

Notice of Meeting and Agenda Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 20 March 2024	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

MARK CONAGHAN
Head of Corporate Governance

Membership

Councillor Michelle Campbell (Convener): Councillor Audrey Doig (Depute Convener):

Councillor Jennifer Adam: Councillor Stephen Burns: Councillor Jacqueline Cameron:
Councillor Carolann Davidson: Councillor Eddie Devine: Councillor Chris Gilmour: Councillor
John Gray: Councillor James MacLaren: Councillor Janis McDonald: Councillor Iain McMillan:
Councillor John McNaughtan: Councillor Kevin Montgomery: Councillor Will Mylet: Councillor
Iain Nicolson: Councillor Andy Steel:

Hybrid Meeting

Please note that this meeting is scheduled to be held in the Council Chambers. However, it is a hybrid meeting and arrangements have been made for members to join the meeting remotely should they wish.

Webcasting of Meeting

This meeting will be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed. To find the webcast please navigate to

<https://renfrewshire.public-i.tv/core/portal/home>

Further Information

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

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email democratic-services@renfrewshire.gov.uk

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.

Items of business

Apologies

Apologies from members.

Declarations of Interest and Transparency Statements

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

- | | | |
|-----------|--|----------------|
| 1 | Community Asset Transfer Sub-committee | 5 - 7 |
| | Minute of the meeting of the Community Asset Transfer Sub-committee held on 24 January 2024. | |
| 2 | Revenue Budget Monitoring as at 5 January 2024 | 8 - 18 |
| | Joint Report by Directors of Finance & Resources and Environment, Housing & Infrastructure. | |
| 3 | Service Update Report | 19 - 27 |
| | Report by the Director of Environment, Housing & Infrastructure. | |
| 4 | Electric Vehicle Charging Infrastructure (EVCI) - Regional Collaboration | 28 - 36 |
| | Report by Director of Environment, Housing & Infrastructure. | |
| 5 | Renfrewshire Allotments Annual Report 2023 | 37 - 55 |
| | Report by the Chief Executive. | |
| 6 | Renfrewshire Community Meals Service – Lease Renewal | 56 - 59 |
| | Report by the Chief Executive. | |
| 7 | Shop Premises at 37 George Street, Paisley | 60 - 62 |
| | Report by the Chief Executive. | |
| 8 | Land at Broomlands Street, Paisley | 63 - 66 |
| | Report by the Chief Executive. | |
| 9 | Shop Premises at 19 Stoddard Square, Elderslie | 67 - 69 |
| | Report by the Chief Executive. | |
| 10 | Unit 3 Bridgewater Industrial Estate, Erskine | 70 - 72 |
| | Report by the Chief Executive. | |

11	14A Thornhill, Johnstone	73 - 75
	Report by the Chief Executive.	
12	Unit H, Floors Street, Johnstone	76 - 79
	Report by the Chief Executive.	
13	Unit J Floors Street, Johnstone	80 - 83
	Report by the Chief Executive.	
14	Unit 10, First Floor, Bargarran Centre, Erskine – Lease Renewal	84 - 87
	Report by the Chief Executive.	

Minute of Meeting Community Asset Transfer Sub-committee

Date	Time	Venue
Wednesday, 24 January 2024	13:00	Microsoft Teams Meeting,

Present: Councillor Michelle Campbell, Councillor John Gray, Councillor Janis McDonald, Councillor Iain Nicolson, Councillor Andy Steel

Chair

Councillor Campbell, Convener, presided.

In Attendance

A Morrison, Head of Economy & Development Services and S Inrig, Programme Manager – Community Asset Transfer & Regeneration (both Chief Executive's Service); and N Young, Assistant Managing Solicitor (Litigation & Advice) and E Gray, Senior Committee Services Officer and D Cunningham, Committee & Licensing Services Officer (both Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Sub-committee would be filmed for live or subsequent broadcast via the Council's internet site.

Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

Transparency Statements

Councillor Nicolson declared a connection in respect of Item 2 - CAT Request for Erskine Community Allotments, Barhill Road, Erskine PA8 6EZ - by reason of having had correspondence with the applicant around the process to be followed for a Community Asset Transfer. However, he indicated that he had applied the objective test and did not consider he had an interest to declare and intimated that it was his intention to remain in the meeting and take part in any discussion or voting thereon.

1 **CAT Request for Management Rights for Part of the Site known as Mansfield, Manse Crescent, Houston PA6 7EG**

There was submitted a report by the Chief Executive relative to a Community Asset Transfer request submitted in respect of the transfer of part of the site known as Mansfield, Manse Crescent, Houston. The application was set out in full as an appendix to the report.

The report provided an overview to Community Asset Transfer (CAT) legislation, the site, the applicant and the Council's process for determining applications.

The CAT request was validated on 24 November 2023 and sought the transfer of management rights for the site. The purpose of the application was to allow for the orchard which had been planted by the applicant, Bee Happy, to be extended with view to providing fruit and nut trees and shrubs creating a peaceful area for local people to enjoy. The applicant had not proposed a payment for the management rights.

Following submission of the application, interested parties were entitled to provide written representations. No representations were received.

The application was initially considered by the Council's CAT Officer Panel on 11 December 2023 where it was agreed to recommend that this Sub-committee approve the request.

Councillor Campbell moved:

(a) That the request for the transfer of management rights for part of the site, as indicated in the appendix to the report, be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to develop and agree an appropriate licence for the management of the asset in accordance with the Act and on such terms as required to protect the Council's interest.

This was agreed unanimously.

DECIDED:

(a) That the request for the transfer of management rights for part of the site, as indicated in the appendix to the report, be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to develop and agree an appropriate licence for the management of the asset in accordance with the Act and on such terms as required to protect the Council's interest.

2 **CAT Request for Erskine Community Allotments, Barhill Road, Erskine PA8 6EZ**

There was submitted a report by the Chief Executive relative to a Community Asset Transfer request submitted in respect of the transfer of Erskine Community Allotments. The application was set out in full as an appendix to the report.

The report provided an overview to Community Asset Transfer (CAT) legislation, the site, the applicant and the Council's process for determining applications.

The CAT request was validated on 24 November 2023 and sought the transfer of ownership of the site to the applicant, Erskine Allotments SCIO. The purpose of the application was to secure the future of the allotment site and to increase the number of allotments available enabling an additional 24 people to have experience of an allotment and reduce the waiting list. The applicant had offered to pay £1 for the site.

Following submission of the application, interested parties were entitled to provide written representations. Two representations were received and these were detailed in Section 6.14 of the report.

The application was initially considered by the Council's CAT Officer Panel on 11 December 2023 where it was agreed to recommend that this Sub-committee approve the request.

Councillor Campbell moved:

(a) That the request for the transfer of ownership of the site at the discount price of £1 to Erskine Allotments SCIO be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to conclude the sale of the asset in accordance with the Act and on such terms as required to protect the Council's interest.

This was agreed unanimously.

DECIDED:

(a) That the request for the transfer of ownership of the site at the discount price of £1 to Erskine Allotments SCIO be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to conclude the sale of the asset in accordance with the Act and on such terms as required to protect the Council's interest.



To: Infrastructure, Land and Environment Policy Board

On: 20 March 2024

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

Heading: Revenue Budget Monitoring as at 5 January 2024

1. Summary of Revenue Financial Position

- 1.1 The projected Revenue outturn as at 31 March 2024 for Infrastructure, Land and Environment is an overspend position of £3.321m (10.3%) against the revised budget for the year.
- 1.2 The projected Capital outturn as at 31 March 2024 for Infrastructure, Land and Environment is a break-even position.
- 1.3 At its last meeting of 24 January 2024, the Policy board agreed that an expanded financial report would be presented to the next board with a detailed analysis of the financial position of the services under its remit.
- 1.4 This report sets out broad reasons for overspend in subjective budget headings, reported in Appendix 1 of this report, and a more detailed analysis of spend at a service area level, as summarised in Appendix 2.
- 1.5 When the Council set its budget for 2023/24, there was an expectation that the use of ringfenced reserves would be required to address any budget deficits that transpired during the year in the knowledge that the Council would continue to face significant financial challenges over the 2023/2024 financial year. The overspend position set out in this report, and previous reports to the Policy Board over the course of this financial year, are then incorporated into the financial overview for the Council that is reported to the Finance, Resources and Customer Services Board. The overall service overspend position will be funded by the Financial Sustainability Fund, as approved by Council in March 2023.
- 1.6 It should be noted that almost a third of the projected overspend being reported is attributable to Car Parking income shortfalls, partly as a result of the policy position taken during the Covid period, this is currently projected at £1.065m (0.868m income

gap plus additional spend relating to relining activity). Paragraph 5.5 of the 2023/24 Council budget, approved on 2 March 2023 notes that this under-recovery was expected and would contribute to a £1m draw on ring-fenced reserves. This Policy board approved a new Renfrewshire Parking Strategy in November 2023, which was implemented in February 2024, and as a result has helped reduce the projected under-recovery.

- 1.7 As also detailed in the 2023/24 budget approved by Council in March 2023, no general inflationary uplift to non-pay budgets was applied, unless specifically detailed. This has been the position in the agreed Council budgets over many years; however, the cumulative impact of inflation over the last 4 years has on average increased the price of supplies, services, and contracts by up to 30%, and in some cases higher.
- 1.8 In addition, higher pay awards over the last 4 years have increased the majority of frontline staff overtime rates by around 30%. Whilst core pay uplifts have been awarded through the basic pay related budgets, it has been standard practice not to allocate this uplift to overtime budgets, with an expectation that uplifts could be managed through reduced volumes of overtime. Within the services reporting to this board, overtime is a necessary tool for service delivery across many 24/7 services, responding to matters that emerge, delivering services on public holidays, and where absence cover is required to undertake the service activity. The overtime budget has therefore reduced in real terms over the last 4 years and is one of the core reasons for overspend. Due to the percentage pay awards agreed over the last few years, a review of the impact of inflation on overtime is being considered within the budgeted pay provision for 2024/25.
- 1.9 This report also sets out mitigations that are in place and planned to reduce the overspends. However, it should be noted that following the approval of the 2024/25 budget by Council in February 2024, the same position relating to inflation on non-pay budgets has been maintained, meaning that until the overtime review is complete, the board may still see overspends forecast in the areas of pressure set out in this report for 2024/25.
- 1.10 Every effort will continue be made to manage spend and income within overall budget to minimise the draw down from reserves. However, given the ongoing pressures noted above, the board is asked to note that medium term plans require to be undertaken by the Council as part of the Council's financial sustainability strategy.

2. Recommendations

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

- 2.1 Notes that the Revenue Budget Monitoring report at Appendix 1 identifies a projected annual overspend of £3.321m (10.3% of total budget) for Infrastructure, Land and Environment. The overall overspend for the services reporting to this board has increased by £161k since the last reporting period;

- 2.2 Notes that the projected costs for this financial year are based on the financial information available at the time of writing this report, and the outturn position may vary depending on the operational and market conditions. Narrative is provided below to provide context and explanation to the budget position for service areas; and
- 2.3 Notes that the forecasted financial overview and overspend position for this Policy Board will be reported to Finance, Resources and Customer Services Board incorporating the overspend position. The Council's overall overspend position will be managed through the Financial Sustainability Fund approved by Council in March 2023.

3. Subjective Review

The subjective heading set out in this section and Appendix 1 are the categories recommended by CIPFA to set out expenditure and income for the services reporting to this Policy Board.

Employee Costs

- 3.1 The projected overspend on employee costs is £1.383m (5.8%). The overspend is related to two predominant areas of overtime (£1.154m) and agency costs (£0.622m) with offsetting underspends due to vacancies. Reasons for these overspends are attributed as follows:
- 3.2 The projected overspend in overtime is £1.154m (5.44% of employee projected overspend). The reasons for overtime spend in excess of budget are as follows:
- Additional work: this is where additional activities are requested by other services and a corresponding income is charged to cover the additional overtime expenditure. There is an over-recovery of Income associated with this spend.
 - Overtime budgets have not been subject to pay awards and over the last three pay settlements this equates to a 30.3% increase.
 - Carry forward of annual leave: for the financial year 2023/24, many Waste Service employees had a remainder of holidays carried forward from the financial year 2021/22 and 2022/23 when they had forgone leave to continue to deliver the waste collection service during the COVID-19 pandemic.
 - Statutory Work that required to be undertaken in relation to memorial safety over above the available funding.
 - The service is also incurring costs for agency drivers in relation to the delivery of free school meals, however this is offset by funding income of £280k.
 - The agency overspend is also associated with cover for sickness or vacancies within Refuse collection (£71k) and Roads (£207k), offset with a corresponding underspend in basic employee costs due to vacancies.

For noting, the service received an in-year budget addition of £187k (£55k recurring budget) to offset some of the cost of additional public holidays.

Premises Costs

- 3.3 The projected overspend on premises costs is £243k (19.8%). The overspend is related to two predominant areas of Waste bins and depot facility management costs.

Waste

- 3.4 The cost of supplying bins to residents has increased and the number of additional bin requests to swap the size of bin has contributed to this overspend, including the additional cost for the provision of sacks for the households that still require a sack collection.

Depot Facilities Management

- 3.5 Solid fuel (£24k) and water charges (£25k) are projecting an overspend totalling £49k. These areas will be taken into consideration as part of the wider review of utility budgets and further discussions will be undertaken to discuss the potential to mitigate any budget or inflationary issues moving forward. There was also a requirement to enhance the cleaning arrangements and other property costs associated with the Underwood Road depot, totalling £40k.

Transport Costs

- 3.6 The projected overspend within Transport Costs £418k (6.9%) is largely a result of significant rate increases in relation to vehicle hire (£154k), and the cost of replacement parts, tyres, and specialist contractors (£221k). In terms of hire costs, some rates have increased by 168% in recent years; for example, in 2020 the hire cost of an accessible bus was £166 per week, whereas this has risen to £445 in 2024.

Supplies and Services

- 3.7 The projected overspend in Supplies and Services £1.973m (14.9%) is in the main related to four main service areas, namely Neighbourhood Services, Refuse Disposal, Fleet and Parking. Within each of these areas, the impact of inflation is the main contributing factor as costs relating to work by contractors, unit tonnage rates for Refuse Disposal, for example, are seeing significant inflationary increases, with tonnage rates having increased by c10% over the past year. In addition, as part of the parking strategy, work has been undertaken to reline the parking bays with the council area. As part of the tree management work Neighbourhood Services undertake, the service has seen increased costs being incurred as contractors pass inflationary pressures to the Council as the client. However, it should be noted that as part of the 2024/25 base budget exercise, the Council has agreed to allocate a recurring revenue budget of £650k to the ongoing tree management work that is required.

Income

- 3.8 The services areas that report to this board are showing a projected over-recovery of income equating to £683k (4.4%). Note that this is net of the projected under-recovery of parking income (£0.868m).

Some of the service areas reporting to this board reporting an under-recovery of income against budget will be offset against various overspends detailed above. Significant variance are forecast in the following areas:

- Neighbourhood Services – the service is showing an over-recovery of £553k as result of charging for various tasks they are commissioned to undertake including work for other areas of the Council including the Housing Revenue Account (HRA) and One Ren. There is also a recharge here of staff costs related to work undertaken for capital projects.
- Roads – the service is projecting an over-recovery equating to £491k. The service will incur expenditure through their revenue budget that will be recharged to capital projects and other services, as well as recharging employee costs to specific capital projects. It should be noted that the Roads service is reporting an overall break-even position.
- Social Transport – the social transport team supports the delivery of free school meals and received related funding of £280k in 2023/24.
- Transport and Development – The service is projecting an over-recovery of £108k and similar to other service areas, there is an element of the staff costs here that is recharged to specific capital projects.

3.9 A review of income budgets will be undertaken to ensure they accurately reflect existing both Service Level Agreements with partners, and anticipated work to be recharged to the Capital Programme.

4. Objective Review - Service areas

Waste Services

4.1 This reflects the financial position for Refuse Collection, Refuse Disposal and Household Waste Recycling Centres.

4.2 As reported previously, the overspend here in the main relates to the high levels of overtime spend being incurred within Refuse Collection and HWRC. This is partly due to the amount of overtime being allocated, as well as the level of budget provision as detailed above. The main reasons for the high levels of overtime paid are shown below:-

- Absence cover relating to short and long-term sickness
- HR related absences
- Public holidays where staff opt for day in lieu of double time, with these shifts requiring further cover
- Holidays carried over due to pandemic
- Pandemic related working practices
- Driver Training backlog clearance, due to in-person training unable to take place.

- 4.3 In line with normal practice, the service is absorbing the impact of incremental drift on staffing budgets within their current resource allocation (i.e. staff moving up the salary scale within their grade). For information, this practice is the standard approach across the Council, with all services having to absorb the financial impact of staff moving through the salary scales within budget. However, this is becoming a significant budgetary constraint within the ILE staffing budgets. On reviewing the current staffing establishment report, incremental drift equates to £117k for Waste Services (including employer NI and pension costs). This does not include vacancies or casual/seasonal staff.
- 4.4 Similar to other operational areas, the impact of inflationary increases on the costs of goods and services is a contributing factor to the overspend currently projected for Waste Services. For example:
- increased external vehicle hire costs (£53k);
 - increased purchase costs of bins (£108k); and
 - a reduction in demand for special uplift income.
- 4.5 In relation to the movement in Refuse Disposal, as previously reported, the market is highly volatile. The impact of high inflation has resulted in the unit tonnage price for each of the contracts increasing.

Neighbourhood Services (previously named Streetscene)

- 4.6 The current projected overspend within Neighbourhood Services largely relates to additional tree management and associated health and safety issues, such as tree inspections and tree health monitoring, including Ash Dieback and Larch infection activities. It should be noted that the level of work with regards to the tree management activities being undertaken has increased significantly and this has been reflected into the outturn position. The investment on this matter was reported at a previous Policy Board and updates will be taken to future boards.
- 4.7 Like other areas within the service, the projected outturn is showing inflationary pressures in other supplies and services. The Operational Management team has worked closely with Finance to review costs, resulting in a slight reduction in the anticipated overspend.
- 4.8 The service is also experiencing high levels of overtime for similar reasons to that of Waste Services, some of which is recovered through recharges.
- 4.9 The service has an ongoing health and safety commitment for memorial safety and has incurred additional spend of £256k over the reserve balance that was available during 2023/24. It should be noted that as part of the 2024/25, base budget process, the service has been allocated £170k to cover the recurring staff costs required to run this service.
- 4.10 Within Neighbourhood Services, there is a projected overspend in relation to the mower maintenance costs (£78k), similar to that experienced within Fleet Services.
- 4.11 There is a projected overspend within Sustainability and Place as a result of water charges and inflationary pressures on tools and equipment and increased work by

contractors. These overspends have been partially offset by an over-recovery in income due to rental income and grant funding for commissioned work.

- 4.12 The current projected overspend within Fleet Services in the main reflects the inflationary impact on contractor, material and tyre costs. In addition, the projected outturn includes £78k that relates to EV leasing costs for the previous financial year, due to late invoicing.
- 4.13 In relation to Social Transport, the service is reporting an underspend as a result of vacancies and an underspend in non-fair, wear and tear charges. It should be noted that the costs for the delivery of Universal Free School Meals and the associated recharge project income (as noted above) are reflected within this service area.

Road Operations, Infrastructure and Assets, Transportation and Development, and Streetlighting

- 4.14 The Roads service is currently reporting a break-even position as at Period 10, despite experiencing increased costs in relation to work by contractors and bitumen. However, these costs are being offset by recharge income that is generated when charging the work undertaken to either the relevant capital programme or other commissioning services' budget.
- 4.15 As previously reported, the current projected overspend within Infrastructure and Assets is as a result of reduced construction consent income, offset by a projected over-recovery in sales, fees and charges. Due to income generated in sales, fees and charges being demand-led, this is a difficult income stream to forecast. Like other operational areas within the service, this area is experiencing inflationary pressures, and this is reflected within the projected overspend position.
- 4.16 The current projected overspend within Transportation and Development in the main reflects an overspend in employee costs, which has been offset by an over-recovery of income relating to recharges to capital projects.
- 4.17 An overspend is projected in Streetlighting, predominantly on the repairs and maintenance of lighting columns, due to the increased cost of materials. It should be noted that there are a number of historical base budget issues within the service that have been identified, and the Finance team is working closely with the Environment, Housing & Infrastructure management team to try and address these within the current budgetary constraints within the 2024/2025 budget approved by Council.

5. Looking Forward

- 5.1 As set out in the report, the service has and will continue to seek to mitigate the financial pressures placed on staff, premises, transport, supplies and services budgets, through management action. There have been several actions taken during 2023/24 through this board that will support the financial position going forward, such as policy changes, charging mechanisms, additional budget allocation in 2024/25 budget and ongoing work to consider what support can be given to pay pressures, subject to the impact of the 2024/25 pay settlement.

Further work will be undertaken by services over the course of 2024/25 to seek further opportunities to support the budget and delivery of the Council's financial strategy. A

summary of the measures taken over the course of this financial year that will support the budget position for the board are detailed below.

- Parking Strategy: the first phase of Renfrewshire's Parking Strategy was implemented in February 2024, and the 2024/25 financial year will establish a new baseline of expected income. As part of the 2024/25 revenue budget, Council agreed to allocate £0.5m to this budget to support any recurring gap in expected income targets.
- Charges: new charges have been introduced or to reflect the cost of delivering discretionary services, such as bin swaps. These should stabilise demand and support existing delivery cost pressures.
- Budget 2024/25: the Council agreed to allocate additional funding as part of the 2024/25 revenue budget for Tree Management, Car Parking income, Waste Disposal contract inflation, Memorial Headstone Safety, Health and Safety Monitoring, and Streetlighting totalling £1.7m.
- Uplift on overtime budget: the service is analysing the drivers for spend, and the Finance team is considering the financial impact of this with a view to addressing the additional budget pressure that has become apparent as a result of the recent higher pay settlements.
- Impact of COVID-19 on Waste Services: As reported to board, the remainder of carried forward leave and the requirement to catch up on training requirements will no longer be a pressure for 2024/25 budget pressures and should result in a reduction in the staff requirement to work overtime within this service.
- Budget realignment: as part of ongoing budget monitoring, the Finance team has identified a number of recurring underspends, as well as the overspends highlighted in this report, and will work closely with the Heads of Service and Senior Managers to review and realign budgets where appropriate in order to mitigate some anticipated recurring variances.

5.2 The impact of inflation on Supplies and Services and pay rates will continue to be seen within the service budgets, as they are across the Council. The 2024/25 Revenue Estimates report to Council noted that service budgets are still under pressure, and that the Financial Sustainability Fund will be used to support overspend over the medium term.

Implications of this report

1. **Financial** – The projected outturn position for the Infrastructure, Land and Environment Revenue budget is an overspend of £3.321m.

The projected outturn position for the Infrastructure, Land and Environment Capital budget is a break-even position.

- 2. HR and Organisational Development**
None directly arising from this report.
- 3. Community/Council Planning**
None directly arising from this report.
- 4. Legal**
None directly arising from this report.
- 5. Property/Assets**
Capital projects result in lifecycle improvements and replacements to the roads and footways network, and vehicles.
- 6. Information Technology**
None directly arising from this report.
- 7. Equality and Human Rights**
None directly arising from this report.
- 8. Health and Safety**
None directly arising from this report.
- 9. Procurement**
None directly arising from this report.
- 10. Risk**
The potential risk that the Council will overspend its approved budgets for the year will be managed at a Council-wide level by the Chief Executive and Directors.
- 11. Privacy Impact**
None directly arising from this report.
- 12. Cosla Policy Position**
N/a.
- 13. Climate Risk**
None directly arising from this report.

List of Background Papers

None

Authors: Alastair MacArthur, Director of Finance & Resources and
Gordon McNeil, Director of Environment, Housing &
Infrastructure

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2023/24
1 April 2023 to 5 January 2024

POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT

Subjective Summary	Annual Budget at Period 8	Budget Adjustments	Revised Annual Budget at Period 10	Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	%	£000	£000
Employees	23,944	102	24,045	25,428	(1,383)	(5.8%)	(1,490)	107
Premises Related	1,226	1	1,227	1,470	(243)	(19.8%)	(242)	(1)
Transport Related	5,998	50	6,048	6,466	(418)	(6.9%)	(427)	9
Supplies and Services	13,138	(89)	13,049	15,022	(1,973)	(15.1%)	(1,726)	(247)
Third Party Payments	3,271	0	3,271	3,258	13	0.4%	13	(0)
Transfer Payments	114	50	164	164	(0)	0.0%	(56)	56
Support Services	35	15	50	50	0	0.0%	(15)	15
Depreciation and Impairment Losses	0	0	0	0	0	0.0%	0	0
GROSS EXPENDITURE	47,726	129	47,854	51,858	(4,004)	(8.4%)	(3,943)	(61)
Income	(15,241)	(351)	(15,592)	(16,275)	683	4.4%	783	(100)
NET EXPENDITURE	32,485	(222)	32,262	35,583	(3,321)	(10.3%)	(3,160)	(161)

Appendix 2

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2023/24
1 April 2023 to 5 January 2024

POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT

Objective Summary	Annual Budget at Period 8	Budget Adjustments	Revised Annual Budget at Period 10	Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	%		£000
Directorate and Service Co-ordination	1,366	0	1,366	1,342	24	1.8%	24	0
Refuse Collection	4,892	0	4,892	5,911	(1,019)	(20.8%)	(926)	(93)
Household Waste Recycling Centres	948	(2)	946	1,183	(237)	(25.1%)	(175)	(62)
Refuse Disposal	7,327	26	7,353	7,634	(281)	(3.8%)	(144)	(137)
Streetscene	7,305	2	7,307	7,373	(66)	(0.9%)	(43)	(23)
Sustainability and Place	432	(5)	427	468	(41)	(9.6%)	(41)	0
Fleet Services	(67)	50	(17)	277	(293)	(1777.8%)	(286)	(7)
Social Transport	1,596	(314)	1,282	1,233	49	3.8%	28	21
Roads Operations	3,065	0	3,065	3,066	(1)	0.0%	(73)	72
Infrastructure and Assets	1,734	33	1,767	1,974	(207)	(11.7%)	(207)	(0)
Transportation & Development	1,037	(39)	998	1,032	(34)	(3.4%)	(36)	2
Parking of Vehicles	(1,181)	(14)	(1,195)	(130)	(1,065)	(89.1%)	(1,127)	62
Street Lighting Maintenance Work	382	0	382	531	(149)	(38.9%)	(154)	5
Energy Management Unit	410	41	451	451	(0)	(0.1%)	0	(0)
Strathclyde Partnership for Transport	3,238	0	3,238	3,238	0	0.0%	0	0
Requisition								
Regulatory Services	0	0	0	0	0	0.0%	0	0
NET EXPENDITURE	32,485	(222)	32,262	35,583	(3,321)	(10.3%)	(3,160)	(161)



To: Infrastructure, Land and Environment Policy Board

On: 20 March 2024

Report by: Director of Environment, Housing & Infrastructure

Heading: Service Update Report

1. Summary

- 1.1 This report provides an overview of key service activities since the last Policy Board report on 24 January 2024 and an update on the services and key projects delivered during this period.
-

2. Recommendations

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

- 2.1 Approves the content of this report.
-

3. Background

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

Updates for Infrastructure, Land and Environment Policy Board

4. Climate Change

4.1 Energy Management

ECO4 Flex

- 4.1.1 ECO4 Flex will allow the Council to approve funding to Renfrewshire's private sector, fuel poor households that do not meet criteria for other schemes, as well as low-income households that are vulnerable to the effects of the cold. The scheme is part of the UK Government Energy Company Obligation and is managed by Ofgem.

- 4.1.2 The qualifying criteria for ECO-Flex, as set by Ofgem, is published on our website in a document called a Statement of Intent. Renfrewshire’s Statement of Intent can be found here: https://www.renfrewshire.gov.uk/media/15354/ECO4-flex-statement-of-intent/pdf/Renfrewshire_Council_Statement_of_Intent_for_ECO4_flex.pdf?m=1675687584337ECO-flex. ECO-flex, does not apply to Council Housing or Registered Social Landlords.
- 4.1.3 The energy efficiency measures being installed within Renfrewshire include: boilers, loft insulation, cavity wall insulation, air source heat pumps, solar panels, heating controls, first time central heating etc.

The table below highlights the savings ECO4 Flex has achieved to date based on annually recurring savings:

Financial Year	Value of Grant Funding Requested (£)	Total Annual CO2 Saving in Kg	Total Annual Cost Saving (£)
2023/24	£2,811,545	565,600	£181,870

4.2 Local Heat and Energy Efficiency Strategies (LHEES)

- 4.2.1 Renfrewshire Council’s Local Heat and Energy Efficiency Strategy was approved at this Board in January 2024. The Energy Team are currently working on the delivery model as part of phase 2 of the project.
- 4.2.2 Renfrewshire have been successful in obtaining funding for 5 feasibility studies to look at the potential for proposed heat networks. The areas of focus are Foxbar, Johnstone, Paisley West, Paisley East and the potential to extend the existing Energy Centre at the Advanced Manufacturing Innovation District Scotland (AMIDS). This takes the funding for District Heating feasibilities up to £250,000 through Zero Waste Scotland.

4.3 Winter Resilience Update

- 4.3.1 To the middle of March 2024, the Winter Maintenance programme has used a cumulative total of over 4,606 tonnes of salt gritting Renfrewshire roads, although the winter season has some time to go, this volume alludes to an average winter period. The service has continued to grit our primary and secondary network routes during this period. Grit bin stocks continue to be replenished as and when required.
- 4.3.2 Since 1 April 2023 to 5 March 2024, the service attended to 37,480 gullies with 85% of these cleaned on the first visit. This figure significantly improves upon previous years performance. Processes are in place where arrangements are made to re-visit those gullies that could not be accessed due to parked cars or where gullies require further investigation.
- 4.3.3 During the winter period, the service responded to a number of severe weather events which required the Roads and Neighbourhood Services teams to work together on a 24/7 basis to support communities during periods of severe weather.

5. Team Up to Clean Up

- 5.1.1 Team Up to Clean Up partners SEPA, Zero Waste Scotland and Keep Scotland Beautiful are delivering 5 events across Scotland to gather the views of communities in accordance with the new Scottish Litter & Flytipping Strategy. Renfrewshire House hosted the Renfrewshire Community Litter Workshop on 21 February. The event proved very popular, providing attendees an opportunity to share ideas, learn about behaviours and attitudes and what they can do to help.
- 5.1.2 Zero Waste Scotland has partnered with University College London Centre for Behaviour Change to investigate the complex causes of littering and flytipping behaviours. Renfrewshire responded to the survey issued which aims to generate a new approach to preventing items becoming litter/flytipping, and tackle behaviours through effective intervention.
- 5.1.3 The Big Spring Clean was launched on 1 March and is operating across March and April. Schools are registering their ongoing interest in delivering local litterpicks and/or receiving a school presentation. The Team is further working with local retail parks to encourage take up there, presenting a more attractive area for customers, so far Linwood fast food retailers have agreed to join the event.
- 5.1.4 Three further Wildflower Workshops will be delivered over the course of the Big Spring Clean, one in Elderslie, hosted by Evergreen Elderslie, one in Paisley at the West End Growing Ground Association (WEGGA) Sanctuary Gardens, and the final workshop in Renfrew at Broadloan, hosted by Renfrew Association of Growing Grounds (RAGG). Groups and individuals will be treated to a workshop then attend an onsite area for a demonstration.

5.2 Environmental Taskforce

- 5.2.1 The Environmental Taskforce continues to deliver intervention to reduce instances of flytipping. Key statistics for the most recent period are:

Action	2023 total	1 Jan – 29 Feb
Proactive visits to identified hotspot areas	2,258	506
Number of reports investigated	1,321	378
Tonnes of flytipping removed	436	48 tonnes
Number of sites secured to prevent further flytipping	11	1
Letters to private landowners re flytipping	85	7
Visits to businesses to ensure Waste Disposal Arrangements in place	126	17
Fixed Penalty Notices Issued	93	11

5.2.2 Using captured footage, the first £500 Fixed Penalty Notice was issued in January to a company, based out with the Authority, who flytipped in Paisley.

6. Fleet, Roads and Transportation

6.1 Fleet Services

6.1.1 As part of the Capital Vehicle replacement programme Roads services have procured a Multihog MH75 & Planer. This is an additional vehicle to the service that will perform a range of municipal duties including highways and winter maintenance. This vehicle is a common tool carrier for pothole, patching and pre surfacing patching applications. This machine maximises productivity, efficiency, and safety to reduce costs whilst improving permanent repair outputs. The service has also procured an additional roads gully vehicle, a highly developed, multifunction machine ideal for working on mainline sewers, gullies, and drains. Elsewhere in the Council there have been three electric vehicles ordered, bespoke vehicles for the Dog Wardens service, Community Meals services these will be delivered and added to operations in the next few weeks.

6.1.2 The Driver and Vehicle Standards Agency have recently carried out an in-depth desktop audit of the Councils fleet operations. This is the first audit the Council has had for many years. Local Authorities across Scotland are being audited at this current time. These audits are complex and include Vehicle Maintenance, Drivers Hours, Policies & Procedures and Operating Centres. The report concluded a “satisfactory” result with some minor opportunities for improvement, with no need for an onsite audit and inspection. This is a positive outcome for the Council and in particular the Fleet Management Compliance Team and the operational services that utilise heavy fleet. The risk rating on the Councils Risk register for Fleet Compliance and operator licence will be reviewed and lowered as a result of this outcome.

6.2 Roads & Transportation

6.2.1 Roads Capital Investment Programme

6.2.2 The service has concluded the roads and footway resurfacing programme for 2023/24.

6.2.3 The service is currently finalising the capital investment programme for 2024/2025, this revised programme will take cognisance of the capital budget taking the total Capital Investment to £5million in 2024/25, in addition to money carried over from 2023/24 where some schemes were delayed into 2024/25.

6.2.4 Recent Local Government Benchmarking Framework (LGBF) data has shown that there have been improvements in Renfrewshire’s roads across every road category in recent years and significantly better than the Scottish average, with road condition sitting in the top quartile for its condition in 3 of the 4 categories, as summarised below:

- A class roads – The percentage of roads requiring maintenance is 15.5% (2018 figure was 23.8%), against a Scottish average of 27.2%
- B class roads - The percentage of roads requiring maintenance is 19.2% (2018 figure was 26%), against a Scottish average of 31.5% ,
- C class roads - The percentage of roads requiring maintenance is 27% (2018 figure was 37.5%), against a Scottish average of 32.7, and

- Unclassified roads - The percentage of roads requiring maintenance is 30.1% (2018 figure was 35.1%), against a Scottish average of 36.4%,

6.2.5 In addition to the capital investment programme the service continues to perform to a high standard in relation to reactive roads maintenance, with the pothole performance of the year being 96% of potholes being responded to within the time period specified by their classification. During the winter period, the service expects to receive a higher than average number of potholes and where necessary due to traffic sensitive locations or emergencies will carry out a temporary repair. This temporary repair is then scheduled for a permanent repair to allow planning for appropriate traffic management arrangements.

6.3 Active Travel & Infrastructure Improvement Update

6.3.1 The next phase of the Paisley to Renfrew active travel route including upgraded shared footways with new lighting columns at Wright Street from the new housing development to business units towards White Cart Water will start in May. Pedestrian crossings at Gilmour Street and Niddry Street to Toucan crossings will commence in April 2024.

6.3.2 An application for a new active travel route around Inchinnan Business Park has been submitted to Active Travel Infrastructure Fund in February 2024. This £1.1 Million project, if approved, will link with the segregated shared active travel route on Barnsford Road to Inchinnan Drive due for completion in May 2024 and the existing active travel route at Inchinnan Road. This is an important element in the Council's active travel network and will connect to existing routes around Glasgow Airport. In addition, City Deal Teams re-applied for AIMDS South Gallowhill link to existing Paisley to Renfrew active travel route.

6.3.3 Transport Scotland's Bus Partnership Fund has been removed in 2024/2025 with no guarantees that this will be re-instated in future years. This means planned improvements at two Paisley town centre junctions (Glasgow Road, Mill Street, Gauze Street and Inle Street; and Gauze Street, Cotton Street and Lawn Street) will not be progressed. We would like to thank everyone who took the time to provide feedback and share their views during the stakeholder engagement period. Our transportation team is considering the specific feedback in detail in case there are any future improvements which can be brought forward for detailed consideration and engagement as part of our wider strategic transport and travel planning. This does not impact on work to upgrade the traffic signals introducing bus prioritisation technology on Glasgow Road at the junctions with Lacy Street, Penilee Road and Hawkhead Road. This work is fully funded through the Bus Partnership and is currently underway, being completed by Spring 2024.

6.3.4 SPT Capital Programme in 2024/2025 has been reduced to zero from the annual £1.2 Million capital funding provided for New Pedestrian Crossings, traffic signal upgrades, bus boarder kerb installations. Officers are currently reviewing what options exist in order to deliver some of these areas during 2024/25.

6.3.5 Construction of a replacement Plymuir Bridge in Gleniffer Braes Paisley was completed on 8th March 2024. This brings the last council-owned bridge up to national requirement of being able to carry 40 tonnes.

6.3.6 The construction phase for a bus turning circle at Linburn Road in Erskine started in February 2024. The initial phase of public utility diversionary works include working with BT Openreach, Virgin Media and SGN then requires tying into the Contractors submitted schedule. The recent announcement that the SPT Capital Programme in 2024/2025 has been reduced to zero has placed the continued construction phase at

risk. Officers are working with SPT to determine what funding options exist to deliver this project during 2024/25.

- 6.3.7 Consultants continue to analyse data from survey locations that may be suitable for exemption from the Pavement Parking Ban. The exemption traffic regulation order will then be prepared for consultation. Elected Members, emergency services and community councils will be consulted in the first stage of the consultation process before the second stage wider public consultation. Objections permitting, the ban will become enforceable in November 2024.

7. Neighbourhood Services (formerly Streetscene Services)

7.1 Play Parks/ Parks

- 7.1.1 Refurbishment of Howwood Park Toddler / Junior, Houston Public Park and Inchinnan Playing Field play areas is now complete.
- 7.1.2 Installation of the next 6 play areas to be renewed through Capital and Scottish Government grant will commence from mid-March. These are Miller Street, Johnstone; Anne Avenue, Renfrew; Netherhill Road, Paisley; Victory Gardens, Renfrew, Tannahill Crescent, Johnstone and Urquhart Crescent, Renfrew.
- 7.1.3 The Lawn Tennis Association (LTA) funded project to upgrade the tennis courts at 3 locations in Renfrewshire, is nearing completion. The sites are Brodie Park, Paisley, Robertson Park, Renfrew and Park Road, Johnstone. Courts at all 3 locations will be painted at the earliest opportunity from early April, however, the weather needs to be mild and dry to allow completion.

7.2 Grass Cutting

- 7.2.1 The recruitment of the seasonal workforce for the grass season is complete, cutting will commence at the beginning of April, with preparatory works starting mid-March, these will include strimming, edging, tidying any grassed areas before cutting and training and induction for the workforce.

7.3 Clyde Muirshiel

- 7.3.1 Regional Park staff deliver many recreational, conservation and health and wellbeing services to benefit the environment, visitors, and locals alike.
- 7.3.2 Winter maintenance activities are nearing completion, public consultation for Parkhill Wood on the next Woods In and Around Town (WIAT) application is progressing.
- 7.3.3 'Dark Sky' evenings, hosted with Coats Observatory staff at either Castle Semple or Clyde Muirshiel Country Park have been very popular, selling out within 24 hrs of being advertised.
- 7.3.4 With Easter being early in 2024, summer opening hours for retail and catering activities begin at both Country Parks on Fri 29 March. The Outdoor Activities team are already busy with primarily school bookings.

7.4 Monuments, Statues & Memorials

- 7.4.1 Neighbourhood Services have commissioned a conservation specialist to survey and provide condition reports for 14 key monuments and memorials in Renfrewshire. We have prioritised the war memorials due to more than one of them being in their centenary year. The Paisley Cenotaph was surveyed on 23rd February and a

comprehensive condition report was produced, the Johnstone War Memorial in Houston Square was given a specialist wash last month and is also on the list to be surveyed as it approaches its centenary in May this year. The John Forbes Orr and Robert Allan Drinking Fountain are also due to be surveyed as part of initial surveys.

8. Recycling Performance and Waste Collection

- 8.1 The Scottish Government has set the ambitious targets to recycle 70% of all waste, with a maximum of 5% going to landfill by 2025.
- 8.2 Waste policy continues to evolve with a national route map being developed identifying major policy interventions which drive forward zero waste and deliver a circular economy.
- 8.3 Locally, we are working towards Renfrewshire being net zero by 2030 and part of this will be achieved through a zero-waste society, maximising reuse, recycling and recovery of resources.
- 8.4 Our recycling rate in Renfrewshire continues to improve, and is just under 54%, placing us in the top eight councils in Scotland, while in 2022, 2.3% of waste was landfilled. Our ability to reduce the amount being landfilled results from investment in an energy-to-waste facility.
- 8.5 A recent waste composition analysis of grey bin waste in Renfrewshire carried out by Zero Waste Scotland over 2022 to 2023 found 61% of material should have been recycled or disposed of elsewhere. Of this, 33% was food waste, 15% plastic, cans, and glass, 6% paper and card, 6% should have been disposed of at a Household Waste Recycling Centre and 1% was garden waste.
- 8.6 Analysis of food waste in Renfrewshire found just 19% is being recycled in the correct bin, with 74% being put in the grey general waste bin and 7% in the wrong recycling bin.
- 8.7 Our waste team has applied for capital funding from the Scottish Government Recycling Improvement Fund which is managed by Zero Waste Scotland.
- 8.8 This is to fund a package of measures which will enable us to greatly improve our recycling performance in Renfrewshire and address local challenges including the need for better recycling infrastructure at flats and high-rise properties and extending the full range of recycling facilities to all Renfrewshire homes. It will also include the procurement of a route optimisation and collection management system to improve the consistency, reliability and overall quality of the household waste collection service, while maximising operational efficiency. This will be beneficial when scheduling collections by reducing the number of miles covered while collecting these waste streams, having a positive impact through lower carbon emissions and reduced operating costs.
- 8.9 We expect to hear the outcome of this funding bid in May and will bring back a detailed report to a future board for consideration.
- 8.10 Separate to the Recycling Improvement Fund bid, a review of our waste collection arrangements has identified opportunities to simplify the process, support greater participation in recycling, tackle contamination of waste and reduce the carbon emissions from our waste collection vehicles.



- 8.11 Currently we collect different colour waste and recycling bins on the same day across multiple routes.
- 8.12 A project is being developed whereby all households would have the same recycling bin collected on the same day, following the pattern:
- Week 1 - Blue bin
- Week 2 - Brown bin
- Week 3 – Green bin
- Week 4 – Brown bin
- 8.13 The grey general waste bin would be moved to a separate collection day, with the collection frequencies of each bin remaining the same.
- 8.14 The service is looking to introduce this approach as part of an initial first phase to households who currently have a Saturday bin collection.
- 8.15 During this phase, recycling bins would continue to be collected on a Saturday and general waste bins would be collected on a Wednesday.
- 8.16 Specific details and timings of the initial phase are currently being developed and further information will come forward as to implementation. Householders who require assisted collections or additional collections will continue to receive this.
- 8.17 Outcomes will be reported to the Infrastructure, Land and Environment Policy Board informing consideration of its potential wider rollout.

9. #YouDecide

- 9.1 Seventeen #YouDecide projects are now complete. Most recently a new path to allow accessible provision to Helicopter Park, Houston and an upgrade to the path running through Station Road Park, Langbank. A programme of 14 lighting projects will commence from March 2024 onwards along with the 4 play area upgrades and 3 outdoor gyms. Work has started on visualisation concepts for improvements to roundabouts at the entrances to Bishopton, Kilbarchan and Renfrew. These should be ready for public consultation between March and May 2024.
- 9.2 Design work has started on the wheeled sports areas for Kintyre Park, Linwood and Moss Road Park, Bridge of Weir. Speed signs will be installed at Main Road Elderslie and Bridge of Weir Road Brookfield by the end of May 2024. Dialogue regarding seating improvements for Renfrew Town Centre is ongoing with Community Council and installation is anticipated for summer 2024. Work to improve paths and signage in Gleniffer country park is in progress as is information and interpretation boards for the villages of Inchinnan and Kilbarchan.

Implications of the Report

- 1. Financial** – Any financial elements referenced in this report will be progressed through the Council's financial & budget planning process.
- 2. HR & Organisational Development** – None.

3. **Community/Council Planning** – The report details a range of activities which reflect local community and council planning themes.
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
13. **Climate Change** – there are a range of actions and activities throughout the Service Update Report which support the Council's Plan for Net Zero.

List of Background Papers: None

Author: Gordon McNeil, Director of Environment, Housing & Infrastructure



To: Infrastructure, Land and Environment Policy Board

On: 20 March 2024

Report by: Director of Environment, Housing and Infrastructure

Heading: Electric Vehicle Charging Infrastructure (EVCI) - Regional Collaboration

1. Summary

- 1.1. This report provides the Infrastructure, Land Environment Policy Board with an update on work undertaken to develop a collaborative approach to expanding the public electric vehicle charging infrastructure network across the 8 local authorities of Glasgow City Region and seeks approval for the next steps required to progress towards a commercial delivery arrangement.
 - 1.2. A version of this report is being submitted to each of the 8 local authorities in the region to secure local approval for the proposed approach of this project.
-

2. Recommendations

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

- 2.1 Notes the content of the report and the collaborative work undertaken to date;
 - 2.2 Approves the participation of the Council in a collaborative procurement to engage a commercial partner through a partnership with all 8 local authorities in Glasgow City Region, to deliver the benefits set out in the report (Section 3)
 - 2.3 Notes the detail at section 7.2 regarding the proposed cessation of Chargeplace Scotland by the end of 2025 and the Council will have to have alternative arrangements in place for back-office systems regardless of the delivery model agreed
 - 2.4 Agrees in principle to entering into an Inter Authority Agreement (IAA) among the 8 local authorities, and delegate the subsequent procurement and commercial decisions relating to the commencement and conclusion of the procurement process to the Director of Environment, Housing and Infrastructure, in line with the approach set out in the report (Section 7); and,
 - 2.5 Instructs officers to provide update reports on the progress of the work to the Infrastructure, Land and Environment Policy Board as required throughout the development of the project.
-

3. Background

- 3.1 This section summarises the work that has been undertaken to date to support the expansion of the EVCI network across Renfrewshire and the other 7 local authorities in Glasgow City Region.
- 3.2 In January 2022, the Scottish Government launched the [Electric Vehicle Infrastructure Fund](#) (EVIF) with the objective of unlocking private sector investment to expand the publicly accessible charging network on local authority land and assets.
- 3.3 Transport Scotland has engaged the Scottish Futures Trust to support local authorities in the development of their EVCI strategies and is also actively encouraging local authorities to collaborate in their strategy and delivery activity to expand the charging network.
- 3.4 At the outset it was agreed that a regional approach to this issue would be advantageous to all local authorities in order to secure maximum return but also to provide the widest possible coverage of EV infrastructure across the region.
- 3.5 In December 2021, Renfrewshire and the 7 other local authorities agreed to progress an initial report into current electric vehicle charging provision, tariffs, and forecast future needs of the authorities, jointly funded using the EVIF allocations for each local authority. The report was concluded in June 2022.
- 3.6 Further to the initial report, Renfrewshire and the 7 other local authorities engaged consultants on behalf of the local authorities to develop more detailed *Strategy and Expansion Plans* (SEP).
- 3.7 Building upon the SEP, the GCR Electric Vehicle Senior Officers' Group ('the Senior Officers' Group') was established, chaired by South Lanarkshire Council, and with senior officer representation from each of the 8 GCR member authorities (MA's).
- 3.8 The Senior Officers' Group oversaw a Prior Information Notice (PIN), published in June 2023, to engage with the Charge Point Operators (CPOs), explore market appetite and inform GCR's approach to the expansion of EVCI. There was significant private sector interest with 33 responses received and a clear preference expressed by most CPOs to engage collaboratively with all 8 GCR local authorities as part of a planned and strategic approach.
- 3.9 In August 2023, GCR Cabinet agreed that a collaboration between the local authorities to expand the EVCI network should be based upon a [clear set of agreed principles](#):
- i. To deliver a just transition, we must **ensure equitable access to electric vehicle charging infrastructure**, with a clear recognition of geographical characteristics and the different solutions that may be applicable.
 - ii. Ensure that all **residents are able to access electric vehicle charge points close to their home**.
 - iii. Align with the priorities of the Sustainable Travel hierarchy to **ensure that public transport, walking, wheeling and cycling options are prioritised** wherever possible.
 - iv. **Collaborate across the GCR member authorities** to identify cost savings and ways to deliver a high standard of customer experience.
 - v. Work together to **identify and overcome grid capacity issues**.
 - vi. **Identify opportunities to develop joint public and fleet EVCI projects**, and where there are opportunities to align with HGV, hydrogen refuelling and the introduction of rapid and ultra-rapid charging stations.

- 3.10 Further commercial and financial analysis was undertaken during the summer of 2023, to more fully understand the risks and opportunities of the different commercial arrangements that local authorities could use to expand EVCI. On 7 November 2023, the Cabinet was advised of the conclusion of this stage of the work with a preferred approach to progress through a continued collaboration among the 8 local authorities on the basis of a concessionary-type commercial model.

4. Objectives and Benefits of GCR Collaboration

- 4.1 The work to date indicates clear advantages of progressing with the expansion of the public EVCI network as a collaboration of GCR's 8 local authorities.

- 4.2 Collaborating to expand the EVCI infrastructure offers a range of benefits for the local authorities' wider policy objectives and these are described in the following paragraphs.

4.3 Leveraging Private Sector Investment

Proceeding with a collaborative concession type contract provides the opportunity to maximise the amount of private sector investment to pay for the majority or totality of the new EVCI. The PIN exercise (see 3.8 above) indicated an appetite from a number of chargepoint operators to fully fund the expansion of the network, with none of the capital costs being provided by the local authorities (this was dependent on other contract conditions, such as the contract term).

- 4.4 The additional chargepoints forecast in the Strategy and Expansion Plan indicated a total capital cost of £71 million across the City Region. **It will be an objective to develop a proposal that can be fully funded by the commercial partner with no requirement upon the local authorities to fund the infrastructure costs.** There will be an amount of capital grant available from the EVIF to assist in the delivery. The amount has not yet been agreed by Transport Scotland.

- 4.5 From a Renfrewshire perspective, should we wish to go out alone on a Renfrewshire only basis, the indicative capital costs are estimated to be in the region of £10million at 2023 prices, this figure will only increase and any future model should deliver the best return for the area.

4.6 Financial & Commercial Risks

A concession-type commercial arrangement **would allow the local authorities to transfer the potentially significant commercial, financial, technical, and regulatory risks** to a commercial partner. It is proposed that a private sector partner would be invited to take on the operation, maintenance, and ownership of the existing network of 600 (approx.) local authority owned chargepoints in GCR, as well as providing the investment required to significantly expand the number and location of chargepoints equitably across the City Region.

4.7 Generating an Income Stream

Allowing a commercial partner to operate EVCI on local authority land and assets has the potential to generate an income stream for the GCR local authorities. This could be through a variety of different arrangements – e.g. income share, revenue share, a rental fee, or a combination. The amount and type of income stream will be influenced by the broader commercial arrangements of a contract, such as the contract term and where the risks and responsibilities are assigned between the local authorities and private partners.

4.8 Economies of Scale and Reduced Duplication of Effort

While the objective of this project is to expand the EVCI network at no/minimal cost to the local authorities, collaboration offers significant economies of scale and financial savings during the developmental and delivery phases. The cost of technical consultancy support, procurement, and programme management will be shared among the 8 local authorities. Discussions between the PMO and consultants during initial soft market testing prior to going to the market indicate that this saving could be in the region of £500,000 across the authorities.

4.9 There will be other, currently unquantified, savings in an arrangement where one lead local authority, acting on behalf of all 8, enters into a contract with a commercial partner, avoiding the need for 8 individual procurement and contracting exercises and the costs associated with this. It is also proposed the long-term contract management arrangements could be undertaken by a central team, with the ongoing costs of this met through the pooling of an element of the local authority income stream generated by the contract.

4.10 Again, from a Renfrewshire perspective, should we wish to pursue this agenda on our own, the level of resource required for procurement and contract management would all need to be put in place and all associated risk coming to Renfrewshire alone.

4.11 **Ensuing All Communities Can Access the Chargepoint Network**

Through collaboration we can take a strategic approach to locating EVCI. CPOs will be able to make commercial decisions looking across a much larger number of chargers and will be able to balance high usage sites against lower usage areas. The scale of a GCR collaboration will enable private investment in the network where individual local authority initiatives on their own may be too small to be commercially attractive.

4.12 Taking a package of sites across all local authority areas to the market will also avoid a situation where local authorities are going individually and competing for CPOs – a situation where GCR local authorities were competing to secure engagement with CPOs would disadvantage those areas seen as less attractive and wouldn't meet the objective of making EV chargers available to all, especially more disadvantaged communities within the City Region. Taking a GCR collaborative approach will allow GCR to go to the market at scale, giving a stronger voice in the sequencing of installation and the locations in which chargers are sited, ensuring that no communities are neglected.

4.13 **Community and Supply Chain Benefits**

Responses to the PIN, issued in June 2023, indicated that given the scale and commercial attractiveness of a GCR collaboration, some CPOs were explicit in their intention to work with local supply chains during the installation and the ongoing maintenance of such a large EVCI network. These opportunities will be explored during the procurement process. As with all major contracts, there will be a requirement for the inclusion of community benefit clauses in the tender and procurement process.

5 Potential Shape of a GCR EVCI Collaboration

5.1 In early January 2024, the Scottish Futures Trust (SFT) and officers from GCR Programme Management Office undertook a series of workshops with officers from each of the eight local authorities. The workshops were structured around discussion of key issues relating to potential:

- commercial arrangements with a private sector partner;
- joint working arrangements between the local authorities; and

- procurement options and routes to market.
- 5.2 A number of the key technical aspects of a future commercial arrangement with the private sector were discussed at the workshops, providing a firm basis to develop joint tender documents that would be used in the procurement process to identify a private partner.
- 5.3 The total number of residential, destination, and journey chargepoints that were forecast in the GCR SEP are set out in the table below and broken down by local authority.

	Residential AC (7kW)	Destination AC (7 – 22kW)	Journey - Rapid DC (50kW +)
East Dunbartonshire	105	66	17
East Renfrewshire	143	122	29
Glasgow City	1,317	207	53
Inverclyde	172	93	36
North Lanarkshire	481	276	34
Renfrewshire	405	258	51
South Lanarkshire	467	242	33
West Dunbartonshire	141	81	9
GCR Totals	3,231	1,345	262

- 5.4 Following discussions among the MAs, SFT and Transport Scotland, and informed by the consultation with the market through the PIN issued in June 2023, the proposed approach discussed with the EV Senior Officers' Group and the GCR Chief Executives' Group, is **to split the total number of forecast chargepoints into a series of lots**. This pragmatic approach will help to align EVCI installation with the capacity of the market and of local authorities to deliver across the proposed sites.
- 5.5 The proposed approach, based on discussions with officers from the local authorities, is that the first lot of chargepoints should include:
- all existing EVCI (approximately 600);
 - all destination AC (7-22kW) chargepoints (approximately 1,345);
 - all rapid DC (50kW) chargepoints (approximately 262); and,
 - 20-25% of the forecast residential chargepoints (approximately 650-800).
- 5.6 In addition, it is also proposed that the first lot will also include sites where there is the opportunity to install Ultra Rapid Charging (100kW to 350kW). The SEP identified potential sites that met a set of basic criteria where they may be attractive as ultra-rapid charging stations. Further work will be required to identify which of these sites can be progressed.
- 5.7 The exact number of EVCI locations and chargepoints will be determined during the site selection process. Each local authority will require to undertake their own analysis about the suitability of the proposed locations for EVIF included in the SEP and to provide a list of sites within their area to be included in the package that is offered to a commercial partner. Each local authority will also be asked to prioritise these sites.
- 5.8 It is anticipated that subsequent lots will be weighted towards the remaining residential charging infrastructure, and any additional journey and destination sites that are identified. During the development of the procurement documents a strategy for bringing future lots to the market will also be considered.

6 Joint Working and Procurement Options

- 6.1 The feedback from the officer workshops demonstrated support for a collaboration across GCR through the planning, procurement and delivery stages. There was also a recognition of the need to put in place an Inter-Authority Agreement to facilitate this collaboration.
- 6.2 There was a consensus view expressed in the workshops that one local authority should contract with a commercial partner on behalf of all 8 MAs, with a preference for a single procurement, rather than establishing a framework for MAs to draw down from.

7 Draft Timeline

- 7.1 If the approach to progress the collaboration is approved by Infrastructure, Land and Environment Policy Board then the GCR PMO will work with the EV Senior Officers' Group to monitor the operational timeline for delivery of the project. Current key dates are set out below:

Action/Milestone	Estimated Date/Timescale
Finalise EVIF arrangements for consultancy support	February 2024
Engage Consultancy Support for the Procurement Stage	February to April 2024
Secure Local Authority Agreements to Collaborate on EV	March to May 2024
Appoint Consultants to Support Development of Tender and GCR Proposal	May/June 2024
Preparation of Tender Documents	June to November 2024
Commence Procurement	December 2024/January to April 2025
Evaluation of Tenders	May to June 2025
Contract Awarded to CPO	July to August 2025
Charge Place Scotland Transition Network Planning & Mobilisation	September to December 2025
New Chargepoint Installations	January 2026 onwards

- 7.2 The most pressing issue is Transport Scotland's decision not to renew the Charge Place Scotland (CPS) contract. This will require all local authorities (and other chargepoint owners currently using the CPS system) to put in place an alternative arrangement for the back-office and maintenance of their chargepoints before December 2025. GCR's ambition is to have these 600 (approx.) existing chargepoints included within the scope of the first lot, however there is a significant risk that the timing of this new arrangement being in place will fail to align with TS's ending of the Charge Place Scotland service. The GCR PMO is liaising closely with TS to identify potential mitigations for this risk.

8. Governance and Support arrangements

- 8.1 A collaboration of the 8 GCR local authorities will require a clear governance and decision-making process. In addition to endorsement by the Glasgow City Region Cabinet, the key decisions will require the approval through the relevant local governance structures of each of the 8 authorities.
- 8.2 The collaboration will also require an Inter Authority Agreement to be put in place and signed off by all 8 GCR local authorities. In order to allow the project to meet the proposed timeline set out above, this report proposes that:
- the approval of the Inter Authority Agreement;
 - issuing of the tender documents; and,

- approval of the preferred bidder and agreement to enter into a contract;

is delegated by the Infrastructure, Land and Environment Policy Board to the Director of Environment, Housing and Infrastructure on behalf of Renfrewshire Council.

- 8.3 All 8 local authorities will require to approve the proposed approach through their own local governance structures prior to any contract being entered into. A longer-term agreement between the 8 GCR local authorities will be finalised at the point of entering into a contract with a commercial partner – this will include the ongoing contract management arrangements.
- 8.4 In order to support the development of the tender documents, site selection process, and development of the GCR EVCI proposal, Glasgow City Region PMO will continue to provide support to the EV Senior Officers' Group. Expert technical consultancy support will be engaged by the GCR PMO and funded by contributions from each local authority through their allocations from Transport Scotland's EVIF.
- 8.5 To ensure each local authority is engaged in the development process and able to influence the development of the tender, officer support groups will be established to provide expert advice and to update their own organisations as required. In addition to the existing EV Senior Officers' Group, it would also require groups with a focus on legal, procurement, and technical aspects.

9. Next Steps

- 9.1 The next steps that will be progressed if the recommendations to this report are approved:
- i. Finalise an Inter Authority Agreement among the 8 local authorities with sign off delegated to the Director of Environment, Housing and Infrastructure;
 - ii. GCR PMO will secure expert external consultancy support to draft the tender and technical documents, and oversee the site selection process;
 - iii. Put in place a procurement strategy to go to the market to identify a commercial partner;
 - iv. Undertake a site selection process with each local authority to identify their preferred sites for the location of EVCI;
 - v. Commence a procurement process with Glasgow City Council, on behalf of the 8 local authorities, acting as the Lead Authority for the procurement stage; and,
 - vi. Evaluate the responses to the tender and recommend appointment of a commercial partner.

10. Financial and Revenue Implications

- 10.1 The intention is to utilise Transport Scotland's EVIF to meet the costs of the development of the GCR proposal, development of the procurement documents, specialist external legal advice, and other costs associated with the development of the collaboration. Each local authority will contribute a portion of their grant award which will be pooled by the GCR PMO who will engage the required consultancy and advice services on behalf of the 8 local authorities as required.
- 10.2 The overarching aim of the approach set out in this report is to leverage private sector investment so that no/or minimal capital investment is required from the local authorities to deliver the expansion in EVCI. On this basis there is not anticipated to be any requirement for capital investment.

- 10.3 It is anticipated that the long-term contract management of the commercial arrangement will be met by the collective income stream that is generated. It is suggested that the income stream from a commercial partner is pooled to meet the central contract management costs, with the surplus income then being distributed among the local authorities based upon an agreed formula.
- 10.4 Overall, there should be no cost to Renfrewshire Council and the other local authorities from this proposed approach. However, this will depend on the market appetite to engage with GCR and can only be confirmed on conclusion of the procurement process. The funding to provide the resource required to deliver the procurement exercise is all being met from Transport Scotland's EVIF fund.

11. Legal Implications

- 11.1 The main legal requirement will be the establishment of an Inter Authority Agreement that allows one local authority to act as lead in the process to procure and contract with a commercial partner on behalf of the other 8 authorities.
- 11.2 There will be a requirement for expert external legal advice to support the development of the GCR proposal and this will be engaged by the GCR PMO.
- 11.3 A legal support group, consisting of solicitors from each of the 8 local authorities, will be established to support the development of the project.

Implications of the Report

1. **Financial** – At the current time, the financial implications are unknown, although the preferred model is for the Council to incur no capital or revenue expenditure costs and to generate revenue as a result of the preferred model.
2. **HR & Organisational Development** – *None*
3. **Community/Council Planning** –
 - *Our Renfrewshire is thriving – providing access to charging facilities for electric vehicles across all communities will ensure no communities are left behind.*
4. **Legal** – *early engagement has been carried out with officers in Legal Services to identify any potential risks with the various models under consideration and this will continue throughout the procurement process.*
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 for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – *None.*
9. **Procurement** – *early engagement has been carried out with officers in Procurement to identify any potential risks with the various models under consideration and this will continue throughout the procurement process.*

10. **Risk** – *Detail of associated risks will be worked through with the Council’s Risk Manager when details of potential preferred models become available.*
11. **Privacy Impact** - *None*
12. **COSLA Policy Position** – *None.*
13. **Climate Risk** – *The proposed expansion of EV infrastructure across Renfrewshire and the wider City Region complements the overall aims of the Council’s Ren Zero plan.*

List of Background Papers

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To: Infrastructure, Land and Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Renfrewshire Allotments Annual Report 2023

1. Summary

- 1.1 The purpose of this report is to advise the Infrastructure, Land and Environment Board of the Council's Allotments Annual Report for 2023. The report has been prepared in accordance with the Council's statutory duties under Section 121 of the Community Empowerment (Scotland) Act 2015.
-

2. Recommendations

- 2.1 It is recommended that the Board:
- (i) Approves the Renfrewshire Annual Allotments Report 2023
 - (ii) Notes that, subject to Board approval, the report will be published on the Renfrewshire Council website in accordance with statutory requirements.
-

3. Background

- 3.1. The Community Empowerment (Scotland) Act 2015 (Part 9) relates to allotments and encourages local authorities to support the development of allotments and community growing spaces, recognising their contribution to health and well-being, sustainable local food production and community empowerment.
- 3.2. The Council has a statutory duty to provide allotments under the provisions of the Act and a number of associated duties, including the requirement for the publication of an annual allotments report. The report for 2022 was approved by the Board on 15 March 2022.
-

4. Renfrewshire Annual Allotment Report 2023

- 4.1. The report provides a summary of allotment provision in Renfrewshire over 2023, in accordance with the specific measures set out in Section 121 of the Community Empowerment (Scotland) Act 2015.
- 4.2. The Act requires the Council to establish and maintain a list of all persons who request an allotment. Renfrewshire Council has seven Allotment/Growing Ground Associations who lease and occupy Council land as set out in the table below. The sites had a total of 381 individual growing plots and 124 people awaiting allocation of an allotment or growing plot as reported by the seven relevant growing groups in December 2023.

Table 1 Renfrewshire allotment sites and associations

Allotment Site	Association
Brediland Allotments, Paisley	Brediland Allotments Association
Grow in Glenburn, Glenfield Road, Paisley	Grow in Glenburn
West End Allotments, Paisley	Paisley West End Allotments Association
Sanctuary Gardens, Paisley	West End Growing Grounds Association
Broadloan Gardens, Renfrew	Renfrew Association of Growers & Gardeners
Erskine Community Allotments	Erskine Community Allotments Association
Darkwood Crescent, Ferguslie Park, Paisley	Darkwood Crew

- 4.3. The number of those awaiting allotments has risen by 1 since the end of 2022 but the total remains below the statutory 50% ratio between waiting lists and plot numbers across Renfrewshire which would require the Council to consider additional allotment provision under Section 112 of the Act. Officers continue to engage with local communities regarding localised imbalances between supply and demand where these have been identified.
- 4.4. Continuing progress has been made in addressing the Council's additional statutory duties under the Act during 2023. This has included supporting the development and delivery of new growing initiatives, identifying opportunities for new groups, encouraging existing groups to promote community food growing and seeking new occupiers for recently vacated growing sites.
- 4.5. In particular the report highlights good progress in respect of new growing provision and the support of new groups, with outcomes including:-

- A new 20 bed growing space at Ferguslie Park, Paisley supporting the ambitions of local organisation Darkwood Crew and delivering a key action from the 'Making of Ferguslie', a community led place plan for the neighbourhood. The new space was funded by the Scottish Government's Place Based Investment Programme;
- Approval of a Community Asset Transfer of the previously unused Linwood Community Garden to Linwood Community Council, supporting reuse of the site by local residents;
- Supporting Erskine Community Allotments to progress a Community Asset Transfer of their existing allotment grounds and to consider the creation of an extension to the site, providing for additional provision;
- Discussions with a number of community growing groups to consider the development of proposals for additional or new growing provision at Johnstone, Renfrew and Paisley, with the potential for further work based around community support.

4.6 The Council will continue to support local Allotment and Growing Ground Associations in the delivery of growing opportunities through the Renfrewshire Growing Grounds Forum and annual updates will be reported to the Board as appropriate, in accordance with statutory requirements.

Implications of the Report

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

Creating a sustainable Renfrewshire for all to enjoy – The Annual Allotments Report 2023 sets out how the Council is progressing statutory duties in relation to allotments, supporting opportunities for local food growing, developing our outdoor spaces and contributing to healthier lifestyles.

4. **Legal** – None.
5. **Property/Assets** – None.
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.
13. **Climate Risk** - Community food growing contributes positively to Renfrewshire Council's Plan for Net Zero, particularly through lower levels of CO₂ emissions because of reduced "food miles".

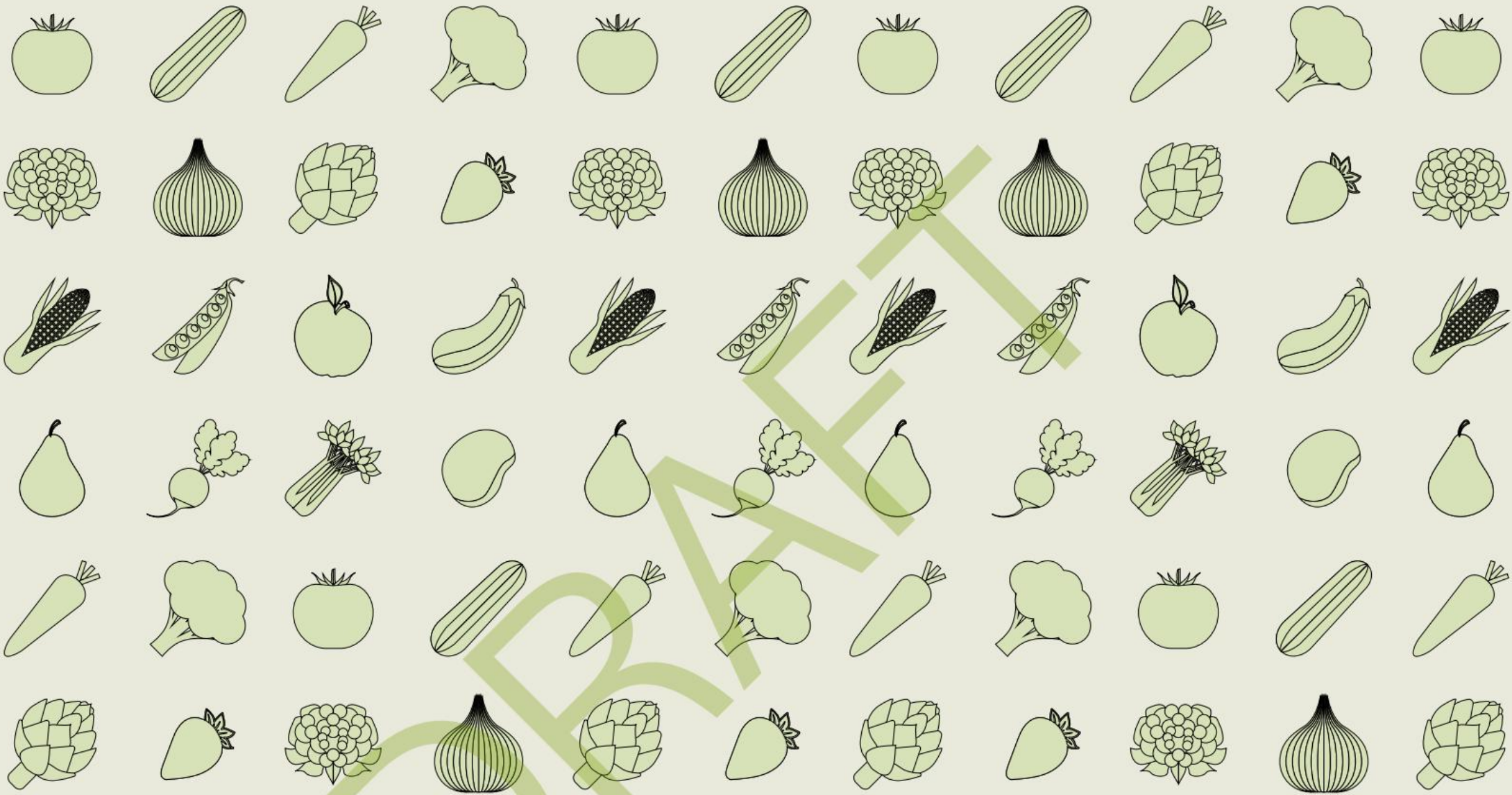
Appendices

1. Renfrewshire Annual Allotments Report 2023

List of Background Papers

- (a) Communities, Housing and Planning Board 20 January 2020 - Renfrewshire Food Growing Strategy 2020-25
- (b) Infrastructure, Land and Environment Board 15 March 2022 – Allotments Annual Report 2022

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Renfrewshire Council
Allotments Annual Report 2023





Contents

- Introduction 3
- Provision of Allotments in Renfrewshire 4
- The Renfrewshire Food Growing Strategy 2020-25 5
- Annual Reporting Measures 6
- Renfrewshire Growing Grounds Forum – 2023 Activities 7
- Funding for Community Projects 8
- Summary of Key Issues 9
- APPENDIX 1 10
- APPENDIX 2 13

Introduction

Part 9 of the Community Empowerment (Scotland) Act 2015, covering provisions relating to allotments, came into force on 1 April 2018. The Act encourages Local Authorities to support the development of allotments and community growing spaces, recognising their contribution to health and well-being, environmental sustainability, and community empowerment.

The Council has a statutory duty to provide allotments under the provisions of the Act and a number of associated duties which have required the introduction of new procedures to ensure compliance with the legislation. This includes a requirement for the Council to prepare and publish an annual allotments report for Renfrewshire.



Provision of Allotments in Renfrewshire

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

The Act allows allotments to be 250 m² in size, but also allows the flexibility to provide varied plot sizes to reflect local demand.

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

Allotment Site	Association
Brediland Allotments, Paisley	Brediland Allotments Association
Grow in Glenburn, Glenfield Road, Paisley	Grow in Glenburn
West End Allotments, Paisley	West End Allotments Association
Sanctuary Gardens, Paisley	West End Growing Grounds Association
Broadloan Gardens, Renfrew	Renfrew Association of Growers & Gardeners
Erskine Community Allotments, Erskine	Erskine Community Allotments Association
Darkwood Crescent, Ferguslie Park, Paisley	Darkwood Crew

Table 1: Allotment Site and Associations

The Chief Executive's Service are the main point of contact for all seven sites through the Economy & Development Team, but Renfrewshire Council does not directly manage any of the allotment sites. All aspects of the management, allocation and maintenance of the allotments are the responsibility of the respective Allotment Associations and their tenants.

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

At present, the sites have a combined total of 381 individual allotments or allotment plots, and the Council is aware of an aggregate total of 124 people awaiting allocation of an allotment, or allotment plot. This is a very small increase from the previous annual report total of 123 and remains below the statutory 50% ratio between waiting lists and plot numbers across Renfrewshire, the threshold which would require the Council to consider a new Allotment provision.

The legislation requires the Council to keep a waiting list and take reasonable steps to identify new allotment sites if demand increases and waiting lists become longer. Most of the existing sites are fully occupied with waiting lists and, as a result, the Council is currently working with local Associations and other community groups to promote and improve the provision of growing grounds in Renfrewshire to meet local demand. This includes the subdivision of plots and provision of raised beds, plus other measures to widen pathways and improve the accessibility to gardening opportunities for disabled people.

The Renfrewshire Food Growing Strategy 2020-25

The Council's Communities, Housing and Planning Policy Board approved the Renfrewshire Food Growing Strategy 2020-25 on 20 January 2020. The Strategy provides a framework to assist in increasing the quantity and quality of growing opportunities in Renfrewshire, as well as setting out how the Council will deliver its statutory duties for allotments and growing grounds over the five-year period.

The strategy recognises the various local and national drivers that seek to improve the quality and quantity of growing grounds and sets out how these outcomes would be delivered in partnership with relevant stakeholders.

Reflecting this partnership approach the document lists a total of 27 community growing spaces in Renfrewshire, many of which have been developed as a result of collaborative working with community groups, the Council and Renfrewshire Health and Social Care Partnership, who jointly manage the Renfrewshire Growing Grounds Forum.

The strategy can be viewed on the Council's website at the following address:-

<https://www.renfrewshire.gov.uk/article/10464/Community-Growing>



Annual Reporting Measures

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

The annual measures for 2023 are summarised in Appendix 1 below.

Item	Requirement
A	The location and size of each allotment site.
B	The number of allotments on each allotment site.
C	Where the whole of an allotment site is leased from the authority by one person, the proportion of land on the allotment site (excluding any other land owned or leased by the authority that may be used by tenants of allotments in connection with their use of allotments) that is not subleased from the tenant of the allotment site.
D	Where allotments on an allotment site are leased from the authority by more than one person, the proportion of land on the allotment site (excluding any other land owned or leased by the authority that may be used by tenants of allotments in connection with their use of allotments) that is not leased from the authority.
E	Where an allotment site is leased by the local authority (i) the period of the lease of each allotment site, and (ii) the rent payable under the lease by the authority.
F	The period of any lease between the authority and the tenant of an allotment site.
G	The rent payable under any lease between the authority and the tenant of an allotment site.
H	The rent payable for each allotment in the area of the authority.
I	How, in the opinion of the authority, such rents are decided by reference to the method of determining fair rent provided for in the regulations provided.
J	The number of persons entered in the waiting list on the final day of the reporting year to which the report relates.
K	The number of persons mentioned in paragraph (j) who, on the final day of the reporting year to which the report relates, have been entered in the list for a continuous period of more than 5 years.
L	The steps taken by the authority to comply with the duty to provide allotments.
M	Reasons for any failure to comply with that duty.
N	The number of allotments on each allotment site that are accessible by a disabled person.
O	The number of allotments on each allotment site adjusted by the authority during the reporting year to meet the needs of a tenant who is a disabled person.
P	The number of persons entered in the waiting list whose request included information about their needs on disability grounds re access, and possible adjustments, to an allotment site or allotment..
Q	The income received, and expenditure incurred, by the authority in connection with allotment sites; and
R	such other information as may be prescribed.

Table 2: Annual Reporting Measures

Renfrewshire Growing Grounds Forum – 2023 Activities

The Council has continued to provide support and guidance to local groups and allotment associations through the Renfrewshire Growing Ground Forum. Two online meetings of the Forum were held in 2023 and enabled the sharing of information, provision of advice on statutory guidance and assistance to local growing organisations.

These efforts supported the following outcomes:-

- A new 20 bed growing space at Ferguslie Park, Paisley supporting the ambitions of local organisation Darkwood Crew and delivering a key action from the 'Making of Ferguslie', a community led place plan for the neighbourhood. The new space was funded by the Scottish Government's Place Based Investment Programme;
- Approval of a Community Asset Transfer of the previously unused Linwood Community Garden to Linwood Community Council, supporting reuse of the site by local residents;
- Supporting Erskine Community Allotments to progress a Community Asset Transfer of their existing allotment grounds and to consider the creation of an extension to the site, providing for additional provision;
- Submission of a major funding bid to the Scottish Government's Regeneration Capital Grant Fund to support the development of a Community Garden within Foxbar, Paisley supporting delivery of a key action identified in the community led local place plan for the neighbourhood;
- Preparation of a feasibility study for a new community growing space within Johnstone, supported by the Council's Climate Action Fund; and,
- Discussions with local groups to consider the development of proposals for new growing provision at Renfrew and Paisley, with the potential for further work based around community support.



Funding for Community Projects







Although the Council does not manage allotment sites and allotment plots directly, it does offer sources of funding for independent groups to develop, build and run their own provision. These include:-

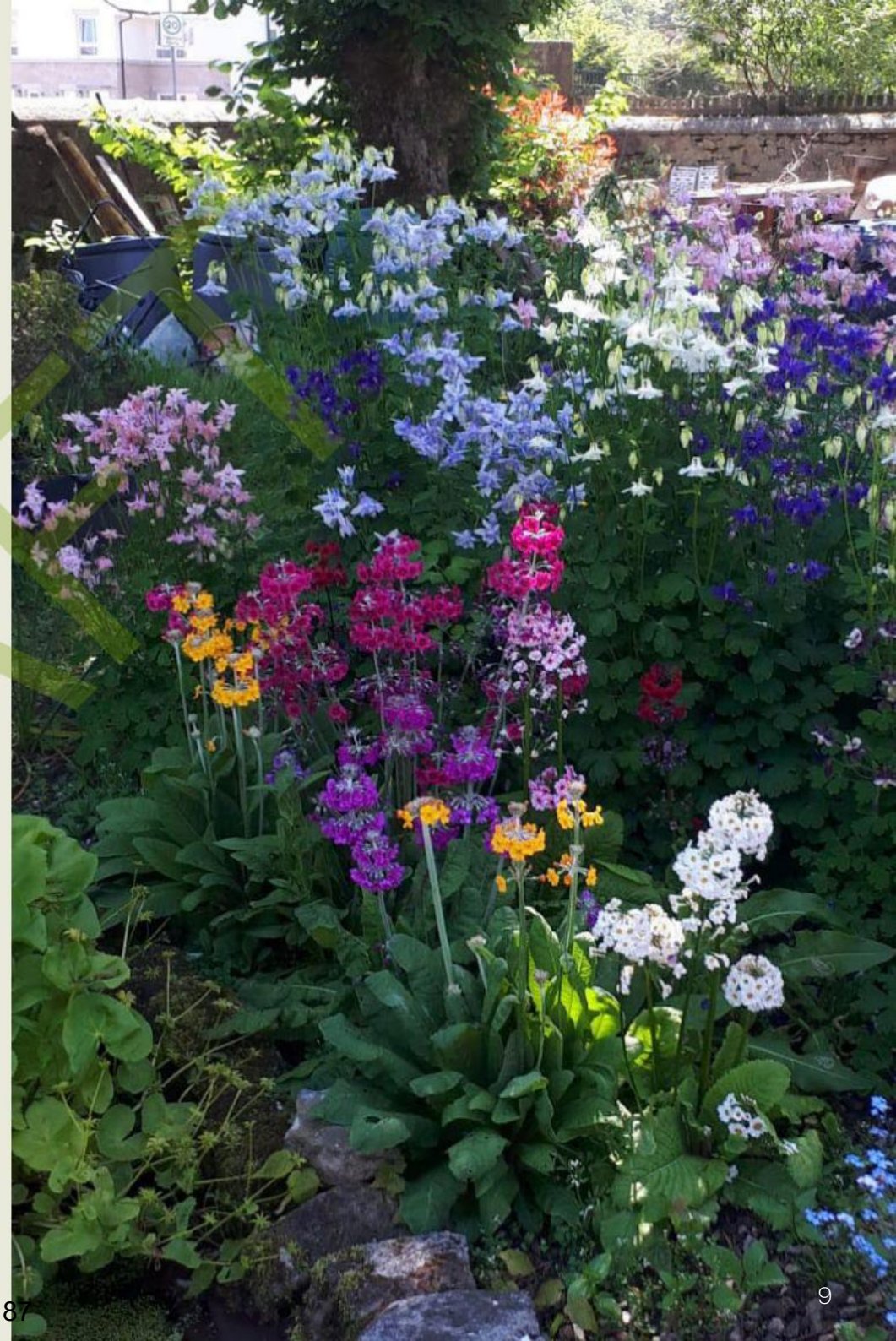
- A Sustainable Communities Fund which aims to support local people to develop projects that promote or improve community collaboration, health and wellbeing, local spaces, economic development, biodiversity and the environment.
- A Green Spaces, Parks and Play Areas and Villages Investment Fund to support communities to develop, improve and use their local green spaces - including allotments, growing grounds and community garden projects.
- Local Partnerships can also provide funding where the community representatives have identified green space improvements as a local priority.

Awards made during 2023 are summarised in Appendix 2.



Summary of Key Issues in 2023

-  The total area of the seven allotment sites owned by the Council and leased to Allotment / Growing Ground Associations extends to 3.4 Ha, or thereby.
-  There are 371 allotment plots (including raised beds). In 2023 the number of plots increased by 20 compared to the previous year.
-  There were 124 people on the combined waiting list at the end of 2023, a marginal increase on 2022's figure of 123. No individual or group had been on the waiting list for five years or longer.
-  The Council is below the statutory 50% ratio between waiting lists and plot numbers across Renfrewshire, which would require the Council to consider new allotment provision.
-  Plot rents are fair and vary from £10 per annum for a small plot, to £30 per annum for a large plot. The rents are decided by the elected Allotment Association management committees.
-  Despite financial challenges faced by Local Government, funding support remains available to community groups and allotment associations to develop and improve growing grounds in Renfrewshire through various funds set up and administered by the Council (as outlined in Appendix 2).



Appendix 1 - Table 3: Renfrewshire Council Allotments Annual Report 2023 - Summary

Item	Information required	Allotment Sites						
		Brediland Allotments	Broadloan Gardens	Erskine Community Allotments	Grow in Glenburn	Sanctuary Garden	West End Allotments	Darkwood Crew, Ferguslie Park
A i	Site location	Cardell Drive, Paisley	Broadloan, Renfrew	Barwood Road, Erskine	Glen Park, Glenfield Rd, Paisley	Underwood Rd, Paisley	Douglas Street Paisley	Darkwood Crescent, Paisley
A ii	Site size	0.9 ha	0.4 ha	0.9 ha	0.4 ha	0.3 ha	0.4 ha	0.1 ha
B	Number of plots	63 (plus 8 outside boxes not included in total)	65	44	44 (comprising 23 plots at 5x5m, 5 plots at 2x2m and 16 raised beds)	112 (plus 4 polytunnel beds not included in the total)	23	20
C	Percentage of the site not subleased	17% (doocots)	0%	0%	21% (habitat)	18% (car park)	6% (tyre store)	0%
D	No. of Plots let directly to growers(Nil)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
E	Sites leased by the Council (Nil)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
F	Lease period to association	Annual	20 years	Not in place. Group applying for Community Asset Transfer	10 years	11 months, then Annual	Annual	To be confirmed by forthcoming lease
G	Rent payable to Renfrewshire Council (RC)	£1 if asked	£1 if asked	£1 if asked	£1 if asked	£1 if asked	£1 if asked	Tbc

Table 3: Renfrewshire Council Allotments Annual Report 2023 - Summary Continued

Item	Information required	Allotment Sites						
		Brediland Allotments	Broadloan Gardens	Erskine Community Allotments	Grow in Glenburn	Sanctuary Garden	West End Allotments	Darkwood Crew, Ferguslie Park
H	Plot rents (£)	Large: £25 Med: £20 Small: £15	Large: £30 Small: £25 "Starter": £12.50 Community groups: £0 (5 groups had plots)	£20 full plot £10 half plot	£25 per plot £12.50 per raised bed	£30 for double raised bed plot. Group rate £34 for double raised bed. (Polytunnel beds £15)	Large: £20 Small: £10	Tbc
I	How rents are decided	Assoc. AGM	Assoc. AGM	Assoc. AGM	Assoc. AGM	Assoc. AGM	Assoc. AGM	Assoc. AGM
J	Waiting list numbers RC list: 29 Total: 120 (as at 07.10.21).	29	4	44	0	2	3	0
K	No. of people on waiting list for 5 or more years	Nil	Nil	Nil	Nil	Nil	Nil	Tbc
L	Steps taken by Council to reduce waiting lists	Nil	Nil	Expansion area being discussed.	Nil	Nil	Nil	New site
M	Reasons for failure to comply with (I) above.	Limited opportunities to expand at site	Limited opportunities to expand at site	Design and statutory consents	Limited opportunities to expand at site	Limited opportunities to expand at site	Limited opportunities to expand at site	N/A

Table 3: Renfrewshire Council Allotments Annual Report 2023 - Summary Continued

Item	Information required	Allotment Sites						
		Brediland Allotments	Broadloan Gardens	Erskine Community Allotments	Grow in Glenburn	Sanctuary Garden	West End Allotments	Darkwood Crew, Ferguslie Park
N	No. plots accessible to a disabled person	N/A. (4 members class themselves as disabled)	N/A. (3 members identify themselves as disabled)	N/A. (2 disabled groups with a plot each)	N/A. (6 new raised beds constructed in 2021 to replace existing decaying beds)	N/A. (Currently 2 disabled members)	N/A	Tbc
O	No. plots adjusted by RC to meet needs of disabled persons	No new initiatives	No new initiatives	No new initiatives	No new initiatives	Nil but WEGGA installed a toilet suitable for disabled people in 2021	No new initiatives	0
P	No. people applying for adapted plot or for adjustment to existing	Nil	Nil	Nil	Nil	Nil	Nil	Tbc
Q	i) Income received: ii) Expenditure incurred (by the Council).	£1 £Nil	£1 £Nil	£1 £Nil	£1 £Nil	£1 £Nil	£1 £Nil	£0 £44,000 construction cost
R	AOB prescribed by Scot Government	N/A	N/A	N/A	N/A	N/A	N/A	N/A

APPENDIX 2 - Renfrewshire Council Grant Awards 2023

Renfrewshire Council made funding awards of £42,730 to community projects involving significant elements of community food growing during 2023, as summarised below.

1 Sustainable Communities Fund

During 2023 Renfrewshire Council decided that residual Community Empowerment Fund balances should be coalesced with the previous Community Climate Fund and UK Government Shared Prosperity Fund to create the Sustainable Communities Fund, which opened on 2 October 2023 with an anticipated closure date of November 2024. No awards had been confirmed by the end of 2023.

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

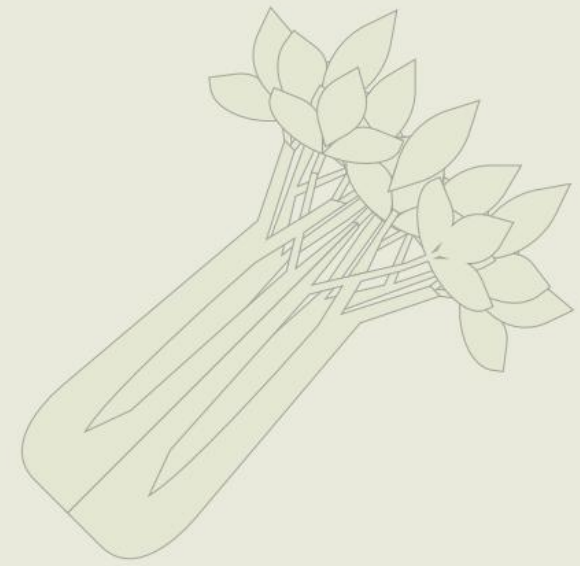
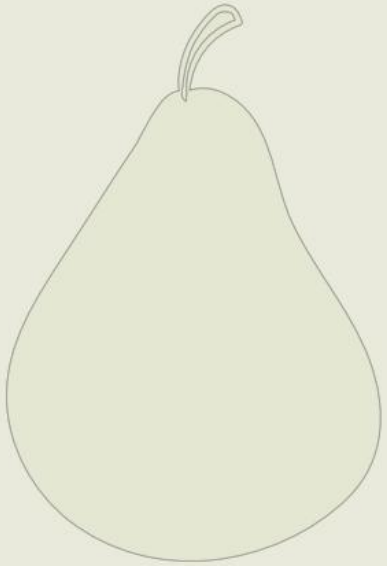
This fund continued to operate in 2023, although with reduced resources.

Award	Receiving Organisation	Date	Purpose
Under consideration	Lochfield Primary School	16th May 2023	Community Garden
Under consideration	Elderslie Community Council	16th May 2023	Community Garden and Allotment
£5,000	Linwood Community Council	16th May 2023	Tools and equipment for Linwood Community Garden
£1,700	Lochwinnoch Sustainable Community Garden	22nd August 2023	Upgrading works
£5,000	West End Growing Grounds Association (WEGGA)	31st October 2023	Maintenance works

3. Local Partnerships

In some cases, Local Partnerships have identified open space enhancements as a local priority for support, meaning that they are able to offer grants towards local community projects in the growing sector. Successful applications to Local Partnerships in 2023 were as follows:

Award	Receiving Organisation	Date	Purpose
£4,950 from Johnstone & Linwood Local Partnership	Linwood Community Council	9th May 2023	Acquisition and restoration of Linwood Community Garden.
£10,000 from the Villages Local Partnership	Lochwinnoch Community Development Trust	25th May 2023	Lochhead Social Garden Project - Phase 1
£1,700 from the Villages Local Partnership	Lochwinnoch Sustainable Community Garden	25th May 2023	Lochwinnoch Sustainable Community Garden: purchase replacement poly tunnel material, remove the old cover and replace it with the new material.
£ 4,880.70 from Renfrew Local Partnership	Renfrew Victoria Youth Football Club	13th September 2023	Regeneration of Kirklandneuk Playing Fields in partnership with two local High Schools to create 1,000m2 garden with growing beds.
£4,500 from the Erskine, Inchinnan, Bishopton & Langbank Local Partnership	Inchinnan Community Nursery	11th May 2023	Outdoor space with growing areas



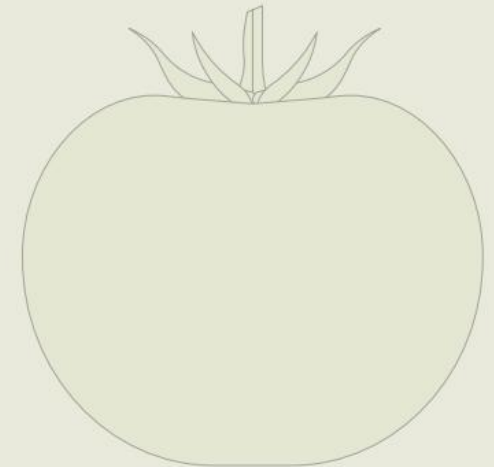
DRAFT



**Renfrewshire
Council**

Chief Executive's Service
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley
PA1 1JD
Tel: 0300 300 0144

E: strategyandplace@renfrewshire.gov.uk





To: Infrastructure, Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Renfrewshire Community Meals Service – Lease Renewal

1. Summary

- 1.1 The purpose of this Report is to seek authority to extend the lease of premises leased by Renfrewshire Council from landlord Sunflower Industrial Property Nominee Ltd at Unit 11, Baltic Business Park Paisley as shown on report plan E3265. This is for the purpose of continuing the Community Meals Services.
-

2. Recommendations

- 2.1 The Board is asked to:-

Authorise the Head of Corporate Governance to extend the lease of 11, Baltic Trade Park, Murray Street, Paisley, currently leased from landlord Sunflower Industrial Property Nominee Ltd, as shown on the attached report plan E3265, on the provisional terms and conditions outlined in this report and subject to such other conditions as may be considered necessary to protect the interests of the Council.

3. Background

- 3.1 Renfrewshire Council currently lease in premises at Unit 11, Baltic Business Park, Murray Street, Paisley from landlord Sunflower Industrial Property Nominee Ltd for the provision of the Community Meals Service as there is currently no suitable property within the ownership of the Council.
- 3.2 The lease commenced on the 28 September 2007 for a period of 10 years. The lease was then extended for a further 5 years to expire on the 28th of September 2022.

A further 18-month renewal was agreed from September 2022 until March 2024. The current rent is £26,000 + VAT, Service Charge and Insurance.

- 3.3 The Service Manager of Renfrewshire Health and Social Care Partnership has advised of the need to continue the Renfrewshire Community Meals Service. The maximum they can commit to is 18 months due to ongoing service reviews.
- 3.4 The landlord has agreed to a lease extension for three years with a break option at 18 months to allow for flexibility at a slightly increased rent.

4. Provisional Terms and Conditions

- Term of Extension – 3 years. Break option after 18 months on 6 months notice.
- Commencement Date – 29/03/2024 coinciding with the end of the existing lease period.
- Rent - £28,750 per annum from the Commencement Date exclusive of VAT, service charge, insurance, business rates and other outgoings payable as per the existing lease.
- Each party is responsible for their own legal costs incurred in this transaction.
- The tenant is responsible for any LBTT, VAT and registration dues payable.
- The above terms are subject to landlords formal board approval and the conclusion of formal missives.
- The lease transaction shall include such other terms and conditions as may be considered necessary by the Head of Economy and Development and the Head of Corporate Governance to protect the interests of the Council.

Implications of the Report

1. **Financial** - Annual rental of £28,750 +VAT, Service Charge and Insurance per annum.
2. **HR & Organisational Development** - None.
3. **Community/Council Planning** –
 - Wealthier and Fairer – continuation of a popular and well used service.
 - Smarter - None.
 - Healthier – beneficial nutrition to client users.
4. **Legal** - Lease extension to be concluded.
5. **Property/Assets** - As per this report.
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 membership of both groups is open to all members of the community. 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.

13. **Climate Risk** – Not applicable.

List of Background Papers

(a) None.

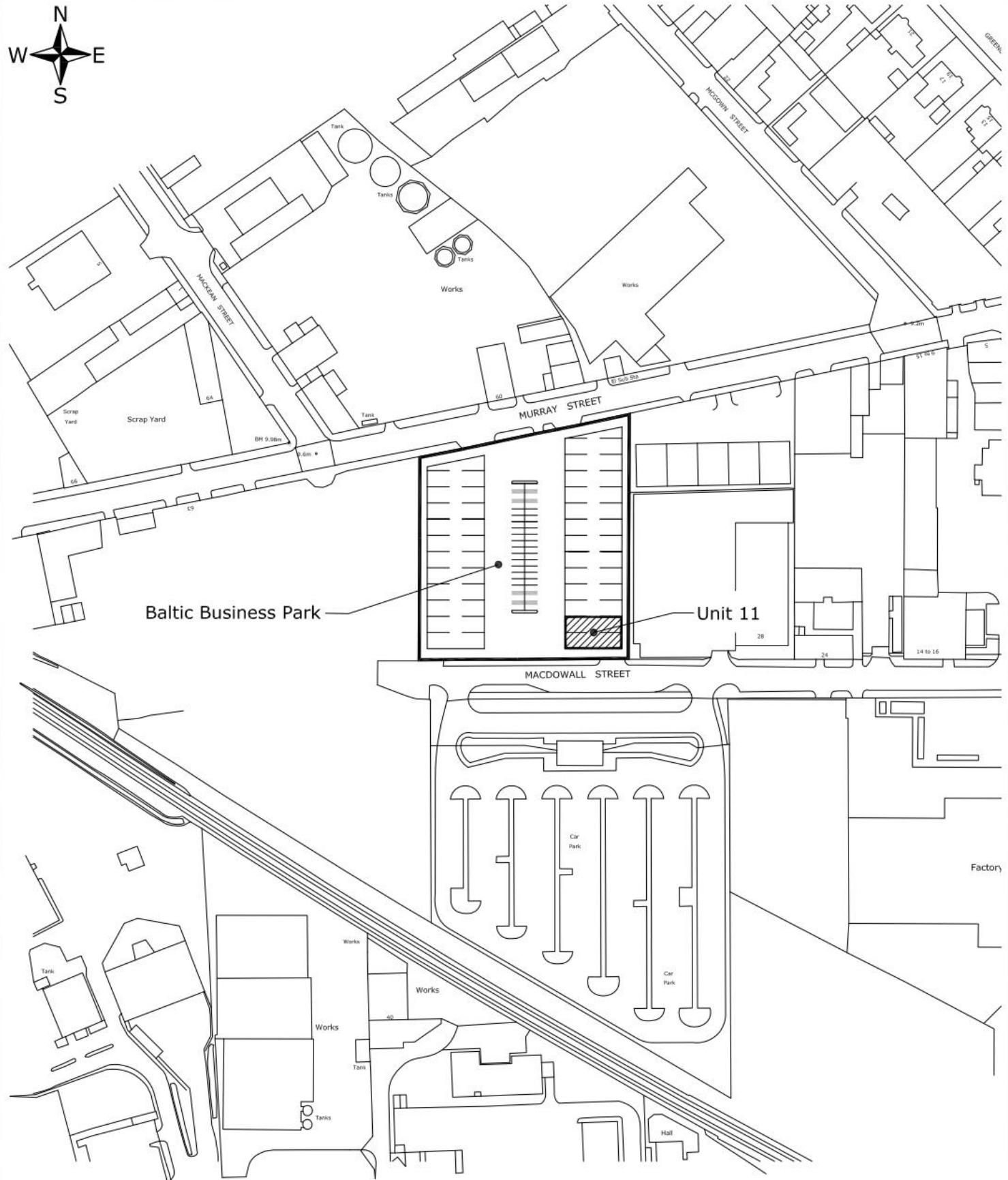
Author Aileen Johnston, Estates Lead,
aileen.johnston@renfrewshire.gov.uk, 07483 420781

CHIEF EXECUTIVE'S SERVICE ASSET & ESTATES SECTION



Renfrewshire
Council

TITLE	REPORT PLAN BALTIC BUSINESS PARK MURRAY STREET / MACDOWALL STREET, PAISLEY	DRAWING No.	E3265	SCALE	NTS
		DRAWN BY	JW	DATE	AUG 2022





To: Infrastructure Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Shop Premises at 37 George Street, Paisley

1. Summary

- 1.1 The purpose of this report is to seek approval to a new lease of 37 George Street, Paisley to Mohammad Siddiqui.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure Land & Environment Policy Board approve a new lease of 37 George Street, Paisley to Mohammad Siddiqui based on the contents of this report.
-

3. Background

- 3.1 Mohammad Siddiqui became the Council's tenant at 37 George Street, Paisley on 29th January 2024 on a 3 month lease at a rent of £525.00 per month. The shop trades as a newsagent.

- 3.2 A full, longer term lease is preferred to provide more security of tenure, and the following terms and conditions of a longer lease have been provisionally agreed;

- The existing lease shall be terminated and the new lease concluded at a date to be mutually agreed.
- The new lease shall be for a period of 5 years and shall be on the Council's standard full repairing and insuring lease.
- The initial rent shall be £6,300 per annum.

- The property shall continue to trade as a newsagent.
- The Tenant shall meet the Council's reasonable legal expenses incurred in concluding the renunciation and new lease.
- Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance.

Implications of the Report

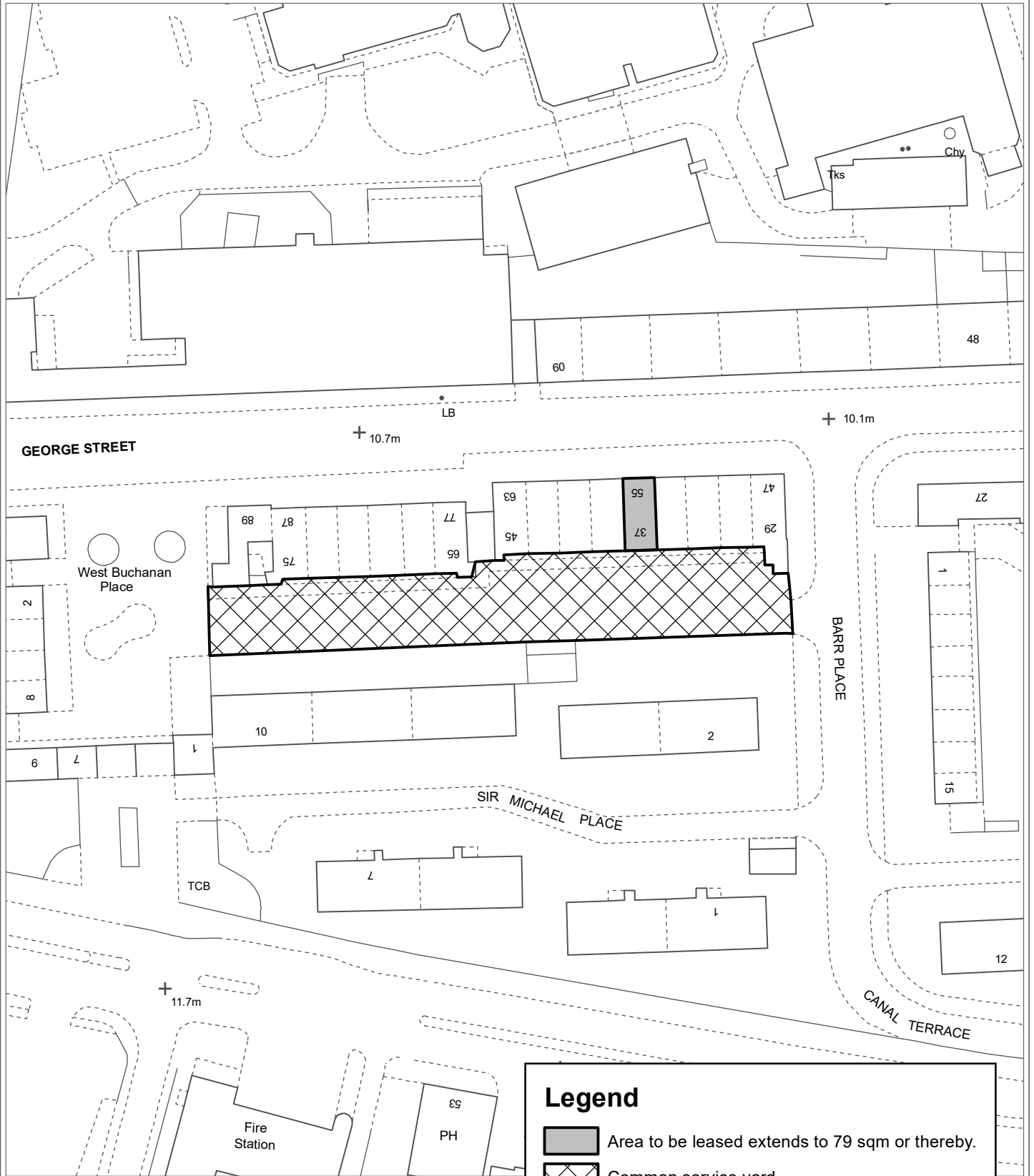
1. **Financial** – Annual rental of £6,300 to be received.
2. **HR & Organisational Development** - None
3. **Community Planning** – Provides both landlord and tenant with security of tenure.
4. **Legal** – New lease required,
5. **Property/Assets** – As per this report
6. **Information Technology** – 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 – None.



Author: andrew.smith@renfrewshire.gov.uk; 07534 154048

User: hocraigj1

Date: 13/07/2022



Legend

-  Area to be leased extends to 79 sqm or thereby.
-  Common service yard.

Notes:
Please enter notes here



To: Infrastructure Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Land at Broomlands Street, Paisley

1. Summary

- 1.1 This report seeks consent to an adjustment of the purchase price calculation in relation to the disposal of land at Broomlands Street, Paisley to J & A Developments Ltd.
-

2. Recommendations

- 2.1 It is recommended that the Board:

Approve an adjustment to the purchase price calculation in relation to the disposal of land at Broomlands Street, Paisley to J & A Developments Ltd. as detailed in this report.

3. Background

- 3.1 The Infrastructure, Land & Environment Board on 15th March 2023 approved the main terms and conditions of the sale of the land shown shaded and hatched on the attached plan to J & A Developments Ltd.
- 3.2 Board agreed that the purchase price payable for this land would be £250,000 plus VAT, subject to the purchaser obtaining planning permission for the development of 60 flats. If planning permission for either more or less than 60 flats is secured, then the purchase price would be adjusted pro-rata on the basis of a rate of £12,500 per flat.

- 3.3 On review, it is apparent that the strict application of this calculation could mean that if planning permission is received for only 40 flats, no price would be payable at all. This is not an acceptable position for the Council so there have been further discussions with the purchaser. Provisional agreement has now been reached, and the price now to be paid will be 1/3 of the total number of units granted planning permission on both the Councils land plus J & A Developments adjacent site x £12,500.

Implications of the Report

1. **Financial** – capital receipt to be received (dependent on details of planning permission granted on the land)
2. **HR & Organisational Development** – None.
3. **Community Planning** – New residential development will boost the regeneration of the west end of Paisley
4. **Legal** – Disposal of land.
5. **Property/Assets** – As per this report.
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 –

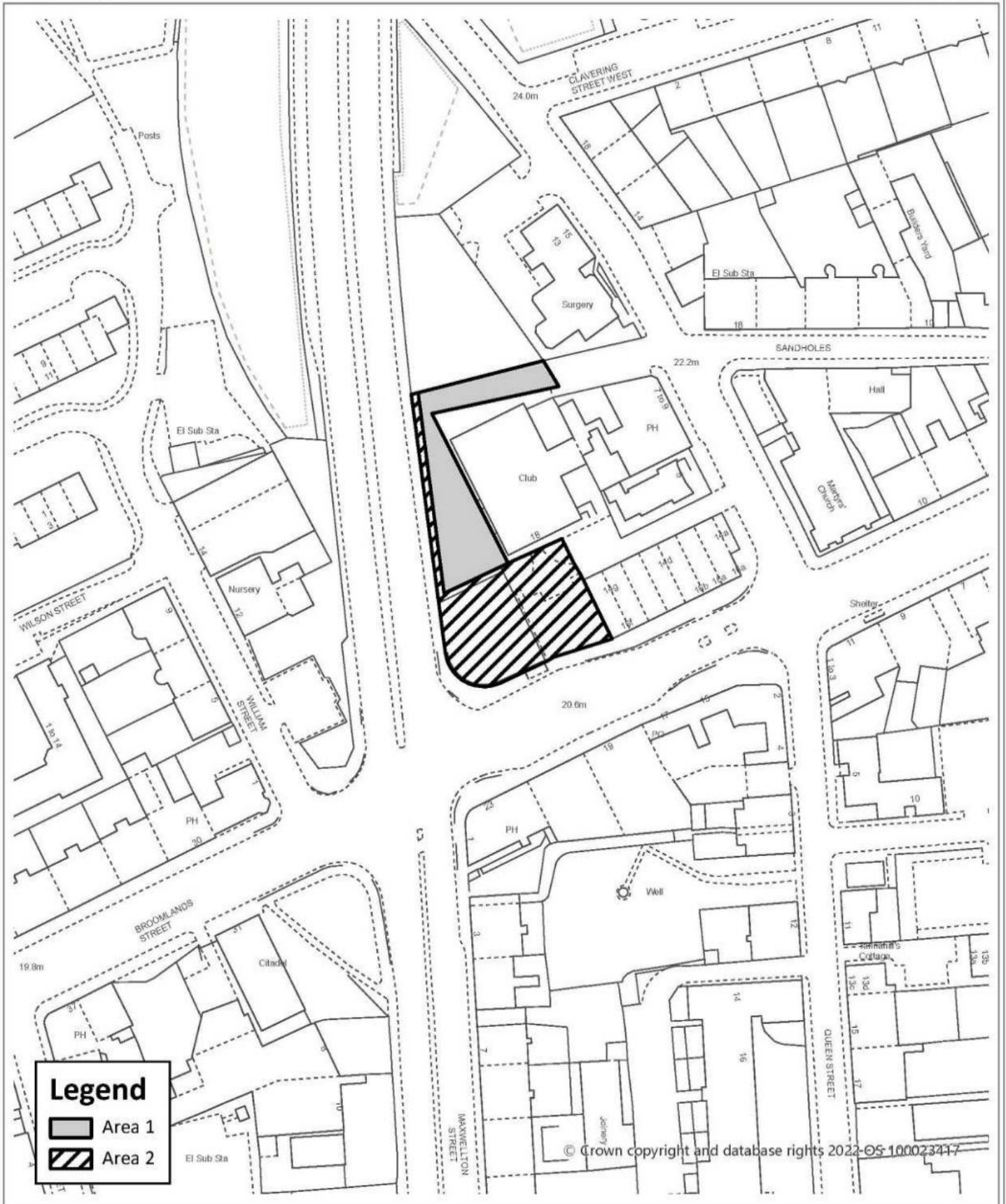
- A) Report to Infrastructure, Land & Environment Board on 8th November 2017
- B) Report to Infrastructure, Land & Environment Board on 15th March 2023

Author: andrew.smith@renfrewshire.gov.uk; 07534 154048



Land at Broomlands Street, Paisley

Plan Ref. E3340



Legend

- Area 1
- Area 2

Notes:



To: Infrastructure Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Shop Premises at 19 Stoddard Square, Elderslie

1. Summary

- 1.1 The purpose of this report is to seek approval to a new lease of 19 Stoddard Square, Elderslie to Robert McDonald.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure Land & Environment Policy Board approve a new lease of 19 Stoddard Square, Elderslie to Robert McDonald based on the contents of this report.
-

3. Background

- 3.1 Robert McDonald became the Council's tenant at 19 Stoddard Square, Elderslie on 19th June 2023 on a short term lease at a rent of £500.00 per month. The shop trades as a greengrocer.
- 3.2 A full, longer term lease is preferred to provide more security of tenure, and the following terms and conditions have been provisionally agreed;
- The existing lease shall be terminated and the new lease concluded at a date to be mutually agreed.
 - The new lease shall be for a period of 10 years and shall be on the Council's standard full repairing and insuring lease, with a mutual break clause option at year 5.
 - The initial rent shall be £6,000 per annum, reviewable 5 yearly.
 - The property shall continue to trade as a greengrocer.

- The Tenant shall meet the Council's reasonable legal expenses incurred in concluding the renunciation and new lease.
- Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance.

Implications of the Report

1. **Financial** – Annual rental of £6,000 to be received.
2. **HR & Organisational Development** – None.
3. **Community Planning** – Provides both landlord and tenant with security of tenure.
4. **Legal** – New lease required.
5. **Property/Assets** – As per this report.
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 - None

Author: andrew.smith@renfrewshire.gov.uk; 07534 154048

CHIEF EXECUTIVE'S SERVICE ASSET & ESTATES SECTION



Renfrewshire
Council

TITLE REPORT / LEASE PLAN
SHOP AT 19 STODDARD SQUARE, ELDERSLIE

DRAWING No. E3439

SCALE 1:500

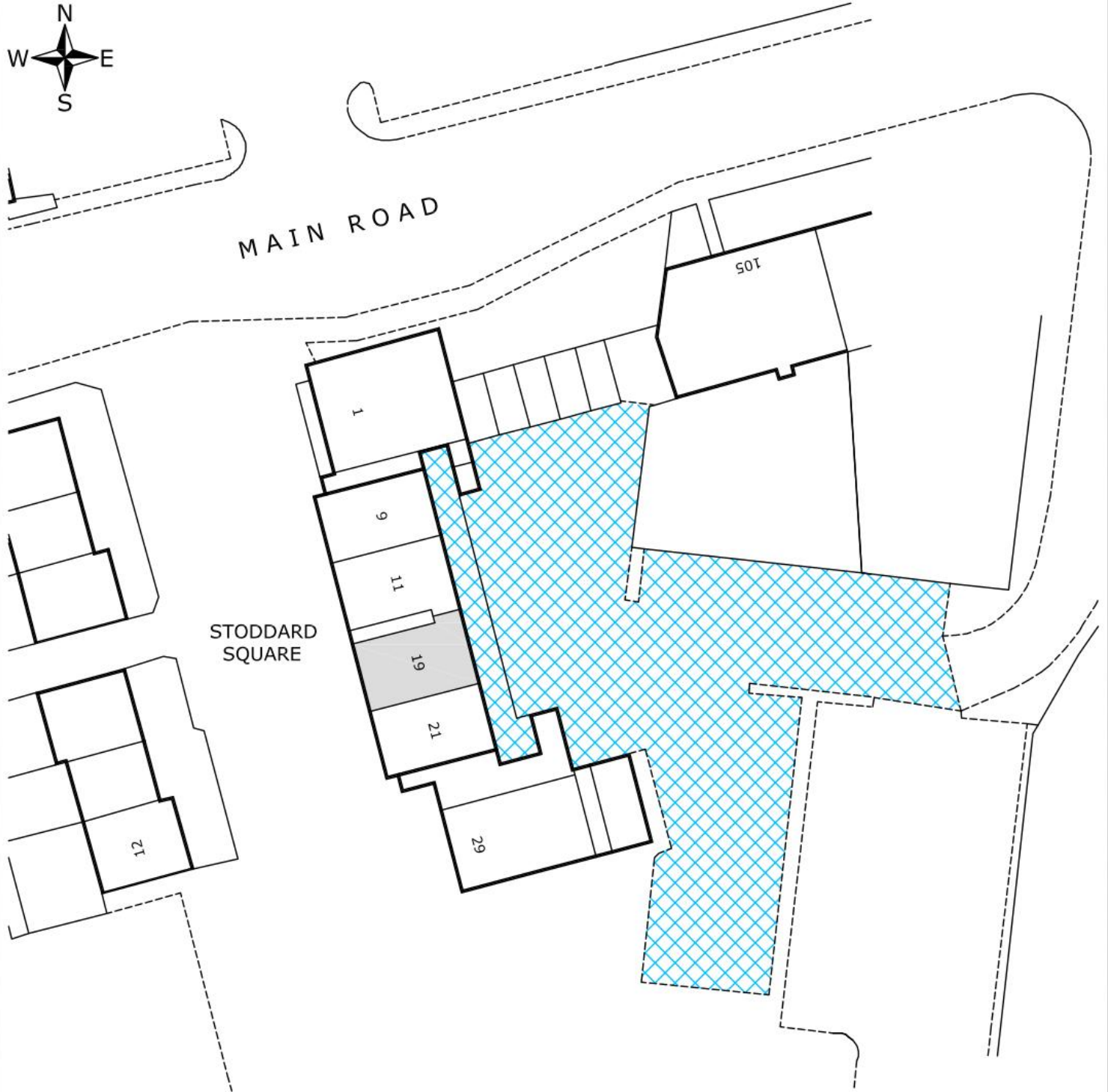
DRAWN BY JW

DATE FEB 2024





MAIN ROAD

STODDARD
SQUARE



LEGEND

-  SHOP AREA TO BE LEASED
-  COMMON SERVICE YARD



To: Infrastructure Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Unit 3 Bridgewater Industrial Estate, Erskine

1. Summary

1.1 The purpose of this report is to seek approval to a new lease of Unit 3 Bridgewater Industrial Estate, Erskine to Paul Officer.

2. Recommendations

2.1 It is recommended that the Infrastructure Land & Environment Policy Board approve a new lease of Unit 3 Bridgewater Industrial Estate, Erskine to Paul Officer.

3. Background

3.1 Paul Officer became the Council's tenant at Unit 3 Bridgewater Industrial Estate, Erskine on 28th January 2024 on a short term lease at a rent of £350.00 per month. Paul runs a landscaping services business.

3.2 A full, longer term lease is preferred to provide more security of tenure, and the following terms and conditions of a longer lease have been provisionally agreed;

- The existing lease shall be terminated, and the new lease concluded at a date to be mutually agreed.
- The new lease shall be for a period of 5 years and shall be on the Council's standard full repairing and insuring lease.
- The initial rent shall be £4,200 per annum.
- The property shall continue to trade as a landscaping services business.
- The Tenant shall meet the Council's reasonable legal expenses incurred in concluding the renunciation and new lease.

- Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance.

Implications of the Report

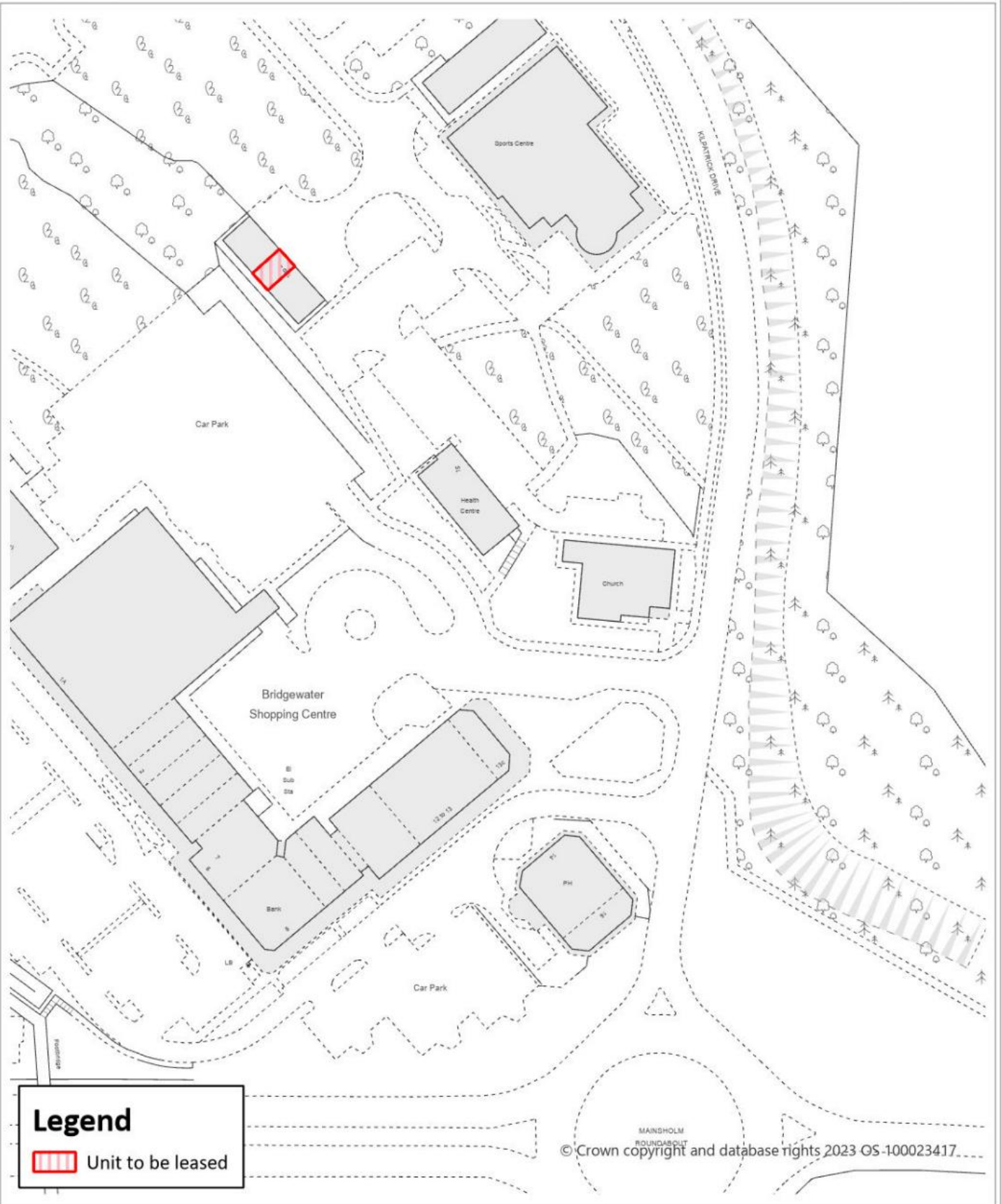
1. **Financial** – Annual rental of £4,200 to be received.
2. **HR & Organisational Development** – None.
3. **Community Planning** – Provides both landlord and tenant with security of tenure.
4. **Legal** – New lease required.
5. **Property/Assets** – As per this report.
6. **Information Technology** – 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 – None.

Author: andrew.smith@renfrewshire.gov.uk; 07534 154048



Unit 3, 25 Kilpatrick Drive, Erskine Report / Lease Plan Ref. E3440



Legend

 Unit to be leased

Notes:



To: Infrastructure Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: 14A Thornhill, Johnstone

1. Summary

- 1.1 The purpose of this report is to seek approval to a new lease of 14A Thornhill, Johnstone to Anthony Barlow.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure Land & Environment Policy Board approve a new lease of 14A Thornhill, Johnstone to Anthony Barlow based on the contents of this report.
-

3. Background

- 3.1 The shop at 14A Thornhill, Johnstone has been vacant since February 2022 following the retirement of the previous tenant. This unit was marketed as available for lease, and after gauging the level of interest received, a closing date for offers to lease was set on 2nd February 2024. Offers of rent over £5,000 per annum were sought and two offers were received in accordance with the closing date arrangement.

- 3.2 The two offers received have been assessed and the proposal is to conclude a lease with Anthony Barlow on the following main terms and conditions.
- The lease shall be for a period of 2 years and shall be on the Council's standard full repairing and insuring lease.
 - The initial rent shall be £6,000 per annum.
 - Six month rent payable upfront.
 - The property shall trade as a café/take away.

- There will be a 1 month rent free period for fitting out.
- The tenant is responsible for obtaining all appropriate planning and statutory consents required in connection with the proposed use.
- The Tenant shall meet the Council's reasonable legal expenses incurred in concluding the lease.
- If the lease is not concluded within 6 months of the date of this Board, the property shall be remarketed for lease.
- Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance.

Implications of the Report

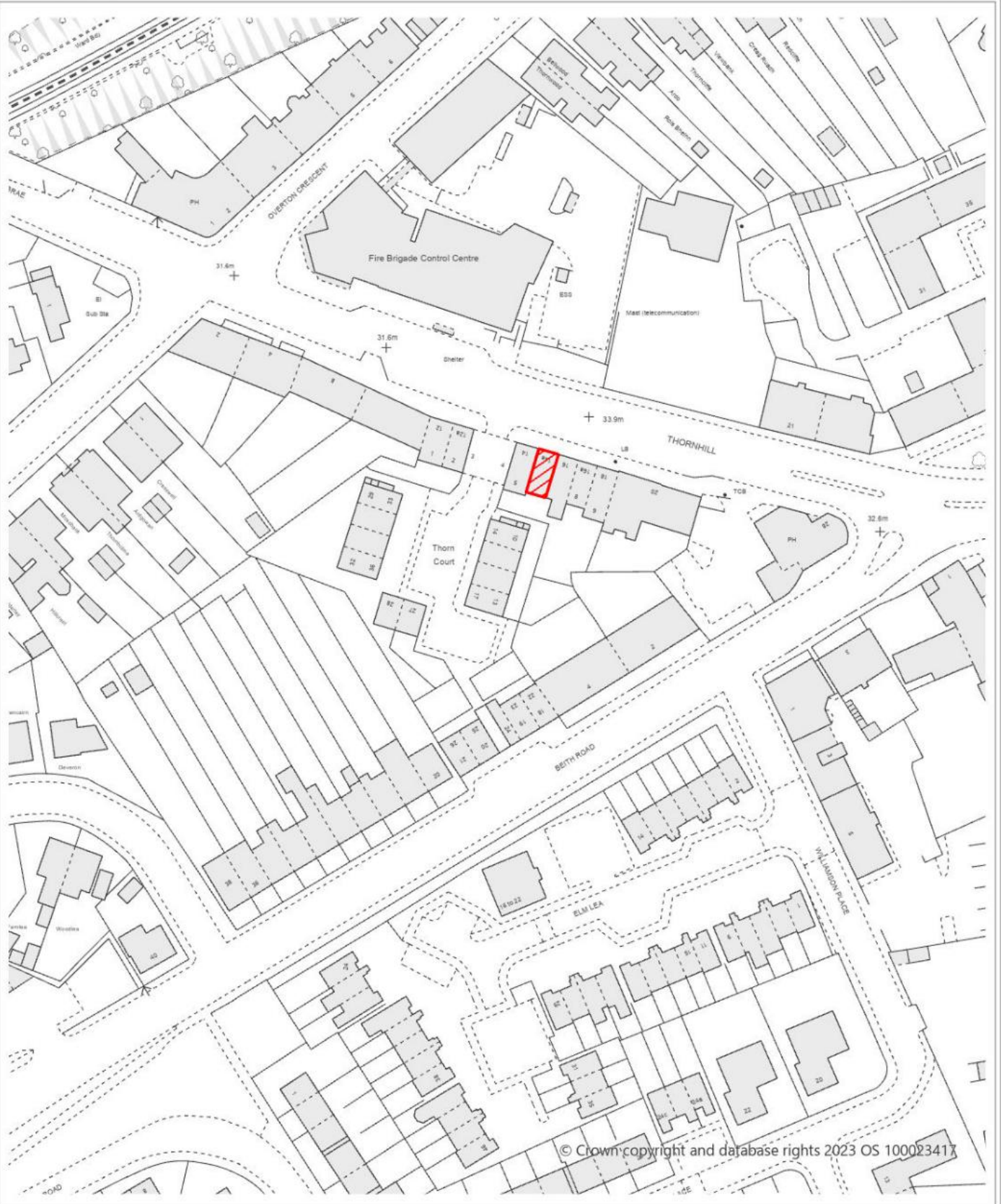
1. **Financial** - Annual rental of £6,000 to be received.
2. **HR & Organisational Development** - None.
3. **Community Planning** - Secures long term tenancy.
4. **Legal** - New lease required.
5. **Property/Assets** - As per this report.
6. **Information Technology** – None.
7. **Equality & Human 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 – None.

Author: anne.wilson@renfrewshire.gov.uk; 07811 056 721



Shop Unit, 14A Thornhill, Johnstone Report Plan Ref. E3443



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Notes:



To: Infrastructure Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Unit H, Floors Street, Johnstone

1. Summary

1.1 The purpose of this report is to seek approval to a new lease of Unit H Floors Street, Johnstone to William Jamieson.

2. Recommendations

2.1 It is recommended that the Infrastructure Land & Environment Policy Board approve a new lease of Unit H Floors Street, Johnstone to William Jamieson on the contents of this report.

3. Background

3.1 Unit H Floors Street, Johnstone has been vacant since March 2022 following the lease termination. This unit was marketed as available for lease, and after gauging the level of interest received, a closing date for offers to lease was set on 2nd February 2024. Offers of rent over £4,000 per annum were sought and three offers were received in accordance with the closing date arrangement.

3.2 The three offers received have been assessed and the proposal is to conclude a lease with William Jamieson on the following main terms and conditions.

- The lease shall be for a period of 5 years and shall be on the Council's standard full repairing and insuring lease. A 3 year break option shall be included in the lease.
- The initial rent shall be £4,000 per annum.

- Three months rent shall be payable upfront.
- The property shall trade as a tyre fitting centre. No external storage will be permitted.
- The tenant is responsible for obtaining all appropriate planning and statutory consents required in connection with the proposed use.
- The Tenant shall meet the Council's reasonable legal expenses incurred in concluding the lease.
- If the lease is not concluded within 6 months of the date of this Board, the property shall be remarketed for lease.
- Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance.

Implications of the Report

1. **Financial** - Annual rental of £4,000 to be received.
2. **HR & Organisational Development** - None.
3. **Community Planning** - Secures long term tenancy for local business.
4. **Legal** - New lease required.
5. **Property/Assets** - As per this report.
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.

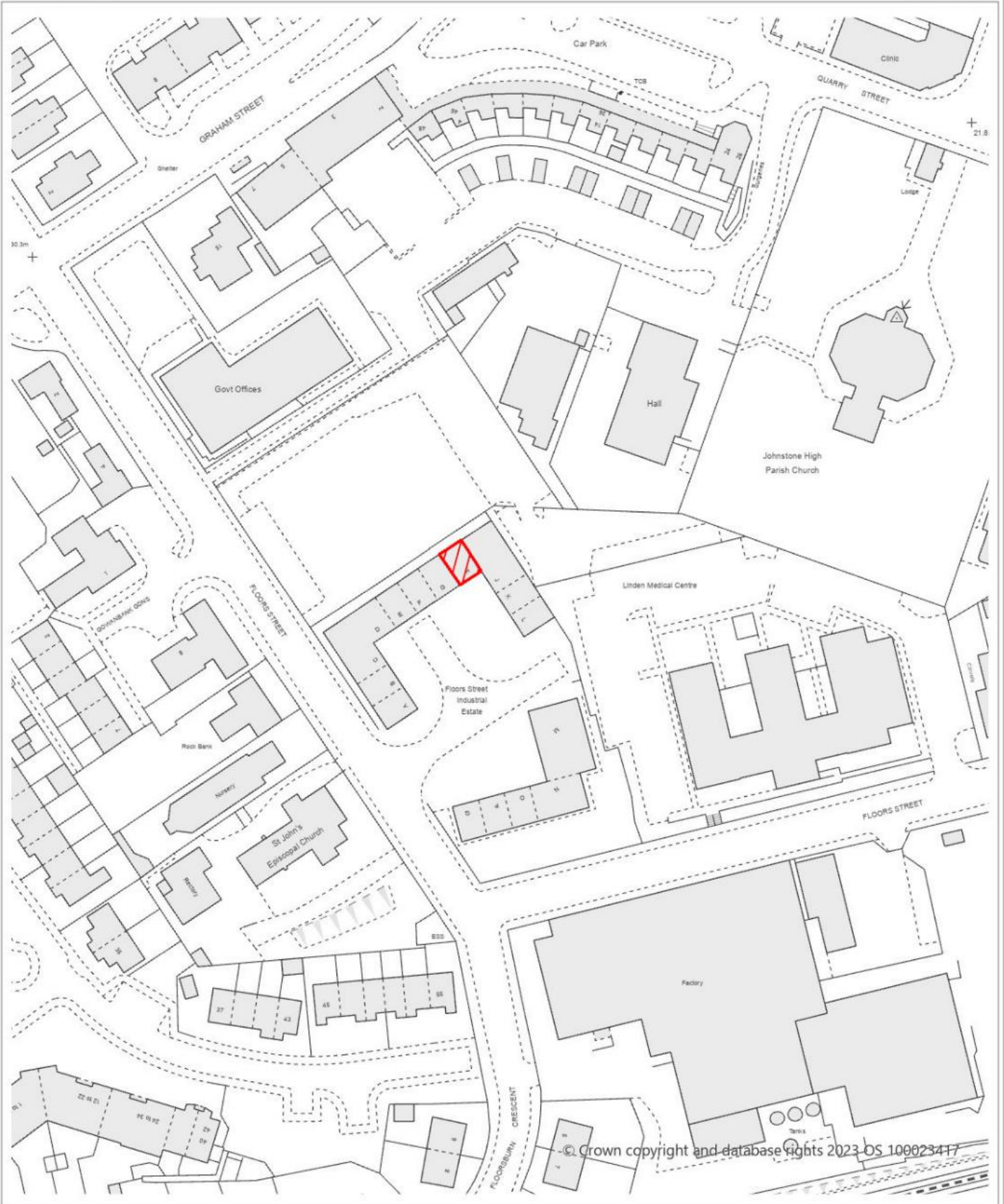
12. **Cosla Policy Position** - Not applicable.

List of Background Papers – None.

Author: anne.wilson@renfrewshire.gov.uk; 07811 056 721



Industrial Unit H, Floors Street, Johnstone Report Plan Ref. E3444



Notes:



To: Infrastructure Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Unit J Floors Street, Johnstone

1. Summary

- 1.1 The purpose of this report is to seek approval to a new lease of Unit J Floors Street, Johnstone to Ahmed Ameen.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure Land & Environment Policy Board approve a new lease of Unit J Floors Street, Johnstone to Ahmed Ameen on the contents of this report.
-

3. Background

- 3.1 Unit J Floors Street, Johnstone has been vacant since March 2022 following the lease termination. This unit was marketed as available for lease, and after gauging the level of interest received, a closing date for offers to lease was set on 2nd February 2024. Offers of rent over £9,600 per annum were sought and one offer was received in accordance with the closing date arrangement.
- 3.2 The offer received has been assessed and the proposal is to conclude a lease with Ahmed Ameen on the following main terms and conditions.
- The lease shall be for a period of 5 years and shall be on the Council's standard full repairing and insuring lease. A break option at year 2 shall be included in the lease.
 - The initial rent shall be £10,500 per annum.

- Two month's rent shall be payable upfront.
- The property shall be for storage use with ancillary offices.
- The tenant is responsible for obtaining all appropriate planning and statutory consents required in connection with the proposed use.
- The Tenant shall meet the Council's reasonable legal expenses incurred in concluding the lease.
- If the lease is not concluded within 6 months of the date of this Board, the property shall be remarketed for lease.
- Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance.

Implications of the Report

1. **Financial** - Annual rental of £10,500 to be received.
2. **HR & Organisational Development** - None.
3. **Community Planning** - Secures long term tenancy for empty property
4. **Legal** - New lease required.
5. **Property/Assets** - As per this report.
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.

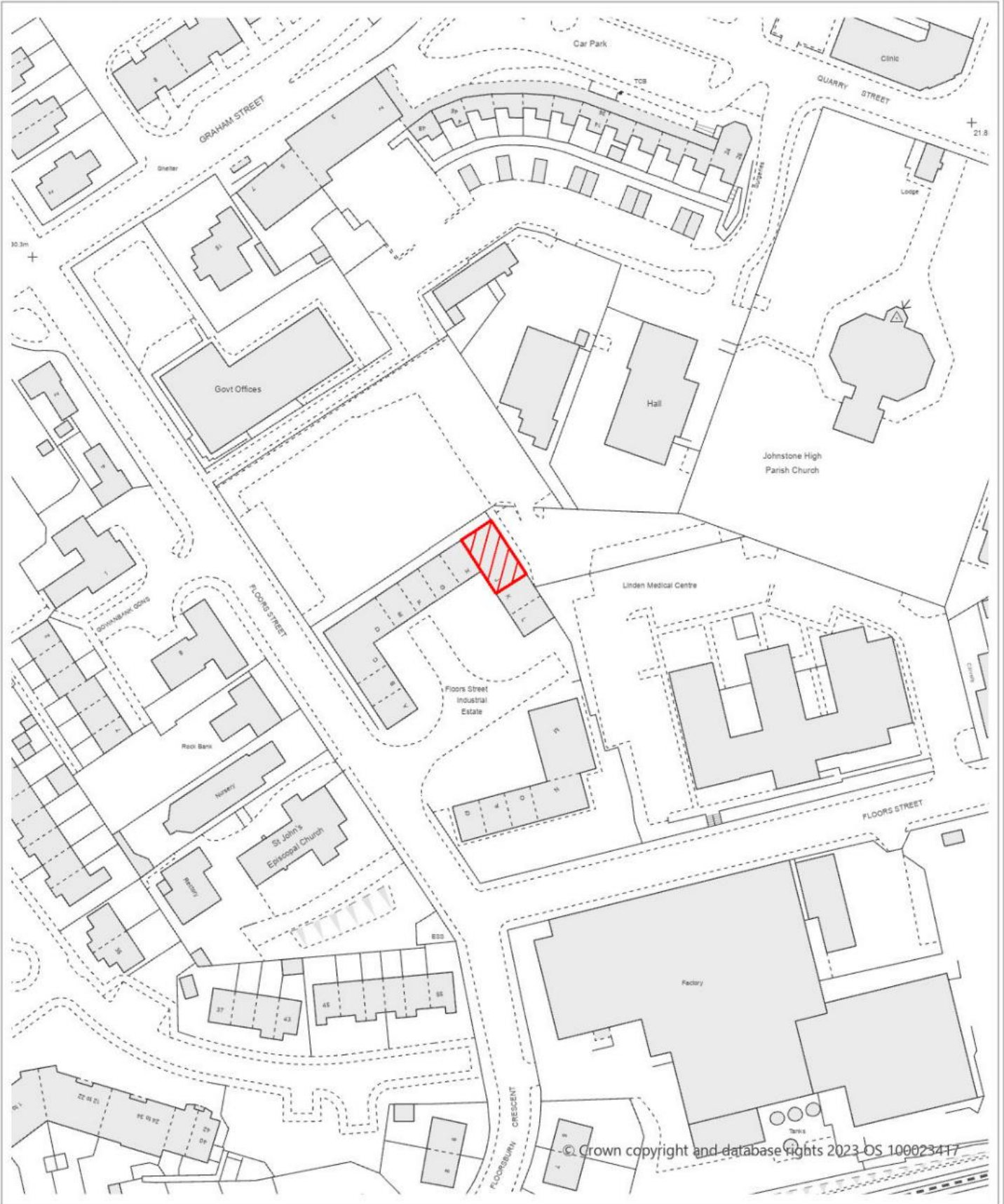
12. **Cosla Policy Position** - Not applicable.

List of Background Papers – None.

Author: anne.wilson@renfrewshire.gov.uk; 07811 056 721



Industrial Unit J, Floors Street, Johnstone Report Plan Ref. E3445



Notes:



To: Infrastructure, Land & Environment Policy Board

On: 20 March 2024

Report by: Chief Executive

Heading: Unit 10, First Floor, Bargarran Centre, Erskine – Lease Renewal

1. Summary

- 1.1 The purpose of this report is to seek authority to extend the tenancy held by Renfrewshire Council of premises at Unit 10, Bargarran Centre, Erskine. This is for the purpose of providing flexible accommodation for booking by community organisations.
-

2. Recommendations

- 2.1 The board is asked to:-

Authorise the Head of Corporate Governance to extend the lease of Unit 10, Bargarran Centre, on the provisional terms and conditions outlined in this report and subject to such other terms and conditions that may be considered necessary to protect the interests of the Council.

3. Background

- 3.1 The Bargarran Centre is a mixed-use development located in the centre of Erskine close to Bargarran Primary School. There are multiple ownerships in the centre. Renfrewshire Council own the health centre which is leased to the NHS and the community centre which is run as a self-managed hall by Bargarran Halls Management Committee. The Council leases the first floor (unit 10) from The Albert Trust which is run as part of the self-managed hall. This is essentially office space but is also suitable for dance classes, exhibitions, meetings and other community events.

- 3.2 The first floor has been leased since 2009 at an annual rent of £38,500 plus service charge. The lease is current rolling over on an annual basis with the end date of 28 March 2023.
- 3.3 Following discussions with the landlord it has been provisionally agreed to extend the lease by 3 years at a reduced rent of £34,000 plus VAT and service charge. An annual break option has been included on six months' notice to allow flexibility.

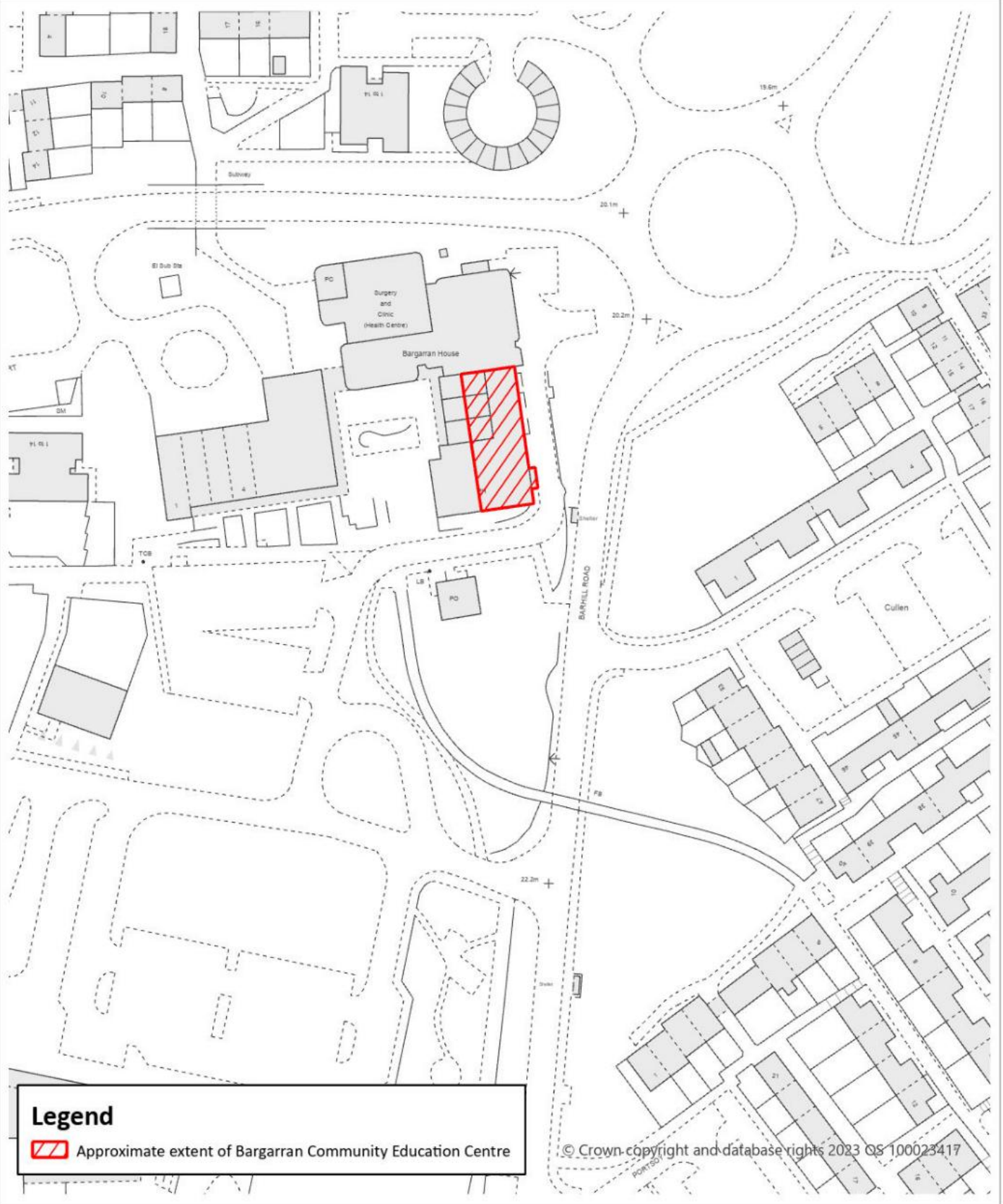
Implications of the Report

1. **Financial** – Reduced rent of £34,000 per annum, plus VAT and service charge.
 2. **HR & Organisational Development** - None.
 3. **Community/Council Planning** –
 - Building strong, safe and resilient communities – retention of flexible space for booking by community groups.
 4. **Legal** - Lease extension to be concluded.
 5. **Property/Assets** – First floor, leased accommodation, at Bargarran Centre, Erskine to be retained. As per this report.
 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.
 13. **Climate Risk** – None.
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List of Background Papers

(a) None.

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Notes: