

HELENSBURGH WATERFRONT DEVELOPMENT – POSITION STATEMENT

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of the report is to provide members with a progress update on the delivery of the Helensburgh Waterfront Development Project, including: feedback from the preliminary engagement through Focus and Drop-In Sessions, held on the 24th, 30th and 31st January 2018, which targeted key stakeholders, community and user groups in closed sessions; and the Pre-Application Consultation (PAC) which commenced on Monday 26th February and will run for 12 weeks through to the 18th May 2018.
- 1.2 The Council's proposals for the development of the waterfront area represent a 'Major Development' under the Planning Process. The PAC process is a further opportunity for the community to comment on the proposals. At the end of the consultation period the Council will then assess all of the feedback received to determine, which of the alternative suggestions received could be incorporated into a revised design.
- 1.3 At the end of the 12 week period (18th May, 2018) we will assess everything that has been said to us against the following:
- Does what someone has suggested meet all the laws and standards;
 - Does the suggestion take account of 'best practice' and does it allow as many people as possible to use the facilities, whatever their personal circumstances might be;
 - Can the suggestion or suggestions be afforded within the budget that we have available;
 - Can the suggested changes actually be built;
 - Does the suggestion mean that building, car park etc. are more or less financially sustainable over long term?
 - Does the suggestion consider what the people who will actually use the building, car park etc. want, as well as the local communities and visitors to the town?
- 1.4 The Project Team will then bring forward recommendations to a Special Helensburgh & Lomond Area Committee on the 30th May 2018 setting out which of the suggestions received that meet the criteria set out above could be included in our proposals going forward.

Following the decision of the Area Committee the Project Team will then finalise our development proposals for submission as our Formal Planning Application on the 4th June, 2018

2.0 RECOMMENDATIONS

2.1. It is recommended that Members:

- Note the updated position in implementing the Stakeholder and Community Engagement Strategy.
- Approve holding a Special Helensburgh & Lomond Area Committee on Wednesday 30th May 2018

HELENSBURGH WATERFRONT DEVELOPMENT – POSITION STATEMENT

3.0 INTRODUCTION

- 3.1. The purpose of the report is to provide members with a progress update on the delivery of the Helensburgh Waterfront Development Project, including: feedback from the preliminary engagement through Focus and Drop-In Sessions, held on the 24th, 30th and 31st January 2018, which targeted key stakeholders, community and user groups in closed sessions; and the Pre-Application Consultation (PAC) which commenced on Monday 26th February and will run for 12 weeks through to the 18th May 2018.

4.0 RECOMMENDATIONS

- 4.1 It is recommended that Members:

- Note the updated position in implementing the Stakeholder and Community Engagement Strategy.
- Approve holding a Special Helensburgh & Lomond Area Committee on Wednesday 30th May 2018

5.0 DETAIL

5.1 BACKGROUND

- 5.1.1 In recognition of the importance of this project to the people and businesses of Helensburgh and the wider Lomond area, Argyll and Bute Council's Helensburgh Waterfront Development (HWD) Project Team have developed a Community and Stakeholder Consultation Strategy (**APPENDIX 1**). This approved strategy splits the consultation into two distinct phases. The first phase - preliminary engagement through Focus and Drop-In Sessions, this was held on the 24th, 30th and 31st January 2018, and targeted key stakeholders and community and user groups in closed sessions. The second phase, the formal Pre-Application Consultation (PAC) process, runs from 26 February - May 2018 for public consultation with the wider community.

5.2 FEEDBACK ON FOCUS GROUP AND DROP-IN SESSIONS

5.2.1 Focus and Drop-In Sessions were held on the 24th, 30th and 31st January 2018 to allow the client, Argyll & Bute Council and the facility operator, Live Argyll, in conjunction with the HWD Design Team to review the feedback and agree which aspects of the design proposals could be modified.

5.2.2 Five Focus Group Sessions took place to help to capture views on the HWD design proposals from a cross section of the community. The sessions were broken down into the following categories: Specific Needs; Users of the existing Helensburgh Leisure Facility; Staff of the existing Helensburgh Leisure Facility and Conveners /representatives of the Helensburgh & Lomond Community Councils. Twenty-nine invitations were sent out two-weeks in advance of the event, along with an outline of the format of the Focus Group Sessions.

5.2.3 One Drop-in Session was held with invitations sent two-weeks in advance to the following: Helensburgh & Lomond Chamber of Commerce; Architectural Design Helensburgh; MOD; Lomond & Clyde Tourist Association, Helensburgh Shorefront Development Project and Scottish Submarine Museum. In addition to the above, any group invited to a Focus Group session and that preferred/wished to attend the Drop-In session were free to do so.

5.2.4 The purpose of these sessions was to engage with key stakeholders and user groups to seek their views/comments on the evolving Helensburgh Waterfront Development (leisure facility, car park, public realm and coastal flood defences). The detailed design is being led by Darnton B3, to help ensure that the final design best meets the needs and aspirations of the Helensburgh and Lomond communities whilst at the same time satisfying the following design requirements:

- Design meets all statutory requirements and applicable standards;
- Is affordable within the approved capital budget
- Is operationally efficient and sustainable; and
- Takes account of best practice and inclusivity in their design development;

5.2.5 Date/Time and Location of Sessions

Session 1 Live Argyll – Helensburgh Leisure	11.00 – 12.30 on 24 th January 2018, held at the Pillar Hall, Victoria Halls, Helensburgh
Session 2 Focused Group - Specific Needs Groups	1pm – 2.30 pm on 30 th January 2018, held at the Marriage Room, Council Offices, Helensburgh.

Session 3 Drop – In	3pm – 5pm on 30 th January 2018, held at the Marriage Room, Council Offices, Helensburgh
Session 4 Focused Group - User Groups	6.30 – 8pm on 30 th January 2018, held at the Marriage Room, Council Offices, Helensburgh
Session 5 Focused Group – H&L Community	10am – 11.30am on 31 January 2018,

- 5.2.6 On arrival attendees, were greeted by members of the HWD Design Team and Live Argyll, and were given an Agenda and Feedback form and encouraged to view the display boards below before the formal session began.
- 5.2.7 Five A1 presentation boards were on display showing the following: Ground and 1st floor layouts of new leisure facility; Ground and 1st floor Isometric/internal images of new leisure facility and a plan of the site showing the location of new leisure facility, and the lay-out of car park/public realm and sea defences.
- 5.2.8 The sessions were facilitated by Helen Ford Consulting Ltd, who welcomed attendees, introduced the Design Team and set the scene for the sessions before Darnton B3, took attendees through a sketch slide show of the proposed leisure facility and surrounding pierhead site. During and after the slide show discussion took place on the design proposals, after which Helen Ford outlined the proposed timeline for the development and the next steps, in particular, outlining the anticipated timeline for holding Open Public Consultation events prior to the submission of the Planning Application for the development.
- 5.2.9 The consultation events with members of the HWD design team and Live Argyll has generated valuable feedback for the Council and Live Argyll not only on design matters but on operational matters too. Overall attendees at both the Focus and Drop-In Sessions were very happy with the design and functionality of the new leisure facility. The main areas where attendees felt further consideration was required were in terms of coach parking and parking provision in general; location of the leisure facility; spectator seating; extent and design of flood defences; and the design of slipway. Twenty Feedback forms were received as a result of these sessions.

5.2.10 Key outcomes and findings arising from the sessions:

Attendance

Group	Invitations sent	Attended	Comments
Live Argyll staff	n/a	9	
Specific Needs Groups	5	4	Enable sent 2 representatives
Drop-In Events	7	8	Helensburgh Shorefront Development Project HSDP sent 2 representatives as did the Helensburgh Chamber of Commerce
Existing Facility Users	9	11	Helensburgh Amateur Swimming Club (HASC) sent 5 representatives
H&LCC	8	3	2 H&L CC's attended
TOTALS	29	35	

5.2.11 Live Argyll Feedback (9 attendees – Collective Feedback)

- Overall very happy with design of Leisure Facility. Feel the internal layout of the leisure facility works well and will meet the needs of their users;
- Welcome the moveable floor, gives them more flexibility with programming events;
- Welcome the café space but feel would benefit from servery;
- Storage provision is adequate but if additional space found then additional storage space should be a priority;
- Concerns that the location of the lift will mean customers can bypass access control barriers and go up to first floor;
- Asked if floor markings to be considered for badminton in one of the two Studios.
- Seeking confirmation there are chlorine sample points
- Questioned whether there are too many private showers in changing rooms, preference for more open showers or more changing cubicles.
- Review of balcony area for spectator seating to avoid overcrowding, accept may need to find an operational solution i.e. tensa barrier points.

5.2.12 Specific Needs Group Feedback (4 attendees – 1 Collective Feedback)

- Overall vast majority of attendees very happy with the design of the Leisure Facility and welcomed the moveable floor/ studio pool (allows

increased water temperature important factor for disabled/elderly), suggest including markings in studio pool for doing lengths;

- Location of Leisure facility - exposed to prevailing winds
- Suggested extending roof overhang to cover first line of disabled parking;
- Would like to see bicycles that can be put into the water- good for elderly/disabled and for rehabilitation;
- Glass screen floor to ceiling in café and in 1st floor corridor restricts communication between swimmers and spectators. Parents/careers need to be able to communicate with child. Potential for operational solution – i.e. access given to poolside area as appropriate.
- Lighting to take account of light sensitivity for specific groups
- Seeking assurances wide range of activities can take place/will be on offer in facility (e.g. T-dances, table tennis, soft play, etc.), also extended opening hours, given by Live Argyll.
- Provision of Paper Towel dispenser
- Avoid slippery surfaces, ensure clear delineation between pedestrian areas, roads and parking;
- Seeking assurances there is sufficient parking/coach parking and if there will be a charge for parking; and
- Rock armour – concerned about attracting debris/litter

5.2.13 Drop-In Session Feedback (8 attendees – 7 Feedbacks)

- Like modern look of building and pools
- Moveable floor in studio pool provides flexibility of how space used
- Seeking storage for 12ft long canoes/kayaks, direct access to poolside to bring in kayaks and “washing” point.
- Location of Leisure facility –concerned about location of building and that NW entrance exposed to prevailing winds/storm conditions, also position of building hides access to slipway
- Flume provision raised by one attendee
- Concerned about overhanging rock armour design
- Suggest use of VENTURI in design (on or off building)
- Materials should be highly salt corrosion resistant given exposed position of building. Also consideration needs to be given to seagull’s impact on glazing on building.
- Locate café/servery in SW corner of building to maximise view
- Concerns/disappointment over proposed spectator area
- Need dedicated parking for coaches on site
- One respondent felt consideration should be given to the town’s annual fireworks display, which currently makes use of the pier head.
- Question whether there is sufficient car parking
- Green Travel plan needs to be seen
- Public Toilets detract from vista and integration of development to the town, should be replaced on site and old toilets demolished.
- Need at least 10 electrical charging points in the area

- Provision for installing festive lighting on site with cable duct laid across to Tower building.
- Slipway design not adequate to meet demands, too steep, vehicles will require to reverse in a public area, potential safety issue. Needs moved 30m to the East
- Unclear how the enhanced sea defence proposals will reduce the current rat problem.
- Coastal defence proposal to consider HSDP intention to dredge area north of pier to accommodate pontoons for visiting yachts.
- Changing facilities for kayakers, Helensburgh at end of Kayak Trail.

5.2.14 Users Feedback (11 attendees – 8 Feedbacks including Collective feedback from HASC)

- Overall delighted with design and functionality of leisure facility.
- Welcomed flexibility of studio pool/moveable floor
- Consider gradient in main pool from 2.0m to 1.0m or 1.2m depth, currently considering 2.0m to 0.9 or 1.0m
- Consider the forward facing shallow access steps into main pool placed within smaller pool.
- Preference for pool pods (2) over hoists as allows individual to be independent.
- Provision for starting blocks/timing board/play pen in changing facilities and adequate sized lockers.
- Spectator seating – prefer dedicated space, feel provision on 1st floor inadequate re space, comfort and interaction with swimmers i.e. glass screen floor to ceiling in 1st floor corridor and café restricts communication between swimmers and spectators. Potential operational solution to ease any congestion on first floor (close studio(s)) and to provide spectator seating during galas (circa 5 per annum) in studio pool area by raising floor. Scottish Swimming recommends seating for at least 100 spectators.
- Suggest storage area to change outdoor shoes for blue shoes for non-swimmers collecting children etc.
- Seeking storage for 12ft long canoes/kayaks, direct access to poolside to bring in kayaks and “washing” point.
- Review shower provision at sauna/steam room
- Welcome the café space but feel would benefit from servery;
- Car parking – clarification sought on charging policy, provision for mother/toddler spaces, bike parks and electrical charging points
- Slipway – concern over gradient, look to providing flat surface for disabled kayakers, and consider floating pontoon.

5.2.15 Helensburgh & Lomond Community Councils Feedback (3 attendees – 3 Feedbacks)

- No clear public input to brief
- Location of Leisure facility – feel building is exposed to prevailing winds/storm conditions and NW entrance in the wrong location.
- Upper spectator seating looks extremely uncomfortable and detached from the pool area.
- Studio rooms need to be multi-use spaces
- Would like to see provision for badminton and squash courts and five-a-side soccer courts.
- Further consideration given to flow of swimming users, wider access gaps between changing rooms and pool; more shower cubicles
- Café – feel it should be located on first floor to take better advantage of sea views and have a servery.
- Play area should be next to café for parent supervision
- Design building to enable future expansion
- Car park – loss of 150 spaces very significant; charging policy required/communicated
- Car park – Parking for coaches needs to be close to town centre e.g. on W Clyde St frontage of development site along with car parking provision
- Coastal sea defences – questioned the need for works, confirmation required on whether works a statutory requirement to the development of the site. Proposed level of infill will mean that new facility will be overly dominant on the front/restrict sea view.

5.2.16 Summary of Findings

The following points were raised most frequently across the five sessions:

1. Very positive feedback on look and general layout of leisure facility
2. Support for moveable floor in studio pool
3. Support for servery within café
4. Feel proposed provision of spectator seating is inadequate in terms of space, comfort and interaction with swimmers
5. Concerns over exposed location of leisure building and in particular entrance in NW corner of site.
6. Question extent/design of proposed coastal sea defence works
7. Need for coach parking on/directly adjacent to Waterfront Development.
8. Question whether car park provision adequate
9. Feel slipway design could be further improved to meet disabled user needs

5.2.17 Table 1 below shows which groups supported the above statements.

TABLE 1

Attendance	Live Argyll 9	Special Needs 4	Drop-In 8	Users 11	H&L CC 3
Findings					
1	X	X	X	X	
2	X	X	X	X	
3	X		X	X	X
4	Minor	X	X	X	X
5		X	X		X
6		X	X		X
7		X	X		X
8		X	X	X	X
9			X	X	X

5.3 PRE- APPLICATION CONSULTATION (PAC)

5.3.1 The progress of the Helensburgh Waterfront Development took another step forward on Monday 26th February with the launch of a 12 week Pre-Application Consultation.

5.3.2 The Council's proposals for the development of the waterfront area represent a 'Major Development' under the Planning Process. The PAC process is a further opportunity for the community to comment on the proposals. At the end of the consultation period the Council will then assess all of the feedback received to determine, which of the alternative suggestions received could be incorporated into a revised design. The PAC process will run for 12 weeks from 26th February to 18th May 2018

5.3.3 The PAC process requires that we consult over a 12 week period and that we hold at least one public event to allow people the opportunity to: view the proposals; ask questions of the Project Team; and feed in their comments.

To ensure that as many people as possible are able to contribute we intend to hold three public events at the Victoria Halls in Helensburgh:

- Monday 26th March 2018 from 11:00hrs to 19:00hrs
- Monday 30th April 2018 from 11:00hrs to 19:00hrs and
- Monday 14th May 2018 from 11:00hrs to 19:00hrs

5.3.4 Reminders for these three public events will be advertised in the local press a minimum of 7 days beforehand and in the Helensburgh Council Offices and Swimming Pool, the Victoria Halls, Community Notice Board and Council's website.

5.3.5 Throughout the 12 week consultation period all of the presentation materials will be on public display at the Victoria Halls, Helensburgh Library and at Helensburgh Swimming Pool along with feedback/comments forms. All of the information will also be made available on the Council's website at:

www.argyll-bute.gov.uk/helensburgh-waterfront

5.4 POST PRE-APPLICATION CONSULTATION

5.4.1 During the consultation period we will be presenting our development proposals, which means that no matter which of the events people come to it will be the same things that we show to them.

5.4.2 At the end of the 12 week period (18th May, 2018) we will assess everything that has been said to us against the following:

- Does what someone has suggested meet all the laws and standards?
- Does the suggestion take account of 'best practice' and does it allow as many people as possible to use the facilities, whatever their personal circumstances might be?;
- Can the suggestion or suggestions be afforded within the budget that we have available?
- Can the suggested changes actually be built?
- Does the suggestion mean that building, car park etc. are more or less financially sustainable over long term?
- Does the suggestion consider what the people who will actually use the building, car park etc. want, as well as the local communities and visitors to the town?

5.4.3 The Project Team will then bring forward recommendations to the Helensburgh & Lomond Area Committee setting out which of the suggestions that we have received meet the criteria set out above and could be included in our proposals going forward.

Following the decision of the Area Committee the Project Team will finalise our development proposals for submission as our Formal Planning Application.

5.4.4 As part of our Planning Application we have to submit a Pre-Application Consultation Report which must include the following information:

- Who we have consulted;
- What steps we took to comply with what the Scottish Governments says we have to do as well as any additional things that the Council's Planning Service asked for;
- Show what we did with the comments and suggestions made, including if our original proposals have been changed following your feedback;
- Provide evidence that we have done everything that we should have during the consultation - e.g. copies of advertisements for the public events and examples of what we made available to you; and
- Demonstrate what we did to explain the nature of the PAC i.e. that it doesn't take away rights to submit comments or objections to our proposals during the Formal Planning Application.

There will be further opportunities beyond of the PAC process for comments through the formal Planning Process once an application for the new development has been submitted.

6.0 CONCLUSION

6.1 Due to the scale of the Helensburgh Waterfront Development it falls within the Scottish Government's designation of a 'Major Development'. Under this designation of Major Development it sets out the minimum Public Consultation that we have to do. We want to go further and ensure that as many people and groups as possible have the chance to look at our proposals and give us their opinions. That's why in January of this year we held five informal meetings with a number of focus groups, and held a drop-in event for others, such as the Chamber of Commerce; the MOD; Lomond & Clyde Tourist Association, Helensburgh Shorefront Development Project and the Scottish Submarine Museum. This was to give us a first opportunity to hear what people thought before the more formal part of the process began.

6.1.1 The focus groups covered specific interests like:

- Specific Need Groups (Grey Matters, ENABLE and parents of children with autism)
- Users of the existing building (e.g. swimming and kayak club)
- Staff of the existing Leisure Facility and
- Helensburgh & Lomond Community Councils

6.1.2 The Scottish Government also says that:

1. We must hold at least one public event for members of the public where they can make comments to us about our proposals;
2. The public event must be advertised at least 7 days in advance in a local newspaper to enable members of community councils, representative groups and other members of the public to arrange to attend; and
3. The consultation period must last for 12 weeks.

6.1.3 We want to go further so, we will be holding three public events that will include a presentation of our proposals and the opportunity for those attending to discuss them with us and give us their opinions.

7.0 IMPLICATIONS

7.1. Policy – The delivery of these projects fits with, as appropriate, the Council's Corporate Plan, Single Outcome Agreement, Economic Development Action Plan and approved Local Development Plan key actions and policy for safeguarding our built heritage and town Centre regeneration.

7.2 Financial –In order to progress the Helensburgh Waterfront Development to detailed design stage, secure statutory approvals and come forward with a FBC, design and cost consultants services are being funded from the £1m project development funding approved by P&R in August 2016.

7.3 Legal – Legal Services will provide support as and when required.

7.4 HR – The Helensburgh Regeneration Project Manager continues to project

manage the projects on a day to day basis, supported by colleagues from other departments of the Council.

7.5 Equalities – None.

7.6 Risk – The Helensburgh Waterfront Development Project has a costed Risk Register has been drawn up and will be regularly monitored with update reports provided to members at key project milestones.

7.7 Customer Service – None.

Executive Director of Development and Infrastructure Services: Pippa Milne
Policy Lead: Cllr Gary Mulvaney

13 March 2018

For further information contact: Andrew Collins, Helensburgh Regeneration
Project Manager, Tel: 01436 657633 or Mobile: 0781 081 4465

APPENDIX 1

ARGYLL AND BUTE COUNCIL
HELENSBURGH WATERFRONT DEVELOPMENT
COMMUNITY AND STAKEHOLDER CONSULTATION STRATEGY
DECEMBER 2017

HELENSBURGH WATERFRONT DEVELOPMENT

COMMUNITY AND STAKEHOLDER CONSULTATION STRATEGY

1.0 INTRODUCTION

- 1.1 This Consultation Strategy (**APPENDIX 1**) has been prepared by Helen Ford Business Consultant Ltd and Cameron Planning, the project team Planning Consultant, on behalf of Argyll and Bute Council for the Helensburgh Waterfront Development (HWD). The HWD Team consisting of Argyll and Bute Council (ABC), Darnton B3, Patrick Parsons, Hirst Associates, Cameron Planning and Helen Ford Business Consultant Ltd propose engaging with both Statutory and Non-statutory Stakeholders and the Community at large, not only to meet the required statutory planning Pre Application Consultation Process (PAC) but to be able to demonstrate that the proposed development of HWD has the wide spread support of the local community, user groups and businesses.
- 1.2 The benefits of extensive and inclusive community consultation are fully recognized by the HWD team, as community support is ultimately essential to the success of the project. Community support and buy-in will ensure that the scheme to be delivered is one that is regarded as ‘fit-for-purpose’ and is one that meets community needs. Early and continuous engagement will ensure that statutory application process is informed and reflective of community needs and should consequently result in a smoother planning application process.
- 1.3 Throughout the consultation, the HWD team will endeavour to ensure that members of the public continue to have a genuine opportunity to express their views on the various elements of the HWD, which includes a new community swimming pool/leisure facility, coastal flood defences, car park and public realm works that take into account the future proposed retail development as outlined in the original Helensburgh Waterfront Masterplan.
- 1.4 In preparing this Consultation Strategy, recognition has been given to the substantial level of community consultation that has already been undertaken by ABC that led to the approved Helensburgh Waterfront Masterplan, adopted in May 2012 together with discussions that were subsequently held with ABC officers, existing users of the swimming pool and funding partners in developing the design brief/scope of services for the HWD.
- 1.5 In addition to the stakeholder and community consultation requirements the HWD team is developing a programme of client focused meetings with Council officers and elected Members. The nature of these additional consultation meetings will be different to public facing meeting and events and will comprise business meetings and Member group presentation and meetings as required.

2.0 PREPARATION REQUIREMENT PRIOR TO COMMUNITY ENGAGEMENT

- 2.1 Given the level of community engagement that has taken place over the years, relating not only to the Helensburgh Waterfront Development but to the wider regeneration of Helensburgh Town Centre, it is possible to identify the likely

matters that the community will be particularly interested in and in which they will be seeking comfort that their interests are being addressed. The consultation process will provide the community with further opportunities to express their own views.

- 2.2 It is therefore proposed that for each of the following matters a statement is prepared, clearly outlining how the HWD team proposes addressing the matter and the issues that were considered in reaching their proposal.

Likely matters of Concern/Debate:

- Provision of adequate car parking given loss of car parking spaces
- Provision for coach parking
- Provision for holding swimming galas (length of pool/spectator seating)
- Provision for pre 5's
- Provision for teenagers
- Concerns around the sustainability of a moveable floor
- Provision of Public Toilets
- Traffic Management – Safe and sustainable Access/Egress of development site and impact on surrounding traffic management
- Impact of coastal flood defences on surrounding environs, including the manner in which flood risk will be addressed for this seafront location
- Impact of new Leisure/Sports Facility on surrounding environs
- Envisaged retail development and the relationship of the project to the wider masterplan
- Timescale for construction works
- Disruption during works - impact on local trade/day to day users
- Continuity of existing swimming pool provision.

- 2.3 Full consideration and development of the above matters will provide the HWD team, including Council officers and elected Helensburgh and Lomond Members, with a series of response statements that will help to provide a solid platform on which to engage with the community and thus hopefully address any contentious issues ahead of the formal PAC process outlined in 3.5 below.

- 2.4 As part of the public consultation process there may, depending on the outcome of discussions with Marine Scotland, be a need to undertake formal public consultation relative to any Marine Works Licensing requirements around the sea defence works. Should the Marine Works necessitate a formal public consultation process consideration will be given to incorporating this into the Planning PAC process, assuming the timescales allow a joint approach.

3.0 ENGAGEMENT PROPOSAL

- 3.1 The following engagement proposal has been split into two distinct groups and phases i.e. Statutory Stakeholders and Non-Statutory Stakeholders and Community Groups, covering both the informal engagement process and the formal PAC process required for a development of this scale. The PAC process is a statutory Planning requirement and requires a process of community

engagement as outlined in the relevant Regulations. This community engagement strategy goes beyond the statutory requirements and seeks the widest possible community engagement, whilst acknowledging both the stakeholders and the community's wish to deliver the HWD as timeously as possible and within allocated budget.

- 3.2 The Statutory Stakeholder engagement will be led by Cameron Planning with Helen Ford Business Consultant Ltd taking the lead on the Non Statutory Stakeholder and Community engagements. The appropriate members of the HWD Team, including technical leads, will support both individuals. In essence, the community consultation regime will engage with key stakeholders and user groups at the outset in order to inform how the project develops. Early user group consultation will precede wider community consultation and ensure that user group interests are reflected.

3.3 INFORMAL ENGAGEMENT (FOCUS GROUPS)

Timescale

It is proposed that the informal engagement for the above groups will begin in earnest once the HWD design team has costed outline design proposals. The proposals will reflect the Client's approved Brief, Budget and the Guidance contained within the approved Masterplan Addendum for the Helensburgh Waterfront Development. The timescale for undertaking the discussions is currently programmed to start in January 2018 through to March 2018. The intention is to hold a drop in session plus focus group sessions in the Helensburgh Council Offices and/or the Victoria Halls around late January/early February to seek comments on the outline proposals (following sign off of proposals by the Client/Elected Members).

3.4 Consultees

1. Outlined below are the main bodies both statutory and non-statutory that will be approached to seek their views on the outline development proposals prepared by the HWD team.

Statutory:

- A&BC Planning Department
- A&BC Roads and Environmental Teams
- Helensburgh Community Council
- Scottish Environmental Protection Agency
- Natural Heritage Scotland
- Crown Estates
- Utility Providers
- Harbour Authority
- Transport Scotland

- Marine Scotland (Marine Licensing)
- Northern Lighthouse Board (Marine Licensing)
- Maritime Coastguard Agency (Marine Licensing)
- Clyde Marine Planning Partnership (Marine Licensing)
- Adjacent Property Owners

Non Statutory Stakeholders and Community Groups

This includes groups such as:

- The other seven Community Councils
- The Leisure and Library Trust - Live Argyll
- The local business community
- Focus Groups e.g. sports groups, disability access groups etc

3.5 PAC Engagement

The statutory 12 weeks PAC process applies to developments that are regarded as 'major developments' in terms of a development hierarchy. Current Development Regulations relative to the PAC process require 12 weeks notification of the intention to submit a planning application prior to an application being submitted. The 12 weeks statutory notification period is due to run from March 2018 through to June 2018.

The events will be held in the Council's Offices in Helensburgh and/or the Victoria Halls, each event will be held as a drop-in event rather than a formal presentation with members of the public being able to drop-in to the event and review the proposed scheme as it develops; members of the design team will be on hand to answer technical queries. The drop-in event will likely run from say 12.00 to 15.00 and 16.00 to 20.00, on both days, ensuring maximum availability of the technical team. The drop-in approach is considered more inclusive as it is less confrontational compared to a top-table presentation and people are less likely to engage in a more intimidating environment.

In addition to details of the Engagement events being advertised in the local press a minimum of 7 days beforehand, in line with statute, the events will be advertised in Helensburgh Council Offices and Swimming Pool, the Victoria Halls, in the Community Notice Boards both in Colquhoun Square and at the West Bay Esplanade, Helensburgh Central Station and on the Councils website.

The Helensburgh Community Council will be formally engaged in the PAC process and will receive a copy of the proposed application Notice as required in the Regulations and the planning application will be advertised locally.

At the events, the HWD design team will outline their detailed design proposals, which will be uploaded to the Council website at least one week ahead of the meeting, to enable the community to participate in an informed and meaningful

discussion. The PAC process requires a PAC Report to be prepared to accompany the planning application; this will outline the consultation process adopted, define the nature of responses received and outline the extent to which the consultation process has informed the design process following the consultation events or through wider consultation.

As noted in para 2.4, consideration will be given to incorporating any statutory Marine Works Licensing PAC requirement into the Planning PAC process.

4. PUBLIC EXHIBITION – FINAL OPTION

- 4.1 A static exhibition will be held in the Helensburgh Council Offices to present the Detailed Design submitted for planning approval. The exhibition will take the form of large banners to map how the design has been developed, clearly identifying areas of community input and preference leading to the development of the Final Option.

5. STATEMENT OF PARTICIPATION

- 5.1 Helen Ford Business Consultant Ltd and Cameron Planning will prepare the Statement of Participation detailing the methodology and results of the engagement process, demonstrating the role that the consultation strategy played in shaping the final design.
- 5.2 In addition, the planning application will be accompanied by a Pre-Application Consultation Report to meet the statutory PAC requirements. If required, a separate PAC report will be submitted to Marine Scotland with a Marine Works License application.