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19 April 2011

A meeting of the **BUTE AND COWAL AREA COMMUNITY PLANNING GROUP** will be held in the **EAGLESHAM HOUSE, MOUNTPLEASANT ROAD, ROTHESAY** on **TUESDAY, 17 MAY 2011** at **10:00 AM**.

## AGENDA

1. **APOLOGIES**
2. **MINUTES**
  - (a) Minutes of Meeting of 1st March 2011 (Pages 1 - 6)
3. **FIRE SAFETY IN TENEMENT PROPERTIES - STRATHCLYDE FIRE & RESCUE**
4. **BUSINESS GATEWAY ACTIVITY - ARGYLL & BUTE COUNCIL, DEVELOPMENT AND INFRASTRUCTURE SERVICES**
5. **FEED BACK ON THE TRAINING EVENT IN STRACHUR - ARGYLL & BUTE COUNCIL, COMMUNITY SERVICES**
6. **PRESENTATION ON THE YOUNG SCOT INITIATIVE - ARGYLL & BUTE COUNCIL, COMMUNITY SERVICES**
7. **HM THE QUEEN'S DIAMOND JUBILEE BEACONS - 4TH JUNE 2012 - ARGYLL & BUTE COUNCIL, GOVERNANCE AND LAW**
8. **LOCAL DEVELOPMENT PLAN - MAIN ISSUES REPORT - ARGYLL & BUTE COUNCIL, DEVELOPMENT AND INFRASTRUCTURE SERVICES**

This is a very large document, if you wish a hard copy please contact Sybil Johnson of the Planning Department 01546 604308.
9. **CONSULTATION DIARY - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR(Pages 7 - 12)**



**10. UPDATE FROM THEMATIC GROUPS - ARGYLL & BUTE COUNCIL,  
GOVERNANCE AND LAW**

Environment

Social Affairs

Economy (Pages 13 - 18)

**MINUTES of MEETING of BUTE AND COWAL AREA COMMUNITY PLANNING GROUP held  
in the CASTLE HOUSE, CASTLE GARDENS, DUNOON  
on TUESDAY, 1 MARCH 2011**

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

Councillor J McQueen  
Councillor L Scoullar  
Councillor R Simon  
Shirely MacLeod, Area Manager, Customer Services  
Eileen Wilson, Community Planning Manager  
Liz Marion, Senior Community Learning & Development Worker  
Chief Inspector Mosley, Strathclyde Police  
Tommy Keay, Station Commander, Strathclyde Fire & Rescue  
Janet McKellar, HELP  
Lorna Ahlquist, ABSEN/TSP  
Brian Chennell, Dunoon & Cowal Business Association  
Toni Miles, South Cowal Community Council  
Albert Baker, Kilmun Community Council  
Rhona Altin, Sandbank Community Council  
Anne Gabriel, Dunoon Community Council  
Jolyon Gritten, Access Officer

**1. APOLOGIES**

Apologies for absence were intimated on behalf of the following:-

Sandy Mactaggart, Link Director  
Viv Smith, NHS Highland  
Martin Turnbull, Youth Services Manager  
Students representing Bute & Cowal Young People

**2. MINUTES**

**(a) MINUTES OF MEETING OF 18TH JANUARY 2011**

The minutes of the meeting of 18<sup>th</sup> January 2011 were approved as a correct record.

**3. CORE PATHS PLAN - ARGYLL & BUTE COUNCIL, PLANNING & REGULATORY SERVICES**

The Group heard an informative presentation from Jolyon Gritten on the Core Path Plan. Jolyon spoke on the Finalised Draft of the Core Path Plan and demonstrated how members of the group can access the information on the Council's website. Janet McKellar spoke on the Dunoon Community Development Group applying for Woodland In and Around Town and Forestry for People funding for the Bishops Glen and Fairy Glen. The Group discussed specific areas and Councillor Marshall said that he had been contacted by property owners in the Ballochyle area which is partially in Argyll & Bute and partially in LL&TNP core path

area who were concerned that the path took walkers directly past their properties and was on their land. Councillor Simon said that there were alternative routes and Jolyon Gritten agreed to explore the possibilities

Jolyon further advised that there are some launch points for divers, kayaks etc and Chief Inspector Mosley spoke on the responsible use of paths and vehicles being parked, Jolyon said that he would be writing to all Diving Associations regarding this.

### Decision

The Group thanked Jolyon for his presentation and agreed Janet McKellar would contact him regarding the plans for the local Glens. It was further agreed a joint letter from the Police and the Council will be issued to the Diving Associations.

#### **4. BUTE AND COWAL YOUTH WORK SESSION**

The Area Manager, Customer Services advised the meeting apologies had been received from the students because they are sitting exams and Martin Turnbull had suggested in order to take the Youth Work forward it may be advantageous for a selection of the group to attend the Youth Forum.

### Decision

The Group agreed Shirley MacLeod would set up a meeting with the Youth Forum and 5/6 volunteers from the LACPG.

#### **5. RATIONALISATION / PARTNERSHIP LINKAGES TO LOCAL AREA COMMUNITY PLANNING GROUP - ARGYLL & BUTE COUNCIL, GOVERNANCE AND LAW**

The Area Manager, Customer Services spoke the progress which has been made in making linkages of Strategic Local Partners to the Bute & Cowal Local Area Community Planning Group. Shirley explained the information was provided by Partners. The Group discussed the linkages in detail and where the document should be changed. Shirley pointed out that some groups are attending duplicate meetings. Shirley also advised that Highlight and Exception reports would be provided by some agreed partners for the LACPG.

### Decision

The Group agreed:-

- i. To note the progress that has been made and agreed this should remain a standing item for consideration at future meetings of the Group.
- ii. The diagram would be updated and circulated to the Group, with partners forwarding any information to Shirley MacLeod.
- iii. Dunoon & Cowal Business Association would only attend

the LACPG meeting if there was a relevant item on the agenda.

**6. UPDATES FROM PARTNERS**

Tommy Keay intimated his apologies and left the meeting at this stage.

Chief Inspector Mosley said that the Bute & Cowal area of Strathclyde Police will be getting a Mobile Police Unit in the next 3 months. He advised the Group that this unit can be used by partners wishing to market services.

Councillor Marshall advised the Group that the Council now have two jet patchers called Roadmasters and have commenced work in Cowal area. The Council have agreed to put nearly £6m into the resurfacing and surface dressing of roads in Argyll & Bute in the next financial year. £3m of that being borrowed Capital

Lorna Ahlquist asked about the HELP funding cut and Janet McKellar explained that she had received support from Elected Members and was able to get the funding cut reduced.

Councillor Simon expressed his concern over 3<sup>rd</sup> Sector Group being informed about their funding and Eileen Wilson advised that a new Thematic Group was being formed to support the 3<sup>rd</sup> Sector when they start taking over work previously being provided by the Council.

Brian Chennell updated the Group on the Business Improvement District scheme and explained what it entailed.

Brian Chennell further updated the Group on the meeting about Public Procurement and advised that a workshop has been organised to find ways for local business to be more able to get work from the Council.

**7. BUTE & COWAL AREA COMMUNITY PLANNING GROUP PROGRESS REPORT / LOCAL COMMUNITY PLAN - ARGYLL & BUTE COUNCIL, GOVERNANCE AND LAW**

Councillor Scoullar intimated his apologies and left the meeting at this stage.

The Area Manager, Customer Services updated the Group on the progress which has been made by partners in delivering the agreed Bute and Cowal Local Community Plan. The Group discussed the Community Plan in detail and Shirley MacLeod advised that this would be added onto the Council's Pyramid System, she further advised that this piece of work has taken a step forward with Strathclyde Fire & Rescue, Strathclyde Police and NHS having access to the pyramid system to input information.

Decision

The Group noted the information provided.

**8. CONSULTATION DIARY - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR**

Chief Inspector Mosley & Councillor McQueen intimated their apologies and left the meeting at this stage.

The Community Planning Manager spoke on the Consultation Diary advising the Group that it is for group to record consultations/surveys that are being carried out and what will be done in the future. This enables people who are looking to do a survey to see if the information already exists.

Eileen Wilson also spoke on the Public Service Improvement Framework which is a model for self assessment that enables stakeholders to give their views.

Decision

The Group agreed:-

- i. The Consultation diary will be circulated to the Group.
- ii. The Self Assessment form will be circulated with the completed forms being returned to Eileen Wilson.

**9. DEMONSTRATION OF NEW COUNCIL WEBSITE - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR**

Eileen Wilson gave a presentation on the Council's new website explaining where people could find information about Community Planning. Eileen further advised the Group if they had any links/information to be included to contact her.

Decision

The Group noted the information provided.

**10. DEMENTIA RESOURCE DIRECTORY - LORNA AHLQUIST, ENGENDER, WOMEN INTO PUBLIC LIFE**

Councillor Simon, Brian Chennell, Toni Miles and Albert Baker all intimated their apologies and left the meeting at this stage.

Lorna Ahlquist spoke on the Mental Health Information Directory being produced and spoke on groups sharing information which in turn would save money. Lorna thought the Community Planning Group would be a good vehicle to get other partners involved in this piece of work.

Decision

The Group discussed the LACPG taking this forward and it was agreed that it should be raised at the Social Affairs Thematic Group and for Lorna to discuss it with the Executive Director of Community Services.

**11. UPDATE FROM THEMATIC GROUPS - ARGYLL & BUTE COUNCIL, GOVERNANCE AND LAW**

The Area Manager, Customer Services updated the Partnership on the work being carried out by the three Thematic Groups.

Decision

The Group noted the information provided.

**12. LACPG SCORECARD - ARGYLL & BUTE COUNCIL, IMPROVEMENT & STRATEGIC HR**

The Area Manager, Customer Services advised that the scorecard was being produced in line with the LACPG Community Plan and a report would be coming to the meeting in May.

Decision

The Group noted the information provided.

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**CPP Consultation Diary****Information Request - November 2010**

argyll and bute

**communityplanning**partnership

**Local Area Community Planning Groups** are developing local consultation diaries, gathering information about what consultations are currently underway and what consultations are being planned.

The Consultation Diaries will provide an overview of all the consultation being done in Argyll and Bute. This will allow Local Area Community Planning Groups to become more aware of the volume of consultation that are being undertaken by community planning partners. It also means we can access the results of a consultation that might help us plan our work. If we are planning a consultation, we can check the diary to avoid clashing with another consultation. We can also use the diary to make contact with people who have recent experience of consulting to talk over the methods they used and any learning points they can share with us.

We would like to know about

1. **Proposed Consultations** - those planned for the future
2. **Current Consultations** - those consultations that are happening now
  - Local (consultations at LACPG or even more local level)
  - Argyll and Bute Wide
  - Organisational but with potential Argyll and Bute outcomes
3. **Recent Consultations** - those that have happened recently. Even if they have been completed we can add them so that anyone planning a consultation can see if something similar has been conducted recently. It can also indicate if and when a report will be produced and where to get a copy. Any outcomes or changes that have resulted from it can also be highlighted here.

If we are able to get web links for the consultations more detailed information about that consultation could be accessed. If web links can't be established we would look for a brief description of the consultation which should include the name and phone number of someone you can contact for further information or discussion.

If you are organising a consultation, please fill in this form, either electronically or on paper, then email or post the completed form to:- [eileen.wilson@argyll-bute.gov.uk](mailto:eileen.wilson@argyll-bute.gov.uk)

**Eileen Wilson  
Community Planning Manager  
25 West King Street  
Helensburgh  
G84 8UW**

**Please complete a separate form for each consultation exercise.**

**ARGYLL AND BUTE COMMUNITY PLANNING PARTNERSHIP  
CONSULTATION DIARY ENTRY**

**A. Key Points**

A1. Title of consultation

A2. Purpose of consultation

A3. Key contact person for the consultation  
 Name   
 Council Service / Partner organisation   
 Telephone number   
 Email

A4. Approximate start date (dd/mm/yy)  A4. Approximate end date (dd/mm/yy)

A5. Are you carrying out the consultation as part of a statutory process? Yes  No

A6. When do you expect to give feedback on the consultation (dd/mm/yy)?

**B. Who is consulting?**

B1. If you are leading this consultation on behalf of Argyll and Bute Council, please identify the Services within the Council that will be involved in carrying out the consultation (check all that apply).

*Chief Executive's Unit*

Strategic Finance  Improvement and HR

*Community Services*

Adult Care  Education   
 Children and Families  Community and Culture

*Development and Infrastructure Services*

Roads and Amenity Services  Planning and Regulatory Services   
 Economic Development

*Customer Services*

Governance and Law  Customer and Support Services   
 Facility Services

B2. Please list any partner organisations / departments involved in carrying out the consultation:

i.

- ii.
- iii.
- iv.
- v.

B3. If you are leading this consultation on behalf of a Community Planning partner organisation or Partnership please list organisations involved in carrying out the consultation:

- i.
- ii.
- iii.
- iv.
- v.

**C. Who are you consulting with?**

C1. Which of the following groups will you consult with? (Check all that apply.)

- |                                  |                          |                                |                          |
|----------------------------------|--------------------------|--------------------------------|--------------------------|
| Elected Members                  | <input type="checkbox"/> | Argyll and Bute Youth Forum    | <input type="checkbox"/> |
| Council Officers                 | <input type="checkbox"/> | Young people / youth groups    | <input type="checkbox"/> |
| Voluntary groups                 | <input type="checkbox"/> | General public / residents     | <input type="checkbox"/> |
| Community Councils               | <input type="checkbox"/> | Community Planning Partnership | <input type="checkbox"/> |
| Community / Local Forums         | <input type="checkbox"/> | Community Planning Partners    | <input type="checkbox"/> |
| Third Sector Partnership         | <input type="checkbox"/> | Parents                        | <input type="checkbox"/> |
| Disability Network               | <input type="checkbox"/> | Parent Councils                | <input type="checkbox"/> |
| Elderly Forum                    | <input type="checkbox"/> | School pupils                  | <input type="checkbox"/> |
| Citizens' Panel                  | <input type="checkbox"/> | Pupil Councils                 | <input type="checkbox"/> |
| User groups                      | <input type="checkbox"/> | Service users                  | <input type="checkbox"/> |
| Tenants / Residents Associations | <input type="checkbox"/> | Potential Service Users        | <input type="checkbox"/> |
| Other groups (please write in)   |                          |                                |                          |

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

**D. How are you carrying out the consultation?**

D1. Please indicate which of the following you will use to publicise your consultation. (Check all that apply.)

- |                         |                          |                                    |                          |
|-------------------------|--------------------------|------------------------------------|--------------------------|
| Articles in newsletters | <input type="checkbox"/> | Posters / flyers                   | <input type="checkbox"/> |
| Information sheets      | <input type="checkbox"/> | Presentations                      | <input type="checkbox"/> |
| Letters                 | <input type="checkbox"/> | Press release                      | <input type="checkbox"/> |
| Website                 | <input type="checkbox"/> | Press advert                       | <input type="checkbox"/> |
| Libraries               | <input type="checkbox"/> | Service points / community centres | <input type="checkbox"/> |
| Other                   | <input type="checkbox"/> |                                    |                          |

D2. If you have checked 'other', please give details:

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

D3. What consultation methods do you intend to use? (Please check all that apply)

- |                               |                          |   |                          |
|-------------------------------|--------------------------|---|--------------------------|
| Community visioning           | <input type="checkbox"/> | Survey – face to face                   | <input type="checkbox"/> |
| Customer comment card / slips | <input type="checkbox"/> | Survey – telephone                      | <input type="checkbox"/> |
| Exhibition                    | <input type="checkbox"/> | Survey – postal                         | <input type="checkbox"/> |
| Focus groups / workshops      | <input type="checkbox"/> | Survey – online                         | <input type="checkbox"/> |
| Public meeting(s)             | <input type="checkbox"/> | Web-based discussions                   | <input type="checkbox"/> |
| Participatory appraisal       | <input type="checkbox"/> | Individual interviews                   | <input type="checkbox"/> |
| Circulating documents         | <input type="checkbox"/> | Conference                              | <input type="checkbox"/> |
| Opinion poll                  | <input type="checkbox"/> | Partnership approach / ongoing dialogue | <input type="checkbox"/> |
| Other (please write in)       |                          |   |                          |

|  |  |
|--|--|
|  |  |
|  |  |

**E. Consultation events**

E1. Are you planning any events as part of this consultation? Yes  No

E2. If you are planning events, please briefly describe their number and types.

|                          |  |
|--------------------------|--|
| Number of planned events |  |
| Type of events           |  |

**When you know dates and locations of the events, please give your LACPG contact the details so that these can be entered into the events diary.**

**F. Geographic areas covered**

F1. Which parts of Argyll and Bute will the consultation cover? (Tick all that apply)

- |                                     |                          |                        |                          |
|-------------------------------------|--------------------------|------------------------|--------------------------|
| Argyll and Bute wide                | <input type="checkbox"/> | Helensburgh and Lomond | <input type="checkbox"/> |
| Mid Argyll, Kintyre and the Islands | <input type="checkbox"/> | Bute and Cowal         | <input type="checkbox"/> |
| Oban, Lorn and the Isles            | <input type="checkbox"/> | Other                  | <input type="checkbox"/> |

F2. If you have said that the consultation will cover 'other' areas, please give details:

**G. Feeding back the consultation results**

When you have written a final report for the consultation, please send an electronic copy to your LACPG contact(s) for distribution.

**Thank you for completing this form.**

**Please send it to:**

[eileen.wilson@argyll-bute.gov.uk](mailto:eileen.wilson@argyll-bute.gov.uk)

Eileen Wilson

Community Planning Manager

25 West King Street

Helensburgh

G84 8UW

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**Argyll and Bute Community Planning  
Partnership**

**Management Committee  
Date: 13<sup>th</sup> April 2011**



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**Title: Update Report on Environment Thematic Group**

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**1. SUMMARY**

**1.1** This report summarises progress which the Environment Thematic Group has made in regard to developing and implementing actions in the Community Plan, and in developing a scorecard and work programme.

**2. RECOMMENDATIONS**

**2.1** That the Management Committee note the progress which the Environment Thematic Group has made in progressing outcomes from the agreed action plan and scorecard for the group.

**3. BACKGROUND**

- 3.1** The Environment Thematic Group meets quarterly and is progressing in delivering the outcomes and actions relating to the Environment of Argyll and Bute contained in the Community Plan.
- 3.2** At it's most recent meeting in February 2011, the group viewed the current Scorecard, noting that SNH were leading on the development of a list of national outcomes for the Environment. The group further discussed whether all of the proposed measures would be relevant to Argyll and Bute, and noted that if they were not all relevant it was open to individual Community Planning Partnerships to look for relevant alternatives. As a result of the discussion held it was agreed that officers from partnership organisations would meet with the Chair and Thematic lead to discuss the National Outcomes, and would bring a report and amended Scorecard to the May meeting of the Thematic group for consideration.
- 3.3** The meeting had an informative update provided on work progressing in regard to conservation of the Marine Environment. They had further presentations on the work of Scottish Natural Heritage, were given an update on the recent Review of the Agricultural Forum, and were given a demonstration of the Council's new Renewables Interactive Mapping System.
- 3.4** Strategic Partnership reports were submitted by the Argyll and Bute Local Biodiversity Partnership and the Argyll and Bute Local Access Forum, and were noted by the group.

**4. CONCLUSION**

- 4.1** The Environment Thematic Group are concentrating on their performance management role by developing and refining their Performance Scorecard in light of guidance on National Outcomes for the Environment.

For further information contact: Andrew Campbell, Scottish Natural Heritage

Telephone 0300 244 9361 (SNH Oban office)



**SOCIAL AFFAIRS THEMATIC GROUP UPDATE**

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**1. SUMMARY**

This report provides a brief update on the progress of the Social Affairs Thematic Group (SATG)

**2. RECOMMENDATIONS**

It is recommended that the CPP Management Committee note the content of this report.

**3. DETAIL**

The last meeting of the SATG was on the 14<sup>th</sup> February 2011.

The Group considered the following reports:

- Budget Settlement Report – outline of the financial settlement for the Council for financial year 2011/12.
- The Strategic Housing Investment Plan (SHIP) and noted the impact of the significant reductions in housing investment finance in future years
- A presentation on the 3<sup>rd</sup> Sector Partnership by Glenn Heritage noting the support by the partnership for voluntary and community organisations, support for volunteers and support for social enterprises.
- A series of partnership groups' highlight and exception reports from the Strategic Housing and Communities Forum; Child Protection Committee; Argyll and Bute Children, Community Safety Partnership and the 3<sup>rd</sup> Sector Partnership.
- Development of Telecare and Nighttime Home Care Services and out of hours social work and mental health services. The progress on shifting the balance of care for elderly persons was discussed in detail.
- Community Payback Orders – outlining the new CPO's as a replacement for the outgoing Probation and Community Service Orders.

- Updates in relation to scorecard development, SOA/CP Review; Integration of Partnership Groups.

#### **4. CONCLUSION**

The agenda for the SATG has developed a greater depth over recent meetings and has looked at a wide range of service areas. The papers have prompted significant partner debate and scrutiny of performance.

**CLELAND SNEDDON  
EXECUTIVE DIRECTOR OF COMMUNITY SERVICES**

**5<sup>th</sup> April 2011**

## **1. SUMMARY**

**1.1** A full report on the last Economy Thematic Group meeting held on 23 February was submitted to the CPP full partnership meeting on 9 March. This report concentrates solely on the work currently being undertaken to redesign the Scorecard. Approval for the revised format will be sought at the meeting on 25 May

## **2. PROPOSED SCORECARD MEASURES**

**2.1** The aim of the Scorecard is to track performance of key partners against targets and also provide a barometer of the local economy.

It has been agreed that the measures will be monitored on an ongoing basis and inform discussion at future meetings as a standard agenda item. Data will be grouped to reflect whether it is collected annually or more regularly.

Data which is already recorded elsewhere in Pyramid will not feature on the Scorecard to avoid duplication.

**2.2** In future it is proposed that the Scorecard information will be grouped as follows:-

### **2.21 Partners Success Measures.**

This will incorporate information being reported by Business Gateway. Skills Development Scotland have agreed to provide input on school leaver destinations and other partners are being encouraged to participate in making available figures which will provide a barometer for Argyll's economic performance

### **2.22 Economic Indicators.**

Figures will be collated monthly on unemployment in each of the Argyll and Bute travel to work areas

Figures will be collated annually for each of the following

- Population and age structure

- Number of people in employment, economic activity rate and self-employment rate
- Business Start-up rates- to include VAT registrations and PAYE ( data will be two years in arrears)
- School roll numbers from council records
- Average house prices for the region
- Ferry traffic figures

### **2.23 National Outcomes (SOA)**

These sections will remain unchanged.

### **2.24 Narrative will be provide on the delivery of**

- Renewable Energy Action Plan (REAP)
- Economic Development Action Plan
- Argyll Marine Science Initiative
- CHORD

Next Economy Thematic Group meeting will to be held on 25May 2011

For further information contact: Douglas Cowan  
[douglas.cowan@hient.co.uk](mailto:douglas.cowan@hient.co.uk)

Telephone 01546 605402