



REPORT

To: Infrastructure Committee

31 August 2010

**From: Heritage Manager
Planning
Infrastructure Services Department**

CAPITAL PROJECTS FOR COASTAL DEFENCE AND POLICY

1. Introduction

- 1.1 This report follows on from the findings from the Coast Protection Infrastructure Audit, presented to Infrastructure Committee in June (Min. Ref.: 50/10).

2. Links to Council Priorities and Risk

- 2.1 The Council is a signatory to the Scottish Climate Change Declaration and this report provides information directly relating to this topic. Relevant Council Priorities in this instance are to protect and enhance our natural environment in a sustainable manner, benefiting people and communities, whilst providing a safe environment to live in.
- 2.2 No risks have been identified as arising from approving, or failing to approve, the recommendation in this report.

3. Background

- 3.1 The Flooding and Coast Protection Policy (Appendix 3) was approved by members on the on 1 March 1995
- 3.2 The Coast Protection Grants Policy (Appendix 4) was approved by members on the 20 November 1996 (Min. Ref.: 99/96. SIC Min. Ref.: 179/96).
- 3.3 This report was requested at the June 2010 Infrastructure Committee meeting.

4. Coast Protection Infrastructure

- 4.1 All Community Councils were contacted in November 2008 and asked to identify historically problematic areas that they would like surveyed. The Planning Engineer has carried out site investigations on the areas of concern and abbreviated results and recommendations/ actions are included in Appendix 1. If the projects identified as “Planning” were to proceed they would be carried out within the Coast Protection budget RRY8383 and the remainder funded by the services named in Appendix 1.

5. Coast Protection Grant Scheme

- 5.1 The Council continues to offer its Coast Protection Grant for construction or maintenance of small-scale coast protection schemes.

In order to qualify works are to have a maximum estimated cost of £6000 including VAT. Grants offered under the scheme are to be for 80% of the cost of the works up to a maximum of £4800.

- 5.2 An initial assessment is made on each project with eligibility and priority ranked using the following categories of land -

1 Public Undertakings, Utilities and Assets (usually owned by major commercial or public organisations, for example, airports; generating stations; public buildings; pumping stations; amenity footpaths; burial grounds);

2 Permanently Occupied Private Dwelling Houses (including access thereto);

3 Commercial Undertakings (for example, shops, factories and other sources of economic activity or employment generation);

4 Designated Heritage Sites (sites whose heritage importance has been recognised by a formal designation including, for example, Scheduled Ancient Monuments; Buildings of Special Architectural or Historic Interest; Sites of Special Scientific Interest); and

5 Other Land (to include all other land which does not have a threatened building on it). In respect of other land, each case should be assessed on its own merits but, generally, coast protection works would not normally be undertaken to property in this category.

- 5.3 Appendix 2 details grant applications received for the period 2008-2010. The table identifies a number of grant offers made by Shetland Islands Council that were not followed through to completion. This has an adverse effect on budgeting the available revenue within the Coast Protection Budget and it is therefore proposed that the existing Coast Protection Grants Policy be amended.

6. Existing Coast Protection Works

- 6.1 Maintenance of existing infrastructure should continue to be undertaken by the landowner.
- 6.2 The Council can carry out repairs and maintenance to existing coast protection works in the following circumstances:
 - a) Where the works were constructed by the Coast Protection Authority with government grant (no contribution is to be sought from the landowner in such cases)
 - b) Where the landowner has failed to carry out repairs or maintenance following the service of a notice by the Council requiring repairs or maintenance to be carried out (the Council would normally seek to recover the reasonable costs of carrying out such work); and
 - c) Where the Council is the landowner (the costs of such works are met from existing maintenance budgets).

7. Proposal

- 7.1 If any requests for coast defence works are received that would require funding from existing budget provision a report will be submitted to the Council through the Capital Programme Gateway Process, however, in emergency situations works could proceed under the scheme of delegation.
- 7.2 The grant scheme will be offered for the first 4 months of the financial year, April, May, June and July for receipt of completed applications. If works have not been completed by 31 October (3 months from final application date) a new grant application will need to be submitted for the next round of funding the following financial year. Provision will be made throughout the year for emergency works.

8. Financial Implications

- 8.1 This report has no additional direct financial implications because works in Appendix 1 would be carried out within existing budget provision.
- 8.2 The current annual Coast Protection budget is £44000.

External Grants - £36000
Emergency works/project costs - £8000

9. Policy and Delegated Authority

- 9.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outlined in Section 12.0 of the Council's Scheme of Delegations, and for which the overall

objectives have been approved by the Council, in addition to appropriate budget provision.

- 9.2 However, matters of new Policy or variation of existing Policy require approval of the Council.

10. Recommendation

- 10.1 I recommend that the Infrastructure Committee recommend that the Council approve the proposals as outlined in Section 7 of this report.

Report Number: PL-27-10-F

Appendix 1: Coast defence works – Areas of concern

Location	CC area	Proposal	Estimated	Service Area
<u>Category 1</u>				
Gulberwick Graveyard wall	Gulberwick, Q&C	Boundary wall re-alignment	5000	Burial Grounds
Sletts	Lerwick	Reconstruct areas of footpath	2800	Roads
Ollaberry Kirk yard	Northmavine	Graveyard retaining wall requires re-pointing	2500	Burial Grounds
Sullom Kirk yard	Northmavine	Graveyard retaining wall requires re-pointing	1500	Burial Grounds
Walls Kirk yard	Sandness & Walls	Re-point section of boundary wall	1500	Burial Grounds
<u>Category 2</u>				
North Haa, North Roe	Northmavine	Rebuild rock armour protecting listed building	2500	Planning- eligible for Coast protection grant
The Manse, Hillswick	Northmavine	Fill void in sea defence when marina is built	1000	
<u>Category 5</u>				
Minn Beach	Burra & Trondra	Rebuild unsafe armour stones	5000	Gateway Process
Papal beach road	Burra & Trondra	Construct armour/gabion defence	15000	Roads
Levenwick Burn	Dunrossness	Construct permanent burn outlet	5000	Planning
Tresta Links	Fetlar	Construct armour/gabion defence	75000	Gateway Process
Beach of Mail, Cunningsburgh	Gulberwick, Q&C	Construct permanent burn outlet	5000	Planning
Sands of Sound	Lerwick	Construct armour/gabion defence	75000	Gateway Process
Ayre of Vidlin	Nesting & Lunnasting	Construct fence on top of existing wall	25000	Roads
Housabister	Nesting & Lunnasting	Rock armour to protect road edge	15000	Roads
Footpath, Foula	Sandness & Walls	Rebuild eroded bridge abutments	2000	Planning
Ness of Melby	Sandness & Walls	Dune fencing proposal	45000	Gateway Process
The Crook, Norby	Sandness & Walls	Restrict public access around area of erosion	1250	Planning
West Gate, Tresta	Sandsting & Aithsting	Major subsidence	75000	Roads
Grunnavoe, Walls	Sandness & Walls	Rock armour to support settling road edge	2500	Roads
Sannick, Sandwick	Sandwick	Cliff face collapse	45000	Roads
Kiln Bar, Scalloway	Scalloway	Rebuild failed rock armour	2500	Gateway Process
East Voe, Scalloway	Scalloway	Rebuild unsafe armour stones	8000	Gateway Process
Whalayre, Haroldswick	Unst	Rebuild failed rock armour	10000	Roads

Appendix 2: Grant applications for the period 2008-2010

Year	Location Description	Community Council	Type	Proposal	Category	Applications		
						Complete		Received
						2008/9	2009/10	2010/11
2008/09	4 Park Lane, Lerwick	Lerwick	Flooding	Flooding from outside lane	2	282		
	Da Böd, Busta, Brae	Delting	Sea wall	Extend existing seawall	2	-		
	St Juligarth, Baila	Lerwick	Flooding	Pluvial flooding from hill	2	-		
	The Old Manse, Hillswick	Northmavine	Sea wall	Rebuild collapsed wall	2	-		
	Littla Boust, Sandness	Sandness & Walls	Sea wall	Armouring	2	-		
	Skelda View, Skeld	Sandsting & Aithsting	Fencing	Collapsed fence	2	-		
	Banks Cottage, Unst	Unst	Maintenance	Repair damaged sea wall	2	2282.32		
2009/10	Fairview, Tresta	Sandsting & Aithsting	Sea wall	Extend existing sea defence	2		1104	
	The Knowe, Twageos	Lerwick	Erosion	Rock face stability	2		-	
2010/11	The Taing, Reawick	Sandsting & Aithsting	Rock armour	Armouring	2			4794
	Shorehouse, Reawick	Sandsting & Aithsting	Rock armour	Armouring	2			4465
	Seaview, Reawick	Sandsting & Aithsting	Rock armour	Armouring	2			4000
	Sandsayre Pier, Sandwick	Sandwick	Rock armour	Armouring	4			4800
	Sandlodge, Sandwick	Sandwick	Sea wall	Rebuild collapsed wall	4			4800
	McGuire, Scalloway	Scalloway	Sea wall	Existing sea wall eroded	2			4800
						2564.32	1104	27659



FLOODING AND COAST PROTECTION POLICY

Coast protection powers

The Coast Protection Act 1949 (hereafter referred to as 'the Act of 1949') defines the Council as the Coast Protection Authority for Shetland. The Act of 1949 sets out the Authority's powers in relation to the protection of the coast. Coast protection work is defined in the Act of 1949 and "means any work of construction, alteration, improvement, repair, maintenance, demolition or removal for the purpose of the protection of any land, and includes the sowing or planting of vegetation for the said purpose". Works may consist of new projects or repairs or maintenance of existing works.

There is no requirement that coast protection work be carried out, but the Authority may:

- a) carry out such coast protection work as appears to be necessary or expedient for the protection of any land in its area;
- b) enter into agreement with others in relation to such work (which can be carried out by the Authority or by the other party and be on such terms as to payment as may be specified in the agreement);
- c) acquire land for, or associated with, such coast protection work;
- d) grant consent to coast protection works to be carried out by others (and contribute to the cost of such works if appropriate);
- e) require owners (etc.) to repair or maintain existing coast protection works (or repair them itself and recover the reasonable costs of such repairs);
- f) carry out work which appears to be urgently necessary for the protection of any land in its area; and
- g) prevent excavation of materials from the seashore.

Notes

- For expenditure on coast protection projects to be eligible for government grant it has to be made by the Council.
- All works by the Council (other than repairs and maintenance or emergency works) require the approval of the First Minister.

- Small-scale new works should continue to be carried out by bodies other than the Council by means of a grant from the Council.
- Urgent works can be eligible for government grant; repairs or maintenance of existing works are not.

COAST PROTECTION POLICY AND PROCEDURES

Planning Committee approved the following policy framework on 3 February 1995.

Priorities for action

Coast Protection is a discretionary power; nevertheless, there will almost certainly be circumstances in which the Council feels obliged to act, either because its own assets are at risk or because of the particular case. There might also be circumstances where the Council had common law duties of care in respect of prevention of damage caused by erosion of land owned by the Council. The Council has to judge which cases warrant expenditure and the policy defines and prioritises land categories in order to assist in the process of evaluation.

Categories of land

- 1 **Public Undertakings, Utilities and Assets** (usually owned by major commercial or public organisations, for example, airports; generating stations; public buildings; pumping stations; amenity footpaths; burial grounds);
- 2 **Permanently Occupied Private Dwelling Houses** (including access there-to);
- 3 **Commercial Undertakings** (for example, shops, factories and other sources of economic activity or employment generation);
- 4 **Designated Heritage Sites** (sites whose heritage importance has been recognised by a formal designation including, for example, Scheduled Ancient Monuments; Buildings of Special Architectural or Historic Interest; Sites of Special Scientific Interest); and
- 5 **Other Land** (to include all other land which does not have a threatened building on it).

In respect of other land, each case should be assessed on its own merits but, generally, coast protection works would not normally be undertaken to property in this category.

(Coast protection work for the protection of public roads is carried out by the Council as roads authority with costs met from the Roads and Transport budget since the Council has a duty to maintain public roads under the Roads (Scotland) Act 1984).

Procedure

Coast protection works will generally be undertaken in accordance with Coast Protection Act 1949 procedures and Government grant should be sought where appropriate.

The First Minister may make grants towards any expenditure incurred by the Coast Protection Authority under the Act of 1949. Grant, at a rate of 80% for Shetland, is available provided the project is approved by the Scottish Executive (urgent works do not require to be approved before commencement). Grant is only available in respect of expenditure by the Council and not in respect of any expenditure or contributions made by other persons or bodies.

The Council's costs would be met from the Reserve Fund.

New coast protection works

The First Minister would be consulted in advance of formal notices being issued so that the Scottish Executive can have advance notice that an application for funding may be forthcoming and to reach agreement that the works are essential. Works would normally be carried out by the Council following voluntary agreement.

Each case would have an assessment on the basis set out below.

- A** A cost benefit assessment. The extent of this would depend on the scale of expenditure being considered but it should enable an evaluation of the costs and benefits, in cash terms, so that the Council can satisfy itself (and the Scottish Executive, where appropriate) that the project represents value for money;

and

B Either

- i) a formal Environmental Assessment for all major works or works which affect designated sites or landscapes;
- or**, where the proposed project is of a modest scale,
- ii) an appraisal of engineering feasibility and environmental considerations to be generally undertaken by consultation.

(The Environmental Assessment (Scotland) Regulations 1988 set out the matters to be considered in an environmental assessment. The less detailed appraisals for minor projects would cover the same broad topics, but in somewhat less detail).

Such assessments place the Council in a much better position to determine whether works should proceed at all or should be modified at an earlier stage in their consideration.

The Council will consider seeking a contribution from persons with an interest in the property to be protected. The Scottish Executive expects the Council to seek such contributions from persons likely to benefit from proposed works. The following guidelines will be used:

- It is not appropriate to specify a contribution in respect of public and commercial assets and undertakings because of the diverse nature of assets to be protected and the likely variety of scale of works. The funding arrangements would need to be the subject of negotiations between the parties in each case.
- In the case of occupied private dwelling houses the contribution level will be 20% of the estimated cost of the project. The level of contribution is fixed at the time of the original project cost estimate; that contribution will not increase if the project cost subsequently increases but will decrease if the project is less costly than originally estimated. In any case the maximum contribution is £1,200 per house. Where there is more than one property affected the proportions of costs to be attributed to each are calculated in proportion to the benefit accruing to each.
- In the case of designated heritage sites, each case will be assessed on its own merits but, generally, a contribution will be sought from the body that designated the site, in addition to an appropriate contribution from the landowner.

Once it has been decided that coast protection works are appropriate and a scheme devised a notice of the intention to carry out the works has to be placed in a local newspaper (and The Edinburgh Gazette if the works are estimated to cost in excess of £500,000). A similar notice has to be served on persons or bodies with an interest in the land or likely to be affected by the work. (The list of bodies includes a range of statutory bodies, as well as the affected landowners). The notices must also state the cost of the works and that objections to the proposal must be made within 5 weeks of publication or service.

The scheme will be formally notified to the Scottish Executive and a funding request made when all objections have been resolved and any necessary consents granted. The Scottish Executive may, even then, decide that additional notifications are required. If objections are received to the proposals and not withdrawn the First Minister would give the objector, and other affected persons, the opportunity to be heard at an inquiry. The First Minister can approve the scheme, reject it or approve it with conditions.

The project could then be carried out following formal tender and contract letting procedures.

Existing coast protection works

Repair and maintenance of coast protection works is the responsibility of the landowner except where government grant was made available for their construction. Accordingly, it is in landowners' best interests to insure any such works situated on their land.

The Council can carry out repairs and maintenance to existing coast protection works in the following circumstances:

- a) where the works were constructed by the Coast Protection Authority with government grant (no contribution is to be sought from the landowner in such cases);

- b) where the landowner has failed to carry out repairs or maintenance following the service of a notice by the Council requiring repairs or maintenance to be carried out (the Council would normally seek to recover the reasonable costs of carrying out such work); and
- c) where the Council is the landowner (the costs of such works are met from existing maintenance budgets).

Coast protection carried out by other bodies

Coast protection can be carried out by other bodies. The Council's permission as Coast Protection Authority is required. In addition, planning permission and a works licence under The Zetland County Council Act 1974, may also be required. When determining any such applications the Council also has a duty to request and consider an Environmental Assessment if required to do so by The Environmental Assessment (Scotland) Regulations 1988). An applicant may also require a licence from the Scottish Executive under the Food and Environment Protection Act.

The Council is empowered to assist with the cost of projects carried out by others. Any such expenditure is eligible for government grant only if the project receives Scottish Executive approval. However, there may be cases where it would be more efficient to proceed in this manner rather than for the Council to do the work itself. Alternatively, other bodies could carry out smaller scale projects without government grant being sought or we grant assist individuals to undertake the work to their property. In most cases it is this latter approach that is taken.

Emergency arrangements

Cases sometimes arise where work needs to be undertaken quickly because of imminent threats to property or public safety. The Council has powers, under S 5(6) of the Act of 1949 to undertake such works without the need to obtain the usual consents.

Agreements to undertake works

Persons to benefit from coast protection works (including urgent works) must normally enter into an agreement with the Council prior to the works being undertaken (although this may not be appropriate in the case of large or complex schemes). The agreement will include an undertaking from the affected property owner to the effect that (s)he will make a contribution to cost of the works, that contribution to be in line with those levels set out above under New Coast Protection Works.

Coast Protection Grants Policy

Approved 20 November 1996 Min ref 99/96; Council 179/96

This note sets out the Council's policy in respect of grants for small-scale coast protection schemes. All works must meet the following criteria to qualify:

- 1 The proposed works are to be considered within the framework of the Council's policy on coast protection (which was approved by Planning Committee on 3 February 1995) and offers of grant may be made provided that such an offer would be in accordance with the terms of that policy, subject to funds being available.
- 2 Coast protection grant under this scheme may be available for new works or maintenance of existing defences, which are:
 - a) intended to protect permanently occupied private dwelling houses (including necessary accesses thereto); and
 - b) have a maximum estimated cost of £6,000, including VAT.
- 3 Grants offered under the scheme are to be for 80% of the cost of the works up to a maximum of £4,800;
- 4 The scheme is administered by the Executive Director of Infrastructure Services Department to whom authority to offer grants, subject to appropriate conditions, in accordance with the scheme and the Council's approved coast protection policy, has been delegated;
- 5 In cases where consent under S.16 of the Coast Protection Act 1949 is required an application for such consent shall be determined prior to any offer of grant being made; and
- 6 Authority to determine applications for consent under S.16 of the Coast Protection Act 1949 has been delegated to the Planning Committee, where they are for works which are in accordance with the Council's approved coast protection policies.
- 7 New works require formal consent of the Council as Coast Protection Authority and may also require planning permission. Other consents may be required.
- 8 All applications for grant should be in the form of a letter, enclosing a statement agreeing to the works signed by all affected landowners and tenants. It should be accompanied by a location plan; plans and specifications; and supported by two competitive estimates for the works.
- 9 All offers of grant are subject to standard conditions that have been drawn up in consultation with the Head of Finance Services and Legal Services Manager and any other, appropriate, conditions.
- 10 No specific sum is allocated to the grant scheme since this would have the effect of prioritising it above all other requests, regardless of their relative importance in terms of the established coast protection policy as a whole.



REPORT

To: Infrastructure Committee

31 August 2010

**From: Waste Services Manager
Environment and Building Services
Infrastructure Services Department**

DELEGATED AUTHORITY - ALLOTMENTS

1. Introduction

- 1.1 The purpose of this report is to seek delegated authority for the Head of Environment and Building Services or his nominee for the hearing of appeals under the Standard Shetland Allotment Site Regulations.

2. Link to Corporate Priorities and Risk Management

- 2.1 This project delivers corporate priorities in relation to improving health, equal opportunities, social justice, active citizenship, community safety, achieving potential, managing waste effectively, cherishing biodiversity, our cultural identity, skills development and economic diversification.
- 2.2 Without delegated authority for the hearing of appeals under the Standard Shetland Allotment Site Regulations, appeals would require to be heard by the full Council, which is not seen as appropriate use of Councillors' time.

3. Background

- 3.1 The Standard Shetland Allotment Site Regulations were approved by the Infrastructure Committee in September 2009 (Min ref 06/09).
- 3.2 Whilst delegated authority was given to the Head of Environment and Building Services or his nominee to manage and vary conditions of leases for allotments, at that time no delegated authority was sought for the hearing of appeals under the Standard Shetland Allotment Site Regulations. The Regulations permit appeals to the Council against termination of individual plot-holders' leases or their expulsion from the relevant allotment association.
- 3.3 It is proposed that delegated authority be given to the Head of Environment and Building Services or his nominee, to hear appeals under the Standard Shetland Allotment Site Regulations and, in consultation with Legal Services, deal with all necessary procedural matters relating thereto.

. **Financial Implications**

5.1 There are no financial implications associated with this report.

6. Policy and Delegated Authority

6.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outlined in Section 12.0 of the Council's Scheme of Delegations, and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

7. Conclusion

7.1 Delegated authority is required for the Head of Environment and Building Services or his nominee to hear appeals under the Standards Shetland Allotment Site Regulations.

8. Recommendation

8.1 I recommend that the Infrastructure Committee delegate authority to the Head of Environment and Building Services or his nominee as proposed in section 3.3 above.

Report Number : ES-21-10-F



REPORT

To: Infrastructure Committee

31 August 2010

**From: Burial Grounds Service Manager
Environment & Building Services
Infrastructure Services Department**

BIXTER BURIAL GROUND EXTENSION

1. Introduction

- 1.1 The purpose of this report is to seek authority to make a Compulsory Purchase Order for land associated with the extension of Bixter burial ground.

2. Link to Corporate Priorities and Risk Management

- 2.1 The provision of burial ground extensions has no direct links with the objectives stated in the corporate plan.
- 2.2 Failure to secure the land for the extension will result in closure of Bixter burial ground for new burials with local residents having to consider alternatives such as Aith, Walls, Sand and Reawick.

3. Background

- 3.1 We have had protracted negotiations with the tenants and the landowner concerning the extension of the burial ground and provision of car parking on the site.
- 3.2 Whilst the tenant is in agreement with the proposals the landowner is willing to sell the land for the extension but not the associated car park, suggesting that the disused quarry across the road should be used for this purpose.
- 3.3 There is no formal car parking provision at Bixter burial ground. The public utilise the disused quarry area across the road when visiting the yard, and then have to cross a very fast stretch of road to access the yard, which is not ideal for the elderly or infirm.
- 3.4 We have therefore incorporated a car parking area adjacent to the extension.

4. Proposal

- 4.1 As the car park is necessary for the development of the extension at Bixter it is proposed that we make a compulsory purchase order for the land. Once made and advertised, the compulsory purchase order would be submitted to the Scottish Ministers for confirmation, and would only come into effect when confirmed. A plan indicating the land proposed to be compulsorily purchased is attached as an appendix. The final form of the CPO and the associated plan would be the subject to consultation with Legal and Administration.

5. Financial Implications

- 5.1 There are no financial implications associated with this report. Costs associated with the compulsory purchase order will be met from the existing Capital budget.

6. Policy and Delegated Authority

- 6.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outlined in Section 12.0 of the Council's Scheme of Delegations, and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.
- 6.2 Compulsory purchase orders for land associated with burial grounds requires approval by the Infrastructure Committee (Min Ref: ES 42/97)

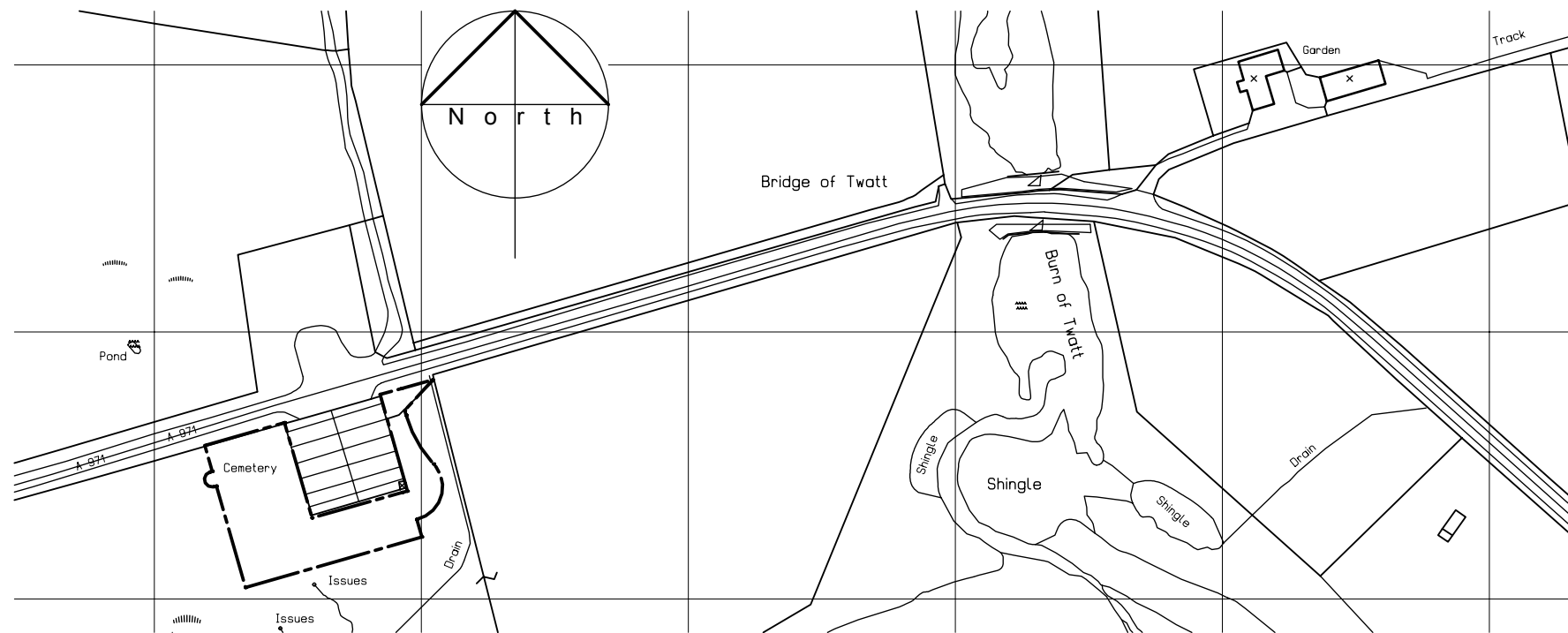
7. Conclusion

- 7.1 In order to progress the extension to Bixter burial ground it is necessary to pursue a compulsory purchase order for the land.

8. Recommendation

- 8.1 I recommend that the Infrastructure Committee approve the making of a compulsory purchase order for land associated with the extension to Bixter Burial Ground.

Report No: ES-18-10-F



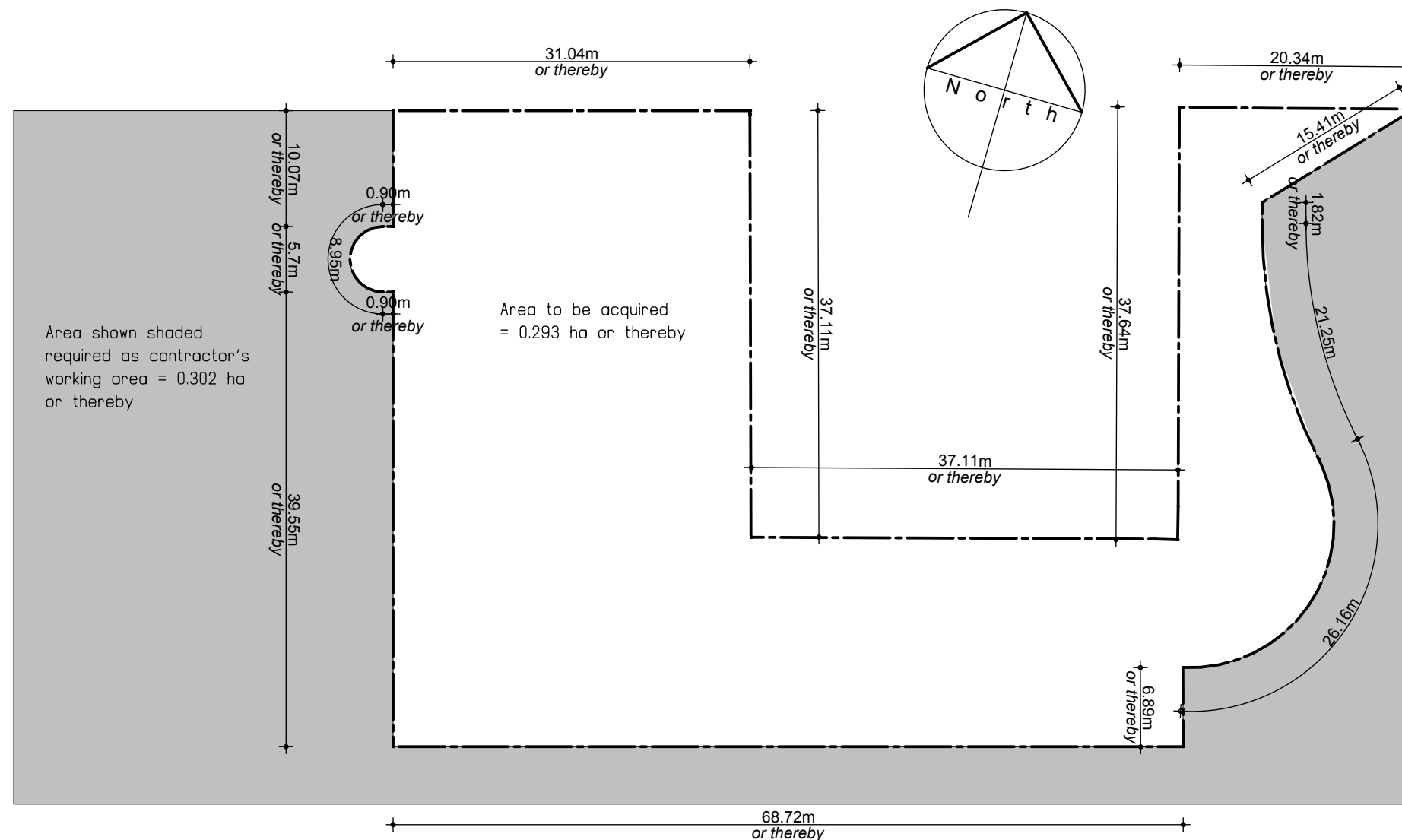
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HU 321 526

LANDOWNER

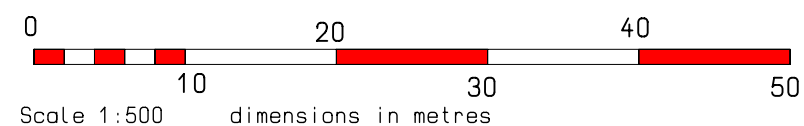
Mrs Mary Houston
Per Tait & Peterson
Bank of Scotland Buildings
LERWICK
ZE1 0EB

TENANT

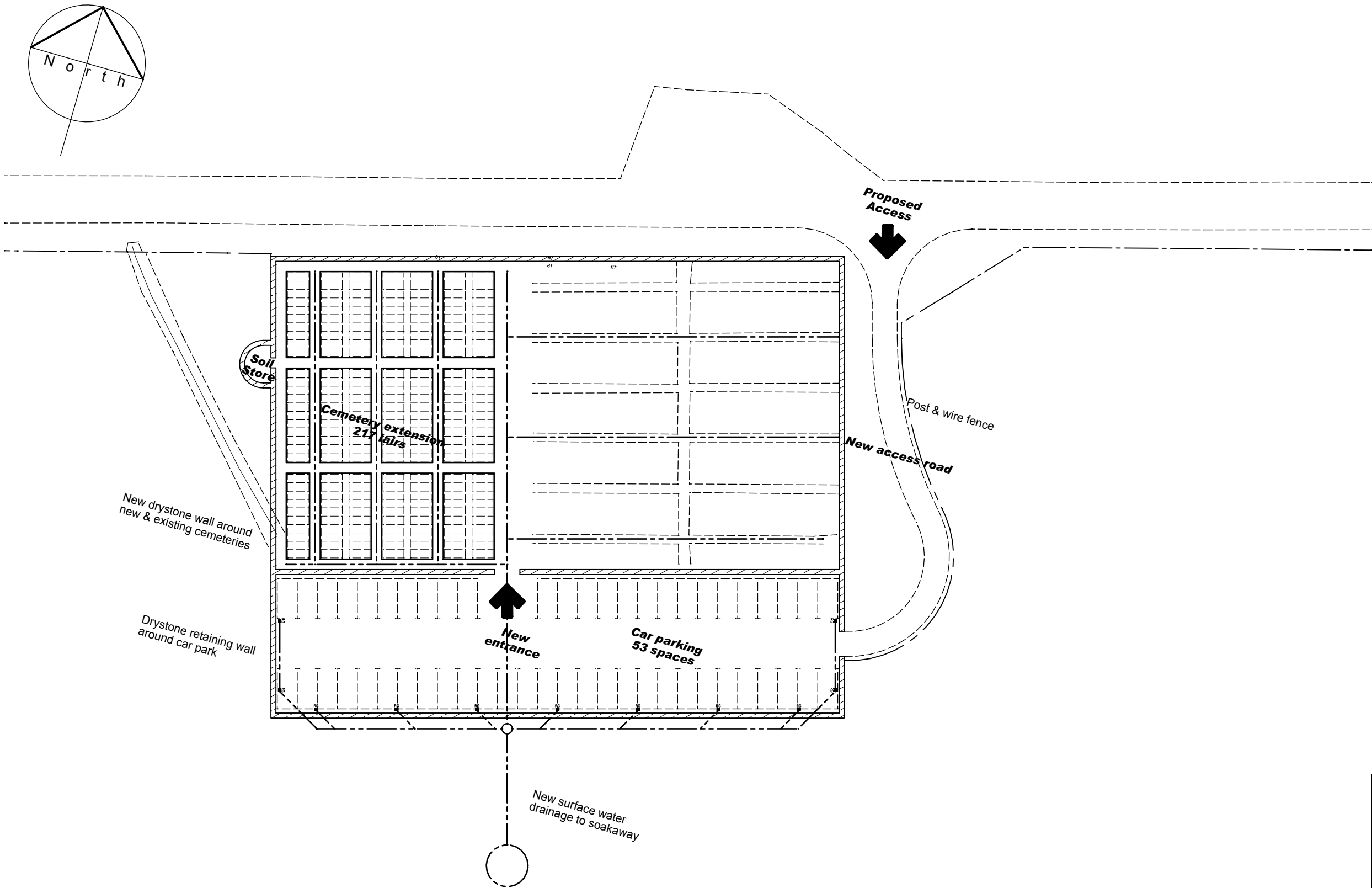
Mr Mark Henry
Freefield
Browland
BRIDGE OF WALLS



SITE PLAN 1:500



Do not scale drawings - figured dimensions to be worked to in all cases			
A	08.10.09	IS	Drawing updated
REV	DATE	BY	DESCRIPTION
PROJECT			
Bixter Cemetery Extension			
CLIENT			
Shetland Islands Council			
CONTENT			
Disposition Plan & Working Area			
DATE	DRAWN		SCALE
10/05/2007	IS		1:500, 1:2500
PROJECT NO		DRAWING NO	REVISION
040204		15	A
IAIN SKINNER ARCHITECT			
7 MOUNTHOOLY STREET LERWICK			
SHETLAND ZE1 0BJ			
TELEPHONE 01595 692039 FACSIMILE 01595 692113			



Do not scale drawings - figured dimensions to be worked to in all cases			
REV	DATE	BY	DESCRIPTION
PROJECT Bixter Cemetery Extension			
CLIENT Shetland Islands Council			
CONTENT Drainage Servitude			
DATE 14/10/2009		DRAWN IS	SCALE 1:500 at A3
PROJECT NO		DRAWING NO	REVISION
040204		16	
IAIN SKINNER ARCHITECT 7 MOUNTHOOLY STREET LERWICK SHETLAND ZE1 0BJ TELEPHONE 01595 692039 FACSIMILE 01595 692113			



REPORT

To: Infrastructure Committee

31 August 2010

From: Head of Transport
Infrastructure Services Department

COST REDUCTION MEASURES ON THE NORTHERN ISLES FERRY SERVICES

1. Introduction

- 1.1. This report is to seek the views of Members on the potential impacts of options for possible changes to the Northern Isles ferry services.
- 1.2. The views will be incorporated in a response to the Scottish Government.

2. Links to Council Priorities

- 2.1. The Council's Corporate Plan states *"Shetland's communities are scattered and have a diverse set of needs. To best address those, we must have sustainable road, sea and air transport systems, both internal and external, that ensure everyone is able to access the places, services and opportunities they need."*

3. Risk Management

- 3.1. Although there are no risks arising directly from this report it is worth noting at this stage that the capacity, frequency, reliability and cost of external transport links to and from Shetland are paramount to Shetland's overall aim "To Maintain the Number of Economically Active People Throughout Shetland".
- 3.2. To achieve this there is an implicit need to generate more diverse opportunities in Shetland and reverse the predicted trend of population decline.
- 3.3. We can already see that there are constraints on both sea and air links, principally in relation to capacity and cost, which must be addressed if Shetland is to be able to generate new economic opportunities and grow its population. Failure to do so will be a significant risk to Shetland's capacity to deliver its economic and social objectives.
- 3.4. Therefore it is important that a response is made to the consultation process on possible changes to the Northlink services.

4. Background

- 4.1. The Scottish Government announced on 9 March 2010 that the Northlink vessels would be running on 2 engines on the Aberdeen / Kirkwall / Lerwick sailings to reduce fuel consumption and cost.
- 4.2. A further announcement was made on 16 April 2010 that the implementation of this was being postponed to allow work to be carried out to seek alternative ways to make £1 million in expenditure savings on the Northlink services.
- 4.3. A number of possible options have been identified. Details of these can be found on the Scottish Government's website at <http://www.scotland.gov.uk/Topics/Transport/ferries-ports-canal/14342/NIS> and in Appendix 1.
- 4.4. Consultants have been appointed to investigate the implications of these possible changes on the users of the services and the likely impact on Northlink's fare income.
- 4.5. Comments on the possible options are invited by 31 August 2010.

5. Proposed Process for Responding to the Possible Options.

- 5.1. A draft suggested response is attached to this report as Appendix 1.
- 5.2. Members are asked to comment on the draft response at the meeting.
- 5.3. These comments will be incorporated into the response to the Scottish Government.
- 5.4. In view of the deadline for responses being on the day of the meeting, Members are asked to delegated authority to the Head of Transport in consultation with the Chairperson to approve the final response.

6. Financial Implications

- 6.1. There are no financial implications arising from this report.

7. Policy and Delegated Authority

- 7.1. Matters relating to provision of transportation services and infrastructure are delegated to the Infrastructure Committee as part of its remit in Section 12 of the Council's Scheme of Delegation.

8. Recommendations

I recommend that the Infrastructure Committee: -

- 8.1. Agree to the process outlined in 5.1 to 5.4.
- 8.2. Comment on the draft response as suggested in 5.2.
- 8.3. Delegate authority to the Head of Transport in consultation with the Chairperson to approve the final response.

Northern Isles Ferry Services Study - Options

The options identified by the working group for consideration in the study are:

A1: Reduce fuel consumption by slowing the vessels down (2 engine running) on the Lerwick-Kirkwall-Aberdeen route all year round or only during “low season” (late October to mid-March). This will mean either departing up to 2 hours earlier or arriving up to 2 hours later both north and south bound and at the intermediate calls at Kirkwall. The use of the additional engines would still be available in case of delays or when sea and weather conditions require them.

Suggested response:

1500 departure from Aberdeen: Too early for freight vehicles to get back from Central Belt when they have only arrived in Aberdeen that morning. Difficult for sports teams to play games on mainland and return that night leading to extra expense of overnight accommodation. Reduces time for day trip visitors to mainland and those with hospital appointments. Requires earlier departure from starting point that day on mainland.

1530 departure from Lerwick: Problems getting fish lorries available for shipment earlier when they cannot be shipped on the freight vessel. Pupils cannot finish school day and catch ferry that evening. Less convenient for those working that day.

0100 arrival in Kirkwall: Will discourage visitors who then have to get to accommodation. Disrupts passengers who are trying to sleep.

0900 arrival in Aberdeen: Problems with onward connections. Less time for day visitors.

0930 arrival in Lerwick: Impact on delivery of mail. Passengers will arrive too late to start work / school at normal time.

A2: Tie-up MV Hjaltland or MV Hrossey for the “low season” and run 3 North (Tuesday, Thursday and Sunday) and 3 South (Monday, Wednesday and Friday) sailings per week on the Lerwick-Kirkwall-Aberdeen service. This is the timetable that currently operates during the annual maintenance period (for about 6 weeks). Freight ship frequency is increased during this period.

Suggested response:

The Northlink service is the only way for passengers and vehicles to get to and from Shetland if they cannot fly. This reduction in frequency gives periods each week when there is no sailing for passengers (other than 12 on the freight vessel) for 72 hours at worst or 48 hours at best. Having a sailing only every second night can lead to cabin constraints on the remaining sailings. No sailing on Saturdays makes it impossible to travel for one day at weekends necessitating the cost of overnight accommodation. There appear to be instances when flights are full when there is no sailing that day.

A3: As A2, but using the single passenger vessel more intensively on the Lerwick-Kirkwall-Aberdeen route, operating 5 north bound and 5 south bound sailings per

week maintaining the Friday and Sunday calls at Kirkwall. The timetable includes a mixture of daytime and overnight sailings and would be integrated with the freight ships timetable. The following is an indicative timetable:

	Daytime	Overnight
Monday		Lerwick (1900) – Aberdeen (0700)
Tuesday	Aberdeen (0900) – Lerwick (1900)	Lerwick (2100) – Aberdeen (0700)
Wednesday	Aberdeen (0900) – Lerwick (1900)	Lerwick (2100) – Aberdeen (0700)
Thursday		Aberdeen (1900) – Lerwick (0730)
Friday		Lerwick (1730) – Kirkwall (2300) – Aberdeen (0700)
Saturday	Aberdeen (0900) – Lerwick (1900)	Lerwick (1900) – Aberdeen (0700)
Sunday		Aberdeen (1700) – Kirkwall (2300) – Lerwick (0730)

Suggested response:

Better than option A2, although still reduces frequency and gives a confusing timetable. High speed running in adverse weather will be uncomfortable and could cause damage.

Would need to see freighter timetable to ensure sufficient capacity and frequency for freight and mails.

Suggest that the Wednesday Daytime run be changed to Thursday to give better recovery time for bad weather delays. This will also give a northbound day sailing on the Thursday (to balance the southbound day sailing on Tuesday) which may be attractive to some users. Also suggest that the Saturday Daytime sailing be changed to Sunday to allow a Saturday night Aberdeen / Lerwick sailing for sports teams, day visitors, etc.

A4: Extend sailing time on freight ship between Aberdeen and Lerwick (northbound only) to reduce fuel all year. Departure time would remain as 18.00 with the arrival time extended to 12.00 noon the following day.

Suggested response:

Delay to deliveries into Shetland, especially supermarket goods and mails.

A5: Extend crossing time to save fuel on direct services between Aberdeen and Lerwick (both directions) all year. Once out of port, Hjaltland and Hrossey can regularly operate for much of the voyage on a single engine in order to maximise fuel efficiency. Increasing the potential for using this fuel efficient mode of operation for longer would mean direct services between Aberdeen and Lerwick would now depart at 17.00 instead of 19.00 to maintain the current arrival times. The additional engines would still be available in case of delays or when sea and weather conditions require them.

Suggested response:

19.00 departure gives more time to travel to Aberdeen and avoids travelling through Aberdeen at busy period.

A6: Remove 11.00 sailing from Stromness and the 13.15 sailing from Scrabster during the low season (late October to mid-March).

Suggested response:

This option would have no direct effect on services to Shetland although it may inconvenience those passing through Orkney on way to and from Shetland.

A7: Withdraw some Kirkwall calls from the Lerwick-Kirkwall-Aberdeen route. The starting point would be to look at withdrawing the services with lowest utilisation.

Suggested response:

This would affect some hauliers who use this service to ship goods (such as ice) between the islands.

A8: Review potential to apply different levels of fare increases to different user groups i.e. differentiate between Island residents and visitors and set different rates to cars, cabins, freight, high/mid/low season etc. Historically fare increases have been a fixed percentage applied to all fares. If more revenue is received from users of the services, then the pressure for service changes to be made can be reduced.

Suggested response:

The extent of the increases and the impact on carryings (Fares Elasticities) would need to be established. Restricting fares increases for island residents would be welcomed but consequential increases for other user groups would be unpopular and could discourage travel or make goods uncompetitive.



REPORT

**To: Inter Island Ferries Board
Infrastructure Committee**

**19 August 2010
31 August 2010**

**From: Head of Transport
Infrastructure Services Department**

Scottish Ferries Review – Response to Consultation Document

1. Introduction

- 1.1. This report proposes the process for preparing the response to the Scottish Government's Scottish Ferries Review Consultation Document published on 10 June 2010.
- 1.2. There is a similar report being presented to the Infrastructure Committee meeting about the separate response required to the Scottish Government's Northern Isles Ferry Services Consultation Document.
- 1.3. Reports on the two consultation processes will also be presented to the ZetTrans meeting on 16 August 2010.

2. Links to Council Priorities

- 2.1. The Council's Corporate Plan states *"Shetland's communities are scattered and have a diverse set of needs. To best address those, we must have sustainable road, sea and air transport systems, both internal and external, that ensure everyone is able to access the places, services and opportunities they need."*

3. Risk Management

- 3.1. Although there are no risks arising directly from this report it is worth noting at this stage that the capacity, frequency, reliability and cost of external transport links to and from Shetland are paramount to Shetland's overall aim "To Maintain the Number of Economically Active People Throughout Shetland".
- 3.2. To achieve this there is an implicit need to generate more diverse opportunities in Shetland and reverse the predicted trend of population decline.
- 3.3. We can already see that there are constraints on both sea and air links, principally in relation to capacity and cost, which must be addressed if Shetland is to be able to generate new economic opportunities and

grow its population. Failure to do so will be a significant risk to Shetland's capacity to deliver its economic and social objectives.

- 3.4. Therefore this consultation process on the Scottish Ferries Review is one of the most significant factors for Shetland Islands Council to consider at this time.

4. Background

- 4.1. The Scottish Government has been undertaking a review of Scottish Ferry Services since October 2008.
- 4.2. During that time a substantial amount of research, engagement and consultation with various sectors has take place.
- 4.3. This has culminated in the preparation of a Consultation Document that the Scottish Government now intends to take to Local Authorities, Communities, Operators, wider Agencies, etc.
- 4.4. The Scottish Government is seeking responses to the Consultation Document published on 10 June 2010 in relation to its work on the Scottish Ferries Review.
- 4.5. Scottish Government Ferries Division officials gave a presentation to Infrastructure Committee on 15 June 2010 on issues from the Scottish Ferries Review Consultation Document.
- 4.6. The Consultation Document is available on the Scottish Government's website at <http://www.scotland.gov.uk/Resource/Doc/935/0099972.doc>.
- 4.7. The consultants' reports which informed the Consultation Document can be found at <http://www.scotland.gov.uk/Topics/Transport/ferries-ports-canal/14342/Review>.

5. Proposed process for responding to the Consultation Document

- 5.1. The Scottish Ferries Review covers a very broad range of issues many of which have significant potential for impact on Shetland's economic performance and social inclusion both internally and in the national context.
- 5.2. Therefore there is a need to ensure that Members have adequate opportunity to engage in a detailed discussion on the issues contained in the Consultation Document so the relationships with the Council's wider aims and objectives can be thoroughly understood and considered and fed back through the consultation.
- 5.3. It would be challenging for this Committee to discuss the breadth of issues in sufficient depth and detail at a single meeting with many other items on the agenda.
- 5.4. Therefore, it is proposed that a workshop is held on Tuesday 14 September from 0915 to 1300 in the Council Chamber to allow Members the opportunity to discuss the issues and guide officers in the

preparation of a draft response to the questionnaire in the Consultation Document.

- 5.5. It is further proposed that this workshop includes the non Council Members of ZetTrans and also the Advisers to ZetTrans to enable all perspectives to be covered in one event.
- 5.6. To assist Members in preparing for the workshop officers would issue a briefing note one week prior to the event offering guidance on the importance of the issues in the Consultation Document. This would take the form of a simple categorisation of the questions asked in the Consultation Document into: -
 1. Most Important
 2. Less Important
 3. Not Relevant
- 5.7. There would also be supporting narrative provided to help Members consider the related matters and their significance in the context of the Council's aims and objectives.
- 5.8. The output of the workshop would be the basis for a draft response, which would be presented to Infrastructure Committee on 5 October 2010 for approval before formal submission to the Scottish Government.

6. Financial Implications

- 6.1. There are no financial implications arising from this report.

7. Policy and Delegated Authority

- 7.1. Matters relating to provision of transportation services and infrastructure are delegated to the Infrastructure Committee as part of its remit in Section 12 of the Council's Scheme of Delegation.

8. Recommendations

I recommend that the IIFB and Infrastructure Committee: -

- 8.1. Agree to the process outlined in 5.4 to 5.8.

Report Number: TR-24-10-F



REPORT

To: Infrastructure Committee

31 August 2010

**From: Head of Transport
Infrastructure Services Department**

THE NORTHERN ISLES FERRY SERVICES – RESPONSE TO CONSULTATION DOCUMENT

1. Introduction

- 1.1. This report proposes the process for preparing the response to the Scottish Government's Northern Isles Ferry Services Consultation Document published on 10 June 2010.
- 1.2. There is a similar report being presented to this Infrastructure Committee meeting about the separate response required to the Scottish Government's Scottish Ferries Review Consultation Document.
- 1.3. Reports on the two consultation processes will also be presented to the ZetTrans meeting on 16 August 2010.

2. Links to Council Priorities

- 2.1. The Council's Corporate Plan states *"Shetland's communities are scattered and have a diverse set of needs. To best address those, we must have sustainable road, sea and air transport systems, both internal and external, that ensure everyone is able to access the places, services and opportunities they need."*

3. Risk Management

- 3.1. Although there are no risks arising directly from this report it is worth noting at this stage that the capacity, frequency, reliability and cost of external transport links to and from Shetland are paramount to Shetland's overall aim "To Maintain the Number of Economically Active People Throughout Shetland".
- 3.2. To achieve this there is an implicit need to generate more diverse opportunities in Shetland and reverse the predicted trend of population decline.
- 3.3. We can already see that there are constraints on both sea and air links, principally in relation to capacity and cost, which must be addressed if Shetland is to be able to generate new economic opportunities and

grow its population. Failure to do so will be a significant risk to Shetland's capacity to deliver its economic and social objectives.

4. Background

- 4.1. The current contract between the Scottish Ministers and NorthLink Ferries Ltd to operate ferry services to and from the Northern Isles of Orkney and Shetland to the Scottish mainland is due to terminate on 5 July 2012. The Scottish Government's aim is to have a new set of agreements in place from 6 July 2012 and work has now started on achieving that aim.
- 4.2. The first phase in the process is to carry out a public consultation exercise to gather the views of individuals, organisations, businesses and operators on the future configuration and structure of the Northern Isles ferry services. The views expressed will assist the Scottish Government in forming future policy and in putting together the specification of requirement that will form an integral part of the invitation to tender for the services.
- 4.3. The Scottish Government is seeking responses to the Consultation Document published on 10 June 2010 in relation to its work on the Northern Isles Ferry Services.
- 4.4. Scottish Government Ferries Division officials gave a presentation to the Infrastructure Committee on 15 June 2010 on issues from the Northern Isles Ferry Services Consultation Document.
- 4.5. The Consultation Document is available on the Scottish Government's website at <http://www.scotland.gov.uk/Resource/Doc/935/0099976.doc>

5. Proposed process for responding to the Consultation Document

- 5.1. In a separate report on this agenda, Members are advised of a proposal to carry out a workshop to frame the responses to the Scottish Ferries Review Consultation Document. This is proposed for 0915 to 1300 on Tuesday 14 September 2010.
- 5.2. It is proposed that a second workshop is held, also on Tuesday 14 September, from 1400 to 1700 in the Council Chamber to allow Members the opportunity to discuss the issues and guide officers in the preparation of a draft response to the questionnaire in the Consultation Document.
- 5.3. It is further proposed that this workshop includes the non Council Members of ZetTrans and also the Advisers to ZetTrans to enable all perspectives to be covered in one event.
- 5.4. To assist Members in preparing for the workshop officers would issue a briefing note one week prior to the event offering guidance on the importance of the issues in the Consultation Document. This would take the form of a simple categorisation of the questions asked in the Consultation Document into: -
 1. Most Important

- 2. Less Important
- 3. Not Relevant
- 5.5. There would also be supporting narrative provided to help Members consider the related matters and their significance in the context of the Council's aims and objectives.
- 5.6. The output of the workshop would be the basis for a draft response, which would be presented to the Infrastructure Committee on 5 October 2010 for approval before formal submission to the Scottish Government.

6. Financial Implications

- 6.1. There are no financial implications arising from this report.

7. Policy and Delegated Authority

- 7.1. Matters relating to provision of transportation services and infrastructure are delegated to the Infrastructure Committee as part of its remit in Section 12 of the Council's Scheme of Delegation.

8. Recommendations

I recommend that the Infrastructure Committee: -

- 8.1. Agrees to the process outlined in 5.1 to 5.5.

Report Number: TR-26-10-F



REPORT

To: Infrastructure Committee

31 August 2010

**From: Service Manager – Environmental Health
Environment and Building Services
Infrastructure Services Department**

PRIVATE SECTOR HOUSING GRANT AND SCHEME OF ASSISTANCE

1 Introduction

- 1.1 The Scheme of Assistance for dealing with Private Sector Housing Standards and Disabled Adaptations was approved by Infrastructure Committee in September 2009 (Minute Reference 63/09). The Scheme identifies how Private Sector Housing Grant (PSHG) will be allocated to meet the Council's responsibilities to adapt properties to meet occupier's needs and to provide advice, guidance and financial assistance to householders. The Council is currently reviewing budgets to identify areas where savings can be made and officers are requested to identify savings in all budgets. This report provides Members with the opportunity to consider the PSHG allocation, the Scheme of Assistance and determine whether any budget savings can be made.

2 Link to Council Priorities and Risk

- 2.1 The Private Sector Housing Function contributes to *Improving Health* outcomes in the Single Outcome Agreement. The Council has a statutory duty to produce a Scheme of Assistance. The Council has to provide mandatory grants to carry out adaptations to enable the disabled and elderly to remain in their homes. Failure to provide these grants or to produce a Scheme of Assistance would leave the Council non compliant with a statutory duty.

3 Background

- 3.1 The Council adopted the Scheme of Assistance in September 2009 in order to prioritise assistance to those in greatest need in light of both the removal of ring-fencing of this funding from 2010/11, and an indicative reduction of PSHG funding allocations in future years from the Scottish Government.
- 3.2 The Scheme of Assistance contains the following elements:
- 3.2.1 The delivery of advice, guidance and assistance to householders through the One Stop Shop at Hjaltland

Housing Association. This fulfils the Council's duty to provide advice and guidance to householders on repairs, improvements and disabled adaptations.

3.2.2 The provision of mandatory grants for disabled adaptations.

3.2.3 The provision of no interest loans for those unable to find private sources of finance to fund repairs or improvements through the provision of basic amenities to their home. These loans would only be repayable on the change of ownership of the property.

3.2.4 The provision of a Handyperson Service to undertake small repairs and improvements for the elderly, disabled and those on low income.

3.2.5 Fuel Poverty Grants are also offered through the One Stop Shop but these are funded from the Council's Reserve Fund, not through PSHG. The Fuel Poverty Grants are key to delivering the reduction in Fuel Poverty target as detailed in the Single Outcome Agreement. Discussions are currently under way with Scottish Government officials, the Energy Savings Trust and Scottish Gas about how to link these grants with other grant schemes and maximise take up. The outcome of these negotiations will be reported to Committee at a future date so the Reserve Fund Budget is not discussed further in this report.

3.3 The introduction of the Scheme of Assistance guided the allocation of the budget for 2009/10, and the table below details the actual expenditure against the budget:

	2009/10 Budget £000	2009/10 Actual £000	2009/10 Variance £000
One Stop Shop and minor works budget	185	185	0
Disabled Adaptations	780	355	425
Repairs & Improvements	485	308	177
Handyperson	50	50	0
Totals	1,500	898	602

The underspend variance of £602k was carried forward to 2010/11 in line with the conditions of the ring-fenced grant for 2009/10.

3.4 The Scheme of Assistance has only been in place since September 2009. It radically changed the assistance offered to householders through more effective targeting, more direct assistance and the replacement of grants with loans. This is a change in culture and it

has been difficult to alter the mindset of homeowners to accept their responsibility for maintenance and repair of their own homes. The take up on loans has been slow although a number of interested householders have been visited, the works specified for improvement and advice given about alternative sources of finance. Some of these may become loans in due course.

- 3.5 It should be noted however that the Council has a duty to deal with houses which fall below the Tolerable Standard where they are identified. This can be through service of statutory notice and either prosecuting owners for failing to carry out work or by carrying out work in default and recovering the costs from the owner. Alternatively this duty can be achieved through closing or demolishing houses to prevent their occupation if they cannot reasonably be repaired. The Council should therefore continue to offer in its Scheme of Assistance no interest loans to those who cannot afford to repair their own homes as the alternative will require the occupiers of these poorest quality homes, who are often frail and elderly, to be re-housed by the Council.
- 3.6 The introduction of the Scheme of Assistance has however reduced the number of people seeking assistance as the loans are not as attractive as grants. The prior occupancy period applied to the loans requiring the occupier to have lived in the property for five years prior to application has also significantly reduced the interest from those who buy houses in poor repair at low cost and would have received grant assistance in the past for their improvement and repair. A budget of £150,000 should be allocated in 2010/11 to meet the small number of requests for loans that may materialise.
- 3.7 The Council has a duty to provide mandatory grants for disabled adaptations. The grants are based on a referral from an Occupational Therapist, which identifies the needs of the occupier and details the required adaptations. It is estimated that around £350,000 is required per annum to meet the demand for mandatory adaptations, although this may vary year on year.
- 3.8 The Handyperson service has been very valuable for the delivery of small repairs for elderly and disabled households. It is anticipated that this demand will increase, as the service becomes better known so a budget of £100,000 is proposed to continue this service in 2010/11.
- 3.9 It is therefore proposed that the budget for PSHG in 2010/11 will be allocated to the Scheme of Assistance as detailed in the table below:

	2010/11 Budget Requirement £000
One Stop Shop	160

Handyperson Service	100
Mandatory Disabled Grants	350
Loans for Repairs	150
Total	760

4 Financial Implications

- 4.1 The PSHG is no longer a ring-fenced budget. The total PSHG budget allocation for 2010/11 is £1,473k, including the £602k underspend from 2009/10 detailed in paragraph 3.3 above.
- 4.2 If Members approve the allocation of the budget detailed in paragraph 3.9 above, a saving of £712k could be realised from the PSHG budget in 2010/11.
- 4.3 This is a one-off saving in this financial year as PSHG will still be required to deliver the Scheme of Assistance in future years.
- 4.4 As reported in the Head of Finance's Estimates Report in February 2010 (Min Ref: 15/10), in order to meet the financial policy target of a draw on Reserves of £2m there is an overall budget saving requirement of £9.9m across the Council for 2010/11.
- 4.5 It is intended to maintain the total PSHG spend in line with the GAE allocation associated with PSHG. Currently this is anticipated to be £816K in 2011/12 reducing to £707K by 2013/14. These are estimated allocation figures still subject to Scottish Spending Review so the actual budget may be less than this figure. In addition there will be a review in the first quarter of each year to try to anticipate spend for that year based on existing and pending commitments and where appropriate offer up any additional savings year on year.

5 Policy and Delegated Authority

- 5.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outlined in Section 12.0 of the Council's Scheme of Delegations, and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

6 Conclusions

- 6.1 The Council has a reducing budget, and officers are being asked to review their budgets and identify savings. As the Scheme of Assistance implemented in September 2009 has drastically reduced demand for financial assistance for repairs and improvements it is proposed that the PSHG budget for 2010/11 should be reduced from £1,473k to £760k. This reduction is largely a result of the significant underspend in the budget last year being carried forward into the

budget in this financial year. This is therefore a one-off saving and will not be repeated in future years.

7 Recommendation

7.1 I recommend that the Infrastructure Committee:

7.1.1 approve the proposal to reduce the PSHG budget to £760k; and

7.1.2 approve the allocation of that budget against the Scheme of Assistance as detailed in paragraph 3.9.

Report Number: ES-19-10-F



REPORT

To: Infrastructure Committee

31 August 2010

**From: Service Manager – Planning & Support
Transport
Infrastructure Services Department**

RESPONSE TO SCOTTISH GOVERNMENT CONSULTATION ON BLUE BADGE REFORM

1. Introduction

- 1.1 The Scottish Government is consulting Local Authorities and others on the subject of reform of The Blue Badge Scheme in Scotland. The document can be found at :
<http://www.scotland.gov.uk/Publications/2010/07/12102032/0>
- 1.2 The consultation period is from 5 July to 1 October 2010. This report provides a consultation response.

2. Links to Council Priorities and Risk

- 2.1 The Blue Badge Scheme provides free parking and travel on Shetland inter-island ferries for disabled and mobility-impaired users. The Blue Badge Scheme is a national scheme administered locally by SIC in accordance with the scheme's eligibility criteria. In addition to the parking benefits from the national scheme the Council allows free inter-island ferry travel. There is a risk that alterations to the scheme may reduce the number of badge holders in Shetland causing an adverse effect on those affected by any change.

3. Background

- 3.1 The UK Blue Badge Scheme was set up in the 1970's to provide parking concessions for people with severe walking disabilities. It was later expanded to include people who were registered blind, in receipt of war pension, or suffered severe upper limb disabilities. The scheme now also provides for children under 2 years old who have medical conditions that require bulky medical equipment to be carried with them.
- 3.2 Badges are valid for up to 3 years and allow holders to use designated parking spaces and to park on single or double yellow lines unless loading restrictions are in operation.

4. Discussion

- 4.1 To acquire a blue badge, applicants must meet the eligibility criteria of being in receipt of the higher level of Disability Living Allowance or undertake a medical assessment. In either case the Council makes no decision in approving or refusing applications.
- 4.2 In allowing free travel on inter-island ferries the Council promotes access for badge holders to key services that are only available on the Mainland.
- 4.3 Nationally the population is ageing and the number of badges issued continues to increase. The cost to the public sector has increased faster than inflation.
- 4.4 Of Scotland's 32 local authorities only the City of Edinburgh Council has a blue badge enforcement scheme. It should be noted that Edinburgh generates approximately £14m per year in parking income and any fraudulent use impacts on this in addition to causing on-street problems. There are no parking revenue implications for the SIC.
- 4.5 There will be a need for a further discussion once the Government's proposals are known.

5. Financial Implications

- 5.1 Cost implications cannot be estimated until the Government's revised proposals are known. In general this scheme allows badge holders to be transported either with assistance from family or friends or by self-mobility. The journeys made have no cost to the council. If a change caused journeys to require Assisted Supported Needs (ASN) this would be an additional burden to council budgets.
- 5.2 If the provision of on-street parking was to be affected as a result of changes to the Blue Badge Scheme, this would have a cost to the Council of approximately £550 per additional space. Currently the Council deal with approximately 10 per year, however this could increase if there is a change to the scheme.
- 5.3 The cost of administering the scheme is estimated to be similar whether the scheme is modified or not.
- 5.4 The provision of free travel on inter-island ferries is an SIC decision and independent of the Governments proposals.

6. Policy and Delegated Authority

- 6.1 Under the primary legislation - The Chronically Sick and Disabled Persons Act (1970) and secondary legislation - The Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 local authorities are required to administer the national scheme.

- 6.2 Parking enforcement issues are the responsibility of the Police.
- 6.3 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outlined in Section 12.0 of the Council's Scheme of Delegations, and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

7. Recommendation

- 7.1 I recommend that the Infrastructure Committee agree that the attached consultation response be returned to The Scottish Government as the Council's formal submission.

Report Number: TR-31-10-F

Blue Badge Reform



RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately

1. Name/Organisation

Organisation Name

Shetland Islands Council

Title Mr ☒ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Please tick as appropriate

Surname

Craigie

Forename

Michael

2. Postal Address

Transport Service, Shetland Islands Council,

20 Commercial Road

Lerwick

Shetland

Postcode ZE1 0LX

Phone

Email

3. Permissions - I am responding as...

Individual

☐

/

Group/Organisation

☒

Please tick as appropriate

- (a) Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?

Please tick as appropriate ☒ Yes ☐ No

- (b) Where confidentiality is not requested, we will make your responses available to the public on the following basis

Please tick ONE of the following boxes

Yes, make my response, name and address all available ☒

or

Yes, make my response available, but not my name and address ☐

or

Yes, make my response and name available, but not my address ☐

- (c) The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government web site).

Are you content for your **response** to be made available?

Please tick as appropriate ☒ Yes ☐ No

- (d) We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Please tick as appropriate

☒ Yes

☐ No

CONSULTATION QUESTIONS

Chapter 2	
Q2.1	Do you agree that we should amend the definition of “unable to walk or has considerable difficulty walking” so that it is consistent with that used for the Higher Rate of the Mobility Component of the Disability Living Allowance assessments?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>
Q2.2	Do you agree that we should extend eligibility to severely disabled service personnel and war veterans?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>
Q2.3	Do you agree that we should extend eligibility to those with severe forms of autistic spectrum disorder and very advanced forms of dementia?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>
Chapter 3	
Q3.1	Do you agree that we should encourage independent medical assessments?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> Ideally it is the applicant who should have a choice but it is not appropriate for the council as the public interface of the scheme to be involved in medical issues. It is understood that our role would be to administer the scheme at local level.
Q3.2	Should independent medical assessments be mandatory on all local authorities?

YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> The role of local authorities is to administer the scheme locally. Either independent medical assessments are to be permitted or not.
Q3.3	Do you agree that an appeals process relating to the application procedure should be introduced?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>
Chapter 4	
Q4.1	Do you agree that local authorities should have the power to confiscate badges that have been cancelled and/or are being misused by a third party for their own benefit?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> The council does not currently have a staff resource that could carry out this task. We anticipate that number of passes that might require confiscation is very low and perhaps even zero. The powers to confiscate badges should be limited to courts at the time of conviction of an offence involving misuse of a badge.
Q4.2	Do you agree that we should remove the current “three relevant convictions” requirement in the legislation and allow local authorities to make an informed judgement?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> This is a matter for the enforcement authority and not the local authorities
Q4.3	Do you agree that we should introduce maximum fine of £2,500 for the misuse of a Blue Badge?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> This is a matter for the enforcement authority and not the

	local authorities
Chapter 5	
Q5.1	Do you agree that we should move towards the central distribution of badges to improve the security of the badge?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> It is not practical to operate the system without local contact

Q5.2	Would you like to see the badge holder's photograph on the front of the badge?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>
Chapter 6	
Q6.1	Do you agree that local authorities should share data to assist with the administration of the Scheme?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>
Q6.2	Do you think we should impose a fixed penalty on badge holders who fail to return an expired badge?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> This would be difficult and costly to enforce. It is also not practical e.g. deceased applicants. If a fixed penalty is imposed there should be a warning in place when applying and a free-post return address should be included on the badge.
Q6.3	Do you think we should make it mandatory for all authorities to charge a fee of £20 for every application?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> We agree there should be a fixed charge across Scotland. However, we are not clear about the level of charge
Q6.4	Do you think we should also charge a fee of £20 for a replacement badge?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> There should be a replacement fee which is lower than application fee and uniform across Scotland

Q6.5	Do you think we should raise the maximum fee to above £20?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> It could be unfair on some applicants who are already disadvantaged

Chapter 7	
Q7.1	Do you agree that each Organisational Badge should contain the vehicle registration number?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>
Q7.2	Do you agree that organisations applying for an Organisational Badge should provide proof that the vehicle has a Road license awarded under the Disabled Passenger Vehicle Taxation Class?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>
Q7.3	Do you agree that we should alter the design of an Organisational Badge to make it easily identifiable?
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/> Registration number should be on front of badge beside the expiry date
Chapter 8	
Q8.1	Do you agree that we should remove the right to park on double yellow lines?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> Local authorities can control parking availability on double yellow lines through loading and unloading restrictions.
Q8.2	Do you agree that we should introduce a limit on the amount of time badge holders can park on single yellow lines?
YES <input type="checkbox"/>	NO – Please Provide Reason <input checked="" type="checkbox"/> Difficult to enforce such a limit. The reason for parking may be medical and consultation not completed within time limit. There is no ideal time limit because any time limit may

	not be suitable
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Q8.3	Would you like to see research carried out on the implications of removing some of the additional concessions for badge holders?	
YES <input checked="" type="checkbox"/>	NO – Please Provide Reason <input type="checkbox"/>	
Additional Questions		
For Individuals		
Are you (or your organisation) a Blue Badge holder?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
For Organisations		
Does your organisation have an Organisational Badge?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please send this completed form by email to:
bluebadge@scotland.gsi.gov.uk

Or by post to:

Blue Badge Reform Consultation
PVS, MACS & Mobility Team
Scottish Government
2D - North
Victoria Quay
Edinburgh
EH6 6QQ

The deadline for responses is: **Friday 01 October 2010**



REPORT

To: **Infrastructure Committee**

31 August 2010

From: **Executive Director – Infrastructure Services**

FIXED LINK POLICY MANAGERIAL AND GOVERNANCE PROPOSAL

1 Introduction

- 1.1 The Council determined at its meeting on 30 June 2010 (Minute Reference 100/10) to commit to a programme of fixed links to Yell, Unst, Whalsay and Bressay, spanning the next 20 years. It also agreed to the ring fencing of the current terminal upgrade and ferry replacement funding that was in the proposed 5 year Capital Programme. The Council also agreed that a full independent consulting engineer's report on the structural condition of the existing infrastructure be undertaken.
- 1.2 This report recommends the way forward for the management and governance of the proposals.

2 Links to Council Priorities

- 2.1 The Council's Corporate Plan states, "*Shetland's communities are scattered and have a diverse set of needs. To best address those, we must have sustainable road, sea and air transport systems, both internal and external, that ensure everyone is able to access the places, services and opportunities they need*".
- 2.2 The Shetland Transport Strategy states, "**Section 6.2** – *Work on appraising strategic alternatives has confirmed the desirability of developing a fixed links strategy for Shetland – principally for the benefits accruing from reduced revenue burdens, but also facilitating improved accessibility and wider opportunities for service delivery efficiencies. The principal links to be considered are between Lerwick and Bressay, Mainland Shetland and Yell, Yell and Unst and also Mainland Shetland and Whalsay*".

3 Risk Management

- 3.1 There will be a need to extend the length of time that the current infrastructure and vessels are required to provide the transport links beyond their anticipated replacement dates.

- 3.2 The Council must ensure that funds for any increased maintenance and repairs are available.

4 Governance and Management

- 4.1 The Council previously put in place a Working Group of Members and Officers to investigate funding options. This group has met with Government officials and ongoing dialogue has been created.
- 4.2 The policy decision has determined that a drive and focus must be maintained to protect the integrity of the links to our Island communities. To ensure this approach, it is proposed, following discussion with the Working Group, to recommend setting up a Project Board of Officers who will report to a Steering Group, which will replace the current Working Group, comprising of Members and Officers. A suggested membership and remit is contained within Appendix 1.
- 4.3 The Working Group also discussed the enormity of this project, four tunnels with a capital cost of approximately £300 million, and it was suggested that it is essential that we employ a dedicated Senior Project Manager to carry this forward. The Officer would be based in Transport, but essential links with Finance, Capital Programme, Legal and Admin, Services, Roads and Economic Development would need to be maintained.

5 Initial Activities

- 5.1 The Capital Programme team have been tasked with the independent assessment of the Whalsay link infrastructure and a brief for the study and a tender document are being prepared.
- 5.2 The initial work of the Project Board will include the drawing up of a Project Information Document (PID) and works on addressing timelines, funding issues, consultations (refreshing STAG appraisals) and a prioritisation scheme for the assessment of the running order of tunnel building.
- 5.3 The Head of Transport has been tasked with carrying out an assessment of the impacts a care and repair programme will have on the current ferry fleet and infrastructure and the financial implications of this will be reported upon.

6 Financial Implications

- 6.1 The employment of a Senior Project Manager will cost approximately £50,000. However a full assessment and job design will need to be worked up. This is a Revenue growth item as posts cannot be charged against Capital until projects are underway.

7 Policy and Delegated Authority

- 7.1 The employment of a Senior Project Manager is a growth item and an increase in establishment and requires formal EJCC and Council approval.

8 Recommendation

- 8.1 I recommend that this report be presented to EJCC and the Council and the Infrastructure Committee agrees the Management and Governance structure suggested in Appendix 1 and nominates Councillors to sit on the Steering Group.

Report Number : IFSD-06-10-F2

FIXED LINK STEERING GROUP

1 Remit

To advise and assist the Executive Director – Infrastructure Services and the Project Manager on issues concerning the development of the fixed links work programme.

2 Membership

X Councillors
Chief Executive
Executive Director – Infrastructure Services
Project Manager
Officials as required.

Quorum – at least 2 Councillors.

3 Authority and Reporting

The Group is purely advisory and has no executive powers. Any proposals arising from the work of the group must be referred by report from the Executive Director – Infrastructure Services to the Infrastructure Committee for a decision.

4 Administration

Administration will be provided by Admin. and Legal Services.



REPORT

To: Infrastructure Committee

31 August 2010

**From: Network and Design Manager
Roads
Infrastructure Services Department**

ACTION PLAN FOR THE MAINTENANCE, IMPROVEMENT AND USE OF THE ROAD NETWORK, BIENNIAL REVIEW 2010

1 Introduction

1.1 Council policy requires us to review and report on the Action Plan every 2 years. In this report I summarise the findings of the current review, under the following headings:

- Roads Maintenance and Management (Revenue Spending): Section 4.
- Capital Rolling Programmes: Section 5.
- Major Road Improvement Schemes: Section 6.
- Proposed Major Roads Schemes (still under investigation): Section 7.

Supporting information is included in the Appendices.

1.2 The contents of this report were discussed by the Member/Officer Working Group (Roads) on 22 June 2010, and following this a number of amendments and additions have been made. The Review, along with the provisional lists of schemes to be carried out under the Capital Rolling Programmes, is now presented to the Committee with my recommendation that it should be approved.

2 Links to Council Priorities and Assessment of Risks

2.1 The Biennial Review of the Action Plan is required in order to meet all of the Principles of the Shetland Transport Strategy, which are Sustainability, Accessibility and Inclusion, Accountability, Partnership, Efficiency, Compliance, Environmental Responsibility, and the need to take decisions which are Evidence-Based.

- 2.2 There would be political, financial, technological, legal, community, physical and good-governance risks associated with not carrying out a regular review of all of the actions undertaken by the Roads Service.

3 Background

- 3.1 In the late 1990s the Council developed its new Corporate Plan, following widespread consultation. It was decided that the Roads element of this should be an Action Plan covering all **maintenance** and **improvement** works; along with traffic management, road safety, and other aspects of the **use** of the road network.

- 3.2 The Review process involves the following:

Assessment of technical needs with regard to maintenance and repairs costs and works, road safety, impact of developments, traffic delays, etc.

- Obtaining the views of Community Councils and other stakeholders.
- Assessment of any road management issues, maintenance works, or improvements required, if any, to deal with the problems which have been identified.
- Assessment of these issues in relation to the limited funds available to address them.
- Allocation of works to the appropriate budget heading, and prioritisation of schemes within that heading;
- Carrying out a Review every 2 years, for presentation to Committee for approval.

- 3.3 I outline below the categories of works which are done under the Action Plan, along with the issues which have arisen during the current Review. Here and in the appendices I also list proposed programmes of significant works for the next few years.

4 Roads Maintenance and Management (Revenue Spending)

- 4.1 **Routine Maintenance** is carried out under the following headings, and issues arising since the last Review are noted alongside:

- Grass cutting/weed control (verges only). The current policy was assessed during the course of the previous Review, and it was considered that it should continue in its present form.
- Drainage maintenance (mainly ditches and gullies). This budget is under pressure due to the increase in works needing to be done.

- Traffic signs (repairs, replacements and new). A local contractor has the standing contract for this work. Much of this year's work will be the replacement of most of the advanced direction sign-plates on the whole of the A970, with new ones on frangible posts. Both elements of this work should give an improvement to safety.
- Road markings and cats eyes (repairs, replacements and new). Most of this largely specialised work is done by our standing contractor, during two or three visits to Shetland each year. The rest is done by our own staff. This budget is also under pressure, due to a backlog of replacement work, and the greater length of continuous edge lining which has been applied for safety reasons recently.
- Road sweeping. Essential contribution towards road safety, especially for motorcyclists, cyclists, and pedestrians.
- Street light maintenance and electricity. Routine maintenance continues in an effective manner, although site staff are "stretched" with the increased numbers of lights (arising from new and often scattered housing and other developments). Electricity supply is now procured through Scotland Excel, and although costs rose sharply in recent years, they have now stabilised.
- Christmas lighting. This budget covers the cost of electricity, most of the trees, and the annual replacement of a proportion of the lights.

4.2 **Structural Maintenance** is carried out under the following budget headings:

- Patching (either pot-holes, or cracked parts of roads which may become pot-holes). Much of this work, and local reconstruction, is either done preparatory to surfacing or surface dressing over the road in question; or it is done instead of such works. However, there is a considerable backlog of this work, and this year a great deal of it has been made necessary by the recent frost damage.
- Local reconstruction (usually carriageway edges). My comments on "patching" are also applicable to this kind of work. Much of the edge reconstruction arises due to the very narrow carriageways of most of our single-track roads, along with the increasing numbers and weights of large vehicles.
- Surface dressing and slurry sealing. The requirement for this work and for resurfacing is assessed annually following consideration of the national Scottish Road Maintenance Condition Survey (SRMCS), along with detailed inspection. In

recent years we had reduced the annual length of road to be surface-dressed, done no slurry sealing, and increased the length to be resurfaced. However, this year, due to the damage to many roads from frost and snow, we maximised the total length which we could treat by concentrating on surface dressing (which is cheaper). The Maintenance Manager reports annually to the Working Group, and to all Community Councils on the programmes for these works.

- Resurfacing. See above. This budget is also now under pressure, as evidenced by the annual SRMCS results always showing a considerable backlog of works requiring to be done.
- Footway maintenance (including replacement). Much of central Lerwick, Scalloway, Brae and Hamnavoe have been done in recent years. However, outer Lerwick, The Lanes, and some of the smaller villages are now giving cause for concern.
- Drainage improvements (small culverts and other piped systems).
- Verge maintenance. The amount of this work needed is now increasing, and the reasons for this are under investigation.
- Crash barrier repairs. Repairs are done under this Revenue budget, and there is a Capital Rolling Programme for replacement of those sections of un-tensioned barrier which are no longer appropriate for fast main roads, and are now life-expired. See Appendix 2.
- Minor improvements (e.g. passing places, added to resurfacing schemes). Almost all improvements are carried out under other budgets, especially the Capital Rolling Programmes.
- Street lighting replacements (usually for single columns only). This budget now has a reduced level of funding, since there has been an increase in the Capital Rolling Programme for replacement of sets of columns. This allows us not only to plan the replacement of elderly columns, but also to install more efficient layouts where appropriate. See Appendix 2.
- Sea defences (repairs only). Minor works only.
- Retaining walls (repairs only). Minor works only.
- Bridges and culverts (repairs only). We have almost completed updating the inventory of these, and this has produced programmes of minor repairs, (along with more major works, which are done under a Capital Rolling Programme: see Appendix 2).

- Cattle grids (repairs and replacements). As well as repairs and routine maintenance, we continue to replace the hazardous side walls with collapsible steel railings. In addition, we seek agreement where possible to remove grids.

4.3 **The use of the road network** is addressed by the following roads management activities, which are also funded from Revenue budgets:

- Roads Authority Functions. Traffic management, etc. under the Roads Acts), and other miscellaneous roads management matters.
- Surveys and inspections. Roads Inspectors, and other staff, carry out safety inspections, condition inspections, inventory collection, etc in order to update the Roads Asset Management Plan (see below), and to order urgent or other works. This budget also funds the SRMCS survey, etc.
- Winter Service (gritting and snow clearing). This service has recently been reviewed. See separate report on this agenda.
- New Roads and Street Works Act. This Act governs all road works carried out by utilities, developers and ourselves, and places a duty on Roads Authorities to record and monitor such works using the web-based software for the Scottish Road Works Register (SRWR). Performance and compliance are monitored by the Scottish Road Works Commissioner who uses a set of performance indicators based on the code of practice for the coordination of road works. The related workload and pressure on staff continues to rise.
- Road Safety. Staff costs incurred meeting the Council's statutory obligation to investigate road safety issues. Any improvement works thereby identified are funded from other budgets.
- Roads Asset Management. This budget funds the costs of operating the RMMS (Roads Maintenance and Management System), and the costs being incurred at present in the production of a Roads Asset Management Plan. See separate report on this agenda.

4.4 The Revenue Estimates for 2010/11 are tabulated in **Appendix No.1**. It shows each of the above budget headings, along with their annual (operational) budget estimate. It also shows the range within which there is delegated authority to vary spending each year to suit the actual requirements.

5 **Roads Improvements (Roads and Transport Capital Rolling Programmes)**

5.1 While repairs and maintenance are carried out under Revenue, road improvements are carried out under the Capital Programme. Those improvements costing less than £150,000 are done under the Roads and Transport Capital Rolling Programmes. As part of a previous Review of the Action Plan, and as requested by the Capital Programme Service, I carried out a review of those programmes in the Autumn of 2007, and this was approved by the Committee in March 2008. Funding in 2010/11 amounts to £2.1m (including £250k for Scord Quarry plant replacement, and the one-off budget of £150k for completion of the 20mph speed limits at schools). There is also a budget of £170k for “Advanced Design”: that is, funding allocated to design and other preparation work on projects which are not yet “named” in the main Capital Programme. Please also note that projects costing more than £150k are occasionally funded by combining contributions from several rolling programmes (for example, the Gremista Road works being carried out this year using funds from Reconstruction, Footways, and Bridges: see section 5.6 below).

5.2 Each of the 14 works programmes, which are funded at present, are described below.

- Road Reconstruction. For the situation where substantial replacement of the road’s foundation is required. (budget in 2010/11: £300k)
- Footways. For new or replacement pavements and footpaths. (£250k)
- Bridge Replacements. For major refurbishment or replacement of bridges, large culverts, retaining walls, or tidal works. (£350k)
- Streetlighting Replacements. For new or replacement groups of lights. (£200k)
- Barrier Replacement. For new or replacement crash barriers. (£150k)
- Roads Drainage. For new or replacement roadside drainage systems. (£80k)
- The Scord Quarry, Plant Replacement. For new or replacement fixed or mobile plant required in the quarry. (£250k)
- Development-Related Roads. To provide matching funds or works, following agreement with developers of new housing, etc, often in new locations. (£60k)
- Traffic Management. For the provision of junction improvements, new road layouts, parking improvements, traffic

calming, works associated with new traffic orders, etc. The need for much of this work arises from traffic *growth*. (£50k)

- Minor Works and Purchases, Bus Services. For new bus bays, park and ride areas, and shelters. This budget, and the Airstrips one (below) are shared with the Council's Transport Service. (£40k)
- Minor Works and Purchases, Airstrips. For various minor improvements to the Council's airstrips serving most of the isles. (£20k)
- Accident Investigation and Prevention. For various minor works required to improve road safety, and assessed as necessary on technical grounds. (£100k)
- Minor Works and Purchases, Roads. For other minor safety improvements, and the occasional replacement of one or more of the roadside weather stations. (£100k)
- 20mph Speed Limits at Schools. This budget has been required for only a short period to cover the implementation of a Government initiative (which is partly grant-aided). (£150k: budget now remaining for this year only)

5.3 In **Appendix No.2**, I show the Provisional Lists of Schemes for construction under eleven of these programmes in the next few years. These have been drawn up following:

- Detailed technical assessment of requirements and options.
- Requests from Community Councils and others; and
- Prioritisation under each of the programmes.

5.4 I have not submitted lists of schemes for the following three programmes:

- Scord Quarry Plant. This year's purchases have already been approved. Those proposed for the next few years will be presented for approval as soon as possible.
- Minor Works and Purchases, Airstrips. At present, the only scheme notified to us by the Transport Service is for the extension of the car park at Tingwall Airstrip, which will be built this year, and
- 20mph Speed Limits at Schools. Progress on this has been reported to each meeting of the Committee recently, and I would expect the work to be virtually finished by the end of this year.

5.5 In addition it is not always possible to guarantee the year in which individual works will occur, nor their value, since these will depend on a number of issues such as:

- Council approval of the Capital Programme for each year.
- Finalisation of the actual option to be built in each case.
- Land acquisition, and other consents.

6. Major Roads Improvement Schemes

Most of the following projects are expected to be included in the Capital Programme for construction at some date as named major roads improvement schemes. That is, most of them are estimated to cost more than £150,000, they have been assessed as worthwhile by the Working Group using Scottish Transport Appraisal Guidance (STAG), and most of them have been accepted onto the current Capital Programme's lists of schemes. Some of them were also approved and prioritised by the former CPRT (Capital Programme Review Team). Against each project I give a note on progress and current status. Confirmation of each scheme's inclusion in the programme is now to be by means of seeking approval of a Gateway-type business case.

- 6.1 A970 Oversund Junction, Lerwick. New roundabout initiated by Planning conditions for Quoys housing, and the contribution from the developer. Now complete.
- 6.2 B9081 Mid Yell Link Road. New 2-lane road forming part of the main road to the village plus the by-pass of houses at Hillend at entrance to village. Now complete, apart from a minor alteration to short length of kerbing.
- 6.3 Sletts Sea Wall, Lerwick. Replacement of unsatisfactory tidal protection measures. Under construction.
- 6.4 Papa Stour Road. Substantial improvements to the existing road were prompted by maintenance problems arising from the introduction of the Ro-Ro ferry. However, reduced-scale works have been carried out instead, and they are now complete, apart from some minor snagging.
- 6.5 A971 West Burrafirth Junction to Brig o' Walls. Since this is expected to be a new, engineered 2-lane road, outline design work has now been done. However, in advance of a decision to proceed with the main works, the Working Group and the former CPRT agreed that the Council should purchase the former Nurse's House to allow economic design of whatever improvement is eventually to be carried out here. The house was purchased in late 2007, and I am preparing to demolish it this year under the Capital Rolling Programmes.

- 6.6 Gremista Road. The Working Group agreed to prioritisation of the area where footways to the College and a new culvert are required, and the Contractor will carry these out later this year using funds from 3 of the rolling programmes. An outline design for improvement of the next section, which includes various industrial accesses, and the junctions with the link roads to the Lower Gremista Road and Greenhead, was prepared concurrently with the formerly-proposed Bressay Bridge, but no further work has been done meantime. The carriageway of the section which then bypasses Greenhead and Rova Head is in very poor condition, and will need to be addressed at some date soon: in the meantime, surveys are being carried out.
- 6.7 Vidlin Shore Road. This scheme is for widening, footways, and traffic calming of the road to the School and Ferry Terminal. The Working Group agreed with the Community Council to prioritise it ahead of improvements to the main B9071 Laxo to Vidlin Road (see 6.17 and 7.6 below). It has now been agreed that in advance of the main scheme, minor works including lighting and road humps will be done immediately to allow the installation of a permanent 20mph speed limit this year.
- 6.8 A9071 Bixter to Aith Phase 2. New 2-lane road from the end of the Bixter Brae scheme to the entrance to the village, along with an improved single-track road for a short distance beyond. Subject to concluding the land acquisition in time, construction is due to start in February 2011.
- 6.9 B9071 Parkhall to Sand Junction. Favoured option is for medium scale improvements in the Effirth and Laxaburn Areas. Given the urgency of replacing at least one of the two main bridges in this area, the Laxaburn one has now been listed in the Indicative Capital Programme for 2011/12.
- 6.10 B9082/3 Gutcher to Cullivoe. The Working Group agreed that several lengths of this road should receive medium-scale improvements, and this work is currently funded in the Indicative Capital Programme in 2013/14.
- 6.11 Strand Loch Bridge, Tingwall. Design of the proposed new bridge is complete, along with short lengths of adjacent pavements. The land has all been acquired (including some of it by CPO), and the project is listed for construction in the Indicative Capital Programme in 2012/13.
- 6.12 A971 Haggersta to Cova. Seriously delayed due mainly to opposition from objectors, and lengthy discussions with public bodies. The remaining preparation work includes seeking conclusion of the Stopping-Up Order and the land acquisition, followed by detailed design if and when the project is scheduled for construction in the Capital Programme. See separate report on this agenda.
- 6.13 A971 Brig o' Walls to Sandness Road. The Working Group agreed to the construction of a series of minor improvements, mainly to ease

the passage of school buses, etc. Some of these have now been done under the Capital Rolling Programmes.

- 6.14 Burra and Trondra Bridges: Inspection Walkways. Required to allow more effective and safe identification of repairs and maintenance requirements, along with more economic and safe working. Not listed for construction in the near future.
- 6.15 A970 Scord to School, Scalloway. New road through the quarry on completion of the next phase of extraction, plus improvement of Mill Brae. Required for quarry extension's Planning Permission, traffic problems near the school, and for Planning issues associated with proposed housing developments. At design stage, including the possibility that a temporary, wider footpath could be provided shortly on the Mill Brae. Only design fees are funded in the current programme
- 6.16 Germatwatt Footways, Walls. Major scheme for footways, lighting, parking, new bridge and other minor road improvements. Land acquisition details are being finalised for CPO. Only design fees are funded in the current 5-year programme.
- 6.17 Footway Schemes. A number of the schemes proposed to build new pavements or footpaths in various parts of Shetland are estimated to cost more than £150,000. This means that once they have been processed under the new system for assessment and prioritisation of footway schemes (approved by the Committee in March 2010), they will need to be presented to the Council for listing in the Capital Programme as "major schemes". There are also many footway schemes which are estimated to cost less than £150,000, and these are listed, subject to appraisal, etc under the Footways Rolling Programme (see Appendix 2). The major schemes include the following:
- The schemes at Vidlin, Scalloway School, and Germatwatt (listed above).
 - Burravoe, Yell. Design is done; land may need to go to CPO.
 - East Voe Footway Scalloway. Design is in hand.
 - Tingwall, Strand Footways. Design is in hand.
- 6.18 Burn Beach Seawall, Scalloway. This project is required due to the poor condition of the existing seawall, and to the need to ease congestion caused by car parking in the streets of the centre of the village. However, the wall has now been protected in the short term with rock armouring, and I am also reluctant to recommend proceeding with the project while redevelopment of the adjacent semi-derelict site remains uncertain. Design is in hand.

- 6.19 Lochside Drainage Improvement, Walls. Some outline design was done.
- 6.20 Gulberwick Loop Road. Design work being done on route options for the main road through the village, in order to provide input to the review of the Local Plan. The Working Group has also helped promote the Gulberwick (and now also Lerwick) Master Plan being drawn up by the Planning Service. Only design work is funded meantime in the Indicative Capital Programme.

7. Proposed Major Road Schemes (Still Under Investigation)

The following routes have been considered by this Group at Project Initiation, or STAG Stage 1, but they have not yet been presented for listing in the Council's Capital Programme. To progress them further, we would need to complete a STAG Stage 2 study, and then present any proposed works to the Group for discussion and guidance; to the Capital Programme Service (if major works are proposed) with a Gateway-type business case; and then to the Council for approval and future inclusion in the Capital Programme.

- 7.1 A968 Setters Hill to Brookpoint, Unst. Priority was reduced recently when the adjacent Brookpoint Section was built.
- 7.2 B9081 Mid Yell to A968 Link, Phase 2. Priority reduced when the Hillend Section was built last year.
- 7.3 A970 Hillswick Junction to Urafirth. Expected to be a new 2-lane engineered road. Design work has stopped due to work on higher priority schemes.
- 7.4 Ronas Voe Road. The Working Group agreed with the local community that the main road towards Hillswick (see 6.3 above) should be prioritised in this district, not least because substantial maintenance works have now been done on the Ronas Voe Road.
- 7.5 B9079 Ollaberry Road. Ditto
- 7.6 B9071 Laxo to Vidlin. Stage 2 study done, but discussion at the Working Group has led to a review of options which will be carried out when staff workload permits (including consideration of the implications of any traffic diversions which may occur during construction of the proposed new Laxo Ferry Terminal). Meantime design time has been allocated to the Vidlin Shore Road project.
- 7.7 Symbister Hall to Harlsdale, Whalsay. Scheme for minor improvements and footways. Promoted by the Working Group. No progress, meantime.
- 7.8 Walls to Dale of Walls Road. No progress, meantime.
- 7.9 Brig o` Walls to Skeld Road. Ditto

- 7.10 Bixter to Aith Phase 3. Outline design work has been done, but we are now concentrating on preparation of Phase 2 for construction next year.
- 7.11 Cott Road, Weisdale. Design and land acquisition for this road was brought forward as an example of a narrow single track rural road, but there appears to be no immediate prospect of substantial works being funded (see Section 7.14 below). However, following a report to the Group in 2008, some minor works will be carried out in the shorter term.
- 7.12 B9122 Bigton Loop Road. Design options were being developed for STAG Stage 2. However, the local Members would prefer that we prioritised instead improvements to the A970 passing Levenwick.
- 7.13 A970 Levenwick. A road safety report was discussed with the Members for this Ward recently, and it was agreed to report back with costed proposals this autumn.
- 7.14 The Working Group has supported the Service's technical assessment that **many rural single-track roads need to be widened and strengthened** to provide: 3.3 metre wide carriageways; verges which can give full support to the road; safe and convenient provision for pedestrians where appropriate; better passing-places; etc. (see 8.2 below). The CPMT (CPRT's predecessor) approved this in principle, but decided that each road should be brought forward individually. Some assessment work has been done, but it will be some time before sufficient staff are available to proceed further. This work has been made more urgent by the recent frost damage to many of these roads.

8 Review

- 8.1 The current Review of the Action Plan is now nearly complete. Consultation with Community Councils, and other stakeholders again proved helpful in drawing our attention to particular issues and particular problems. Most of our technical assessment work is reported in Section 4 above (Maintenance and Use), and in Sections 5, 6 and 7 (Improvements). In June the Working Group discussed this review, and I now present an amended draft to the Committee for approval.
- 8.2 Issues posing concerns in the Review included the following:
- The degree to which the structure of many local roads is deteriorating with age, and with heavier and more frequent loading. To this has now been added the damage to many of these roads from the recent severe weather, and the possibility of further reductions in real terms of the funding available. A programme for major strengthening and minor

improvements of the more important single-track roads would be highly desirable.

- The degree to which many other features of the roads are approaching the end of their useful lives. These features include culverts, lighting, barriers, etc. In response to my reports in 2007/08 on the Rolling Programmes, CPRT and the Council recognised the desirability of carrying out more of this work as major replacements under the Capital Rolling Programmes. Funding of most of these is now at a reasonably satisfactory level.
- The need to firmly re-establish the Council's 10-year Capital Programme, so that Roads staff (assessing, designing and buying land for future improvements), the Planning Service and developers (in preparing and using the Local Plan, etc), and Scottish Water and others (planning improvements to their own infrastructure) can be more certain as to when road improvements are likely to be done.

9 Financial Implications

- 9.1 There are no direct financial implications arising from this report, other than the identification of the most effective, efficient and economic ways of spending funds which have already been approved.
- 9.2 However, I would ask the Committee to note that several of the Maintenance (Revenue) budgets are under significant pressure due to restrictions on spending, and increased works requirements arising from increased traffic and the age of the assets. This will have a long term adverse effect on the value and usefulness of the Council assets, and on the funds required to maintain them.

10 Policy and Delegated Authority

- 10.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, Section 12.0 of the Councils Scheme of Delegations, and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.
- 10.2 The Action Plan was originally drawn up as a requirement of the Council Corporate Plan of January 2000 (SIC Min. Ref. 05/00). The requirement to carry out a Biennial Review was approved by the Infrastructure Committee in December 2003 (Infrastructure Min. Ref. 40/03).
- 10.3 Road Maintenance is carried out under various policies, and to guidelines in the Code of Practice for Highway Maintenance Management (2005), which was adopted as policy in March 2006 (ref 14/06).

- 10.4 Capital Rolling Programmes are carried out under the policy and delegated authority approved in 1996 (ref 94/96), and most recently updated in March 2008 (ref 15/08)
- 10.5 Major Road Improvement Schemes are developed and built under the Action Plan (see 10.2 above), and the procedures established by the Capital Programme Service

11 Recommendation

11.1 I recommend that the Infrastructure Committee:

- 11.1.1 Note and approve the outcome of the above Review, and approve the provisional lists of schemes in Appendix 2.
- 11.1.2 Approve that the policies and delegated authority referred to in Sections 10.2 to 10.5 above should continue to apply.
- 11.1.3 And I recommend that the Committee note my concerns, expressed above, that there may be an adverse effect on the road network in the long term if maintenance funds continue to be restricted.

Report Number : RD-20-10-F

Operating costs identified under ledger codes GRY6501 to GRY6741 (Operation sub-codes)

Breakdown of Road Revenue Codes for year 2010/11 (Operating costs sub-codes):-

Code	Minimum Expenditure £k	Budget Provision £k	Maximum Expenditure £k
GRY6501 Grass Cutting - Verges	30	44	80
GRY6511 Drainage Maintenance	300	432	700
GRY6521 Traffic Signs	40	72	120
GRY6531 Road Markings & Cats Eyes	100	228	300
GRY6541 Roads Sweeping	20	61	75
GRY6551 Street Lighting - Maintenance	100	326	450
GRY6552 Christmas Lighting & Trees	4	14	20
GRY6555 Routine Maintenance General	0	0	20
GRY6601 Localised Reconstruction	150	300	450
GRY6605 Patching	100	160	350
GRY6611 Resurfacing	600	1,164	1,400
GRY6615 Footpath Maintenance	80	125	250
GRY6625 Surface Dressing	250	498	850
GRY6635 Road Drainage Improvements	180	236	500
GRY6645 Verge Maintenance	80	148	250
GRY6655 Crash Barriers and Railings	20	43	200
GRY6665 Minor Improvements	20	42	150
GRY6675 Streetlighting (Renewals)	5	43	80
GRY6681 Sea Defences	0	19	80
GRY6685 Structures (Retaining Walls)	0	19	80
GRY6691 Structures (Bridges & Culverts)	10	54	80
GRY6692 Cattle Grids	60	98	160
GRY6695 Structural Maintenance General	5	15	50
GRY6701 Road Authority Functions	10	15	100
GRY6711 Surveys & Inspections	30	49	100
GRY6721 Winter Service	800	1,105	1,400
GRY6731 NRSWA Functions	0	6	20
GRY6741 Road Safety	0	2	20
GRY6761 Roads Asset Management	10	57	80
Total SIC Budget Provision (All Operation sub-codes)		5,375	

GCY9202 - Bridge Replacements

2010/11

	Road	Bridge	Name	Location	Area	Cost	Description
						284500	
X	X502	BU0794	Burn of the Dale, Cunnister	Yell	I	25000	exist 1.85 x 1.85, poor deck, replace with 9m x 1500mm twinwall
X	X502	BU0795	Burn of Uttrabister	Yell	I	25000	exist 1.8w x 1.5h, snapped steel, replace with 9m x 1500mm twinwall
B	B9076	BU0847	TRONDAVOE BURN VOXTER	VOXTER	N	42000	1.7m span x 0.5m high r/c deck collapsed abutment
X	X305	BU0605	BURN OF BRIGADALE	EAST BURRAFIRTH	N	25000	replace conc deck with 9mx 1.5m dia TW
X	X300	BU0304	BRESSAY	HAM	S	20000	replace 1.35w x 1.9h deck on single track by twinwall culvert
C	C300	BU0306	MIDGARTH	BRESSAY	S	15000	replace 5.1m 2x 600 conc pipes with longer twinwall
X	X214	BU0302	MILL POND	MILL POND EAST HOGALAND	S	15000	replace 9m 2x 750 conc pipes with twinwall
A	A970	BU0	Burn of	Channerwick	S	10000	grade back on old bridge to remove R/W
X	X101	BU0326	GREMISTA 1	Lerwick	S	50000	Footway scheme - 2x 1.5m dia tw
X	X606	BU0816	BURN OF COUTTAMILL	UYEASOUND, UNST	I	50000	replacement bridge with r/c beams
X	X600	BU0834	NORWICK BEACH	NORWICK, UNST	I	5000	wing wall collapse - 2.55m x 0.55m conc deck bridge - armour abutment and backfill?
X	X600	BU0832	BURN OF NORWICK	NORWICK, UNST	I	2500	railings - remove conc and replace with approx 3.6m steel ped railings each side

2011/12

	Road	Bridge	Name	Location	Area	Cost	Description
						320000	
B	B9081	BU0771	BURN OF ULSTA	ULSTA YELL	I	35000	replace 2.5w x 1.35h deck on single track by 2No. 9m long, burried 1.5m dia twinwall culverts
X	X604	BU0823	BURN OF GERDIE	BALTASOUND, UNST	I	25000	replace 1.5w x 0.9h deck on single track by twinwall culvert

B	B9076	BU0381	HELLINGILL BURN VOXTER	VOXTER	N	30000	18m x 1m dia armco, no headwalls
B	B9076	BU0386	HARDWALL BURN VOXTER	VOXTER	N	40000	22m?? X 1.5m dia armco pipe
B	B9076	BU0382	LITTLE GILL VOXTER	VOXTER	N	35000	18m x 1.0m armco
B	B9076	BU0385	TRONDAVOE BURN VOXTER	VOXTER	N	45000	18.4m x 1.5m dia armco, no headwalls
C	C300	BU0303	LOCH OF KIRKABISTER	BURN OF BRESSAY	S	15000	replace 4.1m 2x 600 conc pipes with longer twinwall
B	B9088	BU0729	THE NESS BURN	FETLAR	I	25000	replace 2.35w x 0.95h deck on single track by twinwall culvert
A	A968	BU0780	NORTH BURN	SETTER WEST YELL	I	30000	replace 24m x1.2m dia armco with TW?
A	A970	BU0538	BURN OF INGERS	GIRLSTA	W	40000	replace 1.86m span x 0.75m high box culvert with.....

2012/13

	Road	Bridge	Name	Location		Area Cost	Description
						352000	
A	A970	BU0315	BURN OF DALE	LERWICK/SCALLOWAY JUNC EAST	S	75000	line 2x 2.2m dia armco with concrete / twinwall sleeve
A	A968	BU0856	BURN OF LEOGIE	SALLAFIRTH	I	40000	12m?? x 1.45m armco
A	A968	BU0782	HOBE OF SETTER	SETTER MID YELL	I	15000	extend ends of armco sheep underpass with twinwall
X	X404	BU0419	BURN OF QUEYFIRTH, LEON	OLLABERRY	N	45000	6.1m wide, 3.8m span 0.9m high conc deck - replace with 3 burried 1.5m dia.... Or steel/conc deck...
B	B9071	BU0357	MILL BURN	VIDLIN RD	N	35000	21 x 2m dia armco + old arch d/s
A	A970	BU0506	LOCH OF URAFIRTH	URAFIRTH	N	9000	2x 600mm steel pipes - replace headwalls only??
A	A970	BU0711	DRAIN	FLADDABISTER	S	35000	replace 17m x 1m dia armco with twinwall
A	A970	BU0316	WEST OF BRIDGE OF FITCH	SCALLOWAY RD	S	30000	replace 20m x 1m dia armco with twinwall
X	X214	BU0302	MILL POND	MILL POND EAST HOGALAND	S	15000	replace 9m 2x 600 conc pipes with twinwall
A	A970	BU0544	LOCH OF SWINISTER	TINGWALL	W	18000	4no 14.8m x 1.2m dia concrete pipe - replace headwalls?
X	X309	BU0393	KERGORD 2	UPPERKERGORD	W	10000	3.05m wide, 4.6m span, 1m high conc deck bridge - repairs? VE??
X	X304	BU0554	BURN OF LUNGATOU	WALLS	W	25000	replace 9m 2x 900 armco pipes with twinwall

Rank	Scheme	Location	Proposal	Estimated	2010/11	2011/12	2012/13	2013/14	Future Years
	Isles Road	Voe	Scheme Renewal	£15,000.00	15000.00				
	Gallowburn	Brae	Scheme Renewal	£30,000.00	30000.00				
	Clach-Na-Strom	Weisdale	Scheme Renewal	£33,000.00	33000.00				
	Castle Street	Scalloway	Scheme Renewal	£35,000.00	35000.00				
	Bank Lane	Lerwick	Scheme Renewal	£20,000.00	20000.00				
	Breivick Road	Lerwick	Scheme Renewal	£40,000.00		40000.00			
	Brakefield Crescent	Unst	Replacement of selected columns	£5,000.00		5000.00			
	Gutter Street	Unst	Replacement of selected columns	£6,000.00		6000.00			
	East Road / Brucehall Terrace	Unst	Replacement of selected columns	£8,000.00		8000.00			
	Clingra Park	Yell	Scheme Renewal	£10,000.00		10000.00			
	Westerloch Brae/Crescent/Terrace	Lerwick	Scheme Renewal	£40,000.00		40000.00			
	Gardentown	Whalsay	Scheme Renewal	£40,000.00		40000.00			
	Mulla	Voe	Replacement of selected	£15,000.00			15000.00		

A970	Brae	columns Scheme Renewal	£55,000.00			55000.00		
Gressy Loan	Lerwick	Scheme Renewal	£10,000.00			10000.00		
A971	Bixter	Scheme Renewal	£60,000.00			60000.00		
Nederdale	Lerwick	Replaceme nt of selected columns	£7,000.00				7000.00	
West Sletts Park	Lerwick	Scheme Renewal	£5,000.00				5000.00	
B9076	Brae	Scheme Renewal	£60,000.00				60000.00	
Beach Road	Unst	Scheme Renewal	£6,000.00				6000.00	
A970	Voe	Scheme Renewal	£60,000.00				60000.00	
A970	Brae	Scheme Renewal	£120,000.00					120000.00
A970	Cunningsburgh	Scheme Renewal	£180,000.00					120000.00
A970	Lerwick	Scheme Renewal	£60,000.00					60000.00
Steenbrae, Aywick	Yell	Scheme Renewal	£10,000.00					60000.00
A970	Lerwick	Scheme Renewal	£60,000.00					60000.00
Runnadale	Ollaberry	New Installation	£20,000.00					60000.00
North Voe	Whalsay	New Installation	£35,000.00					20000.00

133,000.00	149,000.00	140,000.00	138,000.00	500,000.00
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"Crash Barrier" Replacement Programme - Provisional Works for 2007 - 2012

Rank	Road	Location	Proposal	Estimated	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Complete	A 970	Mavis Grind (North)	Replace untensioned timber post barrier in poor condition with new tensioned	40,500	40,500					
Complete	A 970	Mavis Grind (South)	Replace untensioned timber post barrier in poor condition with new tensioned	22,500	22,500					
Complete	A 970	Burravoe Brig, Brae	Barrier too short, new tensioned and untensioned sections of barrier	9,000	9,000					
Complete	A 970	Veensgarth Junction	Replace and extend barriers at sheep underpass	10,000	10,000					

	Year 1 - Lerwick to Brindister 2008-09									
1	A 970	Brig o' Fitch	Replace untensioned barrier with open box beam to comply with design manual	15,500		15,500				
Complete	A 970	Sandy Loch	Replace untensioned timber post barrier in poor condition with new tensioned	58,500		74,000				
Complete	A 970	Hollanders Knowe	Replace untensioned barrier with new tensioned to comply with design manual	22,000		22,000				
Complete	A 970	South Gulberwick	Replace untensioned timber post barrier in poor condition with new tensioned	48,500		66,000				
Complete	A 970	Brindister Loch	Replace untensioned timber post barrier in poor condition with new tensioned	9,000		13,000				

	Year 2 - Brindister to Teevliks 2009-10									
Complete	A970	Brindister South	Replace untensioned timber post barrier in poor condition with new tensioned	37,000			37,000			
Complete	A 970	Quarff	Replace untensioned barrier with new tensioned to comply with design manual	25,000			25,000			
Complete	A 970	Mail Brig, Cunningsburgh	Replace and extend barriers at large culvert	14,500			14,500			
Complete	A 970	North Sandwick	Replace and extend barriers at large culvert	4,500			4,500			
Complete	A 970	Burn of Hoswick	Replace and extend barriers at large culvert	4,500			4,500			
Complete	A 970	Breitoe	Replace barrier at sheep underpass to comply with	4,500			4,500			

			design manual							
Postponed	A 970	Brune Bend, Channerwick	Replace untensioned barrier in poor condition with open box beam	25,000			25,000			

	Year 3 - Teevliks to Sumburgh and Wormadale to Strom 2010-11									
Ordered	A 970	Brune to Teevliks	Replace untensioned timber post barrier in poor condition with new tensioned	17,500				17,500		
Ordered	A 970	Teevliks Bend	Replace untensioned barrier in poor condition with open box beam	37,000				37,000		
15	A 970	Teevliks to Levenwick	Replace untensioned timber post barrier in poor condition with new tensioned	36,000				36,000		
16	A 970	North Levenwick Junction	Replace untensioned barrier to comply with design manual	5,000				5,000		
Cancelled	A 970	South Levenwick Junction	Replace untensioned barrier to comply with design manual	10,000						
18	A 970	Robins Brae	Replace untensioned barrier with new tensioned to comply with design manual	23,500				23,500		
19	A 970	Ward Hill	Replace untensioned timber post barrier with new tensioned	5,000				5,000		
20	A 971	Wormadale	Replace untensioned barrier with new tensioned to comply with design manual	31,500				31,500		

	Year 4 - Strom to Tresta 2011-12									
21	A 971	Stebbigrind	Replace untensioned barrier with new tensioned to comply with design manual	30,000					30,000	
22	A 971	Whiteness Shop	Replace untensioned barrier with new tensioned to comply with design manual	9,500					9,500	
23	A 971	Strom Bridge	Replace barriers either side of bridge to comply with design manual	11,500					11,500	
24	A 971	Head of Weisdale Voe	Replace barriers at large culvert to comply with design manual	34,000					34,000	
25	A 971	Tresta (East)	Replace untensioned barrier with new tensioned to comply with design manual	35,000					35,000	
26	A 971	Tresta (West)	Replace untensioned timber post barrier in poor condition with new tensioned	40,000					40,000	

	Year 5 - Tresta to Parkhall and B9076 Brae to Graven 2012-13									
27	A 971	Burn of Tresta	Replace untensioned timber post barrier with new tensioned	7,000						7,000
28	A 971	Tumblin Bridge	Replace and extend barriers either side of bridge	10,000						10,000
29	A 971	Parkhall	Replace and extend barriers at large culvert	10,000						10,000
30	B 9076	Brae to Voxter No 1	Replace untensioned barrier with new tensioned to comply with design manual	115,000						115,000

£818,000 £82,000 £190,500 £115,000 £155,500 £160,000 £142,000

	Future Proposals									
30	A 971	Weisdale Voe (West)	Replace untensioned timber post barrier with new tensioned, substantial earthworks	200,000					200,000	

GCY9201**Appendix 2.3****Development Related Roads**

	Estimate	2010-11	2011-12	2012-13	Future
Sandwick, Hillside Road Bend Visibility Improvements	65,000	65,000			
Sumburgh, Lighthouse Road Improvements	70,000		70,000		
Sandwick, Cullister Road Improvements	70,000	25,000	20,000	15,000	
B9076 Nesting, Vassa Road Improvements	35,000				35,000
Sandwick, Swinister Bends	60,000			60,000	
	300,000	90,000	90,000	75,000	35,000

GCY9206**Traffic Management**

	Estimate	2010-11	2011-12	2012-13	Future
A970 Gulberwick, South Junction Widening	130,000			120,000	10,000
Lerwick, Hillhead Environmental Works (Railings and Steps)	85,000				85,000
Scalloway, Castle Street Car Parking Area	45,000	45,000			
Lerwick, Crescents etc - Extension of 20mph Zone	20,000		20,000		
Lerwick, Breiwick Road area - Extension of 20mph Zone	25,000	25,000			
Lerwick, Commercial Street Pedestrianisation Order Revision	10,000		10,000		
Lerwick, Irvine Place Environmental Works	10,000	10,000			
Lerwick, Harrison Square Environmental Works	50,000		50,000		
Lerwick, Burns Walk No Traffic Order	5,000	5,000			
Lerwick, Burns Walk Environmental Works	65,000				65,000
A970 Lerwick, North Gremista Junction Improvement	650,000				130,000
Lerwick, King Harald Street/ Burgh Road Junction Improvement	130,000				650,000
	1,225,000	85,000	80,000	120,000	940,000
Traffic Regulation Orders	<i>annual</i>	20,000	20,000	20,000	20,000
		105,000	100,000	140,000	960,000

GCY9207**AIP**

	Estimate	2010-11	2011-12	2012-13	Future
Main Routes - Passive Safety Sign Poles	55,000	24,500	12,500	10,000	8,000
A970 Brig o' Fitch, Junction Improvement	100,000		100,000		
A970 Gulberwick, Black Gaet Junction Improvement	150,000				150,000
A968 Dales Lees Signage	7,000	7,000			
A970 Levenwick (initial survey)	3,500	3,500			
Mail Junction, Hamnavoe, Burra	75,000			75,000	
B9076 Brae to Graven Signage	4,000	4,000			
A968 Dales Lees, Swinister Bends Re-Alignment	500,000				500,000
A968 Dales Lees, Crawsiller Knowe Bends (initial survey)	2,500	2,500			
Main Routes - Verge Markers	25,000	7,500	7,500	7,500	2,500
	922,000	49,000	120,000	92,500	660,500

2010/11 (budget £300k)

- Gremista Road (contribution to larger scheme)
- Charlotte St, Lerwick (ditto)
- Commercial St, Flagstone Remedial Works.

Later Years (timing will depend partly on maintenance assessments & priorities)

- Heogan Road, Bressay.
 - Tip and Brough Houses, Whalsay.
 - Knab Rd (South End), Lerwick.
 - Nesting, North Newing.
-

FOOTWAYS

2010/11 (budget £250k)

- Gremista Road (contribution to larger scheme)
- Charlotte St, Lerwick (ditto)
- Lerwick Lanes: Railings, etc.
- General, Pavement Crossings/Gritter Access, etc.
- A971 Weisdale, Fence at Cova.
- Lerwick, Bank Lane Regeneration (external funding).

Later Years (timing will depend on prioritisation under the newly-approved system)

- Continuing Works in Lerwick Lanes.
- Continuing Works on Access, etc.
- Brae to Burravoe.
- Firth, Leaside Link.
- Mossbank, Hall to PO.
- Bressay, Glebe to School.
- Bressay, Kirk to Voeside.
- Dunrossness, Turnibrae.
- Sandwich, Kirtleside.
- Sandwich, Stove to Swinister.
- Burra, Brake.

- Gulberwick, Langton Corner.
- Westerloch Brae, etc: Traffic Calming. (Associated with lighting scheme.)
- Urafirth, Cycle track. (If part-funded by Sustrans.)
- Scalloway, East Voe Verge Improvement.
- Symbister, North Voe Footway.
- Symbister, Hillhead-Saeter.
- Symbister, Hall-Harlsdale.
- A971 Cova-Kalliness, Traffic Calming.
- Tingwall Valley Road, Minor Improvements.

ROADS DRAINAGE

2010/11 (budget £80k)

- Sletts Storm Drainage.
- Cullivoe, Greenbank Terrace.
- Whiteness, Camperdown.
- Hamnavoe, Egg-box Surface.

Later Years (timing may be affected by other schemes arising at short notice)

- Quendale, Hillwell.
- Vidlin Ayre.
- Ireland.
- Scalloway East Voe, "Sea Chest" Kerbing.

MINOR WORKS & PURCHASES, BUS SERVICES

2010/11 (budget £40k)

- Purchase & Installation of Shelters.
- Unst, Westings Turning Head.
- North Rd, Lerwick: Bus Shelter.
- Esplanade, Lerwick: Bus Bay Extension.

Later Years (timing will be dependent on land acquisition, etc)

- A970/B9071 Sandwater Junction Park & Ride.
- A971 Bixter Shop Bus Bay
- A970 Linkster/Strand Junction Park & Ride.

- A970 Stromfirth Junction.
- A970 Sumburgh Head Road Junction.

MINOR WORKS & PURCHASES, ROADS

2010/11 (budget £100k)

- A971 Brig o' Walls, Demolition of Nurse's House.
- A971 Sandness Road.

Later Years (timing will depend on an appraisal of value for money)

- Aith, Vementry Passing Places.
- Nesting, North Newing.
- Skeld to Gruting, Passing Places.
- Dunrossness, Coubal Visibility Improvement.
- Gulberwick, Stunken Brae.
- A970 Quarff, Junction Improvement.
- Cunningsburgh Passing Places.
- Gremista, Lower Road.
- Northmaven: Various Passing-Places Throughout.
- Walls, Germatwatt to Saltness.
- Sandwich, Rompa Junction.
- Hoswick Bends.
- Sandwich, Leebitton Junction.
- B9122 Channerwick-Bigton-Rerwick.
- Whalsay, Marrister Widening.
- Harlsdale Passing-Place.
- Skerries, Corners at Bridge.
- A971 Whiteness, Stebbigrind.
- Weisdale, Cott Road.
- Unst, Holsens Road.
- Nesting, Shop Area.
- Nesting, Gletness.
- Nesting, Houlland.

- Roadside Weather Stations, Replacement or Refurbishment.



REPORT

To: Infrastructure Committee

31 August 2010

**From: Network and Design Manager
Roads
Infrastructure Services Department**

ROADS MAINTENANCE AND MINOR IMPROVEMENT WORKS REVIEW OF CONTRACTS AND TRADING ARRANGEMENTS

1 Introduction

- 1.1 This report describes the annual review of the procurement procedures used by the Roads Service, and seeks approval of the outcome of that review.
- 1.2 Most roads maintenance works are carried out by the Roads Trading Organisation (formerly the Roads Direct Labour Organisation) within the Maintenance Section of the Roads Service. Streetlighting maintenance is done by the Council's Building Services, and all other works are done by external contractors. Roads improvement works follow similar arrangements, although the proportion carried out by external contractors is higher.
- 1.3 In terms of the Local Government in Scotland Act 2003 the Council has a duty to make arrangements (including procurement arrangements) which secure best value. Best value is continuous improvement in the performance of the Council's functions. In securing best value, an appropriate balance must be maintained between the quality of the Council's performance of its functions, the cost to the Council, and the costs and benefits to the community of any service provided. In maintaining that balance the Council must have regard to efficiency, effectiveness, economy and the need to meet equal opportunity requirements. To ensure that all of this is being done, I am required to review the above arrangements on a regular basis.
- 1.4 In this report I address the following:
 - 1.4.1 A review of all of the contracts and arrangements for Roads Maintenance;
 - 1.4.2 The question of whether any packages of works need to be re-tendered, or procured via Scotland Excel or Procurement Scotland;

- 1.4.3 The updating and improvement of the in-house trading arrangements: and
- 1.4.4 The extension of existing contracts and arrangements where this is appropriate.
- 1.4.5 I also address the continuing use of these contracts and arrangements to carry out many of the improvement works currently done under the Roads and Transport Capital Rolling Programmes.

2 Links to Council Priorities and Risk

- 2.1 The actions detailed in this report are required to meet the Principles of the Shetland Transport Strategy, particularly the need to ensure Sustainability, Accountability, Partnership with others, Efficiency, Compliance with legislation, and that decisions are Evidence-based. The report is required in order to ensure Accountability.
- 2.2 One of the reasons for carrying out the above review is to minimise the financial, legal and governance risks which could arise from *not* reviewing our procurement procedures.

3 External Contracts

3.1 Grass Cutting

Rural roadside verges are cut, and noxious weeds are controlled, as part of the General Road Maintenance arrangements: see 4.2 below. Amenity grass areas, including those adjacent to the public road network, are included in Council-wide contracts now procured by the Environment Service.

3.2 Guard-rails and Cattle Grids

A contract for the maintenance, repair and replacement of guardrails, railings, and cattle grids was tendered in 2006 and then awarded to Garriock Bros. Ltd. Its duration is for three years, with an option to extend for up to five. The Contractor has performed in an excellent manner, and the Company's prices remain very competitive. Therefore, the option to extend the contract has been taken up, both last year and this year.

3.3 Traffic Signs

A contract for signs was tendered in 2006 and awarded to Garriock Bros. Ltd, for a duration of three years, with an option to extend for up to five. For the reasons given in para 3.2 above, this option has been taken up.

3.4 Road Markings and Cats Eyes

The contract for this work was tendered in 2007 and awarded to Markon Ltd for the period up to the end of 2010, with a mechanism for extension, which I intend to take up. Scotland Excel have indicated that this is not a service that they wish to pursue meantime. Highland Council were in the process of progressing a collaborative contract on a regional local authority basis. For various reasons, however, I do not recommend that this would be of advantage to Shetland.

3.5 Streetlighting (Electricity)

The present provider is Scottish Power, following the Council's participation in a new collaborative framework for supply with Procurement Scotland. Recent participation in regional and national purchasing arrangements has brought cost savings due to the purchasing power of a larger organisation.

3.6 Structures

Most large-scale or specialised repair and replacement works to bridges, sea walls, etc. are tendered as separate individual schemes, since we do not have standing contracts or trading arrangements to cover this intermittent work.

3.7 Surveys

3.7.1 Site surveys are carried out for individual improvements either in-house or by specialists, dependent on the current workload of the Council's Land Surveyor.

3.7.2 The Road Condition Survey is carried out by WDM Ltd on a nationwide basis, having been tendered and organised by the Society of Chief Officers of Transportation in Scotland (SCOTS), on behalf of all local authorities. These surveys are not only used by the Roads Service when deciding whether or not to patch, surface dress, resurface or reconstruct various lengths of road. They are also used to produce national Performance Indicators, for which nationwide standardisation is essential.

3.7.3 Surveys to establish and update the Roads Inventory are now being done by Council staff. Some of this work was done a few years ago by a private company, but it has proved to be much more efficient for our Roads Inspectors to carry it out at the same time as they are doing service inspections.

3.8 Winter Service (Weather Forecasts)

3.8.1 Various elements of forecasting ice, snow, drifting, road surface temperatures etc. by time and location throughout Shetland are provided by the Met Office from the beginning of October to the end of April each year.

3.8.2 The Met Office Contract, which over a period of five years will exceed £50,000, is due for renewal. The Council's Standing Orders Relating to Tenders and Contracts requires a contract of this value to go out to tender unless it is exempt from the provision of these Standing Orders. The Council can exempt a contract from the provision of these Standing Orders if they are satisfied that the exemption is justified by special circumstances.

3.8.3 Although we have been advised by staff in Contract Compliance and Legal Services that we should seek tenders for the provision of forecasts from now on, it is proposed that the current contract with the Met Office be extended for another year, meantime, without the requirement to go out to competitive tendering, for the following reasons:

3.8.3.1 We have received a very good forecast service from the Met Office and are confident of their ability to continue to do so.

3.8.3.2 There is not now sufficient time to prepare and carry out a tendering exercise before the start of the winter season (1st October). However, a timetable has now been set to ensure that a new contract will be in place by this time next year. This identifies dates by which time we should have advertised for expressions of interest, assessed and consulted with regard to the appropriate contract arrangements, decided whether or not to combine forecasting with Vaisala's work, tender the contract(s), accept the successful tenderer's contract, and oversee any necessary transition arrangements.

3.8.3.3 We are aware of only one other weather forecast provider that provides weather forecasts for roads in Scotland at present, although a third one was in the market until quite recently. It is also possible that a national framework contract may be available in future through Scotland Excel. If in the course of the next few months the likelihood of this becomes clearer, it may be possible to avoid the need for Roads staff to spend too much time on a local contract.

3.8.3.4 Taking all of that into account, I propose that the Council should suspend the standing order that requires this contract to go out to tender and instead we seek to extend the current contract with the Met Office for one further year.

3.9 Winter Service (Weather Stations Maintenance and Management)

3.9.1 We have six roadside weather stations, which are provided and maintained by Vaisala. In addition to the weather stations themselves, Vaisala also provide a bureau service to collect and

manage the data from the weather stations, and also to give us access to the data through the internet and dedicated computer systems.

3.9.2 The Vaisala contract is now due for renewal and its cost will, over a period of five years, exceed £50,000. The Council's Standing Orders Relating to Tenders and Contracts requires a contract of this value to go out to tender unless it is exempt from the provision of these Standing Orders. The Council can exempt a contract from the provision of these Standing Orders if they are satisfied that the exemption is justified by special circumstances.

3.9.3 Although we have been advised by staff at Contract Compliance and Legal Services that we should seek tenders for the provision of this work from now on, it is proposed that the contract with Vaisala for the maintenance and management of our six weather stations should be extended for another year without going out to competitive tender for the following reasons:-

3.9.3.1 We have received a very good service from Vaisala and are confident of their ability to continue to do so.

3.9.3.2 Our weather stations and data systems have been supplied by Vaisala; it is very doubtful that any other company has the knowledge and access to spares that would enable them to satisfactorily maintain them.

3.9.3.3 We have been in touch with a consortium of other Local Authorities in Scotland which had recently completed a tender exercise and were unable to identify any supplier other than Vaisala to maintain their weather stations.

3.9.3.4 There is not now sufficient time to prepare and carry out a tendering exercise before the start of the winter season (1st October). However, a timetable similar to that detailed in paragraph 3.8.3.2 above has been drawn up to achieve this by next summer. Vaisala have already indicated that if we were to extend our current contract for five further years, they will hold the price of years 2 to 5 at the same as year 1. That could provide us with a worthwhile saving in future years.

3.9.4 Taking all of that into account, I propose that the Council should suspend the standing order that requires this contract to go out to tender and instead we should seek to extend the current contract with Vaisala for one year in the meantime.

3.10 Winter Service (Salt)

3.10.1 This contract was tendered in accordance with Standing Orders and EU procurement regulations in 2004 and it was due to be re-tendered before September 2009. However, last year it was expected that there would shortly be a collaborative contract

available via Scotland Excel (the national procurement body for Scottish local authorities). Therefore, the contract was not re-tendered; instead approval was obtained to extend the existing contract by one year to September 2010.

3.10.2 There is now a contract in place with Scotland Excel, and the Council has agreed to participate in it. However, there has been a significant rise in the price per tonne, and there is also an arrangement to review this price at 6-monthly intervals: both of which are of some concern to us with regard to the likely effect on the cost of the Winter Service.

3.11 Maintenance and Winter Service in Fetlar and the Small Isles

3.11.1 The Fetlar contract was tendered in Autumn 2007, following a review of all available resources in the isle for provision of the service. It is now due to be extended, subject to arrangements in the contract.

3.11.2 In Fair Isle and Foula I do not propose to alter the present, very small-scale, arrangements. In Skerries and Papa Stour, most works are done directly by Mainland-based Council employees.

4 In-house Trading Arrangements

4.1 These continue where the Council has demonstrated, under the best value regime, that they are appropriate.

4.2 The categories of works done at present by the Roads Trading Organisation include the following:

- Winter service.
- Surface dressing and slurry sealing.
- Resurfacing
- General roads maintenance (that is, grass cutting (rural verges), drainage maintenance, road sweeping, patching, localised reconstruction, footway maintenance, verging, streetlighting replacement, minor improvements, and minor repairs to structures).

4.3 The Roads Best Value Service Review, approved by the Resources Committee (Min. Ref. 28/02), concluded that the current mix of in-house and external provision was good value for money. Those arrangements were therefore extended. However, regular reviews of how the Council provides services allow continuous and consistent monitoring and therefore helps the Council to secure best value.

4.4 Annual Review and Performance Monitoring

4.4.1 The Roads Programme Manager carries out a systematic audit of random samples of individual works. This year, the issues identified included some under-estimating of the costs of works at the time they are ordered, not quantifying certain works, and not fully noting all commitments. We are seeking to improve on

these issues. (The Random Sample Report for this year is in hand).

- 4.4.2 The Roads Training Supervisor carries out random checks of safety procedures at various work sites. The Senior Foremen and engineering staff undertake regular checks on health and safety, risk assessments, and workmanship of works in progress.
- 4.4.3 In recent years the Council introduced a more robust Risk Assessment Procedure. The Council has trained a number of staff who have demonstrated their level of competence by successfully completing an examination to achieve a National Certificate in Construction Safety and Health qualification as set by NEBOSH (National Examination Board for Occupational Safety and Health).
- 4.4.4 The Council has introduced a recycling initiative at the Scord Quarry to minimise the amount of waste sent to landfill. Much excavated hard material can now be processed at the quarry. The Council has old cats eyes cleaned by Lerwick Engineering and Fabrication Ltd for re-use.
- 4.4.5 The Roads Maintenance Manager and the Programme Manager are overseeing the creation of an Asset Management Framework in conjunction with representatives from all other Scottish Authorities. This is co-ordinated through the Society of Chief Officers of Transportation in Scotland (SCOTS), and the framework will allow authorities to determine the value of their entire roads inventory. It will also allow future maintenance, operating, and financial requirements to be determined with a greater level of confidence than at present. It is also expected to provide proof that *all* of Scotland's roads authorities need greater funding to avoid long-term serious deterioration in the maintained state of our road networks. The Draft Roads Asset Management Plan (RAMP) was presented for discussion to the Member/Officer Working Group (Roads) in June, and a copy has been placed in the Members room.
- 4.4.6 The Association of Public Service Excellence (APSE) Performance Network processes benchmarks, to monitor and compare on an annual basis each participating authority's performance. This allows both inter-authority comparisons and year-on-year improvement initiatives to be evaluated. The Maintenance Manager presents a detailed report on this to meetings of the Member/Officer Working Group (Roads).
- 4.4.7 The Council's staff development review process has been extended to former manual workers to afford them the opportunity to contribute to service planning and improvement processes. This has been running for two years and is subject to review at present.

- 4.4.8 Assessment is under way to ascertain whether current procedures ensure business continuity, that is, the ability of the organisation to survive major disruption. To this end, several staff participated in an exercise organised by the Emergency Planning Service last year, and several important lessons were learnt.
- 4.5 Streetlighting maintenance is carried out by Building Services, and replacement works are done by them with the assistance of Roads squads. There is a process of regularly updating these arrangements, and this will continue. In 2008, for example, the Council improved the recording of cyclical streetlighting maintenance, and are able to show that repair times are good.
- 4.6 In order to carry out all of the above works, the Roads Trading Organisation and Building Services occasionally engage private contractors to carry out some elements of the work. This allows a flexible approach to individual tasks and helps to ensure that value for money is achieved. It is partially reviewed as part of the overall review of these in-house arrangements. The engagement of these contractors requires to be carried out in accordance with the Council's procurement policy and procedures.
- 4.7 In autumn 2005 the Roads Service included 19 questions to the "Your Voice" public opinion panel asking participants to rate particular aspects of the service provided in one of five categories from very poor to excellent. The exact same questions were repeated three years later in autumn 2008.

A rating of 85% or better was achieved in 10 of the 19 questions in 2008, compared to 8 in 2005. At the other end of the scale, a rating of 74% or less was given for one question in 2008 compared to five in 2005. This indicates that customer satisfaction is generally not only high, but also improving.

5 Capital Rolling Programmes

- 5.1 For practical reasons, the above contracts and in-house arrangements have always also been used to carry out a proportion of the improvements done under the Roads and Transport Capital Rolling Programmes and minor roads-type work required by other Services. In 2004 the Infrastructure Committee (Min. Ref 26/04) delegated authority to continue to order such works from the appropriate contractor or in-house provider as in Sections 3 or 4 above provided the following conditions apply. Otherwise the works are put out to tender. The conditions also apply to maintenance works, and are:
- 5.1.1 That the nature of each of these Capital works should be very similar to those maintenance works for which the above contracts or in-house arrangements have been established, and
- 5.1.2 That the estimated cost of the projects does not exceed £150,000 in value.

6 Financial Implications

- 6.1 There are no financial implications arising directly from this report. However, it does seek to ensure continued value for money in the procurement of roads maintenance and minor improvement works. The cost of these currently exceeds £7m per year.
- 6.2 A small increase in the cost of providing the Winter Service may arise from extending the two contracts for weather forecasting (see paragraphs 3.8 and 3.9 above). However, please see the report on the review of the Winter Service on this agenda: when the existing weather stations fall due for replacement, we would consider then whether we would need to replace all 6 of them, and also whether to continue to receive forecasts from all of the 4 of them that we do at present.
- 6.3 A more significant increase may arise from the new arrangements for the supply of rock salt (para 3.10). These cost increases are unavoidable while we operate the current policies and procedures for the Winter Service. However, please see the report on the Review of the Winter Service, in which the possibility of making greater use of a salt/grit mix is considered. This could offset the above cost increase.

7 Policy and Delegated Authority

- 7.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, Section 12.0 of the Council's scheme of Delegations, and for which the Council has approved the overall objectives, and provided the appropriate budget.
- 7.2 Since the Roads Best Value Service Review was approved, the Council has tendered some of the external contracts; negotiated under delegated authority with the providers to extend the remaining contracts; and reviewed and extended the in-house arrangements. Further reviews have resulted in minor amendments and additions to these arrangements (Infrastructure Committee, Min Refs 26/04, 06/07 and 34/09).
- 7.3 Authority is delegated to the Chief Executive, or his nominee, to participate in contracts established by Scotland Excel and Procurement Scotland for the public sector (SIC min ref 125/08).
- 7.4 Standing Order H13(c) states: "Where the appropriate Director considers that an existing contract should be extended and that a tender should be negotiated with the existing contractor, he shall before entering into negotiations, obtain the approval of the appropriate Committee both in respect of the extension and of the negotiation with the existing contractor."

8 Recommendations

- 8.1 I recommend that the Committee notes all of the above, especially the duty under the Local Government in Scotland Act 2003 to make

arrangements which secure best value. I advise that the above approach continues to provide the best mix of in-house and external provision of works and services.

- 8.2 I recommend that the Committee approves that the following existing in-house arrangements should continue, subject to satisfactory outcome of annual reviews:

8.2.1 General Roads Maintenance, Resurfacing, Surface Dressing, and Winter Service works issued to the Roads Maintenance Trading Organisation, for three years to the end of March 2013. The previous period was from 2009 to 2012.

8.2.2 Streetlighting Maintenance, to Building Services, for three years, also to the end of March 2013.

- 8.3 I recommend that in terms of paragraph H13(c) of the Council's Standing Orders Relating to Tenders and Contracts that the Committee recommends that the Council approves the extension of the following two contracts, and authorises the Executive Director Infrastructure Services or his nominee to enter into negotiations for such an extension:

8.3.1 The provision of weather forecasting with the Met Office (for one year);

8.3.2 The provision, operation & maintenance of equipment with Vaisala (for one year).

- 8.4 I also recommend that the Committee notes the following:

8.4.1 Certain works and purchases are likely to be procured via Scotland Excel or Procurement Scotland where appropriate from now on. (This has already been agreed for streetlighting electricity, and for the provision of rock salt).

8.4.2 That authority has been delegated to the Executive Director or his nominee to select and order individual maintenance or minor improvement works, up to a value of £150,000, from the appropriate contractor or in-house provider currently in place as outlined in Sections 3, 4 and 5 above, and as long as condition 5.1 above is met; and

8.4.3 That the Council will continue to participate in national or other groups for the carrying-out of the national road condition surveys, and the development of a roads asset management plan, subject to the Executive Director or his nominee ensuring that these groups continue to provide a satisfactory service and value for money.



REPORT

To: Infrastructure Committee

31 August 2010

**From: Network Engineer
Roads
Infrastructure Services Department**

WINTER MAINTENANCE SERVICE REVIEW

1. Introduction

- 1.1 In this report I review the Winter Service in general including the relative severity of the winter period 2009/10, the success or otherwise in forecasting frost and snow, and the gritting and snow clearing service provided.
- 1.2 In addition, this report will consider feedback from the Community Councils, Schools, and other interested parties who were asked how they viewed our performance.
- 1.3 The report will make recommendations for variations to our service provision, where necessary, in accordance with the findings of our technical assessments, and the consultation exercise.

2. Links to Council Priorities and Risks

- 2.1 The Council's Local Transport Strategy's key aims are:
 - To support the local economy
 - To reduce social exclusion
 - To reduce the environmental impacts of travel
 - To improve safety for all road and transport users
 - To promote better health and fitness.
- 2.2 There would be risks to the safety of the general public if any reduction occurred in the coverage of ice treatment or snow clearing, and risks to safety would also arise from the impact on transport and accessibility.
- 2.3 There would also be an economic risk arising from the impact on transportation of reduced treatment.

3. Background Information

- 3.1 The Council's Service Review in 1997 decided that a comprehensive review of existing service provision must be carried out before any changes to the level of service or working practices were made.
- 3.2 The legal obligation placed on the Council under section 34 of the Roads (Scotland) Act 1984 states that the Council should "take such steps as they consider reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads". ('Footpaths' and 'footways' are included within the definition of 'roads' under the 1984 Act.) The practical manifestation of these 'reasonable steps' is dependent on available budget and manpower, and is tailored to the needs of the public as efficiently as possible.
- 3.3 The current Winter Maintenance Policy was adopted by the Council in 1991 and has been updated several times since (1995, 1996, 2001 and 2004) to reflect changes in the requirements of stakeholders such as schools and public transport. (Appendix 1)

4. The Winter Service

4.1 Priorities

- 4.1.1 The order in which roads and footpaths are treated reflects their position within the hierarchy of roads within the network, and the overnight location of the gritter. The hierarchy of the road network was recently reviewed within the Maintenance Plan and accounted for changes in population by geographic area, traffic volumes and the strategic importance of the routes. Main roads, School routes and Bus Service routes are necessarily given a high priority, but it is not possible to treat all high priority routes at the same time. Some will be treated earlier than others.
- 4.1.2 Only priority 1 roads and evening bus routes are treated during pre-salt operations. This involves salting the road in advance of an expected freeze to help prevent ice or snow lying on the road surface and is usually carried out between 3:00pm and 6:00pm.
- 4.1.3 Sunday treatment is mainly priority 1 & 2 routes.

4.2 Treatment

- 4.2.1 Rock salt is used to treat all our roads and footways during frosty and light snow conditions. When snow begins to build up to any depth, the plough or side blade is used to clear the road.
- 4.2.2 A salt/grit mix can be used on lying hard packed snow, or when salt stocks run low. There is also a national expectation that we seek to conserve salt stocks.

4.3 Operating Hours

- 4.3.1 Gritting commences at 6:00am and continues through to 6:00pm when necessary. It is largely restricted to this period due to the availability of crews and the driver's hours regulations.

4.4 Gritting Routes

- 4.4.1 There are 25 gritting routes, covering the length and breadth of Shetland's roads (apart from those on Skerries, Fair Isle, Foula and Papa Stour: see Appendix 1), a total distance of some 1000km. The roads are divided into priorities 1, 2 & 3 with priority 1 being mainly A-Class roads. Priority 2 roads comprise the remaining A-Class roads and loops linking the main centres of population to the main roads, and Priority 3 roads are the remainder of the side roads.
- 4.4.2 Reduced routes on Sundays treat only Priority 1 and Priority 2 roads.
- 4.4.3 Precautionary salting (pre-salt) treatment, carried out during the afternoon when weather forecasts warn of freezing conditions, is applied to the main transport routes, including links to ferry terminals.
- 4.4.4 The length of road treated by each gritter varies from 19km in Fetlar (by tractor) to 77km in Unst. The average distance treated per gritter is about 40km with 16 of the routes falling between 30km and 50km.
- 4.4.5 The 'hub and spoke' nature of our road network means that gritting routes are much longer than the length treated. (For example, in Nesting; treated length 33km, route length 120km) This happens because gritters often have to come back out the same road they have just treated or retrace their steps along a route to deal with side roads, or simply heading back to fill-up with more salt. All of this adds to the time it takes to treat the network.

4.5 Materials

- 4.5.1 The severity of the winter season 2009/10 has emphasised the cost of winter maintenance. With salt stocks struggling to cope with demand, prices were rising to almost double normal contract rates. This could well be an indicator for the future and should prompt the investigation of alternative materials. However, it should be noted that materials only count for some 14% of total costs, compared with the cost of crews and vehicles at 81% claiming the larger part of the budget.
- 4.5.2 Reduction in the quantity of salt used could be achieved by using a salt/grit mix. However, this would reduce the

effectiveness of the salt, particularly in very cold conditions and causes problems for the spreading equipment when it 'freezes' into large lumps, which cannot be handled by the gritter, blocking the spreader and causing delays etc. There is also an increased cost in clearing the residual grit at the end of the year.

4.6 Single and Double Manning of Gritters

- 4.6.1 The safety of operatives during gritting operations is a prime concern. The difficult conditions of ice and snow, darkness, other traffic, and long hours under which the work is carried out can be alleviated if a 'second man' is to hand to assist as required, for example with the fitting and adjustment of chains or snow ploughs.
- 4.6.2 As well as operative safety, a second man is required when reversing and turning the gritter, to guide the driver. This is especially necessary when reversing in built up areas among parked cars and possible pedestrian movements.
- 4.6.3 The extra cost of second manning is an area that could provide cost savings, but only if measures were taken to ensure that operative safety was not being compromised.
- 4.6.4 The Executive Director – Infrastructure Services has instigated a review of this operation to assess if savings can be made without compromising safety.

5. Winter 2009/10

- 5.1 The winter months of December, January and February were the coldest in the UK for 31 years. The average temperature was a lowly 1.51 °C with all three months recording a lower than average temperature. Although cold, on average, it did not quite achieve the lows of the winter of 1962/63, which only scored – 0.18 °C and globally, both December and January saw temperatures above the long-term average.
- 5.2 Based on a ten-year average, our pre-salt treatments were up by 102% (that is, on 46 days) with reactive treatments required on 71 days, recording a 41% increase. The greatest increase in the work required was in the repetitive all-day clearing of snow.
- 5.3 The prolonged cold spell with almost daily snowfalls put a considerable strain on our salt supplies, not to mention gritting operatives. The over budget costs of vehicle maintenance largely as a result of increased use, the increased salt costs and the increased labour costs, compounded by the snowfalls over the Christmas shutdown has produced a considerable budget overspend in the region of £700k, or about 58%.
- 5.4 Based on criteria set by the Met Office, our weather stations have helped produce a 90% accuracy overall for forecasting. False alarms,

when frost is forecast but does not occur, are down to about 8% and unexpected frosts only 7%. This level of accuracy has helped keep Shetland's roads in a safe frost-free state over what has been a difficult harsh winter.

6. Stakeholder Response

- 6.1 Consultation was widespread, taking in Transport Operators, Community Councils and School Parent Councils, the Emergency Services and other Council Departments. The complete list and their responses of those who replied, is given in Appendix 2. With the exception of specific individual items, the response as a whole was almost entirely positive, with several votes of thanks expressed for the hard work carried out by operatives in difficult circumstances.
- 6.2 Other than requests for more grit bins, there were some concerns expressed relating to the priorities of some roads ("everybody wants their road done first"), and the needs of shift workers, such as community care workers who travel to work in the early morning or late evening on all days of the year, Sundays and Public Holidays included.

7. Summary

- 7.1 After an extended period of harsh winter weather, the winter maintenance service has proved its ability to cope with the conditions and deliver the service to an extremely high standard. This has only been achieved by stretching manpower and machinery to the limits including a bit of good fortune regarding salt supplies. The ability of the service to cope with such extreme conditions over a prolonged period comes at a cost and this is reflected in the extent to which we are over budget by some £700k from a £1.2M budget. The usual questions relating to increasing the service to cater for shift workers have been raised. This would entail changing the hours of operation, which would not only have significant cost implications but would also require the introduction of a shift system for drivers and operatives.
- 7.2 The increased garage maintenance costs for vehicles reflects the increased usage and is indicative of the age of the fleet. Consideration must be given to ongoing replacement and/or additions to the fleet in order to maintain existing levels of service.
- 7.3 The effects of the extended Christmas/New Year holiday (that is, the additional 3 days of shutdown) were significant this year, coinciding as it did with severe weather conditions.
- 7.4 Our supply of salt is by way of our new contract through Scottish Excel, which is intended to make savings in local authority procurement by amalgamation of contracts increasing buying power. However, the cost of the salt has risen significantly, and there is provision in the contract for a 6-monthly review of the price. Both of these may have arisen due to the shortages which occurred last winter, but their effect on the budget are of concern to us.

- 7.5 The possibility of changing from a pure salt treatment to a salt/grit mix on lower priority roads has been considered and tried. There are advantages of having grit on lightly trafficked roads which may not get cleared daily during prolonged periods of snow; and disadvantages to the operation by having to change loads, and problems of the mix freezing into lumps and not spreading well.
- 7.6 The availability of drivers and crew is crucial to our operation, as is their geographic spread. Currently there is little spare capacity to cover sickness etc. and there is a reliance on sub-contractor arrangements and support from other Council departments. Future availability and training needs should be assessed to ensure we have sufficient manpower to continue to operate at the current level of service. The Executive Director – Infrastructure Services has requested that a pool of trained personnel be formed from qualified drivers from across the Department to be called upon to act as relief drivers.
- 7.7 Overall, the winter maintenance service has performed admirably and has provided a level of service to the public, which has been well appreciated. As usual, there would be associated cost increases with providing additional services such as increased footpath gritting; and likewise, any reductions in provision would no doubt prove unpopular. The increase in expenditure this season is directly related to the prolonged spells of severe weather, the coldest in the UK since 1978/79 and we would hope it is not an indication of future trends as predicted by global warning theories.
- 7.8 With pressure on drivers' hours and the length of the working day sometimes causing delays in treating the minor priority 3 roads, we have investigated, as suggested, the possibility of utilising agricultural tractors, fitted with ploughs as a means to alleviate this problem. This included assessment of issues such as cost, supervision, certification and insurance of operators, etc. Our conclusion is that, at a time when the Council needs to make savings, we could not justify the regular use of additional resources such as these.
- 7.9 In the light of the need to make budgetary savings, a number of issues may have to be considered. In particular, it may be useful to ascertain, which areas of the winter maintenance service are considered to be essential and treated as a statutory obligation. This would help identify areas where a saving could be attained through reduced levels of service.

8. Financial Implications

- 8.1 Whilst it is considered that the existing budgetary provision is adequate for an average year, there are some financial implications arising directly from this report: in particular, those related to the increase in the price of rock salt. As stated in paragraphs 7.3 and 7.4 above, it may be possible to offset this by greater use of a salt/grit

mix. However, this would not be appropriate in all circumstances, and it may also cause a slight reduction in the level of service.

- 8.2 In addition, significant variations to the current winter service regime have been suggested. However, current Council policy requires there to be no growth items, unless potential savings can be found to balance these (min ref 15/10).

9. Policy and Delegated Authority

- 9.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outlined in Section 12.0 of the Council's Scheme of Delegations, and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.
- 9.2 The current policy was most recently reviewed and confirmed in 2004 (Min Ref: 53/04).

10. Recommendations

- 10.1 I recommend that the Infrastructure Committee agree to the following:
- 10.1.1 That there should be no change to the hours of operation, despite the needs of some shift workers, since there appears to be no way that this could be afforded.
 - 10.1.2 That we need to continue with the ongoing replacement and/or additions to the gritter fleet to maintain current levels of service.
 - 10.1.3 That whenever possible we should use a salt grit mix instead of pure salt on the lightly trafficked priority 3 routes during periods of snow.
 - 10.1.4 That we should actively pursue improvements in training and operational procedures with a view to possibly reducing the need for a 'second man', without compromising safety and to providing staff cover for holidays and sickness.
 - 10.1.5 That we will not normally be able to afford the cost of utilising external assistance in the form of agricultural tractors fitted with snow ploughs.
 - 10.1.6 That whilst minimal adjustments of routes are ongoing as circumstances change, we should also consider what a 'minimum route treatment' should be (for example during times of salt shortages, or budget reductions).
 - 10.1.7 That a relief pool of trained drivers be formed as part of our contingency planning.

SHETLAND ISLANDS COUNCIL

WINTER MAINTENANCE SERVICE

TABLE 1
HIERARCHY OF TREATMENTS – ROADS

Priority 1 (Total Length 290 km)

Main Roads linking major centres of population, major industrial sites and Ro-Ro ferry terminals. Access roads to some schools and hospitals. Main through routes in Lerwick.

Treatment

Times; 6am to 6pm.

Precautionary Salting (Pre-Salt)

Priority 1 routes shall be pre-salted as decided by the winter maintenance duty officer.

No service Christmas Day or New Year's Day, with a later 7am start on Boxing Day and 02 January.

Materials: Normally Salt

Priority 2 (Total Length 348 km)

Other A and B Class roads not included above, linking smaller centres of population and minor bus routes to the Priority 1 network. Major loop roads. Main town streets in Lerwick and Scalloway. Access to any schools not on Priority 1 routes.

Treatment

Times; 6am to 6pm.

Precautionary Salting (Pre-Salt)

Priority 2 Routes are not normally pre-salted unless part of a scheduled bus service after 19:00hrs.

No service on Christmas Day and New Year's Day, with a later 7am start on Boxing Day and 02 January.

Materials: Normally Salt. Salt/grit mix may be used on lightly trafficked roads.

Priority 3 (Total Length 377 km)

Remaining roads including minor roads in housing schemes and in industrial estates in Lerwick. All roads in Fetlar.

Treatment

Times; 6am to 6pm, but only after Priority 1 and 2 routes are sufficiently clear. In very bad conditions some Priority 3 routes may not be treated during the first day of operation.

No service on Sundays and Public or Bank Holidays.

Materials: Materials: Normally Salt. Salt/grit mix may be used on lightly trafficked roads.

Priority 4

All roads on Skerries.

Treatment

Grit heaps will be provided. A contractor may be employed to grit steep braes, junctions and bends.

Priority 5

All roads on Foula, Fair Isle and Papa Stour.

Treatment

Grit heaps will be provided for the public to help themselves.

TABLE 2**ROADS INCLUDED IN EACH PRIORITY****Priority 1**

A970	Sumburgh Airport – Lerwick – Brae – Hillswick Junction
A970	Brig of Fitch – Scalloway
A971	Windy Grind – Walls
A968	Voe – Toft – Ulsta – Gutcher and Belmont – Haroldswick
B9076	Brae – Sullom Voe – Firth
B9071	Voe – Laxo
B7074	Eastvoe – Hamnavoe
B9073	Black Gaet
Lerwick	Town Service bus route, Breiwick Road, Knab Road, Gressy Loan, part of Twageos Road, Lovers Loan, Harbour Street, Cairnfield Road and several other areas with steep access.

Priority 2

A970	Hillswick Junction – Hillswick – North Roe
A971	Walls – Sandness
B9122 & u/c	Robins Brae – Scousburgh – Channerwick including loop into Bigton
B9074	Scalloway – Tingwall – Califf and Breiwick
B9075	Weisdale – Sandwater
B9071 & u/c	Park Hall – Raewick – Gruting – Hulmalees
B9071	Bixter – Aith – Voe – Vidlin
B9075 & u/c	Laxo – Nesting – Catfirth including Benston Loop
B9079 & u/c	Ollaberry – Leon
B9081 & u/c	Ulsta – Burravoe – Mid Yell (via Aywick)
B9082	Gutcher – Cullivoe
LERWICK	Gilbertson Road, Market Street, Hillhead, Hayfield Lane, Rova Head Road
u/c	Quendale
u/c	Levenwick Loop
u/c	Aithsetter – Voxter Loop Cunningsburgh
u/c	North Sandwick Junction – Central X Roads – South Sandwick Junction (including Hoswick)
u/c	Stromfirth Road
u/c	Busta – Muckle Roe Brig
u/c	Sullom Loop
u/c	Gulberwick Loop
u/c	Meal Junction – Bridge End – Papil – Bridge End – East Burra
u/c	Walls – Dale of Walls
u/c	Upper Dale – Sandness Road
u/c	Gruting X Roads – Browland
u/c	West Burrafirth
u/c	Hillswick – Eshaness

Priority 3

All roads not listed in other categories.

TABLE 3

HIERARCHY OF TREATMENT – FOOTWAYS

Priority 1

Main shopping streets in Lerwick and Scalloway. Footways along main through routes in Lerwick and Scalloway and to schools and hospitals. Steep hills around the town centre including the 'Lanes'.

Treatment

Times; Monday to Saturday starting at 6am.

Materials: Pure Salt

Priority 2

Footways in residential areas, housing schemes, etc in Lerwick and Scalloway.

Treatment

Times: Monday to Saturday, commencing after Priority 1 routes.

Materials: Pure Salt

Priority 3

Footways in communities other than Lerwick or Scalloway. Access paths in housing schemes not accessible to motorised transport (for distribution of salt).

Treatment

Times: Monday to Saturday. Commencing when Priority 2 routes are complete, or as resources become available. It is unlikely these paths will be cleared until the second day of operation. Only footways in major communities will be treated.

Materials: Pure Salt unless hard packed snow or thick ice exists in which case a salt/sand mix may be used.

Gritbins

Bins containing salt are placed in strategic positions for residents to help themselves if paths or roads require treating before the labour force can get to them. It should be noted that for ease of operations it is only possible to place bins where they are accessible to motorised transport for filling and refilling.

APPENDIX 2

Consultee	Comments
Elma Johnson	Having read your Winter Maintenance Policy, there is nothing wrong with how you operate your services at the moment. Of course, we wi aa lik wir road cleared first! I think yuou all do a splendid job, in sometimes very difficult conditions, My thanks to all staff.
Bressay Primary School	Ruth Mckenzie - Head Teacher: I have only recently taken up my post as HT for Bressay Primary. But in that capacity and as a general member of the public I feel that the Roads Service does a very good job of keeping the roads in as good a state as possible in what has been some very difficult conditions. I was most impressed that the snow plough cleared my verge enabling me to park my car safely without having to clear my steep drive when there was a heavy snow fall. Keep up the good work! Otherwise I feel I am not qualified to comment on how you could improve your service
Whiteness Primary School	We received a review of winter maintenance operations and were asked for comment. I think this is a reasonable policy which makes good use of existing resources. I think the roads department have done an outstanding job in very difficult circumstances. I have had reason to be South during one of the snow spells and the roads in Aberdeen were far less passable with less snow and wider access. A huge thank you to the team who must be working very long hours in uncomfortable conditions. I live in Walls and have been amazed to find the roads "passable with care" to let me come to Whiteness every day that I have needed to.
Gulberwick, Quarff & Cunningsburgh C.C.	Current 12 hour service is adequate. Expressed thanks for service received over the winter months.
Sandness & Walls C.C.	Exemplary service exists, no changes required.
Scalloway Community Council	Satisfied with current level of service
Nesting & Lunnasting C.C.	Requested policy on side road gritting. (sent e-mail 9/4/10) (letter from 5th March; concern over Catfirth Bridge icing up. Suggest that signs might help.)
Sandsting & Aithsting C.C.	Bixter to Aith School should be Priority 1. Appreciate all the hard work done.
Dunrossness Community Council	Suggest that priority 3 roads are given increased priority when the schools are open. Otherwise satisfied and express thanks for exceptional level of service.
Tingwall, Whiteness & Weisdale C.C.	Generally Shetland has a very good Winter service. Some roads should be raised to Priority 2 due to increased populations; Nesbister/Wormadale, South Whiteness and Cott Road.
Burra & Trondra C.C.	Bridge End should be Priority 1, based on population (more houses than Hamnavoe). 24hr service is not necesssary. Grit Bins requested; Boyne Brae, Brake Brae, Westerdale Brae, Muckle Road in Hamnavoe, Bridge near Bridge End Outdoor Centre and North Ness Junction in Trondra, just off the Trondra Bridge. Could Community Service be used to clear peoples driveways?
Hugh Sinclair & Co	Andrew Williamson - 01957766245 (H) 224 (Wk) Drives school children and service bus in the west Yell area. Has particular problems with West Sandwick and The Herra being priority 3. Gritting is not done early enough to allow safe carriage of School bairns. Suggests that Gritter could pass through West Sandwick on the way North?
Skerries School	All road surfaces in Skerries should be treated, additional grit bins would be appreciated.

Nesting Parent Council	General request for more grit bins, particularly the hill bend by Stendaal
Tingwall School Parent Council	Additional grit bins between Laxfirth and Vatster Jcns. School start times could be delayed by one hour. Gritting could start at 05:00hrs to help with school close decision. Use local contractors to clear snow, allowing gritters to concentrate on salting.
Lerwick Community Council	Concern over pavement gritters holding up traffic on South Road between 8 and 9 am
Scalloway Parent Council	Generally satisfied and appreciative of the service. Main concern relates to the Mill Brae footpath being cleared to allow children to get off the main road whilst walking to school.
Brae High School Parent Council	Suggest that a salt/grit mix could be used more frequently.(savings?)
Northmavine Community Council	The needs of shift workers are not catered for, evenings, public holidays and Sundays. Low raffic volumes on Priority 3 roads hamper effectiveness of salt. Should consider changing to grit on these roads. Priority 2 Routes are not Pre-Salted. (this is all the Northmavine route 265)
Lunnasting Parent Council	Generally, happy with the work done by the gritter drivers. However, they did feel that there could be improvements regarding the Priority 3 roads. If the routes were varied slightly, it would not always be the same roads that were either left untreated, or treated last.
Bells Brae Parent Council	The ASN layby needs to be prioritised for clearance if the School is open.
A & K Transport	
Allied Taxis	
G&K Anderson	
Andrew's	
Andrew J Tait	
Betsy Leask	
Boddam Cabs	
Barbara Ford	
L & S Gifford	
J & DS Halcrow	
John Halcrow	
Winston Herculson	
C W Irvine	
Sheila Irvine	
J&I Taxis	
R G Jamieson & Son	
Johnson Transport	
John Johnson	
Johnston's Motor Garage	
John Leask & Son	
A W McLeod	
I Malcolmson	
Margaret Morrison	
Martin Mowat	
Douglas Murray	
Nicolson Transport	
Wilma Nicolson	
P&T Coaches	
R Robertson & Son	
Robinson Transport	
John Scollay	
Sinclair's Taxis Ltd	
Peter Sinclair	
R C Slater	
John Sutherland	
Whites Coaches	
E&M Williamson	

Aithsting and Sandsting Community Council	
Bressay Community Council	
Burra and Trondra Community Council	
Delting Community Council	
Dunrossness Community Council	
Gulberwick, Quarff & Dunrossness Community Council	
Nesting & Lunnasting Community Council	
Northmaven Community Council	
Sandness & Walls Community Council	
Sandwick Community Council	
Scalloway Community Council	
Unst Community Council	
Whalsay Community Council	
Whiteness, Weisdale & Tingwall Community Council	
Skerries Community Council	
Yell Community Council	
Fetlar Community Council	
Lerwick Community Council	
Northern Constabulary	
Highlands & Islands Fire Brigade	
Ambulance Service	
HM Coastguard	
Shetland Health Board	
Shetland Amenity Trust	
Shetland Recreational Trust	
Highlands & Islands Enterprise	



REPORT

To: Infrastructure Committee

31 August 2010

**From: Senior Engineer – Traffic and Roads Safety
Roads
Infrastructure Services Department**

REVIEW OF TRAFFIC MANAGEMENT AND PARKING IN LERWICK

1. Introduction

- 1.1 This report provides information and background to Members regarding a proposed review of Traffic Management and Parking in Lerwick and the proposal to create a 'masterplan' of action areas for Lerwick.
- 1.2 The report sets out a basic framework for the review and gives some outline considerations for the expected timetabling.

2. Links to Council Priorities

- 2.1 This review of Traffic Management and Parking and the establishment of a 'masterplan' would help meet the objectives contained within the Shetland Transport Strategy in respect of the objective appraisal of targeted road improvements and measures to reduce casualties on Shetland roads.
- 2.2 The discussions and specific actions detailed in this report are required in order to meet the core principles of the Single Outcome Agreement and Shetland Transport Strategy, particularly those of accessibility, inclusion and integrated local decision making.
- 2.3 This report is presented to Members for their information and approval and the requirement for the Council to act in an evidence-based manner and to be accountable.

3. Risk

- 3.1 The current Traffic Management Policy has not been thoroughly reviewed since 2001. There is a risk that the policy no longer reflects the views and expectations of stakeholders and the wider community.

- 3.2 It is proposed that this review of Traffic Management and Parking in Lerwick be conducted and developed in an open and engaging manner.
- 3.3 Progress on the review process would be reported back to and discussed at regular meetings between the town wards' Councillors and Roads Service officials.
- 3.4. An interim report identifying the main issues arising from the consultation process would be presented to the Infrastructure Committee in due course.
- 3.5 Involving both the public and partner organisations and keeping Members informed, should give rise to no significant risks.

4. Background

- 4.1 The Council approved a ten point Traffic Management Policy in April 2001. (Resources Committee Min Ref: 52/01).
- 4.2 The 2001 policy gave rise to a list of improvements and traffic orders that were intended to improve road safety and help ease traffic flow around Lerwick.
- 4.3 Traffic management and parking issues have been regularly addressed and discussed with the town ward Councillors and works lists updated as appropriate. However, many of the areas of concern identified in 2001 have now been dealt with, or have been superseded by other developments.
- 4.4 I feel as we approach the 10th anniversary of the last comprehensive consideration of traffic management and parking issues in Lerwick, that it is now time to review the current situation.
- 4.5 Through our own input and by engaging with the public and partner organisations, an up to date list of current problems and areas of concern can be drawn up. This will allow us to generate a revised list of action points to take forward for consideration.

5 Proposals

- 5.1 The first stage of the exercise would be one of information gathering – finding out what and where problems exist, or are perceived to be and identify any areas of concern.
- 5.2 We would expect to hold a series of afternoon/evening open sessions within Lerwick to receive comment and elicit views on various issues regarding pedestrian and cycling facilities, vehicular movements and flows, as well as parking and public transport provision.
- 5.3 This would be augmented by consulting with partner organisations such as the Police and other emergency services, with the Community

Council and other community bodies, School Parent Councils, Disability Shetland and with representatives of the business community.

- 5.4 We would also advertise for written representations from across Shetland in recognition of the importance that Lerwick has to the whole islands' community.
- 5.5 The second stage would be to collate the findings and outcomes of the initial consultations. I would then report back to the Infrastructure Committee on the main issues, outlining points for further investigation and identifying any resource and cost implications of these investigations.
- 5.6 The third stage would be to investigate the relevant issues and points identified during the initial consultation stage.
- 5.7 Investigating issues of parking and traffic management can require a significant amount of surveying and data collection work. These surveys can only give representative and comparable answers at certain times of the year.
- 5.8 Our target window for data collection and surveying would be mid-April to end-June 2011 with a second opportunity available from first-September to mid-October 2011. To meet these target dates the relevant investigation topics would need to be identified by March 2011. This means that public consultations and partner discussions would need to be initiated through October and November 2010 to avoid the Christmas period, while leaving time for follow up discussions.
- 5.9 The final stage would be to present an updated Traffic Management and Parking Policy to the Infrastructure Committee, for a recommendation for approval by the Council. This policy would be accompanied by a list of action points that would form a 'masterplan' for Lerwick.

6. Financial Implications

- 6.1 Staff, advertising and venue costs associated with this initial consultation stage can be met from existing Roads Service revenue budgets.
- 6.2 Estimated staff and other costs associated with the second stage of the proposed review process would be reported back to the Committee for a decision.
- 6.3 There are therefore no significant financial implications arising from this report.

7. Policy and Delegated Authority

- 7.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outline in Section 12.0 of the Council's Scheme of Delegations, and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

8. Conclusion

- 8.1 A comprehensive review of our current policy and objectives for Traffic Management and Parking within Lerwick is now due.
- 8.2 It is proposed that the Roads Service engages with the public and partner organisations in order to produce an updated policy for Traffic Management and Parking and a corresponding list of action points that would form a 'masterplan' for Lerwick.

9. Recommendation

- 9.1 I recommend that the Infrastructure Committee:
- 9.1.1 approve that the above review is carried out; and
 - 9.1.2 note that an updated Traffic Management and Parking Policy would ultimately be presented to the Committee, for a recommendation for approval by the Council, along with a list of action points that would form the basis of a 'masterplan' for Lerwick.

RD-15-10-F



REPORT

To: Infrastructure Committee

31 August 2010

**From: Road Safety Engineer
Roads
Infrastructure Services Department**

ANDERSON HIGH SCHOOL AREA: PROPOSED TRAFFIC MANAGEMENT IMPROVEMENTS

1 Introduction

- 1.1 This matter is being reported following the promotion of traffic Orders that would introduce 20 mph speed limits in the area of Anderson High School and Breiwick Road. A further Order, that would introduce a parking restriction on Knab Road, is also discussed as it has implications for road safety in the area.
- 1.2 There have been a number of objections to all of these proposals so policy requires that the matter be reported to Committee for decision.

2 Links to Council Priorities and Risk

- 2.1 The discussions and specific actions detailed in this report are required in order to meet the core principles of the Single Outcome Agreement and the Shetland Transport Strategy, particularly those of accessibility, inclusion and integrated local decision making.
- 2.2 This report is presented to Members for their information and approval, and the requirement of the Council to act in an evidence-based manner and to be accountable.
- 2.3 Should this Committee decide not to follow the recommendations of this report, there is a risk that road safety on Breiwick Road will be compromised due to an increase in traffic flow caused by vehicles avoiding the traffic calming on Knab Road.

3 Background

- 3.1 SIC (South End, Lerwick) (20 MPH Speed Limit) Order 2010
This Order would introduce a 20 mph speed limit on the roads in the immediate vicinity of the Anderson High School. It was promoted following the publication of a Scottish Executive Circular that states, *"20 mph limits should be the norm outside schools."* This Committee backed the Government's wish, at its meeting on 3 February 2009,

when a decision was taken to introduce 20 mph speed limits at almost all of Shetland's schools. A plan showing the extents of the proposed limit is enclosed in Appendix 1.

- 3.2 SIC(Breiwick Road, Etc., Lerwick) (20 MPH Speed Limit) Order 2010
This Order would introduce an additional 20 mph speed limit in the residential area bounded by Scalloway Road/Annsbrae and Breiwick Road. It was promoted following a request from 34 residents, by way of a petition, that "serious consideration be given to safety measures in Breiwick Road" (see Appendix 2). The full Council, at its meeting on 24 March 2010, instructed the Roads Service to consider the request then report the matter to this Committee (Min ref 35/10). The Anderson High School's Parent Council has also requested that Breiwick Road be included in a 20 mph limit "*on the grounds that it is widely used by pupils.*" The proposal also reflects a national move towards lower speed limits in residential areas. A plan showing the extents of the proposed limit is enclosed in Appendix 3.

- 3.3 SIC (Various Roads, Lerwick) (Prohibition and Restriction of Waiting) (Variation No 6) Order 2010
This Order would vary the existing traffic Order that provides all the parking prohibitions and restrictions within Lerwick. It was promoted following requests from the North Staney Hill Community Association, the SIC Cleansing Service and members of the public for additional yellow lines at various locations throughout the town. The proposed yellow lines should ensure there is adequate clear road width for the free flow of traffic and/or enhance road safety by preventing obstructions to visibility. Included in this proposed revision is a part-time restriction on a length of Knab Road's west side between its junctions with Breiwick Road and Annsbrae. This was considered necessary to improve traffic flow at the start and end of the school day. There is also a safety concern, as pupils crossing the road here have to do so from between parked vehicles. Plans showing the extents of the proposed variations are enclosed in Appendix 4.

4 20 MPH Speed Limit Legislation and Guidance

4.1 Legislation

Shetland Islands Council, in its role as roads authority, has the power to make an Order under Section 84 of the "Road Traffic Regulation Act 1984 " that prohibits the driving of motor vehicles at a speed exceeding that specified in the Order." There are no conditions on this other than consent being required from the Scottish Ministers if a roads authority wishes to make an Order that imposes a speed limit of less than 20 mph.

4.2 Current Guidance

4.2.1 The Scottish Executive issued the current guidelines for the introduction of speed limits in August 2001. These were compiled with the help of a number of organisations including the Highways Agency, County Surveyors Society, Association

of Chief Police Officers, and Transport Research Laboratory (TRL). The key objectives of this guidance included:

- greater consistency of speed limits across the country;
- the setting of more appropriate local speed limits, including reduced or increased limits where conditions dictate;
- local speed limits that better reflect the needs of all road users, not just motorised vehicles;
- improved quality of life for local communities and a better balance between road safety, accessibility and environmental objectives;
- improved recognition and understanding by road users of the risks involved on different types of road, the speed limits that apply, and the reasons why;
- improved respect for speed limits, and in turn improved self compliance;
- continued reductions in the number of road traffic collisions, injuries and deaths in which excessive or inappropriate speed is contributory.

4.2.2 In summary, speed limits are a key source of information to road users, particularly as an indicator of the nature and risks posed by a road to themselves and other motorised and non-motorised road users.

4.2.3 The guidance outlines two different means of implementing 20 mph speed limits. These are:

- the use of speed limits, indicated by terminal and repeater signs alone;
- the use of terminal signs together with suitable traffic calming measures to provide a self enforcing element.

4.2.4 Signs Only 20 MPH Limit

The guidelines state:

*“local authorities may establish 20 mph limits indicated by signs only and with no supporting speed reducing features. There may be pressure on local authorities from the public for the introduction of 20 mph speed limits as a road safety measure. Authorities may regard mandatory 20 mph speed limits without speed reduction features as an attractive option, **but such limits should not be introduced where there is no realistic expectation that they will achieve the required decrease in traffic speeds, or where the Police are unable to***

provide an effective level of enforcement. Unrealistic and unenforceable speed limits will not bring about the expected road safety benefits and are likely to lead to pressure, at a later date, for the provision of traffic calming measures to ensure their effectiveness.”

Unrealistic speed limits require significant enforcement costs and may result in substantial numbers of drivers continuing to drive at unacceptable speeds, thus increasing the risk of accidents.

4.2.5 The guidelines consider that certain roads, where the 85th percentile speed is no higher than 24 mph, might be suitable for signs only 20 mph speed limits. The character and environment of these roads, because they are narrow or have frequent or tight bends, should convey to drivers the impression that 20 mph is a suitable speed. In these circumstances the placing of 20 mph signs could by themselves be sufficient to achieve the required small reduction in speed.

4.2.6 The 85th percentile speed is the speed at which 85% of vehicles using a road travel at or below. It is an important calculation when setting speed limits because research, in this country and abroad, has shown that the safest drivers travel at or below the 85th percentile. Crash risk alters with speed. At the 85th percentile we tend to find drivers with above average skill and competence, which is why their crash risk is the lowest. Above the 85th percentile we tend to find drivers exceeding safe limits and their accident risk increases as a consequence. Below the 30th percentile crash risk is also increased and these are the speeds at which the less skilled drivers tend to drive.

4.2.7 Traffic Calmed 20 MPH Limit

If the 85th percentile speed before implementing a 20 mph speed limit is higher than 24 mph, then traffic calming features such as road humps should be constructed to achieve the desired reduction in vehicle speeds. In other words a road with an 85th percentile of above 24 mph does not have a character that conveys to the safest and most responsible drivers that 20 mph is the most appropriate speed. The traffic calming measures are required to physically reduce speeds to the desired level. Their installation has the added benefit of preventing the “unsafe” higher speed drivers from attaining such speeds.

4.3 New Guidance

4.3.1 The Government has recently completed consultation on its new Road Safety Strategy that is expected to be published for implementation next year. The guidance for the setting of local

speed limits, including 20 mph limits, was reviewed and is to be updated as part of this strategy. However, the exact changes that will be made to the guidance are currently unclear. A letter from the Department for Transport regarding the proposed amendments states on one hand that “*20 mph speed limits should be self-enforcing*” and on the other that “*we want to draw attention to the initial evidence from the trial of area wide signed-only 20mph limits in Portsmouth, and want to make clear that 20 mph limits of this type over a number of roads may be appropriate elsewhere.*”

- 4.3.2 Portsmouth City Council is the first local authority in England to implement an extensive area-wide 20 mph speed limit scheme covering the majority of its residential roads and using speed limit signing alone without traffic calming. On most of the roads where the speed limit signs and road markings were installed, the speeds before installation were less than or equal to 24 mph. However, 20 mph signs were also provided on roads within the sectors with mean speeds greater than 24 mph in order to avoid inconsistency within the signed limits.
- 4.3.3 An interim study on the impact of the scheme has been undertaken. At the sites where the “before” speed was greater than 24 mph speeds were found to have reduced by approximately 7 mph, but in most cases this was not a sufficient reduction to make the limit self-enforcing.
- 4.3.4 These findings are encouraging but not necessarily relevant to the smaller areas/lengths of 20 mph speed limit that would be introduced in Shetland. In Portsmouth the lengths of road that experienced a 7 mph reduction are all located in the midst of a very large 20 mph zone, typically with higher traffic flows. It should also be stressed that this study was undertaken only one year after the introduction of the 20 mph limit. Normally three years is considered to be an appropriate duration before monitoring impacts on driver behaviour. Hopefully, the new guidance will clarify the Government’s position regarding signs only 20 mph speed limits.

5 Consultation

5.1 SIC (South End, Lerwick) (20 MPH Speed Limit) Order 2010

- 5.1.1 The promotion of this Order began on 14 April 2009 following an informal meeting of Town Councillors where various options including a variable 20 mph limit, with flashing amber signals, were discussed. The Councillors were of the opinion that the limit should be of the permanent rather than variable type. This Committee backed their decision on 16 June 2009 by approving the promotion of a permanent limit with traffic calming measures (Min ref 52/09). These measures were required for the reasons described in paragraph 4.2 above.

The plan enclosed in Appendix 1 shows the location of the 2 pairs of speed cushions that are proposed.

5.1.2 This Order in its original form only included Knab Road, the Lighthouse Buildings and Lovers Loan. Following initial consultation the Order was amended, at the request of Lerwick Community Council, to include Twageos Road and Gressy Loan. The length of Knab Road included in the limit was also reduced to take account of the decision that the preferred location for the new school was at the Lower Staney Hill site. The limit on Knab Road is no longer needed to cover the pupils' expected route to a new school's access. An objection was also received from Goudie's Funeral Directors due to the 6 pairs of speed cushions that would have been required if the full length of Knab Road were included in the limit. Their main concern was that the cushions would result in the journey from St Columba's Church to the cemetery becoming undignified. These amendments were approved by this Committee at its meeting on 24 November 2009 (Min ref 97/09).

5.1.3 The final version of the Order and the associated traffic calming notice were sent to the emergency services, Lerwick Community Council, local Council Members and other interested parties on 7 January 2010. The notices of proposal were also posted on site and advertised in the Shetland Times. Formal objections were received from Mr John Johnston, Mr William Henderson and the Anderson High School Parent Council (see Appendix 5). The assertions made by the objectors are listed below:

- a) the speed cushions on Knab Road will increase the number of vehicles using Breiwick Road exacerbating an already dangerous situation;
- b) speed cushions cause damage to the inside of tyres;
- c) speed cushions can be dangerous to pedestrians when crossing the road;
- d) speed cushions on Knab Road are not necessary;
- e) the 20 mph limit would inconvenience residents of the area;
- f) the reduced limit will not deter boy racers speeding at the entrance to the cemetery car park;
- g) a variable 20 mph speed limit operating at school in/out times would be more appropriate;
- h) the 20 mph limit should extend the full length of Knab Road as originally proposed because it is used by pupils, parents and those attending the Special Needs and Nursery facilities;

- i) the entirety of Knab Road should be included because there are nasty “blind” junctions leading onto Knab Road.

5.1.4 My letters of response to these concerns included the following statements:

- a) the effect of installing two road humps on Knab Road would be more than compensated for by the introduction of a parking restriction on the west side of Knab Road. Drivers would be more likely to use Knab Road if it is free of parked cars. They would therefore be less likely to take the “rat-run” down Breiwick Road. A 20 mph limit with traffic calming in Breiwick Road, that would address these safety concerns, is also to be promoted;
- b) there is only anecdotal evidence that speed cushions cause damage to vehicle tyres. Research by the TRL, although not specifically aimed at tyre wear, showed no damage to vehicles providing that the speed cushions were designed in accordance with the guidelines;
- c) it is unlikely that speed cushions would be a hazard to pedestrians crossing the road. To ensure that they are visible to pedestrians and drivers they would be finished with red surfacing;
- d) the 85th percentile speed at the foot of Knab Road is 27 mph so traffic calming measures are required to comply with national guidelines;
- e) the reduced limit would result in a time delay but, due to the nature of most of the roads in this area speeds are already low, so any delay would be negligible for the majority of drivers;
- f) the proposed limit is unlikely to deter “boy racers” but would make it easier for the Police to deal with such inconsiderate driving;
- g) a variable 20 mph limit was considered but the Infrastructure Committee were of the opinion that a permanent limit was more appropriate for the Anderson High area;
- h) the vast majority of pupils on their way to and from the school have no need to walk further south along Knab Road than the junction with Breiwick Road. I am not aware of significant number of pedestrians walking to the Nursey and Special Needs facilities;
- i) the “blind” junctions referred to are neither frequent enough nor poor enough for a reduced limit to be considered.

5.2 SIC (Breiwick Road, Etc., Lerwick) (20 MPH Speed Limit) Order 2010

5.2.1 The initial consultation for this Order began on 10 April 2010 with a copy of the draft being sent to the emergency services, Lerwick Community Council, local Council members and other interested parties. The letter also enclosed a draft notice for the associated traffic calming measures that are required for the reasons given in paragraph 4.2 above. No comments were received at this stage. The formal consultation began on 5 May 2010 with letters containing the final versions of the Order and notice being sent to the same parties. The notices of proposal were also posted on site and advertised in the Shetland Times. Shortly after this date correspondence was received from residents of the area expressing concern that the consultation process was insufficient. This may have been partly due to vandalism of the on-site notices, so the decision was taken to issue a letter to each household in the area directly affected by the proposals.

5.2.2 A reply slip was enclosed, see Appendix 6, which asked each household to express their preference between the proposed limit with traffic calming or retaining the existing 30 mph speed limit. Replies were received from 58 households equating to 38% of the addresses in the area. The percentage that preferred the proposed limit, with traffic calming, was 59 compared to 41 who wished to retain the existing limit. It is worth noting that 50% of the households that preferred the 30 mph limit commented that the 20 mph limit would be acceptable if there were no speed cushions.

5.2.3 In addition to these replies formal objections were received from Mr and Mrs Adrian Henderson, Terry Leith and Jenna Leask, Lerwick Community Council and Mr Jim Anderson (see Appendix 7). The assertions made by these objectors are listed below:

- a) the proposal is unnecessary as there is not a traffic problem in the area;
- b) it is an unnecessary burden on the tax payer and the funds would be better spent elsewhere in these days of national austerity;
- c) the proposal is a typical example of over regulation and the Council should not blindly follow national trends;
- d) speed cushions will make parking outside our house difficult;
- e) traffic noise will increase due to braking and accelerating at the speed cushions;
- f) the proposed limit does not need to cover the entire length of Breiwick Road;

- g) the two pairs of speed cushions located on an incline would be an impediment to vehicles during wintry conditions;
- h) speed cushions are unnecessary because the existing vehicle speeds on Breiwick Road are low enough for a signs only 20 mph limit;
- i) an Order that restricts access onto Breiwick Road from Knab Road would be a better solution to the “rat-running” than the 20 mph limit.

5.2.4 My letters of response to these concerns included the following statements:

- a) It was actually Breiwick Road residents who had petitioned for “*serious consideration to be given to safety measures on Breiwick Road*” and the Infrastructure Committee asked the Roads Service to report on the matter. The Anderson High School Parent Council also requested that the school’s proposed 20 mph limit be extended to include Breiwick Road as it “*is widely used by pupils;*”
- b) I would expect the current economic climate to be given due consideration when the Councillors are making their decision;
- c) when considering the lack of pedestrian accidents in the area and the relatively low vehicle speeds it is understandable that the proposals could be viewed as “over regulation.” However, the petitioners, parent council and a majority of householders are concerned about excessive vehicle speeds and consider 20 mph, as encouraged by the Government, to be a more appropriate limit for the area than the existing 30 mph limit;
- d) there has been no loss of parking at any of the locations where we have previously installed road humps, for example vehicles regularly park on or adjacent to the road humps in South Commercial Street and along the Old North Road;
- e) research by the TRL showed that overall traffic noise is reduced following the installation of road humps;
- f) the proposals extend the full length of Breiwick Road due to the request from the Anderson High School Parent Council;
- g) the gradient of the first ramp vehicles meet when travelling up Breiwick Road will be eased to 1 in 15 rather than the 1 in 10 originally planned. The TRL considers this to be an appropriate ramp gradient for an incline of 1 in 10, the gradients at the road humps in question are only 1 in 12.5.

The maximum length of detour required to avoid the speed cushions is only 500 metres;

- h) the existing 85th percentile vehicle speeds at the west end, midpoint and east end of Breiwick Road are 26.8 mph, 30 mph and 26.2 mph respectively. Therefore, traffic calming is required to comply with national guidelines;
- i) there are three ways to stop vehicles entering Breiwick Road from Knab Road. However, there are issues with each of these options. These are as follows:
 - “access only” Orders are almost impossible to enforce;
 - a “no left turn” Order would be easier to enforce but at this location I think a number of drivers may be tempted to ignore the sign (or may not even notice it) and make the prohibited manoeuvre, and
 - a length of “one way” traffic on Breiwick Road between Knab Road and Ronald Street would inconvenience a large number of residents.

5.3 SIC (Various Roads, Lerwick) (Prohibition and Restriction of Waiting) (Variation No 6) Order 2010

5.3.1 The initial consultation for this Order began on 24 March 2010 with a copy of the draft Order being sent to the emergency services, Lerwick Community Council, local Council Members and other interested parties. There are no outstanding objections to the proposals for Staney Hill or Sound but a comment was received from Lerwick Community Council at this stage. Their concern was the inconvenience that would be caused to visitors to Annsbrae due to the proposed parking restriction on Knab Road. They commented that the visitors are infirm and would have difficulty walking from the nearest alternative parking area. However, as far as we are aware most of the cars normally parked here during working hours belong to staff. Therefore, as the Order has a specific exemption for disabled badge holders, and would only apply between 8:30am to 4:30 pm, Monday to Friday, it was decided to retain the Knab Road restriction in the final version of the Order. It was also considered to be appropriate that this Committee be given the opportunity to make a “final” decision on this matter.

5.3.2 The formal consultation began on 23 April 2010 with letters containing the final version of the Order being sent to the same parties. The notice of proposal was also posted on site and advertised in the Shetland Times. The Lerwick Community Council formally objected to the Order at this stage. They were concerned that the exemption for disabled

badge holders would not go far enough to “assist the needs” of the clients and staff at Annsbrae (see Appendix 8).

5.3.3 I do not consider that staff would be unfairly treated by this proposal when the nearest alternative parking on Knab Road is only 100 metres away. This would be advantageous for clients because it would clear a length of roadside at Annsbrae’s side gate where they could be collected or dropped off. It would also clear a space for the use of disabled badge holders visiting Annsbrae.

5.3.4 The possibility of constructing a car park in the garden of a nearby property has been suggested as mitigation for the parking that would be lost due to this proposal. However, I do not consider the provision of such a measure to be urgent. Therefore, this issue will be investigated when Lerwick’s Traffic Management and Parking Policy is reviewed. This review is reported elsewhere on this agenda. This was originally proposed to solve the congestion problems on Knab Road when the decision was taken to construct the new school on the current site.

6 Conclusions

6.1 The proposals and recommendations made in this report have been made:

- in compliance with national policy to introduce 20 mph speed limits at schools;
- in compliance with Council policy on road safety and the easing of traffic congestion;
- following the receipt of a petition and a decision of full Council that road safety on Breiwick Road be investigated;
- following a request from the Anderson High School Parent Council;
- after the approval of three progress reports to this Committee;
- after consideration of comments and objections of residents.

6.2 The main objections to the “South End” 20 mph limit are that it should extend the full length of Knab Road and, that due to the speed cushions, it will have an adverse affect on road safety in Breiwick Road by encouraging more traffic on to that route. I am satisfied that the current extents are adequate to cover the main routes that are used by pupils walking to and from the school. I am also of the opinion that the introduction of the parking restriction on the west side of Knab Road, even with the speed cushions in place, would result in a reduction in the number of vehicles using Breiwick Road. This would address the petitioners’ concerns regarding increased traffic on Breiwick Road. The restriction would also address one of the few significant obstructions to the free flow of traffic remaining on

Lerwick's main roads. However, the construction of the speed cushions on Knab Road, without the parking restriction, is likely to result in increased traffic flows on Breiwick Road.

- 6.3 A further option would be to promote a variable 20 mph speed limit for the school. This type of limit does not require traffic calming measures to physically reduce vehicle speeds so would remove the reason that the petitioners' objected to the 20 mph limit. However, this type of limit could not be extended far enough to meet Lerwick Community Council's request that Gressy Loan and Twageos Road be included in the 20 mph limit. It would also only apply for very short periods of the day, but in this area significant numbers of pupils and other pedestrians are on the move throughout the day. Therefore, I am of the opinion that the permanent limit is the preferable option.
- 6.4 The Breiwick Road 20 mph limit has been proposed to address the petitioners concerns regarding the "*already chaotic traffic problems*" on the road. However, our data does not entirely support this opinion. The Police have recorded no pedestrian accidents in the area covered by the proposed limit in the past 10 years. It is also the case that the speeds measured on the majority of the road could not be considered excessive for a road with a 30 mph limit. The current limit is exceeded by only 5% of vehicles at the road's west end and by only 2.5% at its east end, although this rises to 15% at the steep midsection of the road. The school's Parent Council does have concerns regarding the safety of pupils walking along the road. The majority of residents are also concerned with vehicle speeds in the area but there are a significant number (41%) who would prefer to retain the existing speed limit. This is partly because they do not want speed cushions to be constructed along the road. Were the speed limit to be introduced without traffic calming measures the households in favour would increase to 79%. The publication of the Government's revised 20 mph limit guidance is imminent, with the possibility that the traffic calming requirements could be relaxed. It may, therefore, be prudent to wait until the guidance is issued before making a decision on this Order.

7 Financial Implications

- 7.1 SIC (South End, Lerwick) (20 MPH Speed Limit) Order 2010
- 7.2 The funds required for the signing, speed cushions, road markings and red surfacing for the Order as promoted would be met from the 20 MPH Speed Limits at Schools Capital Rolling Programme. The estimated cost is £15,000 and is available this year.
- 7.3 SIC (Breiwick Road, Etc., Lerwick) (20 MPH Speed Limit) Order 2010
- 7.4 The funds required for the signing, speed cushions, road markings and red surfacing for the Order as promoted would be met from the Traffic Management Capital Rolling Programme. The estimated cost is £25,000 of which £8,000 is required to construct the speed cushions. These funds are available this year.

7.5 SIC (Various Roads, Lerwick) (Prohibition and Restriction of Waiting) (Variation No 6) Order 2010

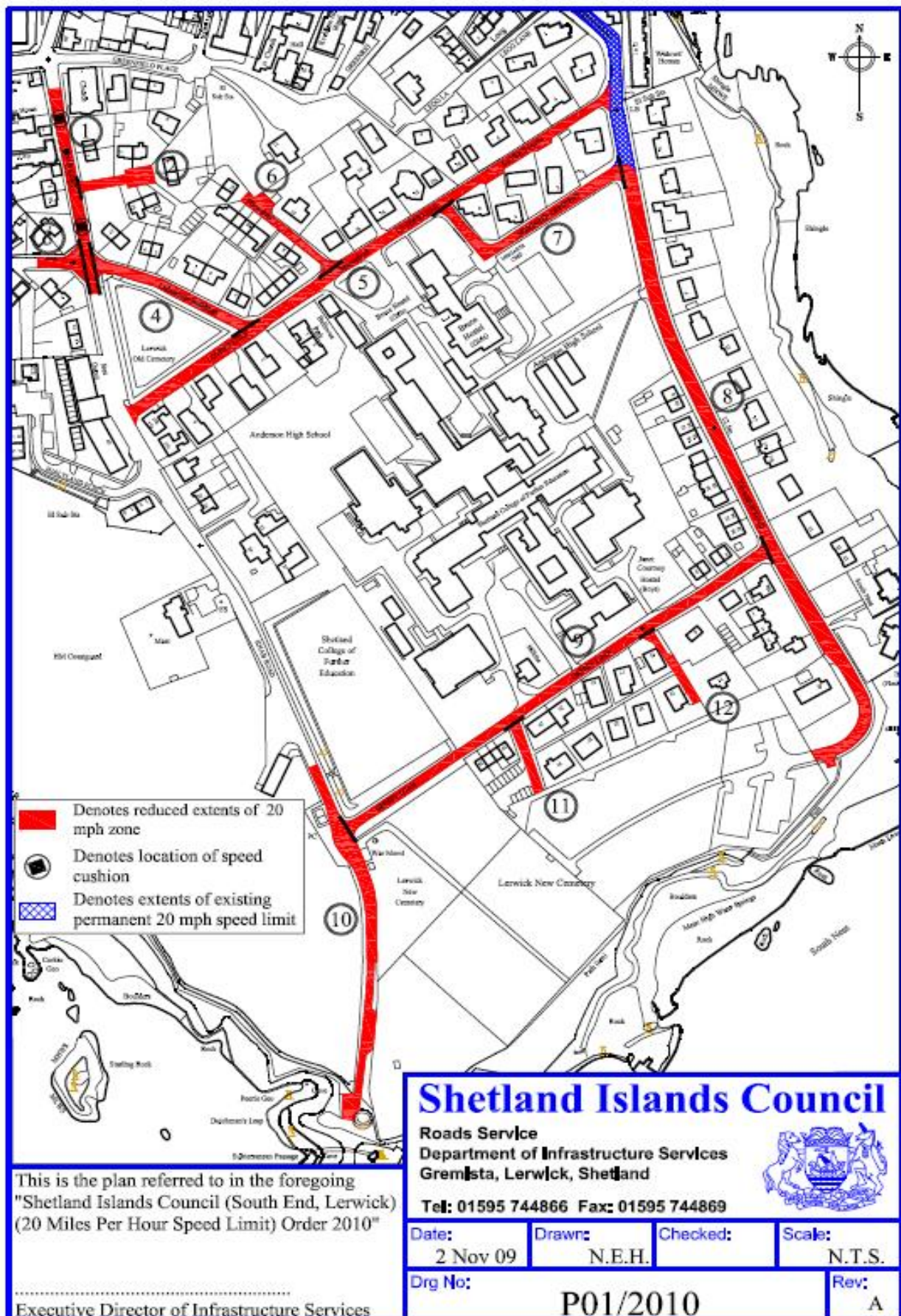
The funds required for the road markings for the Knab Road part of the Order would be met from the Traffic Management Capital Rolling Programme. The estimated cost is £250.

8 Policy and Delegated Authority

- 8.1 The Executive Director of Infrastructure Services has delegated authority to promote Traffic Regulation Orders and make them when there have been no objections. However, in this instance objections have been received so the matter is referred to this Committee for information and decision. (Min ref 4/98).

9 Recommendations

- 9.1 I recommend this Committee note that these traffic Orders have been promoted at the request of this Committee and others. However, there have been a significant number of objections to the proposals. Therefore, there is no clear mandate as to how the residents and wider community wishes the matter to proceed. Nevertheless my recommendation based on road safety considerations, local and national policy is as follows.
- 9.2 I recommend that this Committee approves:
- 9.2.1 the making of the "Shetland Islands Council (South End, Lerwick) (20 Miles Per Hour Speed Limit) Order 2010" that would introduce a 20 mph speed limit on the lengths of road shown on the appended plan, Drawing No P01/2010 and the construction of the two pairs of associated speed cushions located on Knab Road as shown on the said plan;
 - 9.2.2 the making of a parking restriction on the west side of Knab Road to ease congestion, which would reduce traffic flows on Breiwick Road;
 - 9.2.3 the postponement of a decision on the "Shetland Islands Council (Breiwick Road, Etc., Lerwick) (20 Miles Per Hour Speed Limit) Order 2010" and the associated traffic calming measures until the Government's new guidance on the introduction of 20 mph speed limits is published.
- 9.3 If Members are minded not to approve the Knab Road parking restriction, while making the "South End" 20 mph speed limit, I would recommend that this Committee approves the making of the "Shetland Islands Council (Breiwick Road, Etc., Lerwick) (20 Miles Per Hour Speed Limit) Order 2010" and the construction of the associated traffic calming measures. This would negate the detrimental impact that the increased traffic flow, due to the avoidance of congestion on Knab Road, has on Breiwick Road.



Infrastructure Department
Grantfield
LERWICK
ZE1 ONT

9 Breiwick Road,
Lerwick,
Shetland,
ZE1 OAT.
11th February, 2016.

Dear Sirs

**KNAB ROAD TRAFFIC
PROPOSED CALMING - ROAD HUMPS**

This opens up a much larger problem in this area.

Some years ago a meeting was held regarding traffic calming humps on south Commercial Street.

John Johnston asked if traffic humps would also be installed in Knab Road and Breiwick Road, as the proposed calming would transfer the problem to the Knab/Breiwick Roads. This question was treated as a joke, but here we are again, ten years down the line, traffic humps being installed in Knab Road, but, not in Breiwick Road. This one should know, will exacerbate the already chaotic traffic problem in Breiwick Road.

Leaving Knab Road, 20mph zone, turning left into Breiwick Road, 30mph, through a green belt area used by the children (no Children at Play Notice/or slow for pedestrians crossing).

Further down there is residents and a disabled parking, leaving single track road approaching a blind corner without any warning road signs.

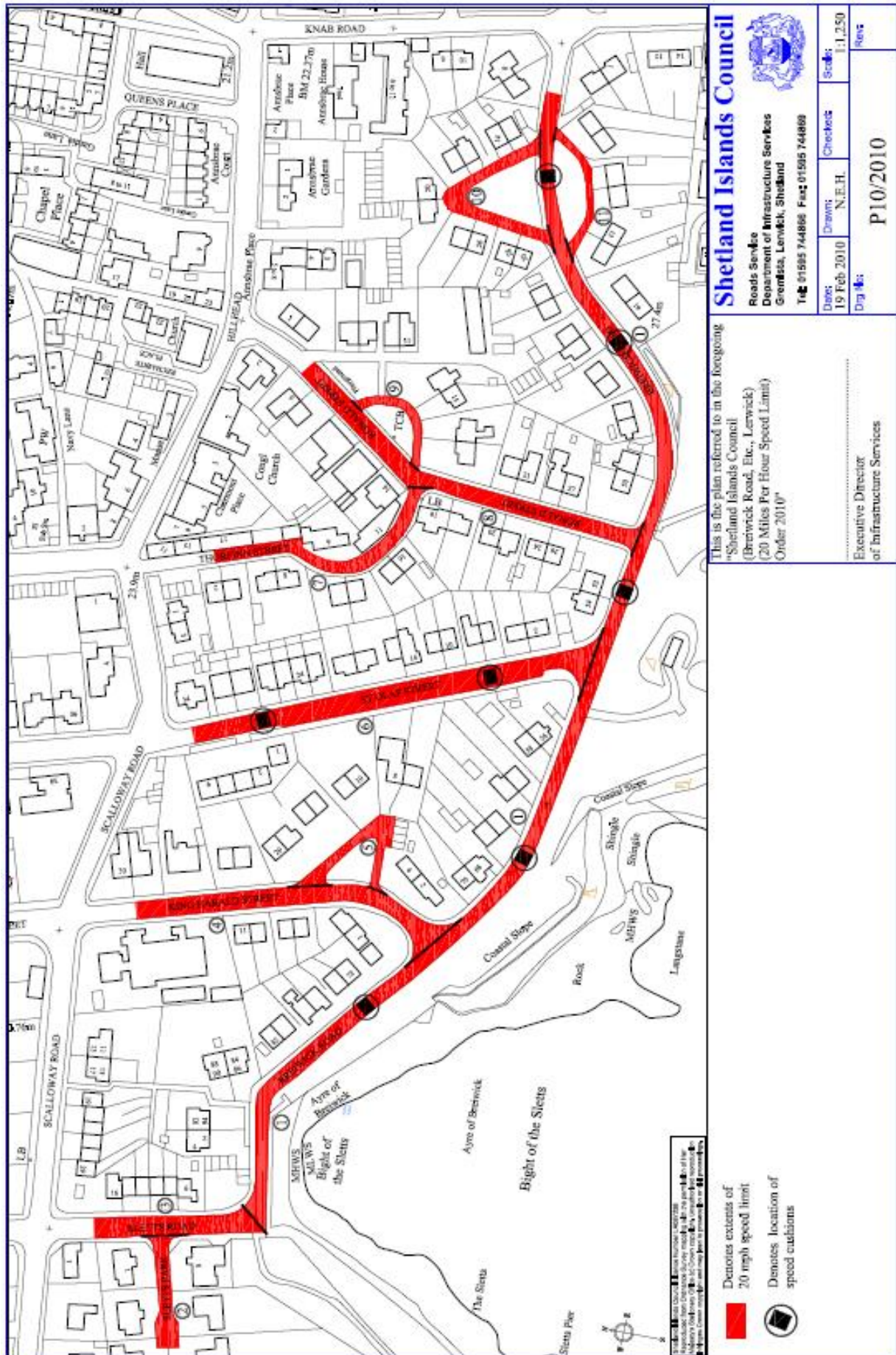
Here we witnessed a two car head on collision, a third car involved hit the gate to the golf course, having no other choice. Then for the lack of room, the snow plough, took out four windows of a school bus.

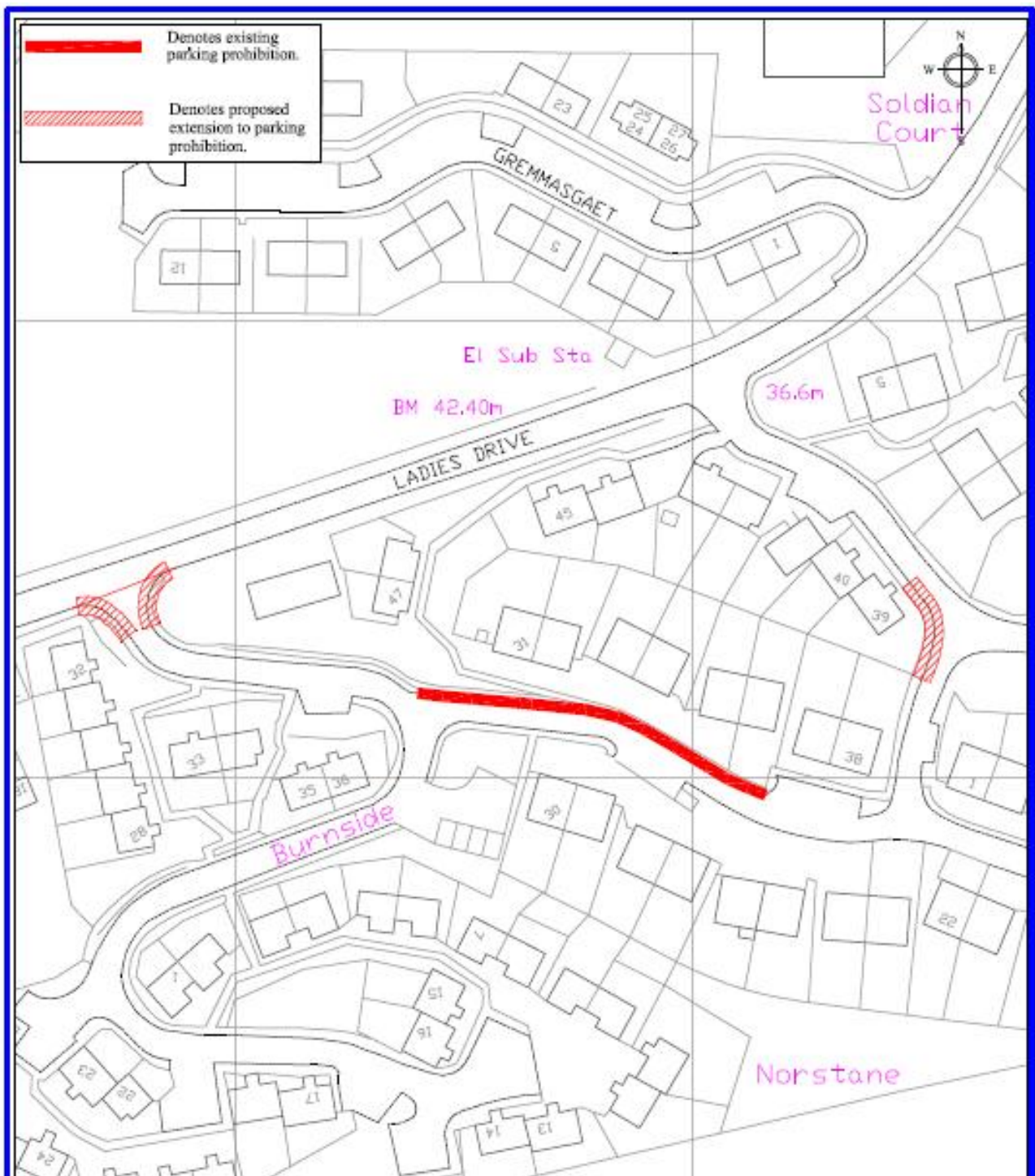
I met with Neil Hutchison and explained the above, he said he understood and suggested I speak to Ian Halcrow, this I did and was advised to write a letter of objection.

John Johnston.

We the undersigned strongly object to traffic calming humps being installed in the aforementioned area namely Knab Road until some serious consideration is given to safety measures in Breiwick Road.

Cc. Gordon Greenfield
Neil Hutchison
Brian Halcrow





This is an excerpt from the plan referred to in the foregoing "Shetland Islands Council (Various Roads, Lerwick) (Prohibition and Restriction of Waiting) (Variation No.6) Order 2010"

Executive Director
of Infrastructure Services

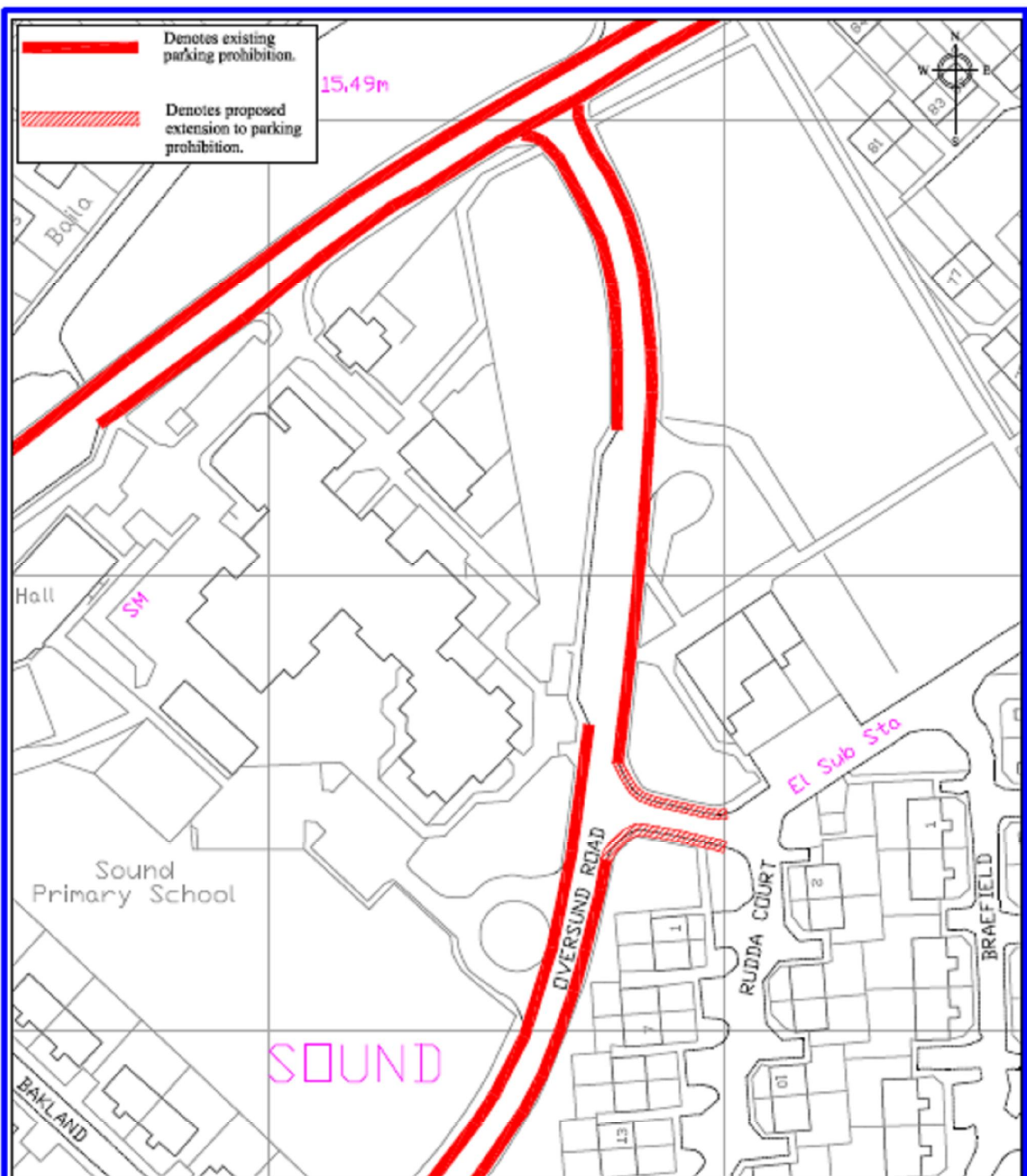
Shetland Islands Council

Roads Service
Department of Infrastructure Services
Gremista, Lerwick, Shetland

Tel: 01595 744866 Fax: 01595 744869



Date: 25 Jan 2010	Drawn: N.E.H.	Checked:	Scale: 1:1,250
Drg No: T.O./L/312(2010)EXCERPT			Rev:



This is an excerpt from the plan referred to in the foregoing "Shetland Islands Council (Various Roads, Lerwick) (Prohibition and Restriction of Waiting) (Variation No.6) Order 2010"

Executive Director
of Infrastructure Services

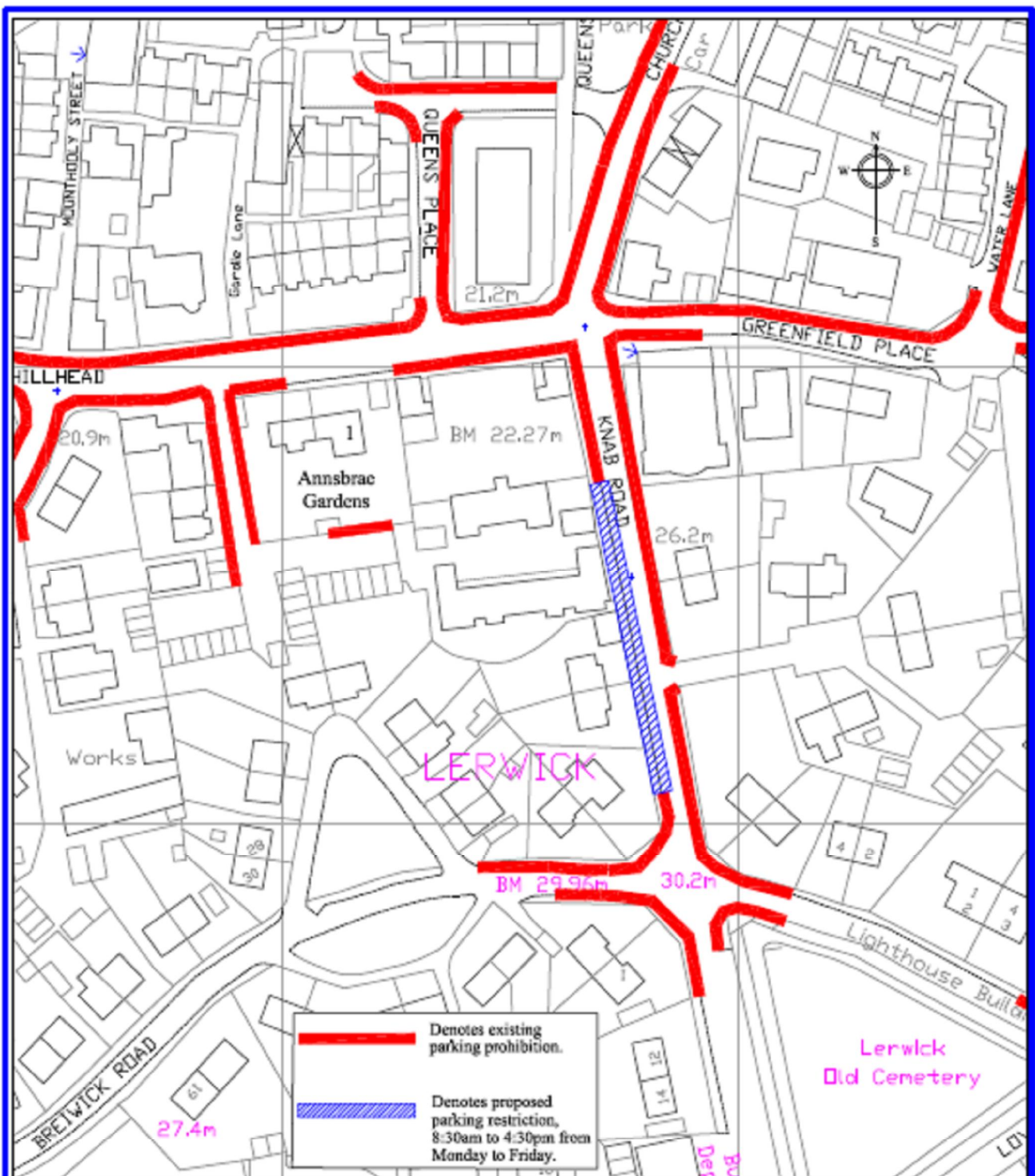
Shetland Islands Council

Roads Service
Department of Infrastructure Services
Gremista, Lerwick, Shetland

Tel: 01595 744866 Fax: 01595 744869



Date: 22 Apr 2010	Drawn: N.E.H.	Checked:	Scale: 1:1,250
Org No: T.O./L/312(2010)EXCERPT			Rev:



This is an excerpt from the plan referred to in the foregoing "Shetland Islands Council (Various Roads, Lerwick) (Prohibition and Restriction of Waiting) (Variation No.6) Order 2010"

Executive Director
of Infrastructure Services

Shetland Islands Council

Roads Service
Department of Infrastructure Services
Grimsta, Lerwick, Shetland

Tel: 01595 744866 Fax: 01595 744869



Date: 25 Jan 2010	Drawn: N.E.H.	Checked:	Scale: 1:1,250
Org No:	T.O./L/312(2010)EXCERPT		Rev:

APPENDIX 5

Shetland Islands Council (South End, Lerwick)
(20 miles per hour speed limit) Order 2010.

SIC INFRASTRUCTURE SERVICES	
11 FEB 2010	
PASS TO 144 443 IH	ACTION

I hereby object to the above Order –

1. This blanket ban on travelling above 20 m.p.h. will seriously inconvenience all people living in the Twageos area.
2. It will NOT deter the boy (and girl) racers who charge into the Cemetery Extension Car Parks at night. ✓
3. Why not consider temporary 20 m.p.h. signs when the Anderson High School is opening and closing. ✓

William Henderson,
Vanby,
40 Twageos Road,
Lerwick, ZE1 OBB



10th February, 2010.

Knab Road, Lerwick – Traffic Calming – Proposed Road Humps.

I hereby object to the above proposals –

1. Road humps are now known to cause damage to the inside of tyres which is not always obvious and can, of course, become dangerous.
2. Road humps can also be dangerous to pedestrians, especially elderly people, when crossing the road. ✓
3. Road humps are not really necessary on Knab Road. ✓

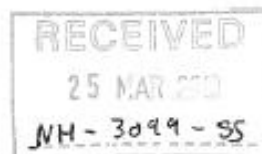


William Henderson,
Vanby,
40 Twageos Road,
Lerwick, ZE1 OBB.

SIC INFRASTRUCTURE SERVICES	
11 FEB 2010	
PASS TO 144 444 IH	ACTION

10th February, 2010.

Attn. Neil Hutcheson,
SIC Roads.



NH/SMG/R/E3/3/66 (3007).

File

Thank you for your informative letter of 3 March, 2010.

I do not intend to withdraw my objections but would comment further –

20 MPH Speed Limit – As the Anderson High School will eventually move (?) this Speed Limit is not necessary, and I still believe that variable 20 mph signs with flashing amber lights would be sufficient as the School is not in operation on Saturdays and Sundays anyway.

Road Humps – The damage caused to vehicle tyres may be anecdotal but complaints are increasing as more and more humps are introduced (ref – <http://www.honestjohn.co.uk/forum/post/index.htm?t=54937>).

Thank you for your consideration.

William Henderson,
Vanby,
40 Twageos Road,
Lerwick, ZE10BB.

23 March, 2010.

From: James Hutton [mailto:jameshutton156@btinternet.com]

Sent: 13 January 2010 12:25

To: Roads@SIC

Cc: Jamieson Elaine@Sound Primary School; Nicolson Valerie@Anderson High School; Irvine Maria@Anderson High School

Subject: FAO - MR NEIL HUTCHESON

Dear Neil,

SIC (South End, Lerwick) (20 MPH Speed Limit) Order 2010 and Knab Road, Lerwick: Road Humps Traffic Calming Scheme

You letter dated 7 January 2010 re the above refers.

The matter was discussed at last night's meeting of the Anderson High School Parent Council and the consensus of the meeting was as follows:

- 1) Firstly, we were somewhat surprised that you had not contacted the Head Teacher regarding these revised proposals.
- 2) Secondly, we were disappointed to note that no action has been taken to include Breiwick Road in the 20 mph limit zone. We had specifically previously requested that this be considered on the grounds that this road is widely used by pupils. (Our earlier response of 8 October 2009 to your previous proposals of 22 September 2009 refers).
- 3) We strongly feel that the 20 mph limit previously proposed for the entire length of Knab Road should be retained for the following reasons:
 - This road is not only used by AHS pupils / parents but also by those attending the Special Needs and Nursery facilities.
 - Anderson High School will be operating from the current site for at least several years to come, so any justification on the basis that the new AHS will be at the Lower Staney Hill site are currently irrelevant.
 - AHS is NOT a "9 to 4" site...it is widely used out with these hours.
 - Lack of a 20 mph limit could well encourage a "boy racer" mentality.
 - There are some nasty, frequently used blind junctions leading onto Knab Road.
- 4) We would also encourage the adoption of double yellow lines at the bottom end of Knab Road, at least during peak traffic times, in order to improve traffic flow / improve safety.
- 5) We welcome the extension of the 20 mph limit to include Twageos Road and Gressey Loan.

In summary, we feel that all roads surrounding the present school site as well as Breiwick Road, should be subject to the proposed 20 mph speed limit.

I'm more than happy to meet with you to clarify the above further if required.

Yours sincerely,

James.

JAMES HUTTON
CHAIRPERSON, ANDERSON HIGH SCHOOL PARENT COUNCIL

02/03/2010

**SHETLAND ISLANDS COUNCIL
INFRASTRUCTURE SERVICES DEPARTMENT
ROADS SERVICE**

**Breivick Road, Etc., Lerwick: Possible 20 MPH Speed Limit &
Traffic Calming**

REPLY SLIP

Please tick the appropriate box

I am in favour of the introduction of the 20 mph speed limit proposed
for Breivick Road etc., as shown in Drawing No P10/2010, and the
construction of road humps on Breivick Road and St Olaf Street.

☐

I would prefer to retain the existing 30 mph speed limit.

☐

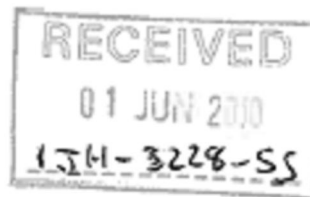
Comments:

Name: -----

Address: -----

Please note that only
one reply per
household/property
will be counted.

SIC INFRASTRUCTURE SERVICES	
27 MAY 2010	
PASS TO 146216	ACTION Halcrow.



Adrian Henderson
Glenfarquhar House
12 Ronald Street
Lerwick
Shetland Isles
ZE1 0BQ
01595 695122(Home)
adrianhenderson1@btinternet.com

Shetland Islands Council
Infrastructure Services Department
Grantfield
LERWICK
FAO Mr Gordon Greenhill

Dear Sir,

Proposed 20 mph speed limit and traffic calming measures in the Breiwick Road area of Lerwick

As a resident in the area, I write to strongly object to the proposed alterations in the Breiwick Road area. The reasons for my objections are as follows:

1. The proposal is unnecessary; the alterations are not required:

There is not a traffic problem in the area. The area is not an accident hotspot. The current speed limit is adequate. So why are the proposed changes required? If the reason is for traffic calming only, I feel that the Breiwick Road area is certainly not a priority in comparison with other areas in Lerwick. If exceeding the current speed limit is the issue, the problem should be addressed by better policing and not dropping the speed limit. In short, I cannot see any logical or common sense reason for the alterations to proceed. To my mind, the proposed alterations shall only disadvantage the majority of the residents in the area, and also blight the property values.

2. Expense incurred by the alterations: unnecessary burden on the taxpayer:

As a ratepayer, I find it bewildering that hard earned Council funds are to be wasted on such a low priority proposed project. I understand that in these days of national austerity that it is essential to apportion funds to more deserving and merited projects only. If the funds have to be spent, I can supply a list of many many more deserving causes and projects in the Shetland Isles.

3. The proposal is not democratic:

I understand that the proposal is borne out of a petition from residents in the area. I can only assume that the signatories are from a narrow selection of residents, mainly non motorists. To evaluate the necessity of the project, it would be more democratic to consult the entire population of the area including the active motorists. Also, I understand that notices of the proposals should be widely displayed in the area. Evidently this has been overlooked in this instance as the first notice I had of the proposals was by word of mouth from a neighbour. Are the notices not a legal requirement?

4. Over-regulation:

I feel that the proposals are a typical example of modern day over-regulation. The current fashion is to legislate for the few and not the many, and to my mind that a trend which has to be reversed. While this proposed project may please a small selection of the residents in the area, it shall be an invasive nuisance to the other active resident motorists. Having spoken to an SIC road engineer on the matter, he suggested that the proposal was in keeping with projects throughout the country. I have no doubt that there shall be areas where traffic calming is required, but this is not one of them. I appreciate that an easy option is to blindly follow national trends, but I think we are better than that.

In conclusion, I trust that you will give full consideration to the contents of my letter before embarking on this discredited project.

Yours Faithfully,

Adrian Henderson

Countersigned :



Adrian Henderson
Glenfarquhar House
12 Ronald Street
Lerwick
Shetland Isles
ZE1 0BQ

01595 695122(Home)
adrianhenderson1@btinternet.com

Shetland Islands Council
Roads
Infrastructure Services Department
Gremista
LERWICK

FAO Mr Neil Hutchison

8th June 2010

Dear Sir,

Proposed 20 mph speed limit and traffic calming measures in the Breiwick Road area of Lerwick

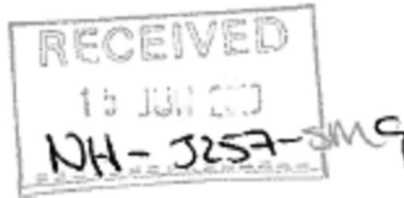
I acknowledge receipt of your letter dated 3rd June and am pleased to see that it is now your intention to poll the residents on the above mentioned proposals. However, the wording in your letter appears to imply that the poll shall be done per household and not per resident. That would mean that a five bedroom house with four active motorists would have the same voting weight as a one bedroom house with no active motorists. Can you clarify this please? Obviously, if the poll is to be per household it shall be undemocratic and unacceptable.

What has to be emphasised is that the proposed changes shall only inconvenience one group in the area – the active resident motorists. If you are looking for a mandate to proceed with the proposals it is that group who you should make every effort to consult. After all, it is they who shall have to bear the consequences if the invasive changes are imposed on them by an undemocratic weighted poll in favour of the proposals.

Yours Faithfully,

Adrian Henderson

Countersigned :



Adrian Henderson
Glenfarquhar House
12 Ronald Street
Lerwick
Shetland Isles
ZE1 0BQ

01595 695122(Home)

adrianhenderson1@btinternet.com

Shetland Islands Council
Roads
Infrastructure Services Department
Gremista
LERWICK
FAO Mr Neil Hutchison

13th June 2010

Dear Sir,

Proposed 20 mph speed limit and traffic calming measures in the Breiwick Road area of Lerwick

I acknowledge receipt of your letter dated 8th June and the household poll correspondence of dated 9th June. I have completed and returned the reply slip, but as I have previously intimated I take issue with the presentation and format of the poll paperwork.

Firstly, the preference for or against the proposals has been sought per household not per resident of voting age. In our case, this has denied our household an additional five votes against the proposal. Each house in the area has been given equal voting weight irrespective of the number of occupants. Given that novel thinking, I look forward to having my household council tax adjusted to align with single person banded properties in the area.

Secondly, the letter accompanying the reply slip is a sham. In a previous letter, you stated you would be asking households 'to express a preference' for or against the proposals. From that I assumed you would be presenting the options in an even handed and neutral manner by simply stating the extent of the proposals in relation to the status quo and leaving the residents to express their preference. What actually accompanied the 'reply slip' was a biased self promoting cover letter in favour of the proposals. Effectively you have not asked for a preference to be expressed, you have asked for an endorsement of the proposals based on a one sided argument. This is not my understanding of democracy.

You require a mandate to impose the invasive measures on the active motorists in the area. An undemocratic household poll shall not give you that mandate, neither morally or legally.

Yours Faithfully,

Adrian Henderson

**SHETLAND ISLANDS COUNCIL
INFRASTRUCTURE SERVICES DEPARTMENT
ROADS SERVICE**

**Breivick Road, Etc., Lerwick: Possible 20 MPH Speed Limit &
Traffic Calming**

REPLY SLIP

Please tick the appropriate box

I am in favour of the introduction of the 20 mph speed limit proposed for Breivick Road etc., as shown in Drawing No P10/2010, and the construction of road humps on Breivick Road and St Olaf Street.

☐

I would prefer to retain the existing 30 mph speed limit.

☒

Comments:

*The proposed traffic calming measures are not required.
No traffic problem exists in the area. The current
30mph limit is adequate. If imposed, the new
speed limit and moreover the speed bumps shall
inconvenience the resident motorists. The measures
are not required. This is an example of invasive
and unnecessary over regulation - the nanny state
at its worst. The household poll is a sham
and not democratic - see separate correspondence.*

Name: Adnan Henderson

Address: 12 Ronald Street

LERWICK

ZE1 0BQ

INFRASTRUCTURE SERVICES	
15 JUN 2010	
PASS TO	ACTION

Please note that only
one reply per
household/property
will be counted.

From: Leith Terry@Shetland Schools

Sent: 12 May 2010 21:17

To: Henry Jim@SIC; Smith Cecil@SIC; Wills Jonathan@SIC; Halcrow Ian@Infrastructure Svs

Subject: Proposed Breiwick Road Speed Humps

Importance: High

Dear Sirs,

Last week we were dismayed to hear that there is an SIC Proposal to install speed humps up Breiwick Road. We live at number 74 Breiwick Road, and according to the plans a speed hump is to be placed directly outside our house, where we park our cars. This is an uncalled for expense by the Council during this current recession as the stretch of road in question, particularly outside our house, is very quiet. We are especially unhappy about the positioning of the speed hump on our doorstep. We would like to object to the proposal going ahead, however if it is deemed necessary then we do not want any form of speed hump placed in front of our house.

Please can you offer advice on this matter.

We look forward to hearing from you.

With thanks

Terry Leith & Jenna Leask

Residents of 74 Breiwick Road

**SHETLAND ISLANDS COUNCIL
INFRASTRUCTURE SERVICES DEPARTMENT
ROADS SERVICE**

INFRASTRUCTURE SERVICES	29 JUN 2010
RECEIVED	

Breivick Road, Etc., Lerwick: Possible 20 MPH Speed Limit & Traffic Calming

REPLY SLIP

Please tick the appropriate box

I am in favour of the introduction of the 20 mph speed limit proposed for Breivick Road etc., as shown in Drawing No P10/2010, and the construction of road humps on Breivick Road and St Olaf Street. ☐

I would prefer to retain the existing 30 mph speed limit. ☒

Comments:

we do not want a speed hump positioned directly outside our house for the reasons of parking and traffic noise (braking and accelerating over speed humps.) If this proposal must go ahead we would ask that the speed hump is placed up past No. 76, or removed completely as traffic must slow for the corner anyway. In addition we notice that you are only putting partial speed restrictions/humps along St Olaf St and see no reason why this one could not be done on Breivick Rd. i.e. the top where the problem apparently is.

Name: Peter Leith

Address: 74 Breivick Road
Lerwick

ZE1 0DD

Please note that only one reply per household/property will be counted.



LERWICK COMMUNITY COUNCIL

CHAIRMAN

Mr Jim Anderson
66 Breiwick Road
Lerwick
Shetland ZE1 0DB

Tel. 01595 693540 or 07803 342304
Email: chair@lerwickcc.org.uk

CLERK

Mrs Katrina Semple
Community Council Office
1 Stouts Court
Lerwick
Shetland ZE1 0AN

Tel. 01595 692447 or 07818 266876
Email: clerk@lerwickcc.org.uk

Mr Neil Hutcheson
Engineer – Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 OPX



11 May 2010

Our Ref: 2010-049/KS
Your Ref: NH/SS/R/E3/3/81

Dear Neil

SIC (Breiwick Road, Etc, Lerwick) (20mph Speed Limit) Order 2010 & Breiwick Road and St Olaf Street, Lerwick; Traffic Calming Proposed Road Humps

I refer to the final version of the above traffic order and, following our telephone conversation of 7 May 2010, confirm in writing that the draft version of 8 April 2010, referred to in your letter, was not received.

At the May meeting of Lerwick Community Council objection was raised, due to safety issues, to the proposed Road Humps sited across from house numbers 64 and 52 Breiwick Road. There was concern that the Road Humps in question, which would be sited on an incline, would be an increased impediment to vehicles during snowy/icy conditions in the winter months.

I would appreciate a written response to our objection by 26 May 2010 in order for it to be included in the agenda for the next meeting of Lerwick Community Council.

Please do not hesitate to contact me should you require any further information.

Yours sincerely

Katrina Semple

From: Jim Anderson [jim@filsket.me.uk]
Sent: 12 June 2010 10:06
To: Hutcheson Neil@Infrastructure Svs
Cc: MacNae David@Infrastructure Svs
Subject: Breiwick Road - Traffic Calming

I write with reference to LCC letter Ref: 2010-049 and your letter to residents, dated 9th June 2010, ref: NH/SS/E3/3/81.

I have been made aware from local residents that your above correspondence does not allow for a third option as per our above letter.

I would therefore respectfully ask that you re-issue your correspondence with an updated reply slip with a 3rd option:

"I am in favour of the introduction of just the 20mph speed limit proposed for Breiwick Road, etc. (i.e. without the construction of any speed humps.)"

Your traffic survey shows a 85th percentile speed of 25.8mph; therefore, this would be fully justified.

I would add that with respect to the petition received from residents around the top of Breiwick Road, perhaps an "Except for Access" sign at Knab Road to stop through traffic would suffice. Better still, perhaps, a "No Left Turn" sign for vehicles coming down Knab Road, thus stopping them from using Breiwick Road a rat run.

Regards

Jim



LERWICK COMMUNITY COUNCIL

CHAIRMAN

Mr Jim Anderson
66 Breiwick Road
Lerwick
Shetland ZE1 0DB

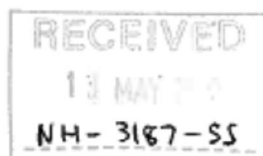
Tel. 01595 693540 or 07803 342304
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CLERK

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Email: clerk@lerwickcc.org.uk

Mr Neil Hutcheson
Engineer – Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 OPX



11 May 2010

Our Ref: 2010-050/KS
Your Ref: NH/SMG/R/E3/11

Dear Neil

SIC (Various Roads, Lerwick) (Prohibition and Restriction of Waiting) (Variation No. 6) Order 2010

I write to confirm Lerwick Community Council's continued objection to the above proposed traffic order.

The length of road in question currently provides a much needed parking facility for the sixty clients, seven of which are resident and thirty staff at Annsbrae. The exemption for disabled badge holders would not, in this instance, go far enough to assist the needs of these members of the community.

I would appreciate a written response to our objection by 26 May 2010 in order for it to be included in the agenda for the next meeting of Lerwick Community Council.

Please do not hesitate to contact me should you require any further information.

Yours sincerely

Katrina Semple



LERWICK COMMUNITY COUNCIL

CHAIRMAN

Mr Jim Anderson
66 Breilwick Road
Lerwick
Shetland ZE1 0DB

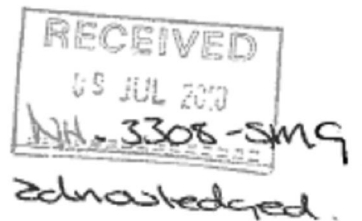
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Mr Neil Hutcheson
Engineer – Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 OPX



6 July 2010

Our Ref: 2010-081/KS
Your Ref: NH/SMG/R/E3/11 [3187]

Dear Neil

SIC (Various Roads, Lerwick) (Prohibition and Restriction of Waiting) (Variation No. 6) Order 2010

At the July meeting of Lerwick Community Council the content your letter of 30 June 2010 was discussed and concern was raised with regard to the proposal to provide parking spaces for seven cars in the garden of No 17 Knab Road.

The main objection to the proposal was on safety grounds due to the very poor visibility splay, there was also concern for the loss of garden space for the resident at No. 17 Knab Road.

Lerwick Community Council, by majority, still request that the present parking facilities on Knab Road is kept as it currently exists.

We trust you will keep us informed of the outcome following the meeting of the Infrastructure Committee.

Yours sincerely

Katrina Semple
Clerk



REPORT

To: Infrastructure Committee

31 August 2010

**From: Maintenance Manager
Roads
Infrastructure Services Department**

SCORD QUARRY PRICE REVIEW

1. Introduction

- 1.1 The performance of the Scord Quarry is monitored by the Maintenance Manager to ensure that it delivers value for money and budgets are prepared so that material can be sold at prices that reflect the costs of production.
- 1.2 The quarry is accounted for within the Roads Maintenance section's accounts, as they are the largest quarry customer. If the quarry were to operate at a loss in any financial year then this will impact on the trading position of the Maintenance section as opposed to any other Council budget. The Roads Maintenance section is viewed as a significant trading organisation under the Local Government in Scotland Act 2003 and as such separate trading accounts are maintained and reported to the Scottish Government annually.
- 1.3 The legislation requires that any significant trading account returns a break-even return after taking into account capital charges etc. on a rolling three year basis. The Ministers have the power to intervene and take appropriate action against any significant trading organisation that fails to achieve the above target.
- 1.4 The quarry selling prices were last reviewed in February 2009 and a new price list became effective on 1st. April 2009. Since then there has been wide fluctuations in bitumen and fuel costs as well as other inflationary pressures.

2. Factors for Consideration

- 2.1 Since the review of prices in February 2009 the cost of bitumen has increased dramatically. Due to the way we import and store bitumen in bulk at the quarry we have been largely protected from this bitumen price volatility. Whilst there is a level of uncertainty about future prices the cost of bitumen has risen by £104 / tonne in less than 12 months.

- 2.2 With the current constraints on budgetary increases combined with the increased product costs we are likely to see a reduction in demand i.e. the available budget will only cover a reduced quantity of material. Quarrying is a capital-intensive business with high levels of fixed costs. Any reduction in demand can have a significant impact on the costs of production.

3. Links to Priorities in the Corporate Plan 2010 – 2012

- 3.1 These proposed increases align with the following corporate aims:

Planning and Prioritisation – Priority 2 - Revenue budgets are kept within sustainable limits and the Council's Capital Programme is aligned with available funds.

Performance Management – Priority 8 – Develop senior officer and member engagement in systematic performance reporting, review and scrutiny.

- 3.2 Increasing quarry prices can affect the viability of schemes and could lead to a reduction in demand, which in turn will indirectly further increase the cost of production (fixed costs having to be recovered from a reduced sales forecast). It is not in the Council's interests to increase prices above a level that will ensure that its financial targets are achieved. There is direct competition from other providers for dry-stone products in Shetland, which would benefit from any unrealistic Council supply prices.

4. Proposal

- 4.1 The prices set in April 2009 are attached to this report as Appendix 1.
- 4.2 An updated price list covering quarry products that we introduced on 1 August 2010 is shown in Appendix 2.

5. Financial implications

- 5.1 The proposed increase in quarry charges will increase external income and will enable the quarry to cover its costs and make a contribution to meeting the break-even target for the Roads Trading Operation.

6. Policy and Delegated Authority

- 6.1 The Council has a statutory duty to make arrangements, which secure Best Value (Local Government in Scotland Act 2003). This Act also specifies the need for any significant trading organisation to prepare separate trading accounts and achieve the stipulated rate of return over a three-year rolling period.
- 6.2 The operational responsibility for the activities of the Roads section and the Scord Quarry was passed from Policy and Resources Committee to the Infrastructure Committee. The Infrastructure

Committee has full delegated authority to act on all matters within its remit as described in section 12.0 of the Council's Scheme of Delegations and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

- 6.3 Authority to vary quarry sales prices ultimately resides with the Infrastructure Committee but was delegated at their Committee meeting on 10 June 2008, report RD-09-08F.

Recommendation 7.1.2 - grant delegated authority to the Executive Director -Infrastructure Services, or his nominee, in consultation with the Chief Executive and the Head of Finance to vary the sale price and discount rate for materials sold from the Scord Quarry.

- 6.4 The revised prices set out in Appendix 2 were discussed and agreed with the Chief Executive, the Executive Director of Infrastructure Services and Head of Finance.

7. Recommendation

- 7.1 I recommend that the Infrastructure Committee note the new price list that was approved using the delegated powers outlined in paragraph 6.3. The new prices became effective on 1 August 2010.

Report Number: RD-17-10-F

APPENDIX 1

QUARRY PRICES

With effect from 1st. April 2009

<u>DRY STONE</u>	price £/tonne	COATED STONE	price £/tonne
As dug hardcore	3.16	Roadbase 28mm	£48.03
Primary armouring	7.65	DBM 20mm	£50.67
Armouring	5.71	W/course 14mm	£52.95
Quarry cleanings	4.08	W/course 10mm	£54.40
Type 1	4.44	W/course 6mm	£56.66
Crusher Run	5.66	Delayed Set	£60.11
Dust	8.37	M. T. Asphalt 14mm	£64.26
Frost Grit	8.88		
All-in-aggregate	8.37		

Note

Cut-back will only be added at the customer's written request.

Premium charge for cut-back £2.50/T

ALL PRICES EXCLUDE VAT

The above rates exclude Aggregate

Levy Tax of £2.00 / tonne drystone

and £1.90 / tonne for coated material.

Aggregate	40mm	8.37
Aggregate	28mm	8.37
Aggregate	20mm	8.37
Aggregate	14mm	8.37
Aggregate	10mm	8.37
Aggregate	6mm	8.37

Delivery Charges for dry stone based on full truck capacity and charged at

Fixed element.....£18.00 / load delivered

Variable element.....£ 2.50 / mile hauled (measured in one direction)

The above applies to Mainland deliveries only (Isles based on cost)

TERMS & CONDITIONS

Council's usual terms and conditions, plus:-

- 1.) minimum charge per transaction £15.00
- 2.) discounts
 - a) major customers (coated stone only)

buying over....	tonnes	
	5,000	10%
	10,000	13.50%
	15,000	17.50%
 - b) prompt payment settlement within..

20 days	2.5%
10 days	5%
- 3.) Out of hours opening – By special agreement dependant upon volume and subject to a minimum call-out charge of £150.

APPENDIX 2

QUARRY PRICES

With effect from 1st. August 2010

<u>DRY STONE</u>	price £/tonne	COATED STONE	price £/tonne
As dug hardcore	3.32	AC 32 Base	£55.31
Primary armouring	8.03	AC 20 Binder	£59.06
Armouring	6.00	AC 14 Surface	£61.82
Quarry cleanings	4.38	AC 10 Surface	£63.59
Type 1	4.76	AC 6 Surface	£66.94
Crusher Run	5.94	AC 14 Surface (MTA)	£75.41
Dust	8.79		
Frost Grit	8.79		
All-in-aggregate	8.79		

Note

Cut-back will only be added at the customer's written request.

Premium charge for cut-back £3.80/T

ALL PRICES EXCLUDE VAT

The above rates exclude Aggregate Levy Tax of £2.00 / tonne drystone and £1.90 / tonne for coated material.

Aggregate	40mm	8.79
Aggregate	28mm	8.79
Aggregate	20mm	8.79
Aggregate	14mm	8.79
Aggregate	10mm	8.79
Aggregate	6mm	8.79

Delivery Charges for dry stone based on full truck capacity and charged at Fixed element.....£18.00 / load delivered

Variable element.....£ 2.75 / mile hauled (measured in one direction)

The above applies to Mainland deliveries only (Isles based on cost)

TERMS & CONDITIONS

Council's usual terms and conditions, plus:-

- 1.) minimum charge per transaction £15.00
- 2.) discounts
 - a) major customers (coated stone only)

buying over....	tonnes	
	5,000	10%
	10,000	13.50%
	15,000	17.50%
 - b) prompt payment

settlement within..	20 days	2.5%
	10 days	5%
- 3.) Out of hours opening – By special agreement dependant upon volume and subject to a minimum call-out charge of £200.



REPORT

To: Infrastructure Committee

31 August 2010

**From: Network and Design Manager
Roads
Infrastructure Services Department**

A971 HAGGERSTA TO COVA REPORT ON PROGRESS, AUGUST 2010

1 Introduction

- 1.1 At its meeting on 18 November 2008 (Min Ref 83/08), the Committee asked that I report to each of its meetings on progress towards starting construction of the above project.

2 Links to Council Priorities and Risk

- 2.1 This project meets all of the Principles of the Shetland Transport Strategy, particularly those of Accessibility and Inclusion, Compliance, and Environmental Responsibility. This report is presented under our requirement to be Accountable.
- 2.2 Since this report is for noting only, no new risks should arise.

3 Background

- 3.1 Construction of a new road between the Whiteness School near Haggersta, and Cova in Weisdale is taking a long time to prepare, due mainly to the very thorough and lengthy procedures we have had to follow, and to the opposition which we face to certain aspects of the scheme.
- 3.2 In December 2008, the Executive Director asked me to produce a provisional timetable for the remaining preparation tasks, and I detail an updated version of this below. I also note *in italics* the progress since I reported to the Committee on 15 June 2010 (Min Ref 51/10).

4 Provisional Timetable

- 4.1 **Until April 2009.** We concluded the road safety audit process, produced the final land acquisition plans and passed them to the District Valuer, renewed contact with the landowners, and kept the Scottish Government informed of progress.

4.2 April 2009 to April 2010

- 4.2.1 Voluntary land acquisition was agreed with 3 of the landowners
- 4.2.2 However, there was no success with voluntary acquisition from the other 2 landowners. There have been discussions with them, the District Valuer (DV) sent offers to them in July 2009, and he tried to reach agreement with them and their agents without success. Therefore, in November 2009 the Committee approved that a Compulsory Purchase Order (CPO) should be made (min ref 96/09).
- 4.2.3 Following the preparation and checking of the various drawings and documents, the new CPO was made on 27th April 2010.

4.3 April 2010 until the Scottish Ministers Confirm the CPO and the Stopping- Up Order

- 4.3.1 *Following advertisement and notification to landowners of the making of the CPO, the CPO was submitted on 15 June 2010 to the Scottish Government for confirmation. A detailed letter of objection to the CPO was received by the Scottish Government from the agents representing the two landowners affected, and it was passed to the Council for us to prepare a draft reply.*
- 4.3.2 *This reply was prepared and sent to the Government in June, and it has been acknowledged.*
- 4.3.3 *The Council has also confirmed to the Government that the previous CPO made in 2001 should now be withdrawn. It has been superseded by the new one, because the previous land plots did not include the areas of temporary occupation required in order to carry out the mitigating measures which we are obliged to do under the Environmental Statement.*
- 4.3.4 *In addition, the Council has asked the Ministers to take a decision on the Stopping-Up Order. This has lain with them for some time, and they had let us know that they would not take a decision on it until we had either acquired all of the land, or had presented them with a CPO for it.*

4.4 For a Period of at Least 6 Months before construction, if the project is scheduled in the new Capital Programme. We would carry out final design; produce contract drawings, quantities, and documents; issue tenders for return 6 weeks later; and instruct utilities to divert their plant.

4.5 Shortly Afterwards. Award contract. Start construction (for a period of about 15 months).

4.6 Additional Works

- 4.6.1 The roadside rock face at Haggersta, which was excavated by the Council in about 1976, deteriorated over the years. Although it was originally agreed that it should be repaired

during construction of the new road, it was recently agreed with the adjacent householders that we should carry out the repair works immediately. This was because the condition of the rock face had become worse, and also because it was likely that the new road may not be built for some time to come. *These works are virtually complete.*

- 4.6.2 *Minor fencing and boundary works were agreed with one of the owners from whom we have now acquired land, and these are now being carried out.*

5 Financial Implications

- 5.1 The current estimate of the cost of the project is £2.25m at 2009 prices, which includes for land acquisition, design and preparation, utility diversions, works, environmental mitigation, and supervision.
- 5.2 Funds are available in 2010/11 under “Advance Design” (budget code GCY6298) to allow the above preparation work for this scheme to continue.
- 5.3 The project has been approved for construction in former Council Capital Programmes for many years, but has always “slipped” due to various delays. However, it is not now listed for construction in the current Capital Programme. For the project to proceed, it will have to be presented for scrutiny and approval under the Gateway Procedure approved recently, and then regain a firm slot in the Programme. For your information, the earliest possible start date for construction is now likely to be in late 2012, although this could be significantly later in view of the opposition to the CPO and the Stopping-Up Order.

6. Policy and Delegated Authority

- 6.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit (including Section 12.0 of the Council’s Scheme of Delegations), and for which the overall objectives and budgets have been approved by the Council.
- 6.2 Under the revised policy on the use of CPOs, authority is delegated to the Executive Director, or his nominee, to make a Compulsory Purchase Order in the above circumstances (min ref 95/09). In addition, due to previous difficulties with this particular project, the Committee confirmed on 24th November 2009 that a CPO should be used in this case (min ref 96/09). The previous CPO, made in 2001, is not now proceeding.

7. Recommendation

- 7.1 I recommend that the Committee note progress towards preparing this project for construction.

Report Number: RD-16-10-F



REPORT

To: Infrastructure Committee

31 August 2010

**From: Service Manager – Air, Bus and Vehicle Fleet
Transport
Infrastructure Services Department**

PURCHASE OF TWO SECOND HAND VEHICLES

1. Introduction

- 1.1. The Fleet Management Unit recently purchased two second hand gritters.
- 1.2. Council Standing Orders Relating to Tenders and Contracts (Standing Orders).

2. Links to Council Priorities

- 2.1 The terms of this report link to Section 4 of the Council's Corporate Plan for 2010-12, and specifically supports the Council's aims towards ensuring that our services are delivered in the most effective and efficient way.
- 2.2 This purchase of second hand vehicles, where appropriate, demonstrates that efforts are being made to minimise the capital costs upon the Council of operating its vehicles fleet.

3 Risk

- 3.1 There are no particular risks attached to the purchase of these vehicles, other than those associated with any second hand purchase.

4 Process and Purchase

- 4.1 Fleet Management Unit (FMU) identified two fully refurbished, second hand gritters that suited the needs of the Roads Service for their Winter Maintenance Programme.
- 4.2 The second hand gritters cost £55,000 each, compared to £77,772 for a new gritter.

- 4.3 Given the relative lack of use, combined with higher maintenance costs on new gritters, due to increased electronics, FMU advised the Roads Service that the second hand vehicles were the best option.
- 4.4 Upon agreement with Roads, FMU contacted the Executive Director – Infrastructure Services, then Chairperson and Vice-Chairperson of Infrastructure Committee to seek their approval, As required under Standing Orders.
- 4.5 Once approval had been obtained, purchase was progressed.

5 Financial Implications

- 5.1 Purchase of these vehicles was made within 2010/11 Vehicle Replacement Rolling Programme budget.

6 Policy and Delegated Authority

- 6.1 The Executive Director of Infrastructure, with the consent of the Chairperson whom failing the Vice-Chairperson of the Infrastructure Committee has full delegated authority under Section H2. (c) of Standing Orders.
- 6.2 “There shall be exempted from the terms of these Standing Orders, all contracts for the supply of used or second hand goods or materials, and the appropriate Director, where he is satisfied that it is in the interests of the Council to purchase such goods or materials and that they are fit for the purpose for which they are being purchased, may, and with the consent of the Chairman whom failing the Vice-Chairman of the appropriate committee, submit or accept an offer for the purchase of such goods or materials, provided that (a) all contracts for the supply of such goods or materials shall be in writing and subject to the Law of Scotland; and (b) where the price of such goods or materials exceeds a five times factor of the *de minimis* sum; the purchase thereof shall be reported to the appropriate committee as soon as possible thereafter.”

7 Recommendations

I recommend that the Infrastructure Committee:

- 7.1 Note the contents of this report

Report Number: TR-25-10-F



REPORT

To: Infrastructure Committee

31 August 2010

**From: Service Manager – Environmental Health
Environment and Building Services
Infrastructure Services Department**

PARTICIPATORY BUDGETING PROJECT

1 Introduction

- 1.1 Shetland Islands Council submitted a successful bid to the Scottish Government to participate in the pilot of Participatory Budgeting in Scotland. This report updates the Infrastructure Committee on progress with the Pilot and informs them of the next steps.

2 Link to Council Priorities and Risk

- 2.1 Addressing community cohesion and improving the local environment contributes to *Improving Health* outcomes in the Single Outcome Agreement. This is a pilot project, which is being monitored nationally so a poorly executed project could hold some reputational risks.

3 Background

- 3.1 Participatory Budgeting (PB) directly involves local people in making decisions about the spending priorities for a defined public budget. The Council was awarded £10K match funding from the Scottish Government in February 2010 to enable a Participatory Budgeting exercise to be implemented in the Staney Hill area of Lerwick. In this pilot the residents of Staney Hill are being given the opportunity to decide how a grant pot can be allocated to projects that best meet their needs.
- 3.2 The Grant pot has increased from the original £20K to £40K following a successful bid for LEADER funding. This means that the original £10K from the Antisocial Behaviour budget has levered in £30K of external funding into this community.
- 3.3 The pilot is being led by the North Staney Hill Community Association with support from Environmental Health and Community Work. The project has been titled "Wir Community, Wir Choice". A launch was held in April 2010, with a newsletter being delivered to every household. A drop in session allowed residents to come and find out more about PB and the programme for the Pilot.

- 3.4 A questionnaire was delivered to every household seeking views about life in Staney Hill and ideas for how the area could be improved. The results from the questionnaire are attached in Appendix 1. The results of the questionnaire were displayed at a community drop in session in June and summarised in a newsletter delivered to each household.

- 3.5 The community developed a Vision or set of community priorities which are detailed below:

Wir People are choosing to live in the North Staney Hill. We are involved in making positive changes to improve where we live and our quality of life. We bring together a diverse range of skills, abilities and experiences. We care about each other. We help others to participate and feel involved. We are enthusiastic about building a partnership to deliver a stronger community for each other.

Wir Environment is beautiful, safe and accessible for the enjoyment of all who live, work, play or visit here. It is capturing the best of the town and the country in one place. Our space shall be well designed and meet our needs. We are developing, protecting and enhancing our green spaces and built environment for present and future generations.

Wir Activities are fun, healthy and creative. They help to build confidence and skills. They bring together people from different backgrounds and age groups – reducing conflict and boosting neighbourliness. Our Hall is a hub for community activities.

- 3.6 The community priorities form the criteria for the funding bids. The closing date for applications for funding is 27th August 2010. The bids will be assessed to ensure they meet the funding criteria and then they will be presented to the community for a public vote on 25th September 2010.

- 3.7 On the 25th September, all of the applicants will be given a three minute opportunity to present their bid to the community. Once all the presentations are made, the community will be given the opportunity to deliberate about the merits of the proposals and then each individual who attends for the whole session will be allowed to vote by ranking the bids. The projects with the most votes will be funded. Those, which aren't successful, will be given support and signposted to other funding sources, if appropriate.

- 3.8 Following the voting day on 25th September, all projects will be supported through implementation and the projects will be monitored and evaluated with reports on progress being produced for the North Staney Hill Community Association and sent to the community in newsletters.

- 3.9 In March 2011, a final meeting with the community is planned to provide updates on the project, to review the Project and capture learning for any future use of PB in Shetland or Scotland. Throughout the process support is being offered by COSLA and the Scottish Government to assist in the delivery of the project.

4 Financial Implications

- 4.1 The Pilot has been funded through £10K from the Antisocial Behaviour Budget. This has been match funded by the Scottish Government and this has then been doubled by Leader Funding giving a final budget for the community grant pot of £40,000.

5 Policy and Delegated Authority

- 5.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, outlined in Section 12.0 of the Council's Scheme of Delegations, and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

6 Conclusions

- 6.1 The Council has an exciting opportunity to be involved in the first Participatory Budgeting pilot in Scotland. PB should improve communication between communities and services, strengthen communities by bringing individuals together increasing their understanding of each others needs, renew interest in democratic processes, and develop more responsive public services which better meet the needs of local communities. PB is currently being developed further as a tool to assist local authorities in allocating reducing resources by involving local communities prioritising spending. Experience of delivering PB on a small grant budget would enable the learning to be applied in other PB projects considering larger mainstream budgets.

7 Recommendation

- 7.1 I recommend that the Infrastructure Committee:
- 7.1.1 Note the progress of the PB project and the plan for delivering the rest of the project.

Report Number: ES-20-10-F

Wir Community, Wir Choice Questionnaire Results.

1. Local Services

Are there local services that you would like to see improved? If so, which?
--

- **32% of comments highlight improvements needed to the local bus service**
 - Town service bus to include Burnside
 - Bus service at 6pm for late workers, 7- 7.30pm for hospital visits / night events and 9pm to get everyone home
 - Bus or mnibus that goes to the top of the Staney Hill Road
 - Better bus information at bus stops – large print and colour coded (that applies to all of Shetland, not just Staney Hill)
- **21% of comments highlight a need for improvements to the local environment**
 - More bins along the North Road (Holmsgarth Road have none)
 - The whole scheme would benefit from a good clean up / pick up rubbish. Also tidy up path edges etc
 - I would like to see a Council run compost pick up scheme
“Grass cutting, general upkeep of fences, bus stops and phones
- **9% of comments highlight a need for more community activity**
 - Some events for OAP's and young teens
 - More stuff in wir hall
 - Youth club needs to operate more weeks
- **9% commented that they are content with local services**
- **Other comments**
 - School bus to AHS only runs in winter, would like it to run all year, from home to school
 - More Police foot patrols at the weekend
 - Extend catchment of district heating
 - Parking and speed limits
 - The shop is really expensive

2. Staney Hill Hall

Do you use the Staney Hill Hall?

- 30 people said YES
- 31 people said NO

What sort of activities would you like to attend at the Staney Hill Hall?

- **24% of respondents would like to attend a variety of entertainment**
 - Comedy or talent nights
 - Music events
 - Film nights
 - Dances and events for young teens
 - Activities for bairns
- **16% of respondents indicated they would like to attend learning activities in the hall – i.e.: classes and talks**
 - Local history talks
 - General computer classes
 - Evening classes, talks, cookery demos and lectures
 - Family history, geneology classes
- **11% of respondents indicated they would like to attend fitness activities**
 - Fitness classes for older residents, stretching, yoga or similar
 - Dance classes or aerobics
 - Bowls, gentle yoga (for disabled / arthritics)
- **11% of respondents indicated they would attend events involving food**
 - Coffee mornings
 - Fish and chip nights, curry nights
 - Soup and sandwich lunches
 - Coffee afternoons"
- **Other comments**
 - Bingo, 500 card nights, whist

- More family events

3. Staney Hill Shop

Do you use the Staney Hill Shop?

- 41 people said YES
- 20 people said NO

What would make you use the Shop more often?

- **31% of respondents indicated they would use it more often if it was less expensive**
 - Prices are pretty high – might do better business if they were lower
 - More competitive prices on staples
 - Better pricing, just because of where we stay, why should we pay more
- **22% of respondents indicated they would use it more often if it stocked a wider range of products**
 - Larger range of bread, dairy and alcohol sales
 - Better selection of fruit and veg, wider variety of general fruits
 - A range of value products (like the Co-op Value range)
- **20% of respondents indicated that it is not conveniently located for them**
 - It's nowhere near for me, I live by the Co-op
 - If it was nearer than the Co-op
- **18% of respondents are already using it on a regular basis**
 - We use the shop most days
 - It's a good service
 - Do intend to use the shop more
 - Use it most days but perhaps a review of prices and stock
- **Other Comments**
 - A flyer round the houses which shows the opening hours and what products / services are offered
 - Sell electric tokens in the shop

4. Local Services

Do you have any other comments or suggestions on Local Services?

- **30% of respondents made no further comment on local services**
- **15% of respondents made comments about property maintenance**
 - Quick attendance to repairs = very good
 - Council housing in Soldian Court / Voderview require reharling, also car park and other walls require repair – this has been neglected by the SIC for many years
 - The hand rails to communal steps need upgrading / painting
 - Burnside gardens are on rock – grass cutters and strimmers soon wear out – could we have our grass cut?
- **9% commented on winter road conditions / services**
 - In winter we have to beg to get the grit bins refilled, as we do the gritting ourselves to help the OAP's in the area
 - Winter snow – the paths between the houses must be gritted
 - Snow clearance was excellent
- **Other comments**
 - A warden to walk children to and from school
 - I think the Community Association has greatly improved the Staney Hill area
 - Caps on street lights so night sky can be seen
 - Better diversity of housing – it's a one bed overload – detrimental to building community
 - More Police and Community Warden coverage around Ladies Drive
 - Take the humps off the Old North Road

5. Your Domestic Heating

What is your main source of domestic heating at present?

- Of the questionnaires returns who answered this question:
 - 39 currently have electric heating (66.1%)
 - 13 currently have district heating (20.3%)
 - 5 currently use oil (8.5%)
 - 3 currently use coal (5.1%)

Would you like to change to another form of heating?

- 28 questionnaire returns said YES (42%)
- 35 questionnaire returns said NO (53%)

And if YES what form of heating would you like to have?

- Of the 28 questionnaire returns who indicated they would like to change to another form of heating:
 - 20 would prefer District heating (71%)
 - 5 are undecided on an alternative (18%)
 - 1 would prefer gas (3.6%)
 - 1 would prefer electric (3.6%)
 - 1 would prefer a ground source system (3.6%)

6. Your Community

What are your 3 favourite things about living in the North Staney Hill area?

A total of 90 comments were received in response to this question. A sample of these is detailed below, grouped according to the themes which emerged:

Environment / Location

- Handy to the town
- The peace of the country on your doorstep
- Peaceful and quiet
- Rural feel next to the hill
- The view
- Nice area
- In the town with country views
- Good walks – Sandy Loch and over the hill
- The openness – not built up
- Quiet and friendly location
- Away from town
- It's very different to the "town"
- Not in the middle of town
- Near to the town but also near to the country
- Excellent views
- Peaceful and quiet
- Living on the Staney Hill
- Quiet and stress free
- The hill, birds and sheep
- It feels more like the country with the convenience of being in town

People / Community

- Good neighbours
- Helpful people
- Good community spirit
- Friendly neighbourhood
- Seeing more and more community spirit
- The lovely neighbours
- Safe community
- Safe for children
- The people are friendly – always say hello!
- Friends
- Nice neighbours
- Good mix of young and old folk

Access to Amenities / Services

- On bus route
- Close to amenities – school, shops
- Shop close by
- Good bus service
- Close to bus stop
- Off road parking
- Bus, shop and post box being so handy
- Lunch club in the hall
- Proximity to Co-op
- Near local services

Other

- My garden
- Size of house
- Just happy in my house – 30 years!

7. Your Community

What 3 things would you change if you could?

A total of 68 comments were received in response to this question. A sample of these is detailed below, grouped according to the themes which emerged:

Environment

- Litter, broken glass and tins on the paths
- Make sure there are safe walking and cycling paths in new housing developments at Hoofields
- Hill drainage
- Removal of speed bumps
- Create a communal green space
- Speed limit on the North Road to 20mph
- Improve street lighting
- I would love a big park for the kids to play football in
- Closer play area for children
- More green areas – parks and gardens with flora and fauna
- Benches for the oldies to sit and socialise together
- Area made more attractive – less dowdy public spaces
- Reduce noise from harbour area
- Change the appearance of Hoofields, it is like a prison camp
- Knock down derelict Judane building
- More dog dirt bins

People

- The amount of drug dealers
- Vicious dogs not on leads
- Dog fouling
- Attitude of dog walkers
- Young people partying all night
- No troublesome tenants in flats at Ladies Drive
- Problem of drug usage and selling in the area
- Absentee caravan owners at Hoofields should be forced to maintain their caravans properly
- The attitude some people have towards Hoofields residents
- Slow taxis down
- Ladies Drive and Hoofields – we get labelled because of them, why?
- Friendly less noisy neighbours either side
- The amount of drug and alcohol users in the area

Services / Policy

- District heating
- Make Old North Road access only for cars
- Change reputation of the area – it affects job prospects when employers see it
- Council's letting policy for Hoofields and Ladies Drive
- Stop boy racers
- Don't lump homeless people all together – dilute the problem
- High cost of garage rent
- Revamp water system
- Help for addicts
- Individual parking per household
- The use of Hostel accommodation for transient single people
- A takeaway of some sort
- School bus to run all year
- Sort out the parking problems
- SIC councillors more active with local issues
- Change the name Hoofields

8. Your Community

What one thing would make the biggest difference to you?

- New road and housing proposed – will ruin my peace and quiet
- Adult programme - indoor bowls, cards, dominoes, gardening, aerobics
- Had a drug dealer living nearby us which caused considerable stress
- District heating
- Cutting down on the high proportion of problem tenants
- I realise the Housing Dept is bound by legislation and tries its best, but a relatively small amount of people who give the area a bad name
- Parking / double parking
- Dog licensing / owner licensing
- Public transport to run at night
- Make farmers more responsible for their sheep
- Ladies Drive – drug and alcohol free zone
- As much peace and quiet daytime as possible
- Volume of traffic in Old North Road
- Get rid of Ladies Drive
- Mixing the community up more
- Control of dangerous drivers
- Free travel to local supermarkets would assist me a lot – weekly
- No sheep wandering and making a mess
- Keep tree plantation on the North Staney Hill, with proposed housing
- It is essential we keep a green area / park
- Taking out the anthracite coal fire and having district heating installed
- Improve the Old North Road
- A cattle grid and gate on the entrance of our square
- Speed limit on the North Road to 20mph
- A lack of neds
- Buses / a bus to Burnside
- Outdoor shed but nowhere to put it
- Update the older houses in line with new houses coming on board
- Garden area at old park / basketball court
- External light for front /back door – to help me at night times
- A bus shelter
- More residents getting involved with things going on in the community
- Dog mess bins
- More of a community spirit as there is a lot of apathy in the area
- Speed bumps – removal?
- Not building roads / houses in the hill between Burgess Street and Staney Hill

- I would feel a lot safer if I was not surrounded by drug addicts

9. Your Community

Has anything irritated you about living in the North Staney Hill in the last week? If so what?

- The amount of drug users and drug dealers
- Vicious dogs not on leads
- Litter
- Drugs / alcohol abuse at Hostel and Hoofields
- Deliberate littering
- Cars on Old Staney Hill Road
- Lack of visibility at DH Marine corner
- Bad parking
- Noise from windmills
- Quality (or lack of) in the stone walling on the North Road
- Generally poor drainage – water coming off the hill is a problem in roads and gardens
- Dog owners not picking up their dog mess
- Sheep roaming freely
- Noise from MV Clare /tannoy announcements from the ferry
- Cigarette ends before neighbours doors
- Speed and volume of traffic at junction outside 33 /34 Staney Hill
- Ladies Drive residents
- Bin lids flapping
- Scores on the roof at Hoofields
- Road humps in the North Road
- Piles of dog mess in the Old North Road
- Stray sheep around Hoofields
- Rowdy youths late at night
- Just my fire!
- Folk that slip their dogs out to make a mess really annoy me
- Neds
- Vandalism
- Lawnmowers in the summer all weekend
- The way people view our area
- People identifying our area as disadvantaged
- Perception that area is a ghetto of alcohol and drug addicts
- People who don't live here taking up 2 parking spaces – every space is needed
- Not enough residents came to our open day at the hall
- Theft of my garden ornament
- Adults cycling on the pavement
- Speeding cars along ladies Drive
- Cats ruining my plants and fouling all over the place

- The state of the garages in Voderview

10. Your Community

Have you any ideas for projects that would make the North Staney Hill a better place to live?

A total of 43 project ideas were put forward in the questionnaire returns. We have grouped them as follows according to the emerging themes:

Environment

- Create a park, tree planting, cycle track for the bairns
- An allotment area / community garden
- Grass cutting for all – not just the elderly / disabled – I would pay for this in the summer months
- Plant trees and shrubs
- More litter bins
- Community wind turbine and turbine for hall if not possible to put in district heating
- Clearly signpost Cunningham Way to Clickimin as a cycle path / walkway to keep cars off and make safer for cyclist and pedestrians
- More litter bins
- Gates to stop unnecessary traffic on Staney Hill footpath
- Demolish hideous wall between hall and shop
- Daffodil planting by volunteer teams, along the Ladies Drive verges
- Create a community garden area on site of the old basketball court
- Create public footpath linking the two new play parks
- Environmental project to further tidy up the look of the area
- Landscape all the grass areas around the parameters of the Burnside area
- Noise pollution reduction scheme (around the harbour)
- One way traffic system in Old North Road
- Tree plantation turned into a park for walks, eating area. Retain at least part of the native hill, heather, birds etc
- Garden projects – better grass, greenhouses or mini cold frames”
- Trees or flowers along the roads
- External lights for houses
- Bigger fences, hedges around people’s houses if they require – for better privacy
- Anything that brightens up the area – although nice place already
- Play area / park

People

- Would be good to see funding shared out to small projects for different groups – toddler group / youth club / pensioners / substance misusers
- Improve the hall further

- Projects to occupy / mentor young men to keep them off drugs
- Local history project – looking at environment / geology etc – the results could be represented in a permanent form – this could increase the sense of pride in the community
- Minibus service for local residents right to top of Staney Hill road
- Pub

Activities

- Social nights in the hall for residents
- Speed dating evenings perhaps?
- Yoga, relaxation, meditation classes
- More community activities
- More activities in wir hall in the holidays
- Graffiti club”
- Community arts / sculpture projects involving a wide demographic of population – the seven ages of Staney Hill

11. Your Community

Do you have any other comments or suggestions about your community?

- Our councillors should be more involved with the people who live in the area
- The stone dykes along the Old North Road and Voder View need to be repaired as the present condition makes the place look run down
- Further play area provision needs to be looked at with the new housing to be built at Hoofields and Pegasus Place
- I hope any projects consider the impact on the environment and work for sustainability
- The children around here all play together, it's a delight to see, this must be the only place in Lerwick it happens – they are all very good behaved
- The area needs to be brightened up – develop community areas with flowers and hanging baskets
- We are not Lerwick, we are a burgh of Lerwick, wir community wants our own activities
- Would like to see more interest in our community by our elected councillors
- A safe path over the hill between the two play areas
- Maybe something to help the less well done to than ourselves
- “Making sure everyone knows they are part of the community”
- If all the new housing goes ahead, traffic will become more of a nuisance. Need to build in measures early to stop problems – improve and designate footpaths and cycle paths, consider one way systems and speed bumps
- Get rid of Ladies Drive
- I would like a garden clear up project – I have loads of junk my child has brought home and would love if a van could come round and take it to the dump
- Any sort of fundraising in the hall seems to bring the community together

12. Your Community

If you have any other comments or suggestions, please use the space below?

The Hall / Association

- Present committee done excellent work in raising community awareness
- Good to see the North Staney Hill Community Association engaging with the areas residents in this way
- Perhaps a small extension to the Staney Hill Hall would provide room to increase the range of activities the halls could be used for
- All those who do work in the Staney Hill Committee, you do a fantastic job, many thanks to you all

Environment

- General smartening up of the area – e.g. daffodil planting
- Create a large pond in the boggy area below Hoofields with a willow plantation
- Protect Hoofield's burn with a tank trap – don't allow development to mar the view of the burn
- It is quite dull and dark visually, I think plants would really enhance the look of the area as it looks like temporary accommodation
- Smarten up steps next to Wool Brokers, they could be a nice through fare from Old North road to Holmsgarth
- Encourage gardening – help with top soil, borrowing tools
- Agree there should be a 20mph speed limit plus speed bumps on the main road up the hill to the housing schemes – a lot of speeding takes place in this area
- Interpretive boards and maps of the local and a short historical summary of how the waterfront area has changed / developed over the years

Activities

- Borrow the Active Schools dance mats for a session in the hall
- Children / youth / adults competing in various indoor sports – hall v hall – e.g.: indoor bowls, card, karaoke, football and badminton
- The Peerie Toon show – like the country shows but for the North Staney Hill – done annually
- Youth club activities could be run all year and not during the winter

Other Comments

- It is hardly worth sending this to you. I know I am in my eighties and don't get round as much nowadays. It is uphill all the way from here to the shop. I sometimes get a lift with a friend to the shop and nearby

post office box. I am well satisfied with the sheltered provided for me and it's location, much to be thankful for"



REPORT

To: Infrastructure Committee

30 August 2010

From: Capital Programme Service Manager

Report No: CPS-14-10-F

Subject: Capital Projects Update – Infrastructure Services Projects

1 Introduction

- 1.1 This report sets out the current status and activity of the Capital Projects in 2010/11, which fall within the remit of the Infrastructure Committee. Key issues and events are summarised to enable Members to ask for additional information and clarification on any projects.

2 Link to Council Priorities

- 2.1 Investment in capital assets will enable the Council to support the aspirations set out in the Corporate Plan in respect of the following service areas – Environment and Building Services, Planning, Roads and Transport.
- 2.2 The Council's Corporate Plan includes reference to the following specific capital projects:
- Ensure that more than 63% of Municipal Solid Waste goes to energy recovery and less than 20% to landfill each year;
 - Maintain the condition of Shetland's road network, and wherever practicable, improve its condition as measured by the Scottish Road Maintenance Condition Survey performance indicator, carrying out a rolling programme of minor road improvement;
 - Continue to progress the Shetland Transport Strategy Action Plan.
- 2.3 The main area of risk is financial in terms of over or underspend. Regular progress reports to Committee and the Council enable Members to monitor the capital programme.

3 Projects Update

- 3.1 There are a number of stages in the life of a capital project, as set out in the Council's Capital Projects Procurement Guidance. The initial stages can be described as:
- The Business Case – the initial idea or concept to address a gap in service.
 - Feasibility Study – an in depth exploration of the service need and the options to best meet that service need.
 - Design – the design of the new asset, once agreement on identified service need and the best option to meet that need has been identified. Sometimes, this stage can be combined with the construction phase, as a “design and build” procurement route.
 - Tender Period – seeking and evaluating the most appropriate contractor to undertake the work, normally on a quality and price mix.
 - Construction – the actual building of the new facility/ asset.
- 3.2 Appendix 1 contains a list of all the 2010/11 projects within the remit of the Infrastructure Committee with comment on progress. Tick boxes relate to completed stages of these projects and to the proposed ‘Gateway Process’.
- 3.3 The final column of the Appendices indicates the main areas of progress since the previous report to this committee.

4 Financial Implications

- 4.1 There are no direct financial implications arising from this report. The financial performance of the Capital Programme is reported separately to the Council.

5 Policy and Delegated Authority

- 5.1 In accordance with Section 12 of the Council's Scheme of Delegations, the Infrastructure Committee has delegated authority to make decisions on matters within approved policy and for which there is a budget.
- 5.2 The Council currently retains full authority for decisions on the Capital Programme so there is no delegated authority for Infrastructure Committee to amend the priority and funding for Capital Projects.
- 5.3 This Report is presented for information only, so no matters of policy require to be considered.

6 Conclusions

- 6.1 This report is for information only to enable Members of the Infrastructure Committee to discuss and debate the Capital Projects within their remit.

7 Recommendations

- 7.1 I recommend that Infrastructure Committee note the content of the Report and request any further information or analysis as required on the current and planned programme of work.

Our Ref: GMF/CPS-14-10-F

23 August 2010

Enc. Appendix 1 General Fund Capital Programme – Infrastructure Committee

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 4 Actual 2010/11 £	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY5121	Fetlar Burial Ground	38,000	78,000	36,897	✓	✓	✓	✓	✓	✓	✓	✓	Retention and minor works left to do, all major works complete
GCY5124	Bixter Burial Ground	364,500	10,000	0	✓	✓	✓		✓				Land purchase problems have resulted in this being delayed, request for CPO to Infrastructure Committee
GCY5125	Voe Burial Ground	10,000	0	0									
GCY5126	Muckle Roe Burial Ground	0	364,500	6,706	✓	✓	✓	✓	✓	✓			Land, design and planning complete. This project accelerated due to land purchase problems at Bixter.
GCY5129	Energy Recovery Plant Update Works	50,000	259,593	209,585	✓	✓	✗	✗	✗	✓	✓		Installation of new system October 2010
GCY5132	Esplanade Toilets	18,000	0	0	✓	✓	✓	✓	✓	✓	✓	✓	Project complete, and final A/C received from LPA last year, therefore budget removed from 10/11.
GCY5133	Rova Head Reinstatement	140,000	10,000	2,030	✓	✓	✓	✓	✓	✓	✓	✓	Project complete, Health & Safety plans to be finalised
GCY5137	Landfill Phase 2	2,600,000	2,600,000	166,093	✓	✓	✓	✓	✓	✓	✓		On site, due for completion November 2010
GCY5139	Wheelie Bin Purchase	59,500	102,922	32,768	✓	✗	✗	✗	✗	✓			First batch of this years bins ordered and delivered.
GCY5200	Public Toilets Essent Maint	60,000	60,000	8,408	✗	✗	✗	✗	✓	✓	✓		Work in progress/planned at Bressay, Gutcher, Belmont and Toft Toilets. Voe work to be readvertised as no contractors interested at first advert.
GCY5501	Gremista Wrk/shp Recladding	564,000	564,000	0	✓	✓	✓	✗	✓				Final Design being produced by Arch Hendersons - to be tendered shortly
GCY5504	TF Facility Management Software	0	5,332	12,900	✓	✓	✗	✗	✗	✓	✓		Building Services to identify revenue savings to fund balance of this project.
GCY5505	New Mid Yell Workshop	10,000	61,309	4,477	✓	✓	✓	✗	✓	✓	✓		External shell of building complete. Internal fit out in progress.
GCY9016	Public Toilets	0	1,625	0	✗	✗	✗	✗	✗	✗	✗	✓	Fully Committed, but hall committee unable to process final claim before year end.

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 4 Actual 2010/11 £	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY6106	Haggersta to Cova A971	0	0	21,158	✓	✓	✓						No Budget - Correspondence with Government over CPO and Stopping Up order continues.
GCY6116	B9074 Trondra Phase 2	0	0	100									No Budget - No Report
GCY6120	A970 Oversund Junction	0	0	1,104	✓	✓	✓	✓	✓	✓	✓	✓	No Budget - No Report
GCY6121	B9081 Mid Yell Link	10,000	10,000	161	✓	✓	✓	✓	✓	✓	✓	✓	Construction complete - apart from minor alteration to kerb line.
GCY6122	Papa Stour Road	15,000	15,000	8,456	✓	✓	✓	✓	✓	✓	✓		Resurfacing complete, minor snagging remains
GCY6124	A970 Scord to School	20,000	20,000	0	✓	✓							Advanced Design
GCY6125	B9071 Bixter to Aith Phase 2	150,000	150,000	0	✓	✓							Planning submitted, final land acquisition addressed. Tenders to be issued Autumn with construction next year.
GCY6126	Sletts Road Sea Wall, Lerwick	250,000	250,000	45,668	✓	✓	✓	✓	✓	✓	✓		Construction nearing completion
GCY6127	Murrister Depot Replacement	0	279,748	3,331	✓	✓	✓		✓	✓			Design and build contractor seeking final consents before construction can start.
GCY6129	B9071 Parkhall to Sand Junction	20,000	20,000	0	✓								No Report
GCY6130	B9082/3 Gutcher to Cullivoe	50,000	50,000	0	✓	✓							Design In hand
GCY6131	Gulberwick Road	15,000	15,000	0	✓	✓							Advanced Design
GCY6132	Gremista Footways	0	0	4,369	✓	✓	✓	✓	✓	✓			Roads have previously advised that funding from 3 Capital Rolling Programmes can be made available, but have not advised which budgets. Works are now underway to construct carriageway, pavement to college and replace culvert at North Burn.
GCY6133	Vidlin Shore Road Footway	0	0	210	✓	✓							Roads advise that this is being progressed under 20MPH speed limit scheme.
GCY6137	Weathersta Depot Maintenance	10,000	10,000	0									No Report

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 4 Actual 2010/11 £	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY6298	Advance Design of Schemes	170,000	170,000	0		✓							Additional to Scord to School and Gulberwick (above), Burn Beach Scalloway, A970 Levenwick and various footways are being progressed. CPS have also received individual reports on Laxburn & Strand Loch Bridges (design in hand and CPO confirmed), but as these are not detailed in the the 10/11 Capital Programme they have been included here.
GCY6401	Scord Quarry Plant Purchases	250,000	250,000	33,750	✗	✗	✗	✗	✗	✗			No Report
GCY6405	North Mainland Roads Office	0	74,500	0	✓	✓	✗	✓	✓	✓	✓		Design and build contractor seeking final consents before construction can start.
GCY9200	Minor Works	100,000	100,000	887									Planning of orders well advanced - no detailed report
GCY9201	Development Related Roads	60,000	60,000	0									See above - no detailed report
GCY9202	Bridge Replacement	350,000	350,000	0									See above - no detailed report
GCY9203	Footways	250,000	250,000	2,789									See above - no detailed report
GCY9204	Street Lighting Replacements	200,000	200,000	0									See above - no detailed report
GCY9205	Plant Purchases	0	0	0									See above - no detailed report
GCY9206	Traffic Management	50,000	50,000	4,655									See above - no detailed report
GCY9207	Accident Investigation & Prevention	100,000	100,000	344									See above - no detailed report
GCY9208	Minor Works & Purchases Airstrips	20,000	20,000	519									See above - no detailed report
GCY9209	Minor Works & Purchases Bus Services	40,000	40,000	0									See above - no detailed report
GCY9210	Road Reconstruction	300,000	300,000	15,181									See above - no detailed report
GCY9211	Roads Rolling Drainage Improvements	80,000	80,000	7,695									See above - no detailed report
GCY9212	Roads Rolling Crash Barrier Replacement	150,000	150,000	29,167									See above - no detailed report
GCY9213	20MPH Speed Limits at Schools	0	150,000	7,450									Vidlin shore road works to start soon

Code	Project Name	Original Approved Budget 2010/11 £	Amended Budget 2010/11 £	Period 4 Actual 2010/11 £	Feasibility / Options	Outline Design	Consents	Land	Full Design	Tender	Construction / Implementation	Completion	Status
GCY7202	Tingwall Airport (H&SE Works)	0	378,617	177,194	✓	✓	✓	✓	✓				Contract award end Nov 09, works ongoing on site.
GCY7212	Bressay Link	0	0	2,911	✓								Minor 09/10 expenditure carry forward, further consultation work likely to be undertaken with regard to Council Fixed Link decision
GCY7213	Whalsay Link	1,000,000	100,000	31,966	✓								Further consultation work likely to be undertaken with regard to Council Fixed Link decision
GCY7214	Fetlar Breakwater	2,600,000	643,609	13,619	✓	✓	✓						Design ongoing, land and consents requested - slippage previously advised to Council
GCY7215	Skerries South Mooth	200,000	200,000	0	✗	✓							Proposal submitted to Historic Scotland, response expected soon.
GCY7254	FMU Rolling Programme	1,200,000	1,200,000	32,644	✗	✗	✗	✗	✗	✗			Vehicle and plant purchases
GCY7601	Ferries Minor Works/Purchases	180,000	180,000	215	✗	✗	✗	✗	✗	✗			No Report
GCY7626	Ferry Terminals Structural Improvements	290,000	290,000	0									No Report
Total Infrastructure General Fund Capital Programme		12,044,000	10,273,755	925,405									

Yes =

✓

 a

N/A =

✗

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REPORT

To: Infrastructure Committee

31 August 2010

**From: Head of Finance
 Executive Services Department**

Report No: F-043-F

**Infrastructure Revenue Management Accounts
General Ledger and Reserve Fund
For the Period 1 April 2010 to 31 July 2010**

1. Introduction

- 1.1 The purpose of this report is to provide Members with an overview of the financial position on the Infrastructure Services General Ledger and Reserve Fund revenue management accounts (RMA) for the first 4 months of 2010/11.

2. Links to Corporate Priorities

- 2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to reviewing financial performance relative to the Council's financial policies.

3. Risk Management

- 3.1 This is an information report so there are no risks associated with the recommendations.

4. Background

- 4.1 The revenue management accounts are presented to the Executive on a monthly basis to monitor the Council's overall financial position.
- 4.2 Only controllable items of expenditure are included, on the basis that recharges for central services and financing costs and financing income are excluded, as these are not controllable in terms of spending decisions. The financial data in this report include employee costs, property costs, transport costs, grants and other running costs, and income comprises of fees and charges, grants and rents.

- 4.3 For information, all appendices show the Annual Budget, Year to Date Budget, Actual and Variance. It is the Year to Date variances, which are referred to within this report. An estimation of when spending will occur or income is to be received is made on each budget and a spend profile is set which determines the Year to Date Budget. The Year to Date Variance shows how actual activity has varied from the planned budget.

5. General Ledger (inc Support/Recharged)

- 5.1 Appendix 1 shows the objective and subjective position, there is an overspend of £22k (0.2%) to date.
- 5.2 The main overspends are on Other Operating Costs, due to incidents involving on both Toft and Laxo terminals, the MV Filla & MV Linga, all of which are the subject of insurance claims, and increased ferry vessel fuel costs which is a combination of timing of delivery, usage and price. Also income has not been received as anticipated from government grants, landfill, other misc fees and charges. These overspends are offset mainly by underspending on staffing budgets.
- 5.3 Appendix 2 sets out the variances by cost centre. There are 3 cost centres where the YTD variance exceeds £50k.

6. Reserve Fund

- 6.1 Appendix 3 shows the objective and subjective position on the Reserve Fund, there is an underspend of £62k (48%). This variance is due mainly to underspending on Environment and Planning Services grant programmes where it is difficult to profile when grant payments will be made.
- 6.2 For more detailed information, Appendix 4 shows the Reserve Fund by cost centre.

7. Financial Implications

- 7.1 The General Ledger is over the year to date budget by £22k for the reasons stated in 5.2 above. The Reserve Fund is under the year to date budget by £62k. These are underspends against year to date budget due to difficulties in budget profiling and are not an indication of savings.
- 7.2 As reported in the Head of Finance's Estimates Report in February 2010 (Min Ref 15/10), in order to meet the financial policy target of a draw on Reserves of £2m on the General Fund revenue budget there is an overall budget saving requirement of £9.9m across the Council for 2010/11.

7.3 To date a total savings contribution of £234k has been committed by Infrastructure Services to the corporate budget saving requirement, as follows:

- Transport Services - increased Ferry Fares - £39k
- Roads Services - increased income on Scord Quarry - £115k
- Environment & Building Services - reduction in repairs & maintenance - £80k

Additional savings are recommended for approval in a separate report to this Committee, as follows:

- Environment & Building Services - reduction in Private Sector Housing Grant - £712k

The total savings, pending approval, would therefore be £946k.

8. Conclusion

8.1 The General Ledger and Reserve Fund revenue management accounts show that Infrastructure Services overall are on target against budget as at period 4 (April - July) including committed savings of £234k to date. No significant variances have been identified to suggest that the outturn position will not be in line with budgets set.

9. Policy & Delegated Authority

9.1 The Infrastructure Committee has delegated authority to act on all matters within its remit for which the Council has approved the overall objectives and budget, in accordance with Section 12 of the Council's Scheme of Delegations.

10. Recommendation

10.1 I recommend that the Infrastructure Committee note the report.

Report No: F-043-F
Ref: Accountancy/HKT/BR

Date: 20 August 2010

INFRASTRUCTURE SERVICES MANAGEMENT INFORMATION 2010/11 - PERIOD 4**1st April 2009 to 31st July 2010**

<u>Revenue Expenditure by Service</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Infrastructure Services (total)	32,311,806	10,745,628	10,767,284	(21,656)
Directorate	814,167	270,058	236,707	33,351
Environment & Building Services	7,263,896	2,532,642	2,342,131	190,511
Roads	6,975,071	2,484,998	2,506,743	(21,745)
Transport	15,174,781	4,812,506	5,117,653	(305,147)
Planning	2,083,891	645,424	564,048	81,376
<u>Revenue Expenditure by Subjective</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Employee Costs (sub total)	16,073,321	5,205,920	5,048,208	157,712
Basic Pay	10,423,999	3,473,862	3,375,429	98,433
Overtime	1,437,613	409,997	419,145	(9,148)
Other Employee Costs	4,211,709	1,322,061	1,253,635	68,426
Operating Costs (sub total)	21,301,141	7,233,625	7,135,456	98,169
Travel & Subsistence	718,987	239,454	167,466	71,988
Property Costs	6,824,974	2,803,673	2,589,112	214,561
Other Operating Costs	13,757,180	4,190,498	4,378,877	(188,379)
Transfer Payments (sub total)	1,832,182	203,780	175,587	28,193
Income (sub total)	-6,894,838	-1,897,697	-1,591,967	(305,730)
TOTAL	32,311,806	10,745,628	10,767,284	(21,656)

INFRASTRUCTURE SERVICES RMA 2010/11 - COST CENTRE DETAIL - PERIOD 4**1st April 2010 to 31st July 2010**

Description		Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
		£	£	£	£
Directorate		814,167	270,058	236,707	33,351
SRV0000	Infrastructure Directorate	207,111	69,335	67,597	1,738
SRV0001	Infrastructure-Recruitment Exp	60,500	20,167	13,710	6,457
SRV0400	Infrastructure Administration	546,556	180,556	155,400	25,156
Environment & Building Services		7,263,896	2,532,642	2,342,131	190,511
GRV5101	Landfill Disposal Site	6,711	148,584	172,475	(23,891)
GRV5102	Waste to Energy Plant	821,424	480,691	448,355	32,336
GRV5103	Anti-Litter	6,112	2,037	0	2,037
GRV5104	Material Recycling Facility	0	0	10,330	(10,330)
GRV5113	Burial Ground Operations	434,976	153,385	129,672	23,713
GRV5129	Waste Prevention	177,280	58,824	40,327	18,497
GRV5131	Kerb Scheme	112,366	37,418	22,598	14,820
GRV5133	Glass Re-use	62,636	20,847	15,534	5,313
GRV5137	Zero Waste Fund Redetermination	50,000	16,667	0	16,667
GRV5140	Environmental Management	12,335	4,112	10	4,102
GRV5201	Public Toilets	186,224	79,402	64,089	15,313
GRV5211	Street Cleansing General	439,383	145,523	128,923	16,600
GRV5221	Refuse Collection General	838,868	194,536	216,197	(21,661)
GRV5223	Refuse Collection Outer Isle	40,897	13,633	6,225	7,408
GRV5224	Skip Contract	-42,933	17,339	19,939	(2,600)
GRV5225	Com Council Skip Contract	110,381	36,758	37,857	(1,099)
GRV5229	Grounds Maintenance	201,062	63,551	63,203	348
GRV5301	Metrology	42,764	11,804	16,450	(4,646)
GRV5401	Environmental Protection	-6,348	-2,116	-6,418	4,302
GRV5403	Housing	172	58	32	26
GRV5404	Pest Control	8,848	2,986	1,551	1,435
GRV5407	Animal Health	965	321	939	(618)
GRV5408	Food Hygiene	-10,276	-3,425	-452	(2,973)
GRV5414	Hsng Multiple Occ Project	0	0	57	(57)
GRV5415	Private Sector Housing Grants	1,473,059	215,940	215,938	2
GRV5423	Landlord Registration	-344	-114	-1,031	917
GRV5424	A.S.B/N.S.W	214,019	118,245	108,850	9,395
GRV5425	Shellfish Monitoring	0	21,274	21,274	(0)
GRV5427	Private Water Supplies Grants	0	0	-3,067	3,067
SRV5500	Building Service Manager	69,775	23,193	22,880	313
SRV5501	Tech/Man Supp-Building Service	299,392	102,497	128,227	(25,730)
SRV5502	Social Care-Testing & Fees	80,360	26,787	19,253	7,534
SRV5503	Education-Testing & Fees	320,399	106,800	70,983	35,817
SRV5504	Offices-Testing & Fees	95,187	31,835	13,010	18,825
SRV5505	Asbestos Management	55,073	18,358	2,394	15,964
SRV5506	Safety Surfacing	35,355	11,785	5	11,780
SRV5507	Rural Care Homes Testing&Fees	93,372	31,124	26,252	4,872
SRV5000	Head of Environment	98,505	32,689	29,891	2,798
SRV5300	Trading Standard Service	201,575	64,802	61,413	3,389
SRV5400	Environmental Health	449,658	149,091	138,942	10,149
SRV5402	Licensing Standards Officer	16,073	5,315	10,431	(5,116)
SRV5100	Waste Services	118,675	39,705	40,687	(982)
SRV5200	Cleansing Services	149,916	50,381	47,905	2,476
Roads		6,975,071	2,484,998	2,506,743	(21,745)
GRV6501	Grass Cutting/Weed Control	43,599	14,533	25,924	(11,391)
GRV6511	Drainage Maintenance	291,835	92,841	97,920	(5,079)
GRV6521	Traffic Signs	71,910	17,978	32,474	(14,496)
GRV6531	Road Markings & Cats Eyes	227,701	91,214	92,101	(887)
GRV6541	Roads Sweeping	60,749	20,250	21,720	(1,470)
GRV6551	St Lighting-Maintenance&Energy	325,649	95,394	79,301	16,093
GRV6552	Christmas Lighting/Trees	13,850	500	0	500
GRV6601	Localised Reconstruction	399,523	270,165	270,164	1
GRV6605	Patching	350,017	348,317	395,015	(46,698)
GRV6611	Resurfacing	1,088,714	393,714	393,714	0
GRV6615	Footpath Maintenance	125,021	41,674	17,323	24,351
GRV6625	Surface Treatments	548,370	377,264	372,154	5,110

GRY6635	Drainage Improvements	136,201	0	0	0
GRY6645	Verge Maintenance	123,971	28,250	28,250	0
GRY6655	Crash Barriers & Railings	43,373	11,287	-1,196	12,483
GRY6665	Minor Improvements	42,028	14,009	804	13,205
GRY6675	Streetlighting (Renewals)	42,796	14,265	8,649	5,616
GRY6681	Sea Defences	19,164	12,776	987	11,789
GRY6685	Structures (Ret Walls)	18,762	12,508	1,784	10,724
GRY6691	Structures (Bridges & Culverts)	54,479	30,747	45,973	(15,226)
GRY6692	Cattlegrids	98,430	24,650	4,256	20,394
GRY6695	Structural Maintenance General	14,803	14,803	12,525	2,278
GRY6721	Winter Service	1,292,513	34,231	41,295	(7,064)
GRY6701	Road Authority Functions	6,877	1,625	46,201	(44,576)
GRY6711	Surveys & Inspections	48,964	19,015	33,023	(14,008)
GRY6731	NRSA Functions	563	184	-153	337
GRY6741	Road Safety	2,040	680	411	269
GRY6761	Roads Asset Management	56,800	40,133	207	39,926
SRY6000	Head of Roads	177,527	58,268	60,223	(1,955)
SRY6300	Maintenance	407,065	135,374	143,499	(8,125)
SRY6100	Roads Network	471,691	156,468	160,148	(3,680)
SRY6200	Roads Design	281,366	83,156	97,634	(14,478)
SRY6400	Laboratory	88,720	28,725	24,413	4,312
Transport		15,174,781	4,812,506	5,117,653	(305,147)
GRY7701	Foula Ferry Contract	506,381	167,567	164,407	3,160
GRY7201	Air Services General	730,273	169,868	203,816	(33,948)
GRY7202	Air Services Fair Isle	15,000	0	0	0
GRY7203	Air Services Foula	12,602	12,602	12,985	(383)
GRY7205	Air Service Skerries	10,094	0	0	0
GRY7207	Tingwall Airstrip	177,823	61,156	48,279	12,877
GRY7208	Scatsta Airstrip	-31,964	17,776	15,742	2,034
GRY7209	Baltasound Airstrip	21,489	7,300	11,504	(4,204)
GRY7231	Bus Services General	7,565	2,523	6,766	(4,243)
GRY7232	Bus Services Whalsay	2,249	530	19,468	(18,938)
GRY7233	Lerwick Bus Station	46,248	20,746	34,973	(14,227)
GRY7234	Bus Shelters	2,070	4,270	4,706	(436)
GRY7235	Belmont - Saxa Vord	45,123	11,281	12,375	(1,094)
GRY7236	Lerwick Town Bus	46,819	11,705	12,136	(431)
GRY7237	Lerwick Hillswick	146,065	36,516	35,909	607
GRY7238	Lerwick - Laxo	54,876	13,719	25,358	(11,639)
GRY7239	Lerwick - Mossbank	139,500	34,875	37,768	(2,893)
GRY7241	Lk - Scalloway - Burra	65,608	16,402	22,798	(6,396)
GRY7242	Lerwick - Sumburgh	118,158	29,539	42,647	(13,108)
GRY7244	Westside Mainline	74,986	60,172	91,476	(31,304)
GRY7245	Ulst-Gutcher-Cullivoe	84,857	20,607	23,048	(2,441)
GRY7246	Ulst - M Yell - W Sandwick	30,121	7,531	10,568	(3,037)
GRY7247	Westside Feeders	91,845	23,580	15,397	8,183
GRY7248	Concessionary Fares	1,500	375	281	94
GRY7249	NPP Rural Transport Solutions	0	0	1,468	(1,468)
GRY7221	Taxi Licensing	-6,528	1,146	15,385	(14,239)
GRY7251	Other Tport Vehicle R & M	1,617	539	539	0
GRY7252	School Transport	1,591,442	461,614	462,787	(1,173)
GRY7253	Sp Needs School Transport	257,351	72,392	114,979	(42,587)
GRY7254	Social Work Transport	128,064	34,349	36,583	(2,234)
GRY7255	Rural Transport	248,740	62,185	77,233	(15,048)
GRY7258	Education/SRTTransport	29,993	9,998	5,930	4,069
GRY7601	Bressay Service	470,516	156,708	171,400	(14,692)
GRY7602	Fair Isle Service	158,020	52,572	46,248	6,324
GRY7603	Fetlar Service	258,139	83,504	88,883	(5,379)
GRY7605	Papa Stour Service	181,457	60,361	54,613	5,748
GRY7606	Skerries Service	454,155	147,114	132,705	14,409
GRY7607	Unst Service	768,832	249,227	217,601	31,626
GRY7608	Whalsay service	1,299,644	416,772	388,521	28,251
GRY7609	Yell Service	1,233,963	393,789	351,476	42,313
GRY7610	Community Runs	33,500	3,722	12,369	(8,647)
GRY7502	STP Admin Costs	28,335	9,330	958	8,372
VR7295	Fleet Management Unit	3,172	92,237	100,085	(7,848)
VR7296	FMU Fuel	-28,376	-6,967	-2,845	(4,122)
VR7297	FMU-Vehicle Hire	9,302	3,701	8,287	(4,586)
VR7620	Lerwick Terminal	17,654	7,129	4,026	3,103
VR7621	Bressay Terminal	21,481	6,161	2,844	3,317
VR7622	Grutness Terminal	9,098	2,391	1,551	840
VR7623	Fair Isle Terminal	21,693	6,293	2,911	3,382
VR7624	Hamarsness Terminal	36,143	10,898	7,075	3,823

VRV7627	West Burrafirth Terminal	24,858	7,886	2,611	5,275
VRV7628	Papa Stour Terminal	26,743	8,352	1,284	7,068
VRV7629	Skerries Terminal	22,228	6,710	1,224	5,486
VRV7630	Gutcher Terminal	25,863	7,403	166	7,237
VRV7631	Belmont Terminal	21,705	6,478	2,618	3,860
VRV7632	Laxo Terminal	11,366	3,070	24,634	(21,564)
VRV7633	Symbister Terminal	32,534	9,125	4,117	5,008
VRV7634	Vidlin Terminal	25,210	7,721	2,255	5,466
VRV7635	Toft Terminal	48,479	14,567	123,985	(109,418)
VRV7636	Ulsta Terminal	42,273	12,149	8,178	3,971
VRV7661	MV Bigga	348,156	59,593	76,486	(16,893)
VRV7662	MV Snolda	119,075	11,394	16,473	(5,079)
VRV7663	MV Fivla	222,255	37,775	39,967	(2,192)
VRV7665	MV Geira	242,300	37,995	42,611	(4,616)
VRV7666	MV Good Shepherd	78,250	11,952	16,330	(4,378)
VRV7668	MV Hendra	288,467	46,959	49,960	(3,001)
VRV7670	MV Leirna	242,343	134,105	127,160	6,945
VRV7672	MV Thora	120,802	11,709	7,489	4,220
VRV7673	Linga	513,918	131,937	187,193	(55,256)
VRV7675	Filla	362,001	74,996	202,672	(127,676)
VRV7676	MV Daggri	589,123	286,768	267,579	19,189
VRV7677	MV Dagalien	583,834	299,020	268,720	30,300
VRV7690	Sellaness Store	37,686	11,632	5,610	6,022
VRV7695	Ferries Engineering Service	383,317	126,630	109,299	17,331
SRV7000	Head of Transport	89,759	30,466	28,560	1,906
SRV7200	Transport Planning & Support	143,844	47,642	67,387	(19,745)
SRV7210	Air Bus & Fleet	61,924	20,642	23,367	(2,725)
SRV7600	Ferry Operations Manager	766,133	255,479	240,898	14,581
SRV7610	Ferry Service-Cadets	73,640	24,546	12,802	11,744
Planning		2,083,891	645,424	564,048	81,376
GRV8002	Marine Devt Works Licences	0	0	-459	459
GRV8003	Local Review Body	0	0	10,000	(10,000)
GRV8101	Building Control	-237,450	-79,150	-81,826	2,676
GRV8201	Planning Control	-186,150	-62,050	-79,086	17,036
GRV8304	Access Paths Improvements	47,877	15,737	3,353	12,384
GRV8305	Town Centre Regeneration	344,970	61,150	27,195	33,955
GRV8402	Energy Conservation	17,074	5,692	2,010	3,682
GRV8404	KIMO International	-32,975	-11,109	0	(11,109)
GRV8409	Map Extract Service	-120	-40	-836	796
GRV8410	FFL Scotland	-6,975	-2,325	0	(2,325)
GRV8411	Ranger Service	43,751	21,876	65,175	(43,299)
SRV8000	Head of Planning	156,035	51,844	30,967	20,877
SRV8100	Building Standards	338,017	112,086	87,177	24,909
SRV8500	Marine Development	151,310	50,438	46,959	3,480
SRV8200	Development Management	459,493	152,848	154,015	(1,167)
SRV8300	Development Plans	406,142	134,653	118,431	16,222
SRV8400	Heritage	468,828	155,754	144,253	11,501
SRV8401	GIS Technical Design & mapping	114,064	38,020	36,721	1,299
TOTAL INFRASTRUCTURE		32,311,806	10,745,628	10,767,284	(21,656)

RESERVE FUND

F-043 APPENDIX 3

INFRASTRUCTURE SERVICES MANAGEMENT INFORMATION 2010/11 - PERIOD 4

1st April 2010 to 31st July 2010

<u>Revenue Expenditure by Service</u>	Annual Budget £	Year to Date Budget £	Year to Date Actual £	Year to Date Variance (Adverse)/Favourable £
Infrastructure Services (total)	506,772	128,760	66,452	62,308
Environmental Health	250,000	56,504	43,595	12,909
Planning	256,772	72,256	22,857	49,399
 <u>Revenue Expenditure by Subjective</u>				
	Annual Budget £	Year to Date Budget £	Year to Date Actual £	Year to Date Variance (Adverse)/Favourable £
Employee Costs (sub total)	0	0	0	0
Basic Pay	0	0	0	0
Overtime	0	0	0	0
Other Employee Costs	0	0	0	0
Operating Costs (sub total)	65,772	21,923	7,599	14,324
Travel & Subsistence	400	133	0	133
Property Costs	0	0	0	0
Other Operating Costs	65,372	21,790	7,599	14,191
Transfer Payments (sub total)	441,000	106,837	58,853	47,984
Income (sub total)	0	0	0	0
 TOTAL	506,772	128,760	66,452	62,308

INFRASTRUCTURE SERVICES RMA 2010/11 - COST CENTRE DETAIL - PERIOD 4	1st April 2010 to 31st July 2010
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<u>Description</u>		Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
		£	£	£	£
Environment		250,000	56,504	43,595	12,909
RRY5001	Fuel Poverty Grant Scheme	250,000	56,504	43,595	12,909
Planning		256,772	72,256	22,857	49,399
RRY8381	Area Regeneration Res Fund	30,700	10,232	5,758	4,474
RRY8383	Coastal Protection	44,000	14,667	0	14,667
RRY8481	KIMO Policy	7,000	2,333	751	1,582
RRY8482	Nuclear Policy	21,382	7,128	6,849	279
RRY8486	Env Improve/Cons	100,000	20,000	9,500	10,500
RRY8488	Natural Heritage	30,000	10,000	0	10,000
RRY8003	NAFC Marine Management	23,690	7,896	0	7,896
TOTAL INFRASTRUCTURE SERVICES		506,772	128,760	66,452	62,308



REPORT

To: Infrastructure Committee

31 August 2010

**From: Environmental Liaison Officer
Planning
Infrastructure Services Department**

MINUTES OF THE SIC NUCLEAR POLICY CO-ORDINATION GROUP

1 Introduction

1.1 Shetland Islands Council has a long history of involvement in monitoring the nuclear industry as demonstrated by its membership of Nuclear Free Local Authorities and its strong nuclear policy as set out in its statement of principles (Minute Ref 29/04). In representing the Council, Members attend several different stakeholder groups on nuclear and radioactive waste management issues. In order to co-ordinate these efforts it was decided to establish an Officer Member Working Group to co-ordinate SIC Nuclear Policy in August 2002.

2 Links to Council Priorities and Risks

2.1 This report fulfils Council priorities of protecting and maintaining its unique and important natural environment.

2.2 There are no risks associated with this report.

3 Proposal

3.1 At the meeting of the SIC Nuclear Policy Co-ordination Group on 22 June 2007 it was decided to forward the minutes to the Infrastructure Committee to inform other Members of the work of the Group. Therefore the most recent minutes are attached.

4 Financial Implications

4.1 There are no financial implications.

5 Policy and Delegated Authority

5.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outlined in Section 12.0 of the Council's Scheme of Delegations and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

6 **Recommendation**

6.1 Members are asked to note the minutes of the group.

Report Number : PL-28-10-F



**Meeting of Nuclear Policy Co-ordination Group –
Friday, 26th of March 2010, Grantfield Conference Room.**

Final Minutes

Present:

Mr John Mouat (Chairman), Mr Chris Bunyan, Cllr Iris Hawkins, Cllr Rick Nickerson, Cllr Jonathan Wills, Cllr Jim Henry, Mr Austin Taylor, Ms Marie Robertson, Ms Hannah Bateson.

Apologies:

Mr Gordon Greenhill, Cllr Laura Baisley, Mr Iain McDiarmid.

Item 1 – Welcome & Apologies

Mr Mouat welcomed everyone to the meeting and the apologies were noted.

Item 2 – Consider and approve draft minutes from previous meeting – Thursday 16th April 2009. The minutes were approved.

(i) Matters Arising:

Cllr Hawkins requested that the word 'reported' be added to verbal report in December 2010 minutes regarding NFLA.

Mr Mouat still to contact COWAM.

Mr Mouat to query Town Hall re KIKK letter.

Cllr Wills enquired as to the monitoring of nuclear shipments and Cllr Nickerson responded that nuclear shipments were exempt from the Automatic Identification System and that the European Maritime Safety Agency assures KIMO that they are comfortable with that arrangement. Mr Mouat added that he would like KIMO to do more research regarding nuclear shipments but that this was dependent upon future graduate placements and added that this is also an issue for the Baltic. Cllr Nickerson suggested writing a letter to Southampton MCA to confirm what the situation is for the UK and Mr Bunyan agreed to draft the letter.

Mr Bunyan went onto inform the group that Sellafield had applied to increase discharges and that this would be going out to consultation at a later date. Mr Bunyan then queried whether any responses had been received regarding the decommissioning of nuclear submarines and possible use of Dounreay for storage of reactor components. Mr Mouat replied that a standard response had been received from the Ministry of Defence saying that no decisions had been made and that they would be undertaking a robust analysis. Letters of support have been received from Tavish Scott MSP, Alistair Carmichael MP and the Convenor of the Highland Council. The Western Isles Council was supportive but because this was based on a media report they preferred not to comment. To date nothing has been received from the Orkney Islands Council. Letters will be scanned and emailed to the group.

Cllr Nickerson updated the group regarding the leakage of fuel at Sizewell and informed those present that although the Environment Agency were taking this into consideration they would not be prosecuting.

Action: Chris Bunyan, Cllr Wills, Marie Robertson (done).

Item 3 – New Issues

(i) Scottish Government Higher Activity Radioactive Waste Policy

The meeting moved onto discuss the draft submission regarding the Scottish Government's consultation of the management of Higher Activity Radioactive Wastes, which has a response deadline of the 8th of April 2010. Mr Mouat informed the group that the content was based on a report that had been presented to the SIC Infrastructure Committee.

Mr Bunyan commented that the consultation had stated that SCCORS and Greenpeace were involved formally but intimated that this was refuted and that there had been no involvement from nuclear regulators or non-nuclear bodies.

Mr Bunyan went onto mention that he considered the consultation to be a missed opportunity for the Scottish Government to also look at low-level waste policy and furthermore, excluded areas such as military waste and the UK's stockpile of plutonium. Mr Bunyan commented that whilst these were difficult issues, as these areas existed they required due recognition and could not be ignored. In addition to areas being missed Mr Bunyan added that there were inconsistencies in policy, changes in emphasis and that parts of the policy were ambiguous. The group went onto discuss issues regarding storage, retrieval, 'near-site' and disposal options and Mr Bunyan requested that any comments/changes to the summary be sent to him by email by the end of next week for inclusion/consideration in the final version. Cllr Wills commented that the information would need to be checked to make sure that the message is the same as that of other sections that might respond to the consultation.

Mr Bunyan went onto go through various points in his latest report which included details of budget cuts at Dounreay, concern over the spread of radioactive contamination via seagulls and new remotely-operated vehicles for particle removal (see item 4b). In addition Mr Bunyan covered North Sea monitoring results and Dounreay discharge authorisations.

Regarding Dounreay, due to budget restrictions by the Nuclear Decommissioning Authority, two major projects, namely a new intermediate level waste treatment plant/store and waste facility for the shaft/silo, have ground to a halt. The annual spending limit has been set at £150 million.

At Sellafield, seagull eggs are being destroyed to try and control bird numbers around the area due to fears concerning off-site contamination from birds landing and swimming in open nuclear waste ponds. Cllr Wills queried if there was any analysis of the birds, to which Mr Bunyan responded 'no'. Cllr Wills suggested contacting SNH/SOTEAG and Mr Bunyan agreed to draft a letter and will contact Cllr Wills regarding this issue.

Mr Bunyan went onto discuss newly published monitoring results from the Norwegian Government, which show some high figures for radioactive

contamination in the North Sea around Orkney and Shetland. The report from the Norwegian Radiation Protection Authority is available at www.nrpa.no/dav/4b565deee6.pdf. Mr Bunyan commented that members should be wary regarding results as they are well below safe levels but if members considered it to be that there was no safe level, then the figures were quite high. Cllr Nickerson queried why Norway was monitoring UK waters and whether the results were comparable with those in the RIFE report. Mr Mouat commented that Norwegian ships would be able to come within 12 miles of the coastline and still be within international waters. Mr Bunyan agreed to look further into information for a comparison.

Mr Bunyan also informed the group that the Scottish Government policy on overseas reprocessing wastes at Dounreay should be available for the next meeting and that the Scottish Environment Protection Agency (SEPA) had returned Dounreay's application for revised discharge authorisations as 'it was not properly made'.

Action: Chris Bunyan, Cllr Wills.

Reports (Verbal)

(a) Nuclear Free Local Authorities (NFLA)

The group were informed by Mr Mouat that, on the 22nd of February NFLA had had conducted an interesting seminar on Trident replacement and that a report by Greenpeace was available. Mr Mouat went on to comment that the replacement costs of around £100 billion were a significant figure in our economic climate. Mr Mouat and Mr Sean Morris of NFLA will attend the OSPAR Radioactive Substances Committee meeting together in April and Mr Bunyan commented that it was quite significant for KIMO to be attending these meetings.

(b) Dounreay Stakeholders Group (DSG)

Cllr Nickerson commented that Mr Bunyan had covered quite a lot of DSG issues in his report particularly concerning funding and the halting of two major projects. Cllr Nickerson went on to mention that the main item for the DSG Environmental sub group concerned the awarding of the contract to LMPE to build a new remotely-operated vehicle (ROV) to recover radioactive particles from the seabed. The new ROV should be much more efficient being capable of removing 40 particles per trip and going beyond a 30m depth.

Cllr Wills left the meeting at this point.

Cllr Nickerson commented that a new Councillor from Orkney, Mr Steven Heddle, will also be attending future DSG meetings and that he himself might have difficulty attending as the dates had all being organised for a Wednesday

which would cause travel difficulties. Cllr Nickerson said he would look into whether the meeting dates could be revised.

Action: Cllr Nickerson

(c) KIMO

As per Matters Arising and item 4 (a).

(d) Nuclear Policy Advisor Report - Mr Chris Bunyan

As per item 3 (i).

(e) Community Waste Management European Concerted Action (COWAM)

Cllr Nickerson informed the group that COWAM appeared to be still going and are due to have a workshop on the 8th/9th of April, in Luxemburg. Mr Mouat will update members regarding COWAM activity by email.

(f) Committee on Radioactive Waste Management (CoRWM)

Nothing to report.

(g) Nuclear Decommissioning Authority (NDA)

Cllr Nickerson commented on the management of spent oxide fuel and reported this set out the procedure and did not require a response. Cllr Nickerson went onto inform the group that he had resigned from attending the meetings and assumed that NFLA were sending someone else in his place. In relation to a possible site for a deep geological depository Cllr Hawkins queried whether Cumbria was looking at a wider area for sites and Mr Mouat responded that, as far as he was aware Copeland had volunteered.

(h) Scottish Committee on Radioactive Substances (SCCORS)

Cllr Henry commented that Elizabeth Gray had spoken at the last meeting and that SCCORS were working on policies and looking for input. Mr Mouat replied that KIMO could send a response submission when Mr Bunyan was ready.

Action: Mr Mouat

Item 4 – Attendance at Future Meetings

NFLA Scotland – 23rd April, 2010.

NFLA – National Steering Committee – 25th June, 2010.

NFLA – 30th Anniversary & Policy Briefing – 4/5th of November 2010.

– Mayor of Hiroshima/Nagasaki attending.

DSG – 16th June, 15th September, 8th December 2010.

DSG AGM – 9th March 2011.

OSPAR Radioactive Substances Committee – April 2010 - Sean Morris NFLA/John Mouat KIMO attending.

Item 5 – Future Consultations

Scottish Government Higher Activity Radioactive Waste Policy
SEPA

Item 6 – AOCB

The group agreed to defer the subject of a donation to the Mayors for Peace until another time.

Item 7 - Date and time of Next meeting

Friday, 2nd July, AM – time to be confirmed.



REPORT

To: Infrastructure Committee

31 August 2010

**From: Environmental Liaison Officer
Planning
Infrastructure Services Department**

MINUTES OF THE KIMO CO-ORDINATION GROUP

1 Introduction

1.1 As Shetland Islands Council is a founder member of KIMO (Local Authorities International Environmental Organisation), in accordance with its constitution, the Council is allowed to appoint four substantive members to the organisation. In addition to this three substitutes have also been appointed. As only two Members regularly attend meetings, in June 2003, it was decided to establish a Member Officer Working Group to update the other appointed Members of current activities.

2 Links to Council Priorities and Risk

2.1 The Council's Corporate Plan identifies that protecting our natural resources, developing suitable transport, managing waste effectively, reducing its impact on the environment and enhancing Shetlands biodiversity as key priorities.

2.2 KIMO is actively campaigning on these issues in relation to the marine environment, on behalf of its members, including the Shetland Islands Council.

2.3 There are no risks associated with this report.

3 Proposal

3.1 At the meeting of the KIMO Co-ordination Group on 22 June 2007 it was decided to forward the minutes to the Infrastructure Committee to inform Members of the work of the Organisation. Therefore the latest minutes are attached.

4 Financial Implications

4.1 There are no financial implications.

5 Policy and Delegated Authority

- 5.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit, as outlined in Section 12.0 of the Council's Scheme of Delegations and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

6 Recommendation

- 6.1 Members are asked to note the minutes of the group.

Report Number : PL-29-10-F



**Meeting of the KIMO Co-ordination Group
Friday 26th March 2010 – Conference Room - Grantfield**

Final Minutes

Present:

Mr John Mouat (Chairman), Councillor Iris Hawkins, Ms Hannah Bateson, Councillor Jonathan Wills, Councillor Jim Henry, Mr Iain McDiarmid, Mr Austin Taylor, Mr Rick Nickerson, Marie Robertson.

Apologies:

Mr Mick Clifton, Councillor Josie Simpson, Councillor Gary Robinson, Councillor Laura Baisely, Mr Gordon Greenhill, Ms Sally Spence.

1. Welcome & Apologies

Mr Mouat welcomed everyone to the meeting and the apologies were noted.

2. Consider & approve draft minutes of 8th December 2009.

Matters Arising.

Mr Mouat went onto inform the group that two trial WebEx meetings had been successfully conducted and would benefit the Secretariat by creating regular interface with officers and enabling better coordination.

Cllr Jonathan Wills enquired about where KIMO was regarding endocrine disrupters and queried whether it was time to involve our MP. Mr Mouat commented that Mr Tom Piper was awaiting a response from the Government and had written to SEPA regarding monitoring. Mr Mouat agreed to check the criteria for Marine Strategy to see if this was included.

Cllr Hawkins queried what a 'sand engine' was and Mr Mouat responded that it referred to, a concept which is still in the planning process, concerning the building of a man made offshore island whereupon sand is then distributed naturally along the coastline by natural tides and currents.

Mr Nickerson requested an update on KIMO UK membership and Mr Mouat informed the group that there are 10 members, Fife Council have withdrawn membership for the year 2010-11. Mr Mouat added that the next few years could be difficult due to spending cuts and while hopeful of keeping existing members, considered that adding new ones could prove harder.

Cllr Wills enquired about the situation with landfill charges and Mr Mouat commented that the response from the Treasury had been a flat 'no'. Mr Piper is working together with Mr Iain Robertson concerning inaccuracies in policies and will await a further response from the Treasury before meeting with Alastair Carmichael. Cllr Wills felt this would make a good conservation story and suggested contacting Pete Bevington of the Shetland News.

Time of next meeting to be amended to 2nd July on December 09 minutes.

Action: John Mouat. Marie Robertson – Done.

3. Review of KIMO activities.

Mr Mouat informed the group that it had been a busy few months for KIMO particularly concerning the Marine Strategy Directive and the finalising of the 11 litter descriptors. Mr Mouat added that the next 2 years were really important, as all countries have to decide what good environmental status will be for their waters, which will then continue for the next 10 years. Mr Nickerson commented that it may sound procedural but it was incredibly important for the future. Litter being in the directive at all has taken time and Mr Mouat added that the work done now would only come to fruition in another 5 years time.

OSPAR

Mr Mouat went onto say that it had been a busy few months with the directive coming in, re-writing strategies and changing structure before the ministerial meeting later this year. Mr Mouat added that he had not been impressed with some of the strategies particularly concerning nuclear issues and would be attending the next OSPAR Radioactive Substances meeting together with Mr Sean Morris of NFLA. Mr Mouat intimated that a statement concerning litter aimed at a 40% reduction by 2020. Cllr Hawkins queried how OSPAR see that happening? Mr Mouat responded that OSPAR would need to bring in measures and further added that KIMO, in agreement with the Netherlands, would submit an OSPAR Recommendation on Fishing for Litter. Mr Mouat continued by saying that the directive puts emphasis on member states to implement measures to meet targets.

KIMO Baltic

Mr Mouat informed the group that after budget adjustments had been made the Baltic Fishing for Litter Project had been resubmitted. KIMO should find out if this has been successful in June or September. Cllr Henry enquired as to how seriously the Baltic municipalities in the Baltic States were committed to KIMO? Mr Mouat responded that finances in the Baltic areas were difficult but that they are keen to participate. Mr Mouat added that they need this project to be up and running to increase membership, which stands at 12 at the moment

Containership Issues

Mr Mouat informed the group that he and the KIMO President held a meeting in Brussels with Several MEP's, which had resulted in agreement to pose an oral question to the European Parliament. The question, which was drafted by KIMO, highlighted the issues surrounding compensation and pollution from containerships and asked the commission to investigate. Mr Mouat added that a meeting had also been arranged for the 30th of April with DG Transport concerning compensation and safety issues and that it is hoped further meetings can be put in place with port owners regarding legislation. MEP's are keen to see industry involved and industry do recognise that there are problems. Mr Mouat went onto comment that the publication *Lashing @ Sea*, a 3 year study, about securing cargo was good for KIMO as it confirmed the points raised within KIMO's resolutions. Mr Nickerson added that the report gave more power to what KIMO had been saying all along. Mr Mouat added that everything was supported and could be used as ammunition with MEP's. It has been decided to follow this up and write to Maersk directly.

Action: Mr Mouat

KIMO UK

Mr Nickerson enquired if Mr Piper was working on the ship-to ship consultation and went onto inform the group that the consultation had so far taken 16 years and was hopeful that this was last consultation. Mr Mouat replied that Mr Piper was working on this and that KIMO had stressed that two of the preferred locations were Scapa Flow and Sullom Voe, which was what KIMO had been lobbying for.

Mr Mouat added that Mr Piper has also been busy working on the Clean Ship Approach Convention to be held in Inverness on the 18th of June and that invitations would be sent out soon.

4) Update of Fishing for Litter (FFL)

Fishing for Litter Scotland

Mr Mouat informed the group that Mr Mick Clifton had left the Shetland Amenity Trust and until someone new has been appointed, Mr Piper would be following up on the Shetland boats. Mr Nickerson commented that it had been suggested that Shetland boats should be included in the Redd Up and suggested that Mr Piper might need to follow this up. Cllr Hawkins queried what kind of returns Fishing for Litter yielded. Mr Mouat agreed to email the tonnages and Cllr Hawkins requested that this be put on the Agenda for future meetings. Mr Mouat went onto comment that FFL had almost been a victim of its own success. Rising tonnages had resulted in a potential funding shortfall, which has now been averted by Mr Piper securing extra funding of £20,000 from the Scottish Government. Mr Piper is at present putting together a new 3 year project, investigating signing more boats and preparing for the Fishing 2010 exhibition, which takes place in Glasgow during the second week in May.

Action: Mr Mouat

Fishing for Litter Southwest

Mr Mouat informed the group that there had been an underspend on the Fishing for Litter Southwest project and as a result Mrs Sarah Crosbie had consulted the sponsors regarding this situation, whereupon it was agreed to incorporate 2 more harbours within the project. As fishermen in the Southwest use summer and winter gear, the change now to summer gear should potentially see an increase in the tonnages being taken ashore. Mr Mouat went onto mention that a potential problem could be the possibility of Seafish, a parent organisation of Seafood Cornwall Training, collapsing which could have a knock on effect for Mrs Crosbie's position however KIMO would monitor the situation. Mr Mouat mentioned that Mr Nathan de Rozarieux, who was involved in helping to set up Fishing for Litter Southwest, would be moving onto a new position with Natural England.

Mr Mouat further mentioned that KIMO had been approached by South West Wales Fishing Communities to assist in setting up a FFL pilot in Milford Haven. Should the project be successful then KIMO would become more involved.

5. Future Consultations

Ship to Ship
SEPA – Consulting on Marine Discharges

6. Attendance at Future Meetings

Working Group Environmental Status – Brussels – 29th March
OSPAR – Radioactive Substances – April
OSPAR Biodiversity AdHoc Meeting – 27,28th April
KIMO International Board – 15th/16th May

HELCOM Ministerial Meeting – Moscow – May
OSPAR ICG Marine Litter – Gothenberg, 31st May/1st June
Biodiversity Committee – mid July
OSPAR Ministerial Meeting – Bergen, 24th September

7. AOCB

Ms Hannah Bateson up-dated the group on her graduate placement and said her work on updating the previous report completed by Karen Hall on the 'Impacts of Marine Debris and Oil – Economic and Social Costs to Coastal Communities', was progressing well and intimated that the costs would be ready for the OSPAR Ministerial Meeting in September. Ms Bateson went onto say she will be presenting her graduate report to Councillors on the 29th of June at the Town Hall and as this was the 10th year of graduate placements thought there might be a bit more publicity. Mr Mouat commented that KIMO would try and undertake some PR work and Mr Nickerson mentioned launching the report with Hilary Benn MP and perhaps involving Alistair Carmichael. Ms Bateson added that the first draft would be finished by Mid May and that she hoped to have the full report by World Oceans' day, to be held in June.

Mr Mouat also added that August would be a good time for the launch prior to the OSPAR Ministerial Meeting in September. At the OSPAR Ministerial Meeting, KIMO propose to have a side event, involving the dissection of a fulmar and taking plastic from its stomach, before the discussions on the second day. It is hoped this will be followed up by Dr Richard Thompson highlighting the incidence of micro plastics in water taken from Bergen Harbour. Mr Mouat went onto say that high costs were of a concern and KIMO would have to investigate further funding avenues for the event from other sources such as the RSBP or perhaps consider having a joint event.

Action: John Mouat

8. Date and Time of Next Meeting

2nd July 2010, Conference Room, Grantfield Offices – 0900-1030

MINUTE

“A&B”

**Zetland Transport Partnership
Council Chamber, Town Hall, Lerwick
Monday 3 May 2010 at 10am**

Present:

I J Hawkins C H J Miller
F A Robertson

Advisers:

J G Simpson, Development Committee
J L B Smith, Sumburgh Airport Consultative Committee

Apologies:

S Robertson
Dr S Taylor
A S Wishart
A Steven, Promote Shetland
S Laurensen, Lerwick Port Authority

In attendance (Officers):

M Craigie, Lead Officer
L Gair, Committee Officer

Chairperson

Mrs I J Hawkins, Chairperson of ZetTrans, presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

Minutes

The note of the meeting held on 22 February 2010 was confirmed on the motion of Mrs C H J Miller, seconded by Mr F A Robertson.

Members' Attendance at External Meetings

Mrs I J Hawkins NorthLink Meeting, Kirkwall, 17 March 2010.

07/10 Lead Officer's Report

The Partnership noted a report by the Lead Officer, attached as Appendix 1.

The Lead Officer summarised the main terms of the report. Information was provided on the following matters:

Parking Charges at Sumburgh

No response received to the letter attached as Appendix 1 to the report. Mr J L B Smith advised that he had met with Ingles Lyon on two occasions and it appeared that HIAL were intent on introducing parking charges. He noted that all three Island authorities, affected by this proposal, were against the charges.

Mrs C H J Miller said that this was an important issue for Islands as these were lifeline services. She said that there would be a socio economic impact and it was important to join with other partner organisations such as the NHS Shetland, on the matter.

08/10 **Implementation of Shetland Transport Strategy**

The Partnership noted a report by the Lead Officer, attached as Appendix 2.

In response to a query from Mrs C H J Miller, regarding the uptake of the 10 journey ticket, the Lead Officer advised that work was also ongoing on Whalsay and Yell Sound and that he intended to return to the Bressay figures in order to provide more detailed information.

The Chairperson advised Mr J G Simpson that there would be a special meeting of the Infrastructure Committee to discuss the Whalsay Link, at the end of May.

9/10 **Review of Air Services in the Highlands and Islands Area**

The Partnership considered and approved a report by the Lead Officer, attached as Appendix 3, on the motion of Mrs C H J Miller, seconded by Mr F A Robertson.

The Chairperson advised that if Members required more information on the priorities identified, they were welcome to contact the Lead Officer or herself. Mr F A Robertson reassured the Partnership that the priorities had been thoroughly discussed at the Workshop.

10/10 **Shetland's Internal Public Transport Network Project – Update**

The Partnership considered a report by the Lead Officer, attached as Appendix 4.

The Lead Officer introduced the report and advised that the changes to the timetable had taken account of the Education Blueprint and the impact that could potentially have on the bus contracts. He also advised that the Bus Operators Group meeting identified that the suggested model may cost more due to the rise in fuel prices and the challenges faced in employing drivers in light of the potential for the need to introduce changes in their conditions of employment. He advised that there was a need to support the development of bus careers, which might create an increase to the cost of contracts. The Lead Officer sought approval for an extended period to the timetable.

Mrs C H J Miller said that Officers were heading in the right direction and the Industry had also identified problems, which she viewed as a positive way ahead.

The Lead Officer assured the Partnership that some contracts would be extended which would mean that the price would remain the same throughout the process. He also agreed that the information received from the bus industry and better communication with them would see the development of an integrated service and would also allow operators to make better investments. He added that more work

was needed to bring more areas of transport together to make best use of what is available.

Mrs C H J Miller moved that the Partnership approve the recommendations contained in the report, seconded by Mr F A Robertson.

11/10 **Note of Special Shetland External Transport Forum – 19 February 2010**

The Partnership approved the Note of the Special Shetland External Transport Forum, held on 19 March 2010, attached as Appendix 5.

Mr J G Simpson said that it was important when in discussions with NorthLink to take freight vessels into account. He said that it was important to look at the whole timetable of passengers and freight so that there is a ship leaving every night.

The Chairperson advised that there were discussions in progress to get Ministers to visit Shetland.

The meeting concluded at 10.15am.

I J Hawkins
CHAIRPERSON

MINUTE

“B”

**Zetland Transport Partnership
Council Chamber, Town Hall, Lerwick
Monday 14 June 2010 at 2pm**

Present:

I J Hawkins C H J Miller
S Robertson A S Wishart

Advisers:

J G Simpson, Development Committee
R Moore, Head of Ports and Harbours
A Steven, PromoteShetland
S Laurenson, Lerwick Port Authority

Apologies:

F A Robertson
Dr S Taylor
J Smith, Sumburgh Airport Consultative Committee
S Mathieson, VisitShetland

In attendance (Officers):

M Craigie, Lead Officer
K Duerden, Ferry Services Manager
B Thompson, Service Manager -Transport, Planning and Support
B Robb, Senior Assistant Accountant
R Macleod, Committee Officer
L Adamson, Committee Officer

Also:

R S Henderson

Chairperson

Mrs I J Hawkins, Chairperson of ZetTrans, presided.

The Chairperson welcomed Mr B Thompson, the recently appointed Service Manager – Transport, Planning and Support, to his first meeting of the Partnership.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

Minutes

The note of the meeting held on 3 May 2010 was confirmed on the motion of Mrs C Miller, seconded by Mrs I Hawkins.

Members' Attendance at External Meetings

Mrs I Hawkins - HITRANS meeting in Orkney on 4 June

12/10 Lead Officer's Report

The Partnership considered a report by the Lead Officer, attached as Appendix 1.

The Lead Officer advised that the Scottish Ferries Review Consultation Document had been published on Friday, and members of ZetTrans had been invited to attend and contribute at a meeting of the Council's Infrastructure Committee tomorrow at 2pm on 15 June 2010 where Scottish Government officers would be in attendance to present the information. The Lead Officer said he intended to prepare a report to ZetTrans and Committee in August to consider a formal response to the Consultation Document.

The Lead Officer advised that the link to the Scottish Ferries Review Consultation Document on the Scottish Government's website also included the North Isles Consultation Document specifically for the ferry tender, and that these were two distinct separate processes however they were both relevant at this time. He added that a presentation on the North Isles Consultation Document would also be given at Infrastructure Committee on 15 June.

The Ferry Services Manager advised that following the Scottish Government's proposal to make savings by reducing the speed of Northlink ferries when travelling through Orkney, a Working Group had been tasked to look at all the options for making savings. Scottish Government officials have been asked to carry out a socio-economic study on the potential impacts on the islands prior to any decisions being made, and had been asked to report back later this month.

As no further progress had been made on the plans to introduce parking charges at Sumburgh airport, the Lead Officer suggested that the Chairperson write a further letter to the HIAL Board. The Chairperson agreed to this suggestion, and the Partnership concurred.

The Lead Officer reported that the new Government has acknowledged the significance of fuel poverty in the Highlands and Islands area and has made a commitment to find ways to address the issues. The Lead Officer proposed that he would prepare a report for the August meeting of ZetTrans with suggestions on how to move ahead to assist the Government in this area.

(Mr R Henderson and Mr A Wishart attended the meeting).

On the motion of Mr S Robertson, seconded by Mrs C Miller, the Partnership approved the recommendations in the report.

13/10 Implementation of Shetland Transport Strategy

The Partnership noted a report by the Lead Officer, attached as Appendix 2.

The Lead Officer and Ferry Services Manager summarised the main terms of the report, and updates were provided on the following:

Fetlar Breakwater and Small Craft Berthing

The Lead Officer advised that although there were some land issues to finalise the planning application could be submitted, and he anticipated that the works could commence in late summer/autumn. In response to a question, the Lead Officer explained that the project would not proceed to the tender stage until such time as planning permission had been granted to include any specific conditions to be attached.

During the discussion, some Members outlined their concerns regarding the further delays with this project, and Mrs C Miller asked for clarification on the timeframe for the ERDF Funding.

Following some discussion, the Lead Officer said that there was a need to clarify ownership of the project, and proposed that he would prepare an unambiguous programme of responsibility and accountability to the next cycle of meetings. However the Chairperson said that clarification on the ownership of the project was required before August, and asked that the Lead Officer submit his findings in early course, but also that the report be presented in August.

Freighter Project

The Ferry Services Manager advised that discussions were ongoing to consider deploying a freighter with dual passenger carrying capacity on the northern isles services. This proposal would be included as part of the cost cutting exercise and in discussions regarding the 2012 tender before it can move forward.

Road Equivalent Tariff (RET)

The Ferry Services Manager reported that despite the Scottish Government Ferries Division proceeding with their cost cutting exercise the pilot project was still progressing on the west coast. In response to a question, the Ferry Services Manager advised that the pilot was due to end in October 2011 and following which the findings from the pilot project would be collated and presented.

On-Line Ferry Bookings

The Lead Officer provided an update on the proposals to introduce a traffic light system for Yell Sound to provide information on capacity of ferries to assist with short term travel plans. Mr J Simpson advised that the biggest problem in Whalsay was when individuals make block bookings on the ferry and then fail to turn up. The Ferry Services Manager advised that officers and booking staff were working to address this problem.

In response to a suggestion from Mrs C Miller that individuals making block bookings could be asked to pay in advance, and if they did not use the service they would not get a refund, the Ferries Service Manager explained that this would not be possible as currently there was no correlation between the booking and payment systems. He added that other initiatives had been trialled but had raised a number of complaints. The Lead Officer advised that work was ongoing to develop the systems within the current capabilities and resources.

Bressay Season Tickets

The Lead Officer reported on the relatively low uptake of the passenger and vehicle season ticket accounts, and advised that the Service Manager – Transport, Planning and Support would be tasked to engage with travellers to find out why they are making particular choices in the tickets they purchase and to develop solutions.

Email and SMS Text Ferry Passenger Information System

The Lead Officer advised that passengers had been very appreciative of this service, which communicates up to date information on ferry services. Mr J Simpson commented that this was an excellent system.

14/10 **Proposed Budget Expenditure – 2010/11**

The Partnership considered a report by the Lead Officer, attached as Appendix 3.

In introducing the report, the Lead Officer advised that the only significant change from previous years was the inclusion of the budget of £18,000 “Support for Bus Services”, for the new evening and weekend bus services from Lerwick to Scalloway and the dial-a-ride services from Whiteness and Weisdale and Burra/Trondra to Scalloway.

In response to a question, the Lead Officer advised that the funding from Scottish Government was only guaranteed for the current financial year, and all areas of funding would be reviewed in future years.

On the motion of Mrs C Miller, seconded by Mrs I Hawkins, the Partnership approved the recommendation in the report.

15/10 **Note of Shetland External Transport Forum – 12 May 2010**

The Partnership approved the note of the meeting of the Shetland External Transport Forum held on 12 May 2010 (attached as Appendix 4).

On the motion of Mrs I Hawkins, seconded by Mr A Wishart, the Partnership resolved, in terms of the relevant legislation, to exclude the public during consideration of the following item of business.

16/10 **Shetland’s Internal Public Transport Network Project – Extension of Bus Contracts**

The Partnership considered a report by the Lead Officer.

After hearing the Lead Officer summarise the main terms of the report, Mrs C Miller moved that the Partnership approve the recommendation in the report. Mr S Robertson seconded.

The meeting concluded at 2.55pm.

I J Hawkins
CHAIRPERSON

MINUTE

“A & B”

**Zetland Transport Partnership
Council Chamber, Town Hall, Lerwick
Monday 16 August 2010 at 10am**

Present:

I J Hawkins S Robertson
Dr S Taylor A S Wishart

Advisers:

A Steven, PromoteShetland
S Laurensen, Lerwick Port Authority
J Smith, Sumburgh Airport Consultative Committee

Apologies:

C H J Miller
F A Robertson
S Mathieson, VisitShetland

In attendance (Officers):

K Duerden, Ferry Services Manager
B Thompson, Service Manager - Transport, Planning and Support
B Robb, Management Accountant
L Adamson, Committee Officer

Observer:

S Budd, Highland Business Research

Chairperson

Mrs I J Hawkins, Chairperson of ZetTrans, presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

Minutes

The note of the meeting held on 14 June 2010 was confirmed on the motion of Mr A Wishart, seconded by Mrs I Hawkins.

Members' Attendance at External Meetings

None.

17/10 **Zetland Transport Partnership – 2009/10 Accounts (Unaudited)**

The Partnership noted a report by the Finance Officer - ZetTrans, attached as Appendix 1.

In introducing the report, the Management Accountant advised that the main variance related to a reduction in SIC match funding of £70,000 for vacant posts during the year.

The Partnership noted that the accounts would be audited by the end of the month, and presented to the September meeting of ZetTrans.

18/10 **Implementation of Shetland Transport Strategy**

The Partnership noted a report by the Lead Officer, attached as Appendix 2, and updates were provided on the following:

Fetlar Breakwater and Small Craft Berthing

The Ferry Services Manager reported that the planning application had been submitted on 5 July, expressions of interest had been obtained, the tender documents would be issued in September, and land purchase issues were in hand.

In response to a question from Mr A Wishart, the Ferry Services Manager advised that he would provide clarity on the timeframe for the ERDF funding for this project.

Sustainable Travel

The Service Manager - Transport, Planning and Support reported that as part of the Northern Peripheral Programme (NPP), workshops would take place during October and November involving all transport operators. The NPP project was on time, within budget and was proceeding as planned.

Scandinavian Ferry/Freighter Project

The Ferry Services Manager reported that the petition, which contained over 1,000 signatories from Shetland residents calling for the reintroduction of a Scandinavian ferry link, had been presented to Scottish Government officials last week. The response from the Ferries Division was that they had no objections to the operators of the Northern Isles service providing the link to Scandinavia as long as the sailings did not take away from the existing contract and it demonstrated that the additional sailing covered its costs.

The Ferry Services Manager reported that a Danish vessel with dual freight and passenger capacity was currently on the market, and efforts would be made to procure the vessel as a substitute for the MV Clare. The Partnership noted that should Northlink be successful in procuring the vessel it could provide the link to Scandinavia.

Mr A Wishart commented that the Scottish Government's response to the petition indicated that the existing passenger vessel could not take in the Scandinavian link, and therefore a hybrid vessel would be the only means to provide the service. He added that for the Scandinavian link to be a possibility, it has to be included as a priority in the current consultations and reviews for the service. Mr A Steven, PromoteShetland, advised that ongoing feedback included an expectation for a ferry

link between Shetland, Norway and Faroe, and he supported the reintroduction of the service.

External Transport Forum

The Partnership noted that the Forum would meet on 8 September, and representatives from Loganair, and possibly Northlink, would be in attendance. Members of the Partnership should advise the Ferry Services Manager of any topics for the agenda.

Scottish Government Cost Cutting

The Ferry Services Manager commented that the different initiatives from the Scottish Government's Ferries Division were creating some confusion, with consultations currently taking place on the short-term Northlink cost-cutting exercise, the 2012 tender for the North Isles Services and the long-term measure of the Scottish Ferries Review.

He reported that the consultation on the Northlink cost cutting exercise was now considering the potential implications to the North Isles services from the 8-9 options that had been agreed, and he advised Members and Advisers of the Partnership that they could submit their views by e-mail via the Scottish Government's website. In response to questions, the Ferry Services Manager advised that Scottish Government Ferries Division Officials had confirmed the need to make the savings on the Northern Isles ferry services, and consideration was being given to increasing income or reducing costs, for example, by tinkering with the fare structure and possible reductions in the service.

In referring to the importance of the Northern Isles service to Shetland, Mr A Wishart suggested that a representative from the Partnership should accompany the Ferry Services Manager to the next meeting of the Working Group. During the discussion the Partnership agreed that there was a need to discuss the various options being considered and debate the potential consequences to be able to formally object to the proposals and influence decision-making. In noting that responses to the consultation had to be submitted by the 31 August, the Chairperson proposed that a meeting of the Partnership should be arranged before the end of the month. She also proposed that a further meeting should be arranged following submission of the report from Scottish Government, to allow the Partnership to submit a formal response. It was agreed that the Ferry Services Manager would arrange a date for an informal meeting of the Partnership before the end of August, and also to provide some clarity on timescales for the process.

Tier 2 Ferry Consultation

The Ferry Services Manager advised that the next Tier 2 meeting had been arranged for 22 September, and this would provide an opportunity to put forward issues raised at the External Transport Forum.

In reporting from her attendance at the Tier 2 meeting in June, the Chairperson advised that the push to dredge Aberdeen Harbour could be hampered due to additional costs associated with the detection of granite.

Internal Public Transport

The Service Manager - Transport, Planning and Support advised that a complete review of all internal transport would be undertaken in the next 2 months.

Threat of Strike Action

Mr J Smith referred to the threat of strike action by BAA staff, which would potentially close Aberdeen, Edinburgh and Glasgow airports, and proposed that the Partnership write to HIAL and Loganair with a plea that the flights from Sumburgh could be transferred to Inverness, Prestwick or Dundee. The Partnership agreed.

19/10 **Scottish Ferries Review – Response to Consultation Document**

The Partnership considered a report by the Lead Officer, attached as Appendix 3.

After hearing the Ferry Services Manager summarise the main terms of the report, the Partnership approved the recommendation contained therein, on the motion of Mr A Wishart, seconded by Mrs I Hawkins.

20/10 **The Northern Isles Ferry Services – Response to Consultation Document**

The Partnership considered a report by the Lead Officer, attached as Appendix 4.

After hearing the Ferry Services Manager summarise the main terms of the report, the Partnership approved the recommendation contained therein, on the motion of Mr A Wishart, seconded by Mrs I Hawkins.

The meeting concluded at 10.35am.

I J Hawkins
CHAIRPERSON



MINUTE

‘A&B’

Inter-Island Ferries Board
Council Chamber, Town Hall, Lerwick
Thursday 19 August 2010 at 10.00am

Present:

R S Henderson	A T J Cooper
J H Henry	A J Hughson
R C Nickerson	F A Robertson
J G Simpson	

Apologies:

C H J Miller

In Attendance (Officers):

G Greenhill, Executive Director, Infrastructure
K Duerden, Ferry Services Manager
C Reeves, Marine Superintendent
B Robb, Management Accountant
L Gair, Committee Officer

Also:

J Budge

Chairperson:

Mr R S Henderson, Chairperson of the Board, presided.

Circular:

The circular calling the meeting was held as read.

Declarations of Interest

None.

Minute

The minute of the meeting held on 3 June 2010, having been circulated, was confirmed.

Members' Attendance at External Meetings

Nothing to report.

06/10 Scottish Ferries Review – Response to Consultation Document

The Board considered a report by the Head of Transport, attached as Appendix 1.

The Ferry Services Manager introduced the report and in response to queries he explained that it was proposed that a workshop be held on 14 September 2010 from which a draft response to the questionnaire would be prepared and presented to the next cycle of meetings. He advised that the Scottish Government had agreed to accept the Council's formal submission after the Infrastructure meeting on 5 October 2010.

The Ferry Services Manager added that the Scottish Government Officers found the 2 consultation events held last week in Lerwick and Yell to be useful. Although Yell had not been as well attended it was felt that there were some good points made. The Ferry Services Manager advised that for anyone unable to attend the two consultation events, it was still possible to put forward any comments directly to the Scottish Government.

Members were of the view that the proposed workshop would be worthwhile taking forward all the views received to date and would provide an opportunity to indicate any suggestions that would not affect the viability of Shetland.

The Ferry Services Manager informed Members that prior to the workshop a draft response would be prepared which would include as many of the issues Officers were aware of and it would be circulated to Members.

In response to a further query, the Ferry Services Manager advised that ferry crew staff could make comments during the consultation process and advised that a number of crew had attended the event in Yell.

Mr F A Robertson moved that the Board approve the recommendations contained in the report, seconded by Mr R C Nickerson.

07/10 **Ferry Services Operational Report**

The Board noted a report by the Ferry Services Manager, attached as Appendix 2 and the following updates were provided.

Disruption to Schedule Service

The Ferry Services Manager referred to section 3 and advised that the problem on the m.v. Daggri was resolved by using a spare part from the ship that was laid up. As a result of the failure happening on Sunday, the number of travellers affected was low.

Members were advised that the m.v. Linga stood by a vessel in distress, but the vessel reached the port without assistance.

The Ferry Services Manager informed Members that the maintenance carried out on the m.v. Leirna was not successfully carried out. The work would now be carried this evening after the end of the scheduled service, which would allow sufficient time for the repairs to be done before the service resumes tomorrow morning.

Staffing Issues

The Ferry Services Manager responded to a query relating to paragraph 7.1 and advised that a Working Group had been established to look at the single status issues. He said that the findings would be passed to the steering group, on 9 September. Some issues will be resolved there however some issues were ferry services specific. He advised that other issues were being worked on by Human Resources. The Ferry Services Manager said that no definitive timescale could be given but Officers will progress as many of these issues as they can.

The Ferry Services Manager advised that the presentation referred to at paragraph 7.3 would not be carried out due to the unavailability of the presenting Officer. He advised that the presentation would be rescheduled to a future meeting of the Board.

Other Items of Interest

10.1 Berthing Trials : The Ferry Services Manager said that it was proposed that a filling piece, needed to allow berthing on the North side of the pier was being designed and, subject to cost, would be fabricated and stored for use if a diversion of a ferry were required.

MCA Document of Compliance : The Ferry Services Manager explained that the document of compliance was recently audited. Having received the MCA's report there were no non-conformities..

10.1 Life Extend Vessels : since the Council decision of 30 June 2010, the Ferry Services Manager advised that the ferry service were carrying out work on what is required to life extend the existing vessels. In response to queries, the Ferry Services Manager informed Members that the Capital Programme Services were also working on independent surveys on the condition of the terminals. Mr J G Simpson said that he had concerns regarding the words "in due course" and said that the three terminals on the Whalsay service were in poor condition and the capacity issue was ongoing. He said that if the money is not going to be available for fixed links for some time the Council needs to consider what needs to be done.

The Ferry Services Manager said that he would bring a report to the next cycle of meetings on the life extending of vessels but the capacity issue was part of the wider subject. The Executive Director – Infrastructure said that he would report to the Infrastructure Committee providing an update on the capital programme work and seek a timetable that will provide a definitive date for this work to be carried out.

Mr A T J Cooper said that the capacity issue had been going on for some time and had not been addressed. He said that irrespective of what direction the Council takes in relation to fixed links or replacement ferries and terminals, the capacity issue should be dealt with now. Mr R C Nickerson said that he supported Mr Cooper's request for a report on capacity and the option of leasing another vessel or moving a vessel from another route should be considered.

Mr Simpson said that the situation with the Whalsay Fish Factory and the changes in the fishing industry would only impact on the capacity issue, as more people will need to commute for work. Mr Cooper added that there would be employment opportunities at Sullom Voe next year that Whalsay residents may be denied if they cannot get to their work.

The Ferry Services Manager said that he would discuss this matter with the Head of Transport and consideration could be given to enhancing the bus links for commuter passengers.

10.3 Linga certification issues : The Marine Superintendent provided an explanation to the Stockholm Agreement and said that the advice received last year was, that on the grounds of passenger safety, we must comply with this agreement. He explained that a contractor had prepared a report on the works required to ensure compliance, which had been sent to the MCA for them to agree the proposals. It is also suggested that the works be carried out locally in order to keep the costs down. The MCA are yet to respond. The Marine Superintendent advised that the compliance date is 1 October 2010. However the MCA had advised that it would give a dispensation prior to this date and advised that, if agreed by the MCA, it was expected the work would be carried out during the Linga's refit in April next year and would take 3 weeks to complete. The Marine Superintendent informed Members that until the work is completed the vessel may be restricted to UK Class VI which would allow 50 passengers but formal clarification is awaited. Once modifications are complete the vessel will revert to carrying 95 passengers.

In response to Mr J G Simpson's understanding that under the Stockholm Agreement m.v. Hendra would not be fit for purpose after the compliance date, the Marine Superintendent explained that the 1998 EU directive on passenger safety, EU ship classifications A, B, C and D replaced the old style classifications of 1-10. The EU directive stated that older vessels would have to comply depending on when the vessels were built and the m.v.s Hendra and Bigga were affected. However internal UK guidance states that the vessels can carry on operating until they are scrapped. He said therefore that m.v. Hendra could not be used in the EU but is compliant under the UK regulations.

10.4 Good Shepherd : The Ferry Services Manager advised that they would know whether the m.v. Good Shepherd was compliant for noise once the Safety and Risk Service had reported on their noise level recordings.

08/10 **Ferry Services Revenue Monitoring 2010/11**

The Board noted a report by the Head of Finance, attached as Appendix 3.

The Management Accountant introduced the report and advised that the negative variances were due to the ongoing insurance incidents and that once the claims come through the overspends will be brought back in line with budget. She advised that the transport fuel variances were being closely monitored by Ferry Services.

09/10 **Items for future meetings**

The Chairperson invited Members to suggest any items that they may wish to be reported on at the next meeting.

Mr J Budge informed Members that he, together with the Chair and Vice Chair of the Infrastructure Committee met with the Fair Isle ferry crew who had raised concerns regarding the length of the Grutness Pier. He advised that since the Sumburgh Airport Runway extension had been built, changes in the wave movement at the Grutness Pier had been significant. Mr Budge explained that the lobster boat that operates from Grutness has to come off the pier when the Fair Isle ferry comes in and added that he was concerned about the amount of motion the ferry experiences when loading and off loading cargo. He said that a possible solution would be to extend the pier shoreward by dredging out the infill placed there when it was constructed. He said that this would be a low cost solution with tremendous benefits.

The Executive Director – Infrastructure advised that this would be subject to the gateway process but he would have this assessed. The Board agreed that this matter be investigated.

The meeting concluded at 10.45am

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R Henderson
CHAIRPERSON