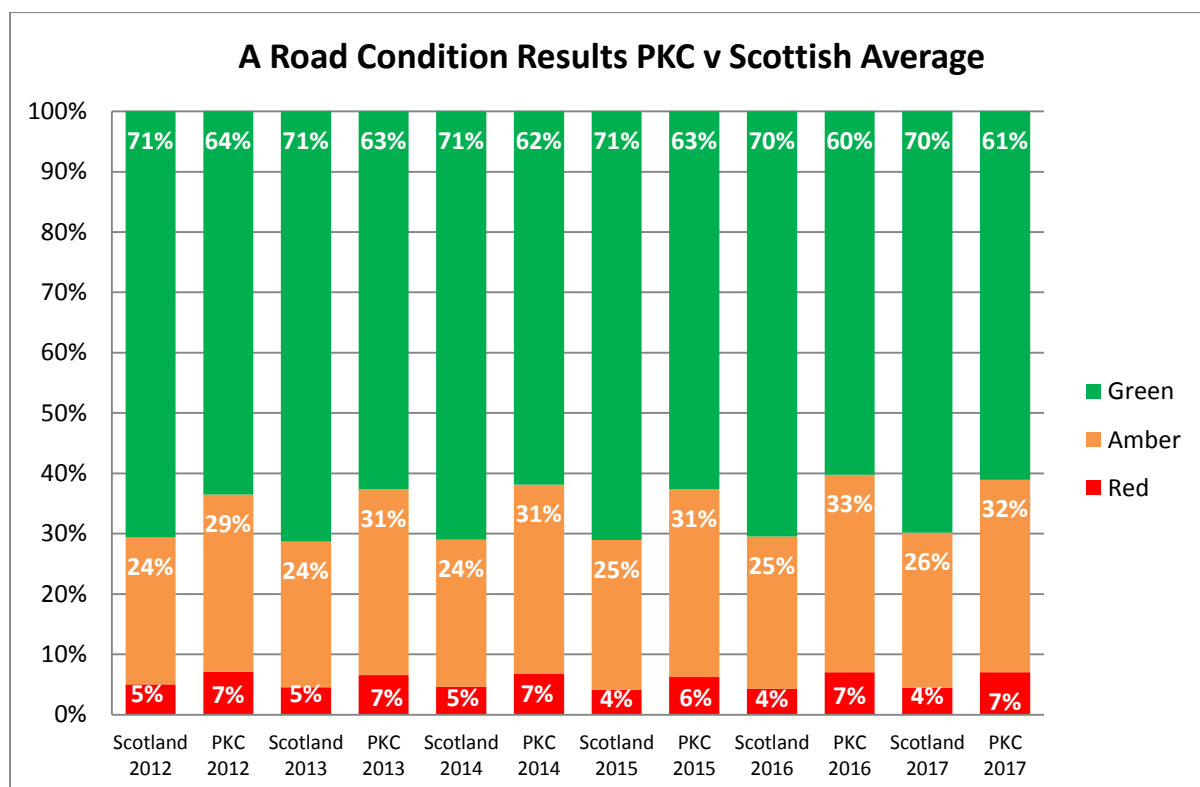
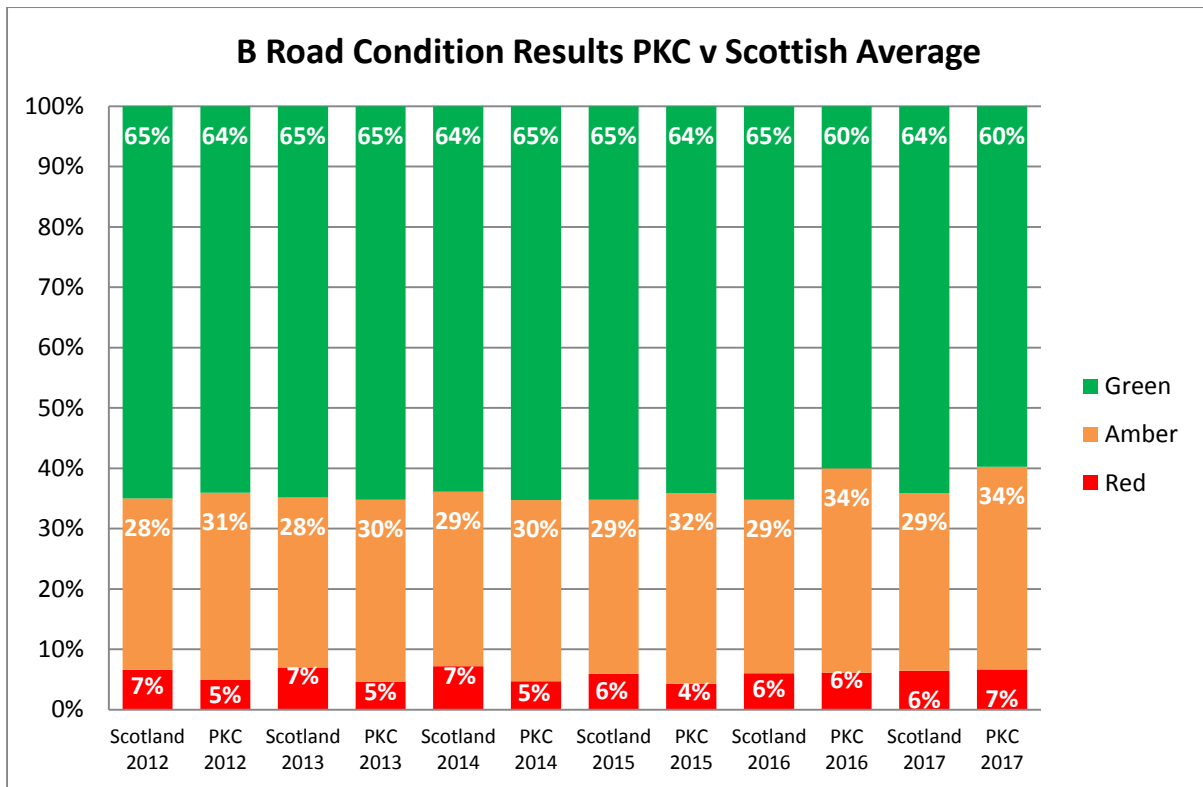
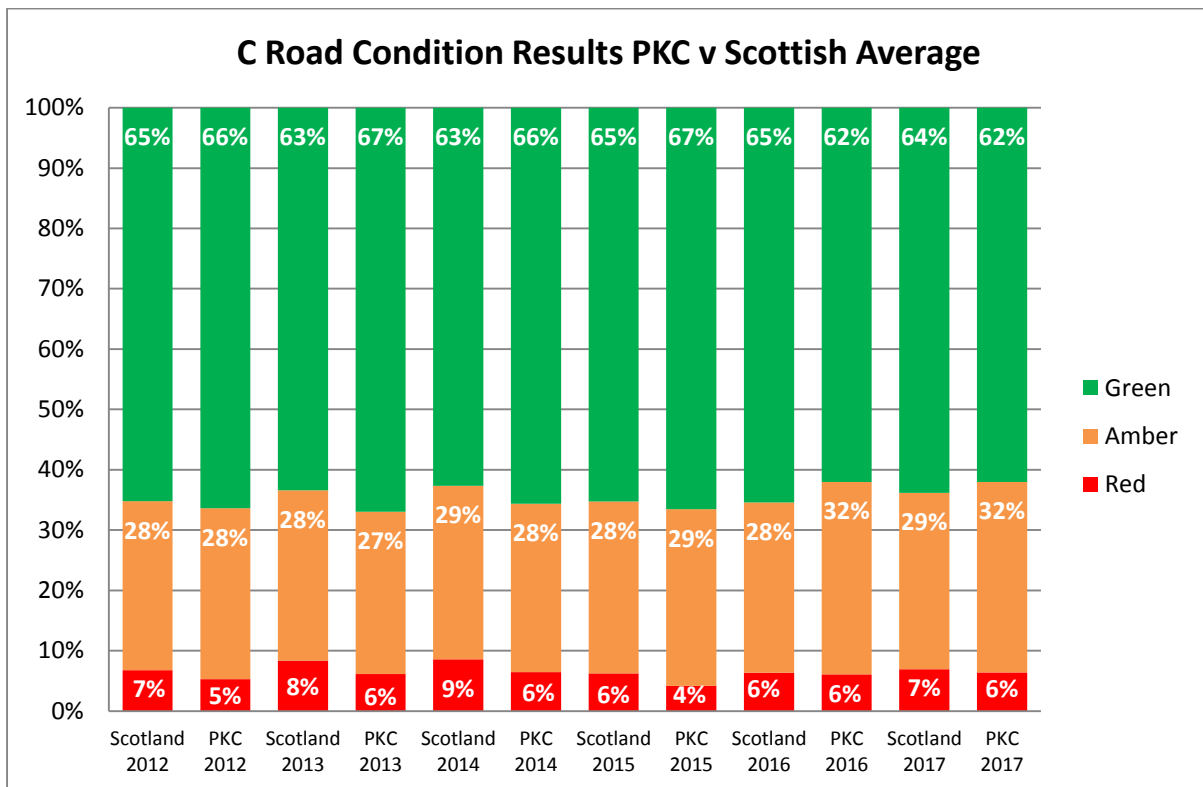


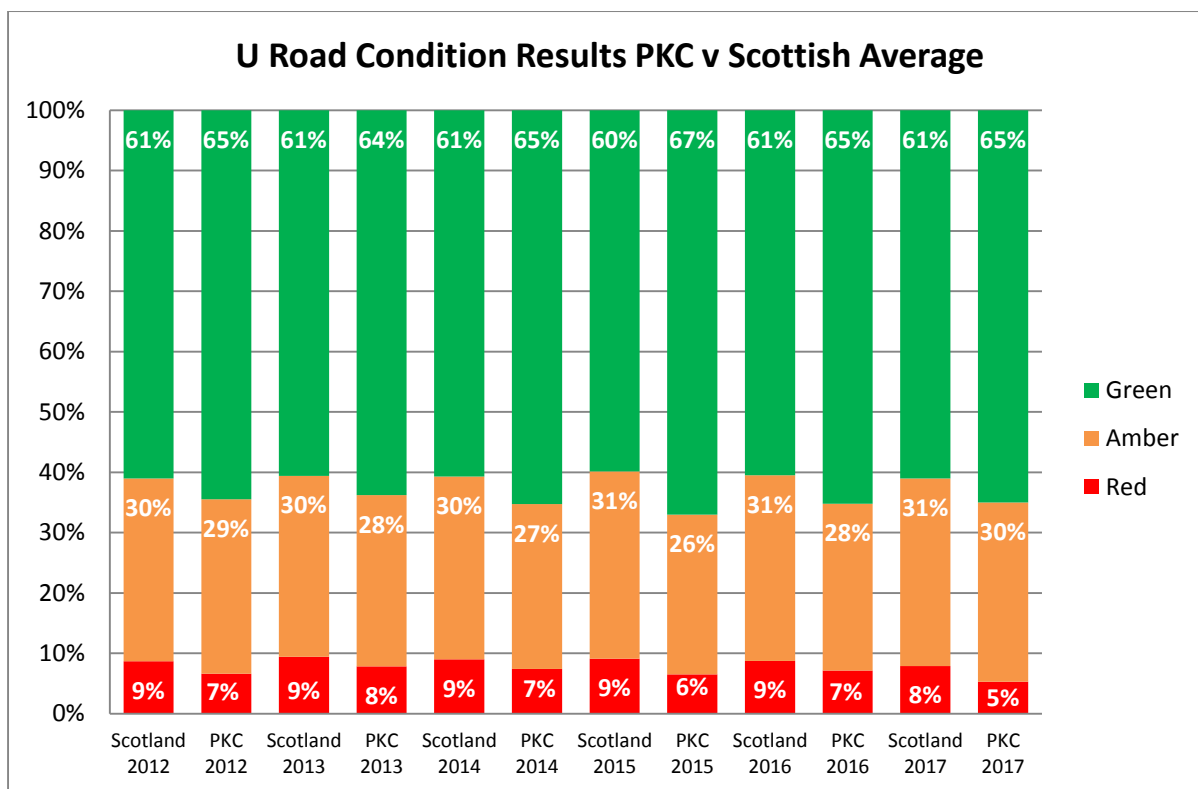
Table 3 – A Class Road Condition Results PKC v Scottish Average (percentages have been rounded up)



**Table 4 – B Class Road Condition Results PKC v Scottish Average (percentages have been rounded up)**



**Table 5 – C Class Road Condition Results PKC v Scottish Average (percentages have been rounded up)**



**Table 6 – Unclassified Road Condition Results PKC v Scottish Average (percentages have been rounded up)**



## PERTH AND KINROSS COUNCIL

### Environment and Infrastructure Committee

7 November 2018

### FREE FESTIVE PARKING

#### Report by Depute Director (Housing and Environment) (18/365)

This report recommends that the Free Festive Parking initiative operates on each Saturday from 1 December until 29 December 2018 inclusive in all Council operated car parks across the whole Perth and Kinross area.

#### 1. BACKGROUND

- 1.1 A free festive parking offering has operated over the winters of 2012/13, 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18.
- 1.2 Following a review of the impact of the Free after 2pm programme in 2016/17, feedback from the Perth Traders Association (PTA) was that, while a discounted parking scheme was welcome, the economic benefit of the Free after 2 scheme was difficult to quantify and was fairly limited. It was also seen to be a difficult offer to promote.
- 1.3 The PTA asked the Council to consider changing the Free after 2pm scheme to a Free Saturday Scheme during December 2017 for all car parks in Perth and Kinross. The primary reason for this was that changing trading patterns show that December is no longer the prime trading month for Christmas. In addition, trading patterns are changing so that Saturday is no longer necessarily the key trading day. Therefore, additional support to boost trade on Saturdays in December was requested.
- 1.4 This request for free Saturday parking during December 2017 was approved by the Council's Environment, Enterprise and Infrastructure Committee on 8 November 2017 (Report No.17/370 refers). Appendix 1 details the participating car parks.
- 1.5 Feedback was gathered from Perth City Centre businesses after the 2017 parking offer, to establish the impact of the Free Festive Parking offer. 26 responses from businesses ranging from Debenhams and the St John's Shopping Centre to smaller independents were received.
- 1.6 A summary of the responses is provided below:
  - 100% of businesses felt that the promotion encouraged people to stay longer in the city
  - 80% felt it was well advertised
  - 84% felt it had a positive impact on their business
  - 68% felt it brought additional footfall to their businesses
  - 95% would be in favour of a similar promotion

- 1.7 Footfall for December 2017 in Perth & Kinross decreased by 4.5% on the previous year – mirroring the national trend of a 4.7% decrease across Scotland and 3.5% across the UK as a whole (Springboard).
- 1.8 Evidence from the PTA to date shows that the lower footfall does not necessarily equate to lower sales – in fact some businesses reported that they had strong December trading in 2017. However nationally, footfall figures show that November was the busier month, reinforcing the Council's decision to support businesses in the key month of December.
- 1.9 Parking financial data for income generated from off street parking during November and December demonstrates the following:

| Year    | November (£) | December (£) |
|---------|--------------|--------------|
| 2013/14 | 131,196      | 141,452      |
| 2014/15 | 131,914      | 146,204      |
| 2015/16 | 139,968      | 136,049      |
| 2016/17 | 110,335      | 108,776      |
| 2017/18 | 146,074      | 116,522      |

- 1.10 The 2016/17 figures reflect the closure of Canal Street Multi Storey Car Park until 14 November as well as the free period afterwards for this car park to allow the new offering to bed in.
- 1.11 Feedback via social media was overwhelmingly positive with a large number of comments welcoming the Council's support for businesses. In particular, comments welcomed the free parking across the area with particular reference to parking in Pitlochry, Dunkeld and Crieff.
- 1.12 Feedback from other digital marketing with the Courier, STV and Smooth FM also showed good levels of engagement.
- 1.13 The key learning from the 2017/18 promotion was related to taking all steps possible through communication and engagement to make it clearer what the parking offer is, and which locations are included and excluded. To aid motorists, all parking meters in the free car parks will be covered each Saturday.

## **2. PROPOSAL**

- 2.1 The specific proposal for Christmas 2018 is free parking all day on the Saturdays from 1 to 29 December 2018 inclusive in all Council operated car parks across the whole Perth and Kinross area.
- 2.2 It is proposed to use media and advertising to promote the offer, with an initial press release following Committee approval.

- 2.3 Based on current income levels from the car parks concerned, the cost of operating a “Free on Saturdays” promotion in 2018 in terms of lost income is estimated at approximately £25,000. This will require to be met from the Parking Services Revenue Budget.

### 3. CONCLUSION AND RECOMMENDATION

- 3.1 The principle of free parking has been, in general, well received by residents, visitors and businesses over the last 6 years. It has provided a tangible demonstration of the Council’s commitment to supporting retailers and the local economy during the festive season.
- 3.2 It is recommended that the Committee agrees to offer free parking on Saturdays from 1 December to 29 December 2018 inclusive in all Council operated car parks across the whole Perth and Kinross area (Appendix 1).

#### Author

| Name        | Designation                     | Contact Details                                                                                    |
|-------------|---------------------------------|----------------------------------------------------------------------------------------------------|
| Hunter Hope | Performance and Support Manager | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

#### Approved

| Name           | Designation                             | Date              |
|----------------|-----------------------------------------|-------------------|
| Keith McNamara | Depute Director (Housing & Environment) | 17 September 2018 |

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## IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

|                                                            |             |
|------------------------------------------------------------|-------------|
| <b>Strategic Implications</b>                              |             |
| Community Plan / Single Outcome Agreement /Perth City Plan | <b>Yes</b>  |
| Corporate Plan                                             | <b>Yes</b>  |
| <b>Resource Implications</b>                               |             |
| Financial                                                  | <b>None</b> |
| Workforce                                                  | <b>None</b> |
| Asset Management (land, property, IST)                     | <b>None</b> |
| <b>Assessments</b>                                         |             |
| Equality Impact Assessment                                 | <b>None</b> |
| Strategic Environmental Assessment                         | <b>None</b> |
| Sustainability (community, economic, environmental)        | <b>None</b> |
| Legal and Governance                                       | <b>None</b> |
| Risk                                                       | <b>None</b> |
| <b>Consultation</b>                                        |             |
| Internal                                                   | <b>None</b> |
| External                                                   | <b>None</b> |
| <b>Communication</b>                                       |             |
| Communications Plan                                        | <b>Yes</b>  |

### 1. Strategic Implications

#### Community Plan

- 1.1 The activities contribute to the Community Plan's strategic objectives of 'Promoting a prosperous, inclusive and sustainable economy', and a 'Safe Welcoming Environment' and the outcomes of 'a thriving, expanding economy' and 'employment opportunities for all'.

#### Corporate Plan

- 1.2 Perth and Kinross Council Corporate Plan 2018/2022 sets out five strategic objectives:
- (i) Giving every child the best start in life;
  - (ii) Developing educated, responsible and informed citizens;
  - (iii) Promoting a prosperous, inclusive and sustainable economy;
  - (iv) Supporting people to lead independent, healthy and active lives; and
  - (v) Creating a safe and sustainable place for future generations.
- 1.3 This report relates to Objective No (iii) 'Promoting a prosperous, inclusive and sustainable economy' and the outcome of 'Thriving, expanding economy' by encouraging and supporting tourism.

## 2. Resource Implications

### Financial

- 2.1 Based on current income levels from the car parks concerned, the cost of operating a “Free on Saturdays” promotion in 2018/19 in terms of lost income is estimated at approximately £25,000. This will require to be met from the Parking Services Revenue Budget.

### Workforce

- 2.2 There are no workforce implications as a result of this report.

### Asset Management

- 2.3 There are no asset management implications arising as a result of this report.

## 3. Assessments

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions. The activities in this report will contribute towards sustainable economic development in Perth and Kinross.

### Legal and Governance

- 3.5 The consideration of the report is in line with the Council's Scheme of Administration and specifically the role of the Enterprise and Infrastructure Committee in developing measures to support and promote economic activity and to plan key infrastructure. Legal Services has been consulted on these proposals.

### Risk

- 3.6 Risks and the controls required to mitigate any risks will be reported through the Council's risk management process.

## **4. Consultation**

### Internal

- 4.1 Heads of Finance, Democratic Services, Legal and Governance

### External

- 4.2 Perth Traders Association

## **5. Communication**

- 5.1 Communication will be undertaken by the Council and businesses.

## **6. BACKGROUND PAPERS**

- 6.1 None.

## **7. APPENDICES**

- 7.1 Appendix 1 – List of car parks included in the scheme

## APPENDIX 1

### Participating Car Parks

Library East Car Park, Perth  
 Library West Car Park, Perth  
 Milne Street North Car Park, Perth  
 Milne Street South Car Park, Perth  
 West Mill Street Car Park, Perth  
 Mill Wynd Car Park, Perth  
 Mill Street East Car Park, Perth  
 Speygate Car Park, Perth  
 Canal Street Car Park, Perth  
 Charles Street Car Park, Perth  
 Leonard Street Car Park, Perth  
 Scott Street Car Park, Perth  
 Victoria Street Car Park, Perth  
 Back Wynd Car Park, Perth  
 Norrie Miller Car Park, Perth  
 Riverside Turning Head Car Park, Perth  
 James Square Car Park, Crieff  
 The Croft / Ericht Lane Car Park, Blairgowrie  
 Croft Lane / South Side Car Park, Blairgowrie  
 Leslie Street Car Park, Blairgowrie  
 Atholl Street Car Park, Dunkeld  
 Tay Terrace Car Park, Dunkeld  
 Ferry Road Car Park, Pitlochry  
 Rie-Achan Car Park, Pitlochry  
 Atholl Road Car Park, Pitlochry  
 Thimble Row Car Park, Perth  
 South Inch Car Park, Perth  
 Canal Street Multi Storey Car Park, Perth

### The following ON STREET car parking spaces are SPECIFICALLY EXCLUDED

Cherry Lane/Union Street, Perth  
 Black Watch Gardens, Perth  
 Victoria Street, Perth



**PERTH AND KINROSS COUNCIL**

**Environment & Infrastructure Committee**

**7 November 2018**

**Proposed Tayside Network Management Partnership**

**Report by Depute Director (Housing and Environment) (18/366)**

This report seeks approval to undertake a 15 month trial for a collaboration of roads network and traffic control services, with Angus and Dundee City Councils.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Christie Commission on the Future Delivery of Public Services <https://www.gov.scot/Publications/2011/06/27154527/0> identified that public services are facing the most serious challenges of modern times, and that demands on public services would increase dramatically due to demographic changes and other issues. A key principle of the review was that, in order to meet the challenges, the whole system of public service should become more efficient by reducing duplication, and by sharing services wherever possible.
- 1.2 Collaborative activity with other local authorities has a part to play in supporting the step change in the way services are delivered, and to provide greater value for communities. Sharing services can deliver cost savings through:
  - Process efficiencies
  - Asset rationalisation
  - Standardisation and streamlining of working practices
  - Greater purchasing power
  - Improved customer satisfaction
  - Shared learning and development opportunities and potential new career pathways.
- 1.3 In 2011, the Accounts Commission produced a report, entitled “Maintaining Scotland’s Roads” (click [here](#)) which recommended several areas for action including considering a national review of how the road network is managed, and maintained, to stimulate service redesign, and increase the pace of examining the potential for shared services by Scottish councils. The Scottish Government and Scottish local authorities subsequently initiated a National Review of Road Maintenance (NRM), jointly chaired by CoSLA and the Minister for Transport and Islands. The findings of the NRM, published in July 2012, identified 30 actions under six main themes, including ‘considering different delivery models, including the scope for greater collaboration and the optimum arrangements for the management and maintenance of roads in Scotland’

- 1.4 Before finalising its report, the steering group overseeing the NRMR identified the need for a more detailed assessment of the 'optimum arrangements for the management and maintenance of roads in Scotland'. A separate report on this issue, published in June 2012, concluded that current arrangements could be improved upon, and that all councils should explore sharing services in the short term.
- 1.5 A 2016 follow up report by the Accounts Commission to "Maintaining Scotland's Roads" (click [here](#) to view) recommended that there should be:
- `a clear plan and timetable for supporting the development of regional arrangements for roads services to secure the benefits arising, such as efficiencies, increased service resilience and professional skills, while also preserving local accountability, making decisions on the extent of shared services at an operational level`*
- 1.6 A report to the Strategic Policy & Resources Committee on 20 April 2016 (Report No.16/187 refers) detailed how the Council was taking forward collaboration opportunities with Dundee City and Angus Councils, across a range of activities. This work was progressed via regular meetings of the joint Chief Executive Officer Teams of the three Councils. Roads Services was identified as one of the activities under consideration.
- 1.7 In Tayside, working together across our three Councils is well established. There is already significant collaboration, with Tayside Contracts delivering the majority of roads maintenance operations through the Roads Maintenance Partnership and the Street Lighting Partnership; shared procurement through Tayside Procurement Consortium; partnership working for flooding through the Tay Estuary and Montrose Basin programme; and various officer level working groups, with a joint approach to issues such as traffic signal maintenance.
- 1.8 Review of collaborative roads activities was agreed as in the programme of reviews, as part of the Council's Transformation Strategy.
- 1.9 Following a detailed study of activities by senior managers, including an extensive options appraisal for future roads-related collaboration, the joint Chief Executives of the three Councils agreed a report which recommended proceeding with a pilot collaboration of:
- Urban traffic control (UTC) and road signals
  - Network Management under the New Roads and Street Works Act (NRSWA)

1.10 This shared working is intended to:

- deliver the best possible service for the public
- ensure local accountability to elected members
- provide a fit for purpose roads infrastructure
- maximise benefits from collaboration
- have sufficient resilience to deal with unplanned major incidents
- deliver best value and strong governance underpinned by robust performance management information
- keep roads activities under Council control

## **2. PROPOSALS**

2.1 It is proposed that this pilot (to be called the Tayside Network Management Partnership) will start on 1 January 2019 for a 15 month pilot period.

2.2 In practice this means that Dundee City Council will take a lead role for UTC / Roads Signals, and Perth & Kinross Council will lead for NRSWA. Staff involved will not have to transfer to a new organisation, or move to a different workplace location, as they will be still employed by their sovereign Council. The key difference is the shared leadership and delivery of best practice that this more formalised partnership approach offers.

2.3 Subject to Committee approval, the pilot will be operated under the terms of a Partnering Agreement (see Appendix 1).

2.4 A staff and stakeholder engagement plan has been prepared by the working group to guide support for the implementation of this initiative.

2.5 Prior to the conclusion of the 15 month trial, a further report will be submitted to Committee, to evaluate the pilot, and (depending on the outcome) seek either approval to continue the partnerships or to discontinue the shared service.

## **3. CONCLUSION AND RECOMMENDATION**

3.1 This proposal represents an opportunity to test the collaboration potential for a part of the Council's activities, to provide capacity and resilience for important services which the public rely on daily. It also demonstrates the three Councils' commitment to delivering on collaborative working to meet the expectations of the National Roads Maintenance Review and the Accounts Commissions recommendations.

3.2 It is recommended that the Committee:

- i) approves the 15 month pilot for the Tayside Network Management partnership.
- ii) requests that the Depute Director (Housing and Environment) brings a further report to Committee with the outcome of the pilot.

**Author**

| <b>Name</b>    | <b>Designation</b>                       | <b>Contact Details</b>                         |
|----------------|------------------------------------------|------------------------------------------------|
| Keith McNamara | Depute Director<br>Housing & Environment | 01738 475000<br>TESCommitteeReports@pkc.gov.uk |

**Approved**

| <b>Name</b>    | <b>Designation</b>                            | <b>Date</b>     |
|----------------|-----------------------------------------------|-----------------|
| Barbara Renton | Executive Director<br>(Housing & Environment) | 29 October 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan                                      | Yes               |
| Corporate Plan                                      | Yes               |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | No                |
| Workforce                                           | No                |
| Asset Management (land, property, IST)              | No                |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | Yes               |
| Strategic Environmental Assessment                  | No                |
| Sustainability (community, economic, environmental) | No                |
| Legal and Governance                                | Yes               |
| Risk                                                | Yes               |
| <b>Consultation</b>                                 |                   |
| Internal                                            | Yes               |
| External                                            | Yes               |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | Yes               |

### 1. Strategic Implications

#### Community Plan/ Corporate Plan

- 1.1 The proposals relate to the delivery of the Perth and Kinross Community Plan / Corporate Plan in terms of the following priority:

- Creating a safe and sustainable place for future generations

### 2. Resource Implications

#### Financial

- 2.1 Councils will still retain control of their own budgets in this partnering agreement.

#### Workforce

- 2.2 No implications. Staff will retain their same employment status, terms and conditions.

#### Asset Management (land, property, IT)

- 2.3 No implications at this stage. Future developments may include sharing of systems for more efficient operation.

### **3. Assessments**

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA

#### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability

- 3.5 No implications.

#### Legal and Governance

- 3.6 The Head of Legal and Governance has been consulted on the proposals.

#### Risk

- 3.7 The risks have been assessed as part of the review process.

### **4. Consultation**

#### Internal

- 4.1 The Head of Legal and Governance, the Head of Finance and the Head of Democratic Services have been consulted in the preparation of this report.

#### External

- 4.2 The contents of this report have been prepared jointly with Angus and Dundee City Council representatives.

### **5. Communication**

- 5.1 A communications plan has been developed as part of this review.

## **2. BACKGROUND PAPERS**

- 2.1 Collaborative Working with Other Councils – Strategic Policy & Resources Committee, 20 April 2016 (Report No. 16/187 refers).

## **3. APPENDICES**

- 3.1 Appendix 1 – Draft Partnering Agreement



**APPENDIX 1****Angus/Perth and Kinross/Dundee City Councils****Tayside Network Management Partnership****PARTNERING AGREEMENT****EXECUTIVE SUMMARY**

Arising from the National Road Maintenance Review, the concept of collaboration has been to the fore. In the Tayside area, all road activities have been considered, with the goal of savings and resilience. Given the complexities of change, trials that can demonstrate good collaborative working and delivering resilience in the area of Network Management and Traffic Control are to be piloted, and, if successful, can be rolled out to other areas of the Roads service.

It is proposed that this Partnering Agreement should initially last for a period of 15 months and extended annually thereafter, depending on how successful it proves. This Agreement is between Angus, Dundee City and Perth & Kinross Councils

Operational delivery will be by means of an integrated organisation comprising all three councils' employees, or proportion of such employees involved in the operations involved.

Responsibility for service delivery will be by an Executive Board consisting of officers from the three Councils. Perth and Kinross Council will take a lead on Network Management and Dundee City Council will lead on Traffic Control.

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## **PARTNERING AGREEMENT**

### **1. Service Description**

- 1.1 Each council (Angus, Dundee City and Perth & Kinross provides a full Roads Network Management service in line with the New Roads and Street Works Act 1991 (NRSWA) and Transport (Scotland) Act 2005. This entails among other things:
- registering its own work on the Streetworks Register (currently Symology);
  - coordinating its own works and those of others (e.g. utilities, developers, skips/scaffolding) on the road network;
  - inspecting a proportion of utility roadworks;
  - issuing permits and registering as required on the register and inspecting;
  - holding and attending meetings, and coordinating with utility companies/other roads authorities.
- 1.2 Each council is involved in the arrangement of events that take place on the road network or require traffic management and ensures such are registered on the above mentioned Register. Authorities may have a Strategic Action Group or follow the processes of such a group, to ensure that the events are run successfully and safely, in regard to traffic management and road safety, insurance and coordination.
- 1.3 Dundee and Perth and Kinross Councils operate Urban Traffic Control (UTC) services which monitor and adjust the flow of traffic. All constituent councils have traffic signals that need to be managed and maintained operationally. UTC and traffic signal maintenance requires expertise to manage changes or failures.

### **2. Service Objectives**

#### **2.1 Network Management – Lead Perth and Kinross (PKC) Traffic Control – Lead Dundee City Council (DCC)**

The councils' objectives in respect of the delivery of these services are to:-

- provide seamless, consistent services led jointly whereby existing staff remain where they are based in the constituent councils with “agile” work practices and resilience at the heart of what they do.

- seek to continually improve the service, balancing increased performance and the drive to reduce costs by maximising service efficiencies.
- demonstrate Best Value in the procurement of the works and reduce costs consistent with service standards.
- seek to minimise the adverse impact that the services have on the environment.
- deliver the services with due regard to the health and safety of the public and the work force.
- integrate with the other services of the councils.

## 2.2 Practical objectives in respect of service delivery are to:

- To recruit and retain staff whose expertise delivers the service; avoiding any single point of failure set against a background of budget reductions, and a collaborative approach to roads service delivery.
- To produce a cost effective and efficient service that meets the needs and requirements of the constituent councils and other clients.
- To develop partnerships with all stakeholders including the constituent councils, other clients, the people and businesses within the community.
- To create a responsive organisation with local key performance indicators, which monitors and evaluates standards of performance.
- To encourage innovation that adds value to our products and services.
- The employees will be employed by their current organisations, and these organisations will be accountable for pay and staffing issues.
- In terms of the work tasks however employees will be accountable to the lead officer i.e. if it is a utility issue, the Angus employee will report to PKC for NRSWA, but where they have a dual role there may need to be a decision on which task takes priority. Common sense is likely to prevail. However, escalation may be necessary.

## 2.3 The culture, ethos and vision of the organisations is ideally suited to providing a seamless and best value service to the councils and to our end users through the framework of a Partnering Arrangement. Our approach and commitment to the Partnering Agreement is detailed below.

# 3. Charter

## 3.1 All councils are committed to working together to deliver a successful service - meeting all safety, cost, quality and time criteria and demonstrating best value. The partnership is to be

known as the Tayside Network Management Partnership (The Partnership)

***To achieve this we will be:***

- open and honest and work together as a single team, with integrity, empowered and committed in a spirit of mutual trust and co-operation to meet users and each other's service needs
- innovative, effective and excellent in service delivery within the constraints of the resources available to us
- efficient through continuous improvement.

**4. Mutual Objectives/Success Criteria**

4.1 We acknowledge that ,as separate bodies, we have independent organisational goals, but that by agreeing this partnership we share objectives to:

- deliver the best possible service for the public
- ensure local accountability for elected members
- provide a fit for purpose roads infrastructure
- maximise benefits from collaboration
- have sufficient resilience to deal with unplanned major incidents
- deliver best value and strong governance underpinned by robust performance management information
- keep roads activities under Council control

and

- improve communication and awareness, and reduce duplication, both in terms of systems and resources
- improve management and reporting
- improve supervision and productivity
- devise new and improved working practices to make more effective and efficient use of resources.

4.2 The success of the partnership will be measureable:

- For Network Management, the key performance indicators (KPIs) will be those of the Roadworks Commissioner.
- For Traffic Control, the KPIs will be those of the constituent councils as developed by the Executive Board.

These KPIs and progress towards targets, will be reported to the Executive Board at least quarterly, to monitor performance and take appropriate action to meet the targets.

The respective lead officer will ensure delivery on an equitable basis across the partnership to ensure a balanced approach to service delivery in consideration of available resources.

## **5. Term**

- 5.1 The term of this agreement will be from the 1 January 2019 for a period of 15 months. Renewal would be subject to the recommendation by the Executive Board to the Joint Board of the Council Chief Executives after 12 months of the pilot; and subsequent relevant elected member approval, as determined by each Council.

## **6. Payment**

- 6.1 Each partner shall bear their own costs, and as the partnership matures, there may be opportunities to share resources and reduce overall costs, potentially funded through the partnership. It is anticipated that the shared lead roles will not warrant payment between authorities.

## **7. Dispute Resolution**

- 7.1 The Parties intend that any dispute between the parties should be resolved at the earliest possible time and at the point of dispute. Where resolution has not been achieved, the following Dispute Resolution Procedure will apply:

### **Stage 1**

- The matter will be referred by the relevant sector (e.g. Network Management) lead officer who will seek to resolve the matter in conjunction with the Service Manager (or equivalent), of each of the other authorities.
- Where resolution has not been mutually reached, the lead officer will escalate the dispute as follows:

### **Stage 2**

- The matter will be referred by the lead officer to the Head of Service or equivalent of each of the other authorities.
- Where resolution has not been mutually agreed with the party in dispute, the Head of Service or equivalent will escalate the dispute as follows:

### **Stage 3**

- The matter will be referred by the Head of Service or equivalent to the respective Directorate of each council.

## **8. Insurance**

- 8.1 Each council indemnifies the other authorities against claims, proceedings, compensation and costs payable which are the unavoidable result of the service or of providing the service or which arise from fault, negligence, breach of statutory duty, or interference with a legal right.

## **9. Management**

- 9.1 The Executive Board (the Board) is responsible for the performance of the services. It will consist of two representatives from each council. The lead officers will report to the Board. The Board will meet not less than every 3 months as determined by the Board and may discuss all aspects of the service as they relate to this Agreement, along with matters of mutual interest which affect the progress of the services involved.
- 9.2 Each party may appoint or remove members of the Board by notice to the other partners, and substitutes will be allowed.
- 9.3 The Board shall operate as follows:-
- The Chair shall be appointed annually by rotation across the constituent councils at the Board's Annual Meeting;
  - The Chair shall have the casting vote, in the event of a tie, at meetings of the Board;
  - The quorum for meetings shall be 4 officers, plus the relevant lead officers
  - The Chair is responsible for the administration for the Board meetings
  - The first Chair shall be Angus Council's Head of Service.
- 9.4 The day to day running of the service is delegated to the agreed named lead officer. The lead officer will report to the Board on KPIs, targets, budgets and the mutual objectives/success criteria and any other matter affecting the service.
- 9.5 An organisational chart showing the operational structure of the service is detailed at Appendix 1.
- 9.6 The line management is set out in Appendix 1. Each party will be responsible for all the personnel issues of their own staff including conditions of service and health & safety management. Health & safety management shall be streamlined as far as practically possible but ultimate responsibility for the employees falls to the respective employer. Dispute resolution is set out in Section 7.

## **10. Programming**

- 10.1 We agree that the service should be delivered to meet the requirements of the councils and end users in the most efficient manner possible. To do this, we will jointly plan and programme work so as to achieve customer satisfaction, Best Value and meet mutual objectives/success criteria referred to in this Agreement. The day to day operational issues are delegated to the lead officers of the relevant Councils.

I Cochrane  
On behalf of Angus Council

Date

W Young  
On behalf of Perth and Kinross Council

Date

N Gellatly  
On behalf of Dundee City Council

Date

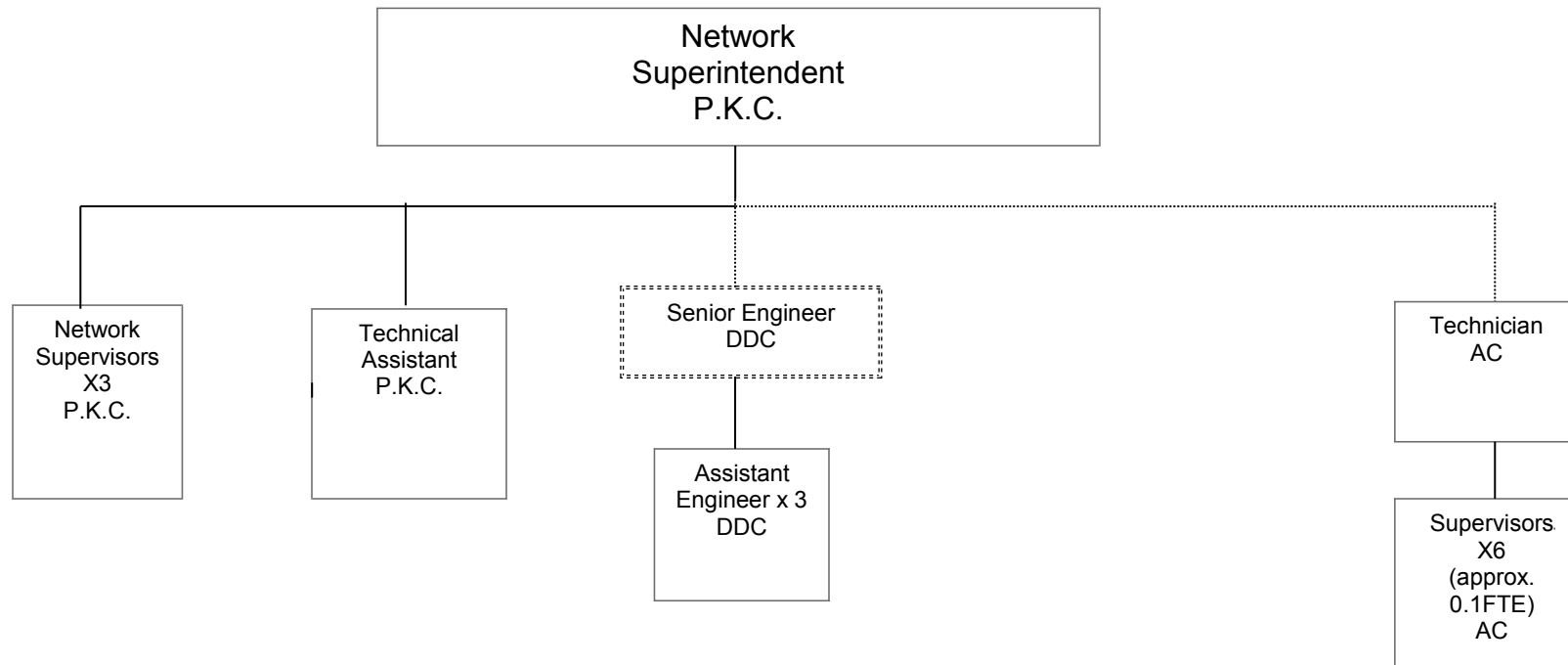
## Appendix 1

Network Management Lead Perth and Kinross Council

Includes: New Roads & Streetworks Act

: Events management

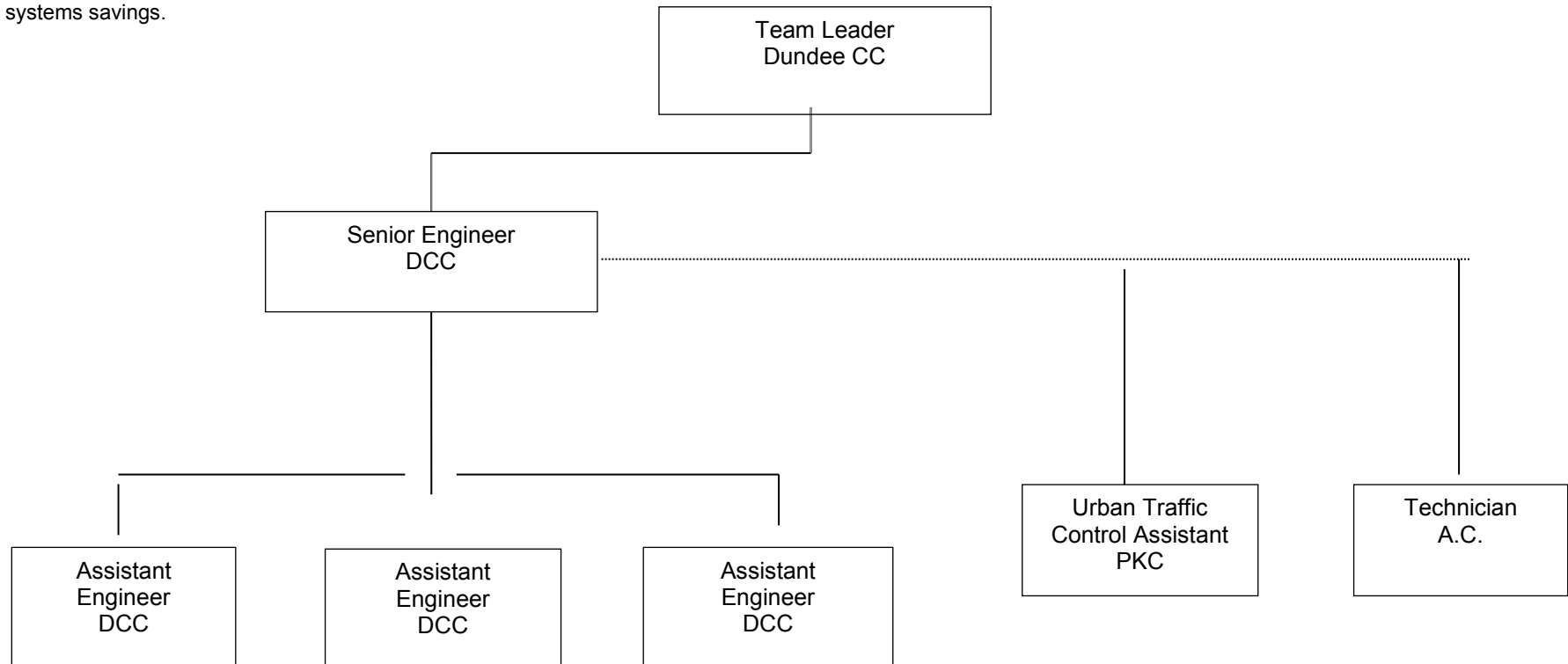
**Purpose:** To provide resilience in system  
To improve KPIs  
To provide collective challenge to ROC and Utilities



Urban Traffic Control/ Street Lighting  
Lead: Dundee City Council

**Purpose :**

- to provide resilience within system
- to improve performance
- to future proof workforce to identify potential systems savings.



# PERTH AND KINROSS COUNCIL

## Environment and Infrastructure Committee

7 November 2018

### Auchterarder Community Facilities Fund.

#### Report by Executive Director (Housing and Environment) (18/367)

This report seeks the determination of an application for funding from Perth and Kinross Countryside Trust for a contribution of £100,000 towards a major project for improvements to Provost's Walk in Auchterarder.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Auchterarder Expansion Development Framework was published in February 2008 and adopted by the Enterprise and Infrastructure Committee (Report No. 14/370 refers) as Supplementary Guidance to the Local Development Plan in September 2014.
- 1.2 That document set the framework for subsequent planning applications and defined the infrastructure requirements associated with this major expansion to the settlement. It has been acknowledged that the identified scale of development will have an impact on the level of existing service provided by community facilities. To mitigate this impact as the development progresses, one of the measures included in the Framework is a contribution of £1,000 per open market housing unit to be made to the Council by the developers up to a total of £600,000, towards an Auchterarder Community Facilities Fund.
- 1.3 In line with the section 75 Legal Agreements that are attached to the consented developments, the fund will be used for the sole purpose of providing Community Facilities, the meaning of which is set out in the agreements as *'such public facilities within the settlement boundary of Auchterarder, the provision of which the Council, at their sole discretion, believe would improve the amenity of the public realm, including without prejudice to the foregoing generality, car parking facilities, a public hall, adaption of existing school changing room facilities to permit access to the pitches forming part of the Sports Facilities, a public library, new or enhanced public transport services, improvements to the core path network and recycling facilities.'*
- 1.4 It is intended that the Fund will be spent over the lifetime of the development as the demand on the settlement's community facilities increases. It is also intended that the Fund be used to support a range of projects that will benefit the community in Auchterarder.

- 1.5 Procedures for recording contributions received; distributing contributions towards the provision of community facilities; and reporting these details in an open and accountable way were agreed by the Enterprise and Infrastructure Committee (Report No. 16/375 refers). These procedures include reports on funding received and allocated each year; and procedures for the allocation of funding. Requests for requests for funding under £50,000 are delegated to the Executive Director (Housing & Environment). Where the amount sought exceeds £50,000, this needs to be referred to the Environment and Infrastructure Committee. The procedures also include provision where future contributions to the fund may be ringfenced for projects, in addition to what has already been provided through the Fund.
- 1.6 The Executive Director (Housing & Environment) has previously used delegated powers to assess and approve an application for funding to the value of £50,000. This was for a contribution towards the first phase of a major project to upgrade the cross town path known as Provost's Walk, on the southern boundary of the town parallel to the A9 trunk road (Core Path AUCH/2), to make it a multi-user path suitable for both walkers and cyclists. In reaching this decision, the views of the Community Council, Local Elected Members and the Convener of the Enterprise and Infrastructure Committee were sought, in line with the fund's operating procedures. (Report No 18/28 refers).

## **2. PROPOSALS**

- 2.1 The Committee is asked to consider and determine an application for funding from Perth and Kinross Countryside Trust. The application is made by the Trust on behalf of Auchterarder Community Sports and Recreation group, which is a community group operating in the area.
- 2.2 The application is for the sum of £100,000, which is sought as a further contribution towards the cost of upgrading the final phase of the Provost Walk, a core path in the south of Auchterarder.
- 2.3 The proposed upgrade of Provost Walk has been planned in three phases. Phases one and two are complete. Phase 1 is outlined in paragraph 1.6.
- 2.4 For phase 2 of the project, an application for the same amount was prepared and submitted by the Countryside Trust. However the Auchterarder Community Sports and Recreation group reallocated £50,000 that had been raised towards other projects to phase 2 of the Provost Walk upgrade. The phase 2 application was not therefore progressed.

- 2.5 The sum of £100,000 requested for phase 3 is therefore an essential contribution towards the total amount required to implement the works. A decision is required on this application in order to secure other essential match funding for this project.
- 2.6 Match funding of £352,100 has already been secured from Sustrans Scotland, Auchterarder Community Trust, EB Scotland (a body operating within the Scottish Landfill Communities Fund), and the Auchterarder Community Sports and Recreation Paths Group.
- 2.7 Decisions are pending to Fife Environment Trust (an independent non-profit making company to distribute landfill tax funds) for £50,000; and to Land Trust for £50,000.
- 2.8 Phase 3 of the project will continue the westward upgrade of the path from the area around Coalbore Well to the western end of the path where it meets Western Road (A824). It will improve access through an existing narrow gate in a high wall and improve steps beside an open culvert to a burn. In addition, it will provide a 1.4km sealed surface multi-user DDA-compliant path from the western side of Auchterarder to the town centre without having to travel along the busy main road. Planning permission for the work has already been granted (planning application reference 18/01064/FLL) and it is anticipated that work to phase 3 of the project could start in Autumn 2019. A location plan is included in Appendix 1.
- 2.9 This phase of the project will provide a path that will not just connect one of the three large development sites to the core path network. It will also be used by existing residents to travel across town and access key amenities. It will therefore mitigate the impact of the new housing and improve the quality of the public realm.
- 2.10 In terms of the criteria for accessing the Auchterarder Community Facilities Fund, procedures were set out and agreed by the Enterprise and Infrastructure Committee (Report No. 16/375 refers). The application meets the criteria for the fund. In line with the agreed procedures, a committee decision is required to determine this application since the amount sought exceeds £50,000.
- 2.11 In terms of consultation carried out on the application, the views of the Auchterarder and District Community Council; the Local Elected Members; and the Convener of the Environment & Infrastructure Committee were sought, in line with the Fund's operating procedures. These views require to be taken into account when determining this application.

- 2.12 The three ward Councillors were consulted before the Council's summer recess and initial comments advised that funding should be withheld to allow time to seek clarity on two other priorities that had been identified by the community and highlighted in the Community Council's response. This is outlined in the following paragraph. The two other priorities identified by the community are a town bus service to improve transport to and from essential community facilities; and improved parking arrangements in the town centre.
- 2.13 Comments from Auchterarder and District Community Council seek that consideration be given to allocating funding in a more balanced way across a range of projects. Projects that the Community Council wishes to prioritise over this application are the acquisition of land to increase the number of off-street parking spaces in the town; and the establishment of an Auchterarder circuit bus.
- 2.14 The Community Council's consultation response does acknowledge that improvements to the core path network is an example of the type of project on which Fund monies will be spent. It also says it is generally supportive of the Provost Walk upgrade project. However, it is clear that the community council feels that the two other identified projects should be prioritised and given the chance to access funds from the Community Facilities Fund.
- 2.15 For both of these other identified projects, initial work has commenced on developing proposals that could come forward as applications for support from the Fund. Options for improving capacity in respect of both on and off-street parking is under consideration within the Council; and an external group is investigating feasibility of a town bus service.
- 2.16 The views of Community Greenspace officers were also sought in respect of the ongoing maintenance of the proposed paths. However, as written support for the project is contained in the application papers, no further response was needed.
- 2.17 In terms of the Council's response to the issues raised in consultation, general support is acknowledged for the Provost Walk upgrade project. However, consultation responses are mindful of the fixed budget for the Fund, and raise awareness of other community priorities in addition to core path improvements.
- 2.18 While none of the consultation responses advise that the funding application ought to be rejected, the consultation responses express views that the Fund ought to be supportive of a range of projects that will benefit the community.
- 2.19 In order to address the concerns raised in consultation, more work has been carried out to establish what types of project might seek support from the fund, and estimates of the level of support that might be sought.

- 2.20 From discussions with community groups and council officers, two projects are likely to be in a position to seek funding from the Community Facilities Fund in the short term. These are the Auchterarder Community Bus Group; and the acquisition of land to increase the number of off-street parking spaces in the town, both of which were identified as priorities by the Community Council.
- 2.21 For the Auchterarder Community Bus Group, initial discussions indicate that an application for funding is under preparation. Without prejudice to the consideration of any application that might be submitted in the future, it is currently estimated that a sum of £100,000 might be sought, to be spent in two equal tranches over successive/consecutive years.
- 2.22 For the planned acquisition of land to increase the number of off-street parking spaces in the town, to date at least one potential option has been identified. The Council is currently at an advanced stage in negotiations with a landowner with a view to purchasing a site. There are however alternative sources of funding for additional car parking as there is provision in the Council's Capital Budget to support the development of additional off-street parking. This is noted within reports to the Strategic Policy and Resources Committee (Report No 18/46 refers). It is not yet clear whether the provision of additional car parking will require additional funding from the Auchterarder Community Facilities Fund. However, it is clear that any requirement would be well within the Fund's capabilities, taking account of both the application under consideration and the proposed bus service project.
- 2.23 In terms of the fund balance, there is £119,000 in the account. The Council has received contributions totalling £169,000, and £50,000 has been spent on phase 1 of Provost's Walk (paragraph 1.6 refers). Predictions on future contributions are based on the level of contributions to date and our estimate of the rate of open market completions at the three development sites. For this year and next year the Council anticipates an income of £66,000 and £68,000 respectively. This is based on an assumption that house building at the three large development sites proceeds with regular contributions made to the Fund from the respective developers.

- 2.24 The following table sets out the fund's anticipated income for this year and next; potential disbursements to known projects; and projected surplus available to fund a range of other projects.

|                                                              |          | 2017           |          | 2018          |
|--------------------------------------------------------------|----------|----------------|----------|---------------|
| Current contributions available                              | £        | 119,000        |          |               |
| Future contributions (estimated)                             | £        | 66,000         | £        | 68,000        |
| <b>Total income</b>                                          | <b>£</b> | <b>185,000</b> | <b>£</b> | <b>68,000</b> |
| <b>Potential known projects</b>                              |          |                |          |               |
| Provost Walk phase 3 application                             | £        | 100,000        |          |               |
| Community bus project (estimated)                            | £        | 50,000         | £        | 50,000        |
| Land for car parking (funded from Council capital programme) | £        | -              | £        | -             |
| <b>Total estimated disbursements</b>                         | <b>£</b> | <b>150,000</b> | <b>£</b> | <b>50,000</b> |
| <b>Balance</b>                                               | <b>£</b> | <b>35,000</b>  | <b>£</b> | <b>18,000</b> |

- 2.25 At this point, therefore, indications are that the Fund would still be capable of supporting a range of projects, including a community bus service and the application under consideration. It is also likely that a range of other projects could also be supported further into the future.
- 2.26 As a result, further comments have been sought from the required consultees.
- 2.28 Specifically, views have been sought as to whether support for this funding application could be offered in light of the progress being made with the other projects, and the fact that a decision to grant this funding application would not impinge on the ability to fund other projects.
- 2.29 At the time of writing, the outcome of the additional consultation was that the Local Elected Members expressed support for the application. The Auchterarder and District Community Council also expressed support for the application, after further consideration at its meeting of 25 October.

### 3. CONCLUSION AND RECOMMENDATION

- 3.1 While the project meets the Fund's criteria, the Committee is required to take account of the consultation responses when determining this application. The consultation responses received highlight general support for this type of project, but also emphasise that work is under way to identify other community priorities that could also seek support from the Fund. In fact the consultation responses wish funding to be withheld until higher priority applications from other community projects are given a chance to access the Fund's fixed budget.

- 3.2 Specifically, concerns were raised over the share of the budget that would be allocated to the Provost Walk upgrade. Concerns were also raised that the total amount requested for the Provost Walk core path upgrade would prejudice the Fund's aim of allocating funding in a balanced way across a range of projects.
- 3.3 Further work was carried out in response to the concerns raised, to ascertain whether the level of support sought from the Fund could be supported. Estimates were made of the likely level of support that might be sought from two other projects from the fund in the short term. Without prejudice to any applications that might be received, the Fund is capable of supporting all of those projects. Additional car parking can be provided through the Council's agreed capital budget. Decisions on whether to award funding to the other projects will be required in due course. However a decision is required now as to whether the Provost Walk phase 3 project should receive the requested funding.
- 3.4 This report illustrates that the Provost Walk phase 3 project represents a large amount of investment in the town's infrastructure. In terms of the overall cost of the project, the contribution sought from the Fund is just under one fifth of its budget, however it is dependent on a successful award from the Auchterarder Community Facilities Fund and other identified match funding, without which the project cannot proceed. The project meets the fund's criteria. Consultation took place in accordance with the Fund's procedures, and reported above.
- 3.5 A decision to approve this application would potentially allow the Provost Walk phase 3 works to proceed while allowing time for funding applications to be prepared and submitted for those other projects highlighted in consultation responses.
- 3.6 Taking the application and the consultation responses into consideration, it is recommended that Committee consider and determine this application for a contribution of £100,000 to the third and final phase of the Provost Walk upgrade.
- 3.7 It is recommended that the Committee:
- i) Considers and determines the the grant of £100,000 to Perth and Kinross Countryside Trust, towards the cost of the third and final phase of the Provost Walk upgrade, Auchterarder.

**Author**

| <b>Name</b>        | <b>Designation</b> | <b>Contact Details</b>                                                                             |
|--------------------|--------------------|----------------------------------------------------------------------------------------------------|
| Alasdair Finlayson | Planning Officer   | 01738 475000<br><a href="mailto:TESCommitteereports@pkc.gov.uk">TESCommitteereports@pkc.gov.uk</a> |

**Approved**

| <b>Name</b>    | <b>Designation</b>                            | <b>Date</b>     |
|----------------|-----------------------------------------------|-----------------|
| Barbara Renton | Executive Director<br>(Housing & Environment) | 29 October 2018 |

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You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | Yes               |
| Corporate Plan                                      | Yes               |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | Yes               |
| Workforce                                           | None              |
| Asset Management (land, property, IST)              | None              |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | None              |
| Strategic Environmental Assessment                  | None              |
| Sustainability (community, economic, environmental) | None              |
| Legal and Governance                                | None              |
| Risk                                                |                   |
| <b>Consultation</b>                                 |                   |
| Internal                                            | Yes               |
| External                                            | Yes               |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | None              |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan, which outlines the key things we think are important for Perth and Kinross:
- (i) Giving every child the best start in life;
  - (ii) Developing educated, responsible and informed citizens;
  - (iii) Promoting a prosperous, inclusive and sustainable economy;
  - (iv) Supporting people to lead independent, healthy and active lives; and
  - (v) Creating a safe and sustainable place for future generations.
- 1.2 It is considered that this report on an application for funding from the Auchterarder Community Facilities Fund will contribute to the following objectives:
- (ii) Developing educated, responsible and informed citizens;
  - (iii) Promoting a prosperous, inclusive and sustainable economy; and
  - (v) Creating a safe and sustainable place for future generations.

## Corporate Plan

- 1.3 The Council's corporate plan sets out objectives that provide clear strategic direction, inform decisions at a corporate and service level, and shape resources allocation. This report impacts on the following Corporate Plan Priorities:

- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy; and
- (v) Creating a safe and sustainable place for future generations.

## **2. Resource Implications**

### Financial

- 2.1 Anticipated income after the next 2 years as outlined in paragraph 2.23
- 2.2 The amount requested is £100,000 from the Auchterarder Community Facilities Fund, which is an earmarked Reserve administered by the Council in accordance with the approved Financial Regulations and in line with the legal agreements upon which it is founded.
- 2.3 The overall value of the Fund will be £600,000. Contributions of £169,000 have been made to the fund; and one payment of £50,000 has already been made from it. The current value of the Fund is £119,000.

### Workforce

- 2.4 There are no workforce implications.

### Asset Management (land, property, IT)

- 2.5 There are no land, property or information technology implications.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties. The Equality Impact Assessment undertaken in relation to this report can be viewed [clicking here](#).

- 3.2 The report and proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- Assessed as **not relevant** for the purposes of EqIA.

#### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The matters presented in this report have been considered under the Act and **no further action is required** as it does not qualify as a Policy, Proposal or Strategy, as defined by the Act and is therefore exempt.

#### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
  - in the way best calculated to deliver any statutory adaptation programmes; and
  - in a way that it considers most sustainable.
- 3.6 The report does not have a direct impact on sustainability or climate change as it provides detail of an application for funding received.

#### Legal and Governance

- 3.7 No legal implications are identified.

#### Risk

- 3.8 This report provides details of an application for funding received in respect of the Auchterarder Community Facilities Fund. There is no significant risk to the Council. The source of funding has been agreed through a section 75 legal agreement and the Council decides how it is distributed to identified projects. There are minor risks that the lack of fund collection does not allow suitable projects to be supported, or that the funds are not used within five years and are returned.

## **4. Consultation**

### Internal

- 4.1 The views of the Local Elected Members; the Convener of the Environment & Infrastructure Committee; and the Council's Community Greenspace officers were sought, in line with the Fund's operating procedures.
- 4.2 While acknowledging that the project could be supported by the Fund, the consultation responses indicated that the fund was intended to support a range of projects and that other identified projects should also be addressed.

### External

- 4.3 The views of the Auchterarder and District Community Council were sought, in line with the Fund's operating procedures.
- 4.4 The consultation response highlighted that consideration should be given to allocating funding in a balanced way across a range of projects. Issues were identified that the Community Council wished to prioritise over of this application, while acknowledging that that improvements to the core path network is an example of the type of project on which Fund monies will be spent, and offering generally supporting comments on the Provost Walk upgrade project.

## **5. Communication**

- 5.1 This report provides details of an application for funding received in respect of the Auchterarder Community Facilities Fund. The target audience for this report is therefore the fund contributors (the developers of the Auchterarder Framework Sites) in respect of reporting their financial contributions, and the potential recipient of funding (Perth and Kinross Countryside Trust).
- 5.2 While no specific communications are required to target the key audiences of this report, the report may be of interest to other community groups in Auchterarder that may be considering funding applications of their own. It may also have wider public interest in terms of how the fund is collected and used. The Council's website includes an information page to raise awareness of the fund and how to make an application to the fund.

## **2. BACKGROUND PAPERS**

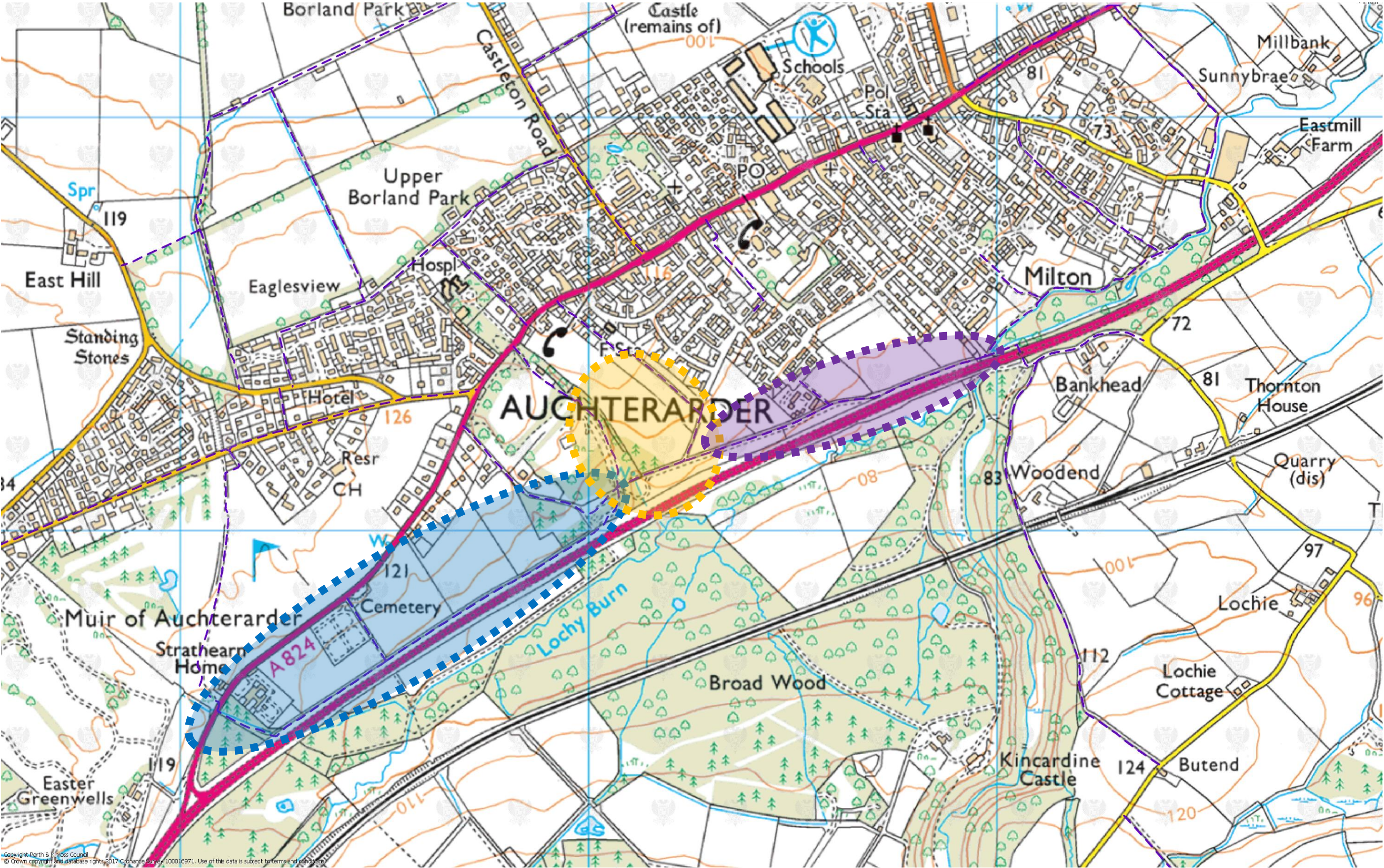
- 2.1 This section should list the documents that have been relied on in preparing the report, other than those committee reports already referenced within the main body of the report. All documents must be kept available by the author for inspection by the public for four years from the date of the meeting at which the report is presented.
  - Auchterarder Expansion Townhead and North East Development Framework March 2008

### **3. APPENDICES**

Appendix 1- location plan

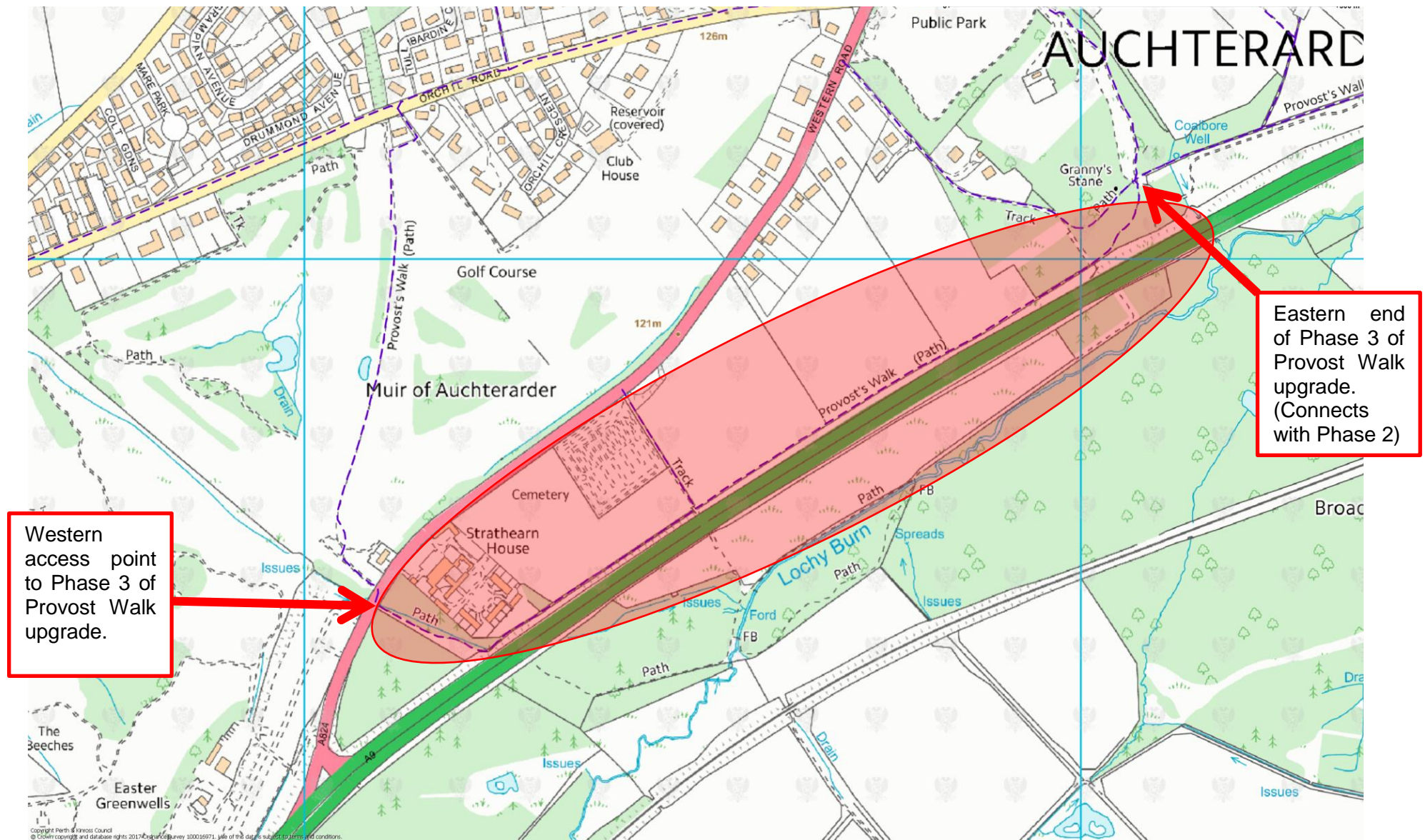


Provost and Jubilee Core Path Upgrade – Phases 1-3



|                              |                                     |                              |
|------------------------------|-------------------------------------|------------------------------|
| Phase 1 Completed April 2017 | Phase 2 Works Commence October 2017 | Phase 3 Proposed Autumn 2018 |
|------------------------------|-------------------------------------|------------------------------|

# Provost Walk, Auchterarder – Phase 3 Upgrade



**PERTH AND KINROSS COUNCIL**

**Environment and Infrastructure Committee**

**7 November 2018**

**Etape Caledonia Event**

**Report by Executive Director (Housing and Environment) (18/368)**

This report updates the Environment and Infrastructure Committee on the Etape Caledonia event and asks the Committee to note the change of responsibility for event management from IMG to Limelight Sports. The Committee is asked to permit the continued use of the roads network for the purposes of the Etape Caledonia with the operational delivery henceforth being undertaken by Limelight Sports.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 In March 2015, the Enterprise and Infrastructure Committee approved the principle of the roads network being used annually for the purposes of the Etape Caledonia up to and including 2020 (Report No. 15/125 refers). Since its inception, the event has been owned and managed by IMG which has had ongoing liaison with the Council regarding the future development of the event, most recently in relation to options for extending the route. It had been IMG's intention to develop a 100 miles route option around Highland Perthshire. However, this request, in October 2017, was not approved by an Executive Sub Committee of the Environment, Enterprise and Infrastructure Committee. The Sub Committee requested that IMG investigate alternative options and undertake further community consultation before coming back to the Council for a determination of any proposed variation to the established route (Report No. 17/352 refers).
- 1.2 At its meeting of March 2018, the Enterprise and Infrastructure Committee approved the extension of the Etape Caledonia from 81 miles to 85 miles and also the inclusion of a shorter 40 miles route option contained within the overall route. (Report No. 18/93 refers). The Committee noted that at that time it was still IMG's intention to develop a proposal for a 100 miles route option and that this extension would be the subject of a future report to the committee.
- 1.3 Since the March meeting of the Committee, there have been corporate changes within IMG which have a bearing on the management arrangements for the Etape Caledonia event. Following the 2018 event, IMG advised council officers that the company was closing down its Mass Participation department in order to concentrate on other business priorities. As the company was moving out of this market, it would be divesting itself of all of its mass participation sports events, which includes the Etape Caledonia, while seeking other operators for these.

- 1.4 In recent months, IMG has been in negotiation with Limelight Sports Group regarding the licencing of a portfolio of three sports events, including Etape Caledonia. Limelight Sports is a global sports participation agency which has been active in this field for over 25 years and has experience of mass participation events including Sky Ride cycling events, Sport Relief, Swimathon and Royal Parks Half Marathon. In 2012, it was responsible for all the event management and logistics for a number of Olympic events including the men's and women's road races and the cycling time trial. In 2016, it secured investment from DCT Ventures, the investment division of media group DC Thomson.
- 1.5 IMG and Limelight are entering a five years licence agreement. Under this agreement, IMG would retain ownership of the Etape Caledonia brand and associated intellectual property (IP). Limelight would be responsible for all aspects of event management including marketing and operational delivery. This would include obtaining all the necessary permissions and licences, producing event plans, communications and local engagement activities. As consequence of retaining ownership, IMG will have a vested interest in ensuring that the event is managed and run well.

## **2. PROPOSALS**

- 2.1 Notwithstanding the licence agreement, the permission to use the roads network for the purposes of the Etape Caledonia was granted by the Council to IMG. Accordingly, it is now necessary to grant permission to Limelight Sports for the period up to and including 2020. Limelight Sports will require to apply for a Temporary Traffic Restriction Order (TTRO) and meet the costs associated with that as well as a new Market Operator's Licence in order to operate the event village. The Council will also prepare a new legal agreement between the Council and Limelight for the use of the car parks and recreation ground in Pitlochry. Limelight Sports will also be required to produce event management plans that satisfy the Council and emergency services.
- 2.2 Limelight Sports has intimated that it is its intention to use the 85 miles route (and 40 miles route option) for the Etape Caledonia in 2019. Although their longer term intention is to develop a 100 miles route option the company feels that it is important to "bed in" and establish their credentials and relationships in the area before exploring this longer route option for the future. The company has been advised that the current consent is on the basis of the 85 miles route and that any further variation on route length would require fresh approval from the Council.
- 2.3 Representatives of Limelight Sports and IMG attended a meeting with elected members in Pitlochry on 11 September 2018. In attendance were the three Highland ward councillors as well as the Convenor and Vice Convenor of the Environment and Infrastructure Committee. The purpose of this meeting was to outline the background to the changes by IMG, commence dialogue between parties and receive feedback on the event from a local perspective.

2.4 At the meeting, Limelight Sports set out its vision for re-establishing the event as a premier cycle event. The company's aim is to create a high quality, sell out, "must do" event that:

- generates significant economic impact for Perth and Kinross by attracting participants and supporters from across Scotland and the wider UK both for the event weekend and at other times of the year
- promotes health and well-being to the residents of Perth and Kinross and the local communities in Highland Perthshire
- is supported by and directly benefits the local community

2.5 Limelight's representatives stated their recognition of the need for effective community and business engagement. Limelight is aware that the proposed change of operator for the event has prompted much debate about the balance between the benefits that the event brings to the local community and economy alongside the negative impact created by the road closures which it requires. As well as various operational considerations being raised by elected members, it was impressed on Limelight and IMG's representatives that there is a need for effective early communications and engagement in order to rebuild trust and demonstrate how the event could benefit the area more effectively. It was recognised that, at that point, the negotiations between IMG and Limelight were still to be fully concluded. It was also made clear that consent for Limelight to use the network for the purposes of the Etape Caledonia would require approval by this Committee. Nevertheless, and without prejudicing the outcome of the Committee, Limelight was advised that early engagement with communities would be prudent and that some evidence of this and their initial preparatory actions would be required.

2.6 Limelight Sports has commenced an initial communication and engagement plan. It has notified all community councils that are impacted by the event route regarding Limelight's role in delivering the event from 2019 onwards and to offer face to face meetings, while also highlighting that the company's involvement is subject to Council approval. The consultation will be to understand first-hand the issues the event creates and the effectiveness of the solutions that have previously been implemented into mitigating the impact. The company is also keen to understand from businesses and communities that do directly benefit from the event how they get the most from it and ideas about how a potential local legacy programme might work in the future. Prior to the committee meeting, Limelight has been undertaking further meetings with elected members, preparing local media briefings including community media, meeting the Pitlochry Business Forum and meeting the organiser of the Aberfeldy Time Trial to look at how better to support that event and help it complement the Etape.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 This report gives the background to the changes to the management and operational delivery of the Etape Caledonia cycle event which sees the introduction of a licence arrangement by IMG and future event management responsibility being undertaken by Limelight Sports.
- 3.2 It is recommended that the Committee:
- (i) notes that the Etape Caledonia event will be operated under licence from IMG
  - (ii) notes that event management will be the responsibility of Limelight Sports
  - (iii) approves 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 route for 2019 and 2020)
  - (iv) requests a report on the Etape Caledonia with specific reference to any request for a proposed future variation or extension of the route.

#### Author

| Name        | Designation                      | Contact Details                                |
|-------------|----------------------------------|------------------------------------------------|
| Alan Graham | Business Development Team Leader | 01738 475000<br>TESCommitteeReports@pkc.gov.uk |

#### Approved

| Name           | Designation                                  | Date            |
|----------------|----------------------------------------------|-----------------|
| Barbara Renton | Executive Director (Housing and Environment) | 17 October 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

|                                                            |             |
|------------------------------------------------------------|-------------|
| <b>Strategic Implications</b>                              |             |
| Community Plan / Single Outcome Agreement /Perth City Plan | <b>Yes</b>  |
| Corporate Plan                                             | <b>Yes</b>  |
| <b>Resource Implications</b>                               |             |
| Financial                                                  | <b>None</b> |
| Workforce                                                  | <b>None</b> |
| Asset Management (land, property, IST)                     | <b>None</b> |
| <b>Assessments</b>                                         |             |
| Equality Impact Assessment                                 | <b>None</b> |
| Strategic Environmental Assessment                         | <b>None</b> |
| Sustainability (community, economic, environmental)        | <b>None</b> |
| Legal and Governance                                       | <b>None</b> |
| Risk                                                       | <b>Yes</b>  |
| <b>Consultation</b>                                        |             |
| Internal                                                   | <b>Yes</b>  |
| External                                                   | <b>None</b> |
| <b>Communication</b>                                       |             |
| Communications Plan                                        | <b>None</b> |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The activities contribute to the Community Plan's strategic objectives of 'Promoting a prosperous, inclusive and sustainable economy', and a 'Safe Welcoming Environment' and the outcomes of 'a thriving, expanding economy' and 'employment opportunities for all'.

#### Corporate Plan

- 1.2 Perth and Kinross Council Corporate Plan sets out five strategic objectives:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.3 This report relates to Objective No (iii) 'Promoting a prosperous, inclusive and sustainable economy' and the outcome of 'Thriving, expanding economy' by encouraging and supporting tourism.

## **2. Resource Implications**

### Financial

- 2.1 There are no financial resource implications as a result of this report.

### Workforce

- 2.2 There are no workforce implications as a result of this report.

### Asset Management

- 2.3 There are no Asset Management implications arising as a result of this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Not applicable.

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions. The activities in this report will contribute towards sustainable economic development in Perth and Kinross.

### Legal and Governance

- 3.4 The consideration of the report is in line with the Council's Scheme of Administration and specifically the role of the Enterprise and Infrastructure Committee in developing measures to support and promote economic activity and to plan key infrastructure. Legal Services has been consulted on these proposals.

### Risk

- 3.5 Risks and the controls required to mitigate any risks will be reported through the Council's risk management process

#### **4. Consultation**

##### Internal

- 4.1 The Heads of Legal and Governance Services, Democratic Services, and Finance, the Traffic and Network Manager and local elected members have been consulted in the preparation of this report.

#### **5. Communication**

- 5.1 Any communications required will be undertaken by the Council

#### **2. BACKGROUND PAPERS**

- 2.1 Reports to the Enterprise and Infrastructure Committee and Environment and Infrastructure Committee 06/836, 15/125, 17/352, 18/93.

#### **3. APPENDICES**

- 3.1 None.



**PERTH AND KINROSS COUNCIL**

**Environment and Infrastructure Committee**

**7 November 2018**

**North Inch Golf Course Annual Report 2017/18**

**Report by Executive Director (Housing and Environment) (18/369)**

This report brings forward the North Inch Golf Course - Annual Report 2017/18, based on the previously approved Business Plan.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 In March 2016, the Environment Committee approved the North Inch Golf Course – Business Plan (Report No.16/141 refers). The business plan was developed in order to deliver an improving service that reflects the demands of its users, while providing Best Value.
- 1.2 The North Inch Golf Course Business Plan primarily focuses on retaining and strengthening the relationship with existing users through continuous consultation. This is to ensure that the golf course remains both affordable, accessible and enjoyable to play, while adding further value through season tickets.
- 1.3 It also emphasises the need to gain new customers by raising awareness of the North Inch Golf Course within the catchment area, as well as targeting the Perthshire visitor market.
- 1.4 Over the 6 year period, it sets out an action plan for both promoting and developing the course. This is with a view to improving the users' perception of the course, reducing the operating deficit and aspiring to achieve full cost recovery.
- 1.5 In terms of delivering these objectives, the aim of the North Inch Golf Course is to provide a well maintained, accessible and affordable golf facility. Promoting a family centred, healthy lifestyle in a friendly and relaxed atmosphere, the focus of the business plan is on the following core areas of:
  - golf course maintenance
  - attracting and retaining season ticket holders
  - visitor golfers
  - partnerships and outreach
  - creating new golfers – ladies, gents & juniors
- 1.6 For each of these core areas, Key Performance Indicators (KPIs) were developed to determine whether the objectives are on track. These are reported on later in this section.

- 1.7 At a national level, golf in Scotland finds itself at a crossroads. In the last decade, the number of adult playing members has decreased from 220,000 in 2007 to 173,000 in 2017, offset by an estimated 750,000 non-members who play the game in Scotland every year.
- 1.8 In addition, almost 90% of registered members of Scottish golf clubs are age 35 or over, with the majority of members between the age of 55 and 74.
- 1.9 Golf in Scotland requires a new direction to provide greater opportunity for investment and growth to support clubs and players at all levels. Recent years has seen ever decreasing resources being invested in golf in Scotland from membership affiliation income, commercial revenue and funding partners. Scottish Golf have developed a new Scottish Golf Strategy for 2019-2022
- 1.10 Already, the recent merger of the Scottish Golf Union and Scottish Ladies' Golfing Association has given Scottish Golf a platform on which to undertake the next phase of the modernisation programme. This includes significant growth in revenue generating investment, to deliver the following by 2022, through the Scottish Golf Mission:

- **Stronger clubs at the heart of their community.**

The Council is working with the North Inch Golf Course User Group and the Perth Artisan Golf Club with a view to potentially move the operation of the golf course to the Perth Artisan Clubhouse, located next to the second tee. The current golf starter's box is inadequate for the continued development of the golf course. There are currently no welfare facilities for staff or users, no running water and no meeting space. The Perth Artisan clubhouse has changing rooms, welfare facilities (gents and ladies) and a club room which can seat around 30 people. The clubhouse is currently underutilised and Perth Artisan Golf Club are keen to see it used to its full potential. The Council has been consulting locally about this and, if acceptable, a trial providing the starter function from the clubhouse is proposed for the Spring of 2019. The golf hole numbers would be realigned with the new 1<sup>st</sup> hole at the clubhouse. The clubhouse would afford a meeting space that all golfers could utilise before and after play to socialise. This space would also be used for our junior and beginner golfer groups.

- The Golf Course Maintenance contract ended on 31 March 2018. As part of our procurement strategy, we investigated the options of either going back out to private contract, via a tender process, or bringing the maintenance back in house. Research and investigation of market conditions indicated that the budget costs, if going to private contract, would be significantly higher than the previous award price. To achieve best value, it was, therefore, decided to bring the course maintenance back in house and manage it within the existing approved budget. The existing green keeping staff have transferred into Council employment and become part of the Community Greenspace team, working under

the direction of the Golf Course Officer. With this in-house operation, capacity has been added, allowing a wider scope of works to be carried out, particularly during winter months. This means that remedial and improvement works can be undertaken which would have previously attracted additional costs. The in-house operation also allows the option to explore opportunities with local golf clubs to share resources, such as specialised maintenance equipment.

- **To grow the number of people playing golf**
  - North Inch Golf Course has grown its junior season ticket holders from only 5, to almost 70 during the past 3 years. Weekly coaching sessions are held for young golfers along with Easter and Summer golf camps. A 'Young Adult' category of season ticket has also been introduced to attract the under represented 19 to 29 year old players. Over a 3 year period, we have increased our overall season ticket holder numbers from 175 to 334 (90%).
- **To develop winning golfers as great role models and to lead and influence positive change within the game**
  - We run introductory golf lessons as part of our 'Get into Golf' season ticket. These sessions are open to both gents and ladies and we see this as a great way to bring the entire family to golf. This will help nurture our new golfers into potential competitive players in the future.
  - A 'Golf Memories' group is also run in conjunction with Alzheimer Scotland. Golf Memories gives dementia sufferers the opportunity to play the game they previously enjoyed but had to give up. The group feel achievement through their play and are competitive in the weekly putting competition. These sessions run 44 weeks per year.
- **To harness golf and The Home of Golf's broad appeal to attract new audiences and investment**
  - North Inch Golf Course is a member of 'Golf Perthshire' which is a joint marketing group made up of Perthshire Golf Clubs, accommodation providers and visitor attractions. For 2018 and beyond, Perthshire is to be marketed as the world's most 'family friendly' golf destination. Every golf club in the county has agreed to offer discounted family green fee tickets and at North Inch we enhance this by offering free golf club hire to both adults and juniors. Our Golf Course Officer has recently become Chairman of Golf Perthshire.
  - With the Solheim Cup coming to Gleneagles in 2019, we are working, in conjunction with North Inch Golf User Group, to grow and develop golf on the North Inch. This is a significant opportunity to benefit from the profile that Perthshire golf will have as a result of the event. As the only public municipal golf course in Perth and Kinross, we plan to develop the game by taking North Inch golf to the local community.

Plans are progressing in respect of holding a hickory golf day during the week of the Solheim Cup. This will highlight the history of North Inch Golf Course, with participants playing golf using historic wooden shafted clubs.

- Our 9 hole FootGolf Course has proven popular but due to being located on part of the main golf course, this has restricted potential opening hours. FootGolf is one of the fastest growing sports in the UK. The game is played in the same way as golf, except players use a football instead of a golf ball, and the ball is kicked rather than struck by a club, working towards a 21 inch 'CUP' which is placed away from the golf course greens. FootGolf helps bring new potential players to golf and promotes health and wellbeing. A new 9 hole FootGolf course located directly adjacent to the 1<sup>st</sup> hole of the golf course, and available 7 days a week, was therefore opened in June 2018. This has proven very popular over the summer months, with 854 rounds played.

- 1.12 The summer of 2017 saw unprecedented levels of rainfall, with June, July and August seeing 204% of average rain fall during these three months (the most rain for 90 years). Despite the extreme wet weather, the number of rounds played and income generated closely matched 2016/17 (£82,454 vs £79,123), indicating that a more normal weather pattern would have produced the level of predicted growth. This has been exemplified by current 'year to date' revenue figures which are tracking at 25% ahead of 2017/18, with better weather resulting in increased usage.
- 1.13 At the Council's revenue budget setting meeting in February 2018 (Report No.18/47 refers), it was agreed to remove the North Inch Golf Course subsidy in financial year 2020/21, therefore moving the operation of the course to full cost recovery model. In line with the North Inch Golf Course business plan, and with the objective of attaining full cost recovery, annual season ticket prices will need to increase by 15-20% in both financial years 2019/20 and 2020/21. Current season ticket prices are approximately 50%, or less, than local private member club fees. With the improved condition of North Inch Golf Course, it is believed that the proposed increase in costs will remain exceptional value for money and will still only reach 65% of private club fees, even if they do not also increase their costs.
- 1.14 As a Local Authority run golf course, North Inch has been at a competitive disadvantage to private non-profit-making golf clubs that have been exempt from charging VAT. Our prices for both season tickets and daily play green fees have been inclusive of VAT at 20%, effectively resulting in a 16.7% reduction in revenue. A recent case brought by The London Borough of Ealing\* has resulted in HMRC accepting that Local Authorities should also be exempt from charging VAT on sporting services, including golf. They have also accepted that Local Authorities may recover any overpaid VAT as a result of having treated the supplies as taxable rather than exempt.
- \* The London Borough of Ealing vs HMRC (Case C 633/15)

- 1.15 From 1 April 2018, VAT has no longer been charged on annual season tickets or daily green fees, with the agreed price remaining the same to the customer. This is to support the move to full cost recovery as outlined in section 1.13.
- 1.16 This is due to golf fee prices being market led, irrelevant of whether VAT is included or exempt and with the objective of attaining full cost recovery. As outlined in 1.13 and in line with the North Inch Golf Course business plan, we expect a rise of 15-20% on season ticket prices in both financial years 2019/20 and 2020/21.

## **2. PROPOSALS**

- 2.1 In order to keep the Committee informed of progress against the business plan, it was agreed that annual reports be brought before the Committee in November each year, covering the preceding financial year. This annual report for 2017/18 (Appendix 2) highlights a favourable performance against the Key Performance Indicators in the Business Plan, including season ticket holder levels, visitor rounds and actual income against the financial projections. A summary is provided in Appendix 1.

## **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 The implementation of the 6 year North Inch Golf Course business plan has seen increased levels of income along with positive reviews of the North Inch Golf Course. This is in line with projections within the business plan at this stage.
- 3.2 It is recommended that the Committee:
- i. endorses the North Inch Golf Course Annual Report 2017/18.
  - ii. requests that the Executive Director (Housing and Environment) brings the 2018/19 Annual Report to Environment and Infrastructure Committee in November 2019.

**Authors**

| <b>Name</b>  | <b>Designation</b>               | <b>Contact Details</b>                                                                               |
|--------------|----------------------------------|------------------------------------------------------------------------------------------------------|
| Niall McGill | Golf Course Officer              | <a href="mailto:TESCommittee.Reports@pkc.gov.uk">TESCommittee Reports@pkc.gov.uk</a><br>01738 475000 |
| Andy Clegg   | Community Greenspace Team Leader |                                                                                                      |

**Approved**

| <b>Name</b>    | <b>Designation</b>                              | <b>Date</b>     |
|----------------|-------------------------------------------------|-----------------|
| Barbara Renton | Executive Director<br>(Housing and Environment) | 29 October 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>None</b>       |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              | <b>None</b>       |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>None</b>       |
| Sustainability (community, economic, environmental) | <b>Yes</b>        |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>Yes</b>        |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>Yes</b>        |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>Yes</b>        |

### 1. Strategic Implications

#### Community Plan

- 1.1 This section sets out how the proposals relate to the delivery of the Perth and Kinross Community in terms of the following priorities:
- (i) Giving every child the best start in life
  - (ii) Developing educated, responsible and informed citizens
  - (iii) Promoting a prosperous, inclusive and sustainable economy
  - (iv) Supporting people to lead independent, healthy and active lives
  - (v) Creating a safe and sustainable place for future generations
- 1.2 This report relates to (i) to (v) above by providing a well maintained, accessible and affordable golf facility. Promoting a family centred, healthy lifestyle in a friendly and relaxed atmosphere.

## Corporate Plan

- 1.3 This section sets out how the proposals relate to the achievement of the Council's Corporate Plan Priorities:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.4 This report relates to (i) to (v) above by providing a well maintained, accessible and affordable golf facility. Promoting a family centred, healthy lifestyle in a friendly and relaxed atmosphere.

## **2. Resource Implications**

### Financial

- 2.1 There are no resource implications arising from the report outwith the existing budget for the North Inch Golf Course.

### Workforce

- 2.2 There are no workforce implications arising from the report.

### Asset Management (land, property, IT)

- 2.3 The potential shared use of the Perth Artisans clubhouse would see improved welfare facilities for staff and users.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups.
- 3.2 Carrying out Equality Impact Assessments for plans and policies allow the Council to demonstrate that it is meeting these duties.
- 3.3 The function, policy, procedure or strategy presented in the Perth and Kinross Waste Management Plan 2010-2025 report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- Assessed as relevant for the purposes of EqIA, with a positive impact, that retention of the North Inch Golf Course supports less mobile golfers, due to the Course's relatively short distance and flat topography.

### Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.6 The proposals have been assessed in terms of the requirements to manage the Council's Greenspace assets in a sustainable long term way.

### Legal and Governance

- 3.7 The Head of Legal and Governance, the Head of Finance and the Head of Democratic Services have been consulted on the content of this report.

### Risk

- 3.8 The business plan will be subject to influences from the wider golf market.

## **4. CONSULTATION**

### Internal

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted on the content of this report.

### External

- 4.2 The North Inch Golf Course User group have been consulted.

## **5. COMMUNICATION**

- 5.1 The Annual Report will be communicated to the North Inch Golf Clubs and Users.

## **2. BACKGROUND PAPERS**

2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report; (list papers concerned).

- Report to the Environment Committee in March 2016 entitled North Inch Golf Course – Business Plan (Report Number 16/141)
- Report to the Environment, Enterprise and Infrastructure Committee in November 2017 entitled North Inch Golf Course Annual Report 2016-17 (Report Number 17/368)

## **3. APPENDICES**

3.1 Appendix 1: North Inch Golf Course Performance Summary Report 2017/18

3.2 Appendix 2: North Inch Golf Course Annual Report 2017/18

## 2017/18 Performance Summary Report



**Total Income £82,454**

£79,123 in 2016/17 & £64,994 in 2015/16

User Satisfaction

**7% over target**



87% of Users are happy  
with the golf course condition  
against target of 80%

Volunteer Days

**69% over target**



56 volunteer days  
against a target of 33

Visitor Rounds Played

**2% under target**



3273 visitor rounds of golf played  
against target of 3345.

New Golfers

**50% over target**



45 new golfers created against a  
target of 30

**Golf Course maintenance  
brought back in house to  
achieve Best Value.**



**Project delivered on time and within budget**



## Appendix 2

| Core Area - 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <i>Golf Course Maintenance</i> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Strategy Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |
| We will aim to continue to deliver a golf course in the condition desired by our users, with focus on great greens. We have a long-established course that is enjoyed by season ticket holders and visitors alike thus our aim is to remain, primarily, a relaxing and enjoyable course layout.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |
| <b>SMART Objectives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |
| <p><b><i>SPECIFIC – MEASUREABLE – ACHIEVABLE – REALISTIC - TIMED</i></b></p> <ul style="list-style-type: none"> <li>• Increase communication on course maintenance works with users. (2 x per calendar month).             <ul style="list-style-type: none"> <li>○ <b>A regular email newsletter is being sent out to our database of users.</b></li> </ul> </li> <li>• Promote user engagement in course management through volunteer days             <ul style="list-style-type: none"> <li>○ <b>56 volunteer days, with 753 volunteer hours recorded in 2017/18</b></li> </ul> </li> <li>• Clearance of vegetation from golf course burn to be completed by 31 March 2018.             <ul style="list-style-type: none"> <li>○ <b>Completed</b></li> </ul> </li> <li>• We will maintain an 80% or higher user satisfaction level for the golf course maintenance during our annual survey.             <ul style="list-style-type: none"> <li>○ <b>2017/18 user survey produced 87% satisfaction.</b></li> </ul> </li> <li>• Complete TUPE transfer of green keeping staff and procurement of machinery by 31 March 2018.             <ul style="list-style-type: none"> <li>○ <b>Completed</b></li> </ul> </li> </ul> |                                |
| <b>Initiatives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |
| <ul style="list-style-type: none"> <li>• Established a schedule of maintenance works including; frequency of mowing, frequency of top-dressing, aeration, frequency of bunker-raking, etc.</li> <li>• Worked with maintenance contractor to devise maintenance improvement plan including short-term turf improvement works (drainage, thatch removal, etc.)</li> <li>• Undertook annual membership and visitor survey</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                |
| <b>KPI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                |
| <ul style="list-style-type: none"> <li>• <b>KPI - User Satisfaction of golf course maintenance to remain at 80% or higher</b> <ul style="list-style-type: none"> <li>○ <b>2017/18 User satisfaction of 87% in relation to the golf course maintenance.</b></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>Core Area - 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>Attracting &amp; Retaining Season Ticket Holders</i> |
| <b>Strategy Statements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                         |
| <i>To create a friendly, accessible and affordable environment for our Season Ticket Holders to enjoy.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                         |
| <b>SMART Objectives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                         |
| <p><b>SPECIFIC – MEASUREABLE – ACHIEVABLE – REALISTIC - TIMED</b></p> <ul style="list-style-type: none"> <li>• Number of Season Ticket Holders to increase year on year for the next 6 years. <ul style="list-style-type: none"> <li>○ <b>Season ticket numbers increased from 292 to 334 in 2017/18</b></li> </ul> </li> <li>• Regular comparison of other local golf courses charges to ensure correct market positioning. <ul style="list-style-type: none"> <li>○ <b>Compared annually when setting our prices for year ahead.</b></li> </ul> </li> <li>• We will achieve a Season Ticket Holder satisfaction score of at least 80% annually <ul style="list-style-type: none"> <li>○ <b>In our 2017/18 survey, 94% of our season ticket holders stated that they would be happy to recommend the North Inch golf course to a friend.</b></li> </ul> </li> </ul> |                                                         |
| <b>Initiatives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                         |
| <ul style="list-style-type: none"> <li>• Organised membership Open days in April and May 2017.</li> <li>• Continued with 'Get into Golf' initiative to help attract new adult golfers with a special membership category created which includes free coaching.</li> <li>• Continued with 'ClubGolf' junior golf programme, specifically targeting local schools with weekly Wednesday evening junior coaching sessions run from May till end September.</li> <li>• Regular beginner coaching sessions run May to end September in as part of 'Get into Golf' season ticket.</li> <li>• Created marketing materials with Design team</li> <li>• New season ticket categories were been added to attract new players to the golf course. These included, Young Adult (18-29yrs), Get into Golf and Family membership.</li> </ul>                                       |                                                         |
| <b>KPI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                         |
| <ul style="list-style-type: none"> <li>• <b>KPI - Increase Season Ticket holders by 50 across all categories in each of the next 6 years</b> <ul style="list-style-type: none"> <li>○ <b>Increased season ticket holders in 2017/18 by 42, but 158 new season ticket holders have been signed over the last 3 years. Although 35 behind business plan target of 369, we have attracted many more full paying adult season ticket holders than expected. This has allowed us to achieve business plan season ticket income targets despite slightly lower numbers.</b></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                         |                                                         |

| Core Area - 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Visitor Golfers |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Strategy Statements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |
| <i>Visitor income is an important part of our financial model and we seek to maximise this revenue.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| SMART Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |
| <p><b>SPECIFIC – MEASUREABLE – ACHIEVABLE – REALISTIC - TIMED</b></p> <ul style="list-style-type: none"> <li>We will continue to increase visitor green-fee revenue for each of the next 6 years <ul style="list-style-type: none"> <li><b>2017/18 visitor income of £33,225 compared to £33,414 in 2016/17.</b></li> </ul> </li> <li>We will continue to grow our society group bookings each year <p><b>179 Society tee times booked in 2017/18 vs 142 in 2016/17. We are now working with Bells Sports Centre to provide catering options for our visiting groups and are marketing our society group packages with national online press and via social media.</b></p> </li> <li>We will achieve an overall visitor satisfaction score of 80% annually <ul style="list-style-type: none"> <li><b>2017/18 satisfactions score was 87%</b></li> </ul> </li> </ul> |                 |
| Initiatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |
| <ul style="list-style-type: none"> <li>We have 969 facebook followers with whom we interact daily. We also now have a new youtube channel with golf course videos.</li> <li>News items are uploaded each week and website content is updated regularly.</li> <li>Price brackets have been established for off peak times from 11am-2pm and after 5.30pm. A group price has also been set for 8 or more players.</li> <li>Link with online tee-time-services. Our online booking system now integrates with Teeofftimes.co.uk and golfnow.com</li> <li>Golfers can book and pay for golf online via a third party provider (worldpay).</li> <li>Promoted our free golf club hire to potential users via our website and social media platforms.</li> </ul>                                                                                                           |                 |
| KPI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |
| <ul style="list-style-type: none"> <li><b>KPI - Increase number of visitor rounds by 18% in each of next 6 years</b> <ul style="list-style-type: none"> <li><b>2017/18 we recorded 3273 visitor rounds of golf against a target of 3345 (2% under target). Although slightly behind the business plan target, the rainfall in June, July and August 2017 was 204% of the average levels, the most rainfall in 90 years. This had an effect on the number of daily play visitor rounds.</b></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                   |                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Core Area - 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <i>Partnerships &amp; Outreach</i> |
| <b>Strategy Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |
| <b>Partner with local businesses and community/volunteer groups in an effort to promote the North Inch Golf Course and the Ryder Cup Legacy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |
| <b>SMART Objectives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |
| <p><i><b>SPECIFIC – MEASUREABLE – ACHIEVABLE – REALISTIC – TIMED</b></i></p> <ul style="list-style-type: none"> <li>• Increase number of volunteer hours Year on Year <ul style="list-style-type: none"> <li>○ <b>We recorded 56 volunteer days with a total of 753 volunteer hours in 2017/18. Although well ahead of business plan target, this was down 43 hours from 2016/17.</b></li> </ul> </li> <li>• Grow the number of partner accommodation providers year on year <ul style="list-style-type: none"> <li>○ <b>Through ‘Golf Perthshire’, we are now working with a number of local accommodation providers to help sell golf rounds. Our Golf Course Officer Niall McGill has recently taken on the role of Chairman at Golf Perthshire.</b></li> </ul> </li> <li>• <i>Work with outreach groups to promote North Inch and the benefits of playing golf</i> <ul style="list-style-type: none"> <li>○ <b>We are working with our Golf Memories group and Perthshire Rugby Club youth development squad and North Inch Golf Course User Group.</b></li> </ul> </li> </ul> |                                    |
| <b>Initiatives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |
| <ul style="list-style-type: none"> <li>• Online booking is now available for local accommodation providers to use. This allows them to book tee times for clients without contacting the golf course.</li> <li>• North Inch Golf Course Volunteer group has been undertaking more tasks with a number of volunteers having been trained in the use of strimmers, leaf blowers and hedge trimmers.</li> <li>• ‘Golf Memories’ project in conjunction with Alzheimer Scotland. This group is going from strength to strength with around 16 attending each week plus 12 volunteers. This group allows dementia sufferers get the chance to play some golf and socialise with each other.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |                                    |
| <b>KPI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |
| <ul style="list-style-type: none"> <li>• <b>KPI – Work with 3 outreach groups and support 30+ volunteer days each year</b> <ul style="list-style-type: none"> <li>○ <b>In 2017/18 we worked with 3 groups and supported 56 volunteer days with a total of 753 volunteer hours.</b></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Core Area - 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>Creating New Golfers – Ladies, Gent's and Juniors</i> |
| <b>Strategy Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          |
| To become a leader in the creation of new golfers in Perth & Kinross. Encouraging a family inclusive activity, that is both accessible and affordable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |
| <b>SMART Objectives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |
| <i>SPECIFIC – MEASUREABLE – ACHIEVABLE – REALISTIC – TIMED</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                          |
| <ul style="list-style-type: none"> <li>Grow the number of new adult lady golfers <ul style="list-style-type: none"> <li><b>We had an average of 10 ladies attending our Monday evening sessions, which ran every second Monday from May to September.</b></li> </ul> </li> <li>Grow the number of new adult male golfers <ul style="list-style-type: none"> <li><b>We had an average of 8 men attending our 8 Monday evening Get into Golf sessions</b></li> </ul> </li> <li>Grow the number of boys and girls learning golf <ul style="list-style-type: none"> <li><b>We now have around 20 junior golfers attending our weekly Wednesday evening coaching sessions.</b></li> </ul> </li> </ul> |                                                          |
| <b>Initiatives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |
| <ul style="list-style-type: none"> <li>Organised Lady only taster golf sessions held every second Monday May to September</li> <li>Weekly junior sessions held every Wednesday May to September</li> <li>Golf 'taster' sessions held with local primary schools in May each year.</li> <li>Ran 'Get into Golf' adult beginner sessions</li> <li>Continue to develop and grow usage of the 6 hole short course. This is used for the Ladies and Junior sessions weekly. It was also used for our Junior Easter and Summer golf camps.</li> <li>Our 'Footgolf' Course generated an income of £2463 in 2017/18.</li> </ul>                                                                          |                                                          |
| <b>KPI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          |
| <ul style="list-style-type: none"> <li><b>KPI – Create 30 new golfers across all categories, each year for the next 6 years</b> <ul style="list-style-type: none"> <li><b>In 2017/18 we introduced 45 new people to the game of golf, most of whom regularly attended the golf starter sessions</b></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |                                                          |

## KPI - PERFORMANCE

To know if we are progressing our Business Plan we need to keep score for each of our *Core Areas*. These are our business Key Performance Indicators (KPIs) - the things that will determine whether our *SMART Objectives* on track to being achieved:

| <i>Core Area</i>                               | <i>Primary KPI</i>           | <b>2017/18<br/>Target</b> | <b>2017/18<br/>Actual</b> |
|------------------------------------------------|------------------------------|---------------------------|---------------------------|
| Golf Course Maintenance                        | User Rating                  | 80%+                      | 87%                       |
| Attracting and retaining season ticket holders | No. of Season Ticket Holders | 369                       | 334                       |
| Visitor Golfers                                | Visitor Numbers              | 2767                      | 3273                      |
| Partnerships & Outreach                        | No. Outreach Groups          | 3                         | 3                         |
|                                                | No. of Volunteer Days        | 30                        | 56                        |
| Creating New Golfers                           | No. of New golfers           | 30                        | 45                        |

## FINANCIAL PERFORMANCE

Through the implementation of the business plan, we aim to increase revenues and reduce the subsidy in relation to the golf course over the next 6 years. We aim to reach a level where the operation of the golf course reduces the net expenditure to the Council to below £40,000 per annum (the cost required to maintain the golf course as parkland). If the projections that are contained in the Business Plan are met, it is forecast that this would reduce the Council's net expenditure to £40,000 by end of financial year 2021/22. Whilst the figures are slightly behind target, this is attributable to the poor weather in the summer of 2017. In contrast figures show that we are tracking ahead of target for summer 2018.

| <i>Income<br/>Stream</i> | <b>2017/18<br/>Target</b> | <b>2017/18<br/>Actual</b> |
|--------------------------|---------------------------|---------------------------|
| Season Tickets           | £42,000                   | £44,559                   |
| Daily Green Fees         | £35,000                   | £33,225                   |
| Sale of Goods            | £2500                     | £2207                     |
| Footgolf                 | £5400                     | £2463                     |
| <b>Total Income</b>      | <b>£84,900</b>            | <b>£82,454</b>            |

**PERTH AND KINROSS COUNCIL**

**ENVIRONMENT AND INFRASTRUCTURE COMMITTEE**

**7 NOVEMBER 2018**

**DIVERSION OF RIGHT OF WAY AND CORE PATH AT PANHOLES LEVEL CROSSING, BLACKFORD**

**Report by the Executive Director (Housing and Environment) (Report No. 18/370)**

This report relates to the proposed diversion of a right of way and core path, the stopping up of the pedestrian level crossing and the construction of a replacement footbridge at Panholes, near Blackford.

**1. BACKGROUND TO THE PATH**

- 1.1 Panholes is a public level crossing given that it was recognised as *public* in the Scottish Central Railway Act of 1845. The route was asserted as a public pedestrian right of way on 5 May 1979 and was also included as a core path within the Core Paths Plan adopted on 25 January 2012. The right of way reference is 21/29/3 and the core path code is BLFD/3. The route is locally important as it connects the village of Blackford with a network of paths to the north of the railway line. Public access around the village is otherwise constrained by A9 dual carriageway, by the railway as well as by the Allan Water and the Danny Burn.

**2. NETWORK RAIL REQUEST TO CLOSE THE LEVEL CROSSING AND DIVERT THE PATH**

- 2.1 Network Rail Infrastructure Management has requested the Council to promote an Order under Section 208 of the Town and Country Planning Act for the Closure of the Panholes Level Crossing, Blackford; and the Diversion of the above path. That request is included at Appendix 1. A location plan is included at Appendix 2. A site plan showing the proposed diversion is included at Appendix 3. A Network Rail Justification Statement is included at Appendix 4.

**3. BACKGROUND TO THE STOPPING UP OF THE LEVEL CROSSING AND THE PROPOSED FOOTBRIDGE**

- 3.1 Network Rail has a long standing policy of closing level crossings in the interests of public safety. The Panholes crossing has been identified for closure as it is difficult to maintain safe sighting relative to linespeed (90mph trains); a propensity for misuse due to the lack of “interlocking” between train signals and pedestrian gates which would prevent conflicting movements of trains and people; and the eventual electrification of the line which would compound the problem with faster accelerating, and quieter, trains.

3.2 Planning consent [18/01311/FLL](#) for the installation of a footbridge and provision of link to core path was granted on 6 September 2018. This consent is subject to a condition which requires the submission and agreement of a management plan which requires the developer to outline temporary diversions, signage and timescales for these during construction operations. Further conditions address trees adjacent to the path on the south side, the requirement to install a wheeling ramp for bicycles and the connection to the existing path on the north side of the tracks. The report makes reference to the requirement for an order to stop up and divert the path once consent is in place. We are awaiting the management plan, which as above, is subject the Council's written agreement.

3.3 It is recognised that this development is linked to Highland Spring's rail halt development, further detail of which is set out below.

#### **4. BACKGROUND TO THE RAIL HALT, THE REQUIREMENT TO DIVERT THE PATH AND THE PROPOSED NEW RAIL CONNECTION AT THE WESTERN END OF THE SITE**

4.1 Planning consent [15/01637/FLL](#) for the alterations and extension to the rail yard including associated works was initially granted 17 March 2016. This consent was subject to a condition relating to the diversion of the right of way and core path at the western end of the site.

4.2 Planning consent [18/01191/FLL](#) for alterations and extension to the rail yard including associated works (revised design and layout and addition of welfare cabin) Yard, Moray Street, Blackford was granted on 26 September 2018 and supersedes the 2016 consent. The revised layout includes a new rail connection at the western end of the rail yard site crossing the existing path as it goes across the existing level crossing. This consent was subject to a similar condition which requires a detailed plan and phasing proposal for the diversion including temporary arrangements to be made during construction works.

4.3 The rail halt allows Highland Spring to move a significant amount of their existing haulage off the road and onto the railway. Therefore, there are important sustainability and carbon reduction issues associated with it. The diversion of the core path will help to facilitate this.

4.4 Highland Spring and Network Rail have a collaborative working agreement to cover their respective developments.

#### **5. PROPOSED DIVERSION OF THE RIGHT OF WAY AND CORE PATH**

5.1 Section 208 of the Town and Country Planning (Scotland) Act 1997 provides a power for the stopping up and diversion of footpaths and bridleways where it is considered necessary to do so in order to enable development to be carried out in accordance with planning permission. This power applies to both core paths and rights of way and is considered the most appropriate mechanism to

formally stop up the level crossing and divert the path over the proposed new bridge.

- 5.2 If the Committee agrees, a Diversion Order must be published with a period of 28 days for representations or objections. If none are submitted or are withdrawn, the order can be confirmed. Where any representation or objection is not withdrawn, the order must be submitted to the Scottish Ministers for confirmation with a local inquiry to be held. Once confirmed, the Order will only be brought into force once the replacement bridge is complete and available for public use. This follows the approach adopted by Stirling Council in the case of the St Ninians Crossing in 2015-16.
- 5.3 The needs of wheelchair users, horse riders and cyclists were considered during initial discussions with Network Rail, as part of the Development Management process and addressed in the Report of Handling for the planning application. The proposed footbridge, which has steps rather than ramps, would restrict access over the railway for these groups, but it should be recognised that on the south side of the tracks the bridge over the Alan Water is not fully accessible, on the north side the land is steep and at the road-end there is a wicket gate.
- 5.4 It is considered that the diversion via the new bridge will provide a safer crossing and adequate pedestrian connections to the core paths on the north side of the village. The needs of other users, particularly cyclists, horse riders and wheelchair users are better met via the public highway manned barrier level crossing on the B8081 some 500 metres to the east of the Panholes Crossing.
- 5.5 Once the Order is made and advertised, notice will be served on the landowners and statutory undertakers. Blackford Community Council, the Scottish Rights of Way and Access Society, and the Perth and Kinross Outdoor Access Forum will also be consulted and invited to comment or object. The Access Forum have an important role to play in relation to the diversion as one of their statutory functions is to advise the local authority on matters to do with the exercise of access rights, the existence and delineation of rights of way or the drawing up and adoption of a plan for a system of core paths. The Blackford Community Council and the Access Forum were consulted in advance of the recent planning applications. Both organisations responded to Network Rail's planning application. The Community Council's response was neutral. The Access Forum and one other individual submitted objections, largely on the grounds of the design of the proposed bridge which has steps rather than ramps as outlined above.
- 5.6 As a consequence of the diversion order, the Council's Register of Public Rights of Way and the Core Path Plan will have to be amended to reflect the new path route, if approved.

## 6. CONCLUSION

- 6.1 The proposed diversion of the right of way and core path at Panholes is required in the interests of improved public safety and continued public access. It is also required for the construction of a replacement footbridge and the closure of the level crossing to be progressed. In addition, the proposed diversion facilitates the development of the adjacent rail halt and the new rail connection to the main line at the western end of that site.
- 6.2 It is considered that the diversion via the new bridge will provide a safer crossing and adequate pedestrian connections to the core paths on the north side of the village. The needs of other users, particularly cyclists, horse riders and wheelchair users are better met via the public highway manned barrier level crossing on the B8081 some 500 metres to the east of the Panholes Crossing.

## 7. RECOMMENDATIONS

- 7.1 It is recommended that the Committee:
- (i) agrees to the stopping up and diversion of the footpath from A to B via C (the level crossing) to an area of ground from A to B via D and E, as shown in Appendix 3, at Panholes, Blackford (pedestrian right of way 21/29/3 and core path BLFD/3), in terms of the Town and Country Planning (Scotland) Act 1997, Section 208;
  - (ii) authorises the Head of Legal & Governance to undertake the diversion order process to confirm the order, including participating in a local inquiry, if required;
  - (iii) authorises the Executive Director (Housing & Environment) to amend the Council's Register of Public Rights of Way and the Core Path Plan to reflect the stopping up and diversion order; and
  - (iv) agrees that the developer, Network Rail Infrastructure Limited should meet the costs associated with the Diversion Order.

### Author

| Name        | Designation                          | Contact Details                                                                                    |
|-------------|--------------------------------------|----------------------------------------------------------------------------------------------------|
| Dave Stubbs | Greenspace Coordinator (Communities) | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

### Approved

| Name           | Designation                                | Date            |
|----------------|--------------------------------------------|-----------------|
| Barbara Renton | Executive Director (Housing & Environment) | 17 October 2018 |

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All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>None</b>       |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              | <b>None</b>       |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>None</b>       |
| Sustainability (community, economic, environmental) | <b>None</b>       |
| Legal and Governance                                | <b>Yes</b>        |
| Risk                                                | <b>Yes</b>        |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>Yes</b>        |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>Yes</b>        |

### 1. Strategic Implications

#### Community Plan

- 1.1 The proposals relate to the delivery of Perth and Kinross Community Plan/Single Outcome Agreement in terms of the following priorities:
- (i) Giving every child the best start in life
  - (iii) Promoting a prosperous, inclusive and sustainable economy
  - (iv) Supporting people to lead independent, healthy and active lives
  - (v) Creating a safe and sustainable place for future generations

### 2. Resource Implications

#### Financial

- 2.1 There are no financial implications arising directly from this report.

#### Workforce

- 2.2 There are no workforce implications arising directly from this report.

### Asset Management (land, property, IT)

- 2.3 There are no asset management implications arising directly from this report. The Council does not maintain the existing level crossing and will not maintain the proposed footbridge.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as not relevant for the purposes of EqIA

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

- (i) no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- in the way best calculated to delivery of the Act's emissions reduction targets;
- in the way best calculated to deliver any statutory adaptation programmes; and
- in a way that it considers most sustainable.

- 3.4 The proposals outlined within the report do not have a direct bearing on sustainability, however diversion facilitates the rail halt development which does have significant carbon reduction benefits associated with it.

### Legal and Governance

- 3.5 The Head of Legal and Governance has been consulted in the preparation of this report.

## Risk

- 3.6 The proposals within this report relate to the diversion order process which is subject to objections and a local inquiry. As outlined in the report the Order can only be confirmed once that is complete and will only be brought into force once the bridge is complete and available for public use.

## **4. Consultation**

### Internal

- 4.1 The Head of Legal and Governance has been consulted in the preparation of this report.

### External

- 4.2 External stakeholders were consulted in relation to the planning applications which have now been consented.

## **5. Communication**

- 5.1 Once the Order is made and advertised, notice will be served on the landowners and statutory undertakers. Blackford Community Council, the Scottish Rights of Way and Access Society, and the Perth and Kinross Outdoor Access Forum will also be consulted and invited to comment or object.

## **2. BACKGROUND PAPERS**

- 2.1 To include Development Management Reports and any supporting documents?

## **3. APPENDICES**

Appendix 1. Network Rail Letter requesting the closure of the level crossing and the diversion of the path.

Appendix 2. Location Plan.

Appendix 3. Site Plan showing the proposed diversion.

Appendix 4. Network Rail Justification Statement

Appendix 1. Network Rail Letter requesting the closure of the level crossing and the diversion of the path



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1st Floor, George House  
36 North Hanover Street  
Glasgow  
G1 2AD

Sandra Hebenton,  
Town Planning Manager, Scotland



11<sup>th</sup> October 2018

NR Ref: 2014/103

Dear Sirs

**Request to Promote an Order under Section 208 of the Town and Country Planning (Scotland) Act 1997 for the Closure of Panholes Level Crossing, Blackford; and Diversion of the Asserted Right of Way 29/3 and Core Path BLFD/3.**

This request is being made by Network Rail Infrastructure Limited, Registered Office: Network Rail, 2nd Floor, One Eversholt Street, London, NW1 2DN, Registered in England and Wales No. 2904587. However please use the contact details at the top of this letter for correspondence.

Part of the land is in the ownership of Network Rail Infrastructure Limited. Part is in the ownership of Blackford Farms Ltd, 5 New Street Square, London, EC4A 3TW.

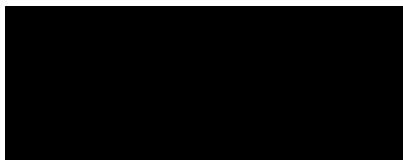
The accompanying plan (Panholes Level Crossing Footbridge: Stopping Up Order Plan: Planning 1a) shows the land affected. The land to be stopped up is the area between points A and B, via C, where C is Panholes Level Crossing and sections of the Asserted Right of Way 29/3 and Core Path (BLFD/3), on the attached plan. The footpath would be diverted over an area of ground from point A to point D; and from point D, over the proposed footbridge to point E, where the proposed footbridge meets Core Path BLFD/111 and eastwards towards point B.

In summary, this request is being made as the footpath diversion is both necessary to enable a development to go ahead and that development has planning permission (18/01311/FLL). While the closure of the crossing for

safety reasons necessitates the construction of a replacement crossing by a footbridge; the consent for the footbridge cannot be implemented without closure of the crossing. Further, retention of the level crossing would prohibit the development of the Highland Spring freight facility (18/01191/FFL).

I can also confirm that Network Rail Infrastructure will reimburse Perth & Kinross Council for advertising costs associated with the promotion of the Order; up to but not exceeding £800.

Yours sincerely

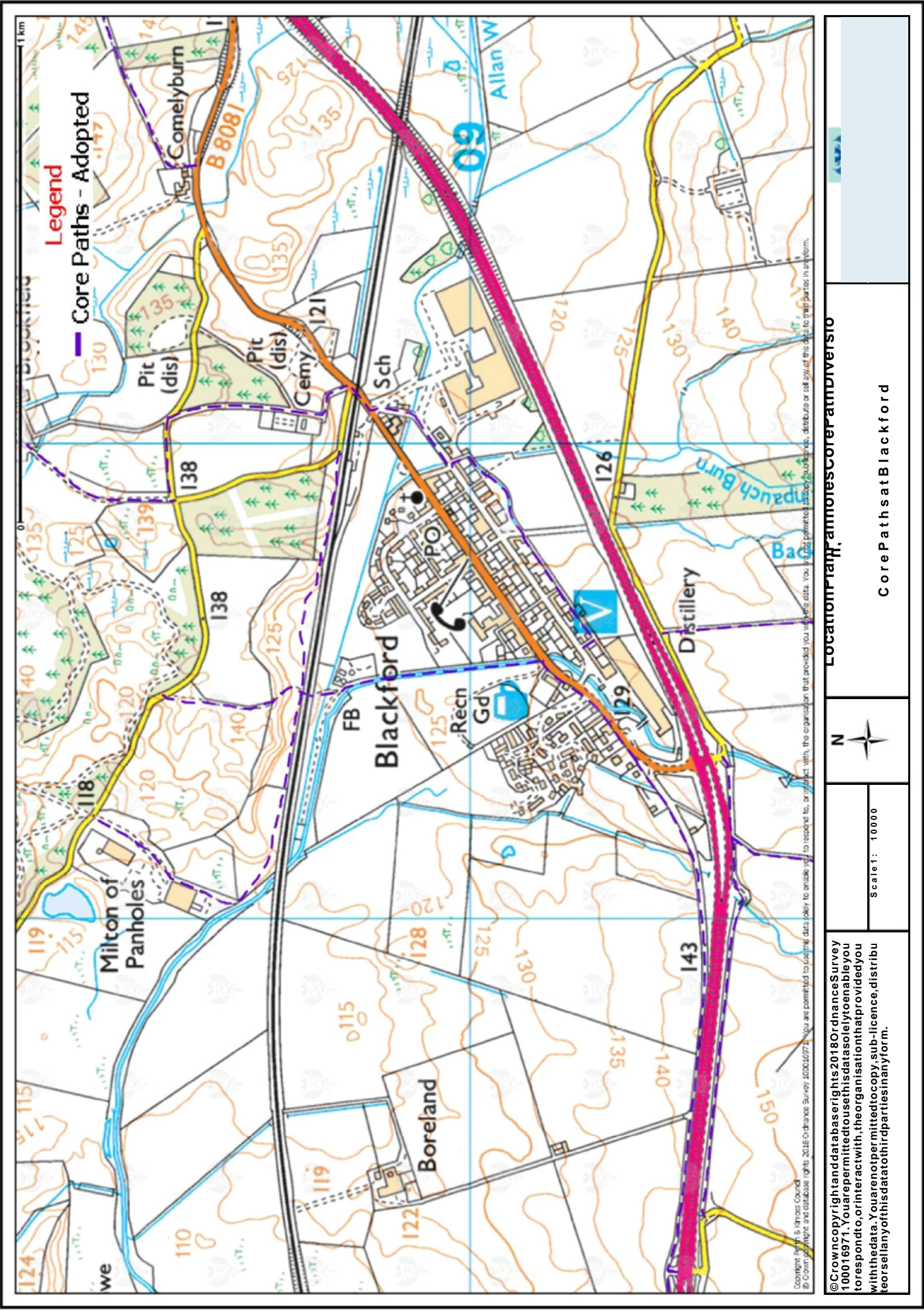


**Sandra Hebenton**  
**Town Planning Manager, Scotland**

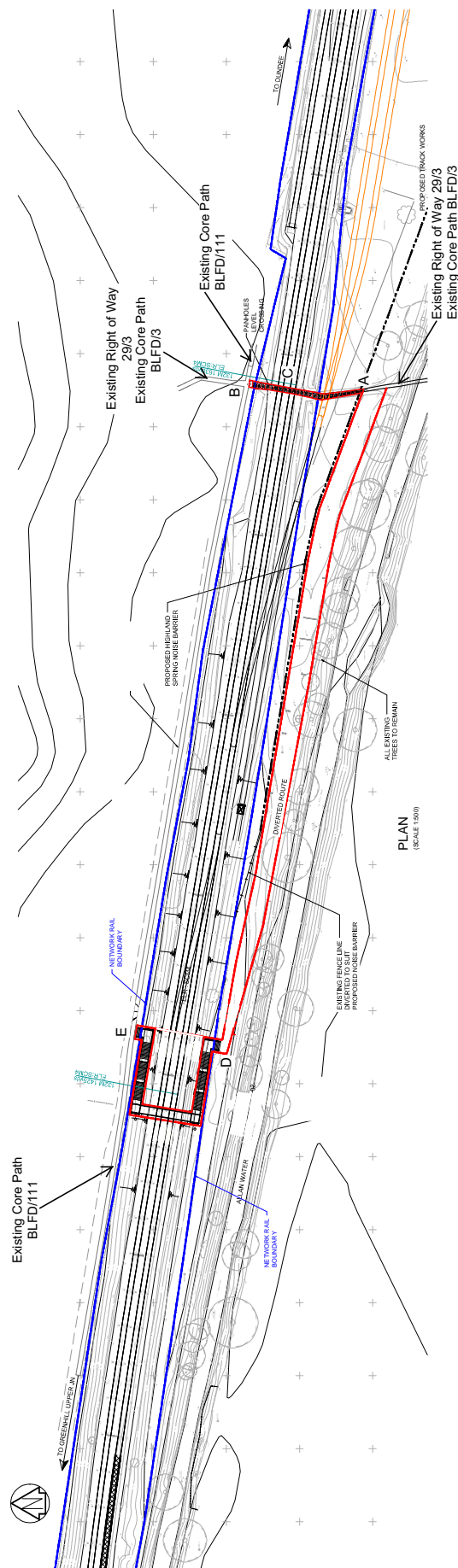
**enc**







Appendix 3. Site Plan showing proposed diversion.



|             |                                                                                                       |     |    |    |    |
|-------------|-------------------------------------------------------------------------------------------------------|-----|----|----|----|
| 06/19/07 18 | APPLICATION BOUNDARY TO SOUTH OF RAILWAY<br>REMOVED TO SUE COMMENTS FROM NETWORK RAIL<br>DESIGN TEAM. | MPH | EJ | 05 | 08 |
| 06/27/07 18 | FOOTPATH ADJUSTED TO SAT HIGHLAND SPRING<br>DEVELOPMENT.                                              | MPH | EJ | 05 | 08 |
| 07/27/07 18 | COLOR OF FOOTBROUSE ARE NOTED.                                                                        | AC  | EJ | 05 | 08 |
| 08/26/07 18 | NEW FOOTPATH REASONED & HAND RAIL REQUESTED.                                                          | EJ  | EJ | 05 | 08 |
| 09/27/07 18 | NEW FOOTPATH & HANDRAIL ADDED.                                                                        | AC  | EJ | 05 | 08 |
| 10/15/07 18 | NETWORK RAIL PROJECT NUMBER ADDED.                                                                    | AC  | EJ | 05 | 08 |

| Job             | Date | Description | Drawn  | Chd | Appr |
|-----------------|------|-------------|--------|-----|------|
| FAIRHURST       |      |             | Client |     |      |
| 325 84th Street |      |             | STORY  |     |      |

**PANHOLES LEVEL CROSSING  
FOOTBRIDGE**

## STOPPING UP ORDER PLAN

| FORM 001    |          | Date: |      |
|-------------|----------|-------|------|
| Assigned by | FARIJEST | By    | Date |
| Team:       | GAM      | By    | Date |
| Project:    | EJ       | By    | Date |
| Approved:   | GSOS     | By    | Date |

## PLANNING

...ing No.:

Appendix 4. Network Rail Justification Statement.



# *Closure of Panholes Level Crossing, Blackford and Diversion of Right of Way and Core Path*

Document Reference: 2014/103 SUO/CPD

Date: October 2018

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## **1. Introduction**

- 1.1 This Statement is submitted in support of a request by Network Rail that Perth & Kinross Council promote an Order for the diversion of a path across Panholes Level Crossing which lies to the north and west of the village of Blackford. Perth & Kinross Council advise that the crossing is part of an asserted right of way (29/3) and is part of the core paths network (BLFD/3).
- 1.2 The request is accompanied by a plan showing the extent of the closure and the route and nature of the diversion (Annex 1).
- 1.3 The closure of the crossing; the diversion of the paths; and the inter-relationship between these works and the development of the adjoining yard by Highland Spring has been discussed with Perth & Kinross Council at officer level and in the wider context as part of the Highland Spring Ministerial Task Force.
- 1.4 The Statement demonstrates that the closure and the diversion meet the legislative tests and that there are no material considerations which would prohibit the promotion of the Order.

## **2. Project Context**

### **Panholes Level Crossing**

- 2.1 Panholes Level Crossing is a public footpath crossing to the north of Blackford. The railway carries 75 passenger and freight trains per day and is in use for up to 21 hours per day. The level crossing has metal self-closing pedestrian gates and warning signs are present on both the north and south approaches to the level crossing. Network Rail has statutory duties regarding the safe and efficient operation and stewardship of its network. In compliance with its statutory duties and obligations, this crossing has been identified for closure for the following reasons:

- Safety - provision of timetabled service to customers. The linespeed in the area (90mph) takes account of safe sighting for level crossing users. If safe sighting distances are reduced, and that can be by factors outwith Network Rail control, there is a risk that an emergency reduction in train speed may be introduced at some point; which would impact the train timetable. Stopping up would support compliance with statutory and licence obligations in this regard;
- Safety – reducing misuse. Panholes has a significant propensity for misuse and; it is not possible for a signaller to close access to the crossing, either automatically or manually when a train is approaching. Stopping up provides the most appropriate solution to manage this risk; and
- Safety – future electrification. This line will be upgraded in compliance with Network Rail licence obligations and will be electrified which will

introduce a new risk at a crossing which is subject to misuse. This risk (25kV electrified line) could further impact on any user being able to make an informed decision about crossing the line due to the presence of faster accelerating and quieter electric trains and is best managed via stopping up.

- 2.2 The most recent censuses of users of the crossing were undertaken in 2015 and 2017. Between 6<sup>th</sup> and 14<sup>th</sup> November 2015 (inclusive) there was an average total of 35 crossings per day. Between 30<sup>th</sup> May and 8<sup>th</sup> June 2017 (inclusive) there was an average total of 79 crossings per day; the higher number probably reflective of the season, better weather and more daylight hours. The closest alternative crossing of the railway is around 879 metres away (via the sports/play area, Abercairney Place and Moray Street/B8081) using Blackford Level Crossing.
- 2.3 Panholes currently meets all the conditions of suitability for a footpath crossing as per the Railway Safety Principles and Guidance (Version 7) with any risks being managed So Far As Is Reasonable Practicable (SFAIRP) by signage, warning lines, appropriate surfacing and whistle boards. However, level crossing safety is of the utmost importance to Network Rail and we are committed to reducing the risk at level crossings where reasonably practicable.

#### Highland Spring Development Proposals

- 2.4 Highland Spring has planning consent (18/01191/FFL) to develop a site to the east of Panholes level crossing. That includes formation of a rail connection at the west end of the site. This would impact on both the level crossing and the right of way/core path. Consent for the development is subject to a condition requiring the diversion of the path.

#### Blackford Level Crossing

- 2.5 Blackford Level Crossing lies east of the Highland Spring development site. As noted above the closure of the Panholes Level Crossing and re-routing of the core path will facilitate the creation of the connection between the railway and the Highland Spring site at its west end and so avoid the need for turnback manoeuvres to take place from the east and increase the downtime of the crossing on the B8081; potentially reducing journey time for users of this level crossing. The downtime may also increase risk of pedestrian misuse of this crossing.

### **3. The Proposal**

#### Proposed Development

- 3.1 Network Rail proposes to close Panholes Level Crossing which is a public footpath crossing in Blackford providing access from the village to open fields and countryside. That access will be maintained by a new stepped

footbridge and provision of a route for a path link. The bridge must be located further west than the existing level crossing in order to safeguard future rail freight access from the south into the Highland Spring site just to the north of the crossing. The existing path, which is not a constructed path but trodden grass more akin to a desire line, will be diverted from the south of the crossing and run to the west, south of the railway boundary and north of the Allan Water, to link with the proposed footbridge.

- 3.2 There are no utility services accommodated under the sections of path and level crossing affected by these proposals.

#### Site and Surroundings

- 3.3 The railway in this area runs roughly east to west. Panholes Level Crossing lies north and west of the village of Blackford; and to the north and west of the sewage works. There is undeveloped ground between the crossing and the village. The level crossing links Blackford to farmland beyond. The route over the level crossing is an asserted right of way and is part of the core paths network (BLFD/3).

#### Development Timescale

- 3.4 Although not all aspects of these works are within the control of Network Rail and are subject to further detailed programming, and consents, it is currently intended that work begins by November 2018, and that the bridge will be open and the crossing closed by March 2019.

## **4. Processes**

#### Planning Consent Requirements

- 4.1 Planning Consent has been granted for the proposed bridge and route for the path diversion (Annex 2). The bridge will be stepped and will incorporate motion sensitive lighting and a bike wheeling rail. The path route will be provided to the same standard of surface as the existing path; that is it will not be a made path. If bridge construction works disturb the ground over which the path route will be diverted it will be re-instated and grass seeded as required.

#### Permitted Development

- 4.2 It should be noted that physical works to close the level crossing by means of replacement of existing gates with fences, are permitted development under Part 13 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992; being works by the statutory undertaker, on their operational land and required in connection with the movement of traffic by rail and not excluded by any of the exceptions to Part 13.

## Diversion of the Right of Way

- 4.3 The crossing is part of a right of way and will have to be legally diverted under the provisions of the Town and Country Planning (Scotland) Act at Section 208 relating to stopping up and diversion of footpaths. Subject to the necessary Committee approval we understand this process can commence now that planning permission for the footbridge and path link has been granted.

## Diversion of the Core Path

- 4.4 The process related to diversion of the Core Path will be carried out in tandem with the Stopping Up Order; as enabled by Section 208(5) of the Planning Act as amended by the Land Reform (Scotland) Act 2003.

## 5. Material Considerations

- 5.1 The legislation permits a local authority to authorise the diversion of a footpath where it is necessary to enable a development with planning permission, granted under Part III of the Act, to go ahead. The local authority is also required to consider the potential effect of an order on the wider community.
- 5.2 In addition the authority may use the order to:
- create an alternative footpath to be used or formed;
  - authorise or require works to be carried out to the footpath being diverted;
  - preserve the rights of any statutory undertakers with apparatus under, in, on, over, along or across the footpath; and
  - require payment for or contribution to any works to be carried out.

## Need

- 5.2 In this case the footpath diversion is both necessary to enable a development to go ahead and that development has planning permission. While the closure of the crossing for safety reasons in itself necessitates the construction of a replacement crossing by a footbridge; the consent for the footbridge cannot be implemented without closure of the crossing. Level Crossings are one of the biggest public safety risks on the rail network in the UK today and the CP5 High Level Output Statement provides clear guidance from Scottish Ministers that they support Network Rail working with the industry and stakeholders to close level crossings, and specifies a fund to facilitate this. It would not therefore be possible for the footbridge and the level crossing to co-exist in such proximity because the safety risk would not be mitigated and the building of the footbridge would not comply with the requirements of managing public money and value for money that Network Rail must adhere to in the discharge of its operations following its re-classification as an arm's length

body of the Department for Transport in 2014. Further retention of the level crossing would prohibit the development of the Highland Spring freight facility.

#### Consideration of Alternatives

- 5.4 Consideration was given to either upgrading the existing level crossing or to closing it and diverting users to Blackford Level Crossing. The first option was rejected as offering few safety and business benefits; and not enabling the Highland Spring development without also requiring relocation. The latter option was rejected as not being supported by the local community given the length of the diversion route.

#### Effect on the Community

- 5.5 The potential effects on the wider community which may need to be considered here include the impact of the length and nature of the diversion on path users; and any change in amenity for users.
- 5.6 For walkers coming from the village via the track and bridge over the Allan Water then using the level crossing to cross the railway and walk west along the railway boundary; the difference in distance walked will be limited as the additional distance travelled along the south of the railway towards the footbridge will be similar to the current distance travelled on the north. Effectively the additional distance will be limited to the turnback to the west after leaving the bridge stairs on the north side of the railway. For walkers currently using the crossing to cross the railway and walk east the difference in distance will be around 395 metres.
- 5.7 This severance distance would be described as 'slight' to 'moderate', based on the presence of a footbridge and the diversion distance respectively and not 'severe' all as described in the Design Manual for Roads and Bridges, Vol 11, Section 3, Part 6. Groups most likely to be impacted are those already least likely to use the crossing as a result of the existing nature of the path and approaches; including the narrow timber bridge over the Allan Water. It is also noted that there is no severance of the community from key facilities such as schools and doctors' surgeries for example.
- 5.8 The diversion will have two elements; the footbridge and an area of ground over which a core path link may be established. It is proposed that the nature of the latter will be the same trodden grass path as the existing paths in the vicinity of the crossing. The nature of this path should therefore have a neutral effect on users. The footbridge will be different in nature to the trodden grass paths in the area. However, the change in effect on users should be limited as the nature of the surrounding land and existing paths effectively already limits use.
- 5.9 Since March 2016 Network Rail has been actively engaged in consulting key stakeholders and the public on its plans to close the level crossing

and construct a bridge replacement. This included meetings with locally elected representatives, Blackford Community Council and Perth Access Forum Chairperson. These meetings were well received and feedback from these meetings has informed the design of the footbridge.

- 5.10 The development of the proposal has been informed by Network Rail's own processes for consideration of Diversity and Inclusion issues as part of its Public Sector Equality Duty (PSED) under the Equalities Act 2010. In relation to changes to the built environment Network Rail demonstrates it has discharged its PSED via a Diversity Impact Assessment (DIA) which is used to anticipate the likely effects of a development on people with the characteristics that are protected by the Equality Act (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation, marriage and civil partnerships), in short everyone.

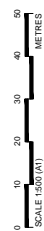
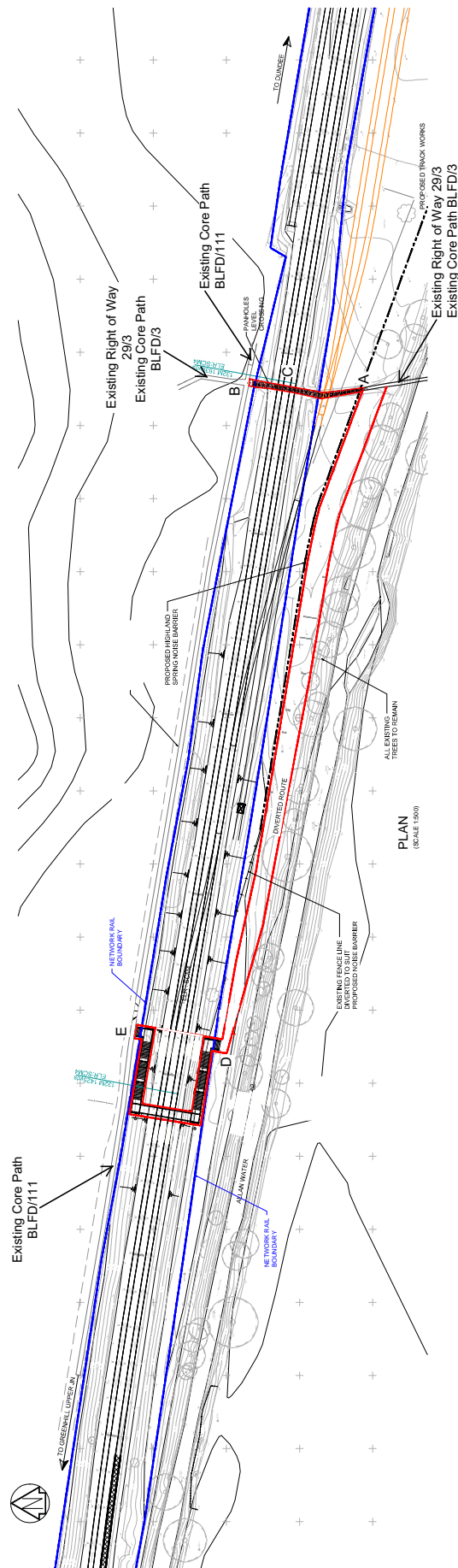
#### Impact on Network Rail

- 5.11 Network Rail was reclassified as an arm's length body of the Department for Transport in 2014 and must comply with the requirements of managing public money and value for money in the discharge of its operations. The Council must also have regard to the public sector funding requirements and cannot impose or transfer a burden onto another public body such as Network Rail. Given this; it is suggested that the proposal to close the crossing and divert the path be considered acceptable for promotion by the Council; as to do otherwise would place a burden on another public body.
- 5.12 In addition, Network Rail must also comply with the terms of its Network Licence which is regulated by the independent economic and safety regulator, the Office of Road and Rail. The licence includes obligations to grow the network and improve service for customers. This may include changes driven by safety considerations. Stopping up as requested will support compliance with its statutory and licence obligations.

## **6 Conclusion**

- 6.1 Level crossing safety is of the utmost importance to Network Rail and we are committed to reducing the risk at level crossings where reasonably practicable. The Stopping Up of the Panholes Level Crossing and diversion of the asserted Right of Way and Core Path, following construction of the footbridge, would enable this safety improvement without detriment to current path users. Network Rail therefore requests that Perth and Kinross Council promote the necessary Order to enable this.

## **Annex 1**



## **Annex 2**

# PERTH AND KINROSS COUNCIL

Network Rail  
Ms Sandra Hebenton  
George House  
36 North Hanover Street  
Glasgow  
G1 2AD

Pullar House  
35 Kinnoull Street  
PERTH  
PH1 5GD

Date 6 September 2018

Town and Country Planning (Scotland) Acts.

Application Number **18/01311/FLL**

I am directed by the Planning Authority under the Town and Country Planning (Scotland) Acts currently in force, to grant your application registered on 30th July 2018 for planning permission for **Installation of a footbridge and provision of link to core path** at Land 250 Metres North West Of Waste Water Treatment Works Moray Street Blackford subject to the undernoted conditions.

Interim Development Quality Manager

Conditions referred to above

- 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 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 management plan shall include detailed timescales for the proposed diversions. 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.

- 3 Prior to the commencement of any development on site, details of a bike wheeling rail to be installed on the bridge shall be submitted to and approved in writing by the Planning Authority. The bike wheeling rail, as approved in writing, shall be installed as part of the site development and completed in its entirety prior to the bridge being brought into use.

Reason - To ensure adequate provision for cyclists.

- 4 Prior to the commencement of the development hereby approved, details of the proposed boundary treatments for the site shall be submitted for the further written agreement of the Council as Planning Authority. The scheme as subsequently 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.

- 5 Prior to the commencement of any development, details of an appropriate "step off" point from the bridge shall be submitted to and approved in writing by the Planning Authority. The "step off" point shall take the form of a 2 metre square area finished in type 1 aggregate. The step off point details, as approved in writing, shall be installed as part of the site development and completed in their entirety prior to the bridge being brought into use.

Reason - To ensure the provision of an appropriate step off area for the bridge and to prevent the area being damaged during inclement weather.

- 6 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.

- 7 The conclusions and recommended action points within the supporting biodiversity survey submitted and 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.

- 8 Storm water drainage from all paved surfaces, including the access, shall be disposed of by means of suitable Sustainable Urban Drainage Systems to meet the requirements of best management practices.

Reason - To ensure the provision of effective drainage for the site.

- 9 Prior to the bridge being brought into use, any land which is disturbed during construction operations upon inspection by the Planning Authority, shall be re-instated to a level surface and grass seeded to the satisfaction of the Council as Planning Authority.

Reason - In the interests of visual amenity and to ensure appropriate access to the bridge is provided.

#### 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 stopping up of the existing pedestrian crossing and diversion of the core path is subject to agreement under Section 208 of the Town and Country Planning (Scotland) Act 1997 (As amended). All relevant approvals in this regard should be in place prior to any stopping up or diversions taking place.

The plans and documents relating to this decision are listed below and are displayed on Perth and Kinross Council's website at [www.pkc.gov.uk](http://www.pkc.gov.uk) "Online Planning Applications" page

**Plan and Document Reference**

18/01311/1

18/01311/2

18/01311/3

18/01311/4

18/01311/5

18/01311/6

18/01311/7

18/01311/8

18/01311/9

18/01311/10

18/01311/11

18/01311/12

18/01311/13

18/01311/14

**PERTH AND KINROSS COUNCIL**

**Environment and Infrastructure Committee**

**7 November 2018**

**PROPOSED 30MPH SPEED LIMIT AT ABERNYTE (U142 OFF B953) (WARD 1)**

**Report by Depute Director (Housing and Environment) (18/371)**

This report details a proposal to introduce a 30mph speed limit at Abernyte (U142 Off B953) (Ward 1). The report recommends the start of varying the Traffic Regulation Order for the 30mph Speed Limit.

**1. BACKGROUND**

**30mph at Abernyte (U142 off B953)**

- 1.1 Road safety concerns have been raised by a local resident that there were insufficient signs regarding a reduced speed limit. Upon investigation , it was discovered that this road is not subject to a reduced speed limit. Therefore, the national speed limit applies, which is not appropriate for this road.
- 1.2 As a result of these concerns, it is now proposed to start the process to introduce a 30mph speed limit at Abernyte (U142 off B953).
- 1.3 Consultation was carried out with the residents, local elected members, Community Council and Police Scotland, who were all in agreement with the proposal. Local consultation was undertaken to gauge opinion and the results are shown below:

| <b>Name on file</b> | <b>Comment or objection</b>                                                                                | <b>Response</b>                                                                               |
|---------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                     | One resident objected as the introduction of 30mph signs will encourage drivers to drive at a higher speed | Proposed 30mph speed limit assessed and agreed with local elected members as per the request. |
|                     | Two residents supported but feel a 20mph limit would be better                                             | Proposed 30mph speed limit assessed and agreed with local elected members as per the request. |
|                     | One resident supported                                                                                     | Proposed 30mph speed limit assessed and agreed with local elected members as per the request. |
| Elected Members     | All Supportive                                                                                             |                                                                                               |

## 2. PROPOSALS

- 2.1 It is proposed to introduce a 30mph speed limit at Abernyte (U142 off B953). The route has been identified and shown in Appendix 1.

## 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 This report details the location where it is proposed to introduce a 30mph speed limit.
- 3.2 Approval will allow a start to be made to the formal procedure to vary the relevant Traffic Regulation Order (TRO). This procedure will involve statutory consultation, preparation of draft TRO and advertising in the press. It will provide an opportunity for additional comments to be made or objections to be raised. If objections are raised, these will be reported back to Committee, with appropriate recommendations.
- 3.3 It is recommended that the Committee approve the promotion of a variation to the relevant TRO to allow the start of the process towards the introduction of a 30mph speed limit.

### Author

| Name            | Designation                 | Contact Details                                |
|-----------------|-----------------------------|------------------------------------------------|
| Charles Haggart | Traffic and Network Manager | 01738 475000<br>TESCommitteeReports@pkc.gov.uk |

### Approved

| Name           | Designation                             | Date              |
|----------------|-----------------------------------------|-------------------|
| Keith McNamara | Depute Director (Housing & Environment) | 17 September 2018 |

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes/No</b> |
|-----------------------------------------------------|---------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>    |
| Corporate Plan                                      | <b>Yes</b>    |
| <b>Resource Implications</b>                        |               |
| Financial                                           | <b>None</b>   |
| Workforce                                           | <b>None</b>   |
| Asset Management (land, property, IST)              | <b>None</b>   |
| <b>Assessments</b>                                  |               |
| Equality Impact Assessment                          | <b>Yes</b>    |
| Strategic Environmental Assessment                  | <b>Yes</b>    |
| Sustainability (community, economic, environmental) | <b>Yes</b>    |
| Legal and Governance                                | <b>Yes</b>    |
| Risk                                                | <b>None</b>   |
| <b>Consultation</b>                                 |               |
| Internal                                            | <b>Yes</b>    |
| External                                            | <b>Yes</b>    |
| <b>Communication</b>                                |               |
| Communications Plan                                 | <b>Yes</b>    |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross.
- i) Giving every child the best start in life
  - ii) Developing educated, responsible and informed citizens
  - iii) Promoting a prosperous, inclusive and sustainable economy
  - iv) Supporting people to lead independent, healthy and active lives
  - v) Creating a safe and sustainable place for future generations
- 1.2 It is considered that the actions contained within this report contribute to all of the above objectives.

## Corporate Plan

- 1.3 The Council's Corporate Plan outlines the same five objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the actions contained in the report contribute to the objectives as outlined in paragraph 1.2 above. These objectives are met by implementing schemes which promote road safety and encourage lower traffic speeds.

## **2. Resource Implications**

### Capital

- 2.1 There are no Capital resource implications arising directly from the recommendations in this report.

### Revenue

- 2.2 There will be costs involved in advertising the variations to the Traffic Regulation Orders. The indicative cost of £300 for this will be met from the Traffic & Road Network Revenue Budget in 2018/19.
- 2.3 The estimated costs of £1,500 for the new posts and signs will be met from the Traffic & Road Network Revenue Budget in 2018/19.

### Workforce

- 2.4 There are no workforce implications arising from this report.

### Asset Management (land, property, IT)

- 2.5 There are no land and property, or information technology implications arising from the contents of this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.5 The proposals contained within the report are assessed to have a positive impact on sustainability, particularly with regard to encouraging sustainable modes of travel.

### Legal and Governance

- 3.6 The Order will be promoted in accordance with The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.

### Risk

- 3.7 There are no significant risks associated with the implementation of this project.

## **4. Consultation**

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.
- 4.2 Police Scotland, the local elected members and the Community Council for the area have been consulted and support the proposals.

## **5. Communication**

- 5.1 Approval will allow a start to be made to the formal procedure to vary the Traffic Regulation Order. This procedure will involve statutory consultation, preparation of a draft TRO and advertising in the press. This will provide an opportunity for additional comments to be made or objections to be raised. If objections are raised, these will be reported back to Committee, with appropriate recommendations

## **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report:

## **3. APPENDICES**

- 3.1 The proposals are as shown in Appendix 1.





**PERTH AND KINROSS COUNCIL**

**Environment and Infrastructure Committee**

**7 November 2018**

**PROPOSED 40MPH SPEED LIMIT AT GAULS OF MURTHLY (U116) (WARD 5)**

**Report by Depute Director (Housing and Environment) (18/372)**

This report details a proposal to introduce a 40mph speed limit at Gauls of Murthly (U116) (Ward 5). The report recommends the start of varying the Traffic Regulation Order for the 40mph Speed Limit.

**1. BACKGROUND**

**40mph at Gauls of Murthly (U116)**

- 1.1 Road safety concerns have been raised by local elected members.
- 1.2 As a result of these concerns, it is now proposed to start the process to introduce a 40mph speed limit at Gauls of Murthly (U116).
- 1.3 Consultation was carried out with the residents, local elected members, Community Council and Police Scotland, who were all in agreement with the proposal. Local consultation was undertaken to gauge opinion and the results are shown below:

| <b>Name on file</b> | <b>Comment or objection</b>                                                                              | <b>Response</b>                                                                               |
|---------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                     | One resident supported but feels a 30mph limit would be better                                           | Proposed 40mph speed limit assessed and agreed with local elected members as per the request. |
|                     | One resident supported but feels a 30mph limit would be better and the area should be extended eastwards | Proposed 40mph speed limit assessed and agreed with local elected members as per the request. |
|                     | One resident supported but would be better if the area was extended eastwards                            | Proposed 40mph speed limit assessed and agreed with local elected members as per the request. |
|                     | One resident supported                                                                                   | Proposed 40mph speed limit assessed and agreed with local elected members as per the request. |
| Elected Members     | All Supportive                                                                                           |                                                                                               |

## 2. PROPOSALS

- 2.1 It is proposed to start the process to introduce a 40mph speed limit at Gauls of Murthly (U116). The route has been identified and shown in Appendix 1.

## 3. CONCLUSION AND RECOMMENDATION

- 3.1 This report details the location where it is proposed to introduce a 40mph speed limit.
- 3.2 Approval will allow a start to be made to the formal procedure to vary the relevant Traffic Regulation Order (TRO). This procedure will involve statutory consultation, preparation of draft TRO and advertising in the press. It will provide an opportunity for additional comments to be made or objections to be raised. If objections are raised, these will be reported back to Committee, with appropriate recommendations.
- 3.3 It is recommended that the Committee approve the promotion of a variation to the relevant TRO to allow the start of the process towards the introduction of a 40mph speed limit.

### Author

| Name            | Designation                 | Contact Details                                |
|-----------------|-----------------------------|------------------------------------------------|
| Charles Haggart | Traffic and Network Manager | 01738 475000<br>TESCommitteeReports@pkc.gov.uk |

### Approved

| Name           | Designation                             | Date              |
|----------------|-----------------------------------------|-------------------|
| Keith McNamara | Depute Director (Housing & Environment) | 17 September 2018 |

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You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes/No</b> |
|-----------------------------------------------------|---------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>    |
| Corporate Plan                                      | <b>Yes</b>    |
| <b>Resource Implications</b>                        |               |
| Financial                                           | <b>None</b>   |
| Workforce                                           | <b>None</b>   |
| Asset Management (land, property, IST)              | <b>None</b>   |
| <b>Assessments</b>                                  |               |
| Equality Impact Assessment                          | <b>Yes</b>    |
| Strategic Environmental Assessment                  | <b>Yes</b>    |
| Sustainability (community, economic, environmental) | <b>Yes</b>    |
| Legal and Governance                                | <b>Yes</b>    |
| Risk                                                | <b>None</b>   |
| <b>Consultation</b>                                 |               |
| Internal                                            | <b>Yes</b>    |
| External                                            | <b>Yes</b>    |
| <b>Communication</b>                                |               |
| Communications Plan                                 | <b>Yes</b>    |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross.
- i) Giving every child the best start in life
  - ii) Developing educated, responsible and informed citizens
  - iii) Promoting a prosperous, inclusive and sustainable economy
  - iv) Supporting people to lead independent, healthy and active lives
  - v) Creating a safe and sustainable place for future generations
- 1.2 It is considered that the actions contained within this report contribute to all of the above objectives.

## Corporate Plan

- 1.3 The Council's Corporate Plan outlines the same five objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the actions contained in the report contribute to the objectives as outlined in paragraph 1.2 above. These objectives are met by implementing schemes which promote road safety and encourage lower traffic speeds.

## **2. Resource Implications**

### Capital

- 2.1 There are no Capital resource implications arising directly from the recommendations in this report.

### Revenue

- 2.2 There will be costs involved in advertising the variations to the Traffic Regulation Orders. The indicative cost of £300 for this will be met from the Traffic & Road Network Revenue Budget in 2018/19.
- 2.3 The estimated costs of £1,500 for the new posts and signs will be met from the Traffic & Road Network Revenue Budget in 2018/19.

### Workforce

- 2.4 There are no workforce implications arising from this report.

### Asset Management (land, property, IT)

- 2.5 There are no land and property, or information technology implications arising from the contents of this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.5 The proposals contained within the report are assessed to have a positive impact on sustainability, particularly with regard to encouraging sustainable modes of travel.

### Legal and Governance

- 3.6 The Order will be promoted in accordance with The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.

### Risk

- 3.7 There are no significant risks associated with the implementation of this project.

## **4. Consultation**

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.
- 4.2 Police Scotland, the local elected members and the Community Council for the area have been consulted and support the proposals.

## **5. Communication**

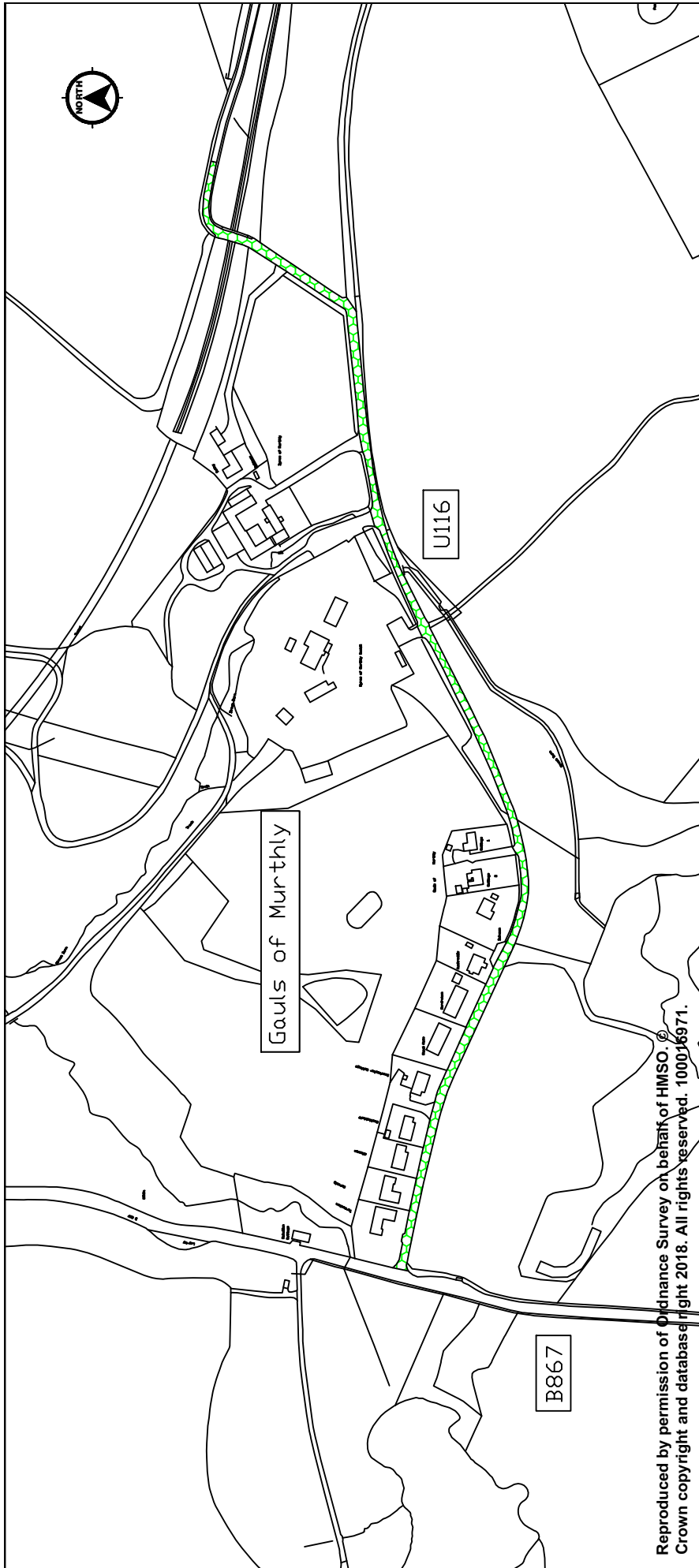
- 5.1 Approval will allow a start to be made to the formal procedure to vary the Traffic Regulation Order. This procedure will involve statutory consultation, preparation of a draft TRO and advertising in the press. This will provide an opportunity for additional comments to be made or objections to be raised. If objections are raised, these will be reported back to Committee, with appropriate recommendations

## **2. BACKGROUND PAPERS**

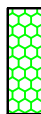
- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report:

## **3 APPENDICES**


- 3.1 The proposals are as shown in Appendix 1.



KEY:




Proposed 40mph Speed Limit



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| Revision Details |  | By | Date |
|------------------|--|----|------|
| AMENDMENTS       |  |    |      |



**PERTH & KINROSS COUNCIL**

**Housing & Environment**

Executive Director - B. Renton BA Hons

Proposed Introduction of  
40mph Speed Limit

U116 Gauls of Murthly

Appendix 1

Drawn by: C BEATTIE  
Checked by: D MCKEDWEN  
Approved by: B CARGILL  
Date: 20/06/2018

Drawing Scale: NTS  
Project Code: 46374  
Drawing No: 46374-01



# PERTH AND KINROSS COUNCIL

## Environment and Infrastructure Committee

7 November 2018

### PROPOSED VARIATION TO WAITING RESTRICTIONS, WAULKMILL ROAD, CROOK OF DEVON (WARD 8)

#### Report by Depute Director (Housing and Environment) (18/373)

This report outlines the problems experienced by residents in Waulkmill Road, Crook of Devon due to indiscriminate parking. The report recommends the creation of a Crook of Devon Traffic Management Order and to commence the process to introduce waiting restrictions on Waulkmill Road, Crook of Devon (Ward 8).

#### 1. BACKGROUND

- 1.1 Waulkmill Road, Crook of Devon connects residential roads to the centre of Crook of Devon and the Main Street (A977). As a result, it is a road predominantly used by passenger vehicles.
- 1.2 Concerns have been raised from a local elected member regarding vehicles parking in close proximity to the junction of Waulkmill Road with Main Street (A977). Parked vehicles at this location are considered to be creating road safety issues for both road users and pedestrians. Due to these concerns, the local community have requested the introduction of waiting restrictions to alleviate indiscriminate parking.
- 1.3 In order to alleviate the problems being experienced at this location, it is proposed to create a Crook of Devon Traffic Management Order and to start the process to introduce No Waiting at Any Time waiting restrictions on Waulkmill Road.
- 1.4 Consultation was carried out with the local elected members, Community Council and Police Scotland, who were all in agreement with the proposal. Local consultation was undertaken to gauge opinion and the results are shown below:

#### WAULKMILL ROAD

| Name on file    | Comment or objection    | Response                                                                                                            |
|-----------------|-------------------------|---------------------------------------------------------------------------------------------------------------------|
|                 | Two residents supported | The restrictions are necessary to allow access/egress and for safety at the junction and the approaches to it only. |
| Elected Members | All Supportive          |                                                                                                                     |

## 2. PROPOSALS

- 2.1 As a result of the above request from a local elected member, it is now proposed to introduce No Waiting at Any Time restrictions on Waulkmill Road, Crook of Devon.
- 2.2 The proposals are shown on the plans at Appendix 1.

## 3. CONCLUSION AND RECOMMENDATION

- 3.1 This report details the location where it is proposed to introduce No Waiting at Any Time restrictions.
- 3.2 Approval will allow a start to be made to the formal procedure to create a Traffic Regulation Order. This procedure will involve statutory consultation, preparation of a Draft TRO and advertising in the press. This will provide an opportunity for additional comments to be made or objections to be raised. If objections are raised, these will be reported back to Committee, with appropriate recommendations.
- 3.3 It is recommended that the Committee approve the creation of the TRO to introduce No Waiting at Any Time waiting restrictions on Waulkmill Road, as described.

### Author

| Name            | Designation                 | Contact Details                                                                                    |
|-----------------|-----------------------------|----------------------------------------------------------------------------------------------------|
| Charles Haggart | Traffic and Network Manager | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

### Approved

| Name           | Designation                             | Date              |
|----------------|-----------------------------------------|-------------------|
| Keith McNamara | Depute Director (Housing & Environment) | 17 September 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes/No</b> |
|-----------------------------------------------------|---------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>    |
| Corporate Plan                                      | <b>Yes</b>    |
| <b>Resource Implications</b>                        |               |
| Financial                                           | <b>Yes</b>    |
| Workforce                                           | <b>None</b>   |
| Asset Management (land, property, IST)              | <b>None</b>   |
| <b>Assessments</b>                                  |               |
| Equality Impact Assessment                          | <b>Yes</b>    |
| Strategic Environmental Assessment                  | <b>Yes</b>    |
| Sustainability (community, economic, environmental) | <b>Yes</b>    |
| Legal and Governance                                | <b>Yes</b>    |
| Risk                                                | <b>None</b>   |
| <b>Consultation</b>                                 |               |
| Internal                                            | <b>Yes</b>    |
| External                                            | <b>Yes</b>    |
| <b>Communication</b>                                |               |
| Communications Plan                                 | <b>Yes</b>    |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross.
- i) Giving every child the best start in life
  - ii) Developing educated, responsible and informed citizens
  - iii) Promoting a prosperous, inclusive and sustainable economy
  - iv) Supporting people to lead independent, healthy and active lives
  - v) Creating a safe and sustainable place for future generations
- 1.2 It is considered that the actions contained within this report contribute to all of the above objectives.

## Corporate Plan

- 1.3 The Council's Corporate Plan outlines the same five objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the actions contained in the report contribute to the objectives as outlined in paragraph 1.2 above. These objectives are met by implementing schemes which promote road safety.

## **2. Resource Implications**

### Capital

- 2.1 There are no capital resource implications arising directly from the recommendations in this report.

### Revenue

- 2.2 There will be costs for advertising the necessary Order in the press and providing the road markings. The indicative cost of advertising an Order is £150 and will be met from the Traffic & Road Network Revenue Account in 2018/19.
- 2.3 The estimated cost of £500 for the road markings will be funded from the Traffic & Road Network Revenue Account in 2018/19.

### Workforce

- 2.4 There are no workforce implications arising from this report.

### Asset Management (land, property, IT)

- 2.5 There are no land and property, or information technology implications arising from the contents of this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.5 The proposals contained within the report are assessed to have a positive impact on sustainability, particularly with regard to encouraging road safety.

### Legal and Governance

- 3.6 The Order will be promoted in accordance with The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.

### Risk

- 3.7 There are no significant risks associated with the implementation of this project.

## **4. Consultation**

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.
- 4.2 Police Scotland, the local elected members and Community Council have also been consulted and support the proposal.

## **5. Communication**

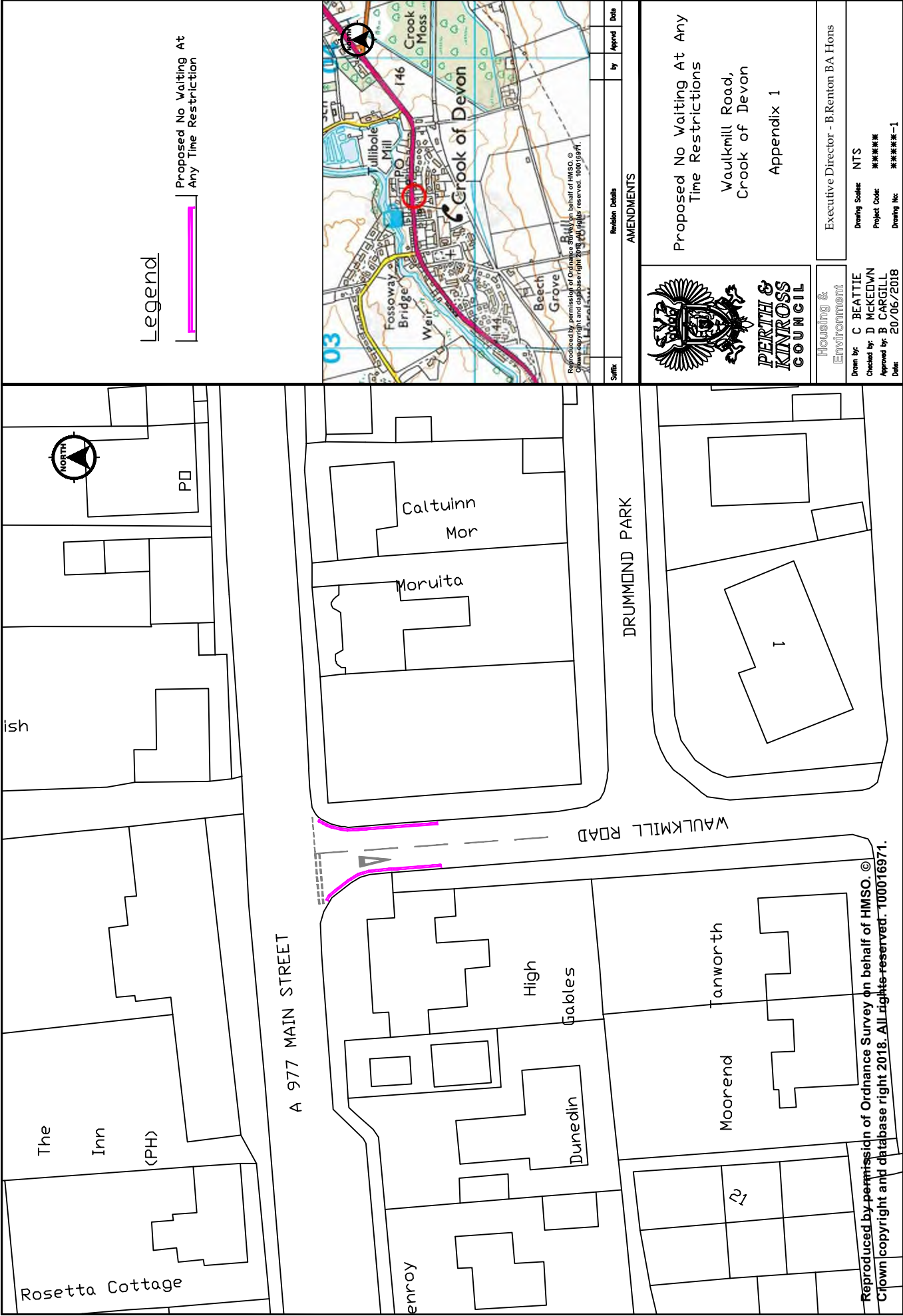
- 5.1 Approval will allow a start to be made to the formal procedure to generate a Traffic Regulation Order. This procedure will involve statutory consultation, preparation of a draft TRO and advertising in the press. This will provide an opportunity for additional comments to be made or objections to be raised. Should objections be raised, these will be reported back to Committee, with appropriate recommendations.

## **2. BACKGROUND PAPERS**

- 2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report;

## **3. APPENDICES**

- 3.1 The proposal is shown in Appendix 1.





**PERTH AND KINROSS COUNCIL**

**Environment and Infrastructure Committee**

**7 November 2018**

**PROPOSED VARIATION TO WAITING RESTRICTIONS, GALLOWHILL  
ROAD/MUIRS & HIGH STREET, KINROSS  
(WARD 8)**

**Report by Depute Director (Housing and Environment) (18/374)**

This report outlines the problems experienced by residents in Gallowhill Road/Muirs and High Street, Kinross due to indiscriminate parking. The report recommends a start to the process to vary the Kinross Traffic Management Order to introduce additional waiting restrictions on Gallowhill Road/Muirs and High Street, Kinross (Ward 8).

**1. BACKGROUND**

- 1.1 Gallowhill Road/Muirs and High Street are busy traffic routes through Kinross. As a result, they carry a relatively high volume of traffic with a mixture of passenger vehicles, public service vehicles and commercial vehicles.
- 1.2 Concerns have been raised from a local elected member and residents regarding parked vehicles causing an obstruction and preventing vehicles being able to access properties. Due to these concerns, the local community have requested the introduction of waiting restrictions to alleviate indiscriminate parking.
- 1.3 In order to alleviate the problems being experienced at these locations, it is proposed to vary the Kinross Traffic Management Order to start the process to introduce additional No Waiting at Any Time waiting restrictions on Gallowhill Road/Muirs and High Street.
- 1.4 Consultation was carried out with the local elected members, Community Council and Police Scotland, who were all in agreement with the proposal. Local consultation was undertaken to gauge opinion and the results are shown below:

**GALLOWHILL ROAD/MUIRS**

| <b>Name on file</b> | <b>Comment or objection</b>                                                       | <b>Response</b>                                                                                                     |
|---------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|                     | One resident objected as the restriction did not go far enough on Gallowhill Road | The restrictions are necessary to allow access/egress and for safety at the junction and the approaches to it only. |
|                     | One resident supported but wanted the restriction to go further on Muirs          | The restrictions are necessary to allow access/egress and for safety at the junction and the                        |

|                 |                                                        |                                                                           |
|-----------------|--------------------------------------------------------|---------------------------------------------------------------------------|
|                 |                                                        | approaches to it only.                                                    |
|                 | Four other residents responded supporting the proposal | The restrictions are to protect the access/egress and for safety reasons. |
| Elected Members | All Supportive                                         |                                                                           |

### **HIGH STREET**

| <b>Name on file</b> | <b>Comment or objection</b>                                     | <b>Response</b>                                                                                                     |
|---------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|                     | One resident supported but wanted the restriction to go further | The restrictions are necessary to allow access/egress and for safety at the junction and the approaches to it only. |
| Elected Members     | All Supportive                                                  |                                                                                                                     |

## **2. PROPOSALS**

- 2.1 As a result of the above request from a local elected member and residents, it is now proposed to start the process to introduce additional No Waiting at Any Time restrictions on Gallowhill Road/Muir's and High Street, Kinross.
- 2.2 The proposals are shown on the plans at Appendices 1 and 2.

## **3. CONCLUSION AND RECOMMENDATION**

- 3.1 This report details the location where it is proposed to introduce additional No Waiting at Any Time restrictions.
- 3.2 Approval will allow a start to be made to the formal procedure to vary the Traffic Regulation Order. This procedure will involve statutory consultation, preparation of a Draft TRO and advertising in the press. This will provide an opportunity for additional comments to be made or objections to be raised. If objections are raised, these will be reported back to Committee, with appropriate recommendations.
- 3.3 It is recommended that the Committee approve the promotion of a variation to the relevant TRO to introduce No Waiting at Any Time waiting restrictions on Gallowhill Road/Muir's and High Street, as described.

**Author**

| <b>Name</b>     | <b>Designation</b>          | <b>Contact Details</b>                                                                             |
|-----------------|-----------------------------|----------------------------------------------------------------------------------------------------|
| Charles Haggart | Traffic and Network Manager | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

**Approved**

| <b>Name</b>    | <b>Designation</b>                      | <b>Date</b>       |
|----------------|-----------------------------------------|-------------------|
| Keith McNamara | Depute Director (Housing & Environment) | 17 September 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes/No</b> |
|-----------------------------------------------------|---------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>    |
| Corporate Plan                                      | <b>Yes</b>    |
| <b>Resource Implications</b>                        |               |
| Financial                                           | <b>Yes</b>    |
| Workforce                                           | <b>None</b>   |
| Asset Management (land, property, IST)              | <b>None</b>   |
| <b>Assessments</b>                                  |               |
| Equality Impact Assessment                          | <b>Yes</b>    |
| Strategic Environmental Assessment                  | <b>Yes</b>    |
| Sustainability (community, economic, environmental) | <b>Yes</b>    |
| Legal and Governance                                | <b>Yes</b>    |
| Risk                                                | <b>None</b>   |
| <b>Consultation</b>                                 |               |
| Internal                                            | <b>Yes</b>    |
| External                                            | <b>Yes</b>    |
| <b>Communication</b>                                |               |
| Communications Plan                                 | <b>Yes</b>    |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross.
- i) Giving every child the best start in life
  - ii) Developing educated, responsible and informed citizens
  - iii) Promoting a prosperous, inclusive and sustainable economy
  - iv) Supporting people to lead independent, healthy and active lives
  - v) Creating a safe and sustainable place for future generations
- 1.2 It is considered that the actions contained within this report contribute to all of the above objectives.

## Corporate Plan

- 1.3 The Council's Corporate Plan outlines the same five objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the actions contained in the report contribute to the objectives as outlined in paragraph 1.2 above. These objectives are met by implementing schemes which promote road safety.

## **2. Resource Implications**

### Capital

- 2.1 There are no capital resource implications arising directly from the recommendations in this report.

### Revenue

- 2.2 There will be costs for advertising the necessary Order in the press and providing the road markings. The indicative cost of advertising an Order is £150 and will be met from the Traffic & Road Network Revenue Account in 2018/19.
- 2.3 The estimated cost of £500 for the road markings will be funded from the Traffic & Road Network Revenue Account in 2018/19.

### Workforce

- 2.4 There are no workforce implications arising from this report.

### Asset Management (land, property, IT)

- 2.5 There are no land and property, or information technology implications arising from the contents of this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.5 The proposals contained within the report are assessed to have a positive impact on sustainability, particularly with regard to encouraging road safety.

### Legal and Governance

- 3.6 The Order will be promoted in accordance with The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.

### Risk

- 3.7 There are no significant risks associated with the implementation of this project.

## **4. Consultation**

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.
- 4.2 Police Scotland and the local elected members have also been consulted and support the proposal.

## **5. Communication**

- 5.1 Approval will allow a start to be made to the formal procedure to generate a Traffic Regulation Order. This procedure will involve statutory consultation, preparation of a draft TRO and advertising in the press. This will provide an opportunity for additional comments to be made or objections to be raised. Should objections be raised, these will be reported back to Committee, with appropriate recommendations.

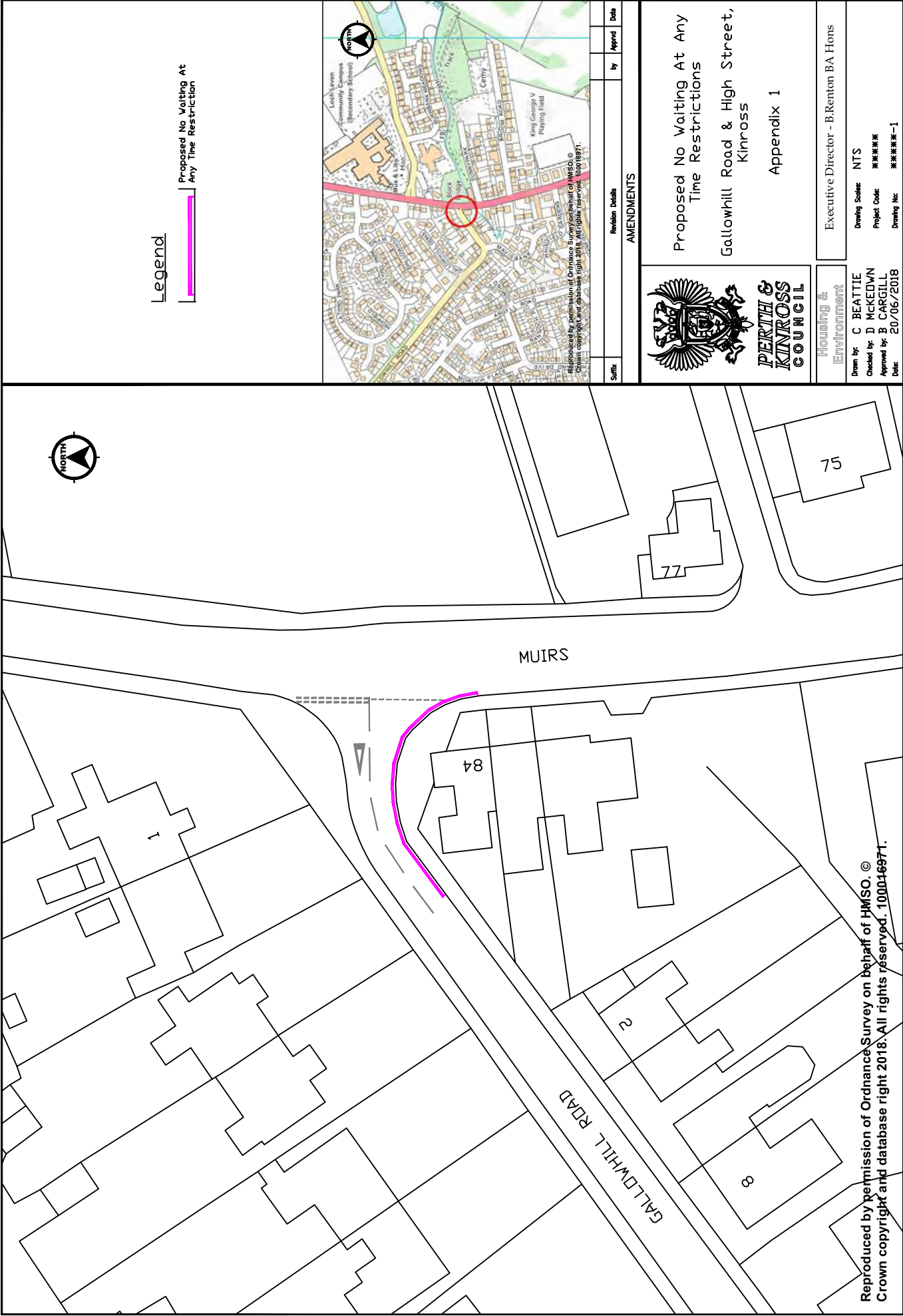
## **2. BACKGROUND PAPERS**

- 2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report;

## **3. APPENDICES**

- 3.1 The proposal is shown in Appendices 1 & 2.






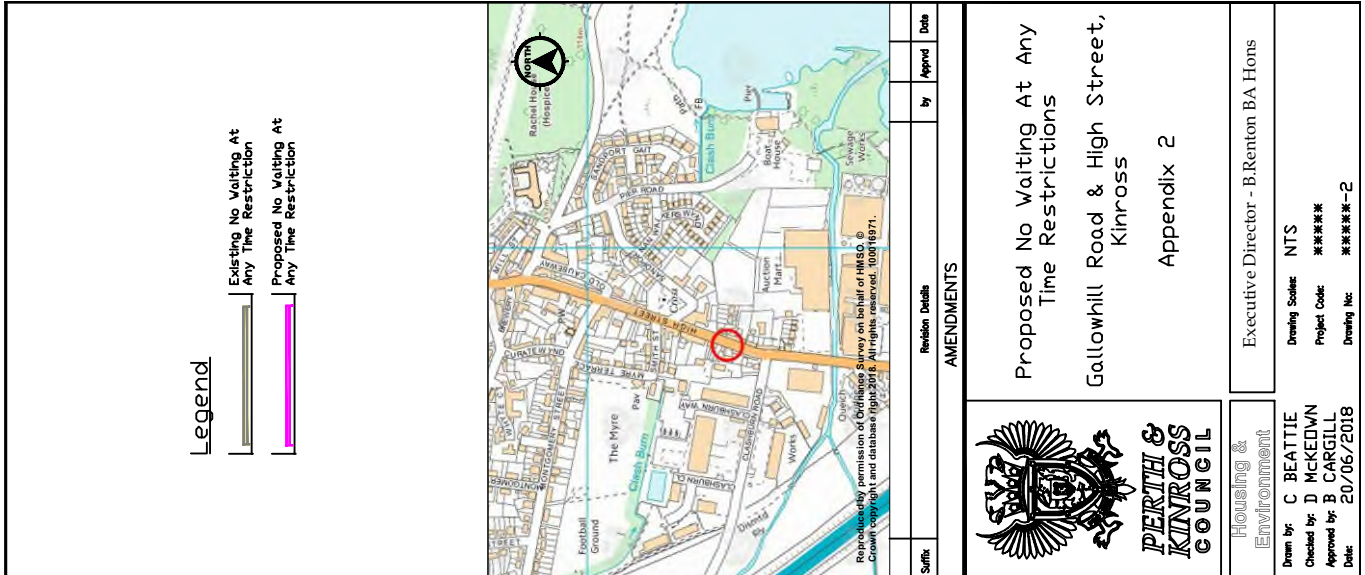
Legend

- Proposed No Waiting At
- Any Time Restriction



| Surf                                                                                                                                            | Revision Details | By | Appd | Date |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|------|------|
| AMENDMENTS                                                                                                                                      |                  |    |      |      |
|  <b>PERTH &amp; KINROSS COUNCIL</b><br>Housing & Environment |                  |    |      |      |
| Proposed No Waiting At Any Time Restrictions<br>Gallowhill Road & High Street, Kinross<br>Appendix 1                                            |                  |    |      |      |
| Executive Director - B Renton BA Hons                                                                                                           |                  |    |      |      |
| Drawn by: C BEATTIE<br>Checked by: D MCKEDOWN<br>Approved by: B CARGILL<br>Date: 20/06/2018                                                     |                  |    |      |      |
| Drawing Scale: NTS<br>Project Code: 100016971<br>Drawing No: 100016971-1                                                                        |                  |    |      |      |







**PERTH AND KINROSS COUNCIL**

**Environment and Infrastructure Committee**

**7 November 2018**

**PROPOSED VARIATION TO WAITING RESTRICTIONS, TAY STREET, PERTH  
(WARD 12)**

**Report by Depute Director (Housing and Environment) (18/375)**

This report outlines the problems experienced by residents in Tay Street, Perth with poor visibility due to parked vehicles. The report recommends a variation to the Perth Traffic Management Order to start the process of introducing additional waiting restrictions on Tay Street, Perth (Ward 12).

**1. BACKGROUND**

- 1.1 Tay Street serves as one of the main routes through Perth city centre with both commercial and residential properties. As a result, it is a busy road with a mixture of passenger vehicles, public service vehicles and commercial vehicles. There is also high demand for parking from both residents and visitors.
- 1.2 6 additional Pay and Display parking bays were installed on Tay Street north of the junction with George Inn Lane in 2016.
- 1.3 Concerns have been raised by a local elected member regarding issues with visibility at the junction of George Inn Lane with Tay Street. Due to the first Pay and Display parking bay only being 5 metres from the junction, any vehicles parking in it block the sightlines of the junction. In addition, with the curve and change in elevation of the Tay Street north of the junction, visibility for vehicles exiting George Inn Lane is compromised causing road safety concerns.
- 1.4 In order to address these concerns at this location, it is proposed to vary the Perth Traffic Management Order to remove a single Pay and Display parking bay and introduce additional No Waiting at Any Time restrictions on Tay Street.
- 1.5 Consultation was carried out with the local elected members and Police Scotland, who were in agreement with the proposal. Local consultation was undertaken to gauge opinion and the results are shown below:

## TAY STREET

| Name on file    | Comment or objection                                                     | Response                                                                              |
|-----------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                 | Local hotelier concerned that any loss of parking will harm his business | The restrictions are necessary to allow access/egress and for safety at the junction. |
|                 | One business responded supporting the proposal                           | The restrictions are to protect the access/egress and for safety reasons.             |
|                 | Fourteen other residents responded supporting the proposal               | The restrictions are to protect the access/egress and for safety reasons.             |
| Elected Members | All Supportive                                                           |                                                                                       |

## 2. PROPOSALS

- 2.1 As a result of the above request from a local elected member, it is now proposed to remove a single Pay and Display parking bay and introduce additional No Waiting at Any Time restrictions on Tay Street, Perth.
- 2.2 The proposals are shown on the plans at Appendix 1.

## 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 This report details the locations where it is proposed to remove a single Pay and Display parking bay and introduce additional No Waiting at Any Time restrictions.
- 3.2 Approval will allow a start to be made to the formal procedure to vary the Traffic Regulation Order. This procedure will involve statutory consultation, preparation of a Draft TRO and advertising in the press. This will provide an opportunity for additional comments to be made or objections to be raised. If objections are raised, these will be reported back to Committee, with appropriate recommendations.
- 3.3 It is recommended that the Committee approve the promotion of a variation to the relevant TRO to remove a single Pay and Display parking bay and introduce No Waiting at Any Time restrictions on Tay Street, as described.

**Author**

| <b>Name</b>     | <b>Designation</b>          | <b>Contact Details</b>                                                                             |
|-----------------|-----------------------------|----------------------------------------------------------------------------------------------------|
| Charles Haggart | Traffic and Network Manager | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

**Approved**

| <b>Name</b>    | <b>Designation</b>                      | <b>Date</b> |
|----------------|-----------------------------------------|-------------|
| Keith McNamara | Depute Director (Housing & Environment) |             |

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All Council Services can offer a telephone translation facility.

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes/No</b> |
|-----------------------------------------------------|---------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>    |
| Corporate Plan                                      | <b>Yes</b>    |
| <b>Resource Implications</b>                        |               |
| Financial                                           | <b>Yes</b>    |
| Workforce                                           | <b>None</b>   |
| Asset Management (land, property, IST)              | <b>None</b>   |
| <b>Assessments</b>                                  |               |
| Equality Impact Assessment                          | <b>Yes</b>    |
| Strategic Environmental Assessment                  | <b>Yes</b>    |
| Sustainability (community, economic, environmental) | <b>Yes</b>    |
| Legal and Governance                                | <b>Yes</b>    |
| Risk                                                | <b>None</b>   |
| <b>Consultation</b>                                 |               |
| Internal                                            | <b>Yes</b>    |
| External                                            | <b>Yes</b>    |
| <b>Communication</b>                                |               |
| Communications Plan                                 | <b>Yes</b>    |

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross.
- i) Giving every child the best start in life
  - ii) Developing educated, responsible and informed citizens
  - iii) Promoting a prosperous, inclusive and sustainable economy
  - iv) Supporting people to lead independent, healthy and active lives
  - v) Creating a safe and sustainable place for future generations
- 1.2 It is considered that the actions contained within this report contribute to all of the above objectives.

## Corporate Plan

- 1.3 The Council's Corporate Plan outlines the same five objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the actions contained in the report contribute to the objectives as outlined in paragraph 1.2 above. These objectives are met by implementing schemes which promote road safety.

## **2. Resource Implications**

### Capital

- 2.1 There are no capital resource implications arising directly from the recommendations in this report.

### Revenue

- 2.2 There will be costs for advertising the necessary Order in the press and providing the road markings. The indicative cost of advertising an Order is £150 and will be met from the Traffic & Road Network Revenue Account in 2018/19.
- 2.3 The estimated cost of £500 for the road markings will be funded from the Traffic & Road Network Revenue Account in 2018/19.

### Workforce

- 2.4 There are no workforce implications arising from this report.

### Asset Management (land, property, IT)

- 2.5 There are no land and property, or information technology implications arising from the contents of this report.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA.

### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.5 The proposals contained within the report are assessed to have a positive impact on sustainability, particularly with regard to encouraging road safety.

### Legal and Governance

- 3.6 The Order will be promoted in accordance with The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.

### Risk

- 3.7 There are no significant risks associated with the implementation of this project.

## **4. Consultation**

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.
- 4.2 Police Scotland and the local elected members have also been consulted and support the proposal.

## **5. Communication**

- 5.1 Approval will allow a start to be made to the formal procedure to generate a Traffic Regulation Order. This procedure will involve statutory consultation, preparation of a draft TRO and advertising in the press. This will provide an opportunity for additional comments to be made or objections to be raised. Should objections be raised, these will be reported back to Committee, with appropriate recommendations.

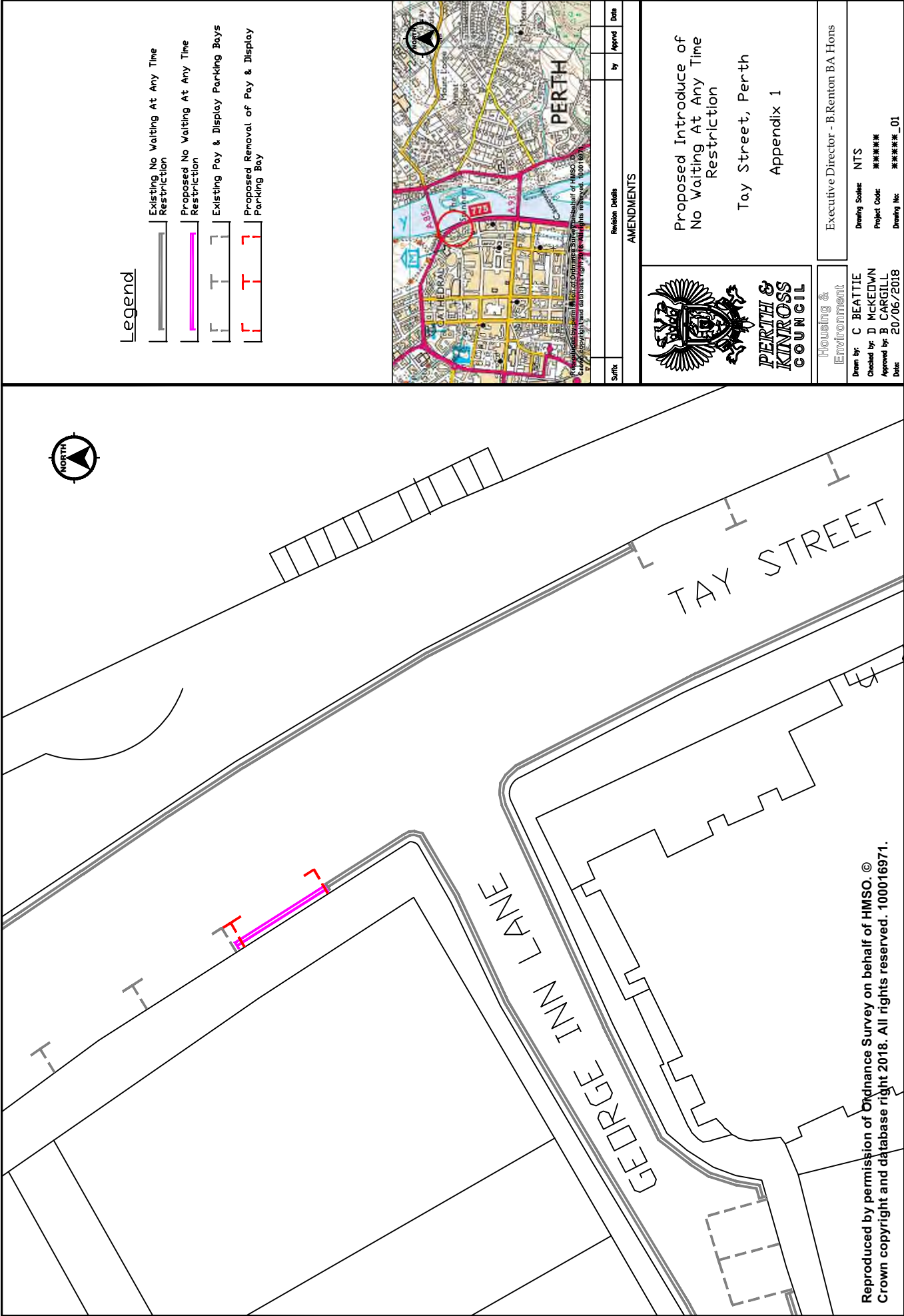
## **2. BACKGROUND PAPERS**

- 2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report;

## **3. APPENDICES**

- 3.1 The proposal is shown in Appendix 1.





| Surf       | Revision Details | By | Appr | Date |
|------------|------------------|----|------|------|
| AMENDMENTS |                  |    |      |      |

**PERTH & KINROSS COUNCIL**

Housing & Environment

Proposed Introduce of No Waiting At Any Time Restriction

Tay Street, Perth

Appendix 1

Executive Director - B Renton BA Hons

Drawn by: C BEATTIE  
Checked by: D MCKEDOWN  
Approved by: B CARGILL  
Date: 20/06/2018

Drawing Scale: NTS  
Project Code: 100016971  
Drawing No: 100016971\_01



## PERTH AND KINROSS COUNCIL

### Environment & Infrastructure Committee

7 November 2018

### Amendments to the List of Public Roads

#### Report by Depute Director (Housing & Environment)

This report recommends that the List of Public Roads be updated to take account of the amendments detailed in this report.

## 1. BACKGROUND / MAIN ISSUES

- 1.1 The Roads (Scotland) Act, 1984 requires the Council to keep a List of Public Roads, which it has a duty to manage and maintain. The Act makes provision for new or upgraded sections of road to be added to the List from time to time.
- 1.2 The majority of the roads listed on the attached schedule were constructed under Construction Consent. They have been completed in accordance with the Council's Road standards and a satisfactory twelve-month maintenance period has expired. The developer has requested that they be added to the List of Public Roads. Consequently, in accordance with Section 16 of the Roads (Scotland) Act 1984, the Council, as Roads Authority, is obliged to add such roads to its List of Public Roads.
- 1.3 Exceptions to the above are those which have been improved by the frontagers and Perth and Kinross Council as part of the Unadopted Roads Policy;
  - Birchview Place, Errol
  - Isla Road, Luncarty
  - Isla Road footpath from outside number 50 towards Planton Square including leg to rear of number 52, Luncarty
  - Planton Square, Luncarty
  - Planton Square footpath between numbers 9 and 10, Luncarty
  - Planton Square footpath by number 12, Luncarty
  - Planton Square remote footpaths between numbers 4 and 5 to rear of number 1, Luncarty
  - Poppy Court, Scone

## 2. PROPOSALS

- 2.1 It is proposed to amend the List of Public Roads as detailed in the attached schedule.

## 3. CONCLUSION AND RECOMMENDATION

- 3.1 The roads detailed in the attached schedule have been completed to the required standards and should now be added to the List of Public Roads.

- 3.2 It is recommended that the Committee approves the amendments to the List of Public Roads as detailed in Appendix 1.

**Author**

| <b>Name</b>   | <b>Designation</b> | <b>Contact Details</b>                                                                             |
|---------------|--------------------|----------------------------------------------------------------------------------------------------|
| Sarah Perfett | Technician         | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

**Approved**

| <b>Name</b>    | <b>Designation</b>                            | <b>Date</b>       |
|----------------|-----------------------------------------------|-------------------|
| Keith McNamara | Depute Director<br>(Housing &<br>Environment) | 17 September 2018 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>None</b>       |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>Yes</b>        |
| Workforce                                           | <b>None</b>       |
| Asset Management (land, property, IST)              | <b>Yes</b>        |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>Yes</b>        |
| Strategic Environmental Assessment                  | <b>Yes</b>        |
| Sustainability (community, economic, environmental) | <b>None</b>       |
| Legal and Governance                                | <b>None</b>       |
| Risk                                                | <b>None</b>       |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>Yes</b>        |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>None</b>       |

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

- 1.2 This report relates to (iv) and (v) above.

### 2. Resource Implications

#### Financial

- 2.1 There are no capital resource implications arising directly from the recommendations in this report.

- 2.2 The revenue commitments arising from the routine maintenance of the new roads are detailed in the schedule. The amount of £28,488 for routine and cyclic Maintenance, and additional expenditure on street cleaning, will require to be prioritised within the existing Environment Service Revenue Budget in future years.

### **3. Assessments**

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as **not relevant** for the purposes of EqIA

#### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 This section should reflect that the proposals have been considered under the Act and no further action is required as it does not qualify as a Plan, Programme or Strategy (PPS) as defined by the Act and is therefore exempt.

### **4. Consultation**

#### Internal

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.

#### External

- 4.2 The owners of properties adjacent to Council or resident constructed roads were consulted on the proposals, and a notice was placed in the local newspaper. No objections were received.

## **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing the above report.

### **3. APPENDICES**

#### **3.1 Appendix 1 - Schedule for Additions to the List of Public Roads.**

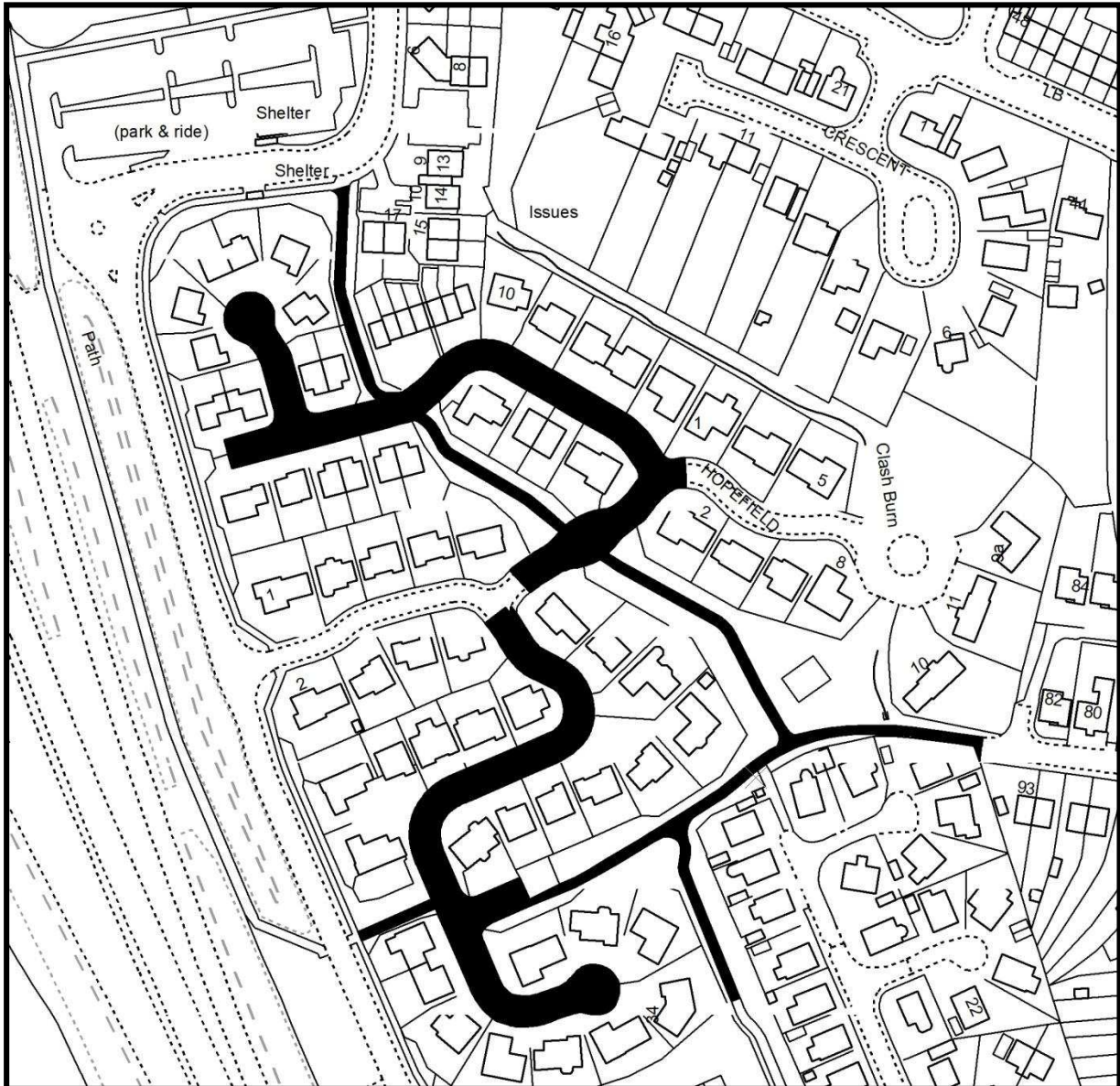


## Schedule for Additions to the List of Public Roads

| Town     | Street Name                                                                       | Construction Consent No. | Developer     | Length | Ward | Street Lighting Columns | Remarks                            | Financial Implications |                 |
|----------|-----------------------------------------------------------------------------------|--------------------------|---------------|--------|------|-------------------------|------------------------------------|------------------------|-----------------|
|          |                                                                                   |                          |               |        |      |                         |                                    | Roads                  | Street Lighting |
| Kinross  | Devonvale Place                                                                   | CC/PK/06/32              | G S Brown     | 198m   | 8    | 9                       |                                    | £4,445                 | £585            |
| Kinross  | Devonvale Place footpath by number 9 to Hopefield Place                           | CC/PK/06/32              | G S Brown     | 62m    | 8    | 2                       | Remote footpath                    | £232                   | £130            |
| Kinross  | Hopefield Place                                                                   | CC/PK/06/32              | G S Brown     | 63m    | 8    | 2                       |                                    | £1,414                 | £130            |
| Kinross  | Hopefield Place southeastwards via play park to Levenbridge Place and Bowton Road | CC/PK/06/19              | G S Brown     | 296m   | 8    | 11                      | Remote footpath                    | £1,107                 | £715            |
| Kinross  | Junction Road footpath southwards to Devonvale Place between numbers 20 and 22    | CC/PK/06/32              | G S Brown     | 68m    | 8    | 2                       | Remote footpath                    | £254                   | £130            |
| Kinross  | Levenbridge Place                                                                 | CC/PK/06/19              | G S Brown     | 223m   | 8    | 10                      |                                    | £5,006                 | £650            |
| Kinross  | Levenbridge Place footpath by number 22 to Junction Road                          | CC/PK/06/19              | G S Brown     | 25m    | 8    | 1                       | Remote footpath                    | £94                    | £65             |
| Murthly  | Kinclaven Road                                                                    | CC/PK/07/02              | B & B Joiners | N/A    | 5    | 0                       | Additional Footway on adopted road | £30                    | £0              |
| Murthly  | The Avenue                                                                        | CC/PK/07/02              | B & B Joiners | 269m   | 5    | 9                       |                                    | £6,039                 | £585            |
| Murthly  | The Avenue southwards to Kinclaven Road by Kinclaven Lodge                        | CC/PK/07/02              | B & B Joiners | 53m    | 5    | 0                       | Remote footpath                    | £198                   | £0              |
| Errol    | Birchview Place                                                                   | N/A                      | Frontagers    | 125m   | 1    | 4                       |                                    | £2,806                 | £260            |
| Luncarty | Isla Road                                                                         | N/A                      | Frontagers    | 21m    | 5    | 0                       | Remote footpath                    | £79                    | £0              |

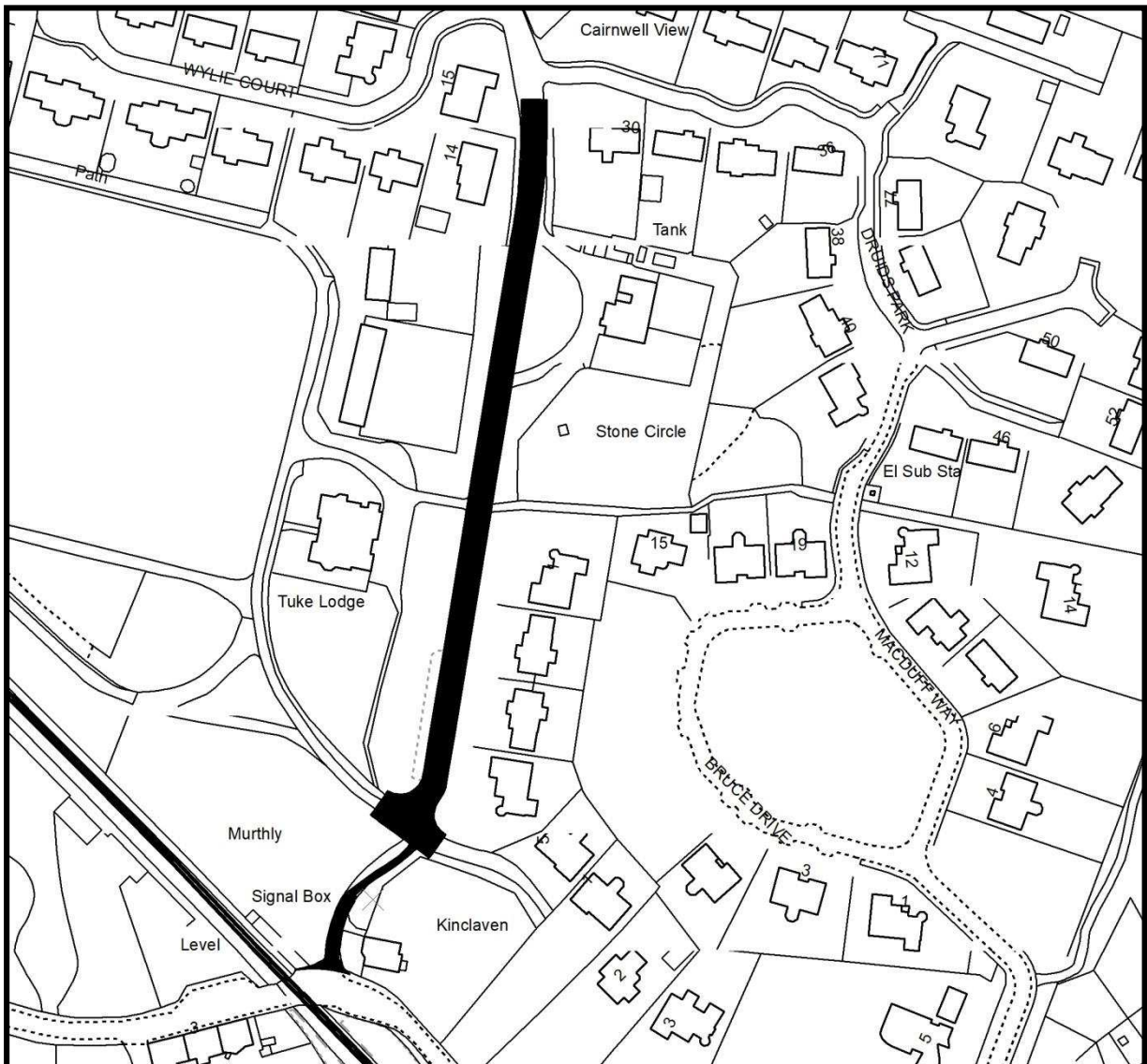
|               |                                                                                                     |     |            |              |   |           |                 |                |               |
|---------------|-----------------------------------------------------------------------------------------------------|-----|------------|--------------|---|-----------|-----------------|----------------|---------------|
| Luncarty      | Isla Road footpath from outside number 50 towards Planton Square including leg to rear of number 52 | N/A | Frontagers | 63m          | 5 | 1         | Remote footpath | £236           | £65           |
| Luncarty      | Planton Square                                                                                      | N/A | Frontagers | 30m          | 5 | 1         |                 | £674           | £65           |
| Luncarty      | Planton Square footpath between numbers 9 and 10                                                    | N/A | Frontagers | 9m           | 5 | 0         | Remote footpath | £34            | £0            |
| Luncarty      | Planton Square footpath by number 12                                                                | N/A | Frontagers | 5m           | 5 | 0         | Remote footpath | £19            | £0            |
| Luncarty      | Planton Square remote footpaths between numbers 4 and 5 to rear of number 1                         | N/A | Frontagers | 74m          | 5 | 2         | Remote footpath | £277           | £130          |
| Scone         | Poppy Court                                                                                         | N/A | Frontagers | 79m          | 2 | 4         |                 | £1,774         | £260          |
| <b>TOTALS</b> |                                                                                                     |     |            | <b>1663m</b> |   | <b>58</b> |                 | <b>£24,718</b> | <b>£3,770</b> |

Devonvale Place, Hopefield Place, Levenbridge Place,  
Kinross



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Kinclaven Road, The Avenue,  
Murthly



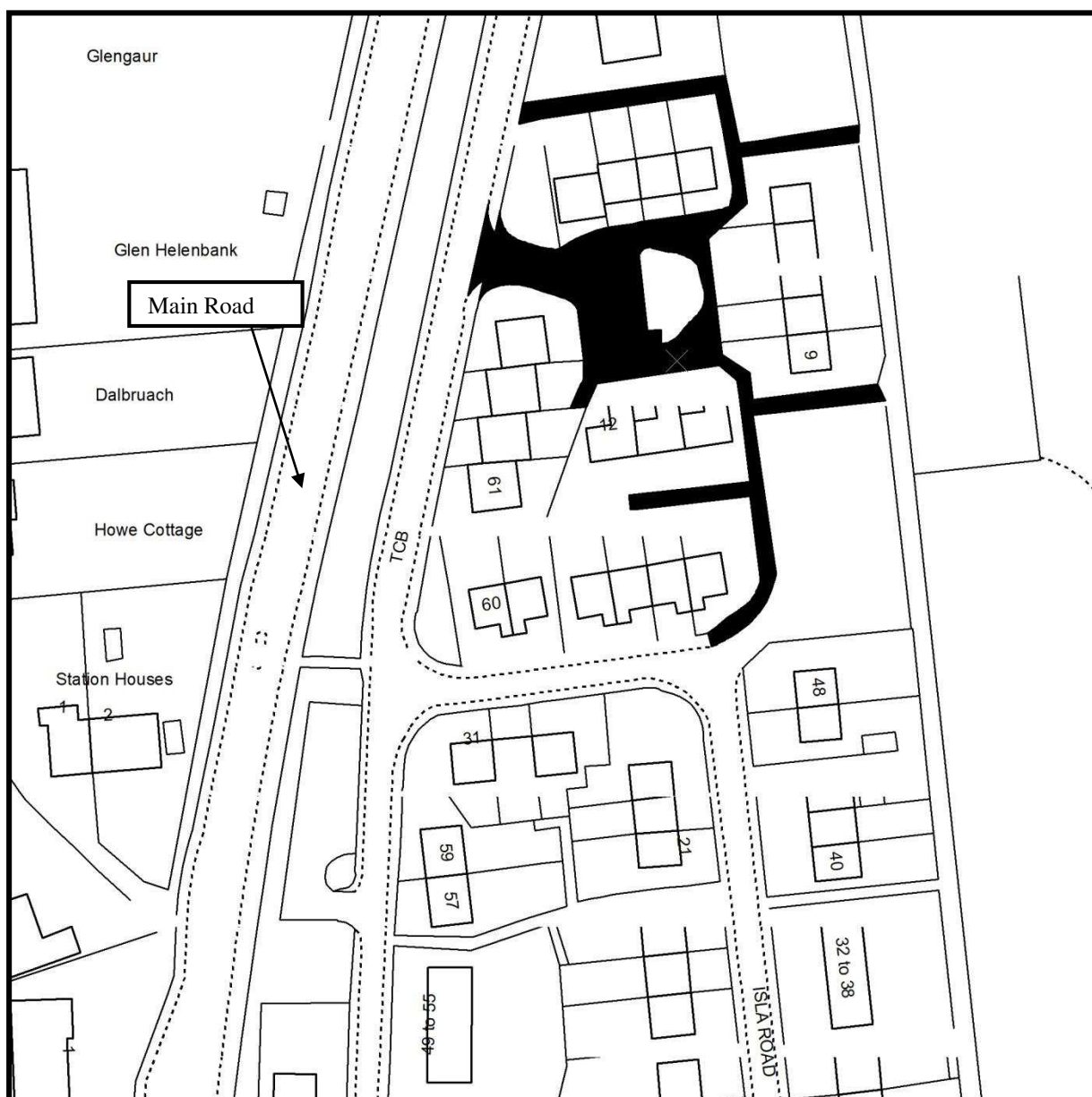
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Birchview Place,  
Errol



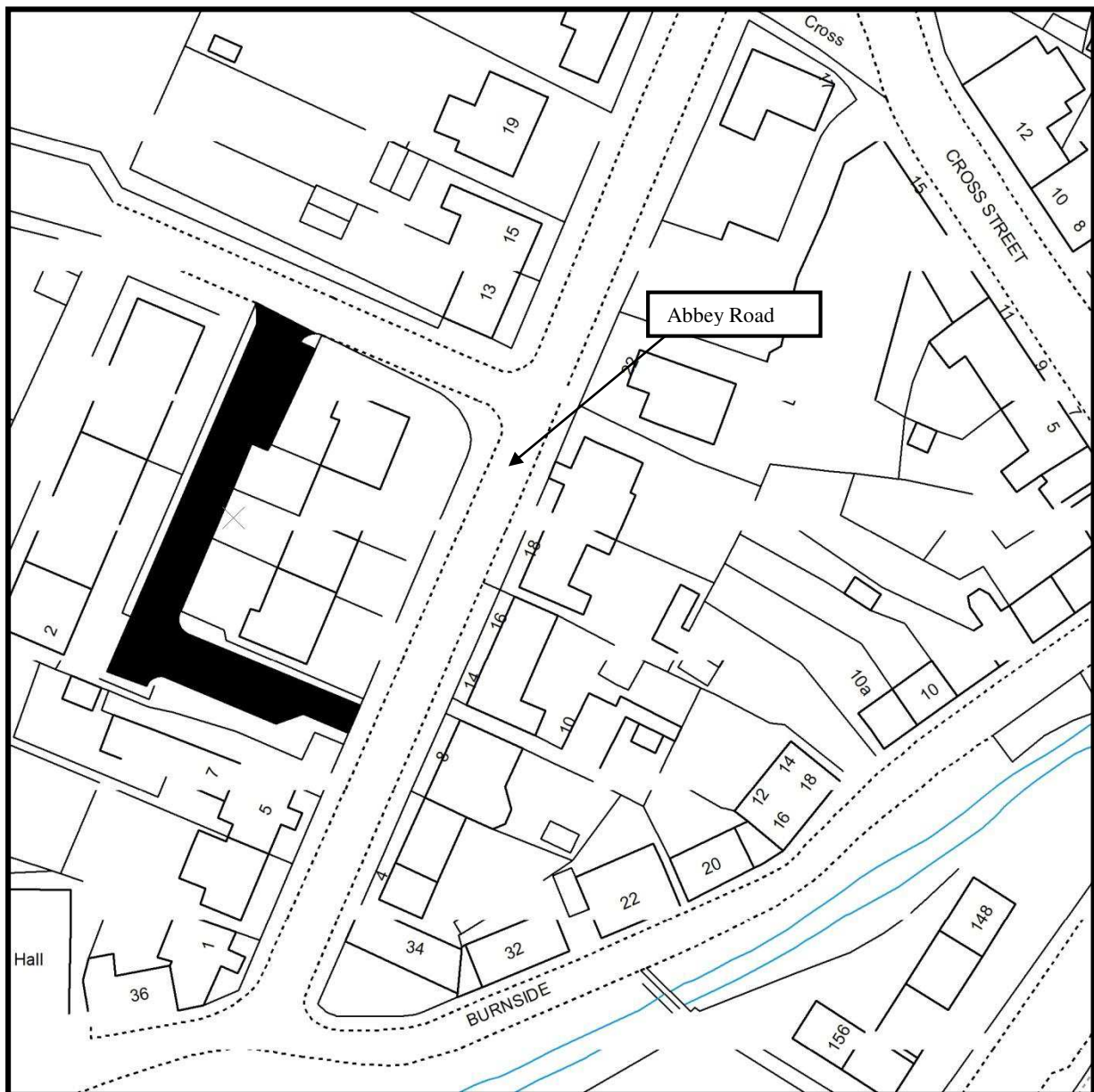
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Isla Road, Planton Square,  
Luncarty



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Poppy Court,  
Scone



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