

Minute of Meeting

Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 21 March 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Jennifer Marion Adam-McGregor, Councillor Bill Binks, Councillor Stephen Burns, Councillor Jacqueline Cameron, Councillor Michelle Campbell, Councillor Carolann Davidson, Councillor Eddie Devine, Councillor Audrey Doig, Councillor Natalie Don, Councillor Neill Graham, Councillor John Hood, Councillor Karen Kennedy, Councillor James MacLaren, Councillor Cathy McEwan, Councillor Will Mylet

Chair

Councillor McEwan, Convener, presided.

In Attendance

S MacDougall, Director of Environment & Communities; G McNeil, Head of Amenity Services, O Reid, Head of Public Protection, D Gillies, Head of Facilities Management, C Dalrymple, Regulatory and Enforcement Manager, K Carr, Senior Facilities Manager – Soft Services, E Scott, Building Services Operations Manager, G Hannah, Strategic Change Manager, A McNab, Transportation Manager, D Kerr, Service and Coordination Manager, C Grainger, Planning & Performance Manager (all Environment & Communities); and J Lynch, Head of Property Services, A MacArthur, Head of Finance, V Howie, Finance Business Partner, F Hughes, Asset Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

Declarations of Interest

Councillor Graham declared an interest in relation to agenda item 10 Lease: Former Glen Plant Nursery Paisley as he was a volunteer with Barnardos. He indicated that it was his intention to remain in the meeting during consideration of this item but not take part in the discussion or voting thereon.

1 Revenue Budget Monitoring Report

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Environment & Communities in respect of Services reporting to the Infrastructure, Land and Environment Policy Board for the period 1 April, 2017 to 5 January, 2018.

DECIDED: That the budget position be noted.

2 Capital Budget Monitoring Report

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of Services reporting to the Infrastructure, Land and Environment Policy Board for the period 1 April, 2017 to 5 January, 2018.

DECIDED: That the report be noted.

3 Environment & Communities - Service Improvement Plan

There was submitted a report by the Director of Environment & Communities relative to the Environment & Communities: Service Improvement Plan 2018/21, a copy of which was appended to the report.

The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three year period, based on the resources likely to be available and took account of the themes, actions, outcomes and targets contained within the Council Plan, Single Outcome Agreement and Community Plan. The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, key tasks to be implemented, implementation timetable and outcomes against which progress would be measured. It was also noted that progress to deliver the Environment & Communities Service Improvement Plan would be monitored and reported to the Board on a six monthly basis.

DECIDED:

(a) That the Environment & Communities: Service Improvement Plan for 2018/21, a copy of which was appended to the report, be approved in terms of those areas of activity delegated to this Policy Board;

(b) That progress in respect of those areas of activity delegated to this Policy Board be reported to the meeting of this Policy Board scheduled to be held during Autumn 2018; and

(c) That it be noted that the Environment & Communities Service Improvement Plan 2018/19 – 2020/21 was also being submitted to the meetings of the Communities, Housing and Planning Policy Board and the Finance, Resources and Customer Services Policy Board to approve those elements of the report which were within the respective remits of each of those Policy Boards.

4 Operational Performance Report

There was submitted a report by the Director of Environment & Communities relative to key service activities during the period 1 April to 10 November, 2017.

The report provided a progress update in respect of the main projects and activities delivered by Services within Environment & Communities, together with key performance indicators.

The Board agreed that appreciation for the winter and severe weather operations undertaken by employees during the prolonged period of challenging cold weather conditions which had been experienced during the reporting period be recorded.

DECIDED:

(a) That the Operational Performance report update be noted; and

(b) That the appreciation of the Board for the winter and severe weather operations undertaken by employees during the prolonged period of challenging weather conditions which had been experienced during the reporting period be noted.

5 National Food Hygiene Standards for mobile traders

There was submitted a report by the Director of Environment & Communities relative to the introduction of National Food Standards for mobile traders.

The report advised that as part of the drive to deliver a simplified and more integrated regulatory framework, the Scottish Government was working to eliminate obsolete and inefficient regulation, tackle inconsistencies in regulatory systems and enhance Scotland's competitiveness by championing the five principles of Better Regulation, to ensure that it was proportionate, consistent, accountable, transparent and targeted.

To support the national agenda at a local level an integrated enforcement policy had been agreed at the meeting of the Council's Leadership Board held on 14 September, 2016, to ensure that the five principles were adhered to by all Council regulatory and enforcement functions. In line with this approach the Scottish Government had produced a National Food Hygiene Standard for mobile traders. The National Food Hygiene Standard for Mobile Traders was the first national standard emanating from the Regulatory Reform Act (Scotland) 2014 and had been produced in response to issues raised by Scottish businesses regarding inconsistencies in the issuing of certificates of compliance across Scottish Local Authorities. The effect of the introduction of the national standard was that owners of mobile food units would now

be able to obtain a valid certificate of compliance, in terms of Section 39 of the Civic Government (Scotland) Act 1982, from the Food Authority where the food business was registered, which would be valid and accepted by licensing sections across Scotland for a period of three years. Previously the owner of a mobile unit that wished to apply for a street traders licence had to obtain a certificate of compliance from the Food Authority of every local authority area where it was intended to trade. The introduction of the national standard would simplify the regulatory position for street traders with mobile food units. It was noted that the Food Authority where the unit was trading was not precluded from undertaking the inspection of mobile food units trading within its jurisdiction to ensure that food hygiene standards were monitored and maintained.

DECIDED:

(a) That the publication of the National Food Hygiene Standard for Mobile Traders be noted; and

(b) That it be noted that the provisions within part 3 of the Regulatory Reform (Scotland) Act 2014 had amended section 39(4) of the Civic Government (Scotland) Act 1982.

6 Scottish Government Consultation on the Registration and Licensing of Animal Sanctuaries and Re-homing Activities in Scotland

There was submitted a report by the Director of Environment & Communities relative to consultation by the Scottish Government in connection with the Registration and Licensing of Animal Sanctuaries and Re-homing Activities in Scotland.

The report advised that at present legislation required that persons operating commercial animal establishments were licensed by the Local Authority. The Scottish Government had initiated a consultation exercise on 11 December 2017, seeking views on proposals to introduce a licensing and registration scheme for animal sanctuaries and re-homing centres. The consultation document had been issued in response to concerns primarily relating to animal welfare, although it was recognised that the proposal would also bring re-homing facilities into line with existing legislative requirements relating to pet shops. Responses to the consultation had required to be submitted by 4 March, 2018 and a copy of the response, submitted on behalf of the Council in accordance with the stipulated timescale, was appended to the report.

DECIDED:

(a) That the consultation on the Registration and Licensing of animal sanctuaries and re-homing activities in Scotland be noted; and

(b) That the Council's submitted consultation response, as detailed in Appendix 1 to the report, be homologated.

7 Glasgow Airport Consultations: (a) Modernising Our Flightpaths and (b) Draft Noise Action Plan 2023

There was submitted a report by the Director of Environment & Communities relative to consultations by Glasgow Airport in connection with (a) "Modernising our Flightpaths"; and (b) the draft Glasgow Airport Noise Action Plan 2018/23.

The report indicated that as part of an industry wide drive led by the Civil Aviation Authority, Glasgow Airport was moving from ground based navigation systems to satellite navigation based systems which, when introduced, would minimise queue times for planes, improve flight punctuality, reduce fuel consumption and carbon dioxide emissions and improve the noise climate for residents under the flightpath.

Glasgow Airport had initiated a consultation exercise on the proposals and a hyperlink to the consultation document was provided.

Simultaneously, Glasgow Airport had launched a consultation exercise on their draft Noise Action Plan 2018/2023. The airport required to update and publish a noise action plan every five years. A hyperlink to the consultation document was provided.

The report indicated that the deadline for responses to both consultations was 13 April, 2018 and copies of the draft responses prepared on behalf of the Council were appended to the report.

DECIDED:

(a)That the publication of the Glasgow Airport consultations on "Modernising Our Flightpaths" and the Draft Noise Action Plan 2018/2023, along with the requirement to respond by 13 April 2018, be noted;

(b)That the draft response to the "Modernising Our Flightpaths" consultation, as detailed in Appendix 1 to the report, be approved; and

(c)That the draft response to the Glasgow Airport Noise Action Plan 2018/2023 consultation, as detailed in Appendix 2 to the report, be approved.

8 Improving Renfrewshire's Environment and Place - Progress Report

There was submitted a report by the Director of Environment & Communities relative to the improving Renfrewshire's Environment and Place programme.

Reference was made within the report to the decision taken at the meeting of the Council held on 29 June 2017, to allocate £250,000 to enhance operational activities and support communities. The Team Up To Clean Up campaign had been launched as the campaign brand with the overarching aim of supporting communities to participate within their local areas. An update on the progress and outcomes achieved over the first six months since the launch, in September 2017, of the enhanced operational activities and support to communities' campaign was provided.

It was noted that at the meeting of the Council held on 2 March 2018, a further commitment of £2.5 million of revenue resources had been approved in order to sustain, for the next five years, investment in the programme of enhanced environmental cleaning in Renfrewshire. A detailed programme of works for this additional investment was currently being developed and would be submitted to the next meeting of this Policy Board. In the interim period the priorities, set for the initial investment in 2018/19, would be implemented.

DECIDED:

(a) That the work undertaken on the initial £250, 000 investment in the improving Renfrewshire's Environment and Place programme be noted; and

(b) That the Board note the Council's decision to invest in the programme over the next 5 years and that a programme of works was currently being developed for £500, 000 of expenditure in financial year 2018/19.

9 Lease Renewal: Document Solution Centre and Legal Store

There was submitted a report by the Director of Finance & Resources relative to the proposed renewal of the lease of premises, occupied by the Document Solution Centre and Legal Services, at 8-11 Abbeymill Business Centre, Seedhill, Paisley.

The report advised that Units 8-10 Abbeymill Business Centre, were occupied by the Document Solution Centre, while Unit 11 was used as a store by Legal Services. The units had been the subject of a joint lease, which had expired on 6 March, 2018, at a passing rent of £19,443.75 plus VAT. Occupation of the premises had however been maintained with the landlord's agreement while the Board considered the situation.

It was proposed following a review of the operational and property requirements of continuing the services provided by the Document Solution Centre, that a lease for Units 8-10 Abbeymill Business Centre be entered into until 31 March, 2024. In addition it was proposed that separately a lease for Unit 11, expiring on 31 March 2019, be entered to enable a review of storage options within the Council's operational property portfolio to be undertaken to identify potential relocation options.

Discussions had taken place with the landlord regarding the splitting of the lease for Units 8-10 and 11 Abbeymill Business Centre, Seedhill, Paisley and provisional terms and conditions agreed. The report detailed the proposed main terms and conditions of the new leases.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude leases for the premises at Units 8-10 and 11 Abbeymill Business Centre, Seedhill, Paisley on the basis of the terms and conditions outlined in the report.

Declaration of Interest

Councillor Graham, having declared an interest in the following item, remained in the meeting.

10 Lease: Former Glen Plant Nursery Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed ten-year lease of the former Glen Plant Nursery, Glenfield Road, Paisley to Grow in Glenburn. The subject site was identified in a location plan attached to the report.

The report advised that Grow in Glenburn had been established in 2009 and had entered into a short term lease with the Council in respect of the former Glen Plant Nursery, Glenfield Road, Paisley. The original lease had been for a period of one year and had allowed the creation of growing plots for the community. The lease had subsequently been renewed year on year however following the expiry of the annual lease in 2016 the current lease had been entered into on a month to month basis. A request had been received from Grow in Glenburn for a ten-year lease of the subject site.

DECIDED: That the long term lease request from Grow in Glenburn for the subject site at Glen Plant Nursery, Paisley be approved subject to the lease conditions being fulfilled.

11 Lease Renewal: Housing Advice and Homelessness Services

There was submitted a report by the Director of Finance & Resources relative to the proposed renewal of the lease of the premises occupied by the Housing Advice and Homelessness Services Team at Ground Floor, 15-17 Abercorn Street, Paisley.

The report indicated that the premises at Ground Floor, 15-17 Abercorn Street, Paisley, identified in a location plan attached to the report, were tenanted by the Council in terms of a ten-year lease which had commenced on 27 October, 2008. The current passing annual rental for the property was £52,000 exclusive of VAT. The report provided details of the terms and conditions relating to the current lease of the property. Following a review of operational and property requirements it was proposed that as the tenant, Renfrewshire Council unilaterally extend the lease of the premises at Ground Floor, 15-17 Abercorn Street, Paisley as provided for in the current lease terms by providing the landlord with 6 months' prior written notice. It was noted that a review of rent may be initiated as a result and that any increase would be accommodated within existing budgets.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to extend the existing lease for the property at Ground Floor 15-17 Abercorn Street, Paisley, for a further five year as provided for in the current lease terms.

12 Lease: Shop at 14 Barscube Terrace, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of the shop property at 14 Barscube Terrace, Paisley. The subject site was identified in a location plan attached to the report.

The report advised that the current lease of the property to Messrs Pentland and Ferguson, at a value of £6,000 per annum, operated on a month to month basis with the property trading as a sandwich shop. Confirmation had been received from one of the individuals involved in the lease, Mr Pentland, that he was no longer involved in the business and wished to terminate his involvement at the address. The other business partner, Mr Ferguson, was however keen to invest in the business but only if he had more security of tenure and had requested a 10 year lease for the property in his name alone. Discussions had taken place with Mr Ferguson and provisional terms and conditions agreed. The report detailed the proposed main terms and conditions of the new lease.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a lease of the shop premises at 14 Barscube Terrace, Paisley on the basis of the main terms and conditions outlined in the report.

13 Lease: Shop Premises at 6/8 Lochaline Avenue, Paisley

There was submitted a report by the Director of Finance & Resources relative to the lease for the shop premises at 6/8 Lochaline Avenue, Paisley. The subject site was identified in a location plan attached to the report.

The report advised that the property at 6 Lochaline Avenue, Paisley was currently leased on a nine-year lease, commencing in 2011, at an annual rent of £3,750 to Stephen and Carol Ticcioni. The shop traded as a sandwich shop. The adjacent property at 8 Lochaline Avenue was leased to Stephen & June Ticcioni on a year to year basis, following the expiry of a 9 year lease in 2017. Unit 8 traded as a licensed grocer and the current passing rent was £3,800 per annum. It was noted that June Ticcioni was the mother of Stephen Ticcioni and had agreed to relinquish her rights in respect of unit 8. The tenants had obtained all necessary statutory consents to combine both units into one larger shop and conversion works had commenced. In the circumstances it was deemed appropriate to have one lease covering the property following the merger of units 6 and 8 Lochaline Avenue, Paisley.

Discussions had taken place with Mr and Mrs Ticcioni and provisional terms and conditions agreed. The report detailed the proposed main terms and conditions of the new lease.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the shop premises at 6/8 Lochaline Avenue, Paisley on the basis of the main terms and conditions outlined in the report.

14 Lease: Shop at 46A Foxbar Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the lease of the shop premises at 46A Foxbar Road, Paisley. The subject site was identified in a location plan attached to the report.

The report advised that the property at 46A Foxbar Road, Paisley was currently leased on a year to year basis, following the expiry of the former nine-year lease, to Mr Mohammed Afzal at a passing rental of £8,795 per annum. The shop currently traded as a grocer and newsagent. The tenant was keen to invest in his business but considered that there would be more incentive to do so if he had more security of tenure and had requested a ten-year lease.

Discussions had taken place with Mr Afzal's solicitors and provisional terms and conditions agreed in respect of a ten-year lease of the property. The report detailed the proposed main terms and conditions of the new lease.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a lease of the shop premises at 46A Foxbar Road, Paisley on the basis of the main terms and conditions outlined in the report.

15 Lease: Shop premises at 22, 28 and 30 Glenburn Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the lease of the shop premises at 22, 28 and 30 Glenburn Road, Paisley. The subject site was identified in a location plan attached to the report.

The report advised that the properties at 22 and 28 Glenburn Road, Paisley were currently leased, on a month to month basis, to Mr Mohammed Afzal, while the property at 30 Glenburn Road was leased on a month to month basis in the name of Mr Ashraf's wife, Farhat Ashraf. It was noted that the property at 22 Glenburn Road traded as a licensed grocer and newsagent, at a passing rental of £8,400 per annum, while the properties at 28 and 30, leased at rents of £3,960 and £3,800 per annum respectively, were used for storage purposes.

The tenant was keen to invest in his business but considered that there would be more incentive to do so if he had more security of tenure and had requested ten-year leases for all three properties.

Discussions had taken place with Mr Afzal's solicitors and provisional terms and conditions agreed in respect of a ten-year lease of the property. The report detailed the proposed main terms and conditions of the new leases.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude leases for the shop premises at 22, 28 and 30 Glenburn Road, Paisley on the basis of the main terms and conditions outlined in the report.

16 Proposed Land Sale: Blackford Crescent, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed sale of 0.49 hectares (1.22 acres) or thereby of land at Blackford Crescent, Paisley, identified in the location plan attached to the report. The site was part held by the Housing Revenue Account and by the General Services Account with any capital receipt received being split on a proportionate basis. The site was part of a larger landholding in the area, originally intended for residential development, adjacent to existing supported residential accommodation operated in partnership by Renfrewshire Council and the Richmond Fellowship Scotland.

The report advised that the Richmond Fellowship Scotland, with support from Renfrewshire Health and Social Care Partnership, had approached the Council looking for a Council-owned site for purchase to expand their services. Following an extensive search, the site under offer was identified as the best option for the type of use proposed. It had been agreed that the Council would place the site on the open market, where the Richmond Fellowship Scotland could bid along with other interested parties. Following marketing, press advertising, and targeted emailing to all known operators in the local development market, a closing date for offers of noon 30 November 2017, had been set. Only one offer, the details of which were outlined, had been received by the deadline.

DECIDED:

(a) That the Director of Finance & Resources be authorised to accept the offer for the site, in the best financial and other interests of the Council and subject to any other terms and conditions considered necessary by the Head of Property Services and the Head of Corporate Governance to protect the interests of the Council; and

(b) That it be noted that the subjects would be considered for re-marketing if a suitable bargain was not concluded with the offeror.

17 Disposal of Land adjacent to 1 Neuk Crescent, Houston

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of land adjacent to 1 Neuk Avenue, Houston, identified on the plan attached to the report as surplus to the Council's requirements. The subject site was identified in a location plan attached to the report.

The area of land involved, which was held on the General Services Account, comprised a total of 233 square metres and was part of a larger area of open space maintained by Environment & Communities. The applicant had erroneously incorporated the land into the grounds of their property by erecting a fence enclosing the Council-owned ground, having obtained planning permission in August 2016 for a change of use from amenity ground to private garden ground including the erection of a new boundary fence.

The applicant had requested that the Council agree to dispose of the area of ground

for incorporation into their private garden. A purchase price had been agreed, subject to the declaration of the ground by the Board as being surplus to the Council's requirements. The Head of Amenity Services had indicated that the area of land involved had no operational requirement. The area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property would be utilised.

DECIDED: That the area of land located adjacent to 1 Neuk Avenue, Houston, identified in the plan attached to the report, be declared surplus to requirements with a view to disposing of it to the adjacent owner.

18 Disposal of Land adjacent to 19 Neuk Avenue, Houston

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of land adjacent to 19 Neuk Avenue, Houston, identified on the location plan attached to the report, as surplus to the Council's requirements. The area of land involved, which was held on the General Services Account, comprised a total of 47 square metres and was part of a larger area of open space maintained by Environment & Communities.

The applicant had erroneously incorporated the land into the grounds of their property by erecting a fence enclosing the Council-owned ground, having obtained planning permission in July 2015 for a change of use from open space to private garden ground. The applicant had requested that the Council agree to dispose of the area of ground for incorporation into their private garden. A purchase price had been agreed, subject to the declaration of the ground by the Board as being surplus to the Council's requirements. The Head of Amenity Services had indicated that the area of land involved had no operational requirement. The area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property would be utilised.

DECIDED: That the area of land located adjacent to 19 Neuk Avenue, Houston, identified in the plan attached to the report, be declared surplus to requirements with a view to disposing of it to the adjacent owner.

19 Disposal of Land adjacent to 49 Crosslee Park, Crosslee

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of land adjacent to 49 Crosslee Park, Crosslee, identified on the location plan attached to the report, as surplus to the Council's requirements. The area of land involved, which was held on the General Services Account, comprised a total of 34 square metres and was part of a larger area of open space maintained by Environment & Communities.

The report advised that the applicant had been using the area of land as private garden ground due to an error made by the Registers of Scotland and Ordnance Survey when the housing estate was built. The land involved had been fenced off and would require planning permission for a change of use from open space to private

garden ground. The applicant had requested that the Council agree to dispose of the area of ground for incorporation into their private garden. A purchase price had been agreed, subject to the declaration of the ground by the Board as being surplus to the Council's requirements. The Head of Amenity Services had indicated that the area of land involved had no operational requirement. In addition it was noted that the area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property would be utilised.

DECIDED: That the area of land located adjacent to 49 Crosslee Park, Crosslee, identified in the plan attached to the report, be declared surplus to requirements with a view to disposing of it to the adjacent owner .

EXCLUSION OF PRESS AND PUBLIC

The Board resolved that the press and public be excluded from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information as defined in paragraphs 6, 8 and 9 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

20 Roads Trading Budget Monitoring Report

21 Vehicle Maintenance Trading Budget Monitoring Report