

Notice of Meeting and Agenda

Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 22 January 2020	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Jennifer Marion Adam-McGregor: Councillor Stephen Burns: Councillor Jacqueline Cameron: Councillor Michelle Campbell: Councillor Carolann Davidson: Councillor Eddie Devine: Councillor Audrey Doig: Councillor Neill Graham: Councillor John Hood: Councillor Karen Kennedy: Councillor Scott Kerr: Councillor James MacLaren: Councillor Will Mylet:

Councillor Cathy McEwan (Convener): Councillor Natalie Don (Depute Convener):

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online

at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

1 Apologies

Apologies from members.

2 Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

Finance

3 Revenue Budget Monitoring Report 1 - 6

Joint report by Director of Finance & Resources, Director of Environment & Infrastructure and Director of Communities, Housing & Planning Services.

4 Capital Budget Monitoring Report 7 - 12

Joint report by Director of Finance & Resources and Director of Environment & Infrastructure.

5 Fees and Charges - 1 April 2020 13 - 22

Joint report by Director of Environment & Infrastructure and Director of Communities, Housing & Planning Services.

Performance

6 Operational Performance Report 23 - 32

Report by Director of Environment & Infrastructure.

Roads

7 The Renfrewshire Council (Paisley, Corsebar Road & Environs) (Various Restrictions and Pay & Display) Order 2019, Sustained Objections 33 - 40

Report by Director of Environment & Infrastructure.

8 Parking Spaces at Whiteford Road, Paisley 41 - 46

Report by Director of Environment & Infrastructure.

Environmental Issues

9 Provision of Top Up Taps and Audit on Condition of Drinking Fountains 47 - 52

Report by Director of Environment & Infrastructure.

10 Policy for the Inspection of Memorial Monuments and Headstones 53 - 60

Report by Director of Environment & Infrastructure.

11	Allotments Annual Report 2018/19	61 - 72
	Report by Director of Finance & Resources.	
12	Renfrewshire Council's Carbon Management Plan 2014/20: Update 2018/19	73 - 78
	Report by Director of Finance & Resources.	
13	Developing Scotland's Circular Economy: Proposals for Legislation - Consultation Response	79 - 92
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Land and Property

14	Disposal of Land to Scottish Power Distribution Plc – Proposed substation site at Hunter Street, Paisley for new electric vehicle charging points	93 - 96
	Joint report by Chief Executive and Director of Finance & Resources.	
15	Common Good Register	97 - 106
	Report by Director of Environment & Infrastructure.	



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 22 January 2020

Report by: Director of Finance & Resources, Director of Environment, Infrastructure & Director of Communities, Housing & Planning

Heading: Revenue Budget Monitoring to 8 November 2019

1. Summary

- 1.1 Gross expenditure of £23.676m, and income of £9.330m results in a £0.278m year to date overspend for those services reporting to this Policy Board.
- 1.2 The services reporting to this Board are currently forecasting a break-even position at year end.

This is summarised, by service, in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Environment & Infrastructure,	£0.278m Overspend	1.7%	£0.298m Overspend	2.2%
Communities, Housing & Planning (Regulatory Services)	Breakeven	n/a	Breakeven	n/a

Details of the budget performance for these services are shown in the appendix of this report.

2. Recommendations

- 2.1 It is recommended the Infrastructure, Land and Environment Policy Board note the contents of this report.
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3. Budget Adjustments

- 3.1 Budgets for Depreciation & Impairment Losses are now accounted for wholly within Miscellaneous Services, and the agreed budget for strategic waste pressures has been transferred to Environment and Infrastructure. The net effect of these budget movements is a budget increase of £1.875m.

4. Environment & Infrastructure

Current Position:	Net overspend	£0.278m
<i>Previously Reported:</i>	<i>Overspend</i>	<i>£0.298m</i>

4.1 Streetscene

Current Position:	Net overspend	£0.095m
<i>Previously Reported:</i>	<i>Overspend</i>	<i>£0.095m</i>

The current overspend is due to the grounds maintenance resources that maintained grass areas that had previously been naturalised.

4.2 Social Transport

Current Position:	Net overspend	£0.053m
<i>Previously Reported:</i>	<i>Overspend</i>	<i>£0.093m</i>

The current overspend is due to demand pressures on the service and additional resource required to cover long term absence in the service. Progress has been made in getting staff back to work and the overspend in this area is starting to come down.

4.3 Parking of Vehicles

Current Position:	Net overspend £0.070m
<i>Previously Reported:</i>	<i>Overspend £0.070m</i>

This overspend is a result of a reduction in parking fines income, and against the income targets for on and off-street parking.

4.4 Refuse collection

Current Position:	Net overspend £0.060m
<i>Previously Reported:</i>	<i>Breakeven</i>

This overspend is a result of new housing and extended collection routes.

4.5 Projected Year End Position

It is currently forecast that the Environment & Infrastructure services reporting to this Policy Board, will break even at year end. The Department and the leadership team continue to undertake a range of management actions, to address the significant budget pressures.

This forecast position is also based on assumptions around:

- the costs of disposal of residual and re-cyclate waste (including garden and food waste) and the costs of variable service delivery, such as roads maintenance activity through the autumn/winter period (October 2019 to March 2020)

5. Communities, Housing & Planning (Regulatory Services)

Current Position: Breakeven

Previously Reported: Breakeven

5.1 Projected Year End Position

It is currently forecast that Regulatory Services will deliver a breakeven position at the year end.

Implications of the Report

1. **Financial** – As detailed in Section 4 of the report.

2. **HR & Organisational Development** - None.

3. **Community Planning**

Jobs and the Economy – the service supports the improvement of infrastructure to encourage inward investment. The service actively participates in Invest in Renfrewshire initiatives.

Safer and Stronger - safe working practices are in place for the delivery of our services.

4. **Legal** – None

5. **Property/Assets** – None

6. **Information Technology** – None

7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have

been identified arising from the recommendations contained in the report as it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – None
9. **Procurement** - None
10. **Risk** – None
11. **Privacy Impact** – None
12. **Cosla Policy Position** - None
13. **Climate Risk** - None

List of Background Papers – none

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RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/20
1st April 2019 to 8th November 2019

POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT

Description (1)	Revised Annual Budget	Revised Period Budget	Revised Actual	Budget Variance		
	(2)	(3)	(4)	(3-4)	(5)	
	£000's	£000's	£000's	£000's	%	
Employee Costs	21,122	9,945	10,223	(278)	(2.7)%	overspend
Premises Related	968	642	642	0	0%	breakeven
Transport Related	6,310	4,471	4,471	0	0%	breakeven
Supplies and Services	12,945	6,843	6,843	0	0%	breakeven
Third Party Payments	3,170	1,690	1,690	0	0%	breakeven
Transfer Payments	29	35	35	0	0%	breakeven
Support Services	221	50	50	0	0%	breakeven
GROSS EXPENDITURE	44,765	23,676	23,954	(278)	(1.7)%	overspend
Income	(13,444)	(9,330)	(9,330)	0	0%	breakeven
NET EXPENDITURE	31,321	14,346	14,624	(278)	(1.7)%	overspend

Bottom Line Position to 8 November 2019 is

£(278,000) Overspend

Anticipated Year end budget position is

Breakeven

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/20
1st April 2019 to 8th November 2019

POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT

Description (1)	Revised Annual Budget (2) £000's	Revised Period Budget (3) £000's	Revised Actual (4) £000's	Budget Variance		
				(3-4) £000's	(5) %	
Directorate & Change Management	2,831	586	586	0	0%	breakeven
Refuse Collection	5,820	1,995	2,055	(60)	(3.4)%	overspend
Refuse Disposal	7,635	4,663	4,663	0	0%	breakeven
Streetscene	4,902	1,999	2,094	(95)	(16.4)%	overspend
Sustainability & Place	401	95	95	0	0%	breakeven
Transport	876	95	148	(53)	(90.1)%	overspend
Transport Maintenance	(184)	(3)	(3)	0	0%	breakeven
Roads Maintenance Operations	2,234	1,306	1,306	0	0%	breakeven
Infrastructure & Assets	644	362	362	0	0%	breakeven
Regulatory Services	1,672	884	884	0	0%	breakeven
Flooding	125	70	70	0	0%	breakeven
Structures	126	24	24	0	0%	breakeven
Street Lighting	849	82	82	0	0%	breakeven
Traffic Management	1,208	653	653	0	0%	breakeven
Parking of Vehicles	(984)	(680)	(610)	(70)	(11.1)%	under-recovery
SPTA	3,168	2,216	2,216	0	0%	breakeven
NET EXPENDITURE	31,321	14,346	14,624	(278)	(1.7)%	overspend

Bottom Line Position to 8 November 2019 is

£(278,000) Overspend

Anticipated Year end budget position is

Breakeven



To: INFRASTRUCTURE, LAND & ENVIRONMENT POLICY BOARD

On: 22nd January 2020

Report by: Directors of Finance & Resources and Environment & Infrastructure

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 8th November 2019 totals £8.281 million compared to anticipated expenditure of £8.280 million for this time of year. This results in an over spend of £0.001m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Environment & Infrastructure	£0.001m o/spend	b/even	£0.000m b/even	0% u/spend
Total	£0.001m o/spend	0% b/even	£0.000m b/even	0% u/spend

- 1.2 The expenditure total of £8.281 million represents 55% of the resources available to fund the projects being reported to this board, which compares with 39% at the same stage last year. This expenditure represents actual financial payments processed, as opposed to the value of work completed by the 8th November, with the projects expected to be completed within the agreed timescales.
- 1.3 Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.

2. **Recommendations**

- 2.1 It is recommended the Infrastructure, Land and Environment Policy Board notes the contents of this report.
-

3. **Budget Changes**

- 3.1 Since the last report budget changes in 2019-20 totalling £0.249 million have arisen which reflect the following:

- Budget Increase in 2019/20 (£0.030m):
 - Multi-Purpose Bins (£0.030m) reflecting the £0.030m of revenue contributions approved by Council in February 2019.
- Budget carried forward to 2020/21 from 2019/20 (£0.209m):
 - Workshop Improvements (£0.209m) reflecting updated cash flows received for the project.
- Budget brought forward into 2019/20 from 20120/21 (£0.360m):
 - Vehicle Replacement Programme (£0.360m) to bring forward the planned purchase of 2 refuse vehicles providing the opportunity to save revenue costs on the maintenance and repair expenditure on vehicles.
- Budget decrease in 2019/20 (£0.430m):
 - Strathclyde Passenger Transport (£0.430m) due to changes to the planned works for the Paisley to Renfrew cycle route in 2019/20 as the full design cannot be completed within the current financial year. A request has been submitted to SPT for funding in 2020/2021 to complete the design.

4 **Background**

- 4.1 This monitoring report details the performance of the Capital Programme to 8th November 2019 and is based on the Capital Investment Programme approved by members on 28th February 2019, adjusted for movements since its approval.
- 4.2 The Department of Environment and Infrastructure has a Capital Investment programme for 2019/20 of £15m, allocated over 14 separate projects. The delivery of projects as detailed in Appendix 1, is anticipated with full expenditure based on the revised project costs for 19/20 expected by the 31st March 2020.

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –

Creating a sustainable Renfrewshire for all to enjoy – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Cosla Policy Position** – none.
13. **Climate Risk** – none.

List of Background Papers

- (a). Non-Housing Capital Investment Programme 2019/20 to 2021/22 – Council, 28th February 2019.
- (b). Operational Performance Report – Infrastructure, Land and Environment Policy Board, 28th August 2019.
- (c). The contact officers within the service are:
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RENFREWSHIRE COUNCIL
CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES
BUDGET MONITORING REPORT

BOARD: INFRASTRUCTURE, LAND & ENVIRONMENT

Project Title	Prior Expenditure to 31/03/2019* £000	Current Year								Full Programme - All years		
		Approved Programme @28/02/19 £000	Current Programme MR 8 £000	Year To Date Budget to 08-Nov-19 £000	Cash Spent to 08-Nov-19 £000	Variance to 08-Nov-19 £000	% Variance	Cash to be Spent by 31-Mar-20 £000	% Cash Spent	Total Programme to 31-Mar-22 £000	Total Cash Spent to 08-Nov-19 £000	Total Cash to be Spent to 31-Mar-22 £000
ENVIRONMENT & INFRASTRUCTURE												
Cycling, Walking & Safer Streets (Funded by Specific Consent)	0	289	289	70	72	-2	-3%	217	25%	1,289	72	1,217
Roads/Footways Upgrade Programme	0	3,000	8,380	6,545	6,543	2	0%	1,837	78%	39,180	6,543	32,637
Vehicle Replacement Programme	0	1,000	1,994	565	565	0	0%	1,429	28%	1,994	565	1,429
Bridge Assessment/Strengthening	0	500	733	125	124	1	1%	609	17%	733	124	609
Lighting Columns Replacement	0	500	614	45	47	-2	-4%	567	8%	614	47	567
Traffic Management	0	1,000	0	0	0	0	0%	0	-	1,000	0	1,000
Waste Transfer Station Upgrade	364	0	36	0	0	0	0%	36	0%	400	364	36
Parks Improvement Programme	1,837	0	513	105	105	0	0%	408	20%	2,350	1,942	408
LED Street Lighting Strategy	9,250	0	121	0	0	0	0%	121	0%	9,370	9,250	120
Community Halls & Facilities Improvement Programme	2,789	500	15	0	0	0	0%	15	0%	2,804	2,789	15
Depots Improvements (Underwood Road)	2,916	0	78	30	33	-3	-10%	45	42%	2,993	2,949	44
Multi Purpose Bins	0	0	80	35	34	1	3%	46	43%	80	34	46
Improvements to Cemetery Estate	168	0	872	570	568	2	0%	304	65%	1,041	736	305
Underwood Depot - Workshop Improvements	0	0	36	0	2	-2	100%	34	6%	245	2	243
Strathclyde Partnership Transport	0	0	1,290	190	188	2	1%	1,102	15%	1,290	188	1,102
TOTAL INFRASTRUCTURE, LAND & ENVIRONMENT BOARD	17,324	6,789	15,051	8,280	8,281	-1	0%	6,770	55%	65,383	25,605	39,778

*Rolling programmes have a prior year year expenditure of £0 as the expenditure is not directly linked from one year to the next as a singular project.



To: Infrastructure, Land and Environment Policy Board

On: 22nd January 2020

Report by: Director of Environment & Infrastructure and
Director of Communities, Housing & Planning

Heading: Fees & Charges – 1st April 2020

1. Summary

- 1.1 This report sets out amendments to fees and charges for services within the Waste and Roads Service of Environment & Infrastructure and the Pest Control Services of Communities, Housing & Planning.
 - 1.2 The Council's Scheme of Delegated Functions delegates to the Infrastructure, Land & Environment Policy Board the power to determine fees for services, where no fee is already prescribed by legislation. The fees & charges and associated services detailed within Appendix 1 of this report have been reviewed.
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2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board approves the fees & charges as detailed in Appendix 1 of this report for implementation on 1st April 2020.
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3. Waste Services – Supply of Bins

- 3.1 The Council supplies bins to residents and businesses and currently charges for this service and bin infrastructure. The majority of bins are purchased as infrastructure for newly built houses. Where charges for the provision of bin infrastructure are currently levied, they have remained unaltered (other than for annual inflation adjustments) for many years and having undertaken a review of charges, including benchmarking with

other Councils, it is proposed that changes to the current fees for the provision of this service are implemented, commencing 1 April 2020.

- 3.2 Renfrewshire's bin infrastructure charges currently only cover the cost of bin purchase and does not cover the administrative, storage and delivery of aspects of that service. The proposal is therefore to include all the costs associated with providing this service with the amended charges set out in Appendix 1 to this report.
- 3.3 Arrangements relating to bin size swaps will continue to be undertaken for free to support residents to recycle and Council tenants' bin infrastructure will continue to be paid for by Communities Housing & Planning Services. If a resident's bin is stolen, on production of a Police Scotland Incident number, a new bin will be provided to the resident affected at no charge.

4. Waste Services – Commercial Waste Charges

- 4.1 The Council's Commercial Waste Service currently does not charge for uplifting recycling or for its disposal. Many years ago, the Council received an income for recyclate and the pricing structure was reflective of recovering the costs for collection and disposal through the income received. The recycling commodity prices have changed and the Council now pays for the cost of disposal and reprocessing of recyclate collected and sets out in Appendix 1 of this report to introduce charges for the collection, and processing of commercial waste recycling.
- 4.2 Where charges for residual commercial waste are levied, they have remained unaltered (other than for inflation increases) for many years and having undertaken a review of charges, including benchmarking with other Councils, it is proposed that changes to the current fees for the provision of this service are implemented, commencing 1 April 2020, as outlined in Appendix 1 to this report.

5 Roads & Transportation

- 5.1 The Council currently levies charges for accessing and utilising Renfrewshire's public road and footway infrastructure. Where charges for the provision of Roads and Infrastructure services are currently levied, they have remained unaltered (other than for annual inflation adjustments) for many years and having undertaken a review of charges, including benchmarking with other Councils, it is proposed that changes to the current fees are implemented, commencing 1 April 2020 as set out in Appendix 1 of this report.
- 5.2 To support minimal disruption to Renfrewshire's roads network from utility providers and developers, there are 2 new road opening permit application charges proposed for Town Centres and arterial roads. Appendix 2 of this report sets out the defined Town Centre area for Renfrew, Johnstone and Paisley Town Centres where roads contained within, shall be levied with the respective charge, detailed in Appendix 2. If a road opening permit is requested within one of the arterial roads detailed in Appendix 3 of this report, the additional charge for that of a Town Centre road shall also be applied. The charges proposed for road opening permits throughout

Renfrewshire and the specifically for Town Centres and arterial roads through Renfrewshire are to encourage minimal disruption to Renfrewshire road users through swift completion of works and support Renfrewshire's residents, businesses and public transport, in particular bus services to flow through Renfrewshire with minimal disruption.

- 5.3 Fees that are classed as statutory are not considered as part of this process e.g. roads construction consents and footway crossing points. The list of new fees & charges is contained in Appendix 1 to this report.

6. Pest Control

- 6.1 The Council has a general duty in terms of the Prevention of Damage by Pests Act 1949 to keep its area free of vermin and to enforce such duties on owners of land so infested. There are also powers available under the Environmental Protection Act 1990 and the Public Health (Scotland) Act 2008 to ensure insects which are of public health significance e.g. bedbugs and cockroaches are eradicated through the application of approved insecticides.
- 6.2 Renfrewshire Council currently doesn't charge for treating rodents or insects within domestic homes across Renfrewshire. There is a charge for wasps and commercial properties. Not all pests are currently covered by the services provided by the Council to residents.
- 6.3 Where charges for the provision of pest control services are currently levied, they have remained unaltered (other than for annual inflation adjustments) for many years and having undertaken a review of charges, including benchmarking with other Councils, it is proposed that changes to the current fees for the provision of this service are implemented, commencing 1 April 2020.
- 6.4 The proposed revisions to the scheme of charges will have a number of benefits. As well as increasing the range of pests that can be treated by the Council the review of charges will support the recruitment of a further Pest Control Officer to minimise the number of jobs required to be sub contracted to an external contractor and ensure that any income is retained within the Council to support the service delivery. Renfrewshire Council will also look to recruit a temporary student Environmental Health Officer (EHO) in a training capacity to undertake wasp nest treatments during the summer period.
- 6.5 Where call-outs are requested by Council tenants it is proposed that that the charge will be made to the Housing Revenue Account, with there being no requirement for individual tenants to pay. A concessionary rate of charge will be available for other domestic customers in receipt of relevant benefits or tax credits and will be administered in line with the Council's agreed concessions policy. All revised charges will come into effect from 1 April 2020.
- 6.6 Renfrewshire Council has a range of legislative powers under the Prevention of Damage by Pests Act 1949, Environmental Protection Act 1990 and Public Health

(Scotland) Act 2008 to control pests should landowners not adhere to their responsibilities.

- 6.7 The list of amended fees & charges is contained in Appendix 1 to this report.

Implications of the Report

1. **Financial** – The new fees and charges are set out in Appendix 1 of the report. These fees would apply for financial year 2020/2021.
2. **HR & Organisational Development** – In relation to pest control, as the service expands there will be scope to employ an additional Pest Control Officer on a permanent basis and seasonal Student Pest Control Officers on a temporary basis to respond to seasonal pests such as wasps.
3. **Community & Council Planning** – Creating a sustainable Renfrewshire for all to enjoy – eradication of vermin and insects within Renfrewshire will ensure that residents and businesses will not be adversely affected through the presence of pests. The introduction of charges for eradication treatments will allow resources to be appropriately targeted.

Our Renfrewshire is thriving / Reshaping our place, our economy and our future – The increase in fees will allow the Service to direct its budget appropriately.

4. **Legal** – None.
5. **Property/Assets** – The realigned income will allow the Service to ensure its roads, fleet and open space infrastructure is maintained and enhanced.
6. **Information Technology** – None.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – there is a risk that by introducing charges for pest control, residents may not address pest issues however, the Service will monitor the situation and will implement enforcement procedures in the event of such circumstances arising.

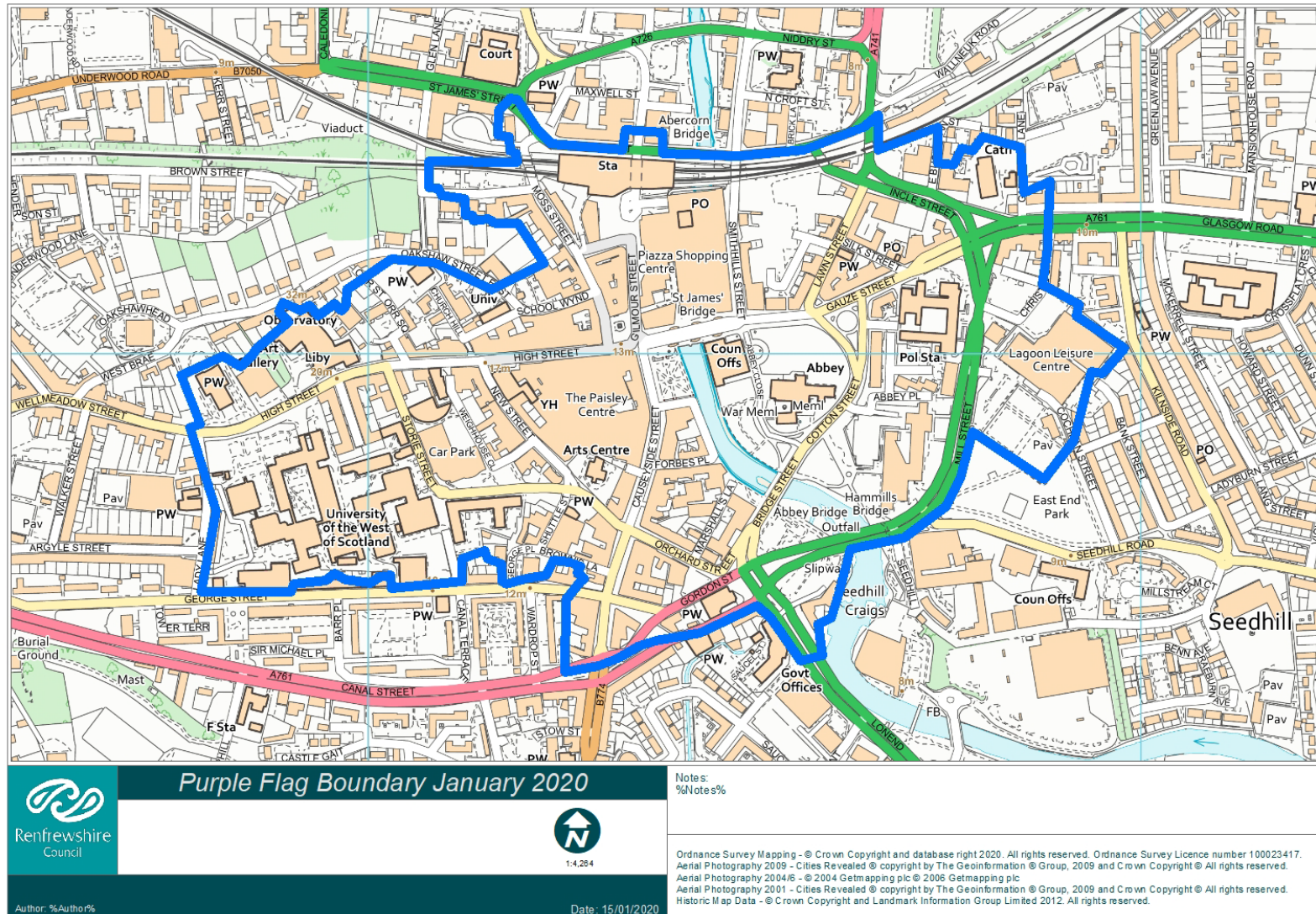
11. **Privacy Impact** – None.
 12. **CoSLA Policy Position** – none
 13. **Climate Risk** – The positive impact of this report on Climate Risk will be achieved by the reduction in road disruption and associated congestion. The swapping of recycling bins to larger sizes free of charge also assist with increasing the Council's recycling and thereby again achieving a positive impact on Climate Risk.
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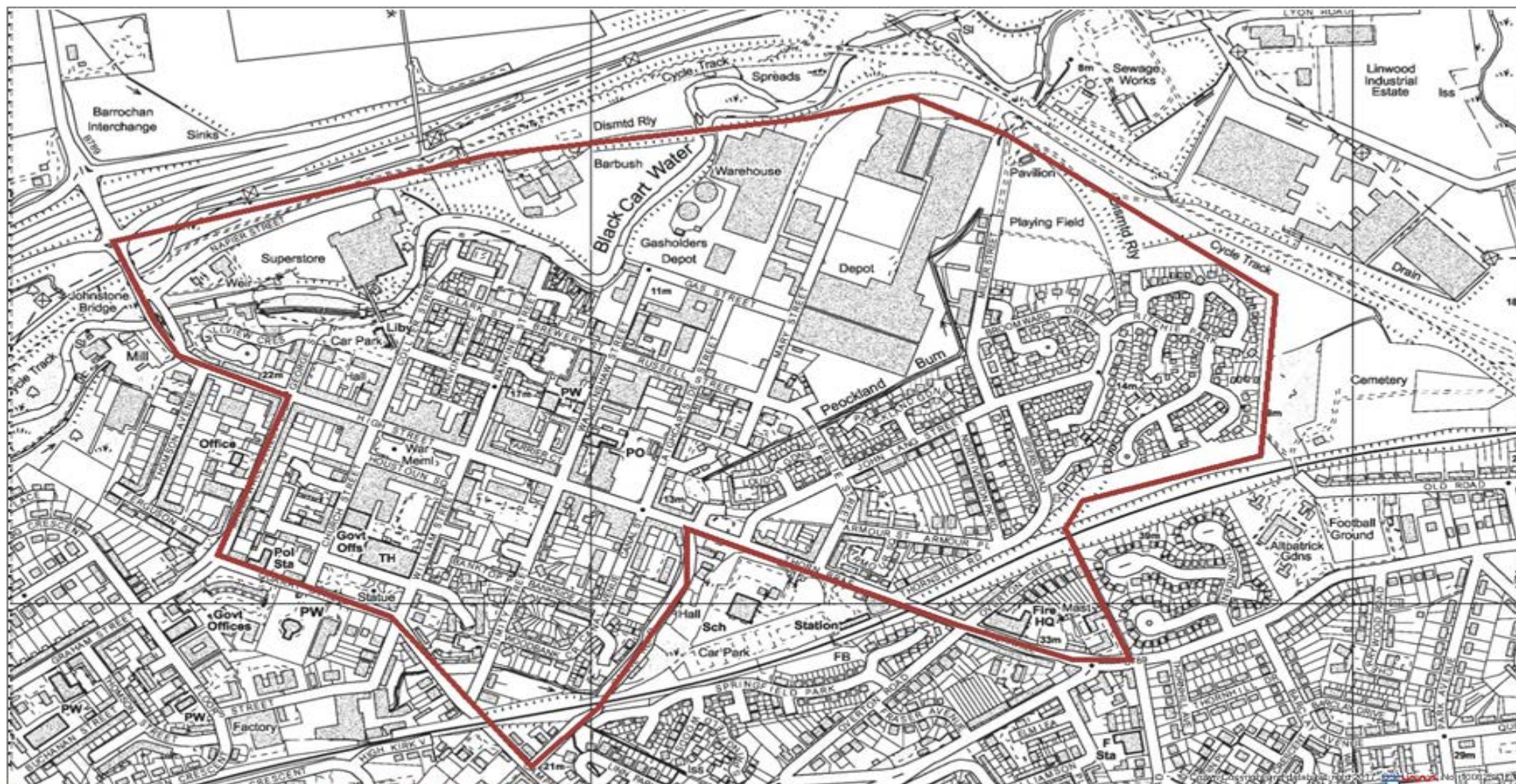
List of Background Papers: None

Author: Gordon McNeil, Director of Environment & Infrastructure
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Description	Current Charge	2020/21 Charge
Waste Services		
Supply 140L Bin	£19.00	£39
Supply 240L Bin	£22.50	£48.50
Supply 360L Bin	£56.30	£97
Supply 1280L Bin	£327.70	£375
Residual Trade Waste Collection 140L	£2.95	£4.35
Residual Trade Waste Collection 240L	£3.80	£5.30
Residual Trade Waste Collection 360L	£5.15	£7.30
Residual Trade Waste Collection 1280L	£14.95	£36.40
Recyclate Trade Waste Collection 140L	No charge	£2.00
Recyclate Trade Waste Collection 240L	No charge	£3.75
Recyclate Trade Waste Collection 360L	No charge	£5.60
Recyclate Trade Waste Collection 1280L	No charge	£17.40
Food Waste Trade Waste Collection 140L	No charge	£4.30
Roads		
Road Occupation & Scaffolding Permits (building works)	£57.25	£150
Road Adoption Plans	£62.65	£180
Road Opening Permit - First week of opening	£145.05	£300
Road Opening Permit - Charge for each additional week or part week thereafter	£72.55	£350
Road Opening Permit Town Centre & Arterial Roads	No charge	£650
Road Opening Permit Town Centre & Arterial Roads – Charge for each additional week or part week thereafter	No charge	£700
Portable traffic light permits	£54.95	£130
Footway crossing permits and works	£72.55	£100
Skip permits	£35.15	£50
Switch on/off traffic signals	Recovery of direct costs	Full cost recovery
Road Occupation Permit– Non building works	£57.25	£150
Pest Control – Domestic		
Rats, mice, insects, wasp nests	£42.30	£60
Pest Control – Commercial		
Rats, mice treatments (including VAT)	£102.70	£154.20
Rats, mice treatments (excluding VAT – e.g. Council Offices and Council premises)	£85.75	£128.50
Inspection and treatment up to 2 hours, all materials and travel costs and up to two follow up or clearance visits if required. Any additional work will be charged at a rate of £45 per hour plus VAT	£60.45	£90.50
Insects - excluding wasps (including VAT)	£68.70	£103
Wasps nests (including VAT)	£42.30	£72

Paisley Town Centre

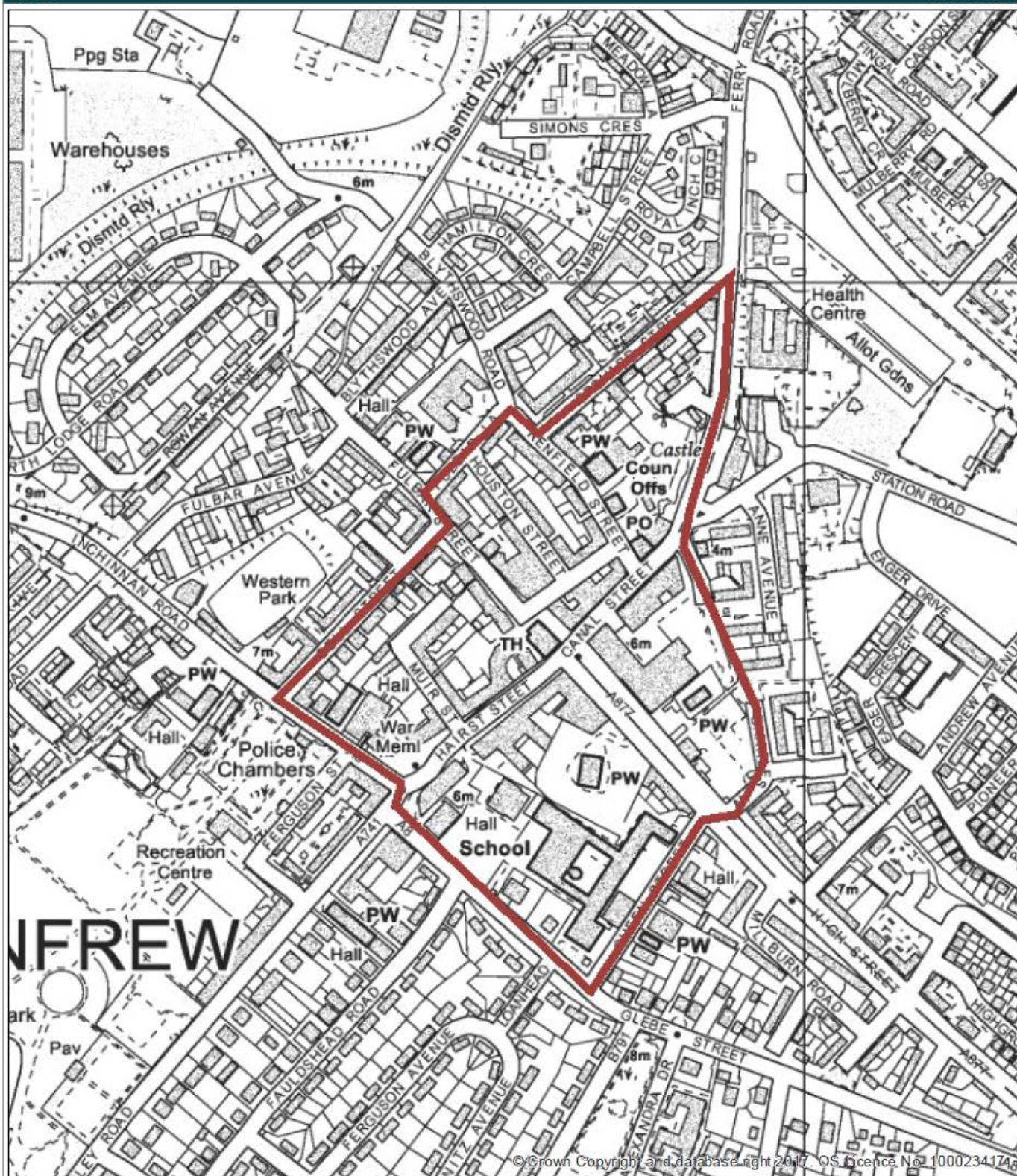




 <p>Renfrewshire Council</p>	<p>Johnstone Town Centre</p> 	<p>Notes:</p> <p>Ordnance Survey Mapping - © Crown Copyright and database right 2020. All rights reserved. Ordnance Survey Licence number 100023417. Aerial Photography 2009 - Cities Revealed © copyright by The GeoInformation Group, 2009 and Crown Copyright © All rights reserved. Aerial Photography 2004/5 - © 2004. GeoInformation Group © 2008. GeoInformation Group. Aerial Photography 2001 - Cities Revealed © copyright by The GeoInformation Group, 2009 and Crown Copyright © All rights reserved. Historic Map Date - © Crown Copyright and Landmark Information Group Limited 2012. All rights reserved.</p>
<p>Author:</p>	<p>Date: 15/01/2020</p>	

Author:

Date: 15/01/2020



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Renfrew Road, Paisley (A741).

Ferguslie, Paisley (A761)

Hurlet Road, Paisley (A726)

Greenock Road, Paisley (A726)

Glasgow Road, Renfrew (A8)

Paisley Road, Renfrew (A741)

Main Road, Elderslie (B789)

Southbar Road, Erskine (A726)

Barnsford Road, Paisley (A726)

Inchinnan Road, Renfrew (A8)

Bridgeway, Erskine (A726)

Glasgow Road, Paisley (A761)

Greenock Road, Inchinnan (A8)

Arkleston Road, Paisley

Caplethill Road, Paisley (B774)

Kilmacolm Road, Bridge of Weir (A761)

Glenpatrick Road, Elderslie

Gleniffer Road, Paisley (B775)



To: Infrastructure, Land and Environment Policy Board

On: 22 January 2020

Report by: Director of Environment & Infrastructure

Heading: Operational Performance Report

1. Summary

- 1.1 This report provides an overview of key service activities since the last report to the Policy Board in November 2019 and provides an operational performance update on the services and key projects delivered during this period.
-

2. Recommendations

It is recommended that the Infrastructure, Land and Environment Policy Board:

- 2.1 Approves the operational performance updates detailed within this report.
-

3. Background

- 3.1 Environment & Infrastructure provides essential services to every household in Renfrewshire and works in partnership with the local community, other services and Community Planning Partners to deliver key Council priorities and initiatives. A progress update on the main projects and activities delivered by the services within Environment & Infrastructure in respect of the areas of activity delegated to this Policy Board, together with key performance indicators is detailed below.

Operational Updates

4. Roads and StreetScene

Roads Maintenance

- 4.1 The roads capital programme for 2019/20 is now at an advanced stage with the carriageway resurfacing programme approaching completion, with the exception of two roads scheduled to be completed in February 2020. There are 34 of the 56 planned footways complete to date.

- 4.2 As part of the ongoing review of the Capital programme, preparatory work has now commenced in advance of next year's capital programme. Consultation is taking place with key stakeholders including Elected Members, other Council Services and bus operators.

- 4.3 As part of the ongoing work to improve service delivery, all footpath, road, drainage and structures network within parks and cemeteries will now be considered within scope of the road asset network for maintenance, inspection and improvement works.



- 4.4 During 2019/20, the service commenced a new approach to patching and pothole repairs, with works completed in Inchinnan and Renfrew. The next phase of this project will move onto Bishopton, Johnstone and the villages from January 2020. This approach involved grouping together all recorded potholes across an area and carrying out permanent patches to protect the road asset.

Winter Maintenance Plan

- 4.5 Renfrewshire Council's nine gritters, named after its local heroes, places and landmarks, have been in operation from October. The Service's Winter Maintenance Plan is in full operation with preventative and reactive activities happening 24/7 over the winter period to keep Renfrewshire's roads and footpaths network safe and accessible. An online monitoring facility allows members of the public to view the movement of the gritters. To date there has been more than 1,100 tonnes of salt used this winter on Renfrewshire's roads.

In addition to this, a programme of work for mechanical sweeping, filling of grit bins and gully cleaning has been identified as alternative works for the nightshift winter maintenance crews to carry out when gritting isn't required. This has been an effective and efficient way of utilising resources to their full potential.

StreetScene

- 4.6 StreetScene have identified areas of high leaf fall and deployed resources to target these areas to keep pavements clear and safe for the public. Taking this proactive, targeted approach has reduced the number of gullies that would have become blocked and in turn reducing flooding at these locations.

- 4.7 The Service is currently procuring a new style of litter bin, these are housed in units that can be serviced by refuse collection vehicles.
- 4.8 Environment & Infrastructure supported all the Christmas light 'switch on' events across Renfrewshire. The first major 'switch-on' event was Paisley and was followed by events in Renfrew and Johnstone. 11 surrounding villages also celebrated festive light 'switch-on' events. Over the last few years the service has greatly assisted Community Councils with expansion of their festive displays, including design, infrastructure works, installation, removal, storage and maintenance. The service now installs over 600 lighting features per annum.
- 4.9 StreetScene Services has conducted a new approach to removing weed growth and stubborn detritus from arterial roads, streets and footways at Barochan Road. This 2.5 kilometre stretch was completed in November 2019. Dedicated teams have been established for further rollout throughout Renfrewshire to conduct weed scrapping activities in communities with large mechanical equipment being used to address arterial roads and footways. These works contribute to improvements and approaches developed under improving the environment and place agenda.
- 4.10 The animal display area at Barshaw Park has been closed to the public for the last three years. Robertson Park animal display area whilst currently open, has a low footfall and has been closed for long periods over the past two years. The Service shall close both animal display areas over the coming months with all animals being rehoused. The animal display structures will then be demolished and wildflower planting will take place at the sites.

5. Fleet & Social Transport Services

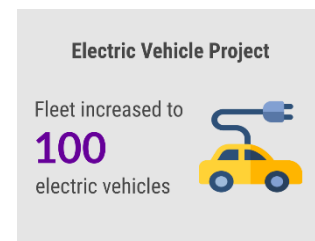
- 5.1 Planning and design warrants are now underway for workshop improvements at the Underwood Road depot including that of maintenance equipment, workshop heating, new access doorways for vehicular traffics and siting of a new bio-mass boiler, with works expected to commence in April 2020.

Vehicle Replacement Programme

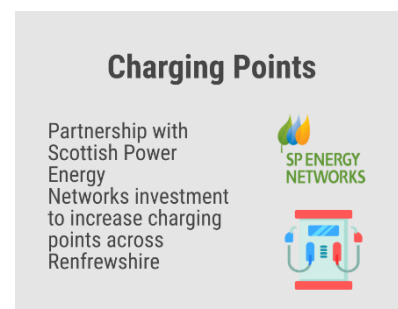
- 5.2 The Vehicle Replacement Programme 2019/20 has been fully committed with 39 vehicles ordered and 36 of those vehicles now in operational service. A range of refuse collection vehicles, support vehicles, people carriers, social transport minibuses and excavators for cemeteries have been delivered to services. These vehicles will provide better fuel efficiency, lower running costs and support improved access to difficult to reach properties.

Electric Vehicles and Charging Infrastructure

- 5.3 Officers from Environment & Infrastructure presented to the Climate Emergency Working Group in December 2019 on the current position and future direction of zero emission vehicles and electric vehicle charging infrastructure in Renfrewshire. By the end of the financial year the number of electric vehicles in the Council Fleet will have increased to 100.



- 5.4 Renfrewshire Council continues to work in partnership with Scottish Power Energy Networks and installed electric vehicle charging points in Paisley during January 2020. Installation of charging equipment like this requires consent from the network provider prior to a connection to the electrical network grid and once this is received the chargers in Johnstone, Renfrew, Houston, Bridge of Weir, Elderslie, Howwood, Linwood, Bishopton, Erskine and Renfrew will be fitted within the financial year.



6. Waste Services

- 6.1 Festive Service delivery went according to plan with the collections schedule for 25th December and 1st January collected over a 2-day period in advance of the public holidays. The household waste recycling centres remained open during the festive period, only closing on 25th December and 1st January. The centres were busy over the whole festive period, as has been the case in previous years.
- 6.2 The Clyde Valley Waste Management Project, Treatment & Disposal of Residual Waste commenced operation on 7th January 2020. This will assist the Council in meeting its landfill diversion targets, with over 90% of the councils' waste becoming refuse derived fuel which will be used to generate renewable energy.
- 6.3 The Service will be piloting the restricting vans and commercial style vehicles to two HWRC sites, these being Paisley and Linwood, from April 2020. These two sites have been chosen both for the fact that they are the largest HWRC sites able to accommodate vans and commercial vehicles and their geographical location within Renfrewshire. Through tighter enforcement at these sites, a reduction in waste tonnages is expected to be achieved by targeting any illegal use by commercial operators disposing of their waste. The sites at Renfrew, Erskine & Johnstone will continue to accept general household waste by car only. The results of this pilot will be brought back to a future meeting of the ILE Board.

6.4 Waste Services has completed the first phase of the initiative to tackle contamination within our recycle streams. This 8-week phase focused on paper and card blue bin and informing residents in the correct material for each bin by ensuring all blue bins have the correct recycling information sticker on them. The next phase will involve waste crews identifying contaminated bins and tagging them for residents to remove contaminate items.

6.5 For the period 1 January to 30 September 2019 Renfrewshire's recycling rate was 53.3%. This is a 3.76% improvement on performance compared to the same period in 2018 when the performance was 49.54%.

For the period 1 July to 30 September 2019 Renfrewshire's recycling rate was 55.42% and a 3.15% improvement on performance compared to 2018 figure of 52.27%. A large percentage of this increase has been in the garden and food waste collected which has contributed towards an increase in the overall recycling figure.



7. Transportation and Infrastructure Service

Low Carbon Travel & Transport

7.1 Renfrewshire Council has submitted an application for Low Carbon Travel & Transport Challenge Funding seeking to link up existing and planned sustainable travel projects in Renfrewshire. This funding bid links with the Council's existing £2million enhanced gateway junction improvement project to give greater priority to pedestrians and cyclists and bring together public spaces in Paisley town centre by developing an inter-connected network of high-quality public realm areas. Successful applications will be notified in March 2020.

The three main aspects of this £1.3million capital funding bid including £400,000 match funding from Renfrewshire Council enhanced gateway junction enhancements in Paisley Town Centre are:

- (i) Cycle Route via Causeyside Street linking Canal Street Rail Station (National Cycle Route 7) and Paisley Gilmour Street Rail Station;
- (ii) Electric Vehicle Charging Hub at Stow Brae Council Car Park serving Canal Street Rail Station and National Cycle Network 7; and
- (iii) Paisley Town Centre Gateway junction enhancements at four locations including Causeyside Street and Canal Street allowing safer crossing of pedestrians and cyclists linking the Cycle Route.

Bus Stop Improvements

7.2 A programme of bus stop improvement works continues in partnership with Strathclyde Partnership for Transport. The programme, to encourage greater bus patronage, includes hard standings, high access kerb treatments and/or new bus shelters at:

- Inchinnan Business Park, Inchinnan Village and Craigends, Houston; and
- Further potential sites in Bishopton, Howwood and various other locations have been inspected with SPT. Officers continue to work on designs.

Installation of raised kerbs is taking place throughout January at:

Location	Town	Proposed work dates
Greenock Road at Newton Rd	Bishopton	6th to 8th January
Greenock Road before Ferry Rd	Bishopton	8th to 10th January
Houston Road after Whirlie Rd	Houston	13th to 15th January
Houston Road after Crosslee Park	Houston	15th to 17th January
Houston Road opposite Lee Burn Av	Houston	20th to 22nd January
Station Road at Howwood Hall	Howwood	22nd to 24th January
Main Street at Church	Howwood	27th to 29th January
Main Street opposite Church	Howwood	29th to 31st January

Community Speedwatch, Houston

- 7.3 Houston Community Council in partnership with Police Scotland and Renfrewshire Council plan to introduce a Community Speedwatch Pilot in 2020 to prevent and deter speeding in Houston. It would only be the second such scheme in Scotland operated by the community, Fife being the first. Police Scotland will loan a speed gun and provide training to the community council in its usage. Renfrewshire Council will link with the community council on signage and social media to promote the pilot.

School Road Safety

- 7.4 Officers over the summer surveyed the roads around all Renfrewshire's schools to identify any deficiencies in the road signs or markings which can be rectified with the additional funding provided this year for this specific reason. The information from these surveys informed necessary road marking and signing works with all works being completed within this financial year.

Petitions Board – Junction of Kelburn Oval and Glasgow Road

- 7.5 A petition received by the March 2019 Petitions Board asked that the junction of Kelburn Oval and Glasgow Road be re-investigated to see if measures could be taken to improve safety and mitigate the perception of danger at this particular junction. The junction had previously been assessed in 2018 for the provision of a controlled pedestrian crossing and found not to be justified on the grounds of the degree of potential conflict between vehicle and pedestrian movement.

Additional surveys have taken place in response to the petition with a particular focus to gather information on difficulties for elderly pedestrians and wheelchair users face

in relation to visibility available whilst crossing the road.

The results showed that on the 10 occasions when elderly pedestrians crossed the road and the 4 occasions when wheelchair users crossed the road, they did not need to wait to cross on 9 occasions. The wait to cross on the other 5 occasions varied from 2 seconds to 15 seconds. The survey recorded that no visibility issues were observed during the survey period.

The accident record for this crossing location shows no pedestrian injury accidents in the last 5 years. The carriageway has been narrowed by building out the footway so that pedestrians have less distance to cross and have an improved view of oncoming traffic around parked cars. However, dropped kerbs are provided at the wider, bellmouth section of the road which denies pedestrians these improvements.

It is considered that it would be appropriate to provide a raised table pedestrian crossing at the narrow part of the road enabling pedestrians to cross the road without changing level and calming traffic speeds. We will now proceed to consultation for implementation during spring 2020 on this basis pending the outcome of the consultation.

Graduate Apprenticeship - Civil Engineering

- 7.6 The Service, in partnership with University of the West of Scotland and Skills Development Scotland, has commenced a Graduate Apprenticeship Scheme offering an opportunity to develop a career in Civil Engineering. This Graduate Apprenticeship scheme supports individuals to study for an Honours Degree at university while in paid full-time employment. Graduate Apprentices spend approximately four days in work and one day in university, with work-based learning projects. The Graduate Apprentice will develop a wide range of skills that provides a broad knowledge of core Civil Engineering subject areas to contribute to planning, designing and implementing Civil Engineering projects.

8. Environment and Place, Team Up to Clean Up

- 8.1 45 clean ups took place in the last quarter, involving 538 volunteers. 352 bags of litter have been removed from communities, by communities. Team Up to Clean Up activity in October to March traditionally sees a drop in participation due to colder, wetter weather conditions. Despite this many communities still head out, determined to make their neighbourhoods cleaner and more appealing. The larger events, the Big Spring Clean and the Spotless September Challenge, have already taken place. Bonfire night of 5th



November saw a spike in activity with a few local communities taking ownership of the littered state of their green spaces and clearing up, leaving large items and green bags for uplift by StreetScene Services. The StreetScene teams were on hand, supporting communities in clearing up after these bonfire events.

9. Service Developments

Cemeteries Investment

- 9.1 Works relating to the £1 million cemeteries investment have been completed in Hawkhead, Bishopton, Abbey, Houston, Kilbarchan, Lochwinnoch and Broomward.

The proposed works in Inchinnan Cemetery are due to start in February 2020 to include the construction of a new road and path within the cemetery with the formation of a new entrance / exit and resurfacing works to the existing internal road. Works in Arkleston Cemetery including repairs to entrance, roads and paths will be completed by March 2020.

Parks Investment Project

- 9.2 £250,000 allocated to improve infrastructure and play equipment in five community parks across Renfrewshire. One park has been fully completed at Houston Road, Bridge of Weir with on-going works in four parks.

- **Thomas Shanks Park, Johnstone**

Installation of new equipment for the play area is currently at consultation stage with the local community.

- **Howwood Public Park, Howwood;**

A new fence was installed in November and drainage repairs completed in December 2019. The intention is to improve the paths and progress with this is ongoing. The path works also commenced in December 2019. The Community Council has successfully received Greenspace funding and Renfrewshire Leader funding with the first new equipment installed in November.

- **Kilbarchan Public Park, Kilbarchan**

The retaining wall around the toddler play area was replaced in November. The safety surfaces replacement and installation of an inclusive roundabout is ongoing.

- **Barwood Park, Erskine**

Discussions continue with community groups in Erskine in relation to improvements that could be made within Barwood Park.

PARKS INVESTMENT PROJECT

£250k

Allocated to improve infrastructure and play equipment



10 Awards

- 10.1 The efforts of the Transport Operations Team in delivering Fleet Management and Social Transport have been recognised at the annual APSE Performance Network Awards 2019, with the team being successful in reaching the finals in December 2019.

- 10.2 Team Up 2 Clean Up have been recognised at the 2019 Scottish Public Services Awards in December 2019 winning the Community Engagement Award. This award recognises the work of public bodies in ensuring that the communities they serve are fully engaged in the development and delivery of public services in their area.
- 10.3 Waste Services were successful in being shortlisted for the LGC Awards 2020 for Campaign of the Year with the awards ceremony having taken place on 18th March.

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community & Council Planning** –

Our Renfrewshire is thriving / Reshaping our place, our economy and our future - the service is actively involved in the Invest in Renfrewshire scheme and investing in road network to support and facilitate economic growth.

Creating a sustainable Renfrewshire for all to enjoy - working in partnership with the community to deliver a cleaner Renfrewshire. Promoting and encouraging waste minimisation through reducing, reusing and recycling. Reducing carbon emissions, through LED streetlights and electric and low emission vehicles within the council fleet.

Our Renfrewshire is well - the services encourages use of our parks and open spaces to promote a healthy and active lifestyle.

4. **Legal** – None.
5. **Property/Assets** – The Council's roads, fleet and open space infrastructure is maintained and enhanced.
6. **Information Technology** – None.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None.
9. **Procurement** – None.

10. **Risk** – None.
11. **Privacy Impact** – None.
12. **CoSLA Policy Position** – none
13. **Climate Risk** – The performance outlined within the report will continue to contribute to positive climate change.

List of Background Papers: None

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To: Infrastructure, Land and Environment Policy Board

On: 22 January 2020

Report by: Director of Environment & Infrastructure

Heading: The Renfrewshire Council (Paisley, Corsebar Road & Environs) (Various Restrictions and Pay & Display) Order 2019, Sustained Objections

1. Summary

- 1.1. In terms of the Road Traffic Regulation Act 1984 and the Council's Scheme of Delegation, the making of a Traffic Regulation Order (TRO) is delegated to the Director of Environment & Infrastructure after consultation with the Convener of the Infrastructure, Land and Environment Policy Board and the local ward Members.
 - 1.2. The proposed TRO allows Renfrewshire Council to complete its proposals to protect the public roads around the Royal Alexandra Hospital and in particular Corsebar Road, some of which suffer from inconsiderate, congestive and in some cases dangerous parking.
 - 1.3. On the 24 April 2019 the above TRO, was advertised for public consultation. Eight objections were received. Officers communicated with the objectors and after further discussion four objections were withdrawn. Four objections were maintained.
 - 1.4. In accordance with the 'Local Authorities' Traffic Orders (Procedures) (Scotland) Regulations 1999' and the Council's procedures, the Board may now decide how to proceed; to either make the order, make the order in part or not make order. The type of proposed restriction does not automatically require the appointment of an independent Reporter to decide on the objections. The Board is therefore free to choose either to decide on the objections itself or to appoint a Reporter to do so.
 - 1.5. A plan of the proposed TRO location is included in Appendix 1.
-

2. Recommendations

It is recommended that the Infrastructure, Land and Environment Policy Board:

- 2.1. Considers and decides on the 4 the objections made and not withdrawn in relation to The Renfrewshire Council (Paisley, Corsebar Road & Environs) (Various Restrictions and Pay & Display) Order 2019 at the meeting of this Policy Board rather than appointing an independent reporter.
 - 2.2. Subject to recommendation 2.1 and the objections not being upheld, approves the implementation of the Traffic Regulation Order as advertised on Corsebar Road, Paisley and authorises the Director of Environment & Infrastructure in conjunction with the Convener of Infrastructure, Land & Environment Policy Board to make the Traffic Regulation Order.
-

3. Background

- 3.1. This Order is considered necessary for Renfrewshire Council to complete its proposals to protect the roads around the Royal Alexandra Hospital from inconsiderate, congestive and in some cases dangerous parking.
- 3.2. On 27 January 2016 the Environment Policy Board agreed to the recommendation of the then Director of Community Resources to commence the statutory process to promote a TRO to, among other things, enable a residents' parking scheme combined with pay and display parking to be introduced between numbers 52 and 74 on the west side of Corsebar Road, Paisley.

4. Consultation Results

- 4.1. The proposal went through a two-stage consultation process. The first stage was issued on 22 August 2018 where the proposals were issued to emergency services, public utilities, local road user groups, local community groups and local ward Members with a response date of 2 October 2018. Comments were received and amendments made. The TRO then underwent its second (public) consultation and was advertised in the Paisley and Renfrewshire Gazette on 24 April 2019 for responses by 21 May 2019. Notices were also placed on-street in the vicinity of the proposal during that time.
- 4.2. A number of responses expressing support for the proposal were received. Examples of which are given below:
 - Supporter 1: Victoria Road.
'...provided the regulations are monitored and enforcement action taken as appropriate. Victoria Rd and especially Corsebar Rd are becoming increasingly dangerous streets because of inconsiderate parking and excessive speed,...

- Supporter 2, Victoria Road.
‘we are deeply concerned about our children’s safety as RAH Staff race to find parking often on the pavement, blocking drive access and driving erratically.’
- Supporter 3, Corsebar Road.
‘...[I] believe that these [proposed changes] will have a positive impact on reducing issues of poor visibility due to parking on pavements...’
- Supporter 4, Victoria Road.
‘... no waiting Mon. – Fri. 8 am to 5 pm is a good proposal on [the] very busy Corsebar Road and Victoria Road ...’
- Supporter 5, Corsebar Road.
‘fully support this proposal as parked cars on the pavement blocking the view of oncoming traffic makes exiting my property very difficult.’
- Supporter 6, Victoria Road.
‘When the homeowners of Ashwood Court ... drive out of the Car Park we ... cannot see traffic coming up the hill at the beginning of Victoria Road.’

4.3. Eight objections were received from seven members of the public and one local Elected Member. The seven members of the public were invited to discuss accommodations which would allow the removal of those objections. The local Elected Member was also consulted on their objection. Officers met with six of the seven invited objectors (one did not respond to the invitation) and after further discussion four objections were withdrawn. Four objections were maintained, as outlined below:

Objector	Address	Objection
Objector 1	Victoria Gardens	The proposed restrictions would push on-street parking further away from RAH and into other residential roads.
Objector 2	Member of staff who gave address as c/o Royal Alexandra Hospital	RAH has introduced a barrier system that prohibits access to its car park for ‘9 to 5’ staff. Staff who work ‘9 to 5’ shifts are penalised as there is nowhere to park close to the hospital. There are various reasons why staff have to commute by car including poor public transport links. Also, many staff are contracted to work across sites (within Greater Glasgow & Clyde Health Board area) and need to travel from hospital to hospital and to provide emergency on-call services.
Objector 3	Renfrewshire Council	The proposed restrictions would push on-street parking further away from the RAH

	Member for Ward 7	and into other residential roads in Ward 7. Until we tackle the volume of traffic at the RAH and its lack of parking spaces, the parking problems in the Corsebar area are not going to be resolved.
Objector 4	Corsebar Drive	The proposal is not solving the problem it is only pushing it further up Corsebar Road into Corsebar Drive causing conflict between residents and car owners and affecting other road users in the area.

- 4.4. In response to these objections, officers have stated that should the proposal displace parked cars into surrounding roads, consideration will be given to promoting further TROs to extend restrictions into these roads (with the proviso that such TROs are subject to public consultation and cannot be guaranteed to be made). Officers also explained that they have no influence over the Royal Alexandra Hospital's car parking policy. In fact, the Council's only recourse in many circumstances where decisions taken by others impact on the number of cars parking on the public road, is to promote parking restrictions.
- 4.5. Officers consider the maintained objections to be answered by the Council's commitment to promote further TROs as necessary or that the solution to the objection is outside the control of the Council. Officers recommend that the TRO be made as advertised.

5. Consideration of the objections

- 5.1. The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 state that before making the order, the Council (in the form of its Infrastructure, Land and Environment Policy Board) must consider all objections made and not withdrawn. In this respect, the terms of the Regulations state that the Board may consider the objections itself in fulfilment of its statutory obligation to give due consideration to all objections made and not withdrawn. Alternatively, the Board may choose to appoint an independent Reporter to hold a hearing to consider the objections.
- 5.2. If the Board decides to exercise its discretion and not appoint an independent Reporter, then it must consider the objections and either uphold them, in which case the proposal shall be dropped, or consider the objections and then approve the implementation of the restrictions as advertised, as a whole or in part, and authorise the Director of Environment & Infrastructure to make the Order.
- 5.3. If the Board decides to choose the public hearing, it should be recognised that the Reporter's deliberations could take approximately 15 weeks. Thereafter, the Board has an obligation to consider the report and recommendation made by the Reporter and to decide on whether to proceed with the order.
- 5.4. The cost of arranging an independent Reporter to hold a public hearing is estimated at £5000 (estimated cost of Reporter's time @ £290 per day plus expenses for 15 days). Therefore, it is recommended that the Board considers the objections itself.

6. Implementation

- 6.1 Should the Policy Board approve the implementation of the restrictions as advertised, officers will arrange for the required works to take place.
 6. In addition to lining and signage requirements, there will be a requirement for six pay and display parking meters as part of the restrictions.
-

Implications of the Report

1. **Financial** - the nominal capital and revenue costs of implementing and maintaining the proposed lines and signs can be accommodated within existing budgets.
2. **HR & Organisational Development** – The nominal increase in the number of restrictions to be enforced by the Council's Parking Attendants can be accommodated within current staffing levels.
3. **Community Planning**

Children and Young People – N/A

Community Care, Health & Well-being – N/A

Empowering our Communities – N/A

Greener – N/A

Jobs and the Economy – N/A

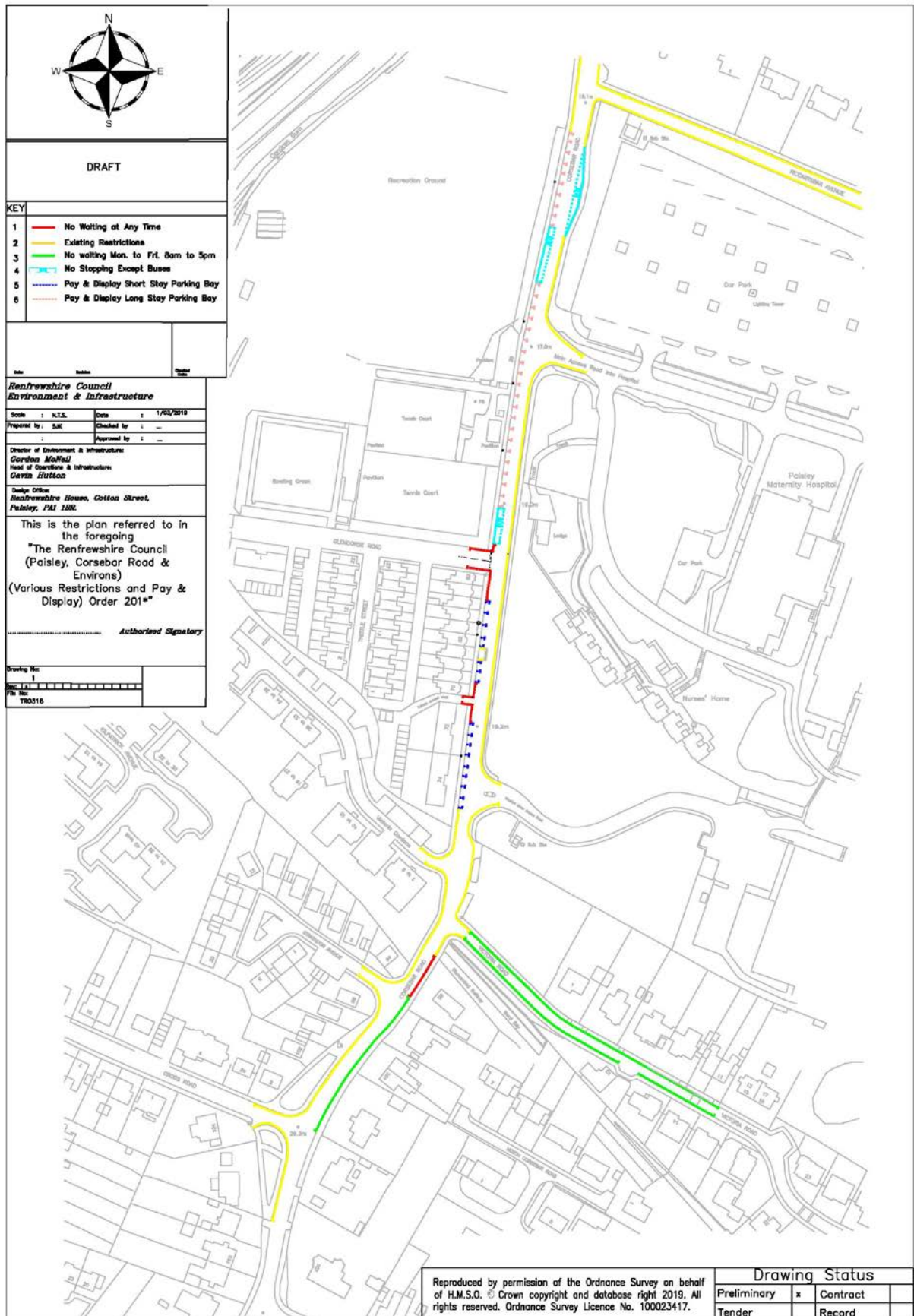
Safer and Stronger – N/A
4. **Legal** – The relevant legislation is the Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.
5. **Property/Assets** – N/A
6. **Information Technology** – N/A
7. **Equality & Human Rights** -
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – The primary reason for the proposal is for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising
9. **Procurement** – N/A
10. **Risk** - no risks have been identified in relation to the proposal.
11. **Privacy Impact** – N/A
12. **CoSLA Policy Position** – N/A.
13. **Climate Risk** – The implementation of the TRO will assist in reducing traffic levels and encourage use of public transport which would contribute to positive climate change.

List of Background Papers - none

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Appendix 1





To: Infrastructure, Land and Environment Policy Board

On: 22 January 2020

Report by: Director of Environment & Infrastructure

Heading: Parking Spaces at Whiteford Road, Paisley

1. Summary

- 1.1 The Council at its meeting of 27th September 2018 considered a Notice of Motion in relation to the conversion of grass panels at Whiteford Road to parking spaces. Following debate and subsequent amendments, the decision of the Council was that this should be considered at the Infrastructure, Land and Environment Policy Board and follow the appropriate process for this type of local ward issue.
- 1.2 Whiteford Road Paisley is a no through road located in a residential area of Paisley with two large grassed areas which are owned by Renfrewshire Council. A map of the location is attached as Appendix 1 to this report with the relevant areas highlighted in red.
- 1.3 Conversion of both of these grassed areas would create approximately twenty parking spaces. However, ten existing on street parking spaces would be lost as a result of these works giving a net gain of ten parking spaces.
- 1.4 The estimated cost to convert the two grassed areas set out in Appendix 1 is £60,000. The costs exclude any diversions of underground utility services within the area. If there were utilities to be relocated this would typically be between £10,000 and £100,000 but the exact figure would be unknown until excavation works commenced.
- 1.5 A formal consultation process and traffic monitoring surveys have been carried out within the affected area. There are 33 households within Whiteford Road, and they were consulted on their views on providing car parking for 10 extra cars at Whiteford Road, Paisley. Of the 33 households lettered, 8 responses were received, all in favour of creating parking.

- 1.6 Traffic surveys have been undertaken during peak parking periods. The surveys have identified that there is parking on both sides of the road, staggered to keep a running lane open and enough space on the road to accommodate demand for parking. During these surveys no road safety issues or concerns were observed.
 - 1.7 The survey information combined with the associated costs of implementation suggest that at the current time there is sufficient parking provision within Whiteford Road.
-

2. Recommendations

It is recommended that the Infrastructure, Land and Environment Policy Board:

- 2.1 Notes the outcome of the consultation, traffic monitoring surveys and climate change implications for the conversion of grassed areas to car parking in Whiteford Road; and
 - 2.2 Agrees that the green space area in Whiteford Road as set out in Appendix 1 is not converted to hard standing areas for vehicle parking.
-

3. Background

- 3.1 Whiteford Road Paisley is a no through road located in a residential area of Paisley with two large grassed areas which are owned by Renfrewshire Council. Parking concerns have not been raised by residents as an issue in this area.
- 3.2 The width of the road is around 6.5 metres with a turning head at the end of the road. The majority of properties are serviced by on street parking as the properties were built with little off-road provision. The vehicles park on both sides of the road but are staggered to keep a running line with a number of properties having access to driveways.
- 3.3 The parking provision in this area is typical of a number of residential areas across Renfrewshire where there is limited off street parking provision.
- 3.4 As a result of the Council Motion, a formal consultation process was undertaken and traffic monitoring surveys have been carried out within the affected area. There are 33 households within Whiteford Road, and they were consulted on their views on providing car parking for 10 extra cars at Whiteford Road, Paisley. Of the 33 households lettered, 8 responses were received, all in favour of creating parking.
- 3.5 Traffic surveys have been undertaken during peak parking periods. The surveys have identified that there is parking on both sides of the road, staggered to keep a running lane open and enough space on the road to accommodate demand for parking. The surveys showed that the straight section of the road is busiest, with only one or two spaces available at those times. However, the curved section of the

road still had space for around 8 cars on one side. There is also one disabled parking bay.

- 3.6 Conversion of both of the grass areas would create approximately 20 spaces. However, 10 existing on street spaces will be lost in their creation, resulting in a net gain of 10 spaces.
- 3.7 The estimated cost is around £3,000 per bay, (an overall cost of £60,000) as this involves:
- excavation and removal of material,
 - construction of car parking spaces,
 - white lining,
 - construction of a footway to get the driver and passengers safely back on to the nearest existing footway
 - The above cost does not include for the diversion of underground services in the area which may be significant (up to £100,000).
- 3.8 An increase in converting grassed areas to paved-over areas is contrary to the Council's position on climate change. There is concern about the potential effect the increased hard standing would have for water run-off, making drains more likely to overflow and thereby increasing surface water runoff and increasing the risk of excess surface water and flooding.

Implications of the Report

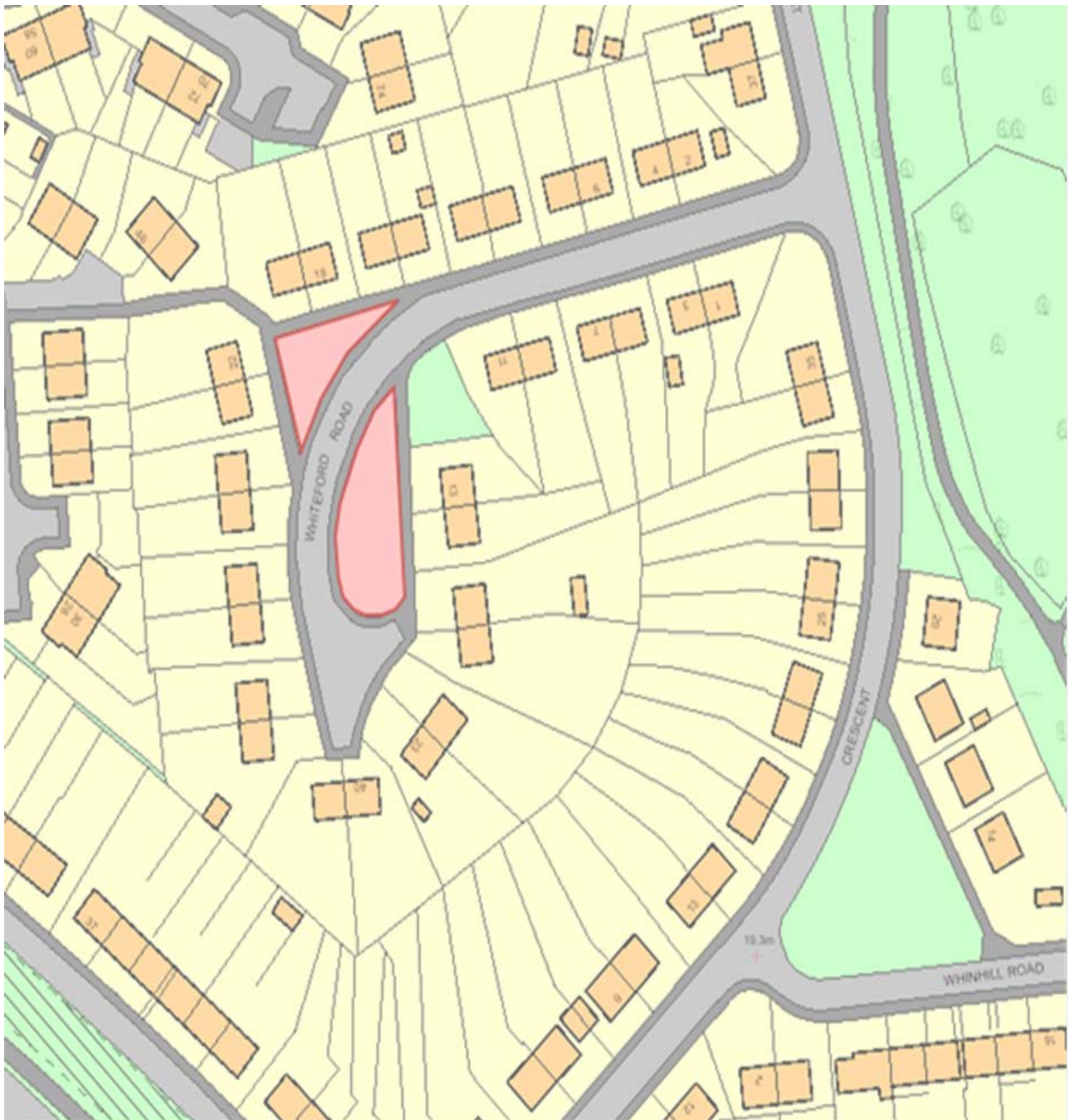
1. **Financial** – Should the Infrastructure, Land and Environment Policy Board approve the motion to consider this area for conversion of grassed areas to car parking spaces, there is an overall cost of £60,000 for the works involved and contingency of up to £100,000 if utilities require diversion.
2. **HR & Organisational Development** – None
3. **Community & Council Planning** –

Greener – Should the Infrastructure, Land and Environment Policy Board approve the motion to consider this area for conversion of grassed areas to car parking spaces, it would involve the loss of community green space.
4. **Legal** – The land under consideration is adopted by Renfrewshire Council.
5. **Property/Assets** – Should the Infrastructure, Land and Environment Policy Board approve the motion to consider this area for conversion of grassed areas to car parking spaces, adopted grass verge will be converted to hard standing.
6. **Information Technology** – None.

7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None.
9. **Procurement** – Should the Infrastructure, Land and Environment Policy Board approve the motion for conversion of grassed areas to car parking spaces, a contract tender competition for the works would be required.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **CoSLA Policy Position** – none
13. **Climate Risk** – Replacing natural grassed areas with hard standing materials is contrary to the Council's position on climate change. Creation of additional hard standing would therefore have a negative impact on the climate. If the green spaces remain the report is climate neutral.

List of Background Papers: None

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To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 22 January 2020

Report by: Director of Environment & Infrastructure

Heading: Provision of Top Up Taps and Audit on Condition of Drinking Fountains

1. Summary

1.1 This report follows on from the Council meeting of 27 June 2019 where the following motion was approved:

- (a) That the Council will contact Scottish Water to request Top Up taps are installed in Renfrewshire in all towns and villages to help reduce use of single plastic bottles and boost the benefits of drinking water in Renfrewshire; and
 - (b) That the Council recognises that there are a number of obsolete drinking fountains in council parks and public places and agrees to bring back a report to the ILE Board regarding their number and the cost to refurbish.
-

2. Recommendations

It is recommended that the Infrastructure, Land & Environment Board:

- 2.1 Notes that Scottish Water have made an initial commitment of one Top Up Tap in Renfrewshire within the current financial year.
- 2.2 Notes that Scottish Water has logged Renfrewshire's interest in relation to installing additional Top Up Taps based on their location criteria and connection to the public water supply.
- 2.3 Notes the cost of providing mains water supply to Renfrewshire's historic drinking fountains as set out in Section 4 of this report.

- 2.4 Notes that the majority of Renfrewshire's drinking fountains and wells are not suitable for modern sustainable drinking receptacles and would require significant modification to provide a top up facility.
- 2.5 Agrees not to restore the drinking water fountains in Section 4 of this report on the basis that to do so is a risk to public health & safety and it is not financially viable.
-

3. Background

3.1 Top Up Taps

- 3.1.1 The national drive to encourage people to stay hydrated and healthy by drinking water from the tap in refillable bottles was set out in the Scottish Government's Programme for Government 2018-2019. In response, Scottish Water launched "Your Water, Your Life" – a campaign to show how topping up from the tap can benefit health and wellbeing, saves money and helps reduce waste and impact on the environment.
- 3.1.2 Scottish Water announced in September 2018 that a network of high-tech public water refill points was to be introduced across the country to encourage people to top up from the tap using refillable bottles. One of the aims is to use the new Top up Taps as a catalyst to encourage more people to choose to carry a refillable bottle.
- 3.1.3 The project will see Top up Taps installed in around 30 towns and cities over the next two years. Scottish Water is working with every local authority to identify suitable locations based on a criteria of significant public footfall and connection to the public water supply with an initial commitment of one Top up Tap per local authority area.
- 3.1.4 The Top up Taps are made from marine-grade steel and are connected safely and securely to the mains water supply with public health and legislative requirements fully taken into account and inspections carried out regularly by Scottish Water. Each unit will be plumbed into the public water supply and fitted with technology which will enable them to digitally track water usage at each spot, transmitting the data via cloud technology to the specialists managing Scotland's water networks.
- 3.1.5 In addition, data loggers inside will provide information which can be translated into cost and plastic savings and the volume of water used. Customer research carried out for Scottish Water, highlights that tap is the water of choice for almost two thirds of people in Scotland (65 per cent), and currently over a third (36 per cent) carry reusable bottles always or often when they are out and about.
- 3.2 Scottish Water has logged Renfrewshire's interest in relation to installing Top Up Taps in the area based on their location criteria and connection to the public water supply, with an initial commitment of one Top Up Tap in Renfrewshire before the end of the current financial year. The location has yet to be confirmed.

4 Drinking Fountains and Wells Within Renfrewshire

4.1 There are twelve historic park and public spaces drinking fountains/ drinking wells located throughout Renfrewshire. Nine of which would originally have been mains water fed and three fed by natural underground springs.

4.2 The nine fountains/ drinking wells originally mains water fed are located at:

- Barshaw Park, Paisley
- Dunns Square, High Street, Paisley
- Neilston Road/ Calside, Paisley (Cat C Structure)
- Thomas Shanks Park, Johnstone
- Ludovic Square, Johnstone
- Kilbarchan Public Park, Kilbarchan
- Church Street, Robert Allan Well, Kilbarchan
- High Barterholm, Spout Well, Kilbarchan
- Inchinnan Road, Robertson Park, Renfrew

4.3 The fountains fed by underground springs are no longer deemed fit for human consumption due to various water quality contamination issues and are signed appropriately. The three locations are set out below:

- Gleniffer Braes Country Park, MacDonalds Fountain, Gleniffer Road, Paisley
- Gleniffer Braes Country Park, Tannahill's Well, Waterfall Paisley
- Elderslie Well, Elderslie Main Road

4.4 Estimated refurbishment costs considered size, type and location complexities such as position and access for contractors. It should be noted that each location would require a unique approach to refurbish, reconnect and service each fountain, dependant on proximity to water supply. Furthermore, a large number of the water fountains have been redundant for more than 40 years and due to this the likely connection would be old lead pipes which would require to be replaced.

4.5 Projected costs to bring back all 9 drinking fountains set out in 4.2 would include various additional costs and Scottish Water connections/ reconnections. Therefore, total cost of this project would be in the region of £450,000.

4.6 Historical drinking fountains were designed to allow the public to drink direct from the well as opposed to providing a water supply to fill bottles. The design of the historical water fountains and wells is not conducive to topping up with modern refillable bottles, and also access to these drinking fountains would not be Disability Discrimination Act complainant and therefore not be convertible for modern day usage.

4.7 The ongoing daily cleaning and maintenance of these nine drinking fountains to ensure there was no risk to public health is estimated to be in the region of £15,000 per annum.

Implications of the Report

1. **Financial** – The Council's drinking fountains and wells would require significant modification and investment to provide a top up facility for modern sustainable drinking receptacles.
2. **HR & Organisational Development** – None
3. **Community/Council Planning** – None
4. **Legal** – None
5. **Property/Assets** – None
6. **Information Technology** - None
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** - None
9. **Procurement** - None
10. **Risk** – None
11. **Privacy Impact** – Not required
12. **Cosla Policy Position** – not applicable.
13. **Climate Risk** – Drinking fountains have a positive impact on climate change as they reduce the purchasing of single use plastic bottled water.

List of Background Papers – None

Author: Gordon McNeil – Director of Environment & Infrastructure



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 22 January 2020

Report by: Director of Environment & Infrastructure

Heading: Policy for the Inspection of Memorial Monuments and Headstones

1. Summary

- 1.1 A Fatal Accident Inquiry (FAI) was held into death of a child at Craigton Cemetery on 26 May 2015. The FAI released its findings in January 2018.
- 1.2 Through the Sheriff's findings it was established that there was no standard guidance available to local authorities in relation to memorial safety and no consistency in safety testing methodology and that this brought safety inspection implications for the public who visits cemeteries and all who work there. There were two recommendations which affect Renfrewshire Council: -
 - That the Scottish Government issue separate guidance on memorial safety in cemeteries for use by local authorities throughout Scotland.
 - That consideration be given by the relevant agencies and associations that the existing industry guidance on memorial safety and stability testing be re-visited with a view to producing separate guidance on inspection of traditional memorials and, in particular those whose centres of gravity are shifting from vertical.
- 1.3 In June 2019 in line with the recommendations of the FAI, the Scottish Government published guidance on burial ground memorial safety. This Policy Board Report sets out the implications for Renfrewshire Council in applying and complying with the guidance.
- 1.4 To comply with the guidance referenced at 1.2 and 1.3 above, the Council requires to have a Memorial & Headstone Inspection Policy. This board report seeks approval of Renfrewshire's memorial inspection policy as set out at Appendix 1 to this report.

2. Recommendations

It is recommended that the Infrastructure, Land and Environment Policy Board:

- 2.1 Approves the policy for the Inspection of memorial monuments and headstones within Renfrewshire Council's cemeteries and churchyards as set out in Appendix 1 of this report.
 - 2.2 Approves the allocation of one off and annual revenue costs to implement Renfrewshire's memorial inspections policy as set out in Appendix 1 and to comply with the Scottish Government Guidance on memorial safety.
-

3. Background

- 3.1 The responsibility for memorial safety and implementation of a comprehensive memorial inspection regime represents a significant undertaking for any local authority. The safety of staff and visitors in burial grounds is a statutory obligation for local authorities. This is under the Health and Safety at Work etc. 1974 Act (as amended) and the Occupier's Liability (Scotland) Act 1960. Whilst Renfrewshire Council has health and safety responsibilities for cemeteries, the memorials belong to lair holders and are not the property of Renfrewshire Council.
- 3.2 Renfrewshire Council currently has 9 cemeteries within the local authority boundary, however, it also has responsibility for 14 older, churchyard burial grounds that were previously part of Church of Scotland grounds.
- 3.3 There are estimated to be 25,000 memorials in Renfrewshire's 9 cemeteries. For the 14 churchyard burial grounds the number of memorials is unknown but is estimated at 5,000 memorials.

4. Memorial & Headstone Inspection Process

The process to be adopted for the inspections process for memorials and headstones is outlined below:

4.1 Site Zoning and Risk Assessment

The Council in advance of undertaking inspections requires to prioritise the sequence of inspections across all cemeteries. This work is nearing completion.

4.2 Notifications and Inspections

4.2.1 Notifications

Prior to starting the inspection programme, the guidance sets out clearly who and what notification should be undertaken. This includes lair holders, Elected Members,

Community Councils and public notices in cemeteries. This work will commence following completion of the site zoning in February / March 2020.

4.2.2 Inspections

Visual inspections will be undertaken for all memorials in Renfrewshire's cemeteries and church yards by internal, trained operatives.

Where memorials are deemed to be outwith the area of expertise of our operatives the Council shall seek the opinion of a competent organisation or person. If required, a tender process will be undertaken to appoint a suitable contractor or person.

The guidance makes clear what requires to be undertaken and recorded at inspection and a reinspection date for the future set based on risk.

4.3 Making Safe & Reporting

Where during inspections a memorial is identified as in a dangerous condition, the Council must make safe and will take immediate steps to do so, which may include memorials being laid flat as part of this safety process. Where it is a large memorial, it is likely to be cordoned in the first instance. Lair holders will then be notified of the action taken and that there is a need of repair that complies with the standards set out in the National Association of Monumental Masons Industry Standards. .

4.4 Inspection Team

The initial resource requirement is to inspect every memorial across the 9 cemeteries and 14 churchyards to comply with the guidance and our own policy(subject to approval). There will initially be a team appointed to administer and inspect the memorials over 2020. There will be an ongoing need for a smaller team to maintain ongoing inspections from 2021 onwards at the appropriate inspection frequency. In addition, there will be a requirement to appoint a contractor to undertake the inspection of memorials and headstones outwith the scope of the expertise of our trained operatives.

Implications of the Report

1. **Financial** – The full costs to undertake the inspection of every memorial in Renfrewshire is not known until the number outwith the scope of our trained operatives is identified. The internal costs to undertake the administration and inspection of memorials and headstones is anticipated to be around £500,000 with an ongoing cost of approximately £150,000 per annum.
2. **HR & Organisational Development** – None
3. **Community & Council Planning** – None

4. **Legal** – None.
 5. **Property/Assets** – The Council's cemeteries and graveyards are maintained and enhanced.
 6. **Information Technology** – Environment & Infrastructure will input all information collected as part of the inspection process in to a Headstone Inspection database.
 7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
 8. **Health & Safety** – The trained operatives will undertake the inspection and subsequent work identified as per their training and the Policy for Inspection of Memorial Monuments and Headstones within Renfrewshire Council's Cemeteries & Churchyards. All inspections and work will be undertaken in accordance with the relevant Risk Assessments and Safe Methods of Work and in line with the standards set out in the National Association of Monumental Masons Industry Standards.
 9. **Procurement** – Tender for specialist inspection support (Structural Engineer / Memorial Stonemason).
 10. **Risk** – A Memorial Risk Assessment Site Profile for each of the Service's 9 Cemeteries and 14 churchyards will be completed on an annual basis to determine the Council's inspection priorities.
 11. **Privacy Impact** – None.
 12. **CoSLA Policy Position** – none
 13. **Climate Risk** – None.
-

List of Background Papers

- (i) FAI Findings [2018] FAI 3
 - (ii) Burial ground memorial safety: local authority guidance
 - (iii) Report to ILE Policy Board on 29th August 2018 – "Memorials and Structures in Cemeteries"
-

Author: Gordon McNeil – Director of Environment & Infrastructure

Policy: **Inspection of Memorial Monuments and Headstones within Renfrewshire Council Cemeteries and Churchyards**

Date: **November 2019**

1. INTRODUCTION

- 1.1 Renfrewshire Council, Environment & Infrastructure, has a legal responsibility under the Health and Safety at Work Act 1974 (HSWA74), the Occupiers' Liability (Scotland) Act 1960, and associated regulations such as the Management of Health and Safety at Work Regulations 1999 to ensure all memorials are regularly checked and that the results of such inspections are recorded.
- 1.2 It should be noted that the memorials and headstones are the property of the lair owner and not Renfrewshire Council. The lair holders are responsible for the maintenance of any memorial placed on their lair during the period of the 'Rights of Burial' as stated on the lair certificate. However, Renfrewshire Council recognises under the aforementioned legislation and guidelines that it has a Duty of Care to ensure inspections are undertaken.
- 1.3 Renfrewshire Council is responsible for carrying out the inspections across 9 cemeteries and 14 churchyards to meet with the appropriate Health and Safety regulations and guidance.
- 1.4 It should be noted that under the HSWA74, the statutory enforcement body for local authority cemeteries and churchyards is the Health and Safety Executive.
- 1.5 The Scottish Government's Burial Ground Memorial Safety Guidance - Scotland's Local Authorities, published in June 2019, forms the basis for Renfrewshire Council's Policy for Inspection of Memorial Monuments and Headstones within Renfrewshire Council Cemeteries and Churchyards.
- 1.6 This Renfrewshire Council Policy details the responsibilities and processes in place to manage and undertake inspections that are suitable and fit for purpose.
- 1.7 This Policy details the processes in place to:
 - Ensure that unsafe memorials are properly dealt with in order to prevent accidents to staff working in and visitors to the cemetery.
 - Take reasonable steps to inform lair holders of defective memorials on their lairs to afford them the opportunity to repair them.

- Take reasonable steps to inform lair holders of unsafe memorials on their lairs once the Council has made them safe and, again, to afford them the opportunity to repair / reinstate.

1.8 Renfrewshire Council will endeavour to undertake all inspections in a sensitive and respectful manner.

2. RESPONSIBILITIES

2.1 Renfrewshire Council is responsible for Health & Safety in the cemeteries and churchyards under its management.

2.1.2 Renfrewshire Council shall ensure adequate resources are available to implement any measures necessary to comply with its Policy for Inspection of Memorial Monuments and Headstones within Renfrewshire Council's Cemeteries & Churchyards.

2.1.3 Renfrewshire Council will review its Memorial Risk Assessments Site Profile for each of its 9 Cemeteries and 14 Churchyards. In addition, it shall conduct regular reviews of legislation and guidance relevant to the inspection of memorial monuments and headstones.

2.1.4 The trained operatives will undertake the inspection and subsequent work identified within the inspection and in line with the Policy for Inspection of Memorial Monuments and Headstones within Renfrewshire Council's Cemeteries & Churchyards. All inspections and work will be undertaken in accordance with the relevant risk assessments and Safe Methods of Work and in line with the standards set out in the National Association of Monumental Masons Industry Standards.

2.1.5 All information collected as part of the inspection process shall be recorded in to a Headstone Inspection database. The database records the re-inspection dates and will highlight when the 1-year and 5-year re-inspections are due.

2.2 INSPECTION PRIORITIES

2.2.1 A Memorial Risk Assessment Site Profile (risk zoning) for each of the Council's 9 Cemeteries and 14 churchyards will be completed to determine the Council's Inspection Priorities. This prioritises which parts of the cemeteries or churchyards pose the greatest potential risk to staff and visitors. It is acknowledged that main access routes, paths and headstones surrounding areas of greatest footfall bear the highest risk of being touched or moved.

2.3. INSPECTION TECHNIQUE AND PROCESS

2.3.1 Before undertaking any Inspections trained operatives will review relevant Risk Assessments and Safe Method of Work for Memorial Monuments and Headstones in Cemeteries and Churchyards. The trained operatives will evaluate the Memorials as follows;

- Full visual inspection and hand test where appropriate.
- Note any potential problems and cordon off or make safe as appropriate, laying flat memorials where necessary
- Seek the opinion of a competent organisation or person to undertake the inspection of any memorials and headstones outwith the scope of the expertise of our trained operatives

2.4 INSPECTION CATEGORIES, ACTIONS AND PROCESS

2.4.1 Only trained operatives should undertake inspections of memorials and headstones. The operatives should always work in teams of at least 2 and should not engage in lone working whilst carrying out this task. The trained operative should comply with all recommended PPE as per Renfrewshire Council's Policy and Training.

2.4.2 The inspection of memorial safety is based on a risk assessment approach with monuments assigned to one of the three categories:

- Category 1 – The memorial is deemed unsafe and requires immediate attention. An unsafe memorial is defined as one which is so likely to fall over with minimal force and therefore poses an imminent danger to Renfrewshire Council staff and visitors. The memorial will normally be laid flat by trained operatives or cordoned off as appropriate. The inspection team will place notice at or on the memorial advising that the inspection has taken place, this notice will also include the date when the inspection was carried out and contact details for Renfrewshire Council. This will afford the lair owner an opportunity to reinstate/repair the memorial via a suitable stonemason or monumental sculptor.
- Category 2 – The memorial is unstable but is unlikely to cause immediate danger. More specifically, the memorial will show a degree of movement but will not fall over without the application of greater force. A notice shall be placed at or on the inscription advising that the inspection has taken place, this notice will also include the date when the inspection was carried out and contact details for Renfrewshire Council. This notice will also advise the memorial will be re-inspected in 1 year to establish if it has deteriorated. This will afford the lair owner an opportunity to repair the memorial via a suitable stonemason or monumental sculptor.
- Category 3 – The memorial has met the inspection standard. No further action is taken other than adding to a Headstone Inspection database noting the memorial will be re-inspected within a five-year period.

- 2.4.3 The results of all inspections will be recorded on headstone safety inspection sheets by the operative at the time of inspection.

2.6 RECORDS & CORRESPONDENCE

- 2.6.1 All headstone safety inspection sheets will be recorded on a Headstone Inspection database.

- 2.6.2 The database shall record the re-inspection dates and will highlight when the 1-year and 5-year re-inspections are due.

- 2.6.3 The records detailed below will be retained for a minimum period of

Memorial Risk Assessment Site Assessment	10 Years
Headstone Safety Inspection Sheets	10 Years
Headstone Inspection Database	Ongoing

2.8 PUBLIC CONSULTATION IN ADVANCE OF INSPECTIONS

- 2.8.1 The inspection/survey is designed to systematically inspect every memorial in all Renfrewshire Council cemeteries and churchyards. It is important to the Council that the public, lair owners and cemetery users are kept informed during the inspection. It is recommended that whenever practical that the following measures are adopted locally in advance of any inspection. This may include:

- Signs erected on all cemetery gates and where necessary around the cemeteries.
- Advising local elected members.
- Advising stone masons.
- Advising local funeral directors and clergy.
- Advising prelevant stakeholders.



To: Infrastructure Land & Environment Policy Board

On: 22 January 2020

Report by: Director of Finance & Resources

Heading: Allotments Annual Report 2018/19

1. Summary

- 1.1 The purpose of this report is to advise the Board of the Council's Allotments Annual Report for 2018/19 in accordance with Part 9 of the Community Empowerment (Scotland) Act 2015.
-

2. Recommendations

- 2.1 It is recommended that the Board: -
- 2.2 Approve the Allotments Annual Report for 2018/19 and associated reporting measures which have been prepared in accordance with Part 9 of the Community Empowerment (Scotland) Act 2015.
- 2.3 Note that subject to Board approval, the Allotments Annual Report for 2018/19 will be published on the Council's website in accordance with the legislative requirements.
-

3. Background

- 3.1 The Community Empowerment (Scotland) Act 2015 (Part 9) relates to allotments and encourages Council's to support the development of allotments and community growing spaces. This is aimed at improving health & well-being along with the creation of a sustainable food strategy.

A summary of the main provisions of Part 9 of the Act and its' implications were outlined in a report to Council dated 3 May 2018.

- 3.2 The Council has a statutory duty to provide allotments and the Act imposes several obligations on the Council which has required the introduction of new procedures to ensure compliance with the legislation. This includes a requirement for the Council to prepare and publish an annual allotments report for Renfrewshire. The Council's Allotments Annual Report for 2018/19 forms an appendix to this report and subject to Board approval, the document will be published on the Council's website in accordance with legislative requirements.
- 3.3 Renfrewshire Council has six Allotment / Growing Ground Associations who lease and occupy Council land, as summarised below:

Allotment Site	Association
Brediland Allotments, Paisley	Brediland Allotments Association
Grow in Glenburn, Paisley	Grow in Glenburn
West End Allotments, Paisley	West End Allotments Association
Sanctuary Gardens, Paisley	West End Growing Grounds Association
Broadloan Gardens, Renfrew	Renfrew Association of Growers & Gardeners
Erskine Community Allotments	Erskine Community Allotments Association

- 3.4 On 20 March 2019, the Infrastructure, Land and Environment Board approved a recommendation to grant leases to Allotment Associations/Growing Grounds Associations at consistent concessionary levels throughout Renfrewshire.
- 3.5 The Act requires the Council to establish and maintain a list of all persons who request an allotment. In total, the six sites presently have a combined total of 286 individual allotments, or plots, and as at 14 November 2019 the Council is aware of an aggregate total of 57 people awaiting allocation of an allotment, or plot. This is comfortably below the statutory 50% ratio between waiting lists and plot numbers across Renfrewshire, which would require the Council to provide a new Allotment site, although there is a potential local need for new allotments in Erskine where 33 people are on the waiting list currently. It should also be borne in mind that section 112 of the Act provides that the Council must take reasonable steps to ensure that no person on the list remains there for a continuous period of more than 5 years.
- 3.6 The Communities, Housing and Planning Policy Board on 14 January 2020 considered the Renfrewshire Food Growing Strategy 2020-25, a key purpose of which is to demonstrate how the Council will deliver its statutory duties for allotments and growing grounds.

The strategy recognises the various local and national drivers that aim to improve the quality and quantity of growing grounds and sets out how these outcomes will be delivered in partnership with relevant stakeholders. The strategy references a total of 27 community growing spaces in Renfrewshire, many of which have been developed as a result of collaborative community planning.

4. Council Grant Funding

- 4.1 In March 2018, the Council established a Community Empowerment Fund (CEF) of £1.5 million which aims to support and develop community organisations with a specific focus on assisting those organisations that wish to acquire and develop a community asset. At that time, the Green Spaces, Parks and Play Areas and Villages Investment Fund of £1.87 million was also established by the Council to support communities develop, improve and use their local green spaces including allotments, growing grounds and community garden projects.
- 4.2 The Allotments Annual Report for 2018/19 provides a summary of the community organisations who have received awards from these funding sources during the reporting period. The approved funding will support both the viability of the projects and supplement the provision of growing grounds in local communities.

Implications of the Report

1. **Financial** – The Council has established funds that can provide financial support for community proposals to develop and improve the provision of allotments and growing rounds in Renfrewshire.
2. **HR & Organisational Development** - Nil
3. **Community/Council Planning** –
 - Our Renfrewshire is thriving – will help to support a sustainable food strategy;
 - Our Renfrewshire is well – the provision of allotments will help to promote health and well-being;
 - Our Renfrewshire is fair – the annual report provides transparency about the use and provision of allotments;
 - Reshaping our place, our economy and our future – ensures there is community involvement in decisions taken about the provision of allotments.
4. **Legal** – Legal Services may, require to conclude new leases or deeds with interested parties.

5. **Property/Assets** – As per the report.
 6. **Information Technology** – Not applicable.
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – Not applicable
 9. **Procurement** – Not applicable
 10. **Risk** – Not applicable
 11. **Privacy Impact** – not applicable
 12. **Cosla Policy Position** – not applicable
 13. **Climate Risk** - None
-

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Renfrewshire Council

Allotments Annual Report for the Year 2018/19

Introduction:

The Community Empowerment (Scotland) Act 2015 (Part 9) dealing with allotments, came into force on 1 April 2018 and encourages the Council to support the development of allotments and community growing spaces. This is aimed at improving health & well-being along with the creation of a sustainable food strategy.

The Council has a statutory duty to provide allotments and the Act imposes several obligations on the Council which has required the introduction of new procedures to ensure compliance with the legislation. This includes a requirement for the Council to prepare and publish an annual allotments report for Renfrewshire.

Provision of Allotments in Renfrewshire

In terms of the Act, an allotment is land owned or leased by the local authority, and used, at least mainly, for growing vegetables, fruit, herbs or flowers, but without a view to making a profit. An allotment site is land consisting wholly or partly of allotments and includes other land which is owned or leased by the local authority, which may be used in connection with the use of the allotments.

The Act allows allotments to be 250 sqm in size, but also allows the flexibility to provide varied plot sizes to reflect local demand.

Renfrewshire Council has six Allotment / Growing Ground Associations who lease and occupy Council land, as summarised below:

Allotment Site	Association
Brediland Allotments, Paisley	Brediland Allotments Association
Grow in Glenburn, Paisley	Grow in Glenburn
West End Allotments, Paisley	West End Allotments Association
Sanctuary Gardens, Paisley	West End Growing Grounds Association
Broadloan Gardens, Renfrew	Renfrew Association of Growers & Gardeners
Erskine Community Allotments, Erskine	Erskine Community Allotments Association

The Council's Communities, Housing & Planning Service is the main point of contact for all 6 sites but does not directly manage any of the allotment sites. All aspects of the management, allocation and maintenance of the allotments are the responsibility of the respective Allotment Associations and their tenants.

For example, the Associations are responsible for the day to day management of the site, such as managing the tenancies, accounts, and creating and governing their rules and regulations. They also set the plot rents, which must be “fair” taking account of site variables such as the services provided and the cost of providing these services. The current rent payable for plots in Renfrewshire ranges from £10 - £30 per annum, depending upon the plot size.

At present, the sites have a combined total of 286 individual allotments or allotment plots, and the Council is aware of an aggregate total of 57 people awaiting allocation of an allotment, or allotment plot. This is below the statutory 50% ratio between waiting lists and plot numbers across Renfrewshire, which would require the Council to consider a new Allotment provision, although there is a potential local need for new allotments in Erskine despite an expansion of the Erskine Community Allotments site. The new legislation requires the Council to keep a waiting list and take reasonable steps to identify new allotment sites if demand increases, and waiting lists become longer. Most of the existing sites are fully occupied and have waiting lists and the Council is currently working with local Associations to promote and improve the provision of growing grounds in Renfrewshire to meet local demand. This includes the subdivision of plots and provision of raised beds, plus other measures to widen pathways and improve the accessibility to gardening opportunities for disabled people.

The Renfrewshire Food Growing Strategy 2020-25

The Council’s Communities, Housing and Planning Policy Board on 20 January considered the Renfrewshire Food Growing Strategy 2020-25, a key purpose of which is to demonstrate how the Council will deliver its statutory duties for allotments and growing grounds. The strategy recognises the various local and national drivers that aim to improve the quality and quantity of growing grounds and sets out how these outcomes will be delivered in partnership with relevant stakeholders. The strategy lists a total of 27 community growing spaces in Renfrewshire, many of which have been developed as a result of collaborative community planning assisted by the Council and Renfrewshire Health and Social Care Partnership who jointly manage the Renfrewshire Growing Grounds Forum.

By 2025, the aim of the strategy is to achieve the following outcomes:

- Residents living in Renfrewshire find it straightforward to apply for an allotment plot or community gardening opportunity.
- A co-ordinated waiting list system and regular monitoring processes introduced by the Council.
- Renfrewshire Growing Grounds Forum continues to be a valuable mechanism for community planning to satisfy local demands for growing opportunities.
- New community growing sites have been created in line with identified demands and gardeners with special needs being integrated successfully into the Renfrewshire community growing community.

- Facilities are being managed efficiently, fairly and sustainably because they have appropriate tenure arrangements for the levels of investment required and their operations are covered by constitutions, rules and regulations which the Council has judged to be equitable and fair to all participants.
- An increased awareness of the thriving community growing scene locally, as a result of the joint initiatives undertaken by the Council and its community partners.

Annual Reporting Measures

Part 9, Section 121 of the Community Empowerment (Scotland) Act 2015 sets out the following specific measures that are to be included in the Allotments Annual report:

Item	Requirement
a	the location and size of each allotment site
b	the number of allotments on each allotment site
c	where the whole of an allotment site is leased from the authority by one person, the proportion of land on the allotment site that is not subleased from the tenant of the allotment site
d	where allotments on an allotment site are leased from the authority by more than one person, the proportion of land on the allotment site that is not leased from the authority
e	where an allotment site is leased by the local authority (i) the period of the lease of each allotment site, and (ii) the rent payable under the lease by the authority.
f	the period of any lease between the authority and the tenant of an allotment site
g	the rent payable under any lease between the authority and the tenant of an allotment site
h	the rent payable for each allotment in the area of the authority
i	how, in the opinion of the authority, such rents are decided by reference to the method of determining fair rent provided for in the regulations provided
j	the number of persons entered in the waiting list on the final day of the reporting year to which the report relates
k	the number of persons mentioned in paragraph (j) who, on the final day of the reporting year to which the report relates, have been entered in the list for a continuous period of more than 5 years
l	the steps taken by the authority to comply with the duty to provide allotments
m	reasons for any failure to comply with that duty
n	the number of allotments on each allotment site that are accessible by a disabled person

o	the number of allotments on each allotment site adjusted by the authority during the reporting year to meet the needs of a tenant who is a disabled person
p	the number of persons entered in the waiting list
q	the income received, and expenditure incurred, by the authority in connection with allotment sites; and
r	such other information as may be prescribed

The annual measures for 2018/19 (as at 14 November 2019) are provided in Table 1 below.

Funding for Community Projects

In March 2018, the Council established a Community Empowerment Fund (CEF) of £1.5 million which aims to support and develop community organisations with a specific focus on assisting those organisations that wish to acquire and develop a community asset. At that time, the Green Spaces, Parks and Play Areas and Villages Investment Fund of £1.87 million was also established by the Council to support communities develop, improve and use their local green spaces including allotments, growing grounds and community garden projects. A summary of the community organisations who have received awards from these funding sources during the reporting period is provided in Appendix 1.

Summary of Key Issues:

- The total area of the six allotment sites owned by the Council and leased to Allotment / Growing Ground Associations extends to 3.3 Ha, or thereby.
- There are 286 allotment plots (including raised beds). The number of plots has increased in recent years, mainly as a result of subdivision and provision of raised beds.
- The standard plot size of 250 sqm (as defined in legislation) does not represent the nature of local demand for growing spaces in Renfrewshire.
- There are 57 people currently on the waiting list, but no individual or group has been on the waiting list for five years.
- The Council is comfortably below the statutory 50% ratio between waiting lists and plot numbers across Renfrewshire, which would require the Council to consider a new Allotment provision, but there appears to be a shortfall in meeting the local demand for new allotments in Erskine where 33 people are currently on the waiting list.
- Plot rents are fair and vary from £10 per annum for a small plot, to £30 per annum for a large plot. The rents are decided by the local Allotment Association.

- The Renfrewshire Food Growing Strategy 2020-25 references a total of 27 community growing spaces in Renfrewshire and sets out how the Council aims to improve the quality and quantity of growing grounds in partnership with relevant stakeholders.
- Significant financial support is available to Community Associations / Allotment Associations to develop and improve growing grounds in Renfrewshire through the Community Empowerment Fund and Green Spaces, Parks and Play Parks and Villages Investment Fund.

Renfrewshire Council Allotments Annual Report 2018/19 Summary

TABLE 1

Item	Information required	Allotment Sites					
		Brediland Allotments	Broadloan Gardens	Erskine Community Allotments	Grow in Glenburn	Sanctuary Garden,	West End Allotments
a (i)	Site location	Cardell Drive, Paisley	Broadloan, Renfrew	Barwood Road, Erskine	Glen Park, Glenfield Rd, Paisley	Underwood Rd, Paisley	Douglas Street Paisley
a (ii)	Site size	0.9 ha	0.4 ha	0.9 ha	0.4 ha	0.3 ha	0.4 ha
b	No. plots	63	52	44	35	69	23
c	Percentage of the site not subleased	17% (doocots)	0%	0%	21% (habitat)	18% (car park)	6% (tyre store)
d	No. of Plots let directly to growers (Nil)	N/A	N/A	N/A	N/A	N/A	N/A
e	Sites leased by the Council (Nil)	N/A	N/A	N/A	N/A	N/A	N/A
f	Lease period to association	Annual	20 years	25 years	10 years	11 months, then Annual	Annual
g	Rent payable to Renfrewshire Council (RC)	£1 if asked	£1 if asked	£1 if asked	£1 if asked	£1 if asked	£1 if asked
h	Plot rents (£)	Large: £25 Med: £20 Small: £15	Large: £30. Small: £20	£20 full plot; £10 half plot.	£15 per plot. £10 per raised bed.	£20 for 2 beds. Group rate £60 for 4 beds.	Large: £20. Small: £10.
i	How rents are decided	Assoc. AGM	Assoc. AGM	Assoc. AGM	Assoc. AGM	Assoc. AGM	Assoc. AGM
j	Waiting list numbers RC list: 11 Total: 57 (as at 14.11.19)	5	6	33	0	0	2

Item	Information required	Allotment Sites					
		Brediland Allotments	Broadloan Gardens	Erskine Community Allotments	Grow in Glenburn	Sanctuary Garden,	West End Allotments
k	No. of people on waiting list for 5 or more years	Nil	Nil	Nil	Nil	Nil	Nil
l	Steps taken by Council to reduce waiting lists	Work with nearby Foxbar group + CEF grants to WEGGA	tbc		5 recent enquirers will be placed over the winter	Plots still vacant	Very recent enquiry. CEF grants to support WEGGA
m	Reasons for failure to comply with (l) above.	N/A	First time waiting list has occurred at this site.	ECAA want adjacent land, not remote from site.	N/A	N/A	N/A
n	No. plots accessible to a disabled person	N/A. (5 members class themselves as disabled).	N/A. (3 members identify themselves as disabled)	N/A. (2 disabled groups with a plot each).	N/A. (Request for raised beds and improved access).	N/A. (currently 2 disabled members)	N/A.
o	No. plots adjusted by RC to meet needs of disabled persons	Nil.	Nil. Need identified to widen access paths.	Ni. Plot holders adding their own raised beds.	Nil	Nil	Nil
p	No. people applying for adapted plot or for adjustment to existing	Nil	Nil	One disabled group asked for some raised beds	Nil	Nil	Nil
q	i) Income received: ii) Expenditure incurred (by the Council).	£1 £Nil	£1 £Nil	£1 £Nil	£1 £Nil	£1 £Nil	£1 £Nil
r	AOB prescribed by Scot Government	N/A	N/A	N/A	N/A	N/A	N/A

Allotment Associations and Growing Ground Associations

1. Community Empowerment Fund

Award	Organisation	Date	Purpose
£20,000	West End Growing Gardens Association (WEGGA)	August 2018	To relocate Sutherland Street growing grounds to Underwood Road, Paisley (including costs of raised beds, polytunnels, a standpipe and container).
£10,000	Foxbar Community Garden and Environmental Projects Group	August 2019	For a feasibility study to support the business plan to create a community garden and hub facility on the site of the former St Paul's Primary School in Foxbar, Paisley.
£30,000	WEGGA	October 2019	To support the early stages of a community garden project in Carbrook Street, Paisley (i.e. soil and ground tests and connecting utilities). Conditional on match funding of £30K being secured to ensure the viability of the project.
£4,250	WEGGA	As above	The award represents an additional grant towards the rising costs of the Underwood Road growing grounds project. WEGGA also secured additional in-kind support from Sanctuary Housing.

2. Green Spaces, Parks and Play Parks and Villages Investment Fund

Award	Organisation	Date	Purpose
£4,800	Erskine Community Garden	October 2019	Enhancement of existing garden with the provision of orchard trees, raised beds, a labyrinth and tools for children
£2,609	West End Growing Gardens Association (WEGGA)	As above	Provision of grounds maintenance equipment for Sanctuary Gardens, Underwood Road, Paisley
£400	Darkwood Crew	As above	To assist with planning application for a community garden on the "Village Green" behind the Falcon Day Centre in Ferguslie Park, Paisley. A further £4,400 will be released on approval of planning consent.



To: Infrastructure, Land & Environment Policy Board

On: 22 January 2020

Report by: Director of Finance & Resources

**Heading: Renfrewshire Council Carbon Management Plan 2014/15 – 2019/20,
Update 2018/19**

1. Summary

- 1.1. Reducing Carbon Emissions has been one of the principle measures to address climate change and remains a key priority for all Local Authorities.
 - 1.2. The Council's Carbon Management Plan was approved by the Planning & Property Policy Board on 11th November 2014. The Plan set a target reduction of 36% carbon emissions from the 2012/13 baseline by March 2020. This covers a number of sectors across the Council.
 - 1.3. This Report provides an update on the achievements of the Carbon Management Plan measured to March 2019.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board note the Report.
-

3. Background

- 3.1 Renfrewshire Council recognises that climate change will have far reaching effects on Renfrewshire's economy, its people and its environment and is determined to lead by example in tackling the causes of climate change.

- 3.2 The Council's Carbon Management Plan (CMP), quantifies the Councils CO₂ emissions from an established baseline for the financial year 2012/13. In the baseline year 2012/13 the Council generated carbon emissions of 53,515 tonnes of CO₂ from buildings, fleet, waste, street lighting and staff travel.
- 3.3 The Council identified a target to reduce these carbon emissions by 36% by March 2020, which equates to 19,397 tonnes of CO₂ over the same period. All services contribute to the achievement of the carbon reduction targets.
- 3.4 The programme of carbon reduction activities contained within the Plan not only deliver carbon reductions in line with the Climate Change Declaration and deliver significant cost savings for the authority, but also positions the council well for the Carbon Reduction Commitment (CRC) – Energy Efficiency Scheme. The CRC Energy Efficiency Scheme is a mandatory UK scheme aimed at improving energy efficiency and cutting carbon dioxide emissions in large public and private sector organisations and came to an end on 31st March 2019.

Renfrewshire Councils Climate Change Declaration for 2018/19 was approved at the Infrastructure, Land & Environment Policy Board on 6th November 2019.

- 3.5 Council passed a motion to declare a Climate Emergency on 27 June 2019, with a view to working towards Renfrewshire being carbon neutral by 2030.

The Cross Party Sounding Board met on 12 September 2019 to discuss the climate emergency and to agree proposals for the establishment of a Climate Emergency Working Group. Membership of the working group was subsequently agreed with the first meeting held on 24 October 2019.

A timetable of meetings and a programme of work is now underway, with a view to the recommendations of the group being reported to Council by the end March 2020.

4. Update

- 4.1 As detailed in the CMP, Renfrewshire Councils 2019/20 target equated to a reduction of 36% from the baseline position. Current (measured to March 2019) progress shows a reduction of 55.7%, considerably more than anticipated.

4.2 A full breakdown of the target is provided below:

	2012-13 Baseline	2018-19 Actual	2018-19 Actual
	CO2 Emissions (tonnes)	CO2 Emissions (tonnes)	% Reduction
Electricity (buildings)	12,505	6,362	49.1%
Gas (buildings)	14,479	7,953	45.1%
Oil (buildings)	1,735	0	100.0%
Water (buildings)	395	396	-0.3%
Transport (Council Fleet)	3,521	3,837	-9.0%
Street Lighting	7,016	1,643	76.6%
Waste	13,348	3,110	76.7%
Staff Mileage	516	380	26.4%
Total CO2 Actual	53,515	23,681	55.7%

4.3 This target has been achieved through a variety of measures, including:

1. Building Management Systems and plant room controls have been installed to provide a greater control over the operation of our heating systems within public buildings and provides remote access to the majority of our larger 'consuming' properties.
2. Photovoltaic Panels have been installed on the roofs of a number of buildings. Installations have been undertaken to date at the following buildings:

Castlehead HS,	Gryffe HS,
Johnstone HS,	Trinity HS,
Renfrew HS,	Parkmains HS,
Montrose Care Home,	Renfrew Care Home,
Weaver Linn Respite,	Hunterhill Care Home,
St James PS,	Houston PS,
St Peters PS,	Heriot PS
Williamsburgh PS,	St Charles PS,
Ralston PS,	St Marys PS,
West PS,	St Pauls PS
Inchinnan PS,	

3. Boiler upgrades have been installed at various properties including Castlehead HS, Thorn PS, St John Ogilvie PS and Kilbarchan PS with future years benefiting from the savings.

4. LED internal lighting has been installed at East Fulton PS, Houston PS, Thorn PS and Wallace PS. LED lighting is now standard specification in our re-wiring programmes.
 5. Work has been completed to replace the oil boilers at Underwood Rd with highly efficient gas boilers and additional biomass boilers will also be installed.
 6. Carbon emissions from the council's transport fleet increased on the baseline. This is partly due to an increased number of vehicles being purchased and the roll out of pool vehicles. This increase in pool cars is reflected in a reduction in CO2 attributed to staff mileage with a reduction of 68 tonnes of CO2 (18%) from the previous year.
 7. The council has achieved its target to provide 5% of its fleet from electric vehicles.
 8. The diversion of waste from landfill has greatly reduced the tonnage of carbon from waste and is presently exceeding target by creating energy from waste through combustion.
 9. The council have invested on the replacement of our street lighting with energy efficient LED's. This has resulted in significant reductions in electricity consumption and carbon emissions.
- 4.4 The Carbon Management Plan and associated Actions will be delivered until completion in 2019/20. Cognisant of the Council's Climate Emergency declaration, officers are now engaged, through the Climate Change Officer Group, in preparation of proposals to be presented to the Climate Emergency Working Group early in 2020.

Implications of the Report

1. **Financial** – The Energy Investment Fund is used to implement initiatives within our public buildings. Reducing our energy consumption will result in lower fuel costs (although, this is dependent on the utility tariffs agreed through the Scottish Procurement Contract).
2. **HR & Organisational Development** – None
3. **Community Planning** - the Carbon Management Plan will reduce carbon emissions.
4. **Legal** - None

5. **Property/Assets** - Projects were identified and implemented throughout our public buildings portfolio.
 6. **Information Technology** - None
 7. **Equality & Human Rights** - None
 8. **Health & Safety** - None
 9. **Procurement** - None
 10. **Risk** - None
 11. **Privacy Impact** - None
 12. **Cosla Policy Position** – None
 13. **Climate Risk** –The Carbon Management Plan helps to reduce Renfrewshire Council's carbon emissions.
-

List of Background Papers

- (a) Background Paper 1 – Carbon Management Plan 2014/15 – 2019/20

The foregoing background papers will be retained within Development & Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Craig Doogan, Energy Manager, Tel. 0141 618 6198, e-mail address: craig.doogan@renfrewshire.gov.uk.

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To: Infrastructure, Land and Environment Policy Board

On: 22 January 2020

Report by: Director of Environment & Infrastructure

Heading: Developing Scotland's Circular Economy: Proposals for Legislation Consultation Response

1. Summary

- 1.1 The Scottish Government's consultation "Developing Scotland's circular economy: Proposals for Legislation" was publicised on 7 November 2019 and closed on 19 December 2019. The proposals form part of wider plans for a change in the approach to reducing, reusing and recycling materials to help drive Scotland's circular economy, as part of Scotland's transition to net zero emissions.
 - 1.2 The consultation includes proposals to tackle the disposable culture of society, encourage use and reuse of materials, improve the approach to household recycling and tackle waste crime and littering from vehicles.
 - 1.3 A circular economy is one where resources are kept in use for as long as possible. According to the Sustainable Scotland Network, a circular economy 'can benefit the environment, by cutting waste and carbon emissions; the economy, by improving productivity and opening up new markets; and communities, by providing local employment opportunities'
-

2. Recommendations

It is recommended that the Infrastructure, Land and Environment Policy Board:

- 2.1 Notes the consultation carried out by the Scottish Government on Developing Scotland's circular economy: Proposals for Legislation; and

- 2.2 Homologates the Council's submitted consultation response as detailed in Appendix 1 to this report.
-

3. Background

- 3.1 In 2016, the Scottish Government published 'Making things last', a circular economy strategy. This consultation focuses on proposals to build on that foundation and develop actions to take Scotland into the future, reflecting the renewed focus and targets on the climate emergency.
- 3.2 A circular economy is an alternative approach to this, in which resources are kept in use for as long as possible, the maximum value is extracted from them whilst in use and then products and materials are recovered and regenerated at the end of each product's viable life.
- 3.3 A more circular economy can benefit: the environment, by cutting waste and carbon emissions; the economy, by improving productivity and opening up new markets; and communities, by providing local employment opportunities and lower cost options to access the goods we need.
- 3.4 The consultation on Developing Scotland's circular economy contains proposals for a circular economy bill and sets a legislative framework for taking action in the future. The consultation was launched on 7 November 2019 and closed on 19 December 2019.
- 3.5 The consultation includes proposals to tackle the throwaway culture, encourage use and reuse of materials, improve the approach to household recycling and tackle waste crime and littering from vehicles. It is intended that the bill will help drive Scotland's circular economy as part of the transition towards net zero emissions.

4. Consultation Themes

- 4.1 The consultation contains 22 questions and seeks views on a range of themes within the circular economy:
- Reduce
 - Reuse
 - Recycle
 - Improving enforcement
 - Assessing impact of bill proposals
 - Proposals for secondary legislation

5. Reduce: Tackling the throwaway culture

- 5.1 Reducing (or prevention) is the starting point in a circular economy. It focuses on reducing waste and acknowledging that the biggest climate impact comes from the

production and consumption phase of a product's lifecycle. Reducing aims to move away from a disposable culture, through banning specific environmentally harmful items and also attaching a value to items (such as plastic bags) to help promote behaviour and culture change in society.

- 5.2 The proposals within this theme focus on charging for items such as single use disposable cups and seek the views of respondents on any other items that should be considered.

6. Reuse: encouraging use and reuse to prevent waste

- 6.1 Ministers are seeking to have the power to require mandatory public reporting of business waste and surplus which will strengthen monitoring and measurement of waste across all sectors. The initial focus will be on food waste and textiles. They are also seeking a view on the reporting of other materials/wastes and how surplus waste should be redistributed.
- 6.2 Reuse considers design innovation to make products that can have more than one purpose or life. This lessens the dependency of the manufacturing industry on raw materials.
- 6.3 An example in Renfrewshire is the ReMode shops (Lochwinnoch and Paisley) which remodel second hand clothes. The textile industry is one which in recent years has contributed to waste, due to decreasing prices and a demand for fashionable clothing.
- 6.4 Food waste is also a key area within this theme, firstly to reduce food waste, but also to access the potential value in some food was 'resources' such as egg shells, coffee grounds etc.

7 Recycle: maximising value for materials

- 7.1 The consultation asks if we agree with the principle of enabling Scottish Ministers to place additional requirements on local authorities in order to increase rates and quality of household recycling. The proposals within this theme seek to strengthen the approach to household recycling collection services, particularly a move away from a voluntary approach to a more mandated approach.
- 7.2 Recycling is a key part of the circular economy, ensuring recycling opportunities are maximised, recycling is encouraged and effective and waste going to landfill is minimised.
- 7.3 In partnership with COSLA, the Scottish Government created the Scottish Household Recycling Charter which is a voluntary scheme designed to achieve more consistent recycling collections across Scotland. Renfrewshire Council signed the Charter in June 2016. Almost all councils (30) have signed the charter.

- 7.4 Contamination rates remain a challenge across Scotland and variations in the acceptance of different materials for recycling schemes can add to householder confusion. In 2020 the Scottish Government plan to review the charter and the supporting code of practice.

8. Improving enforcement

- 8.1 This theme outlines some threats to the waste industry by serious and organised crime and potential measures to tackle this. Firstly, the consultation proposes enforcement authorities have enhanced powers to allow them to take direct action and seize vehicles linked to waste crime.
- 8.2 Secondly, the proposal is for a fixed penalty regime to be implemented to tackle littering from vehicles which means the notice can be issued to the registered keeper when litter has been dropped from that vehicle.
- 8.3 Both proposals would bring Scotland in line with the rest of the UK.

9. Assessing impact of bill proposals

- 9.1 A partial Equality Impact Assessment (EQIA) and a partial Business and Regulatory Impact Assessment (BRIA) have been completed on the proposals and there are two questions specifically relating to these impacts and also on the impact on the environment.

10. Proposals for secondary legislation

- 10.1 The consultation proposal seeks views on including circular economy and climate change obligations in the procurement strategies of public bodies, a proposal outlined in this year's Programme for Government. This will involve public bodies (including local authorities) describing their activities relating to climate change within their annual procurement reports, ensuring this remains an area of focus and open to public scrutiny.
- 10.2 This section of the consultation also seeks views on increasing the (minimum) charge for single use plastic bags from 5p to 10p which would bring Scotland in line with the rest of the UK. The scheme to charge 5p has been shown to be very successful to date, with Zero Waste Scotland reporting 650 million fewer bags given to customers annually since its introduction.
-

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community & Council Planning** –

Creating a sustainable Renfrewshire for all to enjoy - Promoting and encouraging waste minimisation through reducing, reusing and recycling.
4. **Legal** – None.
5. **Property/Assets** – None
6. **Information Technology** – None.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.

12. **CoSLA Policy Position** –

13. **Climate Risk** – The performance outlined within the report will continue to contribute to positive climate change.

List of Background Papers: None

Author: Gordon McNeil, Director of Environment & Infrastructure
e-mail: Gordon.mcneil@renfrewshire.gov.uk

1. Reduce: tackling our throwaway culture

1 Do you agree in principle that Scottish Ministers should have the power to set charges for environmentally harmful items, for example single-use disposable beverage cups?

Yes

2 Do you agree with the proposal to prioritise introduction of charges for single-use disposable beverage cups?

Yes

3 Are there any others items that these new powers for environmental charging should be applied to in the future?

Yes

1.1.1 If yes, please specify. :

Items that are advertised as reducing plastics in terms of weight but are less recyclable to the original packaging such as cleaning fluid bottles (PET) being replaced by pouches. Glass jars for coffee being replaced by refillable pouches.

Also items advising that they are compostable as the processors have no means of testing this out whilst sorting and processing adding to confusion for processors and the public who are thinking that they are doing the right thing.

2. Reuse: encouraging use and reuse to prevent waste

4 To strengthen monitoring, measurement and reporting of waste across all sectors, do you agree with the principle that Scottish Ministers should have the power to require mandatory public reporting of:

Yes

5 Do you agree with the proposal to prioritise introduction of mandatory public reporting for businesses of:

Yes

6 Are there any other items, such as textiles and clothing, that mandatory reporting requirements on waste and surplus should be expanded to in the future?

Yes

1.1.2 If yes, please specify.:

Other items that have a high carbon input to manufacture and a negative environmental impact in production. This should include clothes and textiles.

7 Do you have any suggestions on how to encourage the reuse and redistribution of

unwanted surplus stock, such as clothing and textiles?

Yes

1.1.3 If yes, please specify.:

Networks should be organised through the third sector.

3. Recycle: maximising value of materials

8 Do you agree with the principle of enabling Scottish Ministers to place additional requirements on local authorities in order to increase rates and quality of household recycling?

No

1.1.4 If yes, what should these 'additional requirements' be?:

Councils have engaged in the Household Waste Charter and are keen to progress this working with the Scottish Government and Zero Waste Scotland. Councils will be involved in reviewing the current charter in line with measuring the impact other measures put in place to capture and improve recycling such as DRS and EPR. There is not a requirement to have this mandated.

Any mandated approach could increase financial burdens on local authorities and would also have to take into account the impact of the above legislative changes where the value may be taken from existing contracts as more valuable materials are removed from recycle.

In relation to a consistent approach to the types of materials collected for recycling. This would be welcomed but would be required to be phased in according to existing Council contract end dates. This would also need significant communications to the public as they tend to carry on doing what they have done previously. This should also be tied in with standardised packaging labelling for recyclables and non-recyclables.

The Scottish Government should also allow Councils to collect according to their demographics and therefore this should not be mandated.

Implementation on mandatory recycling of textiles would be welcomed as this service is provided by the Council at present in both clothing banks and on demand services.

The consultation does not cover mandatory garden waste collections by 2023 to align with EU legislation. Many Councils charge for this service and it would be wise to ensure that Councils would continue to have this option in the future. Another point to make here is that the council increased its combined food and garden waste tonnage by 48% after introducing 3 weekly collections of residual waste. This was due to the public being concerned about food waste in their bins for 3 weeks.

In relation to the introduction of further recycling containers public's tolerance of having an additional container was made clear during the roll out of three weekly collections and introduction of a further bin to split recycling. They

9 Do you agree with the principle of greater consistency in household recycling collections in different local authority areas?

Yes

10 Do you consider that we should move away from the current voluntary approach to Scotland's Household Recycling Charter towards a more mandated approach, whereby implementation of the Charter and its supporting Code of Practice becomes a statutory obligation?

No

11 Do you consider that householders' existing obligations are sufficient?

No

12 Are there any other measures that you consider Scottish Government should take to help accelerate the rate and quality of household recycling in Scotland, taking account of experience and approaches elsewhere and existing householder behaviours?

Yes

1.1.5 If yes, please specify.:

Mandated labelling on all packaging products to ensure that the public put the correct material in the right bin.

National campaigns on recycling targeted at varying age groups and using appropriate media a messaging to connect with various groups. Also targeting the majority of householders who sometimes recycling but are not consistent in their approach.

Making recycling mandatory for householders with exemptions where necessary.

Giving Councils greater enforcement powers to reduce contamination of both residual and recycling bins. Providing funding for campaigns and waste advisors.

4. Improving enforcement

13 Do you agree that Scotland should have the power to seize vehicles suspected of waste crime, similar to the rest of the UK?

Yes

14 Do you agree Scottish Ministers should have powers to introduce a new fixed penalty regime for littering from vehicles?

Yes

15 Do you agree with the introduction of a new system that stipulates that the registered keeper of a vehicle is ultimately responsible for criminal offences such as littering from or in relation to their vehicle (for example by passengers or people using that vehicle at that time)?

Yes

5. Assessing impact of bill proposals

16 Taking into account the accompanying Equality Impact Assessment (EQIA), are there any additional likely impacts the proposals contained in this consultation may have on particular groups of people, with reference to the 'protected characteristics' listed above?

1.1.6 Please specify.:

Cognisance should be taken of disabled people and their ability to recycle such as in circumstances where they have dementia or learning difficulties.
Arrangements should be made to support people living at home who have care needs and excessive quantities of waste due to their condition/care package.

17 Taking into account the accompanying Business and Regulatory Impact Assessment (BRIA), do you think that the proposals contained in this consultation are likely to increase or reduce the costs and burdens placed on any business or sector?

1.1.7 Please specify.:

No comment

18 Do you think that the proposals contained in this consultation are likely to have an impact on the environment? If so, which ones and how?

1.1.8 Please specify.:

They should have a positive impact on the environment with public being more aware of the consequences of purchase choices and costs associated with those choices in terms of finance and the environmental impact.

6. Proposals for secondary legislation

19 Do you agree with the proposal that procurement strategies published by relevant public bodies should include consideration of activity which supports the circular economy and action on climate change?

Yes

20 Do you agree with the proposal to increase the minimum charge on single-use carrier bags from 5p to 10p?

Yes

21 Do you agree that the initial 5p minimum charge on single-use carrier bags has had a positive impact on the environment?

Yes

Conclusion

22 Do you have any other comments that you would like to make, relevant to the subject of this consultation, that you have not covered in your answers to other questions?

1.1.9 Please provide any comments.:

Reduce: Tackling the throwaway culture

Ministers are asking if they should have the power to set charges for environmentally harmful items such as single use beverage cups and are asking if there any other items that should be considered.

This should be welcomed as a positive step towards the public becoming aware of behaviours that are environmentally damaging as they would have to pay the cost of disposing of the item. This could have an impact on the Council as we would need to change to more sustainable measures of providing drinking receptacles within offices and schools. This will also move the public towards using their own sustainable receptacles and will reduce waste as a result.

Reuse: encouraging use and reuse to prevent waste

Ministers are seeking to have the power to require mandatory public reporting of business waste and surplus which will strengthen monitoring and measurement of waste across all sectors. The initial focus will be on food waste and textiles. They are also seeking a view on the reporting of other materials/wastes and how surplus waste should be redistributed.

This would be welcomed but may require an investment in weighing equipment and chipping for commercial waste bins if this information was required to be reported accurately. The private sector would also be required to invest in equipment.

Recycle: maximising value for materials

The consultation asks if we agree with the principle of enabling Scottish Ministers to place additional requirements on local authorities in order to increase rates and quality of household recycling.

The Council Signed up the Household Recycling Charter and associated code of practice in 2016. The Council has taken steps to reduce capacity of

residual bins by moving from fortnightly collections of residual waste to three weekly collections for the majority of households implemented in December 2018. In addition to this measure the Council also introduced further segregation of recycling materials with the introduction of a green bin. The green bin takes plastic, glass and cans whilst the original blue bin is for paper and card. A full communications exercise was carried out which supported the change and the principles behind it. The changes have had a positive impact on recycling and in particular has increased participation on food and garden waste with an

increase of 48% in tonnage.

The Council is not fully compliant with the current Charter as a separate glass collection service has not been introduced. The issue of introducing a further bin gained some publicity following the implementation of the most recent service change and many opinions were cited that a further bin for glass would not be accepted by the public or financially viable for the local authority. It should be noted that recycling processing contractors are able to segregate the green bin materials into their appropriate fractions without having a detrimental effect on the quality of the recycle produced for market.

So far 30 of 32 authorities have signed the Charter and as this voluntary measure has been successful in making strategic change to the majority of Council waste services, then it may be considered appropriate not to support the Government's enabling powers to make the Household Recycling Charter mandatory. This would allow Council's to have continued discretion as to how they achieved the charter's aims.

The Charter is currently under review due to the impact of other measures such as the deposit and return scheme (DRS), Packaging Extended Producer Responsibility which (Packaging EPR). Both of the measures will have a direct impact on the quantity and the quality of remaining materials in both the recycle collections and residual waste. It is proposed that the Packaging EPR scheme moves to recover 100% of the costs of dealing with packaging. There will be significant changes in the funding model for local authority collection services and a review may impact on the funding already issued (not ring-fenced) to local authorities through the strategic waste fund.

The Scottish Government target for 2020 is that 60% of household waste is recycled. This is a national target. An example is given in the consultation where Welsh authorities have a national target that is also applied locally with Councils that do not meet the target possibly being fined. The Council has a high proportion of flats and mimics the performance of a city in terms of refuse collection. The impact of this could be that we could be subject to fines if we did not meet the next set of revised targets.

Another important point for consideration would be to consider the public's obligations for engaging in recycling. There are currently no statutory obligations on householders to segregate their waste. In addition to this the Council has no real measures to enforce the public to recycle. The intention could be to use any measures given to authorities as a last resort following engagement and awareness raising measures. This may be an area where it may be helpful to have a government mandate rather than local elected members making decisions on whether it should be implemented.

Improving Enforcement

The Government has identified two improvements to enforcement firstly to address a gap in the powers available to enforcement authorities in relation to vehicle seizures linked to waste crime and secondly to create a fixed penalty regime for littering from vehicles.

This concept of seizing vehicles will need further developed with answers as to who would be responsible for this enforcement. If it was minded as being the responsibility of local authority, then this would require to be fully funded as a new obligation. This would also include storage of any seized property.

The Council would be keen to agree to the introduction of a new fixed penalty regime for littering from vehicles and making the registered keeper of a vehicle ultimately responsible for criminal offences.

Vehicle littering is a significant issue for the Council and in particular, at traffic light junctions. The preference would be that the Council would be allowed to install cameras at problem junctions and would fully funded to review footage and take appropriate action.

Assessing the impact of bill proposals.

The consultation seeks to assess the equalities, business and regulatory, and environmental impact of plans to inform the policy development process.

One point would be to ensure that disabled people are not adversely affected by their lack of ability to engage with recycling initiatives and that they are not affected by enforcement measures which could be put into place. Capacity of the elderly and those suffering from dementia is often an issue as are carers who do place the correct materials in the right bins. The proposals contained in the consultation are likely to have a positive effect on the environment.

Placing statutory measures on householders to engage in recycling will have an impact on those householders who regularly place materials in their residual waste bins. Prior to the introduction of our latest service change over 60% of material in the grey bin was recycle.

Proposals for Secondary Legislation

The government intend to use secondary legislation powers in the Procurement Reform (Scotland) Act 2014 to ensure public bodies will have to describe their approaches to climate change and the circular economy.

This is an area that the Council would be happy to endorse. This would also stimulate a circular economy within the council area and further afield. The Government intend to increase the minimum single-use carrier bag charge from 5p to 10p.

The Council would support this measure due to the positive impact in terms of the environment and the positive impact on behavioural change

Are you responding as an individual or an organisation?

Organisation

What is your organisation?

1.1.10 Organisation:

Renfrewshire Council

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

Publish response only (without name)

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Yes



To: Infrastructure, Land & Environment Policy Board

On: 22 January 2020

Report by: Chief Executive and Director of Finance & Resources

Heading: Disposal of Land to SP Distribution Plc – Proposed substation site at Hunter Street, Paisley for new electric vehicle charging points

1. Summary

- 1.1 This report seeks to obtain the Board's agreement to the disposal of land to Scottish Power Distribution plc by way of sale for a proposed substation site at Hunter Street, Paisley for the installation of new electric charging points.
-

2. Recommendations

It is recommended that Infrastructure, Land and Environment Policy Board:

- 2.1 Agrees to declare the property as detailed in the body of this report surplus;
- 2.2 Agrees to sell the property to SP Distribution plc ("SPD") as appropriate, along with servitude rights for appropriate connections, subject to the terms and conditions detailed within the body of this report;
- 2.3 Notes the exact size and location of the substations will be determined, once detailed design work has been finalised;
-

3. **Background**

- 3.1 The Council was offered a grant of £645,000 from Transport Scotland towards the cost of installing electric vehicle charging infrastructure in Paisley, Johnstone, Renfrew, Bridge of Weir and Houston.
- 3.2 Installation of the Electric Vehicle Chargers at Hunter Street Paisley is due to commence on site in February 2020 and be operational during the first half of 2020.

4. **Provisional Terms and Conditions**

- 4.1 One new outdoor electricity substation site with connecting underground cables are required to provide supplies to the Hunter Street Car Park and new EV Charging Points.
- 4.2 Hunter Street Substation - the Council will sell land, extending to 25 square metres or thereby, together with servitude rights as required, for a price of £1, to SP Distribution PLC ("SPD").
- 4.3 The land transactions will be subject to the following ground burdens:
- The property will be used as an outdoor electricity substation with underground cables connecting thereto;
 - The date of entry shall be deemed to be the date Missives are concluded whereon SP Distribution Plc shall be granted vacant possession of the site.

Implications of the Report

1. **Financial and Legal** –The current value of the land (i.e. before any investment in utility infrastructure) is £1,500 based on 25 square metres to be transferred to SPD. Section 74(2A) of the Local Government (Scotland) Act 1973 ("the 1973 Act") permits the Council to dispose of land for less than the best consideration where either the best consideration that can reasonably be obtained is less than the threshold amount (£10,000), or the difference between that consideration and the proposed consideration is less than the marginal amount (25% of the best consideration). In this instance the Authority is satisfied the disposals are reasonable as the best consideration for each is well below the £10,000 threshold. The benefits to Renfrewshire and its residents of attracting electric vehicles users to the Hunter Street site includes improved air quality and attracting visitors to the surrounding locations and businesses.
2. **HR & Organisational Development** – N/A
3. **Community Planning** –

Creating a sustainable Renfrewshire for all to enjoy - working in partnership with the community to deliver a cleaner Renfrewshire. Reducing carbon emissions, through provision of public accessible electric vehicle charging points promoting the usage of electric vehicles.

4. **Legal** - Disposal of the property as outlined in the body of the report. Best Value duty has been considered and this transaction is compliant. State Aid has been considered and the transfer of this Property is not State Aid.
5. **Property/Assets** – As per this report
6. **Information Technology** – none.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – The Property is conveyed subject to development conditions to ensure the land is used for infrastructure to support EV Charging Points.
11. **Privacy Impact** – none.
12. **Cosla Policy Position** – N/A.
13. **Climate Risk** – none.

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To: Infrastructure Land & Environment Policy Board

On: 22 January 2020

Report by: Director of Finance & Resources

Heading: Common Good Register

1. Summary

- 1.1 To advise the Board of the intention to publish Renfrewshire Council's draft Common Good Register and invite representations from interested parties following an appropriate period of public consultation in accordance with the provisions of the Community Empowerment (Scotland) Act 2015. Any amendments will be reflected in the final register following investigation and verification of the legal title position.
-

2. Recommendations

- 2.1 It is recommended that the Board: -
- 2.2 Authorise the Head of Property to publish Renfrewshire Council's draft Common Good Register and invite representations from interested parties following an appropriate period of public consultation in accordance with the provisions of the Community Empowerment (Scotland) Act 2015.
- 2.3 Authorise the Head of Property to amend the draft Common Good Register following any necessary investigation of the legal position to verify representations received by interested parties in regard to common good property.

- 2.4 Note the need for the Council to publish details and invite representations from local community councils and other relevant community bodies before any final decision is made relating to the proposed disposal, or change of use, of a Common Good asset.
-

3. Background

- 3.1 Part 8 of the Community Empowerment (Scotland) Act 2015 seeks to increase transparency about the existence of Common Good assets and to ensure there is community involvement in decisions taken about their identification, use and disposal. The Act places new duties on the Council in relation to Common Good property:
- Section 102 places a duty on the Council to establish and maintain, after consultation, a register of property which is held by it as part of the Common Good.
 - Section 104 requires the Council to undertake public consultation, before the disposal or change of use of a Common Good property.
- 3.2 The legislation does not define or redefine Common Good, but broadly speaking the Common Good is a fund of money, or assets, that previously belonged to one of Scotland's former Burghs, or held for the benefit of the community or dedicated to a public purpose, but excluding those assets:
- acquired under statutory powers; or
 - held for special trust purposes.
- 3.3 These Common Good Funds were owned by 196 Burghs at the time of the Local Government (Scotland) Act 1947, when the Burghs became managed by Town Councils. Subsequently, the Local Government (Scotland) Act 1973 abolished Scotland's Town Councils and legal title to the Common Good Funds was transferred to the new District Councils in 1975. Thereafter, in 1996, legal title transferred to Scotland's current unitary authorities under the Local Government etc (Scotland) Act 1994.
- 3.4 In Renfrewshire, the Paisley, Renfrew and Johnstone Common Good Funds are administered separately from other Council funds for accounting purposes. Renfrewshire Council owns the property previously owned by the former Renfrew District Council by virtue of the Local Government etc (Scotland) Act 1994 and Article 3(2) of the Local Authorities (Property Transfer) (Scotland) Order 1995. The former Renfrew District Council owned the Common Good Funds in terms of Section 222(2) of the Local Government (Scotland) Act 1973, which states "... all property held as part of the Common Good by an existing Local Authority on 15 May, 1975 shall on 16 May, 1975 be transferred to and vest in such Islands or District Councils and those Councils shall, in administering that property, have regard to the interests of the inhabitants of the area to which the Common Good formerly related".

3.5 Renfrewshire Council acts as sole trustee for the Common Good Funds listed below which have charitable status and are registered with the Office of the Scottish Charity Regulator (OSCR):

- SC019478 Paisley Common Good Fund
- SC019479 Renfrew Common Good Fund
- SC019480 Johnstone Common Good Fund.

The Common Good Funds include both heritable property (land and buildings) and moveable property (civic regalia, cash, securities etc). In Renfrewshire, the bulk of the Common Good comprises land granted by the Crown, grants of land and buildings by local industrialists and other landowners, and the rental income and sale proceeds from such property.

3.6 The Paisley and Renfrew Common Good Funds hold property portfolios as part of their overall investment holdings. These properties are leased to a range of tenants including the Council, other public bodies, voluntary & community associations and the private sector. Several of the property assets leased to the Council at market rent have thereafter been subleased to Renfrewshire Leisure Limited (RLL) at a peppercorn rental of £1 per annum and RLL now have operational responsibility for the management of these assets.

3.7 The draft Common Good Register reflects the assets held by the Council as part of the Common Good. The Register is split into sections for each of the former burghs, and then further subdivided by the type of property e.g. land and buildings, heritage, funds etc. For the purpose of transparency, the Register also contains a list of assets that are under further legal investigation.

4. Consultation on the Common Good Register

4.1 The draft Register will be published on the Council's website and made available to be viewed by members of the public in selected Council offices and libraries. The consultation will be advertised on the Council's website, social media and other relevant publications and will last for a minimum period of 12 weeks. All representations must be made in writing (either written or email) and these will be published on the Council's website. In accordance with the Scottish Government's guidelines, the Council will aim to respond to submissions within 12 weeks of the date of the enquiry.

4.2 The Council will also notify the local Community Councils and other relevant community bodies of the publication of the draft Register and consultation process, to enable interested groups to consider the list and make any written representations that they may deem to be appropriate.

- 4.3 The draft Register includes only those properties which have been assessed by Council officers as meeting the legal tests for common good property. It should be recognised however, that the law of the Common Good is complex and often subjective. As such, the Council may require, to undertake further detailed research on any representation received concerning an asset to establish if it meets the Common Good criteria or not.
- 4.4 Even where a property was acquired by, or gifted to, a former Burgh and could have Common Good status, the Burgh records may still be inconclusive and make this difficult to determine with any certainty. Where detailed legal investigation remains inconclusive, the identification of a potential Common Good asset may require reference to case law and the courts for a final determination. In circumstances where there are numerous or complex representations a note will be made to this effect in the register to record that the property is still under investigation.
- 4.5 Where the Council is satisfied that an asset does form part of the Common Good, it will be added to the Common Good Register and accounted for in the Common Good Fund. The revised Common Good Register will then be published online and reviewed on an ongoing basis, in accordance with any legislation or developments in case law.
- 5. Selling or Changing the Use of a Common Good Property**
- 5.1 There are laws governing how Common Good assets can be used and sold. Court approval may be required. Proceeds from leasing or selling these assets are retained in the relevant Common Good Fund.
- 5.2 In the event of a planned disposal or change of use of common good property, the Council will publish details of the proposal and invite representations from the local community councils and community bodies before any final decision.
- 5.3 It should be noted that regardless of the status of an asset in relation to the Common Good there may be other title conditions, burdens and/or other restrictions which prevent or limit the Council's ability to dispose of or change the use of an asset. These provisions will be considered as part of the normal business process.
-

Implications of the Report

1. **Financial** – The Council acts as sole trustee for the Common Good Funds and any changes in the register must be reflected in the Common Good Accounts within the same financial year.
2. **HR & Organisational Development** - None

3. **Community/Council Planning –**

- Our Renfrewshire is thriving – Common Good funds benefit the inhabitants of the burgh to which they are related;
- Our Renfrewshire is well – funds help to support a range of community benefits;
- Our Renfrewshire is fair – the Common Good Register provides transparency about common good assets;
- Reshaping our place, our economy and our future – ensures there is community involvement in decisions taken about the identification, use and disposal of common good assets.

4. **Legal** – Legal Services may be required to undertake further detailed investigation of the legal titles to establish if a property should have common good status.

5. **Property/Assets** – As per the report.

6. **Information Technology** – Not applicable.

7. **Equality & Human Rights**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – Not applicable

9. **Procurement** – Not applicable

10. **Risk** – Not applicable

11. **Privacy Impact** – Not applicable

12. **Cosla Policy Position** – Not applicable

13. **Climate Risk** - None

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Draft Renfrewshire Council Register of Common Good Property

Paisley

Former Burgh: Burgh of Paisley

Ref No / UPRN	Asset (Name or description)	Type	Location	Town	Post Code	Origin / Comment
Land and Buildings						
123104892	Ground	Land	1-7 Moss Street	Paisley	PA1 1BG	125 year ground lease of land extending to 0.31 acres or thereby,
123105283	St James Playing Fields *	Land	Greenock Road	Paisley	PA3 2QT	Sports facility extending to 19.7 Ha or thereby, having approximately 20 pitches and a changing pavilion built circa 1958
N/A	Lane	Land	13-23 Broomlands Street	Paisley	PA1 2LT	Lane to Gallow Green situated at the rear of 13-23 Broomlands Street
N/A	Lane	Land	79-105 Greenock Road	Paisley	PA3 2LD	Lane at the rear of 79-105 Greenock Road
123107453	Trinity Church (Clock Tower and Land)	Land & Building	1 Oakshaw Street East	Paisley	PA1 2DB	The former Paisley High Church, a Grade A Listed building, was built 1750-54. The steeple was added in 1770. The site and clock tower are held on the Paisley common good, but not the main church building.
Heritage						
N/A	Provost's Chain of Office	Civic Regalia	Held by Renfrewshire Museums			Chain of office containing the arms of the Burgh of Paisley.
Common Good Fund						
SC019478	Paisley Common Good Fund				Fund set up for the benefit of the inhabitants of Paisley. The annual accounts of the common good provide more information on the use of this income fund	

* Leased to Renfrewshire Council and subleased to Renfrewshire Leisure Ltd.

Renfrew

Former Burgh: Royal Burgh of Renfrew

Ref No / UPRN	Asset (Name or description)	Type	Location	Town	Post Code	Origin / Comment
Land and Buildings						
123105039	KGV Playing Fields (Part) *	Land & Building	Broadloan	Renfrew	PA4 0AP	Sports venue extending to 15 Ha or thereby. A new two storey pavilion was constructed circa 2004.
123084255	Renfrew Town Hall *	Building	The Cross	Renfrew	PA4 8PF	Renfrew Town Hall was designed by architect James Lamb of Paisley and is a Grade A Listed building, constructed 1873.
123083438	Renfrew Leisure Centre *	Land & Building	10 Paisley Road	Renfrew	PA4 8LJ	A modern 2-storey Sport and Leisure Centre standing within a site extending to 3.12 Ha, or thereby
123080524	Victory Swimming Baths *	Building	10 Inchinnan Road	Renfrew	PA4 8ND	Victory Baths is Cat. B Listed building designed in 1921 by Paisley architect Thomas Graham Abercrombie.
123080523	Police Office	Building	6 Inchinnan Road	Renfrew	PA4 8ND	The Renfrew Police Station dates from 1910 and was designed by architect, Alexander Nisbet Paterson. The two storey building, in the Baronial Revival style, is Category B Listed.
123097674	Ground	Land	Ferry Green, Clyde Street	Renfrew	PA4 8SL	Ferry Green comprises land extending to 0.36 Ha or thereby, situated on the north side of Clyde Street adjacent to the River Clyde.
123104976	Ground	Land	67 Ferry Road	Renfrew	PA4 8SH	Part of site extending to 0.15 acres or thereby leased to Silver Fox Coaches for use as a bus parking area.
123104033	Allotment Site	Land	84 Broadloan	Renfrew	PA4 0AS	Land extending to 1.06 acres or thereby. Leased and used by Renfrew Association of Growers and Gardners (RAGG) as a community garden.
123077287	Ground	Land	86 Broadloan	Renfrew	PA4 0AP	Ground lease extending to 360 sqm or thereby in favour of Lowland Reserve Forces and Cadets for establishment of an Army Cadet Hall.
123077288	Ground	Land	88 Broadloan	Renfrew	PA4 0AP	Ground lease of land extending to 902 sqm or thereby in favour of Arkleston and Newmains Tenants Association (ANTA).
123077403	Ground	Land	18 Brown Street	Renfrew	PA4 8HW	Ground lease of land extending to 0.4 acres or thereby in favour of Alan Orr Motors Ltd to facilitate development of an industrial unit.
123093124	Ground	Land	High Street / Manse Street	Renfrew	PA4 8QH	Ground lease of land extending to 2.3 acres or thereby in favour of Lujo Properties Ltd to facilitate a 3 storey shopping and office development within Renfrew Town Centre.
123080312	Ground	Land	43 High Street	Renfrew	PA4 8QL	Ground lease of land extending to 385 sqm or thereby to facilitate development of The Wallace Bar public house (built 1971).
123082302	Ground	Land	5 Muir Street	Renfrew	PA4 8ND	Ground lease of land extending to 185 sqm, or thereby, in favour of Renfrew Town Sea Scout Group to facilitate development of a Scout Hall (1993).
123084563	Ground	Land	20 Sandy Road	Renfrew	PA4 0AA	Ground lease of land extending to 1,090 sqm or thereby in favour of Enable (Disability Charity) for development of a community hall.
123097782	Ground	Land	Sandy Road (rear of 124)	Renfrew	PA4 0BX	Lease of ground to enable siting of 9 lock up garages.
123077197	Car Park	Land	2B Broadloan	Renfrew	PA4 0SB	36 bay car park. Land extends to 0.11 Ha, or thereby.
123080313	Car Park	Land	45 High Street	Renfrew	PA4 8QL	116 bay car park. Land extends to 0.38 Ha, or thereby.
123082301	Car Park *	Land	Muir Street	Renfrew	PA4 8ND	36 bay car park. Land extends to 0.10 Ha, or thereby. Leased to Renfrewshire Leisure associated with the adjacent Victory Baths.
123080282 to 123080287	Offices	Building	8 High Street	Renfrew	PA4 8QR	Six, self contained office suites located over the two upper floors of a Cat.B Listed 3-storey tenement building in Renfrew Town Centre.
123080279	Shop	Building	4-6 High Street	Renfrew	PA4 8QR	Self contained shop unit located on the ground floor of a 3-storey, Cat. B Listed building within Renfrew Town Centre.
123096566	Fishers Yard	Land	Meadowside Street	Renfrew	PA4 8LF	Site compound extending to 1.90 Ha, or thereby

123097517	Alexandra Park (Part)	Land	Alexandra Drive	Renfrew	PA4 8UB	Alexandra Park lies in close proximity to Renfrew Town Centre and is generally landscaped as public gardens. Part of the title is held under the Renfrew common good.
123095631	Cockleshill Park (Part)	Land	Cockles Loan	Renfrew	PA4 0RD	An area of open space ground situated on the south side of Cockles Loan, east of John Lloyd Tennis Centre. Part of the title is held under the Renfrew common good
123097779	Ground	Land	Campbell Street	Renfrew	PA4 8TF	Part of a former railway line held under the Renfrew common good. The land contains a children's play park that is maintained by the Council's Community Resources Department.
123097791	Ground	Land	Urquhart Crescent	Renfrew	PA4 8LH	Land held under the Renfrew common good containing a children's play park that is maintained by the Council's Community Resources Department.
N/A	Ground	Land	Double Dykes Lane	Renfrew	PA4 8LF	Land situated off Fishers Road / Meadowside Road, Renfrew.
N/A	Footpath	Land	Robertson Avenue (rear of)	Renfrew	PA4	Footpath to the rear of Robertson Avenue, Renfrew.
123104979 to 12310483	Passage Rights	Land	Anderson Drive	Renfrew	PA4 8PL	Passage rights over a small strip of common good land (on the NW side of Anderson Drive), in favour of the residents of five adjacent houses situated at 15-23 Bell Street, Renfrew
123105040	Salmon Fishing Rights	Fishing Rights	River Clyde	Renfrew	N/A	Salmon Fishing Rights conferred by Queen Anne Charter extending along River Clyde (from Braehead to Erskine Harbour approx). Rights leased to Ardgowan Estates.
Structure						
123097674	Renfrew Ferry Monument	Monument	Ferry Green	Renfrew	PA4 8SL	A pair of single cylinder grasshopper type side lever engines built in 1851 by A & J Inglis and used in the PS Clyde paddle tug.
Heritage						
N/A	Provost's Chain of Office	Civic Regalia	Held by Renfrewshire Museums			Chain of office containing the arms of the Royal Burgh of Renfrew.
Common Good Fund						
SC019479	Renfrew Common Good Fund					Fund set up for the benefit of the inhabitants of Renfrew. The annual accounts of the common good provide more information on the use of this

* Leased to Renfrewshire Council and subleased to Renfrewshire Leisure Ltd.

Johnstone

Former Burgh: Burgh of Johnstone

Ref No / UPRN	Asset (Name or description)	Type	Location	Town	Post Code	Origin / Comment
Land and Buildings						
N/A	N/A					
Heritage						
N/A	Provost's Chain of Office	Civic Regalia	Held by Renfrewshire Museums			Chain of office containing the arms of the Burgh of Johnstone
Common Good Fund						
SC019480	Johnstone Common Good Fund				Fund set up for the benefit of the inhabitants of Johnstone. The annual accounts of the common good provide more information on the use of this income fund	

Notes

1. The Unique Property Reference Number (UPRN) is a unique reference number given to every location in Great Britain with an address. The UPRN provides a consistent identifier throughout a property's life cycle, from planning to demolition. It can be allocated by a local authority who have the statutory authority to name and number every street and property and by Ordnance Survey who identify objects on the landscape which may otherwise not attract an address.
2. The Paisley and Renfrew Common Good Funds hold property portfolios as part of their overall investment holdings. These properties are leased to a range of tenants including the Council, other public bodies, voluntary & community associations and the private sector. Several property assets are leased to Renfrewshire Council and subleased to Renfrewshire Leisure Limited (RLL) at a peppercorn rental of £1 per annum. RLL now have operational responsibility for the management of these assets.
3. This register includes only those properties which have been assessed by Council officers as meeting the legal tests for common good property. The assessment is based on the state of knowledge of such officers at the time of assessment, both as to the extent of Council ownership and the facts and circumstances surrounding individual properties. The assessment is therefore subject to change, in particular should relevant information come to the attention of officers or should there be any developments in the law relating to common good. Renfrewshire Council therefore reserves the right to amend this register at any time.
4. Renfrewshire Council administers the Common Good Funds and separately accounts for them. They are included within the group accounts of the Council and a copy of the group accounts can be obtained from the address listed below.
5. Any enquiries regarding the Common Good Register should be made in writing and addressed to:

The Head of Property
Renfrewshire Council,
Finance and Resources
Renfrewshire House
Cotton Street
Paisley
PA1 1JB

Alternatively, please email: Estates.hps@renfrewshire.gov.uk