

**Argyll and Bute Council**  
**Comhairle Earra Ghaidheal agus Bhoid**

**Customer Services**  
**Executive Director: Douglas Hendry**



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28 September 2010

## **NOTICE OF MEETING**

A meeting of the **BUTE AND COWAL AREA COMMITTEE** will be held in the **QUEEN'S HALL, DUNOON** on **TUESDAY, 5 OCTOBER 2010** at **10:00 AM**, which you are requested to attend.

Douglas Hendry  
Executive Director - Customer Services

## **BUSINESS**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINTUES**
  - (a) Minute of Meeting of 3rd August 2010 (Pages 1 - 8)
- 4. CUSTOMER SERVICES**
  - (a) Verbal Report on Dunoon - Gourock Ferry Service
- 5. STRATHCLYDE POLICE**
  - (a) Update on Abandoned Trailers at Port Bannatyne
- 6. PUBLIC AND COUNCILLOR QUESTION TIME**
- 7. COMMUNITY SERVICES**
  - (a) Third Sector Grants (Pages 9 - 10)
- 8. DEVELOPMENT AND INFRASTRUCTURE SERVICES**
  - (a) Royal Crescent Lane (Pages 11 - 14)

- (b) Winter Service Policy 2010-2011 (Pages 15 - 32)
- (c) Milton Burn Flood Prevention Scheme (Pages 33 - 34)
- (d) Rothesay Christmas Lights (Pages 35 - 38)

## **9. EXEMPT ITEMS**

- E1** (a) Midge Lane, Kilmun, Forestry Commission - Servitude for new access road (Pages 39 - 46)

The Committee will be asked to pass a resolution in terms of Section 50(a)94) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an “E” on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part 1 of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

- E1 - Paragraph 9** Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

## **WAL AREA COMMITTEE**

Councillor Robert Macintyre  
Councillor Alister McAlister  
Councillor James McQueen  
Councillor Ron Simon  
Councillor Dick Walsh

Councillor Bruce Marshall (Chair)  
Councillor Alex McNaughton  
Councillor Len Scoullar (Vice-Chair)  
Councillor Isobel Strong

Contact: Shirley MacLeod, Area Manager, Customer Services

**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held in the EAGLESHAM HOUSE, MOUNTPLEASANT ROAD, ROTHESAY on TUESDAY, 3 AUGUST 2010**

**Present:** Councillor B Marshall (Chair)

Councillor A MacAlister	Councillor L Scoullar
Councillor R Macintyre	Councillor R Simon
Councillor A McNaughton	Councillor I Strong
Councillor J McQueen	Councillor J R Walsh

**Attending:** Shirley MacLeod, Area Manager, Customer Services  
 Sandy Mactaggart, Executive Director, Development and Infrastructure Services  
 Martin Gorringe, Marine and Airports Manager  
 Arthur McCulloch, Principal Engineer  
 Lorna Pearce, THI Project Officer  
 Mike Johnstone, Best Value Officer  
 Chris Goan, Area Manager, Mental Health  
 Caroline Sheen, Estates Surveyor  
 Allan Macdonald, Area Streetscene Manager  
 John Duncan, Area Children's Manager  
 Liz Marion, Senior Community Learning & Development Worker  
 Jim Anderson, Performance Manger  
 Robert Smith

Inspector Anderson, Strathclyde Police  
 Inspector O'Neill, Strathclyde Police

**1. APOLOGIES**

None

**2. DECLARATIONS OF INTEREST**

Councillor Marshall declared a non financial interest in item 6 (a) by reason of being a members of the Burgh Hall Committee and took no part in the decision of that item.

Councillor MacAlister declared a non financial interest in item 6 (a) and 11 (b) by reason of being a member of the Burgh Hall Committee and of the Dunoon Combined Services Trust and took no part in the decision of those items.

Councillor McQueen declared a non financial interest in item 11 (b) by reason of being a members of the Dunoon Combined Services Trust and took no part in the decision of that item.

**3. MINUTES**

**(a) MINUTES OF MEETING OF 1ST JUNE 2010**

The Minutes of the Area Committee of the 3<sup>rd</sup> August 2010 were approved as a correct record.

**4. PRESENTATION TO ROBERT SMITH**

Members heard from the Performance Manager on the number of years service Robert Smith has given to the Burgh Council, District Council and Argyll and Bute Council.

The Committee presented Robert Smith with a Quaich and wished him all the best in his retirement.

**5. CUSTOMER SERVICES**

**(a) VERBAL REPORT ON DUNOON - GOUROCK FERRY SERVICE**

The Committee heard a verbal update from the Area Manager, Customer Services on the Gourock/Dunoon Ferry Service. She advised that the Tender Documents have still not been published but should be imminently.

Decision

The Committee noted the detail provided on this matter.

**(b) DUNOON AND DISTRICT ALLOTMENT ASSOCIATION**

Members heard an update from the Area Manager, Customer Services on the Dunoon and District Allotment Association.

Decision

Members noted the work undertaken to date by the Area Manager and agreed the Council would continue to help facilitate the development of allotments when the Association can identify a suitable area of ground.

(Reference: Report by the Area Manager, Customer Services dated 7<sup>th</sup> July 2010 – submitted)

**6. COMMUNITY SERVICES**

**(a) GRANTS TO THIRD SECTOR 2010/11**

Councillor A MacAlister and Councillor B Marshall, having declared a non financial interest in this item, left the meeting and took no part in the discussion of the Dunoon Burgh Hall Project.

The Committee considered Third Sector and Events and Festivals Grants as follows:

<b>Third Sector Grants</b>	<b>Project Costs</b>	<b>Grant Awarded</b>
P.A.C.C.T	£5,714	£2,000
Bute Advice Centre	£77,652	£4,000
Sandbank Senior Citizens Club	£4,930	£762
Dunoon and Cowal Elderly Forum	£2,359	£450
Cowal Dog Training Club	£1,360	£0

<b>Events and Festivals Grants</b>	<b>Project Costs</b>	<b>Grant Awarded</b>
Dunoon Burgh Hall Project	£6,500	£3,250

(Reference: report by the Community Development Manager – submitted)

## **7. DEVELOPMENT AND INFRASTRUCTURE SERVICES**

### **(a) BUTE & COWAL HEADSTONES**

Members heard from the Executive Director, Development and Infrastructure Services, on the current developments regarding the safety of headstones in Argyll & Bute Cemeteries.

#### Decision

The Committee:-

1. Agreed with the recommendations contained in the report by the Executive Director.
2. Agreed that Members would be kept informed on the programme and progress of the survey at the Area Business Days.

(Reference: Report by the Executive Director, Development and Infrastructure Services dated 21<sup>st</sup> July 201 – submitted)

### **(b) MILTON BURN FLOOD PREVENTION SCHEME**

Members heard from the Principal Engineer on the status of the Milton Burn Flood Prevention scheme.

#### Decision

The Committee:-

1. Noted the contents of the report by the Principal Engineer.
2. Noted that the future timeline of the Project is entirely dependant on the agreement regarding access being reached with Morrisons Supermarket.

(Reference: Report by the Principal Engineer dated 23<sup>rd</sup> July 2010 – submitted)

(c) **ROTHESAY CHRISTMAS LIGHTS**

Members heard from the Executive Director, Development and Infrastructure Services on the new festive lighting for Rothesay Town Centre.

Decision

The Committee:-

1. Agreed with the recommendations contained in the report by the Executive Director.
2. Agreed an on site meeting would be arranged with the three local Members and Officers as soon as possible to progress this matter.

(Reference: Report by the Executive Director, Development and Infrastructure Services dated 21<sup>st</sup> August 2010 – submitted)

(d) **CONSERVATION AREA APPRAISAL AND CONSERVATION AREA MANAGEMENT PLAN FOR ROTHESAY TOWN CENTRE**

Members heard from the THI Project Officer on the Conservation Area Appraisal and Management Plan for Rothesay Town Centre Conservation Area.

Decision

The Committee approved the Rothesay Town Centre Conservation Area Appraisal and Management Plan.

(Reference: Report by the THI Project Officer – submitted)

(e) **WINTER MAINTENANCE POLICY AND OPERATIONAL PLAN 2010 - 2011**

Members heard from the Executive Director, Development and Infrastructure Services on the progress towards provision of a revised Policy and Operations Plan for Winter Maintenance Operations 2010-11.

Decision

The Committee noted the revised schedule for presentation of documents and the amended scope, in light of the current economic conditions and present Service Review process, for Financial year 2011-2012.

(Reference: Report by the Executive Director, Development and Infrastructure Services dated 8<sup>th</sup> July 2010 – submitted)

**8. CHIEF EXECUTIVE'S UNIT**

**(a) AREA SCORECARD**

Members heard from the Best Value Officer on the Area Scorecard and the Key Performance Indicators.

Decision

The Committee:-

1. Agreed to have more critical scrutiny of targets.
2. Agreed to have better quarterly measures on Roads Maintenance.
3. Agreed the trend for Car Parking Income be put on the agenda for the Area Business Meeting.

**9. STRATHCLYDE POLICE**

**(a) ABANDONED TRAILERS AT PORT BANNATYNE**

Members heard from Inspector Anderson on the abandoned trailers at Port Bannatyne.

Decision

The Committee:-

1. Agreed to seek clarification from Legal Services on the enforcement of the legislation.
2. Agreed to put a Notice on the trailers concerned.
3. Agreed to start the process of a Traffic Order to prevent this happening in the future.

**10. PUBLIC AND COUNCILLOR QUESTION TIME**

The Committee were asked for clarification on the Headstone paper by Aileen McNicol, Dunoon Observer; she received advice from the Area Streetscene Manager.

Councillor Marshall expressed his concern over the number of fatalities on Argyll & Bute roads and he received informative advice on how Strathclyde Police are dealing with the issue from Inspector O'Neill.

Councillor Marshall asked about the roadside grass cutting schedule for this year and received advice from the Area Streetscene Manager.

## 11. EXEMPT ITEMS

The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the public for the following items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 6 and 9 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

### (a) SALE OF LAND AT TIGHNABRUAIGH

Members heard from the Estates Surveyor on the sale of a strip of ground at Tighnabruiaich to the Kilfinan Community Forest Company.

#### Decision

The Committee:-

1. Agreed to the recommendations contained in the report by the Executive Director of Customer Services.
2. Agreed to recommend to the Executive Committee to approve recommendation 2.2 in the report by the Executive Director of Customer Services.

(Reference: Report by the Executive Director of Customer Services dated 7<sup>th</sup> July 2010 – submitted)

### (b) PROPOSED LEASE ASSIGNATION, 32 UNION STREET, DUNOON

Councillor A MacAlister and Councillor J McQueen, having declared a non financial interest in this item, left the meeting and took no part in the discussion.

Members heard from the Estates Surveyor on the proposed lease assignation of 32 Union Street, Dunoon to the Argyll and Sutherland Highlanders Regimental Association.

#### Decision

The Committee:-

1. Agreed to the recommendations contained in the report by the Executive Director of Customer Services.
2. Agreed to recommend to the Executive Committee to approve the recommendation contained in the report by the Executive Director of Customer Services.

(Reference: Report by the Executive Director of Customer Services dated 7<sup>th</sup> July 2010 – submitted)



(c) **BUTE AND COWAL HARBOUR BOARD**

Councillor B Marshall submitted his apologies and left the meeting at this stage, Councillor L Scoullar took on the role of Chair.

Members heard from the Executive Director, Development and Infrastructure Services and the Marine and Airports Manager on the responsibilities of the Harbour Board.

Decision

The Committee:-

1. Agreed recommendation 2.1: Councillors Manintyre and Strong recorded their absolute dissent with recommendation 2.1 in terms of the detail / lack of sound evidence in terms of the manner in which the Risk Assessment process has been carried out.
2. The Committee unanimously agreed point 2.2 and 2.3 in the report by the Executive Director of Development and Infrastructure Services.

(Reference: Report by the Executive Director of Development and Infrastructure Services dated 23<sup>rd</sup> July 2010 – submitted)

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**ARGYLL AND BUTE COUNCIL  
BUTE AND COWAL AREA COMMITTEE**

**5 October 2010**

***GRANTS TO THIRD SECTOR 2010/11***

**1. SUMMARY**

- 1.1 This report details the recommendations for the award of Third Sector Grants to Bute and Cowal organisations in the third round of applications.
- 1.2 The total Third Sector Grant budget made available by the Council for allocation in Bute and Cowal is £47,000, including £15,000 ring-fenced for Events and Festivals
- 1.3 The total allocated to date is £44,082 including £14,850 for Events and Festivals.

**2. RECOMMENDATION**

It is recommended that the organisation listed below is awarded funding of £2,000 from grants to the Third Sector conditional on further funding being accessed from other funding organisations.

**Third Sector Grants**

	<u>Organisation</u>	<u>Grant Awarded 2009/10</u>	<u>Amount Requested 2010/11</u>	<u>Total Running Costs</u>	<u>Recommendation</u>
2.1	Lochgoilhead Public Hall	£0	£2,000	£36,240	£2,000
<b>Total Recommended</b>					<b>£2,000</b>
<b>Budget Brought Forward</b>					<b>£2,918</b>
<b>Balance for Third Sector</b>					<b>£918</b>

**3. DETAIL**

**Third Sector Grants**

	<u>Organisation</u>	<u>Rationale for grant allocation</u>
3.1	Lochgoilhead Public Hall	The grant is a contribution towards the cost of installation of a new Multi-use Games area to replace the old games area which is showing signs of severe wear and tear. The group has successfully run the facility for a number of years and is well able to take this project forward. The group has applied for funding from a number of funding organisations.

**4. CONCLUSION**

- 4.1 Recommendations are in line with the financial assessment to ensure that resources available from this grant budget are disbursed in a manner that will deliver optimum support to Third Sector organisations in Bute and Cowal.

## 5. IMPLICATIONS

*Policy: None*

*Finance: The report sets out the allocation from the Bute and Cowal budget for the promotion of Third Sector Grants.*

*Personnel: None*

*Legal: None*

*Equal Opportunities: The grant allocation is consistent with the Equal Opportunities policy of Argyll and Bute Council.*

Margaret Fyfe  
Community Development Manager

For further information please contact:

*Liz Marion, Community Development Officer Tel 01369 704669*  
*Chris Goan, Area Manager, Mental Health Tel 01369 707300*

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**ARGYLL & BUTE COUNCIL****Bute and Cowal****DEVELOPMENT AND  
INFRASTRUCTURE SERVICES****Area Committee  
Tue 5<sup>th</sup> October 2010**

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**ROYAL CRESCENT LANE – DUNOON.**

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**1. PURPOSE**

To advise members of the risks to future Council commitments, if the proposal to adopt sections of private rear access lanes of a lesser standard of design and construction than is usually required, is pursued. To seek Members approval to conclude matters with residents as quickly as practicable.

**2. RECOMMENDATIONS**

- 2.1 That Members take note of the advice of Officers on the potential for additional unsustainable costs in maintaining lesser quality roads and the pressures this will place on potentially reduced future maintenance resources.
- 2.2 That Members agree that Officers should proceed with negotiations with residents of Royal Crescent, on the basis of advising on the best possible improvements achievable for the sum of £47,000.
- 2.3 That Members further agree, not to pursue formal adoption, as this would set a precedent by adopting a lane which does not function as a public road and commit the Council to excessive future costs, both here and throughout Argyll and Bute.

**3. DETAILS**

- 3.1 Members are referred to the previous papers on this issue of 16<sup>th</sup> February 2010 and 6<sup>th</sup> April 2010, previous correspondence with residents in 2007 from Mr Alan Lothian (Area Manager) and Mr Graham Brown (Operations Manager) and further recent letters through Network and Environment management representatives, Alan Kerr , Neil Brown and Paul Farrell and Sept 2010 business day discussion.
- 3.2 The options proffered in the 16<sup>th</sup> Feb report are summarised thus:-
  1. Surfacing, Drainage, Footway build-outs and Street lighting ~ £120,000
  2. Surfacing, V shaped Drainage , Footway build-outs ~£47,000
  3. Re-grading and 50mm Surfacing only ~ £12,000Only option 1 would be of sufficient standard to allow adoption on completion. In the report option 3 was recommended as the least expensive manner of producing an acceptable running surface to assist access.
- 3.3 Members will be aware of the present maintenance backlog on the public road network in Argyll and Bute. This is to a great extent exacerbated by the poor quality of traditional sub-surface “construction” in that in most cases surfaced roads were

developed from tracks and lightly metalled unbound roads. Only recent developments and isolated maintenance have involved full depth construction.

- 3.4 This lack of full depth construction manifests itself in the frequent and recurring deterioration of the running surface of the network, due to water ingress, flexing of the carriageway and subsequent acceleration of damage due to freeze / thaw. This results in the allocation of resources to a higher proportion of reactive repairs. Therefore, increasing the proportion of the network of less than fully acceptable constructed depth and adequate drainage, will increase pressure on limited resources.
- 3.5 For this reason all new developments cannot be adopted unless they reach minimum acceptable standards in the Council's Roads Development Guide. Similarly, as Revenue and Capital funds allow, network improvements are designed to increase the ability to resist ever increasing traffic loads. Adoption of existing roads can be to a lower standard, if fit for purpose. The proposed option1 treatment for Royal Crescent is to a lower standard than a "new build" but is considered by experienced Officers to be the minimum acceptable specification achievable, which would avoid added risk to the Council.
- 3.6 The proposal to adopt sections of the network "at a lesser standard and maintain at that lesser standard" is unworkable. All this will do, is allow faults to re-appear more quickly and expose the Council to liability. Specific to this site, whatever proposal is accepted, the residents of Royal Crescent will be presented with a fully sealed surface on completion. However the deterioration of this surface will be directly related to not only its use by traffic but its suitability to prevent water ingress. The "V- Shaped" drainage proposal will actually focus water on the surface, due to the inability to get the water away into any subsurface drainage system, there for accelerating deterioration.
- 3.7 Officers are able to advise residents of the best job possible for the reported sum of £47,000 available. However as this will be below the standard for adoption, further advice will be given on the likely on-going annual costs of maintaining the finished surface to maintain access, as this will remain their responsibility. The cheaper £12,000 option, minimum work to seal the surface, is also still available and would allow residents to retain funds for future years' maintenance costs.

#### 4. IMPLICATIONS

- 4.1 Policy It is contrary to Council policy to adopt roads which have sub-standard construction. Approved design standards are applied to all new developments.
- 4.2 Financial Accepting responsibility for roads of sub-standard construction, will expose the Council to the risk of excessive and disproportionate maintenance costs
- 4.3 Personnel none
- 4.4 Equalities Impact Assessment none

4.5      Legal                      Public Liability risks increase pro rata to the network length and condition.

For further information, please contact Callum Robertson, Roads Asset Manager

Sandy MacTaggart  
Executive Director  
Date 14<sup>th</sup> September 2010

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**ARGYLL & BUTE COUNCIL****Bute and Cowal****DEVELOPMENT AND  
INFRASTRUCTURE SERVICES****Area Committee****Tue 5<sup>th</sup> October 2010**

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**WINTER SERVICE POLICY 2010-2011**

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**1. PURPOSE**

To approve the Winter Service Policy document, for 2010-11.

**2. RECOMMENDATIONS**

That the Area Committee consider the revised Policy prior to submission to the Executive, and then full Council, for approval to allow Operational Plans to be finalised towards the mobilisation of resources by 1st November 2010

**3. DETAILS**

- 3.1 Members are reminded of the Area presentations given in June and the Business Day papers of September 2010. The policy document attached **APPENDIX 1** maintains the level of pre-treatment service delivered in 2009-10.
- 3.2 The main changes to the Policy Document are to the resilience of the service with respect to the preservation and most efficient use of Salt supplies. These measures comply with the guidance issued by the United Kingdom Roads Liaison Group UKRLG, in the aftermath of the severe winters of 2008-09 and 2009-10
- 3.3 The current Revenue budget allocation of £1.145M is sufficient to cater for an average level of winter activity, equating to the equivalent of 58 full turn-outs of the 31 vehicle pre-treatment fleet. Treatment of individual routes will vary with forecast or conditions but this equates to approximately 50 separate days activity throughout the winter period 1<sup>st</sup> Nov – 15<sup>th</sup> April including ~5 days snow clearance.
- 3.4 The Revenue budget allocation for this service includes a direct saving of £100k from the previous year, produced by reducing the winter capable fleet by 4 x 18t GVM vehicles. Whilst this preserves the ability to pre-treat 1205km, or 52%, of the public road network as before, the ability to mobilise additional direct resources, in response to persisting or recurring hazardous conditions, is reduced.
- 3.5 The Policy document and associated operational plans and route descriptions will be updated on the Winter Service page of the Council website at :-  
<http://www.argyll-bute.gov.uk/content/roadsandtransport/roadsandpavements>  
The current pre-treatment route map and description documents are available at present and WRC4 secondary carriageway and reactive Footway route maps will be added to further inform the public of the operational capabilities of this service.

**4. IMPLICATIONS**

- |     |                                    |   |
|-----|------------------------------------|---|
| 4.1 | Policy                             | Maintains previous season's level of pre-treatment service and route treatment lengths. The reactive treatment of footways in persisting hazards is also maintained at the previous level of service. |
| 4.2 | Financial                          | Operational Revenue budget 2010-2011 = £1.145 M<br>This includes a saving of £100k from 2009-10   |
| 4.3 | Personnel                          | Standby and Management arrangements unchanged.  |
| 4.4 | Equalities<br>Impact<br>Assessment | None  |
| 4.5 | Legal                              | None  |

For further information, please contact Callum Robertson, Roads Asset Manager

Sandy MacTaggart  
Executive Director  
Date 14<sup>th</sup> September 2010



DEVELOPMENT AND  
INFRASTRUCTURE  
SERVICES



## Winter Service Policy 2010/11

Executive Director  
Development and Infrastructure Services  
Sandy MacTaggart

Argyll & Bute Council  
Manse Brae  
LOCHGILPHEAD  
Argyll  
PA31 8RD

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## 1. INTRODUCTION

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

1.2 It is the aim of Argyll & Bute Council to provide a service with respect to the above that will :-

- a) Ensure the provision of a standard of treatment appropriate to the prevailing weather conditions.
- b) Establish patterns of working which will, produce the greatest benefit from the deployed resources, with the view to reducing the level of risk and the extent of any delays to the public, caused by adverse weather conditions.
- c) At all times comply with the requirements of the Health & Safety at Work Act 1974.

## 2. OUTLINE PRINCIPLES

The Council, through the Executive Director of Development and Infrastructure Services, will :-

- a) Set policy and strategy and monitor the winter maintenance service.
- b) Arrange weather forecasts to assist the Winter Management team to determine the daily winter maintenance treatment strategy.
- c) Provide specialist winter maintenance plant. e.g snow plough attachments, bulk gritters, demountable gritters, towed gritters and loading shovels.
- d) Provide salt, grit, grit bins, snow gates and signing.
- e) Provide organise and manage a trained labour force.
- f) Provide non specialist plant e.g. lorries for demountable gritters, pickups, non-specialist loading equipment, hand tools, tarpaulins and the like.

### **3. MANAGEMENT ARRANGEMENTS**

- 3.1 The Executive Director of Development and Infrastructure Services is responsible for implementing the Council's Winter Service Policy.
- 3.2 The Head of Roads and Amenity Services has overall responsibility for ensuring that the Council's winter maintenance activities are carried out in line with the Council's Winter Service Policy.
- 3.3 The Operations Manager is responsible for the day to day operation of the Council's winter service policy. He is responsible to the Head of Roads and Amenity Services for the appointment of a Weather Service Provider (forecaster), collection of winter management and weather data, maintaining salt stocks, winter plant and communications, training of staff, preparation of rotas for on-call Managers and Area Supervisors.
- 3.4 The Operations Manager shall appoint appropriate staff as Winter Managers. The Winter Manager on duty is responsible for consulting with the Duty Manager and approving the draft winter plan of action together with any subsequent updates to that plan produced by the on-call Duty Manager.
- 3.5 Duty Managers are responsible for analysing forecast data, liaising with the forecast provider and producing the daily winter maintenance action plan and gaining approval from the Winter Manager. They will ensure that the daily winter maintenance action plan is submitted to local areas for action by 15:00 hrs each day. They will monitor the weather information and make any changes to the action plan as conditions require.
- 3.6 The Operations Manager will ensure that the appointed staff in their areas are aware of and understand the strategies and priorities as stipulated. On receiving the Duty Manager's approved daily winter action plan they will ensure, through the Area Winter Supervisor, that the plan is correctly implemented. They will ensure, where ever practicable, that adequate resources are available to fully undertake the Council's Winter Service Policy.
- 3.7 Discussions will take place between the Operations and Network Managers to monitor performance, at regular meetings. Any problems highlighted by the Duty Managers will be resolved at local level, where possible. Duty Managers will be relieved by other Area Office staff, from any local management responsibilities, during their weekly duty requirements.
- 3.8 Provision of the Winter Service on Council roads will normally run from the nearest Friday to the 1st November through to 15th April each season. However, this period may be extended, at either end, to accommodate prevailing weather conditions.
- 3.9 Daily communication will take place with the Trunk Roads Service provider to inform each other of their respective treatment proposals.

## 4. POLICY ON TREATMENT PRIORITIES

### 4.1 Carriageway treatment

4.1.1 Prior to the commencement of each winter the Operations Manager will produce carriageway gritting routes based generally on the following principles:-

<b>Priority 1</b> Strategic high speed, main traffic routes				
A83 Kennacraig - Campbeltown, A814 Dumbarton- Garelochhead, A815 Cairndow – Dunoon Ferry, A816 Oban - Lochgilphead, A818 Arden (A82) - Helensburgh, A819 Dalmally – Inveraray				
	06:00 – 08:00hrs	08:00 – 16:00 hrs	16:00 – 22:00 hrs	22:00 – 0600 hrs
Mon - Sat	Pre-treat as required + reactive	Pre-treat as required + reactive	Pre-treat as required + reactive	Reactive as reported conditions dictate
Sun & PH	Pre-treat as required + reactive	Pre-treat as required + reactive	Pre-treat as required + reactive	Reactive as reported conditions dictate

<b>Priority 2</b> Other “A” and “B” classified roads, Except where treatment is categorized under Priority 3 bus routes, or less.				
A814 Garelochhead –Arrochar, A815 Dunoon-Toward, A817 Haul Road & B833 Rosneath Peninsula, A880 to Ardentinny, A885 Sandbank, A886 Strachur– Colintraive, A8003 Tighnabruich, A844 / A845 & A886 on Bute, A846 / A847 on Islay, A846 on Jura, A848 / A849, A884 & B8073 Tobermory – Dervaig, on Mull, B828 / B839 to Lochgoilhead , B842 Southend –Carradale, B843 to Machrihanish, B844 / B8003 to Easdale & Cuan, B8024 Kilberry Loop , B841 / B8025 Achnamara & Tayvallich. Plus Principal Accident and Emergency routes or roads to hospitals and routes to Police stations, Fire stations and Ambulance depot accesses Other selected streets in main urban areas e.g. steep hills, etc where route efficiency permits.				
	06:00 – 08:00hrs	08:00 – 16:00 hrs	16:00 – 22:00 hrs	22:00 – 0600 hrs
Mon -Sat	Pre-treat as required + reactive	Pre-treat in advance (if possible) + reactive	Reactive as reported conditions dictate	Reactive - only in extreme conditions
Sun & PH	Pre-treat as required + reactive	Pre-treat in advance (if possible) + reactive	Reactive as reported conditions dictate	Reactive - only in extreme conditions

<b>Priority 3</b> Any section of public road, outwith P1 & P2 above, subject to :- Main Public Service bus routes as timetables require that can be met within operational time bands. Should it be impractical to cover a service then the operator must be notified or Main School Bus routes prior to or during term days only.					
New designation		06:00 – 08:00hrs	08:00 – 16:00 hrs	16:00 – 22:00 hrs	22:00 – 0600 hrs
<b>Priority 3 Service Route</b>	Mon-Fri	Pre-treat as required + reactive	Pre-treat in advance (if possible) + reactive	No treatment unless stable conditions forecast a.m.	No Treatment
	W/E	Pre treat in advance of journey, if possible, but no guarantee. Timetabled days only.			
<b>Priority 3 School Route (12 or more occupied seats)</b>	Mon- Fri	Pre-treat as required + reactive	Pre-treat in advance + reactive	No treatment unless stable conditions forecast a.m. (Not Friday p.m.)	No Treatment
	No treatments out-with School Term days (apart form Sunday evenings in advance, if stable conditions forecast Monday a.m.)				

<b>Priority 4</b> All other public roads, Only as actual conditions dictate and resources are deemed to be effective.				
	06:00 – 08:00hrs	08:00 – 16:00 hrs	16:00 – 22:00 hrs	22:00 – 0600 hrs
Mon - Fri	No treatment	Reactive (may include pre-treat)	Reactive – only in extreme conditions	No treatment
W/E & PH	No treatment	Reactive – only in extreme conditions	No treatment	No treatment

4.1.2 The above route priorities are set around the requirements to pre-treat in advance of freezing conditions or react to developed hazards within a reasonably practicable timescale within the confines of the resources available. Where hazards re-occur after treatment or in conditions where instantaneous hazards occur, resources may be required to concentrate on re-application of several treatments prior to moving on. In such circumstances the highest priority routes, experiencing such conditions, will generally be treated first and resources will only be released to other priorities once it is determined that treatments have an expectation of remaining effective.

## 4.2 Footway and Footpath Priorities

4.2.1 At the start of each winter, the Operations Manager will produce footway and footpath treatment routes based generally on the following principle.

- Priority 1 - Urban Shopping Areas and Precincts
- Priority 2 - Other areas of high pedestrian concentration, e.g. in the vicinity of hospitals and schools.
- Priority 3 - Steep hills in housing developments and in the vicinity of residential homes for the elderly.

4.2.2 Footways and footpaths will only be treated, in periods of lasting hazards, when the Duty Manager, in consultation with Area staff, considers that their physical condition makes it necessary and treatments will be effective. They will usually only be treated during normal working hours.

### 4.2.3 Resources

#### Labour

To ensure that an adequate labour resource is available to allow treatment to be carried out, arrangements are in place with Amenity Services section to participate in the supply of additional labour when conditions require.

#### Plant

Plant to assist with the clearance of snow and spreading of salt has been provided by Roads and Amenity Services.



Attachments to mowers to allow footpath ploughing will be fitted at the start of each season, where practicable. Footway salt spreading barrows are provided for use by available labour when required.

4.3 Cycleways

Only cycleways contiguous with roads and footways will be treated in conjunction with any planned treatments.

**5. WINTER STANDBY, STANDBY PROCEDURES AND GRITTING GUIDELINES**

5.1 The formal winter standby period for Council roads will normally be from the end of the working day on the Friday nearest to 1st November to the Friday nearest to 15th April. This period may be extended at either end as the prevailing weather conditions dictate.

5.2 Shift and Standby Procedures.

5.2.1 During the operational period, standby arrangements will be operated on a formal home standby basis, with call-out as required. Arrangements will be put in place to allow mobilisation of any frontline vehicle within 1 hour of call out.

5.2.2 Standby rotas will include sufficient drivers to ensure that the priority 1 routes can be treated within 2 hours of commencing treatment

5.2.3 On receipt of a weather forecast indicating medium to heavy snow, sufficient Second men will be placed on standby to cover all priority 1 & 2 routes and any priority 3 routes likely to be affected as timetables indicate, by the forecast.

5.3 Carriageway Treatment

5.3.1 Carriageways will generally be treated in the order of priority as specified in section 4.

5.3.2 In the afternoon of each working day during the winter months, having considered the most recent weather forecast, the level of residual salt on the road network and the available resources, the Duty Manager will compile an Action Plan for carriageway treatment for the following twenty-four hours. The Winter Manager will review, recommend any adjustments if needed and then approve the proposed plan.

5.3.3 Precautionary treatment for frost and light snow will be spread at a target rate of 10g/m<sup>2</sup> of salt.

- 5.3.4      Precautionary treatment for conditions where frost is forecast after rain should be delayed as long as possible to reduce loss of salt due to wash-off. This should not preclude the treatment of routes during showers where freezing of rain on contact has been predicted, or is reported.
- 5.3.5      Precautionary treatment when heavy snow falls are expected should be at a rate of between 20 and 40g/m<sup>2</sup> of salt according to the anticipated severity of snowfall and confidence level of the forecast.
- 5.3.6      In conditions where current snowfall is forecast to continue, substitution of salt with abrasive materials, sand or grit, will be instigated until such time as showers cease and any use of de-icing materials are deemed to be more effective. In extreme or persisting conditions, all material spreading will cease until there is an expectation that any deposits will remain on the carriageway and be effective in aiding traction.
- 5.3.7      In marginal conditions, consideration will be given to limiting treatment to known localised areas prone to icing. During periods of prolonged freezing conditions in the absence of precipitation, spot salting of areas of persistent seepage will continue while hazards remain.
- 5.3.8      Where areas of seepage from adjoining land are recorded on a regular basis, these will be identified and pre-emptive rectification of the drainage system will be instigated.  
Land owners will be notified of their requirement to carryout such work as it affects public roads. The Council will take necessary steps to effect repairs, in the absence of any undertaken by landowners and pursue recovery of costs accordingly.
- 5.4      Footway and Footpath Treatment
  - 5.4.1      Treatment of footways and footpaths will be by a combination of mechanical and manual operation. In large urban areas footway salting will be carried out by purpose built spreader barrows with a nominal design spread rate of 50g/sq.m.
  - 5.4.2      Salt will only be utilised where ice and frost are the main hazard. In all snowfall conditions, physical clearance will be the priority with sand / grit spread thereafter to aid traction.
  - 5.4.3      Treatment of footways and footpaths will normally only be carried out during the normal working day as resources permit. In most cases additional resources should be mobilised at local level as conditions dictate. The Winter Manager and Duty Manager will be kept informed of all additional resources mobilised by local management.

## 6. SNOW CLEARANCE STRATEGY

### 6.1 Carriageways

- 6.1.1 On receipt of a weather forecast indicating medium to heavy snow, carriageways should be treated in accordance with section 5.3.5. When the forecast is for rain turning to snow or the snow prediction is marginal the salting operations should be delayed accordingly.
- 6.1.2 When forecasts indicate that there will be medium or heavy snow falls, the Duty Manager will instruct that all vehicles capable of being fitted with ploughing devices will be so equipped.
- 6.1.3 Salting should be continued or be restarted when snow is falling, as conditions warrant however sand / grit must be used to preserve de-icing materials until such time as it can be used effectively.
- 6.1.4 Snow ploughing will commence as soon as it is considered that the operation will be effective. Generally snow can only be ploughed effectively at depths exceeding 30mm.
- 6.1.5 Spreading treatment of ploughed surfaces will be carried out when it is considered that the material will have the most beneficial effect. The normal case on two lane carriageways will be for spreading treatment to be started when the second lane is being ploughed, generally in the return direction. However in persisting snow conditions the spreading of materials shall be delayed until clearance of accumulations is effective.
- 6.1.6 Resources should generally be allocated to clear roads in the order of priority shown in section 4, but with precedence being given to those areas which have experienced the heaviest snow falls and drifting
- 6.1.7 Where slush is formed it should be ploughed as soon as practicable to avoid the risk of rutting should there be a further significant drop in temperature which might result in freezing conditions.
- 6.1.8 Where snow hazards are predicted to persist or develop intermittently throughout the night, consideration will be given to continuing action in some circumstances. Mainly in cases where a break in operations may result in hard packed snow or other conditions difficult to treat on resumption.
- 6.1.9 Individual circumstances, such as access for emergency services or other lifeline service vehicles will normally take precedent over the above route priority arrangements.
- 6.1.10 Where it is judged that a road cannot be kept open, early closure in liaison with the Police in a planned manner, should be initiated.

Direct consultation at local level must be maintained where conditions are changeable and in some circumstances this may mean on site by local Supervisors.

- 6.1.11 Road closures will be reported to the Director, Head of Service, Operations Manager and Network and Environment Managers as soon as practicable, with immediate notification transmitted to Traffic Scotland and local radio stations where appropriate.
- 6.2 Footways and Footpaths
  - 6.2.1 Where footways and footpaths are covered with light accumulations of snow i.e. less than 30mm, treatment will consist of the application of Sand or Grit as described in section 5.4. of this document.
  - 6.2.2 Where snow depths exceed 30mm footways clearance will be carried out where practicable by pedestrian operated or ride on powered footway ploughs. This will be enhanced by manual clearance when necessary i.e. where access precludes the use of the above plant.
  - 6.2.3 Snow clearance of footways will normally only be carried out during the normal working day and as resources permit.

## **7. ASSISTANCE FROM EXTERNAL CONTRACTORS**

- 7.1 Roads and Amenity Services provide labour and non-specialist plant as specified. In some districts, mainly islands, resources are limited and private contractors are used to provide cover to comply with this policy.
- 7.2 In severe weather conditions additional resources can be drafted in from local private contractors to supplement those of the Council. Arrangements are made through the Operations Manager to contact these contractors in advance to determine their availability and formulate contingency plans for contact and mobilisation. The Winter Manager and Duty Manager will be kept informed of all additional resources mobilised by local management.

## **8. SALT, ETC.**

- 8.1 Provision of Salt
  - 8.1.1 Salt or other de-icing materials will be supplied through the Operations Manager. An annual supply contract shall be let prior to the start of the winter season.
  - 8.1.2 Onsite sampling and testing shall be carried out in each area as the Operations Manager deems necessary. The Operations Manager will ensure that sufficient stocks of Salt and Abrasive materials are maintained at each storage location.

## 8.2 Storage of Salt

- 8.2.1 Where practicable salt shall be stored under cover to prevent leaching, improve handling and to reduce treatment times. A programme of converge of salt stores with permanent roofs will be undertaken as quickly as practicable as financial, planning and operational considerations allow.
- 8.2.2 Storage facilities will be loaded out prior to the commencement of operations and stock levels will be monitored weekly to assure optimum supplies are available throughout the season. Stores will be kept as full as practicable as protection from the weather allows and minimum stock levels will dictate optimum re-ordering procedures.
- 8.2.3 Weekly totals of all salt quantities delivered, transferred or issued as treatments will be collated for each storage location and e-mailed to HQ for central collation from 12:00hrs each Friday
- 8.2.4 Requests for additional salt will be included in these weekly e-mails and calling forward of orders will be co-ordinated centrally through the Roads Procurement Officer, with the supply contractor to provide the most efficient means of optimising stock levels.

## 8.3 Use of Salt and Salt / Abrasive Mixtures

- 8.3.1 Preservation of salt or other de-icing materials for use where they are most effective should be a consideration when formulating a treatment plan. Service resilience must be taken into consideration at all times.
- 8.3.2 All routes will be pre-treated with pure rock salt, as the most effective method of preventing freezing of wet surfaces or melting of previously formed ice. However on predominantly rural routes affected by snow, grit may be added at 1:1 salt/grit mix to aid traction and break up compacted layers. In severe conditions or when supplies are restricted, pure Sand / Grit will be employed to preserve de-icing stocks.  
In wholly urban areas, salt only should be applied to the carriageway at all times. Salt should be spread at the designated spread rates as determined by the Duty Manager.
- 8.3.3 The grading of salt and grit for mixtures shall be such that 100% will pass a 6.3mm sieve but less than 1% passing a 2mm sieve.
- 8.3.4 Grit bins should be filled with a 3:1 grit/salt mix, initially at the start of the season. Continued replenishment in times of persisting hazard will be purely of Sand / Grit to preserve de-icing materials and only when resources permit.

8.3.5 Provision of Salt to other departments of the Council, other Contractors or members of the public will be restricted to maintain the resilience of the Service. Issues from depots, of salt for private use, will be restricted to one 20kg bag per individual.

8.4 Calibration and control of Salt Rates of Spread

8.4.1 The Operations Manager will ensure through the Fleet Manager that all spreaders, permanent and demountable, are maintained in such a manner as to optimise the salt feed and regular checks of the calibration shall be carried out. Records of all tests and alterations to the calibration shall be maintained for inspection.

8.4.2 All spreaders shall have limiting devices fitted such that spread rates cannot exceed 60g/m<sup>2</sup>. The device may be fitted in such a manner as to allow it to be temporarily disconnected to assist the clearance of blockages.

8.5 Grit Bins and Grit Heaps

8.5.1 Grit Bins shall be provided by the Operations Manager where considered appropriate. Placement of grit bins and grit heaps shall be considered carefully, in terms of the environment and public safety.

8.5.2 Grit heaps will be placed at hills and corners in rural areas as considered necessary by the Operations Manager. Mainly on routes not subject to pre-treatment. These will consist of a 3:1 grit/salt mix to aid traction in compacted snow conditions.

8.5.3 A register of grit bins shall be maintained by the Operations Manager.

8.5.4 The Operations Manager will arrange for grit bins and grit heaps to be maintained and replenished as necessary, as operational resources allow and stocks of available materials permit.

**9. PLANT RESOURCES AND SERVICING PRACTICES**

9.1 All winter maintenance plant will be serviced, overhauled and made ready for use, at least two weeks before the designated start of the winter period. All servicing and maintenance of specialist winter maintenance plant will be the responsibility of the Operations Manager. The Council's Fleet Services section, maintain all plant and equipment for the user departments. The Fleet Manager will inform the Operations Manager of any deterioration in the effectiveness of any items of Winter Maintenance Plant.

9.2 Any short fall in resources caused by the removal of plant from service, during the winter period, should be reported to the Operations Manager by the Duty Supervisor. The Operations Manager will then seek ways to address the problem. Where additional fleet vehicles are available, these will be prepared as

back-up units, either in advance of operations or as soon as practicable whenever a shortfall in vehicles arises..

- 9.3 The Operations Manager will ensure that all major items of plant are made operational by the start of the standby period. A programme of trial runs will be drawn up, to allow all items of plant to be tested and have all their accessories fitted to ensure readiness for the winter period. The trial runs will be carried out on a depot by depot basis during normal working hours.

## **10. WEATHER FORECASTING AND MONITORING**

- 10.1 The MeteoGroup Limited 292 Vauxhall Bridge Rd. London , have been contracted to provide the road forecast for the period 1<sup>st</sup> October to 15<sup>th</sup> May each winter period. Arrangements have been made for the forecast information and radar maps to be down loaded directly to the Duty Manager via Laptop computers. Access to the information will be gained via the local area networks at the individual centres, during office hours, or by a broadband router link from Duty Manager's homes. Information is available on a bespoke website for weather information and partially backed up by e-mail. In the event of a system failure it will be possible to obtain the forecast information by fax to the Duty Manager's Office or verbally out of hours to their home.
- 10.2 The contract with the MeteoGroup Limited provides for a twenty-four hours consultancy arrangement. Forecasters are available throughout the winter period by telephone, to discuss weather matters and clarify details with department staff.
- 10.3 The text forecast is augmented by other services as necessary, including the use of RADAR and satellite images to study precipitation patterns. There are twelve Road Sensor stations, owned by the Council and maintained by MeteoGroup's partner Vaisala Ltd, giving atmospheric and surface conditions, situated throughout the Argyll and Bute road network.

## **11. OPERATIONAL COMMUNICATIONS**

- 11.1 Vehicle / Duty Supervisor / Depot Communications
- 11.1.1 Where practicable winter maintenance vehicles will be provided with a cellular telephone, such that contact may be maintained with the Duty Supervisor or depot at all times. When it is considered safe to do so, manning of vehicles fitted with effective communications facilities, will be limited to the driver only.
- 11.1.2 The fleet of 30nr frontline, route specifically allocated and 2nr back-up, winter maintenance vehicles are fitted with satellite tracking and data-logging equipment, provided by Cybit Ltd. Vehicles can be monitored through web access, in real time during operations and their actions are recorded and archived for future reference. One other private contractor owned vehicle is employed on pre-treatment operations on the Isle of Jura where in-house resources are limited.

- 11.1.3 Throughout the period of winter standby, the Operations Manager will ensure that staff is available to receive calls from the Police and other appropriate agencies. Call out rotas will be provided to the Operations Manager, adjacent authorities, management agents and the Police.
- 11.2 Communications with Strathclyde Police, Roads Policing Section
  - 11.2.1 It is important that the strong partnership, formed with the Police, is maintained. Information relating to severe weather conditions will be communicated to the Police at the earliest possible opportunity. The Duty Manager will consult fully with the Police when it becomes necessary to arrange road closures and when there is a need to move abandoned vehicles.
  - 11.2.2 The out of hours emergency rota will be issued to the Police by the Operations Manager. This will be confirmed to the Police Area Control Room at Pitt Street, Glasgow on the Friday start to each weekly duty shift.
  - 11.2.3 The Duty Manager will arrange for the daily action plan to be e-mailed to the four main local Police offices each day. This will also include a confirmation of the Area Supervisors' and Duty Manager's out of hours contact telephone numbers.
  - 11.2.4 The Duty Manager will take due regard of all reports received from the Police, concerning dangerous road conditions and give consideration to them, in line with the Council Policy, in deciding the action to be taken.
- 11.3 Communications with other Agencies and Motoring Organisations
  - 11.3.1 Scotland TranServ, the North West Trunk Roads term contract operator will be sent the daily action plan and out of hours contact information, each day throughout the winter period.
  - 11.3.2 The Duty Manager will inform Glasgow City Council ; Roads and Lighting Faults Call Centre , R.A.L.F. , of the out of hours contact numbers for the following weeks shift and any amendments necessary thereafter. A copy will also be sent to Cybit, Vehicle Tracking Service provider, for their 24hr control room.
  - 11.3.3 The Duty Manager will inform Traffic Scotland when severe weather conditions are causing delays to traffic movement.
- 11.4 Communications with the Public
  - 11.4.1 Enquiries from the public will normally be dealt with by the Customer Access Centre during normal working hours.



11.4.2 Consideration will be given to the placing of warning signs, alerting drivers to the possibility that road surface hazards may develop outwith treatment times will be placed at the interface of Priority 1 to Priority 2 & 3 routes

11.4.3 Leaflets explaining the extent of treatment routes, their priority and hours of operation will be prepared and where necessary updated, in advance of each season. These will be distributed by electronic means or to all local area Council premises and other public access buildings and establishments, such as filling stations and shops. Further copies may be issued as mail-drops or inserts to local newspapers.

## 11.5 Media

11.5.1 National radio, television and national press enquiries should be dealt with by the Director or the Head of Service or through the Council's Press and Media Relations Office.

11.5.2 Local radio and press should be dealt with by the Head of Service or by the Operations or Network Manager.

11.5.3 The Head of Service, Operations Management and Network Managers will be advised as soon as practicable if conditions deteriorate such that major routes have to be closed.

## 12. INSTRUCTION AND RECORD KEEPING.

12.1 The management of the Instruction, Recording and Archiving of daily winter Action plans is automated, by use of a bespoke winter maintenance management tool provided by Vaisala Ltd.

12.2 Vaisala - IceMan is a web based system which allows access by managers and supervisors simultaneously, to post instructions and record actual activities on each specific pre-treatment route as operations progress. Details will include some or all of the following:-

- a) Details of the routes treated.
- b) The start and completion of treatment on a specific route.
- c) Type of treatment carried out.
- d) Driver and other operator details
- e) Quantity of materials used
- f) The prevailing weather conditions.
- g) Any contacts by Police regarding reactive requirements
- h) Details of any plant breakdowns, accidents or incidents.
- i) Any other problems

12.3 In parallel to the above recording system, vehicle activities are recorded on the Cybit Ltd – Fleetstar, vehicle tracking system. Reports and map based graphical records can be run to confirm and clarify in more detail, the recorded activities.

- 12.4 All records are archived in separate remote servers and can be retrieved through web access by any authorised user, at any time after a plan has been completed.
- 12.5 Additional records of all telephone calls related to winter operations are kept by all duty supervisors and managers. These are completed at the end of each shift, collated and filed centrally for future reference.

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 ARGYLL & BUTE COUNCIL

BUTE &amp; COWAL AREA COMMITTEE

DEVELOPMENT & INFRASTRUCTURE  
SERVICES

5 OCTOBER 2010

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**MILTON BURN FLOOD PREVENTION SCHEME**


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**1. SUMMARY**

The purpose of this report is to advise on the status of the project.

**2. RECOMMENDATIONS**

That the contents of the report are noted.

**3. DETAILS**

Morrison's have agreed to our proposals and have instructed the solicitors acting for them to finalise the agreement to enter their land to carry out the works. However the lawyer who had been dealing with this left the employment of the solicitors with a new lawyer now dealing with the matter and this has resulted in a further delay in finalising the agreement. Tenders will be issued once an acceptable written agreement is in place. A possible timeline is below, noting that the overall programme hinges on the date agreement is reached with Morrison's and that the date used below is an assumed value, not a programmed date:-

Written Agreement obtained with Morrison's	30 September 2010 — <b>subsequent dates depend on this.</b>
Tender Issue	22 October
Tender Return	19 November
Review of tender and issue of Standstill letter to tenderers	29 November
Award Contract	10 December
Site start	17 January 2011
Works complete	18 November 2011

The structural design is complete and the tender documentation is ready for issue apart from minor amendments that may be required depending on the final agreement reached with Morrison's.

The current main risks to the project are as below:-

Morrison's	- agreement yet to be reached.
Cost	- the current estimate of costs is at the limit of budget. Most of this uncertainty will be resolved upon receipt of tender prices.
Weather	- the flow in the burn is the main risk, but low temperatures will prevent concrete/surfacing works being undertaken.
Ground	- Unexpected ground conditions may be encountered.
Legal	- As with any tender process there is a low risk of challenge in terms of process and ultimate appointment of a successful contractor.
Contractor	- The contractor may not keep to programme.

The supermarket representatives have indicated that their preferred time to allow entry to their ground would be from January and this is now a very tight timescale due to the delays encountered.

Utility diversions in John Street are agreed and alterations to British Telecom apparatus behind Regent and Salisbury Terrace have also been agreed.

Written agreement is in place with ACHA for temporary access to their land to carry out the works and terms have been agreed with Crown Estates for the construction of the new outfall and although the paperwork for this has not yet been completed it is understood that this would not delay the start of the works.

All other necessary consents are in place.

For further information, please contact:-

Arthur McCulloch (01546 604632)

Principal Engineer

14 September 2010

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**ARGYLL & BUTE COUNCIL**

**OPERATIONAL SERVICES**

**WEDNESDAY**

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**TITLE: ROTHESAY CHRISTMAS LIGHTING UPDATE**

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**1. SUMMARY**

1.1 This report provides an update on outstanding works required for the installation of the new Christmas Lighting in Rothesay.

**2. RECOMMENDATIONS**

2.1 It is recommended that Members note this report.

**3. DETAIL**

3.1 Following an on site meeting with The Rothesay Members, the materials on the attached order have been procured and the expected delivery is late October.

3.2 Work on installing the required infrastructure will begin next week and is expected to be completed by the beginning of November. The cabling will be installed by our Specialist Lighting Squad and operatives from Rothesay. Due to our Capital Programme this work will have to take place at weekends.

3.3 The Christmas features and colour changing LED lights will be erected just before the designated 'switch on' date.  
This date is still to be confirmed.

3.4 The existing features that are not in good working order will be removed at the same time as the erection of the new ones.

**4. Policy:** Nil

**5. Financial:** Funding for the new Christmas lighting has been secured by Cllr. Len Scoullar.

**6. Personnel:** Nil

For further information, please contact:

Ryan McGlynn Technical Officer Street Lighting (01546 604646)

Graham Brown  
Operations Manager  
4<sup>th</sup> August 2010



Quote No Revised 22893, 22894	<b>QUOTE / INVOICE DETAILS</b> Mr Brian Fitzpatrick Argyll and Bute (Lighting) Roads Service Victoria Road /Hamilton Street Dunoon Argyll and Bute, PA23 7PA Scotland	CLIENT NAME COMPANY NAME ADDRESS  TOWN COUNTY / POSTCODE COUNTRY
UNIQUE No 3093	Date Generated 10.9.10	Quote Taken By Ross Syme
	Date Required ASAP	

  

PRODUCT QUOTE (Prices Exclusive of VAT)				
Quantity	Code	Description	Unit Price	Total Price
<b>Rothesay, Guildford Square</b>				
Temporary Columns x 6 - Picture 1, Only 4 shown in picture				
Option 1				
6	Bespoke	Modified MATCO3 Lustre Cascade (H: 3.50m x L: 1.60m) 41kg, 2 elements <b>Proposed 6 temporary columns to be installed with 1 feature per column</b> <b>Only 4 shown in picture for illustration purposes</b>	£ 2,067.72	£12,406.32
<b>Total</b>				
6			<b>Purchase Total</b>	<b>£12,406.32</b>

  

Festoon and LED Colour Changing Lamps swagged between Temporary Columns				
Option 2, Festoon with 3 lamps per meter				
2	G100C	Garland B22 L:100m 230V 300 Sockets 3 Per Mtr, Green Rubber Cable	£ 350.00	£700.00
34	LDL0	Spherical LED Colour Changing Bulbs B22, Pw0.65w Per Pack of 10 <b>Number of lamps based on quantity required to cover the complete perimeter of the square</b>	£ 55.00	£1,870.00
<b>Total</b>				
36			<b>Purchase Total</b>	<b>£2,570.00</b>

  

**PRICING SUMMARY FOR PRODUCT**

Purchase Grand Total **£14,976.32**

Please Note: All Prices are Exclusive of VAT and Carriage (Orders over £500 Carriage F.O.C.)

**Please Note: Call Outs shall be charged for infrastructure failure, storm damage and vandalism.**

This quotation has been provided on this basis that all mechanical and electrical infrastructure is in place and is sound in nature. Infrastructure must be of material that can be fixed to without destroying water tight integrities. The structural integrity of the building or surface is the responsibility of the purchaser. To avoid disappointment please place orders at least eight weeks prior to required delivery date.

TERMS:-  
 VALIDITY: 30 days from date of this quotation  
 DELIVERY: Dates to be agreed on order  
 VAT: All prices subject to V.A.T. at time of dispatch  
 PAYMENT: Strictly 30 days net from date of invoice

Subject to our Terms and Conditions

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