

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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7 August 2014

NOTICE OF MEETING

A meeting of the **ENVIRONMENT, DEVELOPMENT AND INFRASTRUCTURE COMMITTEE** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **THURSDAY, 14 AUGUST 2014 at 10:30 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST (IF ANY)**
3. **MINUTES**
Environment, Development and Infrastructure Committee – 10 April 2014 (Pages 1 - 4)
4. **DRAFT PARKING POLICY FRAMEWORK**
Report by Executive Director – Development and Infrastructure Services (Pages 5 - 18)
5. **POLICY FOR PROVISION OF WOODLAND AND GREEN BURIALS**
Report by Executive Director – Development and Infrastructure Services (Pages 19 - 32)
6. **FLOOD RISK MANAGEMENT - STRATEGIC APPRAISAL OF MEASURES: INITIAL OBJECTIVES**
Report by Executive Director – Development and Infrastructure Services (Pages 33 - 42)
7. **APPRAISAL OF OPTIONS FOR THE UPGRADING OR REPLACEMENT OF STREET LIGHTING COLUMNS , LAMPS AND CABLING - UPDATE REPORT**
Report by Executive Director – Development and Infrastructure Services (Pages 43

- 50)

8. UPDATE ON A83 REST AND BE THANKFUL

Report by Executive Director – Development and Infrastructure Services (Pages 51 - 54)

9. WINTER SERVICE POLICY 2014/15

Report by Executive Director – Development and Infrastructure Services (Pages 55 - 82)

10. FINANCIAL QUARTER ONE PERFORMANCE SCORECARD SCRUTINY

Report by Executive Director – Development and Infrastructure Services (to follow)

11. PROPOSED ARGYLL AND BUTE SUSTAINABLE ECONOMIC FORUM

Report by Executive Director – Development and Infrastructure Services (Pages 83 - 88)

INSERT COMMITTEE NAME

Councillor Vivien Dance

Councillor David Kinniburgh

Councillor Iain MacDonald

Councillor Duncan MacIntyre

Councillor Donald MacMillan

Councillor Ellen Morton

Councillor Sandy Taylor

Councillor Dick Walsh

Councillor Anne Horn

Councillor Bruce Marshall

Councillor Alistair MacDougall

Councillor Robert Graham MacIntyre

Councillor Alex McNaughton

Councillor Elaine Robertson

Councillor Richard Trail

Contact: Hazel MacInnes Tel: 01546 604269

**MINUTES of MEETING of ENVIRONMENT, DEVELOPMENT AND INFRASTRUCTURE
COMMITTEE held in the COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD
on THURSDAY, 10 APRIL 2014**

Present:

Councillor Ellen Morton (Chair)

Councillor Anne Horn	Councillor Donald MacMillan
Councillor David Kinniburgh	Councillor Elaine Robertson
Councillor Alistair MacDougall	Councillor Sandy Taylor
Councillor Duncan MacIntyre	Councillor Richard Trail
Councillor Robert G MacIntyre	Councillor Dick Walsh

Also Present:

Councillor Robin Currie

Councillor George Freeman

Attending:

Charles Reppke, Head of Governance and Law
Pippa Milne, Executive Director – Development and Infrastructure Services
Jim Smith, Head of Roads and Amenity Services
Stewart Watson, Senior Technician
Stewart Clark, Contracts Manager

The Chair advised that Councillors Kinniburgh and McNaughton would join the meeting at the conclusion of the pre-agenda briefing of the Planning, Protective Services and Licensing Committee which was ongoing.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Louise Glen Lee, Iain Angus MacDonald and Bruce Marshall.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. TERMS OF REFERENCE/DEVELOPMENT DAY

The Committee considered a report that outlined draft terms of reference for the Environment, Development and Infrastructure Committee which would be presented to the Council for incorporation into a revised Constitution and Standing Orders in April 2014. The report sought views from Members on proposals on the content of a development day for the Committee.

The Head of Governance and Law advised of the following amendments to paragraph 3.4.3 of the draft terms of reference –

- Removal of the words “telecommunications”, “arts” and “culture” and the addition of the word “renewables” under *Economic Development*.
- Removal of the words “building services” under *Environment and Transport*.

Decision

The Committee -

1. Noted the draft terms of reference which will be presented to Council for incorporation into a revised Constitution and Standing Orders in April 2014 subject to the amendments as detailed by the Head of Governance and Law.
2. Approved the proposed agenda for the Development Day.
3. Agreed that two provisional dates for the Development Day would be sent to all Members of the Committee requesting their availability, and a final decision would be made by the Executive Director in consultation with the relevant Policy Leads.

(Reference: Report by Executive Director – Customer Services dated April 2014, submitted)

Councillor Kinniburgh joined the meeting at 10.55am during the presentation by the Head of Roads and Amenity Services.

4. ROADS ASSET MANAGEMENT

The Head of Roads and Amenity Services gave an informative presentation to the Committee on the management of the roads network in Argyll and Bute. Stuart Watson, Senior Technician demonstrated the Council's WDM and PMS systems to the Committee and Members were given the opportunity to pose questions to Officers.

Decision

The Committee requested that a report be brought to a future meeting following the 2014 full road network survey highlighting the improvements that have been made to the road network since the previous survey carried out in 2009.

(Reference: Presentation by Head of Roads and Amenity Services and demonstration of WDM/PMS systems)

5. REST AND BE THANKFUL

The Committee considered a report which updated Members on the latest position with regard to the A83 Rest and Be Thankful and which invited discussion to enable a response to be made from the Council to the Scottish Government and Transport Scotland.

Decision

The Committee –

1. Noted the report.
2. Agreed to the Council facilitating a discussion with all appropriate

interests/stakeholders in advance of the next taskforce meeting to get a solid and agreed position from Argyll and Bute and to delegate to the Executive Director of Development and Infrastructure and Head of Roads and Amenity Services in consultation with the Leader and Depute Leader of the Council to take this forward.

3. Agreed that Councillors Dick Walsh, Ellen Morton, Duncan MacIntyre and Sandy Taylor would represent the Council at future task force meetings along with Councillor Douglas Philand who already attends, by direct invitation.

(Reference: Report by Executive Director – Development and Infrastructure Services dated March 2014, submitted)

6. CAFE PAVEMENT LICENCES

The Committee considered a report proposing guidance and rules for the occupation of footways by pavement cafes and the display of goods for sale in Argyll and Bute.

Decision

The Committee –

1. Noted and endorsed the report subject to the addition of -
 - a paragraph highlighting the liquor licensing requirements as part of any application;
 - a paragraph making it explicitly clear that the Council has the right to withdraw permission of a pavement café licence if so advised.
2. Approved that the Pavement Café Licence Policy be taken to the Policy and Resources Committee for approval as a Council Policy.
3. Approved that in the interim, prior to the Policy and Resources Committee that the Policy is posted on the website seeking comments from stakeholders highlighting the statutory obligations that must be adhered to as part of any pavement café licence.

(Reference: Report by Executive Director – Development and Infrastructure dated March 2014, submitted)

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

DRAFT PARKING POLICY FRAMEWORK

1.0 EXECUTIVE SUMMARY

There are effectively 3 elements to parking policy proposed in Argyll and Bute:

- **Overarching Parking Policy Framework –**
- **Traffic Regulation Orders (TROs) –**
- **Decriminalised Parking Enforcement (DPE)**

This report introduces the overarching Parking Policy Framework, confirms proposals to consider adjustments to existing TROs on an area by area basis and proposes a time scale for these activities.

The inequality of parking provision and extent of charging in different areas of Argyll & Bute has been raised on many occasions by both members and the public. The review of parking will seek to bring equity in provision of parking and income generation to support the burden of maintenance.

It is recognised that a “one size fits all” approach is not practical in Argyll & Bute, due to the differing natures of the main towns.

RECOMMENDATIONS

Members endorse the proposed draft Policy and recommend to Policy and Recourses Committee that the draft policy be adopted by the Council.

Members are asked to endorse the proposal for reviewing Traffic Regulation Orders by Area Committees.

ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

DRAFT PARKING POLICY FRAMEWORK

2.0 SUMMARY

- 2.1 This report proposes a draft Parking Policy Framework for Argyll & Bute which will provide a framework to ensure a consistent area based approach while recognising the uniqueness of some of our towns and settlements.
- 2.2 This report also sets out the proposals for reviewing the existing Traffic Regulation Orders and charging regimes following the introduction of Decriminalised Parking Enforcement in May this year.

3.0 RECOMMENDATIONS

- 3.1 Members endorse the proposed draft Policy and recommend to Policy and Recourses Committee that the draft policy be adopted by the Council.
- 3.2 Members are asked to endorse the proposal for reviewing Traffic Regulation Orders by Area Committees.

4.0 DETAILS

Background

- 4.1 In 2004 Area Committees were directed to introduce charges for off-street parking where it was considered viable. Some car parks that were identified as being viable did not have charges introduced for a variety of reasons. Current car parking policy, in practical effect, is defined by existing Traffic Regulation Orders in place in each area. The Council currently does not have an overarching parking policy in place.
- 4.2 There is disparity in the availability of free and charged for car parking across Argyll & Bute. There have been calls from both Members and members of the public to review parking policy to bring equity across all areas.

- 4.3 Off-street parking is predominantly on land owned and maintained by the Council and provided by the Council to reduce obstruction on the road due to indiscriminate parking. Adequate parking provision also encourages shoppers and other visitors to our towns.
- 4.4 The provision and maintenance of parking areas is a financial burden, it is therefore justifiable that charges are made to provide revenue for the maintenance of parking areas and the provision of new parking areas.
- 4.5 Charges in off-street parking areas also provide a means to control the use of off-street parking. This can be used to encourage parking turnover in town centres, control the types of vehicle permitted, influence the length of time vehicles may be left in the parking area and encourage a modal shift in transport choice.
- 4.6 On-street parking generally needs to be controlled to achieve a turnover of parking spaces that service shopping areas and to improve the free flow of traffic with little or no obstruction due to inconsiderate parking. Cost effective full control can best be achieved through on-street charging. Controlling on street parking can be achieved through Traffic Regulation Orders such as single and double yellow lines.
- 4.7 This report introduces an Overarching Parking Policy Framework together with a process for the Area Committees to review area based Traffic Regulation Orders. There are effectively 3 elements to parking policy:
- **Overarching Parking Policy Framework** – Policy Framework to enable Area Committees to make adjustments and introduce Traffic Regulation Orders, adjust and introduce off street parking charges and adjust and introduce on street parking charges (currently only in place in parts of Oban). The overarching Parking Policy Framework is effectively formalising what is reflected in current custom and practice.
 - **Traffic Regulation Orders (TROs)** – Traffic Regulation Orders that allow parking restrictions to be enforced (double and single yellow lines etc.) and off-street charging orders that allows the Council to apply charges to off-street car parks under council control.
 - **Decriminalised Parking Enforcement (DPE)** this is the process which transfers on street parking enforcement powers from the Police to the Local Authority under DPE the Council issue Penalty Charge Notices (PCNs) when a vehicle has been parked where it is not allowed or has overstayed the permitted time. DPE was introduced across the Council area in May 2014.

Overarching Parking Policy Framework

- 4.8 The Parking Policy Framework is a framework for the provision and control of parking across Argyll & Bute. The framework sets out the broad principles for the provision of parking. The overarching Parking Policy Framework is effectively formalising what is reflected in current custom and practice.
- 4.9 It is recognised that a “one size fits all” approach is not practical in Argyll & Bute, due to the differing natures of the main towns. However, there is a need for fairness

and equity for all residents and visitors of Argyll & Bute. The inequality of parking provision and extent of charging in different areas of Argyll & Bute has been raised on many occasions by both members and the public. The Policy Framework at Appendix 1 of this report formalises the current custom and practice around parking and provides a framework to provide a consistent approach to parking whilst recognising that a one size approach will not always be appropriate given the differing nature of the Council Area.

Review of Traffic Regulation Orders in each of the Area Committee Areas

- 4.10 In an effort to find the best solution for parking provision in each of the main towns it is proposed that area based proposals are developed through the Area Committees which consider the level of provision, extent of charging and free spaces, distribution of available parking and any specific local conditions. Local decisions will be directed within the Parking Policy Framework. These local solutions will be delivered through the implementation of TROs. In order to develop local solutions it will be necessary to review the existing arrangement and to adjust those arrangements, where necessary, to meet the sustainable needs of the area.
- 4.11 The introduction of DPE in May this year has seen the reintroduction of parking enforcement, in many areas for the first time in 4 years. Once DPE has had time to 'settle in' area based workshops will be held in each of the 4 Area Committee areas with a view to agreeing any local changes to TROs. These initial workshops are proposed for the autumn/winter of 2014 and will be based on the experiences gained from the introduction of DPE and will seek to remove any anomalies that exist or matters that can be improved to compliment parking management that is being regulated through DPE. Existing Traffic Regulation Orders and the introduction of new Traffic Regulation Orders will be considered and progressed by Area Committees as has historically been the case. Area Committees wishing to make changes to existing charging arrangements or to introduce new charging arrangements shall make a recommendation to the ED&I Committee.
- 4.12 It is good practice to review TROs on an annual basis to allow changes to be made to regulations based on any changes to traffic movement/driver behaviours brought about by development, national policy, changes to fuel price etc. The Overarching Parking Policy Framework will ensure that a consistent approach is achieved following its introduction.

Proposed Process

It is proposed that the process set out in the table below is adopted for approval of the parking policy framework document and review of Traffic Regulation Orders.

Key Date	Meeting/Event	Proposed Outcome of Meeting
14 August 2014	ED&I Committee	Endorsement of Overarching Parking Policy Framework
30 October 2014	P&R Committee	Approval of Overarching Parking Policy Framework

November - December 2014 (commencing November to allow DPE to settle in and allow enforcement to have bedded in).	Area Committee TRO Workshops	Area Committees to consider anomalies and proposed changes to TROs/charges in line with the overarching parking policy.
January/February 2014	Stakeholder Consultation	Stakeholder consultation relating to any proposed changes to TROs and charges.
April 2015	Area Committees	Formalise proposed changes to TROs and charges and confirm implementation timeline.

5.0 CONCLUSION

- 5.1 This report sets out a draft Parking Policy Framework and a time scale for engaging with Members through a Member seminar, the Area Committees and consultation with stakeholders prior to a policy being taken to Council for adoption.
- 5.2 The draft Policy Framework has been drafted to improve road safety and traffic management, encourage modal shift away to non-car oriented means, control use of available town centre parking to provide short term frequent turnover parking for shoppers and visitors and to ultimately reduce the amount of space given over to town centre parking.
- 5.3 The draft policy seeks to provide a framework to allow local areas to influence parking provision to achieve the best economic benefit for that area.

6.0 IMPLICATIONS

- 6.1 Policy
 - Supports the objectives of the Single Outcome Agreement as follows;
 - We have infrastructure that supports sustainable growth.** Appropriate parking provision helps to sustain the viability of our town centres.
 - People live active, healthier and independent lives.** By encouraging modal shift in transport, we can improve the environment by reducing emissions and

encouraging a healthier lifestyle.

People live in safer and stronger communities.

Reducing traffic congestion and controlling parking makes our streets safer and more pedestrian friendly.

6.2	Financial	Sound management of parking provides a revenue income that helps to support other related services and provides for parking maintenance and improvement. Parking Policy has a direct link to parking income. Parking Policy needs to be set to ensure that the parking operation is financially viable.
6.3	Legal	None
6.4	HR	None
6.5	Equalities	There is a need to ensure that all car parking facilities accommodate disabled drivers and passengers. Also that there are adequate provisions for on street and off street disabled parking. Disabled parking is free in Argyll & Bute.
6.6	Risk	None
6.7	Customer Services	None

Executive Director of Development and Infrastructure

Policy Lead Councillor Ellen Morton

July 2014

For further information contact: Jim Smith, Head of Roads and Amenity Services

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APPENDICES

Appendix 1 - Parking Policy Framework



DEVELOPMENT AND INFRASTRUCTURE SERVICES

PARKING POLICY FRAMEWORK

Author	Traffic and Development Manager
Owner	Head of Roads & Amenity Services
Date	June 2014
Version	1.1

CONTENTS

Introduction	3
Policy Objectives	4
Policies and Measures	4
Policy P1 On-Street Parking	4
Policy P2 On-Street Parking in Residential Areas	5
Policy P3 Parking Charges and Time Limits	5
Policy P4 Parking for Coaches & HGVs	6
Policy P5 Information	6
Policy P6 Enforcement	6
Policy P7 Use of Parking Areas for other Events	7
Policy P8 Parking Provision	7

Argyll & Bute Council Parking Policy Framework

INTRODUCTION

Argyll & Bute is predominantly a rural area with a wide assortment of villages and towns of varying sizes and levels of commercial activity. Generally it is only the towns with commercial centres that have significant parking issues, though some villages have specific attractions which lead to parking problems. The main centres are; Campbeltown, Tarbert, Lochgilphead, Oban, Inveraray, Rothesay, Dunoon and Helensburgh. Smaller towns and Villages such as Bowmore, Tobermory, Ardrishaig, Tighnabruaich, Luss and Cardross also have lower levels of commercial activity which can at times lead to parking issues. Communities with ferry terminals can also often have problems related to parking.

Scotland's National Transport Strategy, calls on local authorities to enhance their parking policies to manage demand. Road space is finite and decisions relating to allocation of available road space are important. However, it must be recognised that while demand does require management, an uninformed and inconsistent approach to this can have serious detrimental effects for local economies and for particular groups such as disabled persons and businesses which require on-street loading space. A balance between demand management and meeting local needs must always be struck.

Scottish Planning Policy (SPP) also suggests that parking restraint policies should be supported by measures to promote the availability of high quality public transport services and that local authorities may like to consider promoting Park & Ride schemes on commuter routes, including those which use existing public transport networks such as the rail lines into Glasgow. SPP also recognises the importance of parking provision at strategic gateways such as ports / airports as well as accommodating particular groups e.g. disabled persons. SPP continues to set a maximum parking standard and also recognises the issues in rural areas related to lack of public transport and allows for variance.

Park & Ride takes two forms, there are schemes such as at railway stations or bus stations where drivers are encouraged to leave their cars and take public transport and those where commuters and visitors to larger towns, park in peripheral car parks and are bussed into towns on dedicated bus services.

The proposed Local Development Plan has set a key objective "To continue to improve Argyll and Bute's connectivity, transport infrastructure, integration between land use, transportation and associated networks" The proposed Local Development Plan and this policy document align with Scottish Governments aims to increase integration between land use planning and transportation.

The Council's Economic Development Action Plan (EDAP) recognises the following related targets;

"Stimulate the regeneration of five of our main towns via the CHORD Programme",

“Prioritise infrastructure investment essential for the area’s growth (such as transport, grid and utilities)”.

Parking is a key element of integrated transport policy because of its importance in relation to accessing town centres. The availability and cost of on and off-street parking can be used to increase the attractiveness of walking, cycling and use of public transport as an alternative to car use. However, it must be recognised that in rural areas encouraging modal shift to non-car related transport is challenging, particularly while maintaining and trying to improve the economic viability of our commercial centres and visitor attractions.

POLICY OBJECTIVES

- Improve road safety for all road users.
- Improve traffic management to reduce pollution, conserve fossil fuels, contribute to sustainable development and reduce the environmental impact that multiple motor vehicles have.
- Ensure that all adopted measures contribute positively towards the economic viability of our towns. Including suspension of charges for specific events aimed at encouraging economic and community growth; such as Winter Festivals.
- Encourage modal shift to non-car enabled journeys with a view to reducing the amount of space in our town centres occupied by parked vehicles.
- Ensure adequate provision is maintained for disabled drivers, whose dependence on cars is often critical to their quality of life.
- Encourage the use of peripheral parking areas away from town centres and the use of park & ride where practical.
- Establish and exercise a consistent approach to parking provision across Argyll & Bute.

POLICIES & MEASURES

Policy P1 On-Street Parking

The Council will allow the road to be used for parking provided it does not conflict with;

- Road safety
- The reduction of traffic congestion
- The amenity and character of the area
- The reallocation of space for other road use

- Requirements of the Local Development Plan. New development requires to accommodate parking on site and not on road. SG LDP TRAN 6 sets out when off street parking is required.

Policy P2 On-Street Parking in Residential Areas

The Council will ensure:-

- Priority is given to residents parking, to safeguard both private and public amenity however, this should always be tempered with the need to maintain road safety and limit congestion.
- Measures are put in place to exclude commuter parking in residential areas where commuter parking is directly affecting residents' ability to park on-street due to a lack of in-curtilage parking. New developments will be subject to the Supplementary Guidance SG LDP TRAN 6 of the Proposed Local Development Plan.

Policy P3 Parking Charges and Time Limits

The Council will use parking charges and time limits, where considered appropriate, to regulate the use made of parking areas.

- Charging for parking achieves two principal ends, firstly they allow more refined control and enables more consistent enforcement, secondly they provide an income to the Council to support parking provision and other transport related Council services. Charges should be applied such that all areas contribute a fair share to the budget income. Area Committees seeking to introduce or change either on or off street charges shall make representations to the Environment, Development and Infrastructure Committee who will be responsible to ensure that charges are consistent across the Council area.
- Charging structures and time limits for both on and off-street parking will be designed to encourage short stay parking only in town centres and to ensure adequate turnover of parking spaces for visitors to the town centre. Charging where it is considered viable should be consistent across Argyll & Bute.
- Long stay parking will be provided in peripheral parking areas or park & ride facilities where these are considered to be viable.
- Parking charges will normally apply between the hours of 9 am and 6 pm, Monday to Sunday.
- Tourist related seasonal parking will have reduced charging hours from 10 am to 4 pm to assist B & B accommodation in the tourist areas.

- Parking areas close to churches may allow for Sunday morning parking being free.
- Parking with a Blue Disabled Parking Badge holders will be free in all off-street parking areas.

Policy P4 Parking for Coaches & HGVs

The Council will seek to make provision for dedicated parking areas which are designed to accommodate larger vehicles where there is a recognised need. Where possible provision will be made for drop off places for coaches in town centre.

- Coach & HGV parking areas will generally be charging areas except where it is a destination where visitors are encouraged to travel by coach rather than car e.g. Fionnphort.
- Provision will be made for motorhome parking and where appropriate and where there is demand. On existing charging car parks charges will be made for motorhomes. Overnight occupation of motorhomes will not be permitted on Council car parks.

Policy P5 Information

The Council will encourage the provision of tourist and transportation information in rural and peripheral car parks to encourage modal shift.

- Providing information about local cycle routes and local bus services that can be used to access tourist attractions and town centres at appropriate locations will encourage modal shift and reduce the numbers of cars accessing the town centres. Ease of access to alternative modes of transport is critical in engendering seamless journeys and encouraging modal shift.

Policy P6 Enforcement

The Council will arrange for effective enforcement of the rules by which parking areas are managed. With the introduction of Decriminalised Parking Enforcement, all on-street and off-street parking arrangements are controlled by the same process.

- Parking Penalty Charges will be uniformly applied, where applicable, across all parking provision.

Policy P7 Use of Parking Areas for other Events

The Council will permit parking areas to be used for other events such as markets, festivals and other public/private events provided that the need for parking in the wider general area can accommodate such use. This function is delegated to the Executive Director/Head of Service in consultation with the Area Committee Chair and Depute other than when charges would have to be suspended when Council approval is required.

- Parking areas are provided principally for road safety and secondly for the economic benefit of the surrounding area, use may be made of parking areas for other events provided the use does not compromise road safety by displacing vehicles to undesirable locations.
- The Council is entitled to make a charge for the use of the land for alternative events to recover any loss of income.

Policy P8 Parking Provision

The Council will establish the necessary supply of parking places to accommodate the identified demand in individual locations.

- The Development Plan identifies the maximum and minimum parking standards for a range of new developments.
- Supply and demand will be used to determine the provision of parking places. Assessment will be based on National Guidelines and the Local Development Plan which allow for adjustment to accommodate local factors in rural areas such as the seasonal tourist influx, other transport provision such as ferries and bus and train stations, also facilities such as swimming pools and shopping streets.
- To ensure a successful parking regime operates in every location the viability of making charges for both on and off-street parking, will be carefully assessed particularly where existing supply is low. Achieving the correct balance between charged for and free parking is not only critical to ensure adequate income to fund parking provision but also to ensure that the viability and future commercial growth of our town centres will be safeguarded and wherever possible enhanced.
- Provision of free parking places both on and off-street will be assessed as a viable percentage of the overall supply of parking places, where it has been determined that charges should apply.

This overarching Parking Policy provides a framework for Area Committees, within their delegated budgets, to:

- Amend existing Traffic Regulation Orders.
- Introduce new Traffic Regulation Orders.

- Make representations to the Environment, Development and Infrastructure Committee regarding:
 - Introduce new charging schemes for on street charging providing these can be self-financing.
 - Increase charging for both on and off street charging providing it can be demonstrated that increases are justified to enable effective and efficient parking provision.
 - Introduce residents permit systems providing these can be introduced on a self-financing basis through charging for permits.

ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

POLICY FOR PROVISION OF WOODLAND AND GREEN BURIALS

1.0 EXECUTIVE SUMMARY

This report is a covering report to a policy document proposing a policy for green and woodland burials. This policy has been designed to provide choice for individuals and loved ones of deceased who are seeking an alternative to a traditional burial.

Initial costs to establish 4 woodland burial areas can be met from existing budgets. Any further development may require additional budget provision.

Members are asked to:

- Note and endorse the report.
- Approve that the Green and Woodland Burials Policy be taken to the Policy and Resources Committee for approval as Council policy.

ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

POLICY FOR PROVISION OF WOODLAND AND GREEN BURIALS

2.0 SUMMARY

2.1 This report is a covering report to a policy document proposing a policy for green and woodland burials. This policy has been designed to provide choice for individuals and loved ones of deceased who are seeking an alternative to a traditional burial.

3.0 RECOMMENDATIONS

3.1 Members are asked to:

- Note and endorse the report.
- Approve that the Green and Woodland Burials Policy be taken to the Policy and Resources Committee for approval as Council policy.

4.0 DETAILS

4.1 Background

The purpose of this policy document is to offer choice to individuals in terms of funeral provision. Currently the Council operate some 65 cemeteries where burials are regularly carried out and a further 66 closed cemeteries (open to the public to visit but no capacity to receive any further interments) are maintained by the Council. Over the last 3 years the Council has carried out an average of 599 burials per year. The Council also carries out approximately 550 cremations per year at Cardross Crematorium.

Each year the Council receive a limited number of enquiries from individuals seeking a green or woodland burial. As the concept of green and woodland burial becomes more popular there is an expectation that the number of enquiries will increase. Environmentally-friendly funeral provision is, for some, a logical extension of an environmentally-aware lifestyle. Conventional burials can be made more environmentally friendly and a limited number of individuals choose this route. Currently the Council is not able to provide a woodland burial service.

This policy has been developed to allow Argyll and Bute Council to offer a different style of service to customers; it also offers an opportunity to forge new working partnerships with other service providers such as funeral directors.

The provisions of green and woodland burial services are not statutory requirements and therefore any additional costs to the Council over and above a conventional burial should be recovered through the charging regime.

The charges for the service will reflect the actual cost of providing burial space and long-term maintenance of the site.

4.2 Proposals

The policy document details some of the initiatives that are available for green burials. The policy document also proposes that 4 cemeteries (one in each Area Committee area) have space made available to allow woodland burials to take place.

Woodland burials are essentially burials in a less formal setting than traditional cemeteries. Woodland burials consist of shallower, single interment graves. The maintenance standards are more in keeping with a natural woodland setting, with grass being generally cut only once per growing season. Trees are planted at or near the grave to provide a tree canopy over time. Funeral processes and the type and construction of coffins are also more sympathetic to the environment.

Woodland burials require more land due to the low density of lairs and the single interment which reduces the number of interments by comparison to similar areas of land in conventional cemeteries. Due to the above it is proposed that a lair price in a woodland burial setting be twice that of a conventional lair. The burial price would be the same as a conventional burial.

5.0 CONCLUSION

- 5.1 This report is a covering report to a policy document proposing a policy for green and woodland burials. This policy has been designed to provide choice for individuals and loved ones of deceased who are seeking an alternative to a traditional burial.

6.0 IMPLICATIONS

- 6.1 Policy Promotes a policy for green and woodland burials.
- 6.2 Financial Initial costs to establish 4 woodland burial areas can be met from existing budgets. Any further development may require additional budget provision.
- 6.3 Legal Covered in the policy.

6.4	HR	None
6.5	Equalities	Policy ensures choice for individuals and individual's families and loved ones regarding green and woodland burials.
6.6	Risk	None
6.7	Customer Services	None

Executive Director of Development and Infrastructure

Policy Lead Councillor Ellen Morton

June 2014

For further information contact: Jim Smith, Head of Roads and Amenity Services

APPENDICES

Appendix 1 - Green and Woodland Burial Policy



DEVELOPMENT AND INFRASTRUCTURE SERVICES

POLICY FOR PROVISION OF WOODLAND AND GREEN BURIAL SERVICES

Author	Amenity Service Officer
Owner	Head of Roads and Amenity Services
Date	June 2014
Version	1.3

CONTENTS

Executive Summary	3
Green Burial and Environmentally Friendly Disposal of Remains	3
Woodland Burial	4
Charging Strategy	4
Management Guidance and Rules for Woodland Burial	5
Contact with Funeral Directors, Memorial Masons and Lair Holders Advising of Policy and Responsibilities	7
Roles and Responsibilities in Implementing the Policy	7
Website Information	7
Effectiveness of Policy	8
Policy Review Date	9

EXECUTIVE SUMMARY

The purpose of this policy document is to offer choice to individuals in terms of funeral provision. Currently the Council operate some 65 cemeteries where burials are regularly carried out and a further 66 closed cemeteries (open to the public to visit but no capacity to receive any further interments) are maintained by the Council. Over the last 3 years the Council has carried out an average of 599 burials per year. The Council also carries out approximately 550 cremations per year at Cardross Crematorium.

Each year the Council receive a limited number of enquiries from individuals seeking a green or woodland burial. As the concept of green and woodland burial becomes more popular there is an expectation that the number of enquiries will increase. Environmentally-friendly funeral provision is, for some, a logical extension of an environmentally-aware lifestyle. Currently the Council is not able to provide a woodland burial service.

This policy has been developed to allow Argyll and Bute Council to offer a different style of service to customers; it also offers an opportunity to forge new working partnerships with other service providers such as funeral directors.

The provisions of green and woodland burial services are not statutory requirements and therefore any additional costs to the Council over and above a conventional burial will be recovered through the charges.

The charges for the service will reflect the actual cost of providing burial space and long-term maintenance of the site.

GREEN BURIAL AND ENVIRONMENTALLY FRIENDLY DISPOSAL OF REMAINS

As lifestyle decisions are applied to all areas of life, people are becoming more aware of the legacy they will leave. Environmentally-friendly funeral provision is not only a logical extension of an environmentally-aware lifestyle, but also has an appeal as an alternative to a conventional cemetery burial.

Argyll and Bute Council, as a burial authority, can opt to offer a range of burial services within the definitions set for a burial authority within the Burial Grounds Scotland Act 1855 and Local Government Scotland Acts. Whilst guidance is limited, the key elements for disposal of the dead are quoted in the above legislation. The provision of a burial service by a local authority is viewed as very traditional and the expectation of customers has in the past been governed by religious propriety and traditional views. As the general population become more environmentally aware, all elements of life and the legacy of actions are being examined. Burial and cremation are under scrutiny regarding their green credentials. Cremation remains the least polluting form of disposal due to very clearly defined controls on flue emissions and materials that can be used in coffins, treatment of bodies and clothing. Burials do not benefit from such controls. The use of polluting fluids

for largely unnecessary hygiene treatment of cadavers along with elaborate coffin construction, oversized coffins, aesthetic finishes and non-bio coffin linings results in a residue of waste being placed in the ground which survives long after any human remains have broken down.

Almost any earth burial can be made more environmentally friendly by consideration of clothing buried with the deceased, type of material used to manufacture coffin or container, reduced use of cut flowers and floristry oasis in tributes and transport used to and from the cemetery. Whilst this policy provides some guidance for green burials the main focus of the document relates to woodland burials. Green burials will remain a choice available to individuals should they wish. Green burial practices can be applied to formal lawned cemetery burials.

WOODLAND BURIAL

A woodland burial is a natural form of burial which provides environmental benefits as well as giving a sense of life after death. This type of burial is not for people who want to have a traditional site with floral tributes and a formal memorial stone. Woodland burials are for people who want to become part of a growing process after they die.

This policy sets out how Argyll and Bute Council will deliver an additional style of burial in the form of woodland burials.

The burial grounds that facilitate woodland burials will be governed by a set of rules outlining very specific criteria that must be followed from treatment of the body by funeral directors, coffin choice, adherence to no formal memorial, single depth grave interment and defined maintenance regime for the whole of a site designated for woodland burials.

The maintenance regime will consist of one cut of grass per year. Planting of bulbs may take place to enhance woodland appearance and memorialisation at the grave will only be in the form of a tree planted within a woodland plan, not necessarily planted to mark a specific grave. The site will take account of the local flora and fauna. Future maintenance regimes shall make every effort to sustain and enhance existing biodiversity.

The area will be non-denominational and no part will be reserved for a particular religion. It is the choice of individuals regarding the type of service, if any.

Through this policy 4 sites will be progressed for woodland burials:

- Helensburgh and Lomond - Barbour Cemetery
- Bute and Cowal – Strachur
- Mid Argyll, Kintyre and Islay - Carrick Cemetery at Tarbert
- Oban, Lorn and the Isles - Pennyfuir Cemetery

Each site will be developed within the grounds of the existing cemetery using parts of the cemetery that naturally lend themselves for future woodland planting.

CHARGING STRATEGY

Woodland burials will take place in a less formal arrangement than conventional lawned cemeteries where the density of lairs will be less than conventional lairs. Each lair will only be able to receive one interment. This will result in a reduced burial rate per equivalent

area of conventional cemetery. Accordingly the standard charge for a green burial lair will be set at two times the standard lair charge and the burial charge will be equal to the standard burial. The charges will be updated on a regular basis to reflect cost recovery.

MANAGEMENT GUIDANCE AND RULES FOR WOODLAND BURIALS

Introduction:

A woodland burial is a natural form of burial, which provides important environmental benefits, as well as giving a true sense of creating life from death. This type of burial does not provide a traditional grave to visit or allow for leaving of floral tributes.

The site:

Each site has been chosen to provide the option for green burial. They are adjacent to existing burial grounds to capitalize upon existing infrastructure, so reducing the use of non-renewable resources to construct roadways and access. The maintenance regime will be different to other sections of the burial ground and the rules covering coffin type, memorial and tributes will be applied.

Maintenance regime:

The grass will be cut only once a year, which gives the area a natural feel. This will be done at the optimum time to maximise seed spread by wild flowers on site. Bulbs may be planted, by Argyll and Bute Council, to naturalize the site. Biodiversity enhancement will guide other planting.

The funeral:

The area will be non-denominational (that is, it will not enforce the principles of a particular religion or faith) and no part of it will be reserved for specific religious groups. As with all other sites provided by Argyll and Bute Council, the choice whether to have a religious service, a service personal to the deceased or deceased's friends and family, or no service at all, lies with the applicant.

Coffins:

Only biodegradable coffins for burial will be permitted. This is defined as coffins which are made of materials such as wicker, bamboo, wood (as long as it is not varnished and has been taken from a renewable source), cardboard and so on. Bodies that are buried in the woodland must not have been embalmed (except if repatriated), and must be wearing all natural fibres i.e. wool or cotton. Funeral organisers and other coffin suppliers will be able to provide these upon request.

The graves:

The law in Scotland permits burial authorities to sell the 'Right of Burial in a Lair'. This means the actual ground continues to belong to Argyll and Bute Council, but the 'lair holder' (the named person on the records) has the right to bury one person in a defined woodland burial grave. In accordance with the law a record of the grave will be made on a plan, and in a register and each grave will be numbered. A microchip will be placed at the head of each grave to make it easy to identify in the future. Each grave will be used for one burial only (or to bury one set of ashes).

Plots for cremated remains (ashes):

A special area for burying cremated remains within the semi-mature woodland will be provided, ensuring no damage to the root zone of trees. Maintenance and replacement of mature trees will be part of an overall long term management plan designed for the area.

Memorials and floral tributes:

Funeral flowers may be placed on the grave but these must not include any oasis florist foam, plastic wrappings or other non-degradable material of any sort. They will be removed from the grave site two weeks after the interment.

Please Note: Floral tributes cannot be placed on graves after two weeks from the date of interment. Argyll and Bute Council have the right to remove any item which has been placed on or near a grave without notice. Individuals shall carefully consider the restrictions on the woodland section before they decide whether to go ahead with this burial option. The above rules will be strictly applied in order to maintain the woodland setting.

Memorial plaque wall:

A discreet wall will be provided on site to allow people to put up a small memorial plaque made out of natural materials, such as bronze or granite. The plaque must be no larger than 200 millimetres by 150 millimetres (8 inches by 6 inches). Memorial masons and local artists can assist with this.

Reservations and buying of lair in advance of need:

It will not be possible to reserve a grave or buy a grave in advance on site, however, when individuals come to bury their husband, wife or partner, they can buy the grave next to if they wish to do so. This is to ensure that the woodland burial area is managed in a way that ensures that a logical pattern of interment is followed to allow for a managed planting regime and not a more random approach to interment which often exists in more traditional cemeteries.

Woodland maintenance:

Woodland management produces a different appearance to more formally maintained burial grounds, parks and open spaces. The woodland will be managed to conserve and enhance natural local biodiversity. The woodland burial section will look very different from the neat and tidy appearance of a traditional cemetery. Most sites have some areas of mature woodland on site. Burials will take place at a sufficient distance from these trees to protect them from root damage.

Trees:

As burials progress, the council will plant a native mix of woodland trees in the area. The Council will supply the trees and plant one native species at the head of the graves during autumn and winter. The trees will be planted such that they will form a woodland canopy in the future. Developing a woodland with wild flowers will create a peaceful area that future generations can enjoy.

CONTACT WITH FUNERAL DIRECTORS, MEMORIAL MASONS AND LAIR HOLDERS ADVISING OF POLICY AND RESPONSIBILITIES.

This policy and the management rules for the green burial services, including restrictions, will be circulated to memorial masons and funeral directors once per year at the beginning of the financial year, with new service charges associated with burial and cremation. Provision of information to lair holders, will be carried out at the point of purchase of right of burial, through a suite of information including lair certificate and management rules. Any amendments to the policy and rules will be circulated to parties as and when required.

ROLES AND RESPONSIBILITIES IN IMPLEMENTING THE POLICY

Responsibility for implementing and complying with this Policy lies with individuals at all levels within the Council.

The Amenity Services Manager is required to monitor action being taken by performance managers and report to Head of Service as required.

Amenity Services Performance Managers are required to ensure regular and accurate information is available to customers and other stakeholders.

Lair holders are required to follow the Argyll and Bute Council management rules for Green Burial Service and woodland burial sites within traditional cemeteries.

WEBSITE INFORMATION

The policy including guidance and rules will be posted on the Argyll and Bute Council website along with information on how to green a more traditional funeral and burial if the restrictions of woodland green burial are too formal for an individual's requirements.

ENVIRONMENTAL ISSUES

The environmental issues surrounding bereavement are becoming more important and the inclusion of the cremation process in the Environmental Protection Act 1990 is the most recent example of this.

CREMATION

Cremation has progressed from coke fired to gas and electricity over a period of 100 years. Almost all cremators use gas, a finite fossil fuel, and as such suffer from a less than good environment record; however upgrades to machinery and well trained operators can reduce gas usage and statutory control on emissions means pollutants are eliminated from flue gas emissions.

Cremation was promoted to slow down use of land needed for burial, as land was in great demand for food production following two world wars. The added Argyll factor of finding land suitable for burial also adds to the case for cremation. The Environmental Protection Act 1990 requires that all cremations must comply with specified emissions requirements by 2013.

As a result, a cremation replacement programme is taking place providing a cleaner, greener and cost effective disposal method.

Burial is sometimes suggested as a more environmentally acceptable alternative to cremation however such comments ignore the impact of herbicide, petrol and diesel engines used in lawnmowers, diggers and vehicles transporting gravediggers to rural locations.

Pollutant effects of burial on water, including concerns over embalming and hygiene treatments and the effects of burial of coffins made from other than wood and wood derivatives, is largely unknown.

The environmental, visual and heritage value of burial grounds and gardens of remembrance has been largely ignored. Providing tranquil idylls, the value of nature is therapeutic in the grieving process along with the thought of life going on in a cemetery is a powerful image.

Older sites often have the oldest trees in an area where habitats for wildflower, mammals, insects, bats and birds exist. Old memorials also provide habitat for lichens and mosses.

Consideration of the points listed below will help to create a more environmentally friendly disposal:

- Use of floral arrangers
- Oasis and plastic wrap in wreaths and flowers
- Car sharing to and from funerals
- Use of environmentally friendly/sustainable timber for coffins
- Use of other than wood coffins

EFFECTIVENESS OF POLICY

The effectiveness of this Policy will be monitored through feedback collected within three months of the service being used and will take the form of a written request to lair holders and funeral arrangers regarding their experience of our service.

POLICY REVIEW DATE

This policy will be reviewed no later than May 2016 and earlier should there be a significant demand for this burial option.

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

FLOOD RISK MANAGEMENT – STRATEGIC APPRAISAL OF MEASURES: INITIAL OBJECTIVES

1.0 EXECUTIVE SUMMARY

The Flood Risk Management (Scotland) Act 2009 placed duties on SEPA, Scottish Water, the National Park authorities, Forestry Commission and Local Authorities as Responsible Authorities to reduce flood risk across the country.

A Flood Risk Management Strategy and Local Flood Risk Management Plan are to be produced for each Local Plan District. Argyll & Bute Council are members of two Local Plan Districts:- Clyde & Loch Lomond with Glasgow City Council as Lead Local Authority, and Highland/Argyll with Highland Council as Lead Local Authority.

Potentially vulnerable areas were identified by SEPA and the known hazards and predicted flood risks in each area have been documented. Initial Objectives have also been developed which identify the type of flood risk and broad geographic area which should be considered when determining the actions that could be undertaken to meet the Objective.

A public consultation that will inform the Flood Risk Management Strategy, is due to take place between December 2014 and June 2015. This will offer the chance for stakeholder organisations and the public to comment on the information and ultimately shape the actions that will be taken forward to manage flood risk.

The purpose of the report is to update members on the process and to seek their endorsement of the initial objectives.

RECOMMENDATION

It is recommended that Members endorse the ongoing work in the production of local Flood Risk Management Plans.

ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

FLOOD RISK MANAGEMENT – STRATEGIC APPRAISAL OF MEASURES: INITIAL OBJECTIVES

2.0 INTRODUCTION

- 2.1 The paper sets out the arrangements of how flood risk is being managed within Scotland through SEPA and the other Responsible Authorities. It details how the existing flood hazards and risks have been identified and lists Initial Objectives in the appendices that will inform actions necessary to manage flood risk. These will be part of a public consultation starting in December 2014. Together with the feedback, these will lead to the formation of Flood Risk Management Strategy published by SEPA and Local Flood Risk Management Plans by the Lead Local Authority in each Local Plan District throughout Scotland.
- 2.2 The purpose of the report is to update members on the process and to seek their endorsement of the initial objectives.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Members endorse the ongoing work in the production of local Flood Risk Management Plans.

4.0 DETAILS

- 4.1 The Flood Risk Management (Scotland) Act 2009 placed duties on SEPA, Scottish Water, the National Park authorities, Forestry Commission and Local Authorities as Responsible Authorities to reduce flood risk across the country. Scotland has been split into 14 Local Plan Districts, based on catchment boundaries, for the purpose of managing flood risk.
- 4.2 Argyll & Bute Council are members of two Local Plan Districts:- Clyde & Loch Lomond with Glasgow City Council as Lead Local Authority, and Highland/Argyll with Highland Council as Lead Local Authority. Argyll & Bute Council is represented at each Local Plan District by an Elected Member and officers.
- 4.3 A Flood Risk Management Strategy and Local Flood Risk Management Plan are to be produced for each Local Plan District. The Strategy will cover three 6 year cycles of the Local Flood Risk Management Plan. The first cycle starts in 2016.

The Lead Local Authority for each Local Plan District has to co-ordinate and support the production of the Local Flood Risk Management Plan.

4.4 Mapping, Objectives and Measures

SEPA carried out and completed the National Flood Risk Assessment in 2011 and this identified areas that were potentially vulnerable to flooding – Potentially Vulnerable Areas (PVAs). Within Argyll & Bute there are 16 PVAs (Clyde & Loch Lomond has 4 and Highland/Argyll 12). A Characterisation report for each PVA was produced by SEPA documenting the known hazards and predicted flood risks in each area. Each local authority made comment on the Characterisation report based on its local knowledge. A similar process was undertaken for drafting the Initial Objectives which identify the type of flood risk and broad geographic area which should be considered when determining the actions that could be undertaken to meet the Objective.

4.5 A public consultation that will inform the Flood Risk Management Strategy, is due to take place between December 2014 and June 2015. This will offer the chance for stakeholder organisations and the public to comment on the information and ultimately shape the actions that will be taken forward to manage flood risk. The public consultation will include:-

4.5.1 Characterisation reports which define the existing level of flood risk under the current regime of flood risk management. The characterisation reports define the flood risk problem in Potentially Vulnerable Areas and provide the evidence base against which future actions to reduce risk can be assessed and compared.

4.5.2 Setting and agreeing objectives which will help develop a common vision for flood risk management. Objectives are agreed in two stages. Initial objectives for consultation are based on SEPA's flood maps and the detailed knowledge and information provided by local authorities, both of which are summarised in the characterisation reports. These objectives are quite broad in nature with their purpose being to help identify the appropriate actions to manage flooding. After consultation, with the benefit of more detailed information on what is practical and feasible in terms of technical solutions and resources, these initial objectives will be refined to provide specific final objectives to manage flooding. The Initial Objectives listed in Appendices 1 and 2 of this report have been agreed between SEPA and the Council at officer level with those in Appendix 2 for the Clyde and Loch Lomond LPD have also been agreed at the LPD Elected Members' meeting on 10 June 2014 with the proviso that they would still be subject to consideration by the Environment Development & Infrastructure Committee.

4.5.3 Identifying actions - Once objectives to manage risk in the Potentially Vulnerable Areas have been agreed, a short list of possible actions needs to be identified. Starting from a long-list of possible actions that includes the full range of structural and non-structural interventions, a screening exercise will refine the list to ensure the most sustainable combination of actions is selected to manage the identified flood risks.

5.0 CONCLUSION

5.1 The work undertaken by SEPA, the local authorities and the other Responsible Authorities has been a structured approach to identifying flood hazards and risks in Scotland. The Characterisation Reports and Initial Objectives identify these in more detail with the Initial Objectives providing the broad detail of the type and geographic areas of flood risk to be considered. These will be the main focus of a public consultation that will provide further information to allow SEPA to produce a Flood Risk Management Strategy for each Local Plan District. The Lead Local Authority for the two Local Plan Districts that the Council is a member of will produce a Local Flood Risk Management Plan that will detail the actions necessary to deliver the strategy. The Initial Objectives for each of the Potentially Vulnerable Areas within Argyll and Bute are listed in Appendices 1 and 2.

6.0 IMPLICATIONS

6.1	Policy	The Council has a flooding policy in draft stage at present and there are no conflicts between it and the contents of this paper,
6.2	Financial	Revenue budget has been set aside for dealing with the requirements of the Flood Risk Act process.
6.3	Legal	Complies with the 2009 Flood Risk Act
6.4	HR	None.
6.5	Equalities	Na
6.6	Risk	The Council is designated as a Responsible Authority within the Flood Act and the process noted in the paper serves to reduce risk to the Council.
6.7	Customer Services	The Consultation will be led by SEPA and the Lead Local Authorities and the level of the Council's involvement is expected to be determined toward the end of 2014.

Executive Director of Development and Infrastructure

Policy Lead Cllr Ellen Morton

July 2014

For further information contact: Arthur McCulloch 01546 604632

APPENDICES

Appendix 1 - Potentially Vulnerable Areas with Argyll and Bute within the Highland and Argyll Local Plan District.

Appendix 2 - Clyde and Loch Lomond LPD – PVA Objectives

Appendix 1

Potentially Vulnerable Areas and Initial Objectives for Argyll and Bute within the Highland and Argyll Local Plan District.

PVA ID	LA	Objective Type	Objective	Indicator
01/29	Argyll & Bute	Reduce	Reduce economic damages to residential and non-residential properties at risk of coastal flooding	From an estimated total Annual Average Damages for residential properties of £14,000
				From an estimated total Annual Average Damages for non-residential properties of £8,000
		Reduce	Reduce disruption to transport at high risk from coastal flooding	13 road locations
01/30	Argyll & Bute	Reduce	Reduce the number of community facilities at risk of coastal flooding	28 road locations
		Reduce	Reduce disruption to transport at high risk from coastal and river flooding	28 road locations
01/31	Argyll & Bute	Reduce	Reduce economic damages to residential and non-residential properties at risk of coastal and river flooding	From an estimated total Annual Average Damages for residential properties of £276,000
				From an estimated total Annual Average Damages for non-residential properties of £1.2 million
		Reduce	Reduce the number of people at risk of coastal and river flooding	From an estimate of 367 people
		Reduce	Reduce the number of utilities at risk of coastal and river flooding	8 electricity sub-stations
				1 telecommunications site
		Reduce	Reduce disruption to transport at high risk from coastal and river flooding	11 road locations
				1 rail location
Reduce	Reduce economic damages from surface water flooding.	From an estimated total Annual Average Damages of £104,000		
Reduce	Reduce the number of residential properties at risk of surface water flooding.	From an estimate of 17 residential properties		

01/32	Argyll & Bute	Reduce	Reduce disruption to transport at high risk from coastal and river flooding	6 road locations
01/33	Argyll & Bute	Reduce	Reduce economic damages to residential properties at risk of river flooding.	From an estimated total Annual Average Damages for residential properties of £43,000
		Reduce	Reduce economic damages to non-residential properties at risk of coastal flooding.	From an estimated total Annual Average Damages for residential properties of £49,000
		Reduce	Reduce the number of people at risk of river flooding	From an estimate of 88 people
		Reduce	Reduce the number of utilities at risk of coastal and river flooding	2 electricity sub-stations
		Reduce	Reduce disruption to transport at high risk from coastal and river flooding.	6 road locations 1 rail location
01/34	Argyll & Bute	Reduce	Reduce economic damages to non-residential properties at risk of river flooding.	From an estimated total Annual Average Damages for residential properties of £42,000
		Reduce	Reduce the number of people at low risk of river flooding	From an estimate of 55 people
		Reduce	Reduce the number of community facilities at risk of river flooding	1 school
		Reduce	Reduce the number of utilities at risk of river flooding	1 electricity generating site 1 mineral/fuel extraction site??
		Reduce	Reduce disruption to transport at high risk from river flooding.	25 road locations
				7 rail locations
01/35	Argyll & Bute	Reduce	Reduce disruption to transport at high risk from coastal flooding.	9 road locations
01/36	Argyll & Bute	Reduce	Reduce disruption to transport at high risk from river flooding.	14 road locations
01/37	Argyll & Bute	Reduce	Reduce economic damages to residential and non-residential properties at risk of coastal flooding.	From an estimated total Annual Average Damages for residential properties of £106,000
				From an estimated total Annual Average Damages for non-residential properties of £159,000
		Reduce	Reduce the number of people at risk of coastal flooding	From an estimate of 88 people
		Reduce	Reduce the number of utilities at risk of coastal flooding	1 electricity sub-station
Reduce	Reduce disruption to transport at high risk from coastal flooding.	8 road locations		
01/38	Argyll &	Reduce	Reduce the number of people at low risk of river flooding	From an estimate of 46 people

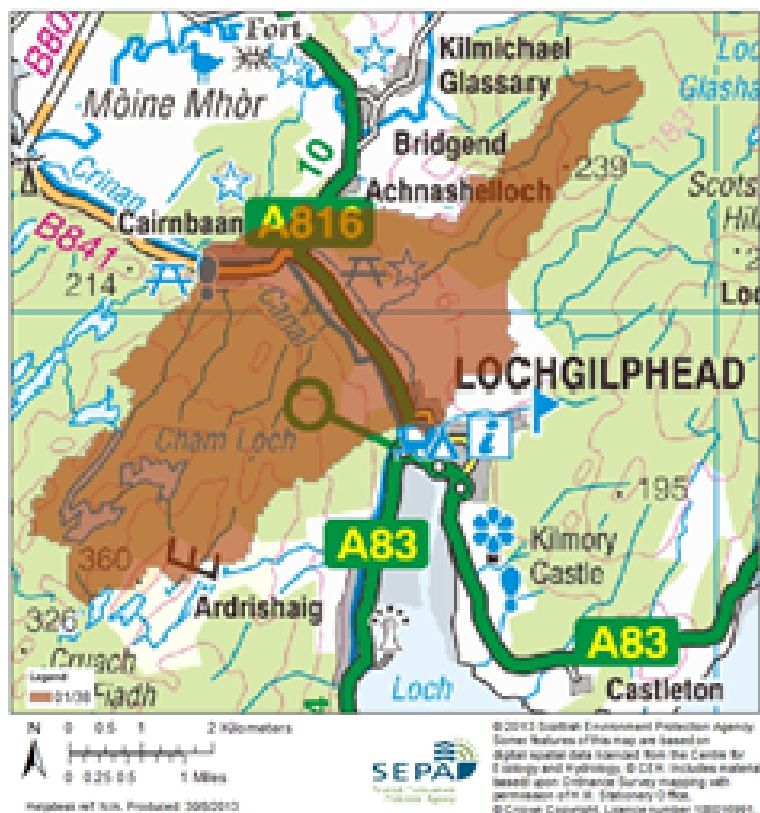
		Reduce	Reduce the number of community facilities at low risk of river flooding	1 school
		Reduce	Reduce disruption to transport at high risk from river flooding.	9 road locations
01/39	Argyll & Bute	Reduce	Reduce economic damages to residential and non-residential properties at risk of coastal and river flooding	From an estimated total Annual Average Damages for residential properties of £41,000 From an estimated total Annual Average Damages for non-residential properties of £23,000
		Reduce	Reduce the number of people at risk of coastal flooding	From an estimate of 6 people
		Reduce	Reduce the number of utilities at risk of river flooding	1 electricity sub-station
		Reduce	Reduce disruption to transport at high risk from coastal flooding. <i>Note: coastal damages likely to be underestimated therefore have been included in the objectives.</i>	9 road locations
01/40	Argyll & Bute	Reduce	Reduce economic damages to residential and non-residential properties at risk of coastal and river flooding	From an estimated total Annual Average Damages for residential properties of £208,000 From an estimated total Annual Average Damages for non-residential properties of £201,000
		Reduce	Reduce the number of people at risk of coastal and river flooding	From an estimate of 774 people
		Reduce	Reduce the number of community facilities at risk of river flooding	Fire station Police Station
		Reduce	Reduce the number of utilities at risk of river flooding	3 electricity sub-stations
		Reduce	Reduce disruption to transport at high risk from river flooding	8 road locations
		Reduce	Reduce economic damages from surface water flooding.	From an estimated total Annual Average Damages of £60,000
		Reduce	Reduce the number of residential properties at risk of surface water flooding.	From an estimate of 8 residential properties

Appendix 2
Clyde and Loch Lomond Local Plan District Initial Objectives

Ref	PVA ID	Local Authority	Objective Type	Objective Text	Indicator
11:01	11/01	Argyll and Bute	Reduce	Reduce impact of river / surface water flooding to residential properties and community facilities in Cardross	Economic damages
11:02	11/02	Argyll and Bute	Reduce	Reduce impact of coastal flooding to residential properties and non residential properties in Garelochhead	Number of properties at risk
11:03	11/02	Argyll and Bute	Reduce	Reduce impact of coastal flooding to residential properties and non residential properties in Helensburgh	Economic damages
11:04	11/06	Argyll and Bute	Reduce	Reduce impact of combined flooding to residential properties and non residential properties in Rothesay	Number of properties at risk
11:05	11/07	Argyll and Bute	Accept	Accept that current and future significant flood risks in the Crochan Road and Kilbride Road areas of Dunoon are being managed appropriately	Not applicable
11:06	11/07	Argyll and Bute	Reduce	Reduce impact of Milton Burn flooding to residential properties in Dunoon	Number of people at risk
11:07	11/01	Argyll and Bute	Reduce	Reduce disruption to the A82 from river flooding from Tarbet to Ardlui	Disruption to transport network
11:80	11/01	Argyll and Bute / Stirling / West Dunbartonshire	Avoid	Avoid increasing flood risk within the PVA	Ongoing assessment
11:81	11/02	Argyll and Bute	Avoid	Avoid increasing flood risk within the PVA	Ongoing assessment
11:85	11/06	Argyll and Bute	Avoid	Avoid increasing flood risk within the PVA	Ongoing assessment
11:86	11/07	Argyll and Bute	Avoid	Avoid increasing flood risk within the PVA	Ongoing assessment

Typical view of a PVA that would be incorporated in paper (There would be 16 maps for the 16 PVAs at 2 per page adding another 8 pages to the report)

PVA ID 01/38 Lochgilphead Potentially Vulnerable Area



ARGYLL AND BUTE COUNCIL**ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****14 AUGUST 2014**

**APPRAISAL OF OPTIONS FOR THE UPGRADING OR REPLACEMENT OF STREET
LIGHTING COLUMNS , LAMPS AND CABLING – UPDATE REPORT**

1.0 EXECUTIVE SUMMARY

Scottish Government has made an allocation of £43,000 to allow the Council to take forward aspects of Scotland's ambitious climate change targets in relation to street lighting. The Council topped up the allocation to a total of £200,000.

This funding is to be used to develop, in partnership with Scottish Futures Trust, a full business case and implementation plan for the replacement of current street lighting with more energy efficient alternatives.

A high proportion of the stock is in a poor condition, 50% is estimated to be in need of replacement either because of the condition of the column or cabling.

A detailed on site survey of all street lighting is being undertaken to gather the following information:

- Type of Lamp (light source)
- Type of Lantern (bulb holder)
- Control box
- Cut out (trip switch)
- Column condition
- Cable type and condition
- Point of control (electrical supply)

The existing model for energy costs relies on estimates. This will be updated based on the inventory to ensure that energy costs are accurately calculated.

Scottish Futures Trust has developed an options appraisal model. This model will be populated with the inventory data and form the basis of the business case for the replacement of street lighting.

That business case will be reported to the Environment, Development and Infrastructure Committee on completion.

RECOMMENDATION

Members are asked to:

- Note and endorse the report.

ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

**APPRAISAL OF OPTIONS FOR THE UPGRADING OR REPLACEMENT OF STREET
LIGHTING COLUMNS , LAMPS AND CABLING – UPDATE REPORT**

2.0 INTRODUCTION

- 2.1 This report provides an update in relation to ongoing works associated with street lighting. The report provides a background to the general condition of the lighting stock including cable infrastructure. The report also provides detail on how the additional funding allocated to lighting is being invested and gives an outline programme for the collection of asset data, preparation of an energy model and business case, which will determine the type of lighting solution and delivery model that the Council adopts.
- 2.2 Energy costs are increasing at an estimated rate of 41% per annum, from £651,451 in 2013/2014 to £920,750 in 2014/2015

3.0 RECOMMENDATIONS

- 3.1 Members are asked to:
- Note and endorse the report.

4.0 DETAILS

- 4.1 Scottish Government have made an allocation of £43,000 to allow the Council to take forward aspects of Scotland's ambitious climate change targets, set out in the Climate Change (Scotland) Act 2009. This is part of an overall £2million Scottish wide allocation was approved through COSLA Leaders meeting on 27 September 2013. Allocations have been made on the basis of the length of urban roads. The funding has been made available to support local authorities' work on increasing the energy efficiency of street lighting.
- 4.2 At the budget meeting in February Council topped up the allocation to a total of £200,000. This funding is to be used to develop, in partnership with Scottish Futures Trust, a full business case and implementation plan for the replacement of current street lights with more energy efficient alternatives.

- 4.3 Scottish Futures Trust have developed an options appraisal model which requires a detailed inventory of our current lighting stock including the lamp type, column type, internal fitments and cabling arrangements.
- 4.4 At the present time Argyll and Bute Council has records of the location of approximately 95% of lighting columns but not the further detail required to populate the model. The funding available is being used to complete a more detailed inventory. Information being gathered includes;
- Type of Lamp (light source)
 - Type of Lantern (bulb holder)
 - Control box
 - Cut out (trip switch)
 - Column condition
 - Cable type and condition
 - Point of control (electrical supply)

Existing Street Lighting Inventory

Asset Type and Quantities

- 4.5 A high proportion of the stock is in a poor condition, 50% is estimated to be in need of replacement either because of the condition of the column or cabling.
- 4.6 The current stock estimates are as follows:
- 13,000 lighting units
 - 800 illuminated traffic signs
 - 250 illuminated bollards
- 4.7 Most of the lighting units are located in the larger towns and larger islands:

Helensburgh	3000
Oban	1850
Dunoon	1200
Rothesay	1150
Campbeltown	950
Lochgilphead	600
Rhu	420
Cardross	400
Garelohead	350
Rosneath	300
Mull	300
Islay	250
Tarbert	280

- 4.8 Asset Management records are held on a specialist IT system, WDM. Whilst the records are generally reliable there are some inaccuracies and anomalies. Until a

comprehensive survey has been completed it will not be possible to determine exactly what data currently held is reliable and what needs to be updated

- 4.9 Roads and Amenity staff are currently gathering the necessary information through on-site inspections. Data for Islay and Mull is now complete, Helensburgh and Lomond surveys are 30% complete.
- 4.10 Currently long life lamps are purchased when replacements are needed, giving a 12 year burn to extinction life as opposed to a normal lamp three year life

Energy Supplier and Cable Networks

- 4.11 The energy supplier for each column is dependent on its geographical location with the majority of columns being supplied by either Scottish Power or Scottish Hydro (SSE). The majority of the energy is supplied via an aged 5th core cable network that is prone to failure and although this is solely owned by the energy supplier they are not duty bound to replace the networks.
- 4.12 The 5th core cable network was at one time very popular with the utility providers. Most road cable networks consist of 4 individual cables contained in a common sheath (L1, L2 and L3 with a neutral). It was decided that it was more economical for the Distribution Network Operator (DNO) to install cables with an additional core (5th) rather than allow the Local lighting Authority to connect into the then standard 4 core road network. This was to reduce the general access and avoid compromising residential and commercial properties during accidents or replacement programmes.
- 4.13 No 5th core cable networks have been installed for some considerable time and in many cases the old networks were so prone to failure that the DNO replaced them prior to privatization. Those networks that remain are very old and unreliable with the cost of replacement significant.
- 4.14 Due to the nature of the 5th core cable installation, one failure can result in an entire section being cut off, with only the DNO being licensed to carry out any works to reconnect. It is possible for a single failure point to cause the outage of 100 units at the same time.
- 4.15 The unit prices for new connections, service transfers and disconnection provided by Scottish Power & SSE are comparable with other DNO's, but this does entail Argyll and Bute street lighting personnel providing the initial excavation in advance of the site works by the DNO and the back fill and reinstatement following completion of the works following connection. A closer relationship needs to be built with the Distribution Network Operator to ensure the replacement programme is as efficient as possible.
- 4.16 The energy payment is generated from the asset management information held on WDM. The system uses burning hours, lamp wattages, number of columns and the contracted energy price to calculate the payment. As a result the cost of energy for street lighting may change once the inventory is completed.

Proposal

- 4.17 The table below outlines the high level programme for completion of the business case:

Asset Inventory data collection and verification	completed by October 2014
Energy model – ensures we are paying only for the energy we consume	completed by December 2014
Business Case based on the SFT toolkit for the type and delivery model for street lighting	completed by February 2015.
Report to EDI Committee	April 2015

Scottish Futures Trust

- 4.18 Roads & Amenity and Finance colleagues have been working with Scottish Futures Trust (SFT). SFT have been involved in a successful recent pilot project involving two local authorities that resulted in the inclusion of large-scale LED street lighting within the local authority capital investment plans and the development of a toolkit to help other councils explore the financial need, and potential benefits, of an energy efficient investment in street lighting assets.
- 4.19 A further meeting has been arranged with Scottish Futures Trust on the 27th August, Finance, Special Projects and Streetlighting management will attend.
- 4.20 Tender documents are being prepared by Scotland Excel for purchasing electrical equipment which will allow true fixed costs to be fed into model.

Lighting Options

- 4.21 The survey work will inform a business case covering a range of options for the locations across Argyll and Bute. The options will include a range of solutions from doing nothing, the possibility of removing lighting/reducing the number of units in some locations, replacing with LED or High Pressure Sodium, dimming and switching off during certain times. It is possible that the final solution could be based on a range of the above to ensure that a proportionate and affordable lighting model can be provided for the whole of Argyll and Bute.
- 4.22 The funding allocated (£200,000) will be used to develop the inventory collection, energy model and detailed business case. The inventory collection is ongoing and is being carried out with existing staff. Additional data collection units (tough books that enable data to be directly input) have been purchased. There has been approximately £25,000 of the £200,000 sum committed to date with the remainder of the budget being used to complete the data collection process, energy model and detailed business case. The development of the detailed business case will require technical input from external specialists to provide a robust set of options. These

options will be developed to identify where energy and maintenance savings can be made. Savings from reduced energy consumption and maintenance will be used to finance capital investment for lighting upgrades. Any surplus from the £200,000 allocation will be used for lighting improvements that are consistent with energy reduction.

Funding Options

- 4.23 Funding may be available through several schemes including Scottish Futures Trust or Salix. Alternatively the Council may have the option of prudential borrowing. These options will be considered as part of the business case in consultation with Corporate Finance

5.0 CONCLUSION

- 5.1 Much of the Council's stock of street lighting is in need of replacement. A full and detailed inventory will provide the necessary information to assess options for the replacement of lighting and allow a business case to be prepared for consideration by members.
- 5.2 The replacement of lighting brings the opportunity to reduce energy costs and to improve the reliability of street lighting.
- 5.3 The Council is working with SFT to ensure that the business case produced takes advantage of the experience of other Councils in Scotland.

6.0 IMPLICATIONS

- | | | |
|-----|-------------------|--|
| 6.1 | Policy | No formal policy currently in place for street lighting. However the initiative detailed in the report aligns with the Councils carbon reduction agenda. |
| 6.2 | Financial | Funding in place for the inventory collection, energy model and business case development. |
| 6.3 | Legal | None |
| 6.4 | HR | None |
| 6.5 | Equalities | None |
| 6.6 | Risk | Failure of lighting network in certain areas.

Increasing Energy costs |
| 6.7 | Customer Services | If we do not proceed, public complaints could escalate, giving a rise to an increased number of complaints |

Executive Director of Development and Infrastructure

Policy Lead Councillor Ellen Morton

June 2014

For further information contact: Jim Smith, Head of Roads and Amenity Services

ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

UPDATE ON A83 REST AND BE THANKFUL

1.0 EXECUTIVE SUMMARY

This report gives a brief update on the A83 and advises Members of a seminar planned for Monday 8 September 2014 for Elected Members and stakeholders. Transport Scotland officials will deliver a presentation at the seminar and the focus will be on the resilience of the A83, the works completed and the works proposed. The meeting will also consider the improvement works on the A82 between Tarbet and Inverarnan.

Members are asked to note the report.

ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
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DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

UPDATE ON A83 REST AND BE THANKFUL

2.0 SUMMARY

- 2.1 This report provides an update on the A83 and advises Members of a seminar planned for Monday 8 September 2014 for Elected Members and stakeholders. The seminar will be attended by Transport Scotland officials who will make a presentation on both the A83 Rest and Be Thankful and the A82 between Tarbet and Inverarnan.

3.0 RECOMMENDATIONS

- 3.1 Members are asked to note the report.

4.0 DETAILS

- 4.1 A meeting of the A83 Taskforce Group took place on 10 June 2014 chaired by Minister Keith Brown, supported by Transport Scotland officials, BEAR Scotland, Council Members, officers and attended by a number of stakeholders.
- 4.2 Minister Keith Brown has agreed that his officials will deliver a presentation to a seminar. The seminar will be hosted by Argyll and Bute Council on Monday 8 September 2014. The seminar will be open to all Elected Members and stakeholders.
- 4.3 The focus of the seminar will be keeping Argyll and Bute open for business and will focus on the resilience of the A83, the works completed and the works proposed. The meeting will also consider the improvement works on the A82 between Tarbet and Inverarnan.

Tarbet to Inverarnan

- 4.4 The route between Tarbet and Inverarnan runs adjacent to the west bank of Loch Lomond for 17 km (10.6 miles). It is located within the National Park in an area of outstanding natural beauty. Transport Scotland have commissioned survey and design work considering the options for improving this section of road. It is a complex site, physically constrained, with the loch on one side, and the hillside and

railway on the other. All feasible upgrade options are being reviewed by Transport Scotland to ensure value for money. The work will consider issues including:

- The impact of widening the road,
- Opportunities to improve visibility and reduce the levels of accidents
- Improving drainage
- Pedestrian and cycle access
- Car parking and lay-by provision
- Delivering journey time reliability

4.5 The £2million design and survey work started in summer 2013 and is programmed to take around two years to complete. A range of issues are being looked at as the study progresses. These include:

- Environmental impact
- Ground investigation
- Traffic impact
- Economic assessment
- Value for money

The study will follow an objective led approach that will be informed by consideration of the problems and constraints.

4.6 The Stage 1 assessment to identify a preferred corridor is now complete, Transport Scotland have announced the Preferred Route Corridor. A key part of this stage was to agree specific objectives that best define what the scheme is trying to achieve. The five scheme objectives are:-

1. To improve average journey times for A82 trunk road users between Tarbet and Inverarnan (based on observed post Pulpit Rock scheme).
2. To reduce personal injury accident numbers and their severity on the A82 between Tarbet and Inverarnan to be closer to or better than national KSI (Killed or Seriously Injured) rates.
3. To provide appropriate stopping opportunities for visitors and for all trunk road users on the A82 between Tarbet and Inverarnan taking account of the unique setting of the route within the National Park.
4. To seek to provide opportunities for enhanced access by sustainable modes of travel along the A82 corridor between Tarbet and Inverarnan.
5. To reduce disruption to road users resulting from the undertaking of maintenance activities on the A82 between Tarbet and Inverarnan.

A wide range of route corridors were identified and following an initial sifting process using the above objectives, the three most feasible route corridors were narrowed down to:

- (i) the existing A82 route corridor,
- (ii) a route corridor from Arrochar to Inveruglas along Glen Loin, and
- (iii) a route corridor above and to the west of the West Highland Rail line.

- 4.7 An assessment of the engineering challenges, environmental effects and traffic and economics concluded that option 1 (A82 on-line, the 'red route') is the preferred corridor. Other options, such as a straight line tunnel through the hillside or a submerged tunnel in the loch were also considered, but sifted out at an early stage because they failed to meet all of the objectives. It is also notable that the £4 billion estimated cost of the tunnels was considerably higher and would have provided a significantly lower economic return than the other options.
- 4.8 The project will now progress through a stage 2 assessment, to consider in more detail the issues and impacts of the development of an improved road alignment along this corridor including improvements to the A82/A83 junction at Tarbet. The stage 2 assessment will conclude with the identification of a preferred road alignment which will be presented at a local public exhibition in Spring 2015. Topographical, and ecological investigations have started and geotechnical investigations are planned for later in the year. Consultation exercises will also be undertaken to gather the views from stakeholders, landowners and the general public over the coming year with recommendation of a preferred road alignment expected in Spring 2015.

5.0 CONCLUSION

- 5.1 This report provides an update on the A83 and advises Members of a seminar planned for Monday 8 September 2014 for Elected Members and stakeholders.

6.0 IMPLICATIONS

6.1	Policy	None
6.2	Financial	None
6.3	Legal	None
6.4	HR	None
6.5	Equalities	None
6.6	Risk	None
6.7	Customer Services	None

Executive Director of Development and Infrastructure
Policy Lead Councillor Ellen Morton
July 2014

For further information contact: Jim Smith, Head of Roads and Amenity Services

ARGYLL AND BUTE COUNCIL**ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****14 AUGUST 2014**

WINTER SERVICE POLICY 2014/15

1.0 EXECUTIVE SUMMARY

The format and general content of the Winter Service policy 2014/15 remains similar to 2013/14 but with the introduction of an item informing Members of the recommendations of the Well Maintained Highways, (18th Sept 2013 update) - Appendix H – Winter Service. Further reports will be presented to Members following ongoing discussions with the SCOTS Winter Service sub-group.

The Appendix H recommendations, with respect to decision making matrix, are likely to have implications on the frequency of turn outs in future and the level of resources required to comply with this. Coupled with this are the requirements to manage drivers' hours which may necessitate the introduction of EU rules throughout the entire Roads and Amenity operation. This will have a direct effect on the shift system for "out of hours" standby which will require additional resource over and above the present establishment to deliver at the current service level.

Routes in Kintyre have been re-designated to cater for the trunking of A83 Kennacraig – Campbeltown . At this time, negotiations are ongoing regards shared depot facilities in Machrihanish and possibilities for shared service delivery are still to be confirmed.

The previous practice of supplying bagged salt to the public at depot gates, has been removed from the policy on the grounds of public safety.

RECOMMENDATIONS

It is recommended that ED&I Committee approves:-

The 2014/15 Winter Maintenance Policy at Appendix 1,

The Salt Use Reduction and Preservation of Stocks Protocol at Appendix 3

ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

14 AUGUST 2014

WINTER SERVICE POLICY 2014/15

2.0 SUMMARY

- 2.1 This report presents the Winter Service Policy 2014/15 which remains in a similar format and covers a similar network to the Policy passed by Council in 2011. This is based generally on the network and times of the Public Bus Service with additional priority and resources allocated to the Strategic Roads as designated in the Roads Asset Management and Maintenance Plan.
- 2.2 The release of the updated Well Maintained Highways –Appendix H - (18th Sept. 2013) gives advice on best practice for the delivery of a Winter Service. Best practice advice relies heavily on the work of the National Winter Service Research Group (NWSRG) of which Argyll and Bute Council is a contributing member. The Society of Chief Officers of Transportation in Scotland (SCOTS) Roads Working Group , Winter Service Sub-Group are considering the implications of Appendix H on behalf of all Roads Authorities in Scotland and are the direct link to NWSRG on clarifying the recommendations before issuing advice to authorities on implementation.
- 2.3 Future Winter Service Policies will require consideration of the advice given in Appendix H. These are wide ranging and some are fundamental to the scope and manner in which the service is delivered. The management of drivers' hours is also fundamental to the retention of the Council's Operators Licence and this will also have an impact on the level of service practicable within the workforce, both internal and external which is resident in the Council area, capable of delivering the operation. This is likely to impact directly on the level of financial and physical resources required to maintain the current Level of Winter Service and may require a future Council decision on the commitment to sustain this or a revised Policy within the constraints of Local Authority Spending Guidelines 2015 – 2020.

3.0 RECOMMENDATIONS

- 3.1 3.1 It is recommended that ED&I Committee approves:-
- 3.1.1 The 2014/15 Winter Maintenance Policy at Appendix 1,

3.1.2 The Salt Use Reduction and Preservation of Stocks Protocol at Appendix 3

4.0 DETAILS

4.1 In the recent report *Argyll & Bute Council Maintaining Scotland's Roads – Follow up work (August 2012)*, Audit Scotland recognised that in 2011:-

“Argyll and Bute Council updated and revised their Winter Service Policy, which detailed their approach to ensure it met its statutory obligation to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads”.

Winter Maintenance Policy 2014/15

- 4.2 The proposed Winter Maintenance Policy for 2014/15, in terms of treatment standards and routes, remains unchanged from that approved by the Council in 2011. The number and category of pre-treatment salting routes remains the same but has been amended to cater for the transfer of A83 Kennacraig – Campbeltown to the Trunk Road network. No other direct changes to the category or length of routes treated, is proposed at this time. The current level of treatments is based largely around the Public Bus Service network.
- 4.3 The proposed policy differs from that approved in 2013/14 with regard to the introduction of item 1.2 referring to Well Maintained Highways – Appendix H – Winter Service. The implications of the recommendations in Appendix H to the commitment of resources and frequency of actions are being analysed through the Chief Officers of Transportation in Scotland (SCOTS) Winter Service Subgroup towards implementation within the next 10 years (2024).
- 4.4 Appendix H is a wide ranging document covering every aspect of the delivery of a Winter Service. Most of the headings and recommendations are already included in the current Council policy but will require review to cater for up to date advice on best practice. There is a fundamental issue related to the use of decision making matrix to determine route treatments for forecast conditions. At present the Winter Management Team implement the policy on timings, frequency and level of treatment but with a degree of flexibility pertinent to the variable climatic conditions, virtually unique to the westerly coastal aspect of Argyll and Bute Council topography.
- 4.5 The advisory signs of alternative routes in severe snow conditions have been expanded to cover another route, C11 in Cowal. Details on sign configuration and locations are contained in Appendix 2 of this report.
- 4.7 Winter stand-by arrangements are due to commence on Friday 1st November 2014. There are a total of 31 treatment routes detailed in the policy. The re-designation of A83 Kintyre to Trunk Roads is compensated by introduction of the route K3 = B842 Caradale – Clonaig and B8001 Skipness – Redhouse this will be a follow-on route

to the re-designated K1 = B842 Campbeltown – Caradale. Route K2 = B842 Southend / B843 Machrihanish

- 4.8 The Winter Treatment Fleet for 2014/15 will consist of 20 hired gritters from Econ Ltd, 1 contractor vehicle on Jura, and 12 Council vehicles. This provides 31 main frontline vehicles with 2 spare vehicles to cover breakdowns. In addition, there are 3 , 7.5 tonne tipper trucks that can accommodate ‘multispread’ units (gritting attachments) and ploughs and a further 4 , 7.5 tonne tippers that can accommodate ploughs giving a total of 7 extra vehicles that can be deployed if conditions demand.
- 4.9 The requirement to manage drivers’ hours within the delivery of all Council Services, directly impacts on the retention of the Council’s Operators Licence. The present drivers’ rotas for winter standby, is already at the level where most drivers are operating a “One On / One Off” shift system. This is below the recommended “One week in Three” desirable for severe weather resilience and to allow rest and recuperation. Drivers from Amenity Services assist Roads in delivering the pre-treatment service, in conjunction with external contractor assistance on the islands of Jura and partly on Mull.
- 4.10 At present Roads Operations, including the Winter Service, operate using the “Domestic Rules” for drivers’ hours. However, increasingly the need to switch to “EU Rules” for some parts of the operation is leading to consideration to switching the entire operation to EU Rules. Under these rules, no driver is allowed to drive for more than 6 consecutive days without a rest period. At the present level of establishment, we would effectively “run out” of available drivers by the end of the fifth day of the second week of any continuous period of winter service.
- 4.11 Steps are being taken to increase the available driver “pool” by utilising waste disposal operatives and engaging assistance from external contractors on some mainland routes where in-house coverage is limited. Where drivers from other services are on “out of hours” standby, “non-standby” Roads drivers may require to deliver other statutory services during normal hours.
- 4.12 Last winter 2013/14 there were a total of 65 completed equivalent full winter runs, compared to 106 runs in 2012/13. A total of 9,962 Tonnes of salt was recorded as used in all treatments, down from 17,777 tonnes in 2013/14. The route with the individual highest number of turn-outs, remains consistently A819 East Lorn Strategic Route at 125 runs, compared to 144 runs in 2013.
- 4.13 At 15th July 2014, the Council held a stock of 9,543 tonnes of salt, retained from the end of last season, with provisional replenishment orders to be called forward Mid-Sept to Mid-Oct, for 6,000 tonnes. This will top up to capacity in storage facilities to the target starting stock of +15,000 tonnes.
- 4.14 The Salt Use Reduction and Preservation of Stocks protocol introduced in December 2010 in light of severe shipping and material shortages has been updated and attached at Appendix 3. The location of the Strategic Stockpile at Connel is subject to review due to Oban Airport safety requirements and alternative sites are being considered here or at Machrihanish in conjunction with negotiations for a shared depot with Transport Scotland.

- 4.15 The supply of salt to the public, uplifted directly from the vicinity of depot gates, was previously included in item 8.3.5 of the policy has been revised. It will no longer be the practice to allow the public to uplift salt in the vicinity of depot gates.

5.0 CONCLUSION

- 5.1 This report details the Council's Winter Maintenance Policy for 2014/15 and highlights the pressures on resources and operational effectiveness due to the constraints of future funding levels and best practice advice.
- 5.2 Committee is asked to approve the Winter Service Policy 2014/15 and note the details in appendices 1 – 4 to allow plans to be finalised towards commencement of operations 1st November 2014 or thereby, as conditions dictate.

6.0 IMPLICATIONS

- | | | |
|-----|-------------------|--|
| 6.1 | Policy | There is a requirement for the Council to confirm policy for winter maintenance activity. |
| 6.2 | Financial | The Council's Winter Maintenance budget now only allows for an equivalent of 48 full runs to be carried out over the season, due to inflationary increases in unit costs. The actual cost of winter maintenance is dependent upon the severity of winter conditions and is a Corporate financial risk. |
| 6.3 | Legal | The Winter Maintenance Policy sets out the Council's level of service provision for winter maintenance |
| 6.4 | HR | None |
| 6.5 | Equalities | None |
| 6.6 | Risk | The proposed policies are designed to reduce the Councils exposure to risk |
| 6.7 | Customer Services | The winter service has been designed to maintaining access to the Councils Strategic Road Network during winter conditions. |

Executive Director of Development and Infrastructure
Policy Lead Councillor Ellen Morton
July 2014

For further information contact: Jim Smith, Head of Roads & Amenity Services
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APPENDICES

Appendix 1 - 2013/14 Winter Maintenance Policy.

Appendix 2 - Advisory Signing - Road Closures in Severe Conditions.

Appendix 3 - Salt Use Reduction and Preservation of Stocks Protocol.

Appendix 4 - Revised item 8.3.5, Supply of Salt to others.



DEVELOPMENT AND INFRASTRUCTURE SERVICES

WINTER SERVICE POLICY 2014/2015

Author	Roads Performance Manager
Owner	Head of Roads & Amenity Services
Date	July 2014
Version	1.1

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CONTENTS

		Page No.
Section 1	Introduction	4
Section 2	Outline Principles	2
Section 3	Management Arrangements	5
Section 4	Policy on Treatment Priorities	5
Section 5	Winter Standby, Standby Procedures and Gritting Guidelines	8
Section 6	Snow Clearance Strategy	9
Section 7	Assistance from Other Authority Resources and Contractors	11
Section 8	Salt, Etc.	11
Section 9	Plant Resources and Servicing Practices	14
Section 10	Weather Forecast and Monitoring	14
Section 11	Operational Communications	15
Section 12	Instruction and Record Keeping	16

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 Argyll and Bute Council will consider implementation of the recommendations included in the Well Maintained Highways (18th Sept. 2013 update) – Appendix H – Winter Service document, within the practicalities of resources and geography. The Council, through its officers, will liaise and take guidance from the Society of Chief Officers of Transportation in Scotland (SCOTS), Winter Service Subgroup on the consistent approach to implementation, in the context of the Geographical and Climatic conditions relevant to Scotland.
- 1.3 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 Roads and Amenity 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 Roads and Amenity 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 Roads and Amenity 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, wherever practicable, that adequate resources are available to fully undertake the Council's Winter Service Policy.
- 3.7 Discussions will take place between Senior Management 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 Roads and Amenity Manager will produce carriageway gritting routes based generally on the following principles:-

Priority 1 Strategic high speed, main traffic routes				
Lomond - A814 Dumbarton- Garelochhead, A818 Arden (A82) - Helensburgh Cowal - A815 Cairndow – Dunoon Ferry Lorn / Mid-Argyll - A816 Oban - Lochgilphead, 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

Priority 2 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

Priority 3 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 – 08:00hr	08:00 – 16:00 hrs	16:00 – 22:00 hrs	22:00 – 0600 hrs
Priority 3 Service Route	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.			
Priority 3 School Route (12 or more occupied seats)	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.)				

Priority 4 All other public roads, Only as actual conditions dictate and resources are deemed to be effective.				
	06:00 – 08:00hr	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 Roads and Amenity 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/m² 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/m² 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 discussions on site between local Supervisors and Police officers.
- 6.1.11 In specific locations additional information and diversion signing will be erected to further inform drivers of the hazardous conditions on some routes and advise them of alternative routes where available resources will concentrate on maintaining treatments. There are three roads where signing to indicate specific alternative routes are available.
1. A817 "Haul Rd" , Lomond.
Snow gates at A82 and A814 "central" roundabout
Diversion via A818 Arden - A814 Garelohead
 2. C46 Glen Aros / Glenbellart road , Mull
Signs at Aros Bridge and Dervaig Primary School
Diversion via A848Tobermory
 3. C9 Glenfinart Road (The Larach) , Cowal
Signs at Whistlefield Hotel and Sligrachan Bus turning head;
Diversion via A880 Cot House

4. C11 Otter Hill road (Bealach an Drain) , Cowal
Signs at Glendaruel A886 and Otter Ferry B8000;
Diversion via A8003 Tighnabruich and Kames.

6.1.10 Road closures will be reported to the Director, Head of Service, Roads and Amenity 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 Roads and Amenity 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 Roads and Amenity 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 Roads and Amenity 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 or other Contractors will be restricted to maintain the resilience of the Roads and Footways Winter Service within the terms of the Salt preservation Protocol.

8.4 Calibration and control of Salt Rates of Spread

- 8.4.1 The Roads and Amenity 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/m². 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 heaps and grit bins are normally placed on routes not included on the Priority 1 – 3 pre-treatment network, or on sections of these routes where additional self help facilities are considered advantageous. They are provided to allow the public to use the salt/grit mix to treat localised hazards on carriageways and footways on the public adopted network.

- 8.5.2 Grit heaps will be situated on rural road verges predominantly on bends, junctions or steep sections. They shall be placed at distances which provide a reasonable volume of material over the extent of any problem area as, if material has to be carried too far, it is unlikely to be used. Consideration will be given to the environmental impact associated with tree roots, hedges and watercourses.

- 8.5.3 Grit Bins will normally be situated in urban areas or where leaching from grit heaps in rural areas is likely to have an environmental impact. They are placed similarly to rural grit heaps to provide an additional self help facility in streets such as at bends, junctions, steep sections of carriageway or footway or close to schools and other public buildings where delays in planned treatments may result in persisting hazards. Care must be taken in locating bins to avoid impeding sight impaired pedestrians or access to public utilities or roads authority apparatus. Generally where practicable, grit bin sites will allow material to be carried downhill to treat sections of the public network

8.5.4 Replenishment of material to grit heaps or bins will be carried out as regularly as conditions of use require, within the confines of available resources. Sites in regular use may require more frequent visits and the mix of material may vary as operational resources and stocks of available materials permit. This may depend on the overall salt resilience capability of the Council in times of prolonged severe weather conditions.

- 8.5.5 Requests for the locating of additional grit heaps or grit bins in urban areas will be considered using the following criteria.
- Is the request relevant to the Council asset of adopted roads and footway network?
 - Is there a genuine need for an additional facility, based on local knowledge, the type of hazard of concern and any accident history? The criteria for locations in 8.5.2 & 3 above will apply.
 - The proximity of similar facilities will be considered, as provision of bins and heaps often leads to further requests in similar locations.
 - The overall volume of bins and heaps will have an impact on the ability to provide an effective replenishment operation.

- 8.5.6 A register of grit bins shall be maintained by the Roads and Amenity Manager and their location and suitability will be reviewed annually. Grit bins will be serviced and all debris and litter removed prior to the start of the winter season. Initial replenishment of heaps and bins will be carried out prior to the start of the formal standby period, where practicable.

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 Roads and Amenity Manager. The Council's Fleet Services section, maintain all plant and equipment for the user departments. The Fleet Manager will inform the Roads and Amenity 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 Roads and Amenity 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 Roads and Amenity 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 1st October to 15th 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 Trackyou 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 Roads and Amenity 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 Roads and Amenity Manager, adjacent authorities, management agents and the Police.

11.2 Communications with Police Scotland, 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 Roads and Amenity Manager. This will be confirmed to the Police Area Control Room at Helen 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 BEAR Scotland, 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 Trackyou Ltd., 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 Roads and Amenity Manager.
- 11.5.3 The Head of Service, Roads and Amenity Manager 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 – “Manager” is the updated web based system, for 2014 , 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

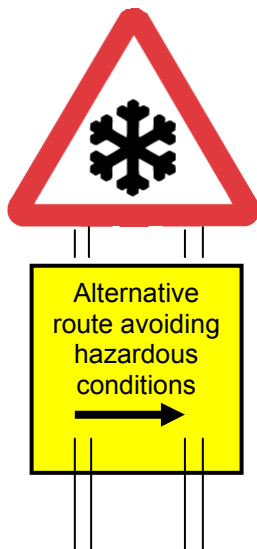
- 12.3 In parallel to the above recording system, vehicle activities are recorded on the “Trackyou” - vehicle tracking system. Reports and map based graphical records can be run to confirm and clarify in more detail, the recorded activities.
- 12.4 All records are archived in separate remote servers 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.

Appendix 2 – Advisory signing, routes unsuitable in severe conditions

6.1.11 In specific locations additional information and diversion signing will be erected to further inform drivers of the hazardous conditions on some routes and advise them of alternative routes where available resources will concentrate on maintaining treatments. There are three roads where signing to indicate specific alternative routes are available .

1. A817 “Haul Rd” , Lomond.
Snow gates at A82 and A814 “central” roundabout
Diversion via A818 Arden - A814 Garelohead
2. C46 Glen Aros / Glenbellart road , Mull
Signs at Aros Bridge and Dervaig Primary School
Diversion via A848Tobermory
3. C9 Glenfinart Road (The Larach) , Cowal
Signs at Whistlefield Hotel and Sligrachan Bus turning head;
Diversion via A880 Cot House
4. C11 Otter Hill road (Bealach an Drain) , Cowal
Signs at Glendaruel A886 and Otter Ferry B8000;
Diversion via A8003 Tighnabruich and Kames.

Example of typical information sign



Sign on permanent display during Winter Season.

Road Closure in conjunction with temporary signs.
When conditions dictate



Appendix 3 - Salt Use Reduction and Preservation of Stocks Protocol.

Argyll and Bute Council WINTER SERVICE – OPERATIONS 2014-15

Protocols for the reduction in use of salt and preservation of remaining stocks.

Winter Service Policy supplementary revised from Dec 2010 draft.

Storage Capacity , Stock Transfers and replenishment times

Storage capacity in all 15 “Operational” salt stores has been increased by 3,500tonnes to approximately 14,000tonnes, since 2009, through phase 1 of the covered tunnel construction programme. In addition to this, a secondary “Strategic Stockpile” will be replenished by October 2014, located at Connel Salt Slab, Machihanish Base or some other site to be determined, with approximately 4,500 tonnes, stored under a proprietary sheeting cover or in a permanent building if available.. The 3,000tonne Dome in Helensburgh, although an operational store, has an element of strategic storage.

For national salt resilience purposes, daily usage is calculated on 2 Priority WRC1-3 network treatments and one WRC4 “other routes” treatment in each 24hr period.

This equates to 375tonnes/day at normal use levels, 600tonnes/day for heavy snow.

The Strathclyde Emergencies Co-ordination Group, Roads sub-group agreed that Roads Authorities should achieve a minimum storage capacity of equivalent to 70% of the average total salt usage of the last three severe winters. This equates to a minimum 14,350tonnes for Argyll and Bute. However the target tonnage for the start of this season, 28th October, is 17,000tonnes including the strategic stockpile.

This equates to 45 continuous days supply at Winter Policy treatment levels.

As the national salt supply contract has an allowance of 21days to fulfil delivery from point of order, the minimum resilience required in normal conditions equates to four weeks operations or approximately 60% of the new capacity, at 10,000tonnes. In practice, reduced quantities of 6,000tonnes before replenishment are acceptable.

This equates to a resilience of 16 days operations, at normal treatment levels.

Within this total quantity, material may require to be moved between stores to preserve a degree of individual resilience in each of the operational stockpiles around the network.

Internal transfers between stores ensure adequate stocks are available as much as practicable to maintain a consistent treatment regime throughout the network. In this way the hierarchy of route treatments can be preserved as per the policy, for as long as practicable within any delivery shortage period.

Operational Decision techniques to Manage Salt use.

Winter Service Policy already recognises the need to preserve salt primarily for the prevention or treatment of ice on higher speed carriageways. 3Grit:1Salt mixes are already utilised in Grit Heaps and Bins and in the reactive treatment of footways.

Salt preservation techniques can be instigated on carriageway treatments where forecasts or conditions indicate that a mixture of salt and grit will provide the best treatment to aid traction. The winter operations decision to use 50/50 mixes should only be for this purpose, rather than to preserve supplies.

In periods of falling snow, Grit only should be used on “return” ploughing legs until such time as snowfall ceases and there is an expectation that salt will melt any residual snow after ploughing.

In settled constant dry conditions Residual Salt levels on carriageways allow the curtailment of further treatments, as part of the daily operational plan.

Reduction in Salt use in treatments, to preserve remaining stocks.

Where salt stock levels reduce and replenishment quantities are doubtful in either quantity or timescale, the use of salt will be curtailed under the following procedures.

Salt Preservation level Circumstances Authorised by.

SP1 Total Operational Stocks reduce to 6,000tonnes Winter Manager

This level will be reached in conditions of reasonably prolonged hazardous conditions or where extreme conditions reduce the effectiveness of salt. The supply chain for salt replenishment may become of national importance and Transport Scotland and Strathclyde Emergency Co-Ordination Group advice may be received.

First Operation:- Activate replenishment from Strategic Stockpile (+ 4,400 tonnes)

Depending on the likely delay in replenishment, part or all of the Strategic stockpile may be moved to operational stores and the permanent sheeting replaced. The quantity will be determined by the potential delivery date for shipping. The total stock will provide a further 12days resilience within the operational stores, at normal use rates.

Resilience:- 27days at normal use levels 375t/day : 16days heavy snow 600t/day

Second Operation:- Activate Salt Preservation Measures.

Salt treatments will be reduced. Spread rates adjusted from 40g/m² to 20g/m², or 20g/m² to 10g/m². Further reductions in the salt content of all carriageway treatments will be achieved by mixing Grit and Salt together, firstly at 1Grit:1Salt then 2Grit:1Salt.

In extreme frosts where RSTs remain below -5C all day, and salt is considered to be ineffective, additional treatments of pure Grit on all routes can be instructed to aid traction. Grit heaps, bins and footway treatments will remain at 3grit:1Salt.

Resilience:- 32days at reduced use SP1 = 188t/day : 20days heavy snow

SP2 Total stocks reduce to 4,000tonnes Head of Service

Salting treatments will be curtailed to Priority 1&2 pre-treatment routes only (1205 km)
The SP1 salt mixing techniques will be used in all further SP levels.

All other treatments will be of pure Grit including replenishment of grit bins / heaps.

Resilience:- 25 days at reduced use SP2 = 156t/day : 15 days heavy snow

SP3 Total Stocks reduce to 2,000tonnes Executive Director

Salting will be reduced to one treatment per 24hr forecast period, of the Priority 1&2 network, usually 06:00hrs mornings, in advance of the majority of traffic movements.

All other treatments will be of pure Grit including replenishment of grit bins / heaps

Resilience:- 25 days at reduced use SP3 = 78t/day : 15 days heavy snow

SP4 Total stocks reduce to 1,000tonnes Chief Executive

Salting reduced to Priority 1 and Priority 2 "A" class routes only 06:00hrs. (492km)

All other roads and mobilisation times, Grit only.

Resilience:- 32 days at reduced use SP4 = 31t/day : 20 days heavy snow

SP5 Total Stocks reduce to 700 tonnes Chief Executive

Effectively **2 days resilience at original policy normal use.** The trigger point for application to Scottish Executive Emergency Salt stockpile. Release of salt, allowing replenishment out with the normal constraints of the national salt supply contract.

Resilience:- 22 days at reduced use SP5 = 31t/day : 13 days heavy snow

Total resilience

SP1 (2nd Op) > SP5 (end) = 68 days : 41 days heavy snow.

Appendix 4 – Item relating to supply of salt to others, from previous Policy

2013/14 Policy

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.

2014/14 Policy

8.3.5 Provision of Salt to other departments of the Council or other Contractors will be restricted to maintain the resilience of the Roads and Footways Winter Service within the terms of the Salt preservation Protocol

The revised item, eliminates the commitment for the Council to provide the public with Salt in 20kg bags or by uplift from operational depots. The supply of salt for domestic use is now widely available through multiple retail outlets in conjunction with the sale of snow clearing hand tools. Central Government advice focuses on the individual property owner's requirement to become self-sufficient and more resilient in winter and other climatic condition. The disruption to operations and risk of conflict, employee and public safety considerations dictate the ceasing of previous practice.

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ARGYLL & BUTE COUNCIL
DEVELOPMENT AND
INFRASTRUCTURE SERVICES

ENVIRONMENT, DEVELOPMENT AND
INFRASTRUCTURE COMMITTEE

AUGUST 2014

PROPOSED ARGYLL AND BUTE SUSTAINABLE ECONOMIC FORUM

1.0 EXECUTIVE SUMMARY

1.1 Despite many positive developments in recent years the economic and demographic challenges facing Argyll and Bute are increasingly daunting. No single organisation or sector is able to rise to this challenge on its own. Consequently, a partnership approach between key representatives of the public, private and the voluntary sector is urgently required to help deliver sustainable economic growth throughout Argyll and Bute.

1.2 This report therefore proposes the creation of a new Argyll and Bute Sustainable Economic Forum (ABSEF) to take forward this partnership approach. The primary remit of ABSEF will be to develop and influence the creation of new sustainable economic opportunities for the benefit of the whole of Argyll and Bute and its people. ABSEF will meet a minimum of 4 times per year and have the ability to commission sub groups and other works to take forward specific actions to assist in the growth of the Argyll and Bute economy. ABSEF will also oversee the holding of an economic seminar and showcase at its annual AGM that will involve a wider audience of key stakeholders to help measure performance and ensure ABSEF is responding appropriately to current and future issues.

RECOMMENDATION

That this report is noted and that the Committee agree to establish an Argyll and Bute Sustainable Economic Forum (ABSEF).

That the Executive Director, Development and Infrastructure, in consultation with the Leader of the Council, Depute Leader and Policy Lead for Economic Growth, be given delegated authority to approach suitable individuals and invite them to serve on the forum.

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AUGUST 2014

PROPOSED ARGYLL AND BUTE SUSTAINABLE ECONOMIC FORUM

1. SUMMARY

- 1.1 This report is a discussion paper on the merits of establishing an Argyll and Bute Sustainable Economic Forum (ABSEF) to help drive forward long term sustainable economic growth in Argyll and Bute through a partnership approach with the public, private and the voluntary sectors.

2. RECOMMENDATION

- 2.1 That this report is noted and that the Committee agree to establish an Argyll and Bute Sustainable Economic Forum (ABSEF).
- 2.2 That the Executive Director, Development and Infrastructure, in consultation with the Leader of the Council, Depute Leader and Policy Lead for Economic Growth, be given delegated authority to approach suitable individuals and invite them to serve on the forum.

3. DETAILS

- 3.1 **Proposed establishment of Argyll and Bute Sustainable Economic Forum (ABSEF)**
- 3.2 Given the challenging economic situation facing the Argyll and Bute economy that has been directly linked to a falling population in parts of Argyll and Bute there is a now a compelling need for the private, public sectors and voluntary sectors to work in partnership to ensure that economic opportunities are both realised and consolidated, barriers to sustainable economic growth are overcome and the needs of a remote rural economy is not forgotten at a

national level. It is proposed that the Forum be chaired by one of the private sector representatives on the Board.

- 3.3 Successful Scottish Cities such as Aberdeen, Glasgow and Edinburgh have formed public/private sector partnerships for a number of years now which have helped them address the current economic challenges and prioritise investment to where it is needed most. Partnerships have also been formed in predominantly rural authorities such as the Highland and Islands where they are dealing with a rapidly expanding population and economic activity. This partnership approach has been praised by the Scottish Government as the best way to help deliver economic growth where public resources and private capital are increasingly finite in an increasingly competitive environment.
- 3.4 The membership of ABSEF would consist of senior decision makers from the private, public and voluntary sectors who are keen to have a better understanding of the key challenges facing the Argyll and Bute economy and act on them by removing barriers to sustainable growth, promoting the strengths of the local economy and realising its full potential through a partnership approach. As Argyll and Bute's economy looks to increasingly capitalise on its key economic assets there is also a need for the Scottish Government to invest in essential infrastructure (roads, ports, broadband, affordable housing) to help improve our competitiveness at a national level.
- 3.5 ABSEF would be different to existing council partnership arrangements in that it should be led primarily by business interests, the wealth creators – to ensure that their views are heard alongside those of the public and voluntary sectors.
- 3.6 It is hoped that working together in this way a greater mutual understanding between the three sectors will be forged, allowing more innovative and creative solutions to take place at a local level and to also allow for the creation of a louder Argyll and Bute voice to take our case to Government.

Argyll and Bute Sustainable Economic Forum (ABSEF)

The creation of a dynamic and pro active private, public and voluntary sector partnership which is committed to developing and influencing new sustainable economic opportunities for the benefit of Argyll and Bute and its people.

Through effective partnership working at a strategic level and through engagement with the Scottish Government, the wider business community and key agencies ABSEF seeks to inform policy, achieve consensus on key economic issues, remove potential barriers, identify solutions and realise new and available opportunities in order to deliver sustainable economic growth. ABSEF will report directly to the Community Planning Partnership Management team.

3.7 Remit of the Forum

3.8 To better align the activities of the public sector to work in partnership with the private and voluntary sectors to help deliver sustainable economic growth throughout Argyll and Bute.

- to focus on job creation that will help raise the region's relatively low average earnings in the private sector.
- to support the development of an entrepreneur culture through Argyll and Bute.
- focus on the long term, strategic development of the Argyll and Bute economy
- act as the economic consultative group on all relevant local economic issues and planning issues for Argyll and Bute by raising awareness and understanding of issues affecting the local economy.
- contribute to local and national policy development and influence business plans of all agencies providing support for the local economy
- facilitate better communication, consultation and liaison amongst local businesses, the voluntary sector and agencies providing support for the local economy.
- work with the Scottish Government, organisations, agencies and partnerships with an interest in the economic development of Argyll and Bute.
- to help maximise the impacts of the UHI and attract national and international research funding into the area.
- to ensure that the workforce, sector by sector, has the skills to enable the region and its businesses to capitalise on existing and emerging opportunities.
- co-ordinate the delivery of key projects and initiatives through member organisations and others as appropriate.
- provide support to existing local business and promote inward investment activity in Argyll and Bute.

3.9 The suggested priorities of the forum are identified below but this together with the remit should be formed by an inaugural workshop to determine key forum priorities, potential sub groups and actions.

1. To better understand what private businesses require to grow
2. Make best use of our existing economic assets and opportunities
3. Improve decision making process and policies in relation to the economy.
4. Assist in the delivery of the Single Outcome Agreement and Local Development Plan.
5. Deliver Argyll and Bute's Strategic and Area based Economic Development Action Plans.
6. Improve our town centres.
7. To help market and promote Argyll and Bute.
8. Attract economically active families and develop sufficient skilled people to meet the current and future needs of our local industries.
9. Maximise investment in our strategic transport network

- 3.10 The role of ABSEF therefore is to provide leadership at a strategic level – to work in partnership – to shape, facilitate, engage, influence government thinking, advise and help deliver on our corporate commitments and manage progress against the priority actions and outcomes with a focus on our economy and achieving sustainable growth. The work of the ABSEF will help to develop and improve local priorities identified through the local Economic Development Action Plans which will be refreshed to take account of the outputs of the forum. ABSEF once formed will sign a partnership charter agreement that will set out partner behaviours and expectations of members.

Potential membership of ABSEF Board

- Senior Business representative
 - Senior Tourism representative
 - Senior Academic representative
 - Senior Council representative
 - Senior Enterprise Agency representative
 - Senior Connectivity representative
 - Senior Voluntary sector representative
- 3.11 Board would meet on a quarterly basis with the power to establish sub groups to take forward actions and reporting to the Board when required. For example the sub group could be formed to examine how better we can attract inward investment and business growth in Argyll and Bute. The work of these sub groups will be facilitated by a number of key officers from the council and other partner representatives according to their specific skills and interests.
- 3.12 One Board meeting each year will consist of the Board's AGM with associated economic summit and showcase with an invited audience drawn from the private sector and key economic partners including Argyll and Bute Council, Highlands and Islands Enterprise, Skills Development Scotland, Visit Scotland, AITC, Food from Argyll, Scottish Natural Heritage, Mid Argyll and Helensburgh Chamber of Commerce, Oban Bids, Dunoon Bids, MACC, Kintyre Forum, Loch Lomond and Trossachs National Park, Scottish Enterprise, Cal Mac, CMal, SCDI, Institute of Directors, CBI Scotland, JobCentre Plus, Highland Employers Coalition, the Federation of Small Businesses, STUC, UHI, Argyll College, North HITRANS, SPT, ABRA, Strategic Housing and Communities Forum, Highlands and Islands Airports Ltd. The event will also be attended by Economic Development and Strategic Transport staff, COG and all Elected Members

4 CONCLUSION

- 4.1 Given the challenging economic and demographic situation we face there is a need to work in partnership with the public, private and voluntary sectors to

help drive forward sustainable economic development in Argyll and Bute. ABSEF has the potential to do this in Argyll and Bute building on the successes and lessons learned of other authorities in order to improve our economic effectiveness and to also ensure our specific needs are recognised at a national level.

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