

Minute of Meeting

Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 29 August 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

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

Chair

Councillor McEwan, Convener, presided.

In Attendance

S MacDougall, Director of Environment & Infrastructure; C Grainger, Planning & Performance Manager (Chief Executive's); O Reid, Head of Communities & Public Protection and C Dalrymple, Regulatory and Enforcement Manager (both Communities, Housing & Planning); D Gillies, Head of Facilities Management; G McNeil, Head of Operations & Infrastructure, K Anderson, Amenity Services Manager - Waste, G Hannah, Strategic Change Manager, A McNab, Transportation Manager and D Kerr, Service and Coordination Manager (all Environment & Infrastructure); and J Lynch, Head of Property Services, A McArthur, Head of Finance, F Hughes, Asset Manager, R Devine, Senior Committee Services Officer and C Allen, Development Assistant (all Finance & Resources).

Prior to the start of the meeting the Convener advised that there were typographical errors contained within some of the reports circulated in the agenda pack. Members noted that the references in (i) Item 3 paragraph 4.5 of page 20 should be to November rather than October; (ii) Item 3 paragraph (iv) of page 25 should be to 13% short-term absence and 87% long-term absence; and (iii) Item 15 paragraph 4.4.3 of page 160 should be to November rather than December.

Apology

Councillor Audrey Doig,

Declarations of Interest

Councillor Mylet declared a financial interest in relation to item 8(b) of the agenda – Residents and Business Parking Permits in Paisley, Johnstone and Renfrew - and indicated his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

1 Revenue Budget Monitoring Report

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Environment & Infrastructure in respect of Services reporting to the Infrastructure, Land and Environment Policy Board for the period 1 April to 22 June 2018.

The report advised that there had been budget adjustments, which had resulted in a decrease of £99,000 to the budget approved at the meeting of the Council held on 2 March 2018, to reflect the share of corporate efficiencies in relation to services reporting to this Policy Board.

DECIDED: That the budget position be noted.

2 Capital Budget Monitoring Report

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of Services reporting to the Infrastructure, Land and Environment Policy Board for the period 1 April to 22 June 2018.

The report detailed budget adjustments, amounting to £12.343 million since the previous capital budget monitoring report.

DECIDED: That the report be noted.

3 Operational Performance

There was submitted a report by the Director of Environment & Infrastructure relative to key service activities during the period 1 April to 22 June 2018.

The report provided an update on the main projects and activities delivered by the services within Environment & Infrastructure together with a performance update which summarised target and actual performance for key performance indicators and benchmarking targets under each of the key change themes.

DECIDED: That the operational performance update detailed within the report be approved.

4 Renfrewshire's Local Air Quality Management Update - 2018 Air Quality Annual Progress Report

There was submitted a report by the Director of Communities, Housing & Planning Services relative to air quality within Renfrewshire which detailed the findings of the Council's most recent Local Air Quality Management report.

The report stated that all councils required to submit an Annual Air Quality Progress report, providing an overview of air quality in accordance with standards set out in technical guidance. The Renfrewshire 2018 Air Quality Annual Progress Report contained detailed monitoring and technical information and reviewed air quality monitoring data from 2017. This data confirmed that there had been two exceedances of the nitrogen dioxide annual mean air quality objective identified, one within each of the Johnstone (High Street) and Renfrew (Renfrew Cross) Air Quality Management Areas. As there had been no exceedances of air quality objectives at any monitoring locations within the Paisley Town Centre Air Quality Management Area and there had been three consecutive years of compliance with statutory objective levels within that Air Quality Management Area it was possible, in terms of the legislative framework, to amend or revoke the Air Quality Management Area. The report proposed that the current monitoring programme continue during 2018 to collate a further years worth of data before considering whether to amend or revoke the Paisley Town Centre Air Quality Management Area.

DECIDED: That the approval, by the Scottish Government, of Renfrewshire's 2018 Air Quality Annual Progress Report, with two exceedances of the statutory annual mean air quality objective for nitrogen dioxide having been identified, one within each of the existing Johnstone and Renfrew Air Quality Management Areas, be noted.

5 Reducing Exposure to Lead in Drinking Water Project

There was submitted a report by the Director of Communities, Housing & Planning Services advising that during 2017 the Drinking Water Regulator for Scotland had contacted all councils regarding an initiative to reduce potential exposure to lead within drinking water. The first phase of the initiative sought to provide information, via council websites, on the risks to health from lead pipes being present within drinking water supply pipes and to ensure that there was no risk of children being exposed to lead in drinking water within council-owned education facilities. As a result samples of drinking water had been collected from every school, nursery and pre-school facility in the council-owned estate and submitted to Glasgow Scientific Services for professional analysis for lead. None of the results exceeded the current maximum prescribed concentration value. The results had been reported to the Drinking Water Quality Regulator for Scotland.

The Regulator had subsequently advised that Scottish Water had been commissioned, as part of Phase 2 of the initiative, to undertake a sampling programme for lead across all privately-owned facilities where school or nursery activity took place. Should any water-quality failures be identified in these properties, they would be raised with the relevant local authority for further investigation and enforcement of remedial action.

DECIDED:

(a) That it be noted that drinking water samples had been collected and tested from all council-owned education facilities with no elevated levels of lead being identified;

(b) That it be noted that a further programme of testing would now be carried out by Scottish Water across all privately-run facilities where school or nursery activity took place; and

(c) That it be noted that the Council website had been updated to provide information on the health risks of lead pipes being present within the drinking water supply pipework.

6 Food Law Code of Practice (Scotland) Consultation

There was submitted a report by the Director of Communities, Housing & Planning Services relative to consultation by Food Standards Scotland (FSS) in respect of proposed changes to the Food Law Code of Practice (Scotland) to reflect changes in legislation and best practice since publication in 2015, of the current Code. It was noted that the deadline for responses was 21 September 2018.

The Code of Practice detailed the instructions, processes and criteria to be used by local authorities in Scotland when carrying out official food controls in their role as Food Authorities. The changes proposed to the existing Code of Practice delivered alignment with a number of strategies and were welcomed, however it was highlighted that some of the proposed changes would have a significant impact on how food law inspections were conducted across all local authorities and that training would be required for staff undertaking inspections following approval and issue of the final guidance by FSS. A copy of the Council's proposed response to the consultation was appended to the report.

DECIDED:

(a) That the consultation on the Food Law Code of Practice (Scotland) and the proposed changes contained within it be noted; and

(b) That the Council's consultation response, appended to the report, be approved.

7 Business Regulation Service Plan 2018/19

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the statutory Business Regulation Service Plan 2018/19.

The report advised that the Community Business Regulation team, within the Communities & Public Protection division, was responsible for the provision of statutory, regulatory services on behalf of the Council in relation to food safety, food standards and occupational health & safety at work. Food Standards Scotland required a Business Regulation Service Plan to be produced each year detailing activity undertaken and/or planned to enforce food law and food safety in Renfrewshire. A copy of the 2018/19 Plan was appended to the report and detailed outcomes, how work was being undertaken, service delivery methods, the resources allocated and planned and programmed activity during 2018/19.

DECIDED: That the Business Regulation Service Plan 2018/19, a copy of which was appended to the report, be approved for submission to Food Standards Scotland.

8 Review of Car Parking Provision and Charges

8(a) Parking Charges in Johnstone and Renfrew

Under reference to item 17 of the Minute of the meeting of this Policy Board held on 30 May 2018 there was submitted a report by the Director of Environment & Infrastructure relative to the review of car parking provision and charges across Renfrewshire specifically providing an update on the introduction of Parking Charges for on and off-street parking in Johnstone and Renfrew.

The report detailed feedback received to the online engagement and public meetings held during June 2018 on the key findings of the impact assessment, as undertaken for Johnstone and Renfrew town centres.

The report outlined four options relating to car parking provision and charges in Johnstone and Renfrew town centres, namely, no parking control charges or interventions within Johnstone and Renfrew town centres; introduction of parking control charges to on and off-street parking locations in Johnstone and Renfrew town centres following a time limited period of free parking of up to two hours; introduction of parking control charges for on-street parking only with off-street parking remaining free of charge; and/or introduction of parking control charges for long-stay parking only in off-street car parks and the introduction of parking control charges for on-street parking in Johnstone and Renfrew town centres. A summary of the implications of each option was provided.

Councillor Cameron, seconded by Councillor Campbell, moved that Council agrees that considering the findings of the engagement exercise, which demonstrates no clear consensus from the business community and wider community for the introduction of parking control charges that option 1 is the preferred option for Johnstone and Renfrew Town Centres.

Councillor Hood, seconded by Councillor Davidson, moved as a first amendment that Council approves option 1 and further agrees to reverse with immediate effect the increase in on and off street parking charges in Paisley, implemented earlier this year these having previously been agreed in November 2017.

Councillor J MacLaren intimated that he wished to move a second amendment. The Convener indicated, in accordance with Standing Order 32, that the second amendment would be considered following the vote between the motion and first amendment.

On the roll being called between the motion and the first amendment, the following members voted for the motion: Councillors Adam-McGregor, Burns, J Cameron, Campbell, Don, McEwan and Mylet.

The following members voted for the first amendment: Councillors Binks, Davidson, Devine, Graham, Hood, Kennedy and J MacLaren.

Seven members having voted for the motion and seven members having voted for the first amendment, the Convener, in terms of Standing Order 31, used her second and casting vote in favour of the motion.

Councillor J MacLaren, seconded by Graham, then moved as a second amendment that recommendations 2, 2.1 be agreed and recommendation 2.2 be replaced with “implement option 1 as set out in paragraphs 5.2 to 5.2.3 of this report for Johnstone and Renfrew town centres”. In terms of Standing Order 27 Councillors Cameron and Campbell, being the mover and seconder of the motion, accepted the second amendment.

DECIDED:

(a) That the feedback received from the public engagement exercise into the findings of the impact assessment for Johnstone & Renfrew town centres be noted; and

(b) That option 1, as set out in paragraphs 5.2 to 5.2.3 of the report be implemented for Johnstone and Renfrew town centres.

Sederunt

Councillor Mylet having declared an interest in the following item of business left the meeting.

8(b) Residents and Business Parking Permits in Paisley , Johnstone and Renfrew

Under reference to item 17 of the Minute of the meeting of this Policy Board held on 30 May 2018 there was submitted a report by the Director of Environment & Infrastructure relative to the review of car parking provision and charges across Renfrewshire specifically providing an update on residents and business parking permits in Paisley, Renfrew and Johnstone.

The report detailed feedback and outlined options relating to the introduction of an annual charge for administering the resident and business parking permit scheme in Paisley town centre; the introduction of a residents and business parking permit scheme for Johnstone and Renfrew town centres; and the introduction of an annual charge for administering the resident and business parking permits in Johnstone and Renfrew town centres. A summary of the implications of each option on addressing

parking concerns in both town centres and the associated financial implications was provided.

Councillor Adam-McGregor, seconded by Councillor Burns, moved that in reference to Recommendation 2.2 we agree to option1, that Council continues to administer Paisley's Resident and Business Parking Scheme free of charge and in reference to Recommendation 2.3 we agree to option 1 that no Resident and Business Permit Scheme is introduced in Johnstone and Renfrew Town Centres. This was agreed.

DECIDED:

(a) That the feedback received from the public engagement exercise into the findings of the impact assessment for Johnstone and Renfrew town centres be noted;

(b) That option1, that the Council continue to administer the Paisley Resident and Business Parking Scheme free of charge, be agreed; and

(c) That option 1, that no resident and business permit scheme be introduced in Johnstone and Renfrew Town Centres, be agreed.

Sederunt

Councillor Mylet re-entered the meeting prior to consideration of the following items.

9 Publication of Transport (Scotland) Bill - Call for Evidence

There was submitted a report by the Director of Environment & Infrastructure relative to the Transport (Scotland) Bill.

The report advised that the aims and objectives of the Bill were to empower Scotland's local authorities to establish consistent standards to make transport easier, cleaner and smarter and support the delivery of a safe, efficient, cost-effective and sustainable transport system for all. The Bill was in six parts: low emission zones; bus services; ticketing arrangements and schemes; pavement parking and double parking; road works; and miscellaneous and general issues.

The Scottish Parliament Rural Economy & Connectivity Committee had published an online survey on the content of the Bill which sought responses by 28 September 2018. A copy of the draft response, prepared on behalf of the Council, was appended to the report. It was noted that Strathclyde Partnership for Transport would, informed by the comments detailed within sections 3.4 and 3.5 of the report, respond on behalf of the Council to the bus services and ticketing arrangements and schemes elements of the survey.

DECIDED:

(a) That the Council's submission, as appended to the report, to the online survey published by the Rural Economy & Connectivity Committee, in respect of Parts 1, 4, 5 and 6 of the Transport (Scotland) Bill, be approved; and

(b) That it be noted that Strathclyde Partnership for Transport would respond on behalf of the Council to sections 2 and 3 of the Transport (Scotland) Bill, with the response being informed by the comments outlined in paragraphs 3.4 and 3.5 of the report.

10 Fixed Penalty Notices Associated with Road Works

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed introduction of a Council policy that enabled fixed penalty notices (FPN) to be issued to utility companies and statutory undertakers who failed to comply with the requirements of the New Roads and Street Works Act 1991.

The report indicated that the use of FPNs was viewed as a method of ensuring compliance with conditions imposed on utility companies and statutory undertakers when they were undertaking works. The Council had established a good relationship with utility companies and statutory undertakers and, in view of the level of compliance and engagement previously the Council, had not been in the practice of issuing FPNs when contraventions occurred. To progress lessons learned from the project to construct the roundabout as part of the residential housing development in Brookfield, where there had been significant delays in construction, the Council sought to use existing powers of enforcement, through the issuing of formal FPNs where non-compliance in terms of the New Roads and Street Works Act 1991 were identified. A copy of the proposed FPN policy was appended to the report.

DECIDED: That the Fixed Penalty Notices Policy, appended to the report, be approved to enable the issuing of Fixed Penalty Notices on utility companies and statutory undertakers for breaches of the New Roads and Street Works Act 1991.

11 New Code of Practice - Well Managed Highway Infrastructure

There was submitted a report by the Director of Environment & Infrastructure relative to the new Code of Practice for highway maintenance entitled 'Well Managed Highway Infrastructure'.

The report advised that Codes of Practice promoted best practice but were not legislation and that while adoption of the new Code of Practice for highway maintenance was voluntary, it was likely to become the industry standard for maintenance and inspections on the public road network. Development of the 'Well Managed Highway Infrastructure' Code of Practice, which recommended a risk-based approach be adopted for all aspects of highway infrastructure maintenance, had been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards and replaced the existing Codes relating to maintenance, lighting and management of highways. Local authorities had been advised that the existing codes of practice would remain in place for a period of two years to allow authorities to transition their arrangements. The new Code of Practice was a major change in policy, moving away from prescribed inspection frequencies and response times towards a fully risk-based process whereby local authorities developed their own levels of service based on the nature of their own network, road types and conditions and historical inspection records. All highway decisions would be made on the basis of a risk matrix analysis, with the level of risk defined by the category of probability or likelihood against the category of consequence and severity. It was highlighted that carriageway inspections would become more onerous under the new Code, with some carriageway types being inspected on a more frequent basis.

Although the Code of Practice had been launched in 2016, it was highlighted that further guidance was due to be issued by the Scottish Chief Officers of Transportation in Scotland (SCOTS) developing a site-based approach, with the aim of ensuring councils in Scotland developed policy in a consistent manner, reflecting the priorities within the Code of Practice. It was noted that a further report would be prepared and submitted to a future meeting of this Policy Board, upon publication of the SCOTS guidance, which would include the Council's new policies on roads and footways inspection.

DECIDED:

(a) That the adoption of the Code of Practice, 'Well Managed Highways', as outlined in the report and the associated change to a risk-based approach for management of the road infrastructure network, be noted; and

(b) That it be noted that a further report on the Code of Practice would be submitted to a future meeting of this Policy Board to consider and, if appropriate, approve revised inspection policies for roads and footways upon publication of the SCOTS guidance.

12 The Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations Renfrewshire) Number 5 Order 2018 Sustained Objections

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations Renfrewshire) Number Five Order 2018 and, in particular, the objections made and not withdrawn.

The report advised that it was proposed that a Traffic Regulation Order (TRO) be approved to support the Council to fulfil its duties under the Disabled Persons' Parking Places (Scotland) Act 2009 by making disabled driver's parking bays enforceable. A summary of the detail and location of the proposals, consultation responses and objections were appended to the report. It was noted that the making of TROs was a function delegated to the Director of Environment & Infrastructure after consultation with the Convener of the Infrastructure, Land & Environment Policy Board and the local ward members unless objections were received. Following advertisement of the proposed TRO, two objections had been received and not withdrawn. In accordance with the Local Authorities' Traffic Orders (Procedures) (Scotland) Regulations 1999 and the Council's procedures, the report advised of the options available when considering and determining the objections, which were either to consider the objections in fulfilment of its statutory obligations to give consideration to all objections made and not withdrawn or to appoint an independent Reporter to convene a hearing to consider the objections. It was proposed that no Reporter be appointed on this occasion and that having considered the objections made and not withdrawn they not be upheld. This was agreed.

DECIDED:

(a) That it be agreed, following consideration that the objections made and not withdrawn, in relation to the Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations Renfrewshire) Number Five Order 2018, be not upheld and that an independent Reporter not be appointed;

(b) That the implementation of the disabled parking bays on Lochfield Crescent, Paisley and Halifax Way, Renfrew, as advertised, be approved; and

(c) That the Director of Environment & Infrastructure, in consultation with the Convener of the Infrastructure, Land & Environment Policy Board, be authorised to make the Traffic Regulation Order.

13 Incorporating Waste Plastic into Asphalt for Road Repairs

Under reference to Item 24 of the Minute of the meeting of the Council held on 21 December 2017, there was submitted a report by the Director of Environment & Infrastructure relative to the proposed trial of a new asphalt product that contained recycled plastic waste.

The report referred to the Notice of Motion agreed at the meeting of the Council held on 21 December 2017 that appropriate officers examine innovative approaches to road surface materials, such as that produced by MacRebur Limited, and report their findings together with recommendations to this Policy Board. The report advised that discussions had been entered into with a specialist company who had developed a product to be used as an additive to asphalt, which was currently used for road surfacing works. The additive was made from waste plastic materials and was designed to replace part of the bitumen in an asphalt mix. It was noted that Environment & Infrastructure Services intended to trial the product during the autumn of 2018 as part of a resurfacing programme in Elm Drive, Johnstone. The use of the product and road surface would thereafter be monitored on a regular basis to assess suitability of the product for future roads improvement programmes.

DECIDED: That it be noted that the Council would trial the new asphalt product containing recycled plastic, during Autumn 2018, as part of a resurfacing programme.

14 Switched on Fleet Grant Funding

There was submitted a report by the Director of Environment & Infrastructure relative to the Switched on Towns and Cities Challenge Fund, launched by the Scottish Government, to support intensive high-impact actions within a town or city to further encourage and promote the uptake of electric vehicles.

The report advised that applications had been invited for funding to facilitate a step-change in the uptake of plug-in electric vehicles (EV) in Scotland's towns and cities. The Challenge Fund was targeted at local authorities who were well placed to deliver on local incentives to support electric vehicle uptake. Community Planning Partners as well as wider public-sector bodies were eligible project partners. The maximum project value was between £1.5 and £2.5 million, and although up to 100% of the costs of the project could be obtained from the fund, an applicant's ability to provide partial funding towards the project together with their ability to demonstrate existing EV leadership would be considered during the assessment of bids. It was highlighted that the Council had been pro-active over a number of years, increasing the volume of electric fleet to the current 42 vehicles and regularly participated in opportunities to receive additional funding to supplement the annual £1.5 million Capital Vehicle Replacement Programme. The Challenge Fund represented a significant opportunity to make a step-change in the Council's approach to embracing electric fleet and

improving charging infrastructure. Stage 1 of the application process had closed on 31 August 2018 and details of the submission, formulated on behalf of the Council were provided. It was highlighted that successful applicants would be informed during November 2018 with delivery of projects anticipated during 2019/20 and 2020/21.

DECIDED:

(a) That the submission of a stage 1 bid to the Switched on Towns and Cities Challenge Fund, with a grant application of £2.2 million, towards a total project value of £2.5 million be approved;

(b) That it be noted that the contribution from the Council for the delivery of the project was anticipated to be £300,000 over 2019/20 and 2020/21, which would be funded from the Council's annual Vehicle Replacement Programme; and

(c) That it be noted that if the bid was successful, a further report would be submitted to a future meeting of this Policy Board setting out the award and the detailed plans over the next two years.

15 Waste Management Strategy Progress Update and Refresh - Improving Recycling in Renfrewshire - Implementation Progress Update

There was submitted a report by the Director of Environment & Infrastructure relative to progress in respect of the implementation of the waste service changes previously approved by this Policy Board and the Council's commitment to the Scottish Household Recycling Charter to transform waste services to achieve a more uniform waste collection service nationally, improve collection rates and create a consistent stream of high quality recyclates.

The report detailed planned waste service changes, agreed at the meeting of this Policy Board held on 8 November 2017, which it was anticipated would transition the Council towards compliance with the Recycling Charter and the associated Code of Practice. The project was being implemented in line with the Council's Project Management Framework and four distinct work streams, procurement; data preparation/routing; operational; and communications, had been established to allow planned and effective implementation. The report provided an update in respect of each of the four workstreams and advised that implementation was progressing as planned, for late Autumn 2018. The Scottish Household Recycling Charter set clear, consistent standards and objectives in relation to the councils' waste and recycling policies. It was noted that while the current council policies largely reflected the requirements of the Charter, they had been reviewed to take cognisance of the agreed service changes and to reflect changes in the landscape of recycling with a focus on education and awareness of improved recycling in Renfrewshire.

DECIDED:

(a) That the implementation plan, outlined in sections 4 and 5 of the report, be approved and the update in relation to implementation of the agreed service changes to improve recycling in Renfrewshire be noted;

(b) That the revised waste policies, copies of which were appended to the report, be approved; and

(c) That, as part of the implementation of the agreed service changes, additional support arrangements, detailed in paragraph 4.4.4 of the report, be put in place over the festive period 2018/2019.

16 Code of Practice on Litter and Refuse (COPLAR) 2018

There was submitted a report by the Director of Environment & Infrastructure relative to the revised code of practice on Litter and Refuse (COPLAR) 2018 issued by the Scottish Government.

The report stated that organisations including local authorities, Scottish Ministers, Crown Estate Scotland, railway operators and education institutions required to adhere to the COPLAR 2018, which had been issued to fulfil duties in terms of the Environmental Protection Act 1990 and had been enacted by the Scottish Parliament during July 2018. Development of the COPLAR 2018 had been informed by consultation and the considerations of a stakeholder steering group. It was noted that the format of the COPLAR 2018 was broadly similar to the previous Code of Practice however significant changes, implications and challenges were highlighted.

DECIDED:

(a) That the content of the Code of Practice on Litter and Refuse (COPLAR) 2018 and the potential implications and challenges for Renfrewshire Council be noted;

(b) That the requirement for Environment & Infrastructure Services to undertake a COPLAR re-zoning exercise for Council-owned land and roads and the intention to create an intern post, working within the StreetScene service team, to support this project be noted; and

(c) That it be agreed to publicise the results of the COPLAR zoning exercise on the Council website.

17 Memorials and Structures in Cemeteries

There was submitted a report by the Director of Environment & Infrastructure relative to the key recommendations, released during January 2018, arising from the Fatal Accident Inquiry (FAI) conducted by Sheriff Ruxton following the death of an 8-year-old boy, when a large monument had toppled and fallen directly onto him in Craigton Cemetery, Glasgow.

The report provided the background to the FAI, current procedures within cemeteries for which Renfrewshire Council had responsibility and potential implications for the Council with regard to gravestones, monuments and mausoleums in cemeteries in light of the recommendations made by the Sheriff. It had been accepted during the FAI that there was confusion as to the interpretation of industry guidance on safety management and inspections within cemeteries to determine the stability and safety of memorials. It had further been acknowledged that there was an absence of Scottish guidance on safe cemetery management, with reference to memorial safety. Memorial safety in cemeteries was recognised as a risk to the public, contractors and funeral directors, as well as a reputational risk to the Council and had been included in the Environment & Infrastructure Services risk register 2018/19.

There were three recommendations arising from the FAI, which included the provision by the Scottish Government of clear and concise guidance to Scottish local authorities with regards to memorials in cemeteries. While the guidance had not yet been finalised, a letter had been issued to Chief Executives reminding local authorities of their statutory health and safety responsibilities and urging the review of their inspection arrangements for memorial safety in cemeteries ahead of the guidance being issued. Renfrewshire Council did not currently have a formal programmed inspection regime for memorials within the nine cemeteries and 11 closed churchyards for which it had responsibility, however, regular visual monitoring resulted in hand/topple tests being undertaken to memorials that were leaning/not vertical and where required, they were laid down to make safe. Where the memorials were particularly large, the Council used mechanical means to safely lower the structure. It was noted that the current position in Renfrewshire was consistent with most, if not all other local authorities across Scotland. The report recommended the procurement of specialist external support to implement a documented, programmed inspection regime for the cemeteries and Church of Scotland graveyards for which the Council had responsibility.

DECIDED:

(a) That the findings of the Fatal Accident Inquiry (FAI) released by Sheriff Ruxton on 22 January 2018 be noted;

(b) That the current arrangements for inspections of cemeteries by Renfrewshire Council be noted;

(c) That the procurement of specialist external support to implement a documented, programmed inspection regime for the cemeteries and Church of Scotland graveyards for which the Council had responsibility be noted; and

(d) That it be agreed that a further report be submitted to a future meeting of this Policy Board, early in 2019, outlining the findings of the work undertaken and the implications from these findings.

18 Removal of Local Authority Charges for Burials and Cremations for under 18s

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the removal of local authority charges for burials and cremations for those under 18 years of age. At the meeting of the Council held on 2 March 2018, it had been agreed that the Council commit £0.050 million to help alleviate funeral poverty through the development and implementation of an affordable Respectful Funeral Service for Renfrewshire and remove burial and registration fees for children under 16.

The report advised that the Scottish Government and CoSLA had agreed a programme to remove local authority charges for burials and cremations for those under 18 years of age and detailed how the Council would participate in the programme. The report sought approval to extend the removal of local authority charges for burials and registration fees to those under 18 years of age in Renfrewshire, and to work with local crematoria to seek their support in removing their charges in respect of those under 18 years of age.

DECIDED:

(a) That it be agreed that the existing arrangements to waive any Renfrewshire Council costs, lair and interment, for a funeral of a young person under the age of 16 be extended to ensure that any Renfrewshire Council funeral costs were waived for any child under 18 in line with the agreed CoSLA / Scottish Government approach;

(b) That it be agreed that officers from Communities, Housing & Planning Services work with local crematoria to seek their support in removing charges for under 18's; and

(c) That it be noted that the Scottish Government had provided a contribution, amounting to £10,000 for Renfrewshire, to support policy change towards the costs of implementing this programme.

19 Lease of Shop Premises at 55 and 57 Ivanhoe Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the shop premises at 55/57 Ivanhoe Road, Paisley. A plan appended to the report outlined the location of the properties.

The report advised that the shop premises at 55 and 57 Ivanhoe Road were leased on a month-to-month basis to Mr Jasvinder Shergill. Currently a pharmacy traded out of number 57 Ivanhoe Road, while number 55 did not trade at all. The tenant proposed to combine the units into one trading as a pharmacy. Assuming, that conversion works were undertaken in accordance with all necessary planning and statutory consents, it was considered appropriate to conclude a lease in respect of the merged property. Discussions had taken place with Mr Shergill, and the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the shop premises at 55 and 57 Ivanhoe Road, Paisley, on the main terms and conditions detailed in the report.

20 Lease of Shop Premises at 42 Foxbar Road, Paislay

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the shop premises at 42 Foxbar Road, Paisley. A plan appended to the report outlined the location of the property.

The report advised that the shop premises at 42 Foxbar Road, Paisley was leased on a nine-year lease, which was due to expire on 7 October 2018, to Mr Gurjit Singh. Currently a hot food takeaway traded out of the property. The tenant had indicated that he was keen to invest in his business and had requested a new longer-term lease as he considered that there would be more incentive to do so if he had increased security of tenure. Discussions had taken place with solicitors acting on behalf of Mr Singh and the main terms and conditions of the longer-term lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the shop premises at 42 Foxbar Road, Paisley, on the main terms and conditions detailed in the report.

21 Lease of Shop Premises at 38 High Street, Renfrew

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the shop premises at 38 High Street Renfrew. A plan appended to the report outlined the location of the property.

The report advised that the current tenant of the Council-owned shop premises at 38 High Street, Renfrew, Mr Martin Anderson, was in the process of selling his business and required to transfer the lease of the property to the proposed purchasers, James and Mariesha McArthur. The property currently traded as a jewellery workshop. The proposed incoming tenants had requested a nine-year lease, on full repairing terms, to facilitate potential investment in the business and for security of tenure purposes.

DECIDED:

(a) That renunciation of the existing lease to Mr Anderson be approved subject to all of the associated costs incurred by the Council being met by him; and

(b) That a nine-year full repairing lease to James and Mariesha McArthur jointly and severally, subject to three-yearly rent reviews and suitable terms and conditions being agreed with the Director of Finance & Resources, including a rental uplift to £3,850 per annum and the Council's costs being met by the proposed new tenants.

22 Lease of 59 Amochrie Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the portacabin premises at 59 Amochrie Road, Paisley. A plan appended to the report outlined the location of the property.

The report advised that the portacabin premises at 59 Amochrie Road, Paisley had been leased to Mrs Shirley Graham since 5 March 2018 on a month-to-month lease agreement. Currently the portacabin operated as a community resource centre/cafe. The tenant had indicated that she was keen to invest in the property and had requested a new longer-term lease as she considered that there would be more opportunity to secure grant funding if she had increased security of tenure. Discussions had taken place with Mrs Graham and the main terms and conditions of the longer-term lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the portacabin premises at 59 Amochrie Road, Paisley, on the main terms and conditions detailed in the report.

23 Lease of Shop Premises at 180 Braehead Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the shop premises at 180 Braehead Road, Paisley. A plan appended to the report outlined the location of the property.

The report advised that the shop premises at 180 Braehead Road, Paisley were leased on an 11-month lease, which was due to expire on 28 April 2019, to Mr Farooq Malik. Currently a hot food takeaway and grocer/newsagent traded out of the property. The tenant had indicated that he was keen to invest in his business and had requested a new longer-term lease as he considered that there would be more incentive to do so if he had increased security of tenure. Discussions had taken place with Mr Malik and the main terms and conditions of the longer-term lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the shop premises at 180 Braehead Road, Paisley, on the main terms and conditions detailed in the report.

24 Lease of Premises at 7a Moss Street, Paisley

There was submitted a report by the Director of Finance & Resources relative to property implications associated with the continuation of the services provided as part of the Council's commitment to mitigate the impacts of welfare reform on Council tenants, including a 'drop-in' housing options advice service and shop front in Paisley Centre Town.

The report advised that the Homechoice shop, located at 7a Moss Street, Paisley, had opened on 21 October 2013 as one of a range of initiatives developed to provide additional support for tenants affected by the UK Government's benefit changes. The benefits provided by the shop were outlined. Discussions had taken place with the landlord and the main terms and conditions of the proposed lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That the Head of Property Services and Head of Corporate Governance be authorised to enter into a lease extension/new lease in respect of the retail premises at 7a Moss Street, Paisley based on the terms and conditions detailed in the report.

25 Lease of Premises at Studio 907, Mile End Mill, 12 Seedhill Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the premises at Studio 907, Mile End Mill, 12 Seedhill Road, Paisley.

The report advised that as part of the capital investment works to refurbish Paisley Museum there was a requirement to relocate services temporarily. The reinstatement of the Heritage Centre to an alternative location was included in the proposals. Authority was sought to extend an already procured short-term lease of the property

at Studio 907 Mile End Mill, 12 Seedhill Road, Paisley to relocate the Heritage Centre. The current short-term lease included provision within the missives to extend on the same terms and conditions for a further three-year period, subject to approval by this Policy Board. Discussions had taken place with the landlord and the main terms and conditions of the proposed lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That the Head of Property Services and Head of Corporate Governance be authorised to extend the existing lease at 907 Mile End Mill, 12 Seedhill Road, Paisley for a further three-year period, based on the terms and conditions detailed in the report.

26 Lease of Premises at Glasgow Airport for Environment & Infrastructure Public Health Suite

There was submitted a report by the Director of Finance & Resources relative to the property implications and the proposed solution to house the services required, as Port Health Authority, in terms of the Public Health (Aircraft) (Scotland) Regulations 1971.

The report advised that in terms of the above legislation the Council, as Port Health Authority, required to maintain a presence at Glasgow Airport to fulfil obligations to provide facilities for passengers unwell on aircraft arriving at or returning to Glasgow Airport. Responsibility within the Council for public health had transferred to Communities, Housing & Planning Services during July 2018. As the service provided in terms of the Public Health (Aircraft) (Scotland) Regulations 1971 was deemed to be currently operating well it was proposed to enter a lease in respect of Room 0G341 at the International Pier, Glasgow Airport. Discussions had taken place and the main terms and conditions of the proposed lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That the Head of Property Services and Head of Corporate Governance be authorised to enter into a lease extension/new lease in respect of the premises at Room 0G341 at the International Pier, Glasgow Airport, based on the provisional terms and conditions detailed in the report and subject to such other conditions as may be considered necessary by the Head of Corporate Governance and the Head of Property Services to protect the interests of the Council.

27 Disposal of Site of the Former Carsewood House, Hillfoot Drive, Howwood

There was submitted a report by the Director of Finance & Resources relative to progress in terms of the offer received for the disposal of the site of the former Carsewood House, Hillfoot Drive, Howwood, which was identified on a plan appended to the report.

The report reminded members that the former Carsewood House Children's Home had been declared surplus to the Council's requirements at the meeting of the Council's former Community & Family Care Policy Board held on 31 July 2001 and demolished during October 2003. The site, identified on a plan appended to the report, had previously been marketed but had failed to produce a disposal of the

land. An offer at a suitable price level had now been received from Sim (Group Holdings) Limited at a value of £300,000 exclusive of VAT. Copies of the offer had been passed to the Head of Corporate Governance and Head of Planning & Housing Services who had indicated that there were no conditions contained in the offer which could not lead to the successful conclusion of missives and that while development details had not yet been provided the offer could be considered for progression of development of the site. It was highlighted that the offer was conditional upon the developer achieving planning consent and being satisfied with soil conditions and further unknown factors following further site investigation works. In the event the sale was not realised the site would be returned to the market.

DECIDED:

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

(b) That, in the event of an agreement not being concluded timeously with the offeror, the site be remarketed for sale on the open market.

28 Land at Centreholm, Erskine

There was submitted a report by the Director of Finance & Resources relative to progress with the disposal of land at Centreholm, Erskine and seeking authority to adjust the terms of the disposal prior to conclusion of legal missives.

The report made reference to the decision taken at the meeting of the Council's former Planning & Property Policy Board held on 12 May 2015 when it had been agreed to proceed to place the site under offer with the top offeror with instructions to seek to conclude missives for sale. It had been identified as part of those discussions that a further piece of land required to be included in the sale package and this additional land was subsequently declared surplus to the Council's requirements at the meeting of the Infrastructure, Land & Environment Policy Board held on 8 November 2017. A plan appended to the report identified the expanded site area.

The proposed purchaser had thereafter advised that they were unable to progress missives to conclusion while taking the risk of procuring their preliminary site investigations without some certainty regarding a price adjustment downwards to reflect any identified ground and environmental problems. Delegated authority was sought by the Head of Property Services to enable him to agree a closing pricing adjustment up to a maximum figure without further recourse to the Policy Board. A cap of a maximum reduction of £260,000 off the offer price had been negotiated by officers. The proposed cap figure represented a proportionally restricted amount for abnormal costs in comparison with land sales where the Board had agreed the adjustment. It was highlighted that the offeror had the right to withdraw if the costs exceeded the proposed cap figure.

DECIDED: That the Head of Corporate Governance and Head of Property Services be authorised to accept the terms of a potential price adjustment as detailed within section 3.3 of the report.

29 Land at Calderside Road, Lochwinnoch

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of land at Calderside Road, Lochwinnoch. A plan appended to the report outlined the location of the land involved.

The report advised that the area of ground involved was part of a long-term agricultural tenancy in favour of Mr Ian Lamont of West Tandlemuir Farm which since 21 May 2018 had been occupied under licence by EE Limited. A temporary telecommunications installation had subsequently been erected on the site with the full co-operation and agreement of Mr Lamont. The current temporary licence was valid for 11 months and a rent of £3,000 had been paid. EE Limited had requested a longer-term lease as they wished to make the installation permanent. To enable the land occupied under licence to be leased exclusively to EE Limited it was proposed that there be a partial renunciation of that area of land from the West Tandlemuir Farm lease.

The proposed lease of ground to EE Limited was in accordance with the Council's policy for allowing telecommunications on its land and property. The main terms and conditions of the longer-term lease, which were detailed in the report, had been agreed provisionally.

DECIDED:

(a) That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a lease of the land at Calderside Road, Lochwinnoch, on the main terms and conditions detailed in the report; and

(b) That authority be granted to the Head of Property Services and the Head of Corporate Governance to agree a partial lease renunciation of land at Calderside Road, Lochwinnoch from of Mr Ian Lamont of West Tandlemuir Farm to enable it to be leased to EE Limited.

30 Land at Wallneuk Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of an area of land at Wallneuk Road Paisley, identified on a plan appended to the report, as surplus to the Council's requirements and detailing proposed terms and conditions for its disposal.

The report advised that the area of ground involved was leased under two ground leases, which would expire in 2040, to GD Chalmers Limited. The tenant had constructed buildings, formerly used as a public house, on the land. These premises were not Council-owned. The tenant was keen to consolidate ownership in the whole title in order to consider disposal of their buildings without recourse to the Council as ground landlord. The proposal to seek future beneficial re-use of the site was viewed as a worthwhile basis for selling the Council's interest to the tenant.

DECIDED:

(a) That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude the disposal of the land at Wallneuk Road, Paisley, identified on the plan appended to the report, subject to the terms and conditions detailed in the report; and

(b) That the land be declared surplus to the Council's requirements in order to progress the proposed disposal to GD Chalmers Limited.

EXCLUSION OF PRESS AND PUBLIC

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

31 Kelvin House: Rescission of Missives

Valedictory

The Convener advised that this was the last Policy Board meeting Shona MacDougall, Director of Environment & Infrastructure, would attend before her retirement. Reference was made to the contribution Shona had made in leading the core services within the remit of the Policy Board and the support provided to elected members in her roles within Renfrewshire Council as a Head of Service and Director. Tribute was also paid to her long and valued career in public service and the Convener, both personally and on behalf of the Board, wished Shona a long, enjoyable and healthy retirement. These sentiments were echoed by all members present.