

**Argyll and Bute Council**  
**Comhairle Earra-Ghàidheal Agus Bhòid**

*Customer Services*  
*Executive Director: Douglas Hendry*



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*4 August 2016*

**NOTICE OF MEETING**

A meeting of the **ENVIRONMENT, DEVELOPMENT AND INFRASTRUCTURE COMMITTEE** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **THURSDAY, 11 AUGUST 2016** at **10:30 AM**, which you are requested to attend.

Douglas Hendry  
Executive Director of Customer Services

**BUSINESS**

1. **MINUTES** (Pages 1 - 10)  
Environment, Development and Infrastructure Committee held on 7 April 2016
2. **PERFORMANCE REPORT FQ1 2016/17 AND FQ4 2015/16**  
Report by Executive Director – Development and Infrastructure Services (to follow)
3. **ARGYLL ENTERPRISE WEEK** (Pages 11 - 18)  
Report by Executive Director – Development and Infrastructure Services
4. **UPDATE ON DISCOVER SPACE UK (DSUK) BID TO PROVIDE UK SPACEPORT AT MACHRIHANISH** (Pages 19 - 34)  
Report by Executive Director – Development and Infrastructure Services
5. **2014-2020 ARGYLL AND THE ISLANDS LEADER PROGRAMME - SERVICE LEVEL AGREEMENT AND PROGRAMME LAUNCH; AND EUROPEAN MARITIME AND FISHERIES FUND UPDATE** (Pages 35 - 50)  
Report by Executive Director – Development and Infrastructure Services
6. **RESPONSE TO CALL FOR EVIDENCE ON ENTERPRISE AND SKILLS REVIEW**  
Report by Executive Director – Development and Infrastructure Services (to follow)
7. **WINTER SERVICE POLICY 2016/17** (Pages 51 - 80)

Report by Executive Director – Development and Infrastructure Services

**8. BURIAL AND CREMATION POLICY** (Pages 81 - 102)

Report by Executive Director – Development and Infrastructure Services

**9. FESTIVE LIGHTING** (Pages 103 - 124)

Report by Executive Director – Development and Infrastructure Services

\* **10. UPDATE ON IMPLEMENTATION OF THE PAVEMENT CAFE LICENCE POLICY**  
(Pages 125 - 130)

Report by Executive Director – Development and Infrastructure Services

**11. ENVIRONMENT, DEVELOPMENT AND INFRASTRUCTURE COMMITTEE  
WORKPLAN** (Pages 131 - 132)

Items marked with an “asterisk” are items, on the basis of information available at the time this Agenda is published, on which the Committee may not have delegated powers to act, and which may therefore require to be referred to the Council or another Committee, and that referral may depend on the decision reached at the meeting.

## **Environment, Development and Infrastructure Committee**

Councillor John Armour

Councillor David Kinniburgh

Councillor Robert Graham MacIntyre (Vice-Chair)

Councillor Donald MacMillan

Councillor John McAlpine

Councillor Aileen Morton

Councillor Elaine Robertson

Councillor Sandy Taylor

Councillor Dick Walsh

Councillor Anne Horn

Councillor Alistair MacDougall

Councillor Bruce Marshall

Councillor Alex McNaughton

Councillor Ellen Morton (Chair)

Councillor Len Scoullar

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, 7 APRIL 2016**

**Present:** Councillor Ellen Morton (Chair)

Councillor John Armour	Councillor Alex McNaughton
Councillor Anne Horn	Councillor Aileen Morton
Councillor Alistair MacDougall	Councillor Elaine Robertson
Councillor Robert G MacIntyre	Councillor Len Scoullar
Councillor Donald MacMillan	Councillor Sandy Taylor
Councillor Bruce Marshall	Councillor Richard Trail
Councillor John McAlpine	Councillor Dick Walsh

**Also Present:** Councillor Michael Breslin Councillor Robin Currie

**Attending:** Pippa Milne, Executive Director – Development and Infrastructure Services  
Jim Smith, Head of Roads and Amenity Services  
Fergus Murray, Head of Economic Development and Strategic Transportation  
Patricia O'Neill, Central Governance Manager  
Ishabel Bremner, Economic Development Manager

The Chair advised the Committee of an amended Appendix 2 which had been tabled in relation to item 5 of the agenda (Roads Asset Management). This was due to a misprint in the agenda pack of papers.

The Chair ruled and the Committee agreed that the business dealt with at item 11 of this Minute be dealt with as a matter of urgency by reason of the need to recommend to Council agreement of a time limited interest free loan subject to the delivery of a specific number of street lighting units by November 2016.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor David Kinniburgh.

**2. DECLARATIONS OF INTEREST**

There were none intimated.

**3. MINUTES**

The Minute of the Environment, Development and Infrastructure Committee meeting held on 14 January 2016 was approved as a correct record.

**4. DEVELOPMENT AND INFRASTRUCTURE SERVICES - PERFORMANCE  
REPORT FQ3 2015-16**

Consideration was given to a report presenting the Development and Infrastructure Services departmental performance reports with associated scorecard performance in financial quarter 3 2015-16.

### **Decision**

The Committee -

1. Noted the Development and Infrastructure Services departmental performance report and associated scorecard performance for financial quarter 3 2015-16.
2. Commended the work of the Campbeltown Ferry Group, who worked along with other community groups to secure a commitment to operate a permanent summer ferry link between Campbeltown and Ardrossan.
3. Delegated the Executive Director – Development and Infrastructure Services, in consultation with the Chair and Vice Chair of the Committee, to write to SPT and the Scottish Government expressing the Council's support to the wishes of the community of Kilcreggan in the transfer of the ferry service to the Scottish Government.

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

### **5. ROADS ASSET MANAGEMENT**

A report introducing the Annual Status and Options Report which makes an analytical assessment of the condition of the Council's road network and associated infrastructure as well as setting out projected conditions based on varying levels of investment was considered. The report also provides the proposed 2016/17 Roads Reconstruction Programme and introduces the Roads Asset Management Plan.

This item was continued in the course of the meeting to allow further discussion at the end of the agenda.

### **Decision**

The Committee –

1. Endorsed the Roads Asset Management Plan.
2. Endorsed the Annual Status and Options Report and the positive analytical feedback it provided with regard to the improvement to the Council's Road Condition Index as a result of the ongoing investment in roads reconstruction works.
3. Noted the issues raised by members of the Committee in relation to area programmes.
4. Noted that the percentage allocation remains the same as previous years.
5. Delegated to the Executive Director – Development and Infrastructure Services in consultation with the Chair of the Committee and 4 Area Chairs, the authority to finalise the roads reconstruction programme.

6. Noted that the total roads capital allocation to 16/17 is £4.872 including the allocation from Bute and Cowal roads capital budget of £375K to Dunoon CHORD.

(Reference: Report by Executive Director – Development and Infrastructure Services dated February 2016; 2015/16 Annual Status and Options Report; 2016/17 Draft Roads Reconstruction Programme; and Roads Asset Management Plan, submitted)

\* **6. PROCEDURE FOR ROAD SAFETY INSPECTIONS AND DEFECT CATEGORISATION**

The West of Scotland Roads Working Group, which is an officer group working through SCOTS and currently chaired and facilitated by Argyll and Bute Council have produced a revised roads inspection document. This document coupled with revised methods of working, using ICT and capturing 'live' inspections into the WDM asset system will make the inspection process more effective and efficient. Consideration was given to a report recommending the adoption of the Procedure of Roads Safety and Defect Categorisation document.

### **Decision**

The Committee

1. Agreed to recommend to the Policy and Resources Committee that the Procedure for Roads Safety Defect Categorisation be adopted by the Council.
2. Delegated officers to look at the possibility of holding a Seminar on Roads for all Members and to look at inviting appropriate external organisations to attend.

(Reference: Report by Executive Director – Development and Infrastructure Services dated March 2016 and Procedure for Road Safety Inspections and Defect Categorisation effective from 1 April 2016, submitted)

\* **7. NORTHERN ROADS COLLABORATION FORUM**

A report outlining work currently being undertaken within the Scottish public roads section to explore and develop opportunities for greater collaboration between roads authorities and highlighting how this is being taken forward in the north of Scotland was considered.

### **Decision**

The Committee agreed to this report being presented to the Council with the following recommendations:-

1. Note expectations that roads authorities will 'take forward the design and delivery of a package of shared service initiatives (Option 30 report).
2. Agree to participate in the Northern Roads Collaboration Forum and recommend to Council to nominate the Chair and Vice-Chair of the Committee to represent the Council on the Forum.

3. Note that a meeting of the Forum took place in early March for Lead Members and supporting officers.
4. Note that the Forum is considered a precursor to forming a Joint Committee to support formal sharing/collaboration across roads services and that any proposal to form a Joint Committee will be submitted to a future meeting of Council.
5. Note that the Council have also been working with colleagues to the south of Argyll and Bute who have been gathering data relating to budgets, workforce and challenges and will continue with these discussions.

(Reference: Report by Executive Director – Development and Infrastructure Services dated January 2016, submitted)

### **8. DELISTING OF ROAD AT KILBOWIE**

A report seeking instructions in relation to the possible delisting of the road shown shaded in red on the plan annexed to the report and forming part of the subjects of Kilbowie, Oban (“the said road”) which the Oban, Lorn and the Isles Area Committee agreed on 10 December 2014 to sell to Carden Studios Limited was considered.

#### **Decision**

The Committee agreed to instruct the Director of Customer Services in consultation with the Director of Development and Infrastructure Services to take all necessary steps on behalf of the Council as Roads Authority to delist the said road in accordance with the procedures set out in Section 1, subsections (4) (5) (6) and (7) of the Roads (Scotland) Act 1984.

(Reference: Report by Executive Director – Development and Infrastructure Services dated March 2016, submitted)

### **9. WASTE MANAGEMENT - WASTE STRATEGY**

A report setting out the current position relating to waste collection and disposal was considered. This report considers the financial, contractual and legislative implications regarding waste and seeks to put in place a long term waste strategy.

#### **Decision**

The Committee agreed to:-

1. Note the report.
2. Endorse the work being progressed towards a long term waste strategy.
3. Note recruitment of a project manager to lead on the provision of a new waste strategy.
4. Note that a further report will be brought to a future meeting regarding the Waste Charter.

(Reference: Report by Executive Director – Development and Infrastructure Services dated February 2016, submitted)

### **10. FLOOD RISK MANAGEMENT - LOCAL FLOOD RISK MANAGEMENT PLAN**

The Flood Risk Management (Scotland) Act 2009 places duties on SEPA, Scottish Water, National Park Authorities, Forestry Commission and Local Authorities as Responsible Authorities to reduce flood risk across the country. In December 2015 SEPA, as the supervising authority published the Flood Risk Management Strategies which have been approved by Scottish Ministers. Supporting the Strategies will be Local Flood Risk Management Plans (LFRMPs). Argyll and Bute Council are partially responsible for producing two LFRMPs – Highland and Argyll LFRMP and Clyde and Loch Lomond LFRMP. The Strategies have identified objectives to tackle flooding in Scotland and they have also identified Actions to deliver the objectives. A report updating the Committee on progress and seeking endorsement of the summary of actions to be taken forward by the Council in the LFRMPs noting the status of the funding arrangements was considered.

#### **Decision**

The Committee agreed:-

1. To approve the summary of actions and programme forming the basis of the Local Flood Risk Management Plans within Argyll and Bute listed in the report in Appendix 2, subject to appropriate funding being in place from the Scottish Government and the Council.
2. To delegate authority to the Executive Director – Development and Infrastructure Services, in consultation with the Policy Lead and the two Member representatives on the Local Plan District Groups to approve the LFRMPs when they are available.
3. That the Elected Members appointed to the LDPs can substitute for each other when necessary.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 16 February 2016, submitted)

### **\* 11. ENERGY EFFICIENCY STREET LIGHTING PROJECT FUNDING**

The Committee considered a report inviting them to consider an offer of an interest free loan of £400,000 from Salix to progress energy efficient lighting subject to a condition that works were completed by November 2016.

#### **Decision**

The Committee agreed to recommend to Council that the Salix funding is utilised and in order to meet the timescales that the first phase of the lighting project is delivered by internal resource.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 7 April 2016, tabled)

**12. SUSTRANS COMMUNITY LINKS FUNDING BIDS 2016/17**

Consideration was given to a report advising of funding bids totalling £470,000 which have been submitted to the Sustrans 2016/17 Community Links Programme by the Strategic Transportation Team.

**Decision**

The Committee agreed to note the report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 14 March 2016, submitted)

**13. BUSINESS GATEWAY LOCAL GROWTH ACCELERATOR - ERDF APPLICATION**

A report providing an update on the scope, delivery and launch of the Business Gateway Local Growth Accelerator Programme was considered.

Verbal confirmation was given that notification had been given that morning that the application had been successful.

**Decision**

The Committee agreed to:-

1. Note the scope of the proposed support to businesses.
2. Note the scale of the programme.
3. Note that no additional Council funding is required.
4. Approve the proposed launch, noting that timescales are dependent on Scottish Government approval timescales.
5. Note the success of the application.

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

**14. TIREE, ROTHESAY AND CRINAN CANAL CHARRETTE UPDATE**

A report updating Members on the delivery mechanism and timescale for three charrettes, which are currently being delivered across Argyll and Bute, was considered.

**Decision**

The Committee agreed to note the content of the report and the timelines for delivery of each charrette.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 29 February 2016, submitted)



**15. STRATEGIC INFRASTRUCTURE PLAN (SIP) UPDATE**

A report providing a briefing on the Strategic Infrastructure Plan to be developed for Argyll and Bute was considered.

**Decision**

The Committee agreed to note the briefing paper on the Argyll and Bute Strategic Infrastructure Plan.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 22 February 2016, submitted)

**16. MARKETING ARGYLL AND BUTE**

A report providing the Committee with a proposal for a marketing strategy which works alongside other economic development measures to encourage individuals and businesses to live, work and invest in Argyll and Bute, with a view to reversing the decline on population was considered.

**Decision**

The Committee agreed to:-

1. Note the contents of the report.
2. Approve in principle the draft marketing plan so work could begin on apportioning timescales and budget to the key tasks as outlined in Appendix 2 of the report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 8 March 2016, submitted)

**17. ECONOMIC FORUM REPORT**

Consideration was given to a report concerning the main findings of the Argyll and Bute Economic Forum Report by Mr Nicholas Ferguson CBE, the Chair of the Forum.

**Decision**

The Committee agreed:-

1. To note the content of the report together with the main findings of the Argyll and Bute Economic Forum Report attached as Appendix 2 to the Executive Director's report.
2. That the work of the Economic Forum contributes to the delivery of strategic objectives and is of great value towards the delivery of the overall objective that Argyll and Bute's Economic Success is Built on a Growing Population.

3. To record their thanks to all members of the Forum for their endeavours with particular thanks to Nicholas Ferguson CBE for leading on the development of the invaluable report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 15 March 2016; Recommendations from Economic Forum Report dated February 2016; and Economic Forum Report dated February 2016, submitted)

**18. ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION (EDST) UPDATE AND STRATEGIC PRIORITIES**

A report setting out and reaffirming the strategic context within which the EDST operates was considered. The report also provided the Committee with the latest position on the restructure of the Economic Development and Strategic Transportation Service and sought comments on the identified headline strategic and area priorities of the EDST Service developed to best deliver the council's main priority to achieve economic growth through a growing Argyll and Bute population. The report also drew attention to the emerging Rural Funding Initiative that will be used to inform the UK and Scottish Governments on ways they could possibly assist in addressing the unique economic issues facing the region and unlocking the full potential of the Argyll and Bute economy for the benefit of its residents.

**Decision**

The Committee agreed to note the content of the report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 14 March 2016, submitted)

The Committee adjourned for lunch at 1.45pm and reconvened at 2.05pm. Councillors Donald MacMillan and Richard Trail left the meeting at this point.

\* **19. ENHANCED EMPLOYABILITY PIPELINE STRATEGIC INTERVENTION - EUROPEAN SOCIAL FUND**

A report providing the Committee with an overview of the proposed Enhanced Employability Pipeline strategic intervention application to the European Social Fund 2014 to 2020 was considered.

**Decision**

The Committee agreed:-

1. To select Option 2 in principle, and agreed that in order to lever in an initial total investment of circa £3 million to the area, a non-legally binding stage one application (Strategic Intervention) will be submitted to the Scottish Government subject to acceptable conditions and level of risk.
2. To note that a second stage application (Operation Application) would provide the detail on pipeline delivery and associated match funding and that a report in this regard will be submitted to the Policy and Resources Committee in May 2016 to update Members and set out details of any match funding requirements prior to seeking approval of the match funding required from Argyll and Bute Council and

the submission of the Operation Application (which will have legal implications) by end of June 2016 deadline.

3. To note the significant concerns raised in terms of potential risks associated with the application and the requirement for further detailed information to support the decision making process.

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

### **20. ENVIRONMENT, DEVELOPMENT AND INFRASTRUCTURE COMMITTEE WORK PLAN**

The Committee considered the Environment, Development and Infrastructure Services Work Plan as at April 2016.

#### **Decision**

The Committee noted the Work Plan.

(Reference: Environment, Development and Infrastructure Services Work Plan as at April 2016, submitted)

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

11<sup>TH</sup> AUGUST 2016

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## ARGYLL ENTERPRISE WEEK

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### 1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of the report is to provide a briefing on Argyll Enterprise Week.
- 1.2 Argyll and Bute Council's Business Gateway and Highlands and Islands Enterprise (HIE) Argyll are jointly hosting an 'Argyll Enterprise Week'.
- 1.3 Argyll Enterprise Week will run in Oban from Monday 31<sup>st</sup> October to Friday 4<sup>th</sup> November 2016. This will be run as a pilot and if successful, can be replicated in other areas in future years.
- 1.4 It will comprise of a week of activities aimed primarily at new and existing small to medium sized enterprises (including social enterprises) to help them learn new skills, meet new contacts, access support and ultimately grow their businesses in Argyll and beyond.
- 1.5 The objectives of the event are to:
  - Increase awareness of the support available;
  - Raise ambitions and provide inspiration;
  - Enhance skills and knowledge;
  - Facilitate networking; and
  - Engage a wider audience with enterprise activity.
- 1.6 There will be a focus on key themes within the event, linked to the objectives of HIE, Business Gateway and the Council's Economic Development service:
  - Digital;
  - Internationalisation;
  - Innovation;
  - Skills;
  - Business start-up;
  - Early stage business growth;
  - Young people; and
  - Social enterprise/third sector.

Activities will be linked to key sectors where appropriate – particularly tourism, creative industries and food & drink.

- 1.7 Argyll Enterprise Week will deliver a range of enterprise related activities to meet these objectives and key themes. This will include a business support trade fair, workshops, seminars, guest speakers, business competitions, one to one advice, demonstrations and best practice sharing.
- 1.8 Up to £10,000 funding for the venues and marketing of the event will be provided through existing budgets from HIE and Business Gateway. The £5,000 contribution from the Council's Business Gateway will be funded from the Business Gateway Local Growth Accelerator Programme budget and therefore there is no additional financial implication for the Council.
- 1.9 A wide range of partners from the wider business support network will deliver activity as part of Argyll Enterprise Week. HIE and Business Gateway are working with these partners to develop a detailed schedule of activity for the week.
- 1.10 A communications plan is being developed with HIE. This will be agreed by the Council's Communications team.
- 1.11 High profile guest speakers will be invited to open the event. These will be approached via HIE in partnership with the Council's Communications team.
- 1.12 Key milestones for the project include:
  - Mid July – Communications plan agreed for the event;
  - End July – Programme of activity for the week agreed;
  - End August – Launch activity commences; and
  - Mid September – Marketing of the detailed programme of events commences.Officers will provide an update on the communications plan and programme of activity for the week at the EDI Committee meeting.
- 1.13 It is recommended that members of the Environment, Development and Infrastructure (EDI) Committee:
  - Note the activities planned and partners involved with Argyll Enterprise Week; and
  - Suggest any additional opportunities to further align Council and partner activity within Argyll Enterprise Week.

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
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DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

11<sup>TH</sup> AUGUST 2016

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## ARGYLL ENTERPRISE WEEK

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### 2.0 INTRODUCTION

- 2.1 Argyll and Bute Council's Business Gateway and Highlands and Islands Enterprise (HIE) Argyll are jointly hosting an 'Argyll Enterprise Week'.
- 2.2 Argyll Enterprise Week will now run in Oban from Monday 31<sup>st</sup> October to Friday 4<sup>th</sup> November 2016. This will be run as a pilot and if successful, can be replicated in other areas in future years.
- 2.3 It will comprise of a week of activities aimed primarily at new and existing small to medium sized enterprises (including social enterprises) to help them learn new skills, meet new contacts and ultimately grow their businesses in Argyll and beyond.
- 2.4 Argyll Enterprise Week will deliver a range of enterprise related activities to meet these objectives and key themes. This will include a business support trade fair, workshops, seminars, guest speakers, business competitions, one to one advice, demonstrations and best practice sharing.

### 3.0 RECOMMENDATIONS

It is recommended that members of the EDI Committee:

- 3.1 Note the activities planned and partners involved with Argyll Enterprise Week.
- 3.2 Suggest any additional opportunities to further align Council and partner activity within Argyll Enterprise Week.

## 4.0 DETAIL

### Objectives

- 4.1 The objectives of the event are to:
- increase awareness of the support available;
  - raise ambitions and provide inspiration;
  - enhance skills and knowledge;
  - facilitate networking; and
  - engage a wider audience with enterprise activity.
- 4.2 There will be a focus on key themes within the event, linked to the objectives of HIE, Business Gateway and the Council's Economic development service:
- Digital;
  - Internationalisation;
  - Innovation;
  - Skills;
  - Business start-up;
  - Early stage business growth;
  - Young people; and
  - Social enterprise/third sector.

Activities will be linked to key sectors where appropriate – particularly tourism and food & drink.

- 4.3 Key milestones for the project include:
- Mid July – Communications plan agreed for the event;
  - End July – Programme of activity for the week agreed;
  - End August – Launch activity commences; and
  - Mid September – Marketing of the detailed programme of events commences.

Officers will provide an update on the communications plan and programme of activity for the week at the EDI Committee meeting.

### Why run an Enterprise Week?

- 4.4 Much of the activity proposed within the Enterprise Week is available across the year from a range of partners as part of their core activity. However, clustering some of this within an Enterprise Week will have the benefit of:
- Easy access for entrepreneurs to a wide range of support, in one place at the same time;
  - Linking appropriate support providers together under themes, strengthening the appeal and relevance to entrepreneurs;
  - Showcasing the breadth of support available;
  - Creating a stronger story for marketing activity – generating a 'buzz'; and
  - Engaging new clients through an alternative approach.



- 4.5 The Enterprise Week model has been used successfully elsewhere. Some examples include:
- Moray, Scotland – November 2014 (Elgin & Forres)
  - Wandsworth, London - February 2015  
<http://wandsworthenterpriseweek.biz/about>
  - Derry, Northern Ireland – February 2015  
<http://www.derrycity.gov.uk/BusinessOpportunities/EnterpriseWeek>
- 4.6 Feedback from Moray Business Gateway about the first Moray Business Week was very positive. 21 events were delivered and 618 businesses attended, with 96 booked onto the launch event. They have shared their learning around marketing and running a successful enterprise week.

### **Location**

- 4.7 Geography is always a challenge for running an event in Argyll, with no single significant cluster of population. Consideration was given to Argyll's largest towns of Oban, Lochgilphead, Dunoon, Rothesay and Campbeltown. Helensburgh was excluded as the location as it is not within HIE's delivery area – but Helensburgh businesses will be able to attend and if the pilot is successful discussions can be progressed with other partners regarding a future enterprise event in Helensburgh.
- 4.8 Oban was selected for the pilot Argyll Enterprise Week based on:
- Availability of a suitable main venue for the trade fair event and a range of smaller venues for workshops/seminars;
  - Historically better attendance at HIE and Business Gateway events;
  - Size of the town and accessibility from other areas – Mull, Lochgilphead, Inveraray; and
  - University Town ambitions – UHI at Argyll College and SAMS.

### **Budget**

- 4.9 A budget of £10,000 has been identified for venues, refreshments and marketing. This will be funded from HIE and Business Gateway budgets. The £5,000 contribution from the Council's Business Gateway will be funded from the Business Gateway Local Growth Accelerator Programme budget and therefore there is no additional financial implication for the Council.

### **Partners and activities**

- 4.10 The list of partners is still growing. Those that have already confirmed interest in participating includes:
- DSL Business Finance Ltd;
  - SJ Noble Trust;
  - Scottish Edge;

- Business Loans Scotland/West of Scotland Loan Fund;
- Argyll and the Islands LEADER;
- Skills Development Scotland;
- HIE Digital team;
- HIE Internationalisation team;
- HIE Innovation team;
- HIE key sectors team;
- Scottish Enterprise;
- Scottish Development International;
- Interface;
- Federation of Small Businesses;
- Bid4Oban;
- Argyll and Bute Council Planning and Regulatory Services;
- Argyll and Bute Council Procurement;
- Argyll and Bute Council Economic Development;
- Argyll and Bute Council Community Services (16+);
- Scottish Manufacturing Advisory Service;
- Craft Scotland;
- VisitScotland;
- AliEnergy;
- McPhee solicitors;
- Mid Argyll Chamber of Commerce;
- Young Enterprise Scotland;
- Argyll and the Isles Tourism Co-operative;
- JobCentre Plus;
- Argyll Financial Services;
- Social Enterprise Academy;
- MacLeod Construction;
- Royal Bank of Scotland;
- Clydesdale Bank;
- Firstport/Vital Spark;
- Argyll College/UHI;
- InspirAlba;
- Scotland Food and Drink; and
- Investing Women Angels.

- 4.11 Now that partners have confirmed their interest in participating, planning is ongoing to finalise their detailed schedule of activities. Some partners will run workshops, seminars, events, competitions, others will attend the trade fair only.
- 4.12 Opening speakers for the launch day are being sought. The ambition is to invite high profile political and entrepreneurial figures to lend their support. Any approaches to senior politicians will be made via HIE in partnership with the Council's Communications team.

## **Marketing**

- 4.13 HIE's Events Team and Argyll and Bute Council's Communications team are supportive of Argyll Enterprise Week. HIE are developing an outline communication plan which will be shared with the Council's Communications team. This will include PR, advertising and social media.
- 4.14 Partners are being asked not to promote their events until Argyll Enterprise Week has been formally launched and to co-ordinate with the overall communication plan.

## **5.0 CONCLUSION**

- 5.1 Argyll Enterprise Week is a new initiative for Argyll, developed as a partnership between HIE and Argyll and Bute Council.
- 5.2 It offers an effective way of raising awareness of the support on offer, providing inspiration, increasing skills and encouraging networking.
- 5.3 The activities proposed fit with both HIE's, Business Gateway's and the Council's Economic Development Service's objectives.
- 5.4 It presents an opportunity for the Council to showcase the support it provides and the benefits of living and working in the area.

## **6.0 IMPLICATIONS**

- |     |            |  |
|-----|------------|--|
| 6.1 | Policy     | Support to new and existing businesses aligns to the Council's SOA and Economic Development Action Plan.   |
| 6.2 | Financial  | No additional budget is being sought.  |
| 6.3 | Legal      | None at this time.   |
| 6.4 | HR         | None at this time.   |
| 6.5 | Equalities | The event will have no adverse impact on key equality groups and the support can positively help disadvantaged individuals move into self-employment. The proposed activities will comply with all Equal Opportunities policies and obligations. |
| 6.6 | Risk       | There is limited risk for the Council as its Business Gateway team has the skills and resources needed to deliver the event in partnership with HIE  |

6.7 Customer Service      The event aims to positively impact the relationships between the Council, HIE and the business community.

**Pippa Milne, Executive Director of Development and Infrastructure**

**Cllr Aileen Morton, Policy Lead for Economic Development**

**14<sup>th</sup> July 2016**

**For further information contact:** Kate Fraser, Senior Development Officer,  
Business Gateway [kate.fraser@argyll-bute.gov.uk](mailto:kate.fraser@argyll-bute.gov.uk) 01546 604 550

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

11<sup>th</sup> August 2016

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**Update on Discover Space UK (DSUK) bid to provide UK Spaceport at Machrihanish.**

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## **1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this paper is to provide the Environment, Development and Infrastructure (EDI) Committee with an update on the progress with the Discover Space UK's (DSUK) bid for a licence from the UK Government to proceed with Campbeltown, Machrihanish as a UK Spaceport. An operational spaceport would provide the UK with a vital piece of infrastructure for the European wide aerospace industry.
- 1.2 The UK Space Industry is rapidly growing with the UK Government wanting a £19 billion space business by 2020 and a £40 billion industry by 2030 employing an additional 100,000 people in the UK. A significant proportion of this industry could be delivered by the UK's first Spaceport through activities such as space tourism, the launching and manufacture of satellites, the development of launching platforms, engines and spacecraft etc. The Council and Discover Space UK (DSUK), a subsidiary of Machrihanish Airbase Community Company (MACC), regard Campbeltown and the Machrihanish Air Base as the best place in the UK to locate the UK's first Spaceport as it offers a number of distinct and clear advantages such as:
- the length of its runway being in excess of 3,000m;
  - a safe distance from conurbations with direct access over the sea;
  - good transport links;
  - good on-site existing infrastructure such as fuel storage;
  - community owned and a welcoming business environment;
  - 1,000 acres of developable land available;
  - close proximity to centres of engineering expertise in both Glasgow and Northern Ireland; and
  - Argyll and Kintyre are outstanding tourist destinations in their own right that can complement space tourism.
- 1.3 DSUK is a subsidiary of MACC that has formed a consortium agreement with Argyll and Bute Council with support from Highlands and Islands Enterprise (HIE) to deliver a spaceport for Campbeltown, Machrihanish. This proposal has now reached the second stage of the selection process with work continuing to develop networks through attendance/presentation at national conferences and meetings with UK and global aerospace industry leaders. It

is the intention of DSUK working with the Council and HIE to continue to foster interest in Campbeltown and wider Kintyre by being active within the network of potential partners and by ensuring that the full potential of the site and Campbeltown as a place open for business is understood to as wide an audience as possible. This will include exploring the potential of Enterprise Area status for Machrihanish.

- 1.4 The spaceport would be a huge boost to the local and national economy. Not just the skilled jobs it would bring, the opportunities for hi-tech supplies and services and the boost to tourism, this new spaceport would signal a clear intent that the UK and Argyll is embracing industries of the future, helping drive forward innovations in science, technology and the rural economy of Scotland.
- 1.5 DSUK has built up a network of companies that have expressed an interest In Machrihanish as a place to do business. This work is subject to commercial confidence. DSUK continually strives to ensure that it has a full understanding of major stakeholders and of the approach taken by competitors. On a more strategic level, this preparatory work is laying groundwork for influencing what a UK Spaceport should be and how Machrihanish has the scope and ambition to meet the needs of the UK space industry.
- 1.6 As announced after the recent Queen's speech, the process to identify an appropriate site will move to a licensed model approach with the UK Government legislating for the requirements through The Modern Transport Bill. Locations complying with the necessary requirements within the Bill will be able to apply to be licensed. However, it is not known if there will be a limit to the number of licences granted.
- 1.7 It is recommended that Members of the EDI Committee:
  - Note the paper on the progress to date.
  - Agrees that Executive Director, Development and Infrastructure will write to UK Government to promote Machrihanish as the UK's first Spaceport and encourage Members to lobby for the same.
  - Executive Director, Development and Infrastructure, to write to the Scottish Government to call for the Machrihanish Community Airbase to be declared an Enterprise Area for UK Spaceport and Aviation activity

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
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INFRASTRUCTURE SERVICES

11<sup>th</sup> August 2016

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**Update on Discover Space UK bid to provide UK Spaceport at Machrihanish.**

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## **2.0 INTRODUCTION**

- 2.1 The purpose of this paper is to provide the Environment, Development and Infrastructure committee an update on the progress on the work the Council and DSUK has been doing as a consortium, with HIE support, to establish the UK's first Spaceport at Campbeltown, Machrihanish and seek approval from the committee that this work should continue at both an Officer and Member level as a top priority for the Council.

## **3.0 RECOMMENDATIONS**

- 3.1 Note the paper on the progress to date.
- 3.2 Agrees that Executive Director, Development and Infrastructure will write to UK Government to promote Machrihanish as the UK's first Spaceport and encourage Members to lobby for the same.
- 3.3 Executive Director, Development and Infrastructure, to write to the Scottish Government to call for the Machrihanish Community Airbase to be declared an Enterprise Area for UK Spaceport and Aviation activity.

## **4.0 DETAIL**

- 4.1 The UK Space industry is rapidly growing with the UK Government wanting a £19 billion space business by 2020 and a £40 billion industry by 2030 employing an additional 100,000 people. A significant proportion of this industry could be delivered by the UK's first Spaceport through activities such as space tourism, the launching and manufacture of satellites, the development of launching platforms, engines and spacecraft etc. To even capture a small portion of this emerging industry has the potential to transform the Kintyre and wider Argyll economy and the availability of essential infrastructure such as transport connectivity improvement, digital and grid enhancements etc.

- 4.2 Campbeltown and the Machrihanish Community Air Base offers a number of distinct advantages to be the UK's first Spaceport:-
- the length of its runway being in excess of 3,000m;
  - a safe distance from conurbations with direct access over the sea;
  - good transport links;
  - Good on site existing infrastructure such as fuel storage;
  - Community owned and a welcoming business environment;
  - 1,000 acres of developable land available;
  - Close proximity to centres of engineering expertise in both Glasgow and Northern Ireland; and
  - Argyll and Kintyre are outstanding tourist destinations in their own right in their own right that can complement space tourism.
- 4.3 Discover Space UK has been established as a subsidiary of the MACC to work with Argyll and Bute Council (ABC) as a consortium partner with added support from HIE. The work to date has involved a series of highly technical studies by space industry experts to demonstrate the suitability of Machrihanish as a place to site the first UK Spaceport. This work has been funded by the consortium members and HIE with £90k being committed to date, plus the provision of officer time from all parties to facilitate the bid including attending trade shows and meeting with potential private sector partners and politicians. Further activities will include:
- lobbying to key stakeholders;
  - promotion and marketing of the site,
  - future visits by potential private sector partners; and
  - addressing potential barriers to Machrihanish establishing a space industry.
- 4.4 If further funding is required to facilitate the above activities, one potential source of finance is to apply to the Council's £1 million Inward Investment Fund to assist such a transformational project for Argyll and Bute. Any funding from this fund will be subject to approval by the Policy and Resources Committee.
- 4.5 As announced after the recent Queen's speech, the process to identify an appropriate site will move to a licensed model approach with the UK Government legislating for the requirements through The Modern Transport Bill. Locations complying with the necessary requirements within the Bill will be able to apply to be licensed. However, it is not known if there will be a limit to the number of licences granted. Building on current activity, partnership work will continue through meeting private companies and space industry stakeholders to further engender interest in Machrihanish and ensure the best economic impact is achieved for Kintyre and Argyll.



- 4.6 DSUK made a presentation to the Member's Seminar on 6<sup>th</sup> June 2016 and a copy of this report forms **Appendix A** of this report. At this meeting members expressed strong support for the bid and for officers of the Council to continue to work with MACC, DSUK and HIE in an effort to establish the UK's first Spaceport at Machrihanish.
- 4.7 Subject to EDI Committee approval, it is the intention for the Executive Director, Development and Infrastructure to write to the Scottish Government to seek Enterprise Area status for the Machrihanish base in order to facilitate the growth of the space and aviation industry on this site. Prestwick International Airport has had Enterprise Area status since 2011.
- 4.8 The development of an UK Spaceport at Campbeltown, Machrihanish, will have far reaching positive effect on the economy of Kintyre and beyond through the provision of new industries, high quality jobs, improved infrastructure and research capabilities. This transformational project is exactly what Kintyre and Argyll needs to grow our economy and offer a range of high value job opportunities that improve local people's life chances. The proposal allows for full development of the site's potential as an international hub for the UK space industry and its associated industrial supply requirements.

## 5.0 CONCLUSION

- 5.1 The Council has formed a consortium with MACC, and its subsidiary DSUK, with technical and financial support from HIE. Since the forming of this consortium a considerable amount of work has been undertaken. This work has been funded by the three partners on an equal basis on technical studies and lobbying activity in relation to siting the UK Spaceport at Campbeltown, Machrihanish. The consortium believes that Machrihanish offers a number of distinct advantages that have been identified in paragraph 4.2 of this report over other sites currently being considered. It is intended that this work will continue with a focus now on lobbying for wider support, looking to establish Enterprise Area status for the base for space aviation purposes and working with potential private sector partners as we move forward to addressing the licence requirements as they continue to emerge from the UK Government.

## 6.0 IMPLICATIONS

- 6.1 Policy This project aligns with the "Investment and Innovation" focus included in the revised Area-based Economic Development Action Plans, 2016-2021 (drafts), the SOA delivery plans and Scotland's Economic Strategy.

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| 6.2 | Finance    | An initial payment of £15,000 was made to DSUK to assist with their bid. A further £15,000 has been granted to enable wider reaching impacts and enhanced lobbying activities. HIE and DSUK have each provided £30,000 to give a total fund of £90,000. No further funding has yet been requested and no additional funding will directly arise from this report. |
| 6.3 | Legal      | None.   |
| 6.4 | HR         | None.   |
| 6.5 | Equalities | None.   |
| 6.6 | Risk       | There is a risk that the funds already provided may be insufficient and hinder the establishment of a spaceport with DSUK and Machrihanish.   |

The decision criteria for licensing is unclear and outwith the control of funders.

The UK is a member of the European Space Agency (ESA) and it is thought that this will continue as the ESA is politically agnostic and has non-EU countries as members. However, European aerospace companies with head offices in mainland Europe, but with UK subsidiaries, might hold back investment in the UK until the full terms of the new relationship with the EU are known.

The UK Government sustains its desire for a UK Spaceport, however, exactly how much of a delay there will be to enacting the Modern Transport Bill, which will set out the spaceport requirements, is impossible to judge.

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|-----|------------------|-------|
| 6.7 | Customer Service | None. |
|-----|------------------|-------|

**Pippa Milne, Executive Director of Development and Infrastructure**  
**Cllr Aileen Morton, Policy Lead for Economic Development**

**28<sup>th</sup> July 2016**

**For further information contact:**

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**APPENDIX A: DSUK Presentation**

The logo features the words "Discover Space" in a large, bold, white sans-serif font. A stylized white rocket ship is positioned behind the letter "S" in "Space", pointing upwards. Two white curved lines arch over the rocket, resembling an orbit. Below "Discover Space" is the text "UK Space Port" in a smaller, white, sans-serif font.

**Discover Space**  
UK Space Port

*The journey so far.....*

# What is a Spaceport?

- Must first consider “what is it not”
- UK Govt. wants a £19 billion space business by 2020
- UK Govt. wants a £40 billion space business by 2030
- What proportion of these targets will be fulfilled by the UK Spaceports?
- Must act as a catalyst for meeting these targets
- Cannot simply be a runway with some facilities to be used occasionally



# Where we are now

- Reached the second stage of selection process
- Attended the UK Space Conference
- Attended the DfT “Industry day”
- Presented to UK/Canada Science symposium
- Presented to the Royal Aeronautical Society
- Met with major global and UK aerospace companies
- No longer a “competition” but licences may be limited in number
- Vertical launch now included by UK Govt.



# What is next?

- UK Government to legislate for licensing requirements and locations to apply for licence
- Continue to foster interest in the location and ensure that the unique advantages of the site are understood by potential operators, users and likely stakeholders
- Continue to influence what a UK Spaceport should be
- Make strategic relationships with companies and stakeholders whose ambition for the UK space industry accords with ours



# What do we need?

- Continued support from Argyll and Bute Council and Highlands and Islands Enterprise, both financial and political
- Support of local politicians, MSPs and MPs
- Continued support of the local community and businesses
- A firm timescale from the DfT on legislation
- A wider appreciation of what Campbeltown can offer, therefore.....
- A comprehensive PR campaign to capitalise on the unique benefits of Campbeltown



# Opportunities

- Economic bonus and legacy – quality local jobs and supply chain opportunities
- Assist in reversing population demographic
- Academic benefits in increasing interest in STEM subjects
- Sustainability
- Benefits felt in local, regional, Scottish and UK markets
- Redevelopment of an existing asset
- Benefits outweigh the risks



# Obstacles

- Funding – availability and hurdles (State Aid)
- Limited number of licences?
- Potential for a number of sites competing for market share
- Potentially long lead in for income stream
- ITAR and other treaties – time scale for resolution?
- Preconceptions
- Managing expectations
- Ensuring a smooth integration of change in the community

# Economic impact

- Clear policy framework established through Single Outcome Agreement, Economic Development Action Plans and Local Development Plan;
- Delivering economic recovery and growth through a rising population;
- Improving life chances and new high value job opportunities;
- Creation of vibrant business base allowing businesses to consolidate and grow;
- Creation of a diverse and resilient economy with a focus on key strengths;
- Sustainable use of our outstanding natural and built environment as key economic assets;
- Business friendly procurement, planning and regulation focussed on growth.

# Conclusion

- Kintyre is open for business and ready for the spaceport investment
- Spaceport aligns with the Single Outcome Agreement main outcomes;
- Kintyre offers an outstanding environment for spaceport to succeed, a safe distance from conurbations but enjoying good transportation links that can be enhanced further if required;
- Kintyre is an outstanding tourist destination in its own right offering world class Scottish experience scenery, sailing, golf, whisky and tourist facilities;
- A strong and welcoming community used to significant economic change and keen to embrace additional investment.



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**ARGYLL AND BUTE COUNCIL****ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE SERVICES****11<sup>th</sup> August 2016**

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**2014-2020 Argyll and the Islands LEADER Programme – Service Level Agreement  
and Programme Launch & European Maritime and Fisheries Fund Update**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to provide the Environment, Development and Infrastructure (EDI) Committee with an update on progress with the outstanding LEADER governance issues relating to the Service Level Agreement (SLA), an update on progress towards the launch of the LEADER programme and for the EDI Committee to endorse the proposed LEADER launch date. It also updates the EDI Committee on progress towards finalising the governance arrangements for the Fisheries Local Action Group strategy along with an update on the delivery of a joint FLAG programme with Ayrshire.
- 1.2 A key focus of this paper is to satisfy EDI Committee members that the risks from the outstanding governance issues relating to the SLA will be addressed and are not significant enough to delay the formal launch of the Argyll and the Islands LEADER programme on Monday, 15<sup>th</sup> August 2016.
- 1.3 The paper also provides a brief update on progress with launching the European Maritime and Fisheries Fund (EMFF) which will be delivered via a joint Fisheries Local Action Group (FLAG) strategy between Argyll and the Islands and Ayrshire. Delivery of the EMFF FLAG programme is governed by a Framework Agreement which is in the process of being finalised.
- 1.4 Argyll and Bute Council as Accountable Body for LEADER and EMFF will be responsible for administering the awarded funds compliantly within European rules and regulations. Should there be a dispute the apportionment of any disallowance bill could have financial implications for the Council. However, the associated actions to address this risk are outlined in the paper.
- 1.5 It should be noted that the recent European Union Referendum result may have an impact in the longer term. However in the short to medium term activity will proceed as planned.
- 1.6 The recommendations to the EDI committee are as follows:
  - members note the proposed LEADER timeline;
  - members note the outstanding governance arrangements relating to the SLA which affect the LEADER programme;
  - members approve the proposed date for launching the LEADER programme;

- members note progress towards finalising the EMFF FLAG Framework Agreement; and
- members note the joint FLAG delivery arrangement between the Argyll and the Islands and Ayrshire FLAGs which will combine to become a joint FLAG.

**2014-2020 Argyll and the Islands LEADER Programme – Service Level Agreement and Programme Launch & European Maritime and Fisheries Fund Update**

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**2.0 INTRODUCTION**

- 2.1 The purpose of this report is to provide the Environment, Development and Infrastructure (EDI) Committee with an update on progress with the outstanding LEADER governance issues relating to the Service Level Agreement (SLA), an update on progress towards the launch of the LEADER programme and for the EDI Committee to endorse the proposed LEADER launch date. It also updates the EDI Committee on progress towards finalising the governance arrangements for the Fisheries Local Action Group strategy along with an update on the delivery of a joint FLAG programme with Ayrshire.
- 2.2 A report submitted to the EDI Committee on 13<sup>th</sup> November 2014 gave Argyll and Bute Council's European Team approval to act as the Accountable Body on behalf of the Argyll and the Islands Local Action Group (LAG) for the delivery of the 2014-2020 LEADER programme. A key issue within this EDI Committee paper was that Argyll and Bute Council's Legal Services would be consulted prior to the launch of the LEADER programme to ensure the SLA between the Council and the Scottish Government was proportionate and reasonable to the council's role as Accountable Body.
- 2.3 The SLA defines the responsibilities and obligations, duties and accountabilities of both parties as a result of the Accountable Body's role as delivery partner in the 2014-2020 LEADER programme.
- 2.4 Progress towards meeting the conditions of the SLA approval has been incremental and piecemeal, and at times inconsistent. However, progress has been made to the extent that officers (in close liaison with the Council's Legal Manager) would like to progress with a full formal launch of the Argyll and the Islands LEADER programme on Monday, 15<sup>th</sup> August 2016.
- 2.5 The paper also provides an update on progress with launching the European Maritime and Fisheries Fund (EMFF) which will be delivered via a joint Fisheries Local Action Group (FLAG) strategy between Argyll and the Islands and Ayrshire. The EMFF FLAG programme will be facilitated by Argyll and Bute Council acting as Lead Administrative

Partner (LAP). The arrangement is governed by a Framework Agreement which is in the process of being finalised.

- 2.6 It should be noted that the recent European Union Referendum result may have an impact in the longer term. However in the short to medium term activity will proceed as planned.

### 3.0 RECOMMENDATIONS

- 3.1 The recommendations for the EDI committee are as follows:
- members note the proposed LEADER timeline;
  - members note the outstanding governance arrangements relating to the SLA which affect the LEADER programme;
  - members approve the proposed date for launching the LEADER programme;
  - members note progress towards finalising the EMFF FLAG Framework Agreement; and
  - members note the joint FLAG delivery arrangement between the Argyll and the Islands and Ayrshire FLAGS which will combine to become a joint FLAG.

### 4.0 DETAIL

- 4.1 This report provides information on progress with getting the outstanding issues addressed by the Scottish Government.
- 4.2 On 13<sup>th</sup> November 2014, the EDI Committee agreed that Argyll and Bute Council should be the Accountable Body for the 2014-2020 Argyll and the Islands LEADER programme. Following this, an SLA was drafted by the Scottish Government and forwarded to the Council to sign. The contents of the SLA were scrutinised by the Council's Legal Manager who recommended that the SLA was signed subject to conditions. On 30<sup>th</sup> October 2015 the SLA was signed by the Executive Director of Customer Services subject to guidance on four specific issues being available by 15<sup>th</sup> December 2015. The Scottish Government has responded in a piecemeal fashion. **Table 1** shows the current position towards achieving these conditions.



<b>Table 1: SLA Conditions</b>		
<b>Condition</b>	<b>Current Status</b>	<b>Proposed Actions to Mitigate Outstanding Risks</b>
<p><b>Condition 1:</b> Further guidance is provided to assist Accountable Bodies in the development of the Monitoring and Evaluation Framework</p>	<p>Email from Interim Deputy Director Food, Drink and Rural Communities Division on 8<sup>th</sup> June 2016 noted that “It is envisaged that the Network Support Unit (NSU) will work with Local Development Strategies (LDS) on their Monitoring and Evaluation frameworks once the toolkit is published, if required. This work is not intended to replace existing Scottish Government/European requirements under the SRDP but to complement that requirement. We are supporting the capturing of data for all LDS indicators (at Scottish Government, European, LDS and project level) through LARCs to help make collection and interrogation simpler for all parties. As I mentioned, your LAG areas are involved in the testing of LARCs and I would hope that they can reassure themselves of that process during the testing.”</p> <p>Note: LARCS is the new IT system being developed for the LEADER 2014-2020 programme.</p> <p><b>Outstanding</b> (This could affect programme scoring criteria – if we get comfort from the Scottish Government that any new Monitoring and Evaluation framework will not be applied retrospectively then we could launch. Other LAGs have launched without this).</p>	<p>Officers will seek a letter of comfort from the Scottish Government to assure them that any Monitoring and Evaluation Framework is not applied retrospectively to the Scoring Framework developed by the LAGs. The Scoring Framework can be changed accordingly. If this comfort is received, then the risk will be addressed accordingly.</p>
<p><b>Condition 2:</b> Clear State Aid guidance is issued to LAGs to enable decision making which does not contravene state aid rules and to provide the Accountable Body with guidance which can be used when advising potential LEADER applicants</p>	<p>Guidance is now available.</p> <p><b>Complete</b></p>	

<b>Table 1: SLA Conditions (continued)</b>		
<b>Condition</b>	<b>Current Status</b>	<b>Proposed Actions to Mitigate Outstanding Risks</b>
<p><b>Condition 3:</b> Clear and comprehensive Guidance on the application of Paragraph 16 (See <b>Appendix 1</b>) of the Service Level Agreement and the factors to be taken into account in determining the apportionment between the relevant parties of any disallowance bill and/or the recovery of irregular/ineligible expenditure and in relation to a suitable dispute resolution procedure relating thereto.</p>	<p>A second meeting of the Accountable Bodies Group took place on 9<sup>th</sup> June 2016 which was attended by the Economic Growth Manager, as the Argyll and Bute Council's Accountable Body representative. The disallowance issue was discussed at the meeting and it was agreed that the Scottish Government would make a commitment to working towards putting a dispute resolution in place and circulating that prior to the next meeting of the Accountable Bodies in October 2016. This commitment was to be clearly noted in the minutes of the meeting to provide Accountable Bodies with a degree of comfort that this will be addressed during 2016.</p> <p><b>Scottish Government commitment to address.</b></p>	<p>This risk is being assessed only on the basis of how it impacts programme launch on 15<sup>th</sup> August 2016. If this risk is realised, it will occur later on in the programme delivery process. However, the disallowance issue was discussed at the Accountable Body meeting on 9<sup>th</sup> June 2016 and it was agreed that the Scottish Government would make a commitment to working towards putting a dispute resolution in place and circulating that prior to the next meeting of the Accountable Bodies in October 2016. This commitment was to be clearly noted in the minutes of the meeting to provide Accountable Bodies with a degree of comfort that this will be addressed during 2016. To avoid a dispute, all staff involved in the delivery and compliance of LEADER will follow strict internal procedures, including document retention and undertake relevant training. Should there be a dispute, then officers will work with relevant Council colleagues (legal, procurement, finance) to mitigate the risk of unfair apportionment.</p>

<b>Table 1: SLA Conditions (continued)</b>		
<b>Condition</b>	<b>Current Status</b>	<b>Proposed Actions to Mitigate Outstanding Risks</b>
<p><b>Condition 4:</b> Clear and comprehensive Guidance on the new elements introduced from the Rural Priorities Scheme including guidance on Farm Diversification and Business Development.</p>	<p>Email from Interim Deputy Director Food, Drink and Rural Communities Division on 8<sup>th</sup> June 2016 noted that “You refer to the need for finalised guidance to be issued, including on enterprise support and farm diversification. LEADER guidance for the current programme has been issued by the Scottish Government and should be used when a LAG makes a decision about a project. This guidance, which was issued in March 2016, remains in force until such time as a revision is issued. Eligibility is determined by fit with the relevant LDS and compliance with the regulations. All LAGs need to be satisfied that they have the evidence on which to justify the eligibility of a project, with reference to the LDS and guidance in force. As with the offer of grant letter, any guidance is subject to the Scottish Government’s scrutiny processes. We do collaborate with LEADER teams in drawing up guidance to ensure that it makes sense in the operational context and that their input to the pieces of work is appreciated. However the guidance is clearly owned and signed off by Scottish Government.”</p>	<p>A Farm Diversification and Enterprise Support meeting will take place for Argyll and the Islands stakeholder on 5<sup>th</sup> July 2016. Officers propose to finalise this LEADER theme thereafter and send it to the Scottish Government for approval. It is anticipated that this will be complete for 15<sup>th</sup> August 2016.</p>

- 4.3 There are also some outstanding administrative issues. These concern the on-line applications and claims process. However, the programme will be able launch without this being finalised as the Scottish Government has issued a paper based system whilst awaiting completion of the on-line system.
- 4.4 Application process and timelines. Officers are proposing to launch the programme on 15<sup>th</sup> August 2016 subject to EDI approval taking the above risks into consideration.

A soft launch took place on 24<sup>th</sup> May where Expressions of Interest (EOI) were made available electronically to potential applicants (see **Appendix 2**). The soft launch enables Development Workers to work with applicants to develop their EOIs and to issue them with a Stage 2 application form for projects assessed to be eligible. A formal launch would enable wider publicity of the programme, and enable the LEADER team to set a deadline for submission of stage 2 applications. (For members information the Argyll and the Islands LEADER themes are outlined in **Appendix 3**).

Once a launch date is agreed, the following timetable outline in **Table 2** below will apply:

<b>Table 2: LEADER Launch Timeline</b>		
Launch	15/08/2016	
First applications submitted	Fri 09/09/2016	
	<b>Start</b>	<b>Finish</b>
Technical Assessment (Development Officers)	Mon 12/09/2016	Fri 16/09/2016
Application Review (European Team)	Mon 19/09/2016	Fri 23/09/2016
Prepare Scoring Paperwork (Strategic Co-ordinator)	Mon 26/09/2016	Fri 30/09/2016
Issue LAG meeting agenda and paperwork	Fri 30/09/2016	
	<b>Start</b>	<b>Finish</b>
LAG Members Scoring	Mon 03/10/2016	Fri 14/10/2016
Collate Scoring Paperwork (Strategic Co-ordinator)	Mon 17/10/2016	Fri 21/10/2016
First LAG Application Decision Meeting	Thu 27/10/2016	

- 4.5 Communication Strategy. Subject to an agreed launch date, the existing Communication Strategy will be updated to ensure that programme publicity is undertaken as widely as possible to reach potential applicants.
- 4.6 European Maritime and Fisheries Fund (EMFF)  
The EMFF FLAG strategy will be administered by Argyll and Bute Council under a separate governance arrangement. This involves a

Framework Agreement between the Council and Marine Scotland.

- 4.7 A meeting involving Marine Scotland, Argyll and Bute's Council Legal Manager and the European Team took place on 4<sup>th</sup> May 2016 to discuss aspects of the draft Framework Agreement requiring further clarification. Following a few minor changes to the Framework Agreement (pending) this will hopefully be signed imminently.
- 4.8 Towards the end of 2015, various Local Authorities involved in the delivery of EMFF FLAG programmes were asked by Marine Scotland to consider merging their FLAGs. This was a move advised by the European Commission as the UK was judged to have too many FLAGs. Marine Scotland asked Ayrshire and Argyll and the Islands FLAGs to consider merging. Following consultation with officers involved and the FLAGs, whose decision this ultimately was, a merge was agreed. Officers will now work to produce a joint FLAG strategy which combines both existing strategies. This is viewed as a superficial merging of the strategies and should not result in a substantive change to the delivery of the original proposed strategy.
- 4.9 There is no timeline for launching the FLAG. Officers are still awaiting programme guidance and application forms. It is proposed that another report is brought to the EDI Committee in due to update members on progress with the launch of this programme.

## 5.0 CONCLUSION

- 5.1 A Council administered LEADER programme has been operating in Argyll and the Islands since 2002. The Council's European Team is working to ensure effective and compliant delivery of the 2014-2020 LEADER programme. However due to regulatory issues at a very high level (European Commission) delivery of the programmes at a local level has been delayed. The European Team hopes to launch the programme on 15<sup>th</sup> August 2016 and to immediately start promoting the programme throughout Argyll and the Islands to encourage the uptake of the funds, and supporting sustainable rural economic development.
- 5.2 Launch of the EMFF FLAG programme is also delayed. However the pot of funding is smaller so a smaller volume of projects is foreseen. Once the Framework Agreement is signed, officers will work to get the administrative processes in place subject to the provision of guidance, forms and data capture systems by Marine Scotland.

## 6.0 IMPLICATIONS

- 6.1 Policy European funding and policy issues align with the overarching aim of the Argyll and Bute Community Planning Partnership Single Outcome Agreement (SOA) 2013-2023 and in particular the requirement to maximise European funding investment throughout Argyll and Bute which could impact on all six LOIP

outcomes and is a key objective within the Argyll and Bute Economic Development Action Plan (EDAP), 2013-2018 and the four area-based EDAPs.

- |     |                   |  |
|-----|-------------------|--|
| 6.2 | Financial         | Argyll and Bute Council as Accountable Body for LEADER and EMFF will be responsible for administering the funds compliantly within European rules and regulations. Should there be a dispute the apportionment of any disallowance bill could have financial implications for the Council. However, the associated actions to address this risk are outlined in the paper (see <b>Table 1</b> ). |
| 6.3 | Legal             | All legal implications with regard to proposed Argyll and Bute Council actions will be taken into consideration.   |
| 6.4 | HR                | None.  |
| 6.5 | Equalities        | European policy and funding activities will comply with all Equal Opportunities policies and obligations.  |
| 6.6 | Risk              | Council officers will ensure that Argyll and Bute Council's risks with regard to European funding and compliance issues are proportionate and reasonable to its role, in close liaison with the Council's Legal Services and Internal Audit. A risk matrix is included in this report.   |
| 6.7 | Customer Services | None.  |

**Executive Director of Development and Infrastructure, Pippa Milne**  
**Policy Lead, Cllr Aileen Morton**  
6<sup>th</sup> July 2016

**For further information contact:**

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**APPENDICES:**

**Appendix 1: Extract from the Service Level Agreement (SLA) Between the Scottish Ministers and Argyll & Bute Council (Accountable Body for Argyll & the Islands Local Action Group (LAG).**

**Appendix 2: Expression of Interest Form**

**Appendix 3: Argyll and the Islands LEADER Themes**

**Appendix 1: Extract from the Service Level Agreement (SLA) Between the Scottish Ministers and Argyll & Bute Council (Accountable Body) for Argyll & the Islands Local Action Group (LAG).**

**16. FINANCIAL ARRANGEMENTS**

16.3 If the Scottish Ministers incur disallowance of the EU contribution, following either the annual Certification Body audit or a European Commission conformity audit, as a consequence of the Accountable Body's failure to observe any requirements of this SLA or EU regulatory requirements, RPID will initiate discussions with the Accountable Body at the earliest opportunity so that both RPID and the accountable body can reach agreement on how best to apportion the disallowances bill between the parties. Similar arrangements will apply where, monitoring checks by the Scottish Ministers detect ineligible or irregular expenditure within the Accountable Body reimbursement claims. Any apportionment of the disallowance bill or the irregular/ineligible expenditure should fairly reflect the degree to which the Accountable Body was responsible for that disallowance or expenditure.



## Appendix 2: Expression of Interest Form

### Expression of Interest form

If you have an idea for a LEADER project please complete the Expression of Interest form below.

The submission of an EoI is the first formal step in applying for LEADER funding. It is your opportunity to present the outline project to the Local Action Group staff. You can find out more about the process in the guidance [How to Apply for LEADER: Step 1: Expression of Interest Form](#).

- LEADER is primarily a rural fund - [check the Local Development Strategy areas map](#) for eligible areas
- Proposed projects must support the aims and priorities of the relevant LAG's Local Development Strategy - please check with your [Local Action Group](#)
- Any type of organisation can apply for funding

When you submit your form you will receive an email to let you know it has been received.

If you have any queries please email [info@ruralnetwork.scot](mailto:info@ruralnetwork.scot).

Applicant organisation name \*

Contact name \*

Position \*

Position in organisation

Organisation type \*

Contact address \*

Phone number \*

Email address \*

Preferred email address

Website

Project name \*

Local Action Group (LAG) area \*

Project location \*

Location in which the project is taking place. If your organisation is an agricultural business please provide Main Location Code (MLC) - if you have more than one please list all.

Estimated cost \*

The total value of project

Estimated LEADER \*

Total value required from LEADER

General statement \*



Please describe your proposed project in no more than 500 words including information on who, when, why, where and what

**Appendix 3: Argyll and the Islands LEADER Themes**

To support community-led economic growth and sustainable rural development within the Argyll and the Islands Local Action Group (LAG) area.

<b>Theme 1:</b> Strengthening the rural economy by maximising the sustainable use of our natural, cultural and heritage resources as an economic driver.		
<b>Objective 1:</b> To support capacity building, research and development to identify and implement development opportunities	<b>Objective 2:</b> To improve collaboration working to increase opportunities for sustainable economic growth.	<b>Objective 3:</b> To develop shortened supply chains.
<b>Theme 2:</b> Enhancing the services and facilities in the Argyll and the Islands area to attract individuals, families, visitors and the investors to grow and maintain economically viable communities.		
<b>Objective 1:</b> To support community based initiatives to improve and or retain access to services for those living within rural areas and to encourage people to come and live in these communities.	<b>Objective 2:</b> To support community led initiatives to enhance the visitor experience.	<b>Objective 3:</b> To support innovative approaches to rural services.
<b>Theme 3:</b> Small business support including farm diversification		
This theme is currently under development.		

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**ARGYLL AND BUTE COUNCIL****ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE****DEVELOPMENT AND INFRASTRUCTURE SERVICES****11<sup>TH</sup> AUGUST  
2016**

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**WINTER SERVICE POLICY 2016/17**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 Each year Members consider for approval the Council's Winter Service Policy. The format and general content of the Winter Service policy 2016/17 remains similar to 2015/16.
- 1.2 The policy sets out priorities for treatment and routes that will be 'pre-treated' in advance of winter hazards. In prolonged winter conditions the policy provides for all roads to be treated with resources being allocated to focus on the hierarchy of priorities (i.e. the lower priorities will only be cleared once the higher priorities have been treated and are clear).
- 1.3 The policy is a comprehensive document setting out the management, governance and operational requirements for the winter service. The policy sets out signing provision to warn the travelling public of roads that are unsuitable for use during extreme winter conditions. The policy also provides a protocol for the reduction in use of salt and preservation of remaining stocks in the unlikely event of replenishment salt stocks not being available. This was introduced following the severe winters of 2009/10 and 2010/11.
- 1.4 It is recommended that the Committee approves the minor updates to:-
  - The 2016/17 Winter Maintenance Policy at Appendix 2, and
  - The Salt Use Reduction and Preservation of Stocks Protocol at Appendix 4.

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND INFRASTRUCTURE SERVICES

11<sup>TH</sup> AUGUST  
2016

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## WINTER SERVICE POLICY 2016/17

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### 2.0 INTRODUCTION

2.1 This report presents the Winter Service Policy 2016/17 which remains in a similar format and covers a similar network to the Policy approved by Council in 2014. This is generally based on the network and times of the public bus service with additional priority and resources allocated to strategic high speed roads.

### 3.0 RECOMMENDATIONS

3.1 It is recommended that the Committee approves the minor updates to:-

- The 2016/17 Winter Maintenance Policy at Appendix 2
- The Salt Use Reduction and Preservation of Stocks Protocol at Appendix 4.

### 4.0 DETAIL

#### Winter Maintenance Policy 2016/17

- 4.1 The proposed Winter Maintenance Policy for 2016/17, in terms of treatment standards and routes, remains largely unchanged from that approved by the Council in 2011. The number and category of pre-treatment salting routes remains the same including the amendments introduced to cater for the transfer of A83 Kennacraig – Campbeltown to the Trunk Road network in August 2014. 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.
- 4.2 The advisory signs of alternative routes in severe snow conditions remain similar to the four routes proposed in 2014. Details on sign configuration and locations are contained in Appendix 3 of this report.
- 4.3 Winter stand-by arrangements are due to commence on Friday 28<sup>th</sup> October 2016 and will continue until Friday 14<sup>th</sup> April 2017. There are a total of 31 treatment routes detailed in the policy.

- 4.4 The Winter Treatment Fleet for 2016/17 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 x 7.5 tonne tipper trucks that can accommodate 'multispread' units (gritting attachments) and ploughs and a further 4 x 7.5 tonne tippers that can accommodate ploughs giving a total of 7 extra vehicles that can be deployed if conditions demand. One of the spare vehicles will be held on Mull. This is to reflect the often challenging winter network on Mull and the logistical difficulties of shipping spare parts in the event of vehicle breakdown. This will provide additional resilience for Mull.
- 4.5 The requirement to manage drivers' hours within the delivery of all Council Services directly impacts on the retention of the Council's Operator Licence. 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. In extended periods of extreme winter conditions consideration will be given, at an operational level, to prioritising services to ensure that winter treatments can be delivered. This may result, for example, in refuse collections being temporarily suspended in order to prioritise the clearing of ice and snow. Such measures are only likely in prolonged periods of extreme weather.
- 4.6 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, it may be necessary for "non-standby" roads drivers to be diverted to deliver other statutory services during normal hours.
- 4.7 During the previous winter 2015/16 there were a total of 58 completed equivalent full winter runs, compared to 82 runs in 2014/15 and 65 runs in 2013/14. A total of 10,151 tonnes of salt was used in 2015/16 treatments to 31<sup>st</sup> March, compared to 19,204 tonnes in 2014/15 and 9,962 tonnes in 2013/14. The application of salt varies between 10 and 40gm<sup>2</sup> depending on a number of factors including road surface temperature, forecast and residual salt. The route with the individual highest number of turn-outs, remains consistently the A819 East Lorn Strategic Route at 107 runs, compared to 120 runs in 2014/15 and 125 runs in 2013/14. Appendix 1 to this report provides a summary of the 2015/16 winter conditions.
- 4.8 The Council's Winter Maintenance budget was increased by £500k in Financial Year 2014/15 to an operational budget of £1.65M and this level of funding remains in place for the coming season. This provides the capability to deliver the equivalent of 55 full runs over the season. The actual cost of winter maintenance is dependent upon the severity of winter conditions and is a financial risk in that the service responds to weather events that are not controllable.
- 4.9 As of 31<sup>st</sup> March 2016, the Council held a stock of 8,328 tonnes of salt, with provisional replenishment orders to be called forward mid-Sept to mid-Oct, for

7,000 tonnes. This will top up to capacity in storage facilities to the target starting stock of +15,000 tonnes.

- 4.10 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 4. The location of the Strategic Stockpile at Connel is subject to review due to Oban Airport safety requirements and alternative sites are being considered in Oban or at Machrihanish in conjunction with negotiations for a shared depot with Transport Scotland.
- 4.11 The assessment of school routes subject to pre-treatment before 08:00hrs, as required under Priority 3b of the route hierarchy, in section 4 of the Policy, will be assessed each year after the confirmation of enrolment numbers from the autumn intake. Once the levels of occupancy on school bus routes have been confirmed, amendments will be made as necessary to the pre-treatment route plans and descriptions. These amendments will then be fixed in the operational plan for the winter season and will not be subject to adjustment during the season.

### **Appendix H**

- 4.12 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. The Council still awaits national guidance and clarification on these issues prior to considering any changes to the present Policy parameters. At the time of writing it is understood that only 1 Scottish Authority has adopted Appendix H. Appendix H is however used by the Transport Scotland.
- 4.13 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 which has been reviewed to cater for up to date advice on best practice. The decision making matrix to determine route treatments in response to forecast conditions has not been implemented. At present the Winter Management Team implement the policy based 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. Appendix 1 provides a summary of the general weather pattern over the winter period 2015/16. However, it is important to note that a typical Argyll winter day can see clear skies and minus road temperatures change quickly with cloud cover, rising temperatures and rain (which washes away any residual salt). Within a short period the sky can clear with temperatures plummeting which requires further salt treatment. This pattern



can be repeated over the course of a week resulting in multiple treatments having to be applied to maintain a safe route.

### **Transport Scotland**

- 4.14 Following the decision to trunk the southern section of the A83 an in principle agreement was reached with Transport Scotland about taking a collaborative approach to roads maintenance for this section of network. This would enable the already strong working relationship between the council and Transport Scotland to be progressed further allowing for increased resilience and improved collaboration. Negotiations have been ongoing with Transport Scotland who have agreed to fund improvements to the Machrihanish depot. The improvements include a covered salt facility, weigh bridge and brine mixing unit (Transport Scotland's winter specification includes wetted salt applied from vehicle mounted tanks. The brine mixing unit is used to produce the brine solution on site). These works will enhance the existing roads depot and also provide facilities that comply with Transport Scotland's contractual requirements with its term contractor Bear Scotland. Argyll and Bute Council will continue to provide a winter service on behalf of Transport Scotland via Bear Scotland to the section of trunked A83 between Kennacraig and Campbeltown.

### **Winter Review**

- 4.15 A winter maintenance review is underway for 2017/18. The review is considering vehicle type and procurement, staffing issues and route optimisation. Multiuse vehicles will reduce the overall vehicle numbers required to deliver the year round service by maximising the use of chassis units with demountable bodies. These changes will be incorporated in 2017/18 in line with the end of current contracts for hire of winter vehicles.

## **5.0 CONCLUSION**

- 5.1 This report details the Council's Winter Maintenance Policy for 2016/17 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 2016/17 and note the details in appendices 1 – 3 to allow plans to be finalised towards commencement of operations on 28<sup>th</sup> October 2016 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 has been

retained at £ 1.65M this financial year. This provides the capability to deliver the equivalent of 55 full runs over the season. The actual cost of winter maintenance is dependent upon the severity of winter conditions and is a financial risk in that the service responds to weather events that are not controllable.

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 maintain access to the Councils Strategic Road Network during winter conditions.

### **Appendices:**

1. Summary of 2015/16 winter conditions
2. 2016/17 Winter Service Policy
3. Advisory Signing – Road Closures in Severe Conditions.
4. Salt Use Reduction and Preservation of Stocks Protocol

**Policy Lead** – Councillor Ellen Morton

**Executive Director of Development & Infrastructure** – Pippa Milne

June 2016

### **For further information contact:**

Jim Smith, Head of Roads & Amenity Services, Tel: 01546 604324  
Callum Robertson – Roads Performance Manager, Tel: 01631 569197

## Appendix 1 – Summary of 2015/16 Winter Conditions

The Winter Road season of 2015/2016 can be described as a season of two halves, with the first few months generally mild and wet before a colder February, March and April. Road Surface Temperatures (RSTs) fell below zero on 80 nights, with more than half of these occurring between January and March, and snow fell more often in the second half of the winter than the first (although significant falls were infrequent).

October saw mean temperatures only slightly below normal and was much drier than average with around half of the expected rainfall during what is, usually, a quite wet month. RSTs dipped below zero on just the night of the 16<sup>th</sup>, but otherwise held above, often comfortably so.

November was slightly warmer than average across the West of Scotland with above normal rainfall. Despite this, it did turn notably chillier in the latter third of the month with some sleet and snow on high ground at times. The first half of the month was often very mild as winds predominated from a west or south-westerly quarter, with passing frontal systems bringing rain and strong winds periodically. RSTs remained above zero for the most part from the 1<sup>st</sup> through to the 19<sup>th</sup>, after which winds swung northerly and much colder air moved across the region. Between the 20<sup>th</sup> and the 30<sup>th</sup>, RSTs fell below zero on seven nights with the coldest being the 20<sup>th</sup> as -4.1C was recorded at Salachary.

A frequent occurrence of low pressure systems passing close to the UK meant December was a much milder and wetter than normal month for Argyll & Bute, with storms Desmond and Frank causing surface flooding in the region. In the first couple of weeks, RSTs varied night to night (falling below zero on seven occasions, mainly in the second week) as changeable conditions meant that bands of rain and hill snow were interspersed with drier, clearer conditions. The coldest night of the month occurred on the 12<sup>th</sup> when Leanach fell to -6.1C, and this then gave way to a very mild spell between the 14<sup>th</sup> and 23<sup>rd</sup> during which time RSTs stayed above zero. A chillier spell developed from Christmas Eve with RSTs falling below zero on five of the last eight nights, and there were some wintry showers at times.

January was another wet month with mean temperatures slightly above normal, although this masked a very cold spell around mid-month. The opening six days saw frequent areas of rain passing over the region helping RSTs to stay mostly above zero, although it turned colder from the 7<sup>th</sup>-20<sup>th</sup> with RSTs falling below zero most nights in this period. There was some snow at times in passing frontal systems with moderate accumulations on occasion to high ground, as well as settling at lower levels. A few very cold nights occurred between the 13<sup>th</sup> and 16<sup>th</sup>, with the 15<sup>th</sup> being the coldest of the month as Leanach fell to -6.2C and Tyndrum to -6.1C. A milder spell developed during the final third of the month with RSTs often remaining above zero due to more frequent bouts of rain and strong winds.

February was the first month of the winter season to record mean temperatures below the climatological norm, whilst rainfall figures were again above average. The first eight days/nights were changeable with RSTs dipping close to or below zero at times in clear conditions following frequent spells of rain (and occasional hill snow). It turned notably colder between the 9<sup>th</sup> and 18<sup>th</sup> with winds often north-westerly, and there was again snow at times on higher roads. RSTs fell below zero on every night in this period, most notably on the 14<sup>th</sup> as Salachary fell to -6.1C. Following a brief milder spell between the 19<sup>th</sup> and 20<sup>th</sup>, the last week or so was very cold with RSTs frequently below zero again as winds were often northerly or easterly. It was fairly dry in this spell although there were a few wintry showers at times. Salachary fell to -6.3C on the night of the 27<sup>th</sup>, making this the coldest night of the entire season.

March saw near-average temperatures accompanied by below normal precipitation, thanks in the large part due to a prolonged spell of high pressure around the middle two weeks of the month. The first nine days/nights saw rain and hill snow interspersed with dry and clear interludes, and RSTs fell below zero

every night, most notably on the 5<sup>th</sup> when Helensburgh recorded -5.5C. From around the 10<sup>th</sup>, a marked change occurred as high pressure developed strongly across the UK for a fortnight or so. RSTs for the most part stayed above zero although they did fall below zero on two occasions and became marginal on several more nights - a result of variable cloud conditions under a chilly air mass. The high pressure finally moved away from the 23<sup>rd</sup> allowing a more unsettled spell to prevail with rain moving through at times. Four nights in this last week or so saw sub-zero minimum RSTs, mostly just locally though.

April was slightly colder than average with above normal rainfall, with a notable cold and wintry spell during the last week. The first week or so was fairly mild as frequent areas of rain moved over the region and RSTs stayed above zero each night. It turned chillier on the night of the 9<sup>th</sup> with Accurach dipping down to -0.5C following a late clearance of rain, with the following night of the 10<sup>th</sup> also seeing chilly conditions. RSTs varied quite considerably between the 11<sup>th</sup> and 23<sup>rd</sup>, with two nights having sub-zero temperatures and marginal conditions on a couple more, with rain occasionally falling as light snow on the hills. The 15<sup>th</sup> was the coldest night of the month with -2.9C being recorded at Leanach. From the 25<sup>th</sup>, winds often blew from the north or north-east with very cold Arctic air filtering across the West of Scotland. RSTs fell below zero on three of the nights until the end of the month, with wintry showers at times giving late-season snowfall to some roads in the county.

Until mid-May and the end of the winter roads season, temperatures were above normal thanks to a very warm spell between the 8<sup>th</sup> and 12<sup>th</sup> when daytime temperatures often surpassed 20C. RSTs stayed above zero each night and for the most part were comfortably well above, although the nights of the 2<sup>nd</sup> and 13<sup>th</sup> were rather chilly.

Appendix 2 – 2016/17 Winter Service Policy



# WINTER SERVICE POLICY 2016-17

<b>Author</b>	Roads Performance Manager
<b>Owner</b>	Head of Roads & Amenity Services
<b>Date</b>	July 2016
<b>Version</b>	1.0

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## 1. INTRODUCTION

- 1.1 Argyll & Bute Council has a statutory obligation, under Section 34 of the Roads (Scotland) Act 1984, to “...take such steps as it considers reasonable to, prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads” in the Council area, which by definition includes carriageways, footways, footpaths, pedestrian precincts, etc.
- 1.2 Argyll and Bute Council will consider implementation of the recommendations included in the Well Maintained Highways (18<sup>th</sup> 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 Operations Manager is responsible for the day to day operation of the Council's winter service policy. He is responsible to the Head of Roads and Amenity Services for the appointment of a Weather Service Provider (forecaster), collection of winter management and weather data, maintaining salt stocks, winter plant and communications, training of staff, preparation of rotas for on-call Managers and Area Supervisors.
- 3.4 The Operations Manager shall appoint appropriate staff as Winter Managers. The Winter Manager on duty is responsible for consulting with the Duty Manager and approving the draft winter plan of action together with any subsequent updates to that plan produced by the on-call Duty Manager.
- 3.5 Duty Managers are responsible for analysing forecast data, liaising with the forecast provider and producing the daily winter maintenance action plan and gaining approval from the Winter Manager. They will ensure that the daily winter maintenance action plan is submitted to local areas for action by 15:00 hrs each day. They will monitor the weather information and make any changes to the action plan as conditions require.
- 3.6 The Operations Manager will ensure that the appointed staff in their areas are aware of and understand the strategies and priorities as stipulated. On receiving the Duty Manager's approved daily winter action plan they will ensure, through the Area Winter Supervisor, that the plan is correctly implemented. They will ensure, 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. The Council work in partnership with the Trunk Road Operation Company and provide the winter and emergency response service for A83 Trunk Road, Campbeltown to Kennacraig section. Treatment instruction for this road is received as part of the daily TR plan and actions are recorded on the TR gritlog form and transmitted to their control room on completion.

**POLICY ON TREATMENT PRIORITIES**

4.1 Carriageway treatment

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

<b>Priority 1</b> Strategic high speed, main traffic routes				
Lomond - A814 Dumbarton- Garelochhead, A818 Arden (A82) - Helensburgh Cowal - A815 Cairndow – Dunoon Ferry Lorn / Mid-Argyll - A816 Oban - Lochgilphead, A819 Dalmally – Inveraray				
	04:00 – 08:00hrs	08:00 – 16:00 hrs	16:00 – 22:00 hrs	22:00 – 04:00 hrs
Mon - Sat	Pre-treat as required + reactive	Pre-treat as required + reactive	Pre-treat as required + reactive	Reactive as reported conditions dictate
Sun & PH	Pre-treat as required + reactive	Pre-treat as required + reactive	Pre-treat as required + reactive	Reactive as reported conditions dictate

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

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

<b>Priority 4</b> All other public roads, Only as actual conditions dictate and resources are deemed to be effective.				
	06:00 – 08:00hr	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 Operations Manager will produce footway and footpath treatment routes based generally on the following principle.

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

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

#### 4.2.3 Resources

##### Labour

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

##### Plant

Plant to assist with the clearance of snow and spreading of salt has been provided by Roads and Amenity Services. Attachments to mowers to allow footpath ploughing will be fitted at the start of each season, where practicable. Footway salt spreading barrows are provided for use by available labour when required.

#### 4.3 Cycleways

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

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

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

#### 5.2 Shift and Standby Procedures.

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

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

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

#### 5.3 Carriageway Treatment

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

- 5.3.2 By 13:00 each day during the winter months, having considered the most recent weather forecast, the level of residual salt on the road network and the available resources, the Duty Manager will compile an Action Plan for carriageway treatment for the following twenty-four hours. The Winter Manager will review, recommend any adjustments if needed and then approve the proposed plan.
- 5.3.3 Precautionary treatment for frost and light snow will be spread at a target rate of 10g/m<sup>2</sup> of salt.
- 5.3.4 Precautionary treatment for conditions where frost is forecast after rain should be delayed as long as possible to reduce loss of salt due to wash-off. This should not preclude the treatment of routes during showers where freezing of rain on contact has been predicted, or is reported.
- 5.3.5 Precautionary treatment when heavy snow falls are expected should be at a rate of between 20 and 40g/m<sup>2</sup> of salt according to the anticipated severity of snowfall and confidence level of the forecast.
- 5.3.6 In conditions where current snowfall is forecast to continue, substitution of salt with abrasive materials, sand or grit, will be instigated until such time as showers cease and any use of de-icing materials are deemed to be more effective. In extreme or persisting conditions, all material spreading will cease until there is an expectation that any deposits will remain on the carriageway and be effective in aiding traction.
- 5.3.7 In marginal conditions, consideration will be given to limiting treatment to known localised areas prone to icing. During periods of prolonged freezing conditions in the absence of precipitation, spot salting of areas of persistent seepage will continue while hazards remain.
- 5.3.8 Where areas of seepage from adjoining land are recorded on a regular basis, these will be identified and pre-emptive rectification of the drainage system will be instigated.  
Land owners will be notified of their requirement to carryout such work as it affects public roads. The Council will take necessary steps to effect repairs, in the absence of any undertaken by landowners and pursue recovery of costs accordingly.

#### 5.4 Footway and Footpath Treatment

- 5.4.1 Treatment of footways and footpaths will be by a combination of mechanical and manual operation. In large urban areas footway salting will be carried out by purpose built spreader barrows with a nominal design spread rate of 50g/sq.m.

- 5.4.2 Salt will only be utilised where ice and frost are the main hazard. In all snowfall conditions, physical clearance will be the priority with sand / grit spread thereafter to aid traction.
- 5.4.3 Treatment of footways and footpaths will normally only be carried out during the normal working day as resources permit. In most cases additional resources should be mobilised at local level as conditions dictate. The Winter Manager and Duty Manager will be kept informed of all additional resources mobilised by local management.

## **6. SNOW CLEARANCE STRATEGY**

### **6.1 Carriageways**

- 6.1.1 On receipt of a weather forecast indicating medium to heavy snow, carriageways should be treated in accordance with section 5.3.5. When the forecast is for rain turning to snow or the snow prediction is marginal the salting operations should be delayed accordingly.
- 6.1.2 When forecasts indicate that there will be medium or heavy snow falls, the Duty Manager will instruct that all vehicles capable of being fitted with ploughing devices will be so equipped.
- 6.1.3 Salting should be continued or be restarted when snow is falling, as conditions warrant however sand / grit must be used to preserve de-icing materials until such time as it can be used effectively.
- 6.1.4 Snow ploughing will commence as soon as it is considered that the operation will be effective. Generally snow can only be ploughed effectively at depths exceeding 30mm.
- 6.1.5 Spreading treatment of ploughed surfaces will be carried out when it is considered that the material will have the most beneficial effect. The normal case on two lane carriageways will be for spreading treatment to be started when the second lane is being ploughed, generally in the return direction. However in persisting snow conditions the spreading of materials shall be delayed until clearance of accumulations is effective.
- 6.1.6 Resources should generally be allocated to clear roads in the order of priority shown in section 4, but with precedence being given to those areas which have experienced the heaviest snow falls and drifting
- 6.1.7 Where slush is formed it should be ploughed as soon as practicable to avoid the risk of rutting should there be a further significant drop in temperature which might result in freezing conditions.
- 6.1.8 Where snow hazards are predicted to persist or develop intermittently throughout the night, consideration will be given to continuing action in some circumstances. Mainly in cases where a break in operations

may result in hard packed snow or other conditions difficult to treat on resumption.

6.1.9 Individual circumstances, such as access for emergency services or other lifeline service vehicles will normally take precedent over the above route priority arrangements.

6.1.10 Where it is judged that a road cannot be kept open, early closure in liaison with the Police in a planned manner, should be initiated. Direct consultation at local level must be maintained where conditions are changeable and in some circumstances this may mean 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, Operations Managers as soon as practicable, with immediate notification transmitted to Traffic Scotland and local radio stations where appropriate.

## 6.2 Footways and Footpaths

6.2.1 Where footways and footpaths are covered with light accumulations of snow i.e. less than 30mm, treatment will consist of the application of Sand or Grit as described in section 5.4. of this document.

6.2.2 Where snow depths exceed 30mm footways clearance will be carried out where practicable by pedestrian operated or ride on

powered footway ploughs. This will be enhanced by manual clearance when necessary i.e. where access precludes the use of the above plant.

- 6.2.3 Snow clearance of footways will normally only be carried out during the normal working day and as resources permit.

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

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

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

### 8.1 Provision of Salt

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

### 8.2 Storage of Salt

- 8.2.1 Where practicable salt shall be stored under cover to prevent leaching, improve handling and to reduce treatment times. A programme of upgrading salt stores with permanent roofs will be undertaken as quickly as practicable and 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 Operations Manager will ensure, through the Fleet Manager that all spreaders, permanent and demountable, are maintained in such a manner as to optimise the salt feed and regular checks of the calibration shall be carried out. Records of all tests and alterations to the calibration shall be maintained for inspection.
- 8.4.2 All spreaders shall have limiting devices fitted such that spread rates cannot exceed 60g/m<sup>2</sup>. The device may be fitted in such a manner as to allow it to be temporarily disconnected to assist the clearance of blockages.

## 8.5 Grit Bins and Grit Heaps

8.5.1 Grit 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 Operations 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 Operations Manager. The Council's Fleet Services section, maintain all plant and equipment for the user departments. The Fleet Manager will inform the Operations Manager of any deterioration in the effectiveness of any items of Winter Maintenance Plant.
- 9.2 Any short fall in resources caused by the removal of plant from service, during the winter period, should be reported to the Operations Manager by the Duty Supervisor. The Operations Manager will then seek ways to address the problem. Where additional fleet vehicles are available, these will be prepared as back-up units, either in advance of operations or as soon as practicable whenever a shortfall in vehicles arises..
- 9.3 The Operations Manager will ensure that all major items of plant are made operational by the start of the standby period. A programme of trial runs will be drawn up, to allow all items of plant to be tested and have all their accessories fitted to ensure readiness for the winter period. The trial runs will be carried out on a depot by depot basis during normal working hours.

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

- 10.1 The Met Office, Aberdeen have been contracted to provide the road forecast for the period 1<sup>st</sup> October to 15<sup>th</sup> May each winter period. Access to forecast information will be gained via the local area networks at Council offices 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 Met Office 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 fourteen Road Sensor stations, owned by the Council and maintained by Met Office'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 Winter maintenance vehicles are 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 Operations Manager will ensure that staff is available to receive calls from the Police and other appropriate agencies. Call out rotas will be provided to the Operations Manager, adjacent authorities, management agents and the Police.

## 11.2 Communications with 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 Operations 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.
- 11.3.3 The Winter Manager will inform Traffic Scotland when severe weather conditions are causing delays to traffic movement.

11.4 Communications with the Public

- 11.4.1 Enquiries from the public will normally be dealt with by the Customer Access Centre during normal working hours.
- 11.4.2 Consideration will be given to the placing of warning signs, alerting drivers to the possibility that road surface hazards may develop outwith treatment times will be placed at the interface of Priority 1 to Priority 2 & 3 routes
- 11.4.3 Leaflets explaining the extent of treatment routes, their priority and hours of operation will be prepared and where necessary updated, in advance of each season. These will be distributed by electronic means or to all local area Council premises and other public access buildings and establishments, such as filling stations and shops. Further copies may be issued as mail-drops or inserts to local newspapers.

11.5 Media

- 11.5.1 National radio, television and national press enquiries should be dealt with by the Director or the Head of Service or through the Council's Press and Media Relations Office.
- 11.5.2 Local radio and press should be dealt with by the Head of Service or by the Operations Manager.
- 11.5.3 The Head of Service, Operations 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 – Road DSS Manager is the web based system which allows access by managers and supervisors simultaneously, to post instructions and record actual activities on each specific pre-treatment route as operations progress. Details will include some or all of the following:-
- a) Details of the routes treated.
  - b) The start and completion of treatment on a specific route.
  - c) Type of treatment carried out.
  - d) Driver and other operator details
  - e) Quantity of materials used
  - f) The prevailing weather conditions.
  - g) Any contacts by Police regarding reactive requirements
  - h) Details of any plant breakdowns, accidents or incidents.
  - i) Any other problems
- 12.3 In parallel to the above recording system, vehicle activities are recorded on the “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 3 – Advisory signing, routes unsuitable in severe conditions

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 Garelochhead
2. C46 Glen Aros / Glenbellart road , Mull  
Signs at Aros Bridge and Dervaig Primary School  
Diversion via A848 Tobermory
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 4 - Salt Use Reduction and Preservation of Stocks Protocol.**

### **Argyll and Bute Council WINTER SERVICE – OPERATIONS 2016/17**

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

##### **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 2016, located at Connel Salt Slab, Machrihanish 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 West of Scotland 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, 28<sup>th</sup> October, is 15,000tonnes 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/m<sup>2</sup> to 20g/m<sup>2</sup>, or 20g/m<sup>2</sup> to 10g/m<sup>2</sup>. 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 (2<sup>nd</sup> Op) > SP5 (end) = 68 days : 41 days heavy snow.**

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

11<sup>TH</sup> AUGUST 2016

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## BURIAL AND CREMATION PROTOCOLS

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### 1.0 EXECUTIVE SUMMARY

- 1.1 The Council is responsible for 1 crematorium and 131 cemeteries of which some 68 are available for new lairs to be opened. There have been a number of historic procedures and 'rules' in place to enable the smooth operation and running of the crematorium and cemeteries. This report and its appendices collate and updates the procedures and rules to provide clarity on service provision in one suite of documents.
- 1.2 Although earth burial has been practiced for many hundreds of years, the development of cemetery layout as known today in the UK took place after the Burial Act (Scotland) 1855. The maintenance and operation became the responsible of the local authority where many churchyards and other burial grounds were transferred to them by virtue of The Church of Scotland (Property and Endowment) Act 1925. It is recommended that Members:
- approve the Management rules for Burial Grounds Appendix 1.
  - approve protocol for provision of cemetery and cremation services Appendix 2 .

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

11<sup>TH</sup> AUGUST 2016

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## BURIAL AND CREMATION PROTOCOL

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### 2.0 INTRODUCTION

2.1 The Purpose of this report is to present the management rules for burial grounds and the protocol for provision of cemetery and cremation services.

### 3.0 RECOMMENDATIONS

3.1 It is recommended that Members:

- approve changes to the Management rules for Burial Grounds Appendix 1
- approve protocol for provision of cemetery and cremation services Appendix 2

### 4.0 DETAILS

4.1 Delivery of all elements of crematorium and cemetery services requires a clear protocol along with management rules. In the current climate of reduced resources it is essential to provide clarity of service level provision for customers, elected members and officers of the council.

4.2 A protocol has been produced which defines rationale for each element of the bereavement service portfolio. The document sets out service provision taking account of customer expectations and how these will be delivered within budget constraints.

4.3 Management rules provide a framework for the operation of cemeteries the crematorium and cremation services under the Local government Scotland Act 1973.

### 5.0 CONCLUSION

- 5.1 Operation procedure documents and management rules provide clarity on levels of service delivery and clearly inform processes for customers, elected members and officers of the council.
- 5.2 Clarity of service delivery allows for consistency, ease of performance monitoring against defined targets, budget preparation and future planning. Biennial review of documents will be undertaken where appropriate.

## 6.0 IMPLICATIONS

- 6.1 Policy Provides an opportunity for the burial and cremation authority i.e. Argyll and Bute Council to define clear guidance on issues particularly where no legislation is currently in place
- 6.2 Financial Budget planning for service delivery is managed more effectively with clear rules and protocols
- 6.3 Legal None known
- 6.4 HR Officers and elected members have clear guidance on service delivery.
- 6.5 Equalities Protocol allows for definition of religious and secular disposal of the dead.
- 6.6 Risk Modern thinking allows for a less traditional approach to disposal of the dead, creating a range of policies encouraging alternatives to a traditional approach to burial or cremation.
- 6.7 Customer Services There has not been public consultation on the contents of this paper.

**Executive Director of Development and Infrastructure, Pippa Milne**

**Policy Lead** Councillor Ellen Morton

June 2016

**For further information contact:** Allan MacDonald, Amenity Performance Manager

**Tel:** 01369 708 617

## APPENDICES

Appendix 1 – Management Rules for Burial Grounds

Appendix 2 – Protocol for provision for Cemetery and Cremation services

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# DEVELOPMENT AND INFRASTRUCTURE SERVICES

## Rules for the Management of Burial Grounds

<b>Author</b>	Amenity Performance Manager
<b>Owner</b>	Head of Roads & Amenity Services
<b>Date</b>	June 2016
<b>Version</b>	1.2





## Introduction

These management rules are designed to provide a framework whereby the Burial Authority (Argyll & Bute Council), Undertaker and Memorial Mason can work together in order to provide bereavement services.

Rules exist to enable the parties to work harmoniously together in the secure knowledge that the various professions will fulfil their respective duties at a given time.

Argyll & Bute Council will not use these rules to prevent a reasonable request from being carried out.

### 1. **Authority**

Argyll & Bute Council (hereinafter referred to as 'the Council') hereby make the following regulations for the management of Burial Grounds with Argyll & Bute, by virtue of the: -

Burial Grounds (Scotland) Act 1855  
Local Government (Scotland) Act 1894  
Local Government (Scotland) Act 1929  
Local Government (Scotland) Act 1947  
Local Government (Scotland) Act 1973  
Local Government (Scotland) Act 1994

The term Burial Ground includes graveyards, gardens of remembrance, churchyards (with burial remains), mausoleums and cemeteries.

### 2 **Area Officer**

The management of all Burial Grounds is the responsibility of the Director of Development and Infrastructure Services. The appropriate official within the four geographic areas of the Council is representative of the Council and responsible for all related procedures.

Bute & Cowal  
Amenity Services Technical Officer  
Argyll & Bute Council  
Milton House  
Dunoon  
Argyll PA23 7DX

Tel: 01369 708615

Mid Argyll, Kintyre & Islay  
Amenity Services Technical Officer  
Argyll & Bute Council  
Manse Brae  
Lochgilphead  
Argyll PA31 8RT

Tel: 01546 604619

Oban, Lorn & the Isles  
Amenity Services Technical Officer  
Argyll & Bute Council  
Millpark Depot  
Millpark Road  
Oban  
Argyll PA34 4NH

Tel: 01631 569183

Helensburgh & Lomond  
Amenity Services Supervisor  
Argyll & Bute Council  
Cardross Crematorium  
Main Road  
Cardross  
G84 5HD

Tel: 01389 841313

Or as otherwise determined by Council Management

### 3. **Sale of Rights of Burial**

On receipt of the appropriate fee the Council will grant the ***exclusive right of burial*** in each lair on the basis that the Lair Holder (the purchaser) agrees to conform to the Council's Rules and Regulations for Cemeteries.

The Council will maintain a Register of the Sale of Rights for Burial, which will record the name and address of the Lair Holder (joint ownership being excluded) and shall be issued to the purchaser a ***Certificate of Registration of Sale***, (the Lair Certificate).

**Lairs cannot be pre-purchased, unless in particular circumstances, at the sole discretion of the Council, there are reasons to allow this. Argyll and Bute Council will guarantee only one coffin funeral per lair.**

4. **Transfer of Rights**

The lair holder may not sell or dispose of their **exclusive right of burial** except to the Council, who may, in their option, re-purchase the lair at the same price as the original purchase price less a 10% administration fee, provided that no burial shall have been made in the lair or monument erected.

The Lair Holder may, with the consent of the Council, transfer (but not sell) their **exclusive right of burial** to a relative, whereupon the record in the register will be amended.

5. **Fees**

The fees and charges to be paid for the interment service will be in accordance with the Council's approved Scale of Charges.

6. **Lost or Defaced Certificate**

Lair Holders are responsible for the safe keeping of the Lair Certificate, which is their proof of the exclusive right of burial for each lair. A lost Lair Certificate cannot be replaced. A letter of comfort may be provided to the Lair Holder if reasonable proof of ownership is given. A defaced certificate may be replaced if surrendered to the appropriate officer. If for any reason, at the time of burial, the Lair Certificate cannot be produced, the Indemnity Form on the Notice of Interment Request must be completed and signed.

7. **Forfeiture**

In the event of the Lair not having been used for an interment, or any monument erected, and the lair holder not having claimed the **exclusive right of burial** for a period of 70 years from the date of purchase, then the right of burial in the lair will cease. **Lairs taken back will be resold as they have not been used for any burial.**

8. **Interments**

Any lair holder, or agent acting on his/her behalf, who wishes an interment to take place must apply in writing to the appropriate officer not less than three working days prior to the requested date of interment. The Council officer will issue a **Lair Opening Order**. No interment may proceed until this has been issued.

The lair holder or agent must present the Lair Certificate at the time of the interment request, or provide an indemnity to the Council.

Notification by telephone and other approved electronic means may be used to book a funeral. However, any verbal or electronic booking must be confirmed in writing to the appropriate Area Council Officer by 10 a.m. on the next working day. The minimum amount of information required in order for a booking to be accepted is: -

- a. Name of deceased
- b. Coffin size
- c. Name of cemetery
- d. Date and time of burial
- e. Lair number (for second and subsequent burials, i.e. a 're-open')

The interment service is provided between the hours of: -

10:00 to 14:30 Monday to Friday  
10:00 to 12:00 Saturday

The interment service can also be provided by special arrangement at other times.

**Argyll and Bute Council will guarantee only one coffin interment per lair. At the time of the first interment, lair holders will be advised of the total number of coffin interments that can take place thereafter. This will be either 1, 2 or 3 interments in total and will be governed by soil structure or ground conditions at time of initial opening of lair.**

The opening and closure of the lair will only be carried out by employees of the Council. The depth of the lair at first opening will not be more than 1.83 metres (six feet).

No coffin shall be interred nearer to the ground surface than 0.76 metres (two feet six inches), measuring from the top of the coffin, unless an arrangement is made for special coverings, for which an additional charge will be made.

Where an existing memorial has to be removed in order to excavate the lair, the Lair Holder will be required to arrange for this to be carried out by using an approved Memorial Mason. (See clause 10)

## 9. **Register of Burials**

The Council will keep the Register of Burials, and shall record therein the name and age of the deceased, distinguishing the lair number and section of the cemetery in which the coffin or casket is interred, and the date of burial. The Register will be open to inspection by the public during normal business hours, by appointment, and without any fee being payable for any such inspection. The Council's representative will, by arrangement, carry out a search of the register on behalf of the enquirer during normal office hours for

which a charge will be made. The Council reserves the right to levy an additional charge for complex or lengthy searches.

10. **Monuments**

Monuments may be erected by the Lair Holder upon the completion of an application form and the payment of the appropriate fee. No memorial will be erected until the Council has issued the appropriate permit.

All monuments must be erected in accordance with the Code of Practice of the National Association of Memorial Masons (NAMM), as revised 1 September 2003, subsequently amended, or in accordance with such other equivalent guidance as the Director of Operational Services deems relevant at a later date. Details of the fixing method is shown on the reverse of the application form to erect a headstone, which must be completed, and permission obtained, prior to the erection of a memorial.

One floral container (glass or ceramic is prohibited) or plaque/tablet may be laid at the head of the lair or immediately in front of the memorial headstone. Beyond this, the laying of kerbs, artificial wreaths, pall stones, globes and the like or the planting of trees, shrubs, bushes or similar planting is not permitted and such items will be removed after lair holders have been advised and given three months to remove them. The Council reserves the right to cut back or remove any unsuitable material placed on or planted in the lair, or which may interfere with the stability of adjacent memorials, paths or walls.

**Monuments shall be kept in good repair at the expense of the Lair Holder, failing which, the Council will lay flat any unstable monument in the interests of public safety. Where the Council lays flat any memorial in the interests of public safety, the Council will seek to notify the Lair Holder. The Council will not be bound to re-erect the memorial. The Lair Holder is advised to avail themselves of appropriate insurance cover in relation to their memorial.**

All memorial works must be approved by area office with time / date of works and relevant lair number at burial site. Inspection of site will be carried out by Area Supervisor to ensure compliance. Any surplus material remaining after the erection of a monument (duly sanctioned) must be immediately removed, and any damage to adjoining monuments or lairs made good at the site and under the directions of the Council's representative, all at the expense of the party executing the work.

The Council reserve the right to remove or make safe railings, stone copings and fencing features. In many cases these date back to Victorian times and due to corrosion are beyond economical repair. Where such features pose a danger to the public, the Council reserves the right to remove them.

11. **Dressing**

All dressing of the turf will be carried out by Council employees and the Lair Holder or their representative may not cut or otherwise interfere with the turf.

**12. Visitors and Dogs**

Visitors are welcome at all cemeteries providing they recognise the need to behave in an appropriate manner.

An adult must accompany children under the age of 12 years.

Dogs must be kept on a lead at all times within a cemetery and “clean up after dog” rules applied. Waste bins may be used for bagged waste.

The Council shall have the power to expel from any cemetery any person behaving in a disorderly or unseemly manner.

**13. Services**

The Council respect the right of individuals and families to arrange services in accordance with the requests of the deceased or their religious or personal beliefs provided that no upset is caused to others in the vicinity.

Where it is known in advance that a large attendance at a funeral is expected prior arrangements should be made with the Council’s representative. (For example, a military funeral)

Flowers and wreaths may be left at the graveside at the time of burial, which after a two week period will be removed by Council employees and disposed of. Only approved monuments may be erected on the lair and no other permanent memorabilia will be permitted. After three months’ notice to lair holders, any unauthorised items will be removed and stored for collection by lair holders.

Wreaths placed upon lairs at Christmas will be removed no later than 31 January. The Council will exercise discretion when removing floral tributes.

**14. Data Protection Act**

The information recorded in respect of the deceased, i.e. name, age, occupation, place of death, and burial location is deemed to be in the public domain.

Information recorded in relation to the Lair Holder is subject to the Data Protection Act and will only be used by the Burial Authority or their Agent in relation to the operation of the Burial Service.

**15. Alterations to Regulations**

The Council reserve the right to alter or cancel all or any of these Regulations and to enact and enforce new or additional Regulations from time to time as appropriate.

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# DEVELOPMENT AND INFRASTRUCTURE SERVICES

## PROTOCOL FOR PROVISION OF CEMETERY AND CREMATION SERVICES

**Authors** Alison.M.McIlroy

**Owner** Head of Roads and Amenity Services

**Date** FEBRUARY 2016

**Version** 1.8

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## 1 EXECUTIVE SUMMARY

The aim of this document is to enable delivery of a well organised, sympathetic and dignified burial and cremation service meeting the needs of the bereaved by making provision for the needs of all faiths, religious and secular lifestyles and provide a safe environment for burial and cremation.

Argyll and Bute Council offers bereavement services, which operate in accordance with the relevant statutory legislation. The provision of the burial and cremation services by Argyll and Bute Council involves a wide range of staff. Administration, operational and strategic expertise to a high level is needed to ensure delivery of this most challenging of service areas.

Dignity, compassion, accuracy, attention to detail and understanding are skills required. These skills, backed by a clear and concise service delivery agreement, will ensure services are consistently delivered at a standard the council can be proud of. The services are of particular importance to people in Argyll and Bute, representing community and heritage on a very local level. With 131 burial sites under Argyll and Bute Council's control, the diversity of locations means that delivering continuity can be challenging.

Protocols agreed as a standard across all geographical areas ensure that this same high standard is delivered consistently throughout the entire Argyll and Bute Council area. Argyll and Bute Council seeks to secure resources in order to provide the best possible service to residents of the area. This protocol recognises the finite nature of finance and land resources and the need to promote the sustainable approach to the disposal of remains.

In addition to financial pressure, environmental regulation is increasingly restricting development for burial grounds expansion and in Argyll and Bute the physical geography and topography further restrict available suitable ground for expansion.

## 2 AIMS AND OBJECTIVES

The main aim of this document is to provide a protocol to provide clarity on service provision.

The objectives are:

- To give detail on the main service provision areas in relation to cemeteries and cremation
- To provide a framework for the service procedures guide.
- To provide information and guidance to the customers of the service.
- To ensure consistency across all areas of the Council.

### **3 INTRODUCTION**

Although earth burial has been practiced for many hundreds of years, the development of cemetery layout as known today in the UK took place after the Burial Act (Scotland) 1855. The maintenance and operation became the responsible of the local authority where many churchyards and other burial grounds were transferred to them by virtue of The Church of Scotland (Property and Endowment) Act 1925. In Argyll and Bute many small villages retain a burial ground and local expectation to be buried in the local burial ground places a significant financial burden upon the Council to provide and maintain new burial space without restriction.

Argyll and Bute Council has 131 burial grounds on its asset register, 68 sites provide new burial spaces with the remainder being closed i.e. having no new space for burial but may have capacity for reopening of existing burial lairs where lair certification ownership and grave depth may permit. Closed burial sites are generally sites with older type memorials and site specific assessments are required to determine level of maintenance in each site.

Argyll and Bute Council operates one crematorium, located at Cardross. All operations within the crematorium are governed by statutory regulations and the Council's Cardross Crematorium Service Procedure.

Key challenges for the service are managing the provision of burial space to meet current and future demand, memorial safety, meeting the office support needs of the service in a consistent way over all geographical areas and ensuring technical support is available for staff through production of a service manual.

### **4 ASSET MANAGEMENT**

Argyll and Bute Council currently owns and manages 131 cemeteries within the asset register. Sixty eight of these sites have unused lairs available, the remainder have no unused lair space. Grass will be cut through the growing season as per the Grounds Maintenance schedules, excluding woodland burial sites. Paths and roadways will be weed free. Walls, fences and other buildings and fixed structures will be inspected on an annual basis by competent staff. Repair and development needs will be identified and delivered through revenue and capital funding streams. Memorial management will be carried out through the Protocol for Memorial Safety.

Major works including any future cemetery extensions, major surfacing works and drainage improvement will be funded through capital expenditure, identified within the Roads and Amenity Services asset suitability document.

Cardross Crematorium will be maintained by the Council's Facilities Services on behalf of Amenity Services, the associated Garden of Remembrance will be managed and maintained by Amenity Services and has separate guidance in Management Rules for Cardross Crematorium.

Amenity Services Asset Investment Plan contains all burial and cemetery site locations, annual average usage and projected life span of sites.

## **5 MANAGEMENT RULES FOR CEMETERIES**

The management rules for cemeteries are detailed under a separate heading and will be reviewed on an annual basis.

## **6 STAFF AND TRAINING**

In order to deliver a high quality service from office support to grave digging, suitable training will be delivered to all staff at their induction and as identified by departmental Performance & Business Support team. Staff will work in accordance with service delivery manual.

## **7 DEVELOPMENT OF NEW CEMETERIES**

A business case will be developed for each site where the options for closure or extension will be appraised encompassing Council strategic Priorities and Vision along with consideration of financial sustainability as part of the future service plans.

Woodland burial sites are covered by the Woodland Burial policy.

## **8 BURIAL AND STREWING OF ASHES IN CEMETERIES**

Holder of the exclusive right of burial for an identified lair will be permitted to strew ashes in that lair having completed the appropriate request form issued by the burial authority. All applications must be accompanied by a certificate of cremation. The Council reserve the right to charge a fee in the event that a record is required to be kept of the scattering of cremated remains.

## **9 CHARGES AND FEES**

The service is provided on a subsidised basis by fees levied for burial set on an annual basis through the Council budget setting process.

### **Collection of outstanding debt and stopping of service.**

The Sundry debtor procedure manual defines agreed procedure for issuing of invoices and collection of debt related to service delivery within Argyll and Bute Council.

Funeral directors shall act as customer of Argyll and Bute Council for all purposes related to delivery of burial and cremation services. Argyll and Bute Council shall pursue a named undertaker under the terms of the Sundry Debt Procedure manual. Where a family choose

not to engage the services of an undertaker to carry out the funeral proceedings the invoices will be sent direct to the funeral arranger who will be pursued for payment under the same terms.

Certificates confirming and identifying that a single named person has purchased and holds ownership of the unique right of burial in an identified lair shall be provided by Argyll and Bute Council to the named owner on their receipt of payment for this service.

**Invoicing of Argyll and Bute Council charges for burial and cremation services.**  
This will be in accordance with Argyll and Bute Council's Fees and Charges.

## **10 RECORDS AND ARCHIVES**

Burial Act Scotland 1855 requires burial authorities to keep records identifying lair holder, name of deceased, date and location of death and burial.

A charge will be made for searches of paper ledgers held by the burial authority.

## **11 COMMUNITY ENGAGEMENT /THIRD SECTOR PARTNERSHIPS**

Cemeteries are of particular importance to local communities and the council will assist with reasonable requests for support from external bodies i.e. where community groups are looking to improve or highlight the historical significance within specific sites.

## **12 CODE OF CREMATION PRACTICE**

Argyll and Bute Council will follow the Federation of Burial and Cremation Authorities Code of Practice 2014. The Council will seek advice from other cremation authorities where it cannot meet the cultural needs of a community.

## **13 THE SENSITIVE DISPOSAL OF FOETAL REMAINS**

The Institute of Cemetery and Cremation Management Policy and Policy Statement Relating to the Cremation of Babies and Infants will be used to set the standards of service for the sensitive disposal of foetal remains.

## **14 BENCH MARKING AND PERFORMANCE MEASURES**

The Council will participate in the Scottish Bereavement Benchmarking Group and will report the findings to the Performance Review and Scrutiny Committee on an annual basis.

## **15 WEBSITE INFORMATION BURIAL AND CREMATION**

The Council will provide information on the Council Webpage.

## **16 REVIEW DATE**

**MAY 2019**



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**ARGYLL AND BUTE COUNCIL****ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE SERVICES****11<sup>TH</sup> AUGUST 2016**

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**FESTIVE LIGHTING**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 Festive lighting has been installed in our towns and villages for several years. Whilst there is no supporting statistics that confirm the level of economic activity festive lights bring, there is anecdotal evidence to confirm that our area benefits from lighting through switch on events, extended shop opening hours and associated charity events.
- 1.2 The range and type of features provided include lamp post mounted units (including trunk road lamp posts), features which stretch across carriageways and are mounted on buildings and/or columns and lamp posts, dressing of existing trees with lighting and the installation of Christmas trees which are also dressed with lights.
- 1.3 The recent locations where features have been displayed have evolved over time. Within this report, the locations are listed together with a summary of the number and type of features.
- 1.4 Our large towns have “switch on” events where staff have historically been involved in managing traffic and overseeing the switch on.
- 1.5 Community involvement has been positive historically with volunteers providing help and organising committees providing community support. Some communities have also been able to provide financial support as have Business Initiative Districts (BIDs).
- 1.6 The Council at its budget meeting on 11 February 2016 made financial provision of £300,000 to be used to phase out Council funding over the next 3 years. Through this report it is suggested that the Council actively seeks to use the three year period, where budget has been allocated, to transfer the provision of festive lighting from the Council to the community, with the council supporting this transition.
- 1.7 Communities are able to access funding through grants, community trusts, windfarm community funds etc. which are unavailable to the council.
- 1.8 It is recommended that the Committee:
  - notes the contents of this report

- agrees that active community engagement is progressed to transfer festive lighting from the council to the community by no later than 2018/19

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

11<sup>TH</sup> AUGUST 2016

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## FESTIVE LIGHTING

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### 2.0 INTRODUCTION

- 2.1 This report summarises the type and number of features in our towns and villages together with the typical annual costs of carrying out repairs, testing, erecting and removal.
- 2.2 This report also proposes that for 2016/17 the Council continues to provide festive lighting with a maximum contribution of £100,000. During 2016/17 discussions will commence with community groups with a view to community groups becoming financially self-sufficient by 2019 for all works associated with festive lighting.

### 3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee
- notes the contents of this report
  - agrees that active community engagement is progressed to transfer festive lighting from the council to the community by no later than 2018/19

### 4.0 DETAILS

- 4.1 The Council currently provides festive lighting 22 towns and villages across Argyll and Bute, summarised in the Table 1 below. Appendix 1 details through a series of maps the approximate locations of features.

Table 1

Area	Location	No. of lamp/building mounted feature	No. of cross carriageway features	No. of permanent trees dress	No. of Christmas trees provided and dressed	Annual cost for maintenance, testing, erection and removal	Percentage of lighting stock Council owned	Percentage of lighting stock community owned
Mid Argyll, Kintyre and the Islands	Lochgilphead	45	0	3	2	£8042.00	90%	10%
	Tarbert	13	0	3	1	£2804.90	90%	10%
	Campbeltown	27	12	4	1	£17,847.60	0%	100%
	Inveraray	21	0	0	1	£2109.80	0%	100%
	Ardrishaig	7	0	1	1	£1744.80	0%	100%
	Jura	7	0	0	0	£541.80	0%	100%
	Bowmore	22	0	0	0	£541.80	0%	100%
	Furnace	0	0	0	1	£1083.60	100%	0%
	Kilmartin	0	0	0	*1 *community	£0.00	0%	100%
Oban, Lorn and the Isles	Oban	34	4	1	3	£13,870.20	50%	50%
	Tobermory	15	0	0	1	£1398.30	0%	100%

<b>Bute and Cowal</b>	<b>Dunoon</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>£22,609.20</b>	<b>100%</b>	<b>0%</b>
	<b>Rothesay</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>£11,649.30</b>	<b>100%</b>	<b>0%</b>
	<b>Sandbank</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>£1083.60</b>	<b>0%</b>	<b>100%</b>
	<b>Innellan</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>£1083.60</b>	<b>0%</b>	<b>100%</b>
<b>Helensburgh and Lomond</b>	<b>Helensburgh</b>	<b>108</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>£5340.00</b>	<b>0%</b>	<b>100%</b>
	<b>Rhu</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>£1083.60</b>	<b>100%</b>	<b>0%</b>
	<b>Garelochhead</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>£1083.60</b>	<b>100%</b>	<b>0%</b>
	<b>Arrochar</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>£541.80</b>	<b>0%</b>	<b>100%</b>
	<b>Rosneath</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>£1083.60</b>	<b>100%</b>	<b>0%</b>
	<b>Cardross</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>£541.80</b>	<b>100%</b>	<b>0%</b>
	<b>Kilcreggan</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>£541.80</b>	<b>100%</b>	<b>0%</b>

- 4.2 Many of the other areas have festive lighting installed, commissioned and removed by council staff. Historically these works have been carried out in part in overtime. In line with recent service choices policy decisions there is a reduction in overtime across the Council area and proposals are being progressed to reduce overtime associated with festive lighting. In Mull, Islay and Jura, local contractors are utilised to deliver part of the festive lighting work.

Proposals for 2016/17 – 2018/19

- 4.3 It is proposed that for 2016/17 that a similar number of features are erected and maintained to that of last season. In line with policy decision already made through service choices an alternative, more cost effective delivery model will be explored and implemented. 2017/18 and 2018/19 will be transitional years where communities wishing to continue with festive lighting will be supported to develop their individual plans for delivery from 2019/20 and beyond. It is recommended that officers commence engagement with community groups during this financial year (2016/17) with a view to community groups taking over the provision of festive lighting either prior to or no later than 2019/20/.

Future Proposals Beyond 2019/20

- 4.4 Beyond 2019/20 council staff will be able to support further festive lighting but their services will be provided on a chargeable basis. Community groups are able to access funding unavailable to the council. This approach will enable community groups to deliver bespoke packages to their areas and will devolve delivery direct to communities.

**5.0 CONCLUSION**

- 5.1 This report provides a summary of how and where festive lighting features are delivered across the Council area.
- 5.2 It is recommended that the Committee
- notes the contents of this report
  - agrees that active community engagement is progressed to transfer festive lighting from the council to the community by no later than 2018/19

**6.0 IMPLICATIONS**

- 6.1 Policy A policy decision was made by Council at its Budget meeting in February this year. This report deals with the implementation of that policy decision.

6.2	Financial	There is budget provision of £300k available for 20216/17 – 2018/19. There is no GAE allocated for festive lighting.
6.3	Legal	None known
6.4	HR	None known
6.5	Equalities	None known
6.6	Risk	None known
6.7	Customer Services	None known

**Executive Director of Development and Infrastructure, Pippa Milne**  
**Policy Lead** Councillor Ellen Morton  
June 2016

**For further information contact:** Jim Smith, Head of Roads and Amenity Services  
**Tel:** 01546 604324

## **APPENDICES**

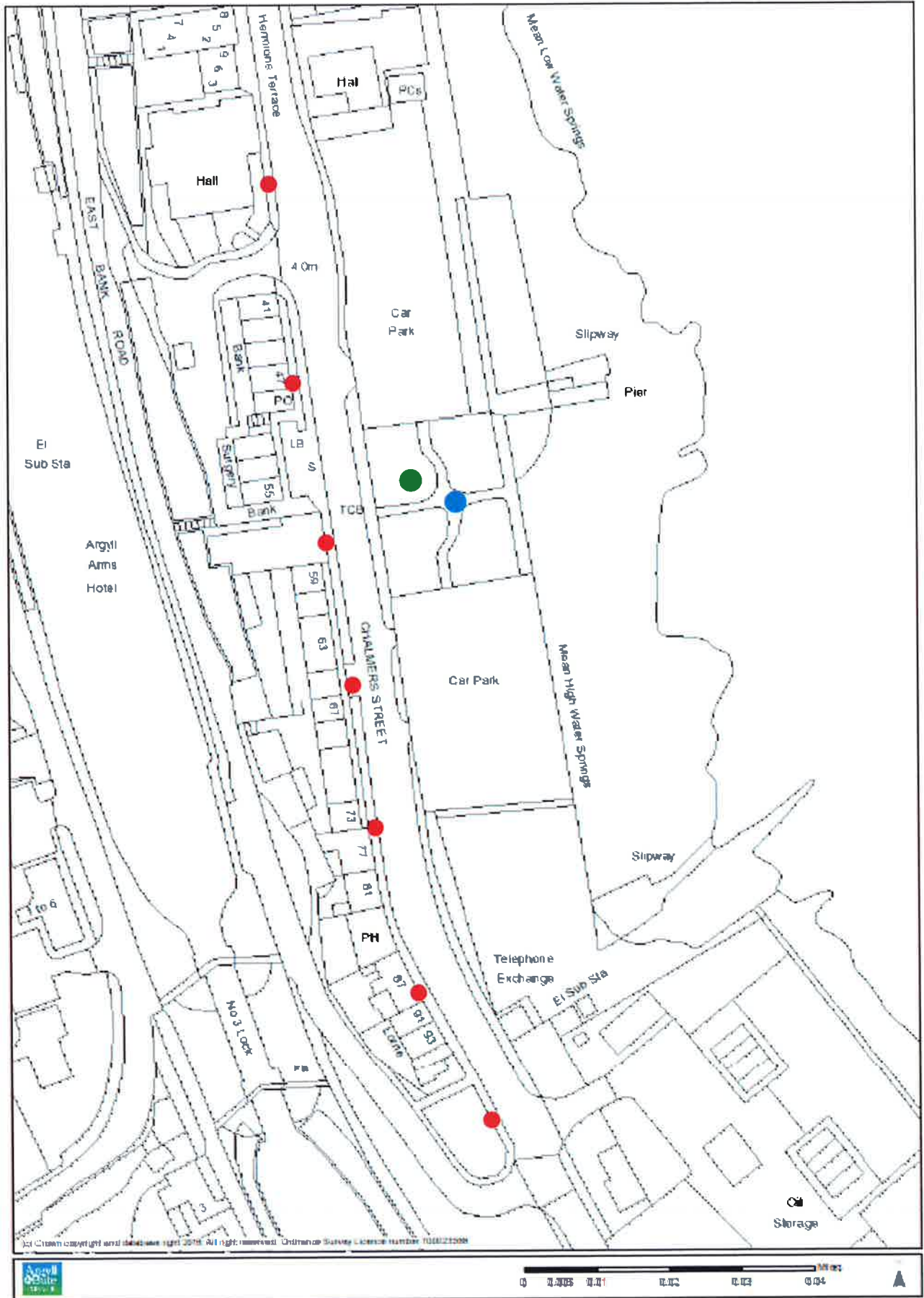
Appendix 1 – Plans detailing location and type of festive features

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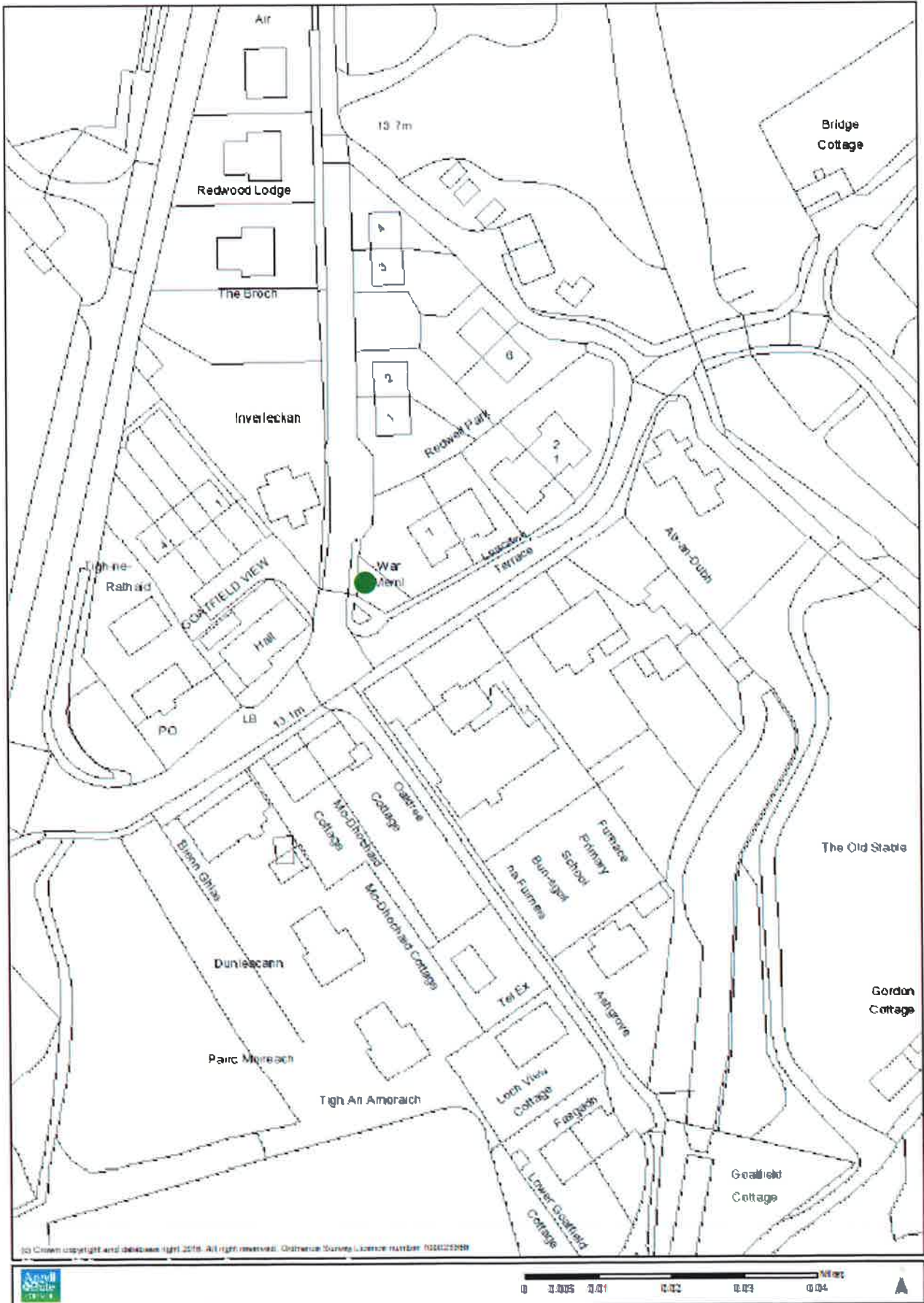


**APPENDIX 1 – MAPS & SYMBOLS**

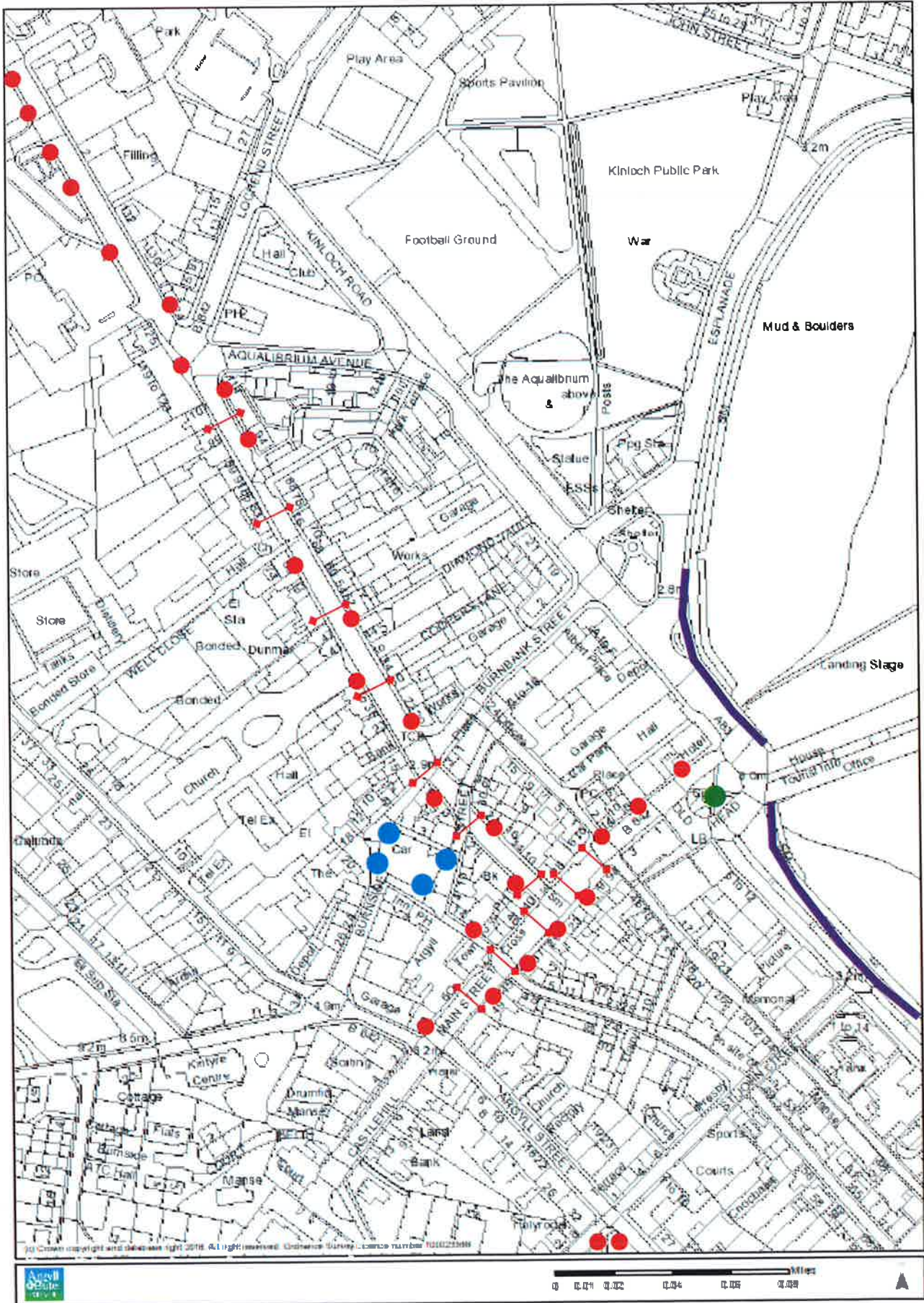
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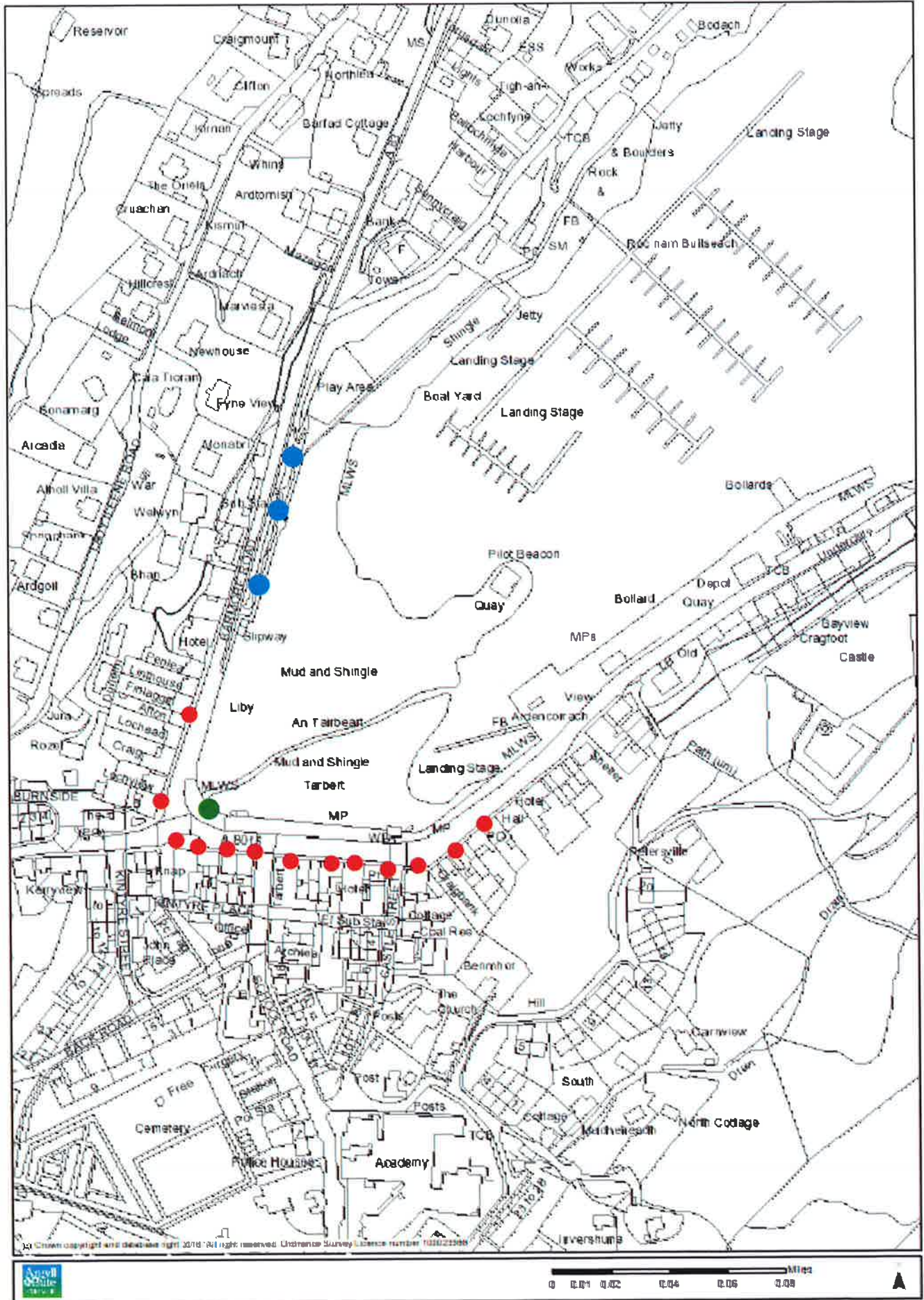
FURNACE



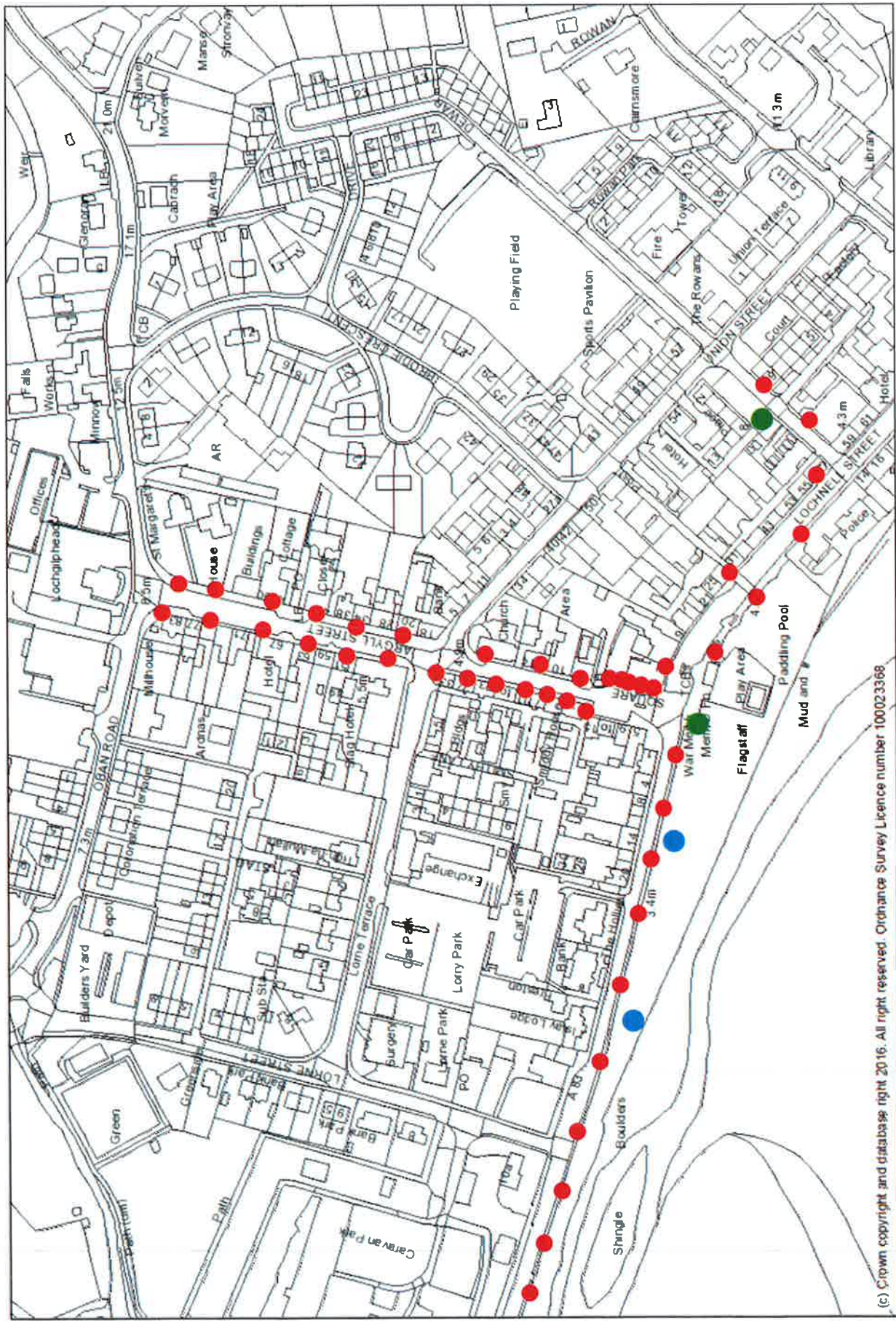
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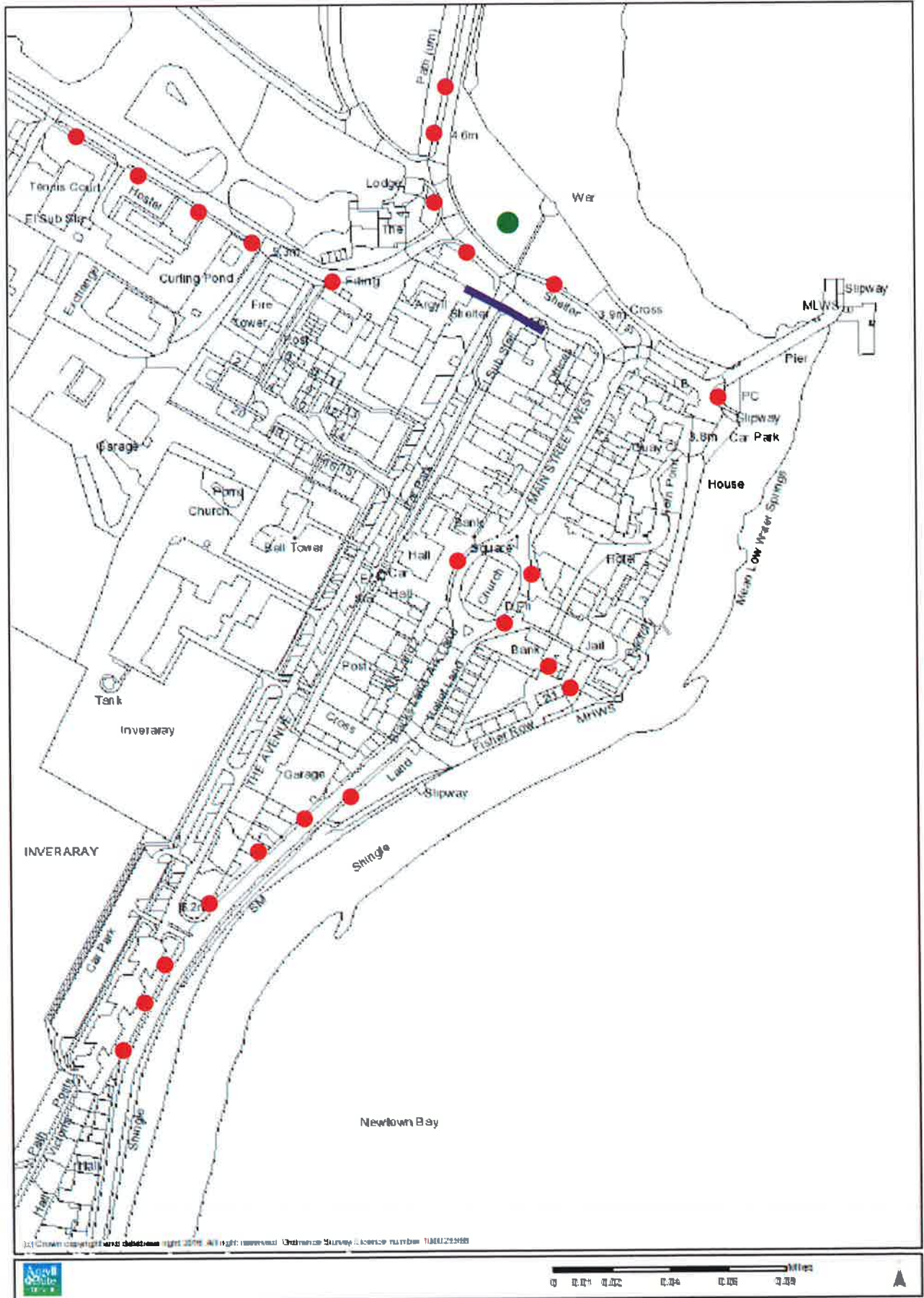
TARBERT



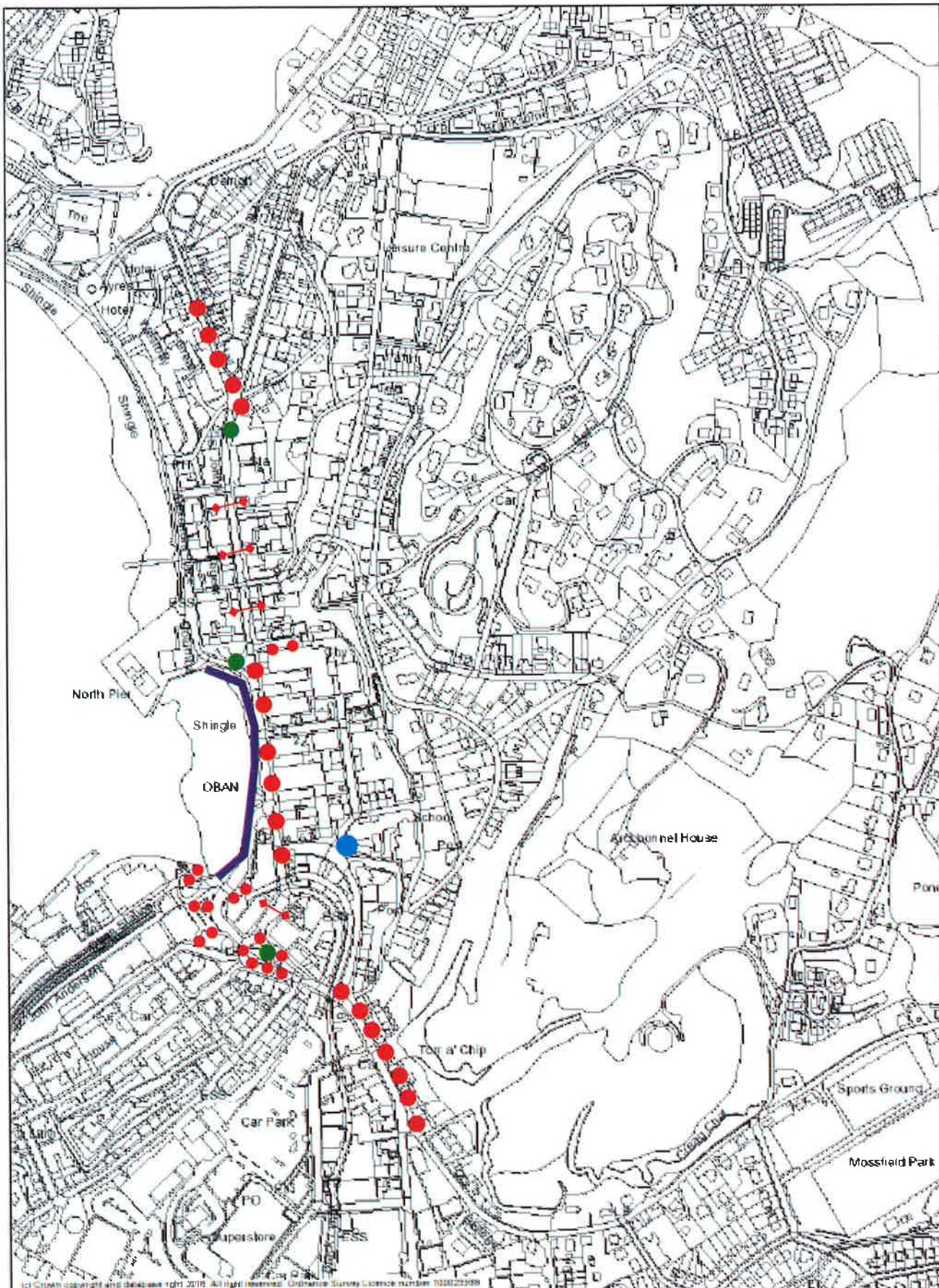
LOCHGILPHEAD



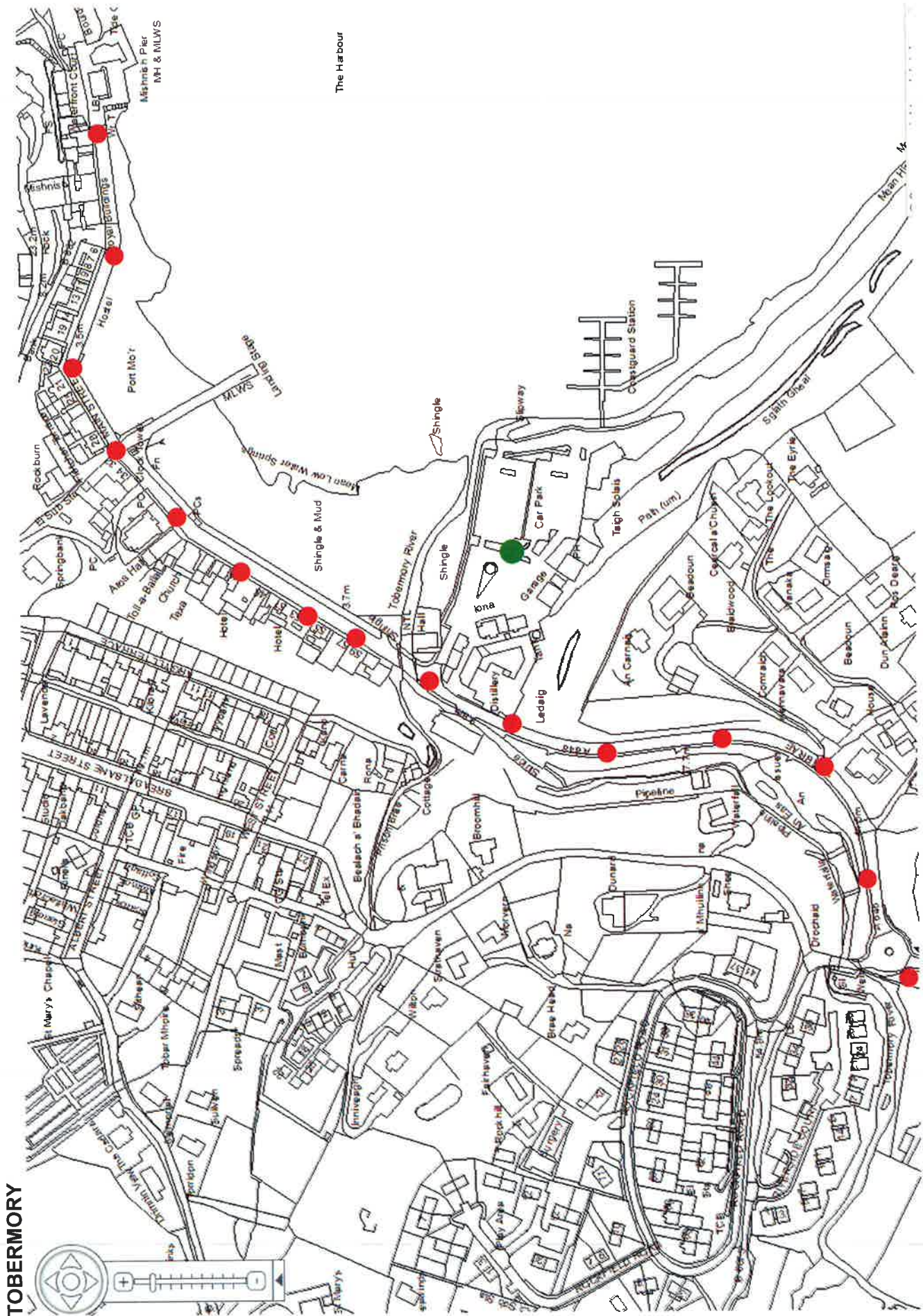
INVERARAY



OBAN

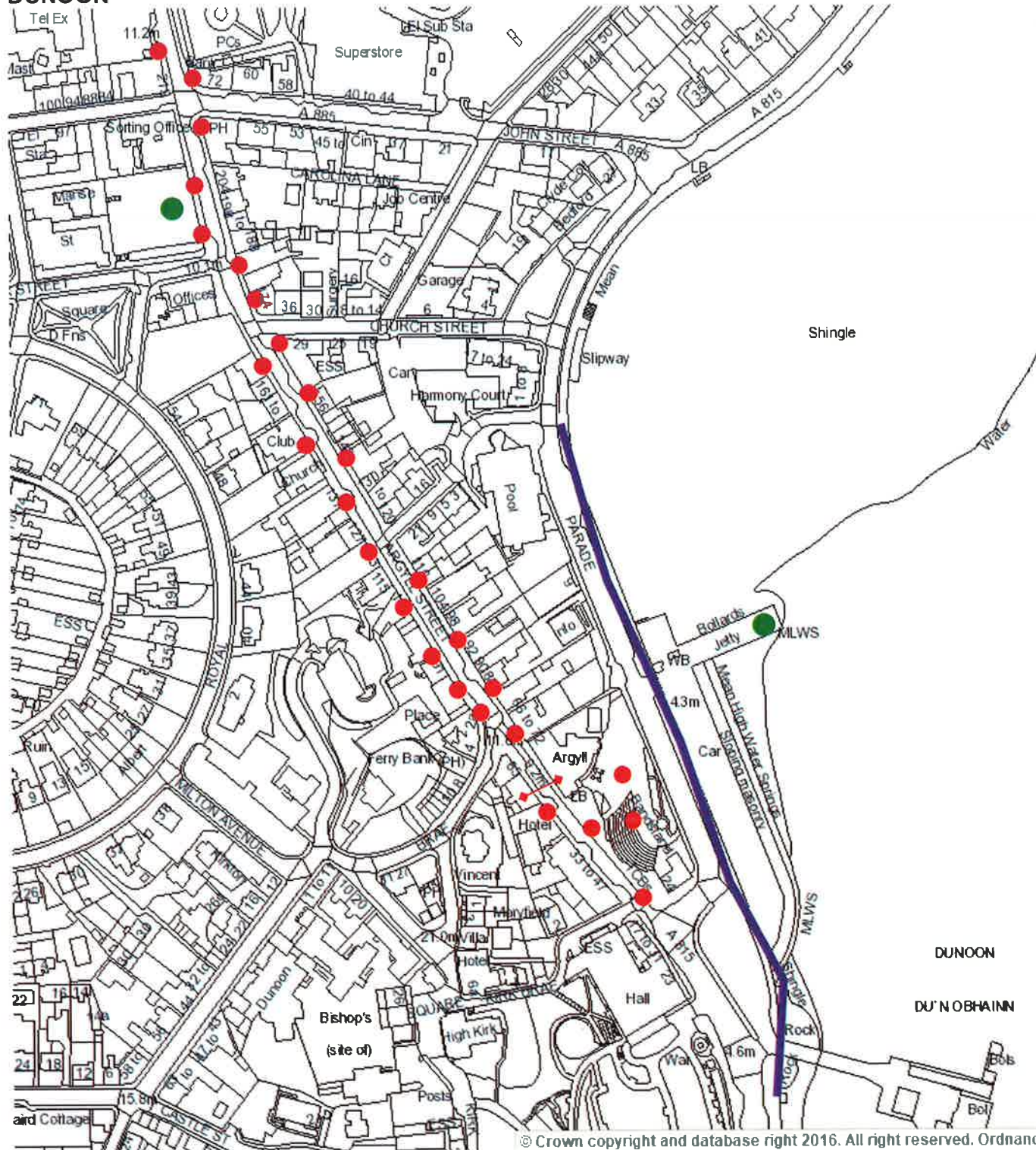




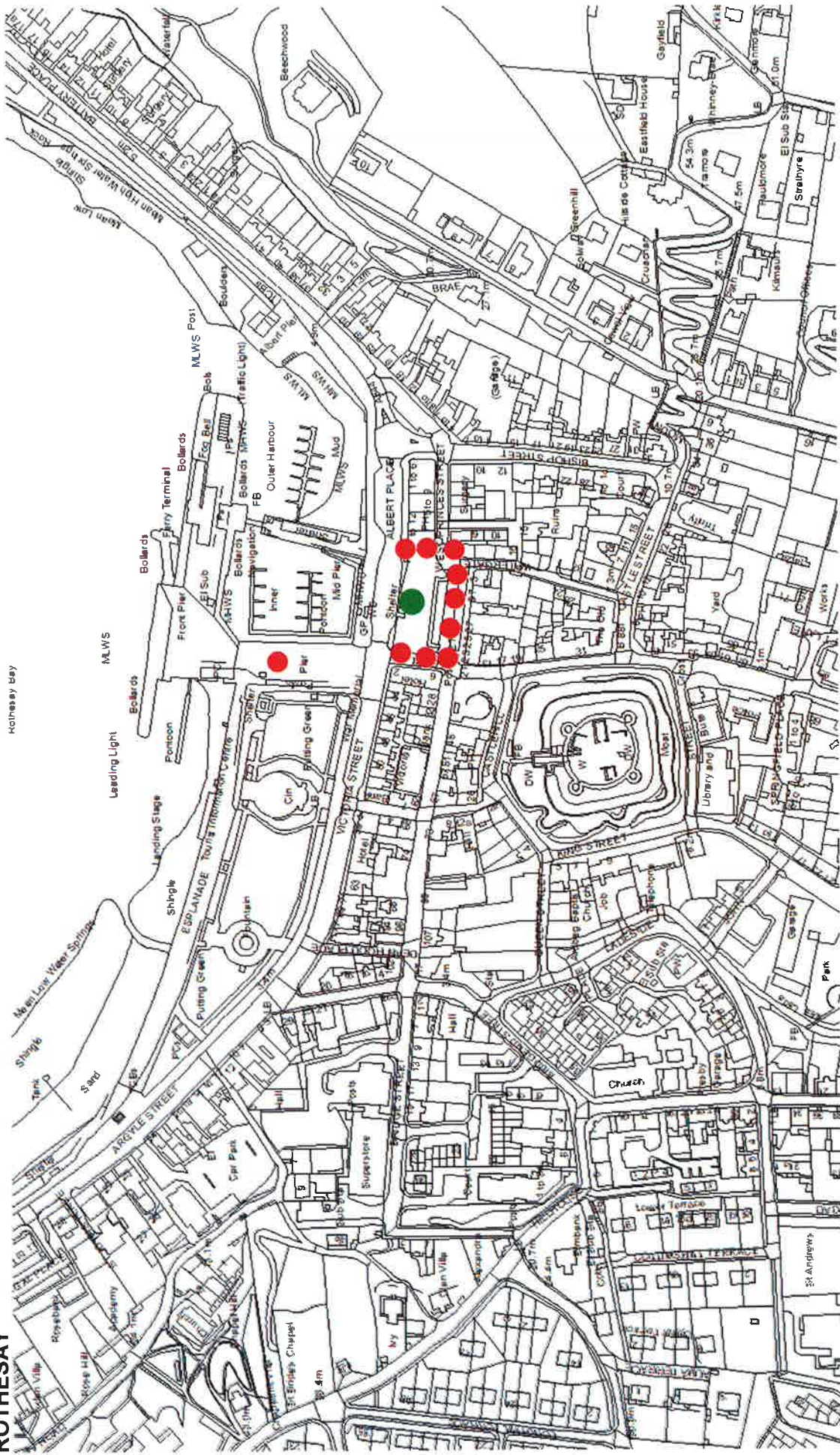


The Harbour

DUNOON



ROTHESAY



Kothessay Bay

Leading Light

ESPLANADE

Shingle

Putting Green

Shelter

Cin

Plating Green

Pier

Shelter

GP Surgery

Shelter

Shelter

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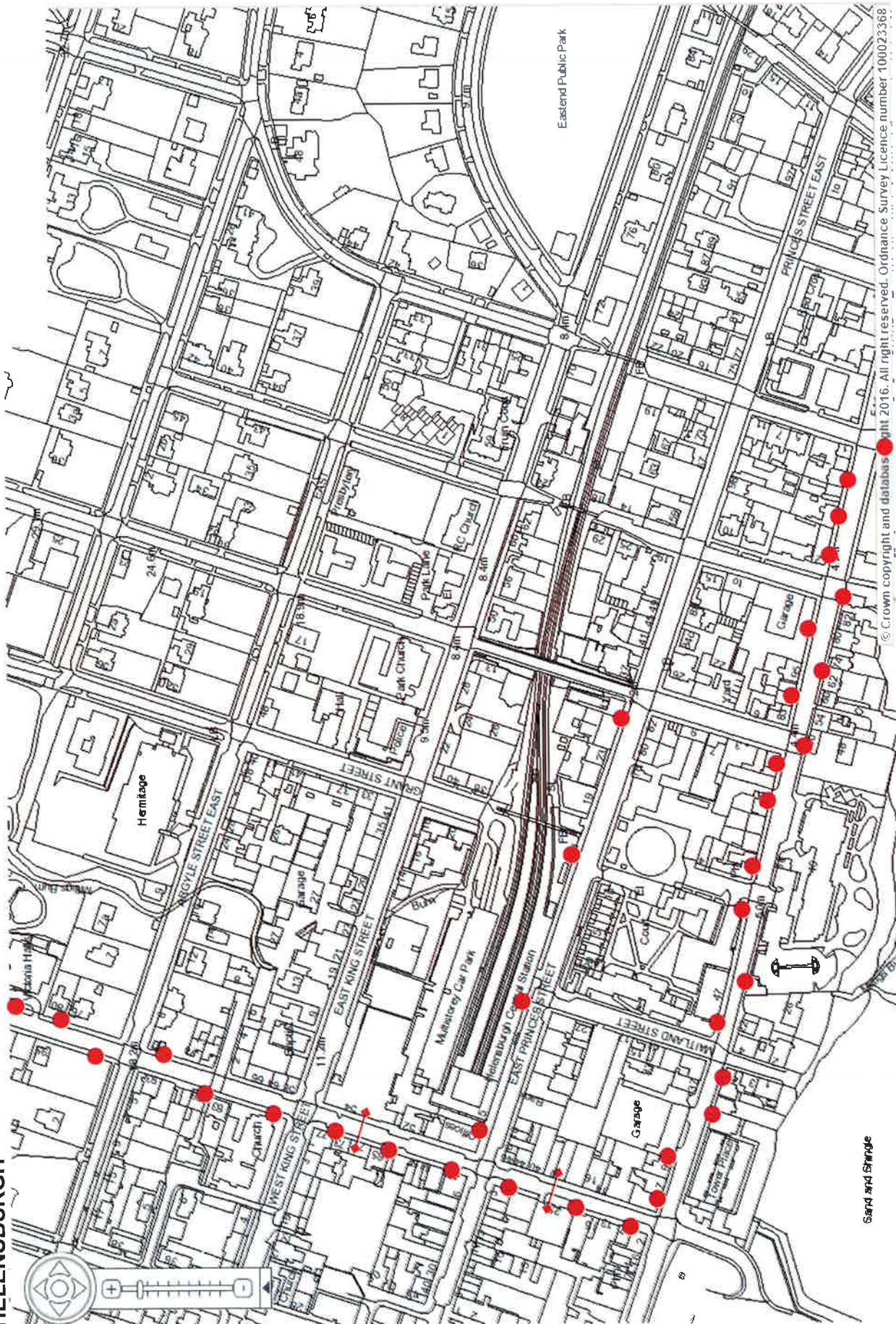
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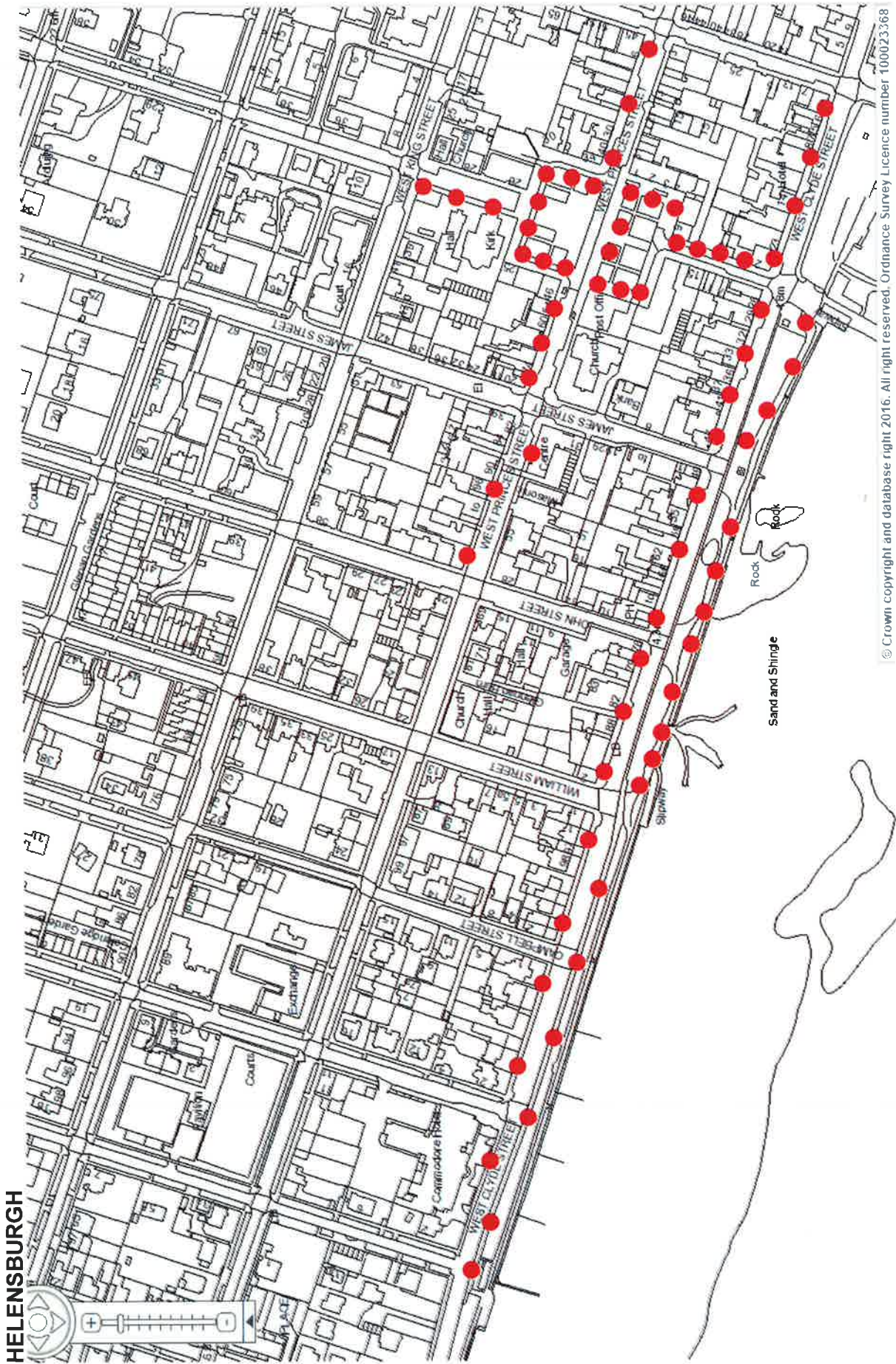
Shelter

HELENSBURGH



Sara and Stride

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**ARGYLL AND BUTE COUNCIL****ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE****DEVELOPMENT & INFRASTRUCTURE  
SERVICES****11<sup>TH</sup> AUGUST 2016**

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**UPDATE ON IMPLEMENTATION OF THE PAVEMENT CAFÉ LICENCE POLICY**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 This report provides an update on the implementation of the Pavement Café Licence policy. The demand for pavement cafés across Argyll and Bute is increasing, in particular in the towns that have had public realm improvements. The Council wish to encourage businesses to participate in alfresco café culture, but in a managed way to ensure the public space is safely maintained.
- 1.2 The Policy and Resources Committee at its meeting on 13 August 2015, approved the policy amendment and the extension of the free licence for a further year. The Committee requested that a further report be brought in August 2016 with an update on the implementation of the Policy.
- 1.3 The level of uptake of the licence by businesses has been less than anticipated. The local technical officers have responded to requests for information, including on-site meetings, however, very few of these queries have resulted in a formal application for a licence.
- 1.4 The implementation of a licence fee at this time will achieve minimal income for the Council and may be off-putting to businesses who are considering trialling pavement cafes.
- 1.5 We recommend that the licence fee is waived for a further year, and reconsidered in August 2017.

**1.6 RECOMMENDATIONS**

Members are asked to:

- Note the contents of this report
- Approve proactive engagement with the community to encourage further take-up of licenses
- Recommend that the Policy & Resources Committee approves the waiving of the Pavement Café Licence Fee for a further year

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ARGYLL AND BUTE COUNCIL

ENVIRONMENT, DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

DEVELOPMENT & INFRASTRUCTURE  
SERVICES

11<sup>TH</sup> AUGUST 2016

---

## UPDATE ON IMPLEMENTATION OF THE PAVEMENT CAFÉ LICENCE POLICY

---

### 2.0 INTRODUCTION

- 2.1 The demand for pavement cafés and external display of goods across Argyll and Bute has increased, in particular in the towns that have had public realm improvements. There is a need to regularise and control the use of public footways to ensure that the purpose of the footway, i.e. a pedestrian thoroughfare, is not compromised, whilst at the same time to provide vibrancy to our towns and stimulate economic growth.
- 2.2 The new Pavement Café Licence Policy was implemented in August 2014. The Policy was amended following the 20<sup>th</sup> August 2015 Policy & Resources Committee.
- 2.3 The Policy and Resources Committee agreed to waive the Pavement Café Licence fee for a further year period, and to reconsider this in August 2016.

### 3.0 RECOMMENDATIONS

Members are asked to:

- Note the contents of this report
- Approve proactive engagement with the community to encourage further take-up of licenses
- Recommend that the Policy & Resources Committee approves the waiving of the Pavement Café Licence Fee for a further year

### 4.0 DETAIL

- 4.1 The desire to encourage “pavement café culture” in our town centres is ongoing as they add to the vibrancy of the townscape, and are a driver for tourism and the economic growth of our towns. The best opportunities to develop a pavement café culture have been created through the Council’s flagship regeneration/public realm projects. Two of these projects have now been completed and officers are considering ways in which pavement café opportunities can be actively promoted at these locations. The Council wish to encourage businesses to participate in alfresco café culture, but in a managed way to ensure the public space is safely maintained.
- 4.2 The Pavement Café Policy sets limits and rules for what is acceptable for a



pavement café in order to maintain a safe and attractive public thoroughway. This includes all items associated with a pavement café, for example tables, chairs, menu boards, advertising. Consideration is given to aspects such as space, environment, neighbours and how the pavement café is managed.

4.3 The policy requires that each premise wishing to offer café culture facilities must obtain a Pavement Café Licence. To obtain a licence each premise must submit:

- Plans
- Proof of Indemnity Insurance
- Statement of management arrangements
- Risk assessment

4.4 The Council offers free pre-application advice. The uptake of this advice by proprietors has been poor. The following table details the number of queries received and the number of licences issued to date.

Area	B&C	H&L	OL&I	MAK&I
No. of licences issued	0	1	3	0
No. of applications received – Approval pending	0	0	0	0
No. of licences refused – Policy requirements not met	2	0	0	1
Approximate no. of pre-application enquiries with no formal application received to date	2	1	1	0

4.5 Licences have been issued in Oban and Helensburgh only. The single licence issued in Helensburgh lapsed in April 2016 and no request for renewal was submitted. The proprietor cited the reason for non-renewal as being that no other premise in the vicinity had applied for a licence to date. Businesses may not think it necessary to apply for a licence until the policy is enforced. This means that businesses may be operating pavement cafes in ways which inhibit movement of pedestrians, spoil the environment, or even cause safety hazards.

4.6 Enforcement has been limited to date due to competing demands on Roads technical officer resource.

4.7 Although enforcement of the policy is key, enforcement of an associated licence fee is not essential. Because of the low take-up of licences, enforcement of a licence fee at this time will not generate significant income for the Council.

4.8 There are a number of smaller businesses with one or two tables placed outside. The income generated by this low number of tables is unlikely to cover a licence fee and it is more likely that the proprietor will remove the tables if a fee is imposed.

- 4.9 The weather in Argyll is unpredictable which means that outside seating may only be used occasionally. This is likely to deter some businesses from purchasing a licence.
- 4.10 Pavement cafes add to the vibrancy of our towns and villages and make the environment more attractive to tourists. Ideally we want to encourage more of this type of facility as long as it is managed safely and attractively.
- 4.11 Waiving the licence fee but enforcing the requirement to obtain a licence is likely to lead to greater uptake and to encourage economic growth. We can then enforce the guidelines laid out in the policy to ensure each business operates their pavement café appropriately.
- 4.12 A further awareness campaign will be undertaken to encourage premises to either apply for a licence or remove their furniture from the footway.
- 4.13 Roads Technical Officers will engage with all known businesses who operate street cafes to encourage and support them to apply for a licence. Businesses will be advised on how to apply for a licence and on the guidelines in the policy.
- 4.14 Enforcement will be carried out after a reasonable time has elapsed following the campaign. Warnings will be issued to those premises who do not have a licence or who are operating outwith the guidelines.
- 4.15 The Café Licence Policy will be reviewed annually to ensure any changes to legislation, planning or litigation are taken into consideration.

## **5.0 CONCLUSION**

- 5.1 Café Culture is an increasing trend and an encouraging improvement to the vibrancy and economic growth of our towns. It is important for the policy to meet the demands of the businesses and at the same time provide safe and efficient management of our pavements. It is more important at this time to enforce the policy than to try to generate a small amount of income from Pavement Café Licences, which may ultimately discourage businesses from offering this type of facility.

## **6.0 RECOMMENDATIONS**

- 6.1 Members are asked to:

- Note the contents of this report
- Approve proactive engagement with the community to encourage further take-up of licenses
- Recommend that the Policy & Resources Committee approves the waiving of the Pavement Café Licence Fee for a further year

**7.0 IMPLICATIONS**

7.1	Policy	Policy for the Use of Pavements – Café Culture
7.2	Financial	None
7.3	Legal	Avoids contravention of the Roads (Scotland) Act 1984. Amendment to the policy to comply with the requirements of the New Roads and Street Works Act 1991.
7.4	HR	None
7.5	Equalities	Policy continues to ensure sufficient space is maintained for all pedestrian users.
7.6	Risk	None
7.7	Customer Service	Awareness of Policy

**Executive Director of Development & Infrastructure Services, Pippa Milne**  
**Policy Lead, Councillor Ellen Morton**  
July 2016

**For further information contact:** Stuart Watson, Traffic & Development Manager,  
01546 604 889

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## Environment, Development and Infrastructure Committee Work Plan 2016/17

<b>AUGUST 2016: This is an outline plan to facilitate forward planning of reports to the EDI Committee.</b>					
<b>11 August 2016</b>	<b>Title</b>	<b>Service</b>		<b>Date Due</b>	
	Development and Infrastructure Services Performance Report FQ1 and FQ4	Development and Infrastructure		19 July 2016	
	Argyll Enterprise Week	Economic Development & Strategic Transportation		19 July 2016	
	Update on Discover Space UK (DSUK) bid to provide UK Spaceport at Machrihanish.	Economic Development & Strategic Transportation		19 July 2016	
	2014-2020 Argyll and the Islands LEADER Programme – Service Level Agreement and Programme Launch & European Maritime and Fisheries Fund Update	Economic Development & Strategic Transportation		19 July 2016	
	Response to Call for Evidence on Enterprise and Skills Review	Economic Development & Strategic Transportation		19 July 2016	
	Winter Services Policy 2016/17	Roads and Amenity		19 July 2016	
	Burial and Cremation Policy	Roads and Amenity		19 July 2016	Noted at meeting on 13 April 2015 that a Policy would be brought forward early 2016 in response to concerns over fallen headstones raised by the MAKI Area Cttee  Taken off pre-agenda for 7 April and moved to next meeting

## Environment, Development and Infrastructure Committee Work Plan 2016/17

	Festive Lighting	Roads and Amenity		19 July 2016	
	Update on Implementation of the Pavement Café Licence Policy	Roads and Amenity		19 July 2016	
<b>Future Items</b>					
	Renewable Energy Action Plan	Economic Development & Strategic Transportation	First quarter of 2016		REAP requires to be refreshed this year.
	CARS Update /C 'town and Dunoon	Economic Development			Agreed an update would come to a future EDI
	Invasive Weeds Policy	Roads & Amenity Services			
	Litter Policy	Roads & Amenity Services			
	Update on Ferries Review	Economic Development & Strategic Transportation			Requested at Development Day.  28/07/16 Briefing note to come to future Committee subject to discussions with Transport Scotland.
	Scottish Government Consultation: Review of Nomenclature of Units for Territorial Statistics (NUTS) Boundaries	Economic Development & Strategic Transportation (Ishabel Bremner)			EDI 14 January 2016 agreed separate paper to be brought to future committee in respect of the inclusion of Helensburgh and Lomond in the current Highlands and Islands European Funding Area.  28/07/16 Noted that report currently on hold due to EU referendum result.
	Road Speed Policy	Roads & Amenity Services			Moved from 7 April agenda by Jim Smith