

Minute of Meeting Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 04 November 2020	13:00	Microsoft Teams Platform,

Present

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

Chairperson

Councillor McEwan, Convener, presided.

In Attendance

G McNeil, Director of Environment & Infrastructure; G Crawford, Senior Communications Officer (Chief Executive's); F Carlin, Head of Housing & Planning Services, O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (all Communities, Housing & Planning Services); G Hutton, Head of Operations & Infrastructure, K Anderson, Amenity Services Manager - Waste, G Hannah, Strategic Change Manager, D Kerr, Service Co-ordination Manager and L Rennie, Operations Manager (all Environment & Infrastructure); and J Lynch, Head of Property Services, M Conaghan, Legal & Democratic Services Manager, G Dickie, Partnering & Commissioning Manager, D Head and D Pole, End User Technicians, F Hughes, Asset Manager and R Devine and T Slater, both Senior Committee Services Officers (all Finance & Resources).

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to view on the Council's website.

Apology

Councillor Davidson.

Declarations of Interest

Councillor Cameron declared an interest in item 3 of the agenda – Environment & Infrastructure Health, Safety & Wellbeing Plan 2020/21 – as she was a Board member of Public Health Scotland and indicated that she would remain in the meeting but take no part in the discussion or voting thereon.

1 Revenue and Capital Budget Monitoring Report

There was submitted a joint Revenue and Capital Budget Monitoring report by the Directors of Finance & Resources, Environment & Infrastructure and Communities, Housing & Planning Services for the period 1 April to 18 September 2020.

The report stated that the projected revenue outturn as at 31 March 2021 for all services reporting to this Policy Board was an overspend position of £2.901 million against the revised budget for the year. The projected capital outturn as at 31 March 2021 for projects reporting to the Board was a breakeven position against the revised budget for the year. Summaries were provided over the relevant services in the tables within the report, together with further analysis. It was noted that for financial year 2020/21 the projected outturn position was split into core and Covid-19 related variances. It was highlighted that budget adjustments, totalling £0.457 million, comprising an increase in the Vehicle Replacement Programme of £0.348 million, in respect of grant awarded in relation to electric vehicle charging infrastructure, and £0.109 million of updated cash-flows resulting after the development of the investment in cemeteries programme resulting from the additional £0.400million approved at the meeting of the Council held on 9 March 2020, had been processed since the previous report.

DECIDED:

(a) That the projected Revenue outturn position as detailed in table 1 of the report be noted, acknowledging that the forecast position was based on best estimates and confirmed government support at this point in time, and that it be noted that forecasts were likely to be subject to considerable fluctuation as the full service implication and associated costs of the pandemic became clearer;

(b) That the projected Capital outturn position, detailed in table 2 of the report, be noted; and

(c) That the budget adjustments, detailed in section 5 of the report, be noted.

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Councillor Devine joined the meeting during consideration of the following item of business.

2 Service Update

Under reference to Item 2 of the Minute of the meeting of this Policy Board held on 26 August 2020, there was submitted a further update report by the Director of Environment & Infrastructure relative to key service areas of activity, within this Policy Board's remit, providing details of priorities to Spring 2021 and highlighting key areas of focus and plan and plans to support the Council's recovery plans.

Appended to the report was a performance update, covering all performance indicators and actions within the Service Improvement Plan 2019/20, for the period to 31 March 2020. It was highlighted that the report would also be submitted to the meeting of the Finance, Resources & Customer Services Policy Board to be held on 11 November 2020 in respect of those areas of service activities that were within that Policy Board's remit. It was noted that an update report had also been submitted to the meeting of the Communities, Housing & Planning Policy Board, held on 27 October 2020, in relation to those elements of the Plan that were within that Policy Board's remit.

The report intimated that Service Improvement Plans for 2020/21 had been developed for all Council Services, with the Service Improvement Plan 2020/21 for Environment & Infrastructure Services being approved at the meeting of this Policy Board held on 18 March 2020. It was noted that the agreed actions and activities within that Plan had not proceeded following the national lockdown in March 2020 or were not being undertaken in the same way due to Covid-19. In addition, it was noted that work was being progressed to develop Service Improvement Plans for 2021/22 in relation to all Council Services and that these Plans would have a strong focus on recovery and renewal rather than solely improvement. These Plans would also fully reflect the social, economic and financial recovery plans being progressed. The report proposed that a period of free car parking in the car parks of Paisley Town Centre during the period 1 December 2020 to 4 January 2021 be authorised, to support and encourage visitors to the Town Centre during the pandemic.

DECIDED:

- (a) That the performance information for 2019/20, as appended to the report, be approved;
- (b) That a period of free car parking in the car parks of Paisley Town Centre during the period 1 December 2020 to 4 January 2021, to support and encourage visitors to the Town Centre during the pandemic, be approved; and
- (c) That otherwise the report be noted.

3 Environment & Infrastructure Health, Safety & Wellbeing Plan 2020/21

There was submitted a report by the Director of Environment & Infrastructure relative to the Environment & Infrastructure Health, Safety and Wellbeing Plan 2020/21.

The report advised that the Council's Health, Safety and Wellbeing Strategy 2019/22 promoted a positive health and safety culture to ensure compliance with relevant health and safety legislation and supported the Council's 'A better future, A better council strategy'. Health, safety and wellbeing plans were important service documents which were reviewed and updated on an annual basis to ensure that there was sufficient focus on health and safety compliance and improvement activity.

The report indicated that Environment & Infrastructure Services had reviewed its Health, Safety and Wellbeing Plan for 2020/21 and identified a range of actions that would be undertaken to support and improve health and safety compliance and performance. A copy of the Plan was attached as an appendix to the report and detailed performance during 2019/20, set out objectives for 2020/21 and identified a range of actions to support and improve health and safety compliance and performance.

DECIDED:

(a) That the Environment & Infrastructure Health and Safety report 2019/20 and the Action Plan 2020/21, attached as Appendix 1 of the report be approved in terms of the elements within the remit of this Board; and

(b) That it be noted that the Health, Safety and Wellbeing Plan for Environment & Infrastructure Services would also be submitted to the Finance, Resources & Customer Services Policy Board in respect of those elements of the Plan within that Policy Board's remit.

4 Winter Maintenance Plan 2020/21

There was submitted a report by the Director of Environment & Infrastructure relative to the Winter Maintenance Plan 2020/21.

The report detailed the Council's winter maintenance preparations and arrangements for 2020/21 to ensure that Renfrewshire's road network, footpaths and schools remained accessible during the winter period to support the economy and connect people with jobs, learning and social needs. A copy of the Winter Maintenance Plan 2020/21, which detailed priorities attached to roads and footpaths, staff deployment and co-ordination procedures, the assessment criteria used for the location of grit bins and salt supply arrangements was appended to the report. It was noted that as part of the Winter Maintenance Plan, a review of the Council's winter maintenance activities had been undertaken, including the reciprocal arrangements in place between Renfrewshire Council and neighbouring authorities. Recognising the potential impact that Covid-19 might have on the Council's workforce and on resilience, a mutual aid protocol, which recognised the importance of collaborative working and ensured that arrangements were in place for authorities to support each other during any periods whereby operational activities were impacted, had been agreed between the eight Glasgow City Region authorities.

DECIDED: That the Winter Maintenance Plan 2020/21, as set out in Appendix 1 of the report, be approved.

5 The Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations, Renfrewshire) Number Six Order 20*, Sustained Objections

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations, Renfrewshire) Number Six Order 20* and to the objections made following advertisement of the proposals which had not been withdrawn. The report proposed that a TRO be approved to enable the Council to fulfil its duties in terms of the Disabled Persons' Parking Places (Scotland) Act 2009 by making disabled driver's parking bays enforceable. Following advertisement of the proposed TRO, four objections had been received.

Summaries of the TRO proposals, consultation responses and objections were provided. The report advised of the options available, in terms of the Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 and the Council's procedures, in relation to considering and determining the objections, namely (i) to consider the objections in fulfilment of the Council's statutory obligations to give consideration to all objections made and not withdrawn or (ii) to appoint an independent Reporter to convene a hearing to consider the objections. It was proposed and agreed that the Policy Board consider the objections and that no Reporter be appointed on this occasion. Having considered the objections made and which had not been withdrawn it was proposed that the objections be noted and that the implementation of the Traffic Regulation Order as advertised be approved.

DECIDED:

(a) That it be agreed that this Policy Board consider the sustained objections in relation to the Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations, Renfrewshire) Number Six Order 20*, in fulfilment of the Council's statutory obligations to give consideration to all objections made and not withdrawn;

(b) That an independent Reporter be not appointed on this occasion; and

(c) That the objections be noted and that the Director of Environment & Infrastructure, in conjunction with the Convener of this Policy Board be authorised to make the Traffic Regulation Order.

6 Traffic Regulation Order - School Parking Exclusion Zones

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed Renfrewshire Council (Renfrewshire, school streets) (part-time prohibition of motor vehicles) Experimental Order 2020, and to the objections made following

advertisement of the proposals which had not been withdrawn. The report referred to the decisions taken at the meeting of the Council held on 28 February 2019 to commit £0.1 million of recurring revenue resources to continue to tackle the issue of irresponsible parking around schools in Renfrewshire and at the meeting of the Communities, Housing & Planning Policy Board held on 14 January 2020 to implement a pilot exercise, for nine months, of school parking exclusion zones at St Charles Primary School, Lochfield Primary School and St Catherine's Primary School, Paisley and Barsail Primary School, Erskine. It was highlighted that a TRO was required to change the restrictions on the roads around the four schools involved.

Summaries of the TRO proposals, consultation responses and objections were provided. The report advised of the options available, in terms of the Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 and the Council's procedures, in relation to considering and determining the objections, namely (i) to consider the objections in fulfilment of the Council's statutory obligations to give consideration to all objections made and not withdrawn or (ii) to appoint an independent Reporter to convene a hearing to consider the objections. It was proposed and agreed that the Policy Board consider the objections and that no Reporter be appointed on this occasion. Having considered the objections made and which had not been withdrawn it was proposed that the objections be noted and that the implementation of the Traffic Regulation Order as advertised be approved.

DECIDED:

(a) That it be agreed that this Policy Board consider the four sustained objections in relation to the Renfrewshire Council (Renfrewshire, school streets) (part-time prohibition of motor vehicles) Experimental Order 2020, in fulfilment of the Council's statutory obligations to give consideration to all objections made and not withdrawn;

(b) That an independent Reporter be not appointed on this occasion; and

(c) That the objections be noted and that the Director of Environment & Infrastructure, in conjunction with the Convener of this Policy Board be authorised to make the Traffic Regulation Order.

7 Paisley Town Hall - Licence to Occupy Agreement

There was submitted a report by the Director of Finance & Resources relative to the proposed extension of the existing licence to occupy agreement, with the United Free Church, in respect of the area of land adjacent to Paisley Town Hall, identified on plan E2992A, a copy of which was attached to the report.

The report stated that the Council had previously obtained the consent of the Trustee(s) of the former Abbey Close (United Free) Church to use the land involved as a site compound when undertaking refurbishment contract works to Paisley Town Hall and a licence to occupy agreement had been entered into with a date of entry of 2 September 2019. Due to contractual issues and the implications of Covid-19, the need to extend the agreement had been identified with it anticipated that the agreement required to operate until 30 April 2023. As the Council currently maintained the site, the Trustee(s) of the United Free Church had provisionally confirmed their consent to the extension of the licence to occupy agreement subject to the Council meeting their reasonable professional and legal expenses. It was noted that there would be no licence fee charge.

DECIDED: That the Head of Corporate Governance be authorised to extend the existing licence to occupy agreement with the United Free Church on such terms and conditions as deemed necessary to protect the Council's interest.

8 Disposal of land adjacent to 42 Crosslee Park, Crosslee

There was submitted a report by the Director of Finance & Resources relative to the proposed disposal of an area of land, identified on a plan attached to the report, adjacent to 42 Crosslee Park, Crosslee.

The report advised that the area of land involved extended to 23 sqm or thereby and was an area of open space, maintained by Environment and Infrastructure Services, held on the General Services Account. The owner of the property at 42 Crosslee Park, Crosslee, which was adjacent, had expressed an interest in acquiring the land to extend their garden and an agreed purchase price had been reached, subject to the Board declaring the ground surplus. It was highlighted that the applicant would be obliged to obtain planning permission for any proposed change of use, if required; would be liable to meet the Council's reasonable professional and legal expenses incurred in processing the transaction; and that the purchase price of the land would be at a level upon which delegated powers granted to the Head of Property Services for disposal purposes would be utilised.

Confirmation had been received from the Director of Communities, Housing & Planning Services and the Director of Environment & Infrastructure that the area of land involved had no operational requirement and that they were not opposed to the land being declared surplus to requirements. It was highlighted that in the event the land was declared surplus to requirements the Head of Planning and Housing Services would publish an advert in the local press, in terms of the Town and Country Planning (Scotland) Act 1959, in respect of the proposed sale of an area of open space.

DECIDED:

(a) That the area of land located adjacent to 42 Crosslee Park, Crosslee and identified on the plan attached to the report, be declared as surplus to the Council's requirements, with a view to its disposal to the adjacent owner;

(b) That the sale to the adjoining proprietor of 42 Crosslee Park, Crosslee, on such terms and conditions as may be negotiated by the Head of Property Services, utilising delegated power, be authorised;

(c) That the Head of Corporate Governance be authorised to conclude the sale incorporating into the bargain such terms and conditions as deemed necessary to protect the Council's interest; and

(d) That it be noted that the Head of Planning & Housing Services would publish an advert in the local press, in terms of the Town and Country Planning (Scotland) Act 1959, in respect of the proposed sale of an area of open space.

9 Lease of the former Fathers Club, Blackstoun Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of the former Fathers Club property in Blackstoun Road, Paisley.

The report advised that AS Homes (Scotland) Limited had been appointed as the contractor to construct 101 new Council houses as part of the Tannahill area housing investment strategy. The former Fathers Club property in Blackstoun Road, Paisley was located adjacent to the development site and it was proposed that the property be used by AS Homes (Scotland) Limited as a site office and the provision of welfare facilities in connection with the development. A short-term lease of the property had recently been concluded, using the delegated powers of the Head of Property Services, in order to enable the contractor to take entry. It was noted that the development contract was expected to last approximately 86 weeks and a lease for this period would require Board approval. Discussions had taken place with AS Homes (Scotland) Limited and the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That the Head of Property Services and the Head of Corporate Governance be authorised to conclude a lease of the former Fathers Club property in Blackstoun Road, Paisley, identified on a plan attached to the report, on the terms and conditions contained within the report.

10 Proposed declaration of former smallholding at 28 Parkmains, Erskine as surplus to requirements

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of the former smallholding, along with the adjacent walled garden, at 28 Parkmains, Erskine as surplus to operational requirements and to the marketing for sale of the buildings and site.

The report stated that the former smallholding at 28 Parkmains, Erskine, along with the adjacent walled garden, measuring an area of approximately 0.4 hectares, was one of a number acquired by the General Services Account when the town of Erskine was formed. The former Renfrew District Council had determined that the smallholding be transferred to the then Housing Committee, in respect of day-to-day management with the surrounding land retained on the General Services Account for future development.

The former smallholding had been occupied until January 2018, when the sitting tenant had been decanted, while external and internal repairs were being considered to ensure the property met Scottish Housing Quality standards. In April 2019 the sitting tenant decided to relinquish their secure tenancy in respect of the property, choosing to remain at the decanted property. Officers considered the cost to bring the smallholding up to the required standards was prohibitive. The property was vacant and located adjacent to a potential small development site and it was the view that an opportunity existed for the site at 28 Parkmains, Erskine to be combined with the adjacent ground to offer a small development opportunity.

In the event the buildings and site were declared surplus to requirements by this Board appropriate arrangements would be made to market the property for sale.

DECIDED:

- (a) That the buildings and site, identified in plan E3089, appended to the report, be declared surplus to the Council's operational requirements; and
- (b) That the Head of Property Services be authorised to market the property as available for sale on the open market.

11 Lease of 43-45 and 65-71 George Street, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of premises at 43-45 and 65-71 George Street, Paisley.

The report advised that the Leadership Board, at the meeting held on 5 December 2018, had approved a new Invest in Renfrewshire initiative which targeted businesses looking to make their first step into commercial premises. Vacant council-owned retail units had been identified at George Street, Paisley for conversion to low-cost, good quality workspaces which would be operated by a third-sector partner, Launch-It, who had proven experience in delivering similar initiatives. The benefits to participating businesses were detailed.

Significant refurbishment and upgrade works have been undertaken by the Council at 43-45 and 65-71 George Street, Paisley, identified on a location plan attached to the report, to facilitate the proposal with the funding for the project allocated from existing Invest in Renfrewshire/Economic Development budgets, the Town Centre Fund and ongoing revenue costs from the charity Launch-It.

A short-term lease of the property had recently been concluded, using the delegated powers of the Head of Property Services, in order to enable Launch-It to take entry of the properties however a longer-term lease was desirable in view of the investment already incurred. Discussions had taken place with Launch-It and it was noted that the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That the Head of Property Services and the Head of Corporate Governance be authorised to conclude a lease of 43-45 and 65-71 George Street, Paisley on the terms and conditions contained within the report.