



REPORT

To: Infrastructure Committee

18 October 2005

**From: Service Manager - Environmental Health
Environmental Services
Infrastructure Services Department**

MARCHES AND PARADES

1 Introduction

1.1 It has come to the attention of officers that the local authority should be notified of proposed marches and parades in a public place, in order to ensure the safety of participants and the public. The local authority may in consultation with the Chief Constable prohibit a procession or impose conditions on the holding of it. This report seeks the approval of the Infrastructure Committee of an Order to exempt the organisers of certain Marches and Parades from the requirement.

2 Link to Council Priorities

2.1 The effective delivery of the licensing function ensures delivery of a key Corporate Plan objective: Community Safety.

3 Background

3.1 The Civic Government (Scotland) Act 1983 places a duty on procession organisers to notify the local authority and Chief Constable, at least seven days before an event, specifying:

- 2.1.1 The date and time of the procession;
- 2.1.2 The route;
- 2.1.3 The number of participants
- 2.1.4 The arrangements for its control being made by the person arranging it;
- 2.1.5 The name and address of the organiser.

Failure to provide notification within the time period is an offence as is to hold a procession in public without following the notification requirements or to break any of the conditions placed on the procession.

- 3.2 The local authority can, in consultation with the Chief Constable make an order to exempt a person organising a particular class of march or procession from the requirement to notify. The need to license marches and processions and the proposal to exempt certain types of parade was reported to Civic Government Licensing Sub-Committee on 7 July 2005 (Min Ref 15/05) and the Sub-Committee's decision was to support the proposals on exemptions.
- 3.3 The Council's Legal Services have prepared the attached order for adoption by the Council. The order exempts the following organisations and groups from the requirement to notify the Council of their intention to hold a procession in public in the Shetland Islands area:-
- 3.3.1 Community Councils;
 - 3.3.2 Community Associations;
 - 3.3.3 Gala Day Committees;
 - 3.3.4 groups organising community festivals (including all Up Helly Aa processions);
 - 3.3.5 servicemen and veterans groups; and
 - 3.3.6 any organised church or other recognised religious group.

4 Financial Implications

- 4.1 The approval of Marches and Parades is an additional duty, which has not been undertaken to date by Environmental Health. There will be a need for a quick response to a request from all consultees due to the short time scale. It is however recognised that there are not a large number of marches and processions so the additional workload is expected to be minimal and met within existing resources.

5 Policy and Delegated Authority

- 5.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit (Min Refs SIC 19/03 and 70/03) and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

6 Conclusions

- 6.1 Exempting certain organisers of Marches and Parades from the requirements to notify the local authority, will reduce bureaucracy and burdens on these groups.

7 Recommendations

- 7.1 I recommend that the Infrastructure Committee approve the attached Order to exempt the groups identified in paragraph 3.3 the duty to notify the authority of a procession.

Infrastructure Committee - Tuesday 18 October 2005
Agenda Item No. 01 - Public Report

Report Number: ES-20-05-F

SHETLAND ISLANDS COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982

NOTIFICATION OF PROCESSIONS

EXEMPTION ORDER

Shetland Islands Council, in exercise of the powers conferred on it by section 62(6) of the Civic Government (Scotland) Act 1982, hereby makes the following Order:

Citation and Commencement

1. This Order may be cited as the Shetland Islands Council Notification of Processions Exemption Order and shall come into force on 2005

Definitions

2. In this Order, unless the context otherwise requires:

“the authority” means Shetland Islands Council

“the Act” means the Civic Government (Scotland) Act 1982

“procession in public” means a procession in a public place

“a procession” means a line or a number of people or vehicles moving forward in an orderly or ceremonial manner or any organised protest in which a group of people walk somewhere together

Exempt Organisations and Groups

3. The following organisations and groups are exempt from the requirement to notify the authority of their intention to hold a procession in public in the Shetland Islands area:-
 - (a) Community Councils;
 - (b) Community Associations;
 - (c) Gala Day Committees;
 - (d) groups organising community festivals (including all Up Helly Aa processions);
 - (e) servicemen and veterans groups; and
 - (f) any organised church or other recognised religious group.

Consultation

4. The authority has consulted with the Chief Inspector, Shetland Area Command, Northern Constabulary prior to the making of this exemption order in terms of section 62(9) of the Act.

**THE COMMON SEAL of Shetland Islands Council
was affixed to this Order on
in the presence of Brian Crawford Hill, their Principal
Solicitor and Proper Officer**



REPORT

To: Infrastructure Committee

18 October 2005

**From: Service Manager - Environmental Health
Environmental Services
Infrastructure Services Department**

CARAVAN SITES

1 Introduction

- 1.1 Environmental Health has a duty to licence caravan sites. The licence places conditions on the owner of the site detailing the standards relating to layout, services and equipment required on the site. The Secretary of State produces Model Standards, which local authorities should apply however there is discretion for local authorities to specify different standards. This reports seeks approval from the Infrastructure Committee for local standards, which will be applied to small sites across Shetland and approve the approach set out in the report of getting all caravan sites licensed.

2 Links to Council Priorities

- 2.1 Caravan licensing delivers the key Corporate Plan objectives of Community Safety, looking after where we live and marketing Shetland.

3 Background

- 3.1 Under the Caravan Sites and Control of Development Act 1960, the Council has a duty to licence caravan sites with respect to applications made by site occupiers. It is an offence to operate a site without a site licence. Most caravan sites in Shetland are unlicensed and many have arisen through informal arrangements with landowners. It is intended to contact the landowners and invite them to comply with the licensing requirements. As a site licence cannot be issued without planning consent for the use of the land as a caravan site, landowners must firstly seek suitable planning approval then subsequently apply for a site licence. Due to the workload that this will place on both Environmental Health and Planning Services it is proposed to phase in a compliance programme for licensing by contacting landowners in batches rather than all at once.

- 3.2 In the past, the Environmental Health has applied the model standards for caravan sites to all site licences. It is recognised however, that not all sites currently used by caravans have the level of amenities that these standards require. It is also recognised that many areas used by caravans are in rural areas with unique views and it would not be desirable to turn them into highly uniform caravan sites with toilet blocks, hard standings and lighting.
- 3.3 It is therefore proposed that where sites are used for six or less touring caravan that a lesser standard of amenities be required whilst maintaining fire safety and protecting the environment from pollution and litter. Rather than building toilet blocks, it would be acceptable where sites are close to public amenities, to develop them to meet the needs of the caravan site. This would also enable Community Halls to use their land as caravan sites without the need to undertake significant work to comply with model standards.
- 3.4 The proposed standards are appended to this report. The standards have been developed in consultation with the Shetland Caravan Club and the Tourist Board.
- 3.5 All larger sites will be expected to meet the requirements of the model standards. Where landowners do not respond to the request from Environmental Health to licence their site, Environmental Health will take appropriate enforcement action, including reporting landowners to the Procurator Fiscal.

4 Financial Implications

- 4.1 The licensing of caravans is an area, which has had no resources, allocated to it, and has been undertaken in the past by Environmental Health. Each licence attracts a fee of £100.14, and the licence period depends on the length of planning permission the land has for use as a caravan site. This fee is set locally and reviewed annually. Due to workload and conflicting priorities, landowners have not been pursued where there are unlicensed sites. By programming phased compliance, it is possible to undertake this licensing role without additional resources. It should be noted that the workload would impact on both Planning and Environmental Health.

5 Policy and Delegated Authority

- 5.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit (Min Refs SIC 19/03 and 70/03) and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

6 Conclusions

- 6.1 In order to protect Shetland's unique environment from development and pollution whilst catering for people wishing to holiday in caravans, it is proposed that a new standard for small touring caravan sites be adopted. It enables the physical character of the beauty spots to be protected whilst using facilities, which already exist rather than promoting new build.
- 6.2 All sites used for stationing caravans should be licensed. Promoting a phased compliance programme will ensure all sites across Shetland become licensed over time, whilst managing the workload of the services involved in the licensing process. Where landowners do not comply with requests to licence, action should be taken to prevent the continued use of the land as a caravan site.

7 Recommendation

- 7.1 I recommend that the Infrastructure Committee approve :
 - 7.1.1 the licence conditions appended to this report; and
 - 7.1.2 the proposed approach of phased compliance with the licensing regime.

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Standards for Caravan Sites providing pitches for 6 or less Touring Caravans

- 1 Site Boundaries: The boundaries of the site should be clearly discernible on the ground by reference to natural features or, fencing;.
- 2 Density and Spacing:. The distance between any two units, or between a unit and a building, should be not less than 6 metres.

The point of measurement for the following variations of the spacings given in paragraph 3 is the exterior cladding of the unit, excluding the drawbar if any. All measurements are between the closest parts of the structures concerned.

a Porches may protrude 1 metre into the 6 metres space.

b If awnings are used, the distance between any part of the awning and an adjoining unit should not be less than 3 metres. They should not be of the type which incorporates sleeping accommodation and they should not face each other or touch.

The distance between any unit and the site boundary should be not less than 3 metres.

- 3 Roads, Gateways and Footpaths: The site should provide adequate access for fire appliances. (Detailed guidance on turning circles and other matters is available from fire authorities.) Emergency vehicle routes within the site should be kept clear of obstruction at all times.
- 4 Car Parking: One car only may be parked between adjoining units provided the doors to the units are not obstructed but there should always be 3 metres of clear space between a car belonging to one unit and any other unit. Site operators should take particular care to ensure that other equipment, for example boats and trailers, does not encroach on the 3 metres of clear space. If particular equipment appears to the site owner to represent a potential fire hazard it should not be stored between the caravan units. Site owners may wish to draw up site guidelines on this matter in consultation with the local Firemaster.
- 5 Drinking Water Supply and Waste Water Disposal: All sites should have access to a water supply complying with British Standard 6700:1987 and any subsequent modification; and in accordance with the appropriate water byelaws. There should be an adequate supply of drinking water. Each site should be no further than 500 metres from a water tap. At each tap there should be a soakaway or gully.

Waste water disposal points should be provided so that the site is no further than 500 metres from a waste water disposal point. The appropriate local

authority and SEPA should be consulted about the arrangements for disposal of water likely to be contaminated.

- 6 Sanitation and Washing Facilities: Use of public toilets is acceptable where the facilities are less than 500m from the caravan site.

A properly designed disposal point for the contents of chemical closets should be provided in conjunction with the toilet facilities, with an adequate supply of water for cleaning the containers. This water supply should be clearly labelled as not suitable for drinking. The method of disposal will need to be considered in the light of the circumstances and should be to the satisfaction of the local authority and SEPA.

Showers can also be provided through the use of public facilities where these are less than 500m from the site.

If there are no public facilities within 500m of the site entry should be confined to units with their own toilets. However the occupiers must be advised where the nearest suitable waste water and chemical toilet disposal point is.

- 7 Disabled Persons: Particular consideration should be given to the needs of disabled people in the provision made for water points, toilets, washing points and showers.

- 8 Litter and Refuse Disposal: Common refuse receptacles should be provided, conforming to licensing authority requirements, and made of non-absorbent material and with a close-fitting lid. These receptacles should be housed within a properly constructed bin store.

Refuse receptacles should be emptied and cleansed at least once a week.

If the local authority does not operate a refuse collection, the contents of the bins should be disposed of in accordance with any conditions prescribed by the local authority.

- 9 Fire Points: Fire points should be established so that no unit or site building is more than 30 metres from a fire point. On some sites additional fire points may be necessary to take account of the layout of the site or of landscaping. The advice of the local Firemaster should always be sought. The fire points should be housed in a weather-proof structure, easily accessible, and clearly and conspicuously marked "FIRE POINT".

- 10 Fire-fighting Equipment: If water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water about 6 metres from the nozzle, with a flow of at least 30 litres per minute, such water standpipes should be situated at each fire point. There should also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient

pressure and terminating in a small hand control nozzle. Hoses should be housed in a box painted red and marked "HOSE REEL".

If standpipes are not provided, or the water pressure or flow is not sufficient, each fire point should be provided with either water extinguishers (2 x 9 litre); or a water tank of at least 500 litres capacity fitted with a hinged cover, two buckets and one hand pump or bucket pump. On some sites it might be appropriate to have available other means of extinguishing fires such as carbon dioxide extinguishers, dry powder extinguishers or sand. The advice of the local Firemaster should be sought.

Wherever there is a likelihood of fire spreading because of vegetation catching fire, suitable beaters of the type used by the Forestry Commission should be provided at each fire point.

- 11 Fire Warning: A means of raising the alarm in the event of a fire should be provided at each fire point. This could be a battery or mains powered fire alarm and sounder or a manually operated sounder, such as a metal triangle with a striker, a gong or a hand-operated siren. The advice of the Firemaster should be sought on an appropriate system.

- 12 Maintenance of Fire-fighting and Alarm Equipment: All alarm and fire-fighting equipment should be installed, tested and maintained in working order by a competent person and available for inspection by, or on behalf of, the licensing authority. A record should be kept of all tests and any remedial action. This may take the form of a log book.

- All equipment susceptible to damage by frost should be suitably protected .
- 13 Fire Notices: A clearly written and conspicuous notice should be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice should include the following:

" On discovering a fire:

1 ensure that the caravan or site building involved is evacuated;

2 raise the alarm;

3 call the fire brigade (the nearest telephone is located);

4 attack the fire using the fire-fighting equipment provided, if it is safe to do so.

It is in the interests of all occupiers of this site to be familiar with this routine and the method of operating the fire alarm and the fire-fighting equipment. "

- 14 Fire Hazards: Grass and other vegetation should be cut at frequent and regular intervals to prevent them from becoming a fire hazard. Any such

cuttings should be removed from the vicinity of the units. The space beneath and between units should not be used for the storage of readily combustible materials.

- 15 Note on Fire Hydrants: If there is a water supply of sufficient pressure and flow, there may be a requirement to install a fire hydrant to conform with BS 750 within 100 metres of every caravan standing. The advice of the local Firemaster should be sought. If fire hydrants are required they should not be used for drawing water for any purpose other than fire-fighting. They should be marked with the standard "H" sign, as detailed in British Standard 3251.

- 16 Storage of Liquefied Petroleum Gas (LPG):

Exposed gas bottles or cylinders should not be within 6 metres of an adjoining unit.

- 17 Site Notices: A suitable sign should be displayed at the site entrance indicating the name of the site and the name and telephone number of the site licence holder or his or her accredited representative.

Sites subject to flood risk should display a notice explaining the flood warning system.

A copy of the site licence with its conditions should be displayed prominently on the site.

Notices should be displayed prominently on the site indicating the action to be taken in the event of an emergency. They should show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone.



REPORT

To: Infrastructure Committee

18 October 2005

**From: Service Manager - Environmental Health
Environmental Services
Infrastructure Services Department**

LITTER ENFORCEMENT POLICY

1 Introduction

- 1.1 The purpose of this report is to update the Infrastructure Committee on the progress of Environmental Health's proactive litter enforcement and to confirm that Enforcement Officers should continue to issue Fixed Penalty Notices and seek to clarify the approach to be taken to deal with inappropriately presented domestic and commercial refuse.

2 Links to Council Priorities

- 2.1 This report delivers the Corporate Plan priority : looking after where we live.

3 Background

- 3.1 In May 2004, the Council adopted a proactive enforcement policy in relation to litter offences, which stated that officers will issue Fixed Penalty Notices on all types of litter whether or not the litter is subsequently cleared. Since adoption of the policy thirteen Fixed Penalty Notices have been served.
- 3.2 This enforcement activity has resulted in a number of approaches to Members from aggrieved residents, as well as several complaints to Managers of the Environment Service. In particular there has been discussions about whether Fixed Penalty Notices should be issued when domestic refuse is presented inappropriately resulting in bags being split and refuse littering the street. All householders have access to nets to protect their refuse bags from pests, gulls and household pets. All householders are advised that bags should be put out for collection under nets on the morning of collection day. The majority of the litter arising in Lerwick results from householders putting their refuse out before the collection day and without adequate protection. Where this has resulted in a litter offence, and the street cleansing or refuse

collection teams have identified where the litter arises from (through correspondence found in the split bag) Fixed Penalty Notices have been served.

3.3 Following a number of complaints from aggrieved householders it was decided that as the report on the Enforcement Policy (SIC Min Ref 57/04) did not clearly specify that Fixed Penalty Notices would be served in this instance, that written warnings would be given to householders prior to a Fixed Penalty Notice being served. Only on the second occasion that a bag split resulting in a litter offence would a Fixed Penalty be served.

3.4 As a split refuse bag has a more adverse impact on both the environment and public health than one piece of litter dropped by a person in the street or from a car window (such as a cigarette butt) then it should be expected that a litter offence arising in such circumstances should result in a Fixed Penalty Notice without warning. To continue to treat a split bag differently from litter being dropped is inconsistent on public health grounds.

4 Financial Implications

4.1 There are no financial implications arising from this report as litter enforcement is undertaken within the existing remit of Environmental Health's enforcement role.

5 Policy and Delegated Authority

5.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit (Min Refs SIC 19/03 and 70/03) and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

6 Conclusions

6.1 The Council decided that to protect Shetland's unique environment robust enforcement through the use of fixed Penalty Notices was necessary. This approach has been proactively implemented by Environmental Health, however some clarity is being sought from the Committee whether they wish Fixed Penalty Notices to be issued where spilt refuse bags give rise to litter or whether they wish householders to receive an advisory letter in the first instance and only on a second offence should a Fixed Penalty Notice be served.

7 Recommendations

7.1 I recommend that the Infrastructure Committee note the proactive enforcement being undertaken to address litter and to protect Shetland's environment; and

7.2 that the Committee decide whether:

7.2.1 Officers should serve Fixed Penalty Notices when litter arises from a spilt refuse bag; or

7.2.2 Officers should issue a warning advisory letter on the first occasion of litter arising from a split refuse bag and only issue a Fixed Penalty Notice where a second offence occurs.

Report Number: ES-22-05-F



REPORT

**To: Infrastructure Committee
Executive Committee**

**18 October 2005
25 October 2005**

**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 anticipated costs.
- 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 Executive 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 revised in April 2002.

2. Increased Costs

- 2.1 Since the review of prices in April 2002 the cost of bitumen has increased by ten percent i.e. £28/tonne. Prices were largely stable for a long period and a reduction was negotiated in 2004 but in line with the dramatic rise in oil prices bitumen was increased by £30/tonne in May 2005. Wage levels have increased by National agreement and finance have

recommended that all other costs be inflated by 2.5% in each of the last three years for inflation.

- 2.2 Over the past couple of years we have managed to avoid the need to increase our selling prices as our sales volume has exceeded our budgeted sales. The increased revenue generated by the higher sales volume has more than offset our additional costs.
- 2.3 In the current financial year whilst general road maintenance expenditure has remained constant the sales to capital works schemes and the private sector has been below expectations. Currently, our actual sales are below our target and financially the quarry is struggling to cover its costs.

3. Links to Corporate Policy

- 3.1 This increase aligns 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.

4. Proposal

- 4.1 The current quarry prices are attached to this report as Appendix 1.
- 4.2 I am proposing to implement a price increase covering all quarry products with effect from 31 October 2005. These prices are shown in Appendix 2. The 31 October implementation date will allow sufficient time to write to quarry customers advising them of this increase.
- 4.3 This proposal recommends increasing our dry aggregate prices by 5% to reflect the inflationary increase whilst coated products will also need to also absorb the bitumen increase i.e. 5% on the non-bitumen element of price plus an additional sum to cover the increased cost of the appropriate bitumen element.
- 4.4 I propose to also use this review to reappraise our charge for quarry dust. Whilst we use this in the production of coated products it is effectively a waste by-product from our crushing operations. Our current price is the same as our graded aggregate prices. It is possible to buy this product from other quarries at a lower price and it is felt that the current price does not reflect either its cost of production or its resale value.

4.5 Following concerns being raised about chip damage from the 10mm aggregate mixed with salt to treat our rural priority 3 roads we have introduced an additional crushing stage to produce a 5mm chip. This should help to maintain grip on roads with very low traffic volumes and minimise possible chip damage during and after spreading. I have added this product to the list with a price to reflect the extra crushing activity.

4.6 In recent years we have had requests for an all-in aggregate that can be mixed with cement to produce a general purpose concrete for fencing etc. I have also included this new product in the price list.

5. Financial implications

5.1 The proposed increase in quarry charges will increase external income and will enable the quarry to make more of a contribution to meeting the break-even target for the Highways Trading Operation. However, by increasing the prices for quarried products there will be an impact for future work involving quarried products however this should largely be in line with inflation.

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 (Min Refs SIC 19/03 and 70/03) and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision. The Executive Committee are responsible for the financial planning and monitoring of all Council activities (Min Ref 90/03).

6.3 Authority to vary quarry sales prices ultimately resides with the Infrastructure Committee but was delegated from the then Policy and Resources Committee in a report approved by Council on 17 March 1999.

Recommendation 7.1.4 ".....delegated authority to vary prices is given to the Director of Commercial Services in consultation with the Chief Executive and the Director of Finance & Housing, provided

always that any change in this is reported to the next meeting of the Policy and Resources Committee."

- 6.4 The proposals outlined in section 3 and Appendix 2 have been discussed and agreed with the Executive Director of Infrastructure Services and Head of Finance.

7. Recommendation

- 7.1 I recommend that the Infrastructure Committee approve the new price list and that the Executive Committee note the new prices that are to be applied from 31 October 2005.

Report Number : RD-21-05-F

APPENDIX 1

EXISTING QUARRY PRICES

With effect from 01 April 2002 (Next price review July 2002)

3 DRY STONE		<u>price</u>	<u>price</u>	<u>COATED STONE</u>
		<u>£/tonne</u>		<u>£/tonne</u>
As dug hardcore		£2.20	Roadbase 28mm	£38.88
Primary armouring		£5.50	DBM 20mm	£40.49
Armouring		£3.58	W/course 14mm	£42.24
Quarry cleanings		£2.20	W/course 10mm	£43.35
Type 1	£2.53		W/course 6mm	£44.62
Crusher Run		£4.57	Delayed Set	£49.01
Dust		£6.52	M. T. Asphalt 14mm	£51.03

Note

Aggregate	40mm	£6.52
Aggregate	28mm	£6.52
Aggregate	20mm	£6.52
Aggregate	14mm	£6.52
Aggregate	10mm	£6.52
Aggregate	6mm	£6.52

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 £1.60/tonne drystone and £1.52/tonne for coated material.

TERMS & CONDITIONS

Council's usual terms and conditions, plus:-

- 1) Minimum charge per transaction £10.00
- 2) Discounts
 - a) major customers (coated stone only) tonnes

buying over..	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 £75.

APPENDIX 2

PROPOSED QUARRY PRICES

With effect from 31 October 2005

<u>DRY STONE</u>		<u>price</u>	<u>COATED STONE</u>		
<u>price</u>					
		<u>£/tonne</u>			<u>£/tonne</u>
As dug hardcore		£2.31	Roadbase	28mm	£41.36
Primary armouring		£5.78	DBM	20mm	£43.16
Armouring		£3.76	W/course	14mm	£45.04
Quarry cleanings		£2.31	W/course	10mm	£46.23
Type 1		£2.66	W/course	6mm	£47.67
Crusher Run		£4.80	Delayed Set		£42.09
Dust		£6.19	M. T. Asphalt	14mm	£54.46
Frost Grit		£7.85			
All-in-aggregate		£6.07			
			<u>Note</u>		
			Cut-back will only be added at the customer's written request.		
Aggregate	40mm	£6.85	Premium charge for cut-back £2.50/T		
Aggregate	28mm	£6.85	ALL PRICES EXCLUDE VAT.		
Aggregate	20mm	£6.85			
Aggregate	14mm	£6.85			
Aggregate	10mm	£6.85			
Aggregate	6mm	£6.85			
			The above rates exclude Aggregate Levy Tax of £1.60/tonne drystone and £1.52/tonne for coated material.		

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

Fixed element..... £15.00/load delivered.

Variable element..... £2.00/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 £10.00
- 2) Discounts a) major customers (coated stone only) tonnes

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buying over..	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 £75.



Shetland Islands Council

REPORT

To: Infrastructure Committee

18 October 2005

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

4 SUCCESSFUL FUNDING APPLICATION – FISHING FOR LITTER SCOTLAND

1 Introduction

- 1.1 This report provides information about a successful application to fund the Fishing for Litter Scotland Initiative and to seek approval for the project to be based within the Council.
- 1.2 Shetland Fishermen's Association and the Scottish Fishermen's Federation have endorsed the project, which is being administered by KIMO UK and has been funded by a range of partners to its full value of just over £199,000.

2 Links to Council Priorities

- 2.1 This links to the Council's Corporate Plan *priority* "looking after where we live" and *key action* "managing waste" through the efficient and effective management of waste to limit its impact on our environment.

3 Proposal

- 3.1 The project aims to change waste management practices within the fishing industry and to provide an example of best practice. The scheme involves providing individual boats with large bags to store the marine litter that they routinely collect in their nets so it can be taken ashore and disposed of in a responsible manner. The scheme was introduced to Shetland and Peterhead as part of the Interreg IIIb Save the North Sea Project in 2003 and 2004 and this project will expand this to a network of harbours around Scotland. The project's main objectives are to have 100 participating boats in 10 harbours and to collect 500 tonnes of marine litter.

- 3.2 The Crown Estate (£50,000), Scottish Natural Heritage (£99,609), Shetland Enterprise (£12,318), The Scottish Executive (£25,291), Aberdeenshire Council (£6,000) and Western Isles Council (£6,000) have funded the project to the value of £199,218.75
- 3.3 KIMO UK, the United Kingdom network of the Local Authorities International Environmental Organisation will manage the project. As the Council currently holds the UK Secretariat, a full time post will be based in Shetland to coordinate the project, until the end of the financial year 2007/2008. The post holder is employed by KIMO and does not form part of the Council's establishment; a locally based accounting firm is providing payroll. I have made arrangements to accommodate this post in the Infrastructure Services Department and have ensured that the Council's insurers are content in respect of insurance and related accommodation matters.
- 3.4 Appendix 1 contains a summary of the project objectives and justifications.

4 Financial Implications

- 4.1 There are no direct financial implications. Project funding will cover the cost of the project.
- 4.2 The entire cost of the full time post together with additional hours for a part time administration post will be provided for three years as external funding for Shetland.

5 Policy and Delegated Authority

- 5.1 Representation on KIMO and the provision of the KIMO Secretariat were approved by Council (Minute References 282/92, 138/94 & 15/99).
- 5.2 The Infrastructure Committee has delegated authority to implement decisions relating to matters within its remit for which the overall objectives have been approved by the Council, in addition to appropriate budget provision. (Minute References 19/03 and 70/03).

6 Recommendation

- 6.1 I recommend that the Infrastructure Committee endorses the project and confirms my arrangements in terms of access to Council premises and facilities as described at section 3.

Infrastructure Committee - Tuesday 18 October 2005
Agenda Item No. 05 - Public Report

Report Number: PL-23-05-F



Shetland Islands Council

REPORT

To: Infrastructure Committee

18 October 2005

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

OVERSUND ROAD, SOUND: PROPOSED 20 MPH SPEED LIMIT AND TRAFFIC CALMING

5 1 Introduction

- 1.1 This report considers the background to the above proposed speed limit and traffic calming measures. It describes the consultation process to date and includes comments and objections received from local residents and other interested parties/organisations.
- 1.2 A recommendation is made that statutory consultation should now proceed for a 20 mph speed limit and associated traffic calming measures on Oversund Road but only on the section adjacent to the school grounds.

2 Links to Corporate Policy

2.1 Key Aims of the Council's Local Transport Strategy include:

- Reduction of social exclusion,
- Improved safety for all road users, and
- Promotion of better health and fitness.

2.2 Objectives include:

- improve environmental conditions by promoting traffic calming measures that increase the safety of all road users.
- to make improvements to the road network in order to support gains in safety, environmental, accessibility, integration or economic terms.
- maximise facilities for walking and cycling as an alternative means of transport.

Background

The proposal to provide a 20 mph speed limit and traffic calming measures on Oversund Road has arisen partly due to concerns regarding the increased volume of traffic, passing Sound School and running through a residential area, that will be generated by the Quoys housing development. The Roads Service identified this problem when first consulted regarding the development, and other organisations such as the Sound Community Association and the Lerwick Community Council have also expressed their concern (see Appendix 1).

The proposals are also part of a national move towards lower speed limits outside schools and in residential areas. The reason being that national statistics show that if a child is hit by a car at 30 mph there is a 50% chance of being killed whereas a child hit at 20 mph has only a 10% likelihood of being killed. While the introduction of 20 mph speed limits outside schools is not mandatory a ministerial announcement in 2003 indicated a commitment to improve safety by “introducing 20 mph speed zones around schools and safer routes to school for walking and cycling”. This was followed by a further announcement that local authorities were to receive extra grant from the Scottish Executive to help fund the introduction of these proposals. In Shetland these reduced limits are already in place in Sandveien, Nederdale, Bells Road, Commercial Street, Firth, and Moorfield in Brae.

Options for 20 mph Speed Limit and Traffic Calming Measures

The regulations controlling the introduction of speed limits permit the use of 20 mph limits where “the 85th percentile speed is no higher than 24 mph.” This is the speed at which 85% of vehicles using the road travel at or below. The majority of roads in the Upper Sound area, such as Ackrigarth, Tarland and Rudda Court, meet this criteria with the obvious exception being Oversund Road where the current 85 percentile speed is 37 mph. However, the wish of the Scottish Ministers is that 20 mph speed limits should be the norm outside schools and on the routes to school. The methods available for achieving this are either a permanent limit with traffic calming or a part-time mandatory limit. These methods have given rise to the three different options described below.

20 mph Speed Limit on Entire Length of Oversund Road with Traffic Calming (OPTION A)

The 85 percentile speed measured on Oversund Road is higher than 24 mph. Therefore, if a permanent 20 mph limit is to be introduced the road has to be traffic calmed so that the new limit would be “self-enforcing”. In other words the calming would force drivers to reduce their speed to 20 mph and there would be no need for a Police presence to enforce the new limit. Plans showing the extents of this proposal and the location of the 8 road humps and raised crossing, required to reduce vehicles speeds to 20 mph, are enclosed in Appendix 2. Since these road humps would be located on a bus route they would have to be of the “speed cushion” type

to overcome the discomfort that can be experienced in buses and emergency service vehicles when traversing standard road humps. The dimensions of the speed cushions are shown in Plan A3 enclosed in Appendix 2.

20 mph Speed Limit on Part of Oversund Road with Traffic Calming (OPTION B)

This is similar to the above proposal only over a shorter length of Oversund Road as shown in Plan B1 enclosed in Appendix 3. This means that a number of the side roads, including Taska, Tarland and Ackrigarth, would not be included in the new limit. A plan showing the location of the 3 pairs of speed cushions and raised crossing that would be required is also enclosed in Appendix 3. These have the same dimensions as those referred to in Option A. The assessment made with this proposal is that most pupils walking to school from the new housing estate will use the same remote footpath, to the north of Bakland, that the majority of pupils from Upper Sound currently use. In other words they will not be using Oversund Road so the reduced limit is only required to cover the road adjacent to the school grounds. The disadvantage of this proposal is that pupils from Quoys may be crossing Oversund Road at a point where it still has a 30 mph limit. However, this problem can be partly addressed by providing pedestrian refuge islands at the likely crossing points.

Part Time 20 mph Speed Limit (OPTION C)

This type of limit can only be used at schools. It only operates in the morning, lunchtime and afternoon when pupils are going to and from the school and should only be introduced over short lengths of road immediately outside the school grounds. The extents of this proposed limit are shown in Plan C1 in Appendix 4. the operating times are indicated by flashing amber lights in the signs shown in Plans C2 and C3. The main benefits of this proposal are that it does not require traffic calming and that it would be a continuation of a similar 20 mph part-time speed limit proposed for the length of the A970 South Road outside the school. The disadvantages are the same as those mentioned above for option B, and that the limit is only part time. It is also worth considering that none of the residential roads in Upper Sound would have their speed limits reduced to 20 mph, a limit shown to be substantially safer for pedestrians.

Consultation

A total of 182 letters explaining the three different options were sent to each household in the areas that could be affected, and to various interested parties/organisations. This letter explained the situation and described the 3 options. A reply slip, seeking comments and

the household's favoured option, was also enclosed with a FREEPOST envelope (see Appendix 5). This slip gave a fourth option allowing households to state that they are not in favour of any of the proposals.

A total of 97 replies were received before the closing date for comments. This gives a return rate of 53%. The split between the different options is given below.

OPTION A – 20 mph speed limit on entire length of Oversund Road with traffic calming	33
34%	

OPTION B – 20 mph speed limit on part of Oversund Road with traffic calming	
12	12%

OPTION C – Part time 20 mph speed limit outside school	38
39%	

OPTION D – Not in favour of any of the proposals	5
5%	

Replies with no comment	9
9%	

The replies from Sound School, Sound Community Association and Lerwick Community Council, which are included in the above figures, were all in favour of the part-time 20 mph speed limit (option C). None of these organisations made any further comment or gave any reasons for their choice.

5.4 Public Meeting

A public meeting to discuss the proposals was held at Sound Public Hall on 1 September 2005. The meeting was attended by approximately 20 people with the majority in favour of the part-time 20 mph speed limit (option C). The opinions expressed included:

- “road humps damage cars”
- “increased traffic will not necessarily result in more accidents”
- “traffic calming not required as there is no history of accidents on the road”
- “the traffic calming would be too costly”

However, the meeting was attended by two former school crossing attendants who were both of the opinion that traffic calming is necessary due to the excessive speed of some vehicles even in close proximity to the crossing.

3.5 The three options were also discussed at length at the Informal Meeting of Town Councillors (Roads & Traffic) on Monday 10th October 2005. The views of the meeting were:

- that a 20mph speed limit was needed near the school,
- that it was reasonable to expect drivers to accept this on a short length of a road in a residential district,
- that 20mph would only be achieved by physical means, ie. traffic calming and
- that meantime only the shorter length of speed limit and traffic calming need be installed, ie. Option B

Conclusion

The consultation results show that there is an even split between residents for and against a permanent 20 mph limit with traffic calming measures. The total against, if options C and D are added, is 43. The reasons against include:

- “they damage vehicles”
- “they are uncomfortable for disabled drivers passengers”
- “they will be awkward to negotiate in winter conditions”

6.2 There is some evidence from bus companies, newspaper reports and emergency services claiming accelerated wear to suspension and tyres because of road humps but this is unlikely to be the case for smaller lighter vehicles, such as private cars, providing the hump is traversed at an appropriate speed. The problem is even solved for larger vehicles with these proposals because speed cushions, that larger vehicles straddle, would be used.

6.3 The discomfort issue for bus passengers would also be addressed by using speed cushions rather than full width road humps. The “sinusoidal” road hump at the school crossing is also designed so that larger vehicles drive over a lesser gradient making it more comfortable for their occupants. The speed cushions that would be used are similar to those already in place on Nedersund Road and Kantersted Road. These have proven to be reasonably comfortable to traverse, again providing that this is done at an appropriate speed.

6.4 I am assuming that the comment regarding winter conditions is that the speed cushions will make it difficult to build up and maintain enough speed drive uphill when the road icy. However, there is no need to drive uphill as Oversund Road can be accessed at its south junction with the A970 that is also its highest point.

6.5 The total “votes” for a permanent 20 mph limit with traffic calming, if options A and B are added, is 45. The advantage of speed

cushions is that drivers are literally forced to reduce their speed so their use would definitely give the best results. They are necessary if a permanent 20 mph limit is to be introduced and this would allow a raised crossing to be provided for the school. This would be a considerable safety benefit if comments from former crossing patrol attendants, made at the public meeting, are considered.

- 6.6 A number of residents who wish to see traffic calming and a permanent limit introduced think that it should only be introduced on that part of Oversund Road adjacent to the school grounds. The comments received indicate that these residents are of the opinion that most pedestrians, including school pupils, use the remote footpath rather than Oversund Road.
- 6.7 Further reasons given against the limit being introduced on the entirety of Oversund Road are inconvenience and that 20 mph is too slow for the nature of the road making the limit difficult to adhere to unless introduced on a short length only. This opinion was expressed by a number of people at the public meeting and those that voted for option C. These arguments were also applied to the question of whether or not the limit should be part-time or permanent. Many residents commented that the limit would inconvenience them and be difficult to adhere to unless it only operates at the times pupils are going to and from the school. There is no doubt that residents would be inconvenienced with journey times to the midpoint of Oversund Road increasing from 28 to 41 seconds. This should be weighed against the safety benefits for people using the school grounds out with school hours that a permanent limit would bring. A number of residents thought that a permanent limit was desirable for this reason but the School and Sound Community Association do not consider a permanent limit necessary.
- 6.8 Therefore, the conclusion I have reached on consideration of the consultation results, residents comments, "national policy" and monitoring of similar previous schemes is that a permanent 20 mph speed limit, with traffic calming, on the section of Oversund Road adjacent to the school grounds (option B) is the most appropriate. This would allow the majority of local residents to access their properties without the need to drive through a lengthy reduced limit and would give the greatest reduction in vehicle speeds outside the school. It would also allow a raised school crossing to be constructed, a valuable safety improvement in my opinion.

Financial Implications

- 7.1 The funds required for the traffic calming measures or variable speed limit signs would be met from additional funding made available by the government for this scheme. The estimated cost of providing the 8 road humps, 1 raised crossing and relevant

signing for option A is £8,000. The estimated cost of providing the 3 road humps, 1 raised crossing and relevant signing for option B is £5,000. The estimated cost of providing the variable signs on Oversund Road for option C is £8,000.

Policy and Delegated Authority

- 8.1 It is Council policy to improve pedestrian safety by means including traffic calming, etc. (min ref Resources Committee 52/01).
- 8.2 The Executive Director of Infrastructure Services has delegated authority to promote traffic orders and traffic calming measures. The Executive Director also has delegated authority to make orders and install traffic calming where no objections have been received to the proposals at public consultation stage (Min Ref 04/198). However, in this instance there are objections to traffic calming proposals so the decision has to be referred to the Infrastructure Committee which has delegated authority in this situation (Min Ref 199/99).
- 8.3 The Infrastructure Committee has full delegated authority to act on all matters within its remit (Min Refs SIC 19/03 and 70/03) and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision.

9 Recommendation

- 9.1 I recommend that the Committee approve that I should progress the formal consultation, required by legislation, for the introduction of a permanent 20mph speed limit on that part of Oversund Road adjacent to the school grounds with associated traffic calming measures (option B).

Report Number : RD-22-05-F



REPORT

To: Infrastructure Committee

18 October 2005

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

SCOTTISH EXECUTIVE CONSULTATION - DRAFT SCOTTISH PLANNING POLICY (SPP8) - TOWN CENTRES

1. Introduction

1.1 This report introduces the consultation document published by the Scottish Executive on the 18th August 2005. Copies of this consultation document are available in the Members' Room, the reception at Infrastructure Services or online at www.scotland.gov.uk/view/views.asp. The Scottish Executive has asked that responses to this consultation be submitted to them by Friday 11th November 2005.

2 Links to Council Priorities

2.1 This SPP links to The Corporate Improvement Plan priorities No7 - respecting our unique landscape and No 18 - Economic Diversification. It does this by ensuring the vitality and viability of town centres such as Lerwick Town Centre which is often perceived as the base of the Shetland Retail Sector.

2. Background

2.1 This Draft Policy sets out the Scottish Executive's vision for town centres and will replace *NPPG 8 Town Centres and Retailing* published in October 1998. While the underlying policy objectives remain unaltered in the draft SPP, there is an acknowledgement of the importance of a much broader range of land uses in making up a healthy and vibrant town centre. Previously it could be said that the focus was on retailing as the primary use for town centres. The Draft SPP seeks to establish a mix of uses and activities in the town centre and also recognises that housing is an important element of such a mix. There is also an acknowledgement that town centres are not able to accommodate all forms of retail development.

- 2.2 In the current Shetland Development Plan (Structure Plan and Local Plan) there are policies which seek to ensure the viability and vitality of Lerwick town centre. Our plans recognise that the focus should not only be on retail and that accessibility to services is of key importance.

3. Town Centres

- 3.1 The Draft SPP states that it supports the Executive's wider goals relating to economic growth, social justice, health improvement, and improved environment and a better quality of life. It sets out key policy objectives as being:

- *Promote competitive places and encourage regeneration, in order to create town centres that are attractive to investors and suited to the generation of new employment opportunities.*
- *Create a climate that enables all sectors of the community to have access to a range of shopping, leisure and other services and for deficiencies in provision to be remedied.*
- *Improve the physical quality of our town centre environments*
- *Support development in existing accessible locations and in locations where accessibility can be improved.*

- 3.2 The Draft SPP advocates the use of "health checks" as an effective way of monitoring town centres and promotes a co-ordinated approach in strategy development. The draft SPP states that early involvement and joint working with stakeholders is desirable; stakeholders include local communities, voluntary organisations and representatives from public and private sectors. The Planning Service in its regeneration work has adopted this format for policy development and regeneration for several years now, initially with past projects in Lerwick and more recently through its membership of the Shetland Regeneration Partnership.

- 3.3 The draft SPP introduces a strong emphasis on securing high standards of design in Town Centres and states that the design of all proposals (which include car-parking and open spaces) should respond to the character of the surroundings. This recognition of the importance of design is especially true in towns such as Lerwick where much of the town centre is designated as an Outstanding Conservation Area. The Draft SPP states that new development proposals should be discussed at an early stage with Architecture and Design Scotland. Members may be aware that the Planning Service has recently had discussions with

Architecture and Design Scotland regarding the re-development of sites within Lerwick.

3.4 Accessibility for those with a disability is thought by the Executive to be essential to the success of any town centre. This is an area that poses potential difficulty in any existing shopping area, but particularly one which contains many Listed Buildings, such as Lerwick town centre. However, the Planning Service has advised and consulted on many proposals so that a satisfactory solution can be reached and significant progress has been made as shop refurbishments have been carried out.

3.5 Our suggested response to The Scottish Executive is attached as Appendix 1 of this report.

4. Financial implications

4.1 There are no direct financial implications arising from this report.

6 5.Policy and Delegated Authority

5.1 The Infrastructure Committee has full delegated authority to act on all matters within its remit (Min refs SIC 19/03 and 70/03) and for which the overall objectives have been approved by the Council in addition to appropriate budget provision.

6. Conclusion

6.1 The consultation paper seeks comments on the new Draft SPP8 Town Centres.

7. Recommendation

7.1 I recommend that the Committee note the content of this report and approve (with amendments, if felt necessary) the draft response to The Scottish Executive contained in Appendix 1.

Report Number : PL-24-05-F

Ken Jobling
Scottish Executive Development Department
Planning Division
2-H
Victoria Quay
EDINBURGH
EH6 6QQ

Dear Mr Jobling

Consultation on Draft Scottish Planning Policy 8: Town Centres

On behalf of Shetland Islands Council, I have the following comments to make regarding Draft SPP 8.

The Council is pleased to see that the new SPP places a strong emphasis on mixed use development and its role in adding to the character, vitality and viability of the town centre. However, we would like to see some acknowledgement that towns and cities throughout Scotland are increasingly moving towards being "24 hour towns". It would be helpful to have guidance that reflects this trend and the issues that arise as a result, e.g. bad neighbour developments and increasing numbers of public houses, with the potential for associated anti-social behaviour.

The draft SPP goes some way to recognising that the introduction of new design into the town centre can be a sensitive issue and that any new development should respond to the character of the surrounding environment. The Council would like to see further guidance related specifically to Listed Buildings and Conservation areas, retaining their character and appropriately maintaining them while accommodating contemporary uses for many of the buildings. The Council would welcome guidance or examples of best practice in how to overcome access issues in relation to Listed Buildings and Conservation Areas.

The SPP goes some way to defining acceptable Edge of Centre and Out of Centre retail developments. We welcome the emphasis being placed on the need for the developer to demonstrate the appropriateness of their chosen location. However, it would be helpful to have some further clarification of the Executive's views on which retail uses they regard as key contributors to the vitality and viability of town centres and which they do not.

Yours sincerely

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Head of Planning



REPORT

To: Infrastructure Committee

18 October 2005

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

PROGRESS REPORT ON DEVELOPMENT OF SHETLAND TRANSPORT STRATEGY

1. Introduction

- 1.1. The purpose of this report is to inform members of the progress of the Shetland Transport Strategy.

2. Link to Council Priorities

- 2.1 This report meets the objectives of the corporate plan by contributing to the aim of sustainability and easy to use systems for transporting freight and people.

3. Background

- 3.1 The Scottish Executive Guidance on Local Transport Strategies anticipates Local Authorities completing their strategies during 2005-06.
- 3.2 The Scottish Executive announced on 06 October 2005 the proposed boundaries for the new Regional Transport Partnerships (RTPs) with Shetland as a stand alone transport authority.
- 3.3 The Shetland RTP will have a statutory duty to produce a regional transport strategy. Further details on membership and statutory duties will come forward to the Committee in due course.
- 3.4 Clearly, this may have an effect on the Transport Strategy in terms of the scope of the work to be carried out.

4. Progress

- 4.1 FaberMaunsell have been appointed to develop the strategy.
- 4.2 A progress report and details of the consultation exercise is attached as Appendix 1.

- 4.3 Based on this report, Paul Finch of FaberMaunsell will provide a briefing on progress to the MOWG putting more detail on the work done to date, any issues emerging and the programme for moving the strategy forward.

5. Financial Implications

- 5.1 There are no financial implications associated with this report. Costs for the consultation exercise are within budget

6. Policy and Delegated Authority

- 6.1 The Infrastructure Committee has full delegated authority to act on all matters for which the overall objectives have been approved by Council, in addition to appropriate budget provision. SIC Min Ref 19/03 and 70/03.

7. Recommendation

- 7.1 I recommend that Infrastructure Committee notes the contents of this report.

Report Number : TR-29-05-F

Appendix 1

Progress Report on the Development of Shetland Transport Strategy

1. Introduction

This brief note updates the Transport Strategy Member Officer Working Group of progress made since the last meeting of the group, held in mid-August.

The main areas of progress have been on:

- Meetings and discussions with specific SIC officers;
- Meetings with other stakeholders including NHS Shetland and Association of Shetland Community Councils;
- Developing proposals for consultation programme; and
- Review of available information.

The following sections of this report consider each of the following in turn.

2. Meetings and Discussions with Specific SIC Officers

A series of meetings and discussions have been held with senior officers from:

- Roads Service
- Public Transport
- Ferry Services
- Economic Development
- Policy Unit
- Planning Services
- Finance

Further meetings are currently being scheduled with officers from Education, and Housing.

Each of these meetings provided the opportunity to discuss previous use of the existing Local Transport Strategy, the current and future problems and opportunities to be addressed in the forthcoming Transport Strategy, and allowed a review of available data and previous studies/reports.

The outcomes from these meetings have further emphasised the necessity to take a holistic and thorough approach to the development of the transport strategy, as transport and accessibility issues appear to lie at the root of many social and economic problems / opportunities currently being experienced within Shetland.

3. Meetings with NHS Shetland and Association of Shetland Community Councils

A brief introductory meeting has been held with NHS Shetland. They are currently very active in developing transport solutions, and are currently undertaking a separate questionnaire survey of NHS patients across Shetland. They are also currently working with SIC on several specific proposals. They welcomed the opportunity to contribute to the development of Shetland's Transport Strategy.

In relation to the development of a community consultation exercise, a meeting with the Association of Shetland Community Councils allowed the opportunity to review previous Community Council minutes, as well as plan for attendance at the ASCC AGM to be held mid October.

4. Proposals for Consultation Programme

4.1 Overview

Faber Maunsell have worked in partnership with SIC's Policy Unit in the development of a robust framework for community consultation.

For each of the key themes within the strategy (internal links, inter-island links, and external links) the consultation exercise will aim to understand:

- current experiences, levels and characteristics of usage, as well as expectations;
- a review of current and potential future problems and opportunities;
- an exploration of possible options to address the problems and take advantage of any opportunities.

Methods of consultation include face to face meetings, workshop discussions, and questionnaires. Opportunities will be taken to take advantage of previous consultation exercise and other available information. These include community profiles in the Local Plan, a review of Community Council minutes, any community profiles, and IATE/ROA consultation outcomes/action plans.

The timetable for consultation extends from October through to mid-December. Community work is planned to start in mid October for a period of seven weeks.

4.2 Community Consultation – Localities

The proposed approach is to use the seven localities as a basis for community consultation. The consultation will include time in each locality to enable:

- face-to-face meetings with key local community stakeholders
- drop-in sessions for the wider community + visits to any youth groups, old peoples lunch clubs etc.
- a community led evening workshop on transport issues

This will be aided by the use of a "transport strategy mini-bus" which can be used as a mobile "drop-in" facility, as well as assisting with any transport to the proposed meetings.

Discussions are currently being undertaken to progress the current proposals which are set out below.

North Isles Locality

It is proposed to spend one day and one evening on each of the three northern islands. Due attention will be paid to the current IATE consultation. An opportunity has been identified to plan a joint “three island” meeting towards the end of the process, or to combine with an existing IATE event.

North Mainland Locality

It is proposed that three day and evening consultation sessions will be undertaken, one in Northmavine, one for Brae/Hillside/Mossbank and one for Nesting and Lunnasting. There are opportunities to build on the IATE consultation for Northmavine, and the ROA consultation for Voe and Firth and Mossbank.

Whalsay and Skerries Locality

It is proposed to spend one day and one evening for each island. There is a clear necessity to continue the previous relationship on Whalsay with the Community Council and the Ferries and Terminals Working Group.

Westside Locality

Separate consultation is proposed with Papa Stour and Foula, taking advice from local contacts of the most appropriate means to facilitate effective community consultation. Mainland communities are to be considered in two groupings: Sandness & Walls; and Sandsting, Aithsting & Weisdale. A day and evening will be spent in both community groupings.

South Locality

Separate consultation is proposed for Fair Isle. The Mainland communities are to be considered in two groupings: Dunrossness; and the rest of South Mainland (excluding Gulberwick). A day and an evening will be spent in both community groupings.

Central Locality

It is proposed that the consultation uses two groupings of communities: Scalloway Burra & Tronda; and Tingwall & Nesting. A day and an evening will be spent in both community groupings.

Lerwick (includes Gulberwick) and Bressay Locality

It is proposed to spend two days in Lerwick area, plus one evening event. An additional day to be spent in Bressay, plus an evening meeting.

4.3 Community Consultation – Shetland Wide

A wide ranging complementary consultation plan has been developed to complement the community consultation. This includes the following elements.

- Have your say – internet questionnaire

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- Your Voice – transport questions included in Autumn Questionnaire
- Association of Shetland Community Councils – attend meeting on 15/10/05
- Library Vans – use van drivers and users as source of information/feedback + questionnaires
- Youth Voice Conference meeting in December provides opportunity for views
- Young Scot Website – can be used in a similar fashion to “Have Your Say”
- Black and Ethnic Minorities – can be consulted via English as an Additional Language lessons, also via library internet facilities
- WRVS lunch clubs – drop-ins during work in localities
- Care centres – discussions with care centre staff during work in localities
- Disability groups – meetings with individuals, and with specific groups.

4.4 Consultation - Economic and Environmental Agencies

List of trade groups, key employers in Shetland, and most important commercial organisations using the ferries are being obtained from Economic Development, and Ferry Services. These will be contacted as appropriate during the consultation phase.

Similarly, environmental agencies based in Shetland (SNH, RSPB, SEPA) will also be contacted.

4.5 Consultation – Other Parties

The remaining consultation involves contact with external agencies such as Highlands and Islands Enterprise, and suppliers of transport links (both passenger and freight) from Shetland to the UK Mainland and Europe.

5. Review of Available Information

Progress to date has concentrated on the collation of existing information. This has included to date:

- Review of Community Council Minutes
- Review of Council Committee Agenda Papers Minutes
- Review of Council Forum Agenda Papers and Minutes
- Development Plan
- Previous LTS
- Previous HITRANS strategy
- Corporate and Community Plans
- Community Profiles
- Census data
- Shetland 2012
- NHS Shetland – 2020 Vision
- Road Safety Plan
- Being a Young Person in Lerwick and Bressay
- Travel and Transport Needs Survey – 2000 by NOP for SIC

- Research Papers Arising from “Northern Maritime Corridor” project

6. Next Steps

The current focus of activity is on organising and executing the proposed community and stakeholder consultation programme. This will continue in parallel with review of existing information to provide a comprehensive review of problems and opportunities, and previously examined options.