

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry



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21 December 2018

NOTICE OF MEETING

A meeting of **HELENSBURGH & LOMOND AREA COMMITTEE** will be held in the **MARRIAGE ROOM, HELENSBURGH & LOMOND CIVIC CENTRE** on **THURSDAY, 20 DECEMBER 2018** at **9:30 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST (IF ANY)**
- 3. MINUTES**
Helensburgh and Lomond Area Committee meeting held on 20 September 2018
(Pages 5 - 8)
- 4. PUBLIC QUESTION TIME**
- 5. RURAL WATCH**
Presentation by Constable David Armstrong, Police Scotland
- 6. SECONDARY SCHOOL REPORT (HERMITAGE ACADEMY)**
Report by Executive Director of Customer Services (Pages 9 - 20)
- 7. HOMELESSNESS IN HELENSBURGH AND LOMOND**
Report by Executive Director of Development and Infrastructure (Pages 21 - 28)
- 8. HELENSBURGH AND DISTRICT MEN'S SHED**
Report by Executive Director of Development and Infrastructure Services (Pages 29 - 36)
- 9. HERMITAGE PARK COMMEMORATIONS GUIDANCE**
Report by Executive Director of Development and Infrastructure Services (Pages 37 - 44)
- 10. HELENSBURGH OUTDOOR MUSEUM - ARTS STRATEGY FUND**
Report by Executive Director of Development and Infrastructure Services (Pages 45 - 86)

11. ECONOMIC DEVELOPMENT SERVICE FOCUS OF WORK - ARROCHAR
Report by Executive Director of Development and Infrastructure Services (Pages 87 - 92)

12. DUCHESS WOOD - MANAGEMENT AGREEMENT
Report by Executive Director of Development and Infrastructure Services (Pages 93 - 106)

* **13. HELENSBURGH WATERFRONT - POSITION STATEMENT**
Report by Executive Director of Development and Infrastructure Services (Pages 107 - 120)

14. AREA SCORECARD FQ2 2018-19
Report by Executive Director of Customer Services (Pages 121 - 132)

15. CHARITY AND TRUST FUNDS
Report by Head of Strategic Finance (Pages 133 - 136)

16. HELENSBURGH, CARDROSS AND DUMBARTON CYCLEWAY

(a) Report and Appendix 1 by Executive Director of Development and Infrastructure Services (Pages 137 - 146)

E1 (b) Appendix 2 (Pages 147 - 152)

REPORTS FOR NOTING

17. HELENSBURGH AND LOMOND WORK PLAN(Pages 153 - 156)

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

The Committee will be asked to pass a resolution in terms of Section 50(A)(4) 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 I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraphs are:-

E1 Paragraph 6 Information relating to the financial or business affairs of any particular person (other than the authority).

Paragraph 13 Information which, if disclosed to the public, would reveal that the authority proposes-

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

Councillor Lorna Douglas
Councillor Graham Hardie

Councillor Barbara Morgan (Vice-Chair)

Councillor George Freeman
Councillor David Kinniburgh

Councillor Aileen Morton
Councillor Gary Mulvaney
Councillor Richard Trail

Councillor Ellen Morton (Chair)
Councillor Iain Paterson

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

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MINUTES of MEETING of HELENSBURGH & LOMOND AREA COMMITTEE held in the PILLAR HALL, VICTORIA HALLS, HELENSBURGH on THURSDAY, 20 SEPTEMBER 2018

Present: Councillor Ellen Morton (Chair)

Councillor Lorna Douglas	Councillor Gary Mulvaney
Councillor Graham Archibald Hardie	Councillor Iain Paterson
Councillor Barbara Morgan	Councillor Richard Trail
Councillor Aileen Morton	

Attending: Shona Barton, Area Committee Manager
Stuart Green, Business Manager
John Gordon, CHORD Programme Manager
Hugh O'Neil, Networks and Standards Manager
Rona Gold, Community Planning Manager
Kirsty Moyes, Community Development Officer
Rick Rijdsijk, Social Value Lab

1. APOLOGIES

Apologies for absence were intimated by:
Councillor George Freeman
Councillor David Kinniburgh

2. DECLARATIONS OF INTEREST

No declarations of interest were intimated.

3. MINUTES

The minute of the Helensburgh and Lomond Area Committee held on 21st June 2018 was approved as a correct record.

4. PUBLIC QUESTION TIME

No public questions were raised.

5. SUPPORTING COMMUNITIES FUND

(a) Monitoring of Supporting Communities Fund 2017/18

The Committee considered a report that provided monitoring information on the grants distributed through the Supporting Communities Fund 2017/2018.

Decision

The Helensburgh and Lomond Area Committee:-

1. Noted the positive contribution of the grants to community projects, detailed in paragraph 4.1 and the attached table and;
2. Noted the return of unspent funds in paragraph 4.4 of the report and agree these be carried forward to be included in funds available for dispersal in 2019/20.

(Ref: Report by Community Planning Manager dated 20th September 2018, submitted)

(b) Supporting Communities Fund 2018/19 Pilot Project

The Committee considered a presentation by Rick Rijdsdijk Director, Social Value Lab on the evaluation of the SCF Participatory Budgeting Pilot.

Decision

The Helensburgh and Lomond Area Committee agreed to note the contents of the presentation and thanked Mr Rijdsdijk for the information provided.

(Ref: Presentation by Social Value Lab dated 20th September 2018, submitted)

6. LOCAL GOVERNANCE REVIEW - FEEDBACK FROM THE BIG LISTEN EVENT IN HELENSBURGH

The Committee considered a report and video by the Business Manager which set out the background, key themes and comments captured at the Big Listen events in Helensburgh.

The Business Manager advised that he would like Members to consider amending the recommendations which were outlined in the report. The Area Committee agreed to the request.

Decision

The Helensburgh and Lomond Area Committee:-

1. Agreed to note the content of the paper and the view expressed by local communities in relation to the local governance review consultation.
2. Agreed to note that an overarching report setting out the key themes drawn from all the engagement events would be submitted to the Council on the 27th September 2018 to inform Members' discussion.
3. Agreed to note that that a final response to the Scottish Government consultation Local Governance Review, taking into consideration

members feedback in September, would be submitted to the full Council on 29th November 2018 for its consideration and approval before submission to the Scottish Government before the deadline of 14 December 2018.

(Ref: Report by Chief Executive, dated 20th September 2018, submitted)

7. CHORD SURPLUS FUNDS

The Committee considered an update report on the progress of the Helensburgh CHORD –Surplus Fund Works, as approved at the Area Committee meeting on 13 December 2016, and specifically twelve works packages as detailed in the report.

Decision

The Helensburgh and Lomond Area Committee:

1. Noted the progress on each of the works packages, including the latest information and budget as set out at Section 5.1 of the Report; and
2. Agreed the recommendations, as set out at Section 5.2 of this Report, and requested a further report comes to a future Area Committee.

(Ref: Report by Executive Director of Development and Infrastructure Services dated 20th September 2018, submitted)

8. AREA SCORECARD - FQ1

The Committee considered a report on the Area Scorecard for financial quarter 1 of 2018-2019.

Decision

The Helensburgh and Lomond Area Committee:-

1. Noted the performance presented on the scorecard and supporting commentary; and
2. Agreed to note that work was ongoing and to respond to the Performance Management and Improvement Officer with requests or comments regarding the layout and format of the Report and Scorecard.

(Ref: Report by Executive Director of Customer Services dated 20th September 2018, submitted).

9. APPOINTMENT TO ACHA LOCAL COMMITTEE

The Committee considered a report detailing the requirement for an Elected Member to be appointed as the Council representative on the ACHA Area Committee for Helensburgh and Lomond.

Decision

The Helensburgh and Lomond Area Committee agreed to appoint Councillor Graham Archibald Hardie as the Council representative on the ACHA Area Committee for Helensburgh and Lomond.

(Ref: Report by Executive Director of Customer Services dated 20th September 2018, submitted)

10. PROPERTY UPDATE

The Committee considered a report which provided an update on the development and sale of properties in the Helensburgh and Lomond Area.

Decision

The Helensburgh and Lomond Area Committee noted the contents of the report.

(Ref: Report by Executive Director, Customer Services dated 20th September 2018, submitted)

11. HELENSBURGH TO CARDROSS CYCLEWAY

The Committee considered a report which updated Members on the progress made since the Helensburgh and Lomond Area Committee on 21 June 2018 in relation to the delivery of Argyll and Bute Council's long-standing commitment to the provision of a dedicated, high quality walking and cycle route linking Helensburgh, Cardross and Dumbarton.

Decision

The Helensburgh and Lomond Area Committee noted the contents of the report.

(Ref: Report by Executive Director of Development and Infrastructure Services dated 20th September 2018, submitted)

12. HELENSBURGH AND LOMOND WORKPLAN

The Committee considered the Helensburgh and Lomond workplan for September to December 2018.

Decision

The Helensburgh and Lomond Area Committee noted the Helensburgh and Lomond workplan.

(Ref: Helensburgh and Lomond Workplan dated 20th September 2018, submitted).



School Profile 2018-2019





School Profile 2017/2018

<u>School Name</u>	Hermitage Academy
<u>School Address</u>	Cardross Road, Helensburgh, Argyll G84 7LA
<u>Head Teacher</u>	Robert Williamson

CONTEXT OF THE SCHOOL

Hermitage Academy in Helensburgh is the largest school in Argyll and Bute and currently has 1296 pupils and is one of the largest schools in Scotland. The school serves the town of Helensburgh and the villages of Cardross, Rhu, Shandon, Garelochhead, Rosneath, Kilcreggan, Cove, Tarbet, Arrochar and Luss. It has a very large geographical catchment area and although no longer classified as a Rural School by the Scottish Government it has a substantial number of pupils who stay in rural areas. The school is a truly comprehensive school, with a very diverse catchment area. It has a town of 16,000 people, a large number of villages with sizeable populations and some more isolated settlements. It also has a considerable number of pupils who stay on farms and other rural dwellings. The school has pupils in every decile of the Scottish Index of Multiple Deprivation (SIMD).

Due to the Royal Navy Base at Faslane on the Gare Loch there is a considerable number of pupils who are from an Armed Forces background. There have also been a number of movements of pupils due to redeployment of the submarine fleet from the south of England to Faslane.

In recent years, the school has undergone significant change, including the appointment of a new Head Teacher in October of 2017.

Curricular Vision

Hermitage Academy aims to provide an education for all of our young people which will enable them to:
Achieve their potential, experience success and be well prepared for life beyond school.

Values are enshrined in our **SHARE IT** strategy: Support, Hard Work, Ambition, Respect, Excellence, Integrity and Thoughtfulness.

We are proud to be a **Rights Respecting School**.

Recognising Wider Achievement

Hermitage Academy recognises wider achievement wherever possible and has a significant range of strategies to embrace this:

Rights Respecting School, Level 1

We have now received the High 5 Awards at SCQF Level 2. These will be distributed to S2 for the Health Month they took part in in S1

We have now completed the whole school wider achievement survey so that we will have captured not only wider achievement in school but also wider achievement out of school

Leadership Academy, encouraging participation in Wider Achievement across the school

Children's University. We have 69 pupils signed up to this across S1 & S2

Youth Service Courses (CLD)– Fire Reach, Dynamic Youth awards, Employability Award – Scottish Youth Parliament

Rotary Chef Competition

TSI - Saltire Awards- Volunteering in school / local community

Youth groups – Scouts, Girl Guides, BB's, Route 81, Cove Park Art Group, RAF Cadets, Army Cadets, Navy Cadets

Young Carers – variety of opportunities re volunteering, skills development and peer support – programme of life achievements e.g. sailing in large ships for a week

Rural skills – Community volunteering

Variety of sports success – Netball, Table Tennis, Football, Hockey, Rugby – Athletics / Swimming, Sailing, Tennis

Variety of music / drama / dance successes – senior school show, junior school show – local pantomime, local theatre productions – Highland dancing

awards, hip hop dancing awards, Bagpipe success, Orchestra success, folk music success – Christmas Concert

Lego competition

STEM Activities

Duke of Edinburgh Award

Toyota Art competition winners

Ladfas lectures – Advanced higher pupils present work

Exchanges – Spanish, French, Georgia

S4 Work experience – during own time and holidays – level 4 award

S6 SQA Leadership Course

French, German & Spanish Exchanges

My World of Work Ambassadors

Tutoring

Extended work experience

Heartstart

Youth Achievement Awards

Dynamic Youth Awards

Duke of Edinburgh

SQA Performance¹

School roll as at Census ^{1a}	S4	S5	S6
2017-2018	217	213	176

Advanced Higher	15/16	16/17	17/18
Number of Presentations ^{1a}	126	131	151
Number of passes Grade A-C	108	103	126
% of number passes Grade A-C	85.71%	78.63%	83.44%
% of number passes Grade A-C Authority Average	84.07%	76.98%	81.90%
% of number passes Grade A-C National Average ²	80.9%	80.00%	80.50%
Number of Awards Grade A-D	118	118	136
% Awarded Grade A-D	93.65%	90.08%	90.07%
% Awarded Grade A-D – Authority Average	92.92%	87.76%	88.89%
% Awarded Grade A-D – National Average	88.6%	na	88.50%

Higher	15/16	16/17	17/18
Number of Presentations ^{1a}	942	1039	975
Number of Awards Grade A-C	688	826	806
% Awarded Grade A-C	73.04%	79.50%	82.67%
% Awarded Grade A-C Authority Average	76.98%	75.89%	78.79%
% Awarded Grade A-C National Average ²	76.7%	77%	76.70%
Number of Awards Grade A-D	779	904	871
% Awarded Grade A-D	82.70%	87.01%	89.33%
% Awarded Grade A-D – Authority Average	85.61%	85.15%	87.08
% Awarded Grade A-D – National Average	84.8%	na	85.50

SQA Performance (continued)¹

National 5³	15/16	16/17	17/18
Number of Presentations ^{1a}	421	1582	1212
Number of Awards Grade A-C	213	1366	1006
% Awarded Grade A-C	50.59%	86.35%	83.00%
% Awarded Grade A-C Authority Average	75.31%	81.10%	79.86%
% Awarded Grade A-C National Average ²	79.8%	79.50%	77.50%
Number of Awards Grade A-D	269	1444	1127
% Awarded Grade A-D	63.90%	91.28%	92.99%
% Awarded Grade A-D – Authority Average	84.08%	87.68%	92.15
% Awarded Grade A-D – National Average ²	86.3%	na	89.90

National 4³	15/16	16/17	17/18
Number of Presentations ^{1a}	216	437	325
Number of Passes	216	437	352
% Passed	100%	100%	100%
% Passed Authority Average	100%	100%	100%
% Passed National Average ²	93.3%	92.80%	100%

Literacy and Numeracy

S6 pupils based on S4 roll

S6 based on S4 roll	Year	% Level 4 Literacy and Numeracy	% Level 5 Literacy and Numeracy	Number in Cohort
Hermitage Academy	2016	86.08	75.11	237
Virtual Comparator	2016	91.43	71.65	2370
Argyll & Bute	2016	83.33	63.92	948
National	2016	84.77	61.22	54632
Hermitage Academy	2017	86.52	82.17	230
Virtual Comparator	2017	93.04	74.04	2300
Argyll & Bute	2017	85.31	69.48	878
National	2017	87.38	63.77	52975
Hermitage Academy	2018	92.08	76.67	240
Virtual Comparator	2018	92.58	74.67	2400
Argyll & Bute	2018	89.01	69.54	801
National	2018	87.82	65.34	51942

S5 pupils based on S4 roll

S5 based on S4 roll	Year	% Level 4 Literacy and Numeracy	% Level 5 Literacy and Numeracy	Number in Cohort
Hermitage Academy	2016	87.83	81.3	230
Virtual Comparator	2016	92.78	71.96	2300
Argyll & Bute	2016	85.29	65.61	884
National	2016	87.02	60.9	52853
Hermitage Academy	2017	91.63	72.8	239
Virtual Comparator	2017	91.63	71	2390
Argyll & Bute	2017	88.48	66.42	807
National	2017	87.5	63.3	51836
Hermitage Academy	2018	96.68	80.91	241
Virtual Comparator	2018	93.61	74.65	2410
Argyll & Bute	2018	90.64	69.27	833
National	2018	88.23	63.17	50932

S4 pupils based on S4 roll

S4 based on S4 roll	Year	% Level 4 Literacy and Numeracy	% Level 5 Literacy and Numeracy	Number in Cohort
Hermitage Academy	2016	5.42	0.42	240
Virtual Comparator	2016	87.33	55.21	2400
Argyll & Bute	2016	58.23	31.05	802
National	2016	83.29	47.61	51297
Hermitage Academy	2017	95.04	66.53	242
Virtual Comparator	2017	91.28	63.76	2420
Argyll & Bute	2017	88.7	53.81	814
National	2017	85.34	52.26	50336
Hermitage Academy	2018	89.45	52.29	218
Virtual Comparator	2018	83.21	57.39	2180
Argyll & Bute	2018	83.64	48.18	770
National	2018	81.06	49.53	49776

School Leaver Destination Returns (SLDR)⁴

Measure	14/15	15/16	16/17
Number of Total Leavers	215	233	215
Number of Young People entering Higher Education (%)	48.4%	50.64%	48.31%
Number of Young People entering Further Education (%)	22.3%	18.45%	22.03%
Number of Young People entering Training (%)	2.8%	2.58%	2.12%
Number of Young People gaining Employment (%)	13.5%	18.45%	19.07%
Number of Young People gaining Voluntary Work (%)	0.5%	0.86%	0.85%
Number of Young People entering Activity Agreements (%)	0.0%	0.0%	0.0%
Number of Young People - Unemployed Seeking (%)	10.2%	8.58%	5.93%
Number of Young People - Unemployed Not Seeking (%)	0.5%	0.43%	1.27%
Number of Young People - Unconfirmed (%)	1.9%	0.0%	0.42%
Total number of young people in a Positive Destination (%)	87.4%	90.99%	92.38%
Total number of young people in Other Destination (%)	12.6%	9.01%	7.62%
Total number of young people in a Positive Destination (%) Authority Average	93.1%	92.91%	94.66%
Total number of young people in Other Destination (%) Authority Average	6.9%	7.09%	5.34%
Total number of young people in a Positive Destination (%) National Average	92.9%	93.94%	93.72%
Total number of young people in Other Destination (%) National Average	7.1%	6.68%	6.28%

Overview

Measure	13/14	14/15	15/16	16/17	17/18	% change in Roll over 5 years
Roll (as at census)	1362	1309	1331	1296	1260	-7.49%
Clothing and Footwear Grant (number of pupils)	117	190	161	151	130	
Clothing and Footwear Grant (% of number of pupils)	8.6%	14.5%	12.1%	11.7%	10.32%	
Clothing and Footwear Grant (%) - Authority Average ⁵	9.54%	15.60%	14.31%	12.98%	11.77%	
Free School Meals (number of pupils)	123	133	132	118	108	
Free School Meals (% of number of pupils)	9%	10.2%	9.92%	9.1%	8.57%	
Free School Meals (%) - Authority Average	12.0%	10.8%	11.2%	10.53%	9.45%	
Free School Meal - National Average for Secondary Schools (%) ⁶	15.5%	15.0%	14.2%	14.1%	14.4%	

Attendance, Absence and Exclusions⁷

Measure	13/14	14/15	15/16	16/17	17/18	Range of Attendance (%) over 5 years
Attendance:						1.43%
Attendance (% of school roll)	93.05%	92.87%	91.62%	92.56%	92.63%	
Authorised Absence (% of school roll) ⁸	4.79%	4.99%	5.06%	5.26%	4.82%	
Unauthorised Absence (% of school roll)	2.13%	2.11%	3.31%	2.16%	2.52%	
Attendance Number of Pupils (%) - Authority Average	93.1%	92.64%	91.80%	91.58%	91.24%	
Attendance Number of Pupils (%) - National Average ⁷	not collated	93.7%	Not collated	Not yet published	Not collated	

Measure	13/14	14/15	15/16	16/17	17/18
Exclusions:					
Exclusion Openings	133	185	81	102	120
Exclusion Incidents	24	33	13	16	31
Number of Pupils	16	25	9	14	25
Exclusion Incidents per 1000 pupils	17.61	24.81	9.74	12.31	24.60
Exclusion Incidents per 1000 pupils - Authority Average	52.46	39.81	31.04	No longer available	No longer available
Exclusion Incidents per 1000 pupils - National Average ¹⁰	not collated	27.2	Not collated	Not yet published	Not Collated

Footnotes

Data will be anonymised to protect individuals where there are fewer than 5 pupils and or presentations.

SQA Please note that this data is based on current interim results. It does not take into account any updated results due to the SQA Post Result Services and therefore this data could change and is not reflective of leavers exit qualifications which are cumulative. Insight data is updated at the end of February that results post-results service outcomes.

¹ SQA Performance data was collected in August from SQA.

^{1a} Please note that some schools operate a positive presentation policy whereby they present students, if at all possible or at parental request for higher units however this can impact both the percentage pass rate and the level of awards. Therefore care must be taken when comparing number of presentations to the percentage pass rate.

⁴ SLDR data is published by Skills Development Scotland (SDS) on behalf of The Scottish Government. The year runs from 1st August to 31st July each year and the data is collected on the 1st Monday in October each year. The data shown in this profile is the initial data collected.

- Higher Education includes HNC, HND and Degree courses
- Further Education includes Access, NPAs and Highers
- Training includes Employability Stage Funds 2 and 3 (previously called Get Ready for Work)
- Employment includes Modern Apprenticeships and any employment over 16 hours per week
- Voluntary includes Barnardos, Oxfam, Red Cross and community based volunteering
- Activity Agreements are for young people who are furthest removed from employment/training/education that are receiving mentoring support from a Trusted Professional
- Unemployment includes those young people who can't work through ill health, are caring for others or are pregnant

⁵ Please note that Authority Clothing Grant and Free School meal information prior to 2016/17 was extracted from SEEMiS Vision. Data from 2016/17 is extracted from the SEEMiS Business Intelligence Reporting tool.

⁶ National Averages for FSM have been taken from Summary statistics for attainment, leaver destinations and healthy living, June 2018 Edition (Table 1b).

⁷ Attendance, Absence and Exclusion information is now collected on a biennial basis by Scottish Government. Data was collected in August for session 2016/17 and was published in the Summary Statistics for school in Scotland, No 8: 2017 Edition. Please note that Attendance and Exclusion information prior to 2016/17 was extracted from SEEMiS Vision. Data from 2016/17 is extracted from the SEEMiS Business Intelligence Reporting tool.

⁸ Authorised absence includes bereavement, short – term exceptional domestic situations, religious observance, weddings of immediate family. Unauthorised absence includes truancy, unexplained absence and most family holidays during term time. Attendance and absence is outlined in Management Circular 3.03.

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ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND AREA
COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

20 DECEMBER 2018

Homelessness in Helensburgh and Lomond

1.0 EXECUTIVE SUMMARY

- 1.1 The main purpose of this report is to update Councillors on the issue of homelessness in Helensburgh and Lomond.
- 1.2 A report was submitted to Committee in June 2018 detailing the number of homeless applications made to the local authority over the last 3 years with a particular focus on Helensburgh and Lomond. The report will provide an update on activity and trends in the last 6 months.
- 1.3 Members are asked to consider the content of the report.

ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND AREA
COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

20 DECEMBER 2018

Homelessness in Helensburgh and Lomond

2.0 INTRODUCTION

- 2.1 The main purpose of this report is to update Councillors on the issue of homelessness in Helensburgh and Lomond.
- 2.2 A report was submitted to Committee in June 2018 detailing the number of homeless applications made to the local authority over the last 3 years with a particular focus on Helensburgh and Lomond. The report will provide an update on activity and trends in the last 6 months.
- 2.3 Members are asked to consider the content of the report.

3.0 RECOMMENDATIONS

- 3.1 Members are asked to consider the content of the report.

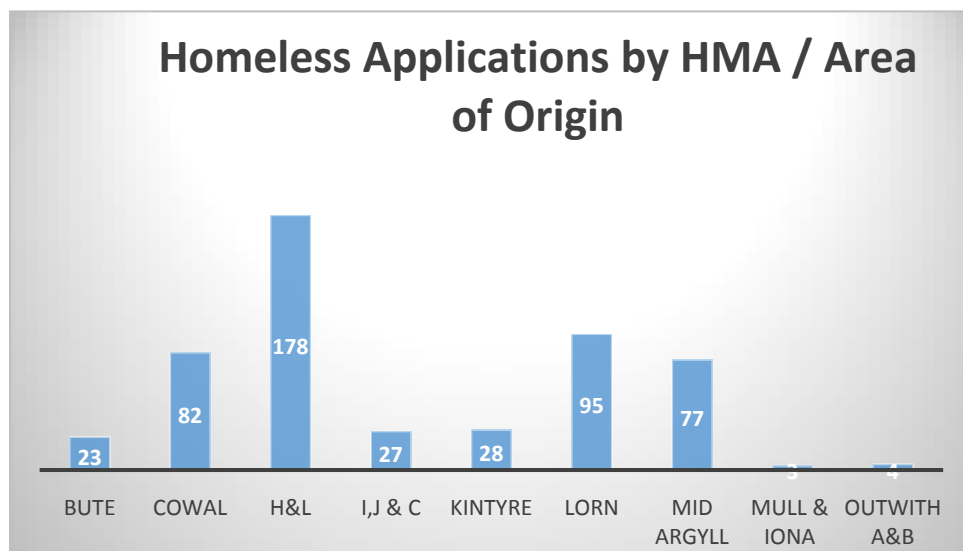
4.0 DETAIL

- 4.1 The local authority has a statutory duty to take and assess homeless applications and provide temporary accommodation for households who are homeless under Housing (Scotland) Act 1987 and Housing (Scotland) Act 2001. The local authority also has a statutory duty to assess support requirements for homeless households, providing housing support when required under the Housing (Scotland) Act 2010.
- 4.2 Housing Services received 517 homeless applications in 2017/18. During the first half of 2018/19 there were 208 homeless applications recorded being a reduction of 50 cases (20%) in the same period in the previous year.
 - 4.2.1 There has been a significant decrease in homeless applications in Helensburgh and Lomond which saw a reduction of 14 cases (17%) over the first half of 2018/19. This is a reduction from 83 to 69 homeless applications.

Annual Homeless Applications, Argyll & Bute, 2009/10 – 2017/18



Homeless Applications by Housing Market Area (HMA)/Area of Origin, 2017/18



4.2.2 So far in 2018/19 the majority of closed cases (82%) achieved positive outcomes, with 96 receiving a Scottish Secure Tenancy, 22 returning to/retaining their previous accommodation, and 15 receiving a Private Rented Tenancy. There were no cases resulting in B&B or hostel accommodation, and no cases breached the Homeless Persons unsuitable accommodation

order in 2017 or the first six months of 2018/19.

- 4.2.3 In terms of homeless trends so far in 2018/19, single persons continue to make up the vast majority of applicants (66% of the total, which is up by 7%, on the previous year), followed by single parents who made up 16% of the applications.
- 4.2.4 The total number of applications from single parents and couples with children dropped from 86 in the first half of 2017/18 (33% of that period's total) to 49 in 2018/19 (24%).
- 4.2.5 The majority of applicants were occupying a parental/family or relative's home (23%) or had a tenancy in the private rented sector (25%); while another 13% were living with friends or partners. Just over 3% owned or were buying their own property.
- 4.2.6 The main reasons for presenting as homeless during the first half of 2018/19, were being "Asked to leave" (39 applicants, 19% of total) or "Dispute within household / relationship breakdown: non-violent" (40 applicants, 20%). Between 2016/17 and 2017/18 there appears to be a further increase in the number of cases of persons unable to retain their home because of financial issues such as debt or unemployment; as well as a rise in cases due to mental health conditions.
- 4.2.7 Termination of tenancy due to mortgage arrears or default on payments has reduced from 22 cases over the same period to 12 cases.
- 4.2.8 The main reasons for failing to maintain accommodation are listed below (selected reasons only):-

Reason	2015/2016	2016/2017	2017/2018	2018/19 (1st April – 30th September)
Financial difficulties/ debt/ unemployment	28	46	56	14
Physical health reasons	15	14	13	5
Mental health reasons	13	24	32	15
Lack of support from friends/ family	18	11	15	5
Drug/ alcohol dependency	9	15	10	9
Criminal/ antisocial behavior	8	9	8	2

- 4.2.9 Rough sleeping constitutes an extreme form of homelessness and housing need, and the LHS sets out a target to ensure that this is maintained at or below baseline levels. In 2016/17 the incidence of applicants sleeping rough within the 3 months preceding their application was 9% (43 of 478 cases). In 2017/18, this number decreased to 38 and proportionately decreased to only 7% of the total applicants.
- 4.2.10 During the first half of 2018/19 the number of applicants who slept rough in the 3 months preceding their homeless application dropped to 15 being 7% of

all homeless applications.

Slept rough in Argyll & Bute	2006/2007	2015/2016	2016/2017	2017/2018	2018/19 (1 st April – 30 th September)
Slept rough during the 3 months preceding application	121	44	43	38	15
Slept rough on the night preceding application	59	18	20	26	9
All Applicants	988	401	476	517	208

4.2.11 Argyll and Bute Council continues to operate a homeless out of hours service 24 hours a day, 365 days a year. Staff provide advice and assistance to households as well as providing emergency accommodation if required.

4.3 Helensburgh and Lomond has seen a reduction in the number of homeless applications in the first 6 months of 2018/19 compared to 2017/18. The table below illustrates the main reasons for homelessness in the area over the last 3 years.

	2015/16	2016/17	2017/18	2018/19 (1 st April to 30 th September)
<u>No of Homeless Applications</u>	105	142	178	69
<u>Reasons for Homelessness:</u>				
<i>Asked To Leave</i>	44 (42%)	33 (23%)	33 (19%)	11 (16%)
<i>Termination of Tenancy due to rent arrears</i>	6 (6%)	9 (6%)	21 (12%)	4 (6%)
<i>Dispute with Household (Non - violent)</i>	16 (15%)	28 (20%)	29 (16%)	13 (19%)
<i>Dispute with Household (Violent)</i>	3 (3%)	10 (7%)	21 (12%)	3 (4%)
<u>Final Outcome RSL Tenancy</u>	51 (49%)	64 (55%)	75 (42%)	31 (49%)
<u>% of Positive Homeless Prevention Interventions</u>		50%	32%	49%

4.4 Housing support is provided by the local authority through contracts with third sector organisations. In Helensburgh and Lomond Carr Gomm provide housing

support to all households assessed as being at risk with homelessness over the age of 16. As at 30th September 2018 242 households were being supported across Argyll and Bute. 45 of the 242 households (18.5%) live in Helensburgh. 14 of the households are aged 16-24 and 31 of the households are aged 25 and over.

5.0 CONCLUSION

- 5.1 The first 6 months of 2018/19 has seen a reduction of 20 homeless applications in Helensburgh and Lomond compared to the first 6 months of 2017/18. There has been a significant reduction in the number of households presenting as a result of termination of tenancy/mortgage due to rent arrears/default on mortgage payments.

- 5.2 Homelessness is not just a housing issue and requires an effective partnership approach to tackle the root causes of homelessness which are often related to the health issues and low incomes of households. These pressures lead to breakdown in relationships but by taking a proactive approach with health, RSL, welfare rights and mediation colleagues we will minimise the chances of households presenting as homeless to the local authority.

6.0 IMPLICATIONS

- 6.1 Policy - none
- 6.2 Financial - none
- 6.3 Legal - none
- 6.4 HR - none
- 6.5 Equalities/Fairer Scotland Duty - none
- 6.6 Risk - none
- 6.7 Customer Service - none

Pippa Milne - Executive Director of Development and Infrastructure

Councillor Robin Currie - Policy Lead Communities, Housing, Islands and Gaelic

20th December 2018

For further information contact:

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ARGYLL AND BUTE COUNCIL**HELENSBURGH AND LOMOND AREA
COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****20th DECEMBER 2018**

Helensburgh and District Men's Shed

1.0 EXECUTIVE SUMMARY

- 1.0.1 This report considers the siting of a shed for the Helensburgh and District Men's Shed (Men's Shed) within Hermitage Park. The proposal is to site the shed within the currently underused space between the burn and boundary line with Victoria Halls. If approved this would allow the Men's Shed to fund raise towards establishing a permanent shed within the town. (See appendix 8.1 Park site plan showing proposed location and size of Men's Shed).
- 1.0.2 The Helensburgh and Lomond Business Day (H&LBD) met on 10th November 2015 to consider proposals to locate a Men's Shed in Hermitage Park. The Committee noted ongoing progress and requested that a report be submitted to a future Helensburgh and Lomond Area Committee. Due to the length of time that had elapsed since the last H&LBD report an update was provided on 12th November 2018 to the H&LBD prior to bringing forward this report.
- 1.0.3 The Men's Shed have been searching for a site to set up their shed for over four and a half years without success. This included a number of sites both temporary and permanent including the former depot site, which would have offered a purpose built site, and a temporary site within Hermitage Park.
- 1.0.4 The proposed shed size would be approximately 12m x 18m (216m²). Access would be via Victoria Halls Car Park and members would use Victoria Halls and the Hermitage Park's new car park. The Men's Shed would look to operate the shed initially 3 days a week between 10am and 4pm, and would look to work with Live Argyll and others to ensure minimal disruption.
- 1.0.5 It is recognised that the possible siting of the Men's Shed within the park would be beneficial and an asset to the local people and community within Helensburgh and district. The Men's Shed have already agreed to support activities, as part of the Hermitage Park Activity Plan, which includes the manufacturing and long term maintenance of park furniture as well as a number of other features within the park.
- 1.0.6 A Ground Lease will be agreed as part of the proposals with the Council. The H&LBD meeting (12th November 2018) requested that the final Ground Lease should come to a later Area Committee for noting.
- 1.0.7 The proposed Men's Shed will require planning permission, however, a pre-planning application was made in (4th December 2015) that provided a preliminary

assessment based upon the submitted information at the time. Feedback from Planning indicated that they would be supportive in principle, whilst highlighting an initial concern linked to the use of equipment and associated noise levels. This could be mitigated through sound proofing and opening hours.

- 1.0.8 The Men's Shed will be responsible for all legal, financial (including capital and revenue costs), planning and other associated costs of developing and maintaining the Men's Shed. The Men's Shed constitution states that on winding up; Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as /or which closely resemble the purposes of the H&DMS set out in our constitution. Further details will be set out within the Ground Lease between the Council and Men's Shed.
- 1.0.9 Both Legal and Estates have been consulted and see no issues with the proposal in principle.

1.1 **RECOMMENDATIONS**

- 1.1.1 The Helensburgh and Lomond Area Committee are invited to agree in principle to the proposal to locate a Men's Shed within the south west corner of Hermitage Park, between the Victoria Halls boundary and the burn, subject to them obtaining all necessary statutory consents.
- 1.1.2 A Ground Lease is concluded between the Men's Shed and the Council, and that authority is delegated to the Executive Director of Development and Infrastructure to agree the detailed terms of this lease.

ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND
AREA COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

20th December 2018

Helensburgh and District Men's Shed

2. INTRODUCTION

- 2.1 This report considers the siting of a shed for the Helensburgh and District Men's Shed (Men's Shed) within Hermitage Park. The proposal is to site the shed within the currently underused space between the burn and boundary line with Victoria Halls. If approved this would allow the Men's Shed to fund raise towards establishing a permanent shed within the town.
- 2.2 The Helensburgh & Lomond Area Committee is being asked to agree in principle to the proposal but any such arrangement is without prejudice to the requirement to obtain all necessary consents, which will require to go through due process if the project progresses.
- 2.3 The proposed shed size would be approximately 12m x 18m (216m²). Access would be via Victoria Halls Car Park and members would use Victoria Halls and Hermitage Park's new car park. The Men's Shed would look to operate the shed initially three days a week between 10am and 4pm. The Men's Shed would look to work with Live Argyll and others to ensure minimal disruption and ensure that any proposed expansion of Victoria Halls would fit within the plans for the Men's Shed.
- 2.4 Amenity Services are supportive of the siting of the Men's Shed within Hermitage Park and can see the benefit to the long term management and maintenance of the park. The Men's Shed have already agreed to provide input to the Hermitage Park Activity Plan, which includes the manufacturing and long term maintenance of park furniture as well as a number of other features within the park. The proposed partnership would support the long term aim of developing a financially sustainable park. A Ground Lease will be agreed as part of the proposals with the Council.
- 2.5 It is recognised that the possible siting of the Men's Shed within the park would be beneficial to both organisations and an asset to the local people and community within Helensburgh and district. This includes providing:
- Significant input to the long term sustainability of Hermitage Park through the manufacturing and maintenance of a variety of park features (including benches, fencing, restoration of a glasshouse and other structures, the development of renewable energies and the repair and maintenance of these items, tools and equipment repairs and maintenance, etc.)
 - A much needed community and social hub that provides a range of creative, physical and recreational activities

- A place where people can share skills and knowledge and offer training and development to a wide and diverse group of people

3. RECOMMENDATIONS

- 3.1 The Helensburgh and Lomond Area Committee are invited to agree in principle to the proposal to locate a Men's Shed within the south west corner of Hermitage Park, between the Victoria Halls boundary and the burn, subject to them obtaining all necessary statutory consents.
- 3.2 A Ground Lease is concluded between the Men's Shed and the Council, and that authority is delegated to the Executive Director of Development and Infrastructure to agree the detailed terms of this lease.

4. BACKGROUND

- 4.1 The Men's Shed is an international movement that started in Australia in 1995. The idea of a shed is to encourage social activity and friendships, while providing vital health information to its members.
- 4.2 The development of the Men's Shed started with an article within the Helensburgh Advertiser in February 2014, which sought to gauge levels of interest. At its first AGM a board was formed and the Men's Shed constitution was defined and approved. The Men's Shed became a Scottish Charitable Incorporated Organisation on 28th April 2015. They have adapted the standard Men's Shed strap line to highlight that the shed is open to all - 'People who share Skills'. To date the group, despite having no workshop facilities has 59 members and 15 more requesting membership in the past year, however, the group are struggling to continue without a site to set up a shed.
- 4.3 The Men's Shed aims are to promote general well-being, continuing education and healthy lifestyles for people who are looking to use their time in a constructive and enjoyable manner. They hope to achieve this through setting up and operating a meeting place or collective not for profit shed where people will be able to share skills, actively pursue hobbies or interests, work on community projects and have a place to go and relax knowing they are among friends. The benefit for members will be improved self-esteem, a chance to learn new skills and practice old ones, overcome isolation and potential depression, improve social interaction and enjoy an active healthy retirement. Various local government, NHS health, volunteer and community groups have identified a strong need for this subject to be addressed with the growing numbers of older people in Helensburgh and Lomond.
- 4.4 The Men's Shed have been searching for a site to set up their shed for over four and a half years without success. They have considered a number of sites both temporary and permanent including the former depot site, which would have offered a purpose built site, and a temporary site within Hermitage Park, all without success.

5. DETAILS

- 5.1 The siting of the Men's Shed within Hermitage Park would meet and fulfil a much needed wider social requirement of the community. It would provide a high level of training, development and educational needs, through allowing traditional and modern skills to be practiced and passed on and, through the development of a partnership with Hermitage Park/Amenity Services, would contribute to a sustainable park.
- 5.2 The Men's Shed are a registered Scottish Charitable Incorporated Organisation (SCIO) and are represented by a board of Trustees, listed below. Brian Mackay, Chairman and Ian Grout, Secretary are leading the Hermitage Park Men's Shed development within Hermitage Park.

NAME	ROLE	EXPERIENCE
Brian Mackay	Chairman	Before retirement Brian was a Senior Manager for 12 years at BP with global responsibility for Sub Sea Pipelines. His experience covers research & development, risk assessment, cost analysis and hands on project and man management.
Ian Grout	Secretary	Ian is a senior design academic at the Glasgow school of art and for 21 years has worked worldwide developing creative networks and educational programmes. His current focus is Health and wellbeing projects for NHS Scotland.
James Duncan	Treasurer	Before retirement James worked for 20 years in management, planning & marketing at Strathclyde Passenger Transport Executive. For 15 years, he ran his own Management Consultancy and has also had two spells as a University Tutor.
Raymond Page	Vice Chair	Before retirement Ray worked in Engineering with Weir Pumps. His recent experience includes, Sales and Project Management within the service industry, Computer Programming, Systems Analysis, IT Management and Lecturing.
Ian James Hume	Board Member	Ian joined the Royal Navy as an artificer apprentice in 1961 training in all workshop disciplines before serving on surface ships and in the submarine service. He has a University Honours Degree in Design and Technology, and has taught in local schools.

- 5.3 The proposed design of the shed requires planning permission, however, a pre-planning application was made in (4th December 2015 (ref 15/03158/PREAPP)) which noted that "Prior to addressing the feasibility of this development and discussing any site specific related issues, it is important to note that in overall terms, we are supportive in principle of this project and recognise the benefits and value that a facility like this could bring to the area and local community. As such would look sympathetically upon this proposal as far as is possible within the relevant boundaries of regulation." However, an initial concern was noted relating to the equipment and associated noise that it could potentially generate when in operation. This could be mitigated through sound proofing and opening hours.

- 5.4 The Men's Shed will be responsible for all legal, financial (including capital and revenue costs), planning and other associated costs of developing and maintaining the Men's Shed. Should the Men's Shed fold, the Men's Shed constitution states that on winding up; Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as /or which closely resemble the purposes of the H&DMS set out in our constitution. Further details will be set out within the Ground Lease between the Council and Men's Shed.
- 5.5 The following points have also been considered with various council representatives:
- Legal - the council's legal department has been contacted and at this stage does not see any legal issues with developing an agreement.
 - Consideration will require to be given to the requirements of the Disposal of land by Local Authorities (Scotland) Regulations 2010. The precise requirements will depend on the value of the tenant's interest in the proposed lease and the services to be provided.
 - Estates have been made aware of the proposal and suggest that a Ground Lease would be most appropriate.
 - Amenity Services do not see any issues at this stage; instead they see this as an opportunity to increase the long term viability and sustainability of the park through developing a working partnership.

6. CONCLUSION

- 6.1 It is clear that a partnership between the Men's Shed and the council would be mutually beneficial. Council Officers are supportive and comfortable with the siting of a Men's Shed within Hermitage Park and can see the benefit to the long term management and maintenance of the park, and in providing additional community, health and wellbeing benefits and educational, training and development opportunities for a wide and diverse group of people interested in sharing and learning skills within Helensburgh and Lomond.

7. IMPLICATIONS

- | | | |
|-----|-------------------|--|
| 7.1 | Policy | This projects supports delivery of the SOA in particular outcome 5, People live active, healthier and Independent lives and outcome 6 that we live in safer, stronger communities. |
| 7.2 | Financial | None as all costs will be covered by the Men's Shed. |
| 7.3 | Legal | The Ground Lease will provide clarity and agreed working relationship between the council and the Men's Shed. |
| 7.4 | HR | None. |
| 7.5 | Equalities/Fairer | The new build will take into account the needs of those |

Scotland Duty

with mobility problems and whilst named the Men's Shed will be open to all.

7.6 Customer Services

None.

8. APPENDICES

8.1 Hermitage Park site plan showing proposed location and size of Men's Shed.

Executive Director of Development and Infrastructure – Pippa Milne

Policy Lead: Cllr Aileen Morton

14th November 2018

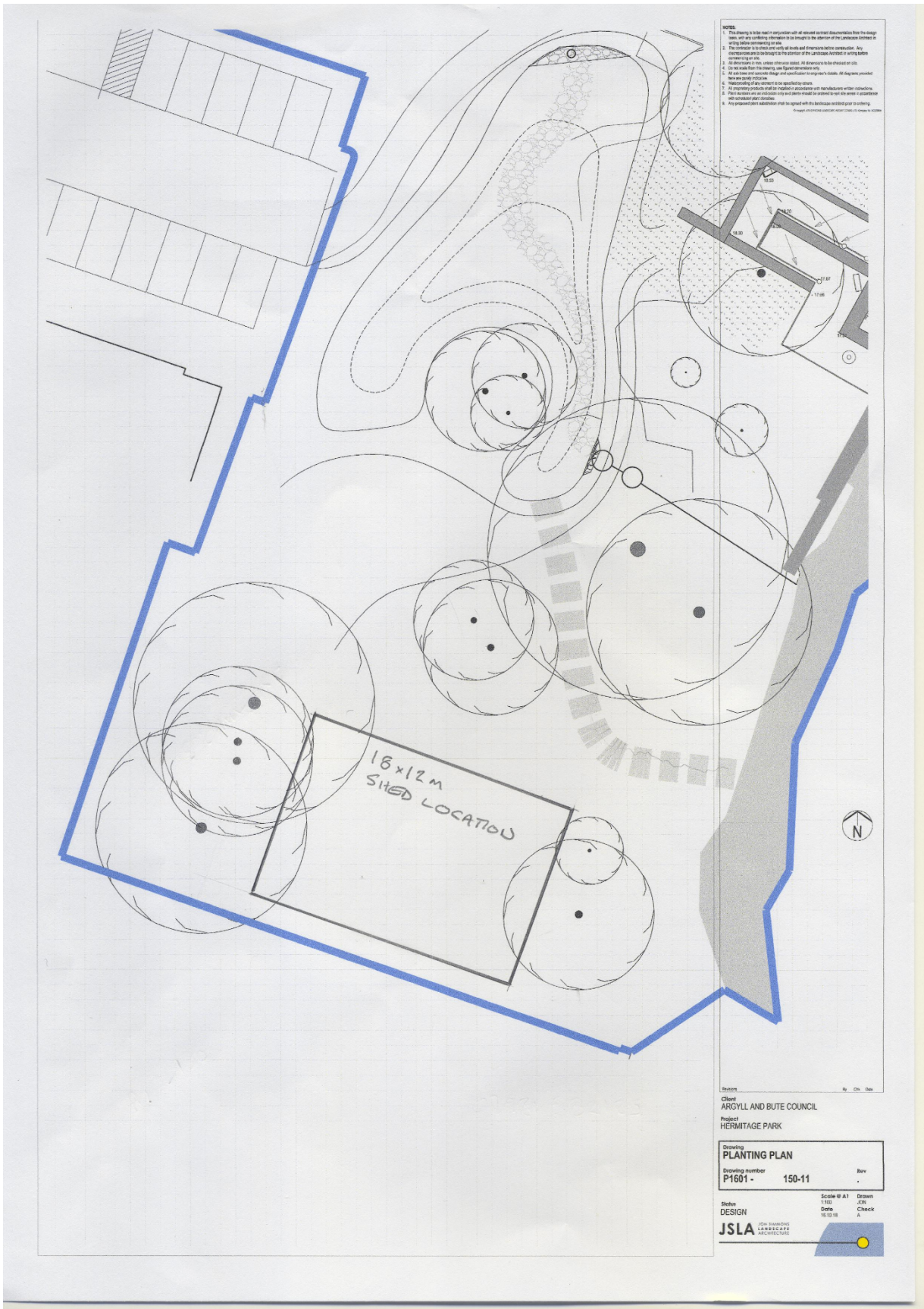
For further information contact:

Melissa Simpson, Hermitage Park Delivery Officer/Park Manager

Tel: +44(0)1436 658989

melissa.simpson@argyll-bute.gov.uk

8.1 Hermitage Park site plan showing proposed location and size of Men's Shed.



ARGYLL AND BUTE COUNCIL**HELENSBURGH AND LOMOND
AREA COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****20th DECEMBER 2018**

Hermitage Park Commemorations Guidance

1.0 EXECUTIVE SUMMARY

- 1.0.1 This report sets out guidance on the style and type of commemorations suitable for Hermitage Park, covering trees, benches and other commemorative features. A criteria is proposed to ensure appropriate and non-offensive language is applied to commemorative plaques/labels.
- 1.0.2 The Helensburgh and Lomond Committee met on 22nd March 2018. The Committee requested a paper be submitted outlining the approach to commemorations within Hermitage Park.
- 1.0.3 As part of the restoration of Hermitage Park a street furniture strategy was agreed with partners. The new bench style (*FalcoRelax*) matched other features added to the park as part of the works, including bins, lampposts, the pavilion, interpretation and bike stands. Benches have been selected for their robustness and minimal maintenance needs.
- 1.0.4 The Friends of Hermitage Park assisted with promoting commemorative benches and trees in the park, and continue to do so in partnership with the Council. The Friends aim to continue to assist the Council with managing and maintaining commemorations within the park.
- 1.0.5 Amenity Services will select and approve new commemorations within the park, this will include the siting, numbers of and, in terms of trees, species.

1.1 RECOMMENDATIONS

- 1.1.1 The Helensburgh and Lomond Area Committee note the commemoration guidance for Hermitage Park.
- 1.1.2 The Committee approve the criteria ensuring appropriate and non-offensive language is applied to all commemorations within the park (5.1.4).

ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND
AREA COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

20th December 2018

Hermitage Park Commemorations Guidance

2. INTRODUCTION

- 2.1. This report sets out guidance on the style and type of commemorations suitable for Hermitage Park, covering trees, benches and other commemorative features. A criteria is proposed to ensure appropriate and non-offensive language is applied to commemorative plaques/labels.
- 2.2. The Friends of Hermitage Park assisted with promoting commemorative benches and trees in the park, and continue to do so in partnership with the Council. The Friends aim to continue to assist the Council with managing and maintaining commemorations within the park.

3. RECOMMENDATIONS

- 3.1 The Helensburgh and Lomond Area Committee note the commemoration guidance for Hermitage Park.
- 3.2 The Committee approve the criteria ensuring appropriate and non-offensive language is applied to all commemorations within the park (5.1.4).

4. BACKGROUND

- 4.1 The Helensburgh and Lomond Committee met on 22nd March 2018. The Committee requested a paper be submitted outlining the approach to commemorations within Hermitage Park.
- 4.2 As part of the restoration of Hermitage Park a street furniture strategy was agreed with partners. The new bench style (*FalcoRelax*) matched other features added to the park as part of the works, including bins, lampposts, the pavilion, interpretation and bike stands. Benches have been selected for their robustness and minimal maintenance needs.

5. DETAILS

5.1 Commemorative Benches

- 5.1.1 As part of the park restoration works 15 new benches have been installed (see appendix 1 for bench location plan). Whilst there is space for additional benches within the park, a maximum number of benches will be set and locations agreed by Amenity Services.
- 5.1.2 Currently, there are no benches within the memorial garden as a specific style of bench was planned for this area, namely one that used a more traditional style and one that could be manufactured by volunteer groups. The number of benches within the memorial garden has been set at seven, this includes a single long bench (8m) located at the foot of the south facing wall.

In addition, as part of the Activity Plan for Hermitage Park, four new corner commemorative benches will be added. These will allow commemorations to be added relating to more recent conflicts. Each feature will commemorate a different part of the Armed Forces; Navy (submariners), Army, Airforce and Civilians.

- 5.1.3 All plaques will be bronze, and will have a maximum number of characters (84), including spaces that can be included in the inscription, as shown below. Type script corresponds with interpretation in the park. Plaques will be located on the top centre of each bench, or the centre middle of the backless benches.

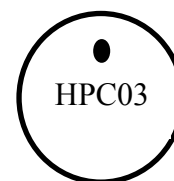
THE INSCRIPTION IS 4MM HIGH
CAPITAL LETTERS OVER 4 LINES
GIL SANS TYPEFACE
PLAQUES MEASURE 48MM X 100

- 5.1.4 The following criteria has been developed to ensure wording on all plaques is appropriate:
- The proposed wording must not be used as a means of advertising any business;
 - The proposed wording must not cause offence i.e. likely to be upsetting, insulting, or objectionable to some or most people;
- 5.1.5 Annual bench maintenance within the park will be undertaken by park staff with support from volunteers. The style of bench agreed for the park has been chosen for its robustness and low maintenance requirements (FalcoRelax).

5.2 Commemorative Trees

- 5.2.1 Commemorative tree species and locations will be decided by Amenity Services. Trees will be located for aesthetic reasons and will be limited in number depending on the management needs of the park. Tree labels will be used to show trees of interest only, any commemorations will be located on the reverse side of the tree

label. An additional small circular tag will be located within the tree to mark the tree should the tree label be removed. See example tree label and tag below.



Tree tag in same style as label.

- 5.2.2 Replacement tree labels will be managed and funded by the Friends of Hermitage Park, with a maximum of three replacements, after which a record of the commemoration will be maintained within a commemoration book (for details of the commemoration book see 5.5).
- 5.2.3 The plant labels will be a standard Botanical Label style (see image above), similar to those used within National Trust and Botanic Gardens.
- 5.2.4 Maintenance of trees will be undertaken by the Council. Any trees that die within the first three years will be replaced.

5.3 Other Commemorative Features

- 5.3.1 Other commemorative features, for example the Hermits Well Gate Memorial, may be added to the park. However, each feature will need to be part of the agreed park masterplan and any commemorative plaques will be positioned so as not to distract from the overall aesthetic of the feature and will be a similar size to the proposed bench plaque. An image of Hermits Well Gate Memorial can be found in appendix 2.
- 5.4 A commemoration book will be located within the pavilion duplicating all commemorative information located on benches, trees and features. It will include all previous commemoration details. A digital version of the book will also be maintained.

6. CONCLUSION

- 6.1 The commemoration guidance and proposed criteria, which will ensure appropriate and non-offensive language is applied to commemorative plaques/labels, will ensure a standard is maintained throughout Hermitage Park. Input from the Friends of Hermitage Park and other volunteer groups will assist with the long term maintenance and management of the commemorations located within the park.

7. IMPLICATIONS

7.1	Policy	This projects supports delivery of the SOA in particular outcome 6, that we live in safer, stronger communities.
7.2	Financial	None
7.3	Legal	None
7.4	HR	None
7.5	Equalities/Fairer Scotland Duty	None
7.6	Customer Services	None

8. APPENDICES

- 8.1 Appendix 1 Hermitage Park site plan showing locations of park furniture as installed as part of the park restoration works.
- 8.2 Appendix 2 Hermits Well Gate Memorial, design and image.

Executive Director of Development and Infrastructure – Pippa Milne

Policy Lead: Cllr Aileen Morton

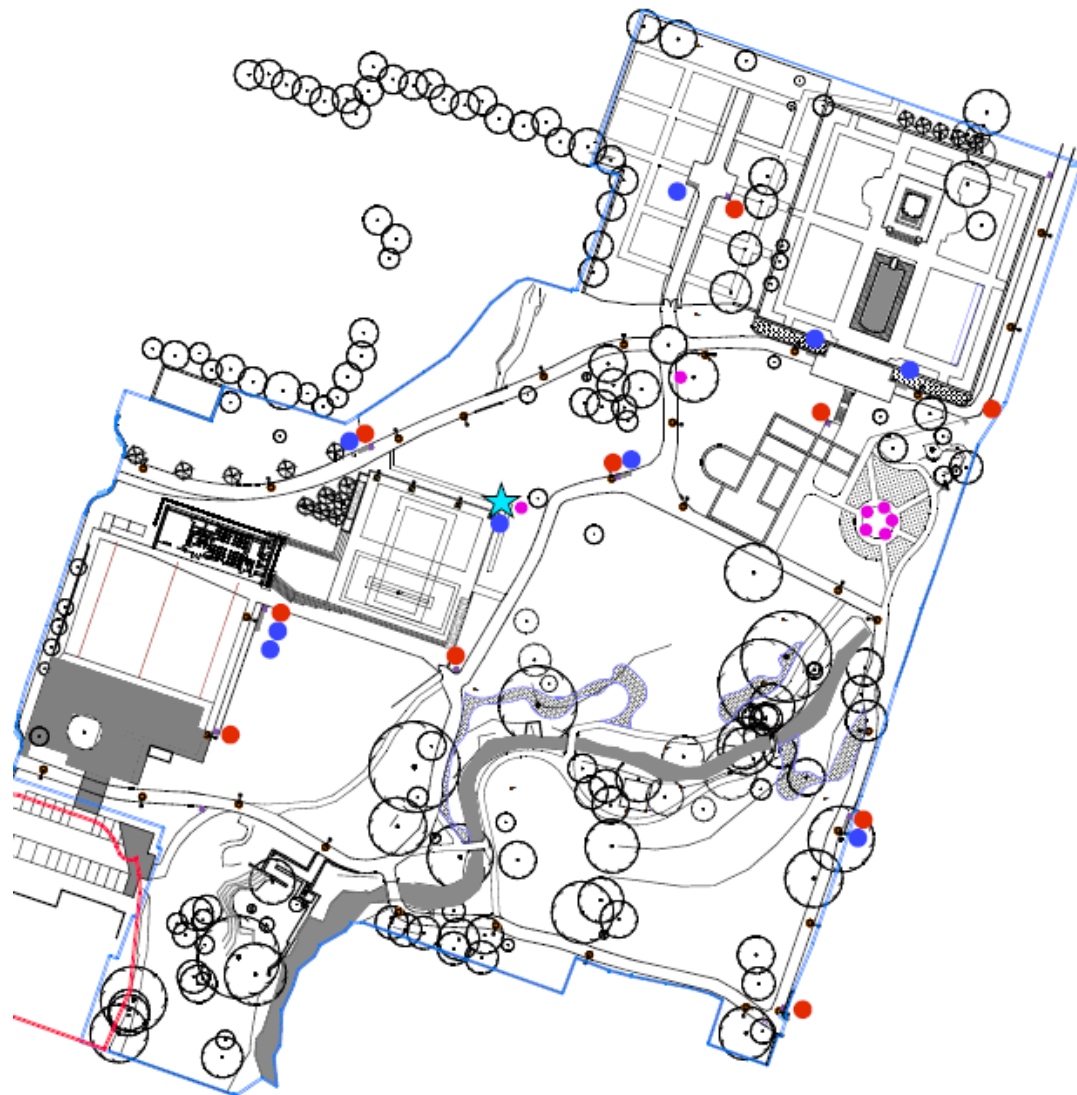
15th November 2018





For further information contact:

Melissa Simpson, Hermitage Park Delivery Officer/Park Manager

Tel: +44(0)1436 658989 melissa.simpson@argyll-bute.gov.uk

8.1 Appendix 1 Hermitage Park site plan showing locations of park furniture as installed as part of the park restoration works.



-  SEATS
-  BINS
-  CURVED SEATS
-  CCTV

HERMITAGE PARK
SKETCH P1601/804B
FURNITURE POSITIONS

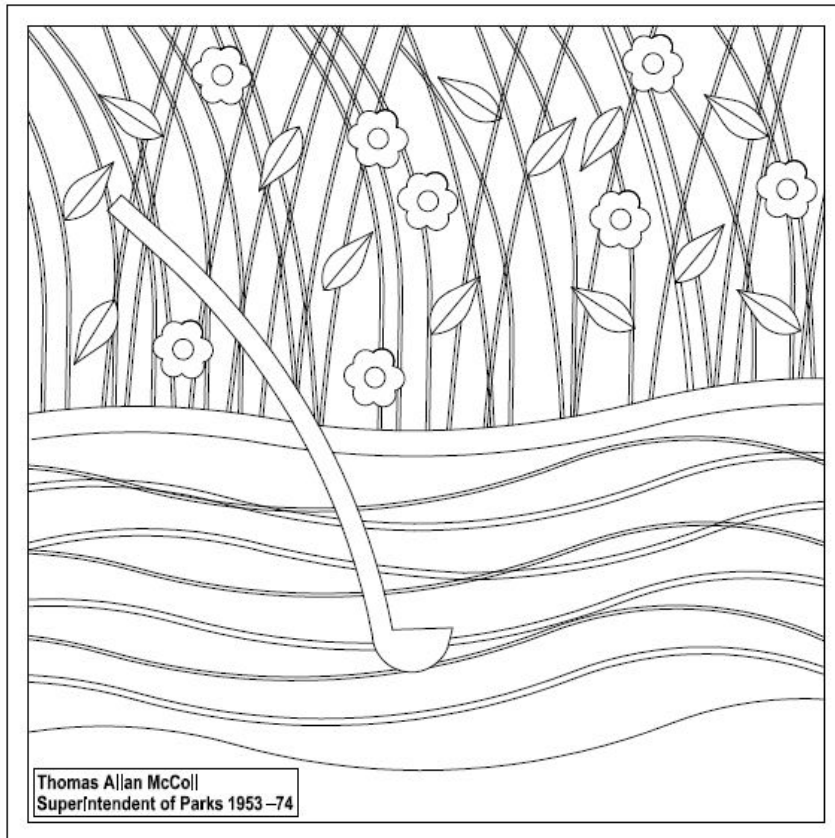
NOT TO SCALE

20.09.18

JON SIMMONS
Landscape Architecture



8.2 Appendix 2 Hermits Well Gate Memorial, design and image.



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ARGYLL AND BUTE COUNCIL**Helensburgh & Lomond Area
Committee****Development and Infrastructure
Services****20th December 2018**

Helensburgh Outdoor Museum – Arts Strategy Fund

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to ask that Member's agree to the offer of grant in support of two applications to the Outdoor Museum Arts Fund, to request that Member's approve amendments to the Terms of Reference of the Design Panel and also to request Member's approve a variation in the administration of future funding rounds.
- 1.2 At its meeting on 13 December 2016, the Committee agreed to allocate £55,500 from CHORD Surplus Funds for the continuation of the Outdoor Museum, subsequently a Design Panel has been constituted with the remit of assessing applications and making considered recommendations to Area Committee for approval.
- 1.3 Applications were invited to the Arts Strategy Fund between June and September 2018 and were assessed by the dedicated Design Panel on 5-October 2018. This paper therefore seeks to provide recommendations from the Design Panel for Area Committee's consideration and determination.
- 1.4 Two applications were received and deemed to meet the criteria of the Arts Strategy and be of sufficient quality to be recommended for approval.
- 1.5 In terms of future funding rounds of the Art Strategy Fund, it is recommended that authority to approve artworks, allocate plinths and award grants of up to £3,000 for total costs of artworks, is delegated to the Design Panel.
- 1.6 A variation to the administration arrangements for the Fund are also recommended. It is proposed to open a rolling funding call in 2019 with four set Design Panel meeting dates to consider complete applications, opposed to one call per year as previously agreed.

2. RECOMMENDATIONS

It is recommended that the Helensburgh and Lomond members:

- 2.1 Approve Application 1 – Submariners Association

- 2.2 Approve Application 2 – The Arts Society
- 2.3 Approve amendments to the Design Panel Terms of Reference
- 2.4 Approve new arrangements for administering the Arts Strategy Fund
- 2.5 Approve Conditions of Grant

ARGYLL AND BUTE COUNCIL

**Helensburgh & Lomond Area
Committee**

**Development and Infrastructure
Services**

20th December 2018

Helensburgh Outdoor Museum – Arts Strategy Fund Initial Applications

3. INTRODUCTION

- 3.1 The purpose of this report is to ask that Member's agree to the offer of grant in support of two application's to the Outdoor Museum Arts Fund, to request that Member's approve amendments to the Terms of Reference of the Design Panel and also to request Member's approve a variation in the administration of future funding rounds.
- 3.2 At its meeting on 13 December 2016, the Committee agreed to allocate £55,500 from CHORD Surplus Funds for the continuation of the Outdoor Museum, subsequent to which a Design Panel has been constituted with the remit of assessing applications and making considered recommendations to Area Committee for approval.
- 3.3 Applications were invited to the Arts Strategy Fund between June and September 2018 and were assessed by the dedicated Design Panel on 5-October 2018. This paper therefore seeks to provide recommendations from the Design Panel for Area Committee's consideration and determination.

4. RECOMMENDATIONS

It is recommended that the Helensburgh and Lomond members:

- 4.1 Approve Application 1 – Submariners Association
- 4.2 Approve Application 2 – The Arts Society
- 4.3 Approve amendments to the Design Panel Terms of Reference
- 4.4 Approve new arrangements for administering the Arts Strategy Fund
- 4.5 Approve Conditions of Grant

5. DETAIL

5.1. Helensburgh's award winning Outdoor Museum displays a collection of treasured objects brought forward by local residents / organisations in the town to depict stories of local, national and international significance, and makes them available to the people of Helensburgh, Scotland and beyond. The Museum has been very well received by the local community, visitors to the town, and by the arts, heritage and culture bodies in Scotland and further afield.

5.2. The Area Committee has set aside £55,500 to expand Helensburgh's Outdoor Museum and requested that officers bring forward a strategy to incorporate detail on the creation, operation and management of the Fund over its delivery period.

5.3. A Design Panel was subsequently established and convened on 29-Sept 2017, which includes representatives from Helensburgh Community Council, Rhu and Shandon Community Council, the Arts Society Lomond, the Culture, Heritage and Arts Assembly, elected members and members of the public.

Applications

5.4. The Design Panel invited applications to the Outdoor Museum Arts Strategy Fund between June and September 2018. One application was received which was assessed and scored by the Design Panel using the criteria detailed in the Arts Strategy, approved at 21-Dec 2017 Helensburgh and Lomond Area Committee.

5.5. An application from the Arts Society was previously assessed by the Design Panel and recommended for approval, however this was subsequently placed on hold by the applicant. This application is now presented for approval.

5.6. Application 1 – Submariners Association is recommended for approval.

5.7. Application 1 was submitted by the Submariners Association. The proposal comprises a bronze profile model of HM Submarine K13, the date of her accident, the Submariners Association crest and a chart of the Gareloch showing the accident datum in the vicinity of the former Shandon Hydro Hotel. It is proposed to locate the model on plinth SC20, plinth type 'A3' to the south side of West Princes Street.

5.8. The applicant advises the proposal is designed in bronze which will not deteriorate due to extremes of generally cold, maritime climate but will patinate, exhibiting colour variance and shadow. This material has also been chosen to blend with existing artworks in the Outdoor Museum.

5.9. Appendix 1 provides further detail of this application, including the full text to be engraved on the plinth. Appendix 2 provides detail on the location of the proposed plinth.

5.10. It is recommended £3,000 requested in respect of Application 1 is approved. Of a total cost of £6,048, the applicant would provide the remaining 51% match funding.

5.11. Application 2 – The Arts Society is recommended for approval.

5.12. Application 2 was submitted by the Arts Society. The proposal comprises a steel representation of the Arts Society logo. The sculpture represents interwoven letters 'A' and 'S' and will be galvanised and painted with a durable 2-pack epoxy paint. The applicant advises the artwork will present a raised profile that allows for the interplay of light and shade that will change during the course of the day. It is proposed to locate the sculpture on plinth SC11, type E1 to the south of West Princes Street.

5.13. Appendix 3 provides further detail of this application, including the full text to be engraved on the plinth. Appendix 2 provides detail on the location of the proposed plinth.

5.14. It is recommended £540 requested in respect of Application 2 – The Arts Society is approved. Of a total cost of £1,140, the applicant would provide the remaining 52% match funding.

Design Panel Terms of Reference

5.15. In terms of future funding rounds of the Art Strategy Fund, amendments to existing arrangements have been considered by the Design Panel. At present, the Terms of Reference allow awards of up to £500 for development costs to be determined by the Design Panel, with all other awards requiring approval from Helensburgh and Lomond Area Committee.

5.16. In the interest of efficiency it is recommended that authority to approve artworks, allocate plinths and award grants of up to £3,000 for total costs, is also delegated to the Design Panel. This will increase the speed at which artwork proposals can be delivered whilst also reducing papers requiring consideration by Helensburgh and Lomond Area Committee. The proposed Terms of Reference are in appendix 4.

Future Funding Rounds

5.17. At Helensburgh and Lomond Area Committee December 2017 it was agreed that the Arts Strategy funding would be administered via one funding call per year. After discussion, the Design Panel agreed their preference would be for a rolling funding call to be open in 2019 with four Design Panel meeting dates set to consider complete applications. This would allow applications to be submitted at any time throughout the year and be considered at the next available Design Panel.

5.18. It is recommended that Elected Member's approve this variation to the arrangements for administering the fund.

Conditions of Grant

5.19. Conditions of grant have been prepared and can be read in full in appendix 5. These conditions state that ownership of artworks will be retained by applicants, with all responsibility and liability for maintenance and repairs lying with the owner. Artworks cannot be removed from the Outdoor Museum unless agreed and confirmed in writing by Argyll and Bute Council.

6. CONCLUSION

6.1. The Outdoor Museum has been well received both locally and nationally as is evidenced by the numerous award nominations. Approval of the recommended applications would allow for the continuation of this arts/culture asset.

6.2. Amendments to the Design Panel Terms of Reference and administration of the Arts Fund will increase the efficiency of the process and encourage new artwork proposals to be brought forward.

7. IMPLICATIONS

7.1. **Policy:** The delivery of this project fits with the Council's Corporate Plan, Local Outcome Improvement Plan and approved Development Plan key actions and policy for safeguarding our built heritage and town centre regeneration.

7.2. **Financial:** The Area Committee has set aside £55,500 from the CHORD Surplus Funds for the future enhancement of the Outdoor Museum

7.3. **Legal:** None

7.4. **HR:** None – the Fund will be managed by the Economic Development Officer, who will provide updates to the Area Committee.

7.5. **Equalities/ Fairer Scotland Duty:** None

7.6. **Risk:** None

7.7. **Customer Service:** None

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

For further information contact: Mhairi Gardiner, Helensburgh and Lomond
Development Officer, Transformation Projects and Regeneration Tel: 01436 658 817

APPENDICES

Appendix 1: Application 1 - Submariners Association

Appendix 2: Bollard Survey

Appendix 3: Application 2 – The Arts Society

Appendix 4: Terms of Reference

Appendix 5: Conditions of Grant

**Outdoor Museum
Art Strategy**



Application Form

1. Purpose of Grant

A total budget of £55,500, which allows for a maximum award of £15,000 in any given year, has been allocated by Argyll and Bute Council to the Outdoor Museum. Awards are available for up to a maximum of £3,000 based on a maximum intervention of 50% of the total costs incurred in developing, fabricating / producing and installing an art work in the Outdoor Museum, Colquhoun Square, Helensburgh.

2. Submission Process

There will be one call for applications per year advertised on the Argyll and Bute website, with a maximum available funding pot of £15,000 per annum for a minimum of three years.

Application Type	Maximum Available	Funding	Match Required	Scored by	Final Decision by
Type 1	£500		50%	Design Panel	Design Panel
Type 2	£3,000 (inclusive of any prior Type 1 award)	any	50%	Design Panel	Area Committee
Type 3	£0		0%	Design Panel	Area Committee

Applications are to be made no later than **Tuesday 25th September 2018** with scoring and awards to be made in December 2018.

All works covered by an award must be completed within 12 months of that award being made e.g. if an application for development costs was determined on 5th April 2018, the respective works must be complete by 5th April 2019. If the same group subsequently makes an application for production/installation costs, those works would need to be complete within 12 months of the later award date.

3. Application Types

Type 1: Applications for Development Costs

The maximum funding available for initial development costs is £500 in respect of any single application and for not more than two such awards to be made in any given year. A minimum of 50% match funding is required for applications to be considered. This award can cover the following costs:

- Appointing an artist to develop a design;
- Professional advice on technical aspects of production of design;
- Professional advice on production costs.

Applications for development costs will be accepted once annually. Applications for development costs should complete this form and return to projects.east@argyll-bute.gov.uk Applications will be assessed by the Design Panel based on eligibility and scoring criteria in Section 4.

Type 2: Applications for Total Costs

The maximum total funding available for developing, fabricating/producing and installing an art work is 50% of total costs up to a maximum of £3,000. A minimum of 50% match funding is required for applications to be considered.

Applications for total costs will be accepted once annually. Applicants for total costs should complete this form and return to projects.east@argyll-bute.gov.uk Applications will be assessed by the Design Panel based on assessment and scoring criteria in Section 4 and recommendations taken to the Helensburgh and Lomond Area Committee for final approval.

Type 3: Applications for Plinths (No funding required)

If you wish to donate an artwork to the Outdoor Museum, applications for the allocation of a plinth are welcomed. Applications for plinths with no requirement for funding should complete this form and return to projects.east@argyll-bute.gov.uk Applications will be assessed by the Design Panel based on assessment and scoring criteria in Section 4 with recommendations taken to the Helensburgh and Lomond Area Committee for final approval.

In order for your application to be considered, you must supply all information required by

Tuesday 25th September 2018

If your submission is incomplete it will not be progressed.

4. Assessment Criteria

The below criteria applies to all application types unless otherwise stated.

4.1 Principles

All applications should meet the following principles:

- That proposed art works must have a direct connection with Helensburgh, Lomond and the immediate local area, its history and/or culture;
- That proposed art works must not be seen as a means of advertising any business;
- That the subject matter of any art works should not cause offence i.e. likely to be upsetting, insulting, or objectionable to some or most people;
- That the materials and methods of fabrication/production for any art work should be of commensurate type and quality as the original installations i.e. artefacts encapsulated in acrylic, bronze and/or stone reproductions of original artefacts;
- Artworks must be in keeping with the character of the Outdoor Museum and surrounding area;
- Interpretation material should be provided to accompany any artwork. This should be included on the plinth itself and provided to be published on the Outdoor Museum website. Applicants must account for costs and design implications of any associated interpretation material;
- Art works should be designed to require little or preferably no maintenance.

4.2 Scoring Matrix

Criteria	Allocation of score on a scale of 1 to 3
Community Link – proposal must demonstrate a strong link with Helensburgh and the surrounding area.	1 – partial compliance 2 – good evidence of compliance shown 3 – comprehensive evidence provided
Quality – Proposals should provide a high quality artwork of commensurate quality to the existing collection (<i>not applicable to Type 1 applications for Development costs</i>)	1 – partial compliance 2 – good evidence of compliance shown 3 – comprehensive evidence provided

Character – Proposals should be in keeping with the character of the surrounding streetscape and should not present an obtrusive or incongruous feature	1 – partial compliance 2 – good evidence of compliance shown 3 – comprehensive evidence provided
Risk – applicant to provide assurance that the artwork can be delivered and installed	1 – partial compliance 2 – good evidence of compliance shown 3 – comprehensive evidence provided
Durability – artworks should be produced in a material which is durable and appropriate with minimal maintenance requirements (<i>not applicable to Type 1 applications for Development costs</i>)	1 – partial compliance 2 – good evidence of compliance shown 3 – comprehensive evidence provided

5. Application Form

Please make sure you refer to the guidance in the application pack.

Please complete the form clearly in black ink or type.

Q1			Tell us about you/your organisation		
Name of organisation		Submariners Association West of Scotland Branch			
Name of main contact (To whom correspondence will be sent)					
Title		First Name		Surname	
[REDACTED]		[REDACTED]		[REDACTED]	
Job Title or Role within Organisation		President			
Address For Correspondence		[REDACTED] [REDACTED] [REDACTED] [REDACTED]			
Postal Town		Full Post Code			
[REDACTED]		[REDACTED]			
Telephone No:					
[REDACTED]					
E-Mail Address:					
[REDACTED]					
Organisation's Website Address:					
www.submarinersassociation.co.uk					
Q2			If you are a branch of a larger organisation or a member of an umbrella body, please tell us which one.		
The West of Scotland Branch is one of the largest Branches of the Submariners Association (145 members). The Association comprises veteran and serving Submariners (2,600 members) that seek to maintain the special bonds of friendship, loyalty and comradeship formed during service in Her Majesty's submarines.					

Q3	What is the legal status of your organisation? (If applicable please give registration No/s e.g. Charity No/Company No.)												
Charity No: n/a				Company No: n/a									
Q4	If you are applying on behalf of an organisation, how many people are involved in running your organisation?												
Committee Members	6	Paid Staff Full Time		Paid Staff Part Time		Volunteers	6	Trustees					
Q5	What ages are the people your organisation works with?												
0-5	<input type="checkbox"/>	6-10	<input type="checkbox"/>	11-16	<input type="checkbox"/>	17-25	<input checked="" type="checkbox"/>	26-59	<input checked="" type="checkbox"/>	60+	<input checked="" type="checkbox"/>	All Ages	<input type="checkbox"/>
Q6	Please indicate which type of application you are submitting				<input type="checkbox"/> Type 1 Development Costs (maximum £500) <input checked="" type="checkbox"/> Type 2 Total Costs (maximum £3000) <input type="checkbox"/> Type 3 Artwork Donation (no funding required)								
Q7	What value of grant are you requesting (£)?				£3,000								
Q8	What percentage of the total project costs (including VAT) does this represent?				50%								
Q9	Please provide details of the sources of match funding.				<p>The Submariners Association and in particular the West of Scotland Branch have always generously supported projects such as this. We are therefore confident that we can provide the necessary funding from in-house resources. Additionally we will be supported by the following:</p> <p>We Remember Submariners Submarine Flotilla donations Individual Submariners and Veterans Donations from Submarine crews</p> <p>The following organisations also have traditionally supported our fund raising</p> <p>BAE, Lockheed Martin, Babcock Royal Corps of Naval Constructors</p>								

Q10	<p>What is the proposed artwork? (Please describe the form, design, material, method of fixing and interpretation materials of the artwork. Include details of the durability and quality of materials and workmanship and how the artwork responds to the surrounding environment. Please attach any drawings/sketches as required)</p>	
<p>As shown on the supporting Powerpoint presentation, the artwork will portray four elements, namely, a profile model of HM Submarine K13, the date of her accident, the Submariners Association crest and a chart of the Gareloch showing the accident datum in the vicinity of the former Shandon Hydro Hotel. The plinth will be founded in bronze and serve to form a recollection of this tragic accident in which some thirty two sailors and dockyard personnel lost their lives. It is not intended to be a memorial; they exist elsewhere. A stonemason chosen to undertake this task will engrave a short explanation of what occurred onto the granite bollard.</p> <p>A Quick Response Code (QRC) will also be included to enable access to a more detailed account of events should this be desired. The Helensburgh Library has an excellent selection of documents recording the events that occurred and this would be an appropriate reference point for the QRC. The Fairfield Museum also has interesting records and photographs of the rescue operation.</p> <p>Throughout the incident, the unceasing efforts of both the Royal Navy and Fairfield dockyard engineers to achieve a successful rescue of the 48 survivors was remarkable. Their actions became the foundation of the Royal Navy Submarine Escape and Rescue organisation that has developed subsequently.</p> <p>To help the Design Panel visualise the outcome, the Powerpoint presentation explains our wish to highlight this tragic accident in the Gareloch, to show the dangers that early submariners faced in the course of their duties and to summarise the events that occurred. Our aim is not to establish a memorial, rather trigger an interest in something really significant that occurred within our Parish; an event that affected both the submarine community and the victims from Fairfield Yard at Govan. Our proposed layout is shown in digitised sketch format, displaying the What (Submarine profile), When (Text of Date etc) Where (Geography of the Gareloch) and Why (Sponsored by the Submariners Association).</p>		
Q11	<p>Please detail the link between the proposed artwork and the wider community.</p>	
<p>Submarines have been operating in the Gareloch for over 100 years. From the outset it was found to be a most suitable area to conduct initial sea trials of newly constructed submarines from the Clyde Shipyards. K13 was built at the Fairfield Yard in Govan in 1916/1917 and her sea trials were conducted in the Gareloch. It was possible for the dockyard staff to travel to Shandon in relatively quick time and this became a most important factor post the accident when specialists and their equipment were required to devise and effect the rescue of the survivors in company with the naval support staff.</p> <p>The text boxes engraved on the bollard will also contain a Quick Response Code (QRC) enabling viewers to access more detailed information about the events surrounding the accident. It will</p>		

point folk towards the Memorial and graves of those that drowned and are interred at the Faslane Cemetery. The Memorial built at Elder Park, Govan is just outside the Fairfield dockyard, now a delightful maritime museum that is forever linked to the Gareloch by K13. There is also a magnificent memorial to those lost from K13 at Carlingford in New South Wales, Australia. The connection will be made clear through use of the QRC.

Q12 Please describe the required positioning of the artwork. (Please include details of the type of plinth required and how the artwork will be positioned)

We propose the use of a Bollard Type A3 (A3 SC20 Bollard) be used for our purpose, situated on the south side of Colquhoun Square at the 'Royal Bank' corner. The plinth will be mounted with its 'southerly' axis towards the sea, enabling folk to stand in safety facing the Parish Church to view the artwork. It is a high visibility site that will receive considerable attention. A bonus of this site is that it will be within the scope of the Bank CCTV and CCTV monitoring systems; a deterrent to possible vandalism.

Q13 Please detail how the proposed artwork will be delivered. (Please provide details of any consultants involved in the project and their role and a timescale for delivery)

At this stage, a local Graphic designer named Matthew Mackie and a Digital Graphic designer, David Dunbar at the Tower Media centre, are assisting the Submariners Association Committee. Their help is invaluable to in preparing our artwork proposal. We are in contact with two 'specialist' founding companies, Castle Fine Arts Foundry and Black Isle Bronze and two stone-masons, McIntyre Memorials and Robertson Memorials that will be tendered to develop the artwork and engraved letter-work once we are completely happy with the final design specification. We would have been very happy to engage an arts team such as Wave Particle that were initially involved in the outdoor-museum project. Sadly they are no longer involved with the project and we are seeking assistance from other professionals of our own choosing. Wave Particle has been very helpful in identifying specialists working on artwork production. Few of these are based in the west of Scotland.

Once through the selection process, we would aim to have our completed artwork in place before September 2019.

Q14 Please detail any maintenance requirements for the proposed artwork.

Having discussed options with several specialist companies, we believe bronze to be the most suitable medium for work of this kind and will blend with those exhibits already established in Colquhoun Square. Bronze will not deteriorate due to extremes of a generally cold, maritime climate but will 'patinate', exhibiting colour variance and shadow. Bronze is relatively easy to wash, necessary due to large populations of seagulls and pigeons that visit the square. It is a durable metal and by careful use of profiling will be tactile but not at undue risk from vandalism.

The Branch members have offered to keep a close eye on the completed product and will ensure that it is presented in its best light for the public to view, cleaning the bollard and plinth as required.

Robertsons Stone Masons have advised that the lettering engraved on the bollards will deteriorate

with time due to the effect of bad weather and assess that this may require attention every five years or so. This is the main reason for limiting the dialogue to avoid excessive long-term costs. Notwithstanding, the provision of explanatory text is important to enhance the attraction of the exhibit.

It is assumed that the maintenance requirements and responsibilities for the entire Outdoor Museum has been established.

Q15 What barriers or challenges have you thought about in delivering the artwork and are there contingency plans in place?

There are indeed challenges that face a team such as ours that are in general unfamiliar with creating an enduring artwork of this nature. There are many new skills that need to be researched and understood before engaging specialists to act on our behalf. However, this process has started and will be ongoing throughout as development of the artwork is set in train.

This is the major weakness of trying to produce a complex artwork representing a very significant event in the history of Helensburgh and its environs. We strongly believe that we have a tale most worthy of portrayal and are pleased to have engaged graphic artists with the creative skill to project our ideas. We are managers so we will continue to engage the specialist support required to translate our vision into a reality.

At this early stage in the process, one of the greatest difficulties is determining reasonable pricing for work subsequently required. As these specialists are widely spread around the country, it may be necessary to visit candidates to view their current works in progress and previous works to establish preferences.

We are pleased to have established a dialogue with the Wave Particle team that has enabled us to make contact with specialist artwork developers and founders that they have worked with previously. We are looking forward to progressing towards the creative process. Having commissioned previously a 3D model of the K Class submarine K13, we are now sourcing firms with high quality Laser printing facilities that will produce a model for subsequent moulding.

FINANCE SECTION

Q16	Tell us how much money you need in order to fund the project you are applying for and give us a breakdown.		
	Item / Activity	Net (£)	VAT (£)
	<i>EG. Appointment of artist to develop and produce artwork.</i>	<i>£1,500</i>	
	1. Artwork.	£500	£100
	2. Component development (ie 3D printing).	£500	£100
	3. Moulding, Founding and Patinating.	£2,000	£400


4. Masonry services (Narrative lettering).		£1,500	£300
5. QRC engraving.		£200	£40
6. Fitting plinth to bollard.		£100	£20
7. Admin costs.		£240	£48
A	Total cost	£5040	£1008
B	How much of this total are you funding from your resources? The contribution will be made from Association funds in the first instant, supplemented by fund raising initiatives at Q8.	£3048	
C	How much is coming from other agencies?	£0	
D	Total amount requested in this application (Amount requested D= A-B-C) Please do not request more than 50% of the total cost of the project/activity - up to a maximum of £3,000.	£3,000	

Q17	Tell us about any other grant or current applications you have made to Argyll and Bute Council within the past 3 years. (This should include any contracts you have with the Council to deliver services)		
	Grant and Year	Description / Amount	Successful
	No		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
	No		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
	No		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
Q18	Are you applying to any other funders for what you have described in this application? (If you have a pending application please let us know the outcome as soon as possible)		
	Grant Scheme/Funder	Description / Amount	Successful
			Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>

		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>

Q10 Your Signature Must be the main contact as stated in question 2


I confirm that to the best of my knowledge and belief, all replies given on this application are true and accurate. I understand that the supporting information may be requested at any stage of this application.


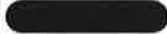

Signature:  : 21 September 2018

Q20 Declaration


I confirm that I am authorised to sign this declaration on behalf of the applicant.



To the best of my knowledge and belief all information provided in this application is true and accurate.


Post Held: 


Title	First Name	Surname
		

Address



Post Code	Postal town
	



Signature 

Please email, post or hand in your completed application form with all required paperwork to:

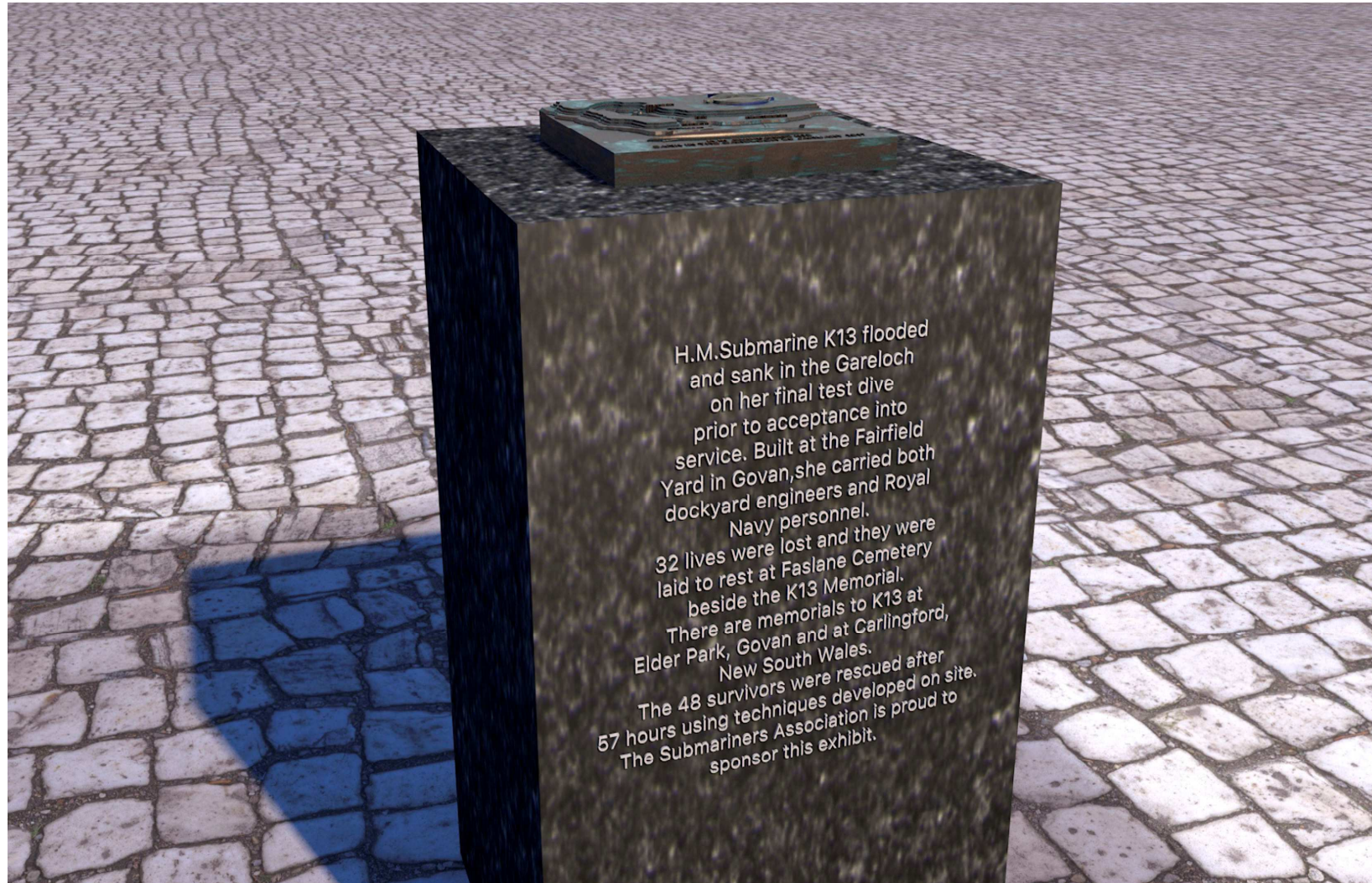
**Mhairi Gardiner, Helensburgh and Lomond Civic Centre, 38 East Clyde Street,
Helensburgh, G84 7PG**

projects.east@argyll-bute.gov.uk

Components to be displayed on the plinth in 3D

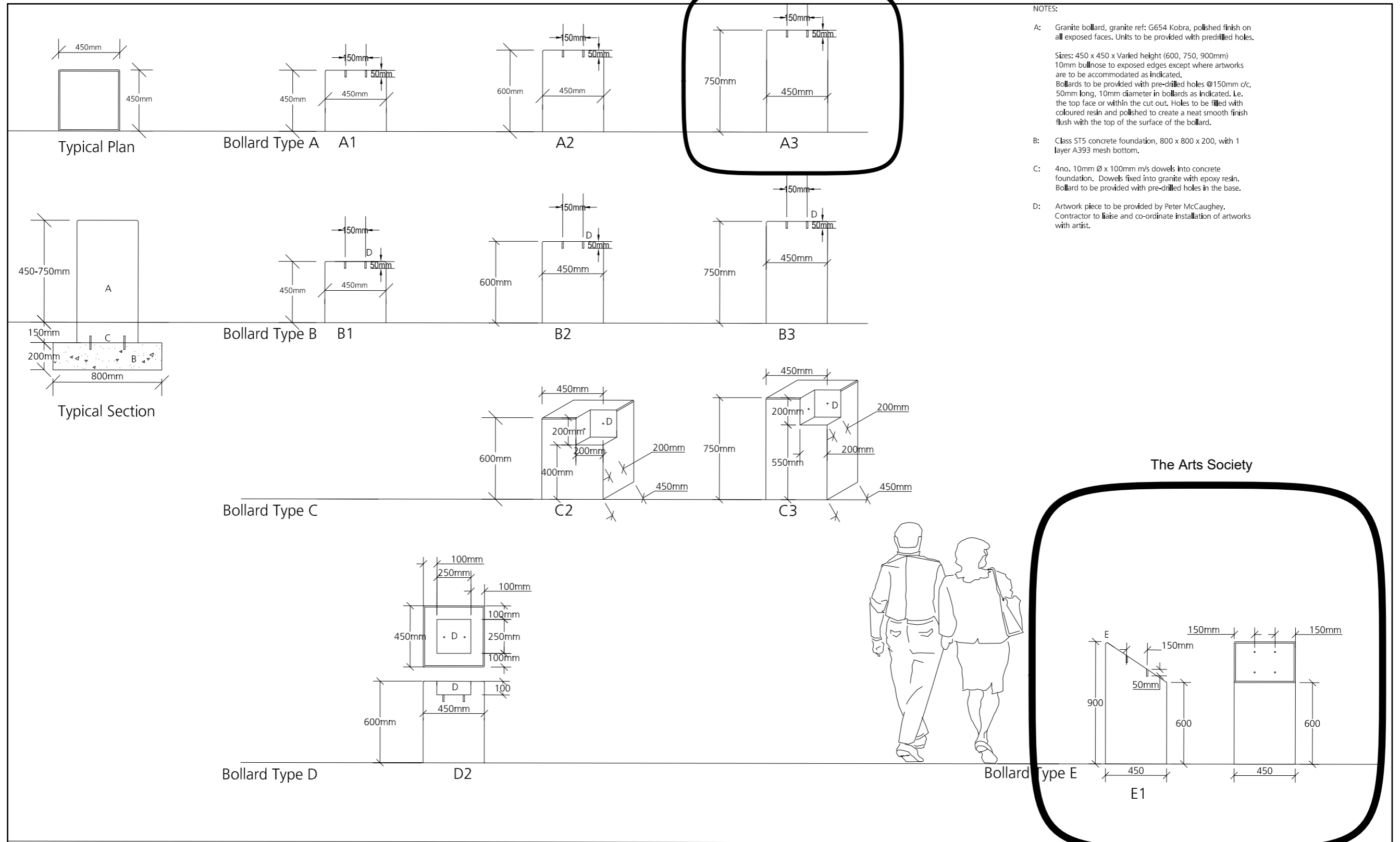


Proposed Wording



Document issued by ASL with the dimensions & shape of the plinths as agreed with WAVEparticle.

Submariners Association



- NOTES:
- A: Granite bollard, granite ref: G654 Kobra, polished finish on all exposed faces. Units to be provided with predrilled holes.
 - Sizes: 450 x 450 x Varied height (600, 750, 900mm)
10mm bullnose to exposed edges except where artworks are to be accommodated as indicated.
 - Bollards to be provided with pre-drilled holes @150mm c/c, 50mm long, 10mm diameter in bollards as indicated. I.e. the top face or within the cut out. Holes to be filled with coloured resin and polished to create a neat smooth finish flush with the top of the surface of the bollard.
 - B: Class ST5 concrete foundation, 800 x 800 x 200, with 1 layer A393 mesh bottom.
 - C: 4no. 10mm Ø x 100mm m/s dowels into concrete foundation. Dowels fixed into granite with epoxy resin. Bollard to be provided with pre-drilled holes in the base.
 - D: Artwork piece to be provided by Peter McCaughey. Contractor to liaise and co-ordinate installation of artworks with artist.

The Arts Society

Revision	Description	By	Date	Notes
A	Stage E	LS	04.05.11	DO NOT SCALE. Use figured dimensions only. The contractor is requested to check all dimensions before the work is put in hand.
B	General amendments	SK	09.08.11	
C	BILLING issue	SV	05.10.11	© All copyrights Austin-Smith:Lord LLP
D	BILLING (change to concrete found spec)	LS	19.10.11	This drawing must only be used for the purpose for which it is supplied and its contents must not be reproduced for any purpose without written permission.
E	TENDER ISSUE	LS	18.11.11	No areas indicated, or areas calculated from this drawing should be used for valuation purposes or as the basis for development contracts.
F	PLANNING ISSUE	LS	20.08.12	Austin-Smith:Lord LLP is a limited liability partnership registered in England & Wales. Number OC315362

Drawn LS
 Date April 2011
 Checked SV
 Date April 2011
 Scale 1:25 @ A3
 Status PLANNING ISSUE

Austin Smith:Lord LLP
 Architects Designers Planners
 Landscape Architects
 296 St Vincent Street
 Glasgow G2 5RU
 t 0141 223 8500
 f 0141 223 8501
 e glasgow@austinsmithlord.com

Austin-Smith:Lord

Project Helensburgh CHORD

Description Typical Details - Colquhoun Square
 Stone Bollards

Job No. 209275
 Drawing No. A(90)017
 Revision F

Date Plotted:

Map issued by Tom Neufeld from MacLay Civil Engineering showing location of plinths on site and giving plinth-identification codes for tables on next page.

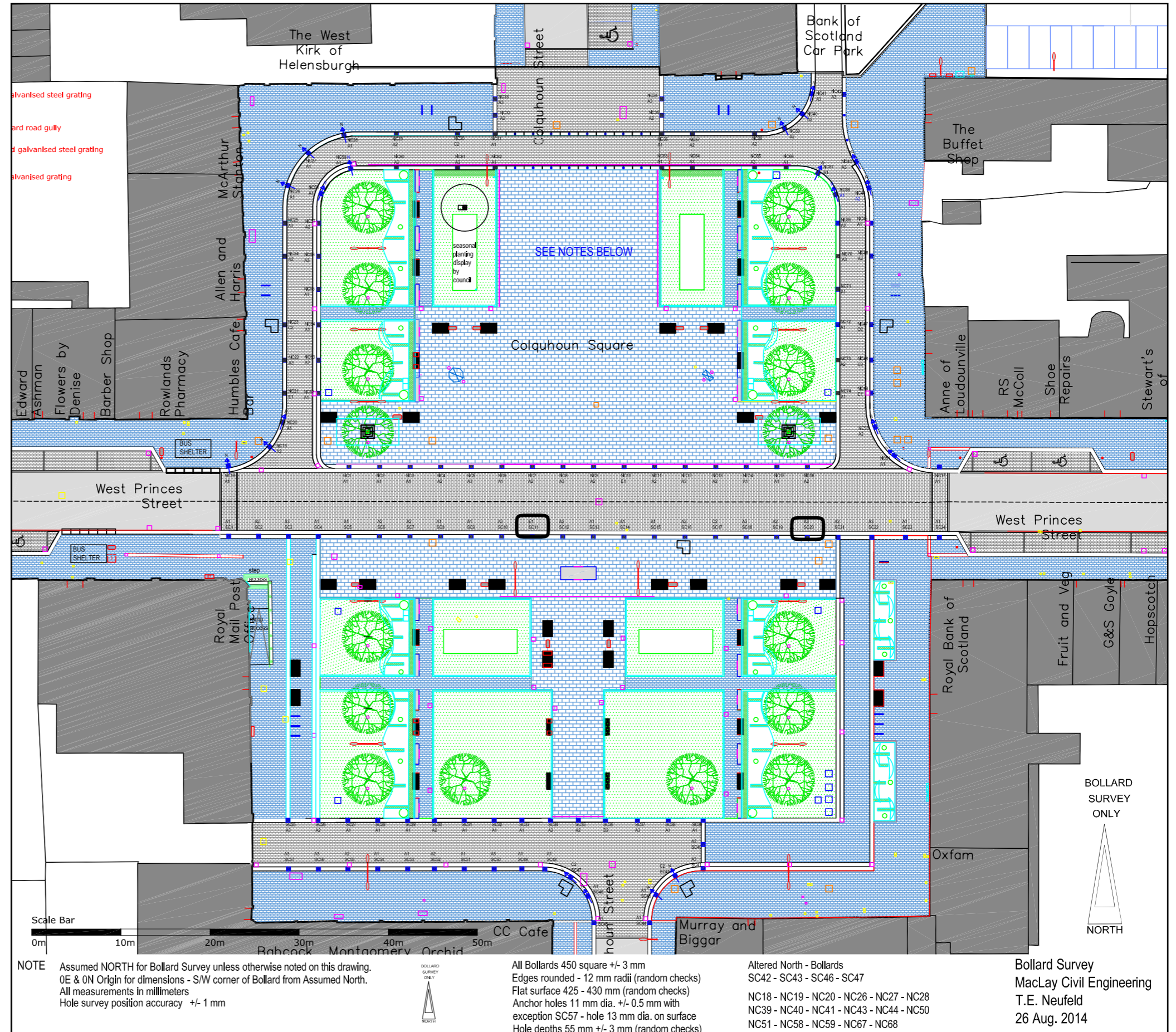


Table issued by Tom Neufeld from MacLay Civil Engineering showing measurements of cored holes in mm to centre of hole. Please refer to map on previous page for location details.

Helensburgh Chord - BOLLARD SURVEY									
See sketch for Numbering reference, Survey Alignment & Survey Notes								03/09/14	
Colquhoun Square South of Princes Street								rev: A	
Bollard	Type	Hole 1		Hole 2		Hole 3		Hole 4	
Number	Ref.	East	North	East	North	East	North	East	North
SC1	A1	149	227	299	224				
SC2	A2	151	223	301	222				
SC3	A3	151	227	299	225				
SC4	A1	148	223	300	221				
SC5	A1	149	227	301	225				
SC6	A2	150	227	300	226				
SC7	A2	152	225	304	224				
SC8	A1	148	225	299	225				
SC9	A1	147	224	298	225				
SC10	A3	153	227	303	225				
SC11	E1	151	178	302	175	152	354	303	357
SC12	A2	150	225	299	225				
SC13	A1	149	224	299	224				
SC14	A1	149	228	299	227				
SC15	A1	149	228	299	226				
SC16	A2	151	225	303	224				
SC17	C2	104 up	104 out	105 up	101 out	Note C2: East Face 1st, North Face 2nd / 201 cube +/- 2mm (Up from bottom & Out from internal corner)			
SC18	A3	151	225	300	228				
SC19	A2	153	226	305	225				
SC20	A3	150	226	300	224				
SC21	A2	147	226	300	224				
SC22	A3	149	224	300	223				
SC23	A1	150	221	302	223				
SC24	A1	153	223	304	222				
SC25	A3	150	228	301	225				
SC26	A2	150	228	302	226				
SC27	A1	147	229	298	227				
SC28	A1	152	224	303	224				
SC29	A1	149	227	300	226				
SC30	A2	156	227	157	224				
SC31	A1	147	225	299	223				
SC32	A1	152	224	303	221				
SC33	A1	152	224	302	221				
SC34	A2	154	225	305	224				
SC35	A2	149	226	302	224				
SC36	D2	147	225	295	227	250 sq-100 deep +/- 2mm			
SC37	A3	149	224	301	223				
SC38	A1	150	227	300	226				
SC39	A1	147	225	297	224				
SC40	A3	228	148	226	300				
SC41	A3	152	226	302	223				
SC42	C2	102 up	100 out	99 up	101 out	Note C2: East Face 1st, North Face 2nd / 203 cube +/- 2mm (Up from bottom & Out from internal corner)			
SC43	A1	148	227	300	224				
SC44	A1	225	150	227	303				
SC45	A1	223	148	225	299				
SC46	A1	227	152	228	302				

Helensburgh Chord - BOLLARD SURVEY									
See sketch for Numbering reference, Survey Alignment & Survey Notes								03/09/14	
Colquhoun Square South of Princes Street								rev: A	
Bollard	Type	Hole 1		Hole 2		Hole 3		Hole 4	
Number	Ref.	East	North	East	North	East	North	East	North
SC47	C2	106 up	104 out	104 up	105 out	Note C2: East Face 1st, North Face 2nd / 203 cube +/- 2mm (Up from bottom & Out from internal corner)			
SC48	A1	147	226	299	224				
SC49	A1	148	227	300	227				
SC50	A3	151	227	302	225				
SC51	A1	148	227	299	225				
SC52	A2	151	228	301	227				
SC53	A1	152	223	303	223				
SC54	A1	150	224	301	221				
SC55	A2	149	227	300	226				
SC56	A3	149	227	299	224				
SC57	A3	148	226	298	223				
Colquhoun Square North of Princes Street									
NC1	A1	147	226	300	225				
NC2	A1	148	225	298	225				
NC3	A1	149	224	302	223				
NC4	A2	150	230	300	228				
NC5	A3	149	225	299	223				
NC6	A1	150	220	301	220				
NC7	A2	150	226	300	225				
NC8	A3	154	227	300	226				
NC9	A2	152	227	301	226				
NC10	E1	150	188	299	188	154	369	304	370
NC11	A2	150	228	302	226				
NC12	A3	147	227	298	227				
NC13	A2	151	227	300	227				
NC14	A1	148	226	300	223				
NC15	A1	146	227	297	226				
NC16	A2	151	227	303	226				
NC17	A1	143	227	298	224				
NC18	A1	148	226	300	225				
NC19	A2	149	229	300	226				
NC20	A1	228	152	228	302				
NC21	E1	176	153	355	153	174	304	354	304
NC22	A3	125	150	125	300				
NC23	C2	107 up	103 out	106 up	100 out	Note C2: East Face 1st, North Face 2nd / 203 cube +/- 2mm (Up from bottom & Out from internal corner)			
NC24	A2	227	150	227	301				
NC25	A3	225	150	227	300				
NC26	A1	225	149	226	300				
NC27	A1	148	223	298	222				
NC28	A1	147	227	298	227				
NC29	A2	148	228	301	225				
NC30	C2	103 up	105 out	103 up	104 out	Note C2: East Face 1st, North Face 2nd / 203 cube +/- 2mm (Up from bottom & Out from internal corner)			
NC31	A1	151	224	302	223				
NC32	A2	225	152	225	303				

Helensburgh Chord - BOLLARD SURVEY									
See sketch for Numbering reference, Survey Alignment & Survey Notes								03/09/14	
Colquhoun Square South of Princes Street								rev: A	
Bollard	Type	Hole 1		Hole 2		Hole 3		Hole 4	
Number	Ref.	East	North	East	North	East	North	East	North
NC33	A3	224	150	223	300				
NC34	A3	226	151	226	303				
NC35	A2	225	148	228	299				
NC36	A1	153	225	304	224				
NC37	A2	148	232	300	228				
NC38	A2	150	229	302	228				
NC39	A2	152	229	302	226				
NC40	A2	148	229	301	226				
NC41	A3	224	153	226	303				
NC42	A3	224	153	227	301				
NC43	A3	224	149	227	300				
NC44	A2	229	152	229	301				
NC45	A1	225	147	228	300				
NC46	A2	226	155	227	304				
NC47	D2	223	155	227	305	248 sq-101 deep +/- 2mm			
NC48	C3	104 up	103 out	100 up	101 out	Note C3: East Face 1st, North Face 2nd / 202 cube +/- 4mm (Up from bottom & Out from internal corner)			
NC49	E1	184	152	368	152	186	303	368	303
NC50	A2	226	152	229	304				
NC51	A1	226	147	228	300				
NC52	A1	224	150	224	301				
NC53	A2	225	149	227	301				
NC54	A1	227	152	226	301				
NC55	A1	223	146	226	298				
NC56	A3	227	149	230	298				
NC57	A2	227	149	230	300				
NC58	A1	227	147	229	298				
NC59	A1	151	224	302	223				
NC60	A3	152	227	303	224				
NC61	A3	152	226	301	227				
NC62	A1	224	148	227	299				
NC63	A1	150	223	301	224				
NC64	A3	150	227	299	223				
NC65	A3	150	227	300	225				
NC66	A1	146	227	297	225				
NC67	A1	149	229	299	227				
NC68	A1	227	147	224	299				
NC69	A2	225	147	226	300				
NC70	A3	222	150	224	297				
NC71	A1	227	151	227	301				
NC72	A1	221	148	225	300				
NC73	A2	223	149	227	300				
NC74	A1	222	147	224	298				

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**Outdoor Museum
Art Strategy**



Application Form

5. Application Form

Please make sure you refer to the guidance in the application pack.

Please complete the form clearly in black ink or type.

Q1	Tell us about you/your organisation	
Name of organisation	The Arts Society, Lomond and Argyll	
Name of main contact (<i>To whom correspondence will be sent</i>)		
Title	First Name	Surname
[REDACTED]	[REDACTED]	[REDACTED]
Job Title or Role within Organisation	[REDACTED]	
Address For Correspondence	[REDACTED]	
Postal Town	Full Post Code	
[REDACTED]	[REDACTED]	
Telephone No:	[REDACTED]	
E-Mail Address:	[REDACTED]	
Organisation's Website Address:	[REDACTED]	
Q2	If you are a branch of a larger organisation or a member of an umbrella body, please tell us which one.	
The Arts Society		
Q3	What is the legal status of your organisation? (If applicable please give registration No/s e.g. Charity No/Company No.)	
Charity No:	N/A	Company No: N/A

Q4	If you are applying on behalf of an organisation, how many people are involved in running your organisation?												
Committee Members	10	Paid Staff Full Time	0	Paid Staff Part Time	0	Volunteers	all	Trustees	n/a				
Q5	What ages are the people your organisation works with?												
0-5	<input type="checkbox"/>	6-10	<input type="checkbox"/>	11-16	<input type="checkbox"/>	17-25	<input type="checkbox"/>	26-59	<input type="checkbox"/>	60+	<input type="checkbox"/>	All Ages	<input checked="" type="checkbox"/>
Q6	Please indicate which type of application you are submitting			<input type="checkbox"/>	Type 1 Development Costs (maximum £500)								
				<input checked="" type="checkbox"/>	Type 2 Total Costs (maximum £3000)								
				<input type="checkbox"/>	Type 3 Artwork Donation (no funding required)								
Q7	What value of grant are you requesting (£)?			£600									
Q8	What percentage of the total project costs (including VAT) does this represent?			50%									
Q9	Please provide details of the sources of match funding.			Society's funds									
Q10	What is the proposed artwork? (Please describe the form, design, material, method of fixing and interpretation materials of the artwork. Include details of the durability and quality of materials and workmanship and how the artwork responds to the surrounding environment. Please attach any drawings/sketches as required)												
<p>Designed by a local artist and metal fabricator, David Irvine of Creative Ironwork, the artwork will be a steel representation of the new Art Society logo, which will be attached to the sloping surface of the plinth. Drawing attached. The sculpture represents the two letters A S as shown. The S will be interwoven between the arms of the A. Each letter will have a surface texture as indicated.</p> <p>The whole will be galvanised and painted with a durable 2-pack epoxy paint and anchored to the plinth.</p> <p>This artwork will present a raised profile that allows for the interplay of light and shade that will change during the course of the day.</p>													

Q11 Please detail the link between the proposed artwork and the wider community.

The Society comprises nearly 300 members representing a cross-section of the community. Its activities include a programme of lectures and outreach activities:

- 1) lectures on arts and craft subjects by internationally respected speakers
- 2) study days on selected subjects
- 3) study visits both within the UK and abroad.
- 4) Outreach activities:
 - a. Church recording where details of the church contents are recorded for posterity.
 - b. Other voluntary recording: some members are helping to catalogue the medals and silver of the Royal Highland Fusiliers held in their Glasgow museum.
 - c. Church trails, where guides and activities are draw up to help children appreciate what is around them.
 - d. Small grants to help local arts and crafts: both Hermitage Academy and Route 81 have both benefited from resources obtained with the aid of monies donated.

Q12 Please describe the required positioning of the artwork. (Please include details of the type of plinth required and how the artwork will be positioned)

A plinth with a south facing sloping face.

The artwork will be anchored to the face with resin bonded bolts.

The text for the display will be agreed in due course but will be executed by McIntyre Memorials as specified by the Council.

Q13

Please detail how the proposed artwork will be delivered. (Please provide details of any consultants involved in the project and their role and a timescale for delivery)

The company Creative Ironwork has been commissioned to build and install the artwork. Installation should take less than 2 months from project initiation.

Q14

Please detail any maintenance requirements for the proposed artwork.

The design of the artwork is such that rainwater will drain easily. Maintenance of the paintwork will be the responsibility of the Society.

Q15 What barriers or challenges have you thought about in delivering the artwork and are there contingency plans in place?

- 1) in the event of the municipal grant being unavailable, the Society would have difficulty in raising the funds needed to complete the project.
- 2) Should Creative Ironwork be unable to complete the assignment for whatever reason, we would source an alternative supplier.

FINANCE SECTION

Q16 Tell us how much money you need in order to fund the project you are applying for and give us a breakdown.

Item / Activity	Net (£)	VAT (£)
<i>EG. Appointment of artist to develop and produce artwork.</i>	£1,500	
Total cost of design, fabrication and install	600	
Cost of lettering	540	
A Total cost	1140	
B How much of this total are you funding from your resources?	600	

C	How much is coming from other agencies?	none	
D	Total amount requested in this application (Amount requested D= A-B-C) Please do not request more than 50% of the total cost of the project/activity - up to a maximum of £3,000.	540	

Q17 Tell us about any other grant or current applications you have made to Argyll and Bute Council within the past 3 years. (This should include any contracts you have with the Council to deliver services)

Grant and Year	Description / Amount	Successful
N/A		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>

Q18 Are you applying to any other funders for what you have described in this application? (If you have a pending application please let us know the outcome as soon as possible)

Grant Scheme/Funder	Description / Amount	Successful
N/A		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/>

Q19 **Your Signature** Must be the main contact as stated in question 2

I confirm that to the best of my knowledge and belief, all replies given on this application are true and accurate. I understand that the supporting information may be requested at any stage of this application.



Signature: [Redacted]	Date: [Redacted]
-----------------------	------------------

Q20	Declaration	
I confirm that I am authorised to sign this declaration on behalf of the applicant. To the best of my knowledge and belief all information provided in this application is true and accurate.		
Post Held: Chairman		
Title [Redacted]	First Name [Redacted]	Surname [Redacted]
Address [Redacted]		
Post Code [Redacted]	Postal town [Redacted]	
Telephone No [Redacted]	[Redacted]	
Signature [Redacted]	Date [Redacted]	

Please email, post or hand in your completed application form with **all** required paperwork to:

Mhairi Gardiner, Helensburgh and Lomond Civic Centre, 38 East Clyde Street, Helensburgh, G84 7PG

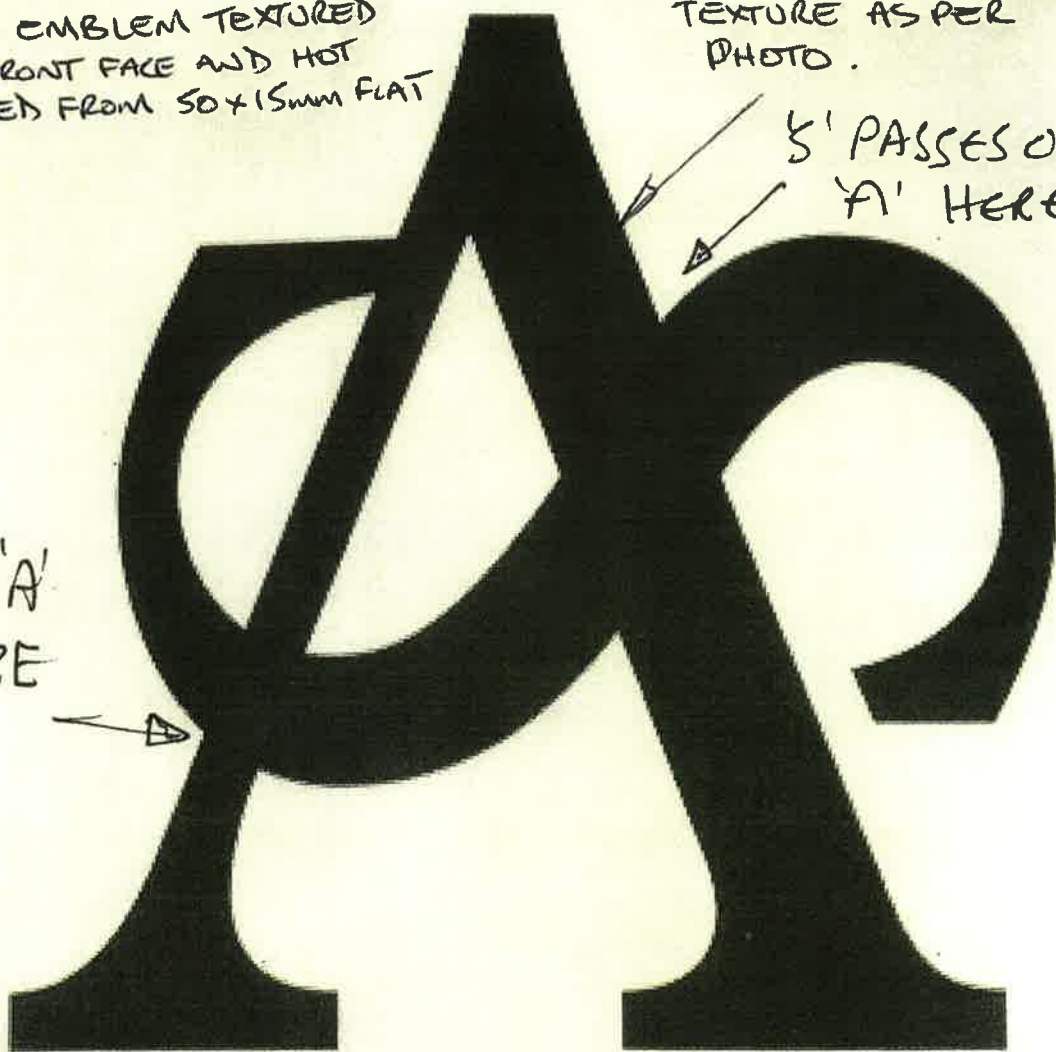
projects.east@argyll-bute.gov.uk

A/S EMBLEM TEXTURED ON FRONT FACE AND HOT FORGED FROM 50 X 15mm FLAT

TEXTURE AS PER PHOTO.

'S' PASSES OVER 'A' HERE

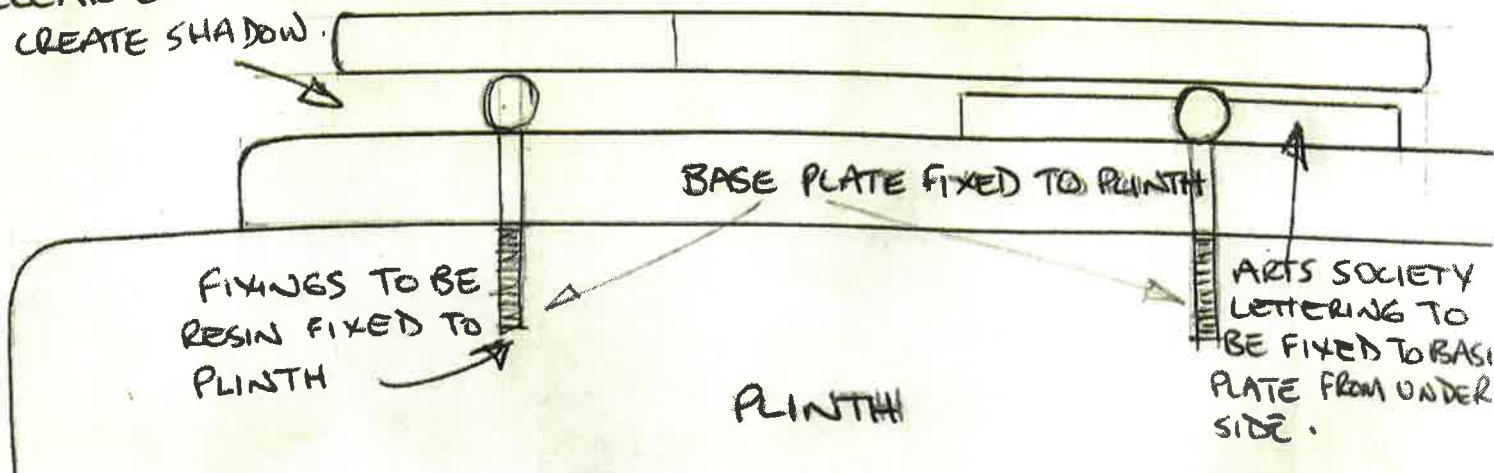
THE 'S' PASSES UNDER 'A' HERE



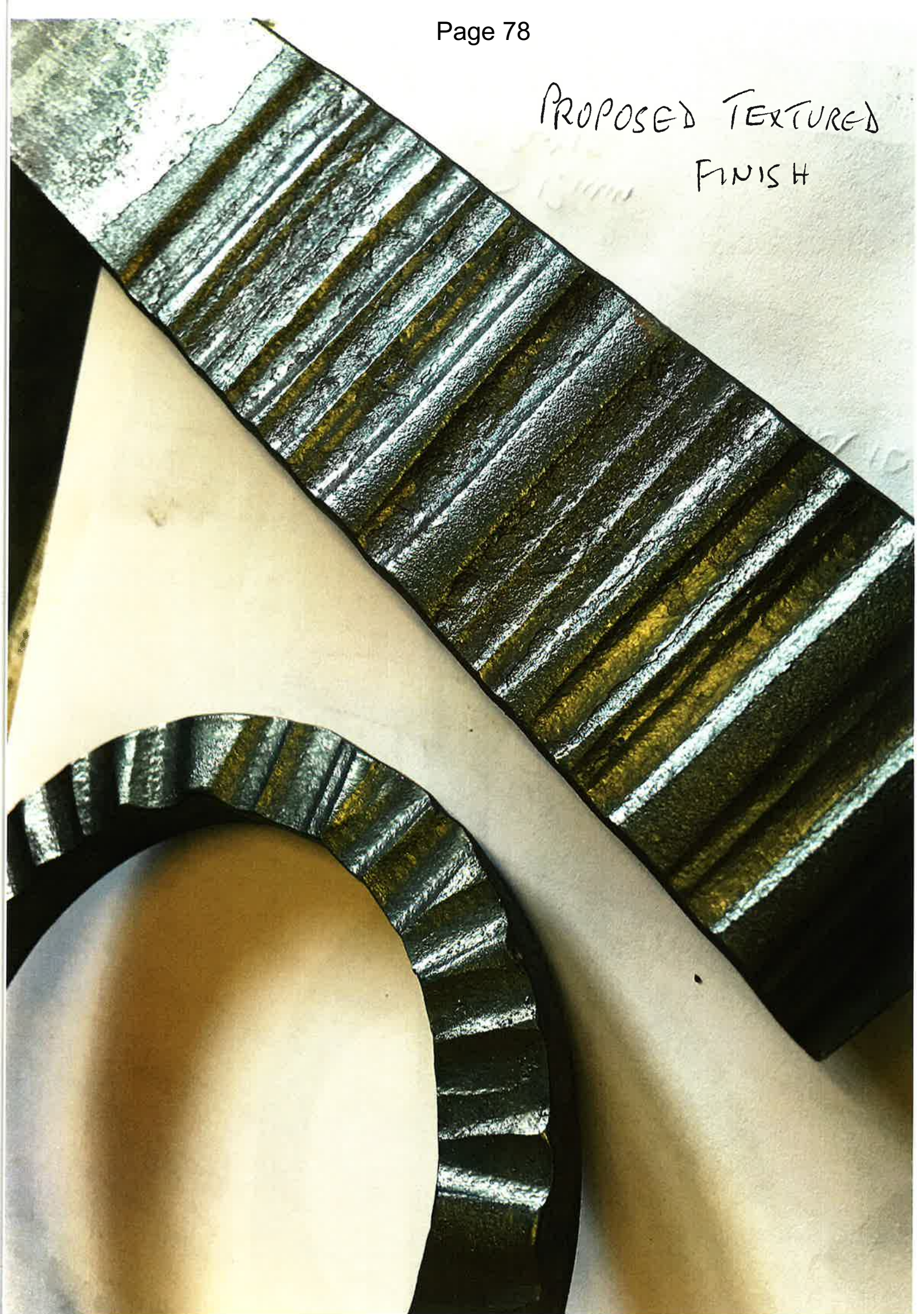
ARTS SOCIETY LETTERING HOT FORGED + TEXTURED FROM 10mm SQUARE BAR

THE ARTS SOCIETY

A/S EMBLEM FIXED 12mm CLEAR OF BASE PLATE O CREATE SHADOW.



PROPOSED TEXTURED
FINISH



The Arts Society Lomond and Argyll

Enriching Lives through the Arts

This Plinth, showing the Logo of The Arts Society marks the 20th Anniversary in 2018 of The Arts Society Lomond and Argyll.

The Society has around 300 members with a shared curiosity for the arts and our artistic heritage

It organizes monthly lectures in Helensburgh, Study Days, Educational Visits and Cultural Holidays

The Arts Society is a global network of 90,000 people, appreciating and ENJOYING the arts

Its Volunteering Activities include Church Recording, Heritage Volunteers and Young Arts so enabling members to

Discover, Preserve and Support the Arts of Yesterday, Today and Tomorrow

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Helensburgh Outdoor Museum Design Panel

Terms of Reference

The Helensburgh Outdoor Museum Design Panel was set up by the Helensburgh and Lomond Area Committee.

Role

The role of the Design Panel is:

- To consider and determine applications from individuals and organisations for new artworks for inclusion in the Outdoor Museum collection

Remit

The Design Panel has the authority to:

- To consider and determine requests for grants of up to £500 for the design of artworks
- To consider and determine requests for grants of up to £3000 for the total costs of the design, development, fabrication and installation of artworks
- To review and determine initial proposals/ applications for funding, allocation of plinth and /or installation of art works
- All applications will be assessed using the criteria contained in the Arts Strategy which has been agreed by the Area Committee of 21-Dec-2017.
- In instances where a clear decision cannot be agreed upon, then this will be passed to Area Committee for decision.

Membership

- Membership of the Design Panel has been agreed by the Helensburgh and Lomond Area Committee, to include:-
 - The Chair and Vice Chair of the Helensburgh and Lomond Area Committee
 - Representatives from local organisations and community representatives with experience in the arts, culture and heritage disciplines
- The Design Panel can also appoint advisers who have expertise in:-
 - Recording stories – and also sayings in the local vernacular, relating to geography, history, oral tradition
 - The production and fabrication of finished art works as part of the initial development of the Outdoor Museum

Meetings

Chair

- The Chair and Vice Chair of the Design Panel will be the Chair and Vice Chair of the Helensburgh and Lomond Area Committee respectively.

Design Panel Terms of Reference – December 2018

- The Chair, or in their absence, the Vice-Chair shall preside over the meeting. If both are absent, members of the Panel will choose a member from the group to preside.
- Members should respect the authority of the Chair who will decide matters of order, competency, relevancy and urgency.

Quorum

- The quorum for a meeting will be 3.
- If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.
- If a quorum is not present, at the Chairperson's / Vice-Chairperson's discretion, the meeting shall proceed and any decisions taken will be homologated at the next meeting.

Frequency of Meetings

- The Design Panel will meet four times per calendar year and until such time as the funding has been exhausted. Applications will be considered at meetings in March, May, August and November with deadlines being on the 15th of the previous month.

Conduct of Meetings

- Members must declare any personal interest in any agenda item at the start of a meeting and take no part in the consideration of the relevant item.
- All meetings will be minuted and a minute made available.

Decision making

- All members of the group have equal status.
- Each member has one vote.
- The Chair retains the casting vote.
- All decisions must be clearly minuted with a brief summary of the discussion and reason for decision recorded as well as the outcome.
- Observers and persons attending the meeting in an advisory capacity may provide information but are not part of the decision making process and are not able to participate in a vote.

Support

The Design Panel will be supported by:

- A Lead Officer, Argyll and Bute Council Development Officer, to facilitate and promote the smooth operation of the Design Panel

Issue of Papers

- The agenda and papers for the Design Panel will be issued 7 days prior to the meeting.
- The Chair can agree to accept late papers.



Outdoor Museum Art Strategy Fund

CONDITIONS OF GRANT

Outdoor Museum Art Strategy Fund Grants are discretionary and subject to the availability of funds

Argyll and Bute Council reserves the right to withhold all or part of the grant if any of the following standard conditions or any special conditions are not complied with.

The submission of a signed e application form by the named contact/ applicant, the receipt of a formal offer letter from Argyll and Bute Council and the acceptance of that offer by the applicant will form a binding contract between the applicant and Argyll and Bute Council.

APPLICANT:

Standard Conditions of Grant

All grants are subject to the following conditions:

1 Starting Work

No grant related work should be started before the written offer of grant aid from Argyll and Bute Council.

2 Accepting the Grant

The offer must be accepted in writing (using the Grant Acceptance form) by the **1st February 2019**.

3 Completing the Work

Work should be completed as soon as practical. All works require to be completed, the artworks installed and the funds drawn down by **20th December 2019**.

Any extension of time must be agreed in writing by Argyll and Bute Council by the end of 20th October 2019 i.e. two months in advance of the completion date.

4 Ownership and Liability

Ownership of bollards/plinths remains with Argyll and Bute Council.

Artworks will remain within the ownership of the applicant, as stated on the approved application form and noted on the Conditions of Grant.

Artworks must remain installed on the allocated bollard/plinth until such time as the removal is agreed and confirmed in writing by Argyll and Bute Council.

Artworks will be covered by Argyll and Bute Council public liability insurance.

All liability for the artwork itself lies with the applicant as stated on the approved application form and noted on the Conditions of Grant. This includes any damage to the artwork and necessary repairs or replacement.

Applicants must ensure artworks remain presented as detailed in the application form and all necessary repairs are made in a timely fashion. Although it will not be insisted on that suitable insurance is in place for the artwork, we would encourage applicants to take this into consideration.

In the event that artworks fall into disrepair, they may be removed at the discretion of Argyll and Bute Council to a place determined by Argyll and Bute Council to be a place of suitable temporary storage. In the event that they are not collected by the owner within 28 days from

the date that their removal has been intimated to the owner by post to the owner's last known address, ownership shall vest in Argyll and Bute Council who shall have the right to dispose of the artwork on such terms and conditions as it may deem appropriate.

5 **The Works**

Detailed specification of all elements of the artwork, including interpretation material, must be submitted to Argyll and Bute Council and approved in writing prior to installation or engraving.

All works must be carried out to the satisfaction of Argyll and Bute Council in accordance with the approved plans and specification. Any variations must be agreed, in writing, with the Council before any works are undertaken.

All parties involved in the installation, repair and maintenance of artworks require to have appropriate insurance in place, evidence of which must be provided and agreed by Argyll and Bute Council before works commence.

6 **Engraving**

All artworks are required to be accompanied by interpretation text engraved on the allocated plinth. Full details of this text, including font, type size and layout must be submitted and approved in writing by Argyll and Bute Council prior to engraving being carried out.

All artworks interpretation text should include a Quick Response code linked to the Outdoor Museum website.

7 **If it Costs More or Less than Expected**

a) Grants are offered on the basis of a percentage of the total final eligible costs, up to a specific amount. If these final costs are less than those indicated in the original quotations then the grant will be adjusted downwards accordingly.

b) If, once works have started it is apparent that the cost of certain eligible works will be substantially higher than expected then Argyll and Bute Council should be notified so that the work can be inspected, a variation in specification agreed and the grant offer increased if appropriate, and funds are available. Argyll and Bute Council shall be under no obligation to agree to increase the amount of grant. (Please note that this may involve some delay on site.)

8 **Documentation**

Before any award is paid, all applicants must submit the following documentation:

1. Proof of match funding
2. Receipted invoices for all eligible works
3. Project evaluation

Constituted groups must also provide:

4. A copy of the organisations constitution
5. A copy of last audited accounts

9 **Payments**

Payment will be made by Argyll and Bute Council after the satisfactory completion and installation of the work and the submission of all relevant paid, receipted invoices.

10 **Long-term Maintenance & Insurance**

a) On completion the grant aided works shall be well maintained by the applicant for so long as the Council wishes the artwork to remain in place.

b) The Council reserves the right to reclaim the grant, or a proportion thereof, within a period of five years if the grant-aided works are poorly maintained.

11 **Conditions**

Where these are applied they will relate directly to the application and cover the specific methods, materials, detailing or techniques to be used and might include:

- a requirement to prepare a sample of the proposed fabrication material
- a detailed specification of engraving method
- the approval of artwork installation technique.

ARGYLL AND BUTE COUNCIL**Helensburgh & Lomond Area
Committee****Development and Infrastructure
Services****20 December 2018**

Economic Development Service Focus of Work - Arrochar

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to ask Members to endorse a continued focussed approach to economic development activity in Arrochar.
- 1.2 It was agreed at the Helensburgh and Lomond Area Committee of June 2018 that members of the Arrochar, Tarbet and Ardlui Community Council Forum be invited to a Business Day to discuss community priorities, and this report also provides an update on this position.
- 1.3 Projects and regeneration development officers have been working with the Arrochar community over the past two years on two discrete projects: a viewpoint feasibility study which has now concluded and the exploration of long-term solutions to the challenge of waterborne litter. As the proposed viewpoint is fully costed and work in relation to waterborne litter has passed to Marine Scotland, there is now opportunity to support a third community ambition and to add this to work plans.
- 1.4 Discussions with representatives of the National Park Planning Authority, the council's economic development service, the owner of the Ben Arthur resort development site and potential developers have taken place to consider ways of addressing the issues of dereliction, with a view to finding a productive economic function for the site given its prominent location on the A83. The brown field site has a number of constraints to overcome and a multi-agency response is required to bring forward a positive solution that addresses the environmental dereliction and has the potential to provide a source of employment for the area. It is therefore considered that a focused economic development response is required to be taken in collaboration with colleagues from the National Park Planning Authority (NPPA) to stimulate progress on the Ben Arthur resort site, and for this to be added to work plans.
- 1.5 In addition to working with the NPPA, it is also proposed to work with wider partners through the Arrochar, Tarbet and Ardlui Community Council Forum.
- 1.6 The work aligns to outcome 2 of the Outcome Improvement Plan (OIP) 2013 – 2023 which relates to supporting sustainable growth, and to the investment in infrastructure section of the EDAP.

2. RECOMMENDATIONS

It is recommended that Helensburgh and Lomond Area Committee members:

- 2.1 Endorse that the focus of the economic development service work in Arrochar is unlocking the development potential of the former MoD Torpedo Testing Range.

ARGYLL AND BUTE COUNCIL

**Helensburgh & Lomond Area
Committee**

**Development and Infrastructure
Services**

20 December 2018

Economic Development Service Focus of Work - Arrochar

3. INTRODUCTION

- 3.1 The purpose of this report is to ask Members to endorse a continued focussed approach to economic development activity in Arrochar.
- 3.2 It was agreed at Helensburgh and Lomond Area Committee in June 2018 that members of the Arrochar, Tarbet and Ardlui Community Council Forum would be invited to a Business Day to discuss community priorities. This report also provides an update on this position.
- 3.3 A focussed approach has been found to be the most time and resource efficient method of supporting communities realise their ambitions within an economic regeneration context. This method of working has successfully been applied to Arrochar in relation to two discreet projects, which are summarised in paragraphs 5.1 to 5.4.
- 3.4 These items of work have concluded from an economic development perspective, which now provides the opportunity for projects and regeneration development officer resource to respond to a longer-term third partnership ambition, and for this to be included in work plans as the specific area of focus going forward.
- 3.5 The redevelopment of the derelict former Royal Navy torpedo factory is a shared ambition of the partners represented on the Arrochar, Tarbet and Ardlui Community Council Forum (ATA Forum). Organisations represented at the ATA Forum include the community council, the Arrochar and Tarbet Community Development Trust, Marine Scotland, Argyll and Bute Council and the Loch Lomond and the Trossachs National Park Planning Authority (NPPA). The site is currently a standing item on the agenda, and on which a representative from the National Park Authority regularly reports.
- 3.6 The I scale of site is such that it would have a substantial impact on the economic growth potential of the local area if progress were to be made to unlock the full development potential of the site. It is therefore proposed to combine efforts with the NPPA to work in collaboration with a view to stimulating interest in the site.
- 3.7 Activity would align to outcome 2 of the Outcome Improvement Plan (OIP) 2013

– 2023, which relates to supporting sustainable growth, and would meet the Economic Development Action Plan (EDAP) outcome, ‘capital investment has successfully regenerated Helensburgh and Lomond in a manner that optimises sustainable economic growth’. The site is also recognised as an area for visitor experience within the NPPA’s Local Development Plan (VE1).

4. RECOMMENDATIONS

It is recommended that Helensburgh and Lomond Area Committee Members:

- 4.1 Endorse that the focus of the economic development service work in Arrochar is unlocking the development potential of the former MoD Torpedo Testing Range.

5. DETAIL

- 5.1 A substantial level of work has been undertaken on two projects to support the ambitions of the Arrochar, Tarbet and Ardlui Community Council Forum (ATA Forum). The projects sought to raise the profile of the effects of waterborne litter on Arrochar’s shoreline, and to consider the area at the junction of the A814 and A83 for a viewpoint.
- 5.2 Marine Scotland has since been awarded £0.5m from Scottish Government to look at ways of addressing waterborne litter and this standing item has therefore passed to representatives from Marine Scotland to progress.
- 5.3 A feasibility study was jointly commissioned between Argyll and Bute Council and the Loch Lomond and the Trossachs National Park Planning Authority (NPPA) to explore the possibility of a viewpoint at the prominent junction. This project was raised through the ATACC Forum rather than via a formal community plan. This project relates to Council owned land it was agreed to deliver a feasibility study to explore the potential of a viewpoint being located in this area.
- 5.4 The study jointly funded by the Park and Council was concluded in March 2017 and included community input. This resulted in mixed responses being received, with notable concerns raised over siting, design, height, parking and access. This study explored the feasibility of a landmark viewpoint but did not extensively consider the technical site conditions. Site conditions have since been reconsidered by Officers of the Council and significant technical issues in relation to the site have been found. These include the degree of the slope, the positioning of the existing crash barrier and condition of the sea wall. It is therefore agreed by Officers that the site is not suitable for development for reasons detailed in paragraph 5.6.
- 5.5 At Helensburgh and Lomond Area Committee June 2018, it was agreed that members of the Arrochar, Tarbet and Ardlui Community Council Forum were invited to a Business Day to discuss their priorities. Representatives attended Business Day in August 2018 and it was agreed wider discussions should be

held in respect of the suitability of a viewpoint at the junction of the A814 and A83, and that discussions should include the Development Trust. Representatives from the projects and regeneration team attended the ATACC Forum in September 2018 to further discuss community priorities.

- 5.6 Following consideration of feedback received from the community and Argyll and Bute technical officers it is recommend that the Viewpoint proposal is not progressed for the following reasons:
- **Health & Safety** – Following an incident at the site, a site specific risk assessment was undertaken. This established that it is unsafe to access and maintain the site due to the conditions and steep topography of the site.
 - **Site Conditions** – The embankment and retaining wall down to the shore forms part of the public road network. The limits of this area extends north to the junction with the A 83. The site bounded by Loch Long and the A83, coupled with steep topography, presents challenging site conditions which are not considered appropriate for development.
 - **Affordability** – Initial feasibility and costing of the project indicates that the project requires significant funding to overcome the challenge of the site conditions at £280,000. The costing exercise undertaken does not make allowances for all potential costs including, structural elements, sea wall repairs, upgrading of existing footpath, full repairing or upgrading of existing steel crash barrier, contaminated materials etc. Therefore, additional costs may be require to make the site viable and developable. This level of cost is considered to be unaffordable in the current climate.
 - **Project Lead** – This project has no clear organisational lead at this time. Argyll and Bute Council are unable to dedicate resource to lead projects of this nature. Ordinarily, this type of project is led by a local Development Trust.
- 5.7 Given all of the above there is now an opportunity to respond to a longer-term third partnership ambition for the area, and for this to be included in work plans as the specific area of focus going forward.
- 5.8 The site of the former Royal Navy torpedo factory is also a standing item at the ATA Forum under the heading 'Ben Arthur resort', which references the name associated with the proposal for a hotel, timeshare, marina and housing development on the site, the planning permission for which has now lapsed. The standing item is reported on by a representative from NPPA. To date, discussion has been mainly in relation to the unkempt nature of the derelict site and the attempts to curb fly tipping and antisocial behaviour. There is therefore significant need to make a concerted effort to try and stimulate the redevelopment potential of the site, with a longer term view to seeing the area improved and the wider economic growth potential boosted.
- 5.9 Discussions with representatives of the National Park Planning Authority, the council's economic development service, the owner of the Ben Arthur resort development site and potential developers have taken place to consider ways of addressing the issues of dereliction, with a view to finding a productive economic function for the site given its prominent location on the A83.. The complex site has a number of constraints to overcome and a multi-agency

response will be required to bring forward a positive solution that addresses the environmental dereliction and has the potential to provide a source of employment for the area.

- 5.10 Through adopting a collaborative approach, this specific area of work is considered to be the area of Arrochar at this point in time where the council's economic development resource would most usefully be directed.

6. CONCLUSION

- 6.1 The addition of the Ben Arthur resort site to economic development work plans will ensure a concentrated and collaborative effort can be taken with a view to unlocking the potential of the site, which is recognised as an area for visitor experience within the NPPA's Local Development Plan and which has the significant potential to support economic growth in the Arrochar area over the longer-term.

7. IMPLICATIONS

7.1. **Policy:** Work aligns to the Outcome Improvement Plan and Economic Development Action Plan, as well as the National Park Authority's Local Development Plan.

7.2. **Financial:** None arising from this report

7.3. **Legal:** None

7.4. **HR:** None

7.5. **Equalities/Fairer Scotland Duty:** None

7.6. **Risk:** None

7.7. **Customer Service:** None

Executive Director of Development and Infrastructure Services: Pippa Milne
Policy Lead: Cllr Aileen Morton

For further information contact: Lorna Pearce, Senior Development Officer (East), Transformation Projects and Regeneration Team, 01700 501 374

December 2018

APPENDICES

None

ARGYLL AND BUTE COUNCIL**HELENSBURGH AND LOMOND
AREA COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****20 DECEMBER 2018**

Duchess Wood Management Agreement

1.0 EXECUTIVE SUMMARY

- 1.1 Duchess Wood is owned by Luss Estates Company, and is managed via a Management Agreement with Argyll and Bute Council. This Management Agreement will expire in August 2020. It is the purpose of this report therefore to outline potential options for the subsequent management of the site beyond August 2020 to Members, for their consideration.
- 1.2 Decisions on the management of the site are currently made via a Management Committee (DWLNRC), on which Argyll and Bute Council, Luss Estates Company, Lomond School, Friends of Duchess Wood, and Argyll TSI are represented.
- 1.3 Duchess Wood comprises two areas of woodland in Helensburgh, which were collectively declared as a Local Nature Reserve (LNR) in 1998, under Section 21 of the National Parks and Access to the Countryside Act 1949. This report therefore also seeks to provide options for the site within the context of its Local Nature Reserve status.

2.0 RECOMMENDATIONS

- 2.1 The committee is asked to consider the options set out in paragraph 6.2 and agree next steps.

ARGYLL AND BUTE COUNCIL

**HELENSBURGH AND LOMOND
AREA COMMITTEE**

**DEVELOPMENT AND
INFRASTRUCTURE SERVICES**

20 DECEMBER 2018

Duchess Wood Management Agreement

3.0 INTRODUCTION

- 3.1 Duchess Wood is owned by Luss Estates Company and is currently managed via a Management Agreement with Argyll and Bute Council. The Management Agreement is due to expire in August 2020. Members are therefore requested to consider the potential options for the subsequent management of the site beyond August 2020.
- 3.2 The options include the following:
- 3.3 a) Renewal of the Management Agreement as per current arrangements, i.e. decisions would be made by the Management Committee and the Council's Amenity Services would continue to lead on the responsible management of the area and incur the relevant costs. This would require a budget to be allocated for a minimum period of 10 years for on-going maintenance and potential liability costs as this could not be covered within existing budgets. A figure for this would require to be calculated by Amenity Services.
- 3.4 b) A third party enters into a Management Agreement with Luss Estates Company, i.e. a third party would take the lead on the responsible management of the area and incur the relevant costs but the Council would still be represented on the Management Committee.
- 3.5 c) The area reverts back to the responsible management of the owner, Luss Estates Company.
- 3.6 d) A third party purchases the land from Luss Estates, e.g. the community initiates a community buy out of the land.
- 3.7 Decisions on the management of the site are currently made via a Management Committee (DWLNRC), on which Argyll and Bute Council, Luss Estates Company, Lomond School, Friends of Duchess Wood, and Argyll TSI are represented.
- 3.8 The costs associated with managing and insuring the site are currently met through Council budgets. There is also significant officer support from Amenity Services, Economic Development and Area Governance on a regular basis as

well as other skills and expertise drawn upon as required, for example, from Legal Services.

- 3.9 Duchess Wood comprises two areas of woodland, which were collectively declared as a Local Nature Reserve in 1998, under Section 21 of the National Parks and Access to the Countryside Act 1949. This report therefore also seeks to provide detail on the implications for the site's Local Nature Reserve status within the context of the potential options.

4.0 RECOMMENDATIONS

- 4.1 The committee is asked to consider the options set out in paragraph 6.2 and agree next steps.

5.0 DETAIL

- 5.1 In 1995, Dumbarton District Council entered into a fifteen year Management and Access Agreement with Luss Estates Company in respect of two areas of woodland collectively referred to as Duchess Wood.
- 5.2 The Management and Access Agreement was drawn up under Section 49A of the Countryside (Scotland) Act 1967 with the purpose of enabling public access for open air recreation. Following local government re-organisation the rights and responsibilities of Dumbarton District Council, in terms of the Management and Access Agreement transferred to Argyll and Bute Council as the relevant local planning authority.
- 5.3 In 1998, the site was established as a Local Nature Reserve (LNR) by the local authority, under Sections 19 and 21 of the National Parks and Access to the Countryside Act 1949, and as amended by the Local Government and Planning (Scotland) Act 1982. The LNR was established because of the high natural heritage interest of the site and its particular value for education and informal enjoyment of nature by the public.
- 5.4 At present there are two established LNR's within Argyll and Bute. The first being Duchess Wood and the second being Holy Loch LNR by Dunoon. The Holy Loch LNR takes an alternative approach to the management and maintenance of the site. Sandbank Development Trust are the leaseholder and therefore responsible for maintenance and management with the Council represented on the management committee.
- 5.5 As the Management and Access Agreement between Luss Estates Company and Argyll and Bute Council in regard to Duchess Wood will expire in August 2020, the following provides options for the site thereafter.

- a **Renewal and refresh of the Agreement as per current arrangements.**

- 5.6 The responsible management of the site currently falls to the Council's Amenity Services. This would require a budget to be allocated for a minimum period of 10 years as costs could not be covered within existing budgets. A figure for this would require to be calculated by Amenity Services. Regular officer resource is also required from Economic Development and Area Governance. Under the current management agreement with Luss Estates Company, entered into in 2010 for a ten year period, the Council is responsible for the safety of anyone entering the Managed Land and there is therefore a liability on the Council to secure the proper management of the area.
- 5.7 Should the current arrangement be renewed ongoing funds would be required. At present the average annual cost is £6302.40 for routine litter picking and weed treatment. Additional costs may be incurred in relation to storm damage clean up, overhanging trees, pathway maintenance and other unscheduled works. If similar arrangements to those currently in place were replicated significant officer time would also be required. There is however a risk that depleting Council budgets and further limited resources would mean that there would be reduced funds to manage the area, and that funds to manage Duchess Wood would impact on what could be delivered elsewhere in Helensburgh and Lomond. Resources are already stretched in terms of officer time, which has been exacerbated by the loss of support through Lower Clyde Greenspace and which is likely to further be impacted through future budget cuts.
- 5.8 There may be opportunity to access funding from the Forestry Commission to support the cost of managing the land, but a dedicated budget would also be required should fund raising efforts prove unsuccessful.
- 5.9 The site benefits enormously from a Friends of Duchess Wood group that supports Amenity Services in the management of the area. Should Council resource be reduced this may in turn lead to an increased demand on the limited resource of the voluntary group.
- 5.10 Should members support the continuation of this option, work would commence between the Council's Legal Services and Luss Estates Company to draw up a draft Management and Access Agreement, and which would be taken to Full Council for approval.
- b **A third party enters into a Management Agreement with Luss Estates Company.**
- 5.11 A Management Agreement could be made between the land owner and a third party. In this case, the site's status as a LNR would be unaffected as long as the local authority continued to be represented on the Management Committee.
- 5.12 A third party may have access to wider funding opportunity than that of the council, and in areas of funding where only a local authority can apply, there is likely to be potential to support in these instances.

- 5.13 This option would require work with the Management Committee to understand whether there is an organisation currently represented that may be interested in taking the lead on the responsible management of the land. If not, work would be required to consult with the wider Helensburgh voluntary organisations to understand levels of interest.
- 5.14 Should a third party express an interest in taking the lead on the responsible management of the land and the land owner is comfortable with making a new agreement with the organisation, work would commence between the Council's Legal Services and the land owner in relation to the consequences of termination of the existing agreement.
- 5.15 If arrangements were to continue clarity would need to be provided around where responsibility lies for the repair of built structures on the land. It is critical that this is clarified within a new Management and Access Agreement for whichever organisation enters into this agreement.
- 5.16 Should members support this option, work would be undertaken to explore the level of interest within the community.
- c The area reverts back to the responsible management of the land owner, Luss Estates Company.**
- 5.17 Luss Estates Company is represented on the Management Committee and is therefore part of the decision making body, but does not currently contribute to the cost of management.
- 5.18 Although not expressly stated in the Management Agreement, at the stated expiry of the agreement it is assumed that the Managed Land would require to be returned to the landowner in full compliance with the Council's obligations (Appendix 2) which may result in an additional cost to the Council.
- 5.19 Should neither the Council nor a third party wish to agree a new Management Agreement with the land owner, and the site reverts to the land owner with no established Management Committee for the responsible management of the site, the site could no longer be referred to as a Local Nature Reserve (LNR).
- 5.20 Under the Act, for the site to continue to have LNR status a local authority is required to have a legal interest in the land in question through either ownership, lease, or an agreement with the owners and occupiers involved. For LNR status to remain therefore a Management Committee, with Council representation, would be required.
- 5.21 The current Duchess Wood Local Nature Reserve Committee was established in 2002 and has been proactive in addressing the management issues affecting the woodland. The current Committee could continue in its present form, with an alternative lead organisation. The risk in this case

relates to the intention of the land owner and whether or not they would be supportive of the continuation of LNR status.

- 5.22 There is opportunity for the LNR boundary to be redefined to meet the requirements of stakeholders. If part of the site were to have its status removed, any applicable byelaws would need to be revoked and re-applied to the remaining area of land.ⁱ
- 5.23 Formal consultation on the removal of LNR status, in whole or in part, should take place with Scottish Natural Heritage. Notice should be published to inform local people and relevant interests, in the same way as the LNR was established originally. There is a risk that the removal of the LNR status would not be supported by the community with the risk of possible reputational damage to the Council as a result.
- 5.24 The sites' status as an LNR is not however recognised as a statutory designation. If Duchess Wood were to lose its LNR status, the site would continue to be covered by statutory planning policy designation through the Local Development Plan (LDP) to protect the site, which may go some way to mitigating concerns. The relevant designations protecting the site are as follows:
- Local Nature Conservation Site
 - Green Belt - presumption against development incompatible with the green belt
 - Open Space Protection - presumption against loss of open space
 - Development Impact on Trees/Woodland
- 5.25 Should members support this option, discussions would begin with the land owner to establish their intentions for the site.
- d **A third party purchases the land from Luss Estates Company, e.g. the community initiates a community buy out of the land.**
- 5.26 The potential for community ownership of Duchess Wood would be in-keeping with the Scottish Government position, which aims to increase the ability of community bodies to request or lease land, where it is felt the community could make better use of the land.
- 5.27 It would appear there is nothing within the provisions of the National Parks and Access to the Countryside Act that would prevent the transfer of ownership of a site with LNR status to a community organisation, such as a Friends Group or charitable trust, providing that a management agreement with the owner is put in place.
- 5.28 Community ownership could be supported and facilitated through the Scottish Land Fund, which offers grants of up to £1 million to help communities take ownership of the land and buildings, as well as practical support to develop their aspirations into viable projects.

- 5.29 The potential for community ownership of the site is not limited to those groups currently engaged with Duchess Wood. It may be that a new group could be established, or an existing group may take an interest in this opportunity. Should members prefer this option, work would begin to explore whether there is any interest within the community to try and purchase the land.
- 5.30 The options outlined above have been discussed at the DWLNRC. Through these discussions the Friends of Duchess Wood considers that, for them, neither options B nor D are viable at present due to concerns around their capacity to manage the woodland.
- 5.31 The Friends' estimate they provide around £71,610 of in-kind contributions annually to support the maintenance and management of the woodland (full breakdown submission in Appendix 2). However, they have stated that they are not prepared to enter into an agreement to take on these responsibilities formally.
- 5.32 The Friend's preference is therefore option A. It is the Friend's opinion that option A, with some amendments and clarifications to the agreement, could allow a wider range of external funders to be accessed.

6.0 CONCLUSION

- 6.1 Duchess Wood is owned by Luss Estates Company and is currently managed via a Management Agreement with Argyll & Bute Council. This agreement will expire in August 2020 and therefore this paper seeks to outline potential options for the period subsequent to this date within the context of the site's status as a Local Nature Reserve.
- 6.2 The options for Members consideration include the following:
- a) Endorse the renewal and refresh of the Management Agreement as per current arrangements.
 - b) Explore potential interest within the community to establish whether there is potential for a third party to enter into a Management Agreement with Luss Estates Company, with the Council retaining representation on the Management Committee.
 - c) Recommend that the area reverts back under the sole responsibility of the land owner.
 - d) Explore potential interest within the community to establish whether there is potential for a third party to seek to purchase the land from Luss Estates Company.

7.0 IMPLICATIONS

- 7.1 Policy Duchess Wood is designated as a Local Nature Reserve in the Local Development Plan.
- 7.2 Financial If the Local Authority continue to take an active role in the management of the site, a minimum of £6,302.40 annually (based on previous annual spend) is required with the potential for additional costs. Additional resource would also be required in terms of Officer support from Economic Development, Amenity Services and Governance.
- 7.3 Legal The Legal Services Manager – Commercial has reviewed the terms of this report and has confirmed that the legal background and implications have been accurately stated within the report.
- 7.4 HR None
- 7.5 Equalities/
Fairer Scotland Duty No equal opportunities implications.
- 7.6 Risk None at present.
- 7.7 Customer Service Working with local people.

**Pippa Milne Executive Director of Development and Infrastructure
Policy Lead, Sustainable Economic Growth, Councillor Aileen Morton**

Dec 2018

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Appendix 1 - Obligations

At the stated expiry of the Management Agreement, it would be assumed that the Managed Land would be returned to the landowner in full compliance with the Council's obligations and essentially the conditions that apply at early termination would also apply at the stated expiry date.

- a) all necessary works which may require to be carried out on the Managed Land to put the Managed Land into a reasonably safe and tidy condition, including the lopping and felling of any trees which appear prior to the said date of early termination to be unsafe,
- b) to remove any structures which have been erected or sited on the Managed Land by or with the authority of the Authority and which it is reasonable for the Grantors to require to be removed,
- c) to ensure that the Works which the Authority are required to carry out on the Managed Land up to the said early date of termination have been carried out in accordance with the Management Plan and to the reasonable satisfaction of the Grantors and
- d) to indemnify the Grantors in relation to any liability for any financial commitments which the Authority have entered into in relation to the Managed Land and, without prejudice to the foregoing generality, any grant funding which may become repayable on the early termination of this Agreement; In the event of early termination of this Agreement by the Authority, the Authority undertakes to indemnify the Grantors in relation to all duties and obligations to be undertaken by the Authority in terms of this Agreement up to the date on which the Authority have complied with their duties and obligations, unless with the express written agreement of the Grantors;

The Council would also remain liable to make full indemnification to the Grantors in relation to all duties and obligations which the Council are to undertake in terms of the Management Agreement, up to the date of expiry of the Management Agreement. That would include settling any claims made even after the date of expiry, provided that they arise in respect of something which has occurred up to the date of expiry.

Appendix 2

Volunteer resource in the management of Duchess Wood

Submission from Stewart Campbell, Chair, FODW, 8 October 2018

This note gives an estimate of the volunteer effort put into the management of the Duchess Wood (DW) Local Nature Reserve by the Friends of Duchess Wood (FODW). FODW is run by a nine-person committee, and draws upon numerous members for specific work and work parties, as well as partner organisations, such as Community Payback (CP) and the Third Sector Interface.

Activities

This work over the last five years has involved:

1. Administration of the Committee (minimum four meetings a year plus AGM)
2. Administration of FODW as a charity (reporting to OSCR)
3. Administration of the relationship with the A&BC DWLNR Committee (four meetings a year)
4. Preparation and issue of twice-yearly newsletter
5. Maintenance of website/Facebook presence
6. Organisation of monthly work parties, plus other task-specific work parties
7. Liaison with A&BC Amenity Services
8. Liaison with other environmental charities such as Plantlife and Buglife, and organisation of visits to Wood. Extension and updating of species checklists
9. Some specific activities:
 - a. Preparation of revised five year Management Plan
 - b. Preparation of application for WIAT grant
 - c. Weekend information day/visitor count
 - d. Development of designated way-marked paths around the Wood (with support from CP)
 - e. Development of spring flower walk route and publication of descriptive leaflet (with support from Alison Rutherford and Fiona du Boulay) and support for the John Muir Way
 - f. Development of Information Hub with eight information panels (with support from Babcock International)
 - g. Installation of map boards at each main entrance (with support from Sandy Abel)
 - h. Development of "Top ten things to see in DW" leaflet, with map
 - i. Preparation of greetings card (with support from Mary Jane Selwood)

- j. Planting of fruiting trees around "Pony Field" with protection, and planting of trees in other ,locations around the Wood
- k. Organisation of three "Walking Theatre" events
- l. Development of two ponds (with support from the Amphibians and Reptiles Conservation Trust) plus planting
- m. Extension and improvement of path network in pond areas and fencing
- n. Replacement of bridge to west of Pony Field with culvert
- o. Organisation of trial thinning exercise and log sale in lower wood (with support from Simon Lockwood)
- p. Clearance of Rhododendron Ponticum from much of the Wood
- q. New benches (with support from the James Street Garden)
- r. Fencing, bridge deck repairs, gully clearance, path clearing, leaflet replacement, storm damage and other regular maintenance activities.

Time and costs (capital costs are not included in this paper)

Four members of the committee (Chair, secretary, membership secretary/work party coordinator, and grants/work leader) estimate that they regularly devote at least a day a week to their volunteer roles. At certain times (for example preparing the Management Plan, developing the information hub, organising the trial thinning exercise and development of the ponds) this average level of work is significantly exceeded. As an estimate, and to give a better feel for the total resource, I have added in an extra day a week for ten weeks for the chair and secretary in relation to the Management Plan and the information hub development, and an extra day a week for the chair and grants/work leader for the thinning exercise, and for the ponds development. Over the space of the last five years therefore, this group has spent approximately:

$4 \times 50 \times 5 = 1000$ days + $2 \times 4 \times 10 = 80$ days = 1080 days on general and specific activities.

In addition, the Treasurer has a regular demand, peaking at the time of the AGM, in relation to fees, expenses and donations, preparation of the Annual Accounts, and preparation of our Gift Aid application. This amounts to around one day a fortnight and therefore an additional 125 days over five years.

Other committee members take on their FODW trustee role and specific tasks, such as pond development, website management, firewood organisation, and planting policies and in total this amounts to at least 200 days over five years. Members of FODW also contribute to FODW work particularly through specific tasks (for example in relation to flower leaflet preparation and map board manufacture) and through work parties and maintenance and clearance tasks. We estimate that the regular tasks as $10 \times 6 \times 1/2 \times 5 = 150$ days over 5 years (though this figure feels very

low) plus perhaps a similar amount for specific tasks (150 days). (In addition FODW has organised significant levels of "voluntary" support from Community Payback, which is difficult to estimate, but must be at least equivalent to around $6 \times 5 = 30$ days a year (again this may be a very low estimate some years)).

So in total, a best estimate of the minimum level of volunteer effort over the last five years would be $1080+125+200+150+150=1705$ days. This equates to an average of around 341 days a year.

Guidance on the Heritage Lottery Fund website suggests a value of £50 a day for unskilled work, £150 for skilled work, and £350 for professional work. Much of the Work Party work and some of the other work could be classed as "unskilled" – perhaps 20% of the total, and the remaining work probably splits about 40%:40% between "skilled" and "professional". Applying these percentages to the average yearly activity suggests a figure of:

Unskilled	$341 \times 0.2 \times 50$	= 3410
Skilled	$341 \times 0.4 \times 150$	= 20460
Professional	$341 \times 0.4 \times 350$	= 47740
ANNUAL AVERAGE TOTAL		£71,610

If we regarded the work as all unskilled, the total would be around £17,000, and if 50:50 unskilled:skilled the total would be around £34,000. This gives a feel for the sensitivity in the figures.

These figures may seem high (and do not take capital expenditure into account), but a glance at the list of some of the activities managed through voluntary effort in the Wood over the past five years should help convince those unfamiliar with the Wood of the tremendous contribution made by FODW, and the major community payback from the Council's relatively modest investment in woodland management.

Appendix 3

Friends of Duchess Wood (FODW) initial response to the A&BC options for the future management of Duchess Wood

1. FODW is a Scottish Charity registered with the Office of the Scottish Charities Regulator (OSCR), and its Annual Reports and accounts are submitted annually to OSCR. FODW's objectives are "to assist in the management of Duchess Wood and safeguard its benefits to the community in terms of biodiversity and quiet enjoyment by the public – including recreational and educational use".
2. FODW understands the need to begin to consider future arrangements early, but believes that aiming to take decisions on the future management arrangements in the early part of 2019 is premature. A number of initiatives are in hand concerning the economic support for future management arrangements (particularly WIAT and other grant applications, and commercially-based selective thinning), the outcome of which may not be clear until well into the New Year, but which could influence thinking.
3. We emphasise the continuing community benefits of the managed Wood, which has around 150,000 visits each year and is used by a variety of local groups. The Wood is highly valued by locals and visitors. The current management arrangements, with the Council's role being managed through the Duchess Wood Local Nature Reserve Committee (DWLNRC), works well. FODW is represented on the Committee and our many works of enhancement and maintenance are discussed and agreed through the Committee.
4. A&BC and its Amenity Services Department gives continuing support through managing the DWLNRC, litter collection and emergency works and the estimated annual cost of this is between £6,000 and £7,000. It's not clear the extent to which some of these costs (particularly litter collection) would be affected by a change in the Management Agreement. FODW has assessed the volunteer effort put into the Wood over the past 5 years and estimates that the annual human resource input is over £70,000. This figure does not take into account human resource effort from organisations which have assisted FODW, nor the capital expenditure which FODW has organised to fund improvements and maintenance.
5. **FODW's strong preference is option (a) (Renewal and refresh of the Management Agreement based on the current arrangements *wording revised following last subgroup meeting*).** We value the continuity given by the Council's involvement, and the Council's ability to monitor and manage events and activities in the Wood. The Council's relatively modest financial commitment helps create a substantial multiplier of resources put into the Wood through the partnership with FODW. We recognise that the current agreement may not be fit for purpose but a refresh should enable a workable way forward to be found. Recent discussions at our AGM demonstrated the strong community support for the principles of the current arrangements, concern about any substantive change, and the value placed on the Wood.
6. Options (b) and (d) (new alternative Management Agreement/alternative ownership) will both demand such a high level of continuing community involvement and resource that it will not be possible to organise a group or groups to take on these responsibilities. Certainly FODW could not do this.
7. Option (c) (The Management Agreement is not renewed) is a course of action that FODW would not welcome, but if it happened then FODW would hope to

continue to work with the landowners in a similar way to the current arrangements.

ⁱ <https://www.nature.scot/sites/default/files/2017-07/A314445%20-%20Local%20Nature%20Reserves%20in%20Scotland%20-%20A%20guide%20to%20their%20selection%20and%20declaration%20-%20SNH%202000%232.pdf>

ARGYLL AND BUTE COUNCIL**HELENSBURGH AND LOMOND AREA
COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****20 DECEMBER 2018**

**HELENSBURGH WATERFRONT DEVELOPMENT PROJECT – POSITION
STATEMENT**

1.0 EXECUTIVE SUMMARY

1.1 The Helensburgh Waterfront Development project is all about creating a vibrant and attractive waterfront for the town. The main feature of the project will be a new leisure facility incorporating a swimming pool, with associated parking and public realm works to meet the needs of the local community. At the same time the flood defences will be increased to address current flooding issues in the area. The new leisure facility will be run on behalf of the council by the newly formed trust LiveArgyll.

1.2 The principle aims and objectives for the project are to:

- Develop Helensburgh as a great place to live, work and visit, by delivering a new state-of-the-art leisure facility and swimming pool which meets the needs of the Helensburgh and Lomond community
- Add to what has been achieved through other projects such as CHORD and Hermitage Park regeneration, which have created an attractive, vibrant and contemporary town Centre that is attracting residents, businesses and visitors to the area.
- Encourage additional private sector investment in the waterfront area and town centre
- Through the steps above, support the Helensburgh and Lomond economy with increased opportunities for existing and new businesses

1.3 This report provides a progress update on the delivery of the Helensburgh Waterfront Development Project, including the following matters: RIBA Stage 4 – Technical Design; Procurement of the Main Works Contract; Development of the Full Business Case; Programme for delivering the project; and the Planning Application. Additionally it seeks members support for a recommendation to the Policy & Resources Committee to make provision for additional funding for certain public realm improvements approved for inclusion in the design at the end of Stage 3.

2.0 RECOMMENDATIONS

Helensburgh and Lomond Area Committee members are invited to:

- 2.1 Note and comment upon the progress update.
- 2.2 Recommend to the Policy and Resources Committee that an allowance should be made for additional funding, as set out at Section 5.6 of this Report, as part of the 2019-2020 Budget Process, for the two additional sections of public realm improvements approved for inclusion at the end of Stage 3.

ARGYLL AND BUTE COUNCIL

**HELENSBURGH AND LOMOND
AREA COMMITTEE**

**DEVELOPMENT AND
INFRASTRUCTURE SERVICES**

20 DECEMBER 2018

**HELENSBURGH WATERFRONT DEVELOPMENT PROJECT – POSITION
STATEMENT**

3.0 INTRODUCTION

- 3.1 This report provides a progress update on the delivery of the Helensburgh Waterfront Development Project, including the following matters: RIBA Stage 4 – Technical Design; Procurement of the Main Works Contract; Development of the Full Business Case; Programme for delivering the project; and the Planning Application. Additionally it seeks members support for a recommendation to the Policy & Resources Committee to make provision for additional funding for certain public realm improvements approved for inclusion in the design at the end of Stage 3.

4.0 RECOMMENDATIONS

Helensburgh and Lomond Area Committee members are invited to:

- 4.1 Note and comment upon the progress update.
- 4.2 Recommend to the Policy and Resources Committee that an allowance should be made for additional funding, as set out at Section 5.6 of this Report, as part of the 2019-2020 Budget Process, for the two additional sections of public realm improvements approved for inclusion at the end of Stage 3.

5.0 DETAIL

5.1 RIBA STAGE 4 – TECHNICAL DESIGN

- 5.1.2 RIBA Stage 4 – Technical Design; Constitutes the technical design of the project comprising: Planning Application; technical detailing and specification of all component parts; Building Warrant submissions; quantification and production of Bills of Quantities; Publication of the Contract Notice, selection of Contractors to be invited to tender; the Issue of Invitations to Tender; and concluding with a Contract Award for the Main Construction Works, subject off course to all of the necessary statutory permissions being in place and the project delivering a positive Full Business Case.

- 5.1.2 Helensburgh & Lomond Area Committee at its' meeting of 21 June 2018, authorised the project team to begin the Stage 4 Technical Design. The

budget is in place for this stage of the projects' development as a consequence of the Policy and Resources Committee's decision (16 August 2016) to approve the drawdown of up to £1m, to enable the project to: develop the Technical Design; secure all necessary statutory approvals; and bring forward the Full Business Case.

5.1.3 Architectural – 70% complete

- Stage 1 building warrant application has been lodged. We are currently assessing the feedback received from Building Standards and what if any revisions might be required to the detail of our proposals
- Significant development of the co-ordinated Revit model. Revit is a single file database that can be shared among many users. It means that the various plans, sections, elevations, legends, and schedules are all interconnected, and if you make a change in one view, then the other views are automatically updated. This means that the Revit drawings and schedules are always fully coordinated in terms of the building objects shown in drawings. The base building is drawn using 3D objects to create walls, floors, roofs, structure, windows, doors and other objects as needed. So, generally speaking, if a component of the design is going to be seen in more than one view, it will be created using a 3D object.
- Technical appraisal and production drawing information progressing alongside the preparation of the technical specifications

5.1.4 Mechanical and Electrical – 65% complete

- Mechanical technical information, drawings and technical specifications 65% complete
- Electrical technical information, drawings and technical specifications 65% complete
- Revit model coordination on going

5.1.5 Geotechnical Engineering – 95% complete

- All aspects of the geotechnical engineering requirements specific to the project have been addressed and resolved, 95% complete
- Water monitoring on the site has been instructed and is ongoing

5.1.6 Civil Engineering – 80% complete

- Technical and construction detailing of the car park and access road way at the Sinclair Street junction is underway
- Car park tender drawings are under preparation
- Stage 1 Building Warrant information and Structural Engineers Registration Ltd (SER) certifications have been prepared and will be submitted to Building Standards imminently
- Revit model co-ordination is well advanced

5.1.7 Structural Engineering – 70% complete

- Primary steel frame designed and detailed
- First Floor slab designed and drawn
- Secondary steel design underway
- Revit model co-ordination well advanced

5.1.8 Landscaping- 95% complete

- The general design detailing and specification relating to the hard and soft landscaping complete, drawings and technical specifications issued to the Cost Managers for billing purposes at the end of October
- All information uploaded onto Concerto

5.1.9 Marine Engineering –

- Marine Licensing application has been lodged

5.1.10 Look ahead through months of November, December and January

- Stage 2 Building Warrant submission had been programmed for w/c 19-Nov-18, some slippage has occurred and this will now be submitted during December
- Billing packages to Quantity Surveyors programmed for w/c 19-Nov-18, some slippage has occurred, this transfer of information will now take place in December
- East / West Clyde Street soft and hard landscape information will be issued for billing w/c 19th November

5.2 PROCUREMENT PROCESS UPDATE

5.2.1 We have recently completed a market engagement exercise via a Prior Information Notice (PIN) and a Request For Information (RFI) on the Public Contracts Scotland (PCS) website. There were 31 separate noted interests to the PIN on PCS, and we received 5 responses to our RFI, which was in respect of: buildability i.e. our indicative construction methodology; form of contract i.e. either NEC3 or JCT; and our indicative construction programme and whether it was realistic and deliverable.

The general consensus from the market was that our programme assumptions and indicative construction methodology were reasonable and deliverable, and that there was not stated preference between the forms of contract.

5.2.2 The next stage of the procurement process will be the publication of the Contract Notice and the issue of the European Single Procurement Document (ESPD), which replaced the old Pre-Qualification Questionnaire (PQQ). The intention was always to publish the Contract Notice as soon as possible after a positive planning determination was received.

5.2.3 Members will wish to note that starting the procurement exercise for the main works contract will provide hard market data and prices, which will enable the project team to make subsequent and informed recommendations to the Committees of the Council with respect to the affordability of the project overall. Starting the procurement exercise in no way commits the Council to awarding any contract, nor does it commit any significant capital expenditure at this stage.

5.3 FULL BUSINESS CASE

5.3.1 The preparation of the Full Business Case (**FBC**) is being undertaken in accordance with Her Majesty's Treasury (**HMT**) Green Book Guidance. The FBC development is a mandatory part of the business case development process, which is completed following procurement of the scheme – but prior to contract signature – in most public sector organisations.

5.3.2 The purpose of the FBC is to:

- Identify the 'market place opportunity' which offers optimum Value For Money (**VFM**);
- Set out the negotiated commercial and contractual arrangements for the deal;
- Demonstrate that it is 'unequivocally' affordable;
- Put in place the detailed management arrangements for the successful delivery of the scheme.

5.3.3 It should be noted that if the Outline Business Case (**OBC**) has been prepared in accordance with HMT Green Book Guidance and the procurement run in accordance with accepted and established best practice, much of the work involved in developing the FBC will simply focus on updating the OBC and documenting the outcomes of the procurement rather than starting from scratch.

5.4 PROGRAMME UPDATE

5.4.1 The project's development has been proceeding on the basis of the key milestones approved by members in June 2017. We have developed further detail in respect of the Work Breakdown Structure (WBS) for Stage 4, including the procurement of the works contract and the development of the FBC.

5.4.2 As part of the programme and its associated WBS the project team has been progressing the development of the Procurement Documentation e.g. Commodity Sourcing Strategy (**CSS**), Contract Notice, European Single Procurement Document (**ESPD**), Invitation to Tender (**ITT**), Tender Documents, Bills of Quantities (**BoQ**) etc. so that we could publish the Contract Notice, thereby commencing the formal procurement exercise, for the main works contract in December 2018.

5.4.3 However a key programme milestone linked to this was securing a positive Planning Determination. For programming purposes it had been envisaged that this would result from the Discretionary Hearing of the Policy, Protective Services and Licensing Committee on 19 November. However at the Hearing

the PPSL deferred their determination on the application until their next scheduled meeting on 19 December.

5.4.4 We will provide members with a verbal update on any determination made by the PPSL at the meeting. However, in advance of the PPSL meeting we have had to run two programme scenarios:

- **Scenario 1** – Contract Notice Published on PCS on 21 December 2018; and
- **Scenario 2** – Contract Notice Published on PCS on 7 January 2019.

5.4.5 If we progress with **Scenario 1** there is the potential, given that the notice will not be published until the day that most interested parties break for the festive period, that upon their return to work on 7 January 2019, they may request an extension to the 35 day period (minimum allowed under Procurement Regulations) set for returning their responses to the ESPD. This could add an additional 14 days minimum to the programme.

5.4.6 If we proceed on the basis of Scenario 2, there is likely to be at least an additional 4-5weeks in the date that construction would start on site, and potentially more, in terms of the date that the new Leisure Building would become operational. This is because our construction methodology assumes that a lot of the flood defence work can be undertaken from sea, which is obviously reliant on environmental conditions including tides and winds. The later in the year that we start these works the higher risk that weather conditions could have a detrimental impact upon the construction programme.

5.4.7 The programme scenarios also rely on the working assumption that we can arrange Special Meetings of the various Committees (H&LAC, P&R, and Full Council), out with the normal cycle of meetings, to approve the Contract Award Recommendation and Full Business Case.

5.4.8 **We are therefore proceeding on the basis of Scenario 2 in respect of the Contract Notice publication date.** As noted above, there are programme risks arising from any delay to the Planning Determination, and specifically in terms of the construction phase. Whilst we will use our best endeavours to recover time where possible, there is no guarantee at this stage that it will be possible.

5.4.9 The table below sets out the key programme differences between Scenario 1 and Scenario 2

PROGRAMME MILESTONES			
Stage	Milestone/ Product/ Activity	Scenario 1 Target Date	Scenario 2 Target Date
1	Procurement of external consultants	Mar-17 – Jul-17	Mar-17 – Jul-17
2	External Cost Consultant Appointment	4-Aug-17	4-Aug-17

PROGRAMME MILESTONES			
Stage	Milestone/ Product/ Activity	Scenario 1 Target Date	Scenario 2 Target Date
3	External Design Team Appointment	18-Aug-17	18-Aug-17
4	Stage 3 – Developed Design	Aug-17 to Jun-18	Aug-17 to Jun-18
5	Planning Approval Process	Jun-18 to Dec-18	Jun-18 to Dec-18
6	Stage 4 – Technical Design	Jun-18 to Jan-19	Jun-18 to Jan-19
7	Building Warrant Process	Jul-18 to Jan-19	Jul-18 to Jan-19
8	Full Business Case Approval	Nov-18 to Jun-19	Nov-18 to Aug-19
9	Procure Main Works Contractor	Dec-18 to Jul-19	Jan-19 to Aug-19
10	Main Works Contractor Appointment and Mobilisation period	Jul-19 to Aug-19	Aug-19 to Sep-19
11	Construction Period	Aug-19 to Jul-21	Oct-19 to Sep-21
12	New Swimming Pool Opens	Aug-21	Oct-21
13	Demolition of Existing Pool and Completion of Landscaping/Car Park	Jan-22	Feb-22

Note: all dates are indicative and subject to the award of the main works contract, and the subsequent submission of the Master Works Programme by the Contractor.

5.5 PLANNING APPLICATION STATUS UPDATE

5.5.1 At the 21 June 2018 Helensburgh & Lomond Area Committee, Members approved the Stage 3 report allowing the Project Team to submit a full Planning Application for the Helensburgh Waterfront Development. The Application was submitted to Argyll and Bute Council, as the Planning Authority, on the 20 July 2018, being fully validated on the 3rd August 2018.

5.5.2 A Planning Report with a recommendation by Planning Officers to approve the Planning Application was presented to the Planning, Protective Services and Licensing (PPSL) Committee on the 24 October 2018. At this meeting

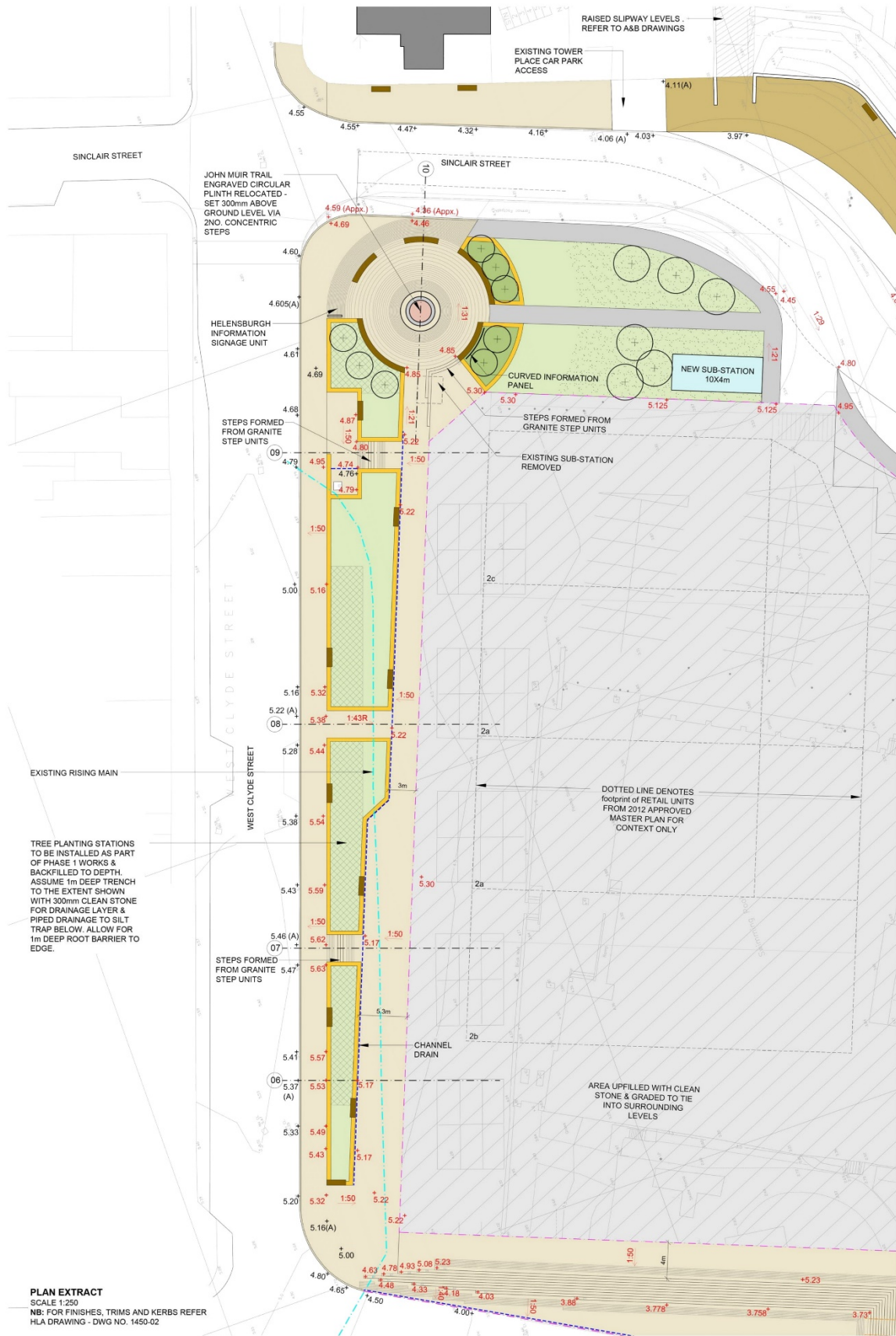
PPSL Members decided to hold a Discretionary Pre – Determination Hearing at a later date.

- 5.5.3 The Discretionary Pre - Determination Hearing was held on Monday 19 November 2018 at Victoria Halls to allow members of the Committee to hear presentations and representation from the: Planning Officers; Statutory Consultees; Developer; and ‘Supporters’ / ‘Objectors’ of the proposals. Members will be aware that the Committee approved a motion to, in effect, defer a decision until the next meeting of the PPSL, to enable them to take further advice.

5.6 INCLUSION OF JOHN MUIR TRAIL LANDSCAPE FEATURE & WEST CLYDE STREET PUBLIC REALM WORKS WITHIN PHASE 1 SCOPE

- 5.6.1 The area at the north of the pierhead site i.e. along the West Clyde Street frontage, between the end of the Esplanade to the west and through to the existing vehicle entrance opposite Sinclair Street is undoubtedly one of the most prominent and public facing. This area was earmarked as being for the next phase (Phase 2) of development, and would include the retail development, skate park, play park and landscaping. Bringing these works forward into Phase 1 adds additional scope and costs to the Project, which requires that additional budget provision be sought.
- 5.6.2 However given its prominence it is considered prudent for the hard and soft landscaping to be brought within the scope of our development proposals, as it will:
- set a benchmark in terms of the quality and aesthetic for the subsequent development (Phase 2) of the ‘safeguarded area’ (retail, play park, skate park), bounded as it will be, by public realm and environmental improvements on all four sides
 - mean that the key frontage along West Clyde Street is redeveloped from the outset, bringing a more cohesive look and feel to the initial phase of the overall redevelopment.
- 5.6.3 The project team recognised that the ultimate removal of the existing pool building and the associated car parking in this location, together with the transfer of ownership of the former Mariners site to the Council, provided a major opportunity to extend the town centre public realm southwards, to create a broad pedestrian friendly frontage to better connect with the Esplanade and draw it further eastwards into the town. With the general site levels being raised in response to the flood modelling of the site, the proposed new public realm frontage removes the existing change in level behind the West Clyde Street footway. This in turn allows the creation of a natural extension to the Esplanade promenade, incorporating a broad public thoroughfare with open grass between. The overall width of this area has been established to ensure a permanent visual connection along an east/west axis between the Henry Bell Monument and the distinctive façade of the B-Listed Clock Tower on the eastern edge of the site. This new public realm area additionally helps to provide a strong connection at its western edge with the new pier edge north/south axis described above.

- 5.6.4 The design includes a new public square at the eastern edge. This takes advantage of the existing principal pedestrian and vehicular routes south through the town along Sinclair Street, to signal a key arrival point at this end of the site, allowing visitors to orientate themselves before travelling further or entering a new car park. The setting of the new square and its role as a key nodal point is reinforced by its visual association with the façade of the Clock Tower and the presence of the existing crossing points and junction which form the principal vehicular entrance to the car park and the new building.
- 5.6.5 Following consultation with the John Muir Trail, it was proposed in the Stage 3 proposals to relocate the current start of the trail at the eastern edge of the Esplanade to this new public space. This has mutual advantages in terms of giving a clear and distinctive identity to the new square, whilst affording this end of the John Muir Trail greater presence and visibility within the town as a whole. Consultation with the John Muir Trail will remain ongoing to finalise the design in detail through the next stage. The layout of this area is shown on the following page.
- 5.6.6 The anticipated final cost of including this element of landscaping and public realm works within Phase 1 of the pier head's redevelopment is £513,680. This includes the capital cost of the works, plus an uplift to cover Preliminaries, Contingencies, Inflation and Risk. We therefore seek members' approval to recommend to the Policy & Resources Committee that an equivalent funding allowance should be made as part of the 2019-2020 Budget Process. Consideration might be given subsequently as to how the Town and Country Planning (Scotland) Act, could seek contributions towards the capital cost of these improvements.



PLAN EXTRACT
SCALE 1:250
NB: FOR FINISHES, TRIMS AND KERBS REFER
HLA DRAWING - DWG NO. 1450-02

6.0 BUDGET

6.1 The project currently has an approved budget of **£18,997,000** made up as follows:

Budget Sources			
1. A&BC	£12,692,000		Additional £1.022M added as a result of P&R decision of 18-Aug-16
2. MOD Libor Grant	£5,000,000		
3. S75 Funds	£195,000		
5. Property Acquisition	£110,000		
6. Potential Return from Future Retail Development	£1,000,000		
Sub-total		£18,997,000	

6.2 Securing additional budget allowance for the additional landscaping and public realm works, as set out at Section 5.6, would take the approved budget to £19,510,680. Whilst this is a major commitment of capital, we recognise that there are still expected to be significant challenges to overcome, including:

- The Programme for delivery and potential impacts resulting from longer than expected lead times in securing the various statutory approvals and licences.
- Overall affordability of the project at a time of a reduced capital budget within the Council, and with an expectation that the year-on-year situation is unlikely to show an improvement in the short to medium term.
- Reduced availability of capital funding from external sources, with the focus moving away from local authorities and towards community and third sector organisations.
- Availability of construction resources, including engineering personnel, general labour, plant, equipment and materials with a number of nationally important projects coming on stream e.g. HS2, A9 Dualling etc.

- Impact of Construction Industry Inflation on the affordability of the project e.g. Input prices for materials and fuels rose by 4.7% in the year through January 2018, and according to the Construction Products Association, 82% of civil engineering contractors and 82% of main construction contractors reported higher raw materials prices passing through the supply chain over the final quarter of 2017, with the expectation that 2018 would show a similar trend.
- The cost of diverting or tying-in to existing utilities
- Appeal of the contract opportunity to the market place

7.0 CONCLUSION

- 7.1 The Helensburgh Waterfront Development project is a complex, multi-disciplinary project that includes a number of: design and construction interfaces; statutory approvals; construction logistics; and utility diversion and upgrading requirements.
- 7.2 The works to progress the proposals through the necessary statutory approvals processes are progressing and in most cases are well advanced.
- 7.3 The Project Team expect to publish the Contract Notice for the main works contract within a matter of weeks, subject to securing the necessary planning permission, and subsequently to bring forward the FBC and Contract Award Recommendation for approval in summer 2019.

8.0 IMPLICATIONS

- 8.1. **Policy** – The delivery of these projects fits with, as appropriate, the Council's Corporate Plan, Single Outcome Agreement, Economic Development Action Plan and approved Local Development Plan key actions and policy for safeguarding our built heritage and town Centre regeneration.
- 8.2 **Financial** –In order to progress the Helensburgh Waterfront Development to detailed design stage, secure statutory approvals and come forward with a FBC, design and cost consultants services are being funded from the £1m project development funding approved by P&R in August 2016. The Project Team are recommending that an additional provision of circa £0.5m be made in the budget process for FY19/20.
- 8.3 **Legal** – Legal Services will provide support as and when required.
- 8.4 **HR** – The Helensburgh Regeneration Project Manager continues to project manage the project on a day to day basis, supported by colleagues from other departments of the Council.
- 8.5 **Equalities/Fairer Scotland Duty** – An Equalities and Social Inclusion Assessment will be undertaken during the next stage of project development and reviewed on a regular basis as the project progresses.

8.6 **Risk** – The Helensburgh Waterfront Development Project has a costed Risk Register is regularly monitored and updated, with reports provided to members at key project milestones.

8.7 **Customer Service** – None.

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

11 December 2018

For further information contact: John Gordon, Capital Regeneration Programme Manager, Tel: 01369 708457 or Mobile: 07901 516 106

ARGYLL AND BUTE COUNCIL
**HELENSBURGH AND
LOMOND AREA COMMITTEE**
CUSTOMER SERVICES
20 DECEMBER 2018

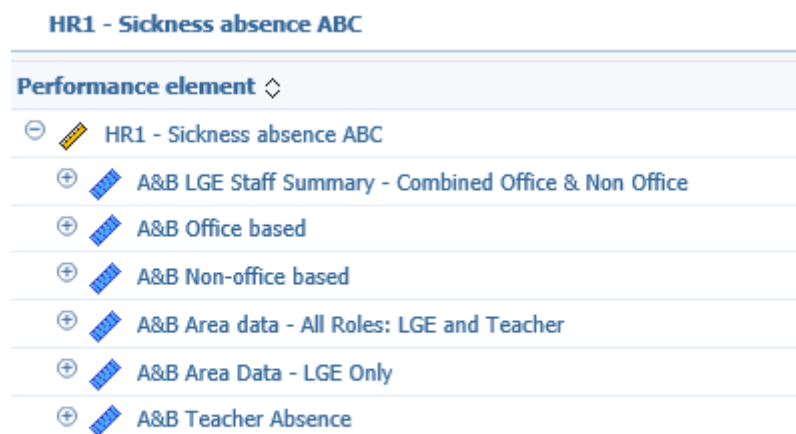
AREA SCORECARD FQ2 2018-19

1 Background

- 1.1 This paper presents the Area Report and Scorecard for Financial Quarter 2 2018/19 (July-September 2018) and illustrate the agreed performance measures.
- 1.2 Work has continued to improve the presentation of data within Pyramid.

The naming of staff roles in the absence data has been clarified. The roles are now Teachers or LGE Staff. The absence structure in Pyramid has also been improved to show attendance by not only Teacher or LGE Staff but also by Office based and Non office based – by Department, and by Area and Department.

This is illustrated below.



- 1.3 To improve the response to performance queries, it is requested that either Sonya Thomas or the Responsible Named Officer are contacted once the Quarterly Performance Report is received with any queries. This should enable some queries being resolved or clarified prior to the Area Committee meeting, and therefore being carried forward as Actions at a subsequent meeting.
- 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.
- 2.2 It is recommended that upon receipt of the Quarterly Performance Report the Area Committee contact either Sonya Thomas or the Responsible Named Officer with any queries.
- 2.3 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

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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H&L Area Scorecard 2018-19 New								
Performance element	Status	Trend	Target FQ1 18/19	Actual FQ1 18/19	Target FQ2 18/19	Actual FQ2 18/19	Owner	Comments
Corporate Outcome No 1 - People live active, healthier and independent lives								
Number of affordable social sector new builds - H&L (Housing Services)	●	⇒	0	0	0	0	Allan Brandie	<p>FQ2 2018/19 - H&L As per Q1 comments, there were no projects completed in full during quarter 2.</p> <p>8 of the 26 units at Succoth were handed over by Sept 30th, but will be counted with the remainder of the units in Oct.</p> <p>The remaining onsite projects are still scheduled to complete during Q3 & Q4</p> <p>FQ1 2018/19 - H&L There were no Affordable Housing completions during Quarter 1. However, there are currently 10 projects onsite across Argyll & Bute with a further 5 projects likely to commence over the next few months, possibly including Dunbeg. Onsite Projects: Bute and Cowal - 1 Helensburgh and Lomond - 2 Oban, Lorn and the Isles - 4 Mid Argyll, Kintyre and Islay - 3 It is anticipated that around 100 units will be delivered from the onsite projects this year, with scope for additional units to be brought forward. The majority of the completions are currently scheduled for Quarters 3 & 4.</p>
CC26_01-Number of new affordable homes completed per annum. (Housing Services)	●	⇒	0	0	0	0	Allan Brandie	<p>FQ2 2018/19 - A&B As per Q1 comments, there were no projects completed in full during quarter 2.</p> <p>8 of the 26 units at Succoth were handed over by Sept 30th, but will be counted with the remainder of the units in Oct.</p> <p>The remaining onsite projects are still scheduled to complete during Q3 & Q4</p> <p>FQ1 2018/19 - A&B There were no Affordable Housing completions during Quarter 1. However, there are currently 10 projects onsite across Argyll & Bute with a further 5 projects likely to commence over the next few months, possibly including Dunbeg. Onsite Projects: Bute and Cowal - 1 Helensburgh and Lomond - 2 Oban, Lorn and the Isles - 4 Mid Argyll, Kintyre and Islay - 3 It is anticipated that around 100 units will be delivered from the onsite projects this year, with scope for additional units to be brought forward. The majority of the completions are currently scheduled for Quarters 3 & 4.</p>

H&L Area Scorecard 2018-19 New								
Performance element	Status	Trend	Target FQ1 18/19	Actual FQ1 18/19	Target FQ2 18/19	Actual FQ2 18/19	Owner	Comments
Corporate Outcome No.2 - People live in safer and stronger communities								
Car Parking income to date - H&L (Streetscene H&L) ANNUAL CUMULATIVE TOTAL	●	↑	£53,806	£56,918	£131,472	£121,681	Stuart Watson	FQ2 2018/19 - H&L The income for FQ2 was £121,681 which is a shortfall of £9,791 against the target of £131,472. The shortfall may down to the timing of cash banking and, if so, this should come through in the following quarter. It is possible, however, that the poor weather has had an impact on the use of car parks.
								FQ1 2018/19 - H&L The income for the period has exceeded the target by £3,112. Compared against 2017/18 FQ1 there has been an increase of £12,569. An additional warden was appointed towards the end of summer 2017/18 and this the increased presence is likely to have had an effect on compliance (tickets sold), however, some of the increase may be due to the exceptionally warm and dry season.
Car Parking income to date - A&B (StreetScene) ANNUAL CUMULATIVE TOTAL	●	↑	£265,014	£265,885	£647,549	£620,057	Stuart Watson	FQ2 2018/19 - A&B The income for FQ2 was £620,057 which is a shortfall of £27,492 against the target of £647,549. The shortfall may down to the timing of cash banking and, if so, this should come through in the following quarter. It is possible, however, that the poor weather has had an impact on the use of car parks.
								FQ1 2018/19 - A&B Overall income has exceeded the target by £871 for the period. When compared to the period 2017/18 FQ1 the income has increased by £60,167. The increase may be due to the exceptionally good weather we have had over the season.
Total number of Penalty Charge Notice Figures - H&L		↓	No Target	1336	No Target	1,025	Keith Tennant	FQ2 2018/19 - H&L Full 7 day cover in operation. Annual Leave of warden may explain reduction.
								FQ1 2018/19 - H&L Full 7 day cover in operation.
Total number of Penalty Charge Notice Figures - A&B		↓	No Target	2,069	No Target	1,809	Keith Tennant	FQ2 2018/19 - A&B Commentary provided at Area level
								FQ1 2018/19 - A&B Commentary provided at Area level

H&L Area Scorecard 2018-19 New								
Performance element	Status	Trend	Target FQ1 18/19	Actual FQ1 18/19	Target FQ2 18/19	Actual FQ2 18/19	Owner	Comments
Dog fouling - total number of complaints H&L (Streetscene H&L)		↓	No Target	19	No Target	20	Stuart McCracken	<p>FQ2 2018/19 - H&L A total number of 20 complaints were received over the FQ2 period, the service is very much aware of the public perception on this issue and it would be hoped that we can see a reduction in the complaint numbers. It would also be hoped that local community forums would assist the Council in dealing with this issue.</p> <p>FQ1 2018/19 - H&L A total number of 37 complaints were received over the FQ4 period, this has reduced to 19 for FQ1. The service is very much aware of the public perception on this issue and it would be hoped that we can see a reduction in the complaint numbers. It would also be hoped that local community forums would assist the Council in dealing with this issue.</p>
Dog fouling - total number of complaints A&B (StreetScene)		↑	No Target	69	No Target	55	Tom Murphy	<p>FQ2 2018-19 - A&B The council continue to work closely alongside Police Scotland and our communications team to provide advice to all parts of our community and involving school children in creating posters as part of this dog fouling campaign. The roll out is currently happening in B&C and we intend to carry this on to the other administrative areas.</p> <p>FQ1 2018-19 - A&B The council are currently working alongside Police Scotland and our communications team to provide advice to all parts of our community and involving school children in creating posters as part of this dog fouling campaign. The roll out is currently happening in B&C and we intend to carry this on to the other administrative areas.</p>
LEAMS - H&L (Cleanliness Monitoring Systems)	●	↓	73	80	73	78	Stuart McCracken	<p>FQ2 2018/19 LEAMS - H&L The level of performance over the FQ2 period was July 77, August 78, September 78, this is a very good standard of performance given the high season, with performance levels consistently above the Council benchmark figure of 73.</p> <p>FQ1 2018/19 LEAMS - H&L The level of performance over the FQ1 period was 80, an acceptable standard given the high season, with performance levels slightly above the target figure of 73.</p>
LEAMS - Argyll and Bute monthly average (Cleanliness Monitoring Systems)	●	↓	75	81	75	79	Tom Murphy	<p>FQ2 2018/19 LEAMS - A&B The level of performance remains at a very good standard, the service uses the annual report from Keep Scotland Beautiful and monthly inspections to assess the data and make appropriate alterations to work schedules to ensure that the level of performance is maintained. The role of the amenity wardens have a key influence around littering and dog fouling to assist in maintaining the good level of performance</p> <p>FQ1 2018/19 LEAMS - A&B The level of performance is a good standard, the service uses the annual report from Keep Scotland Beautiful and monthly inspections to assess the data and make appropriate alterations to work schedules to ensure that the level of performance is maintained. The role of the amenity wardens have a key influence around littering and dog fouling to assist in maintaining the good level of performance.</p>

H&L Area Scorecard 2018-19 New								
Performance element	Status	Trend	Target FQ1 18/19	Actual FQ1 18/19	Target FQ2 18/19	Actual FQ2 18/19	Owner	Comments
Corporate Outcome No.3 - Children and young people have the best possible start								
Corporate Outcome No.4 - Education, skills and training maximises opportunities for all								
HMIE positive Secondary School Evaluations - H&L (Authority Data)	●	⇒	0 %	0 %	0 %	0 %	Maggie Jeffrey	<p>FQ2 2018/19 - H&L No inspections carried out during FQ1</p> <p>FQ1 2018/19 - H&L No inspections carried out during FQ1</p>
Percentage of pupils with positive destinations - A&B (Authority Data)	●		92.0 %	94.70%	92.0 %	94.70%	Martin Turnbull	<p>FQ2 2018/19 - A&B A new approach to the publication of school leaver destination statistics has been developed by Scottish Government in partnership with Skills Development Scotland (SDS). SDS will no longer publish school leaver destination statistics but instead focus on the publication of the annual Participation Measure every August; reporting and providing more detailed analysis on a much wider group of young people (all 16-19 year olds).</p> <p>School Leaver Destination data for specific schools will now be collated from information available on Insight. Confirmation of reporting arrangements and an analysis of the 17/18 cohort will be produced for FQ3 18/19</p>
								<p>FQ1 2018/19 - A&B School Initial Destinations of school leavers 2016/2017, published in February 2018. The Argyll and Bute average is 94.7% with a cohort of 861. Bute and Cowal Dunoon Grammar increased their positive destinations by 1.6% from the initial 2015/16 Rothesay Academy 92.06% which was a decrease of 3.18% from the 2015/2016 figure of 95.24% The negative destination figures for Rothesay Academy will be interrogated and analysed for patterns that may be contributing to this position for example, area of residence. Appropriate help, support or activities can then be put in place to support subsequent cohorts into positive destinations. This work will be carried out in partnership with SDS and other key partner agencies.</p> <p>Helensburgh and Lomond Hermitage Academy 92.37%. Although this is an increase of 1.38 % from 2015/2016 figure of 90.99% The negative destination figures for Hermitage Academy will be interrogated and analysed for patterns that may be contributing to this position for example, area of residence. Appropriate help, support or activities can then be put in place to support subsequent cohorts into positive destinations. This work will be carried out in partnership with SDS and other key partner agencies.</p> <p>MAKI Campbeltown Grammar increased their positive destinations by 4.08% from the initial 2015/16 report, and Tarbert Academy increased by 4.74 %</p> <p>QLI Oban High increased their positive destinations by 3.81% from the initial 2015/16 report and Tobermory High School by 9.9%.</p>
%HMIE positive School Evaluations Primary inc Gaelic (Authority Data)			75.0%	0.0%	75.0%	0.0%	Louise Connor	<p>FQ2 2018/19 No schools inspections were finalised by HMIE during this period</p> <p>FQ1 2018/19 Luss Primary School had a short inspection covering 2 Quality Indicators finalised on 16/4/2018</p>
HMIE positive Secondary School Evaluations - H&L (Authority Data)			75.0%	0.0%	75.0%	0.0%	Maggie Jeffrey	<p>FQ2 2018/19 - H&L No HMIE Inspections were carried out</p> <p>FQ1 2018/19 - H&L The were no secondary school inspections completed in FQ1 2018/19</p>

H&L Area Scorecard 2018-19 New								
Performance element	Status	Trend	Target FQ1 18/19	Actual FQ1 18/19	Target FQ2 18/19	Actual FQ2 18/19	Owner	Comments
Corporate Outcome No.5 - The economy is diverse and thriving								
Percentage of Pre-Application enquiries processed within 20 working days - H&L (Planning Applications)	●	↑	75.0 %	90.9%	75.0 %	96.0%	Peter Bain	FQ2 2018/19 - H&L Turnaround of pre-apps remains above the 75% target for the 15th consecutive quarter.
								FQ1 2018/19 - H&L Turnaround of pre-apps remains above the 75% target for the 14th consecutive quarter.
PR23_03-Percentage of Pre-application enquiries processed within 20 working days - A&B (Planning Applications)	●	↓	75.0 %	71.10%	75.0 %	67.60%	Peter Bain	FQ2 2018/19 - A&B Local targets have been met in 2 out of the 4 area teams. Performance is however affected by the severely depleted resources within the MAKI team which has necessitated prioritisation on processing statutory applications ahead of responding to pre-application enquiries.
								FQ1 2018/19 - A&B Local targets have been met in 3 out of 4 area teams; performance is however affected by depleted resources within the MAKI team which has necessitated prioritisation on processing statutory applications ahead of responding to pre-application enquiries. 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 - H&L (Planning Applications)	●	↓	8.0 Wks	7.7 Wks	8.0 Wks	8.0 Wks	Peter Bain	FQ2 2018/19 - H&L Turnaround of H&L householder applications has been at or below the 8 week target for six years now, demonstrating consistency.
								FQ1 2018/19 - H&L Turnaround of H&L householder applications remains below the 8 week target for the 23rd consecutive quarter.
Householder Planning Apps: Ave no of Weeks to Determine - ABC (Planning Applications)	●	↑	8.0 Wks	6.9 Wks	8.0 Wks	7.6 Wks	Peter Bain	FQ2 2018/19 - A&B Householders applying for planning permission in Argyll and Bute continue to receive good service. Performance has remained below the 8 week determination target for over five years now.
								FQ1 2018/19 Benchmark In the absence of data from The Scottish Government, the benchmark entered against FQ1 is currently that of FQ3 (FY17/18) which is the most up-to-date available. Benchmark figures for Scotland and The Rural Nine would normally be added by projecting the FQ4 figure for the previous financial year throughout all quarters of FY18/19 using data available on The Scottish Government website. The actual benchmark figure is then updated as and when the information becomes available. Readers should note that this is generally 3-5 months after the end of a financial quarter.
								FQ1 2018/19 - A&B Performance target on householder development met for the 21st consecutive quarter.

H&L Area Scorecard 2018-19 New								
Performance element	Status	Trend	Target FQ1 18/19	Actual FQ1 18/19	Target FQ2 18/19	Actual FQ2 18/19	Owner	Comments
Corporate Outcome No.6 - We have infrastructure that supports sustainable growth								
Street lighting - percentage of faults repaired within 10 days - H&L (Street Lighting - Maintenance)	●	↑	75%	41%	75%	69%	Kevin McIntosh	<p>FQ2 2018/19 - H&L Overall performance has improved, though sickness absence has had an effect in western domains. Full compliment of staff and operatives should be available from Monday 22nd October. We would look to see continuous improvement in FQ3.</p> <p>FQ1 2018/19 - H&L Some Service redesign / changes in personnel took place in April 2018 - This and sickness absence had a detrimental effect on the service. Things have improved over the quarter as new staff became more familiar with processes and systems</p>
RA14_05-Percentage of street lighting repairs completed within 10 days (Street Lighting - Maintenance)	●	↑	75%	42%	75%	74%	Kevin McIntosh	<p>FQ2 2018/19 - A&B This area continues to perform well and having benefitted from the LED project, the reliability of lighting and improved in the Helensburgh and Lomond locus. Improved performance from Q1 with any dark lamps being attended timeously.</p> <p>FQ1 2018/19 - A&B Total number of jobs was 351. Bute and Cowal - 106 Helensburgh and Lomond - 63 OLI - 106 MAKI - 76 Total overdue - 117</p> <p>When the LED project is completed it will allow staff resources to deal with lighting timescales.</p>
Shanks - Percentage of Waste Recycled, Composted & Recovered (Waste Management Performance)		↓	No Target	54.3%	No Target	50.0%	John Blake	<p>FQ2 2018/19 50% recycling, composting and recovery in Q2 (32.9% recycling/composting and 17.1% recovery). Year to date is 52.2% (33.9% recycling/composting and 18.3% recovery).</p> <p>FQ1 2018/19 Waste PPP area - 54.3% recycled ,composted and recovered (34.8% recycled/composted and 19.5% recovered)</p>
Islands - Percentage of Waste Recycled, Composted & Recovered (Waste Management Performance)		↑	No Target	27.0%	No Target	42.7%	John Blake	<p>FQ2 2018/19 42.7% recycling and composting in Q2 . Year to date is 35.9% recycling and composting.</p> <p>FQ1 2018/19 Percentage of waste recycled ,composted and recovered - Islands outwith PPP Area</p>

H&L Area Scorecard 2018-19 New								
Performance element	Status	Trend	Target FQ1 18/19	Actual FQ1 18/19	Target FQ2 18/19	Actual FQ2 18/19	Owner	Comments
H&L - % Waste Recycled, Composted & Recovered (Waste Management Performance)		↑	No Target	42.4%	No Target	53.3%	Alan Millar	<p>FQ2 2018/19 - H&L 53.3% recycling ,composting and recovery in Q2 (45.6% recycling/composting and 7.7% recovery). Year to date is 48.3% (39.8% recycling/composting and 8.5% recovery).</p> <p>FQ1 2018/19 - H&L 42.4% recycled ,composted and recovered in Q1 (32.9% recycled/composted and 9.5% recovered).</p>
RA24_02 - A&B Wide - Percentage of waste recycled, composted and recovered. (Waste Management Performance)	●	↑	40.00 %	48.8%	40.00 %	50.3%	Jim Smith	<p>FQ2 2018/19 - A&B 50.3% recycling, composting and recovery in Q2 (37.9% recycling/composting and 12.4% recovery). Year to date is 49.6% (35.8% recycling/composting and 13.8% recovery).</p> <p>FQ1 2018/19 - A&B 48.8% recycled ,composted and recovered in Q1 (33.7% recycled/composted and 15.1% recovered).</p>
Total number of Complaints regarding Waste Collection - H&L (Streetscene H&L)		↓	No Target	8	No Target	14	Allan MacDonald (Streetscene)	<p>FQ2 2018/19 - H&L During the FQ2 period a total number of 14 complaints were registered in relation to waste and recycling collections. This level has increased due to fleet issues. There has been a large number of vehicle breakdowns, hence the spike in complaints.</p> <p>FQ1 2018/19 - H&L During the FQ1 period a total number of 8 complaints were registered in relation to waste and recycling collections. This level has slightly increased and considering the scale of the operation in the Helensburgh and Lomond area and also the number of collections relating to domestic waste, co-mingle collections, glass recycling collections and food waste recycling collections</p>
Total number of Complaints regarding Waste Collection - A&B (StreetScene)		↓	No Target	30	No Target	31	Tom Murphy	<p>FQ2 2018/19 - A&B Service complaints are low in comparison to roll out period of 3 weekly collection and we continue to provide a good service to the public.</p> <p>FQ1 2018/19 - A&B Service complaints are low in comparison to roll out period of 3 weekly collection and we continue to provide a good service to the public.</p>

H&L Area Scorecard 2018-19 New								
Performance element	Status	Trend	Target FQ1 18/19	Actual FQ1 18/19	Target FQ2 18/19	Actual FQ2 18/19	Owner	Comments
Making It Happen								
H&L Teacher Absence (Education Attendance)	●	↓	1.50 Avg. days lost	0.98 Avg. days lost	1.50 Avg. days lost	1.48 Avg. days lost	Anne Paterson	<p>FQ2 2018/19 - H&L H&L Continuing positive trend in good teacher attendance. Slightly higher than FQ1 but still within target</p> <p>FQ1 2018/19 - H&L This is a positive trend with the measure on track for the second successive quarter</p>
A&B Teacher Absence (Education Attendance)	●	↑	1.50 Avg. days lost	1.18 Avg. days lost	1.50 Avg. days lost	1.05 Avg. days lost	Anne Paterson	<p>FQ2 2018/19 - H&L Overall a positive trend, still well within target.</p> <p>FQ1 2018/19 - H&L The target has been met this quarter, bringing performance back in line with the overall teacher absence rates, which have been declining over the past 3 years. This is positive.</p>
H&L LGE Only (HR1 - Sickness absence ABC)	●	↓	2.36 Avg. days lost	2.76 Avg. days lost	2.36 Avg. days lost	2.88 Avg. days lost	Jane Fowler	<p>FQ2 2018/19 - H&L H&L a slight increase this quarter and absence is above target. Overall absence rates show an increase in medical related absences which can be attributed in part to an aging workforce. We are also seeing higher levels of absence in the health and social care partnership across the area. This is particularly evident in Helensburgh and Lomond. Evidence shows that change can result in higher levels of stress related absence.</p> <p>FQ1 2018/19 - H&L For the second quarter this measure is off target. Overall absence rates show an increase in medical related absences which can be attributed in part to an aging workforce. We are also seeing higher levels of absence in the health and social care partnership across the area. This is particularly evident in Helensburgh and Lomond. Evidence shows that change can result in higher levels of stress related absence. It should also be noted that care workers and catering staff may exhibit higher rates of absence because if they have infections, they have a responsibility not to put their customer or clients at risk.</p>
A&B LGE Staff Summary - Combined Office & Non Office (HR1 - Sickness absence ABC)	●	↓	2.36 Avg. days lost	3.47 Avg. days lost	2.36 Avg. days lost	3.64 Avg. days lost	Jane Fowler	<p>FQ2 2018/19 - A&B A&B For the third consecutive quarter LGE staff absence is above target. Overall absence rates show an increase in medical related absences which can be attributed in part to an aging workforce. We are also seeing higher levels of absence in the health and social care partnership across the area. Evidence shows that change can result in higher levels of stress related absence. It should also be noted that care workers and catering staff may exhibit higher rates of absence because if they have infections, they have a responsibility not to put their customer or clients at risk. The Council is working on preventative measures, including mental health first aiders, information on wellbeing initiatives, promoting stress risk assessments and we are currently working on an action plan to take forward activities highlighted in a recent employee Wellbeing Survey.</p> <p>FQ1 2018/19 - A&B For the second quarter this measure is slightly off target. Overall absence rates show an increase in medical related absences which can be attributed in part to an aging workforce. We are also seeing higher levels of absence in the health and social care partnership across the area. Evidence shows that change can result in higher levels of stress related absence. It should also be noted that care workers and catering staff may exhibit higher rates of absence because if they have infections, they have a responsibility not to put their customer or clients at risk. The Council is working on preventative measures, including mental health first aiders, information on wellbeing initiatives, promoting stress risk assessments and we are currently working on an action plan to take forward activities highlighted in a recent employee Wellbeing Survey.</p>

ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND AREA
COMMITTEE

STRATEGIC FINANCE

DECEMBER 2018

CHARITY AND TRUST FUNDS

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the proposed method for the distribution of the charities and trust funds in the Helensburgh & Lomond area.
- 1.2 The recommendation is to agree the proposed distribution of the available funds.

CHARITY AND TRUST FUNDS**2. INTRODUCTION**

- 2.1 This report sets out the proposed method for the distribution of the charities and trust funds in the Helensburgh & Lomond area.

3. RECOMMENDATIONS

- 3.1 To approve the proposed method for the distribution of the charities and trust funds shown in Appendix 1.

4. DETAIL

- 4.1 There are a number of trust funds for which a procedure requires to be established for both the identification of the recipients and the process for distribution of the income. This report set out the proposed method of distributing the charities and trust funds.
- 4.2 The Council administers a total of 4 charities and 7 Trust Funds in the Helensburgh & Lomond area which make up Argyll and Bute.

	Registered Charities	Trust funds
Helensburgh & Lomond	3	5
Council Wide	1	2
	4	7

- 4.3 The proposed distribution methodologies have been reviewed and the proposals will minimise the amount of time spent on the distribution of the various trust funds and charities. However, if there are opportunities in the future to combine or transfer trust funds a report will be brought to the Area Committee at the appropriate time.
- 4.4 Appendix 1 sets out the proposed method of distribution for each charity and trust fund.

5. CONCLUSION

- 5.1 This report sets out the estimated income for each charitable and trust fund and a proposed basis of distribution of the available funds.

6. IMPLICATIONS

6.1	Policy –	Sets proposed approach to distribution.
6.2	Financial -	Proposals for use of income set out in report.
6.3	Legal -	Proposes proper use of charity and trust funds.
6.4	HR -	None.
6.5	Equalities -	None.
6.6	Risk -	None.
6.7	Customer Service -	None.

Kirsty Flanagan, Head of Strategic Finance

For further information please contact Anne Macdougall, Finance Manager, Strategic Finance 01586-555269.

Appendix 1 – Analysis of Charities and Trust Funds

Trust Funds

Name	Purpose	Distribution Proposal	Capital (Restricted) Funds £	Accumulated Funds for Distribution £
Helensburgh & Faslane Cemeteries Fund	Upkeep of tombstones etc in District cemeteries.	Transfer to Roads and Amenity Services annually when it is confirmed that the cemetery is being maintained. If no work is being undertaken do not make the transfer until such time as work is to be carried out.	8,351	3,044
Ballyhennan Churchyard	Upkeep of churchyard	Transfer to Roads and Amenity Services annually when it is confirmed that the cemetery is being maintained. If no work is being undertaken do not make the transfer until such time as work is to be carried out.	378	164
Sundry Bequests - Former Dumbarton Cemeteries	Upkeep of tombstones etc in District cemeteries.	Transfer to Roads and Amenity Services annually when it is confirmed that the cemetery is being maintained. If no work is being undertaken do not make the transfer until such time as work is to be carried out.	2,119	715
Cardross War Memorial	Upkeep of war memorial.	The war memorial is being maintained by Roads and Amenity Services through their Central Repairs budget and on this basis the funds should be transferred to the Service the next time maintenance work is being undertaken.	689	57
Clydesdale Air Raid Distress Fund	For benefit of the former Helensburgh District Council Area.	Advertise to combine with Cardross War Memorial Fund.	2,703	792

Registered Charitable Trusts

Name	Purpose	Distribution Proposal	Capital (Restricted) Funds £	Accumulated Funds for Distribution £
Kidston Park Trust	Provide a public park, or recreation ground for the inhabitants of Helensburgh, and for the purposes of boating and bathing in the Gareloch.	Transfer to Roads and Amenity Services annually.	1,986	2,222
Miss Annie Dickson Burgh Bequest	The relief of distress in the Burgh of Helensburgh.	Transfer funds on an annual basis to Social work (IJB) to distribute the funds.	2,819	1,334
Logie Baird Prize Fund	Advancement of Education by providing an annual prize to a pupil at Hermitage Academy, Helensburgh, for most ability in Science and Mathematics.	Paid to the Hermitage Academy school funds.	200	1,722

ARGYLL AND BUTE COUNCIL**HELENSBURGH AND LOMOND AREA
COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****20 DECEMBER 2018**

Helensburgh, Cardross and Dumbarton Cycleway Update

1.0 EXECUTIVE SUMMARY

- 1.1. This report updates Members of the progress made since the Helensburgh and Lomond Area Committee on 20 September 2018 in relation to the delivery of Argyll and Bute Council's long-standing commitment to the provision of a dedicated, high quality walking and cycle route linking Helensburgh, Cardross and Dumbarton.
- 1.2. The construction of a further 285m long section of the route, linking Cardross Station to the Geilston Burn, is planned for spring 2019. This section will be routed via Geilston Park [unadopted road], Cardross Playing Fields and Cardross Park.
- 1.3. Full design drawings from the Roads Design Service for Phase 1 (Moss Road, Colgrain to Cardross) have been completed and copies provided to the relevant landowners agents with a request to agree to progress land acquisition. With the provision of updated full design drawings, instructions have been given to the Council's Estates Team to progress the necessary land negotiations.
- 1.4. To ensure the time necessary to progress land negotiations is available, it is proposed that the submission of a recommendation in relation to the need for a Compulsory Purchase Order (CPO) to this Committee for Phase 1 of the project will remain as 20 June 2019.
- 1.5. A contract for consultancy support to progress the design of Phase 2, linking Ferry Road, Cardross to Dumbarton, is currently in the procurement process. This contract requests initial designs to be prepared for summer 2019 with detailed plans developed for spring 2020.

ARGYLL AND BUTE COUNCIL

HELENSBURGH AND LOMOND AREA
COMMITTEE

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

20 DECEMBER 2018

Helensburgh, Cardross and Dumbarton Cycleway Update

2.0 INTRODUCTION

- 2.1. Completion of the Helensburgh, Cardross and Dumbarton Cycleway will provide a dedicated, high quality, accessible walking and cycle route linking Helensburgh, Cardross and Dumbarton. This route will provide opportunities for all in the Helensburgh – Cardross – Dumbarton corridor to travel more sustainably and actively by walking and cycling. The route has been designed to be DDA compliant and will provide a safe route segregated from the A814 accessible to those with mobility aids including wheelchairs and to parents/guardians with a child's pram or buggy.
- 2.2. The benefits of travelling actively (e.g. walking or cycling) include reduced air and noise pollution, reduced vehicle traffic and therefore reduced roads maintenance requirements, reduced car parking demand thereby freeing valuable space in key locations for other uses, increased work productivity/academic achievement, increased social interaction, community spirit and a longer healthy life. There is evidence to indicate that people who are more active are less likely to require social care services in later life which could result in a future saving to the Council, although the value of this would be difficult to quantify at this time.
- 2.3. The project has a long history, with reports to the Helensburgh and Lomond Area Committee on the project as early as 2002. Due to a range of factors, in particular difficulties in obtaining the land required and changes in Council staff, progress to date has been slow. To date 1.6km of Phase 1, out of a total distance of 5.2km, linking Helensburgh and Cardross has been constructed. Within Cardross, a further 785m section has been constructed linking Cardross Railway Station to Ferry Road. To date, none of the 2.9km of phase 2, linking Cardross with Dumbarton has been constructed, although West Dunbartonshire Council (WDC) confirm they have completed construction of the section of the route up to their boundary.

3.0 RECOMMENDATIONS

- 3.1. It is recommended that the Helensburgh and Lomond members:
 - 3.1.1. Note progress to date and future programme for the delivery of the Helensburgh, Cardross and Dumbarton Cycleway.

3.1.2. Support the continued commitment to construct the approx. 285m section of the route along Geilston Park [unadopted road] and through the Cardross Playing Fields and Cardross Park, now planned for spring 2019.

4.0 DETAIL

4.1. A programme of monthly project meetings has been established. These meetings include representation from across the core project team, including Strategic Transportation, Roads Design, Roads Operations, Estates and Legal. The purpose of the monthly project meetings is to ensure that, out with the normal daily communication, all members of the project have a common understanding of progress, key priorities and actions in order to progress the project.

Finances

4.2. To date a total of £517,804 has been spent on the constructed sections of the Cycleway within and between Cardross and Helensburgh and in design and land acquisition fees for future sections. This has been funded by £341,804 from SPT, £30,000 from SUSTRANS, £175,000 residual funding from the Helensburgh & Lomond Cycleways project and £1,000 from the Strategic Transportation budget. These costs do not include internal Strategic Transportation staff resource time.

4.3. At time of writing a total of £200,000 committed funding is available to the project, this consists of £50,000 Section 75 monies, £100,000 committed 2018/19 funding from SPT, £100,000 committed 2018/19 construction funding from SUSTRANS and £50,000 committed 2018/19 SUSTRANS design funding for phase 2.

Table 1: Spend on Cycleway, 2012/13 to date:

Year	Section	Spend	Source(s)
2012/13	Design costs	£ 20,000	SPT
2013/14	Land Acquisition Waitrose to Moss Road Construction	£ 25,858 £248,142	Helensburgh & Lomond Cycleway £ 99,000 SPT £149,142 Helensburgh & Lomond Cycleway
2014/15	Design costs	£ 21,454	SPT
2015/16	Ferry Road to Cardross Station	£175,000	SPT
2016/17	Land Acquisition	£ 1,000	Strategic Transportation
2017/18	Design costs	£ 26,350	SPT
Total spend to date:		£517,804	

4.4. Future funding for the project, committed or applied for is laid out in Table 2 below.

Table 2: Future funding committed / applications submitted:

Year	Source	Value	Funding Stage
Spend by 2023	Section 75 (Waitrose Development) [for section between Waitrose & Helensburgh Town Centre]	£50,000	Committed
2018/19	Strathclyde Partnership for Transport (SPT)	£100,000	Committed

2018/19	SUSTRANS Community Links (Phase 1 Construction)	£100,000	Committed
2018/19	SUSTRANS Community Links (Phase 2 Design)	£50,000	Committed

- 4.5. Estimated future construction cost, at 2017 values, including Scottish Transport Appraisal Guidance (STAG) recommended 15% Optimism Bias, are laid out in Table 3 (Cardross to Helensburgh) and Table 4 (Cardross to Dumbarton).

Table 3: Estimated construction cost of Cycleway Phase 1 (Helensburgh - Cardross):

Section	Approx. Length	Est. Cost
Cardross Station to Murray's Crossing	598m	£264,906
Murray's Crossing to A814 Geilston	660m	£185,625
A814 Geilston to Brooks Road	451m	£162,078
Brooks Road to Ardardan Access Road	377m	£135,484
Ardardan Access Road to Ardmore Road	429m	£154,172
Ardmore Road to Moss Road	1,069m	£384,172
TOTAL	3,584m	£1,286,438

Table 4: Estimated construction cost of Cycleway Phase 2 (Cardross - Dumbarton):

Section	Approx. Length	Est. Cost
Ferry Road to Old Road/Layby	1,350m	£485,156
Old Road/Layby to Ardoch Cottages	380m	£136,563
Ardoch to Council boundary	1,200m	£431,250
TOTAL	2,930m	£1,052,969

- 4.6. Based on the estimated costs laid out in Tables 3 and 4 above, the estimated cost of completing the outstanding 6.5km of the full route linking Helensburgh, Cardross and Dumbarton is £2.3 million, including appropriate optimism bias. It is proposed funding will be sought from external funding partners to cover these costs with the objective of completing the route by 2023/24.

Phase 1: Helensburgh to Cardross

- 4.7. The route linking the edge of Helensburgh at Hermitage Academy / Waitrose to Cardross Station has a total length of 5.2km, of which a total of 1.6km has been constructed.
- 4.8. Within Cardross, a 785m section linking Cardross Railway Station to Ferry Road, Cardross was constructed in 2015/16. This section is well used by local residents for leisure purposes.
- 4.9. In 2018/19 it is planned to construct a 285m section of the route within Cardross from Cardross Station to the Geilston Burn. This section will route via Geilston Park [unadopted road], Cardross Playing Fields and Cardross Park. As previously reported to this Committee, this work had been planned for Oct/Nov 2018. However, due to staff changes within the Roads Service, this timescale has now slipped. The Strategic Transportation Team is working to ensure that it

is delivered within this financial year, whether by the Council's Roads Service or by an external contractor.

- 4.10. Full design drawings for Phase 1 have been completed by the Roads Service Design Team. These drawings and associated land acquisition offers have been made to the relevant landowners.
- 4.11. To ensure the necessary time to progress land negotiations is available it is planned that the submission of a recommendation to this Committee in relation to the need for a Compulsory Purchase Order (CPO) for Phase 1 of the route will be made on 20 June 2019.

Phase 2: Cardross to Dumbarton

- 4.12. In order to deliver the full benefits to residents, visitors, businesses and the local economy of phase 1 of the route, linking Cardross and Helensburgh, it is necessary to deliver the full route linking Helensburgh, Cardross and Dumbarton. The delivery of the full route will also enhance options for residents of Helensburgh and Cardross by providing a convenient route linking to the wider walking and cycling network in Scotland, the higher-frequency rail services from Dalreoch and Dumbarton Centre rail stations and provide a triangular leisure route via Dumbarton, Loch Lomond and the existing route linking Helensburgh to Loch Lomond.
- 4.13. A £50,000 funding application for 2018/19 has been approved by Sustrans to allow the Council to engage external design consultants to progress outline design for the section of the route linking Cardross with Dumbarton. Utilising external consultancy assets for this work will ensure that this does not impact on internal Council resources required to and focused on progressing and delivering the Phase 1 Helensburgh to Cardross section of the cycleway.
- 4.14. As this funding is from the Sustrans design funding stream which for 2018/19 Sustrans are 100% funding, it is not eligible for use against land purchase or construction.
- 4.15. The contract to engage an external design consultant for Phase 2 is currently within the procurement process. This contract will support initial designs to be prepared for summer 2019 with detailed plans developed for spring 2020. A key component of this contract is for the design team to engage with landowners throughout the design process in order to identify landowner concerns at the earliest stage and to develop a design which, as far as reasonable, manages landowner concerns.
- 4.16. In future years, further applications will be made to Sustrans / SPT for funding to support land purchase and construction. As outlined in the future delivery programme (Appendix 1), construction on the Cardross to Dumbarton section will be phased to ensure it does not conflict with or delay the completion of the Helensburgh to Cardross section.

Helensburgh: Hermitage Academy to Town Centre

- 4.17. In order to derive the full benefits to residents, visitors, businesses and the local economy of phase 1 of the route, linking Cardross and Helensburgh, it is necessary to provide similarly high-quality route(s) linking the cycleway, which currently ends at Hermitage Academy / Waitrose Supermarket on the edge of Helensburgh, to residential areas, transport hubs, education establishments, employment opportunities, and retail and leisure destinations. These links within Helensburgh are necessary to enable potential users to make their full end-to-end journey using a route which provides a similarly high level of separation from road traffic directly to their origin / destination.
- 4.18. It is planned to undertake an in-depth consultation with residents, businesses and visitors during 2019/20 on the preferred route and design of the Cycleway between the edge of Helensburgh at Hermitage Academy / Waitrose and Helensburgh Town Centre/Sinclair St, including linking into the existing cycle routes to Rhu/HMNB Clyde/Garelochhead and via Blackhill to Arden. Holding the consultation over an extended period will allow engagement with a wide range of stakeholders including schools, community groups, community councils and significant employers in addition to traditional public consultation events. This will allow a deeper involvement with the public and key stakeholders to produce a design which will serve the needs of residents, visitors and businesses while commanding demonstrable public support.
- 4.19. An application will be submitted to Sustrans for funding in 2019/20 to allow the Council to engage external consultants to lead the community consultation to identify the preferred route(s) and design for the cycleway within Helensburgh. Utilising external consultancy assets for this work will ensure that this does not impact on internal Council resources required to and focused on progressing and delivering the Phase 1 Helensburgh to Cardross section of the cycleway.
- 4.20. In future years, further applications will be made to Sustrans / SPT for funding to support design development and construction of the route(s) identified within Helensburgh. As outlined in the future delivery programme (Appendix 1), construction within Helensburgh will be phased to ensure it does not conflict with or delay the completion of the Phase 1, Helensburgh to Cardross section of the cycleway.

Delivery Programme

- 4.21. As detailed in 4.10, full design drawings for Phase 1 have been delivered by the Roads Service Design Team. The delivery of these drawings has enabled the Council's Estates Team to seek to progress land acquisition with the relevant landowners by providing copies of the drawings and update land purchase offers to the relevant landowners.
- 4.22. As detailed in the route to this Committee on 20 September 2018, submission of a recommendation to this Committee in relation to the need for a Compulsory Purchase Order (CPO) for Phase 1 of the project is planned on 20 June 2019.

This timescale is compatible with the programme and final delivery date of the project.

- 4.23. Appendix 1 provides an outline programme of the key stages and forecast timescales for each section of the Phase 1: Helensburgh to Cardross section of the cycleway, Phase 2: Cardross to Dumbarton and Helensburgh: Hermitage Academy to Town Centre.
- 4.24. Appendix 2 provides an update on Land Negotiations for Helensburgh, Cardross and Dumbarton Cycleway. **[RESTRICTED]**

5.0 CONCLUSION

- 5.1. Completion of the Helensburgh, Cardross and Dumbarton Cycleway will provide a dedicated, high quality, accessible walking and cycle route linking Helensburgh, Cardross and Dumbarton. This route will provide opportunities for all in the Helensburgh – Cardross – Dumbarton corridor to travel more sustainably and actively by walking and cycling.
- 5.2. To date 1.6km of Phase 1, out of a total distance of 5.2km, linking Helensburgh and Cardross has been constructed. Within Cardross, a further 785m section has been constructed linking Cardross Railway Station to Ferry Road.
- 5.3. A programme has been developed to complete Phase 1: Helensburgh to Cardross and take Phase 2: Cardross to Dumbarton and Helensburgh: Hermitage Academy to Town Centre forward. A calendar of monthly project meetings has been established. These meetings include representation from all of the core project team, including Strategic Transportation, Roads Design, Roads Operations, Estates and Legal.
- 5.4. In future years, further applications will be made to Sustrans / SPT for funding to support design, land purchase and construction.

6.0 IMPLICATIONS

- 6.1. **Policy**
SOA Completion of this project will support the Council's outcomes 2: We have infrastructure that supports sustainable growth and 5: People live active, healthier and independent lives. The project also supports achievement of the Scottish Government's objectives set out in the Cycling Action Plan for Scotland (CAPS) and Let's Get Scotland Walking - The National Walking Strategy.
- 6.2. **Financial** The construction and land purchase will be funded by grant fund awards from SPT and Sustrans. There is evidence to indicate that people who are more active, for example by walking or cycling, are less likely to require social care services in later life which could result in a

future saving to the Council although the value of this would be difficult to quantify.

- 6.3. Legal Services to** Continued input will be required from Legal support contractual agreements and land purchase including a CPO should this be deemed necessary.
- 6.4. HR** None.
- 6.5. Equalities** Completion of this project will provide opportunities for all in the Helensburgh – Cardross – Dumbarton corridor to travel more sustainably and actively by walking and cycling. The route has been designed to be DDA compliant and will provide a safe route removed from the A814 accessible to those with mobility aids including wheelchairs and to parents/guardians with a child’s pram or buggy.
- 6.6. Risk** There is a reputational risk to the Council if the project is not completed within a reasonable timeframe
- 6.7. Customer Services** None.

Executive Director of Development and Infrastructure, Pippa Milne
Policy Lead Councillor Aileen Morton

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Tel: 01546 604275

Appendix 1: Helensburgh, Cardross & Dumbarton Cycleway Programme
Appendix 2: Update on Land Negotiations for Helensburgh, Cardross and Dumbarton Cycleway [RESTRICTED]

Appendix 1: Helensburgh, Cardross & Dumbarton Cycleway Programme

Activity	2017/18				2018/19				2019/20				2020/21				2021/22				2022/23				2023/24			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Funding Applications				Green				Green				Green				Green				Green				Green				
Phase 1: Helensburgh to Cardross	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Route Design: Helensburgh to Cardross	Blue	Blue	Blue	Blue																								
Land Purchase Negotiations: Helensburgh to Cardross		Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange								
CPO Process (if required):																												
- Provide CPO recommendation to H&L Area Committee									Green																			
- Develop CPO										Orange																		
- Gain Full Council approval for CPO											Green																	
- Advertise CPO											Red	Red																
- Lodge CPO with Scottish Government																												
- CPO Process													Purple	Purple	Purple	Purple	Purple	Purple	Purple	Purple								
Construction: Helensburgh to Cardross																												
Construction of Helensburgh to Cardross Phase 1 (assuming negotiated purchase)							Green	Green																				
Construction of Helensburgh to Cardross Phase 2 (assuming negotiated purchase)									Green	Green	Green	Green																
Construction of Helensburgh to Cardross Phase 3 (assuming Compulsory purchase required)																					Green	Green						
Construction of Helensburgh to Cardross Phase 4 (assuming Compulsory purchase required)																					Green	Green	Green	Green				
Phase 2: Cardross to Dumbarton					Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Route Design: Cardross to Dumbarton					Green	Green	Green	Green																				
Land Purchase Negotiations: Cardross to Dumbarton							Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange								
CPO Process (if required):																												
- Provide CPO recommendation to H&L Area Committee									Green																			
- Develop CPO										Orange																		
- Gain Full Council approval for CPO											Green																	
- Advertise CPO											Red	Red																
- Lodge CPO with Scottish Government																												
- CPO Process													Purple	Purple	Purple	Purple	Purple	Purple	Purple	Purple								
Construction: Cardross to Dumbarton																												
Construction of Cardross to Dumbarton Phase 1 (assuming negotiated purchase)													Green	Green	Green	Green												
Construction of Cardross to Dumbarton Phase 2 (assuming negotiated purchase)																	Green	Green	Green	Green								
Construction of Cardross to Dumbarton Phase 3 (assuming Compulsory purchase required)																					Green	Green	Green	Green				
Construction of Cardross to Dumbarton Phase 4 (assuming Compulsory purchase required)																					Green	Green	Green	Green	Green	Green	Green	Green
Helensburgh: Hermitage Academy to Town Centre									Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green				
Community Consultation & Route Identification									Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green				
Route Design									Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green				
Land Access Negotiations									Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green				
Construction of Route from Waitrose to Helensburgh Town Centre Phase 1																	Green	Green	Green	Green	Green	Green	Green	Green				
Construction of Route from Waitrose to Helensburgh Town Centre Phase 2																					Green	Green	Green	Green	Green	Green	Green	Green

Colour Key (Responsibilities / Lead):

- Green: Strategic Transportation
- Blue: Road Service
- Orange: Estates Service
- Red: Legal
- Purple: External to Council (e.g. Scottish Government)

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of Schedule 7A of the Local Government(Scotland) Act 1973

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Helensburgh and Lomond Area Committee Workplan 2018 -19

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
20 December 2018					
20 December 2018	Secondary School Report	Robert Williamson, Headteacher	Annual report on Hermitage Academy		
20 December 2018	Helensburgh Outdoor Museum – Design Panel	Mhairi Gardiner, Economic Development	Regular reports for recommendation and decision		
20 December 2018	Arrochar – Focus of Work	Mhairi Gardiner, Economic Development			Continued from June AC
20 December 2018	Duchess Wood – Management Agreement	Mhairi Gardiner, Economic Development			
20 December 2018	Helensburgh Waterfront, Position Statement	Andrew Collins/John Gordon, Economic Development	Regular update		
20 December 2018	Helensburgh to Cardross Cycleway	Colin Young, Economic Development	Regular update		
20 December	Charity and Trust	Anne MacDougall,	Annual report for		

Helensburgh and Lomond Area Committee Workplan 2018 -19

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
2018	Funds	Strategic Finance	recommendation		
20 December 2018	Area Scorecard	Sonya Thomas, Improvement and HR	Regular report		
20 December 2018	Homelessness in Helensburgh	Douglas Whyte, Housing Services			
20 December 2018	Men's Shed	Melissa Simpson, Economic Development			
20 December 2018	Hermitage Park Commemorations Guidance	Melissa Simpson, Economic Development			
20 December 2018	Rural Watch	Constable David Armstrong, Police Scotland			Presentation
Future Items					
	Hermitage Academy – Curriculum Review	Education Anne Paterson/ Louise Connor	Update on progress		

Helensburgh and Lomond Area Committee Workplan 2018 -19

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
	Helensburgh Shopfronts	Economic Development Andrew Collins	Update report		
	H & L Economic Development Action Plan (EDAP)	Economic Development Ishabel Bremner	Regular updates and annual refresh of Plan		Annual update on progress of EDAP (Timetable of reporting to be agreed)
	Helensburgh Waterfront Project	Regeneration Team Andrew Collins John Gordon	Regular updates		Regular updates to Area Committee on progress of Helensburgh Waterfront project

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