



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

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*27 February 2018*

**NOTICE OF MEETING**

A meeting of the **BUTE AND COWAL AREA COMMITTEE** will be held in **EAGLESHAM HOUSE, ROTHESAY** on **TUESDAY, 6 MARCH 2018** at **10:00 AM**, which you are requested to attend.

Douglas Hendry  
Executive Director of Customer Services

**BUSINESS**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
  - (a) Bute and Cowal Area Committee 5th December 2017 (Pages 3 - 8)
  - (b) Cowal Transport Forum 6th December 2017 (for noting) (Pages 9 - 18)
  - (c) Bute and Cowal Community Planning Group 6th February 2018 (for noting) (Pages 19 - 24)
- 4. PUBLIC AND COUNCILLOR QUESTION TIME**
- 5. SUPPORTING COMMUNITIES FUND** (Pages 25 - 36)  
Report by Community Development Officer
- 6. PERFORMANCE REVIEW - AREA SCORECARD** (Pages 37 - 54)  
Report by Performance Management and Improvement Officer.
- 7. ROTHESAY TO WEMYSS BAY FERRY ISSUES** (Pages 55 - 56)  
Briefing note by Marine Operations Manager

**8. ROADS AND AMENITY SERVICES UPDATE**

Briefing note by Head of Roads and Amenity Services (to follow)

**9. BUTE AND COWAL AREA COMMITTEE DATES 2018/19** (Pages 57 - 60)

Report by Area Committee Manager

**10. TILHILL FORESTRY - EXTRACTION OF TIMBER AT AUCHENLOCHAN - KCFC - FYNE HOMES - USE OF COUNCIL ACCESS ROAD** (Pages 61 - 68)

Report by Special Projects and Quality Improvement Manager

**11. QUEENS HALL UPDATE**

Report by CHORD Programme Manager

(a) Queens Hall Update Report (Pages 69 - 74)

**E1** (b) Queens Hall Appendix Information (Pages 75 - 82)

**E1 12. ROTHESAY PAVILION PROGRESS REPORT** (Pages 83 - 88)

Report by Rothesay Pavilion Project Manager

**E1 13. ROTHESAY TOWNSCAPE HERITAGE GOVERNANCE** (Pages 89 - 100)

Report by Senior Development Officer – East

**14. AREA COMMITTEE WORKPLAN** (Pages 101 - 102)

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

The appropriate paragraphs are:-

**Paragraph 8** The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

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

## **Bute and Cowal Area Committee**

Councillor Jim Anderson (Vice-Chair)	Councillor Gordon Blair
Councillor Jim Findlay	Councillor Audrey Forrest
Councillor Bobby Good (Chair)	Councillor Yvonne McNeilly
Councillor Jean Moffat	Councillor Alan Reid
Councillor Len Scoullar	

Contact: Andrea Moir, Senior Area Committee Assistant - 01369 708662

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**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held in the TIMBER PIER BUILDING, DUNOON on TUESDAY, 5 DECEMBER 2017**

**Present:** Councillor Bobby Good (Chair)

Councillor Jim Anderson	Councillor Yvonne McNeilly
Councillor Gordon Blair	Councillor Jean Moffat
Councillor Jim Findlay	Councillor Alan Reid
Councillor Audrey Forrest	Councillor Len Scoullar

**Attending:** Shirley MacLeod, Area Governance Manager  
David Mitchell, Dunoon Grammar School  
Barry Wilson, Rothesay Academy  
Sonya Thomas, Performance Management and Improvement Officer  
Marilyn Reilly, Bute and Cowal Development Officer  
Feargal De Buitelier, CARS Officer  
Mike Casey, Schools Redevelopment Project Manager  
Antonia Baird, Community Development Officer  
Lorna Pearce, Senior Development Officer  
John Gordon, Programme Manager, CHORD

**1. APOLOGIES**

No apologies for absence were intimated.  
It was intimated that Councillor Blair would join the meeting late.

**2. DECLARATIONS OF INTEREST**

Councillor Bobby Good and Councillor Jim Anderson declared a non-financial interest at item 11. Dunoon Business Improvement District (BID) due to them both being members of the board.

The Chair ruled and the Committee agreed to take agenda items 11. Dunoon Business Improvement District (BID) and item 10. Participatory Budgeting Out of sequence to facilitate officer attendance. These items were therefore taken after item 4. Secondary School Reports of The agenda.

**3. MINUTES**

**(a) Bute and Cowal Area Committee - 5th September 2017**

The Minute of the Bute and Cowal Area Committee held on 5th September 2017 was approved as a correct record.

**(b) Bute and Cowal Community Planning Group - 3rd October 2017 (for noting)**

The minute of the Bute and Cowal Community Planning Group held on 3<sup>rd</sup> October 2017 was noted.

**(c) Cowal Transport Forum - 4th October 2017 (for noting)**

The minute of the Cowal Transport Forum held on 4<sup>th</sup> October 2017 was noted.

(d) **Forward Dunoon and Cowal - 25th October 2017 (for noting)**

The minute of the Forward Dunoon and Cowal meeting held on 25<sup>th</sup> October 2017 was noted.

**4. SECONDARY SCHOOL REPORTS**

(a) **Dunoon Grammar School**

The Head Teacher of Dunoon Grammar School took the Committee through a progress update report on the schools achievements for the 2017 session.

**Decision**

The Committee:

1. Noted the contents of the report; and
2. Commended the work being done by the school.

Report by Head Teacher, Dunoon Grammar School dated 5 December 2017, submitted)

(b) **Rothesay Academy**

Councillor Blair joined the meeting during the consideration of this item.

The Head Teacher of Rothesay Academy took the Committee through a progress update report on the school's achievements in the 2017 session.

**Decision**

The Committee:

1. Noted the contents of the report and;
2. Commended the work being done by the school.

(Ref: Report by Head Teacher of Rothesay Academy dated 5th December 2017, submitted)

**5. PUBLIC QUESTION TIME**

There were no questions from the public.

Councillors Good and Anderson having declared a non-financial interest at the start of the meeting took no part in the discussion of the following item.

**6. DUNOON BUSINESS IMPROVEMENT DISTRICT (BID)**

The Committee gave consideration to a verbal update on the outcome of a report that was presented and the recommendations within, agreed at the Council meeting of the 30 November .

**Decision**

The Committee noted the verbal update.

(Ref: Verbal update by Bute and Cowal Development Officer, dated 5 December 2017, submitted.)

Councillor Blair declared a non-financial interest in the following item due to being a member of the Cowal Fiddle orchestra.

## **7. PARTICIPATORY BUDGETING**

The Committee gave consideration to a report providing information on Supporting Communities Fund – Participatory Budgeting Pilot Approach 2018/2019.

### **Decision:**

The Committee noted the role of the Area Committee in the Participatory Budget approach to distributing the Supporting Communities Fund.

(Ref: Report by Community Planning Manager, dated 5 December 2017, submitted.)

## **8. COUNCIL PERFORMANCE REPORTING FQ2 2017/18**

The Committee considered the Area Scorecard for financial quarters 1 and 2 of 2017-2018.

### **Decision**

The Committee:-

1. Noted the performance presented on the scorecard.
2. Noted work is ongoing to embed the new reporting process going forward; and
4. Agreed to provide any feedback on suggested improvements/additions to the scorecard, this would be discussed at the next scheduled Business Day.

(Ref: Report by Performance and Improvement Officer dated 5th December 2017, submitted).

## **9. DUNOON CONSERVATION AREA REGENERATION SCHEME (CARS) GOVERNANCE**

The Committee gave consideration to a report seeking approval of the proposed governance arrangements for Dunoon CARS 2017-2022.

### **Decision**

The Area Committee agreed to approve the governance arrangements detailed in the report.

(Ref: Report by Dunoon CARS Officer, dated 5 December 2017, submitted.)

## **10. CHARITY AND TRUST FUNDS**

A report setting out the proposed method for distribution of the charities and trust funds in the Bute and Cowal Area was considered.

### **Decision**

1. The Committee agreed the distribution of the Charities and Trust Funds as outlined in the report; and
2. Noted the change in governance arrangements for two funds which will now be disbursed to Live Argyll.

(Ref: Report by Finance Manager dated 5th December 2017, submitted).

**11. NEW SCHOOLS REDEVELOPMENT PROJECT - KIRN PRIMARY SCHOOL AND DUNOON PRIMARY SCHOOL**

A report providing the Committee with progress on the Council's Schools Redevelopment Project in partnership with hubNorth Scotland Ltd (hubNorth) to build a new primary school in Kirn and the refurbishment/part new build of Dunoon Primary School, was considered.

Mr Casey gave a presentation to the Committee on the progress with both Kirn and Dunoon Primary Schools.

**Decision**

The Committee:

1. noted the contents of the report and presentation;
2. thanked Mr Casey and his Team for all their hard work with these projects; and
3. Noted that concerns raised around the consultation process should be raised with the Head of Service for Education.

(Ref: Report by School Redevelopment Project Manager dated 5th December 2017, submitted).

The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the public for the following items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 8&9 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

**E1 12. DISCOVERY CENTRE GRANT RECOMMENDATION**

The Committee gave consideration to a report seeking approval of a grant award to Visit Scotland in relation to the repair of their property, the winter gardens discovery centre, Rothesay.

**Decision:**

The Area Committee:

1. Agreed the recommendation at 2.1 of the report; and
2. Noted that concerns raised be reported to Historic Scotland.

(Ref: Report by Senior Development Officer, dated 5 December 2017, submitted.)

**E1 13. CHORD - QUEENS HALL, DUNOON - COMMERCIAL UPDATE**

A report providing the Committee with an update on the commercial position of the project was considered.

**Decision**

The Committee agreed the recommendations at 2.1 and 2.2 of the report.

(Ref: Report by CHORD Programme Manager dated 5th December 2017, submitted).



**14. WORKPLAN**

The Committee considered the Bute and Cowal Workplan for December.

**Decision**

The Committee:

1. Noted the Bute and Cowal Workplan; and
2. Requested that the Transformation Project Manager be invited to the next Bute and Cowal Business Day in respect of providing an update on Public Conveniences.

(Ref: Bute and Cowal Workplan dated 5th December 2017, submitted).

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**MINUTES of MEETING of COWAL TRANSPORT FORUM held in the TIMBER PIER  
BUILDING, DUNOON  
on WEDNESDAY, 6 DECEMBER 2017**

**Present:** Councillor Alan Reid (Chair)  
Councillor Jim Anderson Councillor Bobby Good (representing WMC)  
Councillor Audrey Forrest

**Attending:** Melissa Stewart, Argyll and Bute Council  
Douglas Blades, Argyll and Bute Council  
Archie Reid, Strachur Community Council  
Iain McInnes, Lochgoil Community Council  
Gordon Ross, Western Ferries  
Alistair McLundie, Western Ferries  
Iain MacNaughton, Sandbank Community Council  
Jim Wilson, Hunter's Quay Community Council  
Graham Revill, Kilmun Community Council  
Lee McDowell, Argyll Ferries  
George Fiddes, Transport Scotland  
Kevin McIntosh, Argyll and Bute Council  
Fulton McInnes, Hunter's Quay Community Council  
PC Alex Burton, Police Scotland  
Cathy Morrison, South Cowal Community Council  
Jean Stevenson, Hunter's Quay resident  
Ian Stevenson, Hunter's Quay resident  
Anne Wilson, Hunter's Quay resident

### **1. APOLOGIES**

The Chair welcomed everyone to the meeting of the Cowal Transport Forum.

Apologies were received from:-

Willie Lynch, Chair of Dunoon Community Council  
Councillor Yvonne McNeilly  
Paul Farrell, Argyll and Bute Council  
Ruairidh MacGregor, Scottish Water

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

### **3. MINUTES**

The minute of the previous meeting of the Cowal Transport Forum held on 4<sup>th</sup> October 2017 was approved as a correct record subject to two changes at page four, paragraphs three and four to reflect there being only one Traffic Commissioner and that it is the timing of the bus that requires to be brought forward.

#### 4. TRANSPORT SCOTLAND

##### (a) A83 Closure Procedure

George Fiddes provided the Group with the following update:

- A82 Contingency works went to plan and disruptions were kept to a minimum.
- Improvements are in place for the future and they are looking at key nodes on the network to set up storage boxes on the road with traffic signs in association with Argyll and Bute Council.
- Existing arrangements for this winter are in place.
- A location for the A83 VMS sign at Inveraray is being looked at, at the moment.
- Police Scotland had no update on situation but stated that they don't always have the resources and look to BEAR and Argyll and Bute Council to take traffic management forward in certain situations.
- It was noted if it is a serious incident then situation evolves and agencies react as best they can to the situation. Police Scotland's first priority is always to deal with the incident itself, followed by the traffic management.

Kevin MacIntosh informed the Group that:

- They are trying to better identify locations for diversions kits and the purchase of lockable cabinets is in progress.
- Agencies have limited resources across the board and due to geographic nature of the area it takes time to set diversions and alternative routes up.
- Two VMS signs have been refurbished by BEAR and will be positioned shortly on the A815 at the junctions with the A886 and A880, hopefully in place before Christmas.

Iain McInnes requested that signage better reflects where the actual closures are. It was identified that responsibility for the maintenance of the VMS signs would be with Transport Scotland.

Archie Reid expressed disappointment at the length of time it is taking to put the VMS signs in place. George Fiddes and Kevin MacIntosh agreed to chase this up and email the Chair and the Group on when they will be in place.

Iain McInnes asked why a VMS sign couldn't be put up on a B class road. Kevin MacIntosh responded that the cost and responsibility of the sign would limit getting one, what's in place on the whole does work, that there was no identifiable budget to accommodate this and temporary signage would be used to alert road users so not much would be gained from having a VMS.

## **OUTCOME**

The Group noted that the locked boxes containing temporary signage and two refurbished VMS signs will be in situ early next year and that Iain McInnes was dissatisfied that there was no budget for a VMS sign at Lochgoilhead, a matter which he intended to independently pursue with members of the Bute and Cowal Area Committee.

## **5. FERRIES UPDATE**

### **(a) Dunoon to Gourock Tendering Process**

Gordon Ross provided a brief update that there was an interim report to be published by the Transport Minister in December. The Transport Minister had indicated that there preference would be no requirements to tender going forward, however there are still significant obstacles to overcome. For example ownership and financial governance.

Gordon Ross commented that the existing contract with Argyll Ferries could continue for months if not years.

Lee McDowell spoke regarding the additional information requested from Caledonian MacBrayne before the full report would be published and Gordon Ross commented that the contract could continue for months if not years until a final answer was forthcoming.

Current services as they stand will continue and the Transport Minister indicated that there will be no answer on RET until the policy issues are dealt with.

Archie Reid stated that currently this was not good enough for the town. Western Ferries run a great service but he wants a reliable passenger service in the town as people can't be expected to walk to Western Ferries. He also commented that businesses rely on people coming to the town and the current passenger only service is not reliable or acceptable.

## **OUTCOME**

The Group noted that a reliable passenger service is required and requested that George Fiddes invite a suitable representative from Transport Scotland to the next meeting to discuss ferries.

### **Argyll Ferries**

Lee McDowell provided the following update:

- Security is now in place on Fri & Sat evenings and ticket sales are now done on the shore at Gourock.
- Works completed successfully on Gourock roundhead.
- *Ali Cat* DD completed successfully - ran a day late due to tides when going in water.
- *Argyll Flyer* went in for engine repairs prior to that for several days as pre-emptive repairs
- No current timetable changes

- Still waiting on a decision re *Coruisk* over winter - could be from 17th Dec but this is still to be confirmed by Transport Scotland.
- Currently working on improving heating and the impact of removing the vending machines

## **Western Ferries**

Gordon Ross provided the following update:

- The linkspan at McInroy's Point was almost complete but required a week of good weather to ensure the crane could operate.
- Planning permission is being considered by Argyll and Bute Council to replicate the works from McInroy's Point at Hunters Quay which will improve turnaround and less exposure to tidal shifts. Works for this will start spring 2018 and it is hoped that it will improve shuttling and robustness of service and give multiple berthing options.

Iain McNaughton asked if there would be any Improvements to passenger facilities. Gordon responded as they are running a service with no longer than a 15 minute waiting time improvements aren't really required. It was noted that ferry users should check social media for any disruptions to the service due to climactic weather as this is updated regularly.

## **Caledonian MacBrayne**

Lee McDowell provide the following update:

Colintraive Rhubodach:

- Work progressing at Colintraive - temp slip now in service and new traffic management in place to allow refurb of old slip. New slip being built at Rhubodach
- Cancelled sailings in spring owing to exceptional spring tides causing negative tidal predications.

Tarbert to Portavadie:

- Isle of Cumbrae Technical Issue delay on relief vessel caused by simultaneous other breakdowns
- Reduction in cancelled sailings due to using the smaller MV Raasay to cover.

Douglas Blades asked if there was anything that could be done to prevent those parking at Rhubodach from removing the traffic cones which then caused an issue for the bus turning.

## **OUTCOME**

Lee McDowell agreed to raise the issue of bus turning at Rhubodach with his colleagues and request that they keep an eye on the situation.

### **(b) RET**

This item was taken together with item 5 (a), Dunoon to Gourock tendering process, of the minute.

### **(c) Improved Port Facilities (CMAL)**

The Group noted the response letter by CMAL and noted that works are now complete.

(d) **Cancelled Sailing Statistics**

The Group considered a Reliability and Punctuality report which set out the summer performance from this year with last year's figures being used as a comparator.

**OUTCOME**

The Group noted the information provided.

**6. PUBLIC TRANSPORT UPDATE**

(a) **Dunoon - Carrick Castle Bus**

The application to change the registration for this bus service has been submitted and the change to the service, allowing it to start at Dunoon Grammar School, not stop at the School Hostel, and then continue onto Carrick, will commence on the 5<sup>th</sup> February 2018.

(b) **Helensburgh - Carrick Castle Bus**

Douglas Blades has chased the operator up about agreeing a revised timetable that he has produced. Once this is agreed then it will be put to put SPT for approval.

**OUTCOME**

Douglas Blades will provide an update to the Group in the New Year.

(c) **Alexandra Parade Bus**

Douglas Blades informed the Group that he was awaiting a response from McGills so a further update was currently not available.

He advised that the local service can be used with concession cards but he is still trying to get them to introduce a local fare.

Concerns were raised by Jim Wilson on the non-compliance of McGills coaches regarding disabled access.

**OUTCOME**

Douglas will provide a report on the legal position for next meeting and will chase McGills up for a response.

(d) **Bus Stops, Toward**

Douglas Blades informed the Group that a site meeting will be arranged for early next year and if the 2018/2019 budget has available funds then additional bus stops will be put in place.

(e) **482 and 483 Services**

Douglas Blades informed the Group that the request for these services to be extended to pass through Argyll Street is in progress. He hoped this would be implemented by the 12th February 2018 as the Traffic Commissioner would need to be notified.

(f) **Dial-A-Bus**

Douglas Blades informed the Group that it would not be possible for a service to be put on between Innellan and Toward, but the service is available to be booked by registered users who live in that area. Currently there is a service on a Monday, Wednesday and Thursday in the Innellan /Toward area.

**OUTCOME**

The Group agreed this item can now be removed from the agenda.

(g) **Camera at Rest & Be Thankful Bus Stop**

A funding bid along with a letter of support from Citylink has been submitted to SPT but there is no further update on this at present.

George Fiddes stated that he has asked BEAR to review and rationalise the signage and see if anything is missing. Iain McInnes felt there should be a sign on the main road to point out that there are vehicles turning into junction and bus stop.

It was expressed by Transport Scotland and Argyll and Bute Council that more signage wouldn't be considered and that there was an issue in terms of responsibility for white lining.

**OUTCOME**

- Nigel Potts to send George Fiddes the white lining plan of the junction so it can be cross referenced with Transport Scotland's map to ascertain who is responsible for the white lining.
- A letter from the Transport Forum to the Forestry Commission to be drafted to engage them regarding their area of land.

(h) **Fountain Quay Bus Shelter**

Douglas Blades informed the Group that this is currently on hold due to the land being for sale. He has contacted Bield housing association to see if their land could be used but has had no response as of yet.

(i) **Automatic signalling at Gourock**

No update was available and Network rail have not provided a response to the letter from the Transport Forum.

**7. ROADS UPDATE**



(a) **A83 - VMS Signs**

This item was dealt with at 4. (a) A83 Closure Procedure of the minute.

(b) **Congestion at Hunter's Quay**

The Group held a discussion around the overflow of cars queuing for Western Ferries as well as the current parking arrangements, speeding issues, the re-positioning of the bus stop and the concerns raised regarding the sharp bend in the road.

Kevin McIntosh suggested that this matter be removed from the agenda and pursued directly with those affected. His suggestion was to reconvene a meeting to receive information from Western Ferries about any overspill which they had been asked to monitor. He advised that previous instances seemed to be short lived but it was best to take this away to conduct an appraisal as to how to progress this although in terms of the traffic orders in place there were limited opportunities to do anything.

Gordon Ross confirmed he was happy to meet again and that the situation was monitored by staff. Captain McLundie stated that there have been some unforeseen issues that have caused back up but these situations have been dealt with.

Fulton McInnes stated that having no back up was unacceptable as CC get complaints potential danger and requested that the matter remain on the agenda.

Traffic calming measures were discussed in terms of the potential for a speed restriction and reinstating the central line and an abandoned car a few spaces up from the bus stop was brought to the attention of the Group.

**OUTCOME**

1. A meeting will be convened in January, during office hours, between Argyll and Bute Council's Roads department, Western Ferries, Hunter's Quay Community Council, Police Scotland and Elected Members. The purpose of the meeting will be to analyse the situation further and try and identify a solution and it was requested that a minute of the meeting be produced, with a request that the Governance and Law team provide a minute taker for the meeting.

It was noted that concerned/ affected residents should feed in their views via local Elected members or their Community Council who should raise any issues on their behalf.

2. Kevin McIntosh would take pursue the relocation of the bus stop and reinstatement of central lining.

3. PC Burton would look into the relevant legislation regarding the abandoned vehicle and report back to the Group.

(c) **Kirn Traffic Management**

Kevin McIntosh held a site meeting with Envirokirn to discuss issues and identify possible solutions. A survey will be carried out to assess if there are speeding issues and traffic calming methods will be looked into and investigated, as well as the parking in the area.

**OUTCOME**

- Kirn Brae no waiting plate still to be removed – Kevin McIntosh will chase this up.
- PC Burton will look into disabled parking law enforcement and report back to the Group.

(d) **Update on TRO's at Dunoon Pier and Rest & Be Thankful Bus Stop**

**Rest and Be Thankful Bus Stop**

This is currently in progress with no further update on timescale available at the moment.

Kevin McIntosh reiterated that limited resources is an issue and that the process can take six months. It is hoped that this order will be place by March 2018.

Kevin also informed the Group that the enforcement of the TRO may be sporadic due to limited resources, but if a pattern of abuse is identified then enforcement will be put in place.

**Dunoon Pier**

A paper containing an update and proposals will be brought to the Bute and Cowal Area committee early 2018 for their consideration.

Iain McInnes raised concerns at the length of time TROs are taking to process.

**OUTCOME**

Kevin McIntosh to update the Chair by email on the progress of the Rest and Be Thankful TRO.

(e) **Abandoned Car in George Street Car Park**

The Group noted that the car has now been removed and Hunter's Quay Community Council expressed gratitude to Stuart Watson for his assistance in the matter.

**8. SCOTTISH WATER**

(a) **Kilmun and Strone Update**

The Group noted the written update provided by Scottish Water.

## **9. POLICE SCOTLAND**

No further update was provided.

## **10. ANY OTHER COMPETENT BUSINESS**

Kevin McIntosh provided the Group with the following verbal update:

- Queens Hall works are ongoing with temporary new road layout in place.
- B8000 sea wall repair works ongoing and there may be short periods of lengthy delays
- B836 – proposed works to install fibre for the Clachaig area will start after the 18<sup>th</sup> Jan 2018.

George Fiddes responded that one sign now working and the other is currently being repaired and temporary signage is in place. He agreed to provide an update to group on completion.

Douglas Blades informed the Group that he had received a request to change the bus time for the late bus that travels from Glen Finart to Toward. This change will facilitate the bus meeting the ferry when Argyll Ferries are undergoing refit works. Cathie Morrison felt that this makes sense, didn't think there would be any issues but agreed to raise this with South Cowal Community council.

Fulton McInnes asked if car parks would be free over the festive period. Councillor Forrest responded this was an ongoing debate and this is being actively pursued by local councillors.

## **11. DATE OF NEXT MEETING**

Wednesday 7<sup>th</sup> March 2018, 10am, Timber Pier Building, Dunoon.

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**MINUTES of MEETING of BUTE AND COWAL COMMUNITY PLANNING GROUP held in the  
TIMBER PIER BUILDING, DUNOON  
on TUESDAY, 6 FEBRUARY 2018**

**Present:** Willie Lynch, Dunoon Community Council (Chair)

Alistair McLaren, Argyll TSI  
Shirley MacLeod, Area Governance Manager, Argyll & Bute Council  
Stuart McLean, Area Committee Manager, Argyll & Bute Council  
Councillor Alan Reid  
Samantha Somers, Community Planning Officer, Argyll & Bute Council  
Sharon MacDonald, Community Development Officer, Argyll & Bute Council  
Iain MacInnes, Digital Liaison Officer, Argyll & Bute Council  
Iona MacPhail, Regional Manager, ACHA  
Elaine Cameron, ACT Hubs Project Officer, ACT Hubs  
Helen Dick, Argyll and the Isles Tourism Cooperative  
Carron Tobin, Argyll and the Isles Tourism Cooperative  
Blair Moglia, CalMac Ferries  
Ailsa Clark, Inspiralba  
Paul Roberson, Police Scotland  
David McCaughey, Scottish Fire and Rescue  
Jas J Wilson, Hunter's Quay Community Council  
Kirstie Reid, Strachur Community Council  
Eleanor Stevenson, South Cowal Community Council  
Eileen Connel, Ardentenny Community Council  
Thomas McAlister, UnLtd

**1. WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting and general introductions were made.

Apologies were received from :-

Campbell Cameron, Community Broadband Scotland  
Alison McGrory, NHS  
Councillor Jim Anderson  
David McKenzie

**2. DECLARATIONS OF INTEREST**

No declarations of interest were intimated.

**3. MINUTES**

**(a) Bute & Cowal Community Planning Group - 3rd October 2017**

The minute of the Bute and Cowal Community Planning Group meeting of 3<sup>rd</sup> October 2017 was approved as a correct record.

#### **4. MANAGEMENT COMMITTEE AND FULL PARTNERSHIP UPDATE**

The Group gave consideration to a briefing note outlining the highlights from the Argyll and Bute Community Planning Partnership (CPP) Management Committee meeting and full Partnership held on 5<sup>th</sup> December 2017.

##### **Decision**

The Group noted the contents of the briefing note.

(Ref: Briefing Note by Community Planning Manager, dated 6<sup>th</sup> February 2018, submitted).

#### **5. AREA COMMUNITY PLANNING ACTION PLAN**

##### **(a) Area of Interest: Tourism**

The Group gave consideration to a presentation and video from Carron Tobin of Argyll and the Isles Tourism Cooperative (AITC).

Discussion took place around the 'Wild about Argyll' campaign and Ms Tobin agreed to circulate the online and video links.

##### **Decision**

The Group noted the presentation and information.

(Ref: Presentation by Carron Tobin dated 6<sup>th</sup> February 2018, submitted).

#### **6. COMMUNITY FOCUS**

The Community Development Officer for Bute and Cowal noted the opportunity for community groups to participate in CPG meetings to raise awareness of their projects and seek support from partners, and made a plea for local groups to take up this chance. It was noted that the Third Sector Interface links strongly to this work and agreed that Ms Macdonald should encourage the Bute Island Alliance to attend the May CPG meeting which is in Bute, and work with Dunoon groups to encourage input from one of them to the August meeting which is to be held in Dunoon.

#### **7. ARGYLL AND BUTE OUTCOME IMPROVEMENT PLAN 2013-2023 - OUTCOME 1 (THE ECONOMY IS DIVERSE AND THRIVING)**

##### **(a) Social Enterprise in Argyll Update**

The Group gave consideration to a presentation from the Development Manager at Inspiralba.

She provided information on the census of Social Enterprise in Argyll and Bute, the characteristics and the future of Social Enterprise in the area.

##### **Decision**

The Group noted the presentation.

(Ref: Presentation by Development Manager, Inspiralba dated 6<sup>th</sup> February 2018, submitted).

(b) **Tourism**

The Group gave consideration to an information strategy update report from the Regional Director of Visit Scotland. The report detailed the background to the closures of the Tourist Information Centres across Argyll and Bute and provided figures in relation to those offices earmarked for closure. It also noted that there would be regional hubs created in Islay, Mull, Oban and Rothesay.

**Decision**

The Group noted the information provided.

(Ref: Report by Regional Director, Visit Scotland dated 6<sup>th</sup> February 2018, submitted).

(c) **Highlands and Islands Enterprise**

The Group gave consideration to a progress report from the Head of Special Projects at Highland and Islands Enterprise.

**Decision**

The Group noted the contents of the progress report.

(Ref: Report by Head of Special Projects, HIE, dated 6<sup>th</sup> February 2018, submitted).

(d) **Strategic Urban Regeneration Fund (SURF)**

Unfortunately there was no one in attendance from the Strategic Urban Regeneration Fund. It was agreed this item would be discussed at the next B&C Community Planning Group meeting when discussing Outcome 1 (The Economy is Diverse and Thriving).

(e) **No Fuss Events**

Unfortunately there was no one in attendance from No Fuss Events. It was agreed this item would be discussed at the next B&C Community Planning Group meeting when discussing Outcome 1 (The Economy is Diverse and Thriving).

(f) **Argyll and the Isles Coast and Countryside Trust**

The Group gave consideration to a report on the Argyll and the Isles Coast and Countryside Trust (ACT) Hubs Project, who have an active role in promoting tourism. ACT was established in April 2014 with a main vision to maintain, enhance and promote the coast and countryside of Argyll so that residents and visitors can enjoy it forever.

Discussion took place on the range of objectives to help fulfil their vision.

**Decision**

The Group noted the information provided.

(Ref: Report by ACT Hubs Project Officer dated 6<sup>th</sup> February 2018, submitted).

**8. ARGYLL AND BUTE OUTCOME IMPROVEMENT PLAN 2013-2023: OUTCOME 2 (WE HAVE INFRASTRUCTURE THAT SUPPORTS SUSTAINABLE GROWTH)**

**(a) Digital Update**

The Group gave consideration to a report providing an update on various digital infrastructure projects which are ongoing in the area including Superfast Broadband, other Broadband issues and mobile communications.

**Decision**

The Group noted the report.

(Ref: Report by Digital Liaison Officer dated 6<sup>th</sup> February 2018, submitted).

**(b) Community Broadband Scotland**

The Group gave consideration to a report from Campbell Cameron, CBS Adviser on Kyles Community Broadband (KCB) who have published a fresh State Aid Consultation for the supply of Superfast Broadband for the area of the Kyles of Bute.

The report advises that KCB Board plan to issue a fresh invitation to tender shortly for that service to be provided via the usual procurement channels. It is expected that project costs of c. £2.5m will be delivered via SRDP managed funds. The full project paper which will be completed for HIE approval will detail the project costs, funding package and on-going project sustainability.

The SAPC seeks to identify if any commercially provided service is proposed for the project area.

**Decision**

The Group noted the information report.

(Ref: Report by CBS Adviser dated 6<sup>th</sup> February 2018, submitted).

**(c) ACHA Annual Update**

The Group gave consideration to a detailed presentation from the



Regional Manager of ACHA.

Ms MacPhail discussed the key issues which are stock rationalisation, investment and regeneration, ACHA's Estate Management Action Plan, Community Action Fund; and Argyll Homes for All (AHFA).

Ms MacPhail advised that there is £2,500 available in the Community Action Fund for the Bute and Cowal area and asked that if anyone was interested in a grant before the end of the financial year to contact her.

## **Decision**

The Group noted the presentation.

(Ref: Presentation by Regional Manager, ACHA, dated 6<sup>th</sup> February 2018, submitted).

### **(d) Scottish Water**

Unfortunately there was no one in attendance from Scottish Water. It was agreed this item would be discussed at the next B&C Community Planning Group meeting when discussing Outcome 2 (We have Infrastructure that supports sustainable growth).

## **9. PARTNERS UPDATE**

### **Scottish Fire and Rescue**

Mr Mccaughey from Scottish Fire and Rescue gave an update to the Group. He advised that there have been 250 fire incidents in the last quarter and they have attended 175 home fire safety visits in the area. He confirmed that they ran a local campaign and undertook 39 home fire safety visits locally and advised they are available for anyone and to get in touch with the local office if you require one.

In responding to a question about fire hydrant checks Mr Mccaughey agreed to provide the requested information to Hunter's Quay Community Council.

He discussed the young volunteer firefighter programme. and agreed to circulate information on this to the group.

### **Police Scotland**

Paul Robertson from Police Scotland gave an update to the Group on the last quarter. He confirmed that Bute and Cowal have a new Inspector called Duncan McLean who will be moving to the Dunoon area next month.

He advised the festive period went very well with less violence and anti-social behaviour crimes with an ongoing action plan in the key hot spot areas. He confirmed there has been a reduction overall in the last quarter.

He advised that the new Youth Engagement Officer is continuing to progress and develop and Mr Mitchell at Dunoon Grammar School has been very supportive in

working alongside them. He is also developing a Police Scotland Youth Volunteer group and will shortly be advertising for adult volunteers. ,

He advised that he is continuing to work closely with the licenced premises in the area to help reduce the amount of crimes.

### **Third Sector Update**

Alistair McLaren gave an update to the Group on the traumatic and difficult year that Argyll TSI has faced with staffing difficulties but confirmed that interviews are taking place soon for a new Chief Executive which will be the start of something new.

### **CalMac Ferries**

Blair Moglia from CalMac Ferries gave an update on the last Community and Stakeholder Board meeting which took place on 19<sup>th</sup> January and confirmed that the Terms of Reference for the group and all minutes are on the CalMac website

## **10. DATES FOR FUTURE MEETINGS 2018/19**

The Group gave consideration to a report on the dates of future meetings of the Bute and Cowal Community Planning Group.

### **Decision**

The Group agreed the dates as follows:-

- Tuesday 14<sup>th</sup> August 2018 at 10am in the Timber Pier Building, Dunoon
- Tuesday 6<sup>th</sup> November 2018 at 10am in Eaglesham House, Rothesay
- Tuesday 5<sup>th</sup> February 2019 at 10am in the Timber Pier Building, Dunoon
- Tuesday 7<sup>th</sup> May 2019 at 10am in Eaglesham House, Rothesay

## **11. DATE OF NEXT MEETING - TUESDAY 1ST MAY AT 10.00 IN EAGLESHAM HOUSE, ROTHESAY**

The Group noted that the next meeting of the Bute and Cowal Area Community Planning Group would take place at 10.00am on Tuesday 1<sup>st</sup> May 2018 in Eaglesham House, Rothesay.

CHIEF EXECUTIVES

6 March 2018

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**SUPPORTING COMMUNITIES FUND 2018/19**

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**1.0 SUMMARY**

- 1.1 This report recommends projects to be put forward to a public vote for the award of the Supporting Communities Fund in Bute and Cowal.
- 1.2 This process is part of the Council's decision to undertake a pilot project with the Supporting Communities Fund and trial a Participatory Budgeting (PB) approach to distributing the funds.
- 1.3 Voting is expected to take place from 3<sup>rd</sup> to 30<sup>th</sup> April and a plan to engage and promote this to all citizens in the administrative area is attached for consideration.

**2.0 RECOMMENDATIONS**

- 2.1 Area Committee agrees the 27 projects, listed in table 1, progress to the public vote.
- 2.2 Area Committee considers and provides any further suggestions to the proposed plan for engagement and promotion of voting.

**3.0 DETAILS**

- 3.1 It was agreed by Council on 27 September 2017 that the Supporting Communities Fund be distributed via a PB approach for 2018/19 as a pilot. Recommendations from the pilot will support the Council's considerations of how it could best implement the Scottish Government target of 1% of budget distributed through PB methods by 2020.
- 3.2 Area Committee considered the outline approach to the pilot project at their meeting in December.
- 3.3 A website for project ideas was open from 13 November to 22 December 2017. 45 ideas were shared on this for Bute and Cowal. Some of these ideas developed to applications to the fund. An evaluation of the ideas site will form part of the overall evaluation of the pilot.
- 3.4 38 eligible applications were received in Bute and Cowal. The process of scoring of applications against criteria remains the same as in previous years of the fund. 27 projects are recommended to go forward to public vote, see Table 1.

- 3.5 It was agreed at Council on 27 September that in 2018/19 successful applicants, via public vote, can receive full funding of project up to maximum of £2,500.
- 3.6 The Supporting Communities Fund (SCF) budget made available by the Council for allocation in Bute & Cowal for 2018/19 is £24,500. In addition, there is a carry forward of £2,736 from a return of funds from previous projects unable to spend their funding, giving a total available for allocation at public vote of £27,236.
- 3.7 Projects that are not recommended to go forward this year either did not meet the criteria or meet a threshold in the scoring to be taken forward. Support to strengthen future funding applications is offered to those projects. Details in Table 2.
- 3.8 For projects going forward to the public vote support is provided to best describe the project and illustrate it with an image for the online dedicated voting website. A plan to promote voting to citizens in the area is attached for consideration.
- 3.9 A focus group of representatives from groups identified as potentially having a lower equality of access to online voting sites is informing the approach and the attached plan may develop subject to their input.

#### **4.0 CONCLUSION**

- 4.1 The trial of a PB approach to distributing the Supporting Community Fund will culminate in a digital online public vote that will take place from 3<sup>rd</sup> to 30<sup>th</sup> April. The engagement plan attached will provide a wide and varied approach to engaging with the public and, informed by the Focus Group, provide assistance for those that need it.
- 4.2 On completion of the grant pilot process, a full evaluation will take place to review and make recommendations for future Supporting Communities Fund distribution.

#### **5.0 IMPLICATIONS**

- 5.1 Policy: Pilot project in response to legislation within the Community Empowerment Act requiring Councils to consider Participatory Budgeting in financial decision making
- 5.2 Financial: As per area budget allocation.
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities Potential inequality in accessing a digital voting site is recognised, a focus group has been put together to address this
- 5.6 Risk: Monitoring of the process will minimise any risk to the Council
- 5.7 Customer Service: None

**6.0 APPENDICES**

- 6.1 Table 1 – Recommendations to go forward to Public Vote
- 6.2 Table 2 – Not going forward to Public Vote
- 6.3 Engagement Plan – Public Vote

**Rona Gold**  
**Community Planning Manager**  
**Community Planning and Community Development**

**26 February 2018**

**For further information contact:** [communitydevelopment@argyll-bute.gov.uk](mailto:communitydevelopment@argyll-bute.gov.uk)

**Table 1 – Recommendations to go forward to Public Vote**

Ref No	Organisation	Project Title	Description	Amount Requested
1	1 <sup>st</sup> Rothesay Boys Brigade	"Get Outdoors, Be Adventurous" with the 1 <sup>st</sup> Rothesay Boys Brigade	Towards costs for the group to attend a weekend at 'Lapwing Lodge' Outdoor Centre <a href="http://www.lapwinglodge.org.uk/">http://www.lapwinglodge.org.uk/</a> To allow the young people to be part of a team and develop social skills and face challenges.	£1,250
2	1 <sup>st</sup> Rothesay Girls Brigade	1 <sup>st</sup> Rothesay Girls Brigade	Towards the cost for group to travel and take part in Girls Brigade 125th celebrations at Auchengillan outdoor Centre <a href="http://www.auchengillan.com/">http://www.auchengillan.com/</a> And also to purchase arts/crafts and sports equipment.	£1,657
3	11 <sup>th</sup> Greenock and District (1 <sup>st</sup> Bute) Scout Group	First Camping experience and sleepover for Scouts on Bute	Towards training and travel costs for Scout leaders and for purchasing equipment for activities and catering for the Scouts sleepover.	£1,500
4	26 <sup>th</sup> Argyll Scouts Group	Opening Pathway	For help to buy materials to open up a Pathway between the car park and woodland at Sandbank. The Scout Group are working in partnership with the Sandbank Community Council to complete and maintain the project.	£1,300
5	Ardentinny Community Council	Information for All	Towards the cost of applying for planning permission and the installation of a notice board to allow the village groups to display information for all.	£1,000

Ref No	Organisation	Project Title	Description	Amount Requested
6	Barbara's Wildlife	Walk on the Wild Side	Costs to train volunteers in Wildlife First Aid. Some volunteers have mental health problems and working with wildlife has significantly improved their Health and Wellbeing. Funds will also be used to help with raising awareness of wildlife in nurseries and schools.	£2,500
7	Beachwatch Bute	Plastic is rubbish	The project aims to reduce/eliminate plastic straw usage on Bute by working with local businesses to promote alternatives. In return for making changes, they will provide an annual Certificate detailing their pledge, to display on their premises.	£1,640
8	Blairmore Village Trust	Blairmore Hub	Towards costs of running the Blairmore Hub. Residents and visitors of the Shore Communities can meet up on a Thursday morning, for a cup of tea, cake and a chat and to get involved in various projects. The aim is to help to reduce isolation and loneliness within the Community.	£2,228
9	Brandane Bulls	Brandane Bulls Children's Football	Towards Cost of hiring sports facilities and activities equipment. The group has grown from an average of 20 young people to 80 young people attending training sessions. The Club also subsidises the cost of training and travel for the young people.	£1,160
10	Bute Photographic Society	Photographic Exhibition for the Elderly – the Bygone Years	Towards the cost of hosting a series of intergenerational events over the summer, gathering the older and younger generations together to enjoy afternoon tea and photographs and share stories and experiences.	£600

Ref No	Organisation	Project Title	Description	Amount Requested
11	Bute Shinty Club	Bute Shinty Club Youth Section	Towards costs of activities equipment and travelling costs to attend competitions/games off the Island.	£1,750
12	Comann nam Pàrant	Summer Play scheme	A contribution towards running a Gaelic Summer Play scheme in Dunoon. The aim is to keep the young people engaged with the Gaelic language through the summer holidays.	£1,750
13	Cowal and Bute Shinty Development Group	Providing Shinty Skills for All in Cowal	The funds will be used to purchase start up equipment and for hire of premises to run free evening Shinty sessions over the summer months.	£1,150
14	Cowal Community Orchestra	Musical Memories for Dementia Sufferers in our community	To allow the musical director to set up backing discs for a variety of musical genres to use when the Orchestra go out to play at Care Homes and events.	£2,500
15	*Cowal Fiddle Workshop	The Dunoon Scottish Music Workshop	Towards cost of staging a 3 day Traditional Scottish Music Workshop for fiddle, guitar and accordion culminating in staging a public Concert in the Dunoon Burgh Hall.	£2,500
16	Cowal Starter Pack Plus	Cowal Starter Pack Plus	To supplement donations and cover the insurance cost involved in delivering fifty small packs of household goods to vulnerable people starting afresh in a new accommodation.	£763



Ref No	Organisation	Project Title	Description	Amount Requested
17	Dunoon Grammar Parent Partnership Group	Building Resilient Teens	Dunoon Grammar School Parent Council in partnership with Headstrong would like to deliver practical hands on workshops to parents/carers to support the children's emotional wellbeing; providing strategies that will support our young people to develop resilience & coping skills.	£2,500
18	*Isle of Bute Trust	Train on the Prom 2018	Towards the cost of bringing a steam railway to Bute over a weekend and organising beach activities i.e. donkey rides and a puppet show.	£2,100
19	Kilfinan Community Council	Ostel Bay Project	Towards the cost of preparing a car parking area for safe access to enjoy Ostel Bay for families and visitors. There is presently only car parking area for 10 cars and the road becomes blocked quite easily.	£1,695
20	Kilfinan Community Forest	Forest Playground	Towards the cost of building a woodland playground for parents and children visiting the Forest.	£2,500
21	*Kirn Gala	Kirn Gala 2018	Towards the cost of staging Kirn Gala, a social inclusion event celebrating local achievements, and enabling charities to fundraise.	£2,500
22	Port Bannatyne Gala Group	TLC in the Port	Costs of material and labour to paint the railings along the seafront and refurbish the shelter walls at the Old Quay area, Port Bannatyne, Isle of Bute.	£2,500
23	Sandbank Senior Citizens Group	It's not funny – we need the money!	A contribution towards the running cost for the Lunch Club, for entertainers, coach trips and days out.	£1,990

Ref No	Organisation	Project Title	Description	Amount Requested
24	Strachur Memorial Hall	Anyone for Tennis?	Towards the cost of labour and material to clear the surface and surroundings of the outdoor tennis court/multi use court of moss at the Strachur Memorial Hall.	£2,380
25	Strachur Memorial Hall	Memory Garden	Towards the cost to develop a Memory Garden at Strachur Memorial Hall for all ages. The funds will be used to repair/replace raised beds, repair paths and purchase plants and flowers.	£2,210
26	Strachur Parent Partnership Group	Strachur Primary School New Computer and Coding Club	A contribution towards purchasing coding and programmable equipment and towards the cost to install an Interactive Board to 'Start up' an after school Computer and Coding Club at Strachur Primary School.	£2,500
27	The Lade Centre	The Lade Centre – Cancer Care Support	Toward the cost of setting up "The Lade Centre". Volunteers and the local MacMillan nurse want to open up the former Salvation Army Hall and create a relaxed space for patients/carers where they can receive advice, complementary therapies, a cup of tea, emotional and spiritual support.	£2,500

*\*Events and Festivals*

**Table 2 – Not Going Forward to Public Vote**

<b>Ref No</b>	<b>Organisation</b>	<b>Project Description</b>
1	Argyll Arts Collective	The cost of bringing art performances /classes to Lochgoilhead and Strachur in order to foster and promote the understanding and appreciation of the Arts.
2	Bute Agricultural Society	Towards the cost of running the Annual Agricultural Show.
3	Benmore and Kilmun Development Trust	Towards the cost of insurance covering Grahams Point Heritage Park Play Area and a football pitch.
4	Cowal Music Club	A contribution towards staging six chamber music events from October to March in Dunoon Burgh Hall.
5	Dunoon Army Cadets	A contribution towards a Battlefields trip for Army Cadets from Bute and Cowal.
6	Dunoon Mod	Towards the cost of promotional signs, banners and flyers etc. to promote the National Mod coming to Dunoon 2018.
7	Lochgoilhead Community Hub Steering Group	Towards cost of the GoilHub Garden project. The Project aims to inspire communities engaging in ways that encourage a more sustainable and resilient lifestyle.
8	Lochgoilhead Fiddle Workshop –Fiddle for Fun	Towards the cost of a Traditional Fiddle Tutor to teach children from 8-16 years.
9	Lochgoilhead Fiddle Workshop – Music for Mod	To pay for additional tuition to enable the group to participate in the Mod, Dunoon 2018.
10	Rothsay and District Pipe Band	Towards the cost of piping and drumming Tuition for young people.
11	Tighnabruaich Parent Council	Towards the cost of the annual Bonfire, Barbecue and Fireworks night run in partnership with Kilfinan Primary School, Kilfinan Forest and Kilfinan Community Council.

## **Engagement Plan: Public Vote (3<sup>rd</sup> April – 30<sup>th</sup> April 2018)**

### **1.0 Pre-Voting Stage**

- 1.1 In accordance with the National Standards of Community Engagement, efforts have been made to maximise inclusion in promoting the public vote. Digital exclusion has been identified as a barrier. A Focus Group will inform engagement with those identified as hard to reach.

### **2.0 Public Engagement**

- 2.1 The Outreach strategy has several strands. To advertise the SCF PB website to the widest possible range of communities; to target specific communities with identified participation barriers, and to target 'advocate' groups, who would be enthusiastic participants.
- 2.2 The strategy builds on the groundwork by the team during the Ideas stage of the SCF PB pilot and follows a similar trajectory.
- 2.3 The Community Development team works with community partners such as Adult Learning and Argyll & Bute TSI to deliver the Outreach strategy.
- 2.4 In particular, the strategy targets locations and communities with identified inequalities issues and takes a variety of formats. (see table, below)

Format	Method	Purpose
Advertising	Posters, fliers and Postcards displayed in public places – Leisure Centres, Libraries, Community Halls, Public Notice Boards, Local Pubs, Cafes and Shops.	To widen public knowledge about SCF PB and to generate interest in voting.
Digital /Social Media	Information on A&B Council Website, Facebook Page & Twitter.  Community Groups are encouraged to advertise and redirect to SCF PB from their Website, Facebook page & Twitter.	To multiply SCF PB coverage.
Face to Face Events	Publicised events with Community Development staff	To explain SCF PB and to present the voting site and to get face to face feedback with a broad section of the community.
Targeted Events	Specific Groups  Either: Identified as having barriers to participation, e.g Seniors, the Digitally Excluded and Groups of Multiple Deprivation.  Or: 'Advocate' groups – enthusiastic participants, who would encourage others to the site to vote, e.g. S5 & S6 students.	To demonstrate the SCF PB website and to guide hesitant members of the public whilst voting.

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA  
COMMITTEE****CUSTOMER SERVICES****6 MARCH 2018**

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**AREA SCORECARD FQ3 2017-18**

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**1 Background**

- 1.1 This paper presents the Area Report and Scorecard for Financial Quarter 3 2017-18 (October-December 2017).
- 1.2 The Report and supporting Scorecard incorporate the requested developments and performance measures. Some measures are presented for the first time this financial year and as a result full commentary may not be available for FQ3 but this will be built upon going forward. Additional measures that provide further information on Council performance regarding Waste and Community Councils respectively have also been included.
- 1.3 Two options of the Bute and Cowal Scorecard are presented for discussion and decision. A decision is requested as to whether a Scorecard is required at Area Committee meetings, and if so which option. (Appendix 3)
  - Option 1 provides the headline information
  - Option 2 includes graph information

Going forward if a Scorecard is to be presented at Area Committee meetings then this style of Scorecard will be the only option available in Pyramid. However, both options are currently available in Pyramid. From here each performance indicator can be viewed and drilled down for further information if required.

- 1.4 A short key to symbols / layout is attached. (Appendix 1).

**2 Recommendations**

- 2.1 It is recommended that the Area Committee notes the performance presented on the Scorecard and supporting commentary where available.
- 2.2 The Area Committee are asked to consider and decide if a Scorecard is to be presented at Area Committee meetings, and if so Option 1 or Option 2.
- 2.3 The Area Committee are asked to consider and decide whether Scorecard Option 1 or 2 is preferred when accessing Pyramid.

- 2.4 The Area Committee are asked to note that work is ongoing and to respond to Sonya Thomas with requests or comments regarding the layout and format of the Report and Scorecard.

**Douglas Hendry**  
**Executive Director, Customer Services**

Jane Fowler  
Head of Improvement & HR

For further information, please contact:  
Sonya Thomas  
Performance and Improvement Officer  
Improvement and HR  
01546 604454

Appendix 1: Key to symbols  
Appendix 2: Word Report in pdf format  
Appendix 3: Scorecard Options



## **PERFORMANCE REPORTS – KEYS TO SYMBOLS**

### **WORD REPORT**

#### **STATUS SYMBOL**

- This is colour coded and indicates if the performance is good – Green; or off track – Red

#### **TREND ARROW**

- This indicates the trend of the performance between the last two periods

#### **NAME IN BRACKETS (StreetScene)**

- This indicates not only where in Pyramid you can find the data but also what team in the council deals with this element of performance

#### **GREY SUCCESS MEASURE**

- This indicates that the performance measure is a council-wide one

#### **WHITE SUCCESS MEASURE**

- This indicates that the performance measure is a local area one

### **ON GRAPHS IN PYRAMID**

#### **GREEN**

- Performance is positively within desired parameters / meeting target / positively exceeding target

#### **RED**

- Performance is negatively out-with desired parameters / not meeting target / negatively exceeding target

#### **KEY**

- There is a key / explanation to each graph indicating Target / Actual / Benchmark alongside each graph

### **THE SCORECARD**

- This is a plain summary of the success measures
- It mirrors the word report – BUT without commentary / names / teams
- It is simply a picture

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## B&amp;C Area Scorecard FQ3 2017-18

Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
<b>Corporate Outcome No 1 - People live active, healthier and independent lives</b>								
Number of affordable social sector new builds - B&C (Housing Services)	●	⇒	0	0	0	0	Allan Brandie	<p>FQ3 2017/18 - B&amp;C Negotiations ongoing re the 8 units at Ardenslate, Dunoon. Scottish Government has now taken possession but is required to offer these at auction - ACHA may be able to acquire these but process is not straightforward.</p> <p>FQ2 2017/18 -B&amp;C No completions were scheduled for Q2. Negotiations for acquisition of 8 off-the-shelf units at Fairways, Ardenslate are ongoing but there has been some slippage between the Scottish Government, the private developer, and the RSL (ACHA). It is anticipated that the Scottish Government will take possession of the units and may be in a position to transfer these to the RSL in Q3 or Q4.</p>
CC26_01-Number of new affordable homes completed per annum. (Housing Services)	●	↓	30	30	20	20	Allan Brandie	<p>FQ3 2017/18 - A&amp;B Bute and Cowal: Negotiations ongoing re 8 units at Ardenslate, Dunoon. SG has now taken possession but is required to offer these at auction - ACHA may be able to acquire these but process is not straightforward.</p> <p>Helensburgh &amp; Lomond: No completions currently scheduled for completions Oban, Lorn and the Isles There were 20 completions in total this quarter. All within the Oban, Lorn and the Isles area. All completed projects delivered by ACHA: Coll - 2 units completed October; Glenshellach, Oban - 8 units in November; Connel Phase 3 - 10 units handed over 1st December. Mid Argyll, Kintyre &amp; Islay: No completions scheduled for Quarter 3. Minard &amp; Lochgilphead projects remain scheduled for completion during Quarter 4. Summary: On the above basis, the annual Local Housing Strategy target of 100 completions is unlikely to be achieved this year. However, work is progressing with the Strategic Housing Investment Plan Group to maximise spend within the Affordable Housing Supply Programme and deliver cumulative targets in future years.</p> <p>FQ2 2017/18 - A&amp;B During Quarter 2 there were 12 completions at the West Highland Housing Association Benderloch development and a further 18 completions at their Port Ellen development.</p>

## B&amp;C Area Scorecard FQ3 2017-18

Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
Corporate Outcome No.2 - People live in safer and stronger communities								
Car Parking income to date - B&C (Streetscene B&C)	●	↑	£47,289	£34,223	£63,436	£56,021	Stuart Watson	<p>FQ3 2017-18 - B&amp;C Car parking income for B&amp;C is above the anticipated target for FQ3 2017-18 which is £16,147. The income is also higher than the same period last year (FQ3 2017-16), which was £16,930.</p> <p>FQ2 2017-18 - B&amp;C Car parking income for B&amp;C is below anticipated target for FQ2 2017-18. However, income has increased on the same period last year (FQ2 2017-16), which was £32,453.</p>
Car Parking income to date - A&B (StreetScene)	●	↑	£502,426	£590,760	£673,980	£728,765	Stuart Watson	<p>FQ3 2017/18 - A&amp;B The trend to date suggests that the car parking income will exceed that achieved in FY 2016/17. There is no obvious reason for this, however, it may worth noting that DPE is fully bedded in and it may be that users are more likely to purchase a P&amp;D ticket rather than risk a PCN. In addition to this, a new warden started during FQ3 in Helensburgh, the resulting increased presence may also have contributed to the increase</p> <p>FQ2 2017/18 - A&amp;B Car parking income council wide has increased. This increase can be attributed to a variety of factors but it is believed that a more effective and visible on street presence is a factor.</p>

## B&amp;C Area Scorecard FQ3 2017-18

Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
B&C - Percentage of community councils with emergency plan (Civil Contingencies)	●	⇒	80 %	83 %	80 %	83 %	Carol Keeley	<p>FQ3 2017/18 - B&amp;C The two areas out of the twelve that do not have plans are: Ardentinny - last communication states that they are progressing with their plan. Ardentinny has recently been given an Emergency Kit Bag to assist them in emergencies. Cairndow - No information has been received from the community council despite regular contact with encouragement. Continue to encourage all to update and exercise plans. Island of Bute have particularly robust and active community resilience arrangements and are to be commended. Regular meetings, review of equipment prior to winter, assessment of emerging risks to the island and update of plan in partnership with the Bute Advice Centre, Council Incident Officers chaired by Richard Gorman. A perfect example of good practice.</p> <p>FQ2 2017-18 - B&amp;C The two areas out of the twelve that do not have plans are: Ardentinny - last communication states that they are progressing with their plan. Cairndow - No information has been received from the community council despite regular contact with encouragement. Continue to encourage all to update and exercise plans. Island of Bute have particularly robust and active community resilience arrangements and are to be commended. Regular meetings, review of equipment prior to winter, assessment of emerging risks to the island and update of plan in partnership with the Bute Advice Centre, Council Incident Officers chaired by Richard Gorman. A perfect example of good practice.</p>
B&C - Percentage of community councils who are developing a community emergency plan.				8%		8%	Carol Keeley	Please see commentary above
A&B - Percentage of community councils with emergency plan (Civil Contingencies)	●	⇒	55 %	57 %	55 %	57 %	Carol Keeley	<p>FQ3 2017/18 - A&amp;B Regular contact is made to encourage CC's and Community Groups to update and exercise existing plans. Those that have not responded are contacted regularly with the exception of those that do not wish to be contacted. Remaining kit bags in storage have been distributed across the Council area October 2017</p> <p>FQ3 2017/18 - A&amp;B Regular contact is made to encourage CC's and Community Groups to update and exercise existing plans. Those that have not responded are contacted regularly with the exception of those that do not wish to be contacted. Remaining kit bags in storage have been distributed across the Council area October 2017</p>

## B&amp;C Area Scorecard FQ3 2017-18

Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
Dog fouling - total number of complaints B&C (Streetscene B&C)		↓	9	24	27	61	Allan MacDonald (Streetscene)	<p>FQ3 2017/18 - B&amp;C The number of complaints over the period for the Bute and Cowal totalled 61, efforts will continue to deal with this issue. The area technical officer and local warden will continue to assess the areas of complaints and step up patrols to deal with the problem locations. This will ensure a more visible presence to act as a deterrent and also to educate members of the public. Amenity Services are attempting to encourage the general public and community groups to assist in the enforcement of dog fouling, this can be carried out by groups and persons providing details without their identity being known. This is proving to be a long and difficult process. However, the service will continue to engage with all partners in an attempt to deal with this problem.</p> <p>FQ2 2017/18 - B&amp;C Wardens will continue to follow up on complaints and rely on good evidence and witness support to follow up on reported cases. The Dept. will work with the Comm's team to address the issue and provide the public with clear information on the support needed to catch dog owners who fail to lift their dog's mess.</p>
Dog fouling - total number of complaints A&B (StreetScene)	●	↓	26	48	78	125	Tom Murphy	<p>FQ3 2017-18 - A&amp;B Over all complaints are still coming in on a regular basis for dog fouling. Wardens are addressing them on a cases by cases basis and also targeting areas identified as hot spots within each of geographic areas. As the lighter mornings and nights are coming in we plan to put out early and later patrols by wardens to address this issue. By education of dog workers they meet and issue fixed penalties if appropriate.</p> <p>FQ2 2017/18 - A&amp;B Dog Fouling complaints had decreased during the middle part of the year from 52 in Jan to 25 in June, rising back up to 48 in Oct. Wardens will continue to follow up on complaints and rely on witness support to act upon reported cases. The Dept. will work with the Comms team to address the issue and provide clear information on the support needed to catch dog owners who fail to lift up after their dog. Area teams will target specific problem areas over the winter months and engage with community groups and schools to give advice on good dog management and ways to work with the council in getting the message out to the wider public. We have 4 Wardens on 12 month contracts in each area targeting Dog Fouling, Littering and Fly Tipping and they have been actively engaging with the public on these matters.</p>
LEAMS - B&C Bute (Cleanliness Monitoring Systems)	●	↑	73	74	73	79	Allan MacDonald (Streetscene)	<p>FQ3 2017/18 - LEAMS Bute The high level of performance over the FQ3 period remains consistent for the Bute operation. This level of performance over the period was , October 86, November 78 and December 74, this is a good level of performance, with the benchmark figure being 73. There is currently a review of all street sweeping schedules, to evaluate the current schedules and frequencies to look at any operational alterations to improve the street sweeping services.</p> <p>FQ2 2017/18 - LEAMS Bute Monthly litter monitoring continues to show Bute is achieving the national standards set (73) and is sitting on a score of 86 in Oct 17, this is a very outcome for the area and will continue to monitor the situation.</p>
LEAMS - B&C Cowal (Cleanliness Monitoring Systems)	●	↑	73	76	73	76	Allan MacDonald (Streetscene)	<p>FQ3 2017/18 - LEAMS Cowal The high level of performance over the FQ3 period is very good for the Cowal operation. The level of performance over the period was, October 79, November 72 and December 76, with the benchmark figure being 73, this is a very good performance. There is currently a review of all street sweeping schedules, to evaluate the current schedules and frequencies to look at any operational alterations to improve the street sweeping services.</p> <p>FQ2 2017/18 - LEAMS Cowal Monthly litter monitoring shows the Cowal area is achieving the national standard set at (73) the area scored 79 at the last inspection and is a good outcome for the area. we will continue to monitor the monthly scores and address any problem areas identified.</p>
LEAMS - Argyll and Bute monthly average (Cleanliness Monitoring Systems)	●	↑	75	80	75	80	Tom Murphy	<p>FQ3 2017/18 - LEAMS A&amp;B To date street cleanliness is still being maintained at a level at/or above the national average. This is despite a 25% reduction in street sweeping resource following service choices. Further updates will be provided once the independent street cleanliness audits have been carried out which typically take place twice per year</p> <p>FQ2 2017-18 LEAMS ABC Litter monitoring over the area has provided evidence to show that as a council we are meeting the criteria set out via Keep Scotland Beautiful in the main part and falling short where we find areas of weed and detritus evident on pavements. As a Department we will look to address this issue by better integration of Roads &amp; Amenity staff focusing on weedkilling and removal of detritus from footpaths and cyclical cleaning in line with current schedules. Roads and Amenity Officers will invite KSB officers to discuss the 2017 annual report and advise on further actions where necessary.</p>

## B&amp;C Area Scorecard FQ3 2017-18

Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
<b>Corporate Outcome No.3 - Children and young people have the best possible start</b>								
<b>Corporate Outcome No.4 - Education, skills and training maximises opportunities for all</b>								
HMIE positive Secondary School Evaluations - B&C (Authority Data)	●	⇒	0 %	0 %	0 %	0 %	Maggie Jeffrey	FQ3 2017-18 - B&C No inspections were carried out in FQ3 2017-18 FQ2 2017-18 - B&C No inspections were carried out in FQ2 2017-18
HMIE positive Secondary School Evaluations - A&B (Authority Data)			0%	0%	0%	0%	Maggie Jeffrey	FQ3 2017-18 - A&B No inspections were carried out in FQ3 2017-18. One school has been inspected in January 2018 FQ2 2017-18 - A&B No inspections were carried out in FQ2 2017-18
Percentage of pupils with positive destinations - A&B (Authority Data)	●		92.00%	91.80%	92.0 %	93.0 %	Eileen Kay	FQ3 2017-18 - A&B This is the third release of statistics on the participation of 16-19 year olds at a national and local authority level is the second year the annual participation measure reporting methodology has been used. The annual participation measure takes account of all statuses for individuals over the whole year (1st April 2016 – 31st March 2017) as opposed to focusing on an individual's status on a single day, as adopted by a snapshot methodology. Follow up Participation Measure information will be available from SDS end Feb 2018. FQ2 2017/18 - No update due

## B&amp;C Area Scorecard FQ3 2017-18

Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
<b>Corporate Outcome No.5 - The economy is diverse and thriving</b>								
Application enquiries processed within 20 working days - B&C (Planning Applications)	●	↓	75.0 %	93.4 %	75.0 %	81.4 %	Peter Bain	FQ3 2017/18 - B&C Turnaround of pre-apps within B&C during FQ2 is above the target of 75% for the 4th consecutive quarter  FQ2 2017/18 - B&C Turnaround of pre-apps within B&C during FQ2 is above the target of 75% for the 3rd consecutive quarter
PR23_03- Percentage of Pre-application enquiries processed within 20 working days - A&B (Planning Applications)	●	↑	75.0 %	72.4 %	75.0 %	75.7 %	Peter Bain	FQ3 2017/18 - A&B Performance target has been met for first time since FQ2 2016/17.  FQ2 2017/18 - A&B Commentary from Peter Bain (Acting Development Manager): Priority is afforded to the determination of formal planning applications. Although the target for closing Pre-Application enquiries was missed by 2.6% the level of overall service delivery remains acceptable with average turnaround sitting at 24 days.  Pre-Application Performance There continues to be a significant year on year increase in pre-application submissions placing additional strain on decreasing resources. In 2016/17 the pre-app submission level was up 15.3% (an additional 177 enquiries) on the previous year. 2016/17 has also been a transitional year for DM with significant changes in key staff members at all professional levels of service provision. During this period delivery of timely pre-app responses has dipped below the service target of 75% but has in fact improved during FQ4 2016/17 (72.4%) and FQ 1 2017/18 (74.6%). The introduction of pre-app charging (Aug 2017) is expected to reduce demand for pre-app services and should make workloads more manageable, progress of pre-application submissions will continue to be monitored and micro-managed on a regular basis as part of individual officers work plans
Householder Planning Apps: Ave no of Weeks to Determine - B&C (Planning Applications)	●	↑	8.0 Wks	11.6 Wks	8.0 Wks	5.2 Wks	Peter Bain	FQ3 2017/18 0 B&C This local performance measure is based upon a small volume of applications and as such is easily skewed by determination of one or more long standing applications. There were no such longstanding applications processed during FQ3 and performance has accordingly improved significantly on the previous quarter.  FQ2 2017/18 - B&C This local performance measure is based upon a small volume of applications and as such is easily skewed by determination of one or more long standing applications. During FQ2 one householder application was determined with an overall time period of 2 years and 2 months arising from delays outwith the control of officers in the submission of further information by the applicant. The Scottish Government allow such time periods to be recovered for their reporting purposes and in this respect it is noted that with such corrections applied the average time period for determination of householder applications in B&C would have been 7.2 weeks for FQ2
Householder Planning Apps: Ave no of Weeks to Determine - ABC (Planning Applications)	●	↓	8.0 Wks	6.7 Wks	8.0 Wks	5.1 Wks	Peter Bain	FQ3 2017/18 - A&B Significant improvement in performance from FQ2. The time period for determination of householder planning applications remains well within the 8 week target and compares favourably to the national average (7.1 weeks) and the rural authorities benchmarking group (7 weeks)  FQ2 2017/18 - A&B Despite a reduction in performance during FQ2 from the previous period the time period for determination of householder planning applications remains well within the 8 week target and compares favourably to the national average (7.1 weeks) and the rural authorities benchmarking group (7 weeks)



## B&amp;C Area Scorecard FQ3 2017-18

Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
<b>Corporate Outcome No.6 - We have infrastructure that supports sustainable growth</b>								
Street lighting - percentage of faults repaired within 5 days - B&C (Street Lighting - Maintenance)	●	↑	75 %	47 %	75 %	84 %	Lyndis Davidson	FQ3 2017/18 - B&C With the exception of the Bute & Cowal area, performance is low in FQ3 due to a number of factors: - faults always increase at this time of year due to longer nights and also lights being lit for longer periods of time - we currently have 2 out of 5 electricians on long term sick so having to juggle resources - Festive Lighting has taken priority over single dark lamps in October and November (emergencies and section faults still priorities) - although the LED replacement programme will ultimately reduce the number of dark lamps, we are having some teething troubles which mean that replacement LEDs have taken longer than 10 days to replace. - we have a number of complex cable faults which are taking longer than usual to resolve To address these performance issues we are putting a number of measures in place: - the main priority in January is fault repairs, we hope to reduce these significantly in FQ4 - festive lighting will be taken down at the end of January, once the majority of faults have been repaired - we will employ an additional electrician for the Helensburgh area on a temporary basis until the electrician resource issue is sorted - we are developing a better process for dealing with dark LED lamps to ensure customers are not inconvenienced - we continue to work with our utility partners (SSE, Scottish Power) to address the cable faults across the area
RA14_05- Percentage of street lighting repairs completed within 5 days (Street Lighting - Maintenance)	●	↓	75 %	66 %	75 %	57 %	Lyndis Davidson	FQ3 2017/18 - A&B With the exception of the Bute & Cowal area, performance is low in FQ3 due to a number of factors: - faults always increase at this time of year due to longer nights and also lights being lit for longer periods of time - we currently have 2 out of 5 electricians on long term sick so having to juggle resources - Festive Lighting has taken priority over single dark lamps in October and November (emergencies and section faults still priorities) - although the LED replacement programme will ultimately reduce the number of dark lamps, we are having some teething troubles which mean that replacement LEDs have taken longer than 10 days to replace. - we have a number of complex cable faults which are taking longer than usual to resolve To address these performance issues we are putting a number of measures in place: - the main priority in January is fault repairs, we hope to reduce these significantly in FQ4 - festive lighting will be taken down at the end of January, once the majority of faults have been repaired - we will employ an additional electrician for the Helensburgh area on a temporary basis until the electrician resource issue is sorted - we are developing a better process for dealing with dark LED lamps to ensure customers are not inconvenienced - we continue to work with our utility partners (SSE, Scottish Power) to address the cable faults across the area
Tonnes of Waste Recycled, Composted & Recovered (Waste Management Performance)		↑	No Target	4,707 Tonnes	No Target	4,794 Tonnes	Alan Millar	FQ3 2017/18 - Waste PPP Area 54.7% recycling ,composting and recovery in Q3 (36.5% recycling/composting and 18.2% recovery) FQ2 2017/18 - Shanks Totals 50.9% recycling ,composting and recovery in Q2 (32.1% recycling/composting and 18.8% recovery)
RA24_02- Percentage of waste recycled, composted and recovered. (Waste Management Performance)	●	↑	40.0 %	49.3 %	40.0 %	51.4 %	Jim Smith	FQ3 2017/18 - A&B 51.4% of waste recycled ,composted and recovered in Q3 (37.6% recycling/composting and 13.8% recovery). FQ2 2017/18 - A&B 49.3% recycled ,composted and recovered in Q2 (35.4% recycled/composted and 13.9% recovered) FQ1 2017/18 - A&B 45.6% recycled ,recovered and composted in Q1 (33% recycling/composting and 12.6% recovery) .

## B&amp;C Area Scorecard FQ3 2017-18

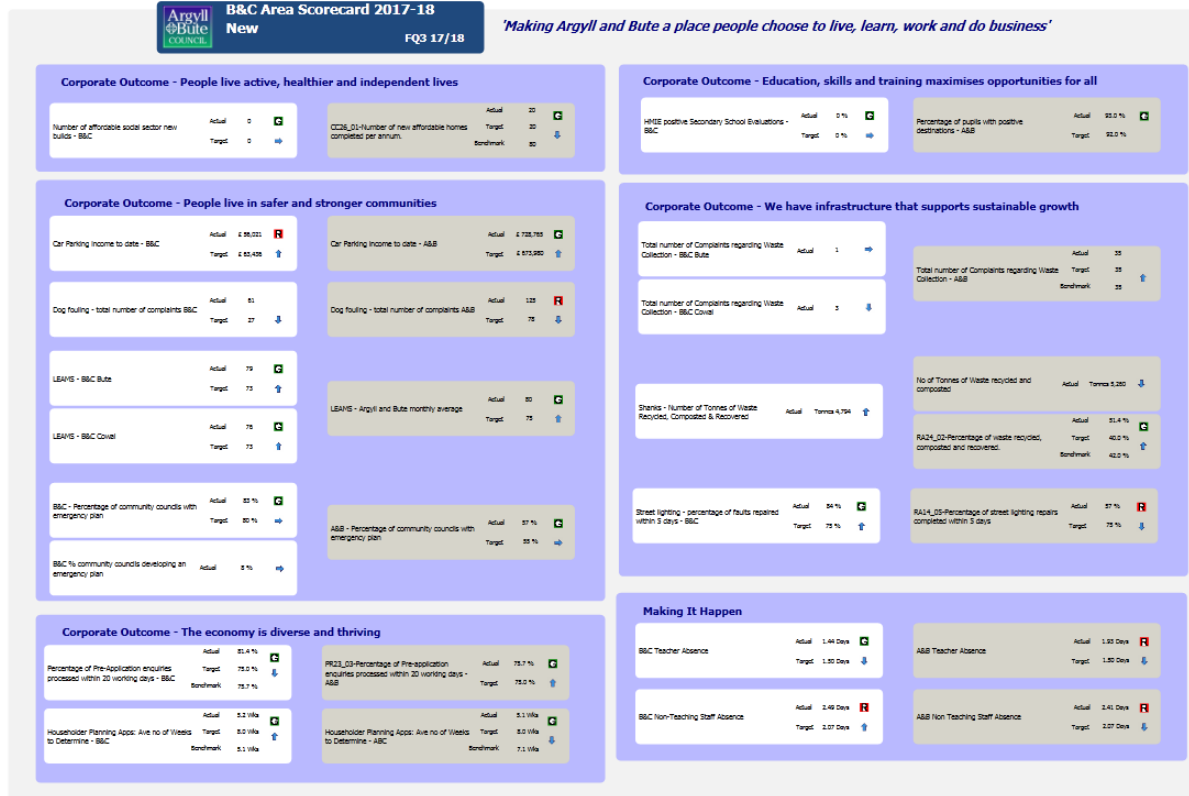
Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
Total number of Complaints regarding Waste Collection - B&C Bute (Streetscene B&C)		⇒	No Target	1	No Target	1	Allan MacDonald (Streetscene)	<p>FQ3 2017-18 Bute Only one complaint was registered with regards to the waste collections service on the Island of Bute. This demonstrates the high quality service being provided by the local staff.</p> <p>FQ2 2017-18 Bute Only one complaint were registered with regards to the waste collections service on the Island of Bute. This demonstrates the high quality service being provided by the local staff.</p> <p>FQ1 2017-18 Bute A number of two complaints were registered with regards to the waste collections service on the Island of Bute. This demonstrates the high quality service being provided by the local staff.</p>
Total number of Complaints regarding Waste Collection - B&C Cowal (Streetscene B&C)		↓	No Target	4	No Target	3	Allan MacDonald (Streetscene)	<p>FQ3 2017/18 Cowal Only three complaints were registered in the Cowal area during the FQ3, given the scale of the general waste and recycling collections in the Cowal area, this is an excellent achievement.</p> <p>FQ2 2017-18 Cowal A number of four complaints were received with regards to the waste collections service during the FQ2 period in the Cowal area. Receiving only four complaints given the scale of the operation, demonstrates the high quality service being provided by the local staff.</p>
Total number of Complaints regarding Waste Collection - A&B (StreetScene)			No Target	14	No Target	35	Tom Murphy	<p>FQ3 2017/18 - A&amp;B There has been an increase in complaints with regards waste collection mainly in relation to late collections. 1) Winter weather has resulted in a number of safety issues thereby some collections were carried later than the calendared collection day. 2) There was also an issue where vehicles were breaking down as a result of the cold weather and these were addressed on issue by issue basis. In general terms all collections were carried out, however, in some areas these may have been a few days late. Where collections were running late the information was posted on the Council web page to inform the public of these alterations to collection days.</p>

## B&amp;C Area Scorecard FQ3 2017-18

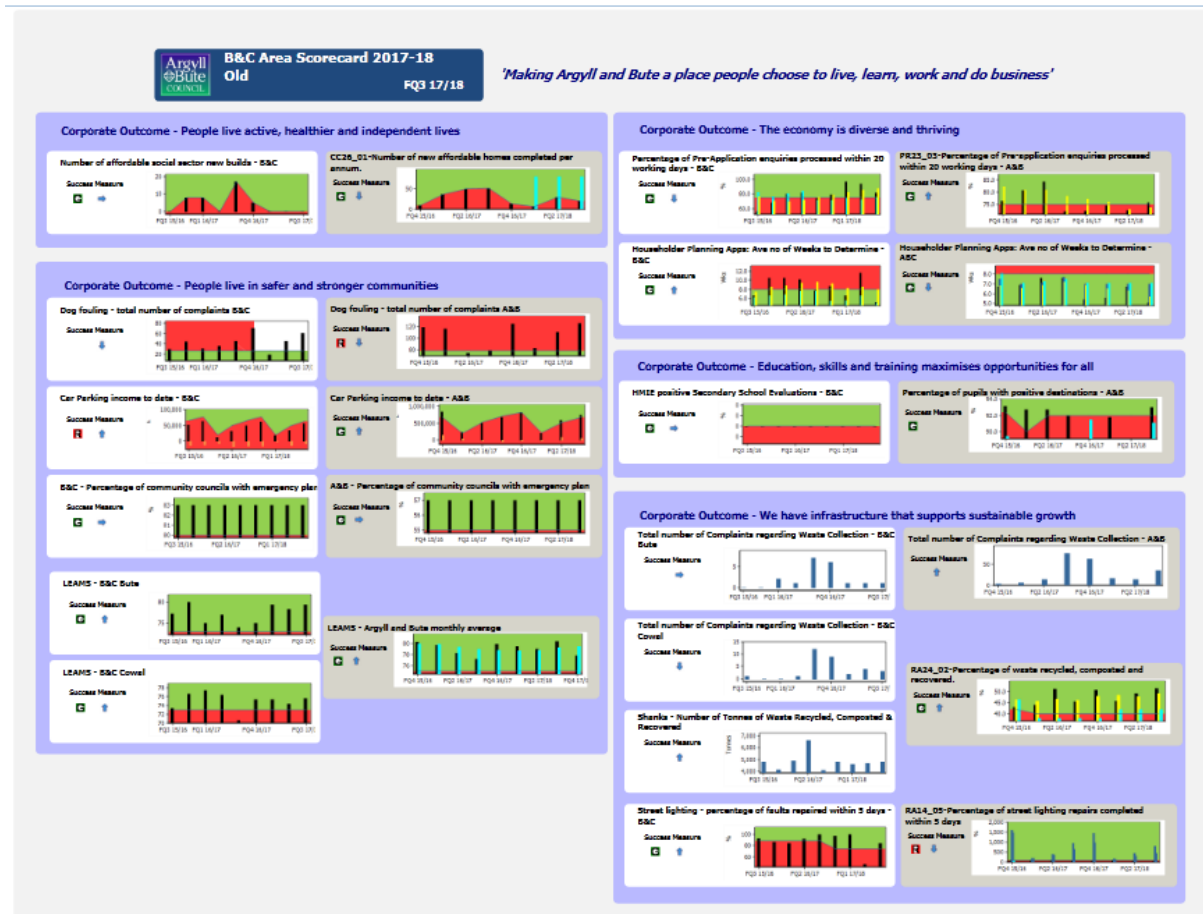
Performance element	Status	Trend	Target FQ2 2017/18	Actual FQ2 17/18	Target FQ3 17/18	Actual FQ3 17/18	Owner	Comments
<b>Making It Happen</b>								
B&C Teacher Absence (Education Other Attendance)	●	↓	1.50 Avg. days lost	1.73 Avg. days lost	1.50 Avg. days lost	1.44 Avg. days lost		FQ3 2017/18 New area measure. The performance this quarter is an improvement on the same period last year with 281 actual days lost compared to 344 in FQ3 2016/17
A&B Teacher Absence (Education Other Attendance)	●	↓	1.50 Avg. days lost	.76 Avg. days lost	1.50 Avg. days lost	1.93 Avg. days lost	Anne Paterson	FQ3 2017-18 There was an increase in absence for FQ3 which is typical for the winter quarter. FQ2 2017-18 Teachers' attendance for FQ2 was very good, with 0.8 days lost against an actual target of 1.5 days.
B&C Non-Teaching Staff Absence (Education Other Attendance)	●	↑	2.07 Avg. days lost	2.88 Avg. days lost	2.07 Avg. days lost	2.49 Avg. days lost	Jane Fowler	FQ3 2017/18 New area measure. The performance this quarter is an improvement on the same period last year with 341 actual days lost compared to 383 in FQ3 2016/17
Staff Absence (Education Other Attendance)	●	↓	2.07 Avg. days lost	2.17 Avg. days lost	2.07 Avg. days lost	2.41 Avg. days lost		FQ3 2017-18 There was an increase in absence for FQ3 which is typical for the winter quarter



# Bute and Cowal Area Scorecard FQ3 2017/18 – NEW



## Bute and Cowal Area Scorecard FQ3 2017/18 – OLD





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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA COMMITTEE****CUSTOMER SERVICES  
DEVELOPMENT AND INFRASTRUCTURE****6 MARCH 2018**

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**Rothesay Pier – Passenger Lifts Briefing Note**

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As part of the harbour improvement works at Rothesay Harbour, which were completed in late 2007, two passenger lifts were installed within the new passenger access system. Both passenger lifts, which are now approximately ten years old, have a design life of twenty years. In recent years, these lifts have been subject to a number of break-downs.

**1. Background**

The Council has a maintenance contract in place with 'Stannah Lift Services' which was initiated in early 2008. Currently Stannah visit Rothesay six times per year to carry out maintenance checks; this includes any adjustment and lubrication of the lift mechanism.

**2. Detail**

Stannah and their sub-contractor 'GF' attended site at Rothesay Pier on several occasions, late last year and into this year, to address problems with both of the passenger lifts; one of the lifts became inoperative late last year and, whilst work was ongoing by Stannah and their sub-contractor to trace the fault and resolve the situation, the second lift developed faults in mid-January of this year. Council officers have liaised closely with Stannah to resolve this latest series of faults. Currently, one lift is back in operation. Until the hydraulic ram unit is replaced in the lift which is currently inoperative, this lift will remain out of service.

Annual maintenance costs over the last few years, including unforeseen costs due to breakdowns, are as detailed in the appendix to this report. Lift availability figures are also provided in the attached appendix. Figures indicate that maintenance costs have increased over recent years, whilst availability of the lifts has decreased – although current works planned should reverse this trend.

It is worth noting that the lifts at Rothesay are located in a challenging environment for this type of equipment (weather/tides etc), and similar problems are experienced by other harbour operators. It is understood that the Calmac lifts at Wemyss Bay have developed similar problems in the past - although details of historical break-downs are currently unavailable.

### **3. Future Actions**

Stannah has, of late, advised that, although rams seals were replaced last year, the remaining lift now requires a complete replacement of the main hydraulic ram. Currently, marine staff are awaiting a quotation from Stannah (including a programme) for the replacement of hydraulic rams for both lifts. The hydraulic ram will be replaced on the lift, currently still in service, as a precautionary measure; this will improve service resilience and reduce the risk of future failures of the hydraulic mechanism. Programme details and likely costs will be made available to Members once received.

Stewart Clark  
Marine Operations Manager  
01546 604893

22 February 2018

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA  
COMMITTEE****CUSTOMER SERVICES****6 MARCH 2018**

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**BUTE AND COWAL AREA COMMITTEE – DATES OF MEETINGS 2018/2019**

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**1.0 SUMMARY**

This report outlines scheduled meetings in the Bute and Cowal area from August 2018 to July 2019.

**2.0 RECOMMENDATIONS**

- 2.1 Members are asked to consider and endorse the programme of meetings in the attached Appendix.

**3.0 DETAIL**

- 3.1 The Council at the meeting held on 30 November 2017 considered and agreed a programme of meetings from August 2018 to July 2019.
- 3.2 In accordance with this programme, Bute and Cowal Area Committee meetings will take place on:-

Tuesday 4<sup>th</sup> September 2018;  
Tuesday 4<sup>th</sup> December 2018;  
Tuesday 5<sup>th</sup> March 2019; and  
Wednesday 4<sup>th</sup> June 2019.

All meetings will commence at 10.00 a.m. and will be alternate between the Timber Pier Building in Dunoon and Eaglesham House, Rothesay.

- 3.3 The appended programme of meetings also sets out for Members' information planned dates for the Bute and Cowal Area Community Planning Group.
- 3.4 It should be noted that Standing Order 20.2 makes provision for the Chair of a Committee (or in whose absence the Vice-Chair) for good cause to cancel or alter the date, time or place for a meeting but not after the summons for the meeting has been issued, and also that the Chair (or in whose absence the Vice-Chair) may call a meeting of the Committee on dates in addition to those already decided by Council.

**4.0 CONCLUSION**

4.1 The Area Committee are invited to consider and endorse the programme of meetings attached as Appendix 1.

**5.0 IMPLICATIONS**

5.1	Policy	None
5.2	Financial	None
5.3	Legal	None
5.4	HR	None
5.5	Equalities	None
5.6	Risk	None
5.7	Customer Service	None

**Executive Director of Customer Services**

20 January 2018

**For further information contact:** Shona Barton, Area Committee Manager  
01436 657605

**APPENDICES**

Bute and Cowal Programme of Meetings – Appendix 1

## BUTE AND COWAL PROGRAMME OF MEETINGS 2018/2019

Reports to Governance and Law	Pre Agenda Pack Issue	Pre- Agenda Briefing	Agenda Issue	AREA COMMITTEE	Venue	Start time
Friday 10 <sup>th</sup> August 2018	Tuesday 14 <sup>th</sup> August 2018	Tuesday 21 <sup>st</sup> August 2018	Tuesday 28 <sup>th</sup> August 2018	<b>Tuesday 4<sup>th</sup> September 2018</b>	Eaglesham House, Rothesay	10.00am
Friday 9 <sup>th</sup> November 2018	Tuesday 13 <sup>th</sup> November 2018	Tuesday 20 <sup>th</sup> November 2018	Tuesday 27 <sup>th</sup> November 2018	<b>Tuesday 4<sup>th</sup> December 2018</b>	Timber Pier Building, Dunoon	10.00am
Friday 8 <sup>th</sup> February 2019	Tuesday 12 <sup>th</sup> February 2019	Tuesday 19 <sup>th</sup> February 2019	Tuesday 26 <sup>th</sup> February 2019	<b>Tuesday 5<sup>th</sup> March 2019</b>	Eaglesham House, Rothesay	10.00am
Friday 10 <sup>th</sup> May 2019	Tuesday 14 <sup>th</sup> May 2019	Tuesday 21 <sup>st</sup> May 2019	Tuesday 28 <sup>th</sup> May 2019	<b>Tuesday 4<sup>th</sup> June 2019</b>	Timber Pier Building, Dunoon	10.00am

Call Out Email	Front Sheet Agenda Issue	Full Pack Agenda Issue	CPG	Venue	Start time
Tuesday 26 <sup>th</sup> June 2018	Tuesday 17 <sup>th</sup> July 2018	Tuesday 7 <sup>th</sup> August 2018	<b>Tuesday 14<sup>th</sup> August 2018</b>	Timber Pier Building, Dunoon	10:00am
Tuesday 18 <sup>th</sup> September 2018	Tuesday 9 <sup>th</sup> October 2018	Tuesday 30 <sup>th</sup> October 2018	<b>Tuesday 6<sup>th</sup> November 2018</b>	Eaglesham House, Rothesay	10:00am
Tuesday 18 <sup>th</sup> December 2018	Tuesday 8 <sup>th</sup> January 2019	Tuesday 29 <sup>th</sup> January 2019	<b>Tuesday 5<sup>th</sup> February 2019</b>	Timber Pier Building, Dunoon	10:00am
Tuesday 19 <sup>th</sup> March 2019	Tuesday 9 <sup>th</sup> April 2019	Tuesday 30 <sup>th</sup> April 2019	<b>Tuesday 7<sup>th</sup> May 2019</b>	Eaglesham House, Rothesay	10.00am

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA COMMITTEE****CUSTOMER SERVICES  
DEVELOPMENT AND INFRASTRUCTURE****6 MARCH 2018**

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**COWAL LAND ISSUE TILHILL FORESTRY – EXTRACTION OF TIMBER AT  
AUCHENLOCHAN – KCFC – FYNE HOMES - USE OF COUNCIL ACCESS ROAD**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to provide an update to the Bute and Cowal Area Committee members on ongoing discussions between the Council, Kilfinan Community Forest Company and Tilhill Forestry in relation to their use of a Council owned road for their forestry activities. This note also advises on the proposal for housing from Fyne Homes in regard to the Council owned site adjacent to Tighnabraich Primary School and which is accessed along the Council owned road which feeds onto the A8003.

**RECOMMENDATIONS**

- 1.2 It is recommended that the Area Committee notes the content of the report.

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ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

CUSTOMER SERVICES  
DEVELOPMENT AND INFRASTRUCTURE

6 MARCH 2018

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**COWAL LAND ISSUE TILHILL FORESTRY – EXTRACTION OF TIMBER AT  
AUCHENLOCHAN – KCFC – FYNE HOMES - USE OF COUNCIL ACCESS ROAD**

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**2. INTRODUCTION**

2.1 The purpose of this report is to provide an update to the Bute and Cowal Area Committee members on ongoing discussions between the Council, Kilfinan Community Forest Company and Tilhill Forestry in relation to their use of a Council owned road for their forestry activities. This note also advises on the proposal for housing from Fyne Homes in regard to the Council owned site adjacent to Tighnabruaich Primary School and which is accessed along the Council owned road which feeds onto the A8003.

**3. RECOMMENDATIONS**

3.1 It is recommended that the Area Committee notes the content of the report.

**4. DETAIL**

**Tilhill**

4.1 Tilhill is a forestry management, timber harvesting and marketing company who have been commissioned by a landowner at Auchenlochan to fell plantations and extract timber.

4.2 In order to facilitate the extraction of the timber from the site they currently utilise an existing forestry track off the Auchenlochan Back Road that feeds onto the U33. This is subject to a Timber Management Plan (TMP), attached at Appendix 1 hereof. As an alternative to that they previously requested rights to use a Council owned access road which feeds onto the A8003.

4.3 Discussions took place with Tilhill as agents of the landowner and an agreement in principle was reached with Tilhill, subject to recommendation by them to their client, in relation to the use of the Council owned access road on 18 September 2017 for a 20-year period (244280 tonnes) contingent on a proposed commercial position that Tilhill advised they wished to recommend to their client.

Benchmarking and advice on the commercial position was taken by the Council from the Forestry Commission in relation to this matter and it is considered an acceptable market value for using the access route was set out at that time.



- 4.4 Subsequent to the agreed position that Tillhill stated they would recommend to their client, no further communication was received from Tillhill until 5 December 2017. There was further communication culminating on 19 January 2018 advising that their client had again changed their position and they were now not minded to consider any option involving payment in favour of the Council.
- 4.5 Tillhill's correspondence of 19 January provided no substantive detail in relation to any community benefit, although this was requested. Therefore the Council is not currently in a position to assess whether there are wider public benefits to be gained which would enable an agreement to be reached for less than the commercial rates originally set out and agreed with Tillhill. The current timber management plan (TMP) states that loaded vehicles should not leave the forest at an interval less than 1 hour and operators wishing to increase this frequency should consult with the A&BC Technical Officer for Bute and Cowal. Inter alia the TMP goes on to state that due consideration must be given to other road users. Where practicable, operations should be planned for periods when the School is not in use. Where this is not possible, vehicle movements should be restricted to periods when pedestrians and the like, are least likely to be using the road. e.g avoiding school opening and closing times and lunch time period.
- 4.6 It is noted that members received a petition from the Kilfinan Community Council (KCC) at their business day on 6 February last. The petition raises concerns in relation to the use of the U33 for logging extraction. The management and monitoring of the TMP is a matter for the Council's Roads and Amenity Services (R&A) who will monitor activities on site to ensure that they comply with the TMP. Furthermore, R&A will monitor the condition of the road network and may request that adjustments are made to the TMP should it be found that the road is deteriorating as a result of extraction activity.
- 4.7 It is understood that to enable Tillhill's client to progress with the alternative and economically cheaper option to utilise the U33, they will be required to submit 1: pre-planning notification to the Council planning team for improvement work required and 2: to formally notify R&A of their intention to use a minor road for a limited volume of timber haulage.

#### **Kilfinan Community Forest Company (KCFC)**

- 4.8 KCFC is charity set up in 2007 and manage ownership of 434 hectares of Acharossan Forest - purchased from the Forestry Commission Scotland in 2010 and 2015. They have created local employment, the development of recreational activities, the creation of educational resources for environmental activities. They have also obtained planning permission for a number of forest crofts.
- 4.9 Members have previously been briefed in relation to the servitude in regard to the Council owned access road which feeds onto the A8003.
- 4.10 Positive discussions have taken place with KCFC representatives and they are currently collating information in terms of their operation and potential community benefit in the delivery of their forest operations and the proposed

forest crofts for the Council to consider. In seeking to scope out possible terms with KCFC, the Council is statutorily bound by the Disposal of Land Regulations 2010

### **Fyne Homes**

- 4.11 Fyne Homes, made an enquiry to purchase a Council owned site adjacent to Tighnabruich Primary School, just north of the A8003. Access to the site is gained along the Council owned road which feeds into the A8003.
- 4.12 The site is currently a vacant and unmanaged field. The field has been allocated in the Council's Local Development Plan as a Housing Site with a capacity for up to 34 units – 25% of which should be affordable housing. It has been designated as a housing site for over a decade.
- 4.13 Fyne Homes have funding allocated to this financial year (2017/18) through their own board and also aligned to the Scottish Government and Council's Strategic Housing Implementation Plan (SHIP) to deliver 20 affordable units in the Tighnabruich / Kames area. There has been significant demand generated from the Portavadie hotel development in terms of workers and support staff.
- 4.14 Discussions with the Property Development and Estates Team (PDET) have resulted in the site adjacent to Tighnabruich Primary School being identified as a suitable site for housing development.
- 4.15 The Council site is surplus to operational requirements and is allocated for housing. While there has been no express marketing of the site, Fyne Homes are a community planning partner and under our normal marketing processes would be offered 'first refusal' on all surplus assets. To this extent, and in order to comply with the Disposal of Land by Local Authorities (Scotland) Regulations 2010, it must be demonstrated that the sale is best consideration that can reasonably be obtained. To do this, the Council has appointed Ryden LLP to review a valuation report commissioned by Fyne Homes (Morham and Brotchie RICS Valuation Surveyors Oban) and also produce their own valuation report.
- 4.16 The access track that runs immediately to the east of the Tighnabruich School Field (subjects of this sale) is the main point of access for KCFC. For the avoidance of doubt, the sale of land to Fyne Homes does not currently include this access track or the further area of grassed / tree lined land between the access track and burn to the east. The Council is expected to retain ownership of these areas. If planning is approved for the Fyne Homes development, around 50% of the access track to KCFC's boundary will be upgraded to an adoptable standard – significantly improving current access arrangement.

## **5. CONCLUSION**

- 5.1 It is recommended that the Area Committee notes the content of the report.

## **6. IMPLICATIONS**

6.1 The implications of the proposal are outlined in the table below.

<b>Table 6.1: Implications</b>	
<b>Policy</b>	The Considerations of the above interests are being considered in accordance with the Council's statutory duties and in terms of planning policy
<b>Financial</b>	The Council has various statutory duties it must discharge in considering all the above interest particularly in regard to the Disposal of Land Regulations 2010
<b>Legal</b>	The Council has various statutory duties it must discharge in considering all the above interest particularly in regard to the Disposal of Land Regulations 2010
<b>HR</b>	None
<b>Equalities</b>	None
<b>Risk</b>	None
<b>Customer Service</b>	None

Douglas Hendry, Executive Director of Customer Services, 6 March 2018

Pippa Milne, Executive Director Development and Infrastructure, 6 March 2018

**For further information contact:**

Jim Smith, Heads of Roads and Amenity Services, 01546 604324

David Logan, Special Projects and Quality Improvement Manager 01546 604322

## Appendix 1

### Argyll Timber Transport Group.

#### Timber Traffic Management Plan: UC 33 Auchenlochan Back Rd, Tighnabruaich, Cowal.

Refer to Council webpage at [www.argyll-bute.gov.uk/transport-and-streets/timber-transport](http://www.argyll-bute.gov.uk/transport-and-streets/timber-transport) as indicated.

**Pre-conditions:** The following schedule relates to the sensitive Council road, newly classified on the Agreed Routes Map as Severely Restricted. The UC33 Auchenlochan Back Road, Tighnabruaich from its junction with A8003 Agreed Route, adjacent to Tighnabruaich School is exceptionally narrow and runs adjacent to residential properties. There are no passing places and the verges are weak and the shortest journey to an agreed route dictates a northbound exit.

**Lorry Configuration and Frequency.** Although this road would normally be considered unsuitable for industrial use, due to the short distance of affected road to reach the agreed route, haulage by CTI equipped vehicles, with double wheel or Maxi tyres would be acceptable. Loaded vehicles should not leave the forest at an interval less than 1 hour. Operators wishing to increase this frequency should consult with the A&BC Technical Officer for Bute and Cowal listed in **contacts** on the webpage.

**Public Consideration.** Due to the proximity of the Tighnabruaich primary school, due consideration must be given to other road users. Where practicable, operations should be planned for periods when the School is not in use. Where this is not possible, vehicle movements should be restricted to periods when pedestrians and the like, are least likely to be using the road. e.g avoiding school opening and closing times and lunch time period.

**Forest access and loading points.** These should be agreed with the A&BC prior to any haulage being carried out and should meet standard requirements, detailed in **protocols and guidance** on the webpage

**Seasonal/Weather condition restrictions.** Haulage should ideally be carried out **May–September**, with due consideration given to school term times.

**Driver Awareness and Speed Limit.** Drivers involved with the haulage must be familiar with the nature of the road and should have read and be in possession of this management agreement, prior to operating on this route. The maximum speed on this haulage route (loaded or empty) will be **20 mph, reduced to 10mph in the proximity of the school**, until reaching A8003 main Road.

**Monitoring.** Road conditions are subject to **fortnightly inspections** by Council staff during the period of operations. Parallel inspections by the ATTG Project Officer will be carried out when practicable. Any deterioration of the road surface observed by interested parties (hauliers, land owner, agents etc) should be notified to the local Council Roads Operations office as soon as practicable. Haulage should be suspended immediately if there is any doubt that significant damage is evident or likely to occur and only resumed after consultation with A&BC Technical Officer-B&C.

The purpose of this local agreement is specifically to ensure that reasonable access is maintained for the forestry owner, and their neighbours, but in a sustainable fashion, in accordance with regional and national forest strategy.

Prepared by ATTG / Council.

Date: 9TH December 2013

Name ATTG: Kirsty Robb, Regional Project Officer

Name A&BC : Callum Robertson, Roads Performance Manager

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**ARGYLL AND BUTE COUNCIL**

**Bute and Cowal Area Committee**

**Development and Infrastructure  
Services**

**6 March 2018**

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**QUEENS HALL COMMERCIAL UPDATE**

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**1. EXECUTIVE SUMMARY**

- 1.1. This report provides the Area Committee with an update on the commercial position of the project (programme and cost), setting out: the issues that have affected the project; their forecast impact upon the project programme and budget; and what measures are available to address them going forward.

**2. RECOMMENDATION**

Bute and Cowal Area Committee is asked to:

- 2.1. Note the current commercial position of the project.
- 2.2. Note that the Project Manager will provide a project update to subsequent Area Committee meetings through to the completion of the works.

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**ARGYLL AND BUTE COUNCIL**

**Bute and Cowal Area Committee**

**Development and Infrastructure  
Services**

**6 March 2018**

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## **QUEENS HALL COMMERCIAL UPDATE**

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### **3.0 INTRODUCTION**

- 3.1. The Queens Hall refurbishment and public realm enhancements are a key component of the Council's ambitious and forward-looking programme to assist regeneration and economic development in five of its waterfront towns - Campbeltown, Helensburgh, Oban, Rothesay and Dunoon.
- 3.2. The Capital Plan Allowance for the project, as approved in February 2016 is £11,521,000. This allowance is to cover the costs associated with the three key workstreams associated with the delivery of the project:
- **A&BC Managed Costs** (e.g. professional fees, land acquisition, statutory consents, utilities etc.)
  - **Principal Construction Costs** i.e. monies due to McLaughlin and Harvey Ltd under the contract for the delivery of the physical works and
  - **Furniture Fittings & Equipment Costs (FF&E)** – there is a separate Budget Allowance of £75,000 for the supply and installation of Soft Play equipment, which transferred to the Project Budget from the relevant Leisure Services Budget.
- 3.3. The project had proceeded on the basis that the 2016 Capital Plan Allowance was sufficient to cover all of the costs noted at 3.2. However due to a number of factors, as set out in previous reports, we consider it prudent to seek additional financial underwriting for the project through to completion, and are through the current Budget setting process, seeking a maximum additional underwriting of £400,000.

### **4.0 RECOMMENDATION**

Bute and Cowal Area Committee is asked to:

- 4.1. Note the current commercial position of the project.
- 4.2. Note that the Project Manager will provide project updates to subsequent Area Committee meetings.

### **5.0 DETAIL**

#### **Project Progress and Commercial Update**

- 5.1. The project is complex in nature, requiring as it does:
- The demolition of structures on the southern and eastern elevations of the Queens Hall buildings;
  - The construction of new structures on those same elevations, which must tie



into the existing structures and levels;

- Major environmental improvements to, and realignment of the adjacent road network (Pier Esplanade / Alexandra Parade / Argyll Street / Kirk Brae);
- Works to be delivered in a brown-field town centre location, which requires to maintain access for pedestrian and vehicular traffic at all times; and
- Works to be delivered in an area with significant pre-existing utility services (sewerage, water, gas, HV/LV electricity and telecoms), including a number, which were subsequently found, to be undocumented, incorrectly documented, or not in a good state of repair.

### **Project Programme**

- 5.2. We had previously agreed an 8 week extension of time to the contract programme with McLaughlin & Harvey Ltd (MCLH), which took the Sectional Completion dates to: **Section 1 – Building**, 7-May-18; and **Section 2 – Public Realm**, 7-May-18.
- 5.3. With reference to the Contractors Delay Register (Appendix B) we have agreed the following further extensions of time:
- **Section 1 – Building: an additional 3 weeks, which takes the handover date for the building to 28-May-18**
  - **Section 2 – Public Realm: an additional 6 weeks, which takes the handover date for the public realm to 18-Jun-18**
- 5.4. Despite having to agree the programme extensions, the works on site are making significant progress. The Programme Manager will provide a short PowerPoint presentation of progress photographs to Members on 6 March.

### **Project Costs and Budget**

- 5.5. As previously noted the project currently has a Capital Plan Allowance of £11,521,000 to cover A&BC Managed Costs, Principal Construction Costs and FF&E Costs.
- 5.6. Due to a number of factors, as set out in previous reports, we considered it prudent to seek additional financial underwriting for the project through to completion, and through the current Budget setting process, secured a maximum additional underwriting of £400,000.
- 5.7. The current forecasts for the three costs headings is provided at Appendix A, however as these are either subject to contractual negotiations between the various parties, or procurement exercises about to commence (FF&E) we do not propose to make these publicly available as to do so could weaken the Council's commercial position. However should we be successful in securing the additional underwriting, we consider the revised Capital Plan Allowance of £11,996,000 would be sufficient to meet all of these costs.
- 5.8. We are taking a number of steps to manage costs including:
- Regular discussions with the Principal Contractor, their sub-contractors and the supply chain to identify more cost effective solutions.
  - Design Team reviewing the specification of certain FF&E items to determine whether it is possible to purchase items of equivalent quality 'off the shelf' as

opposed to them being 'bespoke' (i.e. one-off hand built). An example of this is the main reception desk in the foyer/circulation area, where there is the potential to reduce costs by 40%-50%, without reducing the quality of the finished product.

- Utilising existing Framework Agreements for the purchase of the majority of the FF&E items. These are contracts which have been negotiated at a national level for the supply and installation of certain goods e.g. office furniture, catering equipment, IT equipment and the like. The benefit of this type of purchase is twofold: (1) costs are significantly lower because of the combined purchasing power of a number of public sector organisations working together; and (2) because the overarching terms and conditions are already agreed between the parties it is much quicker in terms of the procurement exercise and subsequent delivery of the goods.

## **6.0 CONCLUSION**

- 6.1. The Queens Hall refurbishment and public realm enhancements are a key component of the Council's ambitious and forward-looking programme to assist regeneration and economic development in five of its waterfront towns - Campbeltown, Helensburgh, Oban, Rothesay and Dunoon.
- 6.2. We are now working to a building handover date of 28 May 2018 and seeking a maximum Capital Plan Allowance of £11,996,000 to cover all costs through to completion of the project.
- 6.3. The Project Manager will continue to use best endeavours, in partnership with the Contractor and Design Team, to minimise the cost and programme impact of those issues currently identified and any that may subsequently arise.
- 6.4. The Project Manager will provide project updates to each subsequent Area Committee meeting through to the completion of the works.

## **7.0 IMPLICATIONS**

- |                |  |
|----------------|--|
| 7.1. Policy    | To allow continued delivery of the Council's Corporate Plan and to assist in making our towns places of economic vibrancy that creates employment and prosperity for the residents of Argyll and Bute.<br><br>The redevelopment of the Queens Hall will contribute towards the outcomes set out in the Single Outcome Agreement. |
| 7.2. Financial | Approved maximum Capital Plan Allowance of £11,996,000.  |
| 7.3. Legal     | None   |
| 7.4. HR        | None   |

7.5. Equalities        None

7.6. Risk                Further issues arise resulting in cost and/or programme impacts, affecting our ability to deliver the project within agreed tolerances.

7.7. Customer        None

**Executive Director of Development and Infrastructure Services**

**Policy Lead – Cllr Gary Mulvaney**

**For further information on Queens Hall Refurbishment and Public Realm works contact:** John Gordon, CHORD Programme Manager, Tel: 01369 708457 or Mobile: 07901 516 106

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## Bute and Cowal Workplan 2017-18

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
<b>March 2018</b>					
6 March 2018	Supporting Communities Fund	Community Services Sharon MacDonald	Bi-Annual Grants – March Monitoring - September		
6 March 2018	Area Scorecard	HRIOD Jane Fowler	Quarterly		Report on content of scorecard
6 March 2018	Queens Hall	John Gordon	Quarterly		
6 March 2018	Rothesay Pavilion	Peter MacDonald	Quarterly		
6 March 2018	Rothesay to Wemyss Bay Ferry Issues	Stewart Clark	One off		
6 March 2018	Bute and Cowal Area Committee Dates	Shirley MacLeod	Annually		
6 March 2018	Rothesay Townscape Heritage Governance	Lorna Pearce	One off		
6 March 2018	Tilhill Forestry	David Logan	One off		
6 March 2018	Roads and Amenity Services Update	Jim Smith	TBA		
<b>Future Items</b>					
June	Primary School Reports	Education Area Education Officers	Annual		

## Bute and Cowal Workplan 2017-18

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
	Windfarm Trusts		Annual – usually June		Annual report on disbursement of funds
	Dunoon Primary	Mike Casey	TBA		
<b>Business Day</b>	Public Conveniences		One Off		D&I Mark Calder
<b>Business Day</b>	Community Cllrs/ Community Trusts to be invited to Business Day		One Off		to identify synergies/ways to work better to reduce duplication/enhance community output/gains
<b>Business Day</b>	Police Scotland Invitation	B&C Area Chair	One Off		