

## Notice of Meeting and Agenda Communities, Housing & Planning Policy Board

Date	Time	Venue
Tuesday, 29 August 2017	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Bill Binks: Councillor Stephen Burns: Councillor Andy Doig: Councillor Natalie Don: Councillor John Hood: Councillor James MacLaren: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Colin McCulloch: Councillor Kevin Montgomery: Councillor Iain Nicolson: Councillor Emma Rodden: Councillor Jane Strang:

Councillor Marie McGurk (Convener): Councillor John McNaughtan (Depute Convener):

### Members Development

Members are invited to attend a short development session on the Local Review Body being held at 12 noon on 29 August, 2017 in Corporate Meeting Room 2.

### 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.

### 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 [www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.



## Items of business

### Apologies

Apologies from members.

### 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.

- |          |   |                  |
|----------|---|------------------|
| <b>1</b> | <b>Revenue Budget Monitoring Report</b>   | <b>7 - 16</b>    |
|          | Joint report by the Director of Finance and Resources, Director of Development and Housing Services, Director of Children's Services and Director of Community Resources.             |                  |
| <b>2</b> | <b>Capital Budget Monitoring Report</b>   | <b>17 - 22</b>   |
|          | Report by Director of Finance and Resources.  |                  |
| <b>3</b> | <b>Renfrewshire Community Safety Partnership: Operational Update</b>  | <b>23 - 30</b>   |
|          | Report by Director of Community Resources.  |                  |
| <b>4</b> | <b>Counter Terrorism and Prevent Strategy</b>   | <b>31 - 38</b>   |
|          | Report by Director of Community Resources.  |                  |
| <b>5</b> | <b>Counter Corruption and Serious Organised Crime Strategy</b>  | <b>39 - 46</b>   |
|          | Report by Director of Community Resources.  |                  |
| <b>6</b> | <b>Public Protection Operational Service Plan 2017/20</b>   | <b>47 - 114</b>  |
|          | Report by Director of Community Resources.  |                  |
| <b>7</b> | <b>Response to the Scottish Government Consultation on Energy Efficiency and Condition Standards on Private Rented Housing. A Scotland's Energy Efficiency Programme Consultation</b> | <b>115 - 140</b> |
|          | Report by Director of Community Resources.  |                  |
| <b>8</b> | <b>Renfrewshire Local Housing Strategy 2016/17: Annual Update 2017</b>  | <b>141 - 192</b> |
|          | Report by Director of Development and Housing Services.   |                  |
| <b>9</b> | <b>Scottish Social Housing Charter: Annual Return 2016/17</b>   | <b>193 - 228</b> |
|          | Report by Director of Development and Housing Services.   |                  |

<b>10</b>	<b>Fire Safety at High Risk Blocks - Update</b>	<b>229 - 234</b>
	Report by Director of Development and Housing Services.	
<b>11</b>	<b>Disposal of land adjacent to 8 Kilearn Road, Paisley</b>	<b>235 - 238</b>
	Report by Director of Finance and Resources..	
<b>12</b>	<b>Disposal of land adjacent to 56 Craigielinn Avenue, Paisley</b>	<b>239 - 242</b>
	Report by Director of Finance and Resources.	
<b>13</b>	<b>Disposal of Shop at 1 Caledonia Street, Paisley</b>	<b>243 - 246</b>
	Report by Director of Finance and Resources.	
<b>14</b>	<b>Renfrewshire Planning Performance Framework 2016/17</b>	<b>247 - 324</b>
	Report by Director of Development and Housing Services.	
<b>15</b>	<b>Renfrewshire Local Development Plan - Development Plan Scheme 2017</b>	<b>325 - 344</b>
	Report by Director of Development and Housing Services.	
<b>16</b>	<b>Renfrewshire Local Development Plan - Main Issues Report</b>	<b>345 - 362</b>
	Report by Director of Development and Housing Services.	
<b>17</b>	<b>Review of the Planning Enforcement Charter</b>	<b>363 - 384</b>
	Report by Director of Development and Housing Services.	
<b>18</b>	<b>Responses to Places, People and Planning Position Statement: The Scottish Government's Consultation on the future of the Scottish Planning System</b>	<b>385 - 388</b>
	Report by Director of Development and Housing Services.	
<b>19</b>	<b>Buildings at Risk Register</b>	<b>389 - 396</b>
	Report by Director of Development and Housing Services.	
	<b>Planning Applications</b>	
	Members must deal with planning applications in an objective manner to ensure that they cannot be challenged with accusations of bias or predetermination. Votes on planning applications must be seen to be impartial and not influenced by party political issues.	
<b>20</b>	<b>Planning Applications</b>	<b>397 - 470</b>
	Reports by Director of Development and Housing Services.	










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**To:** Communities, Housing and Planning Policy Board

**On:** 29 August 2017

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**Report by:** Director of Finance and Resources, Director of Development and Housing Services, Director of Children's Services and Director of Community Resources

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**Heading:** Revenue Budget Monitoring to 23 June 2017

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## 1. Summary

1.1 Gross expenditure is £18,000 (0.1%) over budget and income is £18,000 (0.2%) greater than anticipated which results in a **break even position** for the services reporting to this Policy Board. The summary position for services reporting to this Policy Board is summarised in the table below.

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
HRA	Breakeven	-	n/a	-
Other Housing	Breakeven	-	n/a	-
Criminal Justice	Breakeven	-	n/a	-
Renfrewshire Wardens	Breakeven	-	n/a	-
Civil Contingencies Service	Breakeven	-	n/a	
Policy and Regeneration	Breakeven	-	n/a	-
Development Standards	Breakeven	-	n/a	-
Community Learning and Development	Breakeven	-	n/a	-

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2.           **Recommendations**

2.1           Members are requested to note the budget position.

2.2           Members are requested to note that since the report there have been no budget adjustments.

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3.           **Housing Revenue Account**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>n/a</i></b>

At this stage in the financial year the account reflects a breakeven position, with no significant variances to report.

3.1           **Projected Year End Position**

At this stage in the financial year, it is projected that the HRA will achieve a breakeven position at the year.

4.           **Other Housing**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>n/a</i></b>

At this stage in the financial year the account reflects a breakeven position, with no significant variances to report.

4.1           **Projected Year End Position**

It is projected that the Other Housing division will achieve a breakeven position by the year end.

5.           **Renfrewshire Wardens**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>n/a</i></b>

At this stage in the financial year the account reflects a breakeven position, with no significant variances to report.

## 5.1 **Projected Year End Position**

It is projected that Renfrewshire Wardens will achieve a breakeven position by the year end.

## 6. **Civil Contingencies**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>n/a</i></b>

At this stage in the financial year the account reflects a breakeven position, with no significant variances to report.

## 6.1 **Projected Year End Position**

It is projected that the Civil Contingencies will achieve a breakeven position by the year end.

## 7. **Policy and Regeneration**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>n/a</i></b>

At this stage in the financial year the account reflects a breakeven position, with no significant variances to report.

## 7.1 **Projected Year End Position**

It is projected that the Policy and Regeneration will achieve a breakeven position by the year end.

## 8. **Development Standards**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>n/a</i></b>

At this stage in the financial year the account reflects a breakeven position, with no significant variances to report.

## 8.1 **Projected Year End Position**

It is projected that Development Standards will achieve a breakeven position by the year end.

## 9. **Community Learning and Development**

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>n/a</i></b>

At this stage in the financial year the account reflects a breakeven position, with no significant variances to report.

### 9.1 **Projected Year End Position**

It is projected that Community Learning and Development will achieve a breakeven position by the year end.

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## **Implications of the Report**

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** - none
3. **Community 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 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 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

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**Author:**     Debbie Farrell, Ext 7536  
                 Valarie Howie, Ext 7796  
                 Lisa Dickie, Ext 7384





**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2017/2018**  
**1st April 2017 to 23 June 2017**

**POLICY BOARD : COMMUNITIES, HOUSING AND PLANNING**

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance £000's (7)	%	
Employee Costs		17,679	2,902	2,899	8	2,907	(5)	-0.2%	overspend
Property Costs		78,536	16,723	15,803	958	16,761	(38)	-0.2%	overspend
Supplies & Services		788	150	209	(57)	152	(2)	-1.3%	overspend
Contractors and Others		1,206	43	40	9	49	(6)	-14.0%	overspend
Transport & Plant Costs		161	33	28	6	34	(1)	-3.0%	overspend
Administration Costs		8,010	110	175	(60)	115	(5)	-4.5%	overspend
Payments to Other Bodies		6,465	621	615	(5)	610	11	1.8%	underspend
CFCR		0	0	0	0	0	0	0.0%	breakeven
Capital Charges		23,381	28	0	0	0	28	100.0%	underspend
<b>GROSS EXPENDITURE</b>		<b>136,226</b>	<b>20,610</b>	<b>19,769</b>	<b>859</b>	<b>20,628</b>	<b>(18)</b>	<b>-0.1%</b>	<b>overspend</b>
Income		(122,529)	(11,901)	(11,880)	(39)	(11,919)	18	0.2%	over-recovery
<b>NET EXPENDITURE</b>		<b>13,697</b>	<b>8,709</b>	<b>7,889</b>	<b>820</b>	<b>8,709</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's

0
0

Bottom Line Position to 23 June 2017 is an underspend of  
Anticipated Year End Budget Position is breakeven of

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2017/2018**  
**1st April 2017 to 23 June 2017**

**POLICY BOARD : COMMUNITIES, HOUSING AND PLANNING**

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
		£000's	£000's	£000's	£000's	£000's	£000's	%
Housing Revenue Account		0	(6,020)	(6,781)	761	(6,020)	0	0.0%
Other Housing		4,425	13,946	13,806	140	13,946	0	0.0%
Criminal Justice		2,871	5	5	0	5	0	0.0%
Renfrewshire Wardens		2,806	424	480	(56)	424	0	0.0%
Civil Contingencies Service		111	34	34	0	34	0	0.0%
Policy and Regeneration		2,562	318	318	0	318	0	0.0%
Development Standards		(226)	(178)	(153)	(25)	(178)	0	0.0%
Community Learning and Development		1,148	180	180	0	180	0	0.0%
<b>NET EXPENDITURE</b>		<b>13,697</b>	<b>8,709</b>	<b>7,889</b>	<b>820</b>	<b>8,709</b>	<b>0</b>	<b>0.0%</b>

£000's

0
0

Bottom Line Position to 23 June 2017 is an underspend of  
Anticipated Year End Budget Position is breakeven of

0.0%  
0.0%

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2017/2018  
1st April 2017 to 23 June 2017

POLICY BOARD : COMMUNITIES, HOUSING AND PLANNING : HOUSING REVENUE ACCOUNT

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
	£000's	£000's	£000's	£000's	£000's	£000's	%
Employee Costs	7,414	1,250	1,245	0	1,245	5	0.4%
Property Costs	13,679	2,637	1,714	951	2,665	(28)	-1.1%
Supplies & Services	323	89	90	(1)	89	0	0.0%
Contractors and Others	23	0	4	0	4	(4)	0.0%
Transport & Plant Costs	17	1	1	0	1	0	0.0%
Administration Costs	3,055	49	49	0	49	0	0.0%
Payments to Other Bodies	3,731	327	333	(5)	328	(1)	-0.3%
CFCR	0	0	0	0	0	0	0.0%
Capital Charges	22,551	28	0	0	0	28	100.0%
<b>GROSS EXPENDITURE</b>	<b>50,793</b>	<b>4,381</b>	<b>3,436</b>	<b>945</b>	<b>4,381</b>	<b>0</b>	<b>0.0%</b>
Income	(50,793)	(10,401)	(10,217)	(184)	(10,401)	0	0.0%
<b>NET EXPENDITURE</b>	<b>0</b>	<b>(6,020)</b>	<b>(6,781)</b>	<b>761</b>	<b>(6,020)</b>	<b>0</b>	<b>0.0%</b>

Bottom Line Position to 23 June 2017 is breakeven of 0.0%  
Anticipated Year End Budget Position is breakeven of 0.0%






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**To: COMMUNITIES, HOUSING & PLANNING POLICY BOARD**

**On: 29 AUGUST 2017**

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**Report by: Director of Finance and Resources**

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**Heading: Capital Budget Monitoring Report**

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**1. Summary**

- 1.1 Capital expenditure to 23<sup>rd</sup> June 2017 totals £1.870m compared to anticipated expenditure of £1.698m for this time of year. This results in an over-spend position of £0.177m for those services reporting to this board, and is summarised in the table below:

<b>Division</b>	<b>Current Reported Position</b>	<b>% Variance</b>	<b>Previously Reported Position</b>	<b>% Variance</b>
Housing (HRA)	£0.178m o/spend	12% o/spend	<i>n/a</i>	<i>n/a</i>
Housing (PSHG)	£0.000m	0%	<i>n/a</i>	<i>n/a</i>
Development & Housing Services	£0.001m u/spend	3% u/spend	<i>n/a</i>	<i>n/a</i>
<b>Total</b>	<b>£0.177m o/spend</b>	<b>10% o/spend</b>	<b><i>n/a</i></b>	<b><i>n/a</i></b>

- 1.2 The expenditure total of £1.870m represents 9% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.
- 1.3 The 12% over-spend against HRA relates to a timing issue with the cash flows reflecting the progress of projects over the first quarter of

the year. The programme will come back on budget by the 31<sup>st</sup> March 2018.

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2. **Recommendations**

- 2.1 It is recommended that Members note this report.
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3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive and the Director of Development & Housing Services.
- 3.2 This is the first capital budget monitoring to members in 2017/18 and it details the performance of the Capital Programme to 23<sup>rd</sup> June 2017, and is based on the Housing Capital Investment Plan which was approved by council on 23<sup>rd</sup> February 2017 and the Private Sector Housing Investment Programme approved by the board on 14<sup>th</sup> March 2017, adjusted for movements since its approval.
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4. **Budget Changes**

- 4.1 Since the capital budget was approved budget changes totalling £3.780m have arisen which reflects the following:-

- **HRA:**

Budget carried forward from 2016/17 (£2.171m):

- Improvements to Existing Properties (£1.286m).
- Demolition (£0.260m).
- Other Assets (£0.328m).
- Non Property Expenditure (£0.010m).
- Professional Fees (£0.287m).

Budget re-profiled from 2017/18 to 2016/17:

- Council House New Build (£0.059m).

Budget re-profiled from 2017/18 to 2018/19 (£3.660m):

- Improvements to Existing Properties (£1.500m).
- Council House New Build (£1.660m).
- Professional Fees (£0.500m).

- **PSHG:**

Budget carried forward from 2016/17 (£0.283m).

- **Development & Housing:**

Budget carried forward from 2016/17 (£1.496m):

- Townscape Heritage Initiative (£1.463m).
- Local Green Area Networks Projects (£0.033m).

### **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** –  
**Greener** - Capital investment will make property assets 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. 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.

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### **List of Background Papers**

- (a). Capital Investment Programme 2017/18 & 2018/19 – Council, 23<sup>rd</sup> February 2017.
- (b). Housing Revenue Account Budget and Rent Levels 2017/18 and Housing Capital Investment Plan 2017/18 to 2019/20 – Council, 23<sup>rd</sup> February 2017.

The contact officers within the service are:

- Geoff Borland, Extension 4786
- Louise Feely, Extension 6049
- Ian MacKinnon, Extension 5842
- Fraser Carlin, Extension 7933

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**Author:** *Geoff Borland, Principal Accountant, 0141 618 4786, [geoffrey.borland@renfrewshire.gov.uk](mailto:geoffrey.borland@renfrewshire.gov.uk).*



# Communities, Housing & Planning - Appendix 1

## RENFREWSHIRE COUNCIL

### CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

#### BUDGET MONITORING REPORT

#### BOARD: COMMUNITIES, HOUSING & PLANNING

Project Title	Approved Programme @23/02/17	Current Programme MR 3	Year To Date Budget to 23-Jun-17	Cash Spent to 23-Jun-17	Variance to 23-Jun-17	% Variance	Cash to be Spent by 31-Mar-18	% Cash Spent
<b>HOUSING(HRA)</b>								
Improvements To Existing Properties	9,685	9,471	1,079	1,170	-91	-8%	8,301	12%
Regeneration	4,390	4,650	50	63	-13	-26%	4,587	1%
Other Assets	2,025	2,353	269	342	-73	-27%	2,011	15%
Non Property Expenditure	10	20	0	1	-1	100%	19	4%
Council House New Build	1,840	121	0	0	0	0%	121	0%
Professional Fees	1,945	1,732	35	35	0	0%	1,697	2%
Future Years Allowances	0	0	0	0	0	0%	0	-
<b>Total Housing(HRA) Programme</b>	<b>19,895</b>	<b>18,347</b>	<b>1,433</b>	<b>1,611</b>	<b>-178</b>	<b>-12%</b>	<b>16,736</b>	<b>9%</b>
<b>HOUSING(PSHG)</b>								
Private Sector Housing Grant Programme	2,500	2,783	225	225	0	0%	2,558	8%
<b>Total Housing(PSHG) Programme</b>	<b>2,500</b>	<b>2,783</b>	<b>225</b>	<b>225</b>	<b>0</b>	<b>0%</b>	<b>2,558</b>	<b>8%</b>
<b>DEVELOPMENT &amp; HOUSING SERVICES(THI/LGAN)</b>								
Townscape Heritage CARS 2	2,810	261	20	23	-3	-15%	238	9%
Local Green Area Networks Projects	39	72	20	16	4	20%	56	22%
<b>Total Development &amp; Housing(THI/LGAN)</b>	<b>2,849</b>	<b>333</b>	<b>40</b>	<b>39</b>	<b>1</b>	<b>3%</b>	<b>294</b>	<b>12%</b>
<b>TOTAL COMMUNITIES, HOUSING &amp; PLANNING BOARD</b>	<b>25,244</b>	<b>21,463</b>	<b>1,698</b>	<b>1,875</b>	<b>-177</b>	<b>-10%</b>	<b>19,588</b>	<b>9%</b>






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**To: COMMUNITIES, HOUSING & PLANNING POLICY BOARD**

**On: 29 AUGUST 2017**

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**Report by: DIRECTOR OF COMMUNITY RESOURCES**

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**Heading: RENFREWSHIRE COMMUNITY SAFETY PARTNERSHIP, OPERATIONAL UPDATE**

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## **1. Summary**

1.1 This report provides an update for the Communities, Housing and Planning Policy Board on recent activities carried out by Renfrewshire Community Safety Partnership, including information on:

- environmental enforcement and improvement activities;
  - protecting vulnerable residents;
  - building safer communities;
  - diversionary activities.
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## **2. Recommendations**

2.1 That the Communities, Housing and Planning Policy Board notes the content of this progress update report.

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## **3. Environmental Enforcement and Improvements**

### **The Rapid Response Team**

3.1 The Rapid Response Team (RRT) continues to improve the environment by investigating & removing small scale flytipping and investigating environmental crime throughout Renfrewshire.

3.2 The RRT also monitor identified areas with environmental issues. Former hot-spots have stopped receiving flytipping complaints since the commencement of routine patrols. Since January 2017, the team has:

- Provided assistance to the front line StreetScene teams, by providing backup and emptying bins council-wide;
- Lettered residents of specific problem areas and advising of bin collection days;

- Removed around 4.5 tonnes of waste;
- Undertaken over 250 investigations of environmental crime, including flytipping, backcourt dumping, trade waste, litterbins, flyposting, graffiti and street litter;
- Issued 4 Duty of Care Notices in relation to duty of a business to produce evidence of waste uplift and disposal arrangements.

#### **4. Protecting Vulnerable Residents**

##### **Renfrewshire Community Safety Partnership Hub & Integrated CCTV Control Room**

- 4.1 In April 2017, the Renfrewshire Community Safety Partnership Hub extended the successful pilot of 24hr operating hours for the CCTV Control Room, continuing on a temporary basis.
- 4.2 The 24 hour CCTV Control Room operation allows situations that occur out with previous working arrangements, to be monitored during the extended operating hours. The CCTV Control Room Operators have noted and responded to issues such as begging and rough sleeping. Monitoring of traffic congestion during early mornings is being used to assist with the natural flow of traffic, with the Police and Wardens updated before congestion adversely impacts on pedestrians and commuters to ensure traffic flow is maintained. The success of the temporary 24 hour operations will continue to be monitored and reviewed, with information and data now being collected on numbers of calls handled, numbers and types of incidents dealt with and positive lines of enquiry supported.

##### **I Am Me/Keep Safe**

- 4.3 Following the success of the I Am Me Cinebus tour last year, with nearly 7,000 pupils participating, the programme has been further developed to include new supporting resources, including a book developed by the I Am Me team. A new tour is currently being programmed and will run from August 2017 until June 2018, reaching around 12,000 primary school pupils across Renfrewshire to discuss disability, bullying and hate crime.
- 4.4 Designed and developed in Renfrewshire, Keep Safe is now being rolled out across Scotland in partnership with Police Scotland, the Crown Office and Procurator Fiscal Service. To date, there are 276 Keep Safe places across 25 local authority areas in Scotland. I Am Me is currently working with 10 local authorities to support the roll out of Keep Safe.
- 4.5 The Keep Safe Scotland “phone app” has now been launched and is free to download from iOS and Android. The app can be used to plan routes, highlighting all Keep Safe places and provide details including opening hours, website and telephone number. The app is linked to Police Scotland to dial 101 or 999, with an approximate location displayed allowing officers to find the app user if they are lost or in distress. A link is provided for all local authorities in Scotland, with the option to provide details for community safety events and contacts. The Keep Safe places are being linked with Police Scotland’s A-Z system to provide additional support, if required.
- 4.6 Disability hate crime awareness training is also delivered to disability groups and businesses across Renfrewshire who participate in the Keep Safe initiative.

#### **5. Building Safer Communities**

- 5.1 Erskine is the latest area to participate in the Building Safer Communities Programme. This is the third area within Renfrewshire to be identified following on from Ferguslie and Gallowhill during 2016. Consultation and engagement work with the Erskine community is now being carried out, with views being sought on the issues that the community would like to address and

improve on. Over 300 responses have now been received and some early key priorities emerging include a focus on Bargarran and options for tackling youth disorder.

- 5.2 Work has already begun and during the weekends in June and July 2017, an initiative was put in place to educate and inform the public about the dangers of alcohol and increase public confidence and reassurance that Police Scotland and partner agencies are committed to improving this particular challenge. Police Officers (mounted, plain clothed & cycle patrols), Wardens and youth officers were deployed in 'hotspot' areas within the Erskine Community. Several youths under the influence of alcohol and/or drugs being taken home to the care of their parents/guardians. These identified youths have subsequently become cases for the Community Safety Youth Team to monitor & support and to assist them to cease their antisocial behaviour for a period of 3 months. This initiative has already demonstrated success with a number of young people being identified and supported, a large quantity of alcohol being seized and with young person requiring to be arrested.

### **Spring / Summer Events**

- 5.3 The Community Safety Partnership including Wardens, CCTV and Street Stuff have been supporting key spring/summer events throughout Renfrewshire. This includes national events like the General Election, British Pipe Band Championship and Colourfest 2017, the dance festival at Braehead. In addition, local events such as Paisley Beer & Food Festival, Sma Shot Day, Erskine Building Safer Greener Communities events, various gala days and the Armed Forces Day at Paisley Abbey have all been supported. The Wardens provided the CCTV vehicle and the Safe Bus, along with "lost kids" location at many of these events. Meanwhile, Street Stuff was in attendance at family orientated events, providing football and dance activities for young people to participate in.

### **National Strategic Assessment on Unintentional Harm**

- 5.4 The findings of a National Strategic Assessment for Unintentional Harm have been launched and are available online (<http://www.bsc.scot/publications.html>). The strategic assessment provides extensive research data to support Phase 2 of the Building Safer Communities National Programme which, has a focus on "reducing unintentional physical and psychological harm that could have been predicted and prevented".
- 5.5 To support this programme, six thematic papers have also been developed covering Children and Young People, Older People, Deprivation, Home Safety, Road Safety and Outdoor Safety. These papers are designed for practitioners with an interest in particular aspects of unintentional harm and aim to provide some key facts about each issue to support practitioners to tackle unintentional harm locally.
- 5.6 The information and direction contained within these thematic papers and the National Assessment research data will be used as comparative information to contextualise the Renfrewshire position and to help focus our approach on appropriate outcomes.

## **6. Diversionary Activities**

### **Street Stuff**

- 6.1 Street Stuff continues to deliver a variety of activities throughout Renfrewshire including free Spring Break Camps which were run over the 2 week period of the school Easter holiday at the Paisley 2021 Stadium, Knockhill Park and Langcraigs Primary School. 718 children and young adults aged 8 to 18 attended football, dance and youth bus activities with a healthy meal also provided. There have been over 7,300 recorded attendances at Street Stuff this year to date which is a similar number of attendees to the corresponding period last year.

- 6.2 Street Stuff is working in communities across all 5 local area committee areas 6 days a week. The Street Stuff buses are also out during 6 evenings, and are moved depending on need and the requirements of the young people.
- 6.3 The University of the West of Scotland undertook an independent evaluation of the Street Stuff programme over two weeks in June 2017. Their full report including both Early Morning Clubs and Street Stuff will be completed in early autumn and its findings will be reported in future board reports.

## 7. Performance Update – Indicators and Targets

- 7.1 The table below summarises target and actual performance for key performance indicators and benchmarking targets under each of the key change themes for 2016/17.

Target for 2017/18	Target to Period 3	Actual to Period 3	Comments
<b>A Better Future – Place</b>			
<b>1. Domestic Noise Complaints – Part V – the average time (hours) between time of complaint and attendance on site</b>			
1hr	1hr	0.48 hr	The average response times for domestic complaints requiring attendance was just under half an hour and was well within the one hour target for period 3.
<b>2. Number of incidents of anti-social behaviour reported to Renfrewshire Community Safety Service</b>			
1,750	Annual target	558	<p>The reported number of incidents of anti-social behaviour at the end of quarter 1 was 558. This was lower than the 622 reported in the first quarter of 2016/17.</p> <p>Performance reflects the very challenging nature of the target and a drive to improve reporting and recording of all incidents of anti-social behaviour.</p>
<b>A Better Council</b>			
<b>3. % of front line resolutions dealt with within timescale</b>			
<b>i) Community Resources</b>			
100%	100%	86%	<b>Community Resources</b> has received 1,444 front line resolutions in the first 3 periods of 2017/18, of which 1,240 (86%) were responded to within timescale.
<b>ii) Renfrewshire Community Safety Partnership</b>			
100%	100%	77%	Over the same period <b>Renfrewshire Community Safety Partnership</b> received 13 front line resolutions of which 10 (77%) were responded to within timescale.

Target for 2017/18	Target to Period 3	Actual to Period 3	Comments
<b>4. % of complaint investigations dealt with within timescale</b>			
<b>i) Community Resources</b>			
100%	100%	71%	<b>Community Resources</b> has dealt with 7 complaint investigations in the first 3 periods of 2017/18, 5 (71%) of which were dealt with within the agreed timescale.
<b>ii) Renfrewshire Community Safety Partnership</b>			
100%	100%	100%	<b>Renfrewshire Community Safety Partnership</b> has dealt with 3 complaint investigations; all (100%) were dealt with within the agreed timescale.
<b>5. % of Freedom of Information requests completed within timescale</b>			
<b>Community Resources</b>			
100%	100%	100%	All FOIs were responded to on time, achieving the annual target.  112 FOI requests were received, 84 of which were departmental specific and the other 28 were cross-departmental.
<b>6. Overtime as a % of total employee costs</b>			
<b>i) Community Resources</b>			
6%	6%	6.5%	The level of overtime across <b>Community Resources</b> , in the first 3 periods of 2017/18, was slightly above target.
<b>ii) Renfrewshire Community Safety Partnership</b>			
6%	6%	3.4%	In this period the level of overtime in <b>Renfrewshire Community Safety Partnership</b> was below target.
<b>7. Sickness Absence Figures:</b>			
<b>i) Community Resources</b>			
4%	4%	6.9%	The absence level at the end of period 3 was 6.9% compared to the target of 4%  The absence level of 6.9% is due to a number of long term absences, with the overall absence rate consisting of: - 79.9% long-term absences - 20.1% short-term absences.

Target for 2017/18	Target to Period 3	Actual to Period 3	Comments
<b>ii) Renfrewshire Community Safety Partnership</b>			
4%	4%	10.9%	<p>The absence level was 10.9% at the end of period 3. This is due to a number of long term absences, with the overall absence rate made up of:-</p> <ul style="list-style-type: none"> <li>- 86.2% long-term absences</li> <li>- 13.8% short-term absences.</li> </ul> <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health.</p>

### **Implications of this Report**

1. **Financial** - none.
2. **HR and Organisational Development** – none
3. **Community Planning**

**Safer and Stronger Renfrewshire** – The Community Safety Partnership contributes towards Renfrewshire being a safe and secure place for those living, working or visiting the area, using intelligence led joint tasking arrangements. It addresses antisocial behaviour & crime and supports youth diversionary and education programmes.

**A Greener Renfrewshire** – Through tackling environmental crime, community safety activities supports a cleaner and more attractive Renfrewshire.

**Renfrewshire forum for Empowering Communities** – Engaging with communities and encouraging voluntary work to improve the local area.

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 and Safety** – none.
9. **Procurement** – none.



10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Cosla Policy Position** – not applicable.

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**List of Background Papers** - none

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**Author** Oliver Reid, Head of Public Protection  
**e-mail:** [oliver.reid@renfrewshire.gcsx.gov.uk](mailto:oliver.reid@renfrewshire.gcsx.gov.uk)






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**To: COMMUNITIES, HOUSING AND PLANNING POLICY BOARD**

**On: 29 AUGUST 2017**

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**Report by: DIRECTOR OF COMMUNITY RESOURCES**

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**Heading: COUNTER TERRORISM and PREVENT STRATEGY**

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## **1. Summary**

- 1.1 The nature of terrorism and the threat that terrorist activities pose to communities has changed significantly over the past 10 years. A key focus of the work of public protection is to understand the changing nature of the threat and to work closely with key partners and communities to address these threats.
  - 1.2 Much of this work is directed by guidance from UK and Scottish Governments and the Communities, Housing and Planning Policy Board has a specific oversight role for the Council.
  - 1.3 This report provides an update for the Communities, Housing and Planning Policy Board on the background and activities of the Renfrewshire Multi Agency CONTEST (Prevent) Group, which has been established to take forward this work across Renfrewshire, including information on the:
    - Background to the group and its links to wider governance structures;
    - Counter Terrorism Strategy;
    - Terror threat levels & analysis;
    - The Grey Space Community Group;
    - Training & awareness raising activity;
    - Exercise Agora Archway.
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## **2. Recommendations**

It is recommended that the Communities, Housing and Planning Policy Board:

- 2.1 Notes the progress achieved in understanding and responding to the threat posed by terrorism;
  - 2.2 Notes the steps taken to raise awareness of the prevent work and the steps taken to prevent people from being drawn into terrorism;
  - 2.3 Notes that regular progress reports on the work of Renfrewshire's Multi Agency Contest (Prevent) Group will be brought back to future meetings of this Policy Board.
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## **3. Background to the Renfrewshire Multi Agency CONTEST (Prevent) Group**

- 3.1 The Council hosts a Multi Agency Contest (Prevent) Group, which meets quarterly in order to meet the duties of the Counter Terrorism and Security Act 2015. The group is chaired by the Council's Head of Public Protection, reflecting in their role as the Council's Single Point of Contact for Counter Terrorism. Renfrewshire Multi Agency CONTEST (Prevent) Group includes membership from across key Council services, and partner agencies, which include the blue light agencies, the Prison Service and further education representatives.
  - 3.2 The role of the Group is to identify priorities and opportunities for tackling terrorism and associated criminal activity across Renfrewshire. The Group undertakes high level assessments to identify a clear understanding of the risks facing the area, ensuring that there is high awareness across the Council and its partners and that action is being taken to prevent radicalisation.
  - 3.3 The Renfrewshire Multi Agency Contest (Prevent) Group is well established. It reports through the Community Safety and Public Protection Steering Group to the Renfrewshire Community Protection Chief Officers Group, as chaired by the Chief Executive.
  - 3.4 The Communities, Housing and Planning Policy Board also has a key role to act as an oversight tasking committee for any work undertaken internally within the Council under the auspices of Contest (Prevent). Updates will be provided regularly, as required to this Policy Board.
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## **4 UK Counter Terrorism Strategy - CONTEST**

- 4.1 CONTEST is the UK Government's counter terrorism strategy – which the Scottish Government is committed to supporting in Scotland. It has four clear objectives:
  - Pursue – to stop terrorist attacks;

- Protect – to strengthen our protection against terrorist attack;
  - Prepare – where an attack cannot be stopped, to mitigate its impact;
  - Prevent – to stop people becoming terrorists or supporting violent extremism.
- 4.2 The Council's original approach to CONTEST was directly linked to the Civil Contingencies Service Joint Management Board and linked to the Council's strategic approach in preparing for emergencies. This approach worked well to allow the Council to consider the threat of terrorism from a civil contingencies perspective – primarily around the Protect and Prepare agenda. However, there is an increasingly important and wider aspect that Councils are expected to consider and address and this relates to the Prevent agenda, as referenced above.
- 4.3 The **Prevent** agenda has been highlighted within the Counter-Terrorism and Security Act 2015 and requires Councils and in turn, Community Planning partners to:
- Have a clear understanding of what radicalisation means and to raise awareness amongst staff – equipping them to challenge ideology that supports terrorism;
  - Take action to prevent vulnerable people from being radicalised or exploited – providing them with appropriate advice and support;
  - Be confident in responding effectively when risks or incidents are identified – with raised awareness that helps identify and address risks of radicalisation.
- 4.4 This has obvious implications for partner services, in particular those that deal with vulnerable people and children. A key challenge is that there is no single pathway towards radicalisation. Initial contact can:
- be through peers, families or friends (a social process);
  - take place in our communities in unsupervised environments (gyms / leisure facilities / cafes / libraries);
  - be in individuals' homes;
  - be through internet and social media.
- 4.5 Vulnerability makes people susceptible to exploitation:
- young adults exploring issues of identity can distance themselves from family, culture or religious heritage;
  - personal crisis can lead to a sense of injustice;
  - changed circumstances in the family or events in a country of origin can all lead to increased vulnerability.
- 4.6 There is no profile for a typical UK based terrorist, however, vulnerable people can be persuaded to join groups that support terrorist activity through:
- a need to express or act on feelings of injustice or anger;
  - a desire for friendship, common cause or adventure;

- a fascination with violence, weapons or uniforms; or
  - a need for belonging, status or identity.
- 4.7 Local authorities work with vulnerable people, visit homes and businesses on a regular basis and are therefore ideally placed to identify people at risk of radicalisation or see signs of radicalised behaviour. There is a need to ensure that material related to terrorism is stopped from being distributed in partners' facilities, particularly those used by vulnerable people and to stop inappropriate use of, or access to publicly provided intranet / internet or IT systems.
- 4.8 It is incumbent on all organisations to ensure that recruitment; vetting and induction processes are robust and are used to raise awareness amongst staff of the prevention strategy and approach.
- 4.9 There is also a need to consider how this agenda will impact on and relate to current arrangements for protecting vulnerable people including adult / child protection arrangements, as well as impact on equalities and human rights.

## **5. Threat Levels & Analysis**

- 5.1 Police Scotland provide regular updates to the Renfrewshire Multi Agency CONTEST (Prevent) Group on terrorism threat levels which are set in the UK by the Joint Terrorism Analysis Centre (JTAC) and MI5.
- LOW means an attack is unlikely;
  - MODERATE means an attack is possible, but not likely;
  - SUBSTANTIAL means an attack is a strong possibility;
  - SEVERE means an attack is highly likely;
  - CRITICAL means an attack is expected imminently.
- 5.2 The threat level for the UK from international terrorism is set by JTAC. Currently the threat level is set at SEVERE meaning an attack is highly likely. The current working assumption is that it is a question of "when" and not "if" the next attack is carried out in Britain.
- 5.3 MI5 is responsible for setting the threat levels from Irish and other domestic terrorism both in Northern Ireland and in Great Britain. The threat level for Northern Irish related terrorism is set separately and is SUBSTANTIAL (an attack is a strong possibility) in Britain; and SEVERE in Northern Ireland.
- 5.4 In reaching a judgement on the appropriate terrorism threat level in any given circumstance several factors need to be taken into account. These include:
- Available intelligence - It is rare that reliable specific threat information is available. More often, judgements about the threat will be based on a wide range of information, which is often fragmented, including the level and nature of current terrorist activity, comparison with events in other countries and previous attacks.

Intelligence is only ever likely to reveal part of the picture.

- Terrorist capability - An examination of what is known about the capabilities of the terrorists in question and the method they may use based on previous attacks or from intelligence. This would analyse the potential scale of the attack.
- Terrorist intentions - Using intelligence and publicly available information to examine the overall aims of the terrorists and the ways they may achieve them including what sort of targets they would consider attacking.
- Timescale - The threat level expresses the likelihood of an attack in the near term. We know from past incidents that some attacks take years to plan, while others are put together more quickly. In the absence of specific intelligence, a judgement will be made about how close an attack might be to fruition. Threat levels do not have any set expiry date, but are regularly subject to review in order to ensure that they remain current.

5.5 The UK Threat Level has been raised to CRITICAL three times:

- 10 August 2006 (in response to a foiled airline attack plot to blow up 10 aircraft using liquid explosives), it remained at this level for 3 days;
- 30 June 2007 (at the time of the Glasgow Airport attack) when it remained at this level for 4 days.
- More recently the level was raised to CRITICAL following the Manchester attack in May 2017 and again remained at that level for 4 days.

5.6 When the threat level is raised to CRITICAL, this can have a significant impact on the deployment and availability of Police and other blue light services. The nature of any restrictions will relate to the specific intelligence and the perceived nature of the threat at a local level. The expectation on Renfrewshire Council and local service partners will be to comply with and continue to deliver services and facilities locally that are in line with the levels of expectation being set and communicated by the Government at a national level – working closely with the guidance of Police Scotland as the lead agency. When the Threat level moves to CRITICAL it moves at a UK level and is consistent across the UK. The response to the threat level might vary from region to region.

5.7 The Renfrewshire Multi Agency CONTEST (Prevent) Group, undertakes ongoing analysis of the ever evolving threat faced to prepare for and consider options that will help us to strengthen and protect Renfrewshire communities most effectively. Recent analysis has shown:

- There are strong and growing links between serious organised crime & terrorism;

- There are concerns around threats potentially posed by returnees from conflict areas such as Syria. While there is no local evidence of this currently, it requires continual review;
- Across Europe there is a growth in the number of “fixated individuals” – typically with mental health issues, with no real connection to a faith or ideology, but who are susceptible to radicalisation. This can be witnessed through the murder of Jo Cox in 2016;
- Extreme Right Wing groups pose a threat and are operating locally – signage has been found in Renfrewshire, additionally a “whites only” foodbank was found to be operating in Glasgow. Recent events have witnessed groups such as the Scottish Defence League (SDL) jumping on legitimate community problems to further their cause, as witnessed in Alloa; where the High Street was closed by the SDL and others protesting against housing concerns.

5.8 Through the Renfrewshire Multi Agency CONTEST (Prevent) Group, it is now understood that the nature of the threat has evolved considerably, even in recent times. There has been a distinct move away from organised groups committing attacks, to rudimentary everyday items being used by lone actors to commit as much harm as possible. The desire to Prevent persons from being radicalised has become more and more crucial, as targeting vulnerable people and persuading them to act alone is being recognised as a recurring factor in many of those who have committed more recent attacks across the globe.

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## 6. **Grey Space Group – Building Community Capacity and Cohesion**

6.1 As set out in section 4 of this report there are many reasons why individuals might become vulnerable to being radicalised. However, it is becoming well recognised that strong communities that are tolerant and understanding of others can play a significant role in identifying and preventing individuals at risk and supporting them to more positive outcomes. The Grey Space Group is unique in Scotland to Renfrewshire and Inverclyde. This Community Group was established and is led by Police Scotland and contains representation from across the various community groups in the area. Representation includes religious groups, the LGBT+ community, student groups and national groups. Locally the group has proven usefully in providing reassurance against concerns where significant events have taken place, e.g. the Brexit vote, recent terror attacks.

6.2 Grey Space acts as a forum for the associated community groups to raise their concerns to the Police, Council and other public agencies and gain an understanding of the actions taken locally. The group meets locally with the intention of fostering strong ties, understanding and trust within our community. This positive, existing relationship deepens understanding and tolerance across communities and is likely to be of significance were any large scale incidents to occur that impact on Renfrewshire communities.



## **7. Training and Awareness Raising**

- 7.1 The Renfrewshire Multi Agency CONTEST (Prevent) Group approach to training and awareness raising is firstly to act as a conduit for sharing best practice along with offering specific localised training.
- 7.2 Currently local dedicated training has been delivered to over one hundred key officers from across the Council. The aim of these briefings has been to highlight the responsibilities of the Council and employees to safeguard vulnerable people within our area and to provide information on warning signs that they might be vulnerable to radicalisation or linked with groups or organisations that are a concern.
- 7.3 These face to face sessions will be complimented by the Council's Public Protection I-Learn package that is currently being developed and will be made available to all staff later this year.
- 7.4 The raising of the UK Threat Level to CRITICAL in May 2017 triggered a great deal of information sharing. Key messages on security measures were circulated to all staff within Renfrewshire Council, reminding them of key policies such as badge wearing and security. The overriding theme of the messaging was to provide reassurance. Additionally, regular updates and briefings were circulated to the Renfrewshire Multi Agency CONTEST (Prevent) Group membership – through the circulation of information by Police Scotland and to the Chief Executive and Senior Managers across the Council and partner agencies.
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## **8. Exercise Agora Archway**

- 8.1 The most recent major training exercise in Renfrewshire was the design and delivery of “Exercise Agora Archway”, which took place in June 2017. This exercise was the first of its kind nationally and brought together the Council’s Corporate Management Team (CMT) and Council Resilience Management Team (CRMT), as well as key blue light partners and the Grey Space Group. The exercise was delivered as a pilot by the Scottish Multi Agency Training and Exercising Unit (SMARTEU) (linked to Police Scotland, the Scottish Government and the Home Office), with planning input and facilitation from the Council’s Civil Contingencies Service.
- 8.2 The aim of Exercise Agora Archway was to examine the role and responsibilities of both public organisations and the community in response to an immediate threat of a terrorist incident. Its objectives were to:
- Examine the business continuity plans of the public organisations in response of a “move to critical” in the UK terror threat level;
  - Explore how partner organisations will work together in the response to a critical incident following a “move to critical” and during heightened community tensions;

- Investigate the potential impact of public messaging on community tension;
- Ascertain if the utilisation of a community tension monitoring group can provide effective support to the public organisations, prior, during or following a crisis situation.

8.3 Agora Archway highlighted the community response and expectations of public bodies. It gave responding agencies an awareness of the Grey Space Group, whilst exercising against a challenging scenario. As the first exercise of its kind and a pilot, there were undoubtedly areas for improvement. SMARTEU will be taking cognisance of the learning in the pilot in the development of future exercising.

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### **Implications of the Report**

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community Planning** - none
4. **Legal** – none
5. **Property/Assets**-none
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

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### **List of Background Papers** - None

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**Author:** Oliver Reid, Head of Public Protection  
**e-mail:** oliver.reid@renfrewshire.gcsx.gov.uk




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**To: COMMUNITIES, HOUSING AND PLANNING POLICY BOARD**

**On: 29 AUGUST 2017**

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**Report by: DIRECTOR OF COMMUNITY RESOURCES**

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**Heading: COUNTER CORRUPTION AND SERIOUS ORGANISED CRIME STRATEGY**

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## **1. Summary**

- 1.1 Corruption and serious organised crime are issues that are faced by all communities and large organisations. Part of the role of public protection is to put in place strategies and processes that will help protect the Council and Renfrewshire communities from these risks.
- 1.2 This report provides information for the Communities, Housing and Planning Policy Board on the activities of Renfrewshire Council's Integrity Group which has been established to take forward this work and includes information on the:
- Background to the Integrity Group
  - Tackling Serious Organised Crime Strategy
  - Role and membership of the Integrity Group
  - Integrity Action Plan
  - Key themes
- 

## **2. Recommendations**

It is recommended that the Communities, Housing and Planning Policy Board:

- 2.1 Notes the progress achieved in understanding and responding to the threats posed by corruption and serious organised crime for the Council;

- 2.2 Notes that regular progress reports will be brought back to a future meeting of this Policy Board, with a focus on the work being done to protect communities and individuals from threats posed by corruption and serious organised crime groups as this is developed and implemented.
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### **3. Background to the Renfrewshire Integrity Group**

- 3.1 The key group within the Council that is working to respond to the risks of corruption and serious organised crime is the Renfrewshire Integrity Group. This is a multi disciplinary Council group that drives the Council's strategy for counter corruption, responding to the risks to the Council as posed by serious organised crime groups. Its approach is to ensure that key risks are well understood and that a proportionate response is taken to the risks identified across the Council.
- 3.2 The Integrity Group is chaired by the Council's Head of Public Protection, reflecting their role as the Council's Single Point of Contact for Serious Organised Crime. The Head of Public Protection is also a key member of a number of regional and national working groups in this field, which enables Renfrewshire's Integrity Group to reflect best practice and keep up to date with changing risks and profiles of serious organised crime groups. Police Scotland attend meetings of the Integrity Group, to advise on emerging issues and support the work of the Council in responding to these risks.
- 3.3 Integrity impacts across all aspects of the Council's work, with key reference to specific areas outlined later in Section 6 of this report. For Board Members / Elected Members there will be key considerations, particularly in reference to the awarding of contracts or permissions/licenses. A number of policies exist within the Council to protect both Elected Members and officers, examples include policies that relate to Gifts & Hospitalities and the Declaration of Interests.
- 3.4 While the work of the Integrity Group so far has focused very much on increasing organisational resilience, the Serious Organised Crime Strategy has a wider focus that has additional implications for community protection issues, which fall within the remit of the Communities, Housing and Planning Policy Board.
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### **4. Tackling and Understanding Serious Organised Crime and Corruption Risks**

- 4.1 The Tackling Serious and Organised Crime Strategy was launched at a national level in June 2009 and has four clear objectives:
- Divert – individuals (particularly young people) from engaging in or using the products of serious organised crime;
  - Disrupt – the activities of serious organised crime groups;
  - Deter - through measures to protect communities, businesses and the public sector from serious organised crime;

- Detect – by boosting capacity and improving co-ordination to give serious organised criminals no place to hide.
- 4.2 The approach to tackling serious and organised crime (SOC) within the Council, as recommended by Police Scotland, has focussed on Deter with the work of the Integrity Working Group focussing on reducing organisational vulnerabilities by ensuring compliance with relevant policies and procedures. Recently, the work of the Integrity Group has focussed on undertaking a self assessment exercise to provide an audit and risk assessment of current practice and an indication of areas to be prioritised for development and mitigation of risk. This exercise has been undertaken with the assistance of the Council's Chief Internal Auditor and specialist personnel from within Police Scotland.
- 4.3 The following areas, as part of this self assessment, were reviewed and risk assessed:
- Vetting;
  - Information Security;
  - Procurement and Contracts;
  - Finance and Audits;
  - Physical Security;
  - Public Complaints;
  - Staff Discipline;
  - HR, Recruitment and Training;
  - Internal and External Communications.
- 4.4 Overall, the initial findings indicate that there is a good general awareness by senior management within the Council of the potential risk posed by corruption and serious and organised crime groups. However; there remains work to be done to ensure that these risks are being effectively mitigated across all service areas.
- 4.5 Some of the areas for improvement and early action that are being taken forward in the emerging action plan will include:
- Strengthening training and development to raise operational awareness and to target services, professions, and specialisms at high risk;
  - Increased monitoring and analysis of ICT use;
  - Improved monitoring and analysis of key indicators such as high cash payments;
  - Targeted strengthening and awareness of infrastructure and organisational vulnerabilities, particularly during periods of change – technology, social media, physical infrastructure (metal theft);
  - Reviewing procedures to protect the organisation from financial threats and misuse of resources – fraud, external funding, procurement;

- Ensuring the Councils assets and statutory obligations/permissions are not abused or misused – licensing, regulatory, planning and development functions, commercial property portfolio.

4.6 The self assessment report and emerging action plan provides a baseline of current practice and some reassurance for the Council in relation to the policies and procedures that protect the organisation (and focus on the deter strand). It has also assisted in refining the nature of the risk faced by the Council. A good example of this related to Insider Threats. An Insider Threat is a person who exploits their organisational access for unauthorised purposes, not always maliciously – sometimes inadvertently. The first Scotland “Insider Threat” Conference in 2015 looked at the types of threat, some of the practical issues that can deter or prevent threats from materialising and the changing nature of threats in modern organisations. It also touched on why people do these things and some of the actions that organisations can take to reduce their likelihood and / or impact. Some of the information that was presented has been summarised below:

- Attempts to obtain employment fraudulently by not declaring previous convictions or using false qualifications rose by 70% in 2014;
- 80% of insider threats are men;
- Most are permanent employees (not temporary employees). Average length of employment before acting is 5 years;
- 87% use legitimate access granted by the organisation;
- 81% plan in advance;
- In 85% of cases someone else in the organisation knew it was happening / being planned;
- 50% had previously been identified by management as difficult or disgruntled employees;
- 80% committed the acts in the workplace and during working hours (not working from home access or covertly);
- 98% of all insider threat data breaches are from servers – not laptops, PC’s or emails – cybercriminals and rogue insiders are interested in databases not mobile devices;
- 48% involved privileged users – data administrators / IT professionals with full access – rather than end users or outsiders;
- 96% of data breaches could have been avoided through simple controls;

- 85% are not difficult to unpick and identify the rogue insider once discovered – they leave an audit trail;
- 4 areas of risk: – users; obsolete users; privileged users (IT administrators) malicious access – using others access.

4.8 Some of this information contains key messages for any large organisation:

- Organisations going through a change process are particularly vulnerable (particularly if the change involves IT changes);
- People are more likely to become insider threats and to act if they are frustrated, angry or uncertain about their own future, or in denial about a change that is happening within their organisation – they are particularly likely to turn to sabotage if they feel unable to express their concerns or frustration in an open manner;
- One of the most effective ways to combat the likelihood of sabotage or a rogue insider taking action during a period of change is to ensure good support for people undergoing organisational change by ensuring appropriate ways for people to raise their concerns;
- Organisational development and communications each have a key role to play in protecting the organisation during change.

4.9 In addition to the work being undertaken to protect the Council, a number of areas of work will also require to be undertaken in relation to Disrupt or Divert activities that are designed to support individuals or communities more widely (for example around the objective of diverting individuals from engaging in, or using, the products of serious organised crime). These areas of work are currently being developed and benefit from organisations across the Renfrewshire Community Safety Partnership coming together in a focused way to share knowledge and best practice as they each develop their own operational resilience. These aspects are being taken forward by the Renfrewshire multi agency CONTEST Prevent Steering Group, which has a primary focus on Counter Terrorism and is ideally placed to consider intervention that would disrupt and divert serious and organised crime groups, as they frequently use similar tactics to pull people into criminal activities or may even have links with terrorist organisations.

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## 5. **Integrity Action Plan**

5.1 During 2016, Police Scotland's Counter Corruption Unit supported Renfrewshire Council by undertaking a significant assessment of our vulnerability to Corruption / Serious Organised Crime. This process highlighted a number of recommendations for improvements to strengthen the Council. These actions were captured as part of a Renfrewshire Integrity Action Plan that is being used as an internal document to

focus the work of the Integrity Group on mitigating vulnerabilities in areas of greatest risk.

- 5.2 The Action Plan is a “live” document, used to identify and defend the Council against the risks posed by corruption and serious organised crime. It identifies training, awareness activity and other key actions required. By being organised into key themes, resources are focussed on the greatest areas of vulnerability. The Action Plan is a live document and the Integrity Group regularly review the progress of existing actions, as well as horizon scanning to identify any further actions or improvements.

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## **6. Integrity Key Themes and Challenges**

- 6.1 The key themes currently focussed upon in the Integrity Action Plan are:
- Governance;
  - Insider Threat;
  - Workforce Support;
  - Procurement;
  - ICT & Cyber Security.
- 6.2 Governance is concerned with ensuring strategic ownership of risks identified, whilst enabling affective communication across the Council. Key within this theme is for an organisational risk assessment to be undertaken; this process is currently underway, led by Internal Audit. The risk assessment will determine any further actions required.
- 6.3 Insider Threat focuses on minimising the risk of our own officers carrying out actions that would damage the Council or its reputation. Within this theme it will be important to establish vulnerable posts and site HR on any corruption warning signs. Additionally, any policies will be reviewed to ensure that they reflect the current climate.
- 6.4 Workforce Support seeks to provide the tools to equip our officers to raise any concerns, whilst being able to effectively carry out their role. This theme carries similar risks to Insider Threat, but is more focussed on the monitoring of interests and concerns; such as Gifts and Hospitality or Whistle Blowing.
- 6.5 Procurement is concerned with protecting our contracts and any goods purchased against the risks posed by corruption and serious organised crime. Without sufficient controls in place, we run the risk of bribery or corruption. There is also a reputational risk to the Council if it was to be found to be contracting with serious organised criminals or to have corrupt officers in post.
- 6.6 ICT & Cyber Security seeks to protect our data and the services we take for granted from both internal and external threats. With the growth in prominent cyber attacks



worldwide it is key that we take steps to secure the information and programmes used from malicious disruption. Key within this theme is to provide officer awareness on vulnerabilities and to ensure that appropriate guidance / policies are up to date.

6.7 The Renfrewshire Council ICT systems and anti-spam software do a good job, however, the level of spam that can lead to viruses and potentially cyber-attacks is significant. To put it in perspective:

- Only around 11.5% of all e-mails that the Council receives are deemed legitimate with the remainder blocked;
- In a specific recent 7 day period, the Council received 377,849 e-mails of which only 43,173 were legitimate and delivered to the recipient;
- Over a specific 5 week period, the Council received 2.14million e-mails of which 1.8million were blocked;
- Incidences of ransomware attacks have increased by 800% over the past year.

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## Implications of the Report

1. **Financial** – Corruption and serious organised crime represent a risk to Council Finances and the work of the Integrity Group seeks to minimise and mitigate these risks.
2. **HR & Organisational Development** – Corruption and serious organised crime represent a risk to Council HR and organisational development and to the workforce and the work of the Integrity Group seeks to minimise and mitigate these risks.
3. **Community Planning** - Corruption and serious organised crime groups represent a risk to individuals and communities and the work of the Integrity Group and the Renfrewshire Multi Agency CONTEST Prevent Group seeks to minimise and mitigate these risks.
4. **Legal** – none
5. **Property/Assets**- Corruption and serious organised crime represent a risk to Council property and assets and the work of the Integrity Group seeks to minimise and mitigate these risks.
6. **Information Technology** - Corruption and serious organised crime represent a risk to Council IT provision and assets and the work of the Integrity Group seeks to minimise and mitigate these risks.
7. **Equality & Human Rights**- none

8. **Health & Safety** – none
  9. **Procurement** – Corruption and serious organised crime represent a risk to Council procurement processes and the work of the Integrity Group seeks to minimise and mitigate these risks.
  10. **Risk** – none
  11. **Privacy Impact** – none
  12. **Cosla Policy Position** - none
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**List of Background Papers** - None

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**Author:** Oliver Reid, Head of Public Protection  
**e-mail:** [oliver.reid@renfrewshire.gcsx.gov.uk](mailto:oliver.reid@renfrewshire.gcsx.gov.uk)



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**To: COMMUNITIES, HOUSING & PLANNING POLICY BOARD**

**On: 29 AUGUST 2017**

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**Report by: DIRECTOR OF COMMUNITY RESOURCES**

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**Heading: PUBLIC PROTECTION OPERATIONAL SERVICE PLAN, 2017 to 2020**

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## **1. Summary**

- 1.1 The Operational Service Plan for Public Protection is attached as Appendix 1 to this report. It sets out the operational actions and targets for the Public Protection Service, as delivered through Community Resources, for the 3 year period covering 2017 to 2020. Some of the functions covered under Public Protection include food safety, Health and Safety in the workplace, pollution control, public health, housing disrepair, product safety, consumer complaints, dog warden, pest control, civil contingencies, community safety and the enforcement of parking, littering, dog fouling and commercial waste.
- 1.2 Some of the Public Protection service activities are statutory functions and in particular the attached Operational Service Plan also incorporates the statutory Business Regulation Service Plan 2016/17 for Food Safety Enforcement and Health & Safety Enforcement. It is a requirement that these documents are submitted to Policy Board for approval each year.
- 1.3 The intention of this approach is to demonstrate the integrated/co-ordinated working that happens across all of the services delivered by Public Protection and to give better & wider context to the statutory activities required and included within Public Protection Service.
- 1.4 The services covered under Public Protection include:
- Business Regulation;
  - Environmental Improvements;
  - Trading Standards and Licensing;

- Civil Contingencies; and
  - Renfrewshire Community Safety Partnership.
- 1.5 The Operational Service Plan is structured into four main sections:
- Introduction and overview;
  - Action Plan;
  - Performance Indicator Scorecard; and
  - Service appendices.
- 1.6 The indicators within the scorecard will be monitored on a regular basis and will be incorporated within the 6 monthly reporting process for the Public Protection Operational Service Plan.
- 1.7 Many of the actions are short or medium term actions until the end of the financial year (March 2018). However, it should be noted that many are cyclical and will occur every year and these have been noted in the action dates.
- 1.8 The Public Protection Operational Service Plan includes areas of activity that are delegated to the Infrastructure, Land and Environment Policy Board as well as this Board. This report is being submitted to both Boards for approval with regard to their relevant areas of delegated activity.
- 

## **2. Recommendations**

It is recommended that the Communities, Housing and Planning Policy Board

- 2.1 Approves the Public Protection Operational Service Plan 2017 to 2020, incorporating the statutory Business Regulation Service Plan 2017/18 for Food Safety Enforcement and Health & Safety Enforcement as specific to the areas of activity delegated to this Policy Board.
- 2.2 Notes that this report is also being presented to the Infrastructure, Land and Environment Policy Board for their approval with regard to their relevant areas of delegated activity.
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## **3. Background**

- 3.1 The Public Protection Service is one of Renfrewshire Council's key services in ensuring the safety and wellbeing of residents, visitors and employees within the Renfrewshire area.
- 3.2 The key responsibilities of Public Protection include:
- Protecting public health and community safety through the Renfrewshire Community Safety Partnership;

- Delivering a comprehensive civil contingencies capability across the communities of Renfrewshire, Inverclyde, East Renfrewshire and West Dunbartonshire which responds to, prepares for and recovers from disruptive events;
- Providing environmental protection support to improve private sector housing standards and conditions in houses in multiple occupation;
- Implementation of the Council's Contaminated Land Strategy and the maintenance of air quality across Renfrewshire;
- Providing occupational health and safety enforcement and food hygiene inspections in relevant work premises to protect employees, workers and the general public within Renfrewshire;
- Providing consumer protection through Trading Standards

3.3 The key priorities included within the action plan of the Public Protection Operational Service Plan are based on the revised Renfrewshire Council Plan 'A Better Future, A Better Council':

- A Better Future: Place
  - Driving physical and economic regeneration;
  - Building on our culture and heritage;
  - Protecting the public;
  - Creating a sustainable Renfrewshire.
- A Better Future: People
  - Reducing the level and impact of poverty;
  - Raising attainment and closing the attainment gap;
  - Supporting and sustaining people into employment;
  - Improving care, health and wellbeing.
- A Better Council
  - Supporting our employees;
  - Continuing to be a well-run council.

3.4 Some of the functions covered under Public Protection include food safety, Health and Safety in the workplace, pollution control, public health, housing disrepair, product safety, consumer complaints, dog warden, pest control, civil contingencies, Community Safety and the enforcement of parking, littering, dog fouling and commercial waste.

3.5 There are 42 distinct actions detailed in the Operational Service Plan. Each action is detailed with a due date for delivery, a responsible officer and the desired outcome in meeting this action.

- 3.6 Performance will be measured through a scorecard of indicators. Some of the indicators proposed have been in place for some time, although a number of new indicators are proposed to enhance performance monitoring.
- 3.7 Where possible, the scorecard details the performance over the previous 2 years and the target for 2017/18.
- 3.8 The statutory Business Regulation Service Plan (2017/18) is included as appendix 3.1 and covers Food Safety Enforcement and Health & Safety Enforcement in a format recognised and required by statutory agencies and inspectors.
- 

### **Implications of the Report**

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community Planning**  
A Greener Renfrewshire – The Operational Plan will highlight actions/outcomes for Community Resources to continue to improve the environment and contribute to the outcomes of a Greener Renfrewshire.  
  
Safer and Stronger – the Public Protection Service contributes towards Renfrewshire being a safe and secure place for those living, working or visiting the area, using intelligence-led joint tasking arrangements. It addresses anti-social behaviour & crime and supports youth diversionary and educational programmes.
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.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** – none

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

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**List of Background Papers** - None

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**Author:** Oliver Reid, Head of Public Protection

**e-mail:** [oliver.reid@renfrewshire.gcsx.gov.uk](mailto:oliver.reid@renfrewshire.gcsx.gov.uk)





# **Public Protection**

## **Operational Service Plan**

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## Section 1: Introduction & Overview

### 1.1 Purpose of the Operational Plan

- 1.1.1 This plan sets out the operational actions and targets for the Public Protection Service of Community Resources covering the period 2017-2020 and outlines what the service intends to achieve based on the resources available.

### 1.2 Strategic Context

- 1.2.1 It does this in support of the Council's strategic priorities which are established in the:
- Community Plan/Local Outcome Improvement Plan (LOIP), and
  - The Council Plan.
- 1.2.2 The Community Plan and Council Plan share a vision for Renfrewshire which is: "Working together to make Renfrewshire a fairer, more inclusive place where all our people, communities and businesses thrive".
- 1.2.3 The Community Plan/LOIP was formally approved by the Council in June 2013 and sets out an ambitious vision for Renfrewshire. Six community planning thematic boards have been formed to deliver the commitments made by the community planning partners under each of the six themes:
- Children and young people;
  - Jobs and the economy;
  - Community care, health and well-being;
  - Safer and stronger Renfrewshire;
  - Greener Renfrewshire; and
  - Empowering our communities.
- 1.2.4 The Council Plan, *A Better Future, A Better Council* was refreshed in December 2015 and the new priorities outline how Renfrewshire Council will contribute to delivering improved outcomes for local people, communities and businesses. These priorities are embedded in Community Resources' strategic planning framework with the activities as detailed in the Service Improvement Plan, aligned to the Council Plan to ensure we are delivering the Council's priorities.
- 1.2.5 This Operational Plan for the Public Protection Service of Community Resources covers the year 2017/18. It outlines the operational priorities that the service will deliver to achieve the wider service outcomes outlined in the 2017-2020 Service Improvement Plan.

### 1.3 Operational Plan Structure

1.3.1 The Plan is structured around four main sections:

1. Introduction and Overview;
2. An Action Plan;
3. A Performance Indicator Scorecard;
4. Service Appendices.

1.3.2 The Introduction and Overview section covers the strategic context of the plan, the structure of the plan, how the plan will be monitored and a brief service overview.

1.3.3 The Action Plan is the core of the operational plan. It sets out the priorities being addressed, the key tasks to be implemented, the officers responsible for achieving the key tasks, the implementation timetable, and the outcomes against which progress will be measured. The action plan can be found in Section 2.

1.3.4 The Performance Indicator Scorecard sets out the framework for how the operational plan will be monitored. It links performance indicators to actions and desired outcomes and includes the previous 3 year performance values and the 2017/18 performance target. The scorecard can be found in Section 3.

1.3.5 The performance indicator scorecard and the action plan are both monitored using the Council's performance management system, Covalent.

1.3.6 The Service Appendices section of the plan provides useful supplementary information relevant to the service.

1.3.7 The appendices can be found in Section 4.

## 1.4 Monitoring the Plan

- 1.4.1 A six monthly monitoring report, showing the progress achieved on the plan will be delivered to the Public Protection Service Management Team in November 2017 and summarised to the Community Resources Senior Leadership Team as part of an overall operational planning progress report. A final outturn report on the plan will be prepared as part of the refresh of the Operational Plan early in 2018/19.

## 1.5 Service Overview

- 1.5.1 The Public Protection Service of Community Resources has responsibility for delivering many of the enforcement and regulatory activities required of the Council. The service also has responsibility for civil contingency arrangements and the Renfrewshire Community Safety Partnership which delivers services from the Renfrewshire Community Safety Hub in Paisley. Key responsibilities include:

### **Business Regulation**

- 1.5.2 Community Resources Business Regulation Team is responsible for the provision of statutory Regulatory services on behalf of the Council in relation to Food Safety, Food Standards and Health & Safety at Work. These areas of work are delivered under guidance issued by Food Standards Scotland (FSS) and the Health and Safety Executive (HSE). In addition to statutory functions, the team offer guidance and support to local businesses and consumers. The team also carry out port health functions at Glasgow Airport. The Business Regulation Team also carry out work on behalf of Scotland Excel as Renfrewshire Council acts as the servicing Authority for them. A separate Food Service Plan requires to be prepared for approval by the Environment Policy Board as part of the Council's Framework Agreement with Food Standards Scotland. The Food Service Plan is attached as Appendix 3.1 to this document.

### **Environmental Improvements**

- 1.5.3 The Environmental Improvements Team meet the statutory duties placed upon the Council by public health based legislation, covering such areas as statutory nuisances including: commercial noise; insects; odours; defective drainage; housing disrepair; licensing for houses in multiple occupation; and regulation of private water supplies. The team are also involved in undertaking the Council's duties regarding local air quality management, contaminated land and enforcement duties associated with the registration of private landlords.
- 1.5.4 The Environmental Improvements team are also extensively involved with redevelopment works on brownfield land undertaken through the planning process and work closely with developers to ensure that sites are remediated to a level which is suitable for their intended use. This is evident through redevelopment of the former ROF site at Bishopton. Many of the tasks undertaken by the team contribute to minimising corporate risks as well as meeting Community Planning and Council Plan objectives.

### **Trading Standards and Licensing**

- 1.5.5 The Trading Standards and Licensing Team fulfil the statutory obligations imposed upon the Council by a wide variety of criminal consumer protection legislation, covering areas such as: weights and measures; product safety; product descriptions and counterfeiting; pricing; age-restricted products; animal health; and animal feeding stuffs. In addition, the team contributes to a number of non-statutory Council and Community Planning objectives, such as supporting local businesses through the Best Bar None scheme and protecting vulnerable people from scams.

- 1.5.6 Trading Standards advise Renfrewshire businesses on changes in legislation, and support them in meeting their responsibilities to ensure Renfrewshire businesses flourish. Officers also provide civil advice to Renfrewshire residents on their consumer rights and assist them in resolving complaints.

### **Civil Contingencies**

- 1.5.7 The Civil Contingencies team delivers a comprehensive civil contingency capability across the communities of Renfrewshire, Inverclyde, East Renfrewshire and West Dunbartonshire which responds to, prepares for and recovers from disruptive events. The service also ensures that business continuity arrangements are in place to ensure continuation of service delivery in emergency situations.

### **Renfrewshire Community Safety Partnership**

- 1.5.8 The Renfrewshire Community Safety Partnership delivers services from the Renfrewshire Community Safety Hub in Paisley to make Renfrewshire a safer and cleaner place for people to live in, work in and visit, working with a range of partners, including:

- Police Scotland
- NHS Greater Glasgow and Clyde
- The Procurator Fiscal
- St Mirren Football Club
- Scottish Fire and Rescue Service
- The Children's Reporter
- Engage Renfrewshire

- 1.5.9 The partnership deals with complaints about anti-social behaviour, such as:

- Neighbour disputes
- Domestic noise
- Vandalism
- Dog nuisance
- Drug dealing
- Youth disorder
- Graffiti
- Pest control

- 1.5.10 The service also investigates complaints and issues fixed-penalty fines, where appropriate, in relation to:

- Littering
- Breaches of the smoking ban
- Fly-tipping
- Abandoned vehicles
- Dog fouling
- Fly-posting
- Vehicle engine idling and illegal emissions

- 1.5.11 Renfrewshire Community Safety Partnership also helps local groups to organise litter clean-ups and advises schools and community groups about issues such as litter, dog fouling and fly-tipping. The partnership provides residents and businesses with graffiti clean-up kits and advises them about disposing of their waste properly. During the winter months, the partnership assists local residents and groups to clear snow and to grit pavements.

## Section 2: Action Plan

- 2.1 The action plan, which follows, is integral to the success of the Public Protection Service Operational Plan and details: the priorities being addressed; the key tasks to be implemented over the plan period; the implementation timetable and the outcomes against which progress can be measured. The structure of this action plan mirrors the Community Resources Service Improvement Plan, demonstrating how operational plans help deliver the priorities of the Service Improvement Plan, which in turn help achieve the priorities of the Council Plan and Renfrewshire's Community Plan. This forms part of the process of cascading the Council's priorities throughout the organisation. It also provides the means to integrate the various other operational plans and action plans.
- 2.2 A six monthly monitoring report, showing the progress achieved on the plan will be delivered to the Public Protection Service Management Team in November 2017 and summarised to the Community Resources Senior Leadership Team as part of an overall operational planning progress report. A final outturn report on the plan will be prepared as part of the refresh of the Operational Plan early in 2018/19.





# Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
Outcome: Driving Physical and Economic Regeneration				
1	Support Paisley First in their efforts to retain the Purple Flag status obtained in January 2017	31 Mar 2018	Nicola Williamson	<p>A raised profile and an improved public image in Paisley town centre through:</p> <ul style="list-style-type: none"> <li>• Wider patronage</li> <li>• Increased expenditure</li> <li>• Lower crime and anti-social behaviour</li> <li>• A more successful mixed-use economy</li> <li>• Raising awareness of the Purple Flag with visitors and businesses</li> </ul>
2	Provide support to new traders in Renfrewshire (Partners: Economic Development; SCOTSS; CTSI)	31 Mar 2018	Faye Wilson; Colin Hunter; Robert Marshall; Nicola Williamson	New businesses will be compliant with relevant legislation and provide a quality service to Renfrewshire's residents
3	Review and update the Council's contaminated land strategy for 2015-2021	31 December 2017	Colin Hunter	<p>Contaminated land within Renfrewshire is dealt with through a methodical, risk based approach</p> <p>An up to date strategy detailing the approach taken by Renfrewshire Council in regard to contaminated land, including remediation through planning consents</p>

## Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
<b>Outcome: Protecting the Public</b>				
4	Maximise the benefits achieved from the establishment of Renfrewshire Community Safety Partnership including the review of procedures and protocols	31 Mar 2018	Carolanne Robertson; Maxine Hendry; Nicola Williamson	To ensure services are delivered effectively and efficiently and there is resilience within the Service to allow it to be adaptable to change
5	Deliver Building Safer Greener Communities programmes across identified hotspot locations	31 Mar 2018	Carolanne Robertson Maxine Hendry	Increase sustained community engagement to make areas safer and greener linking in with Local Outcome Improvement Planning
6	Maximise the benefits of having the digital Radiolink system with connectivity to the CCTV control room	31 Mar 2018	Maxine Hendry	Contributes to the public's perception of safety across Renfrewshire, whilst contributing to the Purple Flag application process
7	Continue to implement the phased action plan outlined in the Renfrewshire Responsible Dog Ownership Strategy including a Communications Strategy	31 March 2018	Nicola Williamson	Increase the uptake of micro-chipping of dogs in Renfrewshire. Reduce issues relating to dog fouling and promote positive behaviour. Improving understanding within the Community with regards to the effects of dog fouling
8	Ensure goods on sale to Renfrewshire residents are of the correct quantity demanded, by weighing goods at point of manufacture or at the point of sale	31 March 2018	Faye Wilson	Improvement in weights and measures and consumer confidence in the correct weight of goods
9	Work with Health Board to ensure that hospital weighing equipment used to determine the weight of patients is accurate	31 March 2018	Faye Wilson	Providing the Greater Glasgow and Clyde Health Board with confidence that the weight of patients is correct to allow medicines etc to be administered

## Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
10	Protect Renfrewshire residents from unfair private car parking charges	31 March 2018	Faye Wilson	Renfrewshire residents are not disadvantaged by parking in a private car park
11	Work with local businesses to ensure compliance with consumer protection legislation, particularly in relation to e-commerce, pricing, consumer rights and product descriptions	31 March 2018	Faye Wilson	Compliance with legislation and protecting Renfrewshire residents with regards to fair trading
12	Conduct a programme of advice in relation to the age restrictions on, and product safety of, Nicotine Vapour Products	31 March 2018	Faye Wilson	Legislation will be adhered to by businesses to ensure under age sales do not take place
13	Work with local and national businesses to ensure compliance with product safety legislation particularly in relation to nickel in jewellery, food imitations and laser toys	31 March 2018	Faye Wilson	Compliance with regards to product safety to ensure Renfrewshire residents are safe
14	Carry out visits to advise businesses where lone work is undertaken	31 Mar 2018	Robert Marshall	Reduce the risk of violence/incidents involving lone workers
15	Carry out special interventions to businesses in the 'at risk' category of premises regarding occupational asthma	31 Mar 2018	Robert Marshall	Reduce the risk of occupational illness due to asthma
16	Carry out special interventions to tackle issues regarding falls from height in business premises	31 Mar 2018	Robert Marshall	Reduce the risk of injury to workers from falls
17	Carry out special interventions to tackle issues relating to workplace transport	31 Mar 2018	Robert Marshall	Reduce the risk to employees and the public from Health & Safety incidents relating to workplace transport

## Public Protection Operational Service Plan 2017-2020 - Action Plan

<b>Better Future: Place</b>					
<b>Ref</b>	<b>Action</b>	<b>Due Date</b>	<b>Responsible Officer</b>	<b>Desired Outcome</b>	
18	Implement a desk top review and sampling programme within Council school and nursery properties to ensure that there are no elevated levels of lead within drinking water supplies. (Partners: Building Services, Scottish Government; DWQR)	31 January 2018	Colin Hunter	The Council is satisfied that children and young adults are not exposed to elevated levels of lead from drinking water supplies in schools and nurseries	
19	Produce a Renfrewshire wide Air Quality Action Plan with identification of new measures to further improve air quality within the Air Quality Management Areas. (Partners: Roads and Transportation; Housing and Development Services; Scottish Government; SEPA)	31 Mar 2018	Colin Hunter	Improved air quality within the three Air Quality Management Areas.	
20	Promote private landlord registration and ensure HMO standards are met within licensed premises. (Partners: Legal Services; SFRS; Police Scotland)	31 Dec 2017	Colin Hunter; Faye Wilson Maxine Hendry	Reduce the number of unregistered private landlords within Renfrewshire, improving living standards within HMO accommodation	
21	Implement an awareness raising and sampling programme for lead within private drinking water supplies (Partner: DWQR)	31 March 2018	Colin Hunter	Owners of private water supplies are knowledgeable about health risks from elevated levels of lead in drinking water and exposure is minimised	

Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
22	Deliver a Council Incident Officer training and refresher training programme for all Corporate Resilience Management Team members	31 March 2018	David Mair	Organisational Resilience - All officers with a resilience role are equipped with the means to carry out the role effectively and efficiently
23	Deliver to the Corporate Management Team an overview version of the current elected members' training to ensure an understanding of their role during incidents	31 Dec 2017	David Mair	Organisational Resilience - Services/Departments are aware of their duties during disruptive events
24	Facilitate a media training event for chief officers, including live interaction in simulated interviews and press conferences etc	31 March 2018	David Mair	Organisational Resilience - Services/Departments are aware of their duties during disruptive events
25	Facilitate strategic exercise	30 June 2017	David Mair	Organisational Resilience - Services/Departments are aware of their duties during disruptive events
26	Update Procedures for Activation and Maintenance of Major Incident Coordination Centre	31 Dec 2017	David Mair	Organisational Resilience - Councils and their partners are confident that they have the means to deal with disruptive events
27	Deliver HQ Site Security training	31 Dec 2017	David Mair	Organisational Resilience - Councils and their partners are confident that they have the means to deal with disruptive events
28	Deliver Corporate Communications Exercise	31 Oct 2017	David Mair	Organisational Resilience - Effective communication links across the Council are developed and maintained

Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
29	Develop Community Recovery Guidance	31 March 2018	David Mair	Community Resilience - Communities are aware of the role of the Council and our partner organisations during disruptive events

Outcome: Creating a Sustainable Renfrewshire				
30	Develop community engagement and articulate how the community can work on Environmental Improvements across Renfrewshire	31 Mar 2018	Nicola Williamson	Build sustainable community capacity to take action in problem areas Promote success within communities and encourage further positive actions
31	Develop educational awareness strategy in preparation for change in focus away from emissions testing at the end of March 2018 to include what's happening in local schools/communities and reconsider enforcement for vehicle idling	31 Mar 2018	Carolanne Robertson	Raise awareness of the impact of idling across Renfrewshire
32	Multi Agency Risk Assessment Conference (MARAC) - Roll out awareness training to practitioners to increase referrals and for practitioners to exercise their professional judgement	31 Mar 2018	Maxine Hendry	Increases referrals to MARAC for the highest risk victims of domestic abuse leading to better reporting of issues and increased intervention to assist victims.

## Public Protection Operational Service Plan 2017-2020 - Action Plan

A Better Future: People				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
<b>Outcome: Reducing the Level and Impact of Poverty</b>				
33	Implement an intelligence based inspection programme of privately rented properties to ensure compliance with the Repairing Standard	31 Mar 2018	Colin Hunter	The physical standards of property within the private rented sector are improved and landlords comply with legal obligations
34	Promote new requirements for the mandatory registration of residential letting agents who act for private landlords within the private rented sector	31 Mar 2018	Colin Hunter	Reduce the number of unregistered letting agents within Renfrewshire, improving the standards of practice and removing unfit agents from the sector

A Better Council				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
<b>Outcome: Supporting our Employees</b>				
35	Support the Council's new Organisational Development Strategy including: recruitment; training and development; and performance appraisal	31 Mar 2018	Public Protection Management Team	Employees have the skills and knowledge to carry out their roles efficiently and effectively
36	Further improve absence management performance to deliver a sustained absence level of under 4% through continued use of the Council's Supporting Attendance policy	31 Mar 2018	Public Protection Management Team	Our employees are healthy, safe and well Improved attendance at work and reduced costs to the Service



## Public Protection Operational Service Plan 2017-2020 - Action Plan












A Better Council				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
<b>Outcome: Continuing to be a Well Run Council</b>				
37	Introduce revised procedures for debt recovery for fixed penalty fines	31 Mar 2018	Carolanne Robertson Nicola Williamson	Procedures for debt recovery are efficient and effective. This should allow income maximisation. New approaches will be considered, including best practice from other Local Authorities
38	Review and improve the quality of the information available on the Renfrewshire Council website relating to the work and service delivery of the Public Protection service and encourage better community engagement	31 Mar 2018	Public Protection Management Team	The public are better informed of the services delivered by Public Protection.
39	Work in partnership with the Improvement and Development team to ensure a robust customer satisfaction policy is in place, including using the Public Services Panel	31 Mar 2018	Public Protection Management Team	Customer feedback is used to improve service delivery
40	Continue to review the Community Safety Hub and partnership to identify any area of change required as well as gaps within service provisions and considering financial savings	31 Mar 2018	Public Protection Management Team	Improved public protection arrangements are in place for Renfrewshire and Public Protection runs an efficient and effective service
41	Create central electronic system for the recording, mapping and monitoring of TROs	31 Mar 2019	Carolanne Robertson Amenity Services - Transport	Improve the scheduling of lines/plates work and improve the free flow of traffic in address parking issues across Renfrewshire



A Better Council				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
42	Investigate a range of options for disposal of abandoned vehicles across Renfrewshire	31 Mar 2018	Carolanne Robertson	Improve abandoned vehicle disposal and maximise recovery of costs incurred








### Section 3: Scorecard














- 3.1 This scorecard of performance indicators for the Public Protection Service ensures that the impact of the actions carried out can be measured. As with the action plan, the structure of this scorecard reflects the Community Resources Service Improvement Plan, demonstrating how operational plans help deliver the priorities of the Service Improvement Plan, which in turn help achieve the priorities of the Council Plan and Renfrewshire's Community Plan. This forms part of the process of cascading the council's priorities throughout the organisation. It also provides the means to integrate the various other operational plans and scorecards.
- 3.2 The indicators within the scorecard will be monitored on a regular basis and will be incorporated within the 6 monthly reporting process of the Public Protection Service Operational Plan. The status indicator within the plan reflects performance on the indicator when last reported in relation to 2016/17 data.

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

- 3.8 A number of the indicators provide contextual information upon which performance is based. These indicators do not have a target and simply record the value in terms of numbers of instances of occurrences. These indicators are:
- CR.PP.14 a-c;
  - CR:PP.25a-c;
  - SOA.13.CR.04;
  - SOA.13.CR.05a-b;
  - SOA.13.CR.o06;
  - CR.PP.04a-b.

### 1. A Better Future: Place 03: Protecting the Public

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
SOA08.09o	Percentage of adults who agree that Renfrewshire is a safe place to live.		86%	83%	82%	84%	84%	84%
SOA09.121 8a	% of adults who agree with the statement "I am satisfied with my neighbourhood as a place to live".		79%	85%	81%	86%	86%	86%
CR.PP.07	Number of incidents of anti-social behaviour reported to Renfrewshire Council Community Safety Service		2,110	1,800	1,916	1,700	1,750	1,750
CR.PP.14	Domestic noise complaints - the average time (hours) between the time of the complaint and attendance on site		0.53	1	0.5	1	1	1
CR.PP.03a	Food Hygiene Information Scheme - % of premises which currently achieve a Pass rating		97.3%	97%	96%	97%	97%	97%
CR.PP.03b	Food Safety - % of broadly compliant food premises based on food business risk assessment scores		83.3%	86%	83%	86%	86%	86%
CR.PP.01a	% of air quality monitoring sites which exceed nitrogen dioxide limits		0% (All sites meet AQ objectives)	22%	0% (All sites meet AQ objectives)	22%	22%	22%
CR.PP.01b	Air quality - average nitrogen dioxide value of monitoring sites exceeding limits		0	46	0	45	44	44
CR.PP.01	Air Quality - Annual average PM10 value across all continuous monitoring sites		New from 2016/17	18ug/m <sup>3</sup>	13.7ug/m <sup>3</sup>	18ug/m <sup>3</sup>	18ug/m <sup>3</sup>	18ug/m <sup>3</sup>
CR.PP.01d	Maintain frequency of air quality monitoring across Renfrewshire in line with Scottish Government guidance		100%	100%	100%	100%	100%	100%



Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.05a	% of cases referred to the mediation service which are assessed within 10 working days		100%	100%	100%	100%	100%	100%
CR.PP.05b	% of Community Safety Investigators' covert/overt surveillance assessments completed within 3 working days		100%	100%	100%	100%	100%	100%
CR.PP.05d	% of mediation agreements maintained after 12 week monitoring period		100%	75%	100%	75%	75%	75%
CR.PP.13a	% of low priority pest control calls where initial contact is made within timescale		98%	100%	100%	100%	100%	100%
CR.PP.13b	% of high priority pest control calls where initial contact is made within timescale		98.4%	100%	97.5%	100%	100%	100%
CR.PP.14a	Number of domestic noise complaints settled without the need for attendance on site		608	n/a	465	n/a	n/a	n/a
CR.PP.14b	Number of domestic noise complaints requiring attendance on site.		594	n/a	610	n/a	n/a	n/a
CR.PP.14c	Total number of domestic noise complaints dealt with - under Part V of the Anti-Social Behaviour etc (Scotland) Act 2004		1,202	n/a	1,705	n/a	n/a	n/a
CR.PP.25a	Number of minor assaults in Renfrewshire		1,754	n/a	1,707	n/a	n/a	n/a
CR.PP.25b	Number of drug crimes in Renfrewshire		1,993	n/a	1,592	n/a	n/a	n/a
CR.PP.25c	Number of crimes of vandalism in Renfrewshire		1,480	n/a	1,420	n/a	n/a	n/a
CR.PP.26a	Civil Contingencies - % of Business Impact Analyses updated per Directorate		New for 2016/17		100%	100%	100%	100%
CR.PP.26b	Civil Contingencies - % of Directorate Business Continuity Plans updated		New for 2016/17		100%	100%	100%	100%
CR.PP.26c	Civil Contingencies - % of officers identified in the Incident Management Contacts Directory trained in a resilience role		New for 2016/17		60%	100%	100%	100%

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.26d	Civil Contingencies - % of CRMT members and deputies trained to undertake the 'Council Incident Officer' role		89%	100%	90%	100%	100%	100%
CR.PP.26e	Civil Contingencies - % of participating officers achieving 'pass' criteria in 6-monthly Call-Cascade Communications Exercise		81%	100%	90%	100%	100%	100%
CR.PP.26f	Civil Contingencies - % of identified businesses engaged with, to develop resilience arrangements		100%	100%	100%	100%	100%	100%
CR.PP.26g	Civil Contingencies - % of Multi-Agency Incident Response Guides updated in line with agreed timescales		100%	100%	100%	100%	100%	100%
CR.PP.26h	Civil Contingencies - % of Multi-Agency Incident Response Guides developed for newly identified sites		100%	100%	100%	100%	100%	100%
CR.PP.26i	Civil Contingencies - % of Community Councils actively engaged with, in the furtherance of community resilience initiatives		100%	100%	100%	100%	100%	100%
CR.PP.26j	Civil Contingencies - % of members trained in 'the role of an Elected Member during an incident' within the last two years		New for 2016/17	100%	100%	100%	100%	100%
HPCHART ER19	Percentage of anti-social behaviour cases reported in the last year which were resolved within locally agreed targets.		92.1%	n/a	Data not yet available	n/a	n/a	n/a
CR.PP.07a	Antisocial Behaviour: % of cases passed to Community Safety Investigators where contact is made within 3 working days		99.4%	100%	98.8%	100%	100%	100%
CR.PP.07b	Antisocial Behaviour: % of cases passed to Community Safety Investigators where contact is made with neighbours within 5 working days		99%	100%	100%	100%	100%	100%
CR.PP.07c	Antisocial Behaviour: % of cases passed to Community Safety Investigators where other agencies were consulted within 5 working days		100%	100%	100%	100%	100%	100%
CR.PP.07d	Antisocial Behaviour: % of cases passed to Community Safety Investigators where the person being complained about is contacted within 10 working days		96%	100%	97.3%	100%	100%	100%

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.07e	Antisocial Behaviour: % of cases passed to Community Safety Investigators which are monitored for 12 weeks	✓	100%	100%	99.3%	100%		100%
SOA09.0914a	Number of crimes of violence	✓	253	252	257	245		240
SOA13CR.01	% reduction in one year reconviction frequency rate	✓	43%	45%	49%	43%		42%
SOA13CR.02	% reduction in the perception of the local drug dealing/use in neighbourhoods		14%	11%	Data not yet available	11%		10%
SOA13CR.03	% of residents stating they feel 'very safe' or 'fairly safe' when at home alone at night and when walking alone in the neighbourhood after dark		87%	84%	Data not yet available	85%		86%
SOA13CR.04	Number of reported incidents of anti-social behaviour (combined Council and Police data)		12,616	11,489	Data not yet available	11,250		11,000
SOA13CR.05a	Total number of reported incidents of domestic abuse	✓	2,145	2,431	2,223	2,400		2,350
SOA13CR.05b	Number of reported incidents of domestic abuse per 100,000 of population	✓	1,229	1,432	1,264	1,400		1,400
SOA13CR.06	Number of complaints regarding vandalism and youth disorder		3,244	2,614	Data not yet available	2,575		2,525
SOA13CR.07a	Detection rates for hate crimes and offences		79.9%	86%	Data not yet available	86%		87%



## 1. A Better Future: Place

### 04: Creating a Sustainable Renfrewshire

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.27	% of flytipping incidences investigated and uplifted by the Rapid Response Team within one working day.			New from 2017/18				100%
CR.PP.29	No. of community clean-up events supported by Community Resources			New from 2017/18				150




## 2. A Better Future: People

### 06: Raising Attainment and Closing the Attainment Gap

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.06c	Number of recorded attendances at Street Stuff activities		37,269	32,000	43,758	50,000		45,000
CR.PP.06a	Number of volunteers assisting with Street Stuff activities		23	n/a	17	n/a		n/a
CR.PP.06b	Number of employment opportunities created through Street Stuff activities		16	n/a	9	n/a		n/a

### 3. A Better Council

#### 09: Supporting our Employees

Code	Short Name	Status	2015/16		2016/17		2017/18
			Value	Target	Value	Target	Target
CR.PP.15a	Renfrewshire Community Safety Partnership - absence %		7%	4%	8.2%	4%	4%
CR.PP.15b	Regulatory Services - % absence		0.4%	4%	0.7%	4%	4%
CR.PP.15d	% of Renfrewshire Community Safety Partnership employees having completed IDPs (from MDP/MTIPD)		76.1%	100%	76.1%	100%	100%
CR.PP.15e	% of Regulatory Services employees having completed IDPs (from MDP/MTIPD)		92%	100%	92%	100%	100%
CR.PP.30	Public Protection Service - overtime costs as a % of budgeted basic employee costs		New from 2016/17		2.3%	n/a	n/a















### 3. A Better Council

#### 10: Continuing to be a Well Run Council

Code	Short Name	Status	2015/16		2016/17		2017/18
			Value	Target	Value	Target	Target
CR.PP.02a	Trading Standards - consumer complaints completed within 14 days		87.4%	82%	87%	82%	82%
CR.PP.02b	Trading Standards - business advice requests completed within 14 days		100%	100%	100%	100%	100%
CR.PP.04a	Cost of Trading Standards per 1,000 of population		£2,624	n/a	Data not yet available	n/a	n/a
CR.PP.04b	Cost of Environmental Health per 1,000 of population		£10,661	n/a	Data not yet available	n/a	n/a



## Public Protection Operational Service Plan 2016-2019 - Scorecard

Code	Short Name	Status	2015/16		2016/17		2017/18
			Value	Target	Value	Target	Target
CR.PP.01c	% of service requests concerning air quality related issues responded to within 3 working days of receipt		95.8%	95%	96.1%	95%	95%
CR.PP.16a	Customer satisfaction rating for Trading Standards - Business Advice Service		Being developed				
CR.PP.16b	Customer satisfaction rating for Business Regulation Inspections		Being developed				
CR.PP.16c	Customer satisfaction rating for Environmental Improvements		Being developed				
CR.PP.16d	Customer satisfaction rating for Renfrewshire Community Safety Partnership		Being developed				
CR.PP.16e	Customer satisfaction rating for the noise complaints service		Being developed				
CR.PP.16f	Customer satisfaction rating for the pest control service		Being developed				
CR.PP.17	% of programmed food hygiene inspection visits carried out within target		99%	100%	99%	100%	100%
CR.PP.19	% of notified cases of infectious diseases responded to within 2 working days		100%	100%	100%	100%	100%
CR.PP.20	% of Food and Health and Safety complaints and service requests responded to within 2 working days of receipt		100%	100%	100%	100%	100%
CR.PP.21	% of service requests in relation to public health and housing responded to within 3 working days		98.7%	96%	96%	96%	96%
CR.PP.22	% of service requests relating to Houses in Multiple Occupation and Private Landlord Registration responded to within 3 working days		96%	98%	94%	98%	98%
CR.PP.31a	Public Protection Service - % of front line resolutions dealt with within timescale		75%	100%	68%	100%	100%
CR.PP.31b	Public Protection Service - % of complaint investigations dealt with within timescale		100%	100%	100%	100%	100%

## Section 4: Appendices

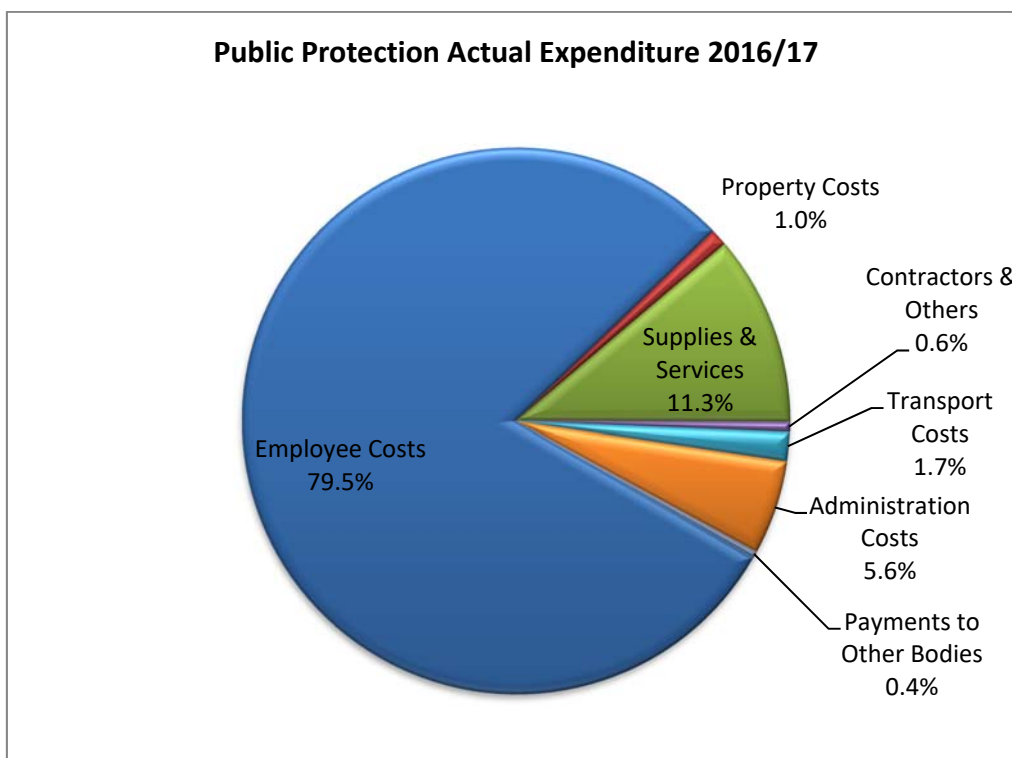
Information provided in the Service Appendices section of the plan provides useful supplementary information relevant to the service.

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## Appendix 1: Glossary

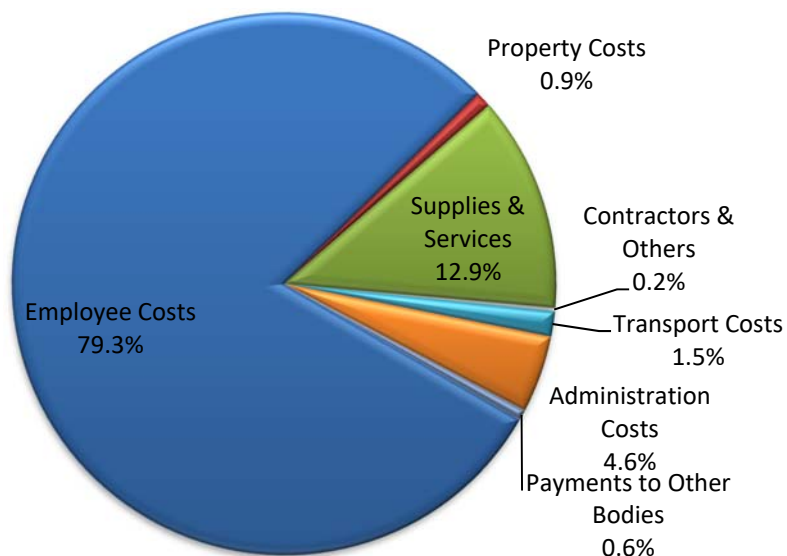
GLOSSARY	
Acronym	Full Name
<b>AGS</b>	Aberdeen, Glasgow, Southampton Ltd (Glasgow Airport)
<b>APHA</b>	Animal & Plant Health Agency
<b>BAES</b>	BAE Systems
<b>BIS</b>	Department for Business, Innovation and Skills
<b>CAS</b>	Citizens Advice Scotland
<b>CMA</b>	Competition and Markets Authority
<b>CTSI</b>	Chartered Trading Standards Institute
<b>FSS</b>	Food Standards Scotland
<b>GSS</b>	Glasgow Scientific Services
<b>HMO</b>	Houses in Multiple Occupation
<b>HSE</b>	Health & Safety Executive
<b>IPO</b>	Intellectual Property Office
<b>RCSP</b>	Renfrewshire Community Safety Partnership
<b>REHIS</b>	Royal Environmental Health Institute of Scotland
<b>SBRC</b>	Scottish Business Resilience Centre
<b>SFELC</b>	Scottish Food Enforcement Liaison Committee
<b>SFRS</b>	Scottish Fire & Rescue Service
<b>SOCOEHS</b>	Society of Chief Officers of Environmental Health in Scotland
<b>SCOTSS</b>	Society of Chief Officers of Trading Standards in Scotland
<b>TSS</b>	Trading Standards Scotland

## Appendix 2: Financial Data



Public Protection Actual Expenditure 2016/17		
Expenditure Type	Actual Spend Gross Revenue Expenditure	
Employee Costs	£3,341,104	79.5%
Property Costs	£41,758	1.0%
Supplies & Services	£474,516	11.3%
Contractors & Others	£24,269	0.6%
Transport Costs	£71,899	1.7%
Administration Costs	£235,515	5.6%
Payments to Other Bodies	£16,034	0.4%
<b>Total</b>	<b>£4,205,095</b>	<b>100.0%</b>

Public Protection Estimated Expenditure 2017/18



Public Protection Forecast 2017/18		
Expenditure Type	Estimated Spend Gross Revenue Expenditure	
Employee Costs	£3,516,739	79.3%
Property Costs	£40,370	0.9%
Supplies & Services	£570,020	12.9%
Contractors & Others	£9,216	0.2%
Transport Costs	£66,848	1.5%
Administration Costs	£204,211	4.6%
Payments to Other Bodies	£26,300	0.6%
<b>Total</b>	<b>£4,433,704</b>	<b>100.0%</b>



**Appendix 3.1: Business Regulation Service Plan**



**COMMUNITY RESOURCES**

**BUSINESS REGULATION SERVICE PLAN**

**2017/18**

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**BUSINESS REGULATION SERVICE PLAN 2017/18**

**1. SERVICE AIMS AND OBJECTIVES**

**1.1 Aims and Objectives**

1.1.1 The Food and Health & Safety Service is provided by Public Protection, within Renfrewshire Council's Community Resources service. With the exception of feed controls, the service is delivered by the Business Regulation Team. The aim is to provide an effective regulatory service for food safety, food standards, and occupational health and safety at work on behalf of Renfrewshire Council, ensuring the Council's statutory responsibilities are met. The objective of the service is to improve the quality and effectiveness of these regulatory activities, and in doing so ensure public health and safety are maintained. The Trading Standards & Licensing Team is responsible for the enforcement of feeding stuffs legislation.

1.1.2 In order to achieve this aim, Community Resources will:

- Apply the relevant legislation at premises regulated by the Local Authority in line with the Scottish Regulators Code of Practice,
- Work in partnership with agencies such as Food Standards Scotland (FSS) and the Health and Safety Executive (HSE) to achieve nationally agreed strategic aims,
- Ensure that all staff undertaking enforcement activity are properly qualified and competent to undertake their duties,
- Operate a risk based approach to inspection and regulation,
- Carry out a programme of specific, targeted and appropriate interventions in order to improve food safety and health & safety standards,
- Work with local businesses in an open and transparent manner,
- Investigate and take appropriate action upon receipt of accident notifications, service requests, food poisoning notifications and complaints.

**1.2 Links to Corporate Objectives and Plans**

1.2.1 The Business Regulation Service Plan 2017-18 contributes to Community Resources service outcomes as well as Renfrewshire Council's Corporate Objectives and Plans. In particular the service has a critical role to play in supporting sustainable economic development, ensuring the health and safety of the public, addressing the impact of poverty and the protection of both the public and legitimate businesses from criminal activities.

**1.3 Overview**

1.3.1 In terms of food law enforcement, Renfrewshire Council is a statutory food authority under the Food Safety Act 1990 for all food and feed businesses within Renfrewshire. The Council is also an enforcing authority in terms of Section 18 of the Health & Safety at Work etc. Act 1974, the Service is the enforcing authority for health & safety legislation in certain types of premises within Renfrewshire. This is

determined by the main activity being undertaken at the premises as laid down in the Health and Safety (Enforcing Authority) Regulations 1998.

- 1.3.2 Section 18 of the Health and Safety at Work etc Act 1974 puts a duty on the HSE and Local Authorities (LAs), as Enforcing Authorities, to make adequate arrangements for enforcement. The Section 18 Standard sets out the arrangements that LAs and HSE's Field Operation Directorate should put in place to meet this duty.

## **2. BACKGROUND**

### **2.1 Organisational Structure**

- 2.1.1 The Food Safety and Health & Safety service is delivered by suitably qualified officers within the Business Regulation Team operating in Public Protection within Community Resources.

### **2.2 Role of Public Protection**

- 2.2.1 Public Protection consists of the Business Regulation, Community Safety, Environmental Improvements and Trading Standards teams. Their combined role is to protect the health, safety and welfare of the local community and to safeguard public health, the quality of the local environment and to enhance economic, social and environmental welfare by improving and maintaining standards of fair trading in terms of safety, quality, quantity and price.

### **2.3 Public Protection**

The Service is based at:

Community Resources  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1BR

The Service can be contacted by:

email - [b-serv.es@renfrewshire.gov.uk](mailto:b-serv.es@renfrewshire.gov.uk), or

phone – 0300 300 0380

### **2.4 Scope of the Service**

- 2.4.1 The main role of Business Regulation is to undertake regulatory functions of relevant legislation in terms of Food Safety, Food Standards and Occupational Health and Safety at Work on behalf of Renfrewshire Council. The aim is to secure compliance with the standards laid down in primary legislation, associated regulations and codes of practice. Regulatory work is complemented by the work carried out by a Health

Promotion Officer. The key activities of Business Regulation are based on the implementation of inspection, survey and sampling programmes and other appropriate monitoring and investigative activities, including responding to, and learning from food complaints, accidents and incidents at work.

- 2.4.2 Under Section 5 of the Food Safety Act 1990, Renfrewshire Council is a statutory Food Authority, responsible for delivery of official controls under the Act and associated Regulations. Statutory appointments of Head of Food Service and Lead Officer for Food Safety are detailed in the Council's Scheme of Delegated Functions.
- 2.4.3 Enforcement of the legislation, under Section 6 of the Food Safety Act 1990, includes food hygiene and food standards covering the safety, quality, presentation and labelling of food. To this end, a programme of food business inspections and the surveillance of food is carried out by co-ordinated food sampling and a food standards inspection programme.
- 2.4.4 Food and premises hygiene complaints are investigated. The investigation and control of food-borne infections within food premises is carried out in conjunction with NHS Greater Glasgow and Clyde. The Service acts as the originating authority to those large scale food manufacturers within the area, co-ordinating and assisting in complaints and enquiries from other Food Authorities within the UK and Europe.
- 2.4.5 As an Enforcing Authority, the Service also has responsibility for the provision of health & safety enforcement services in a range of business activities covering approximately 2600 premises and an estimated 10,000 employees. The enforcement of health & safety legislation is split between the Local Authority (Renfrewshire Council) and the Health & Safety Executive (HSE), depending on the main activity being undertaken at the premises as laid down in the Health & Safety (Enforcing Authority) Regulations 1998. The HSE are responsible for the more traditional "factory" or industrial premises. The premises within the remit of the Council include: offices, shops, warehouses, leisure, hotel and catering premises.
- 2.4.6 The principal activities of the service, outlined above, have relevance to the Planning, Building Standards, Civic Licensing and Alcohol Licensing services of the Council. The service also delivers official controls in relation to food safety in all Renfrewshire Council food operations.
- 2.4.7 The Service provides advice and guidance to all businesses to ensure compliance with statutory requirements and assists in sourcing appropriate training and educational support. The Health Promotion Officer is also involved in the provision of food hygiene training for Community Resources Facilities Management soft Services.
- 2.4.8 The Trading Standards & Licensing Team is responsible for enforcement of animal feeding stuffs legislation.

## 2.5 Demands on the Service

**Table 1: Profile of food businesses in Renfrewshire as at 1 April 2017:**

<b>Premises</b>	<b>Number</b>
Primary Producers	14
Manufacturers and Packers	51
Importers/Exporters	5
Distributors/Transporters	19
Supermarket/Hypermarket	31
Smaller Retailers	238
Retailers, Other	53
Restaurant/ Cafe/Canteen	270
Hotel/Guest House	24
Pub/Club	167
Take Away	181
Caring Establishment	186
School/College	80
Mobile Food Unit	59
Restaurants & Caterers, Other	136
<b>Total</b>	<b>1514</b>

**Table 2: Profile of Businesses for Health & Safety Enforcement as at 1 April 2017:**

<b>Premises</b>	<b>Number</b>
Retail	778
Wholesale	131
Offices	327
Catering	732
Hotels etc	24
Residential Care	19
Leisure	207
Consumer Services	427
Others	72
<b>Total</b>	<b>2649</b>

**Table 3: No. of approved and registered feeding stuffs premises as at 1 April 2017:**

<b>Premises</b>	<b>Number</b>
Registered Feeding Stuffs Premises	128
Approved Feeding Stuffs Premises	0
<b>Total</b>	<b>128</b>

2.5.1 The Food Safety and Health & Safety Services provided by Renfrewshire Council operate solely from Renfrewshire House, Cotton Street, Paisley, PA1 1BR. The Service's standard working day is 8.45am - 4.45pm Monday to Thursday, and 8.45am - 3.55pm on Friday, with an out of hour's service also being provided in cases of emergency.

2.5.2 The Service works in a number of complex areas, which include:

#### **Glasgow International Airport**

2.5.3 As Glasgow International Airport lies within the Authority, this adds further elements of work to the Business Regulation Team. At present there are regular imports of consignments of fish, fruit and vegetables through Glasgow Airport. These foods are subject to controls administered by Business Regulation. The Service is also involved in the surveillance of exports from the Airport and provides export certificates to those businesses exporting foodstuffs from Renfrewshire.

2.5.4 The Business Regulation Team provides a port health role at the airport. Renfrewshire Port Health Authority was originally set up with the primary objective of preventing dangerous epidemic diseases entering the country. Although this can still occur, if a person is patently unwell, this function is now more realistically aimed at contacting and monitoring persons who may be carrying a communicable disease and preventing further cases arising from environmental contamination of aircraft.

2.5.5 There are also currently 2 businesses which operate flight catering within the airport estate and these are subject to inspection by the service.

2.5.6 EHOs operate on a rota basis, with one officer allocated for each day of the working week. The officer carries out all imported food functions at the airport on his/her allocated day. In addition, on weekends and public holidays an emergency call out service is in place to deal with port health incidents.

#### **Communication and Language**

2.5.7 The Council area has a number of food businesses operating for whom English is not a first language. This can introduce communication challenges during the course of inspection and enforcement visits. In order to address this issue, information leaflets translated into other languages have been produced. The service has organised food

hygiene training in foreign languages and a translation service is available to officers if required during inspections and other meetings.

### **Council Operated Food Businesses**

- 2.5.8 The control of food enforcement in Local Authority catering operations provided by Community Resources is a complex and sensitive area of work. These premises include catering in residential establishments such as those run by the Council's Social Work Services as well as schools and nurseries. The service employs the same approach to enforcement in these premises.

### **Approved Premises**

- 2.5.9 There are 11 approved premises (2 meat and fishery products, 7 meat products, and 2 meat, fish & dairy products) operating within Renfrewshire, all of which are approved under Regulation (EC) 853/2004.

### **Events**

- 2.5.10 A significant number of 1 day events such as Fetes, agricultural shows, food festivals markets are held throughout Renfrewshire on an annual basis, particularly, but not exclusively, during the summer months. These events require a food law enforcement presence in response to the level of external food retailers and caterers providing food for the large number of visitors and this can result in a minor short term impact on the food service. The events do however; provide an opportunity for health promotion activities, which the team attend throughout the year.

### **Health & Safety Enforcement**

- 2.5.11 The review of Health & Safety enforcement activities by the UK Government has influenced the approach in this area. HSE priority planning guidance directs the work of Local Authorities in relation to Health & Safety, with an emphasis on targeting resources on higher risk activities and reducing the number of routine inspections.
- 2.5.12 An Intervention Plan based on this guidance has been developed which takes into account local conditions and priorities.

## **2.6 Performance Management**

- 2.6.1 The percentage of food businesses who receive a "pass" in terms of the food hygiene information scheme is used the Indicator for performance. This figure is reported on a quarterly basis to the Infrastructure, Land and environment Policy Board, with the current target set at 97%.
- 2.6.2 Elected Members receive quarterly reports on performance in key areas including Food Safety and Health & Safety enforcement and Managers provide an operational update at a bi-monthly Public Protection Management Meeting. Certificates of

Compliance and formal notices are reported to elected members via the Regulatory Functions Board and Information Bulletin reports.

- 2.6.3 Performance reviews are carried out on a six monthly basis with staff involved in Food Safety and Health & Safety enforcement, in order to maintain performance.

## **2.7 Enforcement Policy & Procedures**

- 2.7.1 The Regulatory Services Integrated Enforcement Policy is in place to ensure the consistency of enforcement across all areas of Public Protection. The Policy sets standards clearly outlining the level of service which the public and businesses can expect to receive. It encourages fair and open regulation and commits the Service to ensuring our enforcement service works with businesses to assist them in complying with the law. The Policy has recently been reviewed to ensure it is consistent with the Scottish Regulators' Strategic Code of Practice.

## **2.8 Information Systems**

- 2.8.1 Premises records are held on the Authority Public Protection (APP) system, which is used to manage the inspection programme and record details of inspections, accidents, complaints and enquiries. The database is regularly reviewed and updated to facilitate the planning of inspection programmes and production of management reports.
- 2.8.2 Progress towards local, regional and national outcomes is monitored on a monthly basis using the reporting functions of the system. Statutory returns are made using data from the APP system.

## **3. SERVICE DELIVERY**

### **3.1 Food, Feeding Stuffs and Health & Safety Premises Inspections**

- 3.1.1 In accordance with the Food Law Code of Practice (Scotland), all food premises are risk-assessed, both for food hygiene and food standards. Risk assessments are entered in the Services database, which generates "a target inspection date". A report is generated from the database of visits due for each officer. The Service undertakes a full inspection programme based on the risk category of premises. Regulatory activity in relation to Health and Safety at Work is determined in accordance with the HSE priority planning guidance.
- 3.1.2 The tables below illustrate the number of premises in Renfrewshire in each risk category for Food Hygiene, Food Standards, Feeding Stuffs and Health & Safety as at April 1 2017.

**Table 4: Food Hygiene Premises per Risk Category**

<b>Risk Band</b>	<b>Number of Premises</b>
A	24
B	203
C	482
D	378
E	407
Unrated	14
<b>Total</b>	<b>1508</b>

- 3.1.3 The risk rating of a food business is based on a number of elements. Hygiene, structure and food safety management are assessed to determine the risk posed by an establishment and the frequency of intervention by the local authority. These are numerically scored and used to derive the rating that is presented to the consumer as the 'score', A-E; Category A posing the highest risk.
- 3.1.4 In the year, there has been an increase in the number of category A rated premises, (previously 12). In addition, there has been a slight shift upwards in category B, C & D premises. Business Regulation will continue to monitor this.

**Table 5: Food Standards Premises per Risk Category**

<b>Risk Factor Band</b>	<b>Number of Premises</b>
High	10
Medium	493
Low	998
Unrated	18
<b>Total</b>	<b>1519</b>



**Table 6: Feeding Stuffs Premises per Risk Category**

<b>Risk Factor Band</b>	<b>Number of Premises</b>
High	3
Upper Medium	11
Lower Medium	114
Low	197
Unrated	5
<b>Total</b>	<b>330</b>

**Table 7: Profile by Health & Safety risk category rated at 1 April 2017:**

<b>Risk Category</b>	<b>Total number in category</b>
A	1
B1	31
B2	749
C	1527
Unrated	449
<b>Total</b>	<b>2757</b>

3.1.5 The tables below illustrate the number of inspections programmed for 2017/18 in each risk category for Food Hygiene, Food Standards and Feeding Stuffs.

**Table 8: Food Hygiene Programmed Inspections for 2017/18**

<b>Risk Band</b>	<b>Number of Inspections</b>
A	24
B	203
C	330
D	173
E	195
Unrated	14
<b>Total</b>	<b>939</b>

**Table 9: Food Standards Programmed Inspections for 2017/18**

<b>Risk Band</b>	<b>Number of Inspections</b>
High	10
Medium	134
Low	14
Unrated	18
<b>Total</b>	<b>176</b>

**Table 10: Health & Safety Inspections for 2017/18**

- 3.1.6 Since 2013, the service has refined the intervention strategy for businesses by further improving the targeting of relevant and effective interventions in line with LAC 67/2. The refinement preserves inspections for higher risk premises and has led to a reduced number of proactive Health & Safety inspections. This has subsequently allowed capacity for more effective outcome focussed interventions whilst protecting people in the workplace and wider society.
- 3.1.7 There is one proactive inspection (Risk Category A premises) in the health & safety programme for 2017/18 and the themed inspections programmed are detailed in the table below:

<b>Date</b>	<b>Special Intervention</b>
August-December 2017	Carry out special workplace transport interventions in an effort to reduce the risk to employees and the public from Health & Safety incidents relating to workplace transport
August-December 2017	Carry out special interventions for safety in swimming pools and spas where Health & Safety is enforced by the Local Authority to reduce the risk to employees and the public from Health & Safety and Public Health incidents.
August-December 2017	Carry out special interventions to businesses in the 'at risk' category of premises where there is a risk of occupational asthma
August-December 2017	Carry out special interventions to tackle issues regarding falls from height in business premises to reduce the risk of injury.

- 3.1.8 The inspection programme for 2017/18 has been developed to comply fully with the Food Law Code of Practice (Scotland) and LAC Circular 67/2 (Rev 4) Health & Safety priority planning. Therefore, in addition to the programmed Food Standards Inspections detailed above, this Authority continues to exercise the facility afforded to combine Food Standards Inspections with programmed Food Hygiene Inspections where appropriate.
- 3.1.9 So far as the inspection of premises outwith normal working hours is concerned, our policy is to ensure that, where premises are only open outwith normal hours, then

appropriate provision is made for them to be visited in accordance with at least the minimum number of visits determined by their risk rating.

- 3.1.10 In addition to the inspection programmes, a number of revisit inspections; estimated for 2017/18 to be in the region of 300 visits, are predicted to be required in accordance with the Service's Enforcement Policy.
- 3.1.11 Eight full time equivalent officers carry out the work of the Business Regulation team, including the Robert Marshall and Health Promotion Officer (0.5 FTE). The staffing allocation to food law enforcement is 75% of 7.5 FTE's, with the other 25% allocated to Health & Safety enforcement. Officers are allocated premises within specific geographical areas. A Trading Standards Officer, from the Trading Standards and Licensing team (0.25 FTE) undertakes functions relating to feeding stuffs.
- 3.1.12 It is considered that the Service has adequate expertise to provide a competent and full portfolio of enforcement and educational roles in relation to Food Safety and Health & Safety. However; where necessary, we are able to draw on expertise from Food Standards Scotland, Glasgow Scientific Services – the Public Analyst, Health Protection Scotland, the Director of Public Health, Animal and Plant Health Authority (APHA), The Health & Safety Executive and other local authorities.

### 3.2 Food, Feeding Stuffs and Health & Safety Service Requests

- 3.2.1 The Service has documented policies relating to the investigation and handling of complaints and service requests which ensure that all complaints are investigated in accordance with the appropriate Code of Practice. The numbers of complaints and service requests, detailed by category, received during the last year (April 2016 - March 2017) are shown in the table below:

**Table 11: Complaints and Service Requests 2016/17**

Category of Complaint/Service Request	Number of enquiries 2016/17
Food Hygiene	60
Food Standards	30
Hygiene of Food Premises	20
Feeding Stuffs (animals)	6
Health & Safety	93
Advice to Business	155
Advice to Consumers	46
Certificates and Consultations	50
Imports/Exports	30
Other	4
<b>Total</b>	<b>514</b>

\*Figure includes accident notifications.

3.2.2 Complaints and Service Requests are dealt either by the duty Business Regulation Officer or by the officer responsible for the premises which are the subject of the complaint/request. All service requests are logged in the APP database against the premises implicated, with visits and actions being recorded when undertaken.

3.2.3 All complaints are recorded and their risk evaluated to distinguish between those which require an on-site investigation and others which may be resolved by telephone or written advice.

### **3.3 Investigation of Accidents**

A procedure is in place for the investigation of notified accidents designed to ensure consistency and quality of the accident investigation service. It is not possible or appropriate to investigate all incidents and a systematic approach has been adopted to ensure that the more serious incidents are investigated.

### **3.4 Enforcement Management Model (EMM)**

3.4.1 The Guidance in the LAC22/18 along with detailed guidance that was issued for use by EHOs is used to promote consistency of enforcement between individual officers, LAs and with HSE.

3.4.2 All officers in the team have been trained in the use of the Enforcement Management Model. The model is used by officers when considering the most appropriate action to take in more complex situations which are occasionally encountered, including serious accident investigations. It is also used as a monitoring tool by the Business Regulation/Regulatory and Enforcement Manager.

### **3.5 Home Authority Principle & Primary Authority Scheme**

3.5.1 For companies operating under two or more local council jurisdictions, Primary Authority provides reliable and consistent regulatory advice from a single source when dealing with key aspects of environmental health, trading standards, health & safety, and licensing services. Renfrewshire Council currently operates a Primary Authority partnership with M&Co in relation to Health & Safety advice and enforcement.

3.5.2 The Regulatory Reform (Scotland) Act 2014 creates a legal framework for implementation of Primary Authority arrangements relating to the devolved regulatory responsibilities of Local Authorities in Scotland. A process to introduce the scheme for food businesses is currently going through the consultation process.

3.5.3 The Primary/Home authority principle is applied when dealing with food complaint investigations and also routinely in relation to food standards and labelling issues. It is considered to be an aid to good enforcement practice.

3.5.4 The Council has no formal agreements in place to act as a Home Authority with any specific business, but has listed the following significant establishments as ones which are considered as home authority/originating authority premises:-

A&A Bakers	Moss Road	Linwood	PA3 3HR
Alice Cairns Butchers Ltd	Moss Road	Linwood	PA3 3HR
Alpha LSG Sky Chef's Ltd	Arran Avenue	Paisley	PA3 2AY
Alpha LSG Sky Chef's Ltd	Arran Avenue	Paisley	PA3 2AY
Aulds Delicious Desserts	Barnsford Avenue	Inchinnan	PA4 9RG
Big Bear Bakery	15 Edison Street	Hillington Park	G52 4JW
Buon Giorno	11A Queen Street	Renfrew	PA4 8TR
Chivas Brothers Limited	111-113 Renfrew Road	Paisley	PA3 4DY
Craigton Packaging	Scott's Road	Paisley	PA2 7AN
Davis & Davis	39 Brora Drive	Renfrew	PA4 0XA
Diageo Global Supply	1 Argyll Avenue	Renfrew	PA4 9EA
Diageo Global Supply	500 Renfrew Road	Renfrew	G51 4SP
Earl Haig Foods Ltd	15 Earl Haig Road	Hillington Park	G52 4JU
Fat Boy Distribution Ltd	28 Queen Elizabeth Ave	Hillington Park	G52 4NQ
Foxbar Butchers	44 Foxbar Road	Paisley	PA2 0AY
G Porrelli & Co Ltd	25 Lacy Street	Paisley	PA1 1QN
G&A McHarg	Dalziel Road	Hillington Park	G52 4NN
Gleddoch Family Butchers	60 Glasgow Road	Paisley	PA1 13W
Hannah's of Johnstone	18-20 Walkinshaw Street	Johnstone	PA5 8AB
Henderson Meats	Bargarran Square	Erskine	PA8 6BS
Houston Brewery	58 Kelvin Avenue	Hillington Park	G52 4GA
Ingram Brothers	15 East Lane	Paisley	PA1 1QA
Italian Lifestyle Express	Floors Street Ind. Estate	Johnstone	PA5 8PE
Jaw Brewery	67b Montrose Avenue	Hillington Park	G52 4LA
Jenier Limited	Darluith Road	Linwood	PA3 3TP

JoJo's Cakery	Mossedge Industrial Estate	Moss Road, Linwood	PA3 3HR
Kerry Foods (UK) Ltd)	55-59 Kelvin Avenue	Hillington Park	G52 4LT
Lang Fine Scottish Leather	1 Seedhill	Paisley	PA1 1JL
MacSpice/McAusland Crawford	79/81 Abercorn Street	Paisley	PA3 4AS
McNeil's produce	26 Newnham Road	Paisley	PA1 3DY
NCT Leather Ltd	Kilbarchan Road	Bridge Of Weir	PA11 3RL
Overton Dairy	Burntshields Road	Kilbarchan	PA10 2PB
Patisserie du Jour	Moss Road	Linwood	PA3 3HR
Peppermill Foods Ltd	14 Watt Road	Hillington	G52 4RY
Rice 'n' Spicy	15 Edison Street	Hillington Park	G52 4JW
Sgaia Foods	88 Greenhill Road	Paisley	PA3 1RD
Stephen Williams First Class	4b Mains Drive	Erskine	PA8 7JQ
Sutherland Cakes	15-17 Earl Haig Road	Hillington	G52 5JU
The Elderslie Scottish Tablet Co	37 Glenpatrick Road	Elderslie	PA5 9AE
W P Tulloch	22a Skye Crescent	Paisley	PA2 8EL

### 3.6 Advice to Business

3.6.1 Public Protection undertakes an on-going advisory role to all businesses in Renfrewshire. A range of information and promotional material is made available for businesses by Environmental Health Officers and Health Promotion Officers during visits. Similarly, training opportunities and other information is provided to businesses during visits. The Trading Standards Service provides advice on feeding stuffs to any business requesting it.

### 3.7 Health Promotion Activities

3.7.1 Health Promotion activities are undertaken through an integrated approach throughout Public Protection, co-ordinated by a designated Health Promotion Officer. Through this integrated approach, the Service assists in signposting training opportunities, providing relevant information and advice to businesses in Renfrewshire. A selection of FSS and HSE publications in English and minority

languages, and Information packs for new businesses are available. A leaflet summarising our Integrated Enforcement Policy is available for businesses. A communications calendar has been devised which will direct the majority of work in relation to Health Promotion activities in 2017/18. The activities will be communicated via the Council website and also social networking sites and press releases.

### 3.8 FHIS & EatSafe

3.8.1 The Food Hygiene Information Scheme continues to be a success in Renfrewshire with around 1000 food premises who sell food to the public being included.

3.8.2 Currently 97% of premises within Renfrewshire have a pass certificate within the scheme.

3.8.3 There are 13 premises with Eat Safe Awards. These are:

Premises Name	Premises Address
Accord Hospice	Morton Avenue, Paisley, PA2 7BW
BP Connect & Wild Bean Cafe	White cart Road, Paisley, PA3 2TH
Braemount Care Home	21 Donaldwood road, Paisley, PA2 8EA
Capability Scotland	Wallace Court, 191 Main road, Elderslie, PA5 9EJ
Capability Scotland, Corseford school	Beith Road, Howwood, PA10 2NS
Erskine mains Care Home	Meadow drive, Erskine, PA8 7ED
Hanover(Scotland) Housing Association Newton Court	23 Maree Road, Paisley, PA2 9DH
Hanover(Scotland) Housing Association, Ailsa Court	1 Ailsa Drive, Paisley, PA2 8HE
Hanover(Scotland) Housing Association, Orchard Court	Orchard Street, Renfrew, PA4 8RZ
Hanover(Scotland) Housing Association, Walikinshaw Court	Walkinshaw street, Johnstone, PA5 8AF
Kibble Education & Care Centre	Goudie Street, Paisley, PA3 2LG
Kibble Works	55 Clark street, Paisley, PA3 1RB
Little Inch Care Home	8 Rashilee Avenue, Erskine, PA8 6HA
Holiday Inn	Caledonia Way, Glasgow Airport PA3 2TE

3.8.4 All inspection reports are now published on the Council website, enabling consumers to make an informed choice about where they wish to purchase food. This information is available at: <https://maps.renfrewshire.gov.uk/scores/>

### 3.9 Sampling

- 3.9.1 Research has been carried out by the Improvement Service to consider options for the creation of a shared service to deliver Scientific Services in Scotland. The business case indicates savings may be achievable in year one with further savings in future years. It is anticipated that these savings may increase as service reform is implemented, such as the development of laboratories as centres of excellence. The final detailed business case is expected to be completed in the coming months before submission to Executive Committees for a decision on the final report.
- 3.9.2 Currently, Renfrewshire Council, along with 9 other local authorities have a Service Level Agreement with Glasgow City Council for the provision of analytical services. The analyst service is provided by Glasgow Scientific Services, Colston Laboratory, 64 Everard Drive, Glasgow G21 1XG. Glasgow Scientific Services are this Authority's appointed Public Analyst for chemical analyses of all food samples, Food Examiner for all microbiological examinations of food samples and Agricultural Analyst for all feeding stuffs samples taken.
- 3.9.3 The sampling programme for 2017/18 is attached as Appendix 1 to this Service Plan. The programme will focus on high risk premises in Renfrewshire, whilst reflecting national priorities recommended by FSS and SFELC.
- 3.9.4 Food sampling will also be undertaken at Glasgow International Airport to monitor the quality, composition and labelling of foods imported through the airport as part of the Service's imported food controls. It is not possible to estimate sample numbers or types for this sampling at present.
- 3.9.5 The Trading Standards Service undertakes risk-based sampling based on intelligence received, and local or national priorities.

### **3.10 Control and Investigation of Outbreaks and Food Related Infectious Diseases**

- 3.10.1 Community Resources works closely with NHS Greater Glasgow and Clyde Health Board Consultants in Public Health Medicine in outbreak control situations and the routine investigation of infectious disease. In addition, the Health Board has produced an outbreak control plan for dealing with major outbreaks of food related illness to which this authority has had a major input.
- 3.10.2 The Business Regulation Team work in partnership with the Public Health Protection Unit at NHS Greater Glasgow and Clyde Health Board to ensure the plan is adhered to. In addition, an outbreak control and investigation of notifications of food borne disease procedure is in place.
- 3.10.3 During 2016/17 there were 40 cases of food poisoning reported and investigated by Environmental Health Officers.
- 3.10.4 Present resources within Community Resources are adequate to meet current levels of notification; however in the event of a major outbreak, any required additional resources would be made available by seconding Environmental Health Officers from other service areas.



### **3.11 Food & Feed Safety Incidents**

- 3.11.1 Food and Feed safety incidents are dealt with in accordance with the relevant codes of practice the Food Law Code of Practice (Scotland) and the Feed Law Enforcement Code of Practice (Great Britain). Notifications of incidents are received from Food Standards Scotland (FSS) by e-mail, telephone, fax, or all three. In case of emergencies, an officer is on stand-by who has contact details for all relevant members of staff. Procedures for food and feed safety incidents are in place and are available to all staff. This allows for alerts to be appropriately actioned, investigations set in motion and warnings issued if necessary. Any enforcement activity which is required in support of an incident is carried out within the terms of the relevant legislation and the Council's enforcement policy for assuring the safety of food and feed.
- 3.11.2 In addition to responding to notified incidents, Renfrewshire Council will, where necessary initiate Food/Feed Alerts in accordance with Code of Practice Guidance and will liaise with Food Standards Scotland in such situations.

### **3.12 Liaison with Other Organisations**

- 3.12.1 To ensure enforcement and other activities carried out by the Service are consistent with neighbouring Authorities and to ensure best practice, Renfrewshire Council actively participates in the West of Scotland Food and Health & Safety Liaison Groups. The groups meet regularly throughout the year and comprise representatives from the 14 authorities, which previously made up Strathclyde Regional Council, together with representatives from Glasgow Scientific Services, Food Standards Scotland and the Health & Safety Executive. The groups are attended by the Business Regulation Manager or a suitable deputy.
- 3.12.2 The Service also has formal and informal links to a range of other organisations and agencies. These Include:-

NHS Greater Glasgow and Clyde Health Board  
Association of Port Health Authorities  
Royal Environmental Health Institute for Scotland  
Society of Chief Officers of Environmental Health in Scotland  
Society of Chief Officers of Trading Standards in Scotland  
Scottish Food Enforcement Liaison Committee  
Health Protection Scotland  
Food Standards Scotland  
Health & Safety Executive  
Glasgow Scientific Services  
Animal and Plant Health Agency  
Marine Scotland  
West of Scotland Quality Working Group (Feeding Stuffs)  
H.M. Revenue and Customs

Scottish Government Rural Payments and Inspection Directorate (SGRPID)  
Civica APP Scottish Users Group

#### 4. RESOURCES

##### 4.1 Financial Allocation

- 4.1.1 The budget detailed below indicates the level of resources available 2017-18 to deliver the necessary services. As highlighted at 3.1 above the resource allocation within the Business Regulation Team is 75% of Food Law enforcement and 25% on Health & Safety enforcement. This split is at the discretion of the Business Regulation Manager and can be amended where there is a service demand. In addition, the figure for employee costs includes 0.25 of a Trading Standards Officer post for the delivery of Feed Controls.

<b>Budget</b>	<b>2017-18</b>
Employee Costs	<b>£343,629</b>
Supplies and Services	<b>£180,701</b>
Travel and Subsistence	<b>£9,430</b>
Training	<b>£1,600</b>
<b>Total</b>	<b>£535,360</b>

<b>Projected Income Source</b>	<b>2017-18</b>
Export Health Certificates	<b>£9,700</b>
Sales, Fees and Charges	<b>£500</b>
Miscellaneous Income	<b>£3,900</b>
<b>Total</b>	<b>£14,100</b>

##### 4.2 Staffing Allocation

- 4.2.1 Within the context of this plan, the allocation of staff is designed to provide an effective enforcement service for food safety, food standards, trading standards and occupational health and safety at work on behalf of Renfrewshire Council.
- 4.2.2 All food enforcement officers are authorised in accordance with the Food Law Code of Practice (Scotland) commensurate with their training and experience. A range of additional relevant qualifications are held including: the REHIS Advanced Food Hygiene Diploma, the REHIS Certificate in the Inspection of Meat and Other Foods, Certificate in Nutrition & Health and the RIPHH Certificate in HACCP Principles. Four officers have completed the ISO 9000 Lead Assessors course.
- 4.2.3 The Service secures administrative support from a pool of administrative and support staff in the Council's Business Support Service.

### **4.3 Employee Development Plan**

- 4.3.1 The Service is committed to ensuring all officers are suitably qualified, trained and remain competent in terms of the Food Law Code of Practice (Scotland) and in terms of Section 18 of the Health & Safety at Work Act 1974.
- 4.3.2 This is facilitated by the provision of in-house training, and all employees have the opportunity on a rotation basis to attend relevant external training events. These include the Food Update, Health & Safety Update, the Law Enforcement course and other courses arranged ad-hoc by organisations such as REHIS, ABC Food Safety, Food Standards Scotland and Health & Safety Executive. Any employee attending such a course is required to “cascade” the relevant information accrued as a result of their attendance to other officers.
- 4.3.3 Business Regulation Team meetings are held monthly, where performance, food safety and food standards enforcement and Health & Safety enforcement issues are discussed. Matters arising from the quality assessment model for inspections, consistency issues and interpretation issues are discussed. Team meeting minutes and Liaison Group minutes are stored in the staff manual for all officers to use. Relevant points from the Liaison Groups are also discussed at Team meetings.
- 4.3.4 In addition, all staff have full access to, and are trained in the application of, policies and procedures, which are a requirement of the framework agreement on local authority food law enforcement. Training records are maintained for each officer.
- 4.3.5 A Corporate Training Plan (Managing Team and Individual Performance Development - MTIPD) has been rolled out. All officers have completed their training needs analysis and have individual development plans prepared for 2017/18.

## **5. QUALITY ASSESSMENT**

### **5.1 Quality Assessment**

- 5.1.1 The Service has a documented “Internal Monitoring Procedure – Internal Checks” quality assessment model for inspections. The Business Regulation Manager has primary responsibility for carrying out quality assessments within the Service. The Regulatory and Enforcement Manager has a secondary responsibility to oversee the performance of the Robert Marshall and to ensure that quality assessments are being carried out consistently throughout the Service.
- 5.1.2 The Internal checks include file checks, one-to-one discussions, team discussions and accompanied inspections. Records of these are retained by the Robert Marshall and Regulatory and Enforcement Manager.
- 5.1.3 This quality assessment model facilitates the Service’s requirement in accordance with annex 2 of the Food Law Code of Practice (Scotland) and the Section 18

guidance issued by the HSE to ensure that all staff engaged in enforcement activities retain their competence.

- 5.1.4 The Business Regulation Manager reviews a monthly report on the performance indicators to ensure that the targets are met. The monthly report also details performance information relating to inspection deadlines, complaints and service requests received and food sampling activity.

## 6. REVIEW

### 6.1 Review Against 2016/17 Inspection and Sampling Programmes

The following table details performance against targets for 2016/17\*\*

Programmed Food Hygiene Inspections		
Activity	Targets for 2016/17	Achieved
Category A (6 months)	12	11 (93%)
Category B (12 months)	191	191 (100%)
Category C (18 months)	312	310 (99%)
Category D (2 years)	239	239 (100%)
Category E (Alt. Enforcement /3 Years)	139	138 (99%)
<b>Total</b>	<b>893</b>	<b>889 (99%)</b>
Programmed Food Standards Inspections		
Activity	Targets for 2016/17	Achieved
High Risk (1 year)	8	8 (100%)
Medium Risk (2 years)	159	159 (100%)
Low Risk (5 years)	14	12 (86%)
<b>Total</b>	<b>181</b>	<b>179 (99%)</b>
<b>Complaints/Enquiries/Requests for Service received 2016/17</b>	<b>514</b>	
<b>Total Number of Health &amp; Safety Inspections/Visits 2016/17</b>	<b>88</b>	

- 6.1.1 **Programmed Food Hygiene Inspections:** Performance remains high in this area as 99% of visits due took place within the required timescales. One Category A food hygiene inspection was reported as being missed. This business was not operating for some time however it remained on the inspection programme. It has now commenced operations and has been inspected. Two category C premises were missed at the time of their due date as these were businesses which operate on a seasonal basis. They have now been inspected. One category E business was

missed due to this being a nightclub and only opened in the late evening. The business was contacted in terms of the alternative enforcement policy.

- 6.1.2 The Service continues to aim for 100% performance with a high degree of awareness among officers of the importance of maintaining the inspection programme and its associated performance targets.
- 6.1.3 **Programmed Food Standards Inspections:** 7 lower risk food standards premises were reported as being missed. This was due to access problems such as seasonal businesses and premises which had ceased trading but had remained on the programme. The programme has been updated to reflect the changes.
- 6.1.4 **Alternative Enforcement:** The service has adopted an Alternative Intervention Strategy is implemented in relation to low risk premises such as pharmacies and similar premises with minimal food elements to their operation. This allows Officers the flexibility to concentrate on those visits which are highest risk.
- 6.1.5 **Complaints/Enquiries/Requests for Service:** There was a decrease in the number of service requests received. It is believed that this was in part due to the improvements made to information available on the website.
- 6.1.6 **Sampling:** The Food Sampling programme for 2016/17 continued the risk based approach to sampling. A number of projects were undertaken and follow-up action and surveillance based on results will be carried over into 2017/18. Results are shown in the following table.
- 6.1.7 84 samples were taken in total during the year; 50 for composition/chemical analysis with 5 fails and 34 for microbiological examination of which none failed. All failed samples were followed up with interventions by officers. Items included in the project work undertaken for the year are detailed below. Note: The amount of samples taken was determined by availability and priorities for the year.

Sample Type	Type of Premises	No of samples planned	No of samples taken	Pass	Fail
Microbiological quality Non pre-packed fruit and vegetable salads	Caterers and retailers	4	2	2	0
Microbiological quality of ready to eat fish and shellfish products	Distributors and retailers	8	0	0	0
Microbiological Quality of eggs used in catering establishments	Caterers	4	4	4	0
Microbiological quality of Cheese (grated)	Caterers	4	2	2	0

Microbiological quality of Fruit and vegetable smoothies	Caterers	4	1	1	0
Undeclared gluten Cakes and traybakes	Small producers, caterers and retailers	8	4	4	0
Undeclared gluten and sulphur dioxide in Burgers and sausages	Butchers	12	10	10	0
Meat content and speciation Meat pies	Small producers and retailers (including butchers)	12	8	8	1
Misuse of colours Sauces, batters and rice dishes	Caterers (other than Indian style)	4	0	0	0
Meat speciation (and mis-use of colours where appropriate)	Caterers (Chinese/ Indian/Turkish style)	8	0	0	0
Speciation Fish	Distributors, caterers and retailers and Airport	8	3	2	1
Spirits - counterfeit and adulteration	Licensed premises/ Retail	4	2	2	0
Acrylamide levels in food	Caterers	8	3	3	0
Mycotoxins in flour and flour products	Manufacture & Retail	4	4	4	0

6.1.8 The Food Sampling programme is evaluated at the end of each year in order to determine priorities for the next year as part of the Service Planning process or in response to any changes in advice/instruction given by Food Standards Scotland or other relevant government bodies. The programme for 2017/18 is based on local priorities, the national programme in agreement with SFELC and the West of Scotland Food Liaison Group. (See Appendix 1).

## 6.2 Areas for Improvement

6.2.1 It is considered that the service would benefit from an electronic file management system as well as pursuing options to introduce mobile technology to improve efficiency. During 2016/17, some preliminary research was carried out with other local authorities who use similar IT systems to this service. Two LA's have been

identified as using systems which would suit this service and it is expected that visits to see the systems in operation will be carried out in 2017/18. This will be dependent on the corporate direction for electronic document records management systems.

- 6.2.2 Further development of the APP electronic database will also be pursued during 2017/18.

## 7. EMERGING ISSUES 2017/18

### Food Crime

- 7.1 This continues to be a focus for FSS and Food Authorities. Food Crime erodes confidence and disempowers consumers. This leads in turn to financial losses, negative economic impact and poses a threat to jobs and exports. This is why tackling food crime is so important and why The Scottish Food Crime and Incidents Unit (SFCIU) has been established. The Business Regulation Team will continue to build on the established working relationships with partner Agencies including SFCIU.

### Review of Risk Rating Scoring System

- 7.2 In 2012, The Scudamore report **“Review of future arrangements to secure food standards and safety in Scotland”** was published. One of the main recommendations was that: ***“FSA Scotland should review the Food Law Code of Practice (Scotland) to determine if the current risk rating and intervention frequencies are appropriate and represent the best use of enforcement resources in Scotland”***.
- 7.3 In February 2014, The Scottish Food Liaison Enforcement Liaison Committee (SFELC) set up a Working Group tasked with examining the existing arrangements in Annex 5 of the Food Law Code of Practice (Scotland). The group assessed whether an alternative regime would deliver more effective prioritisation of food law enforcement in Scotland.
- 7.4 In September 2016, Renfrewshire Council was invited to be one of 10 Scottish local authorities to take part in a 1 year pilot, commencing October 1 2016, to develop a risk rating scoring scheme to replace the existing Annex 5.
- 7.5 Renfrewshire Council attend monthly meetings of the group and funding of £5000 was made available to assist with administration, travel and subsistence costs incurred during the course of the pilot.





**Appendix 3.2: Food Sampling Programme**



**COMMUNITY RESOURCES**

**BUSINESS REGULATION – FOOD SAMPLING PROGRAMME**

**2017/18**

## **1. INTRODUCTION**

- 1.1 The annual sampling programme for 2017-18 is designed to fulfil aims and objectives in line with Community Resources' Food Sampling Policy. The programme outlines the sampling priorities for the year, however it is recognised that circumstances and priorities may change, which require the programme to be flexible in order to respond to these changing circumstances.
- 1.2 The majority of samples are taken informally for the purpose of monitoring, surveillance and information gathering; however formal samples will be taken where enforcement action is anticipated. Environmental Health Officers, Food Safety Officers and other authorised officers are responsible for undertaking the food sampling functions of the Council.
- 1.3 At present there is a Service Level Agreement in place with Glasgow City Council to provide analytical services to Renfrewshire Council. The analyst is: Glasgow Scientific Services, Colston Laboratory, 64 Everard Drive, Glasgow, G21 1XG.

## **2. APPROACH TO SAMPLING**

- 2.1 Renfrewshire Council complies with the requirements of the Food Safety (Sampling and Qualifications) Regulations 1990 and the Food Standards Agency's Code of Practice. The sampling programme for 2017/18 is designed to be more focused on high risk products which are manufactured in Renfrewshire. Focussing on these premises will ensure that the premises which pose the greatest risk to the public of Renfrewshire are adequately controlled.

### **2.2 Informal Samples**

An informal sample may be taken covertly; however, the food business operator will always be informed of the results of the sample. Informal samples can be useful in allowing an unrecognised officer to witness activities in business premises in a real time situation; however for enforcement purposes formal sampling must be undertaken.

### **2.3 Formal Samples**

In accordance with Regulatory Services Enforcement Policy, which promotes action which is consistent, fair and proportionate, formal samples will generally be taken after routine samples have been found to fail statutory requirements and no satisfactory remedial action has been taken.

### **2.4 Sampling Priorities**

FSS and The Scottish Food Enforcement Liaison Committee have identified, through intelligence, the areas deemed to be priorities in terms of sampling. The priority plan considers the Scottish perspective but also takes account of the UK, FSA, priorities. In addition to National priorities, Renfrewshire Council will focus on areas of particular interest to the authority.

### **2.5 Manufacturing/Approved Premises**

Renfrewshire Council will continue to concentrate on sampling from manufacturers and approved premises in our area. These premises will be sampled at least

annually. Where possible, samples will be taken in advance of Food Hygiene/Food Standards inspections in order to discuss sample results with the food business operator.

## **2.6 Sampling Plan 2017/18**

The sampling plan for 2017/18 outlines the project work to be undertaken by Renfrewshire Council in high risk areas. The sampling plan is outlined at point 4.2.

## **3. COMPLAINTS & FOOD BORNE DISEASE INVESTIGATIONS**

3.1 In response to complaints and notifications of food borne disease received Community Resources may opt to take samples in order to resolve any issues arising as a result of any investigations.

### **3.2 Co-ordinated Sampling**

Where appropriate the Service will participate in food surveillance programmes arranged by regional and national bodies such as Food Standards Scotland, SFELC and the West of Scotland Food Liaison Group.

### **3.3 Imported Food**

In order to monitor the quality, composition and labelling of imported foods, samples of foods imported through Glasgow Airport will be submitted to the Public analyst for examination.

### **3.4 Special Investigations**

There may be circumstances whereby an incident will require special investigation and resources may have to be directed towards dealing with the investigation. In addition this may involve liaison with other partners including Health Protection Scotland and Greater Glasgow & Clyde Health Board.

## **4. SAMPLING PLAN**

### **4.1 Priority Actions**

The following topics have been identified as priority actions by SFELC and will be subject of sampling activity during 2017/18, along with other local surveillance activities outlined in the table below at point 4.2:

## 4.2 Sampling Plan

Time of Year	Sample Type	Type of Premises	No. of samples
July 2017 to March 2018	Microbiological quality Non pre-fruit and veg salads and garnishes (including salads with mayonnaise e.g. coleslaw)	Caterers & Retailers	10
July 2017 to March 2018	Microbiological quality of ready to eat fish and shellfish products	Caterers & Retailers	18
July 2017 to March 2018	Microbiological Quality of Fresh Herbs	Caterers & Retailers	5
July 2017 to March 2018	Microbiological quality of Non-pre-packed sandwiches and sandwich fillings containing mayonnaise	Caterers	10
July 2017 to March 2018	Microbiological quality of Non-pre-packed cooked sliced meats (tests to include Salmonella, Campylobacter and E.coli O157)	Caterers	10
July 2017 to March 2018	Microbiological quality of Vacuum packaged ready to eat foods with a shelf-life longer than 10 days	Manufacturers	5
July 2017 to March 2018	Swabs from ready to eat contact equipment (focus on slicing blades and slicing machines)	Butchers	10
July 2017 to March 2018	Meat speciation in venison products	Butchers/Retail	4
July 2017 to March 2018	Free-from claims with a focus on gluten-free and the presence of dairy in non-dairy yoghurt, cheese and milk substitutes	Retailers	10
July 2017 to March 2018	Preservative in Jarred chutneys and relishes	Retailers	3
July 2017 to March 2018	Meat speciation Prepared meals (curries, kebabs etc.) (and mis-use of colours where appropriate)	Caterers (Chinese/Indian/Turkish style)	10
July 2017 to March 2018	Speciation Fish / Fish products (battered, breaded and with sauces)	Caterers	10
July 2017 to March 2018	Speciation Fish / Fish products (prepacked fresh and frozen)	Retailers	10

**4.3 Routine Sampling**

The project sampling initiatives listed above will be the focus of sampling activities however, in the course of routine work, officers will take samples as appropriate.

**5. Review of 2016/17**

- 5.1 The Food Sampling programme for 2016/17 continued the risk based approach to sampling. A number of projects were undertaken successfully, and follow-up action and surveillance based on results will be carried over into 2017/18.
- 5.2 The Food Sampling programme will be evaluated at the end of each year in order to determine priorities for the next year as part of the Service Planning process or in response to any changes in advice/instruction given by the Food Standards Scotland or other relevant government bodies.



# Renfrewshire Council




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**To: COMMUNITIES, HOUSING AND PLANNING POLICY BOARD**

**On: 29 AUGUST 2017**

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**Report by: DIRECTOR OF COMMUNITY RESOURCES**

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**Heading: RESPONSE TO THE SCOTTISH GOVERNMENT CONSULTATION ON ENERGY EFFICIENCY AND CONDITION STANDARDS IN PRIVATE RENTED HOUSING. A SCOTLAND'S ENERGY EFFICIENCY PROGRAMME CONSULTATION.**

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## **1. Summary**

- 1.1 In May 2017 the Scottish Government launched a consultation document on Energy Efficiency and Condition Standards in Private Rented Housing.
  - 1.2 The consultation sought views on proposed minimum standards for energy efficiency and on additional requirements which property within the private rented sector will require to satisfy, should the proposals be subsequently translated into legislation.
  - 1.3 The final date for submissions to the consultation was 30 June 2017. A response from the Council required to be submitted within the timescales set by the Scottish Government and is attached as Appendix 1.
- 

## **2. Recommendations**

It is recommended that the Community, Housing and Planning Policy Board:

- 2.1 Notes the consultation on Energy Efficiency and Condition Standards in Private Rented Housing.
  - 2.2 Homologates the Council's submitted consultation response as detailed in Appendix 1 of this report.
-

### **3. Background**

- 3.1 It is nationally recognised that homes in the private rented sector are the least energy efficient of all housing tenures. The introduction of a new energy efficiency standard for the private rented sector would benefit tenants living in some of the coldest homes. Proposed amendments to the minimum requirements for privately rented housing will also assist in ensuring that energy efficiency improvements are not compromised by elements of disrepair.
- 3.2 Part 1 of the consultation document seeks to take forward the Programme for Scottish Government commitment to consult on a minimum standard for energy efficiency for the private rented sector. The proposal within the consultation document seeks to link the standard to the current Energy Performance Certificate system, which is also currently applied to socially rented housing.
- 3.3 Currently there is no minimum standard for energy efficiency within the private rented sector. The intention in setting a standard is that homes which are worst insulated will be required to be brought firstly up to an energy standard of E by 2022 and then to an energy standard of D by 2025. Estimates within the consultation suggest that in Scotland there are currently 30,000 private rental properties within the two worst energy efficiency bands of F and G. In Renfrewshire it is estimated that there are currently 900 private rental properties in these categories.
- 3.4 Sanctions against landlords who fail to comply with the timescales for meeting the new energy efficiency standard have been proposed, with enforcement of these resting with local authorities. In the response submitted, the Council accepts this approach but suggests that the requirements for energy efficiency are included as an amendment to the Repairing Standard, which is enforced through the Housing and Property Chamber First Tier Tribunal for Scotland. This would accord with other proposed amendments to the Repairing Standard within Part 2 of the consultation and would lessen the likely impact on resources within local authorities.
- 3.5 Part 2 of the consultation seeks to take forward a Scottish Government commitment to consult on a national standard for private rented homes to ensure a good basic standard of accommodation.
- 3.6 The Scottish Government sought views on amendments which will amend the Repairing Standard, as defined within the Housing (Scotland) Act 2006, bringing it closer to the standard required for social rented housing.
- 3.7 Proposals include a requirement that any private rented property meets the Tolerable Standard; has safe kitchens with adequate food storage; is provided with central heating; has lead free pipes; safe access to common facilities and safe and secure common doors.
- 3.8 Further amendments that have been consulted on are proposed to make homes safer by reducing risks from scalding, electrocution, asbestos, unwholesome water,



or the impact of noise and also whether such homes should have fridges and freezers to preserve food.

- 3.9 The consultation also seeks views on whether the Repairing Standard should be extended to include some forms of rental property which are currently not covered, including agricultural tenancies, rented crofts and smallholdings.
- 3.10 The submitted response to this consultation expressed support for the proposals and the attempts to improve energy efficiency and living standards within the private rented sector are welcomed. It is clear that these standards, if implemented, will improve living accommodation for some of the most vulnerable tenants within this sector and also assist in tackling fuel poverty. There is however, recognition within the response that additional work is required to regulate the new proposals and that this is likely to have resource implications for local authorities and would require to be funded nationally.

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### Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets**-none
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**- not applicable

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### List of Background Papers

- a) Background Paper 1: Response to the Scottish Government Consultation on Energy Efficiency and Condition Standards in Private Rented Housing.
- The foregoing background papers will be retained within Community Resources 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 the Regulatory and Enforcement Manager.
- 

**Author:** Oliver Reid, Head of Public Protection  
**e-mail:** [oliver.reid@renfrewshire.gcsx.gov.uk](mailto:oliver.reid@renfrewshire.gcsx.gov.uk)

## Energy efficiency and condition standards in private rented housing A Scotland's Energy Efficiency Programme Consultation

### RESPONDENT INFORMATION FORM

**Please Note** this form **must** be completed and returned with your response.

Are you responding as an individual or an organisation?

- ☐ Individual  
☒ Organisation

Full name or organisation's name

Renfrewshire Council

Phone number

0141 618 7598

Address

Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley

Postcode

PA1 1BR

Email

colin.hunter@refrewshire.gov.uk

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

- ☒ Publish response with name  
☐ Publish response only (without name)  
☐ Do not publish response

#### Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

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  
☐ No



## QUESTIONNAIRE

**Question 1.1** Do you think that only tenancies covered by the repairing standard should have to meet minimum energy efficiency standards?

☒ Yes   ☐ No   ☐ Don't know

If not, what other privately rented tenancies do you think should be included?

Agricultural tenancies, rented crofts and smallholdings currently fall outwith the scope of the Repairing Standard but it is our opinion that occupiers of such property should be afforded the same rights as other tenants within the private rented sector, ensuring equality across the whole of the sector. Holiday accommodation, where this let on at least a six monthly basis, should also fall within the remit of the Repairing Standard.

**Question 1.2** We propose to link the minimum energy efficiency standard to the energy performance certificate as we think this is the most suitable mechanism. Do you agree?

☒ Yes   ☐ No   ☐ Don't know

If you answered no:

(a) please explain why; and

(b) please set out your suggestions for how we could set the standard.

This will provide a consistent, tried and tested means of assessing the energy efficiency of homes subject to this.

**Question 1.3 (a)** Do you think there are elements of the energy performance certificate assessment that would need to be altered to support a minimum energy efficiency standard?

☐ Yes   ☐ No   ☒ Don't know

(b) If so, what areas do you think would need to be changed and what evidence can you offer to support your view?

Renfrewshire Council is unable to comment on current requirements.

**Question 1.4** Do you think that the minimum energy efficiency standard for private rented properties should be set at an energy efficiency rating of E in the first instance?

☐ Yes ☒ No ☐ Don't know

Please explain your answer.

To be aspiring, it is suggested that the Scottish Government should aim for all properties to meet a minimum EPC D band within the timescales set for Band E. This would ensure that property is brought up to a reasonable standard of energy efficiency within the shortest timescale and also prevent landlords from taking a 'do minimum' approach to upgrading their property. Whilst this may only apply to a small number of landlords, it is considered that the worst insulated properties are often let to the most vulnerable members of society and therefore should be forced to improve standards as quickly as possible.

**Question 1.5** Do you think that the minimum energy efficiency standard should first of all apply only to those properties where there is a change in tenancy, and after that to all private rented properties?

☒ Yes ☐ No ☐ Don't know

Please explain your answer.

Renfrewshire Council consider that this will provide a reasonable approach to compliance with the standard. However, it is questionable whether local authorities have the ability to monitor anything at point of change of a tenancy as there is currently no requirement for landlords to notify anyone at change of tenancy, unless it affects council tax or housing benefit.

Please see Q1.8 for further proposals to monitor this through enforcement activity.

**Question 1.6** Do you think that 1 April 2019 is the right date to start applying the minimum standard of E when there is a change in tenancy?

☒ Yes ☐ No ☐ Don't know

Please explain your answer.

Renfrewshire Council consider that this will provide a reasonable lead in time for landlords to prepare for the changes and as it will apply only to a limited number of properties, does not seem overly ambitious.

**Question 1.7** Do you think that 31 March 2022 is the right date by which all privately rented properties would need to meet the minimum standard?

☒ Yes ☐ No ☐ Don't know

Please explain your answer.

As 1.6 above

**Question 1.8** Where a property has an EPC of F or G at the point of rental:

**(a)** do you think that we should require the owner to carry out a minimum standards assessment before renting the property out?

☒ Yes   ☐ No   ☐ Don't know

**(b)** do you think that we should allow a period of six months from the date of the minimum standards assessment to carry out the improvement identified by the assessment?

☒ Yes   ☐ No   ☐ Don't know

**(c)** do you think that the owner should have to provide a post-improvement EPC to prove that the necessary improvements have been made?

☒ Yes   ☐ No   ☐ Don't know

Please explain your answers.

**1.8(a) If the EPC rating forms part of the Repairing Standard, there is an obligation on the landlord to comply with the RS at the time of tenancy commencement.**

**1.8(b) Landlords will likely let this slip and reliance on LA Officers to pursue would be resource intensive. Landlords would require to make sufficient allowance for this prior to committing to a tenancy agreement and works require to be completed prior to commencement.**

**1.8(c) If the six month period is permitted then production of the EPC certificate should be mandatory at a fixed date from when the assessment was undertaken. There are potential resource issues for LAs where they are tasked with pursuing landlords for this.**

**Question 1.9** We think that all privately rented properties should have to meet the minimum standard by 31 March 2022. Where a property does not have an EPC of E:

**(a)** do you think that we should require the owner to carry out a minimum standards assessment by 30 September 2021 (the "backstop assessment" date)?

☒ Yes   ☐ No   ☐ Don't know

**(b)** do you think that we should allow a period of six months from the backstop assessment date to carry out the improvement identified by the minimum standards assessment?

☒ Yes   ☐ No   ☐ Don't know

(c) do you think that the owner should have to provide a post-improvement EPC to prove that the necessary improvements have been made?

☒ Yes   ☐ No   ☐ Don't know

Please explain your answers.

**1.9(a) Yes. For same reasons as 1.8(a)**

**1.9(b) Yes. For same reasons as 1.8(b)**

**1.9(c) Yes. This should be provided by the landlord and could be made a requirement of advertising a property for let. It should also be a requirement of the tenant information pack, issued at the time of a new tenancy.**

**Providing proof of EPC compliance would not be an unreasonable burden on landlords when there is an aspiration that living standards within the private rented sector are improved.**

**Question 1.10** We are proposing that there should be a new minimum standards assessment based on the EPC methodology that will tell an owner how to bring their property up to standard. Please tell us your views on the following elements of that proposal:

(a) that the assessment would use EPC methodology, since that is how we are proposing that the standard is set.

Please explain your answer, and provide alternatives where applicable.

**The current EPC methodology provides a robust and established means of determining the EPC rating for a property and would provide consistency across all property tenure.**

(b) that the assessment would work out the lowest cost technically appropriate package of measures to bring the property up to standard, based on the average of costs used in EPC methodology;

Please explain your answer, and provide alternatives where applicable.

**Provision of this information will allow landlords to determine approximate costs for undertaking improvements, which from the information provided within the consultation document do not appear prohibitive and will encourage landlords to carry the works out.**



(c) that the assessment would set out the package to meet an energy efficiency rating of E, and separately of D, from the property's current rating;

Please explain your answer, and provide alternatives where applicable.

**Provision of this information will allow landlords the opportunity to weigh up options of upgrading efficiency in a phased manner or to go straight to EPC D; the cost differential in many cases likely being minimal.**

(d) that the assessment would include a calculation of the property's EPC rating before identifying the appropriate measures, where there is no EPC under the current version of the EPC methodology;

Please explain your answer, and provide alternatives where applicable.

**This will demonstrate to the landlord what the current rating is and clearly identify the additional measures required to improve the EPC rating to Band C (or D). Provides an objective opinion on how the property currently performs.**

(e) that the assessment could include measures which are not currently in the EPC assessment, but which can be measured in the RdSAP methodology. If you agree with this proposal, please provide suggestions for what these measures might be, and what costs should be used for these;

Please explain your answer, and provide alternatives where applicable.

Renfrewshire Council considers this as a positive approach to improvement in energy efficiency and a reduction in carbon emissions.

(f) that the assessment would cost in the region of £120-£160.

Please explain your answer, and provide alternatives where applicable.

**The proposed costs do not appear prohibitive and as a landlord, there will be a number of statutory costs which they require to meet.**

**Question 1.11** Do you think that the assessment should only recommend a package of measures which improves both the energy efficiency and the environmental impact scores of the property?

☒ Yes   ☐ No   ☐ Don't know

Please explain your answer.

**Ideally this would be the best option but there would need to be recognition that in some circumstances this may not be appropriate and allowances would likely be required within the scheme for this.**

**Question 1.12** We propose to develop a new role of minimum standards assessor.

**(a)** Do you think that a new role of a minimum standards assessor is needed?

☒ Yes   ☐ No   ☐ Don't know

Please explain your answer.

Renfrewshire Council would agree in principle with the need for suitably trained and qualified assessors to carry out assessments.

**(b)** If so, what additional skills beyond those of an EPC assessor would be needed?

Please explain your answer.

No further comment.

**(c)** How long do you think it would take to get this in place?

Please explain your answer.

No further comment.

**(d)** Who do you think should maintain the register of assessors?

Please explain your answer.

No further comment.

**Question 1.13** What are your views on the existing advice and information provision provided by Scottish Government for landlords and tenants? What changes, if any, do you think are required?

**There is a wealth of information available online, provided you know where to look. There is a need for a comprehensive private rental website. The renting Scotland website is considered a good start however at present there are too many links within this website many of which are to out-of date pages or broken links. There should be national publicity campaigns highlighting tenants rights and landlord responsibilities, including changes being brought**

**in by the forthcoming Private Tenancies Bill. There also needs to be more targeted information and in different formats for more vulnerable private rented sector tenants and those whose first language is not English.**

**Better signposting for landlords and tenants to appropriate websites is required, particularly relating to changes in obligations for landlords. This would tie in with targeted activity to provide landlords and tenants with accurate and up to date information.**

**Question 1.14** What financial or fiscal incentives support - such as grant and loans, tax or otherwise - would you find most useful to help to accelerate the installation of energy efficiency measures and help landlords meet any proposed standards?

**Grants would be most useful especially if there are additional requirements for repairing standard. However it would also be useful to establish some kind of equity loan scheme to cover improvements more generally and would be interested to see if the current SEEP Equity Loan pilot is a good model.**

**There would also be the option of making improvement costs tax deductible which would encourage landlords to undertake the works and reduce the financial burden on them so doing. Given the relatively low costs for improvements, loan/grant schemes may be prohibitively admin intensive for the organisation that would have responsibility for implementing this.**

**Question 1.15** What impact do you think the introduction of minimum standards would have on local supply chains for energy efficiency works?

**The implementation timescales for the scheme would be likely to have minimal impacts on local supply chains, given that only 9% of the PRS market requires to be improved**

**Question 1.16** Do you think it would be helpful for assessors and installers to have a traditional buildings qualification that raises awareness and understanding of energy efficiency measures for older, traditional or vulnerable buildings built prior to 1919?

☒ Yes ☐ No ☐ Don't know

Please explain your answer.

**Particularly assessors who would benefit from this knowledge to permit them the ability to recommend appropriate measures to improve energy efficiency, without compromising the integrity of the building structure and adequately**

reflecting the needs of the building.

**Question 1.17** Do you think there are additional consumer protection safeguards the Scottish Government should consider for the private rented sector?

☐ Yes ☐ No ☒ Don't know

Please explain your answer.

**Current consumer protection legislation is adequate to address any PRS concerns which would fall within its remit.**

**Question 1.18** Do you think that local authorities should be responsible for enforcing the standard?

☐ Yes ☒ No ☐ Don't know

If not, why not, and what alternative would you suggest?

**It is considered more appropriate that where the landlord fails to meet obligations in this regard that the matter is referred to the Housing and Property Chamber First Tier Tribunal for Scotland (HPC) who, on consideration of the information submitted have the powers to issue Repairing Standard Enforcement Orders and Rent Relief Orders to the landlord. LA Officers could utilise the Third Party Reporting mechanism to refer this to the HPC where they become aware that a landlord has failed to comply.**

**Where an RSEO or RRO has been issued by the HPC, this is referred to the Local Authority who can then consider this in the context of the landlord being fit and proper to rent property, ultimately resulting in their removal from the landlord register.**

**There would be an argument that the HPC requirement forms part of the Repairing Standard which would allow this enforcement mechanism to be utilised. It is considered that this would be a more compelling means of ensuring landlords comply and more effective than LAs issuing fines, recoverable through the court system.**

**Undertaking this work will have resource implications for LAs but it is considered that this route will be more effective and less resource intensive than the proposed option.**

**Question 1.19** Do you think that the penalty for not complying with the standard should be a civil fine against the owner?

☐ Yes ☒ No ☐ Don't know

If not, why not, and what alternative would you suggest?

**See response to Q 1.18. In addition to this, there are practical difficulties for LAs to recover fines through court procedures, often proving difficult and also becomes resource intensive.**

**Question 1.20** We have proposed the following fines:

- £500 for failing to have a minimum standards assessment
- £1000 for failing to carry out the works within six months of the assessment.

Do you think these proposed fines are appropriate and proportionate?

☐ Yes ☒ No ☐ Don't know

Please explain your answer.

**The level of fines should be higher to be seen as a disincentive for landlords to not comply with the standards.**

**It is suggested that £1000 for failing to have a minimum standards assessment and £3000 for failing to carry out the works within six months of the assessment would be more appropriate.**

**Question 1.21** We have proposed some specific situations where owners should have longer than six months to bring their properties up to the minimum standard. Do you have any comments on these proposed situations in relation to:

- (a) the proposed reasons?
- (b) what evidence you think the landlord would need to provide for each?
- (c) should there be other situations, such as the completion of condition works?

Please explain your answers.

**(a) The proposed reasons for extending the period for compliance for the specific reasons appears reasonable and Renfrewshire Council is supportive of this position.**

**(b) The landlord should be required to provide written evidence for reasons where they will require a longer period to comply. This should be accompanied by real life estimates where the reasons are based on cost.**

**(c) Other conditions would be difficult to define and there should be a general provision whereby a landlord would require to provide appropriate evidence to support a request for the timescale to be extended beyond the six months.**

**Question 1.22** We have proposed some situations where we think owners should not be penalised for not carrying out the full improvement identified by the minimum standards assessment. Do you have any comments in these in relation to:

- (a) technical reasons
- (b) legal reasons
- (c) excessive cost reasons
- (d) the proposal that this would remain valid for a period of not more than 5 years?

Please explain your answers.

**There would need to be exceptions and those listed appear reasonable, however the onus would be on the landlord to provide satisfactory evidence which demonstrates why they are unable to comply with the requirements.**

**There is also the issue of enforcement, requiring additional resources to examine exemption requests, make a decision on them, and monitor compliance.**

**Question 1.23** For local authorities to be able to enforce and monitor the proposed minimum standards:

- (a) what processes do you think local authorities will need to have in place for
  - (i) normal compliance
  - (ii) monitoring extended periods for compliance
  - (iii) monitoring situations where not all of the improvements are made?

Please explain your answers.

**Where Local authorities examine every EPC at change of tenancy they would need to know about change of tenancy which currently is not readily available. The onus would be need to be on landlords informing Local authorities of a change which they would not likely do.**

**The enforcement and monitoring are all additional duties and would need additional resources.**

**It would be difficult for LA officers to effectively monitor compliance with this. However, this could be addressed through the landlord registration scheme whereby a landlord would require to declare compliance with the EPC (and Repairing Standard) for all property which they let. This would form part of checks undertaken by Officers at the time of approving registrations.**

**This would however, put further pressure on LA resources.**

- (b) what implications would this have for local authorities?

Please explain your answer.

**Depending on how the proposals are brought forward this will likely have resource implications eg additional officers, administrative procedures, monitoring systems and IT set up.**

**Question 1.24** What opportunities do you think there are to combine enforcement of minimum energy efficiency standards with other action in the private rented sector?

Please explain your answer.

**See response above to Q 1.18**

**There are opportunities to link energy efficiency standards with improving general repair and maintenance standards. The current “light-touch” approach to landlord registration could be reviewed to develop a more comprehensive regulatory and enforcement regime in relation to general property conditions including energy efficiency. Local authorities could be given powers to inspect properties to ensure they meet the Repairing Standard, and any new EPC standard required, as part of the registration process. This would add significant additional burdens on LA Officers and it is considered that there would be a need for additional resources to undertake this role. Fees for registration would require to be reviewed to assist in resourcing this function.**

**Question 1.25** Do you think that we should set out now the minimum energy efficiency standard after 2022?

☒ Yes   ☐ No   ☐ Don't know

Please explain your answer.

**This would provide information for landlords going forward and can be reviewed and amended as necessary, if there is a need to do so in the interim period.**

**Question 1.26** Do you think that the next standard should be to meet an EPC of D at point of rental from 1 April 2022, and in all privately rented properties by 31 March 2025?

☒ Yes   ☐ No   ☐ Don't know

Please explain your answer.

**At a minimum all properties within the private rental sector should be EPC D compliant, or above by the proposed date, with the caveats and exclusions as mentioned earlier within the consultation where there is technical or legal difficulty in so doing.**

**Question 1.27** When increasing the standard to EPC D, we propose that the cost cap will be £5000 for properties with an EPC of E, and £10,000 for properties with an EPC of F or G (which would include any spend made to improve the property previously following a minimum standards assessment). Please tell us your views about this proposed cap.

**The cap should be removed from the proposal as the only exclusions for not meeting the standards should be technical and legal grounds.**

**Question 1.28** What are your views on the provisions in general for exceptions to the D standard, including that a property which has an exception from meeting E should not automatically be excepted from meeting D?

**Renfrewshire Council supports this position however; the proposed cost cap should be removed from the list of possible exceptions.**

**Question 1.29** What do you think the main benefits would be of introducing a minimum standard higher than D?

Please explain your answer.

No further comment

**Question 1.30** We think that any increase in the standard beyond D would bring new challenges in the form of cost, technical considerations and alignment with the Climate Change Plan.

**(a)** Are there other new challenges you are aware of?

**(b)** How do you think we could address these challenges if we raised the minimum standard beyond energy efficiency rating of D?

Please explain your answers.

No further comment

**Question 1.31** Please tell us about any potential economic or regulatory impacts, either positive or negative, that you feel the legislative proposals in Part 1 of this



consultation document may have, particularly on businesses (including landlords).

No further comment

**Question 1.32** In relation to the interim Equality Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel the proposals in Part 1 of this consultation document may have on any groups of people with protected characteristics. We would particularly welcome comments from representative organisations and charities that work with groups of people with protected characteristics.

No Comment

**Question 1.33** To help inform the development of the Child Rights and Wellbeing Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel the proposals in Part 1 of this consultation document may have on children's rights and welfare. We would particularly welcome comments from groups or charities that work with young people.

Renfrewshire Council would consider the proposed changes to have a positive impact on the health of children living in private rented sector housing. It is hoped that commitment from the Scottish Government to increase the energy efficiency of homes will reduce fuel poverty associated with poor housing standards.

**Question 1.34** Do you have any suggestions for the monitoring and review framework?

No comment

**Question 1.35** Do you have any other comments on the proposals set out in Part 1 of this consultation?

**As outlined within previous comments to specific sections, there is the potential for the proposals to have significant resource implications which would require additional funding to regulate the process, even if responsibility for enforcement action was transferred to the Housing and Property Chamber.**

**The requirement to comply with the proposed EPC standard should also be linked to the Repairing Standard which would permit more effective regulation/enforcement than that proposed through the civil fine route.**

## Questions for Part 2

**Question 2.1** Do you think that ensuring a house complies with the tolerable standard should be part of a private landlord's duties under the repairing standard?

☒ Yes   ☐ No   ☐ Don't know

Please explain your answer.

**The Tolerable Standard is a basic requirement which ensures any residential property is suitable for habitation and it is the opinion of Renfrewshire Council that the two are inextricably linked. It should therefore be a requirement for a private landlord to ensure that property meets both Standards prior to the property being let.**

**Question 2.2** Do you think that private rented housing should meet a minimum standard for safe kitchens?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.3** If this is introduced, what exceptions (if any) do you think would be needed?

**The exemptions, as mentioned within the consultation document are reasonable. It is likely there will be cases where modifications to some kitchens are not possible without major works which, if the standard is introduced could lead to such property being removed from the private rental sector market.**

**The onus should be on a landlord to demonstrate that their property would meet any test for exemption from this requirement.**

**Question 2.4** Do you think that private rented housing should have a minimum standard for food storage space?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.5** If this is introduced, what exceptions (if any) do you think would be needed?

**Exceptions based around capacity within kitchens would require to be included within any scheme. However, it is considered that the minimum space standard for food storage within the SHQS of 1m<sup>3</sup> should be readily**

**met in most, if not all circumstances.**

**Question 2.6** Do you think that private rented housing should have a fixed heating system?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.7** If this is introduced, what exceptions (if any) do you think would be needed?

**It is suggested that the only exception should be where it is not economically feasible for systems to be installed. The onus would be on a landlord to demonstrate this to the satisfaction of the regulating body, prior to any exception being granted.**

**Question 2.8** Do you think that private rented housing should be free of lead pipes from the boundary stopcock to the kitchen tap?

☒ Yes   ☐ No   ☐ Don't know

Renfrewshire Council supports measures to eliminate lead from drinking water however, recommendations should extend to include that all fixtures and fittings used for the supply of water are lead free to ensure that the supply is not contaminated with lead.

**Question 2.9** If it is not possible to establish whether or not there are any lead pipes from the boundary stopcock to the kitchen tap, do you think a water quality test should be carried out before the tenancy commences?

☒ Yes   ☐ No   ☐ Don't know

Water sampling and analysis to establish levels of lead in drinking water is inexpensive and therefore pre-tenancy testing to ensure the drinking water is free of lead should be a requirement for landlords.

**Question 2.10** Do you think that private rented housing should meet a minimum standard for **(a)** safe access and **(b)** safe use of common facilities provided with the tenancy?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.11** If this is introduced, what exceptions (if any) do you think would be needed?

**Such requirements form part of the SHQS for social housing and tenants**

**within the private rented sector should be afforded the same rights. Renfrewshire Council would therefore recommend that there are no exceptions to this.**

**Question 2.12** Do you think that private rented housing should meet a minimum standard for safe and secure common doors?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.13** Do you think that baths and bidets in private rented housing should be fitted with thermostatic mixing valves (or similar measures)?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.14** Do you think that electrical installations in private rented housing should be fitted with residual current devices?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.15** A qualified specialist must be employed for any work that involves removing or disturbing asbestos. Asbestos surveys ensure that a landlord knows when a qualified specialist must be used. Do you think that asbestos surveys should be carried out in private rented housing?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.16** Do you think that the repairing standard should be amended to include a duty on landlords of private rented properties with a private water supply, covering **(a)** risk assessment of the supply, and **(b)** annual water quality testing?

☒ Yes   ☐ No   ☐ Don't know

**Currently privately rented property served by a private water supply, is exempted from being considered as a Type A supply in terms of the Private Water Supplies (Scotland) Regulations 2006 and therefore not subject to water quality testing. Renfrewshire Council support the addition of water quality testing to the Repairing Standard.**

**It is noted that the Scottish Government are currently consulting on proposed new private water supply regulations but there does not appear to be provision to amend these to require private rented property to be sampled as a commercial enterprise.**

**Question 2.17** Do you think that the repairing standard should be amended to include capacity for a fridge/freezer in order to ensure people are able to store food?

☒ Yes   ☐ No   ☐ Don't know

**.Capacity to store refrigerated/frozen produce is now considered essential within all homes and therefore where property is presented for private rental, there should be a requirement that this is provided.**

**Question 2.18** Do you think that private landlords should be required to provide cookers, fridges and freezers?

☐ Yes   ☒ No   ☐ Don't know

**YES, particularly in relation to cooking facilities which would be considered as a fixture within the property. There would be a requirement for the landlord to ensure that any cooker provided is safe and connected to a power supply in a safe manner.**

**Question 2.19** Do you think that the repairing standard should be amended to include a specific reference to safety of heating systems using other fuels in addition to gas and electricity?

☒ Yes   ☐ No   ☐ Don't know

**Alternative fuels can present risks to users if the system is not maintained/serviced and the RS should make reference to any fixed heating system, regardless of the fuel which is utilised.**

**Question 2.20** Do you think that the repairing standard should be amended to include flooring materials to reduce sound transmitted to other homes?

☐ Yes   ☒ No   ☐ Don't know

**The RS exists to protect the tenants within the rental property and ensure that its condition is suitable for habitation. It does not extend to living standards within other property and there is no requirement for other tenures to give consideration to the transmission of sound (outwith Building Standards regulation).**

**Question 2.21** What (if any) other measures to reduce sound transmission should be considered?

**All domestic dwellings require to be compliant with the Building Standards (Scotland) Regulations, in effect at the time of their construction. These have minimum sound insulation standards and it would be unreasonable to require a higher standard for property within the private rented sector than other tenures.**

**Question 2.22** Do you think anything else should be added to the repairing standard?

**The RS is a wide ranging standard which ensures that the property is fit for habitation and includes external areas, as well as internal standards. The addition of the proposed measures to the RS will enhance its effectiveness and will enable any disrepair issues within the property to be addressed.**

**Question 2.23** Do you think that agricultural tenancies, rented crofts and small landholdings should be subject to the repairing standard?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.24** Do you think that we need to clarify whether holiday lets (or certain types of holiday lets) should be subject to the repairing standard?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.25** Do you think that there should be a lead-in time of at least 5 years for landlords to comply with any changes to the repairing standard?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.26** Do you think that different lead-in times for different measures would cause any difficulties for (a) landlords or (b) tenants? Please tell us what difficulties you think could be caused.

**Different lead-in times for different measures may lead to confusion on the part of landlords and tenants and could result in some measures being implemented whilst others wouldn't be. It would be easier to communicate and inform landlords and tenants of all proposed changes with one date for compliance, rather than a list of measures with different implementation dates.**

**This would also be less cumbersome for enforcement officer where there has been failure on the part of the private landlord to comply.**

**Question 2.27** Do you think that the timetable for changes should be linked to wider government milestones on climate change?

☐ Yes   ☐ No   ☒ Don't know

**Question 2.28** Are the current enforcement routes via the housing tribunal appropriate for the proposed new measures in the repairing standard?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.29** Do you think that rules on exceptional circumstances (where landlords are not required to comply with the repairing standard) should be revised to ensure situations such as technically infeasible work, unreasonable costs and withheld consents are covered?

☒ Yes   ☐ No   ☐ Don't know

**Question 2.30** Do you have any other views on the measures proposed in relation to:

- (a) costs
- (b) timing
- (c) enforcement?

**Enforcement of the Repairing Standard is currently through the Housing Tribunal route and the additional measures being proposed to the Repairing Standard would be suitable and appropriate for the Tribunal to consider within their role.**

**Question 2.31** Please tell us about any potential economic or regulatory impacts, either positive or negative, that you feel the legislative proposals in Part 2 of this consultation document may have, particularly on businesses.

**Economic Impacts-** there is potential for some measures to have significant cost implications for landlords. However, this requires to be balanced against the benefits to tenants within this tenure and that landlords have a duty to ensure that property which they are letting is safe, secure and suitable for habitation.

**Regulatory Impacts-** there is potential for the additional requirements within the proposed Repairing Standard to adversely impact on regulating bodies. This would be the case where LA Officers are inspecting property against the RS and then addressing issues with disrepair through the landlord and the Housing Tribunal where a third Party Application is submitted.

**The improvements for tenant welfare through amendments to the RS (and where this includes upgrades to energy efficiency) will assist greatly in improving living conditions, particularly those who are vulnerable, leading to less fuel poverty and improving confidence of this tenure against the backdrop of an increasing percentage within the rental market.**

**Question 2.32** In relation to the interim Equality Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel the proposals in Part 2 of this consultation document may have on any groups of people with protected characteristics. We would particularly welcome comments from representative organisations and charities that work with groups of people with protected characteristics.

**Question 2.33** To help inform the development of the Child Rights and Wellbeing Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel the proposals in Part 2 of this consultation document may have on children's rights and welfare. We would particularly welcome comments from groups or charities that work with young people.





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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

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**Report by: Director of Development and Housing Services**

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**Heading: Renfrewshire Local Housing Strategy 2016-2021: Annual Update 2017**

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## **1. Summary**

- 1.1 This report presents the first annual update for the current Renfrewshire Local Housing Strategy. It highlights key achievements and progress in the delivery of identified strategic outcomes and actions within the Local Housing Strategy 2016-2021.
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## **2. Recommendations**

- 2.1 It is recommended that the Board:
- (i) Notes progress made in implementing the actions of the Renfrewshire Local Housing Strategy 2016-2021 and agrees that regular update reports will be provided to future meetings of the Board.
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## **3. Background**

- 3.1 Under the Housing (Scotland) Act 2001 local authorities have a duty to prepare a five-year Local Housing Strategy which is informed by an assessment of housing provision and related services in the area.
- 3.2 The Local Housing Strategy sets out the strategic vision for housing and housing related services in Renfrewshire and seeks to provide a clear direction for strategic housing investment.

- 3.3 The Local Housing Strategy links with a number of other key plans and strategies for Renfrewshire (e.g. the Local Development Plan, the Community Plan, the Renfrewshire Health and Social Care Strategic Plan).
- 3.4 Progress in delivering strategic outcomes and actions within the Renfrewshire Local Housing Strategy is reported annually to the Board.
- 

## **Implications of the Report**

1. **Financial** – None
  2. **HR & Organisational Development** - None
  3. **Community Plan**  
**Community Care, Health & Well-being** - The LHS sets out actions that will help to meet the housing and housing related support requirements for a range of groups including older people, those with mental health issues, physical disabilities and/or learning disabilities.  
  
**Greener** – The LHS sets out actions that will help to improve the energy efficiency of homes which will help to reduce CO2 emissions and reduce levels of fuel poverty.  
  
**Safer and Stronger** – The LHS sets out targets for new homes which will help to attract new residents and meet the housing needs and demands of existing residents. Regeneration priorities are highlighted along with actions to improve the estate environment.
  4. **Legal** –None.
  5. **Property/Assets** – None
  6. **Information Technology** – None
  7. **Equality & Human Rights** – None
  8. **Health & Safety** – None
  9. **Procurement** – None
  10. **Risks** – None
  11. **Privacy Impact** – None
  12. **Cosla Policy Position** - None
-

## **Appendix 1**

Local Housing Strategy 2016-2021: Annual Update 2017

### **List of Background Papers**

- (a) Report to the Housing and Community Safety Policy Board “Local Housing Strategy 2016-2021”, January 2017

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.

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**Author:** Lesley Muirhead, Planning and Housing Manager, 0141 618 6259,  
Lesley.Muirhead@renfrewshire.gov.uk







# RENFREWSHIRE LOCAL HOUSING STRATEGY 2016-2021:

2016/17 UPDATE



This is the first annual update of Renfrewshire's Local Housing Strategy 2016-2021.

The document can be found online at

[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

For any further information on the Local Housing Strategy please contact:

Strategy and Place Team,  
Renfrewshire House, Cotton Street,  
Paisley  
PA1 1JD

0141 618 6148

[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

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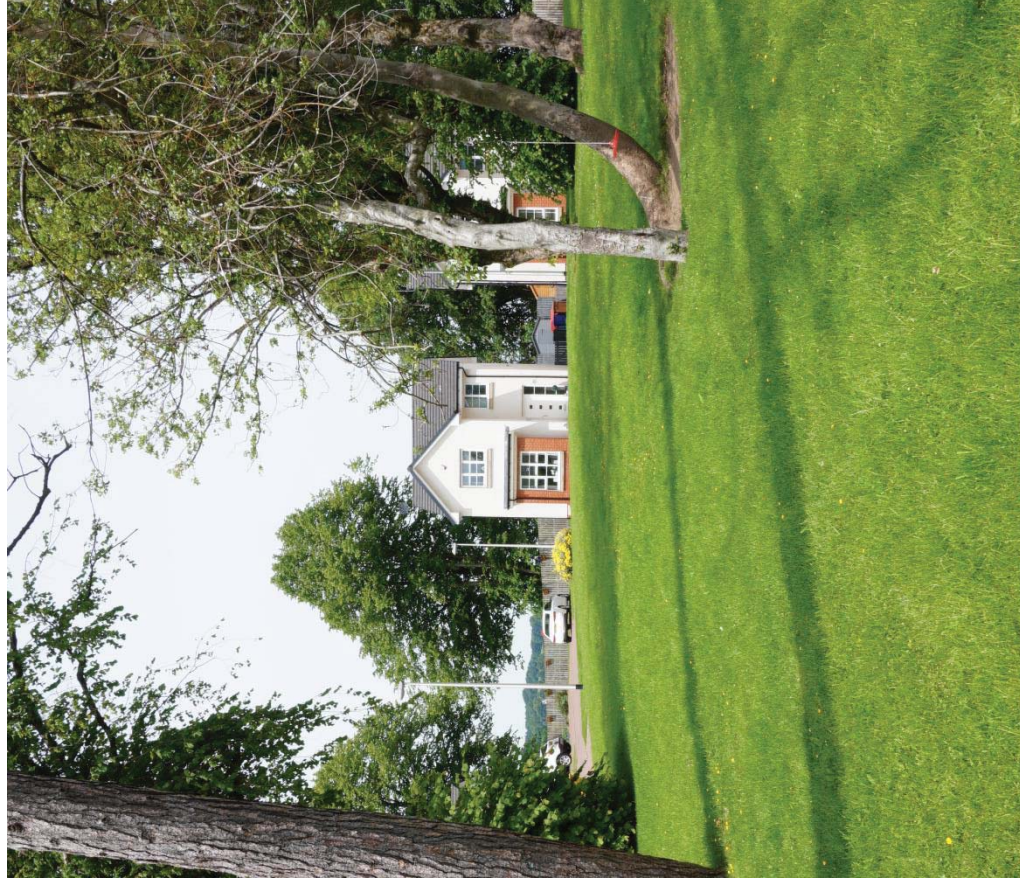


Renfrewshire's Local Housing Strategy 2016-2021 aims to successfully deliver the following seven key Strategic Outcomes:

## LHS 2016-2021 Strategic Outcomes

1. The supply of housing is increased.
2. Through targeted investment and regeneration activity, Renfrewshire has attractive and sustainable neighbourhoods and well functioning town centres.
3. People live in high quality, well managed homes.
4. Homes are energy efficient and fuel poverty is minimised.
5. Homelessness is prevented and vulnerable people get the advice and support they need.
6. People are able to live independently for as long as possible in their own homes.
7. Affordable housing is accessible to people who need it.

This is the first annual update of the Local Housing Strategy 2016-2021. It highlights key achievements and progress in the delivery of the identified Strategic Outcomes and Actions in the Local Housing Strategy 2016-2021 facilitated by housing providers and partners over the last year.



New family homes at Fordbank, Johnstone



## Changes in Policy and Strategic Context

Since the approval of the Local Housing Strategy there have been a number of national developing policy priorities that will influence how the Council and partners deliver on the Local Housing Strategy Strategic Outcomes. These changes are set out below.

### Scotland's Energy Efficiency Programme (SEEP) and house conditions

Scottish Ministers announced in June 2015 that energy efficiency would be taken forward as a national infrastructure priority<sup>1</sup>. The cornerstone of this commitment will be Scotland's Energy Efficiency Programme (SEEP).

SEEP is a 15 to 20 year programme that is currently under development, which will be designed to significantly improve the energy efficiency and greenhouse gas emissions levels of homes and buildings, to help tackle fuel poverty and assist in meeting Scotland's climate change targets.

To support SEEP, the Scottish Government have recently consulted on the regulation of energy efficiency standard in private rented sector homes, are preparing a draft Scottish Energy Strategy and

are providing support and assistance for the development of heat networks.

Future annual updates of the Local Housing Strategy will need to consider how the outcomes of future consultation and policy development can provide new approaches to deliver Strategic Outcome 4, *'Homes are energy efficient and fuel poverty is minimised'*.

A pilot equity loan scheme for private owners to improve the energy efficiency (including associated essential repairs) of their home has also been developed and launched at the end of 2016 in three Council areas. Information and outcomes from the pilot are expected to establish if there is a need for a national scheme. If rolled out nationally, this could provide an additional means to help drive forward improvements in private sector housing condition in Renfrewshire.

Further Scottish Government consultations are due from winter 2017/18 on proposals to increase the energy efficiency of owner occupier housing and on condition issues affecting housing generally including the tolerable standard and regular maintenance in tenements.

<sup>1</sup> Infrastructure Investment Plan 2015, Scottish Government

Again, the Local Housing Strategy Action Plan will need to be responsive to the outcomes of future consultations along with subsequent guidance and regulations.

### Fuel Poverty

The Scottish Fuel Poverty Strategic Working Group and the Scottish Rural Fuel Poverty Task Force both published reports in late 2016 on progress being made in tackling fuel poverty across Scotland.

Both reports noted that despite best efforts, fuel poverty hasn't yet been eradicated across Scotland and suggest a fresh approach on how this might be achieved.

The Scottish Government have now committed to developing a new long-term Fuel Poverty Strategy with a new target which will be consulted on in Autumn 2017 and taken forward in a Warm Homes Bill in 2018.

Provisions within the Warm Homes Bill will be considered in the delivery of the Strategic Outcomes and included in future annual updates of the Local Housing Strategy and its Action Plan.

### Housing (Scotland) Act 2014

The Scottish Government introduced a number of new provisions within Social Housing through the Housing (Scotland) Act 2014, most notably the end of the 'Right to Buy' from August 2016.

Guidance and commencement dates for provisions within the Act which will change tenancy agreements and allocation policies, such as those around; reasonable preference, sub-letting, assignment or succession of a tenancy have as yet still to be finalised.

Registered Social Landlords, such as the Council and Housing Associations, will reflect Scottish Government guidance in their allocation policies and new tenant information handbooks.

For some provisions the Act also outlines the timescale by which social housing providers must communicate the changes to their tenants and applicants before their introduction.

These new provisions and the timing of their introduction will influence the delivery of key actions within Strategic Outcome 7, 'Affordable housing is accessible for people who need it'. This has been considered in this annual update and will also be considered in future updates of the Local Housing Strategy and its Action Plan.

### Private Rented Housing

The Private Housing (Tenancies) (Scotland) Act 2016 creates a new Private Residential Tenancy (PRT) for new tenants to take the place of the existing Short Assured Tenancy and Assured Tenancy used in the Private Rented Sector. The new Private Residential Tenancy is expected to come into force in December 2017 for all new tenancies from this date.

The Scottish Government created the Private Residential Tenancy to improve security of tenure for tenants, while providing appropriate safeguards for landlords, lenders and investors.

The new tenancy agreement changes the grounds upon which a private landlord can recover their rental property, regulates the frequency and rate of rent increases and removes the current contractual tenancy period, i.e. six month lease.

These are significant changes and will require the Council and housing advice organisations to ensure that these changes are publicised and that new private sector tenants are aware of their new rights.

### **Renfrewshire Local Development Plan**

240 residents, community groups, businesses, land owners and developers responded to the publication of the Renfrewshire Local Development Plan Main Issues Report 2017 during an extensive consultation and engagement period.

The responses from the Main Issues Report support the Council's position to focus on bringing forward development of brownfield sites for housing.

The consultation response will contribute to the development of the next Proposed Renfrewshire Local Development Plan which will

consider a new affordable housing policy targeted to increase the supply of affordable housing in areas of identified shortfall.

Progress of the main stages of the Renfrewshire Local Development Plan preparation will be reflected in future annual updates of the Local Housing Strategy.

### **Clydeplan Strategic Development Plan**

The Clydeplan Strategic Development Plan was approved with modifications by the Scottish Ministers on 24<sup>th</sup> July 2017. This plan replaces the Glasgow and the Clyde Valley Strategic Development Plan (2012).

One of the modifications is that a generosity level of 15% has been applied to the all tenure Housing Supply Targets set out in the Proposed Clydeplan Strategic Development Plan. This modification does not affect the Housing Supply Targets set out in the Renfrewshire Local Housing Strategy 2016 – 2021 and will be addressed in the Proposed Renfrewshire Local Development Plan.

The Clydeplan Strategic Development Plan (2017) will inform future updates of the Local Housing Strategy and the preparation of the Proposed Renfrewshire Local Development Plan.





Play-park, Bridge of Weir

## Key achievements and progress in delivering Strategic Outcome 1

### include:

- Building on the 132 new affordable homes and 577 private sector homes completed in 2015/16 a further 108 new affordable homes and 643 private sector homes were successfully completed in 2016/17.
- There has been significant progress on a number of actions within the Renfrewshire Local Development Plan Action Programme to develop new homes on identified brownfield sites. 15 out of 35 housing sites identified are either progressing on site or development has been completed. This includes over 230 new affordable homes developed in Thruschcraigs Crescent and Shortroods, Paisley by Link Housing Association and Sanctuary Scotland.
- The current Strategic Housing Investment Programme 2017/18-2021/22 was approved by the Housing and Community Safety Policy Board in November 2016 investing around £43 million to deliver over 800 new build affordable homes.

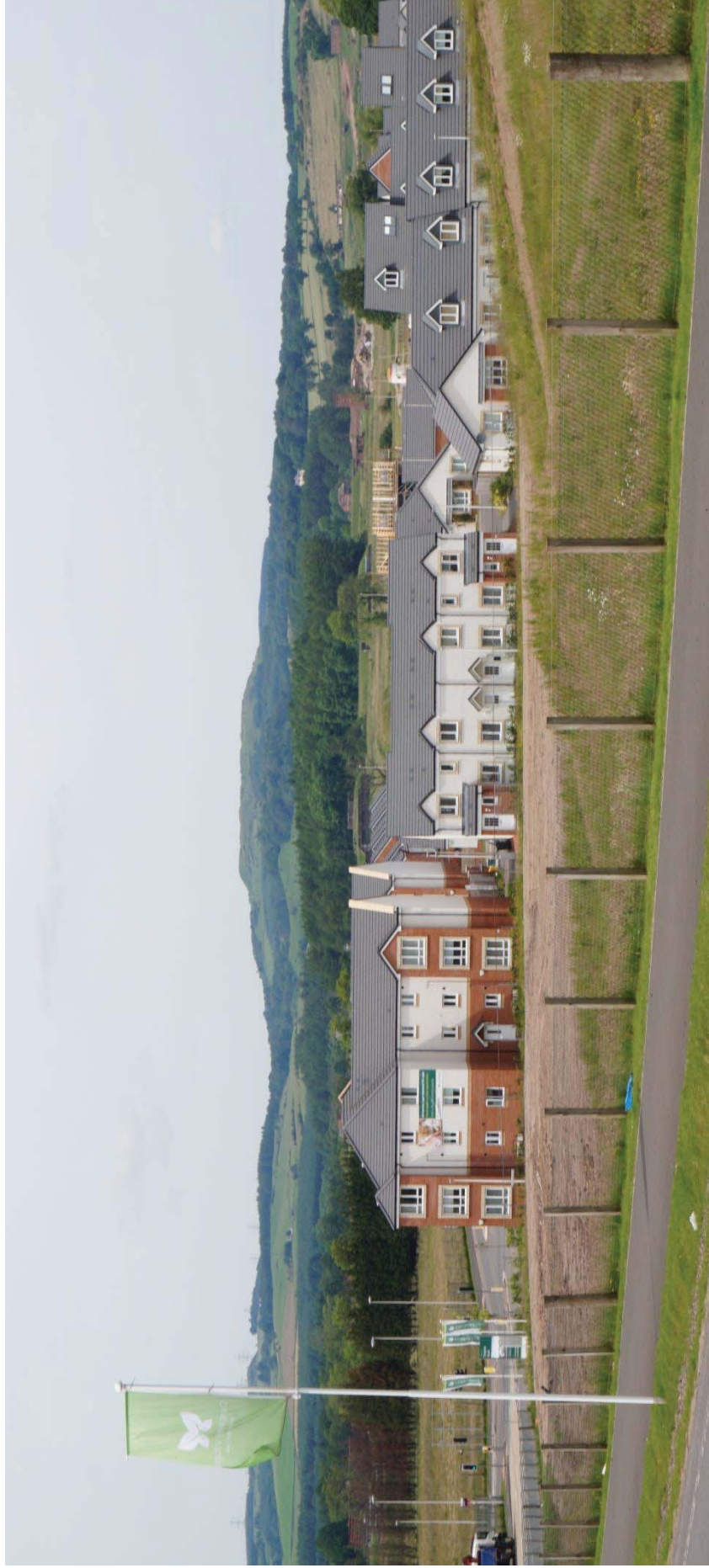
A new Programme is set to be prepared and submitted to Board in late 2017 for the period 2018/19- 2022/23, which will include additional investment of £30 million allocated to Renfrewshire by the Scottish Government in June 2017.

- New housing developments identified within the Strategic Housing Investment Programme are progressing on site in Paisley, Johnstone and Renfrew. A pipeline programme has also been developed to bring forward new projects as existing projects complete and/or additional funding becomes available.
  - Proposals for a new residential development of 132 homes at Love Street, Paisley to include a mix of social rent, low cost home ownership and market homes for sale, the latter utilising Partnership for Regeneration funding.
  - Development of a Good Practice guide in relation to design and space consideration for the development of new build affordable housing is ongoing.
- Initial discussions have taken place with Registered Social Landlord partners regarding joint procurement frameworks and potential procurement efficiencies with staff from the Council's procurement section.



# Outcome 1: The supply of housing is increased

Key updates 2016/17



Dargavel Village, Bishopston

## Outcome 2: Through targeted investment and regeneration activity, Renfrewshire has attractive and sustainable neighbourhoods and well functioning town centres.

Key updates 2016/17

### Key achievements and progress in delivering Strategic Outcome 2

#### include:

- Demolition of over 280 low demand tenement Council flats in Johnstone Castle began in late 2016. Construction of 95 new Council homes for Johnstone Castle have been designed and are ready for a site start.
- Regeneration proposals are being developed for Council housing stock in Ferguslie Park as part of wider regeneration plans for the area. A number of consultation events have taken place over the summer and autumn of 2016 and spring 2017, the feedback from which will be used to inform final plans.
- A draft regeneration masterplan for Paisley's West End was published in early 2017 with a number of public drop-in events held over the summer.  
  
The masterplan sets out initial ideas around the regeneration of the area which could include the development of around 150 new homes for both social rent and private ownership. Further consultation with the local community and local businesses will take place before finalising a masterplan for the area.

- The majority of new build homes for social rent developed during 2016/17 were 'front and back door' houses. This is helping to address the current imbalance of flatted accommodation in Renfrewshire's social housing stock.
- 26 new affordable homes are planned as part of the ongoing regeneration of the old Arnotts site in Paisley's Town Centre by Link Housing Association. Work is expected to start on site at the Smithhills Street site early 2018.
- The Council, are currently developing asset management model. The model will be used to help develop and inform area based strategies to ensure the long term sustainability of the Councils stock.
- The development of Renfrewshire Town Centre Strategies and Action Plans were finalised in late 2016/early 2017. These Strategies identify opportunities to increase the amount of people living in Renfrewshire's Town Centres.  
  
Reviews of these plans will take place every 2 years with the first reviews planned for late 2018.

Outcome 2: Through targeted investment and regeneration activity, Renfrewshire has attractive and sustainable neighbourhoods and well functioning town centres.

Key updates 2016/17



Comprehensive regeneration of the former Hawkhead Hospital laundry building now houses 8 modern villas.



# Outcome 3: People live in high quality, well managed homes

Key updates 2016/17

Key achievements and progress in delivering Strategic Outcome 3	
<p><b>include:</b></p> <ul style="list-style-type: none"> <li>• The Scottish House Condition Survey (SHCS) 2013-2015 identifies that 2% of Renfrewshire’s Housing Stock is Below Tolerable Standard. This is a slight improvement on the 3% reported in the 2012-2014 Scottish House Conditions Survey.</li> <li>• Social rented sector tenants in Renfrewshire consistently report high levels of satisfaction with the quality of their homes. In 2016/17 over 88% of Ferguslie Park Housing Association tenants, 97% of Bridgewater Housing Association tenants, 93% of Williamsburgh Housing Association tenants, 97% of Paisley Housing Association tenants, 87% of Linstone Housing Association tenants and 80% of Council tenants were satisfied with the quality of their home.</li> <li>• The Federation of Local Housing Associations in Renfrewshire (FLAIR) in partnership with two Inverclyde RSLs have agreed a £30 million joint Procurement Framework to procure planned and cyclical maintenance work of their properties for the next 5 years.</li> </ul>	<ul style="list-style-type: none"> <li>• The Housing and Community Safety Policy Board approved the designation of a Housing Renewal Area in Causeyside Street and Orchard Street in March 2017.</li> </ul> <p>The designation order is the first step in delivering comprehensive improvements to the 5 pre 1919 tenemental blocks of flats at 33 Causeyside Street and 3 – 9 Orchard Street. Paisley Housing Association is the lead agency in the delivery of the improvements.</p> <ul style="list-style-type: none"> <li>• Around 7,400 private landlords representing over 9,000 properties were registered on the Scottish Government’s new landlord registration online portal at the end of March 2017. An increase of around 5% on the previous year, this does not include those registrations pending a decision so the number of registrations is expected to have increased greater than 5%.</li> <li>• 3 letting agents operating in Renfrewshire have signed up to Shelter Scotland’s Letting Agent Plus model pilot. The model aims to improve the advice, support and information for letting agents to help better support their tenants. Opportunities to improve access to housing support and financial advice for those in the Private Rented Sector in Renfrewshire as part of the pilot are currently being explored.</li> </ul>

# Outcome 3: People live in high quality, well managed homes

Key updates 2016/17

- 2017 Private Landlord Forum will update landlords and letting agents on new industry requirements introduced through forthcoming legislative changes, including regulation of letting agents, Scottish Government proposals to improve energy efficiency standards in the sector and the new Private Residential Tenancy (PRT).

All provisions within the Private Housing (Tenancies) (Scotland) Act 2016, including the introduction of the new Private Residential Tenancy (PRT); which will replace existing short assured and assured tenancies, are expected to commence by the end of 2017.

- The Council's Community Resources Service has investigated 334 potential unregistered landlords, from this 125 applied to register as a landlord; 93 failed to register which resulted in a Rent Penalty Notice being issued since the recruitment of an additional enforcement officer as recommended through the Tackling Poverty Commission. The team have also conducted 49 visits to private let properties to inspect for disrepair.



Modern family homes at Braehead

# Outcome 4: Homes are energy efficient and fuel poverty is minimised

Key updates 2016/17

## Key achievements and progress in delivering Strategic Outcome 4

### include:

- 28% of Renfrewshire residents live in fuel poverty, compared to 29% the previous year. A Fuel Poverty Steering group in Renfrewshire continues to progress actions to further reduce fuel poverty.
- Renfrewshire Council secured £1.185 million from the Scottish Government's Home Energy Efficiency Programme for Scotland: Area Based Schemes (HEEPs:ABS) programme. This was used to progress insulation works to homes in the Gallowhill area. The 17/18 allocation is £1.412m.
- An additional £762,000 from the HEEPS: ABS programme was secured. Supplemented by funding from the Energy Company Obligation and Renfrewshire Council, this allowed for 4 external wall insulation projects in Gallowill, Bridge of Weir, Johnstone and Kilbarchan to be completed benefitting 102 privately owned homes and 74 social rented homes.
- £312,000 from the Scottish Governments Capital Stimulus Programme funded an external wall insulation project in Lochwinnoch.
- Connect 4 Renfrewshire project funded by Big Lottery and partner match funding, delivers money, energy and debt advice

to residents of three FLAIR RSLs; Linstone, Bridgewater and Williamsburgh housing associations. Partners include RAMH, Renfrewshire Council and Renfrewshire Wide Credit Union.

Around one-third of referrals relate to energy and users of this service received an accumulative financial gain of £185,000 with around £60k savings made as a direct result of advice.

Connect 4 Renfrewshire has also been successful in accessing external funding for various energy saving measures for eligible households.

- Following the success of the Council's energy advocacy service, the Council has continued to self fund this service. The advocates have referral arrangements with 22 partner groups who provide services to a wide range and number of Renfrewshire residents. Ensuring everyone who requires support can access it.
- Renfrewshire Council has secured £50,000 from the SEEP Pathfinder Pilot Project Fund to test a data tool which if effective would provide a means to identify hard to heat properties and undertake sector specific projects.
- Paisley Housing Association has secured £10,000 of funding from the Alleviating Fuel Poverty Fund to deliver energy advice to tenants. The project will be delivered in 2017/18.



# Outcome 4: Homes are energy efficient and fuel poverty is minimised

Key updates 2016/17



Renewable technology used in new housing development at Shortroods, Paisley

## Outcome 5: Homelessness is prevented and vulnerable people get the advice and support they need

Key updates 2016/17

### Key achievements and progress in delivering Strategic Outcome 5

#### include:

- A Tenancy Sustainment Group has been established to identify reasons for the lower rate of tenancy sustainment among former homeless applicants and to develop a range of actions for improvement in tenancy sustainment.

The tenancy sustainment rate for former homeless people improved from 72% in 2015/16 to 78% in 2016/17.

- *'Make It Your Own'* connects people leaving temporary accommodation with professional artists who offer practical home decoration advice and training to help improve tenancy sustainment. The project is delivered by community arts charity, Impact Arts in partnership with the Council's Housing Support team. 12 people housed across Renfrewshire benefitted from the project in 2016/17 and a further 20 people are due to participate in 2017/18.
- Around 15% of homeless applications made in Renfrewshire in 2016/17 were made following the person being liberated from prison.
- Renfrewshire Council's Homeless Service is exploring training / employment opportunities for people with convictions in

partnership with Criminal Justice and Employability Services to help break the cycle of offending behaviour and homelessness.

- The Council's Homeless Service hosted a Department of Work and Pensions / Homelessness networking event. From this event additional training sessions on Universal Credit for staff involved with homeless clients has been agreed with Department of Work and Pensions and a sub group will be established to consider issues around implementation of Universal Credit Full Service.
- Renfrewshire Council's new intra-preneur scheme, the LENS, invited ideas from staff on how to improve services for customers. A number of homelessness prevention projects have successfully bid for funding from the scheme, these include:
  - 'Smart Share' – a mobile app that helps young people on low incomes find a flat mate or flat share to reduce costs and sustain their tenancy.
  - 'Buddies Recycle' – a recycled furniture scheme to help tenants on low incomes furnish their home.
  - 'I will be there' – a pictorial diary mobile app which helps people with support needs keep appointments.



## Outcome 5: Homelessness is prevented and vulnerable people get the advice and support they need

Key updates 2016/17

These new activities are in development and outcomes will be reported in future Local Housing Strategy updates.

- FLAIR RSLs and Renfrewshire Council are currently reviewing the Section 5 and Nominations process, with a view to improving approaches to deliver better letting outcomes for homeless people.
- Advice Renfrewshire was launched Spring 2017 offering a 'one-stop-shop' for anyone seeking local, free, impartial and confidential advice.

Advice and support is available on a range of topics, including, housing, health and urgent advice to alleviate crisis situations. Advice partners include, RAMH, Shelter Scotland and Renfrewshire Health and Social Care Partnership.



Renfrewshire's free impartial advice service



Housing Advice and Homeless Centre, Paisley

## Outcome 6: People are able to live independently for as long as possible in their own home

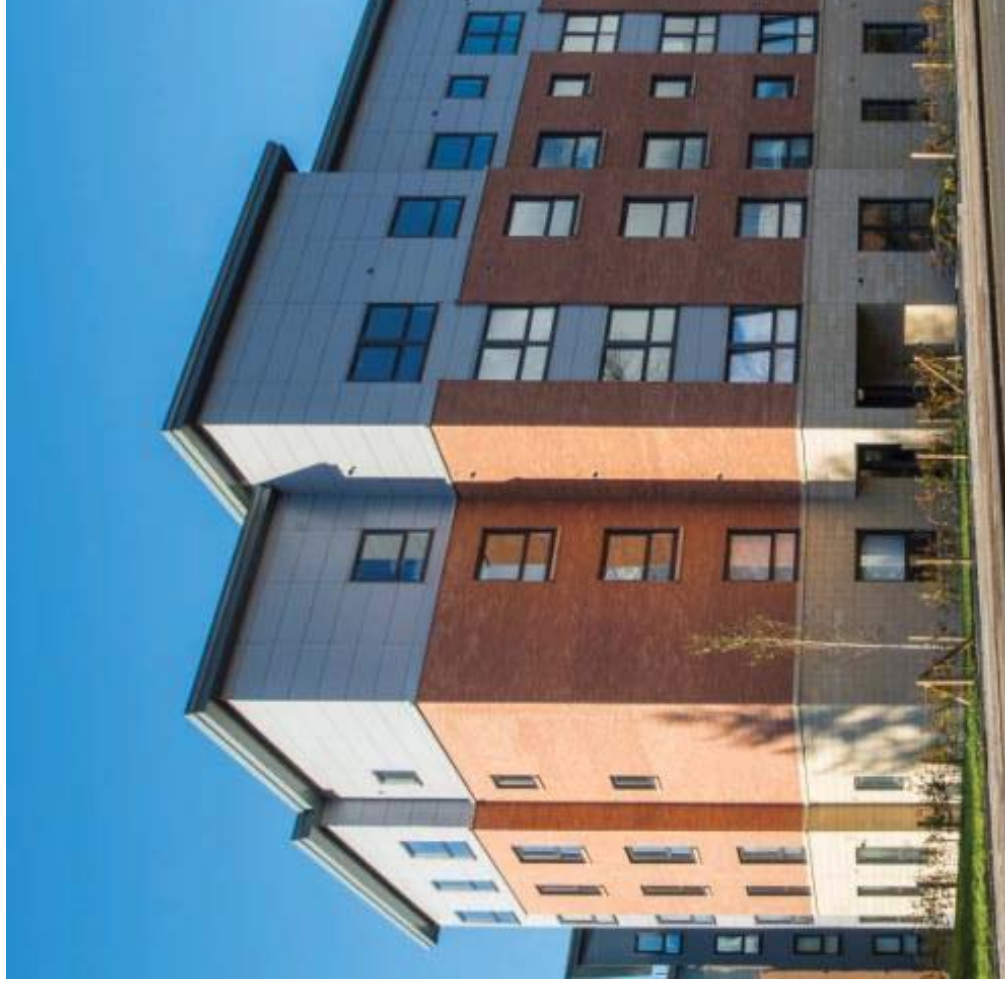
Key updates 2016/17

### Key achievements and progress in delivering Strategic Outcome 6

#### include:

- Liaison with Link Group underway to develop scoping arrangements for an evaluation study of the low cost home ownership in Paisley.
- The Menu of Interventions tool is being used to identify, collate and publicise information and support for people with autism and their families. The tool includes relevant advice and information on Housing Services.
- Autism Awareness training was arranged for 10 front line housing staff in line with the National Autism Framework to assist frontline services to be more 'Autism friendly'.
- Partnership meetings ongoing with Paisley Housing Association, Health and Social Care Partnership and Renfrewshire Council to explore opportunities for a development of supported housing for people with learning disabilities
- 363 medical adaptations completed in Renfrewshire in Council owned homes in 2016/17 and a further 308 adaptations were completed in RSL owned properties. 7689 daily living items provided by Equipu in 2016/17.
- The Council approved 217 grants to private owners for adaptations and spent £544k in 2016/17. The anticipated budget for next year for adaptations will be increased to £600,000-£700,000.
- Discussions are ongoing between Renfrewshire Council and Bridgewater Housing Association to explore options for a site in Erskine for new build sheltered housing re-provisioning.
- Care & Repair completed 1541 small repairs jobs in 16/17.
- The Council's Housing Services are working in partnership with the Health and Social Care Partnership to develop Joint Needs Assessments for Mental Health Services, Learning Disability Services, Physical Disability, Sensory Impairment/Long Term Conditions and to identify housing related need.

- Discussions are ongoing with Linstone Housing Association and partners to consider development of Extra Care Housing at an existing site in Paisley.
- Following consultation through the Renfrewshire Main Issues Report which ended on May 30th 2017, Renfrewshire Council will continue to consider the need to provide sites for Gypsy/Traveller provision in preparation of the next Renfrewshire Local Development Plan and will continue to monitor and work with other local authorities to review cross-boundary Gypsy/Travellers issues.



Low cost home ownership by Link Group at Abbey Place, Paisley



# Outcome 7: Affordable housing is accessible to people who need it

Key updates 2016/17

- Good progress has been made in developing a draft Single Allocation Policy for Renfrewshire Council and five local Registered Social Landlords. A draft Single Allocation Policy will be consulted upon in early 2018.
- Research was commissioned through the Tackling Poverty fund to better understand total housing costs for tenants living in the social rented sector and review best practice from landlords in supporting tenants to sustain tenancies.  
  
The Council are working in partnership with Bridgewater Housing Association, Paisley Housing Association, Williamsburgh Housing Association, Linstone Housing Association, and Ferguslie Park Housing Association to identify how social landlords can take the recommendations forward.
- Universal Credit was introduced in Renfrewshire in June 2015 initially for single people eligible for Job Seekers Allowance. At 31 March 2017 around 380 Council tenants were in receipt of Universal Credit.  
  
In response, the Council have recruited Claimant Support Officers who are co-located in each Job Centre in Renfrewshire to offer a range of support to claimants and provide a clear link between the Job Centre and the Council.
- On 7 November 2016, the threshold for households impacted by the Benefit Cap reduced by around a quarter from £500 per week for families and £350 for single people to £384.62 per week and £257.69 per week respectively.  
  
Around 120 households across Renfrewshire are affected by the reduced Benefit Cap. All of these households have been contacted directly through a number of channels, and wherever possible an appointment with Advice works has been made.
- HomeChoice@Renfrewshire - Homexchange helped 1,134 customers who came through the doors, and assisted 172 customers to register for a mutual exchange through the on-line service. The Council enabled 19 successful mutual exchanges in 2016/17.
- Since the introduction of the Mortgage to Rent scheme in 2009, 50 applications have been accepted by Registered Social Landlords in the area and 21 completed, a further 3 are awaiting completion by the Council.
- The Deposit Guarantee scheme supports people who are homeless or threatened with homelessness to access the Private Rented Sector by providing a written guarantee in place of a cash deposit. 29 households were assisted

# Outcome 7: Affordable housing is accessible to people who need it

Key updates 2016/17

through the scheme to access privately rented accommodation in 2016/17.

- Community Connectors is a third sector partnership project involving Active Communities, RAMH and Linstone Housing Association.

Working in partnership with GP practices in Linwood, Johnstone and Bishopton, Community Connectors offers a social prescribing service and has assisted over 500 people since it was established at the end of 2015. The project delivers a variety of health and wellbeing activities and advice including Housing advice via the Health and Housing Hub delivered by Linstone Housing Association.

91 Housing Hub drop-in sessions have been held in Linwood and Johnstone with over half of those using the Hub being connected to other services and almost all found the service helped to improve their circumstances.



New Affordable Housing development in Renfrew, Sanctuary Scotland

Action Plan  
2016/17 UPDATE

Outcome 1: The Supply of Housing is Increased						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	2016/17 Update
1.1 Increase the supply of new housing in Renfrewshire.	2015/16 – 577 Private 132 - affordable	Affordable Housing Completions and Private Sector Completions	200 affordable homes each year 500 private homes each year	Annually	<b>RC Development and Housing Services,</b> housing associations, private developers	2016/17 – 643 Private 108 – affordable
1.2 Ensure Renfrewshire's new LDP identifies sufficient land in existing places to deliver the housing supply targets set out in this LHS.	LDP Action Programme agreed 2014	Actions implemented	LDP anticipated to be approved 2018	Ongoing	<b>RC Development and Housing Services</b>	The supply of housing is being reviewed and consultation responses to Renfrewshire's Main Issues Report will contribute to the development of the Proposed Local Development Plan.
1.3 Review the 2014 LDP Action Plan programme to bring forward brownfield and previously used sites for housing development.	LDP Action Programme agreed 2014	Actions implemented	Brownfield sites brought forward through a range of initiatives  New LDP Action Programme 2017	Ongoing	<b>RC Development and Housing Services</b>	New Action Programme is being prepared alongside the Proposed Renfrewshire Local Development Plan which will be consulted upon towards the end of the year.
1.4 Consider bids to the Scottish Government Infrastructure fund and other funding sources to enable delivery of housing on sites affected by infrastructure constraints.	Sites identified in LDP and SHIP	Bids considered	Secure funding	Ongoing	<b>RC Development and Housing Services,</b> housing associations, private developers, Scottish Government, key agencies	2 sites have been identified as potential sites for bids to the Scottish Government Infrastructure fund. This will be progressed throughout 2017/18.

Outcome 1: The Supply of Housing is Increased						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	2016/17 Update
1.5 Deliver projects in the existing SHIP programme and develop new projects which assist in meeting the strategic outcomes in this LHS.	SHIP 2017/18 - 2021/22 agreed by HACS Board November 2016	SHIP updates	November 2017	2016-2021	<b>RC Development and Housing Services,</b> housing associations, Scottish Government	Of the 13 projects identified in the SHIP, 10 have been progressed, 5 projects are onsite with people living in new homes. There continues to be on-going discussions with all partners progressing the current SHIP projects as well as bringing forward new projects for future SHIPs.
1.6 Prepare an annual review and update of the SHIP to ensure it is a live and responsive plan.	SHIP 2017/18 – 2021/22 agreed by HACS board November 2016	SHIP updates	November 2017	2016-2021	<b>RC Development and Housing Services,</b> housing associations, Scottish Government	SHIP update covering 2018/19 – 2022/23 is currently being prepared and is scheduled for submission to the Communities, Housing and Planning Policy Board in late 2017.
1.7 Promote mix of tenure options to meet affordable housing need.	13/14 and 14/15 affordable completions were all social rent.	No. of different tenure options provided	Indicator only	Ongoing	<b>RC Development and Housing Services,</b> housing associations, private developers	Renfrewshire Council continues to work in partnership with RSLs and the Scottish Government to investigate various options for mix tenure on sites, building on past experiences and successes.

Outcome 1: The Supply of Housing is Increased						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	2016/17 Update
<b>1.8</b> Consult on an Affordable Housing Policy, targeted to increase the supply of affordable housing in areas of identified shortfall.	N/A	Policy developed and consulted on through new RLDP	Policy introduced 2018	2018	<b>RC Development and Housing Services</b>	Main Issues Report consultation ended 30 May 2017; respondents' feedback will inform the development of Renfrewshire's next LDP. An affordable Housing Policy will be consulted on as part of the development of the next LDP.
<b>1.9</b> Develop a standard for affordable housing in Renfrewshire that takes into account design and space standard considerations.	N/A	Standard developed	Standard implemented	2017	<b>RC Development and Housing Services,</b> housing associations	Initial discussions have taken place with partners on the development of a 'Good Practice' guide for new build affordable housing, which will take into account design and space standards.
<b>1.10</b> Promote partnership working on procurement issues to maximise opportunity and efficiency in the delivery of affordable housing.	N/A	Partnership opportunities explored	Joint procurement opportunities maximised	2017	<b>RC Development and Housing Services,</b> housing associations, other local authorities and agencies	Initial discussions have taken place with partners and the Council's procurement services will progress the potential for shared frameworks.

Outcome 1: The Supply of Housing is Increased						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	2016/17 Update
1.11 Encourage owners of empty homes to bring them back into use.	Yr Aug 15- Aug 16 17 properties brought back into use through direct engagement with owners	No. of empty homes brought back into use	25 per annum	ongoing	<b>RC Development and Housing Services, RC Finance and Resources, private owners, housing associations</b>	Due to the role being vacant there is no update for 2016/17.  A new Empty Homes Officer has recently been appointed and will encourage empty home owners to bring their properties back into use.



Outcome 2: Through targeted investment and regeneration activity, Renfrewshire has attractive sustainable neighbourhoods and well functioning town centres						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	Update
<b>2.1 In partnership with local communities, develop and implement local regeneration strategies for Johnstone Castle; Paisley West End; Ferguslie Park.</b>	Housing regeneration plans approved by RC for Johnstone Castle 2014	Strategies developed	Strategies in place and being implemented	2016 - 2021	<b>RC Development and Housing Services,</b> housing associations, private developers	Regeneration strategies for Paisley West End and Ferguslie Park are progressing through the consultation with the local communities.  Johnstone Castle regeneration strategy was approved in 2014 and works have commenced in preparing the site for development in late 2017.
<b>2.2 Review low demand social rented housing, undertake option appraisal and develop area based strategies.</b>	Housing management information, Housing Needs and Demand Assessment	Strategies Developed	Strategies in place and being implemented	2018	<b>RC Development and Housing Services,</b> housing associations	Following the completion of a long term stock sustainability review, work is ongoing to develop area based strategies.
<b>2.3 In mixed tenure areas, review opportunities for joint initiatives on estate management and environmental improvements with potential links to employment and training initiatives.</b>	Existing local initiatives	Options developed	Options implemented and joint scheme established	2017	<b>All social housing providers</b>	Discussions are ongoing with RSLs and the Council to consider opportunities for joint estate management and environmental improvement initiatives.



Outcome 2: Through targeted investment and regeneration activity, Renfrewshire has attractive sustainable neighbourhoods and well functioning town centres							
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	Update	
<b>2.4</b> Through newbuild activity, improve the range of house types and sizes available for social rent.	Council Stock: 79% flats 21% houses  Local RSL stock: 70% flats 30% houses	No. of newbuild house completions	Increase number of houses available for social rent	2016 - 2021	<b>All social housing providers</b>	In all of the projects listed in the current SHIP the aim has been to ensure that there is a range and choice of house types and sizes to meet the need and demand as well as create mixed communities in our existing places. Renfrewshire council in partnership with RSLs have successfully been planning for and building houses, reducing the amount of flattened units in Renfrewshire's housing stock.	
<b>2.5</b> Through the LDP, ensure action plans are in place for Renfrewshire's town centres and that they are reviewed and updated regularly.	Town Centre action plans developed.	Action plans for town centre and Place Plans developed	Action plans and Place Plans developed and thereafter reviewed every 2 years	2018	<b>RC Development and Housing Services,</b> community groups, community councils, tenants and residents of Centres and Places	Town Centre Strategies and Action Plans are now in place for all of Renfrewshire's Town Centres, these will be reviewed during 2018	

Outcome 2: Through targeted investment and regeneration activity, Renfrewshire has attractive sustainable neighbourhoods and well functioning town centres						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	Update
2.6 Identify opportunities and initiatives for housing development projects which would assist in increasing the number of people living in and using Renfrewshire's town centres.	Cotton Street and former Arnotts site completions 2011-2016	Potential projects identified	Projects delivered	2016 - 2021	RC Development and Housing Services	<p>Opportunities to increase the number of people living in Renfrewshire's Town Centres are identified in the Town Centre Strategies.</p> <p>Link Group has committed to delivering an additional 25 units of affordable homes at Smithhills Street in the centre of Paisley. Work is expected to start onsite in early 2018.</p>

Outcome 3: People live in high quality, well managed homes						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	Update
<b>3.1</b> Develop an information base of poorer condition private tenemental stock using a range of sources to complement the Scottish House Condition Survey to inform policy development	SHCS 2012-2014 Suggests 4% of stock is BTS	Information sources used	Information base developed	2017	<b>RC Development and Housing Services, RC Finance and Resources, RC Community Resources, housing associations, private owners, private factors</b>	Collation of existing data sources within the Council started.
<b>3.2</b> Achieve the comprehensive improvement of the pre-1919 tenements at 3-9 Orchard Street and 33 Causeyside Street.	Consultation on Orchard Street Housing Renewal Area (HRA) Draft Designation Order commenced late 2016	Improvement schedule agreed	Comprehensive Improvement complete	2021	<b>Paisley Housing Association, RC Development and Housing Services, RC Community Resources, private owners and tenants</b>	Housing Renewal Area designation order approved March 2017. Paisley Housing Association starting negotiation with owners July 2017.
<b>3.3</b> Review the Scheme of Assistance for private owners	Advice provided to 3,401 households in 2015/16	Review progress	Review complete	2018	<b>RC Development and Housing Services</b>	Advice provided to 3,285 households in 2016/17.
<b>3.4</b> Investigate current arrangements for factoring tenement blocks in private and multi-tenure ownership and consider options for a partnership initiative to tackle disrepair.	N/A	Research current arrangements and options developed.	Initiatives considered and agreed.	2018	<b>RC Development and Housing Services, housing associations</b>	Background research started.

Outcome 3: People live in high quality, well managed homes						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	Update
3.5 Continue to ensure private landlords are registered and promote enforcement action as required.	7,016 private landlords registered at April 2016	Number of registered private landlords	Data indicator only	2016-2021	RC Finance and Resources	7,397 private landlords registered at April 2017
3.6 Promote the Landlord Accreditation Scheme through the Private Landlords forum.	23 private landlords accredited at April 2016	Number of accredited landlords	Data indicator only	2016-2021	RC Development and Housing Services, private landlords	22 private landlords accredited at July 2017
3.7 Increase awareness of the rights and responsibilities of private tenants and landlords using a range of communication media.	Provision of information on the Council's website.  Landlord Matters newsletter	N/A	Continue to increase awareness among tenants and landlords or rights and responsibilities	2017	RC Development and Housing Services, RC Finance and Resources, RC Community Resources, housing associations	Shelter Scotland pilot Letting Agent Plus model being delivered in Renfrewshire.  Council website updated.

Outcome 4: Homes are Energy Efficient and Fuel Poverty is minimised						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
4.1 Continue to promote energy savings, fuel poverty, and income maximisation advice to tenants and owners.	1,318 requests received by Renfrewshire Council's Advocacy Service from Renfrewshire residents in 2015/16	Number of requests received by Renfrewshire Council's Energy Advocacy Service from Renfrewshire residents	Increase the number of households in receipt of advice each year	Ongoing	<b>RC Finance and Resources, RC</b> Development and Housing Services, housing associations, Fuel Poverty Steering Group	Renfrewshire Council's home energy advocacy service visited 981 residents providing advice and support to save £73,216 and over 86,804kg CO2 in 2016/17

Outcome 4: Homes are Energy Efficient and Fuel Poverty is minimised						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
4.2 Ensure strategies are in place for social rented housing to meet the requirements of EESSH by 2020.	SHQS compliance	Strategies developed and implemented	Housing stock meets EESSH	2020	All social housing providers	The Council is required to ensure that all stock achieves the minimum energy rating under the Energy Efficiency Standard for Social Housing (EESH) by the first milestone of 31 December 2020. It has been assessed that by April 2017 around 70% of the Council's housing stock will meet the 2020 standard as a result of the measures introduced to achieve SHQS. The Council's position is that EESH will be achieved through the capital funding plans for planned investment programmes, together with Government sourced supplementary funding (e.g. HEPS:ABS) and other external sources such as ECO.

Outcome 4: Homes are Energy Efficient and Fuel Poverty is minimised						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
<b>4.3</b> Continue to support energy efficiency improvements in the private sector by promoting access to energy savings advice and external funding.	2012-2014 SHCS average SAP of 68.3 for Council stock and 62.3 for owner occupied stock	Annual SHCS	Increased SAP rating	Ongoing	<b>RC Finance and Resources,</b> Development and Housing Services, housing associations, private owners and tenants	2013-2015 SHCS average SAP of 69.0 for Council stock and 62.8 for owner occupied stock
<b>4.4</b> Continue to maximise HEEPS funding from the Scottish Government to benefit private owners and enable participation in energy efficiency programmes.	N/A	N/A	Data indicator only	Ongoing	<b>RC Development and Housing Services</b>	An additional £762,000 from the HEEPS: ABS programme was secured.

Outcome 4: Homes are Energy Efficient and Fuel Poverty is minimised						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
4.5 Consider proposals and recommendations from the Scottish Government SEEP working group when available to address issues of energy efficiency and fuel poverty.	2012-2014 SHCS Renfrewshire fuel poverty levels 29%	Proposals and recommendations available	Proposals and recommendations considered	Ongoing	RC Development and Housing Services, Finance and Resources	RC has secured £50,000 from the SEEP Pathfinder Pilot Project Fund to test a data tool which if effective would provide a means to identify hard to heat properties and undertake sector specific projects.  RC has responded to various Scottish Government energy efficiency consultations.  Proposals and recommendations from the Scottish Government are to be finalised.



Outcome 4: Homes are Energy Efficient and Fuel Poverty is minimised						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
4.6 Encourage the use of renewable technology in new housing developments	<p>Renewable technology used in Council development at Barrhead Road, Paisley across 37 units</p> <p>Renewable technology used in Loretto development at Charlestone Square, Paisley across 53 units</p>	Incorporation of renewable technology were possible in both social and private sector new build developments where feasible	Two developments each year	2016-2021	RC Development and Housing Services, housing associations, private developers	<p>Renewable technology has been used in 3 new housing developments at Shortroods, Paisley (Keepmoat) and Sanctuary Scotland developments in Renfrew.</p> <p>The use of renewable energy technology in new housing continues to be promoted through the Local Development Plan and the Building Standards process.</p>

Outcome 5: Homelessness is prevented and vulnerable people get the advice and support they need						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
5.1 Work with partners to build on existing, and identify new, homelessness prevention activities, including initiatives such as "Foundations First" and "Housing First"	<p>Foundations First started in 2015</p> <p>20 service users supported by Housing First service in Year 2 (2015/16) and living in settled accommodation</p> <p>505 Prevent1 cases opened by Prevention team in 2015/16</p>	<p>New prevention activities identified</p> <p>Number of service users accessing prevention activities</p>	<p>Increased number of service users accessing prevention activities</p>	2018	<p><b>RC Development and Housing Services,</b> Homelessness Partnership, Shelter Scotland, Turning Point Scotland</p>	<p>Up to 20 service users at any one time continue to benefit from intensive support from Turning Point Scotland via the <b>Housing First</b> project.</p> <p>Homeless Action Scotland have been appointed to carry out cost-benefit analysis on the Housing First service</p> <p><b>Foundations First</b> continues to be delivered by Shelter Scotland, with 309 referrals being received in its first 2 years.</p> <p><b>Impact Arts</b> have been appointed to work with homeless applicants to assist them to furnish their homes, with very positive early results as regards tenancy sustainment. This will be fully evaluated in late 2017.</p> <p>The <b>Renfrewshire Homelessness Partnership</b> continues to meet quarterly to share information and review performance and any examples of good practice.</p>

Outcome 5: Homelessness is prevented and vulnerable people get the advice and support they need						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
5.2 Develop initiatives to minimise the proportion of people presenting as homeless giving reasons as "leaving prison/hospital/other institution".	2015/16 - 13%	HL1 Report - Reasons for Homelessness	Reduce proportion of presentations	Annually	RC Development and Housing Services	2016/17- 15%.  Working Group has been established to investigate reasons for relatively high rate of homelessness within the people with convictions group of homeless applicants. This issue has also been raised with the new Community Justice Renfrewshire Steering Group, with actions relating to reducing homelessness amongst those leaving prison included in its Action Plan. A post which focuses on the prevention of homelessness for those leaving hospital and / or with a disability has been retained within the Homeless Services team.

Outcome 5: Homelessness is prevented and vulnerable people get the advice and support they need						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
5.3 Review the existing temporary accommodation model to ensure it meets the changing needs of homeless people	N/A	Review of provision of temporary accommodation	Completion of Review	2017	RC Development and Housing Services	Scoping work underway to look at appropriate temporary accommodation models used in other local authorities.
5.4 Develop and improve referral processes with the HSCP to improve access to Health and Social Care services for homeless people	N/A	Referral processes considered	Referral processes developed	2018	RC Development and Housing Services, HSCP, Homelessness Partnership	Discussions ongoing with the HSCP to improve service access arrangements for homeless people.

Outcome 5: Homelessness is prevented and vulnerable people get the advice and support they need						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
<b>5.5</b> Contribute to the delivery and implementation of the Health and Homelessness Action Plan	HHAP reviewed 2015/16	Targets and referral processes with HSCP developed for homeless people and vulnerable households	Annual review of HHAP completed	2018	<b>HSCP</b> , Homelessness Partnership, RC Development and Housing Services	2016/17 review completed and actions agreed for 2017/18.
<b>5.6</b> Review current and develop new opportunities for financial advice and support for homeless people as a response to Welfare reform	N/A	Review complete and new opportunities developed	Increased proportion of homeless people accessing financial support	2017	<b>RC Development and Housing Services</b> , Advice Works	DWP / Homelessness networking event delivered June 2017. Subgroup will be established to consider issues around UC roll out.  Discussions underway with Advice Works to explore further opportunities for financial advice specific to homeless people.
<b>5.7</b> Develop initiatives to address the training and employment needs of homeless people	N/A	New opportunities developed	Increased proportion of homeless people accessing training or employment	2017	<b>RC Development and Housing Services</b>	Community Justice and Employability Services are exploring training and employment opportunities for homeless people with convictions.

Outcome 5: Homelessness is prevented and vulnerable people get the advice and support they need						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
5.8 Undertake research into repeat homelessness and the reasons for the lower rate of tenancy sustainment among former homeless applicants and develop interventions for improvement.	<p>Rate of repeat homelessness in 2015/16 - 10.6%</p> <p>Proportion of previously homeless people sustaining permanent social rented tenancies for 12 months 2015/16</p> <p>RC - 72%</p> <p>Bridgewater HA – 86%</p> <p>Ferguslie Park HA – 100%</p> <p>Linstone HA – 79%</p> <p>Paisley HA – 71%</p> <p>Williamsburgh HA – 68%</p>	<p>Analysis of reasons complete and Action Plan in place to decrease figure</p> <p>Annual Council and RSL records</p>	<p>Decrease proportion of repeat homelessness</p> <p>Increase proportion of previously homeless people sustaining permanent social rented tenancies for 12 months</p>	<p>Annually</p> <p>Annually</p>	RC Development and Housing Services, housing associations	<p>Rate of repeat homeless reduced to 7.6% in 2016/17 following review of case handling procedures – especially for homeless applicants who are incarcerated. This has also reduced the proportion of service users where contact is lost after assessment from 15.7% to 7.1%</p> <p>The sustainment figure for homeless applicants allocated a Council property increased to 78% for 2016/17. All homeless 16-25 year old homeless applicants now receive enhanced 1-2-1 assistance from our George Street Service both prior to and on moving into settled accommodation. 77 service users benefitted from this assistance in 2016/17.</p> <p>Discussions taking place with RC Housing Services Managers on the resources required to offer similar assistance to applicants aged over 25 yrs.</p>

Outcome 5: Homelessness is prevented and vulnerable people get the advice and support they need						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
5.9 Continue to monitor outcomes for homeless applicants and ensure they have access to permanent social rented housing through effective use of Section 5 referrals and other partnership arrangements.	2015/16 - 28% of general Council lets to homeless; 14.5% of RSL general lets to homeless through S5 referrals	Charter Return; Council and RSL records	Increase lets to homeless people	Annually	All social housing providers	2016/17 - 24% of general Council lets to homeless; 12% of RSL general lets to homeless through S5 referrals

Outcome 6: People are able to live independently for as long as possible in their own home						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
6.1 Implement actions arising from the External Reviews of Older Persons Housing.	Reports by Craigforth consultants	Actions considered and recommendations developed	Actions agreed and implemented	2016 - 2021	RC Development and Housing Services, housing associations, HSCP	Proposed Action Plan to be considered by RSL/HSCP partners for implementation.
6.2 Develop proposals with partners for additional Extra Care Housing in the Paisley area.	Reports by Craigforth consultants	Proposals developed and included in the SHIP, 2018	Increased provision of extra care housing	2021	RC Development and Housing Services HSCP, housing associations	Development discussions are ongoing between Renfrewshire Council and Linstone Housing Association.
6.3 Develop proposals for sheltered housing reprovisioning in Erskine.	Reports by Craigforth consultants	Proposals developed and included in the SHIP, 2018	Plans in place for sheltered housing reprovisioning	2021	Bridgewater Housing Association, RC Development and Housing Services, HSCP,	Exploratory discussions ongoing between Renfrewshire Council and Bridgewater Housing Association.
6.4 Develop proposals to establish a "retirement village" model of housing for older people at the four high rise blocks at Neilston Road, Paisley .	Existing RC initiatives in multi-storey blocks	Research undertaken and options reviewed	Proposals developed and implemented	2019	RC Development and Housing Services, HSCP	Work not yet started on this action.
6.5 Evaluate the low cost home ownership amenity development for older people in Paisley to inform future policy development.	Site completed August 2016	Success of new model of provision evaluated using a range of information	Evaluation complete	2018	RC Development and Housing Services, Link Group Ltd	Arrangements for an evaluation study are being considered in association with Link Group.
6.6 Contribute to the implementation of the Renfrewshire Autism Strategy Action Plan.	N/A	Housing contribution/ requirements identified	Proposals developed	Ongoing	HSCP, RC Development and Housing Services, housing associations	Autism Awareness training delivered to frontline Housing, Homelessness and Housing Support staff.



Outcome 6: People are able to live independently for as long as possible in their own home						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	update
<b>6.7 Identify the needs of those living with aged carers to develop planned pathways for independent living arrangements.</b>	N/A	Research undertaken and options considered.	Proposals developed	2017	<b>HSCP, RC</b> Development and Housing Services, housing associations	Partnership meetings ongoing with Paisley Housing Association, HSCP and Renfrewshire Council to explore opportunities for a development of supported housing for people with learning disabilities
<b>6.8 Work in partnership with the HSCP to develop Joint Needs Assessments for Mental Health Services, Learning Disability Services, Physical Disability, Sensory Impairment /Long Term Conditions and to identify housing related needs.</b>	N/A	Housing needs identified as part of Joint Needs Assessments	Housing requirements/ contribution identified and proposals developed	2016 - 2021	<b>HSCP, RC</b> Development and Housing Services, housing associations	Discussions ongoing with the HSCP to put in place regular future joint strategic planning arrangements.
<b>6.9 Consider the need for site provision for Gypsy/Travellers and Travelling Show People.</b>	N/A	Consultation through the review of the LDP	Need for site provision addressed in LDP	2018	<b>RC Development and Housing Services,</b> other local authorities in Glasgow and Clyde Valley area and Ayrshire	Need for a Gypsy/Traveller site(s) will be considered in the preparation of the emerging Local Development Plan.

Outcome 7: People can access affordable housing that meets their needs at the right time						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	Update
<b>7.1 Develop and implement a single housing allocation policy for Renfrewshire Council and local housing associations</b>	Single housing allocation policy in development	Policy developed	Policy approved and implementation plan in place.	2017	<b>RC Development and Housing Services</b> , local housing associations	Progress is being made in developing the single allocation policy however this is delayed awaiting final guidance and commencement dates for the relevant provisions within the Housing (Scotland) Act 2014.
<b>7.2 Consider recommendations from research into the affordability of social rented housing commissioned as part of the Tackling Poverty agenda and agree appropriate interventions.</b>	Study commissioned	Study complete	Report complete and interventions agreed	2017	<b>RC Development and Housing Services</b> , housing associations	Research study completed. Renfrewshire Council and 5 local RSLs are considering how to implement recommendations.
<b>7.3 Promote partnership arrangements to monitor the impact of Universal Credit on tenants, provide information to tenants and maximise incomes.</b>	UC introduced in Renfrewshire from June 2015 for some claimant groups	Partnership arrangements prepared	Universal Credit and income maximisation information available to social rented tenants	2017	<b>RC Development and Housing Services</b> , housing associations	Regular Welfare Reform and UC updates are provided to the Leadership Board.  A range of additional support for UC claimants including digital, personal budgeting and housing support is in place.

Outcome 7: People can access affordable housing that meets their needs at the right time						
Action	Baseline	Indicator/Measure	Target/Milestone	Timescale	Partner / Lead agency	Update
7.4 Monitor national policy development on future Welfare Reform changes and develop action to mitigate against the impact on tenants.	Welfare Reform Working Group established	Monitor national policy and impact identified	Actions to mitigate impacts developed	Ongoing	All social housing providers, Welfare Reform Working Group	Update report on the rollout of Universal Credit full service was presented to the Council's Leadership Board 30 November 2016 outlining potential impacts of Universal Credit full service and other future Welfare Reforms.

This document can be made available in braille, large print or audio.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو براۓ مہربانی ہم سے پوچھیے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.




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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

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**Report by: Director of Development and Housing Services**

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**Heading: Scottish Social Housing Charter: Annual Return 2016/2017**

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## **1. Summary**

- 1.1 Local Authorities and Registered Social Landlords are required to submit an Annual Return relating to their performance to the Scottish Housing Regulator by the end of May each year. This report provides details of the submission by Renfrewshire Council for 2016/17.
  - 1.2 The report also provides information on the review of the Scottish Housing Charter which has been issued by the Scottish Government setting out the standards and outcomes social landlords are expected to meet.
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## **2. Recommendations**

- 2.1 It is recommended that:
    - (i) The Board notes the submission made by the Director of Development and Housing Services on the Scottish Social Housing Charter as attached at Appendix 1.
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## **3. Background**

- 3.1. The report attached as Appendix 1 gives outturn performance information for Renfrewshire Council for 2016/17.
  - Section 1 provides a summary of Renfrewshire Council's performance against the Charter indicators along with comparative information for the last three years.

- Section 2 gives details of some core contextual data which was also submitted as part of the Charter return.
  - Section 3 provides additional service and performance management information for 2016/17
- 3.2. Overall, the return on the Charter demonstrates strong ongoing improvement by the Council's Housing Service, with the majority of performance indicators improving on last year (19 indicators) or the same as last year (8 indicators) with seven reporting slight dips in performance
- 3.3. All Local Authorities and Registered Social Landlords were required to submit their return to the Scottish Housing Regulator by 31 May 2017. This is an annual requirement. The Scottish Housing Regulator publishes all social landlords' performance on its website in August 2017. In October, in common with other councils and RSLs, the Council will be required to report its performance against the Charter to all tenants.
- 3.4. In accordance with guidance from the Scottish Housing Regulator and practice over the last two years we will consult with tenants on the preferred format for the Tenant's Report. A report will be presented to a later meeting of this Policy Board which benchmarks Renfrewshire Council's performance in 2015/16 against other Social Landlords.
- 3.5. When launched, the Scottish Government advised that the Scottish Social Housing Charter would be reviewed in time. In April 2017, a revised Charter was issued following consultation and this is attached as Appendix 2 for information.
- 3.6. There will be a review of indicators this year by the Scottish Housing Regulator that reflects the changes within the Charter document. Further details on this will be reported to Board when available.

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## Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** - None
3. **Community Planning**  
**Empowering our Communities** - Improving and maintaining neighbourhoods and homes  
**Safer and Stronger** – Increasing resident satisfaction with neighbourhoods and communities
4. **Legal** –None.
5. **Property/Assets** – None

6. **Information Technology** – None
  7. **Equality & Human Rights** – None
  8. **Health & Safety** – None
  9. **Procurement** – None
  10. **Risks** – None
  11. **Privacy Impact** – None
  12. **Cosla Policy Position** – N/A
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### **List of Background Papers**

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.

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**Author:** Lesley Muirhead, Planning and Housing Manager, 0141 618 6259,  
Lesley.Muirhead@renfrewshire.gov.uk







# **Scottish Social Housing Charter**

## **Annual Return**

### **2016 -2017**

Planning & Housing Team

Development & Housing Services

Contact Lesley Muirhead

Phone 0141 618 6259

E Mail [Lesley.muirhead@renfrewshire.gov.uk](mailto:Lesley.muirhead@renfrewshire.gov.uk)



# **Scottish Social Housing Charter 2016-2017 Annual Return**

## **Contents**

### **Section 1 Out-turn Report**

### **Section 2 Contextual indicators**

### **Section 3 Management Information**

## SECTION 1: OUT-TURN REPORT (2016-2017)

### Overall Satisfaction

No.	Indicator	13/14	14/15	15/16	16/17	Notes
1	Percentage of tenants satisfied with the overall service provided by their landlord.	(a)82.0%	(a)82.0%	(b)82.2%	(b) <b>82.2%</b>	The most recent data relates to the 2015 Tenant Satisfaction Survey. A Tenant Satisfaction survey is being commissioned for 2017/18.

Source: (a) 2013 Tenant Satisfaction Survey

(b) 2015 Tenant Satisfaction Survey

### 1. The Customer Landlord Relationship

#### Equalities

No.	Indicator	13/14	14/15	15/16	16/17
2	Ethnic origins and disability details of service users.	Progress towards Renfrewshire Council's 6 equalities outcomes is reported annually to Council, with high level summary and analysis of tenants' equalities data appended to that report. At a service level, progress is monitored and reported through the service improvement planning process, with updates presented to the policy board on a 6 monthly basis. The data submitted as part of the Annual Return on the Charter includes the number of tenants, housing list applicants and new tenants who consider themselves to have a disability. The figure for 2016/17 are 2,040 existing tenants (15.3%), 1,310 housing applicants (19.6%) and 390 new tenants (26.4%).			

#### Communication

No.	Indicator	13/14	14/15	15/16	16/17	Notes
3	Percentage of tenants who feel their landlord is good at keeping them informed about their services and decisions.	(a)79.2%	(a)79.2%	(b)79.5%	(b) <b>79.5%</b>	The most recent data relates to the 2015 Tenant Satisfaction Survey. A Tenant Satisfaction survey is being commissioned for 2017/18.

Source: (a) 2013 Tenant Satisfaction Survey

(b) 2015 Tenant Satisfaction Survey

#### Complaints

No.	Indicator	13/14	14/15	15/16	16/17	Notes
4	Percentage of 1st and 2nd stage complaints, including those related to equalities issues, responded to in full in the last year, that were resolved by the landlord and also the percentage upheld.	94.9%	98.2%	93.3%	<b>91.4%</b>	The Service received 547, 1 <sup>st</sup> stage (responded to within 5 working days) complaints during the year, of which 268 were upheld. There were 14 2 <sup>nd</sup> stage (responded to within 20 working days) complaints of which 7 of these were upheld.
5	Percentage of 1st and 2nd stage complaints responded to in full in the last year, within the Scottish Public Services Ombudsman (SPSO) Model Complaint Handling Procedure (CHP) timescales.	94.9%	90.2%	46.15%	<b>78.6%</b>	

## Participation

No.	Indicator	13/14	14/15	15/16	16/17	Notes
6	Percentage of tenants satisfied with the opportunities given to them to participate in their landlord's decision making processes.	(a)69.0%	(a)69.0%	(b)84.2%	(b) <b>84.2%</b>	The most recent data relates to the 2015 Tenant Satisfaction Survey. A Tenant Satisfaction survey is being commissioned for 2017/18.

Source: (a) 2013 Tenant Satisfaction Survey  
(b) 2015 Tenant Satisfaction Survey

## Housing quality and maintenance

### Housing Quality

No.	Indicator	13/14	14/15	15/16	16/17	Notes
7	Percentage of stock meeting the Scottish Housing Quality Standard (SHQS). <i>After applying allowable exclusions and abeyances, the Council remains 100% compliant with the SHQS target.</i>	62.1%	84.6%	85.9%	<b>91.4%</b>	Last year the service brought a further 698 properties up to SHQS. At the end of 2016/17, 11,168 of the Council's stock of 12,220 properties met the SHQS. The Council has 1,052 properties in abeyance where the current tenant has refused internal works/ the Council has been unable to secure owner participation to allow external works to be carried out to comply with SHQS.
8	Percentage of properties at or above the appropriate NHER (National Home Energy Rating) or SAP (Standard Assessment Procedure) ratings specified in element 35 of the SHQS, as at 31 March each year.	85.1%	97.4%	98.5%	<b>98.0%</b>	Of the Council's 12,220 properties, 11,979 met the appropriate NHER or SAP rating at the end of March 2017. The small decrease in the proportion properties meeting the NHER standard compared to last year is due to small shifts in the profile of the Council's stock as a result of Right to Buy sales.
9	Percentage of tenants satisfied with the standard of their home when moving in.	(a)61.4%	(b)80%	(b)92.3%	(b) <b>89.5%</b>	419 tenants who moved into their property last year responded to a survey asking about the standard of their home - 375 were 'very satisfied' (185) or 'satisfied' (190). Analysis of the survey returns does not point to any particular issues which would explain the small reduction in satisfaction levels from 2015/16. This indicator will

No.	Indicator	13/14	14/15	15/16	16/17	Notes
						continue to be monitored.
10	Percentage of existing tenants satisfied with the quality of their home.	(a)81.6%	(a)81.6%	(b)82.2%	(b) <b>82.2%</b>	The most recent data relates to the 2015 Tenant Satisfaction Survey. A Tenant Satisfaction survey is being commissioned for 2017/18.

9) Source: (a) 2013 Tenant Satisfaction Survey

(b) Point of service survey

10) Source: (a) 2013 Tenant Satisfaction Survey

(b) 2015 Tenant Satisfaction Survey

### Repairs, maintenance and improvements

No.	Indicator	13/14	14/15	15/16	16/17	Notes
11	Average length of time taken to complete emergency repairs. (hours)	11.5	5.8	5.5	<b>6.9%</b>	The Council arranged for over 54,000 housing repairs in 16/17. Of these, over 15,700 emergency repairs were completed in an average time of 6.9 hours. This is a slight reduction in performance compared to the previous year. Ongoing monitoring is taking place to ensure manual data input is robust and any emergency repairs with particularly long timescales are reviewed. Plans for an improved mobile platform will minimise the need for manual inputting in the future.
12	Average length of time taken to complete non-emergency repairs. (days)	8.5	8.5	8.4	<b>7.4%</b>	Over 38,500 non emergency repairs were completed in an average of 7.4 days. This is an improvement from 8.4 days the previous year and reflects work to improve staff training/ support on the allocation of repair requests.. A repairs bulletin was produced to improve understanding and accuracy of repairs reporting.
13	Percentage of reactive repairs carried out in the last year completed right first time.	87.8%	87.5%	90.8%	<b>94.8%</b>	More than 34,600 reactive repairs were completed 'right first time' last year. This represents more than 9 out of 10 repairs (94.8%) and shows very good performance in efficiently and effectively diagnosing repair problems and in planning for work to be completed.
14	Percentage of repairs appointments kept.	95.0%	98.9%	99.1%	<b>99.0%</b>	The Council operates a repairs appointment system. Almost 33,000 reactive repairs appointments were made last year and the appointment was kept in 99% of cases.
15	Percentage of properties that require a gas safety record which had a gas safety check and record completed by	99.99%	99.99%	99.5%	<b>99.97%</b>	10,630 Council houses required gas safety records last year. For 10,627 properties (99.97%) , the gas safety record was renewed by the anniversary date. For 3 properties, the safety check was renewed after

	the anniversary date.					the anniversary date.
16	Percentage of tenants who have had repairs or maintenance carried out in last 12 months satisfied with the repairs and maintenance service.	(a)78.0%	(b)94.7%	(b)96.6%	<b>(b)91.4%</b>	Just under 5,000 interviews were carried out on repairs satisfaction. Around 4,500 were satisfied or very satisfied with the repairs service. Only 19 respondents said they were dissatisfied.

(16) Source: (a) 2013 Tenant Satisfaction Survey (b) Point of service survey

### 3. Neighbourhood and community

#### Estate management, anti-social behaviour, neighbour nuisance and tenancy disputes

No.	Indicator	13/14	14/15	15/16	16/17	Notes
17	Percentage of tenants satisfied with the management of the neighbourhood they live in.	(a)81.2	(a)81.2%	(b)82.5%	<b>(b)82.5%</b>	The most recent data relates to the 2015 Tenant Satisfaction Survey. A Tenant Satisfaction survey is being commissioned for 2017/18.
18	Percentage of tenancy offers refused during the year.	61.3%	59.6%	46.1%	<b>39.6%</b>	Just over 800 offers of tenancy were refused last year from a total of 2033. Performance in this area continues to improve which is due to improvements in the allocation process and matching people to properties.
19	Percentage of anti-social behaviour cases reported in the last year which were resolved within locally agreed targets.	93.7%	91.6%	92.9%	<b>96.4%</b>	568 anti social behaviour cases were resolved within target last year from 589 cases last year.

(17) Source: (a) 2013 Tenant Satisfaction Survey  
(b) 2015 Tenant Satisfaction Survey

### 4. Access to housing and support

#### Tenancy sustainment

No.	Indicator	13/14	14/15	15/16	16/17	Notes
20	Percentage of new tenancies sustained for more than a year, by source of let.					Last year saw an overall improvement in tenancy sustainment levels – with 87.5% of all new tenancies sustained for more than a year. This improvement is most notable amongst homeless applicants, with 246 of 315 new tenants sustaining their tenancy for more than a year. This has been helped by ongoing support from staff at the George Street service who work closely with 16 – 25 year old clients, through the 'Home for Keeps' service, to provide tenancy training and practical assistance.
	Existing tenants	90.8%	94.2%	91.0%	<b>88.4%</b>	
	Homeless applicants	75.4%	81.4%	72.1%	<b>78.1%</b>	
	Housing List applicants	87.9%	86.9%	87.4%	<b>91.9%</b>	
	Other	0	0	0	<b>0</b>	
		<b>85.0%</b>	<b>87%</b>	<b>84.5%</b>	<b>87.5%</b>	

No.	Indicator	13/14	14/15	15/16	16/17	Notes
	<b>Overall</b>					The Housing Service also provides support for new tenants to ensure that benefits are maximised and other measures are in place to sustain new tenancies.
21	Percentage of lettable houses that became vacant in the last year.	11%	10.2%	10.2%	<b>9.7%</b>	During the year 2016/2017, 1,147 properties became vacant. This is around 100 less than last year.

## Housing options and access to housing

No.	Indicator	13/14	14/15	15/16	16/17	Notes
22	Percentage of approved applications for medical adaptations completed during the reporting year.	98.6%	87.8%	96.0%	<b>97.0%</b>	363 medical adaptations were completed during 16/17. The average time to complete remained stable at 44 days.
23	Average time to complete applications (medical adaptations) days	61	64	44	<b>44</b>	
24	Percentage of the court actions initiated which resulted in eviction and the reasons for eviction.	26.1%	20.3%	23.1%	<b>26.4%</b>	There were 265 court actions initiated last year. This led to the recovery of 68 properties for non payment of rent and 2 properties for anti social behaviour.
	Non payment of rent		19.4%	22.2%	<b>25.7%</b>	
	Anti social behaviour		0.5%	0.8%	<b>0.8%</b>	
	Other		0.5%	0%	<b>0</b>	

## Homelessness

No	Indicator	13/14	14/15	15/16	16/17	Notes
25	Average length of time in temporary or emergency accommodation by type, days (LAs only)					Over the last year, 739 households occupied temporary accommodation in Renfrewshire: 589 in Council short-stay housing; 47 in housing association properties; 98 in 'other' types of accommodation including supported housing; and 5 in bed and breakfast accommodation. The average length of stay in temporary accommodation has increased to 87 days. Staff work with clients to make sure that once they are ready to move on from temporary accommodation, they are better able to keep a permanent tenancy.
	Local authority dwelling	43.3	44.9	78.9	<b>82</b>	
	RSL Dwelling	81	89.4	39.3	<b>101.6</b>	
	Bed and Breakfast	10	0	0	<b>2.4</b>	
	Other	139.1	98.5	101.9	<b>112</b>	
	All types of accommodation	47.2	56.9	79.3	<b>87</b>	
26 & 27	Percentage of households requiring temporary or emergency	100%	99.1%	99.5%	<b>100%</b>	The Council made an offer of temporary accommodation to 786 households during 2016/17. This represents 100% of all

No	Indicator	13/14	14/15	15/16	16/17	Notes
	accommodation to whom an offer was made. (LAs only)					households where the Council was required to make an offer of temporary or emergency accommodation.
	Percentage of temporary or emergency accommodation offers refused in the last year by accommodation type. (LAs only)					Less than 2% of clients refused temporary accommodation. This low level of refusal reflects the quality of temporary accommodation and the support arrangements in place.
	L A Dwelling	1.9%	2.4%	2.4%	<b>2.5</b>	
	RSL Dwelling	0%	1.6%	0	<b>0</b>	
	Bed and Breakfast	11.5%	N/A	N/A	<b>0</b>	
	Other	0%	0%	0	<b>0</b>	
	All types of accommodation	2.9%	1.96%	2.1%	<b>1.9%</b>	
28	Of those households homeless in the last 12 months the percentage satisfied with the quality of temporary or emergency accommodation. (LAs only).	87.9%	92.3%	74.5%	<b>83.2%</b>	The level of satisfaction with temporary accommodation increased to 83.2% in 2016/17.

(28) Source: annual point of service homeless services tenants survey

## 5. Getting good value from rents and service charges

### Value for money

No.	Indicator	13/14	14/15	15/16	16/17	Notes
29	Percentage of tenants who feel that the rent for their property represents good value for money.	(a)75.0%	(a)75%	(b)77.2%	(b)77.2%	The most recent data relates to the 2015 Tenant Satisfaction Survey. A Tenant Satisfaction survey is being commissioned for 2017/18.

(29) Source: (a) 2013 Tenant Satisfaction Survey

(b) 2015 Tenant Satisfaction Survey

### Rents and service charges

No.	Indicator	13/14	14/15	15/16	16/17	Notes
30	Rent collected as percentage of total rent due in the reporting year.	99.6%	100.2%	100%	<b>100.1%</b>	The Council collected over £45.6 million last year in rent.
31	Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year.	5.6%	6.3%	6.0%	<b>5.35%</b>	Rent arrears continue to fall due to ongoing early intervention work to provide support and advice at an early stage and ensure that arrears do not build up.
32	Average annual management fee per factored property.	N/A	£90.00	£90.00	<b>£90.00</b>	The annual management fee has remained the same for three years
33	Percentage of factored owners	23.8%	45.4%	50.9%	<b>57.6%</b>	Satisfaction continues to improve.



	satisfied with the factoring service they receive.					
34	Percentage of rent due lost through properties being empty during the last year.	2.6%	2.0%	1.9%	<b>1.5%</b>	In 2016/17 empty properties were re-let more quickly (the average void period was down to 38 days) and the proportion of rental income lost through voids fell to 1.5%. This improved performance reflects a number of initiatives, including proactive marketing, decentralisation of the letting service to promote increased local knowledge, improved void management process and better cross service working. In addition, a preferred supplier for utilities will help further improve the overall average days to let.
35	Average length of time taken to re-let properties in the last year. (days)	56	44	42	<b>38</b>	

(33) Source: Annual owners services survey

### Section 6 Other Customers; Gypsies/ Travellers

No.	Indicator	13/14	14/15	15/16	16/17
36	Gypsies/travellers – Average weekly rent per pitch.	Not applicable, no sites in Renfrewshire			
37	For those who provide sites - percentage of gypsies/travellers satisfied with the landlord's management of the site.				

## SECTION 2B: CORE CONTEXTUAL INDICATORS

The Charter also has 32 contextual indicators that relate to the stock and profile of our service users. Not all of these are reported by local authorities (7 are relevant to RSL only), similarly some are reported in such a way that it is not conducive to present in tabular format for this report. The core contextual indicators are included in the table below:

Number	Indicator	13/14	14/15	15/16	16/17
7	Number of lets during the reporting year				
	General Needs	1,385	1190	1124	1144
	Supported Housing *	48	45	51	43
8	Number of lets during the reporting year, by source of let				
	Existing tenants	278	243	241	239
	Housing List applicants	821	698	618	666
	Other sources	0	0	1	3
	Homeless applicants	334	294	315	279
9	Types of tenancies granted for the reporting year				
	Occupancy agreements	0	0	0	0
	Short SST	28	12	6	3
	SST	1405	1223	1169	1184
10	Housing Lists				
	New applicants	2661	3315	3216	3335
	Applicants on list at end of year	6332	6239	5749	5645
	Suspensions	157	169	122	106
	Cancelled	4020	3607	3965	3421
11	Abandoned properties	196	206	163	141

12	Number of notices of proceedings issued	1178	1474	1755	1944
	The number of orders for recovery of possession granted during the reporting year	94	105	133	139
13	Average number of reactive repairs completed per occupied property	5.7	5.5	5.4	4.7
14	The Landlords wholly owned stock	12666	12497	12393	12220
17	Stock by house type				
	House	2660	2640	2627	2562
	High Rise	1100	1010	1005	1003
	Tenement	4949	4910	4864	4809
	4 in block	2865	2849	2829	2784
	Other flat/maisonette	1092	1088	1068	1062
20	Number of self contained properties void at the year end	487	480	431	354
	Void for more than 6 months	79	79	78	77
21	Rent increase	3.5%	3.5%	2.0%	0%
22	Number of households for which landlords are paid housing costs	8304	8442	8971	8168
	Value of direct housing cost payments received during the year	£27,868,900	£28,905,400	£28,732,900	£28,306,500
23	Percentage of former tenant rent arrears written off at the year end	21.6%	44.3%	54.9%	37%

\* Sheltered housing only

## SECTION 3: MANAGEMENT INFORMATION

### Allocations and Managing Tenancy Change

In 2016/17, 1,187 properties were let by the Council. Most of these lets (89.81%) were made through the group system. Within the group system, just over half 55.72% of lets went to applicants in Group 3 (Housing Need) and 26.17% of lets went to Group 1 (Homeless) applicants.

Table 1 notes the number of applicants.

Table 1 - Housing Waiting List		
	2015/16	2016/2017
Number of applicants on housing list - at 31 <sup>st</sup> March 2017	5749	5645
Of which number who have their application on hold	1,269	1255

Table 2 illustrates where the applicants are placed in the group system.

Table 2 - Housing Waiting List Breakdown				
	2015/16		2016/17	
Group	Applicants	%	Applicants	%
Group 1 Homeless	203	3.53	231	4.09%
Group 2 Mobility	348	6.05	303	5.37%
Group 3 Housing Need	2272	39.52	2286	40.50%
Group 4 Exchanges	1105	19.22	1087	19.26%
Group 5 General	1821	31.68	1738	30.79%
<b>Total</b>	<b>5749</b>	<b>100%</b>	<b>5645</b>	<b>100.00%</b>

Table 3 shows lets made through and outwith the group system.

Table 3 - Total lets				
	2015/16		2016/17	
	Number	%	Number	%
Lets through group system	1068	90.89	1066	89.81%
Lets outwith group system	107	9.11	121	10.19%
<b>Total Lets</b>	<b>1175</b>	<b>100%</b>	<b>1187</b>	<b>100.00%</b>

Table 4 shows lets to each group and also the target for lets to each group.

Table 4 - Lets through group system					
	2015/16		2016/17		2016/17 Targets
Group	Lets	%	Lets	%	%
Group 1 Homeless	316	29.59%	279	26.17%	45%
Group 2 Mobility	105	9.83%	110	10.32%	5%
Group 3 Housing Need	544	50.94%	594	55.72%	40%
Group 4 Exchanges	77	7.21%	56	5.25%	9%
Group 5 General	26	2.43%	27	2.53%	1%
<b>Total</b>	<b>1068</b>	<b>100%</b>	<b>1066</b>	<b>100.00</b>	<b>100%</b>

\*taking account of rounding

Table 5 gives details for lets outwith the group system.

Table 5 - Lets Outwith Group System				
	2015/16		2016/17	
Category	Lets	%	Lets	%
Sheltered	51	20.56%	44	36.36%
Special Lets	22	31.78%	28	23.14%
Regeneration	34	47.66%	49	40.50%
<b>Total</b>	<b>107</b>	<b>100.00%</b>	<b>121</b>	<b>100.00%</b>

Table 6 shows lets by house type.

Table 6 - Lets by House Type				
	2015/16		2016/17	
House Type	Number	%	Number	%
Tenement Flat	582	49.5%	628	52.91
Own Door Flat	239	20.3%	207	17.44
Multi-storey Flat	78	6.6%	75	6.32
House	73	6.2%	83	6.99
Other Flat	95	8.1%	85	7.16
Maisonette	33	2.8%	34	2.86
Bungalow	23	2.0%	31	2.61
Amenity Flat	1	0.1%	0	0.00
Prefab	1	0.1%	0	0.00
Sheltered Bungalow	8	0.7%	9	0.76
Sheltered Flat	42	3.6%	35	2.95
<b>Total</b>	<b>1175</b>	<b>100.00%</b>	<b>1187</b>	<b>100.00%</b>

Table 7 shows section 5 and nomination lets for 2016/17

Table 7 Nomination & S5 Lets						
	Council nomination lets		% of overall lets to Council nominations	Section 5 lets	% lets to Section 5	% overall lets to Council
	General stock	Specialist/sheltered/supported		General stock		
Q1	24	6	14.8%	24	15.4%	26.7%
Q2	20	19	20%	16	9.2%	23.9%
Q3	14	7	10.7%	12	7.9%	16.8%
Q4	6	5	5.8%	26	16.2%	19.4%
Total	64	37	12.3%	78	12.2%	21.9%

Section 5 = general stock only (excludes specialist)

## Repairs

In 2016/17 54,162 repairs were carried out and 93% of these were completed within the target timescale. This is a slight decrease on 2015/16 when 94% of repairs were completed within target.

Table 8 provides data in respect of repairs completed by category of repair:

- an emergency repair is classed as one where there is a threat to health and safety or where we need to take quick action to prevent damage
- 'right to repair' qualifying repairs are urgent repairs which must be carried out within a specified timescale in terms of the Housing (Scotland) Act 2001
- routine repairs are every day repairs which are required as a result of normal wear and tear of the property
- programmed repairs are generally non-urgent general maintenance repairs which are carried out on a programmed basis rather than carrying out individual responsive repairs (usually larger scale repairs within common ownership)

Table 8 – Repairs			
Category of Repair	Total Completed	Total completed in target time	% completed in target time
Emergency Completed	11,054	10,782	98%
Right to Repair Completed	12,694	12,359	97%
Urgent Completed	1,564	1,484	95%
Routine Completed	28,054	24,839	89%
Programmed Completed	796	793	100%
Total Repairs Completed	54,162	50,257	93%

Table 9 provides information on Customer Contact Centre performance in relation to housing repairs calls. This shows the volume of calls in 2016/17 and outcomes for calls received. Over 65,282 calls were made to report repairs and 83% of these were answered. This is an increase on performance in 2015/16 (when 77% of calls were answered). The average waiting time for all calls was 3 minutes and 40 seconds. This was a rise in waiting time from 2015/16 (when the average waiting time was 3 minutes and 30 Seconds). Overall, 45% of calls were answered within the service level target (40 seconds).

The Ren Repairs App saw an increase in usage from 2018 repairs in 2015/16 to 3079 logged in this manner in 2016/17.

Table 9 - Customer contact centre		
Indicator	Number	Percentage
Total calls attempted	65,282	
Calls answered	54,461	83%
Calls abandoned	11,091	17%
Calls answered within 40 second target time	24,709	45%
% of all attempted calls answered within 40 sec target (service level)		38%
Average waiting time	00:03:40	
Maximum waiting time (average)	01:19:14	
'Ren Repairs' app (email correspondence)	3079	
'Ren Repairs' registered repairs	2476	

## Homelessness and Housing Advice

The number of homeless applications reduced during 2016/17. This is a continuing trend and is in line with the national picture. It is largely due to the housing options approach which is being used by social landlords, and the impact of the range of homeless prevention measures that are now in place, such as family mediation.

<b>Table 10 Homeless Applications</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Number of homeless applications requiring assessment	981	839	832	776
Total number of service users – those who were homeless, threatened with homelessness, or requiring housing options advice.	1978	2154	2098	2103

Table 11 provides information on the number of applications that were assessed as being statutorily homeless, or threatened with homelessness. Performance in terms of time taken to complete assessments continues to compare well with other Scottish local authorities.

<b>Table 11 Decision Making</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Number of applications assessed as 'homeless or threatened with homelessness' (ie the Council had a duty to rehouse)	736	684	689	618
Proportion of assessments completed within 28 days	88%	84%	95.5%	91%

From April 2016 – March 2017, 309 service users completed a 'satisfaction card' following their interview with a Housing Options Adviser or member of the Homeless Prevention team, and where clients gave an opinion after engaging with the service :

- 95.8 % were pleased with the quality of advice and information they were given.
- 97.4% were pleased with the overall quality of the service they received.

## SECTION 3: Rent Arrears

The reported rent arrears position continues to improved, with a reduction of £45,000 from 2015/16, despite the pressures of Welfare Reform and the roll out of Universal Credit. This continuing improvement reflects the focus on rent collection throughout the year, including the maximisation of DHPs for those under occupying.

Table 12 shows that the annual rental income that due to be collected is over £46m. At the end of March 2016, £1,194,900 was owed in arrears.

<b>Table 12 - Current Tenant Rent Arrears</b>				
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Annual Rental Income	£43,973,300	£45,092,800	£46,110,300	£46,355,300
Number of Tenants	11,914	11,835	11,657	11,479
Total Arrears Owed All	£1,355,600	£1,248,600	£1,239,900	£1,194,900

Table 13 shows the recovery action taken and notes that there have been 10 evictions enforced in the last year for rent arrears.

<b>Table 13 – Recovery Action</b>				
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
NPRP issued	1,176	1,469	1,756	1,944
All Cases calling at Court	850	773	947	1057
Decrees Granted	96	103	133	139
Evictions enforced S/Officer	8	4	10	10
Average time first calling	10 weeks	10 weeks	10 weeks	10 weeks
Average time recalled at court	5 weeks	5 weeks	5 weeks	4.5 Weeks

Table 14 provides a profile of arrears by value and table 15 shows the status of arrears debt.

<b>Table 14 – Profile of Arrears by Value</b>				
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Under £250	£124,000	£113,700	£88,000	£99,700
Between £250 & £500	£212,300	£81,400	£159,800	£170,900
Between £500 & £1,000	£382,300	£345,500	£350,500	£386,200
Over £1,000	£637,000	£608,000	£641,600	£538,100
TOTALS	£1,355,600	£1,248,600	£1,239,900	£1,194,900

<b>Table 15 – Status of Rent Debt</b>				
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Arrears Pre Court	£868,300	£769,900	£733,700	£666,600
Arrears Post Court	£384,500	£376,000	£413,000	£411,300
Arrears Rent Direct	£102,800	£102,700	£93,200	£117,000
TOTALS	£1,355,600	£1,248,600	£1,239,900	£1,194,900

Table 16 shows the amount owed by tenants by age profile. Just under 69% of the arrears are from tenants aged between 25 and 49 years, with tenants over the age of 60 having the least amount of arrears.

<b>Table 16 – Profile of Arrears by Age</b>				
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Under 25 years	£175,800	£159,100	£155,900	£150,500
Between 25 & 49 years	£939,100	£859,700	£849,600	£812,700
Between 50 & 60 years	£198,700	£188,600	£192,400	£188,300
Over 60	£42,000	£41,200	£42,000	£43,400
<b>TOTALS</b>	<b>£1,355,600</b>	<b>£1,248,600</b>	<b>£1,239,900</b>	<b>£1,194,900</b>

Table 17 provides summary information on benefit levels comparing with previous years. Benefit uptake remains high with 71% of our tenants in receipt of some form of benefit.

<b>Table 17 – Housing Benefit</b>				
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Number of tenants	11,914	11,835	11,657	11,479
Tenants with benefit	8,304	8,442	8,263	8,168
Tenants without benefit	3,610	3,393	3,394	3,311
% in receipt of Housing Benefit	70%	71%	71%	71%





# The Scottish Social Housing Charter

## April 2017



# The Scottish Social Housing Charter

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# 1. Introduction

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## 1 Status of the Charter

1.1 As required by section 31 of the Housing (Scotland) Act 2010, the Scottish Ministers, in this Scottish Social Housing Charter, set the standards and outcomes that all social landlords should aim to achieve when performing their housing activities.

1.2 The first Charter came into effect on 1 April 2012 and was reviewed during 2016. This revised Charter was approved by resolution of the Scottish Parliament on 8th February, has effect from 1 April 2017 and continues to apply until the Parliament approves a further revised Charter.

1.3 Before submitting the revised Charter to the Scottish Parliament for approval, and as required by section 33 of the 2010 Act, the Scottish Ministers consulted the Scottish Housing Regulator; tenants in social housing and their representative bodies; social landlords; homeless people; and other stakeholders about the Charter's contents. They have taken account of all their views to ensure that the outcomes in the Charter:

- describe the results that tenants and other customers expect social landlords to achieve
- cover social landlords' housing activities only
- can be monitored, assessed and reported upon by the Scottish Housing Regulator.

1.4 The Charter does not replace any of the legal duties that apply to social landlords, but in several cases the outcomes describe the results social landlords should achieve in meeting their legal duties.

## 2 Purpose of the Charter

2.1 The Charter helps to improve the quality and value of the services that social landlords provide, and supports the Scottish Government's long-term aim of creating a safer and stronger Scotland. It does so by:

- stating clearly what tenants and other customers can expect from social landlords, and helping them to hold landlords to account
- focusing the efforts of social landlords on achieving outcomes that matter to their customers
- providing the basis for the Scottish Housing Regulator to assess and report on how well landlords are performing. This assessment enables the Regulator, social landlords, tenants and other customers to identify areas of strong performance and areas needing improvement.

2.2 The Regulator's reports also help the Scottish Government to ensure that public investment in new social housing goes only to landlords assessed as performing well.

## 3 Scope and content of the outcomes and standards

3.1 The Charter has seven sections covering: equalities; the customer/landlord relationship; housing quality and maintenance; neighbourhood and community; access to housing and support; getting good value from rents and service charges; and other customers. It contains a total of 16 outcomes and standards that social landlords should aim to achieve. The outcomes and standards apply to all social landlords, except that number 12 applies only to councils in relation to their homelessness duties; and number 16 applies only to councils and registered social landlords that manage sites for Gypsy/Travellers.

3.2 Each section is accompanied by a short description of the context of the outcome or standard, including the areas of activity to which it applies and any relevant legal duties connected with it. The description is not part of the outcome, and does not tell social landlords how to achieve it. That is a matter for each landlord to decide in consultation with its tenants and other customers.

3.3 During the Charter review, many stakeholders said that all the standards and outcomes should be reflected across the whole of a landlord's activities. For example, the communication outcome requires landlords to manage their businesses so that tenants and other customers find it easy to communicate

with their landlord and get the information they need about their landlord. This information would include how and why their landlord makes decisions and provides its services; how it communicates its plans for providing repairs, maintenance and improvements; how it provides information on housing options; and how it helps tenants sustain their tenancy.

## **4 Assessing social landlords' achievement of the outcomes**

4.1 Social landlords are responsible for meeting the standards and outcomes set out in the Charter. They are accountable to their tenants and other customers for how well they do so. They should ensure their performance management and reporting systems show how well they are achieving the outcomes; identify any areas where they need to improve; and enable them to report to their tenants and other customers and the Scottish Housing Regulator.

4.2 Under the 2010 Act, the Scottish Housing Regulator is responsible for monitoring, assessing and reporting on how well social landlords, individually and collectively, achieve the Charter's outcomes.

## **5 Reviewing and revising the Charter**

5.1 Unless stakeholders raise urgent and significant concerns about how the Charter is working in practice, the Charter will apply for five years from 1 April 2017. In consultation with stakeholders, the Ministers will review its effect during 2021 on the quality and value of social landlords' services, and its value to tenants and other customers, social landlords and the Scottish Housing Regulator.

## 2. Charter outcomes and standards

### The customer/landlord relationship

#### 1: Equalities

Social landlords perform all aspects of their housing services so that:

- *every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services.*

This **outcome** describes what social landlords, by complying with equalities legislation, should achieve for all tenants and other customers regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, or sexual orientation. It includes landlords' responsibility for finding ways of understanding the rights and needs of different customers and delivering services that recognise and meet these.

#### 2: Communication

Social landlords manage their businesses so that:

- *tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.*

This **outcome** covers all aspects of landlords' communication with tenants and other customers. This could include making use of new technologies such as web-based tenancy management systems and smart-phone applications. It is not just about how clearly and effectively a landlord gives information to those who want it. It also covers making it easy for tenants and other customers to make complaints and provide feedback on services, using that information to improve services and performance, and letting people know what they have done in response to complaints and feedback. It does not require landlords to provide legally protected, personal or commercial information.

### 3: Participation

Social landlords manage their businesses so that:

- *tenants and other customers find it easy to participate in and influence their landlord's decisions at a level they feel comfortable with.*

This **outcome** describes what landlords should achieve by meeting their statutory duties on tenant participation. It covers how social landlords gather and take account of the views and priorities of their tenants, other customers, and bodies representing them such as registered tenant organisations; how they shape their services to reflect these views; and how they help tenants, other customers and bodies representing them such as registered tenant organisations to become more capable of involvement – this could include supporting them to scrutinise landlord services.

## Housing quality and maintenance

### 4: Quality of housing

Social landlords manage their businesses so that:

- *tenants' homes, as a minimum, meet the Scottish Housing Quality Standard (SHQS) when they are allocated; are always clean, tidy and in a good state of repair; and also meet the Energy Efficiency Standard for Social Housing (EESH) by December 2020.*

This **standard** describes what landlords should be achieving in all their properties. It covers all properties that social landlords let, unless a particular property does not have to meet part of the standard.

If, for social or technical reasons, landlords cannot meet any part of these standards, they should regularly review the situation and ensure they make improvements as soon as possible.

## 5: Repairs, maintenance and improvements

Social landlords manage their businesses so that:

- *tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.*

This **outcome** describes how landlords should meet their statutory duties on repairs and provide repairs, maintenance and improvement services that safeguard the value of their assets and take account of the wishes and preferences of their tenants. This could include setting repair priorities and timescales; setting repair standards such as getting repairs done right, on time, first time; and assessing tenant satisfaction with the quality of the services they receive.

## Neighbourhood and community

### 6: Estate management, anti-social behaviour, neighbour nuisance and tenancy disputes

Social landlords, working in partnership with other agencies, help to ensure as far as reasonably possible that:

- *tenants and other customers live in well-maintained neighbourhoods where they feel safe.*

This **outcome** covers a range of actions that social landlords can take on their own and in partnership with others. It covers action to enforce tenancy conditions on estate management and neighbour nuisance, to resolve neighbour disputes, and to arrange or provide tenancy support where this is needed. It also covers the role of landlords in working with others to tackle anti-social behaviour.



## Access to housing and support

### 7, 8 and 9: Housing options

Social landlords work together to ensure that:

- *people looking for housing get information that helps them make informed choices and decisions about the range of housing options available to them*
- *tenants and people on housing lists can review their housing options.*

Social landlords ensure that:

- *people at risk of losing their homes get advice on preventing homelessness.*

These **outcomes** cover landlords' duties to provide information to people looking for housing and advice for those at risk of becoming homeless. This could include providing housing 'health checks' for tenants and people on housing lists to help them review their options to move within the social housing sector or to another sector.

### 10: Access to social housing

Social landlords ensure that:

- *people looking for housing find it easy to apply for the widest choice of social housing available and get the information they need on how the landlord allocates homes and on their prospects of being housed.*

This **outcome** covers what social landlords can do to make it easy for people to apply for the widest choice of social housing that is available and suitable and that meets their needs. It includes actions that social landlords can take on their own and in partnership with others, for example through Common Housing Registers or mutual exchange schemes, or through local information and advice schemes.

## 11: Tenancy sustainment

Social landlords ensure that:

- *tenants get the information they need on how to obtain support to remain in their home; and ensure suitable support is available, including services provided directly by the landlord and by other organisations.*

This **outcome** covers how landlords on their own, or in partnership with others, can help tenants who may need support to maintain their tenancy. This includes tenants who may be at risk of falling into arrears with their rent, and tenants who may need their home adapted to cope with age, disability, or caring responsibilities.

## 12: Homeless people

Local councils perform their duties on homelessness so that:

- *homeless people get prompt and easy access to help and advice; are provided with suitable, good-quality temporary or emergency accommodation when this is needed; and are offered continuing support to help them get and keep the home they are entitled to.*

This **outcome** describes what councils should achieve by meeting their statutory duties to homeless people.

## Getting good value from rents and service charges

### 13: Value for money

Social landlords manage all aspects of their businesses so that:

- *tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.*

This **standard** covers the efficient and effective management of services. It includes minimising the time houses are empty; managing arrears and all resources effectively; controlling costs; getting value out of contracts; giving better value for money by increasing the quality of services with minimum extra cost to tenants, owners and other customers; and involving tenants and other customers in monitoring and reviewing how landlords give value for money.

### 14 and 15: Rents and service charges

Social landlords set rents and service charges in consultation with their tenants and other customers so that:

- *a balance is struck between the level of services provided, the cost of the services, and how far current and prospective tenants and service users can afford them*
- *tenants get clear information on how rent and other money is spent, including details of any individual items of expenditure above thresholds agreed between landlords and tenants.*

These **outcomes** reflect a landlord's legal duty to consult tenants about rent setting; the importance of taking account of what current and prospective tenants and other customers are likely to be able to afford; and the importance that many tenants place on being able to find out how their money is spent. For local councils, this includes meeting the Scottish Government's guidance on housing revenue accounts. Each landlord must decide, in discussion with tenants and other customers, whether to publish information about expenditure above a particular level, and in what form and detail. What matters is that discussions take place and the decisions made reflect the views of tenants and other customers.

## Other customers

### 16: Gypsy/Travellers

Local councils and social landlords with responsibility for managing sites for Gypsy/Travellers should manage the sites so that:

- *sites are well maintained and managed, and meet the minimum site standards set in Scottish Government guidance.*

This **outcome** includes actions landlords take to ensure that: their sites meet the Scottish Government guidance on minimum standards for Gypsy/Traveller sites, and those living on such sites have occupancy agreements that reflect the rights and responsibilities set out in guidance.

All the standards and outcomes in the Charter apply to Gypsy/Travellers.

**Scottish Government  
April 2017**

## 3. A note about language

---

We use some key phrases throughout the Charter, which we explain below.

### **Housing (Scotland) Act 2010, section 31**

Section 31 of the Act says that:

‘Ministers must set out standards and outcomes which social landlords should aim to achieve when performing housing activities.

‘The document in which those standards and outcomes are set out is to be known as the “Scottish Social Housing Charter”.’

### **Long-term aims**

The Scottish Government has five long-term aims, known as the strategic objectives. Everything it does should contribute towards making Scotland:

- wealthier and fairer
- healthier
- safer and stronger
- smarter
- greener.

The Charter supports the aim of creating ‘A safer and stronger Scotland’.

### **Outcome**

- An outcome is a result we want to happen.
- The Charter sets out the results that a social landlord should achieve for its tenants and other customers.
- The Charter is not about what a landlord does or how it does it. It is about the customer’s experience of using a landlord’s services.

## Scottish Housing Regulator

The Regulator is the independent body that the Scottish Parliament created to look after the interests of people who are or may become homeless, tenants of social landlords, or users of the services that social landlords provide. The Regulator monitors, assesses, and reports on how landlords are performing against the Charter's outcomes and standards.

## Scottish Housing Quality Standard (SHQS)

The SHQS is the Scottish Government's main way of measuring the quality of social housing in Scotland.

## Energy Efficiency Standard for Social Housing (EESH)

The EESH aims to improve social housing's energy efficiency in Scotland. It will help to reduce energy consumption, fuel poverty and greenhouse gas emissions. The standard will also contribute to reducing carbon emissions by 42% by 2020, and 80% by 2050, in line with what's required by the Climate Change (Scotland) Act 2009.

## Social housing

Housing provided by councils and housing associations under a Scottish Secure Tenancy or Short Scottish Secure Tenancy.

## Social landlord

- A council landlord.
- A not-for-profit landlord, registered with the Scottish Housing Regulator (for example, a housing association, or co-operative).
- A council that does not own any housing but provides housing services, for example services for homeless people.

## Stakeholder

A person or organisation with an interest in social housing and the way it is regulated. The following are some examples of stakeholders:

- The Scottish Housing Regulator.
- Tenants of social landlords and bodies representing their interests.
- Homeless people and bodies representing their interests.
- Users of housing services provided by social landlords and bodies representing the interests of those users.
- Social landlords and bodies representing their interests.
- Secured creditors of registered social landlords and bodies representing those secured creditors.
- The Accounts Commission for Scotland.
- The Equalities and Human Rights Commissions and other bodies representing equal opportunities interests.

## Standard

A level of quality that every social landlord should achieve.

## Tenants and other customers

- People who are already tenants of a social landlord.
- People who may become tenants in the future – for example, someone who has applied for a tenancy.
- Homeless people.
- People who use the housing services provided by a social landlord – for example, home owners who pay a social landlord to provide a factoring service, or Gypsy/Travellers who use sites provided by a social landlord.



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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

**Report by: Director of Development and Housing Services**

**Heading: Fire Safety - High Rise Blocks**

## **1 Summary**

- 1.1 This report provides an update on the range of measures that have been taken and are in place to ensure the safety of residents living in high rise properties across Renfrewshire, in light of the Grenfell Tower tragedy.

## **2 Recommendations**

- 2.1 Members are asked
- (i) To note the measures that are in place and the action taken following the fire at Grenfell Tower to ensure that effective fire safety management practices are followed at the 14 high rise blocks owned and managed by Renfrewshire Council.

---

## **3 Background**

- 3.1 Renfrewshire Council owns and manages 14 high rise blocks of flats – 13 in Paisley and one in Johnstone. A report entitled 'Fire Safety Audit' was submitted to the former Housing & Community Safety Policy Board in 2010 summarising the findings from an independent fire risk assessment that had been commissioned for all these blocks.

- 3.2 The report coincided with the launch of a detailed leaflet that has since been provided to all residents living in high rise properties since 2010, which details the action they should take in case of a fire. The content and advice contained in the leaflet was agreed with the Fire & Rescue Service.
- 3.3 Following the Grenfell Tower fire on 13 June 2017, a group of key officers including representatives from the Scottish Fire & Rescue Service have been meeting regularly to:
- Review the measures that are in place to ensure fire safety at our high rise blocks,
  - Agree any actions that may enhance these fire safety arrangements,
  - Ensure tenants and residents are kept up to date and re-assured in the weeks following the Grenfell Tower tragedy
- 3.4 The table below summarises the key areas that have been under review and consideration:

**TABLE 1 Fire Safety at high rise blocks – list of key actions**

No.	Item/Issue	Action Taken
1	<b>CLADDING</b>	<p>9 of the 14 high rise blocks have been re-clad in the last 5 years, with the other 5 blocks being re-clad between 18 and 25 years ago – see APPENDIX 1.</p> <p>Checks have been carried out to ensure that the materials used comply with the terms of the Building Warrants issued for each of the 14 blocks, and it has been confirmed that there is no cladding of the type used at Grenfell tower on any of the 14 blocks.</p> <p>Given that works on the cladding on 5 of the blocks took place over 20 years ago, arrangements were made for a specialist contractor to inspect the condition of these panels and carry out additional combustion tests.</p> <p>Initial results have confirmed that the materials used comply with the relevant Building Regulations but the final assessment of the materials is expected in the next few weeks as the results have been delayed due to the number of tests that are currently being carried out for a range of landlords.</p> <p>It is also noted that as the cladding on these 5 blocks is approaching the end of its lifecycle, provision is being made within future Housing Revenue Account (HRA) Capital Programme to commence a programme of replacing the cladding.</p>

No.	Item/Issue	Action Taken
2	<b>FIRE SAFETY INSPECTIONS</b>	<p>Daily checks are carried out by concierge / caretaking staff, with quarterly inspection visits to all blocks from the Scottish Fire &amp; Rescue Service.</p> <p>These regular inspections include checks on: dry risers, hydrants, fire doors, bin stores and other communal fixtures.</p>
3	<b>INDIVIDUAL FLATS</b>	<p>All individual council flats have hard wired smoke alarms fitted.</p> <p>Council properties have had '60 minute' fire resistant doors fitted, and steps are currently being taken to ensure that the 11 tenants who had previously refused to have these doors fitted allow this work to proceed.</p> <p>A visual inspection of doors of privately owned flats within each of the blocks has been carried out. Where it has been noted that the door which has been fitted may not meet the required standards, contact has been made with the owner concerned to offer advice and assistance.</p>
4	<b>FIRE ALARMS</b>	<p>Communal Fire Alarm Systems are in place at 9 of the 14 blocks and are regularly serviced by a specialist contractor.</p> <p>While there is no statutory requirement to have a fire alarm fitted in high rise properties, alarm systems are currently being fitted to ensure that all blocks have a suitable system.</p>
5	<b>SPRINKLERS</b>	<p>The fitting of sprinkler systems to high rise flats is currently being reviewed by the Scottish Government, and we are awaiting findings / guidance.</p>
6	<b>INFORMATION/ ADVICE TO TENANTS</b>	<p>All residents at our 14 high rise blocks were lettered within 3 days of the Grenfell Tower tragedy in order to provide reassurance that the cladding on our high rise blocks was not the same as that used on Grenfell Tower.</p> <p>This has been followed up with 'drop-in' sessions at each of the blocks during July and August, where Housing Services staff and Fire &amp; Rescue Service officers have been available to offer advice and reassurance to residents and respond to any questions.</p>

- 3.5 Members will be aware that it is likely that further guidance/regulations on fire safety at high rise blocks is likely to be issued from the Scottish Government and/or from the findings of the Grenfell Tower enquiry. This being the case it is considered that further reports will be provided to future meetings of the Policy Board on ongoing fire safety considerations.

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### Implications of the Report

1. **Financial** – none – though findings from the Grenfell Tower enquiry may result in a requirement for additional measures at all high rise blocks.
2. **HR & Organisational Development** - none
3. **Community Planning – Safer and Stronger** – the range of measures that are in place help to ensure tenants at our high rise blocks are as safe as possible.
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** – no risks have been identified.
11. **Privacy Impact** – none
12. **Cosla Policy Position** – not applicable.

### List of Background Papers

- (a) None.

Renfrewshire Council Stock	Year of Construction	No of Floors	No of Units	Original Construction	Overcladding	Fire Alarm
Campbell Court, Paisley PA2 6BU	1968	15	90	Concrete frame with in-filled 'no-fines' concrete panels	Refurbished 2015 - PermaRock Mineral Fibre EWI system	Yes
Speirsfield Court, Paisley PA2 6BS	1968	15	90	Concrete frame with in-filled 'no-fines' concrete panels	Refurbished 2015 - PermaRock Mineral Fibre EWI system	Yes
Rowan Court, Paisley PA2 6NB	1966	15	90	Concrete frame with in-filled 'no-fines' concrete panels	Refurbished 2015 - Rockwool EcoRock Mineral Fibre EWI system	Yes
Calside Court, Paisley PA2 6DS	1966	15	90	Concrete frame with in-filled 'no-fines' concrete panels	Refurbished 2015 - Rockwool EcoRock Mineral Fibre EWI system	Yes
Hamilton Court, Paisley PA2 6DG	1964	15	90	Concrete frame with in-filled 'no-fines' concrete panels	Refurbished 2015 - Rockwool EcoRock Mineral Fibre EWI system	Yes
Union Court, Paisley PA2 6DX	1964	15	90	Concrete frame with in-filled 'no-fines' concrete panels	Refurbished 2015 - Rockwool EcoRock Mineral Fibre EWI system	Yes
Williamsburgh Court, Paisley PA1 1QJ	1970	14	88	Concrete frame in-filled with 100mm brick, 50mm cavity and 100mm breeze block and 10mm render surface	Refurbished 2014 - Structtherm Insulated Render System with mineral wool fire barriers at all floor slabs, internal corners and vertically between dwellings	Currently being installed
Glencairn Court, Paisley PA3 4PD	1969	15	90	Concrete frame with in-filled 'no-fines' concrete panels	Refurbished 2013 - Structtherm Insulated Render System with mineral wool fire barriers at all floor slabs horizontally and vertically between dwellings	Yes
Gallowhill Court, Paisley PA3 4NJ	1969	15	90	Concrete frame with in-filled 'no-fines' concrete panels	Refurbished 2013 - Structtherm Insulated Render System with mineral wool fire barriers at all floor slabs horizontally and vertically between dwellings	Yes
George Court, Paisley PA1 2JS	1959	14	56	Concrete frame 'Blackburn' construction	Refurbished circa 1999 - Rainscreen cladding system with Stoneflex panels and acoustic thermal insulation "Rocks"	Currently being installed
Provost Close, Johnstone PA5 8AL	1976	13	52	Reinforced concrete frame and floor with precast concrete in-fill panels	Refurbished circa 1992 - Rainscreen cladding system with Cape Stenni 88 panels and mineral fibre insulation	Currently being installed
Maxwellton Court, Paisley PA1 2UD	1967	17	102	Steel frame with precast concrete floors and panels	Refurbished circa 1999 - Rainscreen cladding system with Cape Stenni 88 panels and mineral fibre insulation	Yes
Gleniffer Court, Paisley PA2 8PS	1967	14	57	Concrete frame with 'Bison' sandwich panels	Refurbished circa 1992 - Rainscreen cladding system with Cape Stenni 88 panels and mineral fibre insulation	Currently being installed
Nethercraigs Court, Paisley PA2 8PT	1966	14	57	Concrete frame with 'Bison' sandwich panels	Refurbished circa 1992 - Rainscreen cladding system with Cape Stenni 88 panels and mineral fibre insulation	Currently being installed





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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

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**Report by: Director of Finance & Resources**

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**Heading: Disposal of land adjacent to 8 Kilearn Road, Paisley**

---

**1. Summary**

- 1.1 The purpose of this report is to declare the area of land adjacent to 8 Kilearn Road, Paisley shown on the attached plan, as surplus to requirements.
- 

**2. Recommendations**

**It is recommended that the Board:**

- 2.1 Declare the area of land located adjacent to 8 Kilearn Road, Paisley shown on the attached plan as surplus to requirements, with a view to disposing to the adjacent owner.
- 

**3. Background**

- 3.1. The area of land, which is held on the Housing Revenue Account, comprises a total of 118 sq m. This is approximately one third of the grassed open space located between 6 and 8 Kilearn Road. The applicant proposes to incorporate the land into their garden ground to facilitate a possible future extension to their property, subject to obtaining the appropriate planning consent.
- 3.2. The area of land concerned is such that the purchase price/value of the land will be at a level upon which delegated powers granted to the Head of Property for the disposal of surplus property will be utilised.

- 3.3. The purchasers will be required to seek planning consent for the change of use from open space.
- 3.4. The purchasers will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.
- 3.5. The Head of Planning & Housing has confirmed that the area of land has no operational requirement and would not be opposed to the land being declared surplus.
- 3.6. The Head of Planning & Housing Services will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.
- 3.7. In accordance with changes to Scottish Ministers Consent from March 2016, when disposing of HRA assets, any future disposal of this garden ground will be under the General Consent available and will be self certified by the Council.

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## Implications of the Report

1. **Financial** – The HRA will benefit from a capital receipt.
2. **HR & Organisational Development** - *None*.
3. **Community Planning** –
  - Children and Young People** – None
  - Community Care, Health & Well-being** – None
  - Empowering our Communities** - None
  - Greener** - None
  - Jobs and the Economy** - None
  - Safer and Stronger** - None
4. **Legal** – Conclude the legal terms of the sale contract.
5. **Property/Assets** – Conclude negotiation and completion of the property disposal.
6. **Information Technology** – None.
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** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.

---

### List of Background Papers

- (a) None

---

**Author:** Kalesha Mayne  
Student Valuer  
0141 618 7789  
kalesha.mayne@renfrewshire.gov.uk



Renfrewshire  
Council

# Proposed Disposal - Kilearn Road, Paisley

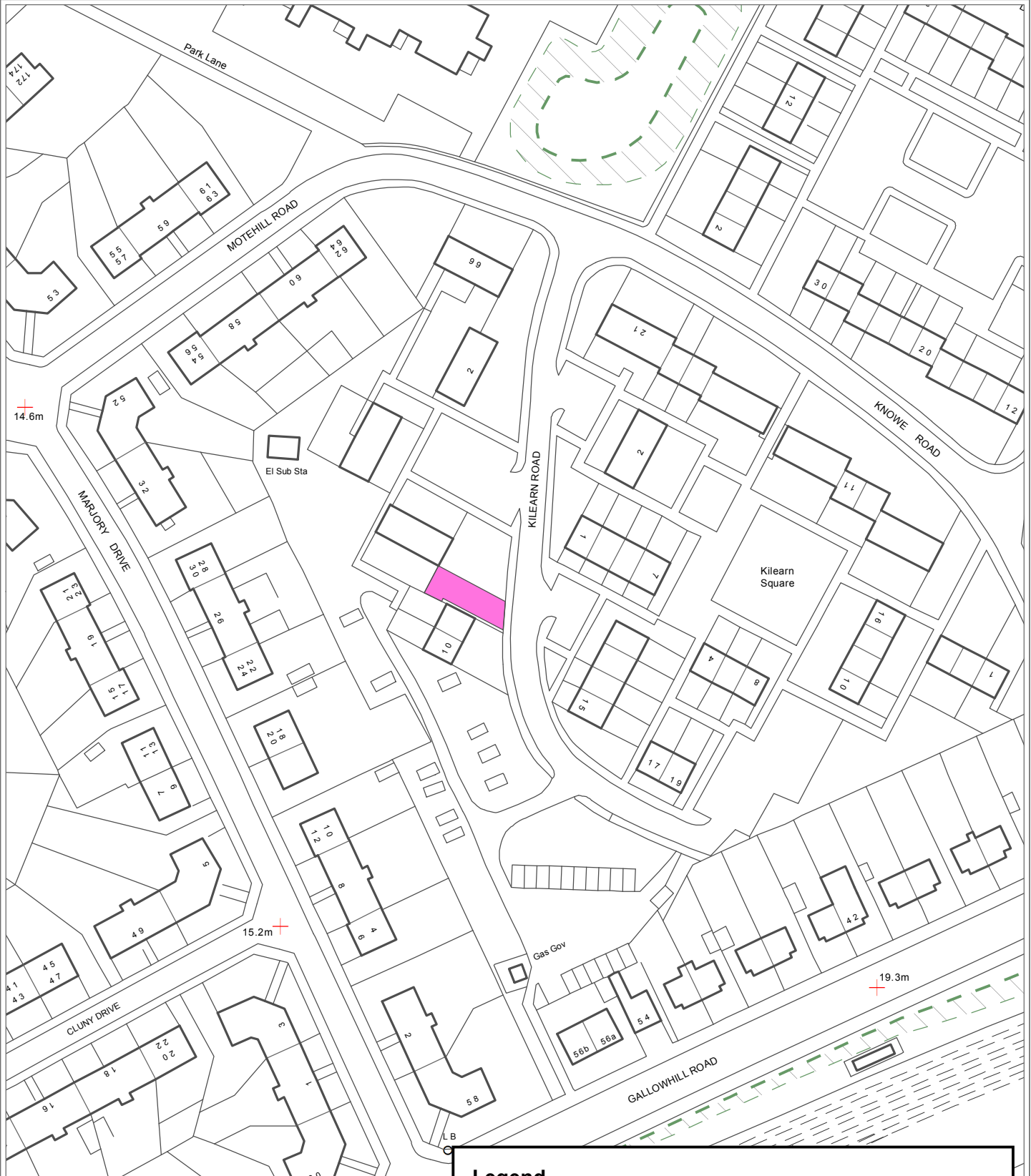
## Disposal Plan Ref. E2612



1:1,250


User: howardhaughj2

Date: 08/05/2017



Notes:

### Legend

 Proposed disposal to proprietor of 8 Kilearn Road (118sqm or thereby)

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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

---

**Report by: Director of Finance & Resources**

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**Heading: Disposal of land adjacent to 56 Craigelinn Avenue, Paisley**

---

**1. Summary**

- 1.1 The purpose of this report is to declare the area of land adjacent to 56 Craigelinn Avenue, Paisley shown on the attached plan, as surplus to requirements.
- 

**2. Recommendations**

**It is recommended that the Board:**

- 2.1 Declare the area of land located adjacent to 56 Craigelinn Avenue, Paisley shown on the attached plan, as surplus to requirements, with a view to disposing to the adjacent owner.
- 

**3. Background**

- 3.1. The area of land, which is held on the Housing Revenue Account, comprises a total of 98 sq m and is part of a former footpath which was stopped up in 1998. The applicant proposes to incorporate the land within their garden ground.
- 3.2. The area of land concerned is such that the purchase price/value of the land will be at a level upon which delegated powers granted to the Head of Property for the disposal of surplus property will be utilised.

- 3.3. The purchasers will be required to seek planning consent for the change of use from open space.
- 3.4. The purchasers will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.
- 3.5. The Head of Planning & Housing has confirmed that the area of land has no operational requirement and would not be opposed to the land being declared surplus.
- 3.6. The Head of Planning & Housing Services will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.
- 3.7. In accordance with changes to Scottish Ministers Consent from March 2016, when disposing of HRA assets, any future disposal of this garden ground will be under the General Consent available and will be self certified by the Council.

---

## Implications of the Report

1. **Financial** – The HRA will benefit from a capital receipt.
2. **HR & Organisational Development** - *None*.
3. **Community Planning** –
  - Children and Young People** – None
  - Community Care, Health & Well-being** – None
  - Empowering our Communities** - None
  - Greener** - None
  - Jobs and the Economy** - None
  - Safer and Stronger** - None
4. **Legal** – Conclude the legal terms of the sale contract.
5. **Property/Assets** – Conclude negotiation and completion of the property disposal.
6. **Information Technology** – None.
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** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.

---

### List of Background Papers

- (a) None

---

**Author:** Kalesha Mayne  
Student Valuer  
0141 618 7789  
kalesha.mayne@renfrewshire.gov.uk



Renfrewshire  
Council

# Proposed Disposal - Craigielinn Avenue, Paisley

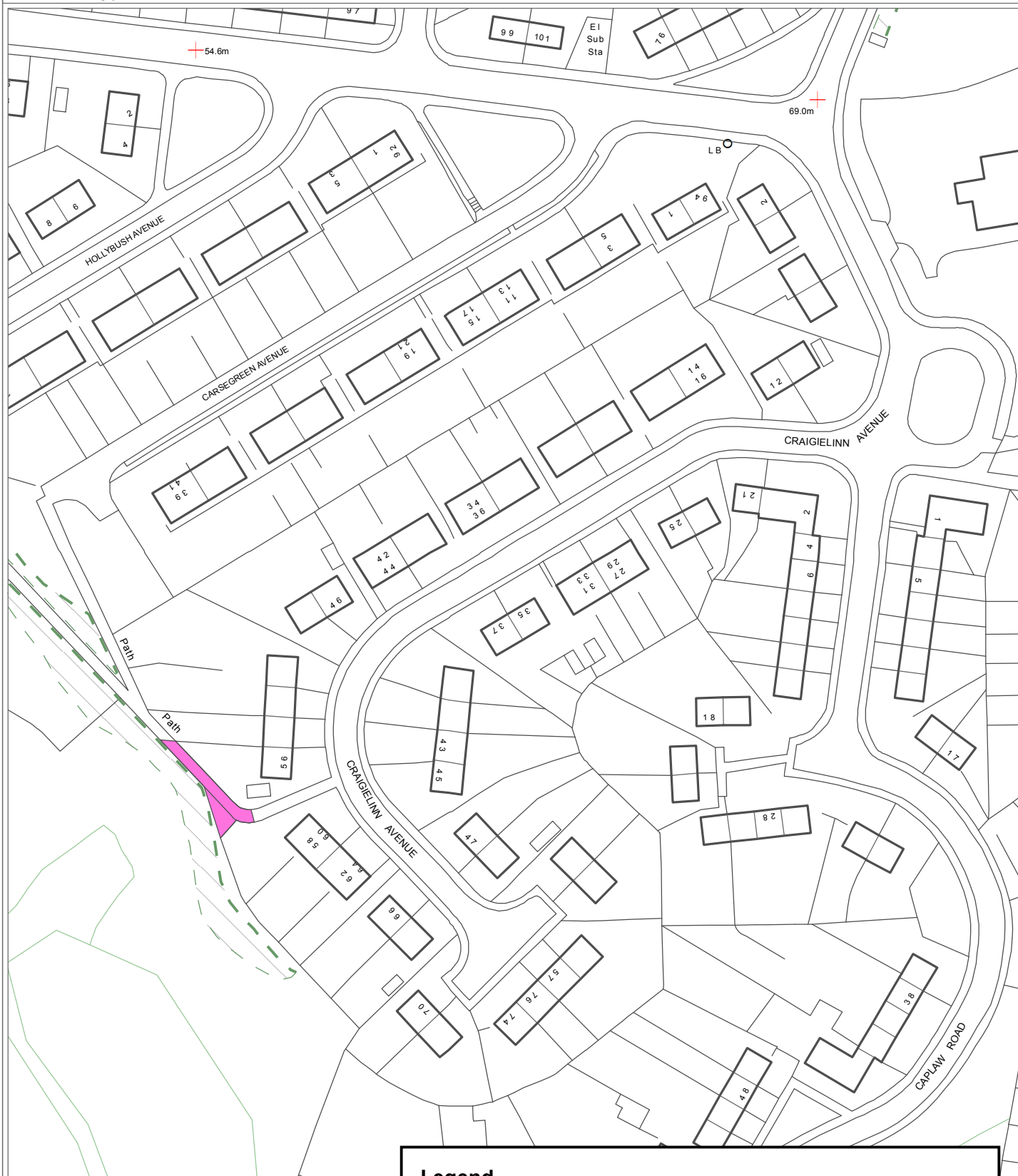
## Disposal Plan Ref. E2615



1:1,250

User: howardhaughj2

Date: 12/05/2017



Notes:

### Legend



Proposed disposal to proprietor of 56 Craigielinn Avenue (98sqm or thereby)

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**To:** Communities, Housing & Planning Policy Board

**On:** 29<sup>th</sup> August 2017

---

**Report by:** Director of Finance & Resources

---

**Heading:** Shop at 1 Caledonia Street, Paisley

---

**1. Summary**

- 1.1 This report seeks consent to declare the shop property at 1 Caledonia Street, Paisley surplus to the Council's requirements to enable its disposal.
- 

**2. Recommendations**

- 2.1 Declare the shop property at 1 Caledonia Street, Paisley surplus to the Council's requirements to enable its disposal, either on the open market or to a future sitting tenant.
- 

**3. Background**

- 3.1 The Council owned shop property at 1 Caledonia Street, Paisley traded as a gents barbers for over 30 years until the former tenants ended the lease on 27<sup>th</sup> June 2017. The shop is now vacant and a new tenant is being sought.
- 3.2 The shop is located on the ground floor of a four storey tenement comprising this shop and 7 flats. This shop is the only Council

ownership in the building, which is factored by Ross & Liddell. There are no other Council owned commercial premises in the vicinity.

- 3.3 While a new tenant is being sought, it is considered that the shop would be more marketable if the option to purchase was also available.
- 3.4 The Head of Planning & Housing has confirmed that as Development & Housing has no other interest in the building, it would not be opposed to this shop being sold, should the Board declare it as surplus.
- 3.5 The value of this property is such that any future disposal will be concluded using the delegated powers of the Head of Property, subject to appropriate terms and conditions of sale being agreed with the Head of Property and the Head of Corporate Governance.
- 3.6 In accordance with changes to Scottish Ministers Consent from March 2016, when disposing of HRA assets, any future disposal of this shop will be under the General Consent available and will be self certified by the Council.

---

## **Implications of the Report**

- 1. **Financial – Future capital receipt to be obtained if shop is sold.**
- 2. **HR & Organisational Development – None.**
- 3. **Community Planning – None.**
- 4. **Legal – Disposal of property required.**
- 5. **Property/Assets – Sale would extinguish all Council interest in this tenement.**
- 6. **Information Technology – None.**
- 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 no groups or individuals have any involvement currently at the property. 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** – Not applicable.
- 10. **Risk** – None.
- 11. **Privacy Impact** – Not applicable.
- 12. **Cosla Policy Position** – Not applicable.

---

#### **List of Background Papers**

- (a) Background Paper 1 – None.

---

**Author:** Andrew Smith – 0141 618 6180. [andrew.smith@renfrewshire.gov.uk](mailto:andrew.smith@renfrewshire.gov.uk)



Renfrewshire  
Council

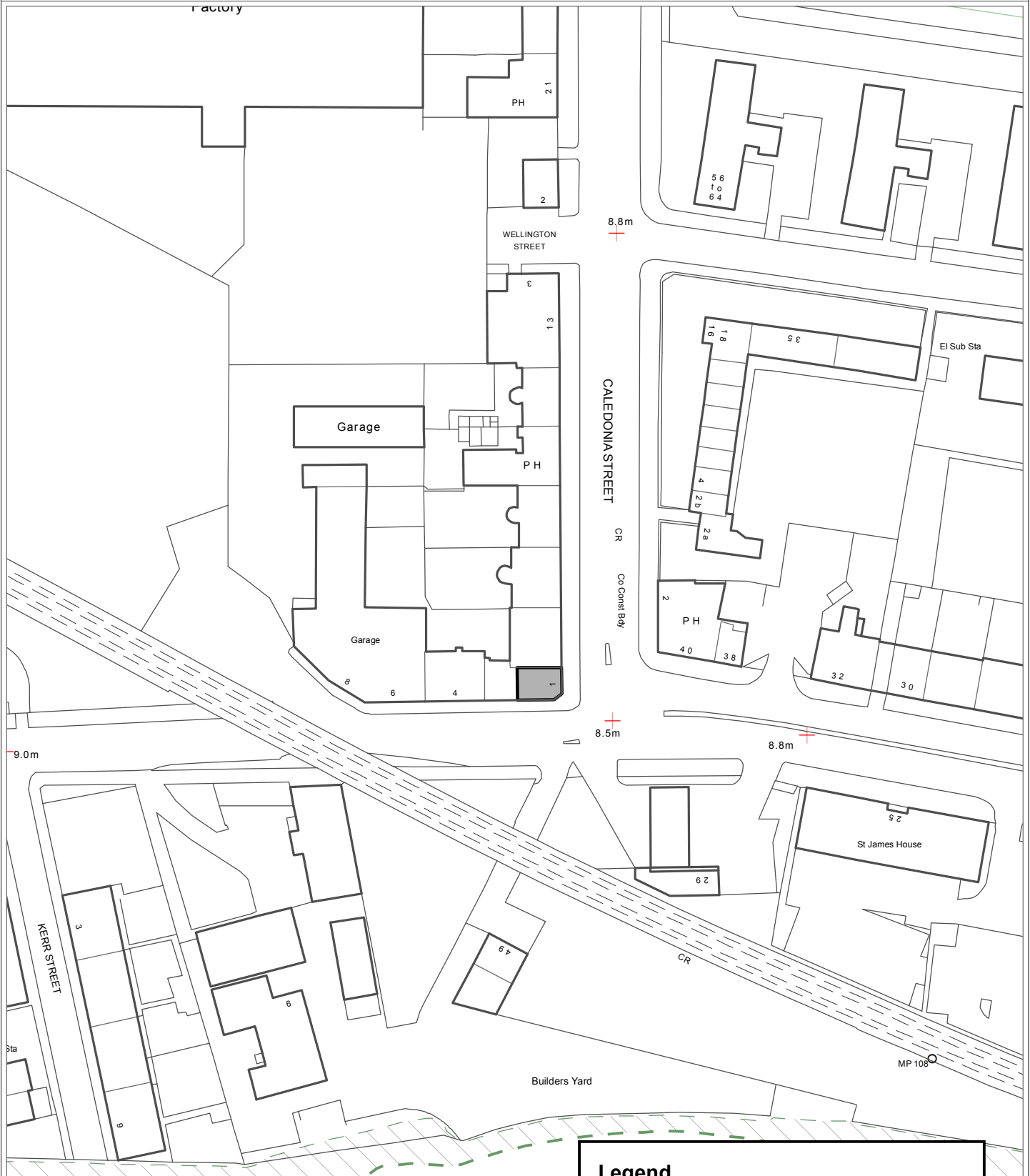
# 1 Caledonia Street, Paisley Report / Lease Plan Ref. E2635




1:1,250

User: howardhaughj2

Date: 05/07/2017



## Legend

 Area to be leased extends to 75sqm or thereby

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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

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**Report by: Director of Development and Housing Services**

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**Heading: Renfrewshire Planning Performance Framework 2016 - 2017**

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**1. Summary**

- 1.1 This report presents the sixth Renfrewshire Planning Performance Framework 2016/17 submitted to the Scottish Government on the 28 July 2017 (Appendix 1) and also informs the Board of the Feedback Report from the Minister for Local Government and Housing in relation to Renfrewshire's performance as a local planning authority in 2015/16 (Appendix 2).
- 

**2. Recommendations**

- 2.1 It is recommended that the Board:

- (i) Notes the Renfrewshire Planning Performance Framework 2016 – 2017 as set out in Appendix 2 submitted to the Scottish Government on the 28 July 2017.
  - (ii) Notes the Feedback Report for Renfrewshire's Planning Performance Framework 2015-2016 from Scottish Ministers.
- 

**3. Background**

- 3.1. A system of performance management has been established between local authorities and the Scottish Government, whereby every planning authority is asked to produce an annual Planning Performance Framework (PPF).

- 3.2. The Planning Performance Framework is not a policy document but instead it provides planning authorities an opportunity to demonstrate continuous improvement, achievements and successes over the year.
- 3.3. The framework was developed by the Heads of Planning Scotland to capture and highlight a balanced measurement of planning performance, showing commitment to the following areas:
- Speed of decision making;
  - Providing certainty through timescales, process and advice;
  - Delivery of good quality development;
  - Project management;
  - Communication and engagement;
  - An overall 'open for business' attitude.
- 

#### **4 Renfrewshire Planning Performance Framework 2016 - 2017**

- 4.1 This is the sixth year of reporting planning performance. Part 1, 2 and Part 3 of the Planning Performance Framework is where the Council demonstrates the evidence of continuous improvement, providing an explanation in support of planning's performance which is highlighted through the selected case studies.
- 4.2 Renfrewshire Planning Performance Framework also includes statistical indicators at Part 4 and Part 5 which highlight that in relation to the speed of decision making in planning. Renfrewshire Council continues to perform well in terms of the Scottish average.
- 4.3 The Planning Performance Framework demonstrates that Renfrewshire Council is committed to improving the service it provides in its role as a Local Planning Authority. It shows the Council's commitment to investing in Renfrewshire by the 'open for business' approach, encouraging sustainable development and positive liaisons with its customers and stakeholders.
- 

#### **5 Scottish Ministers Feedback 2015 - 2016**

- 5.1 Overall the Feedback Report (Appendix 2) for Renfrewshire is positive with the majority of performance markers indicating green and only three amber ratings with no red ratings.
- 5.2 In relation to the speed of making decisions on planning applications, it was another busy year for Planning and this has highlighted the challenge of maintaining service improvements/performance of the successive years.
- 5.3 With regards to Performance Marker 3 – Early Collaboration, there was a range of evidence to support that Planning were clear and proportionate when requiring further information for planning applications.

- 5.4 However, this was perhaps not well documented in last year's Planning Performance Framework. It is considered that this evidence has been set out and well signposted in the current Renfrewshire Planning Performance Framework 2016 – 2017 set out in Appendix 2.
- 5.5 The general feedback from the Scottish Government to all Planning Authorities was that in relation to Performance Marker 6 – Continuous Improvement, the Scottish Government is looking for Service Improvements Actions which are more than 'core work'. All 34 Planning Authorities were given further advice and guidance in relation to Performance Marker 6. Hopefully what is set out in Renfrewshire Planning Performance Framework 2016 – 2017 is more in-line with what the Scottish Government would like to see demonstrated.
- 

### **Implications of the Report**

1. **Financial** - None
  2. **HR & Organisational Development** - None
  3. **Community 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** – None
  12. **Cosla Policy Position** - None
-

## **Appendix 1**

Renfrewshire Planning Performance Framework 2016 - 2017

## **Appendix 2**

Feedback Report from the Scottish Government on Renfrewshire Planning Performance 2015 - 2016

### **List of Background Papers**

(a) None

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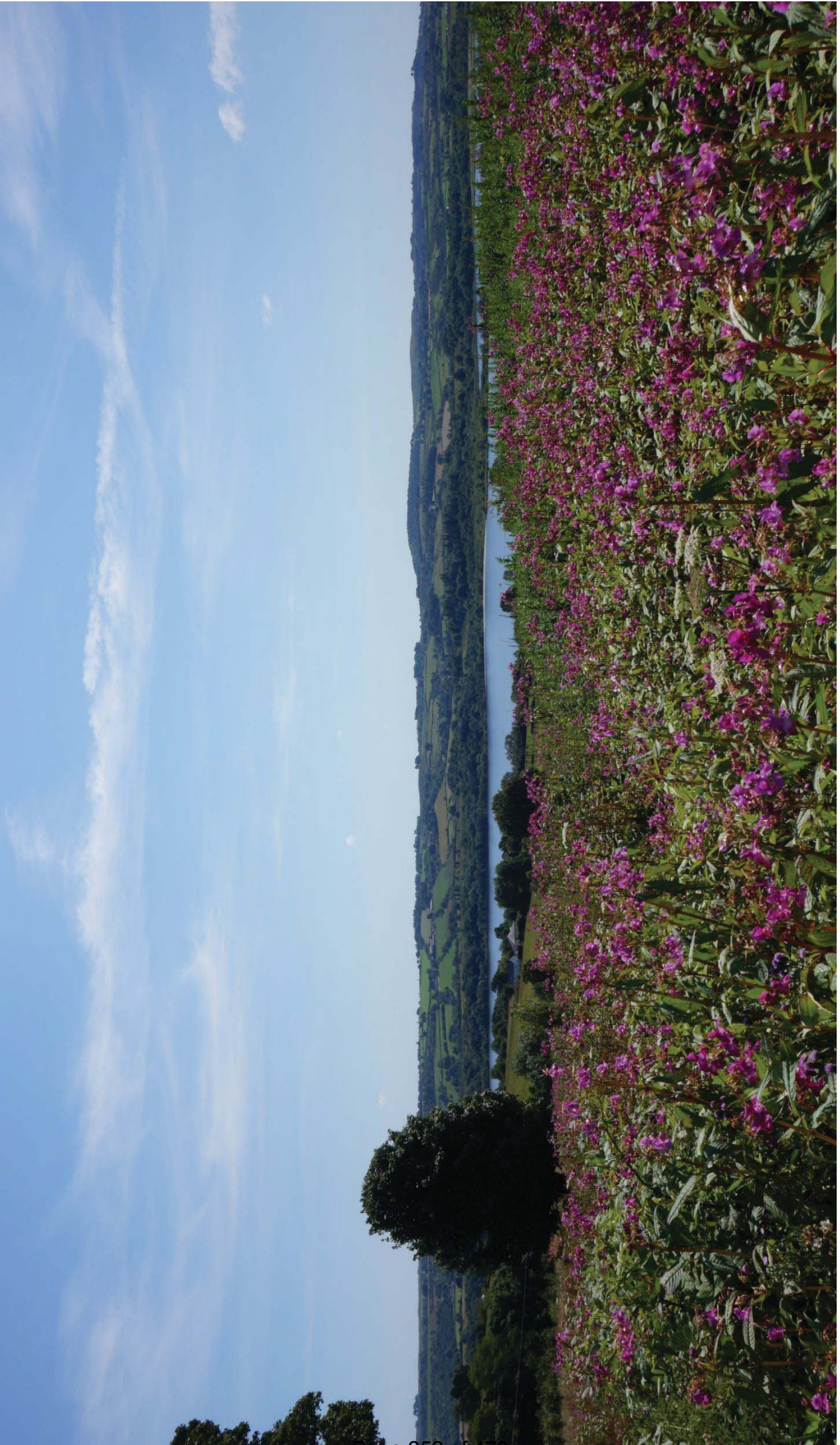
**Author:** The contact officer within the service is Sharon Marklow, Strategy and Place Manager, 0141 618 7835, email: [Sharon.marklow@renfrewshire.gov.uk](mailto:Sharon.marklow@renfrewshire.gov.uk)





## Renfrewshire Planning Performance Framework 2016 - 2017





Lochwinnoch



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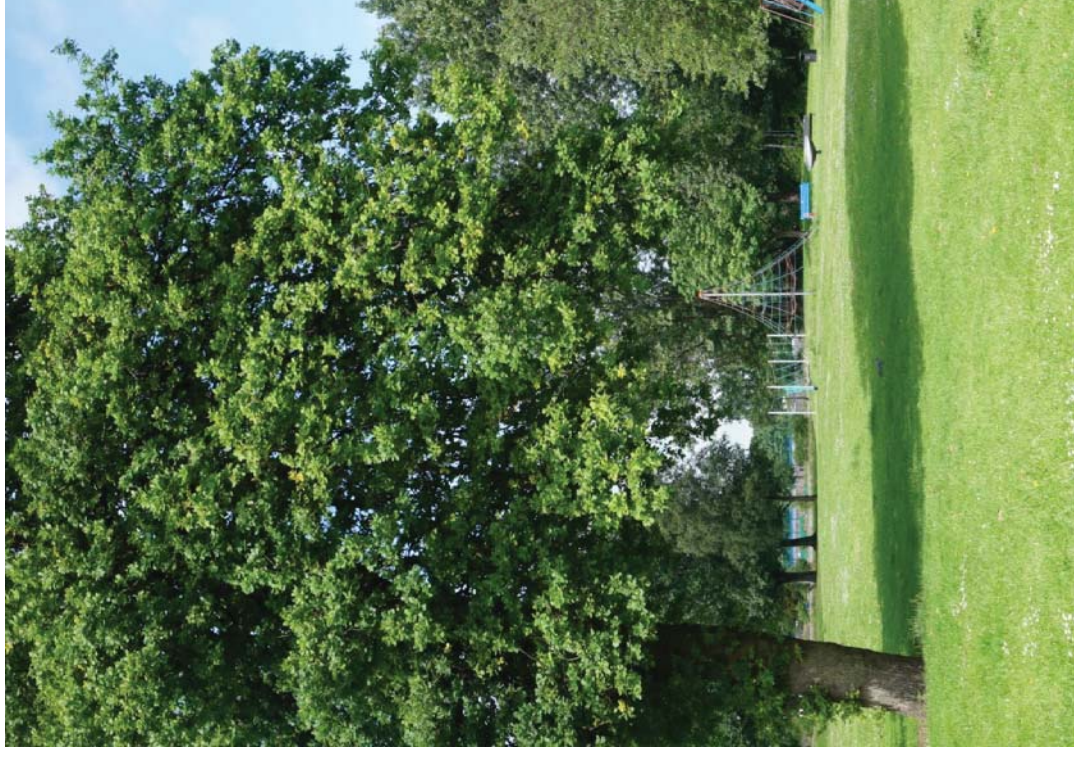
# Renfrewshire Planning Performance Framework 2016 / 2017

## Introduction

The Scottish Government's ambition is to have a 'Great Planning System'. Renfrewshire Council, through the Planning Performance Framework, aims to demonstrate how the Local Planning Authority continues to develop. It assists in ensuring that the Planning Service is fit for purpose as well as implementing improvements in working towards the Scottish Government's ambition.

This is the sixth Renfrewshire Planning Performance Framework. The report highlights the quality of delivery from the Planning Service, detailing the outcomes achieved by Planning, how these outcomes relate to national, regional and local priorities, outlines improvements in the Planning Service over the last 12 months and how these changes have impacted on performance.

The Renfrewshire Planning Performance Framework covers the period from 1 April 2016 to 31 March 2017.



## Planning & Housing Service

The Planning and Housing function of Renfrewshire Council was brought together in 2016 to form one integrated service, providing a streamlined approach to manage, enhance and deliver investment and development across Renfrewshire.

This joint approach in Planning and Housing has provided a significant number of opportunities and has led to the more efficient use of resources to deliver shared priorities.

Importantly this combined approach has led to Renfrewshire assisting in the delivery of the Scottish Government's ambition of 'More Homes Scotland' strategy.

Partnership working has led to an enhanced service for our partners such as Housing Associations, developers, house builders, Key Agencies as well as Renfrewshire's communities, with a one stop shop approach through the development process, successfully delivering new housing.

## Partnership Working

Partnerships and joint working continues to be key to enhancing performance and improving the delivery of the Planning Service at Renfrewshire Council as well as Planning influencing more corporate strategies and the new Community Planning agenda.

Over 2016 – 2017, Renfrewshire Council's Planning Service has increased links and enhanced relationships with Community Planning. In particular Planning has influenced, assisted and undertaken joint consultation and engagement in the preparation of the new Local Outcome Improvement Plan.

With the preparation and production of the Proposed Renfrewshire Local Development Plan in 2017 – 2018, this will present an opportunity to closely link the Renfrewshire Local Outcome Improvement Plan with the Renfrewshire Local Development Plan. Together these Plans will provide an overall vision for Renfrewshire, a land use strategy for assisting in delivering that vision and combining an understanding of local needs.



Old Govan Road, Renfrew



## Part 1: Defining and Measuring a High Quality Planning Service

**Part 1** of the Planning Performance Framework provides the qualitative evidence of performance in terms of the plans, strategies and projects that have been delivered over the past year.

The Scottish Government's **Performance Markers** have been used to cross-reference and sign post where Renfrewshire Council consider that evidence has been provided in the case studies, highlighting evidence of performance, quality outcomes, delivery and improvements in the Planning Service.



Kilbarchan



Hawkhead Village, Paisley

## Quality of Outcomes

This section aims to demonstrate the added value delivered by Planning. Outlining the high quality development on the ground, creating and shaping places of which Renfrewshire can be proud.

The **case studies** selected aim to illustrate how the Planning Service at Renfrewshire Council adds value to the planning process, influences outcomes and achieved a good quality of development.

High quality of outcomes are achieved through successful implementation of the vision and spatial strategy set out in the Renfrewshire Local Development Plan.

The **case studies** also demonstrate the benefits that the combined service of Planning and Housing makes to delivering development and investment in the right locations.



**Renfrewshire Local Development Plan**  
(Performance Marker - 6, 7, 8, 9, 10, 11, 13, 15)

**Hillington Business Park**

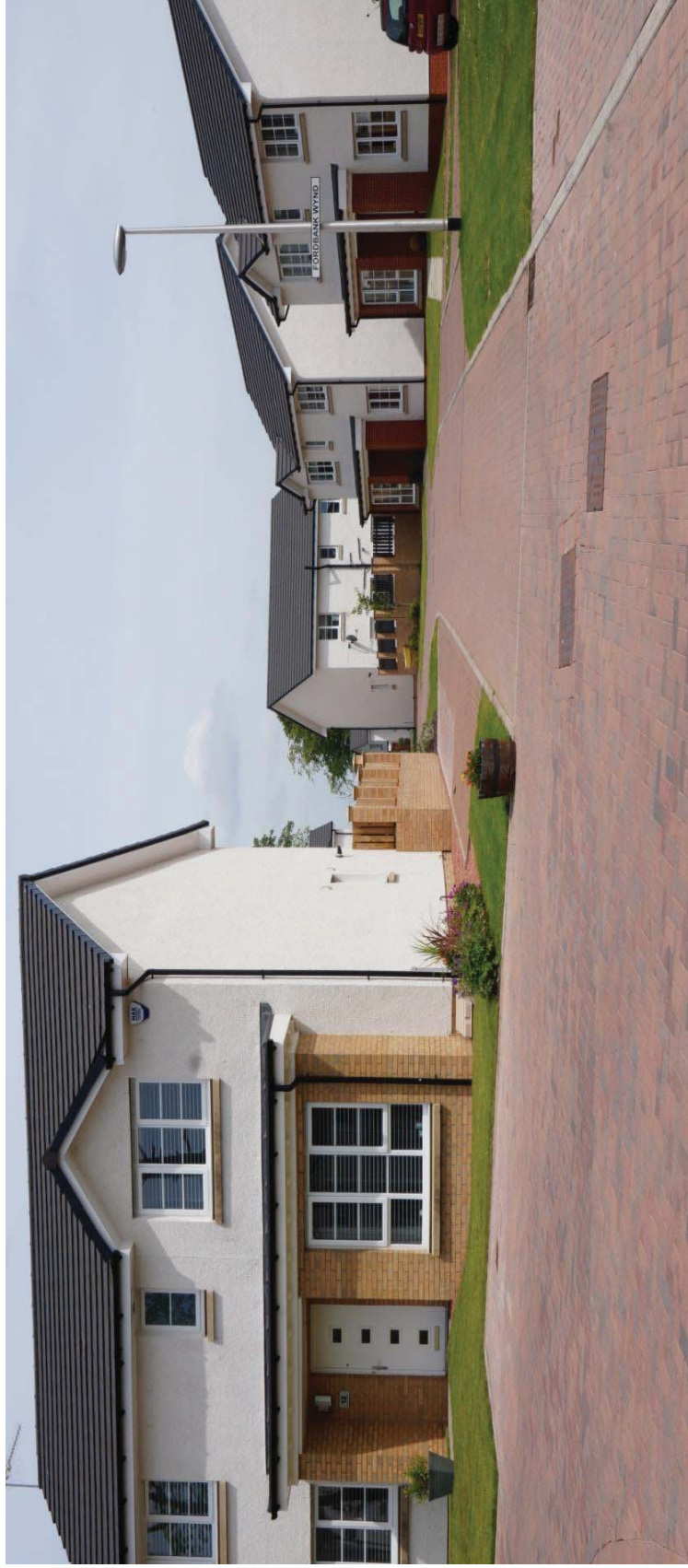
The review of the Renfrewshire Local Development Plan is now well advanced. The preparation of the Renfrewshire Main Issues Report and Local Development Plan Monitoring Statement in the autumn of 2016, followed extensive pre-Main Issues Report consultation and engagement with a range of stakeholders. The consultation and engagement process is fully detailed in the next section of the Planning Performance Framework, [Quality of Service and Engagement](#).

– Main Issue Report consultation and engagement, the clear message was that the principal components of the Council’s strategy for development as set out in the Renfrewshire Local Development Plan remain relevant.

The Main Issues Report has focussed, therefore, on the Council’s vision and opportunities for the future development of high quality places, a vibrant economy supporting investment and growth, balanced with the protection and enhancement of the built and natural environment.

The consultation on the Renfrewshire Main Issues Report commenced in February 2017 for 16 weeks. Through extensive pre





Fordbank, South West Johnstone

## Renfrewshire's Places

Renfrewshire has two Community Growth Areas, at Bishopston and South West Johnstone which support the development of sustainable, mixed communities on previously developed land.

Both these Community Growth Areas are progressing well and make a considerable contribution to the delivery of Renfrewshire's housing requirements and high quality places.

Given the success of the Community Growth Areas, Renfrewshire Council is investigating whether more development land could be identified at Dargavel Village, Bishopston. This issue is being consulted upon through the Renfrewshire Local Development Plan Main Issues Report.

The original Masterplan for the redevelopment of the former Royal Ordnance Factory at Bishopton indicated the delivery of 2500 new homes, a woodland park, education and health facilities, recreation and open space facilities, retail provision and associated infrastructure including a motorway junction. Views have been sought through the Renfrewshire Local Development Plan Main Issues Report on the development of an additional 1500 homes supported by the required services and facilities at Dargaval Village.

By promoting this pattern of sustainable development, the redevelopment and regeneration of brownfield and previously used sites can be prioritised through a master planned approach with the Local Development Plan continuing to contribute to current Renfrewshire Community Plan's aspiration to grow the Council's population by 5% by 2023.

## Case Study – Dargaval Village (Performance Marker – 2, 3, 6, 10, 11, 12, 15)

The redevelopment of the former Royal Ordnance Factory at Bishopton, the new Dargaval Village, is an example of a plan led project coming to fruition with the assistance of the Planning Service.

The Planning Service along with other services in the Council have worked closely with site owner BAE Systems on the regeneration strategy and masterplan to incorporate good urban design and place

making principles, facilitating high quality development and making best use of the significant land assets.

A Project Management Framework was established and has been operational for over 10 years, providing for the creation of a series of thematic groups to progress delivery of obligations, enabling planning to co-ordinate staff resources from a range of internal Council Services, statutory agencies and stakeholders.

Community engagement is a key element of the project. A regular Community Liaison Group (CLG) led by BAE Systems provides an opportunity for collaboration and consultation with local community representatives and stakeholders.

*"BAE Systems have worked in partnership with Renfrewshire Council for over 20 years. The delivery of a successful, high quality and sustainable development on one of the largest brownfield sites in the UK is now being realised in a progressive manner. Renfrewshire Council's Planning Team has added value to the programme through the collaborative and engaging approach they have adopted in assisting in the preparation of masterplans, design briefs/codes, active consultation and pro-active engagement of stakeholders to deliver a new community in Renfrewshire. We have found that the staff within the Planning Department are very professional and focused, who adopt a creative and proportionately challenging approach to ensure the quality, resilience and continued success of the development."* **Jon Gettinby, BAE Systems**





Dargavel Village, Bishopston



Dargavel Village, Bishopston



## Renfrewshire's Economy

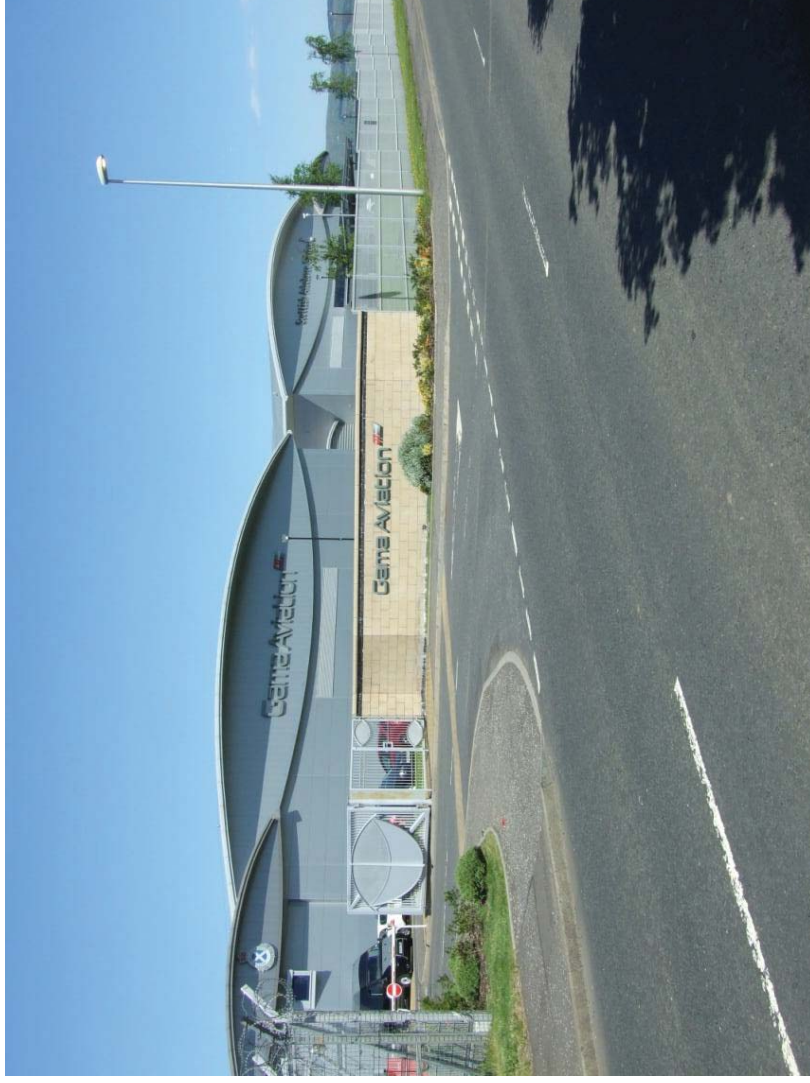
The Renfrewshire Main Issues Report promotes a framework for the successful delivery of the Glasgow City Region City Deal through the preferred option which would provide a policy to enable the benefits and opportunities of City Deal investment across Renfrewshire.

Development proposals associated with the delivery of City Deal investment will be considered in relation to Clydeplan – the Strategic Development Plan and Renfrewshire Local Development Plan Spatial Strategy, ensuring economic growth is supported by infrastructure and that development maximises the benefits for local people and the wider Renfrewshire economy.



**Evolution 2, Hillington Business Park**

Renfrewshire Planning Performance Framework 2016 - 2017



**Gama Aviation, Glasgow Airport**



## Case Study - Sharing Good Practice - Simplified Planning Zones (Performance Marker 1, 3, 6, 11, 12, 13)

In last year's Planning Performance Framework, Renfrewshire Council reported the significant early success of Simplified Planning Zones (SPZs) at Hillington Business Park and Renfrew Town Centre in attracting new economic investment and supporting existing businesses.

The Hillington Park SPZ has now supported development proposals which will deliver over £20 million investment in the Business Park creating 30,000 square metres of new business and commercial floorspace.

More than a third of the total floorspace permitted by the scheme has now been delivered. The Council is now leading early discussions with the owner of the park and Glasgow City Council to alter the Scheme to allow for more industrial development.



In relation to Renfrew Town Centre the vacancy rate continues to fall with only 5% of ground floor commercial units vacant compared to 9% when the Simplified Planning Zone was adopted in 2015. The Council has also prepared a Town Centre Strategy and Action Plan which builds on the opportunities provided by the SPZ and provides a framework for the future growth of the town centre.

In relation to identified actions in last year's Planning Performance Framework, Renfrewshire Council has focused on developing a culture of continuous improvement through sharing good practice, knowledge and skills with other local authorities and assisting others who are considering the establishment of a Simplified Planning Zone.

During the last year, officers have presented and participated in various events including the national Development Planning Forum, Northern Ireland Planning Conference and various Royal Town Planning Institute and Continuous Professional Development events focused on planning for business, industry and town centres.

The Council have also looked to assist a number of other local authorities who are interested in developing a SPZ in their area, including Scottish Borders Council, Aberdeenshire Council (Energetica Project), Midlothian Council, Dumfries and Galloway Council and Fife Council.

Following early assistance the Council is encouraged to see that SPZs are now being prepared in some of these areas and if required, officers will continue to assist and share the knowledge, skills and experience that have been developed in Renfrewshire.

Following the Independent Panel's May 2016 report 'Empowering Planning to Deliver Great Places', Renfrewshire Council have also participated in Scottish Government research into the use of SPZs with Hillington and Renfrew Town Centre SPZs used as case studies.

*"Hillington Park is the principal example of successful preparation and implementation of a commercial Simplified Planning Zone (SPZ) in recent times in Scotland. Energetica has sought to utilise Supplementary Planning Guidance previously, with limited success, but SPZs offer a more positive mechanism which reduces planning layers and complexities, rather than adding to them. The Hillington example, utilising the marketing advantages of a SPZ and stimulating economic activity within an established and functioning business park was of particular interest and has been monitored by the Energetica team since 2014. The Energetica example is not just about regeneration, so having a live example of a functioning business park, suffering from limited new development activity was key to developing the Energetica proposal for Peterhead, albeit on a smaller scale. The initial background work in establishing the process and remit of the Energetica SPZ was greatly supported by information provided by Kevin Dalrymple at Renfrewshire Council and the body of work forming the SPZ Scheme at Hillington Park."* **James Welsh, Energetica Development Manager.**



Hillington Business Park





Glasgow Airport



## Renfrewshire's Green Network

The Renfrewshire Main Issues Report and emerging new Local Development Plan recognise the potential benefits and opportunities that these transformational projects will have for Renfrewshire's environment and will provide an appropriate policy framework to support their implementation.

The important role that the Green Network has had in the regeneration of Renfrewshire's Communities is highlighted in the new Local Development Plan.

The Green Network framework will be updated, identifying existing assets and local green network priorities and opportunities which will reflect the Council's Access and Cycling Strategies, along with the emerging review of the Core Path Plan.

The updated framework will also provide an opportunity to reflect the allocation of resources to implement new green and blue networks associated with City Deal, the development of Community Growth Areas at Dargavel Village, Bishopton and South West Johnstone, along with the potential development of other regeneration projects.



Glen Moss

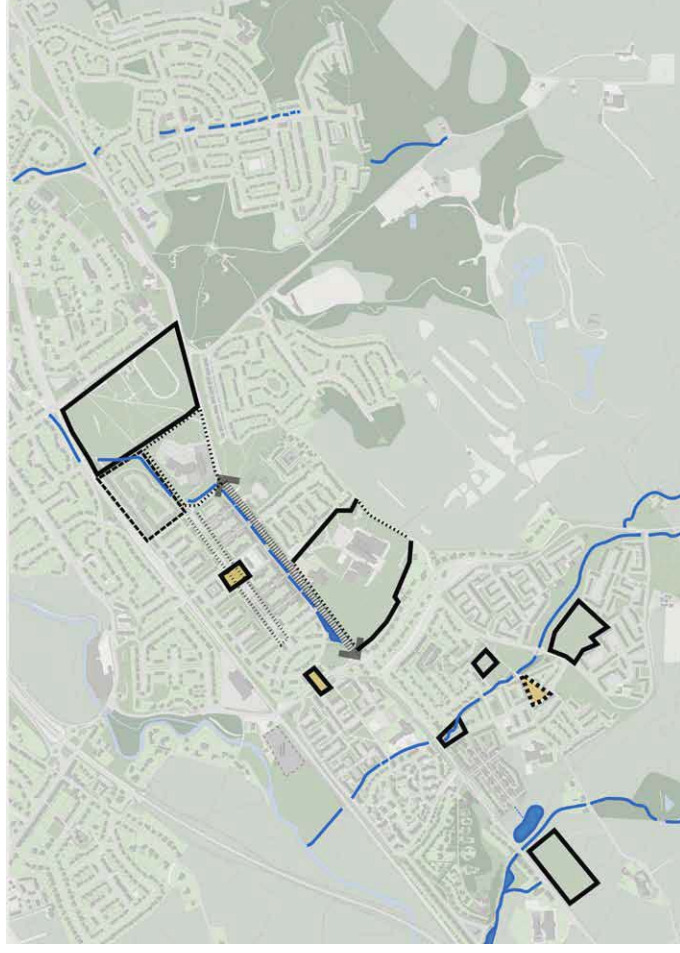
## Case Study - Johnstone South West (Performance Marker – 3, 10, 11, 12)

Johnstone South West is a residentially led Community Growth Area. As with Bishopston, community engagement is a key element of the project and a masterplan for the area was developed through a week long Charrette which gathered the views and aspirations of local residents, community groups, statutory bodies and stakeholders.

The area is affected by significant infrastructure constraints in relation to flooding which present a key challenge to future development. The charrette process enabled development of an innovative approach which considers a holistic approach led by the consideration of infrastructure requirements. This provides for a number of linked green and blue network interventions including the deculverting of watercourses, the creation of swales, new woodland areas and storage ponds. Both Planning and Housing worked on the masterplan and incorporated strong urban design and place making principles in view of the charrette outcomes. This enabled the development of a masterplan which reflects the views of local people and their support for the actions identified.

Delivery of the masterplan is progressing well with one private sector residential development complete and another nearing completion.

A Surface Water Management Strategy detailing the technical approach to green infrastructure for sites which lie in Council ownership is nearing completion and will assist in unlocking the remaining sites within the Community Growth Area.



**Sustainable Drainage Proposals for South West Johnstone**



## Renfrewshire's Renewables

Renfrewshire Council has undertaken a heat mapping exercise to identify potential opportunities for recovering waste heat across Renfrewshire.

The Preferred Option in the Renfrewshire Main Issues Report promotes the finalisation of a Heat Network Opportunity Map which will identify a range of heat sources that could form part of a heat network.

Potential opportunities for co-locating developments with a high heat demand and sources of heat supply to maximise the recovery of waste heat across Renfrewshire will also be supported.

A policy framework will be set out in the next Renfrewshire Local Development Plan to support the development of heat networks, as well as encourage the use of micro-generation and heat recovery technologies.

Opposite is an image of new residential development on a previously used brownfield, sustainable site in Paisley. Renfrewshire Council worked in partnership with the developer, Keepmoat to provide new homes which have solar technologies with the aim of reducing fuel costs for new residents.



Keepmoat Development – Inchinnan Road





## Planning & Housing Service

The Planning and Housing function of Renfrewshire Council was brought together in 2016 to form one integrated service, covering Development Planning, Development Management, Building Standards, Housing Strategy, Housing Regeneration, along with Housing Landlord, Homelessness and Housing Investment providing a streamlined approach to manage, enhance and deliver development and investment across Renfrewshire.

This joint approach in Planning and Housing, has provided a significant number of opportunities.

Importantly this approach has led to Renfrewshire Council assisting in the delivery of the Scottish Government priorities set out in of 'More Homes Scotland'. Renfrewshire Council has accelerated its delivery of new homes through increasing its housing supply targets.

To deliver these ambitious targets, Planning and Housing has identified land across Renfrewshire to meet the range and choice of new homes, primarily on brownfield sites, within existing places, reducing the amount of vacant and derelict land and assisting with placemaking.

In identifying land for housing, Planning has sought to ensure that any issues/constraints in relation to development sites are highlighted early, before the planning application stage.

The availability of services/facilities and the requirement of additional infrastructure to facilitate development are identified through partnership working internally within the Council and externally with Key agencies and others, all facilitated by Planning.

Close working with the Scottish Government, Housing Associations and developers has meant more certainty in the delivery mechanism for new homes.

*Williamsburgh Housing Association has worked well with Renfrewshire Council for many years aiming to deliver the right homes in the right locations. With the Scottish Government focus of 'More Homes Scotland' aiming to increase the supply of affordable homes, along with a range and choice of new homes in Renfrewshire, Williamsburgh Housing Association consider that the collaborative approach provided by the Planning & Housing Team along with related transport and flood mitigation services within the Council, has assisted in delivering more affordable homes in Renfrewshire. **Williamsburgh Housing Association.***



## Case Study - Johnstone Castle (Performance Marker – 3, 6, 11, 12)

The success of the joint approach of the Planning and Housing function is evident in the progress made in the demolition of over 280 low demand tenement Council flats in Johnstone Castle which began in late 2016 and the construction of 95 new Council homes, providing a range and choice of new homes within a high quality environment for Renfrewshire's residents.

Planning's input into this project included assisting in the formation of the regeneration strategy with a range of stakeholders, preparing initial sketches and placemaking plans for consultation as well as engagement purposes, advising on the layouts and designs for the new residential homes and surrounding environment, assisting with consultation and engagement with tenants and residents along with assisting with the submission of planning applications.

These joint working arrangement has meant that a successful project is ready to go on site and Renfrewshire Council is able to assist in meeting the Scottish Government's 'More Homes Scotland' target of 50,000 affordable homes.

The value added by Planning is the efficiency in the use of resources, sharing of knowledge and skills and effective delivery of a quality outcome.



View  
Elm Drive looking south



View  
Elm Drive looking south

Johnstone Castle – New homes

## Case Study – Affordable Homes, Renfrew (Performance Marker – 3, 6, 11, 12)

Renfrewshire Council's current Strategic Housing Investment Plan 2017/18 - 2021/22, approved in November 2016 aims to invest around £43 million to deliver over 800 new build affordable homes across Renfrewshire.

Again due to successful joint working, with Planning identifying the right sites in the right locations, Housing providing information on the right tenure and size of units to meet the need and demand for residents, Planning assisting with pre-application discussions and negotiations as well as on-going assistance through out the planning process to Housing Associations and developers, there has been significant progress in the building of new affordable homes. The quality outcome has been reflected in Renfrewshire receiving an additional investment of £30 million allocated by the Scottish Government to continue this successful partnership and encourage the building of more new affordable homes.

Renfrew Riverside over the last 10 - 15 years has seen more than 1600 new homes with most of the land now developed. The majority of these new homes have been completed for the private sector market, however more recently Renfrewshire Council has sought to provide an increased range and choice of homes and encouraged Housing Associations to build in Renfrew Riverside.

Sanctuary Scotland Housing Association has worked alongside Renfrewshire Council to deliver new homes on three sites in Renfrew. One site is almost complete with people in their new homes as can be seen from the photo below, with two other sites progressing well, with completions expected in 2017 and early 2018.



**Andrew's Avenue, Renfrew**

*"Sanctuary Scotland Housing Association has benefitted greatly from the service provided by the Planning and Housing Team at Renfrewshire Council. The joint approach has lead to a streamlined and more efficient process which has assisted Sanctuary in delivering good quality homes in Renfrewshire."* **Jennifer Murdoch – Sanctuary Scotland**

## Case Study – Affordable Homes, Paisley (Performance Marker – 3, 6, 11, 12)

Link Housing Association has been working in partnership with both Planning and Housing on various sites across Renfrewshire. A recent successful project delivered of 38 'Independent Living' homes aimed at retirement living, providing a mixed tenure option of social rent and shared equity. The new homes were completed in September 2016.

Abbey Place was a pilot project, encouraged by the Scottish Government. The development includes 25 shared equity, 1 and 2 bedroom homes with a further 13 homes available for social rent. Some of these new homes were designed for wheelchair users.

The shared equity homes in this development had the added advantage of providing an older persons regeneration model which allows residents to access a suitable property where the equity stake in their existing property was relatively low, making these new homes more affordable.

All 38 properties were purchased or let within six months of the development completion. The success of this pilot project was achieved, again, through close partnership working.

*"In successfully delivering this pilot project for retirement living in the heart of Paisley, Link Housing Association appreciate the assistance from Renfrewshire Council and the Scottish Government in the delivery of new homes providing much needed accommodation for the growing elderly population." Elinor Taggart, Link Group Ltd*



Abbey Place, Paisley





Braehead business Park



Lochwinnoch

## Quality of Service and Engagement

This section demonstrates Renfrewshire Council Planning Service's positive actions to support sustainable growth by being Open for Business.

The aim is to show how Renfrewshire Council creates certainty through the provision of consistent advice, efficient and transparent planning processes, positive consultation and

engagement along with speedy decision-making aiming to deliver a positive customer service.

The [case studies](#) included in this section highlight recent initiatives to demonstrate how effective communications and partnership working with a range of stakeholders have resulted in successful outcomes.



Hawkhead, Paisley

**Case Study – Pre Main Issues Report & Main Issues Report Engagement**  
(Performance Marker 6, 9, 10, 12)

During the last year the Council has continued to build on the Pre Main Issues Report consultation and engagement techniques detailed in last year's Planning Performance Framework. The Main Issues Report was published in February with a 16 week consultation period ending on 30 May 2017.

Renfrewshire Council has undertaken a wide range of Pre - Main Issues Report and Main Issues Report consultation and engagement activities focused on gathering the views of key stakeholders

including communities, Key Agencies, investors, elected members and members of the public during this key stage in the plan preparation process. This included the following:

**Community Council's and Development Trusts**

An invite was sent to all Community Council's and Development Trusts for them to meet planning staff to discuss emerging planning issues and priorities for their area.

A number of Community Councils and Development Trusts accepted this invitation which allowed the planning staff to gather local insight into a range of planning issues and aimed to integrate the local community into the plan making process.

Feedback received during these sessions and future engagement with local communities will be invaluable as the Council progresses towards publication of the Proposed Local Development Plan.

## Community Planning

Planning staff have been working collaboratively with Renfrewshire Council's Community Planning team and other Community Planning Partners to share feedback on what local communities want to see prioritised in a range of plans, projects and strategies across Renfrewshire.

## One to One Meetings

As reported in last year's Planning Performance Framework the Council have been undertaking a number of one to one meetings with Key Agencies, landowners, local businesses, Housing Associations house builders and members of the public. This approach has continued in 2016 leading up to the publication of the Main Issues Report in February 2017.

These informal meetings are very resource intensive but are proving to be an effective tool in gathering feedback and helping to focus on key issues for the preparation of the next Renfrewshire Local Development Plan.

Feedback received following the one to one meetings highlights the positive response that the Council has had to this approach.

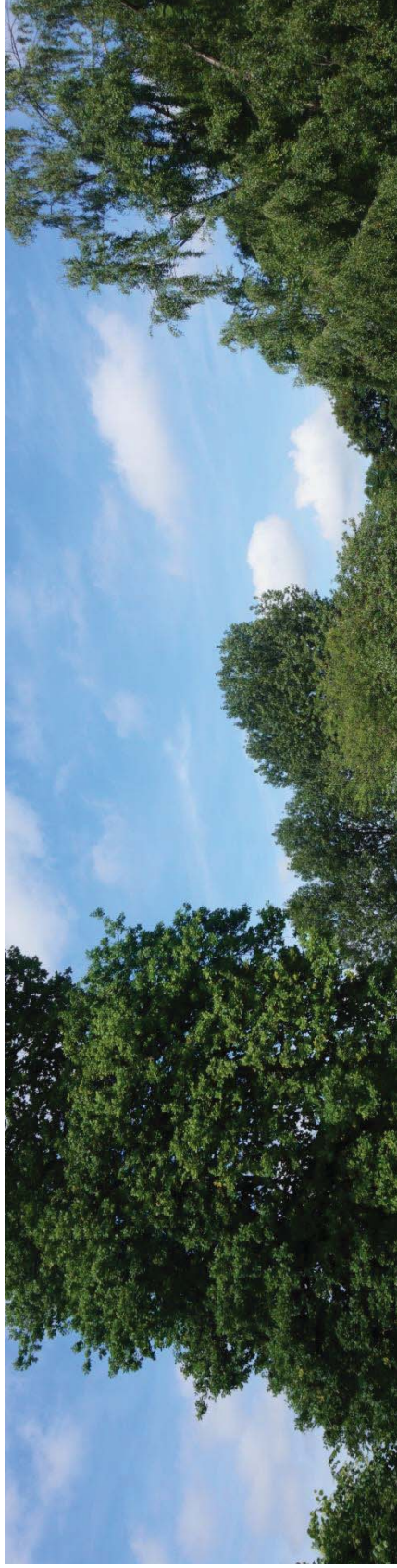
*'Good to get an update on timescales and likely issues that the new plan will need to consider' and 'Informative but also had opportunity to raise some of our early thoughts in an informal manner'. Scottish Natural Heritage*

*'The opportunity to meet the people involved and the collaborative approach to planning' Consultant on behalf of Gledloch Resorts*

*'Being able to discuss our business concerns and development opportunities / needs' Scottish Leather Group Ltd*

*'Very proactive and clear approach to preparing for publication of the Main Issues Report.'* **Stewart Milne Homes**





## Housing Providers Forum / Federation of Local Housing Associations (FLAIR) Meetings

As Planning and Housing is now part of one service at Renfrewshire Council. Planning and housing staff work together in preparation of the Development Plan, Local Housing Strategy and Strategic Housing Investment Plan, sharing knowledge and good practice.

Planning attend the Housing Providers Forum, held quarterly, and FLAIR meetings. This provides an excellent opportunity to gather ideas from a wide audience including Local and National Housing Associations, Scottish Government and Residents Associations.

The presence of planning officers at these forums has been well received and allows discussion to focus on the future delivery of housing sites and integration between the Renfrewshire Local Development Plan and Strategic Housing Investment Plan.

## Business 2 Business Event

The Business 2 Business event is the largest business event in Renfrewshire and provides an opportunity for attendees to learn, network and promote their businesses in Renfrewshire. Over fifty exhibitors attended the event with a range of business seminars on offer.

Development and Housing staff attended this annual event and are able to engage with local businesses on the priorities for Renfrewshire, answer questions on the plan preparation process and promote the work that the Development and Housing Service undertakes.

## City Deal Engagement

Consultation and engagement for the Clyde Waterfront and Renfrew Riverside and the Glasgow Airport Investment Area City Deal projects was on-going through 2016 - 2017.

Planning staff have attended these events and engaged with key stakeholders on a range of strategic issues. Feedback received at these events will be used to help shape the City Deal projects as they progress and will be used to develop a City Deal Investment Policy in the next Renfrewshire Local Development Plan.

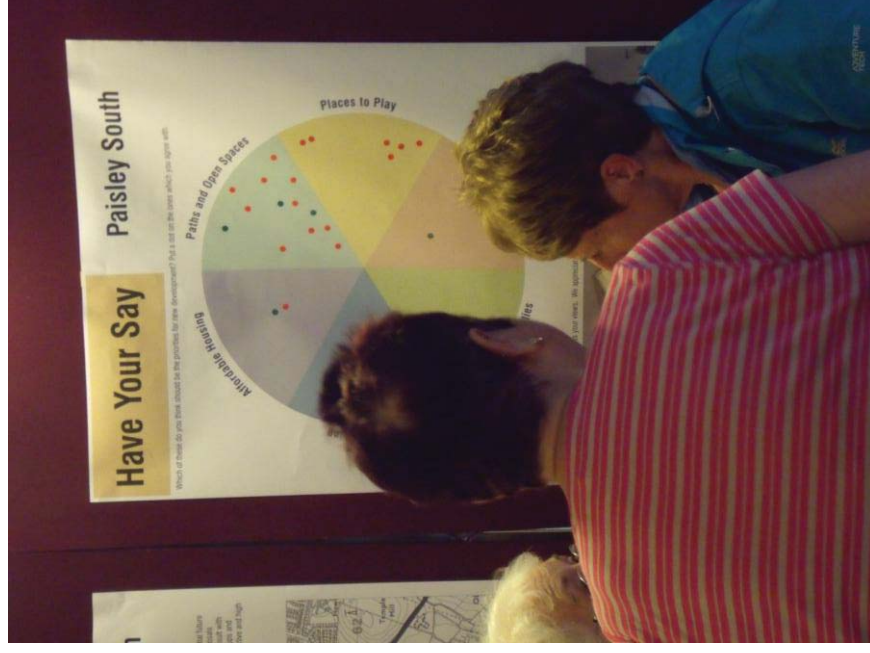
## Elected Members and other Council Services

Early engagement with Elected Members and other Council Services has been a key part of the plan preparation process.

Briefing Sessions with elected members focused on raising awareness of the plan preparation process and consideration of the main issues for the next Renfrewshire Local Development Plan.

Presentations were given to the Council's Corporate Management Team to facilitate discussion on priorities for the next Renfrewshire Local Development Plan. Information was then disseminated to different Council services. This Corporate working across Council services is used to develop an integrated approach to improve outputs and services for customer benefit.

Continuous Professional Development Sessions were also held on the Main Issues Report with colleagues invited from different teams across the Council. These sessions allowed Planning to explain the content of the Main Issues Report, build understanding and awareness and learn from other council services.





## Renfrewshire's Centre Strategies and Action Plans

In line with Scottish Planning Policy and the Town Centre First approach, Renfrewshire Council have approved a series of Centre Strategies, associated Action Plans and Centre Health Checks for Centres across Renfrewshire.

The strategies explain the role of each centre, their strengths and potential for future enhancement, identifying priorities for action and opportunities for change and builds on the Network of Centres identified in the Renfrewshire Local Development Plan. The Renfrewshire Local Development Plan will continue to support this approach through its spatial strategy.

The Centre Strategies provide a strong framework for sustainable economic growth by identifying strengths and opportunities for change, highlighting actions and potential partners to take these forward.

The Centre Strategies have been successful in creating the conditions for investment and community empowerment within the Centres. The next case study provides evidence for this approach in relation to Erskine.



Johnstone Town Hall



Renfrew Town Hall

## Case Study – Erskine (Performance Marker 3, 6, 10, 11, 12)

As identified in last year's Planning Performance Framework, the finalised Centre Strategy was informed by the Erskine Town Centre charrette, which was published in February 2016. The charrette process was central to gathering views of local residents, businesses, community representatives and stakeholders.

Actions within the strategy reflected feedback from the charrette with many local people wanting to become involved in taking forward actions, whether through existing or new groups. Community representatives, with assistance from Planning officers, have now established a new Community Development Trust in the context of the Centre Strategy.

The Trust have taken forward plans to deliver actions within the Centre Strategy with support from Planning, including proposals to take ownership of land under the Community Empowerment Act, works to enhance the town centre environment and proposals which seek to enhance the civic function of the centre.

The strategy has also provided a catalyst for development within and adjacent to the Centre, with proposals for small business units, residential development and education use emerging for land within the Erskine Transition Zone. Proposals are being developed in accordance with the land use, design and place making guidance within the Centre Strategy.



Erskine Town Centre









## Governance

In this section the aim is to illustrate how Renfrewshire's Planning Service structure and processes are proportionate, effective and fit for purpose.

The **Case Studies** highlight how Renfrewshire's Planning Authority make plans that will deliver along with providing a service that focuses on outcomes. Also illustrated is how the Planning Service influences corporate, as well as wider Glasgow and the Clyde Valley Region processes and plans.

To ensure efficient and effective decision-making, Renfrewshire Council recently changed the management structures to make them more effective and efficient.

Renfrewshire Council have committed to bring together Planning and Housing to support change, improve performance, share resources and knowledge along with delivering on the priorities of the Scottish Government, the City Region and Renfrewshire.

Early successes of the structure change have been recognised with fresh thinking and different mindsets coming together, along with streamlining processes and supporting collaborative working.

## Streamlined Service

As outlined in the previous section, the Planning and Housing function of Renfrewshire Council were brought together in 2016 to form one integrated service, providing a streamlined approach to manage, enhance and deliver development and investment across Renfrewshire.

This streamlined approach has allowed the effective development of innovative approaches and efficient sharing of resources and knowledge, particularly when consulting and engaging on plans, proposals and strategies.

The preparation of all documents produced by Planning and Housing, such as the Local Housing Strategy, the Strategic Housing Investment Plan, the Local Development Plan, Town Centre Strategies as well as regeneration strategies, has benefited greatly from the comprehensive approach, extensive expertise and a range of perspectives from both Planning and Housing staff.

This partnership working has led to an enhanced service for our external partners and customers such as housing associations, developers, house builders, Key Agencies as well as Renfrewshire's communities, with a one stop shop approach to the development process, an information bank and the successful delivery of new housing.



Shillingworth, Bridge of Weir



## Case Study – Preparation of the Renfrewshire Local Housing Strategy and Strategic Housing Investment Programme (Performance Marker 6, 10, 12,)

In line with the recent changes in structures at Renfrewshire Council, both Planning and Housing are now under one Head of Service as well as one Director.

Planning and Housing have worked well together across various projects and plans in the past. This new arrangement has presented an opportunity for both Planning and Housing to undertake much more joint working, streamlining of processes and the sharing of good practice as agendas align.

The preparation of the Renfrewshire Local Housing Strategy along with the Strategic Housing Investment Plan is a good example where this has worked well. Through the involvement of both Planning and Housing in the Housing Need and Demand Assessment and setting the Housing Supply Targets at the Strategic Development Plan level this provided an ideal opportunity for Planning to contribute to the content of the Local Housing Strategy and associated Action Plan.

This joint working has also assisted in the preparation of the Main Issues Report for the next Renfrewshire Local Development Plan, where the identified local housing needs in the Local Housing Strategy translates into finding a range and choice of housing sites across Renfrewshire to meet the housing land requirements for both affordable and private homes.

Renfrewshire Planning Performance Framework 2016 - 2017



Dean Park, Renfrew

In identifying sites to meet the housing land requirements a number of priority regeneration sites were identified. To gauge the potential plans and timescales for developing these priority sites, many of which are in the middle of existing Renfrewshire places, a series of discussions with Housing Associations, developers and the Scottish Government were undertaken in drafting the framework for the next Strategic Housing Investment Plan.

This process therefore provided a degree of certainty that the sites identified in the Strategic Housing Investment Plan to meet the outcomes of the Local Housing Strategy were developments that could be delivered and taken forward from plans and proposals to delivery on the ground.

The detailed work on the Local Housing Strategy also identified the potential need for an Affordable Housing Policy for particular areas of Renfrewshire. Again both Planning and Housing worked together to come up with a reasonable approach to delivering affordable housing based on the evidence presented in the Local Housing Strategy.

Another area of joint working involved reviewing specialist housing provision, in particular the needs of Gypsy/Travellers. An internal corporate working group has been set up to ensure that this is discussed across all Council Services. The outcomes from discussions not only informs the Action Plan of the Local Housing

Strategy and main issues for the next Renfrewshire Local Development Plan, it will also feed to a wider Gypsy/Traveller working group that has been set up to review cross boundary issues within the Glasgow and the Clyde Valley and Ayrshire Authorities.



Linwood



## Case Study - Paisley West End (Performance Marker 6, 10, 12,)

The west end of Paisley has been the subject of a number of regeneration plans in the past including Planning preparing an Area Development Framework in 2009 in partnership with other Council Services and key stakeholders.

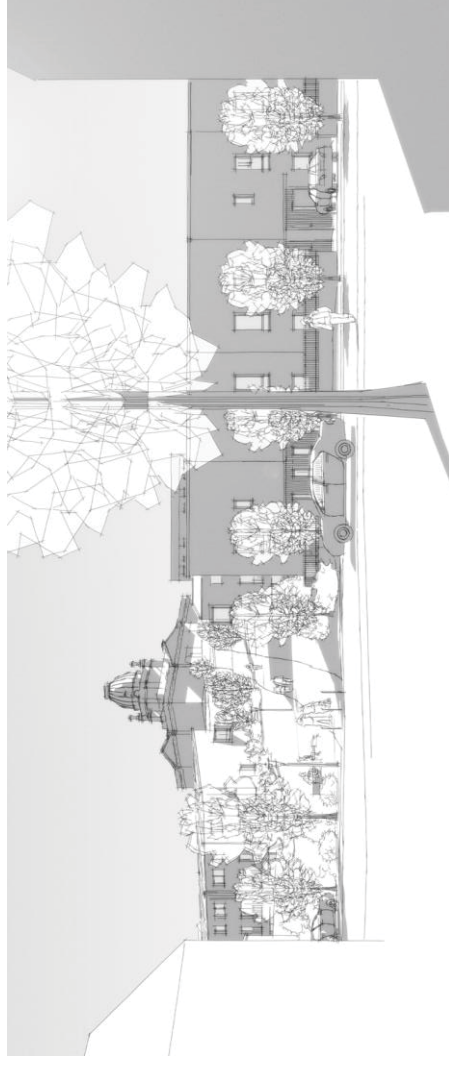
Unfortunately due to the economic recession, a number of the objectives set out in the framework were challenging to implement and impacted on the investment plans and timescales for commercial properties as well as new house building.

In November 2015, Renfrewshire Council appointed Sanctuary Scotland as a partner to assist in developing and delivering the refreshed strategy for Paisley West End.

Over the last 15 months, Renfrewshire Council and Sanctuary Scotland have been developing proposals and prepared a draft masterplan.

The masterplan looks at investing in a mix of new homes for private rent and social rent as well as enhancements to the overall public realm of the area, potential new commercial units and improved connectivity.





Extensive consultation and engagement requires to be continuous throughout the process to inform the masterplan, greatly influencing the final proposals.

Initial consultation and engagement was undertaken jointly between partners in a local community hall in the middle of Paisley West End. Turnout at the consultation events was good and many of the residents, commercial operators and people in the surrounding area provided really useful feedback allowing the next stage of the process to commence.

Given the good turnout and positive engagement, this provides some certainty for the Council and Sanctuary Scotland that the initial proposals provide a framework that can be enhanced and developed further through the consultation process.

A positive outcome of the initial consultation event was that having the Council and Sanctuary Scotland at the one event ensured stakeholders were receiving consistent advice and the same message, confirming and displaying the good partnership approach.

It is considered that the effective communication leading up to the initial consultation event as well as at the event, led to positive feedback as well as a willingness from many stakeholders to become more involved in the process, not just given the opportunity to be kept informed of the proposals. There is on-going consideration of how to take forward the partnership approach with all stakeholders.

The Planning Service will continue to have enhanced links with partners aiming to ensure Planning is at the heart of Council business and corporate strategies.

## Corporate Working

In the previous Planning Performance Framework, Renfrewshire Council reported on cross departmental input that occurs during various stages of the planning process.

The Planning Service is also a key contributor to many of the corporate priorities, plans and strategies such as the Community Plan.

Planning has a central role to play in preparing the Community Plan and is currently involved in shaping the new Locality Plans.

The main focus of this is that the Locality Plans provide the framework collaborating Renfrewshire Council's priorities for the next 10 years and the Local Development Plan provides the spatial representation of Locality Plans.

As well as this, the Local Development Plan Action Programme also provides the implementation mechanism for the Council's priorities and delivery of the outcomes of Locality Plans.



## Case Study - Glasgow City Region City Deal - Renfrewshire (Performance Marker 2, 3, 6, 9, 10, 12)

The Glasgow City Region City Deal has the potential to deliver significant economic growth, greater connectivity for the region, reinvigorating underused land and enhancing opportunities for creating greater places.

To ensure successful implementation of Renfrewshire's three City Deal projects, Renfrewshire Council has embedded various mechanisms and structures to project manage the proposals. These mechanisms include creating a team which grows and contracts as different workstreams are progressed, an internal officers group with input from each relevant service, a members/officers group to keep elected members up to date, along with a senior officers group which reports to the City Deal cabinet.

Planning has a strong role to play in the internal officers group which meets monthly to report on-going progress. Assistance from Planning has been central to progressing the projects such as the provision of baseline data for the projects, contributing to the business cases and ensuring that these remain up to date, outlining the land use constraints, providing policy advice, input to masterplans for the site, reviewing all of the supporting documents ensuring that they are in line with Scottish Planning Policy, the Strategic Development Plan as well as local policy, providing pre-application consultation and advice, as well as assisting with consultation and engagement events.

By working in partnership with the City Deal team, other Services within Renfrewshire Council; neighbouring authorities and key community stakeholders, Planning has influenced the projects by setting a policy framework and guidelines to ensure that the plans allow for successful delivery, focusing on the outcomes of the projects.

City Deal has provided an opportunity for Planning to greatly influence corporate policy and priorities. It is considered that Planning ensured effective and efficient decision making through collaborative working.



Renfrew Riverside



## Case Study – Clydeplan (Performance Marker 10, 13)

Renfrewshire Council continues to work jointly with the seven other local authorities within the Glasgow and the Clyde Valley Strategic Development Planning Authority to prepare and facilitate the delivery of the second Strategic Development Plan for the area – Clydeplan.

The new Renfrewshire Local Development Plan will continue to support the priorities identified in Clydeplan to assist the future growth within the city region balanced with the enhancement of our existing places as well as the creation of new high quality places and a strong focus on the environment.

The framework provided by Clydeplan also provides the strategic planning context for the delivery of the Glasgow City Region City Deal.

The unique collaborative partnership working with Renfrewshire Council along with the other authorities through Clydeplan has provided opportunities and synergies that benefitted the development of an effective and efficient governance structure for the Glasgow City Region City Deal.



**Renfrew Riverside**





Glasgow Airport Investment Area





Bishopton

## Culture of Continuous Improvement

This section aims to demonstrate a culture of learning and improving. It details the service improvements and changes over the last 12 months with the aim to improve performance, reflecting the importance of ensuring a good quality service for all users of the Planning Service.

Renfrewshire Council is involved in many groups which assists in learning and continuous improvement such as through the Glasgow and the Clyde Valley Green Network Partnership; the Scottish Outdoor Access Forum; the Scottish Strategic Environmental Assessment Forum; the Local Authorities Historic Environment

Forum; the Corporate Address Gazetteer Forum; the One-Scotland Mapping Agreement Group; and the Ordnance Survey User Group. Some of the Councils also participate in the national (Solace) benchmarking families as well as the Local Authority Urban Design Forum.

Part 3 of the Planning Performance Framework details the programme of improvement that has been set for 2017 and 2018.

## **Renfrewshire Local Development Plan** (Performance Marker 6, 7, 8, 9, 10, 11, 13, 15)

The consultation for the Renfrewshire Main Issues Report will conclude at the end of May after extensive public consultation and engagement. Renfrewshire Council have gathered significant amounts of comments and feedback through the pre-Main Issues Report consultation and engagement.

It is considered that the range of consultation and engagement methods used has assisted in gathering the range of constructive comments which will shape the next stage in the process of preparing the Renfrewshire Local Development Plan.

Early feedback from many community groups was that the proposals maps and the diagrams in the Renfrewshire Local Development Plan were too strategic and did not capture the important considerations for Renfrewshire's settlements.

In considering a new approach to address the constructive comments, Renfrewshire Council are proposing to develop Place Plans for areas across Renfrewshire in the Proposed Renfrewshire Local Development Plan, which will be prepared early in 2018.

The preparation of these plans will be taken forward with input from and consultation with the local communities alongside the preparation, consultation and engagement of Community Planning's new local Outcome Improvement Plans and Locality Plans.

By working closely with Renfrewshire's Community Planning Partnership on the joint development of Locality Plans and Place Plans there will be an opportunity for integration of Plans as well as having a streamlined consultation and engagement process.

The collaboration will provide an additional, innovative dimension to the review of the Renfrewshire Local Development Plan that will facilitate opportunities for addressing regeneration, placemaking, along with conserving and enhancing local places.

## **Renfrewshire Places – Dargaval Village** (Performance Marker 5)

Since receiving notification of the Proposal of Application Notice in November 2016 for land designated for business and industry to be used for residential, Renfrewshire Council have increased the frequency and contributors to the internal projects meetings for Dargaval Village as well as ensuring that meetings with external bodies and Key Agencies are resourced and well co-ordinated.

The implications of the proposals by BAE Systems has resulted in refreshing project management structures and reporting systems as well as setting up individual groups to work through the implications in relation to issues such as infrastructure, education, health and transport considerations.

Renfrewshire Council anticipate the submission of a major planning application which may involve a revised masterplan for the site as well as considering refreshed and new design briefs/codes along with a revised Section 75 legal agreement. Future Planning Performance Frameworks will detail any changes to service requirements in considering the new planning applications.

## **Renfrewshire Economy – Simplified Planning Zones** (Performance Marker 5)

Over the last year, Renfrewshire Council have continued to assist and share best practice with other Local Authorities as well as providing presentations and appearing at various conferences and events sharing our experience in setting up and implementing two Simplified Planning Zones.

The Council have also actively contributed to the Scottish Government's review of SPZ legislation and procedures as taken forward in the current review of the Scottish Planning System.

Renfrewshire Council have also been working with landowners for Hillington Business Park as well as Glasgow City Council with a view to revising the SPZ for Hillington Park, due to the success of the Simplified Planning Zones for this site.

## **Renfrewshire Green Network – Johnstone South West** (Performance Marker 5)

To ensure a deliverable solution to the flooding and drainage infrastructure constraints associated with the Community Growth Area at Johnstone South West, Planning has been liaising closely with colleagues in relation to flooding and drainage. This joint approach has helped consultants provide a workable, achievable but also an affordable solution to assist future development in this area of Johnstone.

In the next few months, once receiving the final Surface Water Management Strategy, Planning will work with developers to take forward the implementation of green/blue network proposals. This may involve further discussions with the Scottish Government in relation to the Housing Infrastructure Fund, seeking grant assistance to deliver affordable homes in the area as well as speaking to private developers outlining the possibilities for private investment in Johnstone. Future Planning Performance Frameworks will detail progress on this project.



## **Planning & Housing Service** (Performance Marker 3, 6, 11, 12)

The Planning Service, through preparing various plans, proposals and strategies over the year as well as assisting with implementation of projects, continue to learn from the outcomes and outputs of delivered projects on the ground.

By actively participating in the delivery of the regeneration projects as well as assisting with the implementation of affordable housing, Planning and Housing along with housing association partners have been considering how best practice and learned experience of delivering projects can be documented.

There has to date, been early discussions with housing association partners to consider the preparation of a Design Manual for affordable housing in Renfrewshire taking account of design, space standards as well things that have worked well in projects.

Planning has offered to lead on the preparation of the Design Manual for Affordable Housing in Renfrewshire, ensuring that placemaking is a key component of the document.

It is proposed that as each new phase of affordable homes are released, site visits are arranged to look at the detail of the

successful as well as the less successful elements of design and lessons can be learned for future projects.

Future Planning Performance Frameworks will outline the progress on the Design Manual and when complete, this could be used to share Renfrewshire Council's experience with other local authorities and housing associations.



## Renfrewshire's Centre Strategies and Action Plans (Performance Marker 3, 6, 10, 11, 12)

Over the last 12 months Renfrewshire Council have completed all Town Centres Strategies including a Centre Strategy for Braehead which is a Strategic Centre in Renfrewshire.

Each of the Centre Strategies has a detailed Action Plan through which progress can be monitored. The Actions in the Centre Strategies are being taken forward by various groups, however Planning is leading and/or assisting in all of the actions to ensure actions are progressed.

The key diagrams which set the framework for where actions will be delivered in Centres are being progressed further by Planning and may provide the basis for future place plans for the towns in Renfrewshire.

## Benchmarking Group (Performance Marker 6, 11, 12, 13)

As outlined in previous Planning Performance Frameworks, Renfrewshire Council benchmark with various groups including the Heads of Planning Development Planning Sub-Committee, the West of Scotland Planning Benchmarking Group, the National Development Plan Forum and at the strategic level, Development Planning teams benchmark extensively with the eight Councils who prepare the Glasgow & Clyde Valley Strategic Development Plan.

A wide range of topics were discussed at all of these meetings. The meetings allow for the sharing of experiences and best practice. Of particular note this year has been discussions on:

- **Staffing levels within each authorities' planning service.** For the past few years we have compared staffing levels within the development management teams. This year we expanded this to include development plans teams. This allows the Councils to compare staffing levels and workloads with some nearby and comparable authorities;
- **Training policies and procedures** were discussed on a number of occasions. This included elected member training, community council training and planning staff training. Staff training is a subject that we intend to develop over the coming year with plans in place to undertake some joint staff training across the authorities;
- **The discussions on the form and content of reports of handling and decision notices** were useful as the authorities were able to learn from the practices of the other Councils, ensuring compliance with the relevant legislation whilst minimising administrative procedures and obtaining efficiencies;
- **The use of national guidance standards**, including the SCOTS Roads Development Guide, Designing Streets and the Place Standard were interesting to discuss as practices varied across the Councils.

## **Elected Members Training** (Performance Marker 9)

Over the past 12 months a suite of training has been delivered by Planning, effectively outlining many aspects of the Council's activities.

In particular, two separate half days of training has been provided on various planning processes including Proposal of Application Notices and Local Review Bodies. This was delivered by both Planning and Legal Services and was attended by senior officers along with the Chief Executive.

The feedback from the Elected Members has indicated that this format is effective in confirming the role of Councillors and in gaining an understanding of the key issues for the Council as well as the staff involved in the delivery of services.

A weekly meeting has also been set up between the Convenor and Vice Convenor of the Planning Board with the Head of Service and this provides an opportunity to highlight new and emerging issues that will be of relevance to the Committee Members.

Planning have also conducted tours of the strategic development locations across Renfrewshire in order to acquaint Members of the

scale of development taking place across the area and the commitments that have been made to secure investment and economic growth.

A further round of Planning and Local Review Body Training is scheduled for Autumn 2017 which will coincide with a meeting of the Communities, Housing and Planning Policy Board.

Renfrewshire Council is also preparing a suite of Policy updates to the Members to ensure that their decision making processes are effective and in line with the terms of the Renfrewshire Local Development Plan.

Given that the Renfrewshire Local Development Plan is currently at the Main Issues Report stage, Planning will also be providing further training to Members on the Proposed Plan and relevant policies and proposals.



## Part 2: Supporting Evidence

Part 1 of this report was compiled drawing on evidence from the following sources:-

### **Renfrewshire Local Development Plan**

<http://www.renfrewshire.gov.uk/article/2478/Renfrewshire-Local-Development-Plan>

### **Renfrewshire Main Issues Report**

<http://www.renfrewshire.gov.uk/media/3547/Renfrewshires-Main-Issues-Report-2017/pdf/LDPMIR-FINAL v2 1304171.pdf>

### **Bishopton Contextual Masterplan 2011**

<http://www.renfrewshire.gov.uk/media/1587/ROF----Contextual-Masterplan---March-2011/pdf/ROF Contextual Masterplan Reduced size.pdf>

### **Glasgow and Clyde Valley City Deal**

<http://www.renfrewshire.gov.uk/citydeal>

### **Clydeplan**

<https://www.clydeplan-sdpa.gov.uk/>

### **Hillington Park Simplified Planning Zone**

<http://www.renfrewshire.gov.uk/article/2480/Hillington-Park-Simplified-Planning-Zone>



Hawkhead, Paisley

**Renfrew Town Centre Simplified Planning Zone**

<http://www.renfrewshire.gov.uk/article/3067/Renfrew-Town-Centre-Simplified-Planning-Zone>

**Go Outdoors - Renfrewshire Outdoor Access Strategy**

<http://www.renfrewshire.gov.uk/media/2889/Outdoors-for-You-Renfrewshire-Outdoor-Access-Strategy-2016-2026/pdf/OutdoorsForYouStrategy.pdf>

**Renfrewshire Cycling Strategy 2016-2025**

<http://www.renfrewshire.gov.uk/article/4531/Renfrewshire-Cycling-Strategy-2016-2025>

**Johnstone South West Charrette Report**

<http://www.gov.scot/Resource/0039/00395167.pdf>

**Renfrewshire Strategic Housing Investment Plan 2017/18 to 2021/22**

<http://www.renfrewshire.gov.uk/media/3267/Strategic-Housing-Investment-Plan-2017-18-to-2021-22/pdf/Strategic Housing Investment Plan 2017-18 to 2021-22.pdf>

**Renfrewshire Local Housing Strategy (LHS) 2016-2021**

<http://www.renfrewshire.gov.uk/media/3545/Local-Housing-Strategy-2016-2021/pdf/Local Housing Strategy 2016-2021.pdf>

**Renfrewshire's Centre Strategies**

<http://www.renfrewshire.gov.uk/article/3068/Renfrewshires-Centre-Strategies>

**Design Erskine Town Centre Charrette**

[http://www.renfrewshire.gov.uk/media/3461/Design-Erskine-Town-Centre-Charrette---Report/pdf/erskine\\_charrette\\_final\\_report.compressed.pdf](http://www.renfrewshire.gov.uk/media/3461/Design-Erskine-Town-Centre-Charrette---Report/pdf/erskine_charrette_final_report.compressed.pdf)

**Draft Paisley West End masterplan**

<http://renfrewshire.cmis.uk.com/renfrewshire/Document.ashx?czlKcaeAI5tUFL1DTL2UE4zNRBcoShgo=14LYlVI%2bQPRcdZLE%2fPyRAaErsm%2fnRIs3rR5UZSF5INd023ab9VfUcQ%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyw%3d%3d=pwRE6AGJFLDNlh225F5QMaQWCtPHwdhUfCZ%2fLUQzgA2uL5jNRRG4jdQ%3d%3d&mCTIbCubSFxSDGW9IXnlg%3d%3d=hFfIUdN3100%3d%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFfIUdN3100%3d%3d&uIovDxwdjIMPoYv%2bAJvYtvA%3d%3d=ctNJFf55vVA%3d%3d&F55vVA%3d%3d&FgPIIEJYlotS%2bYGoBi5oIA%3d%3d=NHdURQburHA%3d%3d&d9Qij0ag1Pd993isyOJqFvmyB7X0CSQK=ctNJfF55vVA%3d%3d&WGeWmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJfF55vVA%3d%3d&WGewmoAfeNQ16B2MHuCpMRKZMwaG1PaO=ctNJfF55vVA%3d%3d>

**Renfrewshire Community Plan 2013-2023**

<http://www.renfrewshire2023.com/wp-content/uploads/2013/11/CommunityPlan1.pdf>

**Renfrewshire Local Development Plan Action Programme**  
[http://www.renfrewshire.gov.uk/media/1550/Adopted-LDP-Action-Programme---November-2014/pdf/LDP-ActionProgramme\\_06print\\_FINAL\\_NOV\\_2014.pdf](http://www.renfrewshire.gov.uk/media/1550/Adopted-LDP-Action-Programme---November-2014/pdf/LDP-ActionProgramme_06print_FINAL_NOV_2014.pdf)

**Planning Enforcement Charter**  
[http://www.renfrewshire.gov.uk/media/1165/Renfrewshire-Councils-Planning-Enforcement-Charter/pdf/Enforcement\\_Charter\\_2015.pdf](http://www.renfrewshire.gov.uk/media/1165/Renfrewshire-Councils-Planning-Enforcement-Charter/pdf/Enforcement_Charter_2015.pdf)

**Scheme of Delegation**  
[http://web.renfrewshire.gov.uk/webreplicas/agendar.nsf/dd972e64c4d0feec802570d70059f348/8CF7E58A9965806380257B19004DAF2A/\\$file/section%205%20delegations%20to%20officers%20with%20edits%20incorporated.pdf](http://web.renfrewshire.gov.uk/webreplicas/agendar.nsf/dd972e64c4d0feec802570d70059f348/8CF7E58A9965806380257B19004DAF2A/$file/section%205%20delegations%20to%20officers%20with%20edits%20incorporated.pdf)

**Developer Contributions – Local Development Plan (Page 21)**  
[http://www.renfrewshire.gov.uk/media/1546/Adopted-Renfrewshire-Local-Development-Plan---August-2014/pdf/Adopted\\_Local\\_Development\\_Plan\\_August\\_2014.pdf](http://www.renfrewshire.gov.uk/media/1546/Adopted-Renfrewshire-Local-Development-Plan---August-2014/pdf/Adopted_Local_Development_Plan_August_2014.pdf)

**Housing Land Supply Supplementary Guidance**  
[http://www.renfrewshire.gov.uk/media/3731/Housing-Land-Supply-Supplementary-Guidance-update-2017/pdf/Housing\\_Land\\_Supply\\_Supplementary\\_Guidance\\_2017\\_update\\_31032017.pdf](http://www.renfrewshire.gov.uk/media/3731/Housing-Land-Supply-Supplementary-Guidance-update-2017/pdf/Housing_Land_Supply_Supplementary_Guidance_2017_update_31032017.pdf)

**Processing Agreements**  
[http://www.renfrewshire.gov.uk/media/1162/Processing-Agreement---Renfrewshire-Advisory-Note/pdf/Processing\\_Agreement\\_-\\_Renfrewshire\\_Advsory\\_Note.pdf](http://www.renfrewshire.gov.uk/media/1162/Processing-Agreement---Renfrewshire-Advisory-Note/pdf/Processing_Agreement_-_Renfrewshire_Advsory_Note.pdf)





## Part 3 – Service Improvements for Renfrewshire 2017 - 2018

The following table outlines what Renfrewshire Council set out to achieve in 2017 – 2018.

Committed Improvements	Action Required
<p>1. Making Plans for the future – Community Planning &amp; Planning</p>	<p>Work alongside the Community Planning Team at Renfrewshire, assisting with consultation and engagement as well as stakeholder sessions to raise awareness of the changes to Community Planning, the format and content of Locality Plans and how we can get Renfrewshire residents along with other stakeholders to inform and shape plans.</p> <p>As part of the initial consultation and engagement for the Local Outcome Improvement Plan and Locality Plans, Planning and Community Planning will work together to formally establish the Place Standard Tool in Renfrewshire as a technique for providing constructive feedback on priorities, key issues and desired outcomes for Renfrewshire. The aim will be to roll out an electronic version of the Place Standard Tool to allow a range of stakeholders to engage. The feedback on the Place Standard Tool will require joint analysis between Planning and Community Planning and then this can be used as a corporate baseline and evidence base for future plans, policies and strategies in Renfrewshire.</p> <p>Establish and prepare Place Plans through the next Renfrewshire Local Development Plan which will be the spatial framework for the Locality Plans for Renfrewshire with the Renfrewshire Local Development Plan Action Programme facilitating delivery of priorities.</p>



2. Making Plans for the future – The Next Renfrewshire Local Development Plan	<p>In line with Action 1 above, by assisting Community Planning through early consultation and engagement on Locality Plans, Planning will commence the preparation of Place Plans which cover all of Renfrewshire providing the spatial dimension for the key themes, priorities and outcomes of the Locality Plans.</p> <p>The preparation of the Place Plans will be undertaken with community groups and those that indicate at the Community Planning events that they would want to contribute to plans for areas in Renfrewshire.</p> <p>These Place Plans would then form the basis of consultation in the Proposed Renfrewshire Local Development Plan and be part of the statutory planning framework for Renfrewshire.</p>
3. Making Plans for the future – City Deal	<p>Through the next Renfrewshire Local Development Plan, the statutory framework and relevant policies will be in place to guide City Deal investment to the right locations. Planning also propose to work alongside our City Deal colleagues to set guiding principles, design criteria and placemaking principles to ensure that the investment and development that results from City Deal projects are of good design and provide a positive lasting legacy of the City Deal investment.</p>
4. People Make the System Work	<p>Working in partnership with Community Councils, Development Trusts and other key community groups to prepare Place Plans.</p> <p>Renfrewshire Council consider if community representatives are given support and assistance in preparing Place Plans then communities will be ready to take on the task of preparing Place Plans for their own communities, should the proposals as set out in the Scottish Government review of the Scottish Planning System be implemented.</p>
5. Building More Homes and Delivering Infrastructure	<p>Renfrewshire Council aim to investigate mechanisms and/or frameworks to ensure affordable homes are delivered more quickly by having procedures / protocols which set out procurement / legal / estate options for various stalled and regeneration housing sites.</p>

6. Building More Homes and Delivering Infrastructure	<p>The preparation of a Development Opportunity Brief for sites where we know that there is a housing need and demand, the land is available for development and there would also be potential grant availability for affordable housing.</p> <p>The Development Opportunity Brief would provide a information that would assist in marketing the site for residential purposes, providing details in relation to infrastructure, services, site conditions, education provision, access and transportation considerations, potential site numbers with a layout outlining the potential form of development which Planning would consider acceptable. It could provide in principle 'Development Ready' land for housing, leading to more certainty for developers.</p>
7. Building More Homes and Delivering Infrastructure	<p>Prepare a Design Manual for affordable Housing in Renfrewshire taking account of design, space standards, which would include best practice examples as well as examples that have not work so well.</p>



## Part 4: National Headline Indicators

The following table and commentary details the performance of Development Planning and Development Management highlighting Renfrewshire's ability to meet or exceed statutory or policy targets set by the Scottish Government.

Key outcomes			2016-2017	2015-16
<b>Development Planning:</b> Age of local/strategic development plan(s) (years and months) at end of reporting period <i>Requirement: less than 5 years</i>			<b>Local Development Plan</b> The Renfrewshire Local Development Plan (Adopted 28 August 2014)  = 2 year and 7 months (31 March 2017)  <b>Strategic Development Plan</b> Glasgow & the Clyde Valley Strategic Development Plan (Adopted 25 May 2012)  = 4 years, 10 months	<b>Local Development Plan</b> The Renfrewshire Local Development Plan (Adopted 28 August 2014)  = 1 year and 7 months (31 March 2016)  <b>Strategic Development Plan</b> Glasgow & the Clyde Valley Strategic Development Plan (Adopted 25 May 2012)  = 3 years, 10 months
			<b>Local Development Plan</b> Yes  <b>Strategic Development Plan</b> Yes	<b>Local Development Plan</b> Yes  <b>Strategic Development Plan</b> Yes
			Yes – Later due to delay on decisions from DPEA in relation to current housing planning appeals that are central to setting out Renfrewshire Council's future development strategy.	No – On target
Will the local/strategic development plan(s) be replaced by their 5 <sup>th</sup> anniversary according to the current development plan scheme? (Y/N)				
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year? (Y-earlier/Y-later/N)				

Key outcomes			2015-16
Were development plan scheme engagement/consultation commitments met during the year?(Y/N)	Yes (See page 59)	Yes	
Key outcomes			2015-2016
<b>Effective Land Supply and Delivery of Outputs</b>			
Established housing land supply	10,347 units	9873 units	
5 year effective housing land supply	4,195 units	2813 units	
5 year housing supply target	3,520 units	4023 units	
5 year effective housing land supply (to one decimal place)	5.9 years	3.5 years	
Housing approvals	1,292 units	778 units	
Housing completions over the last 5 years	2,192 units	1551 units	
Marketable employment land supply	124.7 hectares	124.7 hectares	
Employment land take-up during reporting year	6.32 hectares	9.91 hectares	

Key outcomes			2015-16
<b>Development Management Project Planning</b>	Percentage of applications subject to pre-application advice	31%	35%
	Number of applications subject to pre-application advice	218	N/A
Percentage of major applications subject to processing agreement		0.9%	N/A
	Number of major applications subject to processing agreement	6	1
<b>Decision-making</b>	Application approval rate	97.7%	97.1%
	Delegation rate	96.4%	97.5%
<b>Validation</b>	Percentage of applications valid upon receipt	68%	N/A

Key outcomes			2015-16
<b>Decision-making timescales</b>			
Average number of weeks to decision:			
Major developments	20 Weeks		13.3 Weeks
Local developments (non-householder)	9.8 Weeks		9.4 Weeks
Householder developments	7.6 Weeks		7.9 Weeks
<b>Legacy Cases</b>			
Number cleared during reporting period	0		3
Number remaining	3		3
<b>Enforcement</b>			
Time since enforcement charter published / reviewed (months) <i>Requirement: review every 2 years</i>	Published August 2015/Update due August 2017	Published August 2015/Update due August 2017	Published August 2015/Update due August 2017

## Part 5: Official Statistics

### A: Decision-making timescales (based on 'all applications' timescales)

Category	Total number of decisions 2016-2017	Average timescale (weeks)	
		2016-2017	2015-2016
<b>Major developments</b>	<b>6</b>	<b>20 weeks</b>	<b>13.1 weeks</b>
<b>Local developments (non-householder)</b>			
• Local: less than 2 months	237	9.8 weeks	9.4 weeks
• Local: more than 2 months	53.6 (%) 46.4 (%)	6.4 weeks 13.6 weeks	6.9 weeks 12.9 weeks
<b>Householder developments</b>			
• Local: less than 2 months	310	7.6 weeks	7.9 weeks
• Local: more than 2 months	77.7 (%) 22.3 (%)	6.9 weeks 10.1 weeks	7.5 weeks 9.8 weeks
<b>Housing developments</b>			
<b>Major</b>	4	18.1 weeks	14.4 weeks
<b>Local housing developments</b>	55	11.4 weeks	10.4 weeks
• Local: less than 2 months	43.6 (%)	6.6 weeks	6.9 weeks
• Local: more than 2 months	56.4 (%)	15.1 weeks	13.4 weeks

Category	Total number of decisions 2016-2017	Average timescale (weeks)	
		2016-2017	2015-2016
<b>Business and industry</b>			
<b>Major</b>	0	-	-
<b>Local business and industry</b>	12	11.1 weeks	9.2 weeks
• Local: less than 2 months	50 (%)	5.4 weeks	6.7 weeks
• Local: more than 2 months	50 (%)	16.9 weeks	13.3 weeks
<b>EIA developments</b>	0	-	-
<b>Other consents</b>	144	7.5 weeks	10 weeks
<b>Planning/legal agreements</b>	1	31.9 weeks	23.1 weeks
• Major: average time	1	31.9 weeks	-
• Local: average time	-	-	23.1 weeks
<b>Local reviews</b>	3	14.4 weeks	15.6 weeks



## B: Decision-making: local reviews and appeals

Type	Original decision upheld					
	Total number of decisions		2016-2017		2015-2016	
	2016-2017	No.	%	No.	%	
Local reviews	3	3	100%	4	100%	
Appeals to Scottish Ministers	3	3	100%	5	20%	

## C: Enforcement activity

	2016-2017	2015-2016
Complaints lodged	16	49
Cases taken up	16	49
Breaches identified	16	49
Cases resolved	13	35
Notices served	1	8
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

# Commentary on National Headline Indicators & Official Statistics

## Development Plan

The Renfrewshire Local Development Plan was adopted on the 28 August 2014. Work has commenced on the review of the adopted Renfrewshire Local Development Plan.

Extensive consultation and engagement took place between 2015 and 2016 to inform the preparation of the next Renfrewshire Local Development Plan.

The Renfrewshire Local Development Plan Main Issues Report and Environmental Report along with supporting background papers was prepared and presented to the Planning and Property Policy Board on the 24 January 2017.

The Renfrewshire Local Development Plan Main Issues Report and accompanying documents went out to consultation on the 6 February 2017.

The representations received to the Main Issues Report, Environmental Report and Background Reports will be considered in the preparation of the Proposed Renfrewshire Local Development Plan.

## Development Plan Scheme

The next Development Plan Scheme (2017) will be presented to the Board in August 2017.

Renfrewshire Council have been preparing and presenting the Development Plan Scheme for approval each November. However as there is a change to the timetable for the preparation of the next Renfrewshire Local Development Plan, it was considered necessary to report on this change.

The timetable for preparation of the Plan has been revised in response to the delay in the DPEA determining eight planning appeals for housing developments across Renfrewshire.

The outcome of these appeals will inform the preparation of the Proposed Renfrewshire Local Development Plan in relation to meeting Renfrewshire's Housing Land Requirements.

## 5 year effective housing land supply

At the 31 March 2017, Renfrewshire Council have more than a 5 year all tenure effective land supply.

Clydeplan Strategic Development Plan (2017) sets Renfrewshire's Housing Supply Targets over the plan period. Clydeplan replaces the Glasgow and the Clyde Valley Strategic Development Plan (2012) which was used to calculate the effective land supply in last year's Planning Performance Framework, as outline below.

### Renfrewshire's 5 year effective housing land supply calculation

*Renfrewshire's Private Housing Supply Target (2012-2024) = 6050*

- Annual Housing Supply Target - 6050/12 = 504

*Social Sector Housing Supply Target (2012-2024) = 1800*

- Annual Housing Supply Target - 1800/12 = 150\*

\*Annual Social Sector Housing Supply Target increased to 200 per annum in line with Renfrewshire's Local Housing Strategy 2016 – 2021.

Renfrewshire's all tenure Housing Supply Target for next five years (504\*5) + (200\*5) = 3520

All tenure effective supply (2016 Housing Land Audit) = 4195

All tenure effective supply exceeds Housing Supply Targets by 675 units giving Renfrewshire a 5.9 years supply.

## Decision-making timescales (major developments)

Decision making timescales for major developments increased from 13.3 weeks to 20 weeks during the last year. This increase is the result of five planning applications for new housing developments in the greenbelt.

Each planning application was submitted following pre-application discussions where Planning advised that the development proposal should be considered through the preparation of the next Renfrewshire Local Development Plan. This advice to follow the plan-led system was not taken and subsequent planning applications, in locations not considered sustainable, were submitted by developers.

Renfrewshire Council decided that each of these planning applications required to be determined at a meeting of the Full Council as they are contrary to the Development Plan and generated a significant amount of representations.

The board cycle for Full Council subsequently increased the decision-making timescales for these applications.

The five planning applications were refused by Renfrewshire Council and an appeal for each is currently being considered by the DPEA.

### **Pre-Application Advice**

**(Performance Marker 1, 2, 3, 6, 10, 12, 15)**

Renfrewshire Council continue to hold a significant amount of pre-application meetings to ensure that the submission of any application to the Council should aim to address all of the issues/queries raised by the Council, Key Agencies and other stakeholders.

At the pre-application meetings a range of officers attend depending on the nature and scale of the proposals. This will involve officers from Development Planning, Development Management, Roads, Flooding & Drainage along with environmental input from officers with a specialist knowledge of noise, contaminated land, refuse collection, etc.

Renfrewshire Council continues not to charge for the pre application advice service and actively encourages developers to meet and discuss proposals with the Planning Service as early and as frequently as possible.

### **Proposal of Application Notices**

**(Performance Marker 3, 6, 10)**

Renfrewshire Council continue to see an increase in Proposal of Application Notices for a range of major planning applications. This process still causes concern for local members as well as the public and others.

Renfrewshire Council has expressed this concern through the submission made to the Scottish Government's review of the Scottish Planning System.

We continue to carry out training and support for Councillors on various aspects of the Planning system as well as trying to provide as much information on processes and procedures to Community Council or community groups to allow transparency and understanding of this planning process.

### **Processing Agreements**

**(Performance Marker 1, 2, 3, 6, 10, 12, 15)**

As highlighted in last year's Planning Performance Framework, Renfrewshire Council have been using processing agreements for major and local developments, particularly in relation to residential developments or more complex proposals.

Renfrewshire Council has seen an increase in more complex local planning applications as well as major applications and this has resulted in an increase in the number of processing agreements.

Feedback from developers and applicants regarding the use of processing agreements remains positive, providing the certainty required in relation to timescales.

### **Legacy planning applications (Performance Marker 14)**

It was reported in the Planning Performance Framework 2013 – 2014 of a system that was introduced into the monthly performance to capture applications before they reach 'legacy' status.

Although the number of legacy planning application remains the same as reported in 2015 – 2016, Renfrewshire Council continue to actively work to reduce legacy applications to zero.

### **Developer Contributions (Performance Marker 15)**

Renfrewshire Council consider that there is at present clear and proportionate advice given in relation to developer contributions throughout the planning process. Developers are required to make good any infrastructure deficits associated with new development.

Through pre-application meetings, Planning always outline what is expected from developers in relation to creating good developments and adding to the overall place. Should there be a requirement for developer contributions then this is discussed before planning applications are submitted.

The need for a developer contribution policy is one of the eight main issues in the Renfrewshire Local Development Plan Main Issues Report.

Following consultation and engagement on the Main Issues Report, Renfrewshire Council are considering the views of stakeholders to shape whether or not a developer contribution policy will be put forward in the Proposed Renfrewshire Local Development Plan.

### **Enforcement Charter / Scheme of Delegation (Performance Marker 5)**

At 31 March 2017, Renfrewshire's Planning Enforcement Charter and Scheme of Delegation were less than two years old.

Both require to be reviewed to ensure that they remain up to date and relevant, allowing for a good level of customer service.

An update of both Renfrewshire's Planning Enforcement Charter and Scheme of Delegation will be prepared and presented to a Board in later 2017.

## Part 6: Workforce Information

The information requested in this section is an integral part of providing the context for the information in parts 1-5. Staffing information should be a snapshot of the position on 31 March.

	<b>Tier 1</b> <i>Chief Executive</i>	<b>Tier 2</b> <i>Director</i>	<b>Tier 3</b> <i>Head of Service</i>	<b>Tier 4</b> <i>Manager</i>
<b>Head of Planning Service</b>			1	

			<b>DP</b>	<b>Enforcement</b>	<b>Other</b>
<b>Managers/Team Leaders</b>	No. Posts	1.5	5	0	0
	Vacant	0	0	0	0
<b>Main grade posts</b>	No. Posts	5.6	10	0	0
	Vacant	0	0	0	0
<b>Technician</b>	No. Posts	1	1	0	0
	Vacant	0	0	0	0
<b>Office Support/Clerical</b>	No. Posts	3	0	0	0
	Vacant	0	0	0	0
<b>TOTAL</b>		11.1	16	0	0

<b>Staff Age Profile</b>	<b>Number</b>
Under 30	2
30-39	9
40-49	9
50 and over	8

<b>Committee &amp; Site Visits</b>	<b>Number per year</b>
Full council meetings	7
Planning committees	5
Area committees (where relevant)	-
Committee site visits	0
LRB <sup>1</sup>	3
LRB site visits	2

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T: 0300 244 4000  
E: scottish.ministers@gov.scot

Ms Sandra Black  
Chief Executive  
Renfrewshire Council

25 November 2016

Dear Ms Black

## **PLANNING PERFORMANCE FRAMEWORK 2015-16**

Thank you for submitting your authority's annual Planning Performance Framework (PPF) report covering the period April 2015 to March 2016. Please find enclosed your feedback report, which is based on the evidence provided within your PPF.

I am very pleased that the quality of PPF reporting has again improved with many authorities setting out a very clear story of how the service is operating and detailing their priority actions for improvement. There have been general improvements across most of the categories however, there still remains high levels of inconsistency in planning authority decision making timescales across the country. This was also reflected through the recent publication of the statistics for the first quarter of 2016-17 which shows that certain authorities, and certain cases, are dragging the statistics down considerably. I asked officials to look into the reasons for delay in some of the lengthiest cases and will report on that to the High Level Group on Performance.

Planning performance improvement has come a long way in recent years and the PPF framework provides an excellent opportunity for authorities to set out the details behind their performance and showcase good practice and innovative ideas. I hope we can continue to work positively with authorities to improve monitoring processes and continue our collective commitment to improving services.

This is an exciting time for planning – the momentum of the independent planning review is continuing and we will be publishing a consultation outlining options for change in the winter, to inform the future Planning Bill. The consultation will cover a variety of options to enhance community involvement in planning; help deliver homes and infrastructure; simplify development planning and management processes; and focus on improving the service and reputation of planning. It is a challenging timetable but a fantastic opportunity to deliver real change.



Although there are some things that we need legislation to change, many of the panel's recommendations don't need legislation, they need a change in working practices, a recognition that planning creates the places where people work, live, learn and play. To achieve the outcomes we all want to see, authorities need to reposition planning to ensure that it sits at the very heart of the authority and has the resources available to it to make sure it provides the best service possible to developers, stakeholders and the authority in which it sits. To help achieve this we will shortly be launching a consultation on raising the planning fee maximum in an effort to move towards cost recovery. Following the planning bill we will consult further on potential reform of the fee regime.

I hope that you and your authority will actively participate as we progress, ensuring that we see real change throughout the planning community.

**KEVIN STEWART**

**CC: Fraser Carlin, Head of Planning**

## PERFORMANCE MARKERS REPORT 2015-16

Name of planning authority: **Renfrewshire Council**

The High Level Group on Performance agreed a set of performance markers. We have assessed your report against those markers to give an indication of priority areas for improvement action. The high level group will monitor and evaluate how the key markers have been reported and the value which they have added.

The Red, Amber, Green ratings are based on the evidence provided within the PPF reports. Where no information or insufficient evidence has been provided, a 'red' marking has been allocated.

No.	Performance Marker	RAG rating	Comments
1	<b>Decision-making:</b> continuous reduction of average timescales for all development categories [Q1 - Q4]	Amber	<p><b>Major Applications</b> Your average timescales for determining major developments increased from 10.1 weeks to 13.3 weeks. However you remain quicker than the national average of 38.8 weeks. RAG = Amber</p> <p><b>Local (Non-Householder) Applications</b> Your average timescales increased from 8.3 weeks to 9.4 weeks, however these remain quicker than the national average. RAG = Amber</p> <p><b>Householder Applications</b> Your average timescales for determining applications for householder developments marginally increased from 7.2 weeks to 7.9 weeks, slower than the national average of 7.5 weeks. RAG = Red</p> <p><b>TOTAL RAG = Amber</b></p>
2	<b>Processing agreements:</b> <ul style="list-style-type: none"> <li>offer to all prospective applicants for major development planning applications; and</li> <li>availability publicised on website</li> </ul>	Green	<p>You have been using processing agreements for major and local developments, particularly in relation to residential developments or more complex proposals. Whilst your numbers of processing agreements has fallen over the reporting year, you have indicated that the offer is there. <b>RAG= Green</b></p> <p>You promote the use of Processing Agreements on your website and have an Advisory Note about them and contact details online. <b>RAG= Green</b></p>
3	<b>Early collaboration</b> with applicants and consultees <ul style="list-style-type: none"> <li>availability and promotion of pre-application discussions for all prospective applications; and</li> <li>clear and proportionate requests for supporting information</li> </ul>	Amber	<p>You noted that you actively encourage developers to meet and discuss proposals with the Planning Service as early as possible and to ensure that the submission of any application should aim to address all of the issues/queries raised by the Council, key agencies and other stakeholders at the early stages. 35% of your applications were subject to pre-application advice (down from 40% in the previous reporting year). <b>RAG= Green</b></p> <p>Little evidence is provided as to how requests for supporting information are clear and proportionate. <b>RAG=Red</b></p>

4	<b>Legal agreements:</b> conclude (or reconsider) applications after resolving to grant permission <ul style="list-style-type: none"> <li>reducing number of live applications more than 6 months after resolution to grant (from last reporting period)</li> </ul>	Green	<p>You previously advised that you have a process in place to monitor cases to ensure they do not become legacy cases, and that where possible the Council has been trying to use conditions rather than legal agreements.</p> <p>This year you concluded one legal agreement for a local development which took 23.1 weeks.</p>
5	<b>Enforcement charter</b> updated / re-published within last 2 years	Green	Your Enforcement Charter was published within the reporting year (August 2015).
6	<b>Continuous improvement:</b> <ul style="list-style-type: none"> <li>progress/improvement in relation to PPF National Headline Indicators; and</li> <li>progress ambitious and relevant service improvement commitments identified through PPF report</li> </ul>	Amber	<p>Your average timescales for determining major, local and householder developments have all increased – however as you have noted the Council still performs better than the national average across all of these 3 categories. Your development plan and Enforcement Charter are up-to-date. <b>RAG= Amber</b></p> <p>Only 1 of your Service Improvement Actions for the reporting year is marked as ‘Complete’, the others are shown as ‘Ongoing’ however we accept that many of these relate to work which is embedded in your work programmes. You have identified relevant actions for the 2016/17 reporting year throughout your PPF report, however the majority of these relate to core work rather than service improvements. <b>RAG= Amber</b></p>
7	<b>Local development plan</b> less than 5 years since adoption	Green	Your LDP, adopted in August 2014, was 1yr and 7 months at the end of the reporting year.
8	<b>Development plan scheme</b> – next LDP: <ul style="list-style-type: none"> <li>on course for adoption within 5 years of current plan(s) adoption; and</li> <li>project planned and expected to be delivered to planned timescale</li> </ul>	Green	<p>You are on track to replace the LDP within the 5 year cycle, meeting your DPS commitments over the course of the year. You are aiming for adoption in October 2018, ahead of the required 5 year timescale. <b>RAG = Green</b></p> <p>You have committed to undertake an early review of the LDP to provide certainty on housing sites releases. You are in the early stages of plan preparation and would like to see further details about your project management approach to plan making in your next PPF Report. <b>RAG =Green</b></p>
9	<b>Elected members engaged early</b> (pre-MIR) in development plan preparation – <i>if plan has been at pre-MIR stage during reporting year</i>	Green	<p>You are aiming to consult on the MIR from August 2016. You note that the pre-MIR stage is a key stage in the development plan process as it ensures early feedback from a range of stakeholders including elected members. You have not provided much detail on how they were engaged although you have stated they were involved in Community Planning Conferences across the area to find out what the community wants to see prioritised in plans, which appears to have had a wider focus than the LDP.</p>
10	<b>Cross sector stakeholders*</b> engaged early (pre-MIR) in development plan preparation – <i>if plan has been at pre-MIR stage during reporting year</i>  <i>*including industry, agencies and Scottish Government</i>	Green	<p>Over the reporting year your officers have been involved in a range of pre-MIR engagement sessions with stakeholders including an exercise for suggesting new sites; Developers Day; 1 to 1 meetings with agencies, landowners, and developers; the community planning conferences, and other engagement events including the Erskine Charrette.</p>

11	<b>Regular and proportionate policy advice</b> produced on information required to support applications	Green	You have produced two pieces of statutory Supplementary Guidance, and are trying to keep that to a minimum. To augment that, you have also prepared a number of Planning Advice Notes including on householder development and a residential design guide to support applications.
12	<b>Corporate working across services</b> to improve outputs and services for customer benefit (for example: protocols; joined-up services; single contact arrangements; joint pre-application advice)	Green	You have supplied a number of examples of how the Planning Service works with other services across the Council. In particular you highlighted partnership working with housing colleagues to support regeneration to assist delivery of new homes, such as at Thrushcraigs.
13	<b>Sharing good practice, skills and knowledge</b> between authorities	Green	<p>The Council is involved in a number of benchmarking groups and forums to share good practice, including the West of Scotland Planning Benchmarking Group, Heads of Planning Development Planning Sub-Committee, and with your Glasgow &amp; Clyde Valley Strategic Development Plan partner authorities. You also make use of the email list for these benchmarking groups to use as a live forum for any issues that arise. Officers also engage in a series of subject specific groups supporting environmental and technical functions and attend the National Development Plan Forum.</p> <p>In particular, having been in the forefront in establishing Simplified Planning Zones in Scotland, you highlighted your work in sharing that experience with other authorities.</p>
14	<b>Stalled sites / legacy cases:</b> conclusion or withdrawal of old planning applications and reducing number of live applications more than one year old	Green	You have a system in place to capture applications before they reach legacy status. You cleared 3 legacy cases over the reporting year, with just 3 remaining. As indicated last year, you have plans to investigate a trigger for legacy cases in your back office case handling system. You have noted that this has not yet been progressed but will now be followed up once you migrate to a new platform.
15	<b>Developer contributions:</b> clear and proportionate expectations <ul style="list-style-type: none"> <li>• set out in development plan (and/or emerging plan); and</li> <li>• in pre-application discussions</li> </ul>	Green	<p>Last year you received a green rating for this, and whilst we noted that your LDP does not have a general developer contributions policy some information is set out in the infrastructure section – your LDP remains the same, and you have noted in this year's PPF report that your approach continues to be proportionate.</p> <p><b>RAG = Green</b></p> <p>You have noted that through pre-application discussions your planning officers always outline to developers what is expected to create new developments and add to the overall place.</p> <p><b>RAG = Green</b></p>

**RENFREWSHIRE COUNCIL**  
**Performance against Key Markers**

Marker		2012-13	2013-14	2014-15	2015-16
1	Decision making timescales	Red	Green	Green	Amber
2	Processing agreements	Red	Amber	Green	Green
3	Early collaboration	Amber	Amber	Green	Amber
4	Legal agreements	Green	Green	Green	Green
5	Enforcement charter	Red	Green	Green	Green
6	Continuous improvement	Red	Amber	Green	Amber
7	Local development plan	Red	Red	Green	Green
8	Development plan scheme	Amber	Amber	Green	Green
9	Elected members engaged early (pre-MIR)	N/A	N/A	Amber	Green
10	Stakeholders engaged early (pre-MIR)	N/A	N/A	Amber	Green
11	Regular and proportionate advice to support applications	Amber	Amber	Green	Green
12	Corporate working across services	Amber	Amber	Green	Green
13	Sharing good practice, skills and knowledge	Green	Amber	Green	Green
14	Stalled sites/legacy cases	Red	Amber	Green	Green
15	Developer contributions	Amber	Amber	Green	Green

**Overall Markings (total numbers for red, amber and green)**

	Red	Amber	Green
<b>2012-13</b>	6	5	2
<b>2013-14</b>	1	9	3
<b>2014-15</b>	0	2	13
<b>2015-16</b>	0	3	12

**Decision Making Timescales (weeks)**

	2012-13	2013-14	2014-15	2015-16	<i><b>2015-16 Scottish Average</b></i>
Major Development	36.6	12.0 Green	10.1 Green	13.1 Amber	38.8
Local (Non-Householder) Development	11.2	8.7 Green	8.3 Green	9.4 Amber	12.3
Householder Development	7.8	6.9 Green	7.2 Amber	7.9 Red	7.5





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**To:** Communities, Housing and Planning Policy Board

**On:** 29 August 2017

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**Report by:** Director of Development and Housing Services

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**Heading:** Renfrewshire Local Development Plan – Development Plan Scheme (2017)

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## 1. Summary

- 1.1 The Planning etc. (Scotland) Act 2006 requires Local Planning Authorities to prepare an annual Development Plan Scheme setting out the programme for preparing and reviewing their Local Development Plan along with a participation statement indicating when, how and with whom consultation on the Local Development Plan will take place.
  - 1.2 The Renfrewshire Local Development Plan was adopted on 28 August 2014. The Development Plan Scheme attached at appendix 1 outlines the timetable for the preparation of the next Local Development Plan.
- 

## 2. Recommendations

- 2.1 It is recommended that the Board
    - (i) Approves the updated Renfrewshire Local Development Plan – Development Plan Scheme and Participation Statement.
    - (ii) Notes that the Clydeplan Strategic Development Plan was approved by Scottish Ministers on 24th July 2017 and now forms part of the Development Plan for Renfrewshire.
-

### **3. Background**

- 3.1. The current Development Plan for Renfrewshire consists of the Clydeplan Strategic Development Plan which was approved by Scottish Ministers on 24<sup>th</sup> July 2017 and the Renfrewshire Local Development Plan (2014).
  - 3.2. This is the tenth Development Plan Scheme that has been produced by Renfrewshire Council.
  - 3.3. The Development Plan Scheme sets out the stages of preparing each new Local Development Plan as well as a timetable and method for engaging a range of stakeholders in its preparation.
  - 3.4. The timetable as set out on page 6 of the Development Plan Scheme (Appendix 1) has been revised in response to the delay in determining eight planning appeals for housing developments across Renfrewshire which are currently being considered by the Scottish Government's Planning and Environmental Appeals Division. The outcome of these appeals will affect how the Proposed Local Development Plan addresses Renfrewshire's Housing Land Requirements.
  - 3.5. The timetable outlines the significant amount of consultation and engagement that has and will continue to take place before any new or revised plan, policies or strategies are produced. This is in line with Scottish Planning Policy, ensuring effective engagement and consultation right from the start as well as throughout the Development Plan process.
- 

### **4. Next Steps**

- 4.1. Should the Board approve the Development Plan Scheme, it will then be sent to the Scottish Ministers. The updated version of the Development Plan Scheme will then be available online on the planning web pages at <http://www.renfrewshire.gov.uk/article/3070/Preparation-of-the-Next-Local-Development-Plan>
- 

### **Implications of the Report**

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

**Jobs and the Economy** – The Development Plan is a key document in establishing a land use framework for supporting, encouraging and delivering economic development in Renfrewshire through investment and regeneration.

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** - None
- 

## **Appendix 1**

Renfrewshire Local Development Plan – Development Plan Scheme (2017)

### **List of Background Papers**

- (a) None
- 

**Author:** The contact officer within the service is Sharon Marklow, Strategy and Place Manager, 0141 618 7835, email: Sharon.marklow@renfrewshire.gov.uk



Renfrewshire Local Development Plan

# Development Plan Scheme 2017







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# Development Plan Scheme

The provisions of the Planning etc. (Scotland) Act 2006 require Renfrewshire Council as a Local Planning Authority to prepare a Development Plan Scheme (DPS), at least annually.

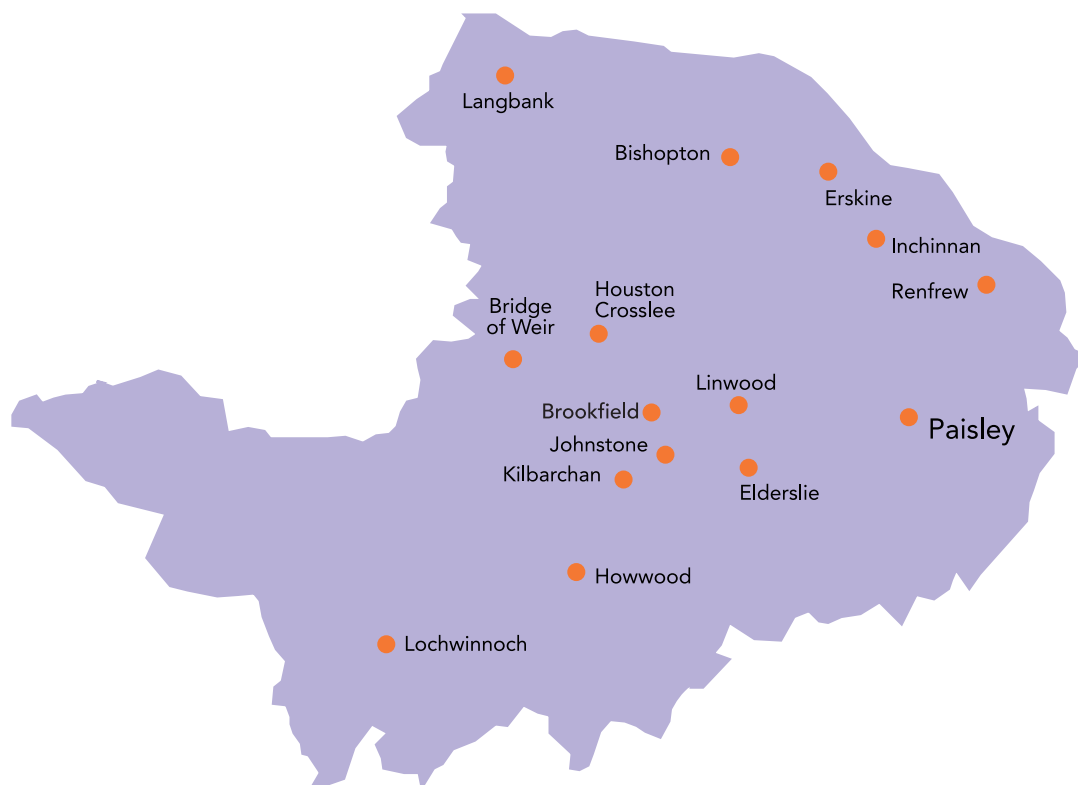
A Development Plan Scheme sets out Renfrewshire Council's programme for preparing and reviewing its Local Development Plan. It outlines what is likely to be involved at each stage of the Local Development Plan process and identifies any changes or updates to the programme. The Development Plan Scheme also includes a participation statement outlining when, how, and with whom, consultation will take place over the coming year.

## The Development Plan System

The Development Plan system in Renfrewshire consists of five core statutory documents:

- The National Planning Framework for Scotland—Scottish Government's strategy for spatial development with Scotland, currently NPF3;
- The Strategic Development Plan—Clydeplan Strategic Development Plan 2017;
- The Local Development Plan—The Renfrewshire Local Development Plan 2014;
- Supplementary Guidance—New Development Supplementary Guidance 2014; and,
- Supplementary Guidance—Housing Land Supply Supplementary Guidance 2015

The Development Plan aims to guide the use and development of land indicating where development or changes in land use should or should not take place. It sets out policies that provide the basis for planning decisions.



Map of Renfrewshire

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## Strategic Development Plan

The Clydeplan Strategic Development Plan was approved with modifications by Scottish Ministers on 24th July 2017 and replaces the Glasgow and Clyde Valley Strategic Development Plan (2012). The Renfrewshire Local Development Plan will require to reflect and be consistent with Clydeplan.

The Strategic Development Plan sets out the long term development strategy for the City Region. The Plan indicates the levels of new development that is required and provides a strategic context for the Renfrewshire Local Development Plan to identify the appropriate locations for investment and development in the local area. The Strategic Development Plan focuses on growing the economy of the city region in a low carbon and sustainable manner, setting out a framework to encourage investment in the right locations.

Map of the 8 Local Authorities within the Clydeplan area



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## Local Development Plan

The Renfrewshire Local Development Plan was adopted on 28th August 2014.

The Renfrewshire Local Development Plan sets out the spatial strategy that facilitates investment and guides the future use of land in Renfrewshire. The Local Development Plan contains policies that provide a framework for decision making on planning applications to ensure that development and changes in land use are appropriate and in the right locations.

**Spatial Strategy**—Guides development throughout Renfrewshire in line with the vision of Renfrewshire's Community Plan and Single Outcome Agreement.

**Proposals Map**—The Local Development Plan strategy and policies illustrated on maps.

**New Development Supplementary Guidance**—Sits alongside the Local Development Plan and provides more detailed guidance on certain policies and/or specific proposals. The New Development Supplementary Guidance supports, complements and forms part of the Local Development Plan.

**Housing Land Supply Supplementary Guidance**—Sets a framework for the assessment of housing development on sites allocated in the Renfrewshire Local Development Plan, in circumstances where the five year effective land supply is not maintained.

**Action Programme**—The Action Programme sets out a list of actions required to implement the policies and proposals in the Local Development Plan, indicating who will be involved in implementing these actions and the timescales. The Action Programme requires to be reviewed and updated at least every two years.



## Main stages of the Local Development Plan preparation

**Main Issues Report (MIR)**—Sets out the Council's general proposals for development along with reasonable alternatives to these proposals.

Consultation on the Main Issues Report and accompanying Environmental Report, as the first stage in preparing the next Local Development Plan, was undertaken between 6 February 2017 and 30 May 2017.

240 responses were received from the public, land owners, developers, key agencies and businesses. These representations will be taken into account in preparation of the next stage of the Renfrewshire Local Development Plan, the Proposed Plan.

**Proposed Plan**—Following analysis and consideration of the comments raised through the Main Issues Report consultation, the Proposed Plan represents the Council's settled view of what will be included within the final adopted Local Development Plan. It contains all relevant strategies, policies and development proposals as well as proposals maps, place plans and other illustrative diagrams to explain proposals in Renfrewshire.

**Examination of the Proposed Plan**—The Local Development Plan examination deals with issues that have arisen through the Proposed Plan stage that remain unresolved. Any outstanding objections will be subject to Examination by Reporter(s) appointed to act on behalf of the Scottish Government. The Reporter(s) will weigh up the issues whilst considering input from a variety of sources and stakeholders before reaching a conclusion and a recommendation.

**Adoption of the Local Development Plan**—Once through Examination and any modifications are made to the Plan where required, the Council can adopt the Renfrewshire Local Development Plan where it will replace the existing adopted Renfrewshire Local Development Plan (2014). Upon adoption the Renfrewshire Local Development Plan becomes a legal document used for the assessment of planning proposals.

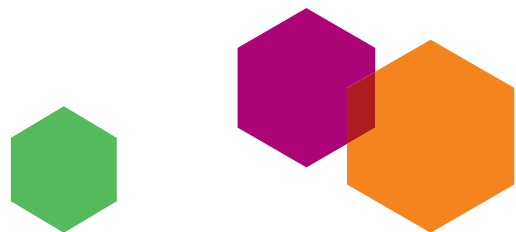


## Strategic Environmental Assessment

The Environmental Assessment (Scotland) Act 2005 requires all plans, programmes and strategies prepared by Councils and other public bodies to be subject to a Strategic Environmental Assessment, and this includes the Renfrewshire Local Development Plan.

The purpose of Strategic Environmental Assessment is to assess how the Local Development Plan might positively or negatively affect the environment and to consider how environmental impact can be avoided, reduced, mitigated or enhanced. The Strategic Environmental Assessment is an important process which places environmental considerations at the centre of the decision-making process.

An Environmental Report was published for consultation in February 2017 alongside the Renfrewshire Local Development Plan Main Issues Report. This Environmental Report illustrates how Renfrewshire Council has assessed the potential effects of the Renfrewshire Local Development Plan Main Issues Report on the environment; how the environmental assessment has influenced the development of preferred and alternative options for each main issue; and, how these main issues and options were changed or altered to ensure the effects can be mitigated.





## Stages of Strategic Environmental Assessment

**Environmental Baseline Report** — A state of the environment report that establishes current baseline data necessary to characterise the environment.

**Strategic Environmental Assessment Scoping** — A scoping report outlines the proposed extent, level of detail and issues that require to be covered within the Strategic Environmental Assessment Environmental Report.

**Environmental Report** – Identifies and describes the relevant aspects of the environment and provides an evaluation of the likely significant effects of implementing the plan's policies, proposals or alternatives. The Environmental Report is published alongside the Renfrewshire Local Development Plan.

## Other Assessments

Other assessments required as part of the Local Development Plan preparation process include:

**Habitats Regulations Appraisal** – An assessment of the implications of the plan's policies or proposals on Special Protection Areas or Special Areas of Conservation.

**Equality Impact Assessment** – An Equality Impact Assessment aims to ensure that policies within plans do not cause prejudice in terms of age, disability, economic circumstance, ethnicity, gender or religion.

## Timetable for Review of Local Development Plan

The Renfrewshire Local Development Plan must be updated at least every 5 years. An up to date Local Development Plan provides certainty, decisions can be made with confidence as development plans lead and guide development and investment.

There is a statutory requirement to keep the Local Development Plan up to date to ensure that it reflects and responds to emerging pressures and issues.

The programme for the review of the Renfrewshire Local Development Plan is set out overleaf. It details the key tasks and milestones in the preparation of the next Local Development Plan.

## Renfrewshire Local Development Plan Timetable

STAGE	RENFREWESHIRE LOCAL DEVELOPMENT PLAN	STRATEGIC ENVIRONMENTAL ASSESSMENT	TIMESCALE
1	Publish the Renfrewshire Local Development Plan Scheme.		Annually
2	Monitor existing plan policies and changes in characteristics of the Renfrewshire area; research topics; consult appropriate parties in preparation of Monitoring Statement to inform the Main Issues Report.  Engage with key agencies, stakeholders, residents, the business community, land owners, developers to identify what are the main issues emerging in Renfrewshire.	Prepare Scoping Report for submission to the Consultation Authorities and Scottish Government.	Complete
3	Prepare a Monitoring Statement.  Prepare and Publish the Main Issues Report and consult over a 12 week period.	Prepare and publish the draft Environmental Report alongside the Main Issues Report. Consult over a 12 week period.	Complete
4	Prepare and publish the Proposed Renfrewshire Local Development Plan taking into account the comments received on the Main Issues Report.  Consultation and engagement on the Proposed Local Development Plan and engage extensively.	Publish an updated Environmental Report alongside the Proposed Local Development Plan taking account of the comments received.  Consult and engage extensively over a 12 week period.	January - March 2018
5	Consider representations to Proposed Renfrewshire Local Development Plan and requirement for modifications.	Consider representations to Proposed Renfrewshire Local Development Plan and requirement for modifications.	May - July 2018
6	Submit the Proposed Renfrewshire Local Development Plan with a report of conformity with the Participation Statement (start of Examination process)	Submit the Environmental Report alongside the Proposed Renfrewshire Local Development Plan.	August 2018
7	Examination		6-9 Months
8	Report on the Examination / Council to consider Reporter's findings and recommendations.		February - May 2019
9	Publish the Renfrewshire Local Development Plan, with any modifications arising out of Examination Report, and advertise intention to adopt.	Publish finalised Environmental Report.	February - May 2019
10	Adoption	Publish post - adoption Strategic Environmental Assessment statement, illustrating how the environmental report has influenced the Renfrewshire Local Development Plan.	June 2019



# Participation Statement

A key objective of the Renfrewshire Development Plan Scheme is to illustrate when, how, and with whom, consultation will take place. Renfrewshire Council is committed to extensive consultation and engagement, encouraging involvement throughout the preparation of the Renfrewshire Local Development Plan, and will have due regard to the provisions of the Scottish Government's Planning Advice Note 3/2010 on 'Community Engagement'.

The planning system has the potential to shape communities and the environment of Renfrewshire's towns and villages. It is important that people get involved in the Local Development Plan process. It is often the case that the only time people get involved in planning is in relation to a planning application that they feel has a direct impact on them. Often making comments at this stage can be after the principle of the development of a site has already been identified and adopted through the development plan process.

Although participation and active engagement in the Local Development Plan process can help shape an area, it cannot however guarantee that everyone gets the outcome they want.

It is important that everyone is aware of the proposals and areas of change as early as possible and they have the opportunity to make comments. Renfrewshire Council also consider that it is important that stakeholders get explanations as to how and why decisions are made.

Effective consultation and engagement aims to provide an opportunity for members of the public, businesses, developers, public bodies and key agencies, interest groups and community groups to discuss issues and proposals.

Everyone is entitled to comment and this applies as much to people who support the Renfrewshire Local Development Plan as well as those who choose to object.



## Participation of the Local Development Plan

The information below indicates a variety of methods that the Council will use to gather views, comments and opinions.

STAGE 1: DEVELOPMENT PLAN SCHEME (ANNUALLY)	
WHO WHERE INVOLVED	Scottish Ministers
METHOD OF PARTICIPATION	The Renfrewshire Development Plan Scheme is available in public libraries, and on the Council's website.
STAGE 2: PRE MAIN ISSUES REPORT	
WHO WERE INVOLVED	Members of the public, community groups, statutory organisations, key agencies, private and public sector, infrastructure providers, Scottish Government, landowners and local businesses.
METHOD OF PARTICIPATION	<b>Council update and reporting:</b> Development Plans update report was submitted to the Planning and Property Policy Board January 2016.
	<b>Social Media Engagement:</b> Updates on the Renfrewshire Local Development Plan webpage, Local Development Plan mailing list set up, Twitter and Facebook feeds.
	<b>Suggestions for Land Use Change:</b> A Suggestions for Land Use Change exercise was carried out in 2015. This allowed any interested party to identify particular sites for consideration of potential inclusion in the next Renfrewshire Local Development Plan.
	<b>One to One Meetings:</b> A number of one to one meetings were held over an 8 week period with a wide range of stakeholders including key agencies, local businesses, land owners and developers. Discussions centred around emerging main issues, specific interests, resources, placemaking, future development sites, infrastructure requirements and timescales.
	<b>Focus engagement:</b> Planning officers met a range of community groups, Community Council's and Development Trusts to gather the views and ideas to shape the Renfrewshire Local Development Plan.
	<b>Consultation Events:</b> A Developers Day was held in October 2015 to provide updates on the Development Plan and the Council's framework for investment to a range of stakeholders.  Planning officers attended the Council's annual Community Planning Conferences, Local Housing Strategy consultation events and the Housing Providers Forum. These provided an opportunity to engage with a wider audience and raise awareness of the review of the Renfrewshire Local Development Plan.  Town Centre Strategies and Action Plan Consultation and Erskine Town Centre Charrette. Consultation on the community's ideas and priorities for improvements to their town centres and wider local areas. This engagement will help inform final Town Centre Strategies and the next Renfrewshire Local Development Plan.





STAGE 3: PUBLICATION OF THE RENFREWSHIRE LOCAL DEVELOPMENT PLAN MAIN ISSUES REPORT, MONITORING STATEMENT AND ENVIRONMENTAL REPORT (COMPLETE)	
WHO WILL BE INVOLVED	Members of the public, community groups, Scottish Government, statutory organisations, key agencies, private and public sector, infrastructure providers, landowners, housing associations, neighbouring local authorities and local businesses
METHOD OF PARTICIPATION	<p><b>Council update &amp; reporting:</b> A board report was submitted to the Planning and Property Policy Board on 24 January 2017.</p> <p><b>17 week consultation and engagement period was carried out from 6 February 2017 to 30 May 2017.</b></p> <p><b>Statutory procedures:</b> Publish advertisement in local papers.</p> <p>Renfrewshire Local Development Plan Main Issues Report, Environmental Report and supporting background papers deposited at Renfrewshire House and all local libraries.</p> <p>Notification of Renfrewshire Local Development Plan Main Issues Report publication sent to neighbouring authorities, key agencies and Community Councils.</p> <p>Everyone on Local Development Plan consultation database notified.</p> <p><b>Online Publication and Social Media Engagement:</b> Web based consultation system set up with an electronic copy of response Main Issues Report, Environmental Report and supporting background papers along with an electronic consultation response form.</p> <p>Storybook version of the Renfrewshire Local Development Plan Main Issues Report published online to focus on the main issues and make the document more accessible.</p> <p>Twitter and Facebook feeds.</p> <p><b>One to One Meetings:</b> Rather than hold a Developer Day the consultation period was extended from 12 weeks to 17 weeks to allow for more one to one meetings which had proved to be very successful at the Pre-MIR stage in engaging a range of stakeholders in a more personal way.</p> <p>Meetings with various groups, members of the public, Community Councils, Community Planning Partners, Key Agencies, landowners, developers, local businesses, local interest groups and Council staff took place throughout the consultation period.</p> <p><b>Focused Engagement:</b> Presentations to interested groups.</p> <p>Officers attended the Council's annual Community Planning Conference consultation events to facilitate the use of the Place Standard tool with members of the public and community groups. This provided an opportunity to engage with a wider audience and raise awareness of the preparation of the Renfrewshire Local Development Plan – Proposed Plan.</p>



#### STAGE 4: RENFREWSHIRE LOCAL DEVELOPMENT PLAN PROPOSED PLAN AND ENVIRONMENTAL REPORT

<b>WHO WILL BE INVOLVED</b>	<p>Owners / occupiers / lessees of land or neighbouring land identified in the Proposed Local Development Plan for development.</p> <p>Everyone who commented on Renfrewshire Local Development Plan Main issues Report.</p> <p>All other interested parties as outlined in Stage 3.</p>
<b>METHOD OF PARTICIPATION</b>	<p><b>Council update &amp; reporting:</b> Report to the Communities, Housing and Planning Policy Board.</p> <p><b>Statutory procedures:</b> Deposit Proposed Renfrewshire Local Development Plan at libraries and at Renfrewshire House.</p> <p>Adverts in local press.</p> <p>Notify owners, lessees or occupiers of potential development sites, and owners, lessees or occupiers of land neighbouring any potential development sites, which the Plan proposes specifically to be developed.</p> <p>Notify any person who commented on the Renfrewshire Local Development Plan Main Issues Report.</p> <p><b>Social Media Engagement:</b> Update webpages, attach electronic version of Proposed Local Development Plan and updated Environmental Report, Twitter and Facebook feeds.</p> <p>Notify everyone on consultation database.</p> <p><b>Meetings:</b> Meetings with various groups, local interest groups, Community Councils, Council staff and different services, Community Planning Partners, members of the public, Key Agencies, landowners, developers and local businesses.</p>
	<p><b>Focused Engagement:</b> Presentations to Community Planning Partnership Groups, Councillors and other interested groups and establish Councillor Working Group.</p>



## STAGE 5 – 10: MODIFICATIONS, SUBMISSION TO SCOTTISH MINISTERS, EXAMINATION AND ADOPTION

When Renfrewshire Council is satisfied that the Proposed Renfrewshire Local Development Plan is in its final form, whether modified or not, the Plan will be submitted to the Scottish Ministers. At the same time the Council will publish and make available alongside the Plan its Action Programme for implementing the Plan.

The Council also has to submit to the Scottish Ministers a report of conformity with the Participation Statement, so that an assessment can be made as to whether Renfrewshire Council has consulted appropriately and extensively on the Renfrewshire Local Development Plan - Proposed Plan, and involved stakeholders in the way they said they would in their Participation Statement.

An Examination will be held into the Plan when there are unresolved objections to the Plan.

On completion of the Examination, the Reporter will prepare and publish the findings and submit to Renfrewshire Council who will make the report and the Council's responses to the Reporter's recommendations available to the public for inspection.

Modification of the Renfrewshire Local Development Plan in light of the Reporter's recommendations unless there is sufficient justification not to accept them. Any significant amendments made to the Renfrewshire Local Development Plan will be subject to Strategic Environmental Assessment. The modified Renfrewshire Local Development Plan will be published and forwarded to the Scottish Ministers.

Within 28 days from the advertisement of the intention to adopt the Renfrewshire Local Development Plan, the Council will proceed to adopt the Plan. The Proposed Renfrewshire Local Development Plan, once adopted, is constituted as the Local Development Plan for Renfrewshire and will replace the current Adopted Renfrewshire Local Development Plan (2014).

# Contacts

## Renfrewshire Council

Local Development Plan  
Development and Housing Services  
Renfrewshire Council  
Renfrewshire House  
Cotton Street  
Paisley PA1 1JD

Tel: 0300 300 0144

Fax: 0141 618 7935

Email: [localplanconsultation@renfrewshire.gov.uk](mailto:localplanconsultation@renfrewshire.gov.uk)

Web page: [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

## Clydeplan

Strategic Development Plan Manager  
125 West Regent Street (lower ground floor)  
Glasgow  
G2 2SA

Tel: 0141 229 7730

Fax: 0141 221 4518

Email: [info@clydeplan-sdpa.gov.uk](mailto:info@clydeplan-sdpa.gov.uk)

Web page: [www.clydeplan-sdpa.gov.uk](http://www.clydeplan-sdpa.gov.uk)



*All photos © Renfrewshire Council unless stated otherwise*







If you would like information in another language or format please ask us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chciałoby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

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**To:** Communities, Housing and Planning Policy Board

**On:** 29 August 2017

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**Report by:** Director of Development and Housing Services

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**Heading:** Local Development Plan – Main Issues Report (2017) Update

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**1. Summary**

- 1.1 The Renfrewshire Local Development Plan Main Issues Report was presented to the Planning and Property Policy Board on 24 January 2017. The Main Issues Report is a key document in front-loading consultation and engagement, providing an opportunity for stakeholders to shape the content of the Local Development Plan.
  - 1.2 Consultation on the Main Issues Report, accompanying Environmental Report and Background Reports was undertaken between 6 February 2017 and 30 May 2017. 240 representations were received.
  - 1.3 A short summary of the representations received can be found at Appendix 1, with a full summary of each representation available online at: <http://www.renfrewshire.gov.uk/article/3070/Preparation-of-the-next-Local-Development-Plan>
  - 1.4 All of the comments submitted will now be taken into consideration in the production of the Local Development Plan which will be presented to the Communities Housing & Planning Board.
-



## **2. Recommendations**

### **2.1 It is recommended that the Board:**

- (i) notes the progress made in the preparation of the next Renfrewshire Local Development Plan and the representations made through the Main Issues Report and Environmental Report Consultation.
  - (ii) Authorises the Director of Development & Housing to carry out the necessary publicity and assessment in relation to the twelve new or amended sites where submitted to the Council during the Main Issues Report Consultation.
- 

## **3. Background**

- 3.1 The Planning and Property Policy Board on the 12th May 2015 authorised the Director of Development and Housing Services to commence the review of the Renfrewshire Local Development Plan.
  - 3.2 Extensive consultation and engagement took place during 2015 and 2016 to inform the preparation of the next Renfrewshire Local Development Plan.
  - 3.3 Following this early consultation and engagement, the Main Issues Report was prepared and was presented to the Planning and Property Policy Board on 24 January 2017.
  - 3.4 The Main Issues Report set out the planning authority's proposals for development, in particular where development should and should not occur. It also sets out preferred options along with alternatives for eight Main Issues and asks a number of questions to help capture views on the strategy for future investment and development.
- 

## **4. Main Issues Report and Environmental Report Consultation**

- 4.1 Consultation on the Main Issues Report, accompanying Environmental Report and a number of Background Reports was undertaken between 6 February 2017 and 30 May 2017.
- 4.2 A range of methods of engagement and consultation took place over the consultation period. 240 responses were received. A short summary of the representations received can be found at Appendix 1, with a full summary of each representation available online at: <http://www.renfrewshire.gov.uk/article/3070/Preparation-of-the-next-Local-Development-Plan>
- 4.3 Twelve new or amended sites were proposed for residential development through the Main Issues Report consultation, these sites can also be viewed online at the web address provided above. A Planning Assessment and a

Environmental Assessment will be completed for each of the twelve sites and these assessments will be subject to a six week consultation commencing on 11<sup>th</sup> September 2017 to 23<sup>rd</sup> October 2017.

- 4.4 An advert will be placed in a local paper to publicise the consultation and those on the Local Development Plan Mailing list, including those who made a representation to the Main Issues Report, will be notified. Consultation will also take place with stakeholders including Community Council's and Key Agencies. A copy of the assessments will be published on the Council's website, and a hard copy will be made available in local libraries and in Renfrewshire House.
  - 4.5 Representations received during this consultation will be considered alongside the 240 responses to the Main Issues Report in preparation of the Proposed Plan.
- 

## **5. Next Steps**

- 5.1 All of the representations received to the Main Issues Report, Environmental Report and Background Reports will now be considered in the preparation of the Proposed Renfrewshire Local Development Plan.
  - 5.2 The Proposed Renfrewshire Local Development Plan presents the Council's 'settled view', setting out policies and proposals for the next 10 years.
  - 5.3 Once finalised, the Proposed Renfrewshire Local Development Plan will be reported to this Board for approval. Thereafter a further period of extensive consultation and engagement with stakeholders will take place.
  - 5.4 The timetable for the preparation of the next Renfrewshire Local Development Plan along with further details on the key stages in this process is set out in the Renfrewshire Development Plan Scheme (2017) which is also being considered at this Board meeting.
  - 5.5 The timetable as set out on page 6 of the Development Plan Scheme has been revised in response to the delay in determining eight planning appeals for housing developments across Renfrewshire which are currently being considered by the Scottish Government's Planning and Environmental Appeals Division.
  - 5.6 The outcome of these appeals will inform the preparation of the Proposed Local Development Plan in relation to meeting Renfrewshire's Housing Land Requirements.
- 

## **Implications of the Report**

- 1. **Financial** - None

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

3. **Community Planning** –

**Jobs and the Economy** – The Development Plan is a key document in establishing a land use framework for supporting, encouraging and delivering economic development in Renfrewshire through investment and regeneration.

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** - None

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## Appendix 1

Renfrewshire Local Development Plan – Main Issues Report Consultation Summary

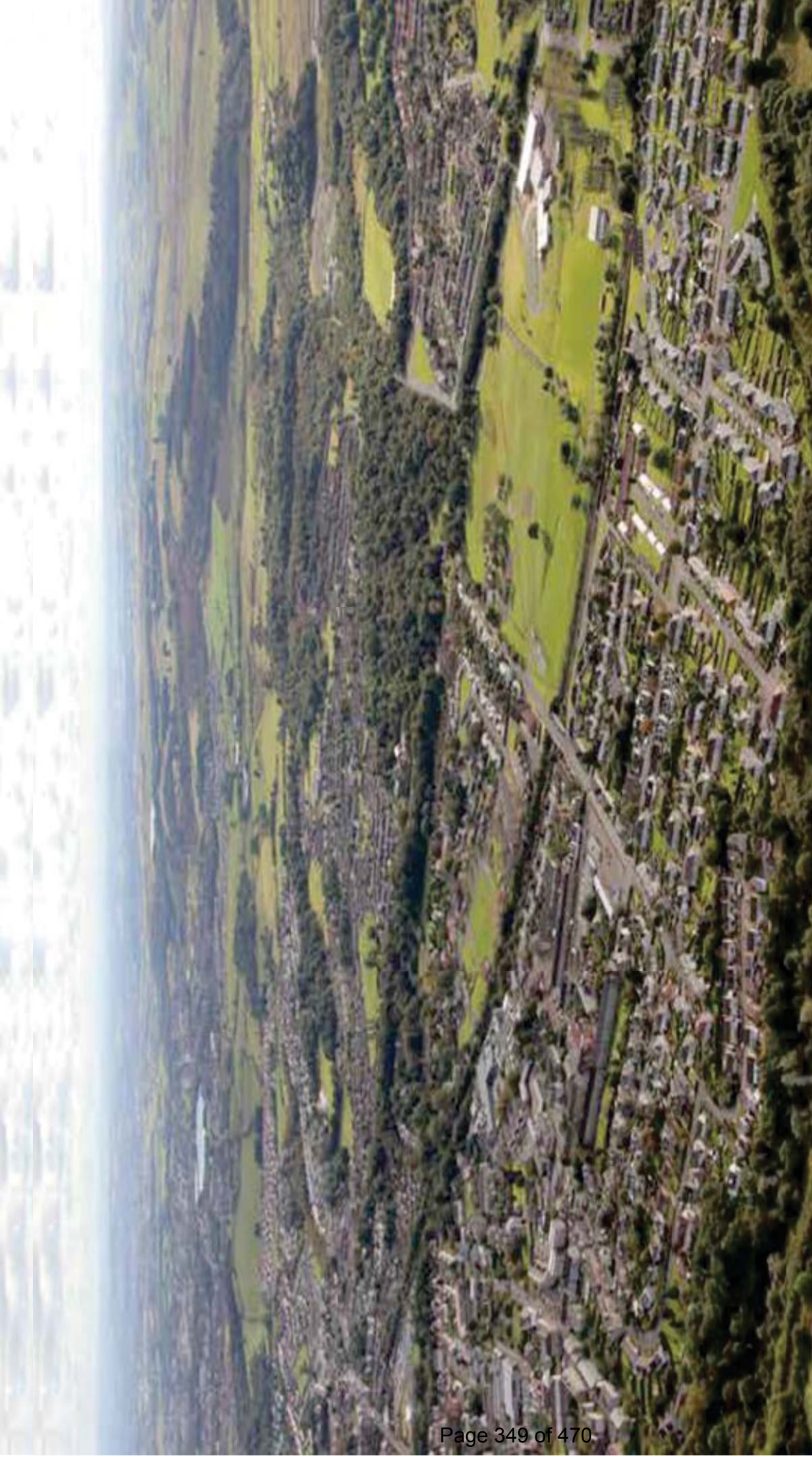
### List of Background Papers

- (a) Renfrewshire Local Development Plan – Development Plan Scheme (2017)  
– *report also being considered at this board meeting*

---

**Author:** The contact officer within the service is Sharon Marklow, Strategy and Place Manager, 0141 618 7835, email: Sharon.marklow@renfrewshire.gov.uk



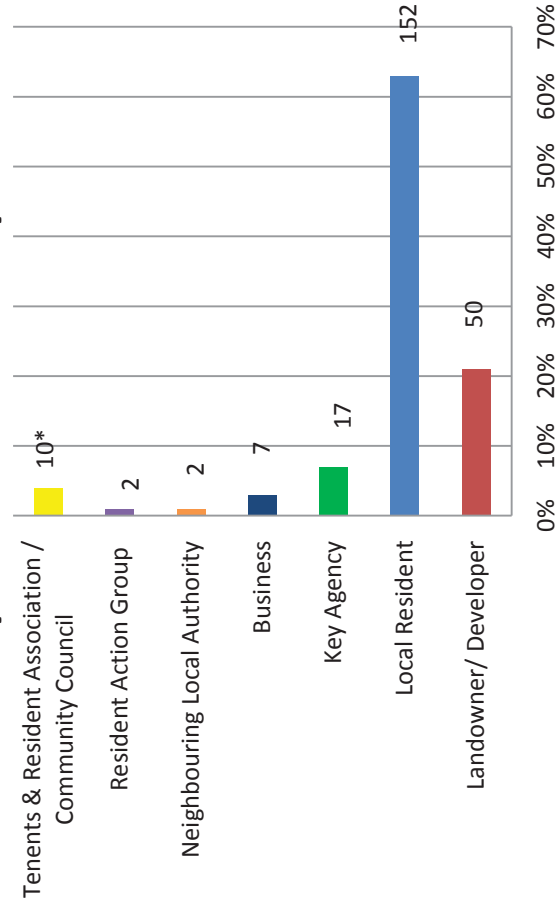


# RENFREWSHIRE LOCAL DEVELOPMENT PLAN - MAIN ISSUES REPORT

## CONSULTATION SUMMARY - AUGUST 2017

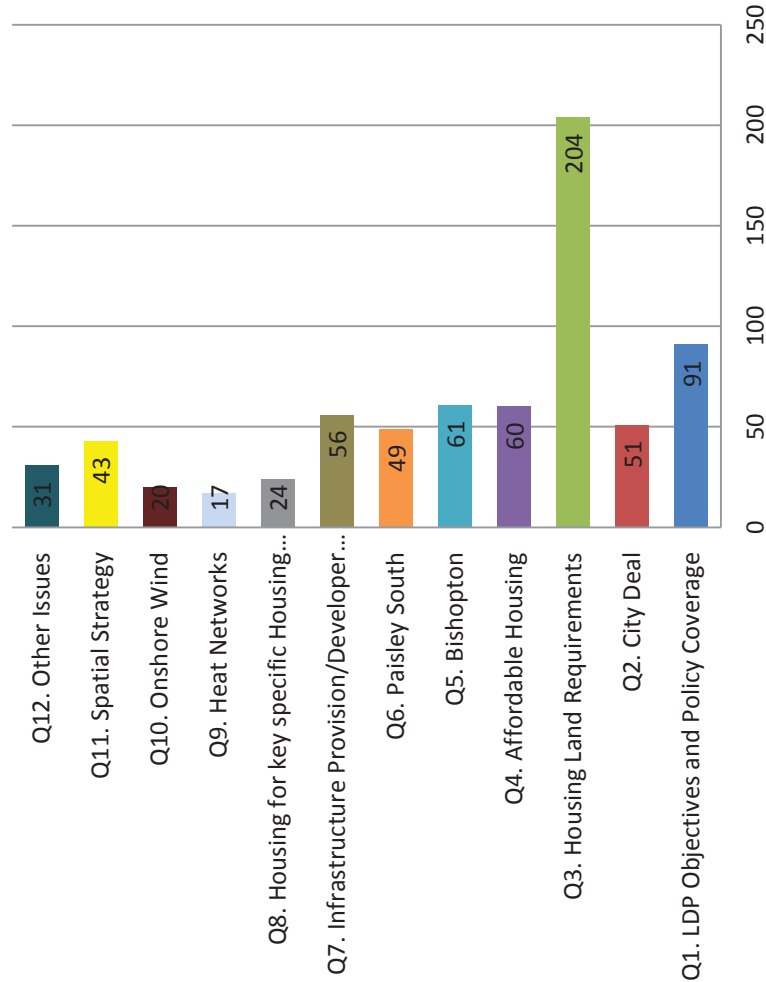
240 responses were received to the Renfrewshire Main Issues Report consultation

Respondents - Per Group



\* Denotes number of respondents

Number of responses to each question



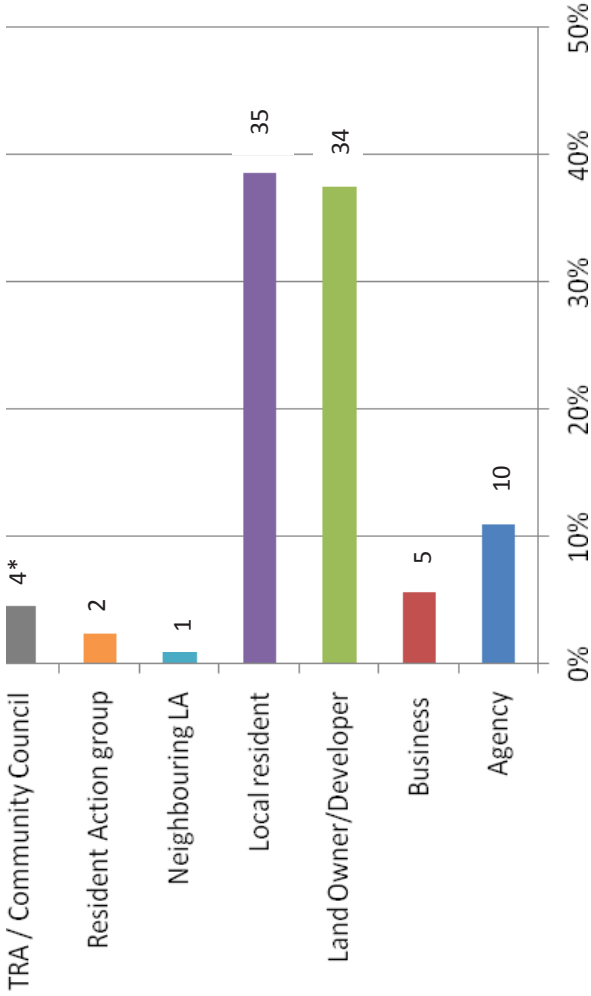
Question 1—Local Development Plan Objectives and Policy Coverage

*Do you agree that the revised Local Development Plan objectives and policy coverage detailed in the Main Issues Report are appropriate for the next Renfrewshire Local Development Plan? If not, what alternative objectives/ policies would you propose and why?*

Summary of Responses

- Overall there was general support for the revised Renfrewshire Local Development Plan Objectives and policy coverage.
- The main concerns raised were in relation to future development in green belt in West Renfrewshire particularly from local residents.
- Land owners / developers reaffirmed that the next Renfrewshire Local Development Plan should continue to meet the housing need and demand by delivering a range and choice of housing as well as increasing the supply of new housing.
- A number of Renfrewshire residents considered that housing development should be spread evenly across all of Renfrewshire’s villages and towns and not be focused within a small number of communities.

Reponses received to Question 1



\* Denotes number of respondents



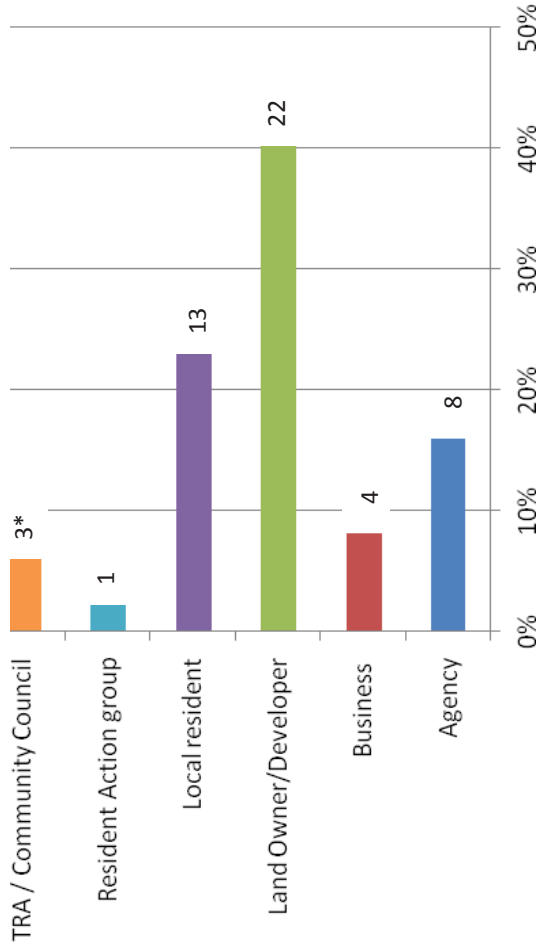
Main Issues Report – Preferred Option

*The Local Development Plan requires a policy which enables the benefits and opportunities of City Deal investment to be delivered as well as supporting the implementation of potential developments across Renfrewshire.*

Question 2 —City Deal Policy

*In considering future City Deal Investment, do you agree with the preferred option of preparing an additional policy which will allow benefits of City Deal to be delivered across Renfrewshire? Should another strategy/policy be pursued and if so what should this be?*

Responses to Question 2 – City Deal



\* Denotes number of respondents

Summary of Responses

- Almost every respondent either supports or agrees with the preferred option that the benefits of City Deal should be delivered across Renfrewshire.
- Only two respondents stated that they were not in favour of the proposal due to increased traffic and emissions in the Renfrew/Braehead area and the impact it may have on local wildlife.
- The City Deal policy should support a range and choice of housing across Renfrewshire. Renfrewshire Council should also increase the supply of housing to meet the demand that will from the City Deal projects.

Main Issues Report – Preferred Option

*The preferred option is to meet the Housing Land Requirements in line with the Strategic Development Plan and Renfrewshire Local Housing Strategy based on the sites within the Renfrewshire Housing Land Audit 2016.*

Question 3—Renfrewshire’s Housing Land Requirements

*In considering the provision of housing to meet Renfrewshire’s housing need and demand is the preferred strategy correct or should an alternative strategy pursued? If so, what should this strategy be?*

Responses to Question 3 – Housing Land Requirements

- 84% of all representations received related to potential housing developments within Renfrewshire’s towns and/or villages.
- 65% of respondents commented on a particular housing site in Bridge of Weir, with 76% of all responses related to housing sites in West Renfrewshire.

**Number of Representations made about a potential housing site by Housing Sub-Area**

Housing Sub Area	%	Count
West Renfrewshire	76%	130
North Renfrewshire	12%	21
Johnstone & Elderslie	8%	13
Paisley & Linwood	4%	7
Renfrew	0%	0
Total	100%	171

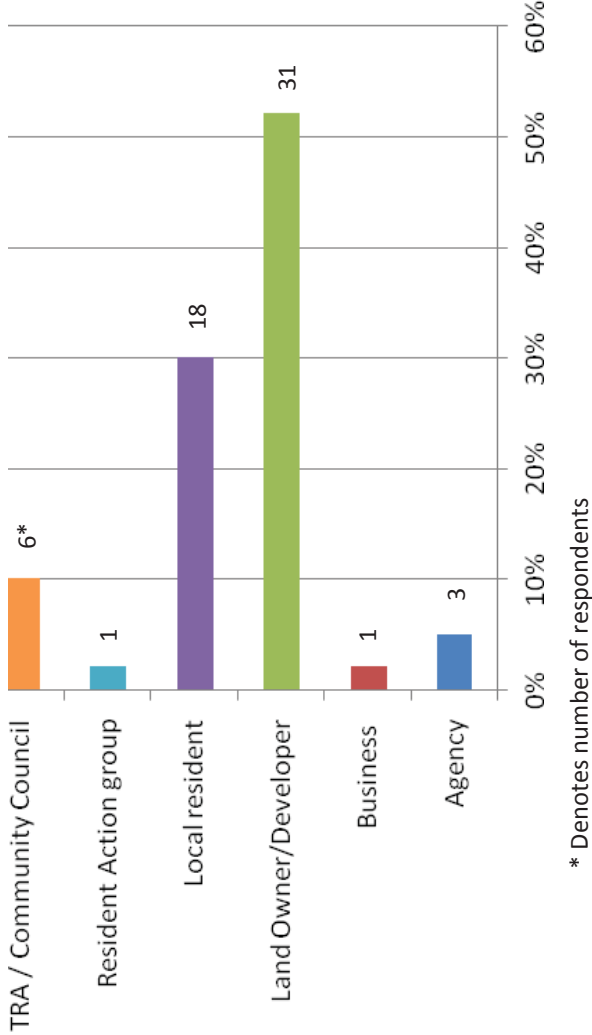
Main Issues Report – Preferred Option

*The preferred option is a targeted policy with up to 25% of housing delivered on major residential developments in either North or West Renfrewshire, should be affordable units. The affordable housing provision would be across a range of tenures, including social housing for rent, intermediate housing for rent or sale, discount sale and entry level market starter homes.*

Question 4 – Affordable Housing

*‘In considering Renfrewshire’s future housing options, is it appropriate to deliver affordable housing targeted at North and West Renfrewshire sub-market housing areas? Should another policy approach be used and, if so, what?’*

Q4 Respondents



Responses to Question 4 – Affordable Housing

- Renfrewshire residents largely supported the preferred option for a targeted affordable housing policy.
- Paisley West and Central, Linwood and Kilbarchan Community Councils suggested that affordable housing should be evenly distributed across Renfrewshire, with a tenure type and size to be accessible for all.
- Land owners/developers broadly support Alternative Option 2 which is a targeted policy at North and West Renfrewshire with affordable housing provision negotiated on a case by case basis.
- Homes for Scotland also supports Alternative Option 2, adding, ‘Affordable housing provision should be provided across a range of tenures, including social housing for rent, intermediate housing for rent or sale, discount sale and entry level market starter homes.’

Main Issues Report – Preferred Option

*BAE Systems to prepare a revised masterplan based on the overall provision of an additional 1500 new homes and associated supporting facilities and services within the boundary of the existing Community Growth Area. A revised masterplanned approach is considered necessary as there is a need to plan for future growth in the most appropriate way.*

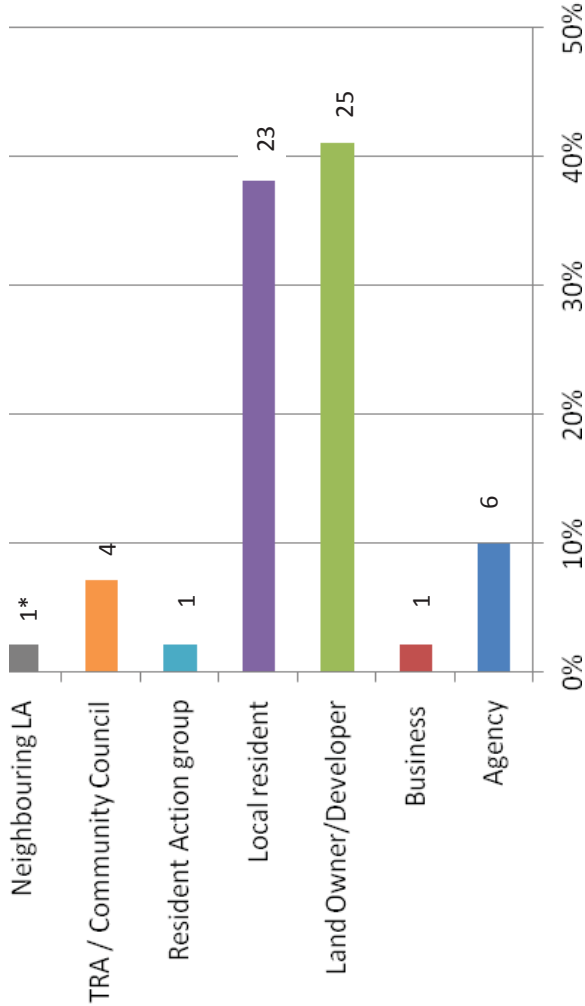
Question 5 – Bishopston

*‘In considering Renfrewshire’s future housing options, is the preferred strategy to build upon the potential of a sustainable place such as Dargavel Village at Bishopston the correct one? Should another strategy be pursued and if so what?’*

Responses to Question 5 – Dargavel Village

- Renfrewshire residents who responded broadly support the preferred option to increase the number of houses delivered at Dargavel Village.
- Concerns from Bishopston Community Council regarding proposals to develop new housing on industrial/commercial land at Dargavel Community Growth Area.
- Almost half of local residents who responded noted the need for improvement to and/or increased capacity of existing infrastructure.

Q5 Respondents



\* Denotes number of respondents

- Land owners/developers promoting sites for housing development elsewhere in Renfrewshire raised concerns about increasing the capacity at Dargavel Village, primarily that the increased capacity will prevent additional sites being included in the emerging Renfrewshire Local Development Plan.
- Homes for Scotland requested the revised masterplan be prepared in advance of the Proposed Local Development Plan.

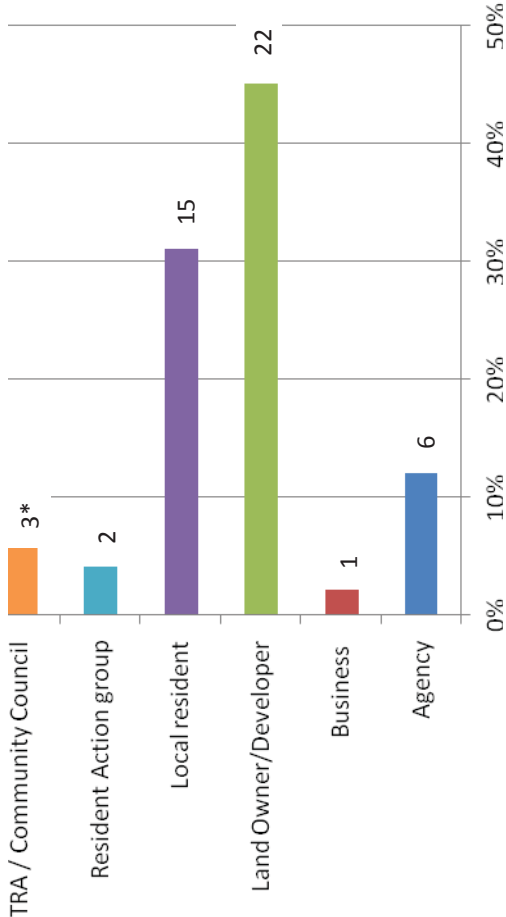
Main Issues Report – Preferred Option

*For a masterplanned approach to be developed for previously developed sites at the University of the West of Scotland’s Campus and at Dykebar Hospital with the community, stakeholders, key agencies and service providers to plan for a new well designed place.*

Question 6—Paisley South

*Do you agree with the preferred option for Paisley South? Should the alternative be pursued or should another strategy be pursued and if so what?*

Responses to Question 6 – Paisley South



\* Denotes number of respondents

Summary of Responses

- Renfrewshire residents who responded broadly support the preferred option for a masterplanned approach for previously developed sites at the UWS campus and Dykebar Hospital.
- Local residents stated the desire to prevent development on surrounding greenbelt land.
- Land owners/developers for other promoted housing sites raised concerns about the likely effectiveness of the site. The main concern is that this large site will prevent additional sites being included in the emerging Renfrewshire Local Development Plan.
- Homes for Scotland requested the revised masterplan be prepared in advance of the Proposed Local Development Plan.

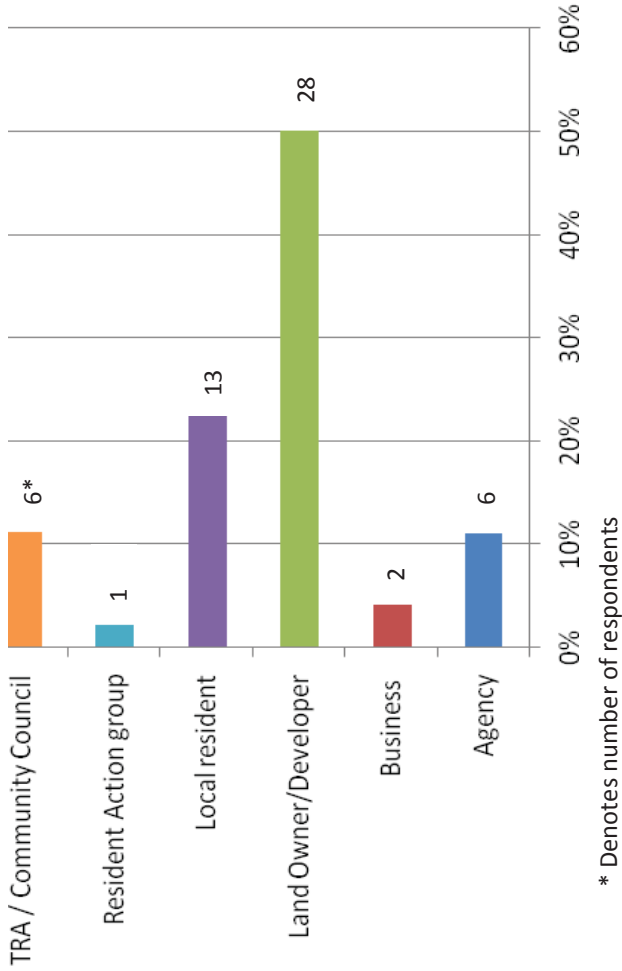
Main Issues Report – Preferred Option

*To continue what is currently set out in the Adopted Renfrewshire Local Development Plan that developers need to make good any infrastructure, services and facilities deficits associated with new development.*

Question 7—Infrastructure Provision/Developer Contribution

*‘Is there a requirement for a specific developer contribution policy?’*

Responses to Question 7—Infrastructure Provision/Developer Contribution



Summary of Responses

- 73% Respondents - Agree with the proposal to continue the current approach as set out in the Renfrewshire Local Development Plan with no Developer Contribution Policy and the applicant being required to make good any infrastructure deficits.
- 27% Respondents – A Developer Contribution Policy is required.
- *Land owner/developers*, (29) Respondents - almost unanimously supported the continuation of the current approach in the Renfrewshire Local Development Plan.
- *Local Residents*, (14) - Just over half of those who responded would like to see a Developers Contribution Policy.
- *Community Councils*, (5) were concerned that developers should be up front about infrastructure requirements and that these should be met, although, this should not be at the Council’s expense.
- *Network Rail, RSPB and Scottish Power Network*, would all support the inclusion of a developer’s contribution policy with specific requirements associated with their areas of interest.



Main Issues Report – Preferred Option

*To ensure that the needs of Gypsy/Travellers are taken into account in the preparation of the next Local Development Plan, the preferred option is to consult on the need to provide sites for Gypsy/Traveller provision in Renfrewshire, as well as proposing a new policy on small privately-owned sites for Gypsy/Travellers and Travelling Showpeople.*

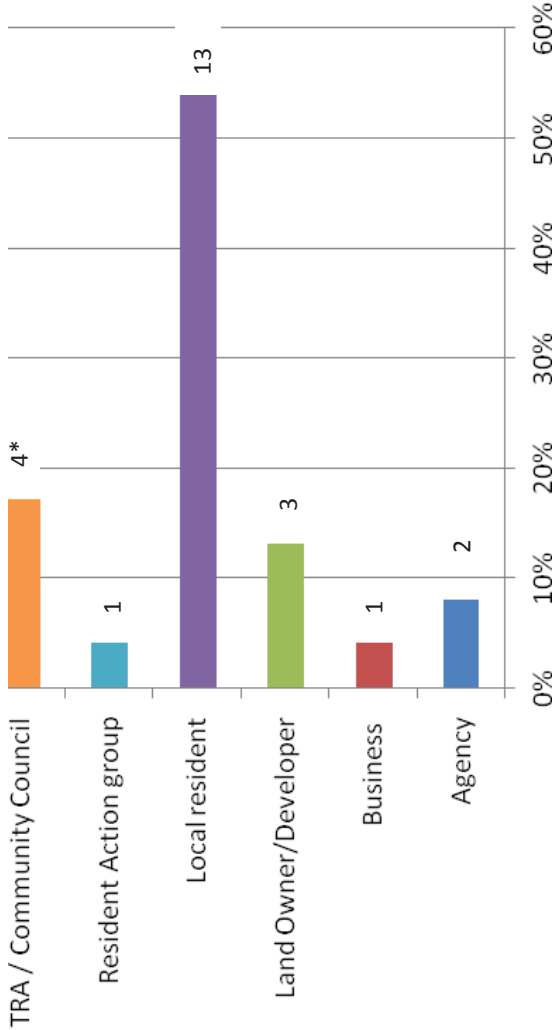
Question 8 – Housing for key specific housing groups

*Do you agree with the preferred approach? Do you think the Renfrewshire Local Development Plan should have a new policy on small privately-owned Gypsy/Traveller and Travelling Showpeople site provision? Are there other provisions for key specific housing groups that should be considered?*

Responses to Question 8—Housing for key specific housing groups

- The majority of Renfrewshire residents support the preferred option to consult on the need for a Gypsy/Traveller site, however around a third of local residents do not support the provision of a site in Renfrewshire.
- A number of Renfrewshire residents as well as Community Councils who responded identified a requirement for housing targeted towards the needs for older people with some suggesting the need for inclusion of a policy targeted towards delivery of housing for older people or accessible housing.

Q8 Respondents



\* Denotes number of respondents

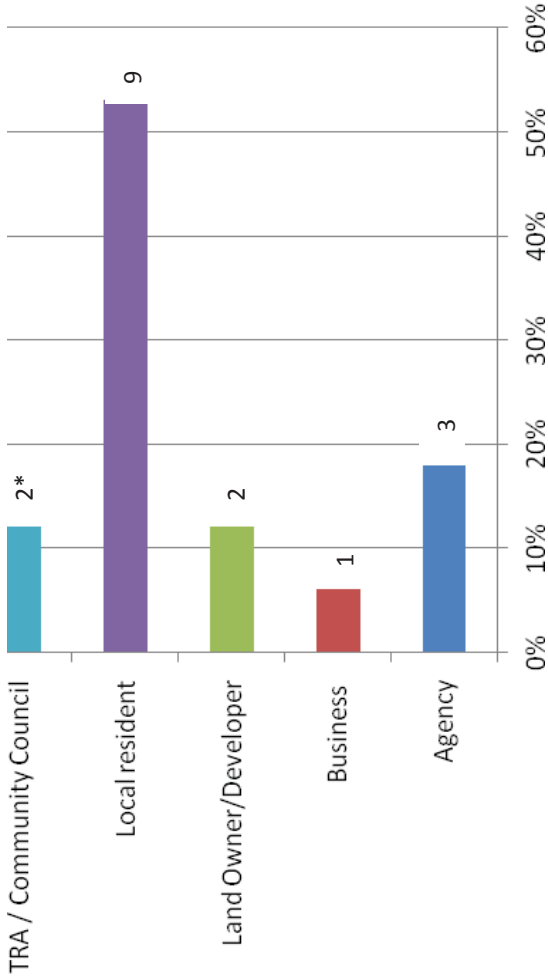
Main Issues Report – Preferred Option

*A Heat Network Opportunity Map will be finalised in preparation of the Local Development Plan. This map will identify a range of heat sources that could usefully form part of a heat network and will identify potential opportunities, for co-locating developments with a high heat demand with sources of heat supply to maximise the recovery of waste heat across Renfrewshire.*

Question 9—Supporting the Delivery of Heat Networks

*In considering the delivery of heat networks, do you agree with the preferred option of preparing a Heat Network Opportunity Map for the new Local Development Plan with supplementary guidance promoting the delivery of heat networks across Renfrewshire? Should another option be pursued and if so what should this be?*

Q9 Respondents



\* Denotes number of respondents

Responses to Question 9 – Supporting the delivery of Heat Networks

- General support from both Renfrewshire residents and the private sector for the preparation of an “opportunity map” for the Local Development Plan to assist with the delivery of Heat Networks.

Main Issues Report – Preferred Option

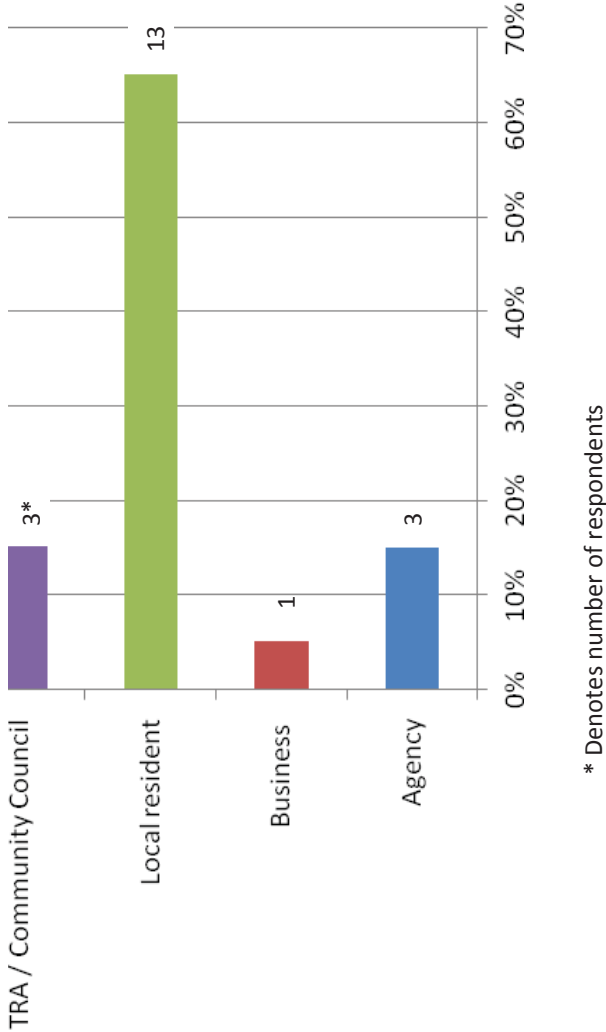
*Additional development criteria will be prepared within the New Development Supplementary Guidance to supplement the Onshore Wind Turbine Development Spatial Framework as set out in the Strategic Development Plan.*

*The current radar restrictions rules out most of Renfrewshire for new wind turbine development. The Council will continue to liaise with Glasgow Airport and if new radar technology is implemented at the Airport, the Council will support new wind turbine developments in the right locations*

Question 10

*In considering the potential for Onshore Wind Development within Renfrewshire do you agree with the preferred option outlined above? Should another option be pursued and if so what should this be?*

Q10 Respondents



Responses to Question 10 – Renewable Energy Developments

- Scottish Natural Heritage agree with the preferred option.
- A Community Council supports the additional development criteria to ensure the importance of landscape character, amenity and habitat as well as recognising the protected sites and the Regional Parks within Renfrewshire. The value of peatland to carbon sequestration should also be included in the new guidance.

- A local resident supported wind turbine developments with the proviso that Council and community ownership of wind farms should be preferred.
- Another local resident suggested that private housing developers should have to incorporate renewable energy technology as part of the new builds.

Main Issues Report – Preferred Option

*Continued support for the Spatial Strategy as set out in the existing Local Development Plan without significant change. New key developments priorities will be added to supplement the strategy as set out in Figure 9 of Main Issues Report.*

Question 11—Local Development Plan Spatial Strategy

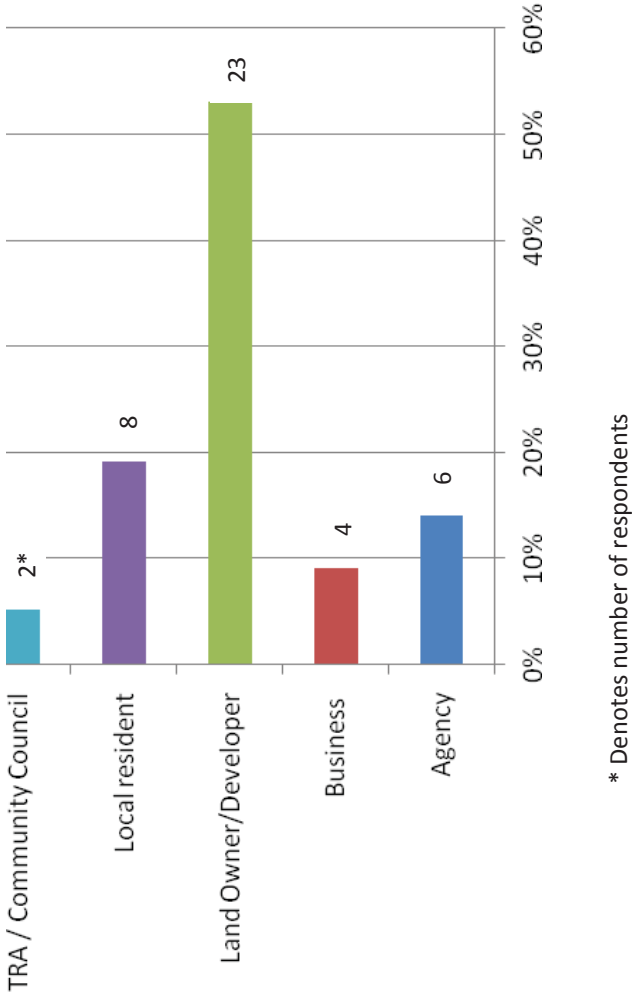
*Do you agree that the Local Development Plan should focus on the existing Spatial Strategy and the Key Development Priorities as set out in Figure 9 of the Main Issues Report?*

*If not, what alternative Spatial Development Strategy/Key Development Priorities do you propose and why?*

Responses to Question 11 – Local Development Plan Spatial Strategy

- General agreement that the focus of the Spatial Strategy should remain the same with other priorities added as required.
- Land owners/ developers agreed with the underlying principles however stated that the Council needs to increase housing land supply to provide a range and choice of sites across Renfrewshire.
- The emphasis should be on pro-growth and support for new development which is in line with the presumption in favour of sustainable development advocated in national planning policy.

Q11 Respondents



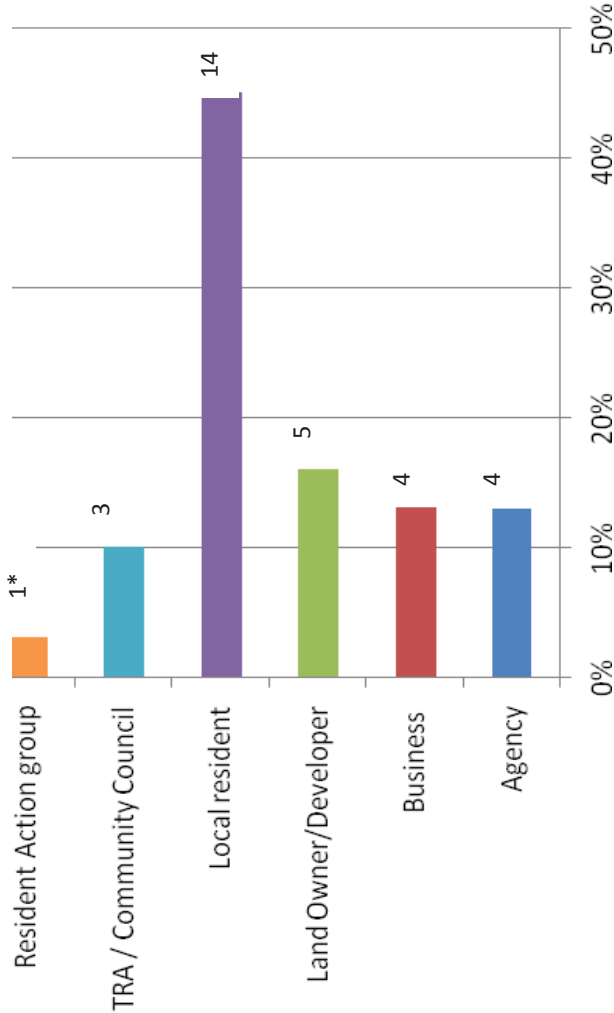
Question 12—Any Other Main Planning Issues?

Are there any other main planning issues that the Main Issues Report did not identify, if yes, what are they and why?

A range of issues were covered by respondents including:

- The promotion of brownfield sites before green field development;
- No requirement for further green belt release;
- Improvement in the public transport network and cycling routes;
- Support for more green energy opportunities and protection of biodiversity;
- Reuse of derelict buildings;
- Scottish Enterprise would like ‘Policy E1 made more flexible in allowing for a wider range of possible employment uses, provided these generate at least the same employment opportunities as Use Classes 4, 5 and 6 (industrial and business uses)’; and,
- Finally, one respondent commented that ‘the report is well laid out and written in an accessible way that the majority of Renfrewshire residents will understand’.

Responses to Question 12



\* Denotes number of respondents



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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

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**Report by: Director of Development and Housing Services**

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**Heading: REVIEW OF PLANNING ENFORCEMENT CHARTER**

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**1. Summary**

- 1.1 The Planning etc.(Scotland) Act 2006 requires Planning Authorities to prepare an Enforcement Charter which sets out the Planning Authority's policies and procedures regarding:
- i. Taking enforcement action under the Planning Acts;
  - ii. Explaining how the public can report a breach of planning control;
  - iii. The procedures for dealing with complaints raised in relation to Land Use Planning matters.
- 1.2 Renfrewshire Council's first Enforcement Charter was approved in 2007, and subsequently reviewed in 2011, 2013 and 2015 as legislation requires that planning authorities undertake a review of their Charter every two years.
- 

**2. Recommendations**

- 2.1 It is recommended that Members:
- (i) Approve the Renfrewshire Council's Enforcement Charter 2017 as set out in Appendix 1, in terms of Section 158A of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006.
-



### 3. **Background**

- 3.1 An Enforcement Charter sets out the Council's policies and procedures and how and when it will deal with enforcement action and how members of the public can bring a suspected breach of planning control to the attention of the Authority. It also provides advice on how to complain about the standard of enforcement service and how such complaints will be handled by the Planning Authority.
- 3.2 Previous reviews of the Charter included adding specific timescales for dealing with breaches of planning control, a commitment to recording progress, and improved communication with interested parties. These revisions also included making it clear that the Council would only act in the wider public interest and not act as an arbiter in neighbour disputes and clearly set out the circumstances when no action will be taken.
- 3.3 More recent reviews considered particular emerging issues such as businesses operating from domestic premises, certain forms of unauthorised advertisements, and the condition of vacant or partially developed sites. The Charter is based on a proportionate, reasonable and pragmatic approach where the Council will only exercise its formal enforcement powers in circumstances where it is clearly necessary and expedient to do so.
- 3.4 The Charter continues to provide a sound basis, and functions as a practical working tool, for dealing with all types of planning and related enforcement investigations, assessment and decision making. It still remains relevant and robust as an over-arching framework for guiding enforcement activity and in explaining the Council's approach to both members of the public affected by unauthorised development; and those who consciously or unwittingly carry it out.
- 3.5 It is not considered necessary to alter or re-draft the terms of the Charter to any significant extent as it remains 'fit for purpose' as a relevant and usable document which reflects the current requirements facing the Planning Enforcement Service of Renfrewshire Council.
- 3.6 It is proposed to keep the effectiveness of the Enforcement Charter under review and should other issues emerge during the lifetime of the Charter which warrants specific approaches, these would be brought back to the Board.

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### **Implications of the Report**

1. **Financial** – None.
2. **HR & Organisational Development** – None.
3. **Community Planning** –
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 and each enforcement action would be considered against these specific impacts. 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** – Not applicable.

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#### **List of Background Papers**

- (a) Background Paper 1 : The Planning etc.(Scotland) Act 2006  
Background Paper 2 : Circular 10/2009 'Planning Enforcement'

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**Author:** David Bryce, Development Standards Manager  
0141 618 7892; email david.bryce@renfrewshire.gov.uk



# Planning Enforcement Charter

A guide to enforcing planning controls



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# 1 Introduction

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Planning permission is required for most development that takes place in Scotland, with the exception of some minor works. Sometimes, however, developers or householders undertake work without planning permission or fail to keep to the permission they have been given.

Councils have powers to enforce planning controls in such cases, if they consider it is in the public interest to do so. Councils monitor developments to ensure planning controls are being followed but there is also a role for the public in alerting the Council to any problems of which they become aware.

This Charter explains how the enforcement process works, the role of Renfrewshire Council, the current powers available to the Council and the service standards it sets itself. It also explains what happens at each stage of what can be a lengthy process.

Enforcement is one of the most complex parts of the planning system. The aim of this Charter is to ensure that adopted procedures are fair and reasonable, and that interested parties are kept informed and are made aware of what is required.

This is an issue that concerns many members of the public. We hope you will find this Charter useful and will let us know if you think we could improve the service further.





## 2 Key points on planning enforcement

A breach of planning control is not a criminal offence. The purpose of planning enforcement is to resolve the problem rather than to punish the mistake. In addition, any action taken has to be appropriate to the scale of the breach.

Renfrewshire Council has statutory powers to investigate breaches of planning control and the conditions attached to planning consents, and to take formal action, where it is proportionate and necessary, and where a satisfactory outcome cannot be achieved by negotiation. However, enforcement is a discretionary power. That means that, even where there is a breach of planning control, the Council has to consider if it is in the public interest to take enforcement action. The Council is not required to take any particular action on a specific breach of planning control, and indeed can decide that no action is necessary. The Council will not act as an arbiter between parties where there is no wider public interest involved.

The Council has the legal power to safeguard trees and woodlands by creating tree preservation orders. Tree preservation orders are used to protect trees, groups of trees or woodlands that add to the character and appearance of an area. If you want to carry out work on any tree, or trees covered by an order, approval should be sought from the Council through the submission of a tree works application. In addition, trees in a Conservation Area are also protected and approval should be sought from the Council through the submission of a letter.

Planning enforcement also covers the physical display of advertisements such as billboards and advertisement hoardings, although slightly different procedures apply. These are set out in a separate section at the end of this document. The actual content of an advertisement is not covered by planning control. Any complaints about this should be made to the Advertising Standards Authority.

By publishing our standards and targets, we aim to improve our enforcement service and make it responsive to the needs of our customers. We will monitor the contents of this charter to ensure that standards and targets are being met.

Further copies of this Charter are available on the Council's website [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk), in local libraries and at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley.

Fuller information on the use of enforcement powers can be found in the Scottish Government publication Circular 10/2009: Planning Enforcement which can be viewed online at [www.scotland.gov.uk/planning](http://www.scotland.gov.uk/planning).

Parties who fail to gain planning permission, listed building consent or advertisement consent before they carry out development or install an advertisement should be aware that their actions may have considerable financial or legal implications for them which could prove difficult to resolve. Individuals and developers should be aware that not observing the regulatory requirements may significantly delay or impede the conveyancing transaction for the sale of a house, or letting of commercial premises. In circumstances where works have been carried out without consent, the Council will not usually issue a "letter of comfort" or other similar statement on the likelihood of enforcement action being taken, but will expect the submission of the appropriate formal application to regularise matters. The failure to comply with conditions to which permission or consents are subject, prior to, during or following development, can have similar implications and may require an amended planning permission or listed building consent to be submitted to regularise the situation.



### 3 Identifying possible breaches of planning control

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Possible breaches of planning control can include:

- work carried out or being carried out without planning permission or consent;
- an unauthorised change of use;
- failure to comply with conditions attached to a permission or consent;
- departures from approved plans or consent; and
- carrying out works to trees that are protected by a planning condition or a tree preservation order.

Members of the public have a role in reporting breaches of control. Any concerns should be raised with the Council. You can make preliminary enquiries by telephone or in person at the Council offices but these must be followed up in writing or by e-mail. See contact details below.

The following information is essential when reporting a suspected breach:

- the address of the property concerned;
- details of the suspected breach of planning control, with times and dates if relevant;
- your name, telephone number and address;
- an e-mail address if available or if the complaint is submitted electronically; and
- information on how the breach affects you and others.

While the Council will do its best to honour requests for confidentiality, it is subject to the requirements of the Freedom of Information (Scotland) Act 2002 and the Council may be required to make details of your complaint available to any enquirer. However, in line with the Data Protection Act, your signature, email address and telephone number will not be divulged.

We can be contacted by writing to:

Development Standards, Development and Housing Services, Renfrewshire House, Cotton Street, Paisley PA1 1JD or by telephone on **0300 3000 144**.

Enquiries by e-mail can be made to **[dc@renfrewshire.gov.uk](mailto:dc@renfrewshire.gov.uk)**

## 4 The role of the public

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Members of the public also have a role in monitoring the conditions that are placed on certain planning consents. The conditions are included within the decision notice attached to the permission. Monitoring is undertaken by the Council's Development Standards Section within the Development and Housing Services. However, there are a large number of permissions granted each year and it is not practical, nor is it expected, that Councils monitor all conditions at all times.

Your involvement is therefore valuable in providing information where it is believed that conditions attached to a consent are not being complied with or have not been discharged in a satisfactory way. Breaches of conditions are investigated in the same way as other breaches of planning control.

Information received by the Council is checked to ensure that it involves a possible breach of control and includes all the detail required for a possible investigation. After preliminary checking and compliance with the requirements for investigation, the complaint will be recorded. Once recorded, a written or e-mail acknowledgement will be sent to the person who made the complaint.

Some complaints, such as neighbour disputes over boundaries, relate to matters over which the planning service has no control and cannot be investigated. The Council will generally take action in the interests of wider public amenity or safety but will not act as an arbiter in neighbour or similar disputes.

### Service standard

If preliminary checking of a complaint suggests a breach of planning control, the complaint will be recorded. Once recorded, a written or e-mail acknowledgement will be sent to the person who made the complaint within 10 working days. The acknowledgement will include a reference number and contact details for the investigating officer.

## 5 Investigating possible breaches of planning control

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A priority system is used for investigating complaints based on matters such as the effect of the breach and the significance of the site.

Priority will be given to significant breaches of planning control including:

- breaches of condition for major development;
- irreversible damage to listed buildings;
- unauthorised felling of trees and matters affecting trees protected by Tree Preservation Orders;
- significant detrimental impact on amenity; and
- significant detrimental impact on public safety.

An investigation begins with a Development Standards officer visiting the site. Following this visit, the individual who has made the complaint will be informed of what action, if any, is proposed. In some cases, additional investigation may be needed.

### Service standard

Members of the public who provide information will receive a formal response within 20 working days of receipt of their letter or e-mail. They will also be advised of the proposed action to be taken. This may include the need for additional investigation prior to deciding on a course of action. They will be advised if the matter does not involve a breach of planning control or if it is not intended to take further action.

The length of time required to resolve a case or take action can be affected by a number of factors.

Progress can be delayed for the gathering of further evidence, to allow negotiations to take place or for formal procedures to be concluded. Similarly, an application to regularise the breach of control or an appeal against a decision of the planning authority can also delay resolution of the case.

The Council recognises that delays can be a source of considerable frustration to those submitting information, particularly if they consider their amenity is affected. Consequently, it is acknowledged that there is a need for clear recording of progress at each stage and the decisions which have been reached, and to keep interested parties informed of significant stages in the progress of a case, but all parties should feel free to contact the case officer for an update.

If there has been no progress for a period of 6 weeks, the Council will write to complainants to explain the delay.

Please note that the preferred method of communicating with all parties is electronically, if this is possible, and where there is no legal or procedural need for traditional letters.



## 6 Acting on breaches of planning control

In some cases action may not be appropriate, even though planning controls have been breached. As stated previously, the purpose of planning enforcement is to resolve problems, not punish mistakes. Enforcement action will only be taken when it is in the wider public interest and not to protect the interests of one party against another. The planning authority has to consider each case on its merits and decide on the most appropriate solution. The Council is unlikely to take formal action, for example, over developments which, in planning terms, are seen to be acceptable.

The Council has discretion on whether to take enforcement action in any given situation and various options are open to the Council. The following guidelines set out the basis on which the Council will make such decisions. However, it has to be noted that circumstances vary between cases. It is not possible to make a rigid set of procedures which will apply in all cases.

### WHERE DEVELOPMENT IS CARRIED OUT WITHOUT PLANNING PERMISSION OR LISTED BUILDING CONSENT

Development has been carried out without permission or consent but it is considered that planning permission or listed building consent should be granted without conditions.

*Action: a retrospective application will not usually be requested and the case will be closed. However, advice may be given as to the property implications of not obtaining the necessary permission at that time.*

Development has been carried out without permission or consent and it is considered by the Council that though the development is currently unacceptable, it could be made acceptable by alterations or the imposition of conditions.

*Action: discussion will take place with the developer to agree the terms of a retrospective application which will be invited and a period of 8 weeks allowed for submission. If the developer refuses to cooperate within that time the Council will then proceed to consider whether it is appropriate to take enforcement action within the statutory time limits. Usually, in the case of Planning Permission, the first action will be to serve a Section 33A Notice and require submission of an application within 28 days of the serving of the Notice. Failure to submit an application may result in the serving of an Enforcement Notice requiring the removal or dismantling of the development within a period of time appropriate to the circumstances.*

Development has been carried out for business purposes and it is considered by the Council that it is unacceptable in its current position but would be acceptable in an alternative location.

*Action: Discussion and negotiation will take place and an application will be invited for an alternative site and any enforcement action will be held in abeyance for a period of not less than 28 days to allow relocation. If the developer refuses to cooperate then the Council will proceed to take enforcement action if it is appropriate in the circumstances. The period for compliance with any notice will vary with the circumstances of the business, its impact on wider amenity and the need to preserve employment.*

Development has been carried out without permission or consent and it is considered by the Council that it is unacceptable and has no potential to be made acceptable by alteration or the use of conditions.

*Action: The developer will be requested to remove the development or cease the unauthorised use and agree a timetable for this to take place which will normally be no more than 28 days for changes of use or the siting of temporary buildings or caravans, or no more than 12 weeks for operational development. The submission of*

*a retrospective application will be discouraged. If the developer refuses to cooperate within the prescribed period, the Council will then proceed to consider whether it is appropriate to take enforcement action within statutory time limits.*

#### **Commercial activity in domestic premises.**

**Action:** *Where these uses involve no more than a single room, do not involve callers or deliveries, and there is no associated commercial signage, it is unlikely that formal action will be undertaken. However, the operator will be required to make application for a Certificate of Lawfulness. In all other cases an application for planning permission will be sought and if not forthcoming, an enforcement notice will be issued.*

#### **Partially developed sites.**

**Action:** *The Council will use its Completion Notice powers sparingly and will generally not intervene other than to work proactively with site owners to encourage the resumption of development either in its original form or as an amended scheme.*

#### **WHERE DEVELOPMENT IS CARRIED OUT NOT IN ACCORDANCE WITH APPROVED PLANS OR DRAWINGS, CONTRARY TO THE TERMS OF A PLANNING PERMISSION OR LISTED BUILDING CONSENT OR IN BREACH OF CONDITIONS ATTACHED TO A PLANNING PERMISSION**

**If the deviation from the planning permission is non-material.**

**Action:** *An application for a non material variation will be requested to regularise the situation but no action will be taken if no submission is made. Advice will be given as to the property implications of not obtaining the appropriate consent.*

**If the deviation is significant but likely to be found acceptable.**

**Action:** *A planning or listed building consent application will be requested to regularise the situation but no action taken if no submission is made. Advice will be given as to the property implications of not obtaining the appropriate consent.*

**If the deviation is significant and unlikely to be found to be acceptable without alterations or new or modified conditions being imposed.**

**Action:** *A planning or listed building consent application will be requested, to be submitted within 28 days. If the developer refuses to cooperate the Council will then proceed to consider whether it is appropriate to take enforcement action, and if so will take action normally within a further 28 days.*

**The deviation is significant and does not have the potential to be made acceptable.**

**Action:** *The developer will be instructed to carry out the development strictly in accordance with the planning permission or listed building consent and usually given a period of 28 days to comply. The submission of a retrospective application will be discouraged. If the developer refuses to cooperate by the stipulated deadline the Council will then determine whether it is appropriate to take enforcement action within a further 28 days. The period given for compliance with the planning permission, or listed building consent, or ceasing the activity will depend on the severity of impact on the environment and wider public interests.*





## 7 The decision to take enforcement action

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**Formal enforcement action will only be taken selectively and only where, in the opinion of the Council, the breach of planning control is significant and would unacceptably affect public amenity, public safety or the use of land and buildings meriting protection in the public interest. The action taken must be proportionate to the breach. The Council will consider seeking an interdict or taking direct action where such actions are merited.**

Only a relatively small number of cases require formal enforcement action. This begins with either an Enforcement Notice or Breach of Condition Notice being served on those involved in the development. Both notices include the following information:

- a description of the breach of control that has taken place;
- the steps that should be taken to remedy the breach;
- the timescale for taking these steps;
- the consequences of failure to comply with the notice; and
- where appropriate, any rights of appeal the recipient has and how to lodge an appeal.

Appeals against Enforcement Notices are considered by Scottish Ministers and dealt with, in most cases, by Reporters from the Scottish Government Directorate of Planning and Environmental Appeals.

Anyone who has submitted information on a breach of planning control will be advised of the appeal either by the Council or the Scottish Government.

There is no right of appeal against a Breach of Condition Notice.

### Service standard

Where a planning breach cannot be resolved and action is justified, a formal notice will be served. This will be either an enforcement notice or a breach of condition notice. The Council will usually write to the developer in advance of serving any notice warning of the intention to do so. Thereafter, the recipient of the notice will be advised as to what action is required, the timescales involved and the available options to resolve the issue.

Failure to comply with a notice may result in the planning authority taking further action. This can include a range of possible options including:

- referring the case to the Procurator Fiscal for possible prosecution;
- carrying out work and charging the person for the costs involved; and
- seeking a Court interdict to stop or prevent a breach of planning controls.

For more detail, see the “Enforcement Powers” section at the end of the Charter.

## 8 Amenity Notices

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Section 179 of the Town and Country Planning (Scotland) Act 1997 enables the Council to serve a notice on the owner, lessee and occupier of land if it considers that the condition of the land is adversely affecting the amenity of any part of their area. The notice specifies the steps considered necessary to abate the adverse effect within a specified timescale. If no action is taken to respond, the Council can enter the land, undertake the steps necessary to comply with the Notice and recover the costs of carrying out the work. Those served with the Notice have the right of appeal to the Scottish Ministers.

The Council has discretion on whether to serve such a notice, but it is likely that the only circumstances which will warrant serving such a notice is where the condition of the land is a threat to health and/or safety.



## 9 Stages of the enforcement process

STAGE	SERVICE STANDARD
<b>Receipt of initial complaint</b>	
h acknowledgement and determination if constitutes development	10 working days
h response to complainant following initial investigation	20 working days
If no progress is made with the case	Inform interested parties every 6 weeks
If <b>no</b> enforcement action is to be taken	Inform interested parties when the decision is made
<b>IF ENFORCEMENT ACTION IS TO BE TAKEN:</b>	
<b>UNAUTHORISED DEVELOPMENT</b>	
h Invitation to make a planning application	8 weeks allowed for submission
If no submission made, consider serving Section 33A Notice	28 days allowed for submission
h Ask for relocation of development	Not less than 28 days allowed for search
If no progress made consider enforcement action	
h Seek removal or cessation of development	Give 28 days to 12 weeks to comply depending on circumstances
<b>NOT IN ACCORDANCE WITH PLANS OR IN BREACH OF CONDITION</b>	
<b>either</b>	
h Invitation to submit revised application	28 days allowed for submission
If no submission made consider enforcement action	28 days to make decision
<b>or</b>	
h Inform developer to adhere to approval	28 days to comply
If no progress made consider enforcement action	Time allowed depends on circumstances
<b>Enforcement action</b>	
<b>Section 33A Notice, Breach of Condition Notice, Stop Notice or Temporary Stop Notice:</b> No appeal against the notice or its terms. If they are not complied with, the case may be referred to the Procurator Fiscal, or an interdict or interim interdict sought.	<b>Enforcement Notice, Listed Building Enforcement Notice, Advertisement Enforcement Notice or Amenity Notice:</b> The developer may lodge an appeal with the Scottish Ministers. Procedures are held in abeyance until the appeal is determined. The Ministers may vary the terms of the notice. Failure to comply with the notice can be reported to the Procurator Fiscal.

## 10 Information on valid enforcement notices

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Details of Enforcement Notices, Breach of Condition Notices, Stop Notices, Temporary Stop Notices and Notices under Section 33A (notice requiring the submission of a retrospective planning application) are entered into an Enforcement Register. You can inspect the register and these documents at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley.

### Power of entry

Council officials have powers to enter land or buildings to:

- establish if there has been a breach of planning control;
- check if there has been compliance with a formal notice;
- check if a breach has been satisfactorily resolved.

This power applies to any land or buildings and may involve officials entering land adjacent to the site of the breach.

### Time limits for action

Enforcement action has to be taken within strict time limits.

- **4 year limit** – this applies to “unauthorised operational development” (the carrying out of building, engineering, mining or other operations in, on, over or under land) and change of use to a single dwelling house. After four years following the breach of planning control, the development becomes lawful, and no enforcement action can be taken.
- **10 year limit** – this applies to all other development including change of use (other than to a single dwelling house) and breaches of condition. After ten years, the development becomes lawful if no enforcement action has begun.





## 11 Enforcement and advertising

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The display of advertisements is covered by the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984. Many advertisements are displayed with 'deemed consent' which means they do not require express consent if they meet the criteria and conditions set out in the regulations. One of these conditions is that the landowner has given permission for the advertisement to be displayed on their land.

Displaying an advertisement in contravention of the regulations is an offence and, if convicted in court, an offender can be fined. The court can impose further fines for each day the breach of the regulations continues.

The Council has the power to serve an Enforcement Notice. This specifies a time period (normally 28 days) for compliance with the notice. However, this period can be reduced to seven days if the Council believes there is an urgent need for the development to be removed or altered in the interests of public safety, or if the advertisement can be removed without any other work being required.

An Enforcement Notice can also require that a particular piece of land should not be used to display advertisements. This remains in force even if the original advertisement is removed. Any subsequent advertising on this site would amount to a breach of the notice.

The Council also has powers to remove or destroy placards and posters that do not have advertisement consent or deemed consent. If the person who put up the advertisement can be identified, they have to be given at least two days notice that the Council intends to take the advertisement down. If they cannot be readily identified, then the advertisement can be removed immediately as can those affixed or erected on Council property.

Council officials can enter unoccupied land, if necessary, to remove an advertisement. However, they have no powers to remove advertisements displayed within a building to which there is no public access.

Where the display relates to ad hoc banners and signs being displayed remotely from the business premises or activity to which they relate, and only where individual site-specific circumstances merit it (e.g. either due to traffic safety or site sensitivity) limited opportunity will be given to the party responsible for the display to remedy the matter voluntarily if they can be readily identified. Direct action will be contemplated as the first response.

## 12 Making a suggestion or complaint

Renfrewshire Council is committed to providing the highest standards of service to our community. If we do not meet these standards let us know as quickly as possible so that we can put things right.

### How to make a complaint

You should follow this procedure if we have made a mistake and you are unhappy with the way we have delivered a service.

Do not follow this procedure to make routine enquiries about our planning enforcement service. Please make enquiries like these by phoning, writing to or visiting the Customer Service Centre at Renfrewshire House, Cotton Street, Paisley.

### Complaints Procedure

You can complain in person, by phone, in writing, email or via our online form at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk). When contacting us please tell us your full name and address; as much as you can about the complaint; what has gone wrong, and how you want us to resolve the matter.

Our complaints procedure has two stages:

#### Stage One: Frontline resolution

We aim to resolve complaints quickly. This could mean on-the-spot apology and explanation if something has clearly gone wrong and immediate action to resolve the problem.

We will give you our decision at Stage One in five working days or less, unless there are exceptional circumstances.

If we can't resolve your complaint at this stage, we'll explain and tell you what you can do next. We might suggest that you take your complaint to Stage Two. You may choose to do this immediately or sometime after you get our initial decision.

#### Stage Two: Investigation

Stage Two deals with two types of complaint: those that have not been resolved at Stage One and those that are complex and need detailed investigation.

When using Stage Two we will acknowledge receipt of your complaint within three working days; discuss your complaint with you to understand why you remain dissatisfied and what outcome you are looking for, and give you a full response to the complaint as soon as possible and within 20 working days.

If our investigation will take longer than 20 working days, we will tell you. We'll agree revised time limits with you and keep you updated on progress.

#### Contact us:

In person: **Customer Contact Centre, Renfrewshire House, Cotton Street, Paisley**

In writing: **Development Standards Section, Development & Housing Services, Renfrewshire House, Cotton Street, Paisley PA1 1JD**

By email: [dc@renfrewshire.gov.uk](mailto:dc@renfrewshire.gov.uk)

Online: [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

#### Who else can I contact?

We hope that by following our complaints procedure you will find that your problem is solved quickly and effectively. If however after completing our complaints procedures you still remain dissatisfied, you may of course still refer the problem to the Scottish Public Services Ombudsman. You can contact the Scottish Public Services Ombudsman by:

email: [ask@spsso.org.uk](mailto:ask@spsso.org.uk)

website: [www.spsso.org.uk](http://www.spsso.org.uk)

phone: **0800 377 7330**

fax: **0800 377 7331**

address:

**4 Melville Street, Edinburgh EH3 7NS**

or

**Freepost EH641, Edinburgh EH3 0BR**

Generally, you must contact the Ombudsman within 12 months.



## 13 Enforcement powers

The Planning Enforcement powers available to the Council are set out in Part IV of the Town and Country Planning (Scotland) Act 1997 and in Chapter IV of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. The Planning Acts are available from The Office of Public Sector Information (OPSI) at [www.opsi.gov.uk](http://www.opsi.gov.uk)

Government policy on planning enforcement is set out in Circular 10/2009, "Planning Enforcement". This document is available from the Scottish Government and can be viewed electronically at [www.scotland.gov.uk/planning](http://www.scotland.gov.uk/planning).

### Types of Notice

#### **Notice Requiring Application for Planning Permission for Development Already Carried Out**

– used to encourage the submission of a retrospective planning application, which would then allow the Planning Authority to consider the grant of Planning Permission subject to any conditions or limitations that would make the development acceptable in planning terms.

**Planning Contravention Notice** – this is used to obtain information about activities on land where a breach of planning control is suspected. It is served on the owner or occupier, or a person with any other interest in the land or who is carrying out operations on the land. They are required to provide information about operations being carried out on the land and any conditions or limitations applying to any planning permission already granted. Failure to comply with the notice within 21 days of it being served is an offence and can lead to a fine in the Courts.

**Breach of Condition Notice** – this is used to enforce the conditions applied to any planning permission. It is effective from the date it is served. It may be used as an alternative to an enforcement notice (see below), and is served on any person carrying out the development and/or any person having control of the land. There is no right of appeal. Contravening a breach of condition notice can result in the Council referring the case to the Procurator Fiscal for possible prosecution, with a fine on conviction of up to £1,000.

**Enforcement Notice** – this is generally used to deal with unauthorised development, but can also apply to breach of planning conditions. There are similar notices and powers to deal with listed buildings (see below), and advertisements. An enforcement notice will specify a time period to take effect (a minimum of 28 days – but see the section below on advertisements), the steps that must be taken to remedy the breach and the time for this to be completed. There is a right of appeal to the Scottish Ministers and the terms of the notice are suspended until a decision is reached. Failure to comply with an enforcement notice within the time specified is an offence, and may lead to a fine of up to £20,000 in the Sheriff Court. Failure to comply may also result in the Council taking direct action to correct the breach (see other powers below).

**Listed Building Enforcement Notice** – this must be served on the current owner, occupier and anyone else with an interest in the property. The procedures are similar to those outlined above. The notice must specify the steps to be taken to remedy the breach and a final date for compliance. Failure to meet the terms of the notice by the date specified is an offence. There is the right of appeal to Scottish Ministers against the notice. Breaches of listed building control are a serious matter. It is a criminal offence to undertake unauthorised works to demolish, significantly alter, or extend a listed building. In certain circumstances, this can lead either to an unlimited fine or imprisonment.

**Stop Notice** – this is used in urgent or serious cases where unauthorised activity must be stopped, usually on grounds of public safety. When a stop notice is served, the planning authority must also issue an enforcement notice. There is no right of appeal against a stop notice and failure to comply is an offence. An appeal can be made against the accompanying enforcement notice. If a stop notice is served without due cause, or an appeal against the enforcement notice is successful, the Council may face claims for compensation. The use of stop notices therefore needs to be carefully assessed by the Council.

**Temporary Stop Notice** – takes effect immediately it is issued and, unlike a stop notice, does not require the issue of an enforcement notice. It would be used to stop an activity that would, in the Planning Authority's view, cause damage to the environment and/or local amenity. The temporary stop notice might not prohibit the activity over the entire site. For example, it might instead restrict it to certain areas or times. The maximum period a temporary stop notice can be in effect is for 28 days.

**Fixed Penalty Notice: issued where Enforcement Notice or Breach of Condition Notice not complied with** – this can be served where a person is in breach of an enforcement notice or a breach of condition notice where the notice is served within the six month period immediately following the compliance period stated in the enforcement notice; and that no prosecution proceedings have been started in respect of the breach. There is no right of appeal against a fixed penalty notice. The penalty for breach of an enforcement notice or a breach of condition notice is £2,000 and £300 respectively.

The amount payable is reduced by 25% if paid within 15 days. Payment discharges any liability for prosecution but does not however discharge the requirement to comply with the requirements of the original enforcement or breach of condition notice and the Planning Authority retains the power to take direct action to remedy the breach and recover any costs associated with such work. There is no right of appeal against a fixed penalty notice.

## Other Powers

**Interdict and Interim Interdict** – an interdict is imposed by the Courts and is used to stop or prevent a breach of planning control. Such proceedings can prove costly and Councils normally only seek interdicts in serious cases or where enforcement notices have been ignored in the past. However a Council can seek an interdict in relation to any breach without having to use other powers first. Breaching an interdict is treated as a contempt of Court and carries heavy penalties

**Direct Action** – failure to comply with the terms of an enforcement notice within the time specified can result in the Council carrying out the specified work. The Council may recover any costs it incurs from the landowner.

## 14 Enforcement contacts

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**Contact details for reporting suspected breaches of planning control:** Development Standards Section, Development and Housing Services, Renfrewshire Council, Renfrewshire House, Cotton Street, PAISLEY PA1 1JD. Telephone **0300 3000 144** or e-mail [dc@renfrewshire.gov.uk](mailto:dc@renfrewshire.gov.uk).

**Contact details for general inquiries on planning issues:**

Development and Housing Services, Renfrewshire Council, Renfrewshire House, Cotton Street, PAISLEY PA1 1JD. Telephone **0300 3000 144**.

**Contact details for complaints regarding the level of service:**

Customer Service Officer, Development and Housing Services, Renfrewshire Council, Renfrewshire House, Cotton Street, PAISLEY PA1 1JD.

**Other useful contacts – enquiries regarding building warrants:**

Development Standards Section, Development and Housing Services, Renfrewshire House, Cotton Street, PAISLEY PA1 1JD. Telephone **0300 3000 144** or email [bc@renfrewshire.gov.uk](mailto:bc@renfrewshire.gov.uk).

**For general enquiries regarding the planning system:**

The Scottish Government – PLANNING HELPLINE  
Tel: **08457 741741** (UK local rate) or **0131 244 7888**.

The office is open to telephone calls from 9.00am to 5.00pm Monday to Friday.

The Planning Helpline can provide you with advice and or information about planning issues which are the responsibility of the Scottish Government. The helpline enables you to speak with a member of the Scottish Government's Planning Division about their responsibilities regarding planning in Scotland, which are:

- to maintain and develop the law on planning;
- to provide policy guidance and advice;
- to approve strategic development plans; and
- to make decisions on some major planning applications and appeals.

### Planning Aid for Scotland

If you need advice about a specific planning issue you can also contact Planning Aid for Scotland which provides a free and independent advice service for individuals and community groups across Scotland. They can be contacted at:  
<http://www.planning-aid-scotland.org.uk/>  
or by calling their helpline on **0845 603 7602**



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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

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**Report by: Director of Development and Housing Services**

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**Heading:** "Places, People and Planning": The Scottish Government's Position Statement on the future of the Scottish Planning System (June 2017)

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## **1. Summary**

- 1.1 A report was presented to the Planning and Property Policy Board on the 14 March 2017 providing a summary of the Scottish Government's consultation on the future of the Scottish Planning System as well as an outline of the response from Renfrewshire Council to the consultation.
  - 1.2 The Director of Development & Housing Services provided a full response to the consultation on the 4<sup>th</sup> April 2017 and this can be accessed at:  
[https://consult.scotland.gov.uk/planning-architecture/a-consultation-on-the-future-of-planning/consultation/published\\_select\\_respondent](https://consult.scotland.gov.uk/planning-architecture/a-consultation-on-the-future-of-planning/consultation/published_select_respondent)
  - 1.3 Following the close of the consultation, an independent analysis of the views submitted was undertaken on behalf of the Scottish Government. On the 29 June 2017, the Scottish Government published a Position Statement on the future of the Scottish Planning System.
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## **2. Recommendations**

- 2.1 It is recommended that the Board
    - (i) Notes the publication of the Scottish Government's Position Statement on the future of the Scottish Planning System and agrees that regular update reports be provided to future meetings of the Board where relevant.
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### **3. Background**

- 3.1. In September 2015, Scottish Ministers appointed a panel to undertake an independent review of the Scottish Planning System. The panel reported in May 2016. The Scottish Government's response to the Review of Planning was issued in July 2016.
  - 3.2. On the 10 January 2017, a consultation document on the future of the Planning System in Scotland, 'Places, People and Planning' was issued by the Scottish Government with the closing date for submissions by the 4 April 2017.
  - 3.3. In line with the outline set out in a paper to the former Planning & Property Board of March 14<sup>th</sup> 2017, a response was submitted by the Director of Development & Housing to the Scottish Government which was then considered along with those submitted by a range of other stakeholders.
  - 3.4. Taking into account the wide range of views expressed in the consultation, the Scottish Government have now published a Position Statement which sets issues and actions they are considering.
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### **4. Scottish Government's Key Changes**

#### **4.1. Making Plans for the Future**

- Introducing a statutory link between Development Plans and Community Planning;
- Removing the requirement to prepare Strategic Development Plans and introducing duties/powers to support wider 'regional partnership working';
- An enhanced status for both the National Planning Framework and Scottish Planning Policy;
- Development Plans to be prepared every 10 years instead of the current 5 years;
- The Main Issues Report will be removed from the plan preparation process and replaced with a draft plan;
- Supplementary Guidance will be removed, all policies and detailed considerations required to be in the one plan;
- Introduction of an early gatecheck into the plan preparation process. An early Examination of the Plan to resolve issues at the start of the process rather than waiting to the Examination at the end of the plan making process;

#### **4.2. People Make the System Work**

- Introduce a new role for communities to produce local place plans, which could form part of the statutory Local Development Plan;

- New requirements for local planning authorities to engage specifically with children and young people;
- The Development Plan Scheme having a stronger legislative status to secure stronger and more locally tailored engagement;
- Amendments to the requirements for pre-application consultation, requiring developers to provide feedback to communities following consultation and engagement;
- Removing the opportunity for applicants to submit a revised or repeat application at no cost if an application is refused, withdrawn or if an appeal is dismissed;

#### 4.3. **Building More Homes and Delivering Infrastructure**

- Legislative change to refresh and rebrand Simplified Planning Zones allowing them to progress in a wider range of circumstances;
- There will not be the introduction of an infrastructure agency to improve links between planning and infrastructure, there is consideration of a national delivery group;
- Options for an infrastructure levy or charge are still being considered;

#### 4.4. **Stronger Leadership and Smarter Resourcing**

- Continue to explore the scope for shared services;
- Additional enabling powers to provide scope to widen discretionary charging for the planning service and extend the range of services which fees can be charged;
- Improvements to Development Management procedures including broadening the scope for permitted development;
- Establishment of a Digital Task Force to support the future planning service;

4.5. Although the Position Statement sets out the key changes, no final decisions have been made on the content of the legislation.

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### 5. **Next Steps**

- 5.1. The Scottish Government's Position Statement asks for views on the proposals contained within the paper. In this respect it is considered that the comments previously submitted will continue to be taken into consideration and as such there is no requirement for any further comments as this would simply be to restate the views already expressed.
- 5.2. Some of the proposed changes may require changes to legislation and in this context the Scottish Government has committed to bring forward a Planning Bill early in this current Parliamentary session.
- 5.3. Further reports will be provided to the Board as the legislative changes and detailed proposals on the review of the planning system emerge.



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## Implications of the Report

1. **Financial** – Given that this is a consultation paper, there is no certainty as to what the outcome of the consultation will be and what will be in the final Planning Bill.
2. **HR & Organisational Development** - None
3. **Community 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** – None
12. **Cosla Policy Position** - None

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## List of Background Papers

- (a) "Places, People and Planning" Scottish Government Position Statement (June 2017) on the future of the Scottish Planning System.  
<https://consult.scotland.gov.uk/planning-architecture/places-people-and-planning-position-statement/>

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**Author:** The contact officer within the service is Sharon Marklow, Strategy and Place Manager, 0141 618 7835, email: Sharon.marklow@renfrewshire.gov.uk



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**To: Communities, Housing and Planning Policy Board**

**On: 29 August 2017**

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**Report by: Director of Development and Housing Services**

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**Heading: Buildings at Risk Register Update**

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## **1. Summary**

- 1.1 Renfrewshire Council is committed to protecting its built heritage and an element of this includes monitoring the listed and unlisted buildings which are on the Buildings at Risk Register (BARR) which is a register of property maintained by Historic Environment Scotland (HES).
- 1.2 There are currently 564 listed buildings Renfrewshire-wide and the Building at Risk register identifies those which are in disrepair and/or in need of a long-term use as well as those which are already beyond practical repair. In Renfrewshire the Register indicates:
  - 43 properties are on the list at present;
  - 5 of which have restoration works in progress;
  - 4 of which have been granted planning permission;
  - 9 have been granted planning permission to develop the site/buildings;
  - 4 are being targeted with Townscape Heritage/Conservation Regeneration Grant Scheme 2 funding;
  - 2 Dangerous Building Notices have been served on owners to carry out repair and stabilisation works;
  - 3 are part of a wider masterplan and one other building which may benefit from a masterplan for part of the wider area
- 1.3 Three buildings have been removed from the BARR as a result of their successful restoration, and secured future long-term use. These are the Category A listed Russell Institute, the Category B listed former Arnott's store and No.14 Moss Street, which had been in poor condition for some time.

## **2. Recommendations**

2.1 It is recommended that the Board:

- (i) Notes the number of Buildings at Risk in Renfrewshire and the on-going work to remove these building from the national BARR;
  - (ii) Notes the continued pro-active approach taken to promote Buildings at Risk as opportunities for positive enhancement of Renfrewshire's communities.
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## **3. Background**

3.1. Historic Environment Scotland (HES) monitors buildings at risk and maintains the national Buildings at Risk Register (BARR). The BARR identifies buildings within the local authority area that are failing, some already beyond practical repair. The register includes both listed and unlisted buildings and structures.

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## **4. Progress to Date**

4.1. The Council's approach and vision as outlined in the Paisley Town Centre Heritage Asset Strategy and Local Development Plan seeks to utilise the wealth of Renfrewshire's built heritage assets as a basis for regeneration.

4.2. Following the publication of these documents, the following further progress has been made:

- Removal from the BARR of the former Category B listed Arnotts' department store, which has been developed to form flats and a ground floor restaurant, facilitating an increase in the number of people living and working in the town centre and adding to the vibrancy of the town centre;
- Restoration and removal from the BARR of the Category A listed Russell Institute completed to form modern office space to accommodate 80 jobs for Skills Development Scotland and the Council employability team, in a key town centre location;
- Removal from the BARR and restoration to flats and ground floor shop unit with Retail Improvement Grant of No. 14 Moss Street
- The progress by Kier Homes on the restoration of various listed buildings at the former Hawkhead Hospital site which includes the Category A listed Wards 7 and 8; and
- The successful launch of the Townscape Heritage/Conservation Area regeneration Scheme 2 (TH/CARS 2 scheme) for Paisley town centre which identifies three Buildings at Risk as potential priority projects.

- 4.3. The proactive approach taken by the Council to work with property owners is crucial where there is a risk of a building becoming vacant and being added to the BARR. A high profile example of this is the work currently ongoing with the Trustees of the Thomas Coats Memorial Church and the Princes Regeneration Trust which is progressing to ensure the long-term future of this Category A listed building.
  - 4.4. Appendix 1 illustrates the updated position on Buildings at Risk within Renfrewshire.
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## 5. Next Steps

- 5.1. An annual review of Renfrewshire's Building at Risk Register will be carried out with the appropriate level of action being taken to ensure owners are aware of their responsibilities in relation to the protection of the built heritage.
  - 5.2. An update report will be presented each year to Board.
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## Implications of the Report

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

**Community Care, Health & Well-being** – The delivery of actions within the Heritage Asset Regeneration Strategy have the potential to positively impact on physical, emotional and mental health and wellbeing.

**Jobs and Economy** – Progressing heritage led regeneration projects results in a stimulus to the local economy via contracts won and sustainable end uses for buildings.

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 published on the Council's website.

8. **Health & Safety** - None
  9. **Procurement** – None
  10. **Risk** – None
  11. **Privacy Impact** – None
  12. **COSLA Policy Position** – No COSLA policy implications to note.
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### **List of Background Papers**

- (a) None
- 

**Author:** Susan Jones, Regeneration Manager  
Tel: 0141 618 7836  
Email: [susan.jones@renfrewshire.gov.uk](mailto:susan.jones@renfrewshire.gov.uk)

## APPENDIX 1: RENFREWSHIRE BUILDINGS AT RISK REGISTER

Name/Address	Address	Settlement	Current Position
Half-Time School		Paisley	Planning Application submitted for demolition and re-development, including re-use of historic features from the remains of this Listed Building B.
Mannequins II	13 Old Sneddon Street	Paisley	No recent/current planning applications but consultation with owner indicates that an assessment of options is under consideration.
Upper Floors, 3 County Place	3 County Place	Paisley	Multi-ownership and access issues but it is recognised that this building is a key element of Paisley Town Centre.
Arnott's Department Store	Gauze Street/Lawn Street	Paisley	Removed from the Buildings at Risk list. Re-developed for flats, restaurant (Pendulum) at GF level and associated new build. Pendulum Restaurant received Retail Improvement Grant funding to assist with the new shopfront.
11 Lawn Street	11 Lawn Street	Paisley	Dangerous Buildings Notice served.
Blackhall House	Blackhall Lane	Paisley	Planning Permission granted for demolition and housing development and a Planning Application has been submitted seeking to redevelop the site.
Russell Institute	30 Causeyside Street	Paisley	Now converted for office use for Skills Development Scotland and RC Employability team. Removed from BARRs list.
Old Paisley Fire Station	10-14 Gordon Street	Paisley	On-going on-site works to repair/stabilise the building and make wind and watertight. Discussions on-going to convert building into flats (upper floors), and arts/events space at Ground Floor.
51 High Street	51 High Street	Paisley	Being targeted by TH/CARS 2 funds/scheme for shopfront restoration. Upper floors have been repaired by owner.



TA Building	76 High Street	Paisley	On-going discussions with owner Noah Developments who is calling on the public for ideas to re-develop the building.
1 High Street	1 High Street	Paisley	No recent application history.
18 High Street	18 High Street	Paisley	TH/CARS2 area. Owner of upper floors interested in Grant assistance and an application is imminent.
20 High Street	20 High Street	Paisley	On-site works to shopfront being carried out by owners. Retail Improvement Grant. Owner indicated that he would like to convert upper floors to residential and has submitted preliminary application for building repair grant.
44 High Street	44 High Street	Paisley	TH/CARS2 area. Owner of one shop in process of buying upper floors directly over the shop. Keen to progress a TH/CARS 2 grant application for the entire building and have the owner of the other shop and upper floor on board.
44 Causeyside Street	44 Causeyside Street	Paisley	C/U from shop to café granted 2014. Currently being marketed and owner interested in TH/CARS 2 grant. Outwith TH/CARS2 boundary at present. In original TH/CARS area.
13 Moss Street	13 Moss Street	Paisley	Owner previously seeking funding to assist with building repair and restoration as part of the first TH/CARS project. Project stalled due to funding gap.
14 Moss Street	14 Moss Street	Paisley	Now removed from the BARR. C/U granted from restaurant to 4 flats and for restoration of façade. Restoration assisted with Retail Improvement grant. Scheme completed and flats being marketed.
7 Shuttle Street	7 Shuttle Street	Paisley	TH/CARS 2 area. Now reopened as three separate bars / restaurants – Council will seek removal from BARR.
Kelvin House	Kelvin House & 15-17 Marshall's Lane	Paisley	On-going works to refurbish the building and alter the façade. Discussions with owner ongoing over timescales for completion of these works. Consent granted in 2015 for a hotel, bar and brasserie.

Original Secession Church (former Myles Camping Centre)	3 Wellmeadow Street	Paisley	Recently sold for proposed makers space. Very good condition internally. External fabric needs some attention.
Paisley Coats Girls Club	27 Ferguslie	Paisley	PP granted for residential, on-site at present
Castlehead Church Hall	Main Road	Paisley	PP granted for residential in 2015 for 1 unit
Castlehead Church	Main Road	Paisley	PP granted C/U to 12 flats
Royal Alexandra Infirmary, Main Building	35 Calside	Paisley	A section of the building has been de-listed and negotiations are ongoing with the owner to identify a long term development solution for this building.
Dykebar Hospital Ward 20	Grahamston Road	Paisley	Part of NHS asset strategy.
Dykebar Hospital Ward 22	Grahamston Road	Paisley	Part of NHS asset strategy.
Dykebar Hospital, Mid Dykebar	Grahamston Road	Paisley	Part of NHS asset strategy.
Hawkhead Hospital Admin Block	Hawkhead Road	Paisley	Planning permission and listed building consent granted to demolish
Hawkhead Hospital Child and Family Centre	Hawkhead Road	Paisley	Planning permission and listed building consent granted to demolish
Hawkhead Hospital Laundry Block	Hawkhead Road	Paisley	Planning permission granted for residential use
Hawkhead Hospital Wards	Hawkhead Road	Paisley	Planning permission granted for residential use.
Hawkhead House Farm Steading	Ben Alder Drive	Paisley	There is currently no programme for the redevelopment of this derelict property.
Hawkhead House Farmhouse	Maxwellton Street/Maxwellton Road	Paisley	No programme for repair
Leethland House	Glenpatrick Road	Elderslie	This property is in very poor conditions having been derelict for a number of years.

83 High Street	83 High Street	Johnstone	Consent granted in 2017 for demolition and residential development
Paton's Mill	1 High Street	Johnstone	Removed from the BARR and also the statutory List of Buildings of Special Architectural or Historic Interest.
Hermiston	Golf Course Road	Bridge of Weir	Planning permission is sought for demolition and replacement with 2 new residential units.
St Joseph's Missionary College Chapel	Kilbirnie Road	Lochwinnoch	HES consulted in light of vandalism at the Dormitory Building. HES committed to building remaining on list.
St Joseph's Missionary College Dormitory Building	Kilbirnie Road	Lochwinnoch	Recent extensive fire damage. Dangerous Buildings Notice served.
St Joseph's Missionary College Main Building	Kilbirnie Road	Lochwinnoch	HES consulted in light of vandalism at the Dormitory Building.
Calderhaugh House Stables	Main Street/Calderhaugh Lane	Lochwinnoch	No recent applications.
Struthers Lemonade Factory	Church Street	Lochwinnoch	The former Factory is not listed and is subject to a planning application that seeks permission for residential development.
K6 Telephone Box	Church Street	Lochwinnoch	No current development proposals.
Renfrew Police Station	Inchinnan Road	Renfrew	Development opportunities are being considered.
24 High Street	24 High Street	Renfrew	Proposals for the former India Tyres Social Club are being considered by the current owner.
Brown Institute	41-43 Canal Street	Renfrew	This building is being marketed for redevelopment.

# RENFREWSHIRE COUNCIL

## SUMMARY OF APPLICATIONS TO BE CONSIDERED BY THE COMMUNITIES, HOUSING & PLANNING POLICY BOARD ON 29/08/2017

APPN. NO: WARD:	APPLICANT:	LOCATION:	PROPOSAL:	Item No.
16/0832/PP  <b>12 - Erskine and Inchinnan</b>	WRC Recycling	6 Newmains Avenue, Inchinnan, Renfrew, PA4 9RR	Formation of vehicle wash area, formation of yard, erection of covered external storage areas and erection of concrete walling.	A1
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
16/0914/PP  <b>12 - Erskine and Inchinnan</b>	WRC Recycling	6 Newmains Avenue, Inchinnan, Renfrew, PA4 9RR	Erection of water storage tank, pump house and valve housing.	A2
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
16/0726/PP  <b>12 - Erskine and Inchinnan</b>	CALA Homes (West) Ltd	North Bar, Banchory Avenue, Inchinnan, Renfrew, PA4 9PR	Erection of residential development comprising 195 dwelling houses, with associated roads, parking and landscaping.	A3
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
17/0319/PP  <b>2 - Renfrew South and Gallowhill</b>	Burney Estates Ltd	Superstore, 160 Newmains Road, Renfrew, PA4 0NQ	Erection of Class 3 unit with drive-thru	A4
<b>RECOMMENDATION:</b>	GRANT subject to conditions			

<b>APPN. NO:</b>	<b>APPLICANT:</b>	<b>LOCATION:</b>	<b>PROPOSAL:</b>	<b>Item No.</b>
<b>WARD:</b> 17/0026/PP  <b>2+4 - Renfrew S, Gallowhill &amp; Paisley NW</b>	Westway LP	Land at Westway Distribution Park, Porterfield Road, Renfrew	Section 42 application to vary conditions 1 (duration of permission), 2 (phasing of advanced works), 3 (submission of matters specified in conditions), 6-13 (development zones), 16 (green travel plan), 17 (development that can be undertaken prior to infrastructure modifications) and 18 (details of infrastructure modifications); and deletion of conditions 4 (phasing of development zones), and 5 (phasing of development), of permission 15/0688/PP.	A5
<b>RECOMMENDATION:</b>	GRANT subject to a Section 75 Agreement			
17/0254/CC  <b>9 - J'stone N, Kilbarchan, H'wood, LochW</b>	Diocese of Paisley	Our Lady Of Fatima RC Church, 44 High Street, Lochwinnoch, PA12 4AA	Demolition of building within the conservation area	A6
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
16/0486/LB  <b>11 - Bishopton, BoW &amp; Langbank</b>	Mr East	Hermiston, Golf Course Road, Bridge of Weir, PA11 3HN	Demolition of dwellinghouse and associated garage.	A7
<b>RECOMMENDATION:</b>	GRANT subject to conditions			
16/0487/PP  <b>11 - Bishopton, BoW &amp; Langbank</b>	Mr East	Hermiston, Golf Course Road, Bridge of Weir, PA11 3HN	Demolition of dwellinghouse and erection of two dwellinghouses with associated garages.	A8
<b>RECOMMENDATION:</b>	GRANT subject to conditions			

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Total Number of Applications to be considered = 8

# Planning Application: Report of Handling

Application No. 16/0832/PP



Renfrewshire  
Council

## KEY INFORMATION

### Ward

12 Erskine and Inchinnan

### Applicant

WRC Recycling  
6 Newmains Avenue  
Inchinnan  
PA4 9RR

**Registered:** 25/11/2016

Report by Director of Development and Housing Services

**PROPOSAL:** FORMATION OF VEHICLE WASH AREA,  
FORMATION OF YARD, ERECTION OF COVERED EXTERNAL  
STORAGE AREAS AND ERECTION OF CONCRETE WALLING

**LOCATION:** 6 NEWMAINS AVENUE, INCHINNAN, RENFREW,  
PA4 9RR

**APPLICATION FOR:** PLANNING PERMISSION - FULL

## SUPPLEMENTARY REPORT

The Communities, Housing and Planning Policy Board at its meeting on 6 June, 2017 considered the attached Report of Handling and decided to continue consideration to enable a site visit to be undertaken by the Board to view the proposal site, the nature of the operations and the surrounding uses.

The site visit took place on 27 June 2017 and those Members attending viewed the application site(s) and were afforded the opportunity of inspecting the surroundings and the site context and were able to acquaint themselves with any features on or adjacent to the site which may be impacted by, or impact on, the proposed development.

Members were briefed on the operational characteristics of the recycling operation. The individual objector also attended in his own capacity and as a representative of Inchinnan Community Council.

The site visit was conducted in accordance with the Site Visit Protocol and Members attending did not discuss the merits of the proposal.

On the basis that the Board had decided that additional information was necessary to inform making a decision on the application, and this could only be gleaned from undertaking (and thus being present on) a visit, the Protocol for Site Visits states that "The Clerk to the Board will keep a record of the Members attending the visit and only those members who have attended the visit are eligible to determine the application."

With the benefit of having inspected the site, those Members who attended the site visit are invited to determine the application in accordance with the recommendation in the attached Report of Handling.

## RECOMMENDATION

Grant subject to conditions.

Fraser Carlin  
Head of Planning and  
Housing



# Planning Application: Report of Handling

Application No. 16/0832/PP



Renfrewshire  
Council

## KEY INFORMATION

### Ward

12 Erskine and Inchinnan

### Applicant

WRC Recycling  
6 Newmains Avenue  
Inchinnan  
PA4 9RR

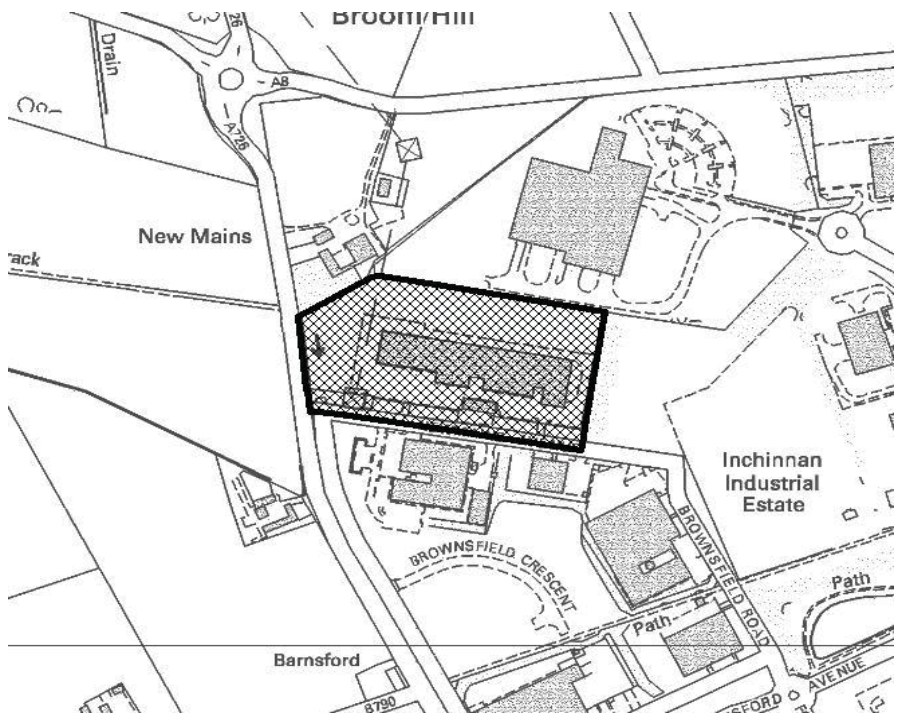
**Registered:** 25/11/2016

Report by Director of Development and Housing Services

**PROPOSAL:** FORMATION OF VEHICLE WASH AREA,  
FORMATION OF YARD, ERECTION OF COVERED EXTERNAL  
STORAGE AREAS AND ERECTION OF CONCRETE WALLING

**LOCATION:** 6 NEWMAINS AVENUE, INCHINNAN, RENFREW,  
PA4 9RR

**APPLICATION FOR:** PLANNING PERMISSION - FULL



## RECOMMENDATION

Grant subject to  
conditions.

Fraser Carlin  
Head of Planning and  
Housing

## SUMMARY OF REPORT

- The proposals accord with national planning policy, guidance and advice and with the adopted Renfrewshire Local Development Plan.
- The proposal site lies within an area covered by Policy E1 in which industrial and business uses are appropriate.
- There has been one letter objection on the grounds of conditions attached to the previous consent, details of effluent treatment, the need for a management plan for noise, birds and pest, and the need for monitoring.
- There has been no adverse comment from the consultees in respect of traffic, drainage, airport safeguarding or other environmental matters.
- An objection has been submitted by Inchinnan Community Council on the same grounds as the individual objector.

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### Description

Planning permission is sought for the formation of a vehicle wash area, external yard, the erection of a covered storage area with storage bays and concrete walling at the WRC waste processing facility located on Newmains Avenue within Inchinnan Business Park.

In support of the proposal, the applicant has stated that a recent appraisal of operations at the site have identified a number of issues which require to be addressed. It is submitted that in order for the operations at the site to run effectively and conform to the requirements of industry regulation and SEPA that the vehicles operated by WRC require to be washed and cleaned on a regular basis. The vehicles also require to be parked and stored within the premises and an area to the rear of the site has been identified which meets these requirements. Additionally, it has been identified that a dedicated covered area, outwith the main building, is required to store the processed and finished product from the facility prior to sale. These products which will be baled and bagged, would then be stored in a clean environment remote from the processing areas in the main building and screened from external view.

Additionally, some deliveries to the site require to be examined for quality control purposes prior to their acceptance in the main plant. In these cases the lorries would tip their loads into the quality control bay and the materials checked prior to their acceptance. This operation requires to be undertaken externally but in a covered area and is proposed in four of the fourteen external storage bays to the rear of the site.

The application site is bounded to the north by an industrial/business building occupied by Eclipse Blinds and the Bible Centre, to the south by Newmains Avenue and on the opposite side by a building occupied by Vascutek, to the east by a

building occupied by Signature Ltd and to the west by a recently constructed office building to be used in association with the reprocessing facility. With the exception of the Bible Centre all surrounding uses are industrial in nature.

Members should note that a concurrent application for the development of a water storage tank, pumphouse and valve housing is presented for consideration at this Board.

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### History

14/0328/PP - Use of premises as waste reprocessing and recycling facility. Granted subject to conditions on 11/11/2014.

15/0294/PP - Re-cladding of building. Granted 25/08/2015.

15/0339/PP - Temporary siting of weighbridge and portable office building. Granted subject to conditions on 25/08/2015.

15/0534/PP - Erection of boundary wall and fencing and formation of hardstanding. Refused 09/10/2015.

15/0537/PP - Engineering operations comprising the reinstatement of land to former ground level. Granted subject to conditions on 11/09/2015.

15/0703/PP - Installation of solar panels on roof of building. Granted subject to conditions on 03/12/2015.

15/0753/PP - External alterations to front elevation and formation of ramped loading bay. Granted 17/12/2015.

16/0914/PP - Erection of water storage tank and pump house. Application currently under consideration.

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### Policy and Material Considerations

Development Plan - Adopted  
Renfrewshire Local Development Plan  
2014

Policy E1 - Renfrewshire's Economic Development Locations

New Development Supplementary  
Guidance

Delivering the Economic Strategy  
Strategic Economic Investment Locations

Material considerations

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this instance the proposal requires to be assessed against the policies and guidance outlined above, the views of consultees, the extant planning permission for the site (planning application reference 14/0328/PP) and the physical attributes of the site.

Publicity

Neighbour notification has been undertaken in accordance with statute. The application was also advertised in the Paisley and Renfrewshire Gazette on 07/12/2016, with a deadline for representations to be received by 21/12/2016.

Objections/  
Representations

There has been one objection to the application and the issues raised are summarised below;

1. The proposal constitutes a change of use of land in contravention of conditions attached to previous planning permission 14/0328/PP which restricted storage, sorting or processing of materials within the external yard area.
2. No effluent treatment process is defined in relation to the proposed vehicle wash.
3. This would be a fundamental change to the size of the operation requiring re-assessment by Roads, Environment, SEPA, Airport and Fire Scotland
4. A management plan would require to be updated for noise, birds and pests.
5. Audit, scrutiny and monitoring of recyclable volume/types is essential.

Consultations

**Director of Community Resources (Environmental Services)** - No objection

following consideration of environmental matters. A Pest Management Plan has been approved following the grant of planning consent (reference 14/0328/PP).

**Director of Community Resources (Roads)** - No objection following consideration of roads matters.

**Director of Community Resources (Design Services)** - No objection following consideration of drainage matters and the submitted DIA.

**SEPA** - No objection.

**Scottish Water** - No objection.

**Nerl Safeguarding** - No objection.

**Glasgow Airport** - No objection. A Bird Hazard Management Plan was required by condition of planning permission 14/0328/PP and is also proposed to be attached to any grant of consent.

**Inchinnan Community Council** - State that the proposal constitutes a change of use of land in contravention of conditions attached to previous planning permission 14/0328/PP which restricted storage, sorting or processing of materials within external yard area. No effluent treatment process is defined in relation to the proposed vehicle wash. The proposal would be a fundamental change to the size of the operation requiring re-assessment by Roads, Environment, SEPA, Airport and Fire Scotland. A management plan would require to be updated for noise, birds, pests. Audit, scrutiny and monitoring of recyclable volume/types is essential.

Summary of main issues

Environmental Statement - N/A

Appropriate Assessment - N/A

Design Statement - N/A

Access Statement - N/A

Other Assessments -

**Drainage Impact Assessment** - The DIA submitted by the applicant in support of the proposed development confirms that as a result of the development proposed an impermeable area at the site would be

introduced. The DIA demonstrates that the development site would be drained via a drainage system which can provide suitable attenuation storage of additional run off and that, there is capacity, following development of the site for any storm and foul water to be drained to the public drainage system.

Planning Obligation Summary - N/A

Scottish Ministers Direction - N/A

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### **Assessment**

The proposal requires to be assessed against the policies contained within the Development Plan and any other material considerations. In this case, the relevant documents of the Development Plan comprise the Adopted Local Development Plan 2014 (LDP) and the New Development Supplementary Guidance (SG).

A further relevant material consideration is the original planning permission (14/0328/PP) which granted consent for the use of the site as a waste reprocessing and recycling facility, subject to conditions restricting external storage, sorting or processing.

The application site is identified in the LDP proposals map under Policy E1 'Renfrewshire's Economic Investment Locations'. Policy E1 identifies and promotes Strategic Economic Investment Locations for the development of Class 4 Business, Class 5 General Industry and Class 6 Storage and Distribution development and ancillary service provisions and proposals within these areas require to be assessed against the criteria detailed in the Supplementary Guidance. The Supplementary Guidance considers that proposals will require to be compatible with the surrounding area, support economic growth while allowing diversification or transition into new economic sectors and should not impact on economic investment generally within the area. The Supplementary Guidance

specifically states that proposals for waste management infrastructure will be acceptable within SEILs where, amongst others, it will not have a significant impact upon amenity or operation of other uses.

Planning permission (14/0328/PP) was granted, subject to conditions, in 2014 for the use of the premises as a waste reprocessing and recycling facility and therefore this location has been established as being acceptable to accommodate this facility.

Conditions attached to that planning consent restricting external storage, sorting or processing were imposed to ensure that visual amenity was protected and that the waste facility did not undermine the amenity of the Inchinnan Industrial Estate.

The applicant's justification for the proposal now submitted is that these facilities are required in order that the site functions efficiently and to comply with waste regulations. The additional facilities now proposed would be located to the rear of the site only and screened from public views, from within the Industrial Estate, by the existing building.

The storage area would be positioned along the rear boundary of the site and would comprise covered units to match the external finishes of the existing building. The covered storage units would enable the finished product to be separated from the unfinished product and stored in a clean environment. The separate covered area would enable any non conforming waste to be sifted off and scrutinised. In this way specialised sorting and the storage of finished bales would remain within buildings and screened by a 4.5 metre high wall would not overspill onto open areas of the site. The vehicle wash area would also be located on the rear boundary screened visually and acoustically.



The use of the yard and formation of a concrete surface to the rear of the site for loading/unloading is considered preferable to such activities being visible from the road frontage. It is important that a high quality frontage onto the main roadway is retained and is not diminished by activities which are better located to the rear of the buildings. The applicant has also advised of the requirement to have the external yard area covered in concrete as it makes it easier to clean the area with a road brush and ensure that the site is maintained in a clean and tidy condition to comply with waste regulation.

The Director of Community Resources following consideration of environmental issues, drainage of the site and roads issues has no objection to the proposal and is satisfied that no conditions are required to protect amenity, that the site can be properly drained and will not impact upon flooding and that the proposal can be accommodated within the existing roads infrastructure.

Issues raised through objection are considered as follows. A wide consultation has been undertaken in relation to the proposal and no objections have been raised nor conditions recommended to require further studies to be undertaken in relation to flooding, noise, pest control or bird hazard. The applicants seek to more effectively and efficiently utilise the site and have not sought an increase in the tonnage of waste to be processed.

Following assessment of the application it is considered that external storage, sorting and processing would continue to be undertaken in covered areas screened from external view. In this respect the proposed development is protecting visual amenity and therefore the attractiveness of the Inchinnan Industrial Estate. I am therefore satisfied that the proposal is acceptable for the reasons outlined above.

It is concluded that the proposal will not have a significant impact upon amenity or

the operation of other uses within the area. As such the proposal is considered acceptable when assessed against Policy E1 and the New Development Supplementary Guidance on Economic Development Criteria and Strategic Economic Investment Locations. The proposals represent relatively small-scale functional elements required to support the operation of the larger site within which these elements will be located.

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#### **Recommendation and Reasons for Decision**

In light of the above assessment, the proposal is considered to be in accordance with the provisions of the Adopted Local Development Plan and New Development Supplementary Guidance. it is therefore recommended that planning permission be granted subject to conditions.

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#### **Recommendation**

GRANT SUBJECT TO CONDITIONS

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#### **Conditions & Reasons**

##### **Reason for Decision.**

1. The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. That with the specific exception of vehicle deliveries and uplifts, associated vehicle parking and vehicle manoeuvring, all other activities shall be carried out entirely within building envelopes and no storage, sorting or processing of materials or any other activities shall be undertaken within the external yard area.

Reason: In the interests of visual amenity and to ensure that the use hereby approved does not undermine the attractiveness of the Inchinnan Industrial Estate.

3. That the materials to be processed within the facility hereby approved shall be restricted to plastics, paper, metal, textiles, and timber and that the total volume of materials handled at the facility shall not exceed 22575 tonnes per annum irrespective of the combination of plastics, paper, metal, textiles and timber. For the avoidance of doubt no household or putrescible waste shall be received, handled or processed on the site in any way.

Reason: In the interests of amenity and traffic safety, to define the consent, and to ensure that the operation of the facility remains consistent with the supporting information.

4. The design, installation and operation of any plant, machinery or equipment shall be such that noise associated with the development does not exceed Noise Rating Curve NR25 between the hours of 2300 and 0700 hours and NR 35 at all other times when measured within any dwelling in the vicinity of the development.

Reason: In the interest of amenity and to protect sensitive receptors.

5. The proposal shall be implemented in compliance with the Drainage Impact Assessment prepared by Balfour Engineering Consultancy Ltd and dated 20th March 2017.

Reason: To ensure that the site is acceptably drained.

6. That before any development of the site commences a scheme of landscaping shall be submitted to and approved in writing by the Planning Authority ; the scheme shall include:- (a) details of any earth moulding and hard landscaping, grass seeding and turfing; (b) a scheme of tree and shrub planting, incorporating details of the number, variety and size of trees and shrubs to be planted; (c) an indication of all existing trees and hedgerows, plus details of those to be retained, and measures for their protection in the course of development, and (d) details of the phasing of these works;

Reason: In the interests of the visual amenity of the area.

7. That prior to development hereby permitted becoming operational, all planting, seeding turfing and earth moulding included in the scheme of landscaping and planting, approved

under the terms of condition 6 above, shall be completed; and any trees, shrubs, or areas of grass which die, are removed, damaged, or diseased within 5 years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species;

Reason: In the interests of amenity.

8. Development shall not commence until a Bird Hazard Management Plan has been submitted to and approved by the Planning Authority in consultation with Glasgow Airport. The submitted plan shall include details of the management of any flat/shallow pitched/green roofs on buildings within the site which may be attractive to nesting, roosting and loafing birds. The management plan shall comply with Advice Note 8 'Potential Bird Hazards from Building Design' (available from [http://www.aoa.org.uk/operations safety](http://www.aoa.org.uk/operations%20safety)).

The Bird Hazard Management Plan shall be implemented as approved on completion of the development and shall remain in force for the life of the building. No subsequent alterations to the plan are to take place unless first submitted to and approved in writing by the Planning Authority in consultation with Glasgow Airport.

Reason: It is necessary to manage the development in order to minimise its attractiveness to birds which could endanger the safe movement of aircraft and the operation of Glasgow Airport.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.





# Planning Application: Report of Handling

Application No. 16/0914/PP



Renfrewshire  
Council

## KEY INFORMATION

### Ward

12 Erskine and Inchinnan

### Applicant

WRC Recycling  
6 Newmains Avenue  
Inchinnan  
PA4 9RR

**Registered:** 28/12/2016

Report by Director of Development and Housing Services

**PROPOSAL:** ERECTION OF WATER STORAGE TANK, PUMP HOUSE AND VALVE HOUSING

**LOCATION:** 6 NEWMAINS AVENUE, INCHINNAN, RENFREW, PA4 9RR

**APPLICATION FOR:** PLANNING PERMISSION - FULL

## SUPPLEMENTARY REPORT

The Communities, Housing and Planning Policy Board at its meeting on 6 June, 2017 considered the attached Report of Handling and decided to continue consideration to enable a site visit to be undertaken by the Board to view the proposal site, the nature of the operations and the surrounding uses.

The site visit took place on 27 June 2017 and those Members attending viewed the application site(s) and were afforded the opportunity of inspecting the surroundings and the site context and were able to acquaint themselves with any features on or adjacent to the site which may be impacted by, or impact on, the proposed development.

Members were briefed on the operational characteristics of the recycling operation. The individual objector also attended in his own capacity and as a representative of Inchinnan Community Council.

The site visit was conducted in accordance with the Site Visit Protocol and Members attending did not discuss the merits of the proposal.

On the basis that the Board had decided that additional information was necessary to inform making a decision on the application, and this could only be gleaned from undertaking (and thus being present on) a visit, the Protocol for Site Visits states that "The Clerk to the Board will keep a record of the Members attending the visit and only those members who have attended the visit are eligible to determine the application."

With the benefit of having inspected the site, those Members who attended the site visit are invited to determine the application in accordance with the recommendation in the attached Report of Handling.

## RECOMMENDATION

Grant subject to conditions.

Fraser Carlin  
Head of Planning and  
Housing

# Planning Application: Report of Handling

Application No. 16/0914/PP



Renfrewshire  
Council

## KEY INFORMATION

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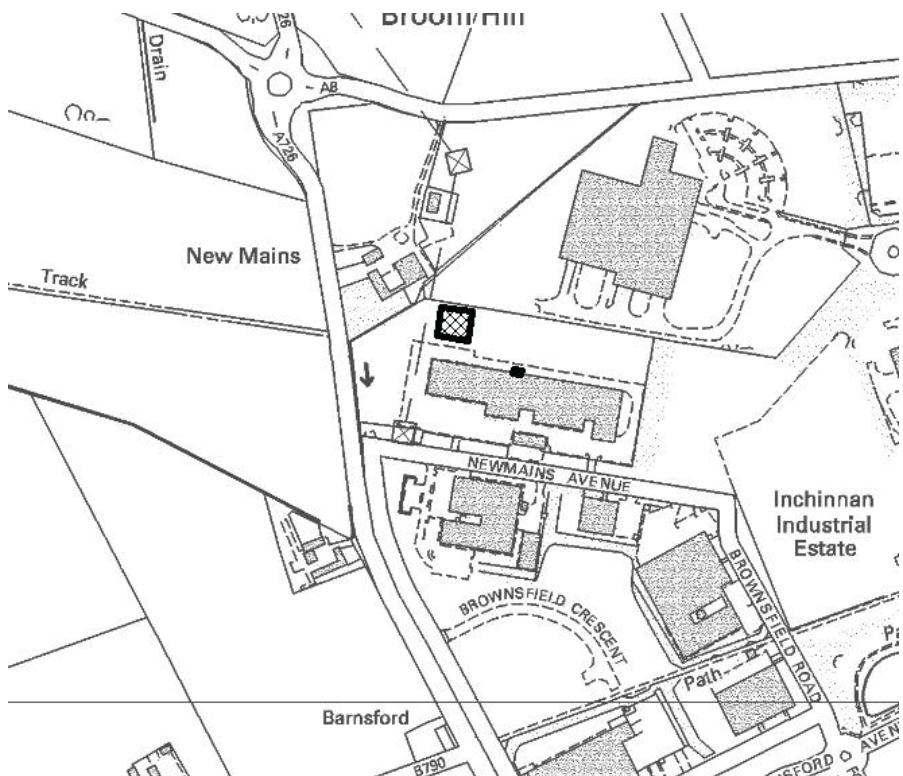
**Registered:** 28/12/2016

Report by Director of Development and Housing Services

**PROPOSAL:** ERECTION OF WATER STORAGE TANK, PUMP HOUSE AND VALVE HOUSING

**LOCATION:** 6 NEWMAINS AVENUE, INCHINNAN, RENFREW, PA4 9RR

**APPLICATION FOR:** PLANNING PERMISSION - FULL



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## RECOMMENDATION

Grant subject to conditions.

Fraser Carlin  
Head of Planning and  
Housing

## SUMMARY OF REPORT

- The proposal site lies within an area covered by Policy E1 in which industrial and business uses are appropriate.
- The proposals represent small scale ancillary development associated with the principal waste management and recycling activities to be carried out on the site.
- There has been no adverse comment from the consultees in respect of traffic, drainage, airport safeguarding or other environmental matters.
- An objection has been submitted by Inchinnan Community Council.

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### Description

Planning permission is sought for the erection of a water storage tank, pump house and valve housing within the grounds of the WRC waste reprocessing and recycling facility located on Newmains Avenue within Inchinnan Business Park. Planning permission for this use was granted subject to conditions in 2014, and whilst the development has commenced the use of the site has yet to be implemented. The water tank and pump house would be positioned to the rear of the site approximately 12 metres from the northern boundary. The tank would have a diameter of 13.2 metres and a height of 8 metres and the pump house would have a footprint of approximately 61 square metres and a height of 3.5 metres. The valve housing would be positioned close to the rear elevation of the waste processing building and would have a footprint of 6 square metres and a height of 2.4 metres.

The applicant has stated that for insurance and safety purposes WRC require to install a fire suppressant system throughout the main building. This sprinkler system requires a large water storage tank to be provided at the site, together with associated plant comprising a pump house and a small control valve housing. It has been indicated that as part of the proposal a landscaping scheme would be undertaken which would include extensive bunding to the west of the application site and a mixture of extensive tree and shrub planting on the northern boundary. Detailed landscaping proposals to screen the proposed apparatus from external view have not been submitted with the application but could be required by the imposition of an appropriately worded condition should planning permission be granted.

Access to the site will remain as existing.

The application site is bounded to the north by the Bible Centre accessed from Barnsford Road, to the south by

Newmains Avenue and on the opposite side by a building occupied by Vascutek, to the east by a building occupied by Signature Ltd and to the west by a recently constructed office building to be used in association with the WRC reprocessing facility.

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### History

14/0328/PP - Use of premises as waste reprocessing and recycling facility. Granted subject to conditions on 11/11/2014.

15/0294/PP - Re-cladding of building. Granted 25/08/2015.

15/0339/PP - Temporary siting of weighbridge and portable office building. Granted subject to conditions on 25/08/2015.

15/0534/PP - Erection of boundary wall and fencing and formation of hardstanding. Refused 09/10/2015.

15/0537/PP - Engineering operations comprising the reinstatement of land to former ground level. Granted subject to conditions on 11/09/2015.

15/0703/PP - Installation of solar panels on roof of building. Granted subject to conditions on 03/12/2015.

15/0753/PP - External alterations to front elevation and formation of ramped loading bay. Granted 17/12/2015.

16/0832/PP - Formation of vehicle wash area, formation of yard, erection of covered external storage areas and erection of concrete walling. Application currently under consideration.

Members should note that an associated application (reference 16/0832/PP) for the formation of a vehicle wash area, formation of yard and erection of covered external storage areas, is included for consideration on this agenda.

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## Policy and Material Considerations

### Development Plan - Adopted Renfrewshire Local Development Plan 2014

Policy E1 - Renfrewshire's Economic Development Locations

### New Development Supplementary Guidance

Delivering the Economic Strategy  
Strategic Economic Investment Locations

### Material considerations

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this instance the proposal requires to be assessed against the policies and guidance outlined above, the views of consultees, the extant planning permission for the site and the physical attributes of the site.

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## Publicity

Neighbour notification has been undertaken in accordance with statute. The application was also advertised in the Paisley and Renfrewshire Gazette on 25/02/2017, with a deadline for representations to be received by 09/03/2017.

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## Objections/ Representations

None received.

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## Consultations

**Director of Community Resources (Environmental Services)** - No comments following consideration of environmental matters.

**Director of Community Resources (Roads)** - No objection following consideration of roads matters.

**Director of Community Resources (Design Services)** - No objection

following consideration of drainage matters.

**Scottish Water** - No objection.

**Nerl Safeguarding** - No objection.

**Glasgow Airport** - No objection.

**Inchinnan Community Council** - State that increases to the operations external to the building were never envisaged at the original application and if this facility is required for reasons of fire safety then Fire Scotland should have recommended an appropriate condition. There is no indication whether the facility will also be used for commercial purposes including washing processes for vehicles and waste, which could have a detrimental effect of the environment.

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## Assessment

The proposal requires to be assessed against the policies contained within the Development Plan and any other material considerations. In this case, the relevant documents of the Development Plan comprise the Adopted Local Development Plan 2014 (LDP) and the New Development Supplementary Guidance (SG).

The application site is identified in the LDP proposals map under Policy E1 'Renfrewshire's Economic Investment Locations'. Policy E1 identifies and promotes Strategic Economic Investment Locations for the development of Class 4 Business, Class 5 General Industry and Class 6 Storage and Distribution development and ancillary service provisions and proposals within these areas require to be assessed against the criteria detailed in the Supplementary Guidance. The Supplementary Guidance considers that proposals will require to be compatible with the surrounding area, support economic growth while allowing diversification or transition into new economic sectors and should not impact on economic investment generally within



the area. The Supplementary Guidance specifically states that proposals for waste management infrastructure will be acceptable within SEILs where, amongst others, it will not have a significant impact upon amenity or the operation of other uses.

Planning permission (14/0328/PP) was granted, subject to conditions, in 2014 for the use of the premises as a waste reprocessing and recycling facility and this location has been established as being acceptable to accommodate this facility. The applicant has advised that to enable the approved use at the site to commence, a water storage tank, pump house and valve housing are required as an ancillary element of the operations previously granted planning permission. The water storage tank and pump house would not expand operations to the external area of the site nor increase the volume of waste to be processed. I am satisfied therefore that the proposal would not conflict with the conditions applied to the original grant of planning permission.

The water tank would be located within the service yard to the rear of the building and would be screened from external view by the industrial unit and by bunds and landscaping which are proposed to be formed on open land to the north of the application site between the waste processing building and the newly constructed offices. This would screen the tank from public view from within the Industrial park and from Barnsford Road outwith the park. This bund would also screen the tank and pump house from the rear boundary and the Bible Centre beyond. A landscaping scheme will establish further screening and place the development within a landscaped setting. This would form a condition of any permission granted.

The issues raised through consultation have been discussed within the main body of this report.

It is concluded that the proposal would not have a significant impact upon amenity or the operation of other uses within the area. As such the proposal is considered acceptable development when assessed against Policy E1 and the New Development Supplementary Guidance on Economic Development Criteria and Strategic Economic Investment Locations. The proposals represent relatively small-scale functional elements required to support the operation of the larger site within which these elements will be located.

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### **Recommendation and Reasons for Decision**

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In light of the above assessment, the proposal is considered to be in accordance with the provisions of the Adopted Local Development Plan and New Development Supplementary Guidance. It is therefore recommended that planning permission be granted subject to conditions.

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### **Recommendation**

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GRANT SUBJECT TO CONDITIONS

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### **Conditions & Reasons**

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#### **Reason for Decision.**

1. The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. That with the specific exception of vehicle deliveries and uplifts, associated vehicle parking and vehicle manoeuvring, all other activities shall be carried out entirely within the building envelopes and no storage, sorting or processing of materials or any other activities shall be undertaken within the external yard area.

Reason: In the interests of visual amenity and to ensure that the use hereby approved does not undermine the attractiveness of the Inchinnan Industrial Estate.



3. That the materials to be processed within the facility hereby approved shall be restricted to plastics, paper, metal, textiles, and timber and that the total volume of materials handled at the facility shall not exceed 22575 tonnes per annum irrespective of the combination of plastics, paper, metal, textiles and timber. For the avoidance of doubt no household or putrescible waste shall be received, handled or processed on the site in any way.

Reason: In the interests of amenity and traffic safety, to define the consent, and to ensure that the operation of the facility remains consistent with the supporting information.

4. The proposal shall be implemented in compliance with the Drainage Impact Assessment prepared by Balfour Engineering Consultancy Ltd and dated 20th March 2017.

Reason: To ensure that the site is acceptably drained.

5. The design, installation and operation of any plant, machinery or equipment shall be such that noise associated with the development does not exceed Noise Rating Curve NR25 between the hours of 2300 and 0700 hours and NR 35 at all other times when measured within any dwelling in the vicinity of the development.

Reason: In the interest of amenity and to protect sensitive receptors.

6. That before any development of the site commences a scheme of landscaping shall be submitted to and approved in writing by the Planning Authority ; the scheme shall include:- (a) details of any earth moulding and hard landscaping, grass seeding and turfing; (b) a scheme of tree and shrub planting, incorporating details of the number, variety and size of trees and shrubs to be planted; (c) an indication of all existing trees and hedgerows, plus details of those to be retained, and measures for their protection in the course of development, and (d) details of the phasing of these works;

Reason: In the interests of the visual amenity of the area.

7. That prior to development hereby permitted becoming operational, all planting, seeding turfing and earth moulding included in the scheme of landscaping and planting, approved

under the terms of condition 6 above, shall be completed; and any trees, shrubs, or areas of grass which die, are removed, damaged, or diseased within 5 years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species;

Reason: In the interests of amenity.

8. That prior to the commencement of development, details of the colour of the water tank hereby proposed should be submitted for the written approval of the Planning Authority and thereafter implemented as approved.

Reason: In the interests of the amenity of the site and surrounding area.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Planning Application: Report of Handling

Application No. 16/0726/PP



Renfrewshire  
Council

## KEY INFORMATION

### Ward

12 Erskine and Inchinnan

### Applicant

CALA Homes (West) Ltd  
Cairnlee House  
Callendar Business Park  
Callendar Road  
Falkirk  
FK1 1XE

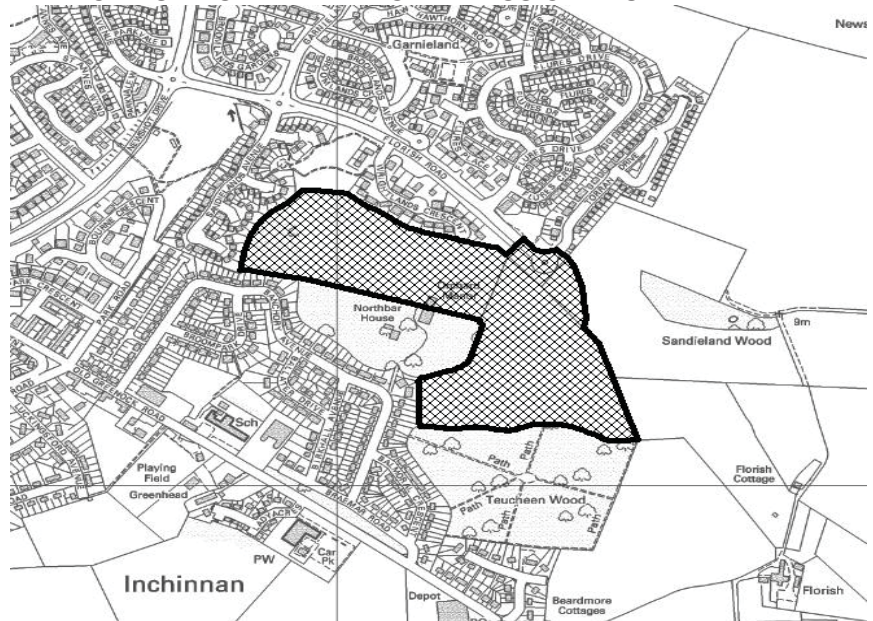
Registered: 03/11/2016

Report by Director of Development and Housing Services

**PROPOSAL:** ERECTION OF RESIDENTIAL DEVELOPMENT COMPRISING 195 DWELLING HOUSES, WITH ASSOCIATED ROADS, CAR PARKING AND LANDSCAPING

**LOCATION:** NORTH BAR, BANCHORY AVENUE, INCHINNAN, RENFREW, PA4 9PR

**APPLICATION FOR:** PLANNING PERMISSION - FULL



## RECOMMENDATION

Grant subject to conditions.

## SUPPLEMENTARY REPORT

The Communities, Housing and Planning Policy Board at its meeting of 6 June 2017, considered the attached Report of Handling and decided to continue consideration to enable the applicant to submit additional information in relation to archaeology, inclusive design and disabled access arrangements and proposed linkages from the development to surrounding development and amenities.

The applicant has subsequently provided additional information to the Planning Authority for consideration and assessment, with the details of the submission published on the Council's website for inspection by interested parties.

Within their submission, the applicant has provided the following in relation to the specific matters raised at the last meeting of the Communities, Housing and Planning Policy Board:-

Fraser Carlin  
Head of Planning and  
Housing



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## Archaeology Written Scheme of Investigation

The applicant instructed their consultant, Guard Archaeology, to provide an archaeological method statement for the proposed metal detection survey and evaluation works to be carried out at the application site, in agreement with West of Scotland Archaeological Services (WoSAS), prior to the commencement of any fieldwork on the site.

The aim of the archaeological evaluation is to identify the extent and nature of known archaeological features within the development area and as yet unknown archaeological features and deposits within the development area. All fieldwork will be conducted in line with the standards and guidance of the Chartered Archaeologists, of which Guard Archaeology is a registered organisation and an on-site archaeologist (from Guard), shall be present on site during all archaeological works.

Should significant remains be identified and it is not possible to preserve them in situ, archaeological works to ensure their preservation through record is proposed. Should human remains be revealed, the police, applicant and WoSAS shall be informed immediately and these remains will be left in situ, pending agreement with the police, applicant and WoSAS.

All phases of work will be funded by the developer who have previous experience in dealing with on-site archaeological investigations in sensitive historical areas, and in conjunction with Guard Architects.

In respect of the historic nature of this specific site, the applicant has also confirmed that it is their intention, should planning permission be granted, to erect an interpretative panel, relating to the battlefield within the landscape setting, close to the site entrance, with full details to be finally approved through the fulfilment of a planning condition.

## Footpath Connections from the Proposed Development

Having further considered the possibility of delivery of the proposed footpath linkages, presented to the Communities, Housing and Planning Policy Board, on 6 June 2017, the applicant has recognised that not all of these linkages would be deliverable in the short term due to the land out with the red line planning application boundary being outwith the applicant's ownership.

The connections previously presented are considered in turn as follows:-

- Florish Road adjacent to existing roundabout – remains unchanged and can be delivered in full by the applicant to facilitate pedestrian access to and from the site directly to Florish Road.
- Eastern site boundary – land has been retained within the layout to allow a footpath link to be created from the eastern boundary, creating a potential link from the proposed development to the existing Core Path Network to the east of the site. Whilst the applicant does not own the land to the east of the application boundary, they would be willing to make a financial contribution to allow the Council to make this future connection to the Core Path Network.



- Southern site boundary (Teucheen Woods) – two opportunities have been provided in the layout to allow informal recreational access through the development site into the existing woodland. This would allow the site to become connected into the existing informal network of paths which currently exist in the Wood.
- South-west corner (Inchinnan) – Following further title checks, it has been confirmed that the land out with the site boundary is in private ownership and therefore there is no opportunity to create a link to Banchory Avenue. The footpath connection which was originally proposed to the site boundary at this location has therefore been removed from the proposals. Should this situation change in the future the applicant would be agreeable to re-visiting the situation and provide a link as appropriate.
- North-west boundary (between Wrightlands Crescent and Sandielands Avenue) – Whilst the applicant has confirmed their awareness of the importance of a link at this location, they are not in control of the land out with the site boundary and would therefore be unable to complete a formal connection to the existing footpath network. An informal link has instead been demonstrated, to the site boundary, allowing informal access to the existing footpath network at the current time, which would in turn safeguard the potential for this link to be completed in the future. An open boundary is also to be provided at this location to allow the existing open space, and the new open space to be created within the proposed development, to merge into one another and therefore assist with the integration of the proposed development with the surrounding area.

## Inclusive Design

The applicant has confirmed their position in incorporating inclusive design in their developments, which can be used by everyone and in accordance with the Scottish Government's Building Standards Regulations, the development proposed meets the relevant standards for all users, including those with potential mobility or health issues.

The access road and internal road layout, has been designed in accordance with Renfrewshire Council's Roads Design Guidance and has been consulted on through the planning application process, with the Council's Roads Department raising no objections to the proposals. Overall the developer has confirmed that the proposal meets Scottish Planning Policy requirements, in terms of accessibility.

Members may also wish to note that since the preparation of the attached Report of Handling, the Scottish Ministers have approved the strategic component of the development plan, 'Clydeplan'. This does not alter the acceptability of the proposals in terms of compliance with the development plan as Clydeplan restates and reinforces the commitment to delivering new homes in appropriate locations; with this site being identified for residential development through the local component of the development plan.

In conclusion, it is considered that the additional information submitted by the applicant adequately addresses the matters raised at the Communities, Housing and Planning Policy Board and it is recommended that the proposals be approved, subject to the conditions set out in the attached Report of Handling and an additional condition as set out below.

## ADDITIONAL CONDITION

10. That prior to occupation of the first dwellinghouse within the development hereby permitted, the developer shall provide for the written approval of the Planning Authority, full details of the Interpretive Signage to be erected within the development, relating to its historic status as a battlefield. Thereafter, prior to occupation of the last dwellinghouse within the development hereby approved, the developer shall erect the Interpretive Signage in accordance with the detail finally approved.

Reason: In the interests of the historic status of the site.



# Planning Application: Report of Handling

Application No. 16/0726/PP



Renfrewshire  
Council

## KEY INFORMATION

### Ward

12 Erskine and Inchinnan

### Applicant

CALA Homes (West) Ltd  
Cairnlee House  
Callendar Business Park  
Callendar Road  
Falkirk  
FK1 1XE

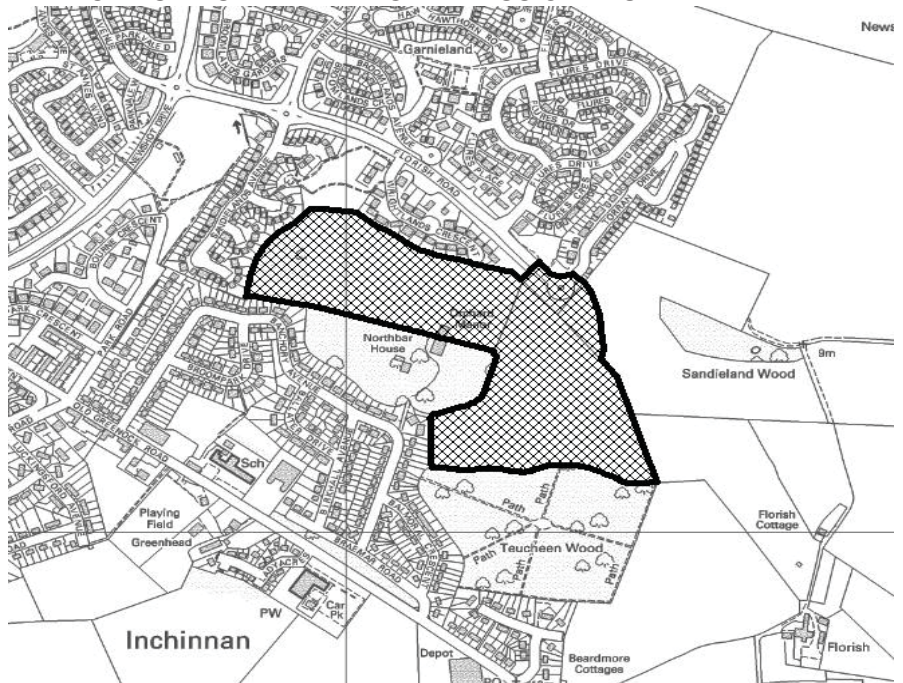
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**PROPOSAL:** ERECTION OF RESIDENTIAL DEVELOPMENT COMPRISING 195 DWELLING HOUSES, WITH ASSOCIATED ROADS, CAR PARKING AND LANDSCAPING

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**APPLICATION FOR:** PLANNING PERMISSION - FULL



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## RECOMMENDATION

Grant subject to conditions.

Fraser Carlin  
Head of Planning and  
Housing

## SUMMARY OF REPORT

- The proposals accord with the adopted Renfrewshire Local Development Plan and are consistent with the Policy P1 'Places' and Policy P3 'Additional Housing Sites' designation within which the site is included in Renfrewshire's Housing Land Supply.
- There have been one hundred and fifty two individual letters of objection and two petitions containing 1304 and 13 signatures respectively, relating to effect on character; traffic and access arrangements; privacy and overshadowing; drainage and flooding; green belt designation; infrastructure capacity; impact on wildlife; and adequacy of supporting information and consultation.
- There has been no adverse comment from the statutory consultees in respect of traffic, drainage, biodiversity, ground conditions, infrastructure etc.
- The form, design, density and layout of the development are considered to be acceptable; and all major infrastructure requirements have been appropriately considered.



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**Description**

Planning consent is sought for the erection of a residential development on a site bounded by Northbar House, Orchard Manor and Teucheen Woods to the south, Wrightlands Crescent and Florish Road to the north and Sandielands Avenue to the west. A hedgerow defines the eastern boundary with open fields and agricultural land forming the designated Green Belt beyond.

The proposed development would comprise 195 dwellings with vehicular access proposed off an existing roundabout to the south of Florish Road. These would comprise of a mix of 2-storey detached and terraced units and 3-storey townhouses.

The site extends to approximately 11.8 hectares and whilst currently in agricultural use the site is identified in the LDP proposals map under Policy P3 'Additional Housing Sites'. Policy P3 states that the Council will support and encourage residential development on these sites. These sites have emerged through the public examination of, and Public Local Inquiry into, the Renfrewshire Local Development Plan.

Within the application site boundary lies an established woodland, covered by a Tree Preservation Order. The applicant intends to retain this area of woodland as part of the current application, which would be complemented by additional open space throughout the development.

Over the extents of the site there are varying ground levels, which has informed the proposed layout. In addition, the applicant has sought to integrate the development with existing residential areas through the introduction of enhanced path networks and connectivity.

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**History**

14/0177/NO - Proposal of Application Notice for residential development. Accepted March 2014.

15/0052/EO - Request for screening opinion. Environmental Assessment confirmed not to be required, February 2015.

15/0085/NO - Proposal of Application Notice for the erection of residential development and associated landscaping, roads and drainage infrastructure. Accepted March 2015.

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**Policy and Material Considerations**

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Glasgow and the Clyde Valley Strategic Development Plan 2012

Strategy Support Measure 1: Delivering the Spatial Development Priorities

Strategy Support Measure 10: Housing Development and Local Flexibility

Diagram 3: Spatial Development Strategy and Indicative Compatible Development

Diagram 4: Sustainable location assessment

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Clydeplan's - Strategic Development Plan Proposed Plan (2016)

The Proposed SDP is a material consideration as it is the settled view of the Clydeplan Authority.

Policy 1: Placemaking

Policy 7: Joint Action Towards the Delivery of New Homes

Policy 8: Housing Land Requirement

Policy 16: Managing Flood Risk and Drainage

Policy 18: Strategic Walking and Cycling Network

Table 1: Placemaking Principles

Schedule 14: Strategic Scales of Development

Diagram 11: Assessment of Development Proposals

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Adopted Renfrewshire Local Development Plan 2014

Policy P3: Additional Housing Sites

Policy P1: Renfrewshire's Places

Policy ENV1: Green Belt

Policy I5: Flooding and Drainage  
Policy ENV2: Natural Heritage

New Development Supplementary Guidance

Delivering the Places Strategy: Places Development Criteria and Places Checklist

Delivering the Environment Strategy: Green Belt; Trees, Woodland and Forestry; Local Designations: Sites of Importance for Nature Conservation (SINCs)/Local Nature Reserves (LNR); and Scheduled Ancient Monuments & Archaeological Sites

Delivering the Infrastructure Strategy: Flooding and Drainage

Material considerations

Renfrewshire's Places Residential Design Guide 2015

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this case the proposal requires to be considered against the policies and guidance set out above, the physical attributes of the site, the comments of the consultees and any objections received.

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**Publicity**

Neighbour notification has been carried out in accordance with statute. The application was also advertised in the Paisley and Renfrewshire Gazette, with a deadline for representations to be received of 25 November 2016.

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**Objections/  
Representations**

Two petitions have been received from Abbeyfield Residents Association. The first includes 1304 signed pro-forma letters and the second 13 signatories. It should be noted that one further letter was included within the first petition however as this contained additional comments to the pro-forma letter it has been considered as an individual objection to the proposals.

The substance of objections raised within the petitions relate to policies within Renfrewshire Council's previously approved Local Development Plan 2006. Objection is also raised in relation to congestion resulting from additional traffic associated with residential development; that the existing residential areas would not be enhanced by the development; that ecological features would be impacted upon; that existing properties would be overlooked; that green belt would be destroyed; the density of the housing proposed; loss of trees; potential disruption from noise and pollution, particularly in relation to increased traffic volumes; drainage; maintenance of the roundabout at the proposed access; the impact on biodiversity and bats; and archaeological interests.

One hundred and fifty two individual letters of representation have also been received, the substance of the objections can be summarised as follows:-

1. No traffic assessment or green travel plan has been provided and the proposed access would appear to be unacceptable. Traffic volume increase is also considered to be unacceptable due to existing infrastructure and potential impacts on road safety.
2. Insufficient measures have been undertaken to raise awareness of this development and further information on the neighbour notification procedure is required.
3. The Council's Planning Committee should be determining this application, with details of the meeting made available, including whether or not objectors may address the Committee.
4. The proposal will have an environmental impact resulting in disruption, noise, dust and upheaval, which may impact upon the health of local residents.

5. There are not enough local amenities and there is insufficient infrastructure (drainage) to serve the development, including school places. The applicant has not provided information on school capacity in support of the application.

6. The development is unnecessary given the proximity of the site to Dargavel Village.

7. The development is contrary to 2006 Local Development Plan in respect of the loss of Green Belt land.

8. The proposed development will not provide affordable or social housing.

9. Privacy would be affected, with the potential for overlooking and overshadowing impact resulting from the development. Appropriate boundary treatments should be considered.

10. This is an historic site of archaeological significance.

11. there is an absence of access to the existing woodland bordering Sandielands Avenue and surrounding areas and uncertainty as to who shall be responsible for its ongoing maintenance.

12. The proposed development represents overdevelopment of land dividing the village of Inchinnan and the town of Erskine and is unacceptable in terms of visual impact and impact on the character of the neighbourhood.

13. The development could result in anti-social problems.

14. Proposals for this site have previously been rejected.

15. The development may have impacts on the safety of children playing.

16. This development shall reduce the value of existing properties in the area.

17. The density of the development is greater than was allocated for this location in the Local Development Plan and no defensible green belt boundary has been demonstrated.

18. The decision to remove the site from green belt should be considered a flawed decision and be reversed.

19. The types of houses proposed are not in accordance with what was shown at the public consultation events held by the applicant during the pre-application consultation.

20. The proposals are contrary to the Council's Local Plan Policy ENV2 and will have a negative impact on biodiversity and wildlife, which should be subject to Environmental Impact Assessment procedure. Tree Protection measures should also be implemented to protect biodiversity and wildlife.

21. Land ownership at the roundabout and adjacent to private garden areas is queried.

In support of the application, representation has been received which welcomes the building of these homes for the area.

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#### Consultations

**Director of Community Resources (Environmental Services)** - No objections, subject to the submission of a site investigation report, remediation method statement/strategy and verification report.

**Director of Community Resources (Design Services)** - No objections, subject to a condition requiring the resubmission of the Drainage Report for approval, prior to the commencement of development, incorporating Scottish Water's developer assessment conclusions, inclusive of any resulting amended proposals as required.

**Director of Community Resources (Roads Traffic)** - No objections.

**Glasgow Airport Safeguarding** - No objections.

**West of Scotland Archaeology Service** - No objections, subject to a condition requiring the submission of a programme of archaeological works.

**Scottish Environmental Protection Agency** - No objections.

**The Coal Authority** - No objections.

**Scottish Natural Heritage** - No objections.

**Strathclyde Partnership for Transport** - Recommend that conditions be attached to any consent given requiring the provision of additional footpath linkages, connecting to the surrounding area; that a sustainable transport strategy be produced; and that travel information packs be made available to occupants of each dwelling.

**Inchinnan Community Council** - Object to the proposal and include a petition with three hundred and eighty six pro-forma signed letters of objection. It should be noted that four further letters were included within this petition however as these contained additional comments to the pro-forma letter they have been considered as individual objections to the proposals. The objections raised within the submission include concerns in relation to congestion resulting from additional traffic associated with residential development; that the existing residential areas would not be enhanced by the development; that ecological features would be impacted upon; that existing properties would be overlooked; and that green belt would be destroyed. The content of the pro-forma letter makes specific reference to the contravention of policies within the previous Renfrewshire Local Development Plan 2006.

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### **Summary of main issues**

Drainage Report - Confirms no flood risk has been identified as a result of the development.

Transport Assessment - Concludes that the proposed development can be made accessible to the surrounding walking and bus networks. Junctions surrounding the proposed development are predicted to have sufficient capacity to accommodate additional traffic generated by the proposed development and that the proposed development complies with the relevant transport related policies of SPP and the Adopted Local Development Plan.

Environmental Statement - The application proposal was screened under the terms of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011, to determine the requirement for an Environmental Statement to be submitted with any future planning application. It was concluded that although the proposal falls within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011, it is not likely that the proposed development would have a significant environmental impact which would require an Environmental Assessment.

Design and Access Statement - Provides a brief history to the site and its location. The document also considers the proposals against the relevant planning policies and guidance, with regard to access arrangements/provision, layout, landscaping and access to open space. In terms of design, the applicant has considered built form in conjunction with environmental integration and enhancement.

Extended Phase 1 Habitat Survey 201 and Updated Protected Species Survey 2016 - The updated Protected Species Survey for the site and a visual inspection of surrounding land found no evidence of roosting bats or badgers, although a



disused bird nest was recorded in a mature oak tree as was a squirrel drey.

#### Tree Survey and Arboricultural Constraints

- A Tree Survey has been provided which assessed all trees within the survey boundary. These trees are the subject of a Tree Preservation Order (T.P.O.) The document provides a condition report of trees within the site and advises that due to soil compaction a number of trees have been lost in the area over the years. Those which remain often show suppressed vigour. Recommendations for maintenance, including limited felling are proposed based on the survey findings.

#### Archaeological Desk-Based Assessment

- Indicates that there is evidence for medieval occupation within the study area, surrounding the development site. As the development site comprises agricultural fields that have not been occupied intensively since records were made, there is the potential for archaeological remains. Given this potential, it is advised that an archaeological survey and trench evaluation should be undertaken to demonstrate the survival or otherwise of remains on site.

#### Proposal of Application Consultation Report

- The applicant submitted a Proposal of Application Notice (15/0085/NO) to the Council on 11 February 2015. This required a public consultation process prior to the submission of any planning application. The subsequently submitted consultation report provides an overview of all pre-application consultations which have been undertaken, including details of a pre-application consultation event held on 24 June 2015. The public consultation event was held at The Whuppity Scourie, Bridgewater Centre, Erskine, with the Local Community Councils (Erskine and Inchinnan) and Local Members invited and the event open to all interested parties. The summary states that attendees were generally unsupportive of the development, with concerns raised at the

loss of greenbelt; the number of houses proposed; access arrangements; and traffic generation.

Coal Mining Risk Assessment - Has considered recorded geology within the site and mining conditions. No mining entries have been recorded within or in close proximity to the site. Vigilance is recommended during site works for any unrecorded mine entries and where these exist, features should be secured by grouting and/or capping.

Appropriate Assessment - N/A

Planning Obligation Summary - N/A

Scottish Ministers Direction - N/A

#### Assessment

The proposal requires to be assessed against the policies contained within the Development Plan and any other material considerations. In this case the relevant documents of the Development Plan comprise the Glasgow and the Clyde Valley Strategic Development Plan 2012 and Clydeplan's - Strategic Development Plan Proposed Plan (2016); and the Adopted Renfrewshire Local Development Plan 2014 (LDP) and the New Development Supplementary Guidance (SG).

The proposals accord with the strategic development plan (2012) policies including:-

- Strategy Support Measure 1 through consistency with the Adopted Local Development Plan;
- Strategy Support Measure 10 by maintaining an effective 5-year housing land supply;
- Diagram 3 in terms of compatible development; and
- Diagram 4 in terms of sustainable location through local development plan assessment.

The proposals accord with the strategic development plan proposed plan (2016) policies including:-

- Policy 1 in terms of complying with appropriate placemaking principles;
- Policy 7 in terms of contributing towards the delivery of new homes;
- Policy 8 in terms of the requirement to provide a generous supply of land for housing;
- Policy 16 in terms of having demonstrated appropriate management of flood risk and drainage;
- Policy 18 in terms of pedestrian and cycle connectivity;
- Table 1 in terms of the layout observing the necessary placemaking principles;
- Schedule 14 in terms of being a strategic scale of development which does not conflict with the vision and spatial development strategy; and
- Diagram 11 by according with the tests set out for the assessment of development proposals.

The application site is identified in the LDP proposals map under Policy P3 'Additional Housing Sites'. Policy P3 states that the Council will support and encourage residential development on these sites, as identified in Schedule 1 and 2, as additional allocated housing sites to meet identified housing requirements. Schedule 2 identifies the application site as having an indicative capacity of 200 units. The development of these sites requires to comply with the criteria set out in the New Development Supplementary Guidance.

The New Development Supplementary Guidance, Places Development Criteria, sets out a number of criteria which new residential developments are required to meet. It considers that development proposals require to ensure that the layout, built form, design and materials of all new developments will be of a high quality; density will require to be in keeping with the surrounding areas;

surrounding land uses should not have an adverse effect on the proposed residential development and that development proposals should create attractive and well connected street networks which will facilitate movement. In addition, Renfrewshire Places Design Guide sets out standards in relation to separation distances, layouts, parking provision and open space. Assessing the development in terms of these criteria, the following conclusions can be made.

Development density is considered appropriate to this location and fits with the surrounding area. The form, layout, design and scale of the proposal are all commensurate with the surrounding area which is mixed in terms of age, design, materials and size, given the location of the site between Inchinnan and Erskine.

The orientation of individual houses is mixed respecting the site constraints. The palette of materials to be used reflects those found in the wider area which will assist in assimilating the development into its location. The internal layout of the development aims to reduce traffic speeds and protect road safety to the satisfaction of the Director of Community Resources (Roads Traffic).

Given the positioning of dwellings within the layout, there would be no potential for direct overlooking or impact on privacy to neighbouring dwellings. Although it is acknowledged that there are ground level differences between the proposed development and existing dwellings on Wrightlands Crescent, sufficient separation distances have been demonstrated to reduce impact. Landscaping buffers and tree retention within the development would also preclude the possibility for overlooking to an unacceptable degree of existing residential development surrounding the site.

Appropriate levels of open space and play provision are incorporated within the



application site boundary, with established woods to the north-west and south, to which the applicant has demonstrated access. The site also benefits from an acceptable degree of enclosure provided by wooded and landscaped boundaries to the east and south west which assist in establishing a defensible green belt boundary between the development itself and the wider designated green belt land to the east.

With regard to Policy ENV2, the development adjoins a Site of Importance for Nature Conservation (SINC) at Teuchean Woods. Whilst the applicant's supporting information does not anticipate impact on protected species, SNH has recommended a number of practices to be implemented in accordance with protected species legislation should the site be developed.

In relation to the Tree Preservation Order covering areas of the site, the applicant has submitted a Tree Survey Report in support of the application which considers maintenance works to trees within the development and to Teuchan Wood to the south, and demonstrates the retention of the woodland to the west of the site. Overall, having considered the findings of the Tree Survey Reports which include the requirement for limited felling, the works proposed are considered acceptable to ensure the longer term viability of the woodlands and to allow them to continue to contribute to the landscape character of Erskine and Inchinnan alike.

Policy I5, and the Flooding and Drainage Supplementary Guidance, set out a series of criteria which require to be considered. These generally require minimum standards to reduce the risk of flooding in new developments and to ensure that the risk of flooding is fully considered in the assessment of new development proposals. The applicants have through the submission of a Drainage Report demonstrated that the buildings and persons occupying the developed site

would not be put at risk from flooding. The Director of Community Resources (Design Services) is satisfied that an appropriate condition can be imposed to ensure that it can be demonstrated that the site can be satisfactorily drained prior to the commencement of development.

In terms of the Supplementary Guidance on infrastructure design the proposals are considered to demonstrate an acceptable layout with appropriate access, parking and pedestrian arrangements. The Director of Community Resources (Roads Traffic) is satisfied that the proposal adequately addresses parking, access and traffic requirements.

The availability of services including adequate education capacity within schools was considered when the site was identified for release through the LDP process.

As the site has the potential to be of archaeological significance, it has been recommended by the West of Scotland Archaeology Service, that a programme of archaeological works be undertaken prior to the commencement of any development works on site, should consent be issued. This can be ensured through the imposition of a safeguarding planning condition on any grant of planning permission.

In addressing the points raised by the objectors above which have not been assessed within the main body of this report, both Erskine and Inchinnan Community Councils have been consulted on the application. A Screening Opinion on the proposals determined that a formal Environmental Impact Assessment submission would not be required for the development.

A Transport Assessment has been available to view online and at the Council offices since its submission. Neighbour notification and advertisement of the

application has been carried out in accordance with statute.

In terms of statutory procedures, including consultation, notification and publicity, these have all been undertaken and this application requires to be determined by the Planning and Policy Board of the Council, given its categorisation as 'major' development.

Having consulted with the Director of Community Resources (Environmental Services) no objections have been raised in respect of environmental impacts from noise, dust or upheaval.

In relation to development at Dargavel Village, each application is considered in its own merit and this site is also identified as an additional housing site within the Adopted Local Development Plan 2014. The proposed land use is therefore considered to be acceptable. Reference to the 2006, previous Renfrewshire Local Development is superseded. The site is no longer identified as green belt and is allocated for residential development.

Anti-social behaviour, property values and land ownership disputes are not material considerations in the assessment of planning applications and require to be addressed by the police or as civil matters between the parties concerned.

With regard to affordable housing, Renfrewshire Council does not impose a specific policy obligation in relation to the delivery of affordable homes, however it is considered that adequate provision is being made elsewhere within Renfrewshire for the necessary provision of affordable homes.

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#### **Recommendation and Reasons for Decision**

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In light of the foregoing, it is considered that the proposals are acceptable and represent acceptable development, having regard to the relevant development plan policies and associated guidance. It is

therefore recommended that planning permission be granted subject to conditions.

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#### **Recommendation**

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GRANT SUBJECT TO CONDITIONS

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#### **Conditions & Reasons**

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##### **Reason for Decision.**

1. The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. Prior to the commencement of construction works on any dwelling house, the developer shall provide for the written approval of the Planning Authority full details the Locally Equipped Play Area (LEAP) area hereby approved. The details shall demonstrate that the layout, access and equipment are suitable for use by children of all abilities and that an appropriate number of inclusive items of play equipment are installed. Thereafter, prior to occupation of the final residential unit, hereby approved, the developer shall complete for use, the provision of the LEAP area in accordance with the detail finally approved. Maintenance of the play area finally approved, shall be in accordance with a scheme to be agreed between the developer and the individual occupiers of the development or a factor appointed to act on their behalf.

Reason: In the interests of residential amenity.

3. That prior to occupation of the last dwellinghouses within the development hereby permitted, all planting, seeding turfing and earth moulding included in the scheme of landscaping and planting, hereby approved, shall be completed; and any trees, shrubs, or areas of grass which die, are removed, damaged, or diseased within 5 years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species.

Reason: In the interests of amenity.

4. Prior to the commencement of construction works on any dwelling house, the developer shall provide for the written approval of the Planning Authority, full details and/or samples of the facing materials to be used on all external walls and roofs of the dwellings hereby approved. Thereafter only the approved materials shall be used in the development of the site.

Reason: These details have not been submitted.

5. That no development shall take place within the development site as outlined in red on the approved location plan, until the developer has secured the implementation of a programme of archaeological works in accordance with a written scheme of investigation which has been submitted by the applicant, and approved in writing by the Planning Authority. Thereafter, the developer shall ensure that the programme of archaeological works is fully implemented and that all recording and recovery of archaeological resources within the development site is undertaken to the satisfaction of the Planning Authority.

Reason: In order to quantify the effect of the development on the historic environment, and to allow a methodology to be developed to mitigate this impact, should this prove necessary.

6. That no development shall commence on site, until the developer submits for the written approval of the Planning Authority:-

- a) a site investigation report (characterising the nature and extent of any soil, water and gas contamination within the site); and, if remedial works are recommended therein
- b) a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report, all prepared in accordance with current authoritative technical guidance.

Reason: To ensure the site will be made suitable for its proposed use.

7. Prior to occupation of any unit identified within an identified phase of development, the developer shall submit for the written approval of the Planning Authority:-

- a) a Verification Report confirming completion of the works specified within the approved Remediation Strategy for that phase of development; or
- b) if remediation works are not required but soils are to be imported to the site, a Verification Report confirming imported soils are suitable for use on the site.

Reason: To demonstrate that the works necessary to make the site suitable for use have been completed.

8. That the occupants of each dwellinghouse hereby approved, shall be provided with a travel information pack which incorporates sustainable travel information, including the location of local services and facilities upon occupation.

Reason: In the interests of sustainable development.

9. Prior to the commencement of any development works on site, the developer shall submit for the written approval of the Planning Authority a revised Drainage Report, incorporating Scottish Water's developer assessment conclusions, inclusive of any amended proposals, as necessary.

Reason: To ensure effective and sustainable drainage provision and flood risk management.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Planning Application: Report of Handling

Application No. 17/0319/PP



Renfrewshire  
Council

## KEY INFORMATION

### Ward

1 Renfrew North and  
Braehead

### Applicant

Burney Estates Ltd  
113 Manor Road  
Chigwell  
Essex  
IG7 5PS

**Registered:** 18/05/2017

Report by Director of Development and Housing Services

**PROPOSAL:** ERECTION OF CLASS 3 UNIT WITH 'DRIVE-THRU'

**LOCATION:** SUPERSTORE, 160 NEWMAINS ROAD, RENFREW  
PA4 0NQ

**APPLICATION FOR:** PLANNING PERMISSION IN PRINCIPLE



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## RECOMMENDATION

Grant subject to  
conditions.

Fraser Carlin  
Head of Planning and  
Housing

## SUMMARY OF REPORT

- The proposals accord with Policy P1 'Places' designation in the Adopted Renfrewshire Local Development Plan; are consistent with the Supplementary Guidance on Hot Food, Public Houses and Licensed Clubs; and accord with Policy C2 and Supplementary Guidance on Meeting Local Neighbourhood Demand.
- There have been twenty letters of objection relating to matters of cooking odours; parking and road safety; noise and anti-social behaviour; litter; concentration of fast food outlets; unhealthy eating habits; and impact on property values.
- There has been no adverse comment from the Director of Community Resources in respect of traffic, parking and circulation; noise or cooking odours.



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**Description**

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This application seeks planning permission for the erection of a class 3 restaurant, take away and drive thru, which would be constructed within a section of the car park area of the Tesco store, located on Newmains Road in Renfrew. The area is mainly residential in character, the boundary of the store and car park is surrounded mainly by houses, with a filling station (associated with the Tesco store), primary school, playing fields and a public house located in the area.

The proposed unit would be sited to the south west of the store, in close proximity to the filling station. It is proposed to be constructed on land which is allocated for parking at present. The site would use existing access roads to enter and exit the premises, with a new road formed around the building for the drive thru facility. Some of the existing parking would also be allocated to the proposed unit. The building itself would have a footprint of 170sqm and would be single storey in height, with a flat roof, measuring 4.4m from the ground level to the highest point.

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**History**

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None.

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**Policy and Material Considerations**

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Adopted Renfrewshire Local Development Plan

Policy P1 - Renfrewshire's Places

Policy C2 - Development outwith the Network of Centres

New Development Supplementary Guidance

Meeting Local Neighbourhood Demand  
Hot Food; Public Houses; Licensed Clubs

Material considerations

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this

case, the proposal requires to be assessed in terms of the policies set out above, and any other material considerations.

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**Publicity**

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The Council has undertaken neighbour notification in accordance with the requirements of the legislation. In addition, the application was advertised in the local press as a Schedule 3 development, with a deadline for representations of the 7th June 2017.

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**Objections/  
Representations**

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Twenty letters of representation have been received in connection with the application, including one from Cllr Eddie Grady and a petition signed by 186 local residents was also submitted. The issues raised are outlined as follows:

- Odours from cooking within the premises.
- Parking and road safety.
- Impact on amenity for local residents.
- Noise and anti-social behaviour.
- Litter.
- Sited too close to existing housing.
- Pollution from increased traffic.
- Over-concentration of fast food outlets in Renfrew.
- Encouraging unhealthy eating habits for local school children.

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**Consultations**

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**Director of Community Resources (Environmental Protection)** - No objection, subject to conditions in relation to the implementation of measures recommended in the ground contamination report and a condition relating to noise impact at the site.

**Director of Community Resources (Traffic)** - The applicant has made amendments to the layout of the scheme and accordingly the Director of Community Resources now has no comments or objections regarding the proposal.

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### Summary of Main Issues

Environmental Statement - Not applicable.  
Appropriate Assessment - Not applicable.  
Design & Access Statement - A design statement has been submitted, which seeks to justify the proposed development in terms of the impact of the use on the local area.  
Other Assessments - A Drainage Impact Assessment, Noise Impact Assessment, Transport Assessment and Retail Sequential Test were also submitted in support of the application.  
Planning Obligation Summary - Not applicable.  
Scottish Ministers Direction - Not applicable.

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### Assessment

Policy P1 within the Local Development Plan states that new developments within residential areas should be compatible and complementary to existing uses and demonstrate that they should cause no harm to these uses as set out by the relevant criteria in the New Development Supplementary Guidance. There are a number of potentially negative impacts associated with the proposed use of the premises, which can have a detrimental impact on the amenity of the neighbouring residential uses. As such, the proposed development must be assessed against the Supplementary Guidance on Hot Food, Public Houses and Licensed Clubs.

On consultation with the Director of Community Resources, no objections to the proposal have been offered, provided conditions relating to noise impact and ground contamination are attached to any approval. The applicant has stated that the opening hours of the unit would be limited to 7am-11pm, 7 days per week, (which could also be controlled by use of a suitable condition on any approval issued, to maintain a degree of control in terms of any potential impact with regards late opening). It is considered that these recommended conditions and the restricted opening hours proposed, will

limit the impact of the proposed use on the neighbouring properties with regard to noise and disturbance. The Director of Community Resources has not indicated any concerns with regards cooking odours, fumes and vapours, as the unit would be detached from any other buildings, with a full ventilation system installed. The proposed building is also proposed to be positioned approximately 32m from the closest residential property (wall to wall distance), which is considered to further mitigate and minimise any potential detrimental impacts on residential amenity. Furthermore, the site is within the car park of an established supermarket (with associated filling station), therefore the proposed unit would not introduce a commercial use into an area which is exclusively residential. The increased traffic (and associated noise and disturbance) over the existing levels using the site, would not result in an impact which would warrant refusal of the application.

In terms of the proposed design and impact on visual amenity, the unit proposed is of a standardised design, of the type which has been used in various locations. It is considered that a functional design, such as is proposed, would be acceptable in this location, close to an existing supermarket and filling station. The site is not within a Conservation Area or in the vicinity of any listed buildings, therefore the design and materials proposed do not require to be given any special consideration over and above what has been proposed.

The Director Community Resources (via the Head of Roads), has offered no objection on issues of traffic, parking and pedestrian safety, after the applicant made amendments to the design and layout of the proposed scheme. The development is therefore considered to accord with Policy P1.

The Supplementary Guidance on Hot Food, Public Houses and Licensed Clubs



also states that the Council will direct proposals for Class 3 and hot food takeaway uses to Strategic Centres, Core Town Centres and Local Service Centres as defined in the Local Development Plan. It is noted that the proposed site does not fall within this defined network. It is therefore considered to be contrary to this element of the Supplementary Guidance. However, the Supplementary Guidance on Meeting Local Neighbourhood Demand states that the Council will accept retail and commercial development outwith the defined network of centres where it meets a local neighbourhood demand, and subject to meeting the criteria within Policy C2.

Policy C2 states that proposals for retail and commercial development outwith the network of centres require to demonstrate that the location is appropriate for the proposed use. The above assessment has demonstrated that the proposed use will not have a significantly detrimental impact on the amenity of the surrounding area. It is not considered that a development of this scale will have a significant impact on the viability of the defined network of centres. In view of the above, I am satisfied that the proposed development will not have a detrimental impact on the existing uses within Renfrew. The proposed development is therefore considered to comply with Policy C2.

In terms of the issues raised by the objectors; impact on residential amenity, noise and disturbance, positioning of unit in relation to housing, traffic impact and loss of parking have been considered in the foregoing assessment. The issue of anti-social behaviour would be a matter for the police. In terms of over-concentration of fast food outlets in Renfrew, the site for the proposed unit is isolated from the town centre and other existing fast food establishments, therefore it cannot be considered that granting permission at this location, would result in an over-concentration in this area. The other

issues raised, impact on property values and the encouragement of unhealthy eating, are not material planning considerations.

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### **Recommendation and Reasons for Decision**

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Having given consideration to the above assessment, it is found that the proposal complies with the policies and guidance of the Council. It is therefore recommended that the application should be approved, subject to conditions.

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### **Recommendation**

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GRANT SUBJECT TO CONDITIONS

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### **Conditions & Reasons**

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#### **Reason for Decision**

1. The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. That the measures specified within recommendation 5.3 of the 'Newmains Road, Renfrew: Phase 1 Desk Study' (Lustre Consulting) shall be implemented in the stated manner.

Reason: In the interests of environmental protection.

3. That the design, installation and operation of any plant, machinery or equipment shall be such that noise associated with the development does not exceed Noise Rating Curve NR25 between the hours of 2300 to 0700 hours and NR35 at all other times, when measured within any dwelling in the vicinity of the development. Structure borne vibration from the proposed development shall be imperceptible within any dwelling in the vicinity of the development.

(For any explanation of noise rating curves, refer to BS 8233:2014 Sound Insulation and Noise Reduction in Buildings - Code Practice, Annex B).

Reason: In the interests of residential amenity.

4. That deliveries are restricted to occur only between the hours of 0700 and 1900.

Reason: In the interests of residential amenity.

5. That the hours of operation shall be restricted to 0700 to 2300, seven days per week.

Reason: In the interests of residential amenity.

Local Government (Access to Information) Act 1985 -  
Background Papers: For further information or to inspect  
any letters of objection and other background papers,  
please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.



# Planning Application: Report of Handling

Application No. 17/0026/PP



Renfrewshire  
Council

## KEY INFORMATION

### Ward

2 Renfrew South and  
Gallowhill & 4 Paisley  
North West

### Applicant

Westway LP  
c/o Moorfield group  
65 Curzon Street  
London  
W1J 8PE

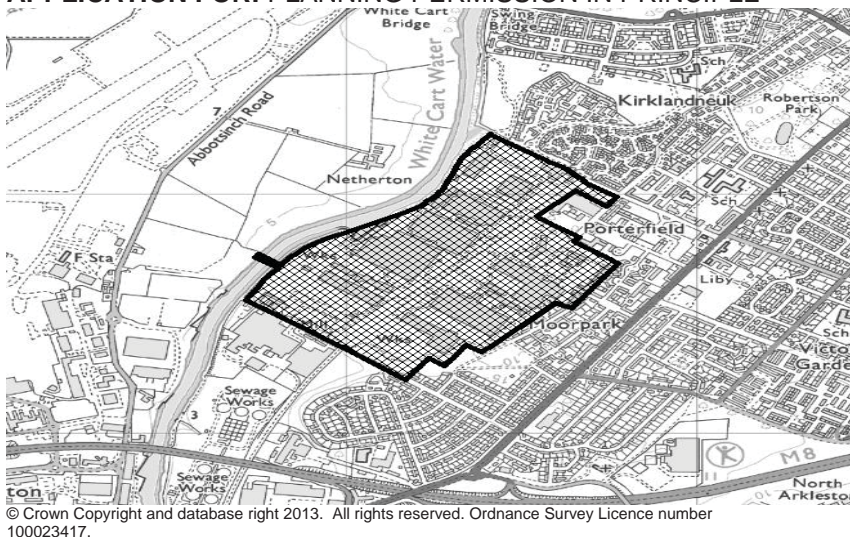
Registered: 17/01/2017

Report by Director of Development and Housing Services

**PROPOSAL:** SECTION 42 APPLICATION TO VARY CONDITIONS 1 (DURATION OF PERMISSION), 2 (PHASING OF ADVANCED WORKS), 3 (SUBMISSION OF MATTERS SPECIFIED IN CONDITIONS), 6-13 (DEVELOPMENT ZONES), 16 (GREEN TRAVEL PLAN), 17 (DEVELOPMENT THAT CAN BE UNDERTAKEN PRIOR TO INFRASTRUCTURE MODIFICATIONS) AND 18 (DETAILS OF INFRASTRUCTURE MODIFICATIONS); AND DELETION OF CONDITIONS 4 (PHASING OF DEVELOPMENT ZONES), AND 5 (PHASING OF DEVELOPMENT), OF PERMISSION 15/0688/PP.

**LOCATION:** LAND AT WESTWAY DISTRIBUTION PARK,  
PORTERFIELD ROAD, RENFREW

## APPLICATION FOR: PLANNING PERMISSION IN PRINCIPLE



## RECOMMENDATION

Grant subject to  
conditions/Section 75.

Fraser Carlin  
Head of Planning and  
Housing

## SUMMARY OF REPORT

- The proposals accord with the recently approved Strategic Development Plan 'Clydeplan' and the Adopted Renfrewshire Local Development Plan and relate to the 'renewal' of a suite of works previously granted permission in principle. There has been no material change in the circumstances of the site, its surroundings or the relevant policy context which would adversely affect the continued acceptability of the proposals.
- There have been four letters of objection relating to noise, traffic, and access, building heights, site security and compensation for disruption.
- There has been no adverse comment from the statutory consultees including Transport Scotland, Scottish Natural Heritage and the Scottish Environmental Protection Agency.
- The proposals have the potential to deliver significant investment and improvement works at what is a strategically important business park within Renfrewshire. The development will also assist in supporting the key objectives of sustainable economic growth and employment creation without resulting in any significant adverse impacts on the environment or residential amenity.

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**Description**

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This is a Section 42 application which seeks to vary conditions 1, 2, 3, 6-13, 16, 17 and 18, and delete conditions 4 and 5 of planning permission in principle 15/0688/PP for the development of a Masterplan at the Westway Business and Distribution Park, Renfrew.

The application site is bound by the White Cart Water to the west with Glasgow Airport beyond, Porterfield Road to the north with residential development beyond, further residential development to the east, and Wright Street to the south with a mix of residential and commercial uses beyond. Westway is currently occupied by a range of industrial and business uses.

The proposed development is expressed in a Masterplan which divides the site into 8 development zones which comprises the following elements;

Development Zone 1 - **Class 3 Restaurant** of up to 450 sqm gross in one building;

Development Zone 2 - **Extension of Block M** of up to 3,600 sqm gross additional floorspace, restricted to Class 4 (Business) use with formation of associated car and lorry park;

Development Zone 3 - **Residential** of up to 125 units;

Development Zone 4 - **Refurbishment** of Block D up to no more than 9,754 sqm gross additional floorspace, restricted to Class 5 (Industrial) and Class 6 (Storage and Distribution) uses;

Development Zone 5 - **Development** of no more than 7,342 sqm gross floorspace restricted to Class 5 (industrial) and Class 6 (Storage and Distribution) uses with ancillary Class 4 (Business);

Development Zone 6 - **Development** of no more than 20,438 sqm gross

floorspace restricted to Class 5 (industrial) and Class 6 (Storage and Distribution) uses with ancillary Class 4 (Business);

Development Zone 7 - **Class 7 Hotel** of up to 150 beds, a multi storey car park providing no more than 900 spaces, and the provision of a bridge link over the White Cart Water;

Development Zone 8 - **Development** of no more than 2,787 sqm gross floorspace restricted to Class 4 (Business) use.

The conditions attached to the extant planning permission (15/0688/PP) and the corresponding proposed variations, can be summarised as follows;

**Condition 1 - Direction Regarding Duration of Permission**

Requires the developer to submit applications within 3 years for approval of matters specified in conditions 2 and 3 (Phasing and 1st Phase matters). Thereafter, applications for matters specified in conditions 6 to 14 (referred to as development zones and identified on approved phasing plan G941-P 02 F) shall be made within 7 years.

*The variation to condition 1 would require an application for all reserved matters to be submitted within 5 years.*

**Condition 2 - Phasing and Advance Works**

Requires the developer to agree proposals for the phased submission of approval of matters applications, and proposals for the phased development of the site. This is to enable a framework for the development of the site to be approved.

*The variation would require the developer to submit applications for 1st phase matters, concurrent with a strategy for the phased development of the site, before any applications for development within the development zones can be submitted. Reference will also be made to updated*



*Masterplan drawing SK170704-00 which includes a minor revision to the development zone locations, and removes reference to indicative development layouts within each zone.*

**Condition 3 - Submission of 1st Phase of Matters Specified as Conditions**

Specifies that an application shall be made for 1st phase matters which comprise the following; Sustainable Urban Drainage and Sewerage System, Ground Investigation Works, On Site Roads, Footways and Cycle Infrastructure, Off Site Road and Infrastructure, Landscaping, Riverside Walkway, Nature Conservation Measures and Air Quality.

*The variation would reduce the 1st phase matters to; Sustainable Urban Drainage and Sewerage System, On Site Roads, Footways and Cycle Infrastructure, Landscaping and Air Quality.*

**Condition 4 - Phasing of Development Zones**

Specifies that aspects of each 1st phase matter which relate to individual development zones shall be submitted to, and approved in writing by, the Planning Authority prior to commencement of development within the development zone.

*It is proposed to delete this condition.*

**Condition 5 - Phasing of Development**

Specifies that the first phase in the development of the application site shall include 1st phase matters approved under the terms of condition 3. The phased implementation of these works may be acceptable if agreed in writing.

*It is proposed to delete this condition.*

**Conditions 6 - 13 - Development Zones**

Sets out a list of specified matters which must form the subject of an Approval of Matters Specified in Condition application prior to the commencement of development within each zone.

*The proposed variation does not seek to remove any of the specified matters. However additional matters which refer to the submission of a Site Investigation Report, Remediation Strategy, Verification Report, Phase 1 Habitat Survey, Protected Species Appraisal and site layout have been included within the development zone where these matters are relevant. In addition, reference to blocks P, Q and R within condition 10, S and T within condition 11, and W, X and Y within condition 13 has been removed.*

**Condition 14**

Limitation on the height of buildings, structures and cranes in accordance with the Obstacle Limitation Surfaces as detailed in Advice Note 1 Safeguarding an Overview.

*No change proposed.*

**Condition 15**

Removes the permitted development rights set out in the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 which allow the change of use from Class 5 (industrial) and Class 6 (Storage and Distribution) to Class 4 (Business).

*No change proposed. (It should be noted that the applicant originally proposed to delete this condition.)*

**Condition 16**

Requires the developer to submit a Green Travel Plan prior to the occupation of any part of the development. The Green Travel Plan shall encourage more sustainable means of travel by identifying modal targets, the measures to be implemented, and a system of monitoring and review. Specifically, the Green Travel Plan shall incorporate measures designed to encourage modes of travel other than the private car.

*The variation would require the developer to submit a Green Travel Plan Framework as part of the 1st phase of matters. The*



framework, which would be assessed in consultation with Transport Scotland, would identify development zones to which an individual Green Travel Plan should apply. Individual Green Travel Plans would thereafter be implemented prior to the occupation of any building within the relevant development zone. (It should be noted that the applicant originally proposed to delete this condition.)

#### **Condition 17**

Sets out development thresholds beyond which off site infrastructure improvements, as shown in diagram 7.1 of DBA Transport Assessment dated 19/11/2010, must be implemented.

*The proposed variation does not seek to change the development thresholds. However the varied condition allows the developer to modify, subject to consultation with the Planning Authority and Transport Scotland, the requirement to provide the off site infrastructure improvements. It should be noted that the applicant originally sought to include 300 sqm of ancillary Class 1 (Retail), Class 10 (Non-Residential Institutions) and Class 11 (Assembly and Leisure) within the development thresholds. However it was not considered that the inclusion of additional development in this way could be achieved through a Section 42 application.*

#### **Condition 18**

Requires the developer to provide details of further off site infrastructure improvement works simultaneous with the submission of an application for the 1st phase matters as specified in condition 3. The additional infrastructure improvements shall thereafter be implemented should any of the development thresholds in Condition 17 be breached.

*The proposed variation removes the requirement for the infrastructure improvement details to be provided*

*concurrent with the 1st phase matters, and instead be provided prior to the development thresholds identified in condition 17 being breached. The details shall thereafter be implemented at the point at which the development thresholds are breached, and must be completed before any further development can take place. The varied condition allows the developer to modify, subject to consultation with the Planning Authority and Transport Scotland, the requirement to provide the off site infrastructure improvement works.*

Planning application 15/0688/PP was also subject to a Section 75 legal agreement requiring the developer to make a financial contribution to mitigation works required along the M8 corridor and this would require to be re-registered if the amendments being sought are considered acceptable.

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#### **History**

15/0688/PP - Variation of condition 1 (to extend time period of the consent for a further three years); and deletion of condition 2 (relating to commencement of development) of permission 10/0914/PP - Development of a Masterplan to include refurbishment of existing industrial/warehousing units; erection of new build industrial/warehousing/business units, including the extension of Block M (Classes 4, 5 and 6); erection of a road bridge over the White Cart water; erection of a hotel (Class 7); erection of a multi-storey car park; erection of residential development (Class 9); erection of restaurant facility (Class 3); alterations to internal road layout; and formation of car and lorry parking. Granted subject to conditions and a section 75 agreement 26/04/2016.

10/0914/PP - Development of a Masterplan to include refurbishment of existing industrial/warehousing units; erection of new build industrial/warehousing/business units, including the extension of Block M

(Classes 4, 5 and 6); erection of a road bridge over the White Cart water; erection of a hotel (Class 7); erection of a multi-storey car park; erection of residential development (Class 9); erection of restaurant facility (Class 3); alterations to internal road layout; and formation of car and lorry parking. Granted subject to conditions and a section 75 agreement 12/03/2015.

10/0393/NO - Development as set out in a Masterplan to include (i) refurbishment of industrial/warehousing units; erection of new build industrial/warehousing/business units including extension of Block M; (ii) erection of a road bridge over the White Cart Water; (iii) erection of a hotel; (iv) erection of multi-storey car park; (v) erection of residential development; (vi) erection of cafe; (vii) alterations to internal road layout and (viii) formation of car & lorry parking. Proposal of Application Notice Accepted 01/06/2010.

06/0043/PP - Development as set out within a Masterplan to include: (i) Refurbishment of existing industrial/warehouse units; (ii) erection of new build industrial/business/warehouse units; (iii) erection of a road bridge over the White Cart Water; (iv) erection of class 4 business units; (v) erection of a hotel; (vi) erection of a multi-storey car park; (vii) erection of residential development; and (viii) alterations to road layout and formation of parking. Granted subject to conditions 24/07/2007.

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### **Policy and Material Considerations**

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#### Clydeplan's - Strategic Development Plan (2016)

(Approved, with modifications, by Scottish Ministers on the 24th July 2017)

Policy 1 - Placemaking

Policy 5 - Strategic Economic Investment Locations

Policy 17 - Promoting Sustainable Transport

Table 1 - Placemaking Principles

Schedule 3 Strategic Economic Investment Locations - Glasgow Airport Investment Area

Schedule 15 Spatial Development Strategy Core Components - Strategic Economic Investment Locations Indicative Compatible Development

Diagram 11 - Assessment of Development Proposals

#### Adopted Renfrewshire Local Development Plan August 2014

Policy E1 - Strategic Economic Investment Location

Policy E2 - Glasgow Airport Investment Zone

Policy E4 - Tourism

Policy C2 - Development Outwith the Network of Centres

Policy I1 - Connecting Places

Policy ENV2 - Natural Heritage

#### New Development Supplementary Guidance

Delivering the Economic Strategy - Economic Development Criteria, Strategic Economic Investment Locations, Airport and Tourism

Delivering the Centres Strategy - Meeting Local neighbourhood Demand, Hot Food, Public Houses and Licensed Clubs

Delivering the Infrastructure Strategy - Infrastructure Development Criteria and Connecting Places

Delivering the Places Strategy - Places Development Criteria

Delivering the Environment Strategy - Environment Development Criteria, Local Designations: Sites of Importance for Nature Conservation

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise.

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### **Publicity**

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Initial neighbour notification has been carried out in accordance with legislation. In addition, the application was advertised in the Paisley and Renfrewshire Gazette for the purposes of neighbour notification,

with a deadline for representations of the 22nd February.

A further round of neighbour notification was undertaken following a change to the description of development, and an update to the Masterplan drawing. This further neighbour notification was issued on the 21st July, with a deadline for representations of the 13th August, 2017.

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### **Objections/ Representations**

Four letters of representation have been received. The points raised in the letters can be summarised as follows:

- 1 - Noise;
- 2 - Traffic, access and parking along Wright Street;
- 3 - Proposed building units and heights;
- 4 - Site security;
- 5 - How will construction noise and dust be managed, and will residents be compensated for disruption.

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### **Consultations**

**Director of Community Resources (Head of Roads - Traffic)** - Initially objected to the deletion of conditions 15 and 16. However a request that a site wide strategy for roads, footways and cycle infrastructure is retained as a 1st phase matter has addressed these aspects.

**Transport Scotland** - Initially objected to the deletion of conditions 15 and 16 and it was noted that these conditions were originally requested by Transport Scotland. Transport Scotland advised, however, that changing the terms of condition 15 to require a Green Travel Plan Framework in advance of individual Green Travel Plans would be acceptable and this has been addressed.

**Scottish Natural Heritage** - Initially objected to the deletion of a requirement to provide a habitat compensation/mitigation plan in respect of the Site of Importance for Nature

Conservation (SINC) which adjoins the site, and also the requirement to provide a riverside walkway. However SNH agree that the requirement for a habitat compensation/mitigation plan can be embedded within the development zones which are most likely to have an impact on the SINC, as opposed to the existing arrangement where such a plan is required as a 1st phase matter. It was also noted that further protected species survey work is required in advance of works commencing as current surveys were undertaken over 5 years ago.

**SEPA** - No objection.

**Director of Community Resources (Head of Roads - Design)** - Advise that the requirement for a sustainable urban drainage and sewerage system should be retained as a 1st phase matter. A strategic approach to this matter will ensure the most cost effective and sustainable flow conveyance is achieved. A phased approach to the implementation of the drainage and sewerage system is also required. These matters have been addressed.

**Director of Community Resources (Environmental Services)** - Advise that submission of Site Investigation, Remediation Method Statement and Verification report can be embedded as a requirement within each development zone, as opposed to being required as a 1st phase matter. Requirements regarding Air Quality and Noise should be retained as 1st phase matters. These matters have been addressed.

**Glasgow Airport Safeguarding** - No objection.

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### **Summary of Main Issues**

Environmental Statement - N/A

Appropriate Assessment - N/A

Design and Access Statement - N/A

Pre-Application Consultation Report - N/A

Planning Obligation Summary - N/A

Scottish Ministers Direction - N/A

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### **Environmental Impact Assessment**

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The development was previously screened against the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011 during the processing of application 15/0688/PP in order to establish whether the development would require an Environmental Impact Assessment. It was determined that the proposed development would not have a significant environmental impact. An Environmental Impact Assessment was not therefore required.

For the purposes of this application, the proposed development has again been screened against the 2011 Regulations. However, as the characteristics of the site and the development proposal have not changed in the intervening period, and no new environmental issues have been identified, it is again considered that an Environmental Impact Assessment is not required.

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### **Planning Assessment**

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This application has been submitted under Section 42 of the Town and Country Planning (Scotland) Act 1997. In this respect, the Council can only take into consideration the acceptability of any existing and proposed conditions, and is not entitled to re-consider the merits of the development proposal and whether or not it is acceptable in principle.

The applicant states in their supporting documentation that they wish to refine and simplify the conditions attached to planning permission 15/0688/PP with the view to creating a streamlined and flexible consent which will support further development at Westway. It is noted that no element of the Masterplan has been

implemented since its original approval in 2006. This has been attributed to unfavourable market conditions. However the applicant advises that market sentiment is changing, with increased occupier confidence within the region. It is anticipated that interest in Westway will be further buoyed by the infrastructure improvements proposed as part of the Glasgow Airport Investment Area City Deal project (see planning application 17/0485/PP). Westway wish to capitalise on these changing market conditions.

The planning assessment will focus on the acceptability of the proposed changes to the conditions, and what impact they will have with regard to the implementation of the planning permission. It is acknowledged that the scope of the changes to the conditions as originally proposed by the applicant have altered during the assessment of the application following responses from statutory consultees, and discussion with the Council. This is reflected in the change made to the description of development as detailed above. Proposed conditions must also meet the tests set out under the terms of Circular 4/1998, namely that they must be necessary, relevant to planning, relevant to the development to be permitted, enforceable, precise and reasonable in all other aspects.

### **Condition 1 - Direction Regarding Duration of Permission**

The proposal will simplify the terms of condition 1. The current condition specifies two separate time limitations which relate to the submission of 1st phase matters, and thereafter works within each development zone. The proposed condition will specify a single time limitation within which applications for all matters need to be submitted. Five years is considered to be an acceptable and reasonable time period, and a direction would be issued in this regard as per the provisions of Section 59 of The Town and Country Planning (Scotland) Act 1997 which allows the Planning Authority to



substitute an alternative time period where required. The modification to condition 1 is therefore considered to be acceptable.

### **Condition 2 - Phasing and Advance Works**

The modifications to condition 2 will establish a structure within which approval of matters application(s) will be submitted. The condition requires the developer to submit, and have approved, an application(s) for the 1st phase of matters before any application is made for development within the development zones. This condition will therefore establish as a pre-requisite the strategic infrastructure required to support the full implementation of the Masterplan.

Condition 2 also specifies that concurrent with an application(s) for the 1st phase of matters, the developer must also agree in writing a strategy for the phased development of the site. This does not relate to the phasing of development within the development zones, but the phasing of infrastructure works required to support development within the development zones. This approach will ensure that the strategic infrastructure is implemented on site when required with regard to supporting development within each zone. The developer will only be able to submit applications for development within each zone once the strategic first phase matters, and a phasing plan, have been agreed.

The modified condition is considered to provide certainty that the strategic infrastructure required to support the implementation of the Masterplan will be phased appropriately. In this regard, the modified wording is considered to be acceptable.

### **Condition 3 - Submission of 1st Phase of Matters Specified as Conditions**

Condition 3 continues to specify 1st phase matters. However what is considered to constitute a 1st phase matter has been modified. Of the original 1st phase matters

specified, only sustainable urban drainage and sewerage, on site roads, footways and cycle infrastructure, landscaping and air quality should be retained. The matters which have been removed from the condition, and the reasons why, are as follows;

**Ground Investigation Works** - It is considered that providing a site investigation report, remediation method statement and verification report is a more appropriate requirement for each development zone. In this regard, a site investigation and remediation method statement can be undertaken for each individual zone as and when development proposals come forward, as opposed to the requirement for these documents to be provided in advance of the Masterplan area in its entirety. The Director of Community Resources (Environmental Services) has offered no objection to this approach.

**Off Site Road and Infrastructure** - It is considered that the requirement to provide details of, and subsequently implement, off site road and infrastructure is adequately addressed via conditions 17 and 18.

**Riverside Walkway** - The previous condition required the submission of a report which examines the potential for delivery of a riverside walkway. For the purposes of this application, the applicant has stated that a riverside walkway cannot be delivered as ground conditions have changed since the grant of planning permission 10/0914/PP. On assessment, it is not considered that a prescriptive requirement to investigate delivery of a riverside walkway is necessary. In this regard, it is considered that sufficient connectivity to, and permeability through, the site can be achieved through assessment of a 1st phase matters application for on site roads, footways and cycle infrastructure.

Nature Conservation Measures - The Jetty Area and White Cart Water East Bank Site of Importance for Nature Conservation (SINC) is located along the north western boundary of the Westway site. A requirement to establish the impact of the development on the SINC, and provide compensation/mitigation measures if required, will be retained. However it is considered more appropriate to embed this requirement in the development zones which are most likely to have an impact on the SINC, as opposed to provision of such a survey as a pre-requisite 1st phase matter. Development zones 5 and 7 are located within the SINC. A requirement to provide habitat mitigation and compensation measures will therefore be attached to the conditions which cover these development zones. It should also be noted that the scope of the condition has been extended to require the submission of a Phase 1 Habitat Survey and Protected Species Appraisal. Scottish Natural Heritage are satisfied with this approach.

The modifications to condition 3 will reduce the number of issues which are considered to be strategic 1st phase matters, and by extension the level of information the applicant requires to provide in advance of applications for development within the development zones being submitted. This approach is considered to simplify the consent, and make it easier for the Masterplan to be implemented. However overall control over these matters will be retained as the requirements will be embedded in other conditions to be attached to the permission.

#### **Condition 4 - Phasing of Development Zones**

The modified condition 2 is considered to provide effective control over the phasing of the development. On this basis, condition 4 is no longer required.

#### **Condition 5 - Phasing of Development**

The modified condition 2 is considered to provide effective control over the phasing of the development. On this basis, condition 5 is no longer required.

#### **Conditions 6 - 13 - Development Zones**

The scope of conditions 6-13, which set out the information which must be submitted with an application for development within any of the zones, has been extended to accommodate the requirements of condition 3 which are no longer considered to be strategic 1st phase matters. Reference to 'blocks' of development in conditions 10, 11 and 13 has been removed as it is not considered that development within each zone should be restricted to the block structure shown in the indicative Masterplan. This will introduce greater flexibility beyond the currently restrictive block structure. Extending the scope of these conditions will also allow the Council to retain the necessary control over development within each zone.

#### **Condition 14**

No change.

#### **Condition 15**

No change and this condition will be retained in its present form. This satisfies the requirements of both Transport Scotland and the Director of Community Resources (Head of Roads - Traffic) who objected to the deletion of condition 15.

#### **Condition 16**

It is noted that both Transport Scotland and the Director of Community Resources (Head of Roads - Traffic) objected to the deletion of condition 16. However it is proposed to extend the scope of condition 16 to include the requirement for a Green Travel Plan Framework (GTPF) to be provided as a strategic 1st phase matter. The format of the GTPF will be used to devise subsequent individual Green Travel Plans (GTP) which will apply to development zones which are likely to generate the most journeys. The GTPF



and subsequent GTP's will be designed to encourage use of transport modes other than the private car. The GTPF is appropriate in instances where end users are not known, while individual GTP's will be developed when the end users within specific development zones are known.

This approach has been agreed with Transport Scotland, and it should be noted that the GTPF will be assessed in consultation with Transport Scotland. While this approach introduces an additional 1st phase matter, the production of an initial GTPF is considered to be appropriate with regard to encouraging modal shift away from the private car as it will allow for multiple GTP's, set within a wider framework, to be developed and targeted at specific zones, as opposed to a single GTP being spread across the site when end users are not known. In this regard, the variation to condition 16 is considered to be acceptable.

#### **Condition 17**

A minor variation to the wording of the condition will allow the developer to seek the written approval of the Planning Authority for alternative proposals for the implementation of off-site infrastructure works. The variation is considered to provide more flexibility in the permission, and Transport Scotland have offered no objection to the revised wording. On this basis the changes are considered to be acceptable.

#### **Condition 18**

A minor variation to the wording of the condition which will allow the developer to seek the written approval of the Planning Authority for alternative proposals for the implementation of off-site infrastructure works. It also removes the requirement for details of off-site infrastructure improvements to be provided as a 1st phase matter. The variation is considered to provide more flexibility in the permission, and Transport Scotland have offered no objection to the revised

wording. On this basis the changes are considered to be acceptable.

#### **Summary and Conclusions**

The proposed Masterplan development at Westway is to be welcomed as it has the potential to deliver significant investment and improvement works at what is a strategically important business park within the Renfrewshire area. The development will also assist in supporting the key objectives of sustainable economic growth and employment creation without resulting in any significant adverse impacts on the environment or residential amenity. The development is compliant with the relevant Strategic and Local Development Plan policies.

The proposed variations to conditions 1, 2, 3, 6-13, 16, 17 and 18, and the deletion of conditions 4 and 5 will simplify the consent and provide more flexibility with regard to its implementation. However the Planning Authority will still retain effective control over all matters, including phasing of strategic infrastructure and development within each zone, to ensure that the potential of the Masterplan, with regard to job creation and the development of a successful place, is fully realised. In this regard, the proposed amendments to the suite of conditions attached to the planning permission are considered to be acceptable.

It is noted that the previous application was granted subject to a Section 75 agreement relating to a financial contribution which must be made to mitigate road safety and capacity constraints on the M8 due to the impact of the development. As the agreement relates solely to the previous application, a new agreement will need to be concluded as the approval of the current application will result in the issue of an entirely new permission.

It is considered that the comments from statutory consultees have been

addressed, and the interests of these bodies will be safeguarded. As stated above, the variations proposed are considered to simplify the planning permission and provide more flexibility and in doing so, enhance the potential for its implementation. It is not considered that the variations will dilute the robustness of the permission in terms of safeguarding the environment and residential amenity.

In response to the points raised in the letters of representation;

- 1, 2 - These issues were fully assessed during the assessment of the original Masterplan application, and cannot be further considered during the assessment of this application as it relates to the amendment of conditions only. However it should be noted that the responses from statutory consultees have not identified any new issues regarding these matters;
- 3, 5 - These matters will be addressed during the assessment of approval of matters applications for development within each zone;
- 4 - This is not a material planning consideration.

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#### **Recommendation and Reasons for Decision**

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The proposals comply with the relevant provisions of the development plan and it is recommended that the application is approved subject to conditions; and that a direction is issued to allow the permission to be extended to five years; and subject to the conclusion of a Section 75 agreement.

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#### **Recommendation**

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GRANT SUBJECT TO CONDITIONS AND SECTION 75 AGREEMENT AND DIRECTION

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#### **Other Action**

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1. A Section 75 Agreement requires to be concluded which requires the developer to provide an agreed financial contribution to

fund identified network improvements to the M8 between Junctions 25 and 29.

2. That a direction be issued with the permission to the effect that the time period of consent for this planning permission in principle be extended five years.

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#### **Conditions & Reasons**

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##### **Reason for Decision**

1. The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

##### **Direction**

2. That the time period of consent for this planning permission in principle shall be five years.

##### **Conditions**

##### **3. Phasing and Advance Works**

That prior to the submission of an application for any of the matters specified in conditions 4-11, hereafter referred to as 'Development Zones' as detailed in approved drawing SK170704-00, the developer shall submit to, and have approved in writing by the Planning Authority, an application(s) for the matters specified in condition 4, hereafter referred to as the '1st Phase of Matters'. That concurrent with the submission of an application(s) for the '1st Phase of Matters', the developer shall also agree in writing with the Planning Authority a strategy for the phased development of the site. Thereafter the development shall proceed in accordance with the approved phasing details unless otherwise agreed in writing with the Planning Authority.

Reason: To enable a framework for the development of the site to be approved, and to allow the development to be carried out in a phased manner.

##### **4. Submission of 1st Phase of Matters Specified as Conditions**

That prior to the submission of any application for matters specified in conditions 5-12, an application(s) in respect of the following matters shall be submitted to, and approved in writing by, the Planning Authority.

#### 4. Sustainable Urban Drainage and Sewerage System

Details of a site-wide drainage scheme and proposals for the phased implementation of the scheme. The scheme shall comprise of a detailed drainage design developed in accordance with the principles set down in the approved Drainage Impact Assessment by Weetwood dated July 2011.

#### 4.2 On Site Roads, Footways, and Cycle Infrastructure

Details of the location, construction method and finish of on-site roads, cycleways, footways and other infrastructure works.

#### 4.3 Landscaping

Details of a site-wide landscaping scheme including; details of any earth moulding and hard landscaping (including all hard surfaces), grass seeding and turfing; a scheme of tree and shrub planting incorporating details of the number, variety and size of trees and shrubs to be planted; details of the management and maintenance of all landscaped areas.

#### 4.4 Air Quality

The submission of a survey and report which demonstrates that the Local Air Quality Management Objectives for the pollutants specified in the relevant Air Quality Regulations, made under part IV of the Environment Act 1995, shall not be exceeded at any location at or in the vicinity of the development where relevant exposure is liable to occur. The survey and the report shall use a method based on the principles set out in the Scottish Government publication "Local Air Quality Management Technical Guidance LAQM.TG(09) or a method that has been agreed with the Planning Authority.

Reasons: To ensure that:-

- the infrastructure is provided to serve the development prior to the construction of buildings;
- the landscaping schemes do not endanger the safe passage of aircraft;
- the site can be developed safely;
- the site can be developed in an environmentally sensitive manner.

#### 5. Development Zone 1: Restaurant

This area shall be developed as a restaurant of up to 450 sqm gross in one building principally serving the needs of Westway tenants and visitors. The use of the building is restricted to Class 3 of the Town and Country Planning (Use Classes) (Scotland) Order 1997. Prior to the commencement of development within Development Zone 1, a written application and plans in respect of the following specified matters shall be submitted to, and approved in writing by, the Planning Authority:

5.1 Details of the design, height and external appearance of the building;

5.2 Details of all external finishing materials;

5.3 Details of all ventilation proposals including the means of dealing with cooking odours;

5.4 The layout of the site, including details of a means of access to the site and links to the internal road, pedestrian and cycle network and to adjoining Development Zones which shall accord with the infrastructure strategy approved under the terms of condition 4.2 above;

5.5 The provision of parking and servicing;

5.6 Details of all hard and soft landscaping which shall accord with the landscape strategy approved under the terms of condition 4.3 above;

5.7 Details of all drainage proposals within the area which shall accord with the sustainable urban drainage system approved under terms of condition of 4.1 above;

5.8 Details of refuse collection, storage and serving arrangements;

5.9 Details of external lighting required during construction and following completion, such details to comply with Advice Note 2 'Lighting Near Aerodromes';

5.10 Details of the design and location of all boundary walls and fences;

5.11 Details of any proposed renewable energy schemes;

5.12 A site investigation strategy characterising the nature and extent of any soil, water and gas contamination within the site; and where remedial works are recommended therein a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report. A verification report, confirming completion of the works specified within the remediation strategy, shall thereafter be submitted to and approved in

writing by the Planning Authority prior to the occupation of any building within Development Zone 1.

The development of this area shall be implemented in accordance with the approved details.

Reason: To enable the development to be carried out in a phased manner.

#### **6. Development Zone 2: Extension of Block M and associated parking and formation of Lorry Park**

This area shall be developed to create an extension of Block M of up to 3,600 sqm gross with associated car parking. The use of the building is restricted to Class 4 of the Town and Country Planning (Use Classes) (Scotland) Order 1997. Prior to the commencement of development within Development Zone 2, a written application and plans in respect of the following specified matters shall be submitted to, and approved in writing by, the Planning Authority:

- 6.1 Details of the design, height and external appearance of the building;
- 6.2 Details of all external finishing materials;
- 6.3 The layout of the site, including details of a means of access to the site and links to the internal road, pedestrian and cycle network and to adjoining Development Zones which shall accord with the infrastructure strategy approved under the terms of condition 4.2 above;
- 6.4 The provision of parking and servicing;
- 6.5 Details of all hard and soft landscaping which shall accord with the landscape strategy approved under the terms of condition 4.3 above;
- 6.6 Details of all drainage proposals within the area which shall accord with the sustainable urban drainage system approved under terms of condition of 4.1 above;
- 6.7 Details of refuse collection, storage and serving arrangements;
- 6.8 Details of external lighting required during construction and following completion, such details to comply with Advice Note 2 'Lighting Near Aerodromes';
- 6.9 Details of the design and location of all boundary walls and fences;
- 6.10 Details of any proposed renewable energy schemes;
- 6.11 A site investigation strategy characterising the nature and extent of any

soil, water and gas contamination within the site; and where remedial works are recommended therein a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report. A verification report, confirming completion of the works specified within the remediation strategy, shall thereafter be submitted to and approved in writing by the Planning Authority prior to the occupation of any building within Development Zone 2.

The development of this area shall be implemented in accordance with the approved details.

Reason: To enable the development to be carried out in a phased manner.

#### **7. Development Zone 3: Residential**

This area shall be developed to create no more than 125 residential units with associated amenity space. Prior to the commencement of development within Development Zone 3, a written application and plans in respect of the following specified matters shall be submitted to, and approved in writing by, the Planning Authority:

- 7.1 Details of the design, height and external appearance of the proposed dwellings;
- 7.2 Details of all external finishing materials;
- 7.3 Details of the glazing specification and ventilation details (in accordance with the recommendations in the approved Noise Impact Assessment produced by New Acoustics dated 21st April 2011).
- 7.3 The layout of the site, including details of a means of vehicular access to the site and links to the surrounding road, pedestrian and cycle network which shall accord with the infrastructure strategy approved under the terms of condition 4.2 above;
- 7.4 The provision of parking areas;
- 7.5 Details of all hard and soft landscaping to accord with Condition 4.3, including public open space and the introduction of a landscaping bund or close board fence to be located between the site and Block L;
- 7.6 Details of the provision of equipped play areas;
- 7.7 Details of all drainage proposals within the area which shall accord with the sustainable urban drainage system approved under terms of condition of 4.1 above.



7.8 Details of refuse collection, storage and serving arrangements;

7.9 Details of external lighting required during construction and following completion, such details to comply with Advice Note 2 'Lighting Near Aerodromes';

7.10 Details of the design and location of all boundary walls and fences;

7.11 Details of any proposed renewable energy schemes.

7.12 A site investigation strategy characterising the nature and extent of any soil, water and gas contamination within the site; and where remedial works are recommended therein a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report. A verification report, confirming completion of the works specified within the remediation strategy, shall thereafter be submitted to and approved in writing by the Planning Authority prior to the occupation of Development Zone 3.

The development of this area shall be implemented in accordance with the approved details.

Reason: To enable the development to be carried out in a phased manner.

#### **8. Development Zone 4: Block D Refurbishment**

This area shall be developed to refurbish the existing Block D comprising up to no more than 9,754 sqm gross. The use of the building should be restricted to Classes 5 and 6 with ancillary Class 4 of the Town and Country Planning (Use Classes) (Scotland) Order 1997. Prior to the commencement of development within Development Zone 4, a written application and plans in respect of the following specified matters shall be submitted to, and approved in writing by, the Planning Authority:-

8.1 Details of the design, height and external appearance of the building;

8.2 Details of all external finishing materials;

8.3 The layout of the site, including details of means of access to the site and links to the internal road, pedestrian and cycle network and to adjoining Development Zones which shall accord with the infrastructure strategy approved under the terms of condition 4.2 above;

8.4 The provision of parking and servicing;

8.5 Details of all hard and soft landscaping which shall accord with the landscape strategy approved under the terms of Condition 4.3 above;

8.6 Details of all drainage proposals within the area which shall accord with the sustainable urban drainage system approved under terms of condition of 4.1 above;

8.7 Details of refuse collection, storage and serving arrangements;

8.8 Details of external lighting required during construction and following completion, such details to comply with Advice Note 2 'Lighting Near Aerodromes';

8.9 Details of the design and location of all boundary walls and fences;

8.10 Details of any proposed renewable energy schemes.

The development of this area shall be implemented in accordance with the approved details.

Reason: To enable the development to be carried out in phased manner.

#### **9. Development Zone 5: Industrial / Distribution uses**

The area shall be developed for no more than 7,342 sqm gross industrial / distribution uses within Classes 5 and 6 and ancillary office floorspace within Class 4 of the Town and Country Planning (Use Classes) (Scotland) Order 1997. Prior to the commencement of development within Development Zone 5, a written application and plans in respect of the following specified matters shall be submitted and approved in writing by the Planning Authority:

9.1 Details of the size, design, height and external appearance of the buildings;

9.2 Details of all external finishing materials;

9.3 The layout of the site, including details of a means of access to the site and links to the internal road, pedestrian and cycle network and to adjoining Development Zones which shall accord with the infrastructure strategy approved under the terms of condition 4.2 above;

9.4 The provision of parking and servicing;

9.5 Details of all hard and soft landscaping which shall accord with the landscape strategy approved under the terms of condition 4.3 above;

9.6 Details of all drainage proposals within the area which shall accord with the sustainable urban drainage system approved under terms of condition of 4.1 above;

9.7 Details of refuse collection, storage and serving arrangements;

9.8 Details of external lighting required during construction and following completion, such details to comply with Advice Note 2 'Lighting Near Aerodromes';

9.9 Details of the design and location of all boundary walls and fences, including an acoustic barrier to be positioned at an agreed location between the development zone and the residential properties on Wright Street;

9.10 Details of any proposed renewable energy schemes;

9.11 A site investigation strategy characterising the nature and extent of any soil, water and gas contamination within the site; and where remedial works are recommended therein a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report. A verification report, confirming completion of the works specified within the remediation strategy, shall thereafter be submitted to and approved in writing by the Planning Authority prior to the occupation of any building within Development Zone 5;

9.12 A Phase 1 Habitat Survey and Protected Species Appraisal to establish the impact of the development on the Jetty Area and White Cart Water East Bank Site of Importance for Nature Conservation (SINC). Where the development is found to have a detrimental impact on the SINC, habitat mitigation and compensation measures shall provided to offset any impact. All mitigation and compensation measures shall thereafter be implemented on site in accordance with approved details to the satisfaction of the Planning Authority.

The development of this area shall be implemented in accordance with the approved details.

Reason: To enable the development to be carried out in phased manner.

#### **10. Development Zone 6: Industrial / Distribution uses**

The area shall be developed for no more than 20,438 sqm gross industrial / distribution uses

within Classes 5 and 6 and ancillary office floorspace within Class 4 of the Town and Country Planning (Use Classes) (Scotland) Order 1997. Prior to the commencement of development within Development Zone 6, a written application and plans in respect of the following specified matters shall be submitted and approved in writing by the Planning Authority:

10.1 Details of the design, height and external appearance of the buildings;

10.2 Details of all external finishing materials;

10.3 The layout of the site, including details of a means of access to the site and links to the internal road, pedestrian and cycle network and to adjoining Development Zones which shall accord with the infrastructure strategy approved under the terms of condition 4.2 above;

10.4 The provision of parking and servicing;

10.5 Details of all hard and soft landscaping which shall accord with the landscape strategy approved under the terms of condition 4.3 above;

10.6 Details of all drainage proposals within the area which shall accord with the sustainable urban drainage system approved under terms of condition of 4.1 above;

10.7 Details of refuse collection, storage and serving arrangements;;

10.8 Details of external lighting required during construction and following completion, such details to comply with Advice Note 2 'Lighting Near Aerodromes';

10.9 Details of the design and location of all boundary walls and fences;

10.10 A site investigation strategy characterising the nature and extent of any soil, water and gas contamination within the site; and where remedial works are recommended therein a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report. A verification report, confirming completion of the works specified within the remediation strategy, shall thereafter be submitted to and approved in writing by the Planning Authority prior to the occupation of any building within Development Zone 6.

The development of this area shall be implemented in accordance with the approved details.



Reason: To enable the development to be carried out in a phased manner.

#### **11. Development Zone 7: Hotel, Multi-Storey Car Park and Bridge Link**

The area shall be developed for a Hotel of up to 150 beds within Class 7 of the Town and Country Planning (Use Classes)(Scotland) Order 1997; a multi-storey car park providing no more than 900 spaces; and the provision of a bridge link over the White Cart Water. Prior to the commencement of development within Development Zone 7, a written application and plans in respect of the following specified matters shall be submitted and approved in writing by the Planning Authority:

- 11.1 Details of the design, height and external appearance of the buildings;
- 11.2 Details of all external finishing materials;
- 11.3 The layout of the site, including details of a means of access to the site and links to the internal road, pedestrian and cycle network and to adjoining Development Zones which shall accord with the infrastructure strategy approved under the terms of condition 4.2 above;
- 11.4 The provision of parking and servicing;
- 11.5 Details of all hard and soft landscaping which shall accord with the landscape strategy approved under the terms of condition 4.3 above;
- 11.6 Details of all drainage proposals within the area which shall accord with the sustainable urban drainage system approved under terms of condition of 4.1 above;
- 11.7 Details of refuse collection, storage and serving arrangements;
- 11.8 Details of external lighting required during construction and following completion, such details to comply with Advice Note 2 'Lighting Near Aerodromes'
- 11.9 Details of the design and location of all boundary walls and fences;
- 11.10 Details of the design of the bridge and the means of controlling access to the application site. For the avoidance of doubt the bridge shall include provision for pedestrians and cyclists.
- 11.11 A Phase 1 Habitat Survey and Protected Species Appraisal to establish the impact of the development on the Jetty Area and White Cart Water East Bank Site of Importance for Nature Conservation (SINC). Where the development is found to have a detrimental impact on the SINC, habitat mitigation and compensation measures shall provided to

offset any impact. All mitigation and compensation measures shall thereafter be implemented on site in accordance with approved details to the satisfaction of the Planning Authority.

11.12 Details of any proposed renewable energy schemes.

11.13 A site investigation strategy characterising the nature and extent of any soil, water and gas contamination within the site; and where remedial works are recommended therein a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report. A verification report, confirming completion of the works specified within the remediation strategy, shall thereafter be submitted to and approved in writing by the Planning Authority prior to the occupation of any building within Development Zone 7.

The development of this area shall be implemented in accordance with the approved details.

Reason: To enable the development to be carried out in phased manner.

#### **12. Development Zone 8: Business uses**

The area shall be developed for up to no more than 2,787 sqm gross for uses within Class 4 of the Town and Country Planning (Use Classes) (Scotland) Order 1997. Prior to the commencement of development within Development Zone 8, a written application and plans in respect of the following specified matters shall be submitted and approved in writing by the Planning Authority:

- 12.1 Details of the design, height and external appearance of the buildings;
- 12.2 Details of all external finishing materials;
- 12.3 The layout of the site, including details of a means of access to the site and links to the internal road, pedestrian and cycle network and to adjoining Development Zones which shall accord with the infrastructure strategy approved under the terms of condition 4.2 above;
- 12.4 The provision of parking and servicing;
- 12.5 Details of all hard and soft landscaping which shall accord with the landscape strategy approved under the terms of condition 4.3 above;

12.6 Details of all drainage proposals within the area which shall accord with the sustainable urban drainage system approved under terms of condition of 4.1 above;

12.7 Details of refuse collection, storage and serving arrangements;

12.8 Details of external lighting required during construction and following completion, such details to comply with Advice Note 2 'Lighting Near Aerodromes';

12.9 Details of the design and location of all boundary walls and fences;

12.10 Details of any proposed renewable energy schemes;

12.11 A site investigation strategy characterising the nature and extent of any soil, water and gas contamination within the site; and where remedial works are recommended therein a remediation strategy/method statement identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report. A verification report, confirming completion of the works specified within the remediation strategy, shall thereafter be submitted to and approved in writing by the Planning Authority prior to the occupation of any building Development Zone 8.

The development of this area shall be implemented in accordance with the approved details.

Reason: To enable the development to be carried out in a phased manner.

13. The height of buildings, structures and cranes shall be restricted to the Obstacle Limitation Surfaces as detailed in Advice Note 1 Safeguarding an Overview.

Reason: In the interests of the safe navigation of aircraft.

14. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended) the permitted change of use from Class 5 or 6 to Class 4 is hereby removed in respect of the new build Class 5 and 6 buildings.

Reason: To define the consent and to prevent an unregulated potential increase in the level of traffic.

15. That concurrent with the submission of an application for matters specified in Condition 4, a Green Travel Plan Framework shall be submitted to, and approved in writing by, the Planning Authority in consultation with Transport Scotland. The Framework shall also identify development zones to which an Individual Travel Plan should apply. Individual Travel Plans shall thereafter be agreed in writing with the Planning Authority prior to the commencement of development within the relevant development zone, and shall thereafter be implemented on site following the occupation of any building within the relevant development zone. Individual Travel Plans shall remain in operation throughout the duration that buildings within the development zone are occupied, unless otherwise agreed in writing with the Planning Authority.

Reason: To encourage the use of sustainable modes of transport.

16. No development, other than the following:-

-The erection of 125 residential units;

-The erection/extension of up to a combined total of 10,000 sqm of Class 5 and Class 6 development as defined by the Town and Country Planning (Use Classes) (Scotland) Order 1997;

-The erection/extension of 3600 sqm of Class 4 development as defined by the Town and Country Planning (Use Classes) (Scotland) Order 1997;

-The refurbishment of Block D (providing no additional floor space created or change of use takes place)

-The erection of Class 3 Restaurant as defined by the Town and Country Planning (Use Classes) (Scotland) Order 1997 and

-Works associated with the above development

shall take place, unless otherwise agreed in writing with the Planning Authority in consultation with Transport Scotland, until the infrastructure modifications, generally in accordance with diagram 7.1 "Proposed Network Improvements" of the Dougall Baillie Associates Transport Assessment dated 19th November 2010 and with Dougall Baillie Associates drawing No. 10035-SK-05 dated

6th June 2011 which incorporates a Queue Detection Loop System on the M8 Junction 27 Westbound Off Slip, have been completed to the satisfaction of the Planning Authority in consultation with Transport Scotland.

Reason: In the interests of traffic safety and to minimise impact on the trunk road network.

17. That prior to any of the development thresholds as detailed in condition 16 being exceeded, details of the following additional infrastructure improvements shall be submitted to, and approved in writing by, the Planning Authority in consultation with Transport Scotland;

- The provision of two through lanes on the Paisley Road southbound approach to the roundabout junction with Arkleston Road.
- The reinstatement of 2 through lanes from Paisley Road onto the southbound M8 over-bridge and the replacement of the dedicated left turn exit lane with a merge left turn lane.
- The reinstatement of 2 lanes on the Paisley Road M8 overbridge with the dedicated left turn from the westbound off-ramp being removed.
- The signalisation of the Paisley Road / Junction 27 westbound off ramp with 2 lanes reinstated on the ramp and the re-opening of the central reserve on Paisley Road.

The above details shall accord with Dougall Baillie Associates Transport Assessment dated 19th November 2010 and as shown in Dougall Baillie Associates drawing No. 10035-SK-05 dated 6th June 2011 (Diagram 7.1). Thereafter the approved details shall be implemented once any of the thresholds identified in condition 16 above are exceeded, and shall be completed to the satisfaction of the Planning Authority in consultation with Transport Scotland before any further development can take place, unless otherwise agreed in writing with the Planning Authority in consultation with Transport Scotland.

Reason: To accord with the assessed impact of the development and in the interests of traffic safety.

Local Government (Access to Information) Act 1985 -  
Background Papers: For further information or to inspect  
any letters of objection and other background papers,  
please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Planning Application: Report of Handling

Application No. 17/0254/CC



Renfrewshire  
Council

## KEY INFORMATION

### Ward

9 Johnstone North,  
Kilbarchan, Howwood and  
Lochwinnoch

### Applicant

Diocese of Paisley  
Cathedral Precincts  
Incle Street  
Paisley  
PA1 1HR

Registered: 28/03/2017

Report by Director of Development and Housing Services

### PROPOSAL: DEMOLITION OF BUILDING

**LOCATION:** OUR LADY OF FATIMA RC CHURCH, 44 HIGH STREET, LOCHWINNOCH, PA12 4AA

### APPLICATION FOR: CONSERVATION AREA CONSENT



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## RECOMMENDATION

Grant subject to  
conditions.

## SUMMARY OF REPORT

- The proposals accord with the adopted Renfrewshire Local Development Plan and are consistent with the New Development Supplementary Guidance and the Historic Environment Scotland Policy Statement and guidance.
- There have been no letters of representation and Historic Environment Scotland has indicated no objection.
- The building makes a minimal contribution to the special character of the Conservation Area and its demolition would have a neutral effect.

Fraser Carlin  
Head of Planning and  
Housing



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**Description**

Conservation Area Consent is sought, for the demolition of a vacant church building, known as 'Our Lady of Fatima RC Church' located at 44 High Street in the centre of Lochwinnoch. The church building is single storey is severely affected by rot to its timber frame. Its appearance is of a deteriorating building with areas of damage and dereliction. The church was built in 1954 and has brick walls and a tile roof.

The church and its grounds extend to approximately 0.1 hectares and is bounded to the north (front) by High Street and the library and museum building beyond, to the south (rear) by the rear/side gardens of adjacent dwellings and to the east and west by 2 storey tenemental properties which directly abut the pavement of High Street.

It is proposed to demolish the building and level the site and no redevelopment of the site is currently proposed.

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**History**

None.

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**Policy and Material Considerations**

Development Plan - Adopted Renfrewshire Local Development Plan 2014

Policy ENV3: Built Heritage  
Policy ENV 13 - Conservation Areas  
Policy ENV 14 - Development Standards within Conservation Areas.

New Development Supplementary Guidance

Delivering the Environment Strategy: Conservation Areas

Material considerations

The Historic Environment Policy Statement 2016  
Managing Change in the Historic Environment Guidance Notes - Demolition

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this case the proposal requires to be considered against the policies and guidance set out above, the comments of the consultees, the history of the site and any objections received.

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**Publicity**

Neighbour notification has been carried out in accordance with statute. The application was also advertised in the Paisley Daily Express and the Edinburgh Gazette with deadlines for the submission of representations of 28th April 2017 and 26th April 2017 respectively.

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**Objections/ Representations**

None received.

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**Consultations**

**The Director of Community Resources (Environmental Services)** - No objection.

**The Director of Community Resources (Roads)** - No objection.

**Historic Environment Scotland** - No objection to the proposal commenting that the church does not make a positive contribution to the special character of the Conservation Area.

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**Summary of Main Issues**

Demolition Assessment - The applicant has submitted a Demolition Statement detailing the method of demolition to be in compliance with all relevant legislation and temporary measures of site enclosure to prevent unauthorised access to the site during demolition works.

Environmental Statement - Not applicable.

Appropriate Assessment - Not applicable.

Design Statement - Not applicable.

Access Statement - Not applicable.

Planning Obligation Summary - Not applicable.

Scottish Ministers Direction - Not applicable.

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### **Assessment**

In considering the demolition of unlisted buildings in conservation areas, Historic Environment Scotland's Guidance advises that planning authorities should take into account the contribution that the building makes to the character, appearance and history of the relevant conservation area.

The building in this instance is a single storey pitched roofed church constructed in brick and tiled roof and painted white. Built in 1954, whilst not an unattractive building in itself, its design and degree of set back from High Street sets it apart from other adjacent buildings within the Lochwinnoch Conservation Area which are of traditional design mostly of sandstone construction, of higher density and positioned immediately adjacent to High Street. In this regard the church contributes little to the streetscape of High Street in a central location within the Conservation Area. This is exacerbated by the deteriorating condition of the building. Historic Environment Scotland has offered no objection to the proposed demolition commenting that the building does not make a positive contribution to the special character of the Conservation Area.

Historic Environment Scotland guidance advises that proposals for demolition of unlisted buildings in conservation areas should be considered in conjunction with details of replacement development as it is considered that gap sites could be harmful to the character of the conservation area if allowed to lie undeveloped for a significant time. The key principle in such cases being that the character of the conservation area should be preserved or enhanced. In this instance the church building dating from the 1950's makes no contribution to the special character of the

Conservation Area due to the building design and location set back from a grouping of traditional buildings. The demolition of the building will therefore have a neutral impact on the streetscape and the character of the Conservation Area even were a gap site to remain (subject, of course, to the removal of demolition materials, levelling of the site and the implementation of appropriate landscaping). These requirements could be achieved by the imposition of a planning condition were Conservation Area Consent to be granted.

Having assessed the proposal against the Historic Environment Scotland Policy Statement and guidance notes, the Adopted Renfrewshire Local Development Plan and relevant Supplementary Guidance, it is considered that the demolition of the building would not be detrimental to the character of the Conservation Area.

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### **Recommendation and Reasons for Decision**

In light of the above assessment, it is considered that the proposal accords with the relevant policies and guidance of the Council in respect of the Adopted Local Development Plan, the New Development Supplementary Guidance and the Historic Environment Scotland Policy Statement and guidance. It is therefore recommended that Conservation Area Consent be granted subject to conditions.

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### **Recommendation**

GRANT SUBJECT TO CONDITIONS

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### **Conditions & Reasons**

#### **Reason for Decision**

1. The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.



2. That before the demolition hereby approved commences, details shall be submitted for the written approval of the Planning Authority in respect of the interim treatment to be applied immediately following site clearance and removal of demolition material. The details shall include measures to landscape the ground and to thereafter maintain the site in a clean and tidy condition. The details shall include measures to protect the trees on the site's High Street frontage from demolition and site clearance activities and for their subsequent incorporation into the proposed landscape treatment.

Reason: To ensure that the site is cleared and left in a manner which will not unacceptably impact on the amenity, character or appearance of the Conservation Area.

3. That before the demolition hereby approved commences, details shall be submitted for the written approval of the Planning Authority in respect of the proposed permanent boundary enclosure which shall be erected following the demolition of the building, and where appropriate, measures for the protection of the existing wall, fence and gates and their re-instatement where they are to be retained; or such other means to enclose the site, as may be agreed in writing with the Planning Authority. The temporary hoarding proposed to protect the site during demolition shall be removed following the completion of demolition works.

Reason: To ensure an appropriate boundary treatment and to ensure that the works do not unacceptably impact on the amenity, character or appearance of the Conservation Area.

Local Government (Access to Information) Act 1985 -  
Background Papers: For further information or to inspect  
any letters of objection and other background papers,  
please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.

# Listed Building Application: Report of Handling



Application No. 16/0486/LB

Renfrewshire  
Council

## KEY INFORMATION

### Ward

11 Bishopton, Bridge of Weir & Langbank

### Applicant

Mr East  
The Homestead  
Golf Course Road  
Bridge of Weir  
PA11 3HN

Registered: 01/07/2016

Report by Director of Development and Housing Services

**PROPOSAL:** DEMOLITION OF DWELLINGHOUSE AND ASSOCIATED GARAGE

**LOCATION:** HERMISTON, GOLF COURSE ROAD, BRIDGE OF WEIR, PA11 3HN

**APPLICATION FOR:** LISTED BUILDING CONSENT



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## RECOMMENDATION

Grant subject to conditions.

Fraser Carlin  
Head of Planning and  
Housing

## SUMMARY OF REPORT

- The Scottish Historic Environment Policy Statement and Adopted Renfrewshire Local Development Plan Supplementary Guidance set out four tests regarding demolition, only one of which requires to be satisfied, and these relate to whether the building is of special interest; whether it is beyond repair; whether refurbishment is economically viable; and, whether there are wider public benefits.
- There have been five letters of objection on the grounds that the building is architecturally and historically important; it should be retained; the viability appraisal is not accepted; and other parties should be given the opportunity to acquire it.
- Historic Environment Scotland has not objected to the proposals.
- The supporting information demonstrates that the building is not capable of viable re-use, has structural defects and alternative options to secure its retention have been examined.
- The removal of Hermiston would present the opportunity for the redevelopment of a derelict building within the Conservation Area.

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**Description**

This application seeks listed building consent for the demolition of a category B listed dwelling house, 'Hermiston', located on Golf Course Road, Bridge of Weir, an established residential area within the Ranfurly Conservation Area. The area immediately surrounding Hermiston is characterised by a variety of large, detached dwellings within generous plots, many of which are also listed.

Hermiston fronts on to the Ranfurly Golf Course and is bound by dwelling houses of a similar scale and character to the east and west. The golf course is located to the south (front) and the extensive garden ground of Hermiston and open agricultural fields beyond are located to the north (rear). The dwelling is finished in red facing brick and cream render, with a slate roof and timber sash and case windows. The curtilage of the property is bound by high hedges and mature trees.

The property is in very poor condition primarily due to having been vacant (since 2007), prior neglect, lack of maintenance and vandalism. Hermiston has been unoccupied and has been subjected to both vandalism and general deterioration through the effects of weather.

The property was purchased in 2013 by the current applicants, who are also immediately adjoining neighbours to the property, with a view to commencing its restoration. Meetings with the Council commenced thereafter in an attempt to halt deterioration and assess the future viability of the property. Despite improvements to site security, incidents of vandalism continued. Restoration proposals including detailed condition surveys were undertaken, resulting in liaison between Council officers and Historic Environment Scotland to discuss the extent of decay.

The current application has been submitted following these discussions and supporting documents in the form of a

condition report and enabling report which seek to demonstrate that restoration is not financially viable.

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**History**

16/0487/PP - Demolition of dwelling house and erection of two dwelling houses with associated garages. This application is also presented to Members for consideration as a separate item on this Board agenda.

11/0642/PP - Erection of one and a half storey dwelling house. Refused 09/11/2011.

11/0572/PP - Erection of one and a half storey detached dwelling house. Withdrawn.

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**Policy and Material Considerations**

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Development Plan

Renfrewshire Local Development Plan 2014

Policy ENV3 - Built Heritage

New Development Supplementary Guidance

Delivering the Environment Strategy: Listed Buildings and Conservation Areas.

Material considerations

The Scottish Historic Environment Policy Statement and associated Managing Change in the Historic Environment Guidance - Demolition.

Planning legislation requires that planning decisions are made in accordance with the development plan and any other material considerations. In addition, as the proposal concerns a listed building the Planning (Listed Buildings and Conservation Areas) Act 1997 is also relevant. In this case, the proposal requires to be assessed against the above policies and guidance, the views of consultees the objections received and

the supporting information submitted by the applicant in respect of building condition and re-development viability.

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### Publicity

The proposals were advertised in the Paisley and Renfrewshire Gazette and the Edinburgh Gazette, with a deadline for representations of the 03/08/2016 and 05/08/2016 respectively.

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### Objections/ Representations

There have been five objections to this application and the substance of the issues raised can be summarised as follows:-

1. By seeking to demolish a listed building which makes a clear positive contribution to the Conservation Area this application contravenes the Local Development Plan.
2. Preventative measures should be taken to secure Hermiston's condition, allowing time for a more sensitive and conservation led proposal to be developed.
3. The claim in the applicant's Design and Access Statement that Hermiston is of lesser importance than other buildings in the street is refuted. It has clear special interest, and this is recognised in its category B listing.
4. It is refuted that the building is incapable of repair, or that the proposed re-development will deliver significant benefits to economic growth in the wider community.
5. The applicant claims in the Design and Access Statement that Hermiston was marketed between 2007 and 2013, however, further details are absent, including any asking price and where the marketing exercise was carried out. Until this information is provided there is no evidence that all options for marketing and reusing the building have been exhausted.
6. Hermiston has been on the Scottish Buildings at Risk register since 2008, yet there appears to have been no attempts to secure it and maintain it in an appropriate condition.

7. The statement of financial viability is flawed because the price comparisons drawn in the statement are misleading.

8. The building was purchased at a price which reflected the potential for redevelopment rather than at a price that reflected the condition and constraints of the existing building.

9. It is likely that there would be an appetite to renovate this building if it were placed on the open market at a suitable price.

10. The house has never been exposed to the open market for a prolonged period of time as implied.

11. No evidence has been presented to suggest that either the planning department, or that the owners have exhausted all practical steps to obtain grants to preserve this building.

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### Consultations

#### Historic Environment Scotland (HES) -

Initially objected to the application. This objection was withdrawn following assessment of a re-development financial viability assessment by the applicant. HES has noted that the specification for restoring Hermiston has resulted in a high cost and recognise that even if it were possible to considerably reduce this specification, a substantial deficit between the cost of repairs and the end value of the property is likely to remain. HES state that this remains the case even if the purchase price of the property was discounted.

It is accepted that the scheme of enabling development is also considered unlikely to cover the deficit of repairing Hermiston. HES therefore conclude that repair of the building is not economically viable.

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### Summary of Main Issues

Environmental Statement - Not applicable.

Appropriate Assessment - Not applicable.

Design Statement - Not applicable.

Access Statement - Not applicable.

### Other Assessments

Condition Report - The purpose of the report was to survey the building and assess whether it could be restored at a reasonable cost as part of a viable development project.

The report notes that the property is in a very poor condition primarily due to vacancy, neglect, lack on maintenance and vandalism. This has resulted in many defects with the most significant being wet and dry rot which is affecting all areas of the house at all locations and levels. The roof structure is impacted by rot, with dry rot currently affecting ceiling joists in the west wing and at other locations. Wet rot is affecting rafters where the roof is leaking and has resulted in deterioration of the first floor front facade. The rot infestation is extensive such that as a minimum, all ground and upper floor areas will require removal leaving a shell building from roof down to the ground floor solum. The west extension is considered to be in such poor condition that it should be demolished.

Enabling Report For Restoration of 'Hermiston' Jan 2017 - This document was prepared in response to a request from Historic Environment Scotland (HES) at a meeting during the application consultation period. The report sets out development appraisals for (A) full restoration; (B) partial restoration; (C) full restoration with enabling development of a single house to the east; and (D) full restoration with enabling development of two houses to the north. A full breakdown of the development proposals is provided.

**For restoration proposal A** - the report illustrates a cost of £2.2 million with a market value of Hermiston upon completion of £1 million.

**For restoration proposal B** - the cost is calculated at £2 million with a market value upon completion of £800,000. It states that regardless of which option is

chosen an outlay of £2 million would be required and would incur a loss of over £1 million.

**For enabling developments C and D** - the report notes that following guidance from HES, enabling developments should be considered as a means to facilitate the restoration of Hermiston. Even although it may not be considered acceptable in planning terms, enabling development should be explored for the wider advantage of retaining a Listed Building.

**'Enabling Development C'** would involve the development of a new dwelling house between Hermiston and 'The Holmstead' to reflect general plot standards that exist within the Ranfurly Conservation Area as a whole. A two storey dwelling would reflect the scale and massing of neighbouring houses, orientated toward the golf course. The report identifies that although the footprint of such a house would be similar to that of adjacent dwellings, it would have a detrimental impact on the overall streetscape, of 'Hermiston' and the landscape setting.

The report concludes that actual costs for restoration of 'Hermiston' together with enabling development would be £3.3 million and would have a market value upon completion of £1.7 million. The report concludes that notwithstanding that this development option does not successfully integrate into the conservation area, it would still not bring enough profit to cross-subsidise the restoration (full or partial) and would incur a financial loss of £1.5 million.

**'Enabling Development D'** would result in the development of two additional dwelling houses on the vacant land to the rear (north) of Hermiston. The report notes that although these houses require to be smaller than those existing in the area, HES considered this to be a viable option to explore. Concealed at a lower ground level, screened by existing trees, access would be by a shared private drive,



widening to 5.5m at the junction with Golf Course Road.

The report concludes that actual costs for restoration of Hermiston together with this enabling development would be £3.7 million and would have a market value upon completion of £1.8 million. It is concluded that this option would also not result in sufficient profit to subsidise the restoration (full or partial) of Hermiston and would incur a financial loss of £1.9 million.

Planning Obligation Summary - Not applicable.

Scottish Ministers Direction - Not applicable.

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### Assessment

The Town and Country Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 states that in considering whether to grant listed building consent for any works, special regard must be had to the desirability of preserving the listed building or its setting, or any features of special architectural or historic merit.

In the case of applications for the demolition of listed buildings the Historic Environment Scotland Policy Statement states that no listed building should be demolished unless it can be clearly demonstrated that every effort has been made to retain it. It considers that planning authorities should only approve such applications where they are satisfied that:

- (a) The building is not of special interest; or
- (b) The building is incapable of repair; or
- (c) The demolition of the building is essential to delivering significant benefits to economic growth or the wider community; or
- (d) The repair of the building is not economically viable and that it has been marketed at a price reflecting its location and condition to potential restoring purchasers for a reasonable period.

These tests are re-stated in the Council's New Development Supplementary Guidance. The HES Policy Statement and the New Development Supplementary Guidance requires that only one of these four tests be satisfied.

When the proposed demolition is assessed against these requirements the following conclusions can be made:

(a) Historic Environment Scotland considers that Hermiston is of special interest even in its current state of repair and that this is reflected in its listed status. The applicants have not sought to demonstrate, nor would such an assertion be supported, that 'Hermiston' is not of special interest. Test (a) is therefore not met.

(b) The building condition reports have highlighted major structural inadequacies and defects due to years of vacancy, general neglect, lack of maintenance and vandalism. As a result extensive works would be required to return Hermiston to an acceptable condition. The reports on the required works have been prepared following engagement with HES who confirmed that although Hermiston is of significant interest the restoration and replacement of interiors could be completed at a reduced quality to secure the future of the building. Works required include the stripping out of floors, joists, walls, windows and doors due to rot and extensive repair to roof structures and render. The building is not considered to be incapable of repair however the reports submitted following the requirements of the Council and discussions with Historic Environment Scotland demonstrate that associated costs are prohibitive.

These cost calculations have been based on the detailed surveys and technical reports prepared by suitably qualified professionals. In reaching the conclusion that the costs of retention are prohibitive a variety of options have been considered following guidance from the Council and



HES. A detailed assessment of the current housing market in Bridge of Weir has also been obtained from a suitably qualified and reputable property surveying company. These options considered full restoration of Hermiston, partial restoration and scenarios of enabling development. The costs associated with each of these options, in all scenarios, far exceeds the market value of 'Hermiston' on completion of the works. The deficits are so large that any of the scenarios presented are unlikely to be capable of funding from other sources or by other individuals. In such circumstances restoration is unviable and the only reasonable option is therefore demolition. Test (b) has therefore been met.

(c) With regard to benefits to the wider community, it is recognised that the building in its current condition has a negative impact on the immediate area both visually and associated with anti-social behaviour. In contrast, its demolition and replacement with an appropriate residential scheme could benefit the visual amenity of the immediate area and the surrounding conservation area in general.

Historic Environment Scotland and Renfrewshire Council policies and guidance require that cognisance is taken of the importance of the building to the character or appearance of any part of the conservation area, and of proposals for the future of the cleared site. If the building is considered to be of any value, either in itself or as part of a group, a positive attempt should always be made to achieve its retention and restoration to some other compatible use before proposals to demolish are considered. A development proposal for the site has been submitted through planning application (16/0487/PP) for the erection of two detached houses facing onto Golf Course Road. The dwellings proposed have been set in generous grounds reflective of the plot sizes on Golf Course Road and the surrounding Conservation Area generally. Although adopting a

contemporary design approach and materials palette they are of an appropriate scale, massing, design and exterior finish which would enhance the character of the conservation area. The proposal submitted therefore demonstrates that an acceptable development could be accommodated within the cleared site. A condition could be imposed to ensure that demolition is contingent on redevelopment. The test is therefore only partly met as any benefits would be limited to the immediate area rather than to the wider community. This test is therefore only partially met.

(d) Historic Scotland's Managing Change Guidance Note acknowledges that consent may be granted for the demolition of a listed building that is capable of repair but where the costs of doing so mean that its repair would not be viable. The supporting information included viability appraisals, valuations and marketing advice. The house was actively marketed for sale from late 2007 until late 2013 without success. A property agent report has acknowledged that the premium housing market in Scotland over the last 3 years has been subject to uncertainty and contraction in the capital value of premium residential property is forecast. Present day values and values if fully restored are given which range from between £630,00 (as existing); £1 million (fully restored); £800,000 (fully restored dependant on extent of finish); £900,00 (if single additional property built); and £850,000 (if two additional properties built).

It is evident that the majority of the capital outlay required to restore the house would be spent on down-taking and rebuilding and the difference in final valuation when completed to a partial level, will be no more than the difference in the cost of standard fixtures and fittings. When these values are compared to the costs involved in restoration and the scenarios for enabling development, the deficits are prohibitively large ranging from £1.1 to £1.8 million. These costs further

demonstrate that restoration of Hermiston is not financially viable. Test (d) has therefore also been met.

It is concluded that although Hermiston would be capable of repair its restoration would not be economically viable. It has been demonstrated through the supporting information that all potential scenarios for restoration have been appropriately considered and that an acceptable alternative scheme for the resultant cleared site has been demonstrated. To ensure that demolition is not undertaken unless approved development is to take place immediately, it is considered prudent to impose a safeguarding condition that Hermiston is not demolished until binding contracts for redevelopment are exhibited to the planning authority. This would ensure that the site would not remain undeveloped and thus result in a detrimental impact on the amenity of the conservation area.

On balance it is considered that the applicant has satisfied the relevant tests and has demonstrated that Hermiston is beyond viable conversion, refurbishment or reuse.

All the matters raised through objection have been addressed through the submission and detailed assessment and have been discussed in the main body of this report.

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#### **Recommendation and Reasons for Decision**

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It is considered that the relevant tests in both Historic Environment Scotland's Policy Statement and associated guidance and relevant Council policy and associated guidance have been satisfied and it is therefore recommended that the Board grant listed building consent for demolition subject to conditions.

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#### **Recommendation**

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GRANT SUBJECT TO CONDITIONS

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#### **Conditions & Reasons**

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##### **Reason for Decision**

1. The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. No demolition shall take place until it has been demonstrated to the written satisfaction of the planning authority that signed and binding contracts are in place to secure the redevelopment of the site immediately following demolition, and in a manner consistent with that set out in planning permission reference number 16/0487/PP. The redevelopment of the site shall thereafter only proceed in accordance with the terms and conditions of this planning permission.

Reason: In the interest of amenity and to ensure that the listed building is not demolished unless approved development is to take place on the cleared site immediately following its demolition.

Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect any letters of objection and other background papers, please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.



# Planning Application: Report of Handling

Application No. 16/0487/PP



Renfrewshire  
Council

## KEY INFORMATION

### Ward

11 Bishopton, Bridge of Weir & Langbank

### Applicant

Mr East  
The Homestead  
Golf Course Road  
Bridge of Weir  
PA11 3HN

**Registered:** 01/07/2016

Report by Director of Development and Housing Services

**PROPOSAL:** DEMOLITION OF DWELLINGHOUSE AND ERECTION OF TWO DWELLINGHOUSES WITH ASSOCIATED GARAGES

**LOCATION:** HERMISTON, GOLF COURSE ROAD, BRIDGE OF WEIR, PA11 3HN

**APPLICATION FOR:** FULL PLANNING PERMISSION



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## RECOMMENDATION

Grant subject to conditions.

Fraser Carlin  
Head of Planning and Housing

## SUMMARY OF REPORT

- The site lies within a residential land use designation, Policy P1 'Places' within the Adopted Renfrewshire Local Development Plan.
- There have been four letters of objection on the grounds that the building currently occupying the site is architecturally and historically important; it should be retained; the viability appraisal is not accepted; and other parties should be given the opportunity to acquire it.
- There have been no objections from the consultees.
- The proposals are considered to be acceptable in terms of siting, design, scale, massing, and finishing materials.

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**Description**

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This application seeks planning permission for the erection of two detached dwelling houses within the curtilage of a site currently occupied by a Category B listed building ('Hermiston') which is in a state of disrepair and has been deteriorating for a number of years.

A concurrent Listed Building application seeking consent for its demolition has provided evidence that its repair is now economically unviable. This application seeks to present a development scheme which is an appropriate replacement development within the site and sympathetic to its location within the Ranfurly Conservation Area generally.

It is proposed to subdivide the curtilage of the dwelling house to provide two separate plots. Access would be taken from Golf Course Road and driveways would be formed through the existing random rubble wall on the site frontage leading around the side of the proposed houses to detached double garages at the rear. The site levels fall from both north west to south east and from south west to north east and this would require a degree of underbuilding on the eastern side of one house.

The dwelling houses would be similarly positioned in relation to plot boundaries, maintaining a frontage to Golf Course Road and would be of similar footprint, scale and design. Both houses would be two storeys in height albeit the house to the east would have an additional basement level, which can be accommodated due to the changes in levels. Finishing materials would include natural stone, slate, white render and large areas of glazing. New openings in the random rubble wall adjoining the footway of Golf Course Road would be formed with a 6 metre splay formed over a lowered kerb and pavement crossing.

Limited tree felling is proposed along the boundary with Golf Course Road. It is

proposed to maintain the grouping of trees at the eastern house driveway entrance and to remove two further trees to the north west of the house. In mitigation it is proposed to plant nine semi-mature trees in south garden areas between the houses and Golf Course Road. A new line of tree planting is also proposed on the new boundary between the houses. This would consist of groups of Beech and Hawthorn each side of a 900mm high post and wire fence. Existing boundary treatments would be retained and supplemented with matching materials where damaged.

The area immediately surrounding the application site is characterised by a variety of large Arts and Crafts dwellings within generous plots, many of which are listed. Wooded grounds border the site to the north east and Ranfurly Castle Golf Course is located on the opposite side of Golf Course Road.

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**History**

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16/0486/LB - Demolition of dwellinghouse and associated garage. This application is also presented to Members for consideration as a separate item on this Board agenda.

11/0642/PP - Erection of one and a half storey detached dwellinghouse. Refused.

11/0572/PP - A planning application to erect a dwellinghouse within the grounds of Hermiston was withdrawn on 14/09/11.

11/0565/TC - An application to fell trees within the grounds of Hermiston was withdrawn on 14/09/11.

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**Policy and Material Considerations**

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Renfrewshire Local Development Plan 2014

Policy P1 - Renfrewshires Places

Policy ENV 3 - Built Heritage



New Development Supplementary Guidance 2014

Delivering the Places Strategy - Places Development Criteria;  
Residential Development Within garden ground  
Delivering the Environment Strategy - Listed Buildings;  
Conservation Areas;  
Trees, Woodland and Forestry

Material considerations - The Historic Environment Scotland Policy Statement and associated guidance Managing Change in the Historic Environment - Demolition.

Planning legislation requires that planning decisions are made in accordance with the Development Plan unless material considerations indicate otherwise. In this instance, material considerations include the characteristics of the application site, the supporting information submitted by the applicant, the comments of consultees and issues raised by objectors.

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**Publicity**

The proposals were advertised in the Paisley and Renfrewshire Gazette, with a deadline for representations of the 17/08/2016.

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**Objections/  
Representations**

There have been four objections to this application and the substance of the issues raised can be summarised as follows.

1. By seeking to demolish a listed building which makes a clear positive contribution to the Conservation Area this application contravenes the Local Development Plan.
2. Preventative measures should be taken to secure Hermiston's condition, allowing time for a more sensitive and conservation led proposal to be developed.
3. It is refuted that the building is incapable of repair, or that the proposed application would deliver significant

benefits to economic growth in the wider community.

4. The applicant claims in the Design and Access Statement that Hermiston was marketed between 2007 and 2013, however, further details are absent, including any asking price and where the marketing exercise was carried out. Until this information is provided there is no evidence that all options for marketing and reusing the building have been exhausted.

5. Hermiston has been on the Scottish Buildings at Risk register since 2008, yet there appears to have been no attempts to secure it and maintain it in an appropriate condition.

6. The statement of financial viability is flawed because the price comparisons drawn in the statement are misleading.

7. The building was purchased at a price which reflects the potential for redevelopment rather than at a price that reflected the condition and constraints of the existing building.

8. It is likely that there would be an appetite to renovate this building if it were placed on the open market at a suitable price.

9. The house has never been exposed to the open market for a prolonged period of time as implied.

10. No evidence has been presented to suggest that either the planning department, or that the owners have exhausted all practical steps to obtain grants to preserve this building.

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**Consultations**

**The Director of Community Resources (Traffic)** - No objection subject to a condition which would ensure an appropriate visibility splay for both properties.

**The Director of Community Resources (Design Services)** - No objection following consideration of drainage/flooding matters.

**The Director of Community Resources (Environmental Services)** - No objection subject to a condition requiring the submission of site investigation and remediation reports.



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### Summary of main issues

Environmental Statement - Not applicable.

Appropriate Assessment - Not applicable.

Design Statement - The statement describes the location and characteristics of the site. The historic development of the area is set out and the basis of the design philosophy has been provided to demonstrate how the proposed development would be sympathetic to the historic character of the area. The report sets out the reasons for the design, massing and scale of the houses. The low energy principles of the design are set out. It is stated that the treatment and siting of the development proposed has been carefully considered in terms of the relationship to Golf Course Road, and to adjoining houses and gardens.

Access Statement - As part of the same statement, the access methods are discussed.

### Other Assessments

Outline Description of Construction - Provides a detailed breakdown of cost associated with the development of the dwellinghouses proposed.

Enabling Report for Restoration of Hermiston - Provides a detailed survey and commentary on the current condition of Hermiston, the viability and projected costs of full restoration, partial restoration and full restoration with enabling development.

Tree Survey Report - Thirty five individual trees and two hedges were assessed as part of the tree survey which established that there are two groups of trees within the application site. Group 1 at the south east corner of the property being the largest and of a consistent to moderate quality. Group 2 on the northern boundary is more variable with two attractive Japanese maples and lesser quality conifers. It is stated that of the 35 trees

inspected, no category A specimens are present and no trees require removal on the basis of safety, however, the trees would benefit from management. It is anticipated that two mature trees would require to be removed to facilitate development.

Planning Obligation Summary - Not applicable.

Scottish Ministers Direction - Not applicable.

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### Assessment

'Hermiston' is a category B listed building located in the Ranfurly Conservation Area. The building has not been occupied or maintained for a number of years and has been subjected to vandalism, the ingress of rainwater and deterioration through vacancy. The external fabric of the building has badly deteriorated and the interior is significantly damaged. A concurrent listed building application seeking demolition, which is also being presented to this Board, has demonstrated that it is not financially viable or reasonable to repair and renovate the building and Historic Environment Scotland has not objected to its proposed demolition.

This assessment is therefore limited to the merits of the proposed redevelopment of the site. The case for demolition and its assessment against the statutory tests is set out in the Report of Handling for application 16/0486/LB.

The proposed development of the Hermiston curtilage for the erection of two dwellinghouse is acceptable in principle as the site is covered by a 'Places' land use policy designation within the Adopted Renfrewshire Local Development Plan which presumes a continuance of the built form. Policy P1 considers that new development within these areas should be compatible and complementary to existing uses and demonstrate that they would cause no significant harm to these uses as

set out by the criteria in the New Development Supplementary Guidance. Therefore, there is no conflict with the provisions of Policy P1 in principle.

Considering the provisions of The Delivering the Places Strategy of the New Development Supplementary Guidance and Renfrewshire's Places Residential Design Guidance, the following conclusions can be made :-

a) Hermiston has substantial grounds within its curtilage, extending to some 1.5 hectares, which are wooded with mature trees. This pattern of development is replicated along Golf Course Road, although Hermiston has a larger curtilage than any other property. The density of the development proposed is entirely in keeping with the density of residential development along the Golf Course Road frontage and is considered appropriate. The plot frontages will extend to 53 metres and 63 metres which is consistent with other plots in the vicinity which range between 20 metres and 60 metres of frontage width. Furthermore, the spacing of properties, plot ratio and proportion of garden space to dwelling is comparable to that of the existing dwellings in the street. A significant provision of private garden space and landscaping is also proposed to be contained within the two plots to be created.

b) With regard to layout, built form, design, height, scale, massing and the selection and disposition of materials, the proposal provides a suitable road frontage and streetscape, reflecting prevailing building lines, building set-back distances and spacing between dwellings in the immediate vicinity and which is characteristic of the wider Conservation Area. The scale of the development is commensurate with the variety of dwellings located along Golf Course Road.

The proposed palette of materials include natural slate, white roughcast, coated zinc cladding, natural stone cladding and

aluminium and timber framed windows and doors, which given the variation in surrounding finishing materials are considered to be reflective of this location. Timber fenestration, white render and slate roofing are dominant materials in traditional housing in the immediate vicinity and in the Conservation Area generally.

The spacing between the dwellinghouses proposed is approximately 29 metres which is similar to the spacing of adjacent properties. The proposed dwellings would be set within generous garden grounds with a landscape comprising of existing mature trees supplemented with additional planting. In terms of streetscape, the existing random rubble boundary wall will be retained with access taken through it. While limited tree felling along the boundary with Golf Course Road is proposed, the grouping of mature trees at the eastern house driveway entrance is to be substantially retained. In mitigation for any tree loss it is proposed to plant nine semi-mature trees in south garden areas between the houses and Golf Course Road. This approach is consistent with the boundaries and setting of the existing houses on Golf Course Road. Access and parking arrangements are to the satisfaction of the Director of Community Resources (Traffic) provided that a condition is imposed to ensure appropriate visibility splays.

c) Given the number of dwellings proposed there is no requirement for open space/play areas, however, the dwellings are contained within plots and set at distances apart which provide a generous amount of private amenity space.

d) The existing landscape/ecological features on the site were considered through the Tree Report submitted as part of the application. A landscaping scheme is proposed as part of the proposal.

e) Consultation responses indicate that adequate service provision to serve the proposed development can be achieved.

f) Given the nature of surrounding development, which is primarily residential, the proposed use is considered to be compatible and the Director of Community Resources has raised no objections in terms of nuisance from noise.

g) Given the location of the site, the development would not constitute backland development and a suitable frontage can be achieved.

It is concluded therefore, that the application proposal complies with the relevant New Development Supplementary Guidance.

Policy ENV3 of the Adopted Renfrewshire Local Development Plan, and the New Development Supplementary Guidance on Development within Conservation Areas and Listed Buildings seeks to preserve and enhance the townscape qualities of the conservation areas and requires that it is demonstrated that the proposal will enhance the visual amenity, individual settings, buildings, open space and historical architectural character of the Conservation Area.

These policies are expanded upon by Historic Environment Scotland's Guidance Notes on 'New Design in Historic Settings' which considers that the introduction of successful new buildings can enhance the historic setting, become a valued addition and contribute to a sense of place. It considers that new interventions in historic settings do not need to look 'old' in order to create a harmonious relationship with their new surroundings but should respect the urban grain which is the pattern of streets and spaces rather than of buildings. With regard to design it is considered that new design should consider the surrounding scale, hierarchy and massing of the existing built form and

the sensitive use of appropriate colour, texture and pattern of materials, whether traditional or contemporary, and their use and detailing is crucial in making a development stand out or blend in.

In so far as the streetscene on Golf Course Road would be affected, this would be largely due to the subdivision of the plot and the new access arrangements into the sites. In this regard, the plots created are similar in width and depth to surrounding plots and the dwellings proposed would have similar separation distances from each other and surrounding dwellings. They are set a similar distance back from the frontage to surrounding dwellings, reflective of prevailing and characteristic building lines, and are of similar height. The proposed dwellings are of contemporary design and materials and although different from the surrounding dwellings, their layout, scale, mass and height is reflective of surrounding dwellings which enables a harmonious relationship to be created. Materials are of high quality with a mix of natural stone, slate and glass.

A common design theme has been established for both houses with a traditional cruciform plan layout, each two storey wing terminating in either a hipped or end gable. As such the main views of these houses in the street scene would be of frontages of similar widths to existing dwellings with both hipped and pitched roof elements which is reflective of surrounding roof forms. The predominance of glass and render in the palette of materials, in addition to reflecting the materials of existing dwellings also introduces a degree of interest and variety to Golf Course Road. This assists in assimilating the development with its location and reduces the impact. Although an additional lower ground floor is proposed for the eastern house, the siting of the house and existing topography enable the accommodation to be incorporated without unacceptable impact on Golf Course Road. Existing

trees are to be substantially retained within the site and would be supplemented by the planting of additional indigenous trees to complement those already present.

It is concluded therefore, that the application proposal complies with the relevant policy considerations and will protect, preserve and enhance the visual amenity and character of the Conservation Area.

In terms of the points of representation not covered in the above assessment, these relate to the justification for demolition and are covered by the concurrent listed building application which seeks approval for demolition.

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#### **Recommendation and Reasons for Decision**

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In light of the above assessment, the proposed development is considered to comply with Policy P1 and ENV 3 of the Adopted Renfrewshire Local Development Plan and New Development Supplementary Guidance, and will not detract from the amenity of the conservation area by virtue of design, form and siting. It is therefore recommended that the application be granted, subject to conditions.

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#### **Recommendation**

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GRANT SUBJECT TO CONDITIONS

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#### **Conditions & Reasons**

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##### **Reason for Decision.**

1. The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

2. Prior to the commencement of any construction works on site the developer shall

provide for the written approval of the Planning Authority:-

a) a site investigation report, characterising the nature and extent of any land, water and gas contamination within that development, and  
b) a remediation strategy / method statement, identifying the proposed measures to implement all remedial recommendations contained within site investigation reports;  
Reports shall be prepared in accordance with BS10175: 2011- Investigation of potentially contaminated sites - Code of Practice, Planning Advice Note 33 (PAN33) and the Council publication "An Introduction to Land Contamination and Development Management" and be submitted to, and approved in writing by, the Planning Authority.

Reason: To ensure that the site will be made suitable for its proposed use.

3. Prior to the occupation of any residential unit within the development, a Verification Report confirming completion of the works specified within the approved Remediation Strategy for that unit, submitted under the terms of Condition 2 above, shall be submitted to the Planning Authority for written approval.

Reason: To demonstrate that the works necessary to make the site suitable for use have been completed.

4. That before any development of the site commences a scheme of landscaping shall be submitted to and approved in writing by the Planning Authority ; the scheme shall include:-  
(a) details of any earth moulding and hard landscaping, grass seeding and turfing; (b) a scheme of tree and shrub planting, incorporating details of the number, variety and size of trees and shrubs to be planted; (c) an indication of all existing trees and hedgerows, plus details of those to be retained, and measures for their protection in the course of development, and (d) details of the phasing of these works;

Reason: In the interests of the visual amenity of the area.

5. That prior to occupation of the dwellinghouses hereby approved, all planting, seeding turfing and earth moulding included in the scheme of landscaping and planting, approved under the terms of condition 4 above, shall be completed; and any trees,

shrubs, or areas of grass which die, are removed, damaged, or diseased within 5 years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species;

Reason: In the interests of amenity.

6. That before development starts, full details and/or samples of the facing materials to be used on all external walls and roofs shall be submitted to, and approved in writing by, the Planning Authority. Thereafter only the approved materials shall be used in the development of the site.

Reason: These details have not been submitted.

7. That before development starts, details of the surface finishes to all parking and manoeuvring areas shall be submitted to, and approved in writing by, the Planning Authority;

Reason: These details have not been submitted.

8. That before development starts, full details of the design and location of all fences and walls to be erected on the site shall be submitted to, and approved in writing by, the Planning Authority;

Reason: These details have not been submitted.

9. That a visibility splay of 2 metres (x) by 20 metres (y), measured from the road channel, shall be provided on both sides of the vehicular accesses and before the development hereby permitted is completed, or brought into use, everything exceeding 1.05 metres in height above the road channel level shall be removed from the sight line areas and, thereafter, nothing exceeding 1.05 metres planted, placed, erected, or allowed to grow, within these sight line areas;

Reason: In the interests of public safety.

Local Government (Access to Information) Act 1985 -  
Background Papers: For further information or to inspect  
any letters of objection and other background papers,  
please contact David Bryce on 0141 618 7892.

The site has been visited and the photographs archived.