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Date: 25 August 2020

Dear Sir/Madam

You are invited to the following meeting:

Development Committee
Remote Link via Teams
Tuesday 1 September 2020 at 10am

In terms of Section 50A(3A) of the Local Government (Scotland) Act 1973, as introduced by Schedule 6, Paragraph 13 of the Coronavirus (Scotland) Act 2020, the public are excluded from attendance at this meeting.

Please note that this meeting will be recorded and published online for public access after the meeting.

Apologies for absence should be notified to Louise Adamson at the above number.

Yours faithfully

Executive Manager – Governance and Law

Chair: Alastair Cooper
Vice-Chair: Stephen Leask

AGENDA

- (a) Hold the circular calling the meeting as read.
- (b) Apologies for absence, if any.

- (c) Declarations of Interest – Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.
- (d) Confirm the minutes of the meeting held on 10 March 2020 (enclosed).

ITEM

- 1. Allocation Policy Annual Review Report
DV-15
- 2. Annual Assurance Statement 2020
DV-16
- 3. Local Development Plan – Development Plans Scheme 2020
DV-21
- 4. Scalloway Local Place Plan – Adoption
DV-17
- 5. Development Committee Business Programme
DV-18



MINUTES

A&B - PUBLIC

Development Committee
Council Chamber, Town Hall, Lerwick
Tuesday 10 March 2020 at 10am

Present:

A Cooper	S Coutts
A Duncan	S Flaws
J Fraser	S Leask
M Lyall	A Priest
T Smith	

Apologies

A Manson

In Attendance (Officers):

N Grant, Director of Development Services
A Jamieson, Executive Manager - Housing
J Manson, Executive Manager – Finance
I McDiarmid, Executive Manager – Planning
V Simpson, Executive Manager – Community Planning and Development
T Coutts, Team Leader – Business Development
M Hodgson, Solicitor
B Kerr Communications Officer
L Malcolmson, Committee Officer

Chair:

Mr Cooper, Chair of the Committee, presided.

Circular:

The circular calling the meeting was held as read.

Declarations of Interest

None

Minutes

The Committee approved the minutes of the meeting held on 20 January 2020 on the motion of Mr Duncan, seconded by Mr Leask.

5/20

2020/21 Budget and Charging Proposals – Development Committee

The Committee considered a report by the Executive Manager - Finance (F-013-F), outlining the budget and charging proposals for 2020/21.

The Executive Manager – Finance summarised the main terms of the report.

During question the Director of Development Services confirmed that in terms of recruiting staff to the Planning Service, work was being done to ensure that the right people are in place to move the service forward. He said that the Planning Service had worked with Human Resources to attract applications through different ways of advertising, which had some success. He said that it was important to keep the vacancy factor in place to ensure there is room to recruit.

Concern was expressed in regard to Paragraph 6.5 and the unsustainable draw on reserves. The Executive Manager – Finance agreed that this was contrary to the Medium Term Financial Plan but the alternative would be to reduce service resulting in the removal of staff and not providing services into the foreseeable future. The Director of Development Services added that projects are being worked on to look at redesign where costs may be reduced without affecting services.

In terms of the risk management reference to the College merger the Executive Manager – Finance confirmed that the total proposed budget was £1.6m but that cost was not contained in the Development Services budget.

Reference was made to the table at Appendix 2 and the number of FTE staff for Homelessness. In responding to a question the Executive Manager – Housing advised that the team is generic so there are no specific homelessness officers but the role is carried out as part of a number of Officer's duties. The Council has a statutory responsibility to carry out assessments for homelessness as a separate part of the service. The figures provided therefore amounted to parts of posts across the service.

The Director of Development Services responded to a comment regarding the costs associated with promotional activity. He explained that Promote Shetland's effectiveness would be reported in an update at a Member's seminar. He said that there was a year and a half remaining on the current contract.

In regard to grants and budgets, the Director of Development Services was asked if the figure set aside is sufficient to encourage local business to expand, given that after 1 January 2021 there will be no EU funding. He explained that the total of £600k was tied to specific funding agreements. However, how the £15m rotating loan fund will be used going forward was yet to be considered. The Director of Development Services said that a lot of work would be carried out over the next year to enable existing and new businesses to grow. The Team Leader – Business Development added that a report would be presented on grant scheme and budget activity in due course.

There being no debate Mr T Smith moved that the Committee approve the recommendations contained in the report. Mr Duncan seconded.

Decision:

The Committee **RECOMMENDED** to Policy and Resources Committee and the Council to approve the budget proposals for 2020/21 included in this report and set out in detail in the Budget Activity Summary (Appendix 2) and Schedule of Charges (Appendix 3), to be included in the Overall SIC Budget Book.

06/20

2020/21 Housing Revenue Account Budget and Charging Proposals

The Committee considered a report by the Executive Manager – Finance (F-016-F), which outlined the budget proposals and proposed charges for 2020/21 for the Housing Revenue Account.

The Executive Manager - Finance summarised the main terms of the report.

In response to a question relating to paragraph 4.5, the Executive Manager – Housing advised that the use of contractors had been a short term solution to address the workload and timescales set. She said that work would be brought back in-house over the longer term.

Reference was made to the vulnerable members of the community and the increase in the cost of living leading to individuals falling below the threshold for housing benefit. The question was asked whether the directorate had considered identifying those individuals on income above the threshold not getting housing benefit and whether means testing was a solution that could see household rents reducing to help individuals in financial difficulty. The Executive Manager – Housing explained how the rents are set following a fair national system. She referred to paragraph 6.1 and advised that following the satisfaction survey, staff followed up on tenant participation and work was being done on overall affordability. She said that rents are not means tested but support was provided on an individual basis working with the Citizen's Advice Bureau (CAB). Further comment was made however that the national benefit system was not fit for purpose but the person centred approach was welcomed and individuals should be encouraged to engage with CAB when they find themselves in financial difficulty.

The Leader acknowledged the comments made and said that this was a broader issue than housing rent and that housing staff were looking at a local level across Shetland but there needed to be a broader political push, recognising that there is a higher cost of living here in Shetland.

In responding to a question the Executive Manager – Finance advised that rents had been increased by less than inflation with the exception of one bed homes which increased by £1, to be more in line with other rents.

Comment was made that CAB plays a very important role in the Shetland economy and it is everyone's responsibility to ensure constituents are persuaded to seek support from CAB.

Thanks was expressed to the staff whose hard work and engagement with tenants, through the tenant participation survey, had been demonstrated in the outcomes presented.

Mr Duncan moved that the Committee approve the recommendations contained in the report, Mr Leask seconded.

Decision:

The Committee **RECOMMENDED** to Policy and Resources Committee and Council that it approves the budget proposals for 2020/21 for the Housing Revenue Account (HRA) included in this report and the proposed charges detailed at Appendix 1, to be included in the overall SIC Budget Book.

The meeting concluded at 10.40am

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Chair



Meeting(s):	Development Committee	1 September 2020
Report Title:	Allocation Policy Annual Review Report	
Reference Number:	DV-15-20-F	
Author / Job Title:	Anita M Jamieson, Executive Manager - Housing	

1.0 Decisions / Action Required:

- 1.1 That the Development Committee RESOLVES to approve the performance reporting targets for 2020/21 as identified at 4.7 and set out in Table 3 at 4.4.

2.0 High Level Summary:

- 2.1 This report details the annual performance review information on the housing allocation quota targets contained in the Shetland Islands Council's Allocation Policy for the year 2019/20 and recommendations for the year 2020/21.

3.0 Corporate Priorities and Joint Working:

- 3.1 This report is delivering in line with the Shetland Partnership Plan's Place Priority, supported by the Local Housing Strategy.
- 3.2 Finding permanent housing solutions for people relies on good joint working with a number of agencies. As the only other social landlord in Shetland, joint working with Hjaltland Housing Association through our Nominations Agreement is very important to meeting housing needs.

4.0 Key Issues:

4.1 Applications

During the period 1 April 2019 to 31 March 2020, 589 new applications were received by the Housing Service. Taking a snapshot of the number of applications at the 31st March shows a very similar number to the previous year, as shown in Table 1 below.

Table 1 Number of Housing Applications by Type -

Application Type	Mar-19	Mar-19	Mar-20	Mar-20
	No.	%	No.	%
Waiting List	391	67%	402	69%
Transfer	104	18%	93	16%
Homeless	89	15%	78	13%
Special Cases	3	0%	7	1%
Total	587	100%	580	100%

It is also important to note the reduction in homeless applications as a result of both preventative work being done by the Housing Service and the priority given to finding permanent housing solutions.

4.2 Allocations

There were a total of 153 lets in 2019/20. This is much lower than the total allocations in 2018/19 (183). This equates to 9.5% of properties becoming available for re-let over the year, compared to 11.9% the previous year.

Table 2 – SIC Lets by Locality and Type of Let

Total Number of Lets by Locality	General Needs Lets		Supported Housing Lets (inc Sheltered, Very Sheltered)		Total Lets	
Locality	2018/19	2019/20	2018/19	2019/20	2018/20	2019/20
Central Area	11	5	10	2	21	7
Lerwick & Bressay	69	46	9	9	78	55
North Area	33	34	3	1	36	35
South Area	12	7	1	2	13	9
West Area	3	9	2	3	5	12
North Isles (inc W&S)	28	33	2	2	30	35
Total	156	134	27	19	183	153

4.3 Stock and Demand

Chart 1 shows the SIC housing stock in each locality by property size. Chart 2 shows the housing demand in each area by size. This provides an insight into the relationship between levels of stock and overall demand for the different areas, and demonstrates the mismatch between them. Chart 1 shows that in all areas outwith Lerwick & Bressay, the majority of properties are 3-bed. Chart 2 demonstrates that the highest demand for housing in each area is for 1-bed.

Chart 1 – SIC Housing Stock – Mar 2020

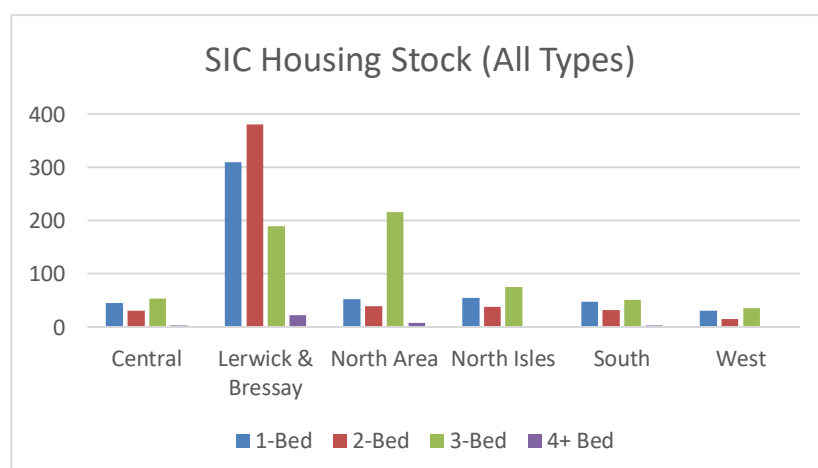
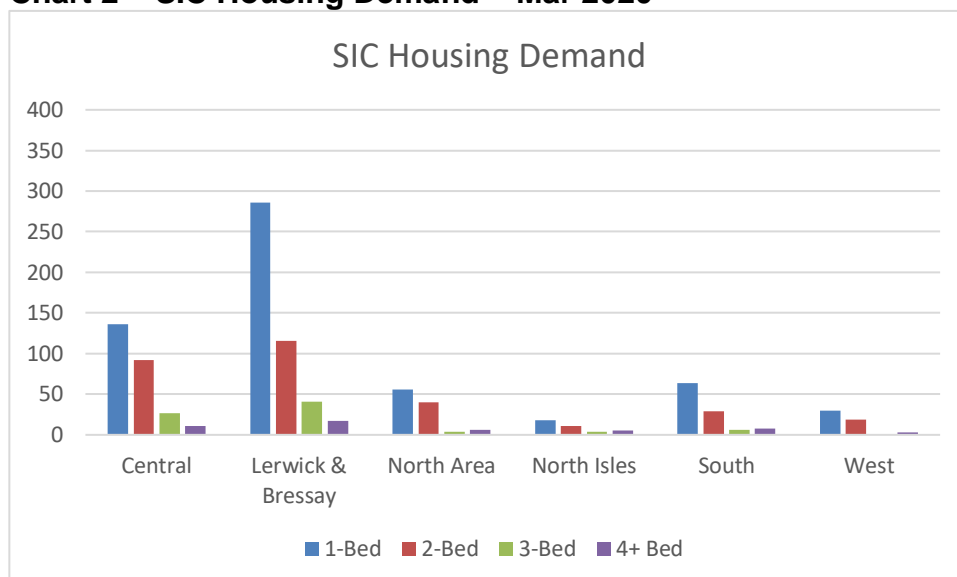


Chart 2 – SIC Housing Demand – Mar 2020

4.4 Quotas

Table 3 details the allocation of properties against quotas. Quotas are used as a guide to ensure a balance of allocations. The Housing Service must give sufficient priority to statutory homeless applicants, whilst also preventing homelessness for others (waiting list applicants), and allowing current tenants to move when in high housing need (transfer applicants). Note that the quotas exclude lets made to supported housing. Lets made in Unst, Yell, Fetlar, Whalsay Skerries & Fair Isle are also excluded due to insufficient levels of demand across all three quota groups.

Table 3 – Housing Lets by Quota Group

Area	Quota Group	Apr-Mar 2018/19	Apr-Mar 2019/20
Lerwick	Homeless (70% Target)	62%	64%
	Transfer (15% Target)	19%	15%
	Waiting List (15% Target)	19%	21%
Landward	Homeless (30% Target)	19%	26%
	Transfer (30% Target)	20%	14%
	Waiting List (40% Target)	61%	60%

Overall performance against quotas has improved over the past year.

4.5 Nominations to Hjaltland Housing Association

During 2019/2020, there were 42 successful nominations to Hjaltland Housing Association through the nomination agreement. Of these 19 (45%) were to Homeless applicants and 23 (55%) to General Needs applicants across Shetland. It is likely that some of the general needs applicants will have been nominated through housing options as part of the prevention of homelessness approach. The SIC Rapid Rehousing Transition Plan reinforces the importance of partnership working with the Association, to reduce the length of time applicants spend in temporary accommodation.

4.6 Annual Allocation Performance Information Summary

Allocation Performance Information	2018/19	2019/20
Number of live housing applications at 31 March	587	580
Number of new applications received in the year	623	589
Percentage of lettable housing stock that became available in the year	11.91%	9.47%
Number of allocations to homeless applicants	58	46
Number of allocations to waiting list applicants	89	74
Number of allocations to transfer applicants	36	33
Percentage of new tenancies sustained for more than a year	88%	84%
Average length of time taken to re-let properties (days). (There are context considerations with this figure as the majority of long term voids are due to low demand in the north isles.)	49.7	55.55
Average length of time taken to re-let properties (days) – Not Low Demand	39.2	35.82
Average length of time taken to re-let properties (days) – Low Demand	88.6	122.06
Percentage of new tenants satisfied or very satisfied with the standard of their new home – permanent	76%	95%
Percentage of new tenants satisfied or very satisfied with the standard of their new home – temporary	92%	98%
Number of successful mutual exchanges	15	19
Number of homeless presentations	117	103
Number of temporary tenancies created	145	111

4.7 2020/2021 Quota Proposals

Due to Covid19 and the period of lockdown, allocations were unable to be processed. At this point it is too early in the recovery/renewal process to recommend revised quota targets. We will maintain the same targets as 2019/20 (as set out in Table 3) and keep these under review. In line with Scottish Government guidance our current focus is on moving applicants from temporary into settled permanent accommodation where possible, continuing to prevent homelessness and making best use of our available housing stock.

5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications	
6.1 Service Users, Patients and Communities:	Tenants have a statutory right to be consulted on matters concerning the services they receive. Regular consultation and survey information keeps both tenants and landlords informed of performance. Annual performance information is shared with tenants.
6.2 Human Resources and Organisational Development:	None.
6.3 Equality, Diversity and Human Rights:	The Council's Housing Allocation policy meets the requirements of equalities and human rights legislation.
6.4 Legal:	None.
6.5 Finance:	None.
6.6 Assets and Property:	None.
6.7 ICT and New Technologies:	None.
6.8 Environmental:	None.
6.9 Risk Management:	In terms of risk, there is no direct financial risk associated with this report. However, there are political, economic, social, education and health risks associated with high levels of unmet housing need. The consequences of this unmet housing need will have financial implications for those Council services supporting housing, social, education and health.
6.10 Policy and Delegated Authority:	Under section 2.3.1 of the Scheme of Administration and Delegations the Development Committee has the remit for matters relating to housing, and has responsibility for monitoring and reviewing the achievement of key outcomes in the Service Plan, as part of its Planning and Performance Management Framework.

6.11 Previously Considered by:	n/a	
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Contact Details:

Anita M Jamieson, Executive Manager – Housing
Anita.jamieson@shetland.co.uk

Date Cleared: 20 August 2020

Appendices: None

END



Meeting(s):	Development Committee	1 September 2020
Report Title:	Annual Assurance Statement 2020	
Reference Number:	DV-16-20-F	
Author / Job Title:	Anita Jamieson, Executive Manager - Housing	

1.0 Decisions / Action Required:

- 1.1 That the Development Committee RESOLVES to approve the Housing Service's annual assurance statement 2020 for submission to the Scottish Housing Regulator (SHR).

2.0 High Level Summary:

- 2.1 The SHR introduced a requirement for all social landlords to submit an Annual Assurance Statement providing assurance that the organisation complies with the relevant requirements of chapter 3 of the Regulatory Framework. The statement should be made and submitted by the appropriate governing body or committee between April and October each year, and no later than 31 October 2020.
- 2.2 The SHR has issued guidance on the completion of the Annual Assurance Statement, including a template format for the submission (Appendix 1). However the guidance is not prescriptive in respect of the structure of the information to accompany this.
- 2.3 There is no requirement to submit any supporting information and evidence but this must be available should the SHR wish to follow up at any time. Members therefore need to be assured that they have sufficient evidence of compliance with the requirements set out in the SHR's guidance. Appendix 2 provides a comprehensive checklist of the requirements with descriptions and a traffic light assessment of compliance.
- 2.4 The Annual Assurance Statement, or self-assurance process undertaken, is not intended to demonstrate that the governing body guarantee everything is perfect. Instead, the aim is that governing bodies are confident that appropriate systems, evidence, relationships and channels of communication are in place. In addition, producing the Annual Assurance Statement will ensure governing bodies are as well informed as they can be about how the organisation is performing, and if a significant problem were to arise it would be identified and addressed.

3.0 Corporate Priorities and Joint Working:

- 3.1 The production of Annual Assurance Statements is in line with our Corporate Plan, particularly sections 5, 9 and 12 of the 'Twenty by Twenty'. These support high standards of governance, good customer service and effective performance management.

4.0	Key Issues:
4.1	<p>A broad range of performance reports is presented regularly to committee to update on key performance information:</p> <ul style="list-style-type: none"> • Quarterly Directorate performance reports • Quarterly Financial performance reports • Annual Allocation Policy Performance Review • Annual Directorate Plan
4.2	<p>The Housing Service is subject to external inspection by the Care Inspectorate for its Housing Support Service. The outcome of any external inspection is reported to both the Development and Audit Committees.</p>
4.3	<p>A range of national returns are submitted by Housing, including:</p> <ul style="list-style-type: none"> • Annual Return for the Housing Charter to the SHR • Quarterly Returns on homelessness to Scottish Government • Annual Housing Statistics Return to the Scottish Government
4.4	<p>As a member of Scotland's Housing Network (SHN) we compile and submit quarterly and annual returns. These returns form the basis of benchmarking information, with flexibility to benchmark nationally or against peer groups of authorities or landlords.</p>
4.5	<p>The Housing Management Team meet quarterly to review the submissions to the SHN and to monitor the key indicators. Our Integrated Housing Management system (Capita) provides efficient, real time reports on all aspects of the service.</p>
4.6	<p>The SHR requires the submission of the Annual Return on the Charter by 31 May each year with the publication of the Annual Report to Tenants by October. A copy of the Annual Report to Tenants is circulated to Members. In addition there is a requirement to conduct a full tenant satisfaction survey on at least a 3 yearly basis.</p>
4.7	<p>The SHR also produces an Engagement Plan for all social landlords in Scotland. These plans highlight performance indicators identified by SHR where they may initiate some engagement with the organisation. This plan is usually published annually but has been delayed this year due to Covid-19.</p>
4.8	<p>The areas highlighted in the most recent SHR Engagement Plan 2019/20 for Shetland Islands Council were aspects of homelessness, particularly the length of time applicants spend in temporary accommodation and the outcomes for those who are homeless. This was detailed in a separate appendix to last year's Assurance Statement.</p>
5.0	Exempt and/or Confidential Information:
5.1	<p>None.</p>

6.0 Implications :		
6.1 Service Users, Patients and Communities:	Social landlords have a legal requirement to actively develop and support tenant participation and involvement in the delivery of housing services. Tenants are involved in a number of ways in shaping the services and monitoring the performance information. The SHR have specifically requested that the Annual Assurance Statement is made available to tenants and other service users.	
6.2 Human Resources and Organisational Development:	None.	
6.3 Equality, Diversity and Human Rights:	None.	
6.4 Legal:	None.	
6.5 Finance:	None.	
6.6 Assets and Property:	None.	
6.7 ICT and New Technologies:	None.	
6.8 Environmental:	None.	
6.9 Risk Management:	None.	
6.10 Policy and Delegated Authority:	Under section 2.3.1 of the Scheme of Administration and Delegations the Development Committee has the remit for matters relating to housing, and has responsibility for monitoring and reviewing the achievement of key outcomes in the Service Plan, as part of its Planning and Performance Management Framework.	
6.11 Previously Considered by:	n/a	

Contact Details:

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Date Cleared: 21 August 2020

Appendices:

Appendix 1 – Annual Assurance Statement

Appendix 2 – Checklist of Requirements

Background Documents: SHR Statutory Guidance - Annual Assurance Statement

<https://shr-test-web.azurewebsites.net/for-landlords/statutory-guidance/annual-assurance-statement#>

END

Annual Assurance Statement Report

Shetland Islands Council

Town Hall

Lerwick

Shetland

ZE1 0HB

Annual Assurance Statement

We achieve all of the following standards and outcomes for tenants, people who are homeless and others who use our services:

- All relevant regulatory requirements set out in Chapter 3 of the Regulatory Framework;
- All relevant standards and outcomes in the Scottish Social Housing Charter;
- All relevant legislative duties.

Where additional explanatory information is required, this is included in appendix 2 of the attached report and will be reproduced in the contextual information provided with the Annual Return against the Charter to the Scottish Housing Regulator.

I confirm that the Council's Development Committee has seen and considered appropriate evidence to support the level of assurance we have at the meeting of our Development Committee on Tuesday 1st September 2020.

Signed

(Chair of Development Committee)

DV-16-20 Appendix 2: Assurance Checklist

Requirement	Who	When	RAG	Comments
Assurance and Notification				
Prepare an Annual Assurance Statement in accordance with guidance	Executive Manager - Housing	October 2020	Green	Committee report and appendices to be presented to Development Committee on 1 st September 2020 for approval.
Submit Annual Assurance Statement to Scottish Housing Regulator between April and October each year	Executive Manager - Housing	October 2020	Green	On target to be submitted by 31 st October 2020
Make Annual Assurance Statement available to tenants and other service users	Executive Manager - Housing	October 2020	Green	To be included in Housing Services' area of website
Notify Scottish Housing Regulator during the year of any material changes to the assurance in the Annual Assurance Statement	Executive Manager - Housing	As required	Green	
Have assurance and evidence that we are meeting all our legal obligations associated with housing and homelessness services, equality and human rights, and tenant and resident safety	Executive Manager - Housing	Ongoing	Green	Evidence includes a broad range of Council corporate policies including the Health and Safety Policy; Corporate HR policies; Customer First; Complaints etc. Internal policies and reports, Housing website, information held on IHMS system and national reporting through statutory returns. Staff management processes are in place across Housing Services including induction, regular one to one meetings and team meetings, Specific Housing Law and Advice training with Shelter at the next intake after taking up post for

				all staff. In addition structures such as career-grading are in place to encourage housing staff to complete a professional housing qualification.
Notify Scottish Housing Regulator of safety matters which have been reported to or investigated by the Health and Safety Executive (HSE) or reports from other regulatory or statutory authorities or insurance providers, relating to safety concerns	Executive Manager – Housing/ Team Leader – Asset Management	In place	Green	The Council's Health and Safety Officer provides guidance on all aspects of health and safety as required. If a report were received from the Health and Safety Executive, immediate steps would be taken to address the issue and the Scottish Housing Regulator would be advised accordingly. We have policies covering issues such as Asbestos and procedures in place regarding Radon / Legionella etc.
Make Engagement Plan easily available and accessible to tenants and service users, including online	Executive Manager - Housing	In place	Green	To be included by link to the Scottish Housing Regulator's website from Housing Services' area of the Council's website
Register all requirements for providing data to Scottish Housing Regulator and Information Commissioners Office	Executive Manager - Housing	In place	Green	Housing Services will hold a register of any matters reported to the Scottish Housing Regulator and Governance and Law will record all matters reported to the Information Commissioners Office.

Requirement	Who	When	RAG	Comments
Scottish Social Housing Charter Performance				
Submit Annual Return of the Charter to Scottish Housing	Executive Manager - Housing	May 2020	Green	Submitted by 31 May 2020.

Regulator in accordance with published guidance				
<p>Involve tenants, and where relevant service users, in the preparation and scrutiny of performance information</p> <ul style="list-style-type: none"> • Agree an effective and meaningful approach with tenants • Publicise approach to tenants • Verify approach and evidence involving tenants has happened • Involve other service users in an appropriate way 	Housing Management Team/Senior Research and Information Officer	In place	Green	<ul style="list-style-type: none"> • Register of interested tenants involved in development of annual report as standard; • Include section in the annual report to encourage feedback; • Invite Register of Interested tenants to annual presentation on performance from Scotland's Housing Network • Complete Next Steps 2 Programme of tenant engagement funded by the Scottish Government.
<p>Report performance to tenants and other service users no later than October each year:</p> <ul style="list-style-type: none"> • Agree format of performance reporting with tenants and ensure accessible with plain and jargon free language • Provide assessment of performance in delivering Charter outcomes • Include relevant comparison including previous years, other landlords and with national performance; 	Executive Manager – Housing/ Senior Research & Information Officer	Annually October	Green	<ul style="list-style-type: none"> • Register of interested tenants involved in development of annual report as standard. Views sought on content, layout and improvements, including methods of providing comparative information. Feedback space provided in the report for all recipients of the report to provide views and ideas. Use of preferred methods of contact information to use different formats of the report (digital and paper versions.) Use of email and texts developing as preferred method of contact.

<ul style="list-style-type: none"> Set out how we intend to address areas for improvement; Give tenants and service users a way to feedback views on style and form of reporting 				
Make Scottish Housing Regulator report on our performance easily available to tenants including online	Executive Manager – Housing/ Senior Research & Information Officer	When produced by SHR	Green	Link provided to the Scottish Housing Regulator's website from Housing Services' area of the Council's website

Requirement	Who	When	RAG	Comments
Whistleblowing				
Ensure effective arrangements and a policy for whistleblowing for staff and elected Members	Director of Corporate Services	Policy agreed February 2016	Green	Policy on Reporting Concerns at Work is available on internal portal or in either electronic or hard copy from HR on request. Trade Unions are also aware of this. Arrangements for elected Members through Code of Conduct.
Make Whistleblowing policy easily available and promote its existence.	As above	In place. As above	Green	As above

Requirement	Who	When	RAG	Comments
Tenants and Service Users Redress				
Make information on reporting our significant performance failures, including the Scottish Housing Regulator's leaflet, available to our tenants	Executive Manager – Housing/ Senior Research & Information Officer	In place	Green	A link will be provided to the Scottish Housing Regulator's leaflet from the Council's website.
Provide tenants and service users with the information they need to exercise right to complain and seek redress	Executive Manager – Housing/ Senior Research & Information Officer	In place	Green	The Council's corporate complaints process is used and corporate policy in line with the guidance from the Scottish Public Services Ombudsman. Information is available through our website and in hard copy on request.
Respond to tenant complaints within our service standards timescales and in accordance with the Scottish Public Services Ombudsman guidance	Executive Manager – Housing/ Senior Research & Information Officer	In place	Green	Reporting against timescales is included in the Annual Return against the Charter
Ensure we have effective arrangements to learn from complaints and other tenant and service user feedback, in accordance with SPSO guidance	Executive Manager – Housing	In place	Green	Information collected through complaints, comments and customer satisfaction surveys is regularly reviewed by Housing Management Team and used to inform service improvement for the relevant service area. Corporate Management Team has a Learning Board for reviewing complaints and reviewing any instances of SPSO involvement in complaints corporately.

Requirement	Who	When	RAG	Comments
Equality and Human Rights				
Have assurance and evidence we consider equality and human rights issues properly when making decisions, in the design and review of internal and external policies, and in our day to day service delivery	Executive Manager – Housing	In place	Green	<ul style="list-style-type: none"> • All policies within Housing Services contain a section on equalities; • Committee reports on policy matters contain a section on equalities implications; • Completion of equality impact assessments is standard; • The Council monitors its website and ensures it meets website accessibility requirements; • The Council employs a specialist equalities officer to provide advice and support to ensure compliance.
Collect data relating to protected characteristics for existing tenants, new tenants, people on waiting lists and elected Members and staff	Executive Manager – Housing/ Senior Research & Information Officer	In place	Green	<ul style="list-style-type: none"> • Equalities criteria does not apply to elected Members given that they are democratically elected; • Equalities monitoring information is collected for new tenants and applicants along with information relating to requirements for information in a range of formats. We have to be clear on the reason why we need the information and ensure compliance with Data Protection Act;

				<ul style="list-style-type: none"> We will review the information collected on a regular basis and will follow best practice.
Collect data on protected characteristics of people who apply as homeless	Executive Manager – Housing/ Senior Research & Information Officer	In place	Green	<ul style="list-style-type: none"> Equalities monitoring information is collected for all homeless applicants. We have to be clear on the reason why we need the information and ensure compliance with Data Protection Act; We will review the information collected on a regular basis and will follow best practice.
Collect data on protected characteristics of people who use our Gypsy / Traveller services	N/A	N/A	N/A	N/A



Meeting(s):	Development Committee	1 September 2020
Report Title:	Local Development Plan - Development Plans Scheme 2020	
Reference Number:	DV-21-20-F	
Author / Job Title:	Suzanne Shearer / Team Leader Development Plans and Heritage	

1.0 Decisions / Action Required:

- 1.1 That the Development Committee RESOLVE to approve the Development Plan Scheme attached at Appendix 1.

2.0 High Level Summary:

- 2.1 Section 20B of the Town and Country Planning (Scotland) Act 1997 requires each planning authority to prepare a Development Plan Scheme (DPS) at least annually. The DPS sets out the authority's programme for preparing and reviewing its Local Development Plan (LDP).
- 2.2 Development Plans are spatial land use plans. Their purpose is to guide the future use of land by addressing the spatial implications of economic, social and environmental change. Development Plans should set out realistic long-term land use visions for the Council. The LDP should indicate where development should and should not happen, thereby providing confidence to both communities and investors.
- 2.3 The LDP must complement other policies and strategies across the Council. The Development Plans and Heritage Team therefore continue to need significant levels of input from other Council services.
- 2.4 The Council is required to engage in meaningful consultation and engagement during the preparation of the LDP; the participation statement, which forms part of the DPS, states when and how the Planning Authority intends to consult during the various stages of the LDP.
- 2.5 The Current LDP was adopted in September 2014. The Development Plans & Heritage Team are currently engaged in the evidence gathering stage for the next LDP (LDP2). The main statutory stages in the preparation and delivery of the LDP and the timeline for achieving them are detailed in the DPS attached as Appendix 1 of this report.
- 2.6 It should be noted that this is only one of many workstreams for the Development Plans & Heritage team.

3.0	Corporate Priorities and Joint Working:
3.1	When complete, the next LDP will become the strategic tool for the Council's development priorities. In conjunction with other Council Policies (including the Local Housing Strategy), it will contribute to meeting the spatial aims of the LOIP and the Corporate Plan.
4.0	Key Issues:
4.1	<p>Slippage in delivery has occurred due to a number of factors –</p> <ul style="list-style-type: none"> • Staffing – The Development Plans and Heritage team has been understaffed in various posts for the past 4 years. The team is currently carrying the following vacant posts:- 2 x planning officer posts, 1 x (part-time) planning officer maternity cover, and 1 x business support officer post. Recruitment has been delayed due to COVID-19 but is currently in progress. • Other priority workloads including Masterplanning sites in Lerwick have taken up a significant amount of officer time over the past 12months. It is now a requirement for LDP Planning Officers to enable and facilitate delivery of the sites included within the LDP, this means additional input at the Masterplanning and Development stages of sites included in the LDP. • Additional short term workload resulting from the Review of Planning, specifically inputting into the call for ideas for NPF4 which included a review of Scottish Planning Policy.
4.2	The LDP is dependent on the evidence provided in a number of other strategic documents, most prominently the Housing Needs and Demands Assessment (HNDA) the Local Housing Strategy and the Local Outcome Improvement Plan (Shetland Partnership Plan). The Shetland Partnership Plan was adopted in 2018 but the HNDA is yet to be determined as robust and credible by the Scottish Government. Progression beyond the evidence gathering stage of the LDP cannot happen until The HNDA is completed. Progression beyond the Main Issues Report Stage cannot happen until the LHS has been published.
4.3	The DPS presented today is subject to change as the Review of Planning progresses.
4.4	The Scottish Government currently requires all plans which have commenced under the Planning etc. Scotland Act (2006) to have reached the consultation of proposed plan stage by December 2021, it is still our aim to meet this deadline.
4.5	As the implementation of the Planning (Scotland) Act 2019 progresses and further information on the transitional arrangements are published there are likely to significant changes to the Plan making process. The Council will be kept up to date of these changes and an updated DPS may be presented to the Council within the 12 month lifetime of this DPS.
5.0	Exempt and/or Confidential Information:
5.1	None.

6.0 Implications :	
6.1 Service Users, Patients and Communities:	There is a requirement for extensive consultation through the Plan, particularly at the early stages (Pre MIR & MIR). The Development Plans & Heritage Team is committed to achieve this, as set out in the Participation Statement, and will seek to work with the Community Planning and Development Service and the Communication Section to maximise these opportunities.
6.2 Human Resources and Organisational Development:	All workload relating to the Plan making process will be met within the resources of the existing Development Plans & Heritage Team.
6.3 Equality, Diversity and Human Rights:	The Council is obliged to address its obligation to comply with equalities legislation and policies when preparing the LDP, and all policies, guidance and actions are being analysed and assessed in these terms. A full assessment will be completed for submission alongside the LDP.
6.4 Legal:	Preparation and publication of the Development Plan Scheme is a statutory requirement of the Town and Country Planning (Scotland) Act 1997. There are no other legal implications arising directly from this report.
6.5 Finance:	There are no direct financial implications arising from this report.
6.6 Assets and Property:	None.
6.7 ICT and New Technologies:	None.
6.8 Environmental:	The LDP is subject to strategic environmental assessment with a draft Environmental Report to accompany the MIR and a revised environmental report to accompany the LDP, this will show how environmental implications have been considered and impacts mitigated. The Planning Authority is also subject to the overarching requirement to exercise the function (of preparing development plans) with the objective of contributing to sustainable development imposed by The Planning etc. (Scotland) Act 2006. A Habitats Regulations Appraisal must be undertaken (to comply with the Conservation (Natural Habitats &c.) Regulations 1994) in order to determine whether the LDP is likely to have a significant effect on any European site.
6.9 Risk Management:	The lack of an up to date Development Plan could prevent the Council from supporting developments that are in line with its priorities, and result in more challenges to Council decisions. The LDP is formulated to reflect the Council's priorities.

6.10 Policy and Delegated Authority:	In accordance with Section 2.3.1 of the Council's Scheme of Delegations, the Development Committee has delegated authority to implement decisions within its remit.	
6.11 Previously Considered by:	None.	

Contact Details:

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Date Cleared: 26 August 2020

Appendices:

Appendix 1 – The Local Development Plan Development Plans Scheme 2020

Background Documents:

None

END

Development Plan Scheme 2020 / DRAFT



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SHETLAND Local Development Plan

CONTENTS:

- What is a Local Development Plan?
- What is a Development Plan Scheme?
- Update: Progress and Preparing the next Plan
- What is happening now and looking ahead
- Impact assessments of the Local Development Plan
- Participation Statement & Engagement Techniques
- Key stakeholders engaged in the Local Development Plan process
- Development Plan Scheme Timetable

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What is a Local Development Plan?

Shetland Islands Council is required to prepare and keep under review a Local Development Plan (LDP) that guides how and where places can be developed and improved across Shetland.

The LDP includes a Local Development Plan that sets out policies and site allocations and Supplementary Guidance (SG) that contain more detailed guidance and, in some instances policy, on specific issues or places.

The Council adopted the Shetland LDP in September 2014 and some of the associated Supplementary Guidance has been adopted since then.

Planning Applications for all types of development in Shetland are determined against the Local Development Plan.

The current Local Development Plan and Supplementary Guidance can be viewed online here:

<http://www.shetland.gov.uk/planning/LDP>

The Planning Service is currently preparing the next Local Development Plan (LDP2)

What is a Development Plan Scheme?

This Development Plan Scheme sets out the programme for preparing and reviewing our Local Development Plan, and explains what is likely to be involved at each stage.

This Development Plan Scheme will cover the following:

- Provide an update on the focus of our work over the coming year
- Indication of timescales for preparing a new Local Development Plan
- Participation statement outlining how and when we will engage with our communities and stakeholders.



UPDATE:

Our current focus is in 3 main areas:

- **Delivery**

A key tool to help and co-ordinate the delivery of the current LDP is our Action Programme. This is a live document that will be updated bi-annually to reflect the changes on the ground. The 2018/2019 Action Programme is available to view here: http://www.shetland.gov.uk/planning/documents/Action_Programme_document2018_2019.pdf

Scalloway Local Place Plan is now in final draft form and we hope to have it adopted as Supplementary Guidance within the lifetime of this DPS.

A number of key development sites now have adopted Masterplans and others are coming forward with planning applications.

Monitoring

We are undertaking monitoring of the Local Development Plan, our monitoring report will be published and will contribute towards the evidence base for LDP2.

Our Housing Land Audit and Employment Land Audit are published annually. 2018/2019 Audits are available to view here: http://www.shetland.gov.uk/planning/documents/Shetland_Housing_Land_Audit_Sites_2019.pdf

http://www.shetland.gov.uk/planning/documents/EmploymentLandAuditdocument_sept_2019.pdf

- **Plan Preparation**

As part of preparing the Local Development Plan, the Council has conducted a Call for Sites, a process through which developers and landowners have submitted potential future development sites to the Council. The Call for Sites closed on 30 June 2019 and the Council is now nearing completion of the review of sites and supporting information that has been submitted.

- **Planning Scotland Act:**

The [Planning \(Scotland\) Act 2019](#) was passed by the Scottish Parliament in June 2019. This sets the future structure of the modernised planning system.

The new Act includes a broad range of changes to be made across the planning system such as:

- arrangements for the preparation of development plans
- proactive masterplanning
- development management procedures and considerations
- strengthening enforcement
- a focus on improved performance and positive outcomes

The detail of how the new Act's provisions will work in practice will be contained within secondary legislation and guidance, which The Scottish Government are developing now and over the coming months.

The Scottish Government will consult on regulations and guidance and is currently reviewing the National Planning Framework (NPF) 4 and Scottish Planning Policy (SPP), The Council has inputted into this process and our plan preparation process will need to take these into account. COVID-19 has had an impact on the Scottish Governments proposed timetable for implementation of the 2019 Act and we have factored that into our own LDP2 timetable for delivery.



What is happening now and in the future?

Shetland Local Development Plan 2014:

The Local Development Plan is supported by a number of Supplementary and Planning Guidance documents.

These can be found on our website:

<http://www.shetland.gov.uk/planning/LocalDevelopmentPlan.asp>

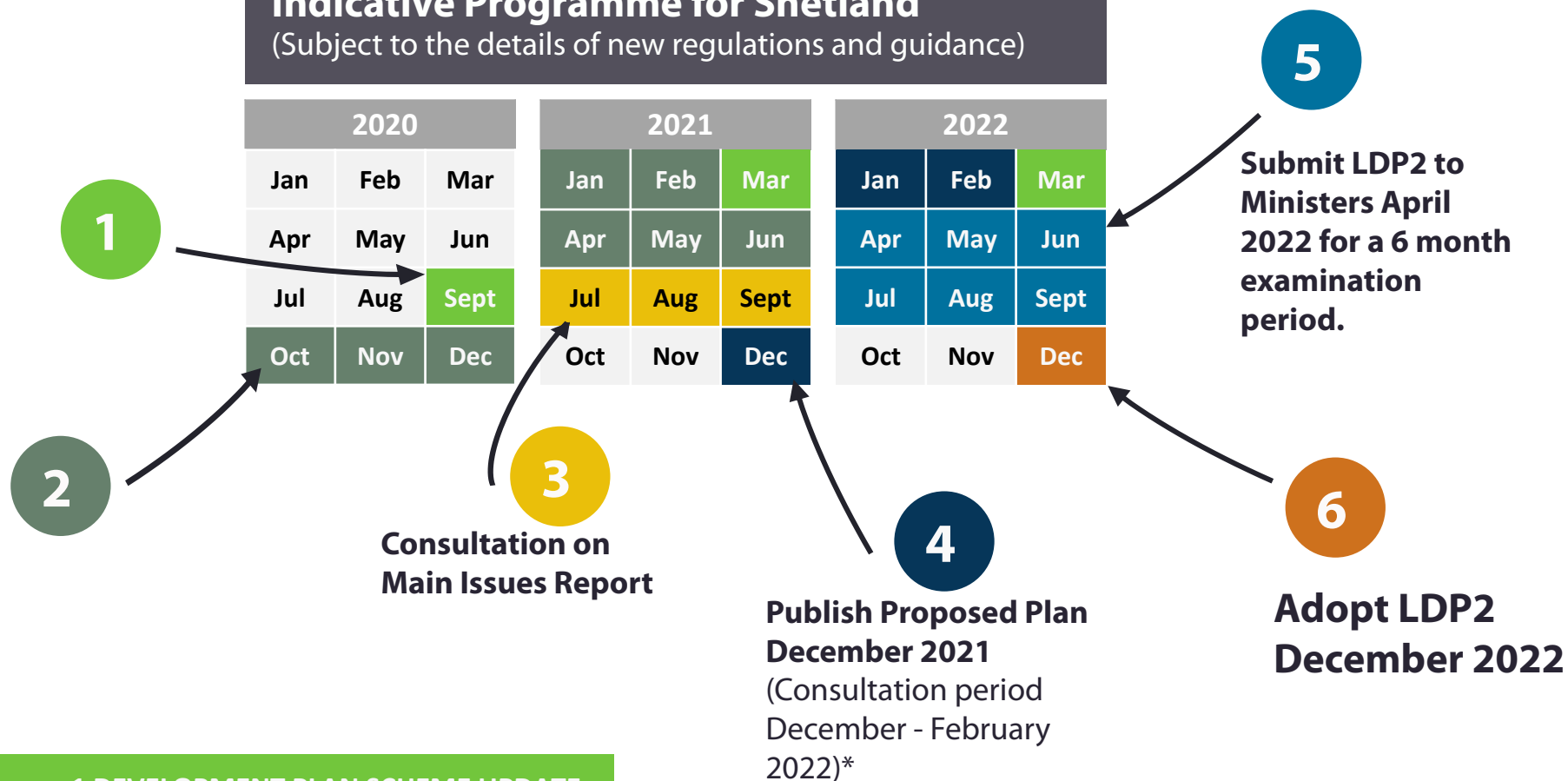
Scalloway Local Place Plan will shortly be ready for adoption as Planning Policy Guidance. As our main focus is on preparing LDP2 we are not proposing to adopt any further Supplementary Guidance associated to the current LDP.

The Planning Service is involved in the delivery of a number of Council Strategies and Policies and these will inform the content of LDP2.



Indicative Programme for Shetland

(Subject to the details of new regulations and guidance)



1 DEVELOPMENT PLAN SCHEME UPDATE

2 PREPARE MONITORING REPORT, DRAFT ENVIRONMENTAL REPORT & MAIN ISSUES REPORT

3 ENGAGEMENT PERIOD - MAIN ISSUES REPORT CONSULTATION

4 PUBLISH PROPOSED PLAN

5 SUBMIT TO MINISTERS

6 ADOPTED LDP2

KEY STAGES / SUBJECT TO THE DETAILS OF NEW REGULATIONS & GUIDANCE

EVIDENCE GATHERING:

The first stage in preparing a new Local Development Plan is to gather the evidence base, this is the longest stage in the plan preparation process and the Planning Service have been working on this for several years. The preparation of the Main Issues Report and the draft Environmental report also happens during this stage. The Call for sites and the subsequent review of submissions happens during this stage, the outcome of the call for sites informs the publication of the Monitoring Report, the Main Issues Report and the Environmental report is the conclusion of this evidence gathering stage.

Complete Call for Sites submission Review - NOV 20

Publish Monitoring Report - JULY 21

Publish Draft Environment Report - JULY 21

CONSULTATION ON MAIN ISSUES AND DRAFT ENVIRONMENT REPORT:

We are required to produce a Main Issues Report which outlines the main land use related issues arising in Shetland in the time period since the adoption of the last Local Development Plan. This is the first formal stage in preparing the LDP is to publish and consult on a Main Issues Report (MIR). It is not a Draft Plan but instead seeks views and opinions on which policy direction and spatial development options could be included in the Proposed Local Development Plan. When our Main Issues Report consultation has completed we will review any representations received, these will inform the content of the Proposed Local Development Plan.

PROPOSED PLAN:

We will publish the Proposed Plan to allow representations which will seek changes to the plan.

Following the close of the period for representations on the Proposed Plan, we may make modifications, but only to take account of representations, consultation responses or minor drafting and technical matters. When we have completed modifications and we are left only with any 'unresolved representations' we will republish the Proposed Plan and submit it to Scottish Ministers, who will examine these unresolved representations.

Publish Proposed Plan and Delivery Programme – DEC 21

Publish Revised environmental Report – DEC 21

Prepare Habitat Regulations Appraisal - DEC 21

Submit to Scottish Ministers – APR 22

ADOPTION:

Following receipt of the Examination Report from Scottish Ministers – and subject to the recommendations of the Reporter on any unresolved representations – we will progress to adopt LDP2.

Further modified as required. We hope to achieve this by Autumn 22.



IMPACT ASSESSMENTS AND THE LOCAL DEVELOPMENT PLAN:

The public sector has a duty to assess and review the impact of its policies. This includes compliance with the equality duty and a requirement for all Local Development Plans to undergo environmental assessments.

Strategic Environmental Assessment

The Environmental Assessment (Scotland) Act 2005 requires a Strategic Environmental Assessment of the Local Development Plan to be undertaken. This is a process of identifying and assessing the environmental effects of the proposed plan and its policies to ensuring that these are taken into account before they are approved or adopted.

It is a vital tool which places environmental considerations at the heart of decision-making process and makes sure that appropriate alternatives are fully and transparently regarded before final decisions are taken.

We will consult with Scottish Natural Heritage, Historic Environment Scotland and Scottish Environmental Protection Agency in preparing our Strategic Environmental Assessment and compile an Environmental Report.

There are opportunities to comment on this document as part of the LDP engagement and consultation process.

Habitats Regulations Appraisal

A Habitats Regulations Appraisal of the potential impacts of the Plan on European Sites will be undertaken as part of the Local Development Plan.

There are a number of designated 'European' sites in Shetland and our plans and policies will be considered against their potential to have an adverse impact on these protected sites and species. We will consult Scottish Natural Heritage in preparing our Habitats Regulations Appraisal.



Equality Impact Assessment

Under the Equality Act 2010 (Statutory Duties) (Scotland) Regulations 2011 we have a duty to undertake an Equalities Impact Assessment of proposed policies and practices. This will be published alongside the proposed Plan.



PARTICIPATION STATEMENT AND ENGAGEMENT TECHNIQUES:

WHO:

In preparing LDP2 we encourage everyone with an interest in Shetland to get involved in the update of the Local Development Plan.

Consultation and engagement are important to us; the LDP can affect where people live, work, shop, play and travel in Shetland. People who live within our many communities and the organisations which operate within our area have useful knowledge which can help us understand potential issues throughout the Isles and their contribution can help us to build a better plan.

WHEN

Our indicative timetable (Appendix 1) highlights the key dates and times when we will be undertaking engagement and consultation. We will advertise key opportunities for engagement nearer the time for each event.

HOW

We want to make it as easy as possible for everyone with an interest to engage in the preparation of LDP2. We recognise that the Shetland Community is widespread and often remote, and acknowledge that we will have to engage with people in a number of different ways in order to be inclusive and for the engagement to be meaningful.

We also need to be prepared to be flexible and adaptable in the ways we engage with the Shetland Community, COVID-19 related restrictions has and continues to present additional challenges to undertaking face to face meetings and other

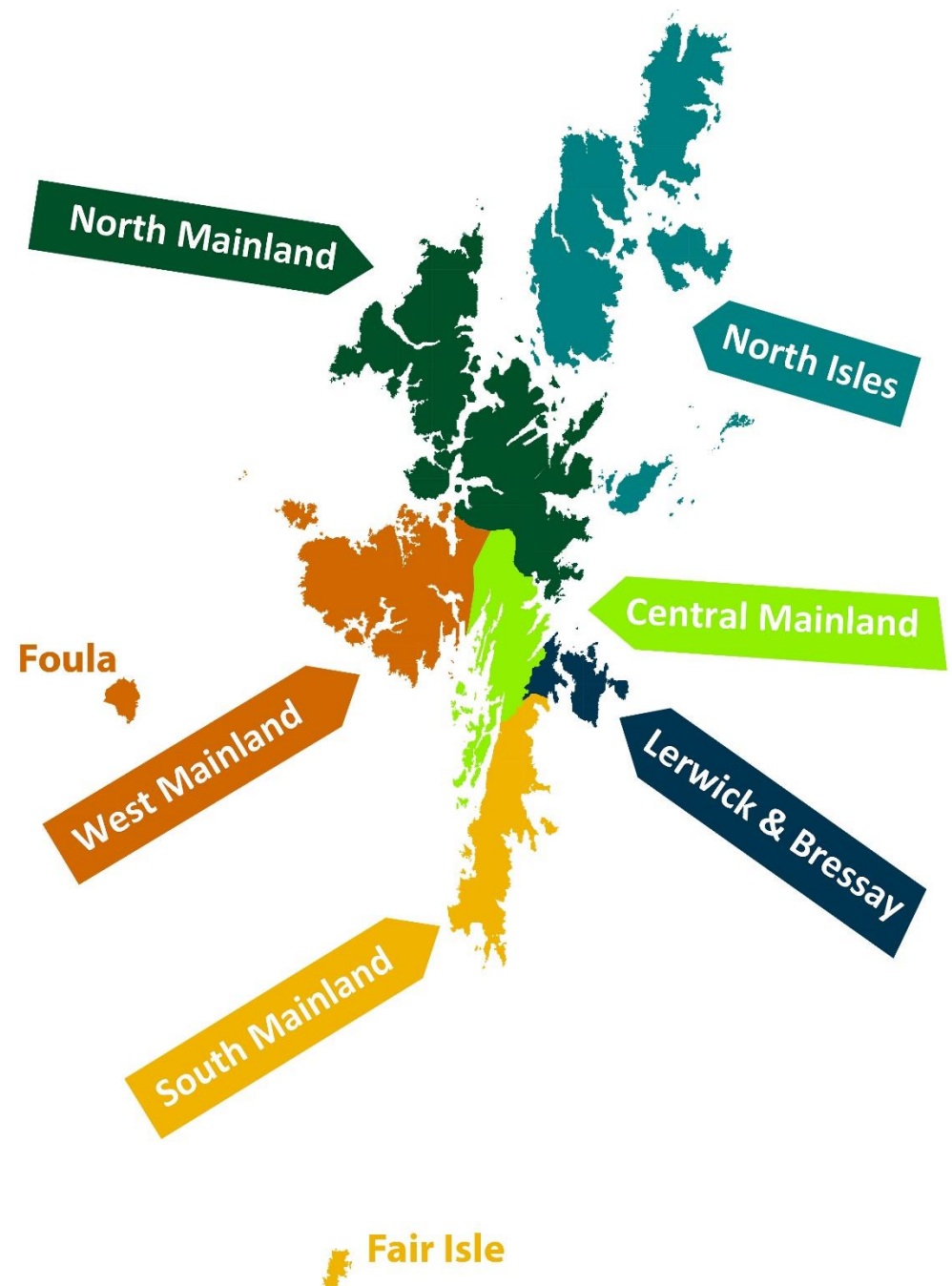
traditionally used methods of engagement but innovative new methods of remote and virtual engagement have proven to be effective in these times and we would seek to use these wherever possible.

KEY STAKEHOLDERS



- Online meetings, webinars, presentations and workshop sessions and when and where practical physical meetings, displays and engagement sessions
 - ☐ Staff available to answer questions or provide information via telephone, email and social media and when possible at our Council offices
- Use of software to produce a virtual meeting place
- Availability of information and consultation documents through our website promoted by social media, email and letter updates
- ☐ Regular consultation updates to be provided during the consultation via blogs on our website promoted by social media
- ☐ Social media: Information feeds
- ☐ Provide updates at key stages to those who have requested to receive updates or responded to the development plan consultations
- ☐ Interactive online mapping of the Local Development Plan
 - Disseminate information through Community Councils, Council Offices and community buildings such as local libraries and leisure centres
- ☐ Placing articles and adverts in local and community media (magazine / newspapers / websites etc.)
- ☐ Work with schools in the area to engage young people
- ☐ Briefing meetings to be arranged for Councils and Government agencies

For Further information on LDP2 plan preparation visit our website:
<http://www.shetland.gov.uk/developmentplans/planshetland.asp>



LDP2 Timeline:

STAGE	KEY WORKLOAD IN EACH STAGE of LDP	DATES	KEY WORKLOAD IN EACH STAGE OF Environmental Assessment (SEA and HRA)	DATES	CONSULTATION / ENGAGEMENT
EVIDENCE GATHERING	<ul style="list-style-type: none"> PUBLISH DPS CONCLUSION OF CALL FOR SITES SUMMARY & SUPPORTING INFORMATION COMPLETE PREPARATION OF MONITORING REPORT CONCLUSION OF CALL FOR SITES ASSESSMENT COMPLETE PREPARATION OF MAIN ISSUES REPORT 	09/2020 NOV 2020 NOV 2020 MARCH 2021 JULY 2021	<ul style="list-style-type: none"> PREPARE SCOPING REPORT AND SUBMIT TO GATEWAY COMMENCEMENT OF HRA COMPLETE PREPARATION OF DRAFT ENVIRONMENTAL REPORT 	NOV 2020 JAN 21 JULY 21	<ul style="list-style-type: none"> ENGAGE WITH KEY AGENCIES THROUGHOUT UPDATE COUNCILLORS ON PLAN PROGRESS
PUBLISH & CONSULT ON MAIN ISSUES REPORT	<ul style="list-style-type: none"> PUBLISH MONITORING REPORT PUBLISH MIR AND SUBMIT TO GATEWAY CONSULT/ENGAGE COMMENCE REVIEW OF CONSULTATION RESPONSES 	JUL 2021 JUL 2021 JUL – SEP 2021 SEP 2021	<ul style="list-style-type: none"> PUBLISH DRAFT ENVIRONMENTAL REPORT AND SUBMIT TO GATEWAY 	JUL 2021	<ul style="list-style-type: none"> EXTENSIVE PERIOD OF PUBLIC ENGAGEMENT INCLUDING: <ul style="list-style-type: none"> CONSULTATION ON MIR CONSULTATION ON ENVIRONMENTAL REPORT
PROPOSED PLAN	<ul style="list-style-type: none"> PREPARE PROPOSED PLAN PREPARE DELIVERY PROGRAMME PREPARE EQUALITIES IMPACT ASSESSMENT, STRATEGIC FLOOD RISK ASSESSMENT ASSESSMENT 	SEP-DEC 2021 SEP-DEC 2021 SEP-DEC 2021	<ul style="list-style-type: none"> PREPARE REVISED ENVIRONMENTAL REPORT PREPARE HRA 	SEP-DEC 2021 SEP-DEC 2021	

	AND OTHER IMPACT ASSESSMENTS AS REQUIRED				
PUBLISH AND CONSULT ON PROPOSED PLAN	<ul style="list-style-type: none"> PUBLISH PROPOSED PLAN PUBLISH DELIVERY PROGRAMME PUBLISH REVISED ENVIRONMENTAL REPORT <p>CONSULT</p> <ul style="list-style-type: none"> CONSIDER REPRESENTATIONS PREPARE SUMMARY OF UNRESOLVED ISSUES PREPARE REPORT OF CONFORMITY WITH PARTICIPATION STATEMENT 	DEC 21 DEC 21 DEC 21 DEC 21-FEB 22 FEB 22 FEB 22-MAR 22 FEB 22	<ul style="list-style-type: none"> PUBLISH HRA PUBLISH ENVIRONMENTAL REPORT 	<ul style="list-style-type: none"> DEC 21 DEC21 	<ul style="list-style-type: none"> 6 WEEK (MINIMUM) CONSULTATION NOTIFICATION TO NEIGHBOURS OF ALLOCATED SITES
SUBMISSION TO SCOTTISH MINISTERS	SUBMIT THE FOLLOWING: <ul style="list-style-type: none"> PROPOSED PLAN DELIVERY PROGRAMME REPORT OF CONFORMITY WITH PARTICIPATION STATEMENT NOTE OF REPRESENTATIONS AND HOW TAKEN INTO ACCOUNT 	<ul style="list-style-type: none"> APRIL 22 	<ul style="list-style-type: none"> SUBMIT HRA TO GATEWAY 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> PUBLICISE SUBMISSION OF PLAN
EXAMINATION	EXAMINATION UNDERTAKEN BY DPEA EXAMINATION REPORT PUBLISHED BY DPEA <ul style="list-style-type: none"> CONSIDER RECOMMENDATIONS AND PREPARE MODIFICATIONS PROVIDE STATEMENT OF EXPLANATION FOR NOT ACCEPTING 				

	ANY RECOMMENDATION WITHIN 3 MONTHS				
ADOPTION	<ul style="list-style-type: none"> PUBLISH MODIFICATIONS AND PROPOSED PLAN AS MODIFIED SEND PROPOSED PLAN AS MODIFIED TO MINISTERS PLANNING AUTHORITY ADOPTS PLAN PUBLISH DELIVERY PROGRAMME 	<p>ON COMPLETION OF EXAMINATION</p> <p>WITHIN 3 MONTHS OF PLAN ADOPTION</p>	<ul style="list-style-type: none"> PUBLISH POST ADOPTION SEA STATEMENT & SUBMIT TO GATEWAY 	ON COMPLETION OF EXAMINATION	<ul style="list-style-type: none"> ADVERTISE INTENTION TO ADOPT PLAN



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Meeting(s):	Development Committee	1 September 2020
Report Title:	Scalloway Local Place Plan – Adoption	
Reference Number:	DV-17-20-F	
Author / Job Title:	Simon Pallant / Team Leader - Coastal Zone Management	

1.0 Decisions / Action Required:

- 1.1 That the Development Committee RESOLVE to adopt the Scalloway Local Place Plan (Appendix 1) as non-statutory planning guidance to the Shetland Local Development Plan (LDP).

2.0 High Level Summary:

- 2.1 Local Place Plans are a new type of plan which give people an opportunity to develop proposals for the development and use of land in the place where they live. They are covered in legislation within the Planning (Scotland) Act 2019. The Act sets out that Local Place Plans can be prepared by a Community Council or a community controlled body.
- 2.2 The Scalloway Local Place Plan is a pilot project that has been produced by Scalloway Community Council who have worked in partnership with Shetland Islands Council Planning and Community Planning & Development Services as part of the Re-Create Scalloway project.
- 2.3 The public consultation on Re-Create Scalloway took place during 2018 following the award of funding from the Scottish Government's Making Places Initiative. Consultants were appointed by the Council in April 2018 to produce a Spatial Vision and Action Plan for Scalloway.
- 2.4 Consultation events and workshops were held during Summer 2018 to inform the process. This included public workshops at the Scalloway Public Hall and events with young people at the Scalloway Youth and Community Centre, Scalloway Primary School and Anderson High School. In November 2018 a public event was held in the Scalloway Youth and Community Centre to enable the community to vote on priority areas to improve in the village.
- 2.5 The results of the public consultation and voting were then taken forward into the Re-Create Scalloway Spatial Vision which sets out priority areas to improve within the village and the Action Plan which sets out the actions required to deliver the priorities. These were published in May 2019 and were supported by an awareness raising event in June 2019 to inform the public of the next steps and progress made to date.

Scalloway Local Place Plan

- 2.6 The draft Local Place Plan was prepared by Shetland Islands Council Planning Service and Scalloway Community Council in the Autumn and Winter of 2019. On 20 January 2020, Development Committee [Min Ref 1/20] agreed that a 6 week period of public consultation could commence on the draft Local Place Plan. The consultation ran from 3 February until 6 March 2020.
- 2.7 A total of seven responses were received to the Local Place Plan consultation. These are set out in Appendix 2, alongside the Council's response to the points raised. To summarise, the majority of the consultation responses were supportive and it is considered that no changes are required to the Local Place Plan. The consultation comments have been shared with Scalloway Community Council and they endorse the Council's response.
- 2.8 We consider that the Local Place Plan and supporting documents (Spatial Vision and Action Plan) can now be formally adopted as non-statutory planning guidance. Their adoption by the Council will enable their use by the Council's Planning Service to help consider planning applications and take forward the Council's next Local Development Plan (LDP2). The Local Place Plan will also provide an evidence base to support the Council, Scalloway Community Council and the Scalloway Community Development Company to apply for funding to deliver the community's priority areas to improve.

3.0 Corporate Priorities and Joint Working:

- 3.1 Joint working with the community and between Council services has formed the basis of the work on Re-Create Scalloway and the Local Place Plan.
- 3.2 The Local Place Plan conforms to the LDP and the National Planning Framework. The LDP is the strategic tool for the Council's spatial development priorities and it underpins sustainable development. In conjunction with other Council policies it also contributes to the spatial aims of the Shetland Partnership Plan and the Corporate Plan.
- 3.3 The Scalloway Local Place Plan will also be used to inform the production of the Council's next Local Development Plan (LDP2). LDP2 will identify future areas for development and include policies that are used to consider planning applications.
- 3.4 The Local Place Plan conforms to the vision and priorities contained in the Shetland Partnership Plan, in particular the shared priority of 'Place'. The Local Place Plan contributes to the overall vision of the Partnership Plan at a local community level: "Shetland is a place where everyone is able to thrive; living well in strong resilient communities; and where people and communities are able to help plan and deliver solutions to future challenges".
- 3.5 In light of the Coronavirus (COVID-19) pandemic, we will need to consider adopting new approaches to working alongside communities and may wish to seek further community-led plans to change our places in Shetland for the better. The approach adopted in the Scalloway Local Place Plan has been strongly supported by the community and has recently been highlighted in the local press as being an exemplary process.

3.6	More information on the LDP and Shetland Partnership Plan is contained within Section 9 of the Local Place Plan: 'Bringing the Local Place Plan Together'.
4.0 Key Issues:	
4.1	The Scalloway Local Place Plan will be one of the first Local Place Plans to be adopted in Scotland. Indeed, the level of detail and focus on projects within the Spatial Vision and Action Plan exceeds much of what has been done elsewhere to date. It is therefore hoped that it will act as a benchmark for the production of future Local Place plans.
4.2	The Re-Create Scalloway project involved local community engagement and joint working on planning and community planning on a level rarely done before in Shetland. 296 young people were engaged, 214 people attended workshops and 166 responses were received to the village questionnaire. This was made possible through funding received from the Scottish Government, Council staff time and resource commitments, and support from the Community Council and volunteers.
4.3	Whilst it may not be possible for the Council to commit resources to future Local Place Plans on such a level, it is hoped that the lessons learnt, successes and practices employed can be used to inform and shape future practice.
4.4	Key to the success of the project has been the community working alongside Council Services. Whilst the project will be led by the Community Council and Scalloway Community Development Company, future staff support and collaborative working will be required to ensure the priorities are delivered and that the Action Plan remains up to date.
5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	The Council Planning Service has considered the comments made to the Scalloway Local Place Plan consultation. We are of the view no changes are necessary and now intend to adopt the Local Place Plan for the overall benefit of the Scalloway Community.
6.2 Human Resources and Organisational Development:	All future workload relating to the Scalloway Local Place Plan will be met within the resources of the Council's Planning and Community Planning & Development services.
6.3 Equality, Diversity and Human Rights:	None.

6.4 Legal:	The Planning (Scotland) Act 2019 anticipates relevant local communities will be the lead drivers in terms of preparing LPP's. However, where an LPP has been adopted, cognisance of that LPP ought to be had by the Council when carrying out certain other statutory duties (e.g. future LDP production).	
6.5 Finance:	There are no direct financial implications arising from this report.	
6.6 Assets and Property:	No direct implications arising from this report.	
6.7 ICT and New Technologies:	None.	
6.8 Environmental:	The Local Place Plan supports sustainable development, public realm and health improvements to make Scalloway a more desirable place to live, work, study and invest.	
6.9 Risk Management:	Council guidance documents underpin good decision making in planning and are integral to good governance. A lack of such documents clearly undermines this and would be ineffective in supporting sustainable development and could increase costs and time to both applicants and the Council when preparing and determining planning applications	
6.10 Policy and Delegated Authority:	In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations, the Development Committee has delegated authority to implement decisions within its remit	
6.11 Previously Considered by:	None.	

Contact Details:

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Date Cleared: 24 August 2020

Appendices:

Appendix 1 – **Draft Scalloway Local Place Plan**

Appendix 2 – **Local Place Plan – Consultation Analysis & Planning Service Response**

Background Documents and Information:

<https://beta.shetland.gov.uk/development-plans-policy/development-plans/7>

Scalloway Local Place Plan



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 2. Local Place Plan – Executive Summary
 3. The Role of Scalloway Community Council
 4. Our Vision for Scalloway
 5. The Background to Re-Create Scalloway
 6. Scalloway Today
 7. Re-Create Scalloway –Summary of the Public Consultation Events
 8. Our Priorities for Action
 9. Bringing the Local Place Plan Together
 10. Implementation and Delivery
 11. Summary of Progress to Date
- Appendix: Local Place Plan List of Partners

1. Foreword

I am pleased to present the first Local Place Plan to be prepared in Shetland. This is the outcome of hard work and commitment by the Scalloway Community Council working alongside their community, Council services and all those with an interest in the future of Scalloway.

The Scalloway Local Place Plan has been prepared by Scalloway Community Council following the outcomes of the 'Re-Create Scalloway' consultation and workshops that took place during 2018.

The Scalloway Community has been the driver behind this work and this is very much a plan for the people of Scalloway. Their involvement in Re-Create Scalloway has helped guide how the village can develop in the future and ensure that it continues to be an attractive place to live, work, study, play and invest.

To help achieve this, the Scalloway Local Place Plan sets out a future vision for how the village could be improved and the actions required to help achieve this.

The community working together has been the key to success so far and I hope this continues to act as a benchmark for future engagement in planning and community planning in Shetland.

Alastair Cooper

2. Executive Summary

Local Place Plans are a new type of plan giving people an opportunity to develop proposals for the development and use of land in the place where they live.

The Scalloway Local Place Plan is a result of Scalloway Community Council working in partnership with Shetland Islands Council's planning and community planning & development services to develop a future vision for Scalloway. It will be used by the Council's Planning Service as non-statutory planning guidance when considering planning applications and taking forward the Council's next Local Development Plan (LDP2). It will also provide an evidence base to support the Council and Scalloway Community Council and others when applying for funding to deliver on the community's priorities for change.

It brings together the outputs of the [Re-Create Scalloway](#) public engagement events and workshops that took place during 2018. It is supported by two key documents that were produced from the Re-Create Scalloway public engagement:

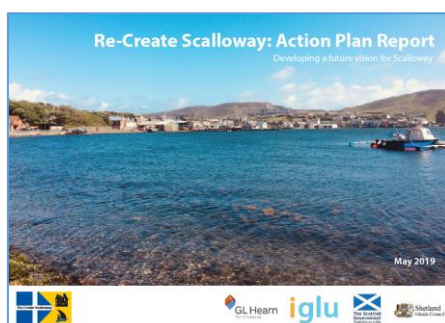
[Re-Create Scalloway Spatial Vision – May 2019](#)

The Spatial Vision identifies priority areas in Scalloway highlighted for improvement by the community. It also includes a report into the outcomes of the community engagement events and workshops that were held during 2018.



[Re-Create Scalloway Action Plan – May 2019](#)

The Action Plan sets out the actions required to deliver the priorities identified in the Spatial Vision. It also contains a list of partners/organisations required to help drive forward the priorities, the steps required to achieve the actions and potential sources of funding.



3. The Role of Scalloway Community Council



Scalloway Community Council strives to empower people, including those suffering disadvantage and inequality, to make Scalloway a better place to live, work, study and invest. Key to this is promoting active citizenship, equality and inclusiveness to help improve the quality of our community for present and future generations.

We are made up of 9 of elected volunteers who work to express the views of our community to the local authority and other public bodies. We work collaboratively with other organisations to deliver our service and projects.

Members of the Scalloway Community Council are also involved in the Scalloway Community Development Company, which is a charitable company limited by guarantee. We shall work in partnership with them and Shetland Islands Council to:

- Help deliver the projects and priorities identified in the Re-Create Scalloway Spatial Vision and Action Plan.
- Provide opportunities for people and community groups to be involved in delivering the projects and priorities.
- Keep the community updated on the progress that is being achieved.
- Help to oversee the projects and secure funding to improve areas of the village.

We wish to thank all the people who have been involved in Re-Create Scalloway to date. Their assistance and input has been vital to its success so far and we hope this continues well into the future.

4. Our Vision for Scalloway

Scalloway's People – we shall work together to deliver the priorities of the Spatial Vision and Action Plan. Key to this is the active participation of members of the Scalloway community, community groups, volunteers, and community services all contributing to a thriving, healthy and happy community.



Scalloway and Place – the Scalloway Local Place Plan creates the important link between land use planning and community planning. Scalloway Community Council will work alongside Shetland Islands Council to seek funding opportunities to deliver the Spatial Vision and Action Plan.

We shall aim to develop a connected waterfront and enhance the Main Street area of the village centre to promote a distinctive, safer and attractive place for residents, visitors and businesses. Ensuring that our community has pride of place and is involved in how Scalloway changes is central to this.



Community Participation – we shall continue to involve all of the community, and work with our young people to provide them with the opportunity to help shape Scalloway's future. To achieve this we will listen to everyone, use local knowledge and skills and promote and encourage active participation.



Ensuring Equality and Accessibility for All – we shall continue to facilitate community-led involvement in the future planning of homes and businesses in the village. Providing accessibility to our public spaces, services and facilities by creating a well-connected community will be crucial to our success.



5. The Background to Re-Create Scalloway



To get to where we are now has taken a lot of hard work and commitment. Most importantly, it has been dependent on the Scalloway community engaging about the future of their village. Below are some of the key milestones that have led to the production of the Scalloway Local Place Plan:

Making Places Funding Application – October 2017

In October 2017 following discussions with Scalloway residents, business owners and Scalloway Community Council, Shetland Islands Council Planning and Community Planning & Development Services applied for funding to the Scottish Government's 'Making Places Initiative'.

The intention was to seek funding to develop a future vision for Scalloway. At the heart of this was ensuring engagement through workshops and events to enable the community to identify areas in the village that could be changed and improved for the benefit of current and future residents, businesses and visitors. The outcomes would then be used to support the Council's planning and community planning processes by developing a Local Place Plan with deliverable actions.

To assist the funding application we used the findings of the Council's [Place Standard consultation](#), which took place during summer 2016. The Place Standard's top four priority areas to address in Scalloway were used as the starting point for community engagement at the workshops and events. These were:

- Work and local economy
- Traffic and parking
- Facilities and amenities
- Housing and community

Funding Awarded – January 2018

In January 2018, it was announced that we had been successful in gaining funding to take forward a future vision for Scalloway. To help coordinate actions a Working Group was established. This consisted of all members of Scalloway Community Council, representatives from the community and staff from the Council's Planning and Community Planning & Development Services. The Working Group oversaw the project through to completion.

Consultants appointed to lead on Engagement – March 2018

Following a tender process, planning and design consultants GL Hearn and Iglu Studio were appointed by the Council to deliver the engagement events. They would use the feedback to draft the spatial vision and action plan.



A competition at the Scalloway Youth Centre was held for young people to name the project and the name 'Re-Create Scalloway' was chosen.

Engagement Events and Workshops - May, June & November 2018

The first Re-Create Scalloway event was held in May when initial ideas for improvements were put forward by the community. In June 2018 these were developed further and a follow-up event was held in November 2018 when the public voted on the priorities to take forward into the Spatial Vision and Action Plan.

The Outcomes – May 2019

In May 2019 the consultants finalised the [Spatial Vision](#) and [Action Plan](#) and they were published on the Council's planning website.

On 23 June 2019 a public drop-in session was held at the Scalloway Youth Centre. This provided the community with the opportunity to see the outcomes to date and hear about the next steps in the process. This included the drafting of the Local Place Plan by Scalloway Community Council and the Council.

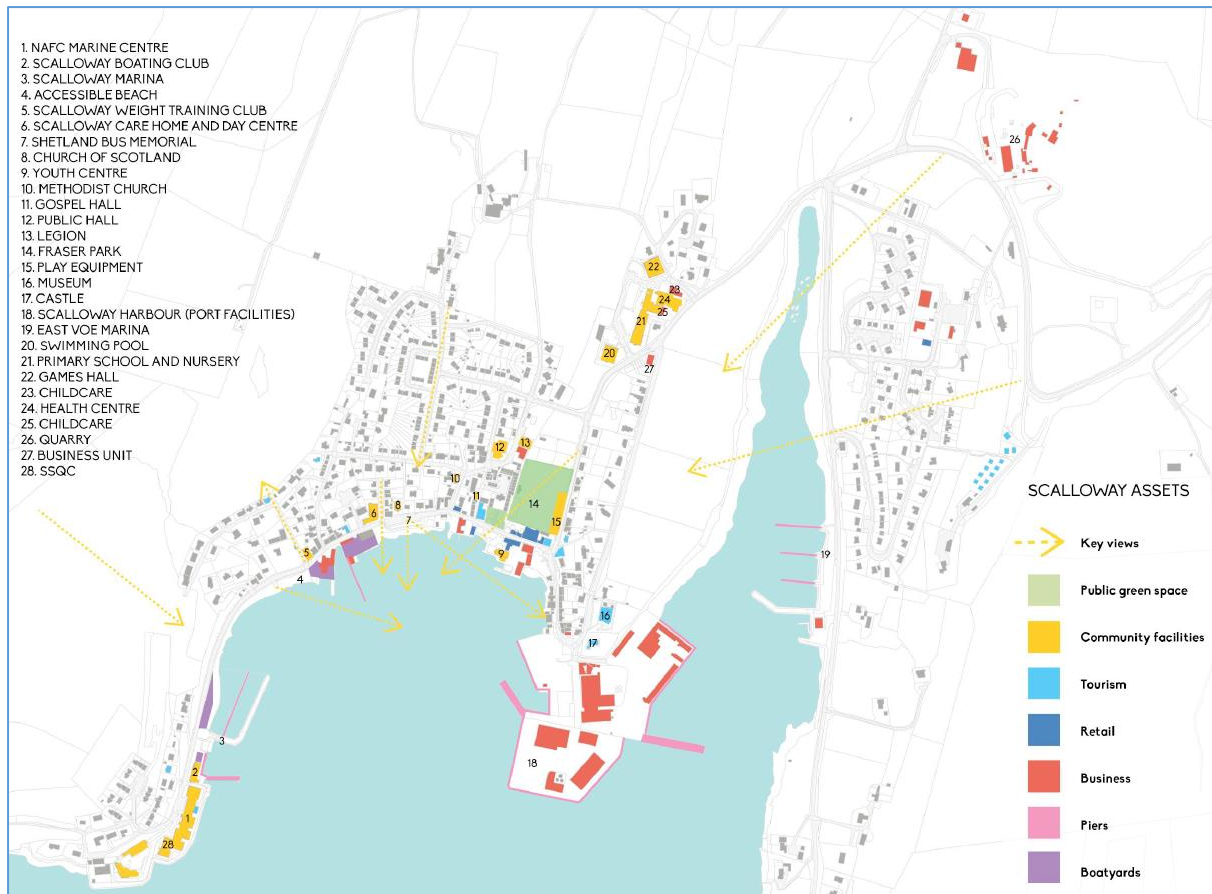
6. Scalloway Today



Scalloway is an attractive and thriving village with a number of amenities and facilities. This includes its busy port and harbour, shops and businesses, college, primary school, swimming pool, health centre and youth centre.

It has a rich history, with its Castle, Conservation Area and museum being key assets to the village, which attract visitors and tourists from near and far. Scalloway also has strongly developed cultural ties with Scandinavian countries, in particular Norway, with Scalloway acting as the base of the Shetland Bus resistance operations during World War II.





Scalloway's Assets (taken from the Spatial Vision)

In the main core of the village, mostly along the waterfront, previous regeneration projects have resulted in an improved environment, which has attracted new business. However, this has brought related issues of increased traffic, congestion and road safety along the village's narrow streets. Parking and accessibility are now key issues to address.



The village also has a number of vacant buildings, underused buildings and potential sites to redevelop and improve. The possibility of gaining land through coastal

reclamation along with the impacts of climate change on coastal protection work from flooding also need to be considered.

With regard to housing, there has been little expansion within the central parts of the village as no development sites were promoted or identified in the current Local Development Plan (adopted 2014). In the last 15 years, 44 dwellings have been completed in Scalloway. The majority of these (22) were part of a single development at East Voe in 2008/2009.



This is set to change in the near future. During the course of the Re-Create Scalloway process a planning application by Hjaltland Housing Association was submitted for the development of 36 residential dwellings at Utnabrake. This was considered to be in line with Local Development Plan policy on housing development and was approved by Shetland Islands Council on 11 July 2019.

The Council also ran a Call for Sites process for the [next Local Development Plan](#) (LDP2) in 2019. The information gathered will be used to consider potential future sites for housing, business and industry in Scalloway.



Scalloway's population of 1479 residents (based on the 2011 Census) has grown over the last 20 years with a number of new houses being built in the East Voe area of the village, and this will continue to grow based on recent housing completions. Scalloway remains a desirable place to live and this is evidenced by figures provided by the Council's housing service which show that there are 583 housing applicants on the Council's housing register, of which 238 have included Scalloway as one of their preferred areas of choice to live.

Figures supplied by SIC Children's Service in September 2019 show that Scalloway Primary School currently has 22 pupils on the nursery roll and 140 pupils in primary education. Nursery provision is also delivered by a partner provider, Scalloway Pre School who have 29 children on their roll. During 2018/19 a total of 1,315 students were enrolled at the NAFC Marine Centre on short, part-time and full-time courses. This included 132 students in full-time education.



One of Scalloway's greatest strengths is its people. Scalloway has an active community, with a number of groups and organisations. We see their involvement as being crucial to the success of delivering the priorities of the Spatial Vision. The Re-Create Scalloway events further demonstrated this with a high level of public engagement:

- 214 people attended the workshops held in May, June and November.
- 296 young people engaged at the Primary School and Anderson High School.
- 166 pre-consultation surveys were completed and returned to the Community Council.

We will continue to provide opportunities for everyone to be involved in shaping the future of Scalloway and keep them informed of the progress being made.

7. Summary of the Public Consultation Events

The Re-Create Scalloway Spatial Vision provides a full report on the outcomes of the public consultation events and workshops. Below is a summary of the process:

Pre-Consultation – April & May 2018



- Following a competition at the Scalloway Youth Centre, Aileen Cumming's suggestion of 'Re-Create Scalloway' was chosen as the name for the project.
- A website was set up to include information on the project.
- Members of the Scalloway Community Council and Working Group hand delivered questionnaires to every household and business in the village.
- People were asked to rate the importance of issues such as community facilities, housing, walking routes and accessibility, traffic and parking. They were also asked to highlight what they like about the village and the main improvements they would like to see.
- A separate questionnaire was issued to businesses and a leisure survey was available for people who did not live in the village.
- 166 people responded to the questionnaires.

Information Gathering - May 2018



- At the initial engagement events the public provided feedback on the issues and problems facing the village. They were then asked to identify potential solutions and improvements to include in the future vision.
- Workshops in the Scalloway public hall focused on the themes of community facilities, transport and housing.
- Young people at the Scalloway Youth Centre took part in a walk of the village to test accessibility for the less-abled and people with disabilities. This found that there could be a number of improvements made to the village, especially along Main Street.

Identifying Priorities – June 2018



- The events used the results of the May workshops to focus ideas, discussion and solutions on areas of the village to improve.
- Following feedback from the May workshops the theme of 'business opportunities' was included for discussion.
- Over 100 young people were engaged in workshops at the Scalloway Primary School, Anderson High School and NAFC Marine Centre.
- 77 members of the community attended workshops at the Scalloway public hall and a 60+ session was held at the Scalloway Youth and Community Centre.
- Sketch plans were used to develop ideas further and identify a number of priorities in the village under different themes.

November 2018 - Voting for Priorities

- Upon completion of the June events it was decided that an additional event should be held to let the community vote for their priorities to take forward into the Spatial Vision and Action Plan.
- This voting event was held on 24 November in the Scalloway Youth and Community Centre. People also used the Re-Create Scalloway website to vote. 157 people took part.
- Of the 24 options that people could vote on, 18 were taken forward into the Action Plan.



The Top 3 Priorities identified from the November event were:

1. Demolition and Redevelopment of the former Scalloway Youth Centre.



This was identified as the number one priority for Scalloway. It will involve demolition of the building with a suitable replacement going in its place.

2. Expansion of Burn Beach for Parking.



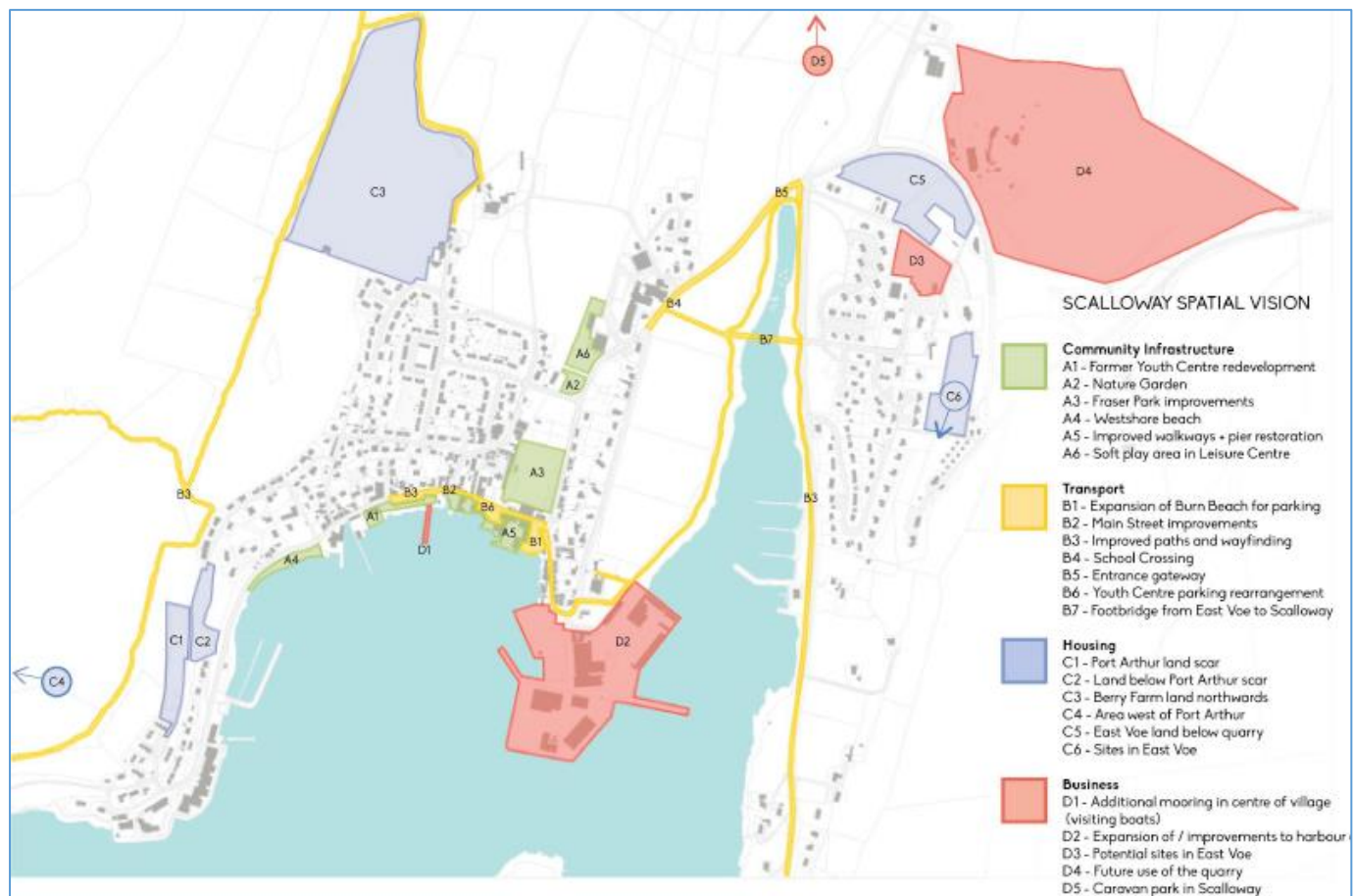
This priority focuses on the re-configuration of parking arrangements and the potential to provide more land for parking through coastal reclamation.

3. Improved walkways along the waterfront.



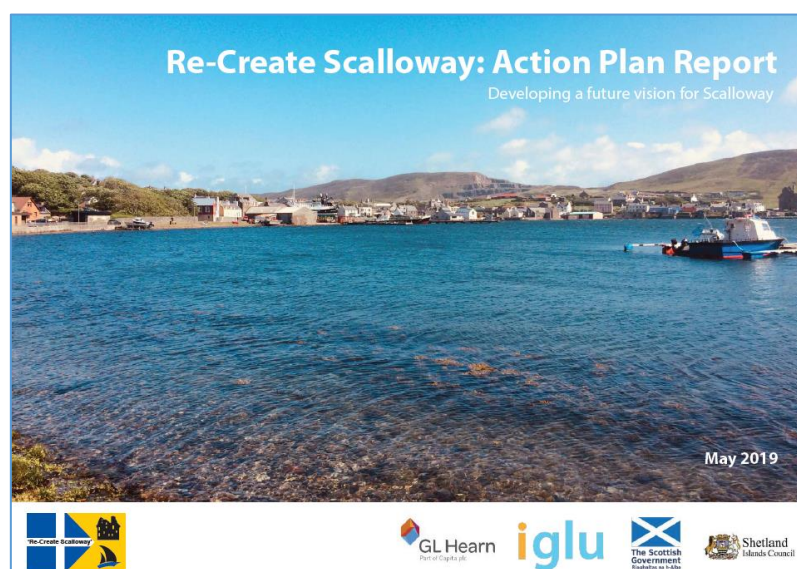
This priority aims to reconnect the village to the waterfront by providing improved access for all. It also provides the opportunity to link into the expansion of Burn Beach and install moorings for visiting yachts/boats in the centre of the village.

The [Scalloway Spatial Vision](#) shows the priorities identified by the community. Some are more achievable than others and have been identified in the Action Plan. Some will require more long term thinking and will be dependent upon collaborative working, reaching agreements with landowners and obtaining funding.



Scalloway Spatial Vision

The [Re-Create Scalloway Action Plan](#) contains 18 priority projects based on the voting at the November 2018 event. These are categorised into 4 themes.



Identity

1. Old Youth Centre
2. Reconfigure Main Street
3. Youth Centre Parking Re-Arrangement

Movement

1. Expansion of Burn Beach for Parking
2. Improve waterfront walkways
3. Incorporate a safe crossing to the Scalloway Primary School
4. Examine the option for a new footbridge from East Voe
5. Improve paths and wayfinding across Scalloway

Environment and Facilities for Young People

1. Improve facilities at Fraser Park for young people
2. Examine the potential for a sandy beach at mid-shore
3. Identify a site for a nature garden

Planning for Investment

1. Explore options for a soft play facilities
2. Promote sites at previously developed Port Arthur site for housing in LDP2
3. Promote sites below the previously developed Port Arthur site
4. Promote sites on land to the West of Port Arthur
5. Explore options to promote tourism through moorings in the village centre
6. Explore options for a caravan/camp site
7. Implement the harbour masterplan

8. Our Priorities for Action

We are committed to delivering the priorities of the Spatial Vision as set out in the Action Plan. Below is an example of how a number of priorities could be achieved through one project.

Please refer to the implementation and delivery section and the Action Plan for more information on how we intend to deliver our priorities.

Burn Beach Expansion & Waterfront Improvements



Our vision for Scalloway sets out to enhance Main Street and the waterfront area to promote a distinctive, safer and attractive place for residents, businesses and visitors. A number of priorities in the Spatial Vision are closely related and could link together to have a greater chance of securing funding and being delivered. This is highlighted in the Action Plan.

The three highest priorities for improvements are located in the centre of the village and relate to the Old Youth Centre demolition, additional parking at Burn Beach and improved waterfront walkways and piers. Five other priorities in the Spatial Vision could be considered alongside these improvements:

- Reconfiguring Main Street to reduce congestion
- Reconfiguring the Scalloway Youth and Community Centre parking arrangements to create a public realm
- Exploring options for boats moorings in the village centre.
- Improving paths and wayfinding across Scalloway
- Improvements to Fraser Park





Taking a coordinated approach ensures that we don't consider improvements in isolation and that we are aware that changes in one area of the village could impact upon another area. For example, if some parking was to be lost along Main Street to reduce congestion, improve safety and create more space for public realm improvements then it would need to be accommodated elsewhere. The expansion of Burn Beach through coastal reclamation could be one potential way of doing this.

If coastal reclamation is to be considered as an option then we should also look at the potential to incorporate new waterfront walkways, public realm areas, boat moorings and alternative walking routes. This would make the village more attractive and help promote health benefits for visitors and residents.

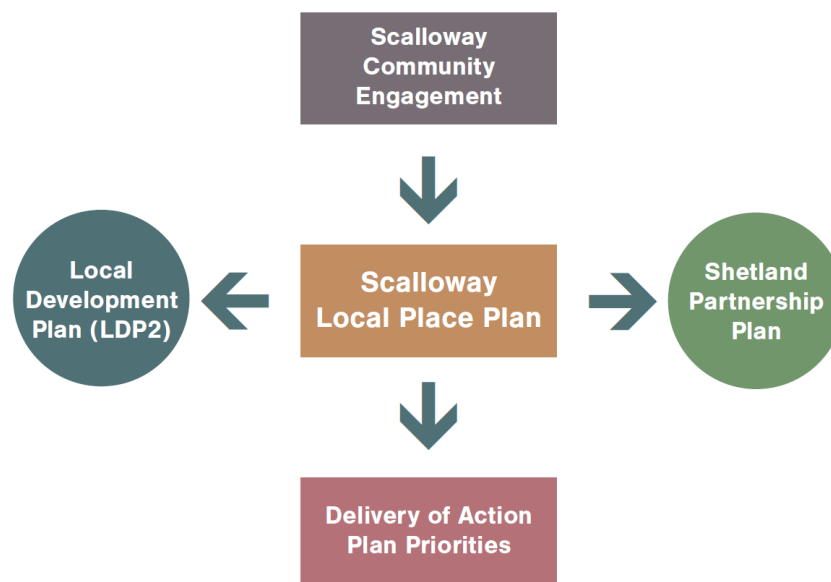
Additionally the waterfront walkways could incorporate flood prevention measures to reduce the impacts of flooding through climate change and sea-level rise in the centre of the Village.



Recent Flooding on Main Street

9. Bringing the Local Place Plan Together

Scalloway's active community are keen to see their village develop in a sustainable way for the benefit of current and future residents. To enable this to happen we need to ensure that all stakeholders including the planning and community planning & development services of the Council are committed to working together to achieve our goals.



We shall work together to take forward the Local Place Plan by engaging with the following Planning and Community Planning processes:

1. The Shetland Local Development Plan (LDP2)



The Scalloway Local Place Plan will be used to inform the production of the Council's next Local Development Plan (LDP2). LDP2 will identify future areas for development and include policies that are used to consider planning applications.

In preparing the Scalloway Local Place Plan we have taken account of the current Local Development Plan (2014) and the National Planning Framework. In particular, we wish to ensure that Scalloway:

- Makes the best use of its assets to build a sustainable future. The Local Place Plan can assist this by helping to create high quality, diverse and sustainable places that promote well-being and attract investment.

- Encourages sustainable economic development to create strong, healthy, vibrant communities where diversity is recognised and celebrated, ensuring it remains an attractive and inclusive places to live, work, play and study.
- Conserves and promotes its historic environment, culture and quality of life of its people.
- Encourages new development that is environmentally sensitive and accessible to all.
- Supports better access. In particular active travel by foot, cycle and public transport.
- Has measures in place to reduce carbon emissions and includes proposals to mitigate and protect against the effects of climate change, in particular sea level rise and coastal flooding.

2. The Shetland Partnership Plan (2018-2028)



The [Shetland Partnership Plan](#) is a plan for all communities and community planning partners in Shetland. It identifies a shared vision and priorities for all of us to work towards, both individually and collectively, to improve the lives of everyone in Shetland. A key focus of the plan is to reduce inequalities.

The Plan is based on 4 shared priorities: Participation, People, Place and Money.



The Local Place Plan along with the Spatial Vision and Action Plan will contribute towards these priorities and we have incorporated them into our vision for Scalloway.

3. The ‘Place Principle’

Re-Create Scalloway has focused on how Scalloway can be a better place. A village that is more welcoming, accessible, safer, active, connected and adventurous. We shall adopt the Scottish Government’s ‘Place Principle’ in taking forward our Local Place Plan:

- Place is where people, location and resources combine to create a sense of identity and purpose, and is at the heart of addressing the needs and realising the full potential of our communities.
- Places are shaped by the way resources, services and assets are directed and used by the people who live in and invest in them.
- A more joined-up, collaborative, and participative approach to services, land and buildings, across all sectors will enable better outcomes for everyone and increased opportunities for people and communities to shape their own lives.

When the Shetland Islands Council undertakes future public consultation on the Shetland Place Standard we shall use the findings for Scalloway to help us gauge future areas to address.

10. Implementation and Delivery

Scalloway Community Council recognises that we must take the following steps to make the Local Place Plan a success:

1. Working Together

- The Local Place Plan, Spatial Vision and Action Plan are the product of Scalloway residents, Scalloway Community Council, schools, youth groups, businesses, organisations and Council services working together. Collectively these documents provide the future vision for Scalloway which sets out how the village can change and develop over the next 5 to 15 years. They should be seen and used as 'living' documents, which are flexible to future changes.
- We shall continue to work together to ensure that the priorities for the village remain relevant and achievable. We will work alongside Council Services and other stakeholders to implement, deliver and update the Action Plan on a regular basis.

2. Engagement in Planning and Community Planning Processes

- On behalf of the community, we shall actively engage, influence and contribute to the Shetland Local Development Plan (LDP2) and the Shetland Partnership Plan.

3. Leadership

- The Community Council, Scalloway Community Development Company and Shetland Islands Council will provide the leadership to drive forward the Local Place Plan.
- Support will be provided by the Council's Planning and Community Planning & Development Services, and we shall work closely with other Council services, community planning partners, agencies and other stakeholders.

4. Making a Difference

- It is important that we show what is being achieved throughout the lifetime of the Local Place Plan. We shall keep the community regularly informed the progress we make and our successes.
- A number of priorities and actions have been identified as being achievable in the short term. We shall work hard to ensure this happens,

5. The Continued Involvement of our Community

- Active public participation is key to our success and we require the help of the community to make Scalloway the best place it can be. We shall therefore ask people what projects they would like to be involved in, assist them and provide opportunities to be involved.

11. Summary of Progress to Date

In the period since the publication of the Spatial Vision and Action Plan Scalloway Community Council and Council Services have been busy applying for funding to help deliver the priorities for the village.

In November 2019 we were successful in obtaining a share of £205,000 from the Scottish Government's Town Centre Fund. This money will be used towards delivering some of the priorities in the Action Plan, including:

1. The proposed demolition of the old youth centre.
2. The installation of improved signage and wayfinding throughout the village.
3. The reconfiguration of parking arrangements by the Scalloway Youth and Community Centre.

We shall work alongside our partners (see Appendix) to seek out funding opportunities to deliver the priorities.



Appendix – Local Place Plan List of Partners

Scalloway

Scalloway Community Council
Scalloway Community Development Company
The Scalloway Community
The Scalloway Business Community (shop owners, business and industry)
Local Councillors
NAFC Marine Centre
Scalloway Youth and Community Centre
Scalloway Primary School
Fraser Park Trust
The Scalloway Museum & Shetland Bus Friendship Society
Scalloway Boating Club
Scalloway Churches
Royal British Legion (Scalloway Branch)

Shetland Islands Council

Development Services
Infrastructure Services
Community Health and Social Care
Children's Services
Corporate Services

Key Agencies

NHS Shetland
Highlands and Islands Enterprise
Historic Environment Scotland (HES)
Scottish Environment Protection Agency (SEPA)
Scottish Natural Heritage (NatureScot from 1st May 2020)
Scottish Water
ZetTrans
Crofters Commission
Sport Scotland

Others

Hjaltland Housing Association
Voluntary Action Shetland



Respondent	Summary of the representations	Modification sought by those submitting the representations	Summary of responses (including reasons) by the Planning Authority	Conclusion/ Action
1. Davy Cummings	<p>I am glad to see that the main points to be addressed in the plan centre around the old youth centre and most importantly dealing with the parking and congestion on the main street. I do feel that some of the items in the plan in no way reflect the atmosphere in the meeting in which I participated.</p> <p>I drive through the main street daily getting to and from Port Arthur, and as much as the main street is a point of congestion, it is not the only one, the narrow point at the Malakoff slipway is also highly problematic when meeting a line of cars leaving the fisheries college.</p> <p>Whilst i would welcome development in the land scars at Port Arthur I cannot see how this and wider development in the area can sensibly be proposed unless wholesale access changes are made. It is sometimes barely accessible even with a car, let alone for all the heavy plant that would be required to develop the area. I would like to see more carefully considered development throughout Scalloway, including the Port Arthur hill scar, but I am concerned that it will be problematic for residents all the way from Port Arthur to the Burn Beach if better access is not considered. Neither New Road by the park or the route via the town hall are well equipped to deal with the extra traffic either. Could consideration be given to a round (<i>road? SIC edit</i>) round the back of Scalloway to open up wider development further from the shoreline and provide an additional route to Port Arthur that did not require the main street? This would alleviate congestion on the street and make developments viable both in Port Arthur and in other areas along the hill behind Scalloway. It would also allow development without trucks rumbling continuously through the main street.</p>	<p>Consider including a round road around the back of Scalloway to open up wider development further from the shoreline and to provide an additional route to the stalled Port Arthur 'land scar' housing development. This would alleviate traffic, congestion and parking concerns on Main Street.</p>	<p>An alternative route (road) around the back of Scalloway was raised during the Re-Create Scalloway consultation by some respondents but there was no consensus and little support to take this forward into the action plan and vision.</p> <p>We do not therefore feel that it would be appropriate to include a new route/road proposal in the Vision, Action Plan or Local Place Plan.</p> <p>Any future development, including housing at Port Arthur or this area of the village will require thorough consideration through the planning process including the Local Development Plan if promoted through the Call for Sites, and also through the planning application process. The Council's Roads Service would be an important consultee on any such development, and their views on traffic, access, parking and congestion would be an important consideration in the determination of any development coming forward.</p>	<p>Shetland Islands Council and Scalloway Community Council consider that no changes are necessary to the Local Place Plan, Re-Create Scalloway Vision or Action Plan. The proposal for an alternative route to Port Arthur received little support during the consultation and did not make it to the preferred options stage. Any development which comes forward in this area will be required to consider and address road traffic, access, parking and congestion through the planning process in consultation with the Council's roads service.</p>

<p>2. Sonia Inkster</p>	<p>This was an excellent project involving all age groups in the community and one that those involved should be proud of. Working in partnership with the council and other agencies will help move things along but it does need a strong core group of people to keep the project alive.</p> <p>Scalloway Community Council and Scalloway Community Development Company are the two key groups that can do this and there are opportunities for the community to get involved on these groups as well as take part in this consultation. A coordinated approach is the way forward to solve the car parking, extension to Burn Beach and waterfront improvements including flood prevention and hopefully this will be the next project to develop as a priority.</p> <p>Thanks has to be given to Simon Pallant from Planning and Roselyn Fraser from Community Development in the work they have done to get the project to the stage it is at and the community look forward to continuing to work with Planning and Community Development in the future to help achieve the outcomes identified through Re-create Scalloway,</p>	<p>These are general and supportive comments. No modifications are sought.</p>	<p>Whilst no particular changes are being sought, it has been raised that a coordinated approach is required to solve priority actions such as car parking in the village, the extension to Burn Beach, waterfront improvements and flood prevention.</p> <p>Shetland Islands Council will ensure that this continues to happen when taking forward the Local Place Plan and actions for Scalloway, and will continue to work alongside Scalloway Community Council and Scalloway Community Development Company.</p>	<p>No changes required. Shetland Islands will continue to promote a coordinated approach to achieve the actions identified.</p>
<p>3. SEPA</p>	<p>Thank you for consulting SEPA on the - Scalloway Local Place Plan.</p> <p>We understand the aim is for the local community and design professionals to identify how Scalloway can be enhanced which will inform the production of the Plan. We welcome the opportunity to contribute to this Place Plan and support its principles and have provided advice below on various matters below which should be included in the finalised version of the Plan. We will be happy to continue to liaise with you as you progress this Place Plan.</p> <p><u>Place making</u></p> <p>As stated previously, we support this Place Plan and we particularly support the efforts to connect the coastal environment to the marine environment.</p> <p>You (Shetland Islands Council) already have Placemaking Supplementary Guidance; a Core Paths Plan (which gives public reasonable access to areas through paths and routes) and also an Outdoor Access Strategy (which promotes routes and enables all users to enjoy them). We are happy to note that the principles of these strategies are being applied to this</p>	<p>These are generally supportive comments, which raise points for further consideration. They also suggest a few modifications in relation to access paths.</p> <ul style="list-style-type: none"> As a suggestion (to include more of the freshwater environment in the Place Plan) you could also consider creating a circular footpath along the burn to Loch of Asta from the village to take in the standing stone and maybe either Outnabreck Hill or Hill of Steinswall. 	<p>The lack of pedestrian connection from the village towards Asta Loch and the Tingwall Valley is highlighted in the SWOT analysis of the Re-Create Scalloway Spatial Vision. Whilst these did not come forward during the public consultation as specific improvements to action there are ongoing discussion about how public access in this area of Scalloway can be improved. This includes discussions as part of the Asta Loch caravan and campsite proposal to improve walking routes into the village, which is being taken forward by the Scalloway Community Development Company.</p> <p>With regards to the specific comments on peat management, impacts on groundwater dependent terrestrial ecosystems, marine environment, flood risk and the water environment we feel these comments are helpful and will help inform future development.</p>	<p>We consider that no specific actions are required, but we will continue to work closely with SEPA to deliver the priorities identified in the Local Place Plan, Action Plan and Spatial Vision.</p>

	<p>Place Plan.</p> <p>The B3 (Improving Paths and Wayfinding) is welcomed as it links with existing walk routes on Walk Highlands website. As a suggestion (to include more of the freshwater environment in the Place Plan) you could also consider creating a circular footpath along the burn to Loch of Asta from the village to take in the standing stone and maybe either Outnabreck Hill or Hill of Steinswall.</p> <p><u>Peat management</u></p> <p>According to the Peat and Carbon 2016 map and National soil map of Scotland; Class 5: Peaty Gleys with blanket peat are located to the West and North West of Scalloway (which covers; B3 - paths, C1, C2 and C4 Port Arthur Scar Housing and C3 Berry farm housing). To progress proposals in these areas, peat management and protection strategies will need to be carried out. Peat probing must be carried out to microsite developments away from deep peat and it would be sensible to anticipate having to use a float path network.</p> <p>Class 4: Peaty podzols with peaty gley, peaty rankers are located along the east of the valley (which covers; D3 East Voe business, D4 Quarry, C5 East Voe housing, C6 housing sites in East Voe). As mentioned above, peat probing would be required to microsite development. If it is likely that further development on peat is required, then it would be sensible to identify locations in advance where enhancement of unrestored peat workings or similar areas could be achieved through unavoidable peat extraction.</p> <p>We want to see a commitment to avoiding development on deep peat in the finalised version of the Plan and we refer you to 'Guidance on the Assessment of Peat Volumes, Reuse of Excavated Peat and Minimisation of Waste' and our 'Developments on Peat and Off-Site uses of Waste Peat' which provide in-depth advice and guidance.</p> <p><u>Groundwater Dependent Terrestrial Ecosystems</u></p> <p>There is potential for Groundwater Dependent Terrestrial Ecosystems in non-urban areas. In that regard, before the future C5 East Voe housing project proceeds, it is important for a National Vegetation</p>		<p>Any development that is promoted in the Local Development Plan and/or taken forward through the planning application process will be required to assess such impacts. SEPA will also have the opportunity to comment in more detail to specific proposals at these stages.</p> <p>With regards to flood risk, Shetland Islands Council and Scalloway Community Council also find these comments helpful and will continue to work with SEPA to address flood risk issues in Scalloway through the Local Flood Risk Management Process and when taking forward actions in the Re-Create Scalloway Action Plan.</p>	
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	<p>Classification survey of the area to be carried out and this will ascertain if the boggy land is fed by ground water and this information should be provided in the final version of the Plan.</p> <p><u>Protection of the marine habitat</u></p> <p>With regards to the proposal to build a footbridge from East Voe to Scalloway (B7) over Transitional waters, please note that there is unlikely to be fish data for these waters but it is possible there might be sea trout using it. Therefore when progressing project B7 (footbridge from East Voe to Scalloway), the proposal should take the migration window (August - October) into account and should avoid potential disturbance.</p> <p><u>Protection of the water environment</u></p> <p>Any new development proposals such as the community, housing and business proposals, will need to connect to the public sewer and we want to see a commitment to this in the finalised version of the Plan.</p> <p><u>Flood risk</u></p> <p>In regard to flood risk, we confirm that there are no elements identified in the Plan which we would not be able to support.</p> <p>There are some areas of Scalloway covered by the Plan which are vulnerable to flooding from the sea and from surface water. These areas are likely to be at increasing risk in future years due to the effects of climate change. All the proposals for these areas are what we would consider to be 'compatible' with being in areas at risk of flooding in that they are less vulnerable uses and could be designed to be resilient to inundation (uses like footpaths, car parking and harbour uses). We compliment those producing the plan for taking the long view.</p> <p>The aspirations which would be more vulnerable to flooding, and for which we would seek long term safety and security from the effects of flooding and climate change – like housing and the caravan park – are located in areas at low risk of flooding which is the most sustainable approach.</p> <p>For information, the approximate 1 in 200 year flood</p>			
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	<p>level for the area is 1.55 metres Above Ordnance Datum (mAOD) based on extreme still water level analysis using the Coastal Flood Boundary method. This does not take into account the potential effects of wave action, climate change, funnelling or local bathymetry at this location. Records suggest that in the 'Braer' Storm of 1993 flooding up to a level of 2.05mAOD may have been experienced in Scalloway.</p> <p>The expected sea level rise for the area is 1.02m by 2100 based on the latest UK climate change predictions published in 2018. This allowance, plus a freeboard allowance to account for uncertainties and the effects of wave action, could be added to the estimated coastal flood levels above and taken into account in designing any proposals in the low-lying areas of Scalloway that are vulnerable to flood risk and sea level rise.</p>			
4. Scottish Natural Heritage	<p>Broadly, we support the aspiration to improve the quality of life in Scalloway and believe this can be done whilst enhancing biodiversity and mitigating climate change.</p> <p>In particular:</p> <ul style="list-style-type: none"> • There is potential to plant trees on 'amenity grassland' at the housing at East Voe (e.g. the grassy area around the playground), and around the football pitch at Fraser Park. Trees provide shelter, enhance biodiversity, capture carbon, and have lower long-term maintenance costs than regularly- mown grass. Shetland Amenity Trust's Woodland Team is best-placed to advise on the most suitable species to plant. • We support the proposal to examine the option for a new footbridge from East Voe. This will directly link East Voe to the main village, and will potentially encourage more people to ditch their cars in favour of walking and cycling (reducing carbon emissions, improving health etc.). • We broadly support the concept of a waterfront walkway, which will improve pedestrian access and attract more people to actively travel. The 	<p>These are broadly supportive comments, which raise points for further consideration in taking forward the priorities identified in the Local Place Plan, Vision and Action Plan.</p>	<p>Shetland Islands Council and Scalloway Community welcome these comments on how particular proposals could be improved further and considerations to bear in mind.</p>	<p>Shetland Islands Council Planning Service and Scalloway Community Council consider that no specific actions are required, but we will continue to work closely with SNH to deliver the priorities identified in the Local Place Plan, Action Plan and Spatial Vision. This should help enable the delivery of projects which include benefits such as enhanced biodiversity, mitigating climate change, improving connectivity, access, and health benefits, and reducing flood risk.</p>

	<p>construction of such a walkway will have to take into consideration climate change and sea level rise, but may be an opportunity to offer some protection from coastal flooding.</p> <ul style="list-style-type: none">• Active travel connectivity throughout the village should be improved to enable people to move around without having to use a car. Active travel connectivity should be at the forefront of the plans for new housing at Utnabrake.• There may be an opportunity to utilise the expertise of NAFC Marine Centre and provide marine environment interpretation in the village (e.g. outdoor aquarium, interpretative panels).			
5. Historic Environment Scotland	<p>Thank you for your email of 07 February, inviting Historic Environment Scotland to comment on the draft Scalloway Local Place Plan. We have considered the draft Local Place Plan for our statutory historic environment interests and do not have any comments to make on the draft.</p>	<p>No comments have been made and no changes are being sought.</p>	<p>N/A</p>	<p>No action required.</p>

6. SIC Roads Service	<p>I refer to the public consultation of the Scalloway Draft Local Place Plan.</p> <p>Looking at the various reports for Re-Create Scalloway, including the spatial vision and the action reports, they cover a number of aspirations which have been identified within the community.</p> <p>There are various identified items that are bounded by, or are within, the public road and which will require detailed consultation with the Roads Service.</p> <p>The main such projects areas being the re-development of the old youth centre, the reconfiguration of Main Street and the expansion of the Burn Beach car park.</p> <p>In terms of the expansion of Burn Beach car park the source of material and haul routes would require to be identified so that community impacts can be assessed.</p> <p>The housing locations are generally all covered in the Local Development Plan call for sites, with the exception of the Berry Farm area identified within the study. This area will require to be looked at in more detail if it is to be included to ensure that it can adequately be serviced and inter-linked into existing infrastructure surrounding the site.</p>	<p>No particular changes are being sought to the Local Place Plan.</p>	<p>Shetland Islands Council Planning Service and Scalloway Community Council will continue to work closely with the Council's Roads Service when taking forward the priorities identified in the Local Place Plan, Vision and Action Plan.</p> <p>With regards to site C3 at Berry Farm we are aware that the landowner has no plans at present to develop this site, and it is therefore very unlikely that any housing development will happen here in the near future.</p>	<p>Shetland Islands Council Planning Service and Scalloway Community Council welcome these helpful comments and will continue to work closely with the Council's Roads Service.</p>
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<p>7. Scottish Water</p>	<p>Scottish Water would be happy to engage with Shetland Islands Council and other stakeholders to help deliver a co-ordinated approach to development in Scalloway. Early indication of what development is coming forward and when enables Scottish Water to work with developers and ensure any necessary upgrades are provided in a timely manner. Plans are in place to initiate modelling of the water and wastewater network in this area at the beginning of 2021, which will provide useful information to inform and support future development.</p> <p>In relation to the sites identified for potential development, Scottish Water would like to note the following, at this time:-</p> <p>Site C1 – The upper part of this site may encounter water pressure issues. Site C3 – It could be difficult to get drainage away from this site without it gravitating around the back of Scalloway, then pumping through multiple stations. Waterfront Walkway - We have an Emergency Overflow at Burn Beach, which would need to be extended if any development took place to expand the walkway area.</p> <p>Early engagement with Scottish Water is always encouraged. Developers should submit a Pre Development Enquiry Form (found on our website, https://www.scottishwater.co.uk/en) as early as possible to establish water and wastewater availability in the network and any potential asset conflicts.</p> <p>Should you require any additional information to support the Scalloway Local Place Plan and its development, please get in touch using the contact details provided.</p>	<p>No particular changes are being sought, but specific comments have been provided on 2 development sites identified in the Spatial Vision.</p> <p>Site C1 forms part of the Port Arthur Site, C3 covers the site at Berry Farm.</p>	<p>We agree that these comments are helpful. Any development that is promoted in the Local Development Plan and/or taken forward through the planning application process will be required to address such impacts. Scottish Water will have the opportunity to comment in more detail to specific proposals at these stages.</p> <p>With regards to Site C1, Scottish Water have already commented on this site through the Council's Call for Sites process.</p> <p>With regards to site C3 at Berry Farm we are aware that the landowner has no plans at present to develop this site, and it is therefore very unlikely that any housing development will happen here in the near future.</p> <p>We shall however, engage with Scottish Water for particular proposals that could impact upon water supply, surface water and surface water flooding, including development at Burn Beach.</p>	<p>Shetland Islands Council Planning Service and Scalloway Community Council welcome these helpful comments and will continue to engage with Scottish Water.</p>
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Meeting(s):	Development Committee	1 September 2020
Report Title:	Development Committee Business Programme – 2020/21	
Reference Number:	DV-18-20-F	
Author / Job Title:	Neil Grant, Director of Development Services	

1.0 Decisions / Action Required:

1.1 That the Development Committee:

1.1.1 CONSIDERS the business planned for Development Committee for the remainder of the financial year 2020/21;

1.1.2 ADVISES the Director of Development Services of any changes required including new items where the timescale will be confirmed at a later date.

2.0 High Level Summary:

2.1 The purpose of this report is to facilitate discussion of the Business Programme of the Committee for the remainder of the financial year 2020/21, including items where the date is still to be determined.

2.2 The Business Programme is presented to Development Committee at least quarterly to ensure that it is kept up to date incorporating new items as work programmes across the Council are taken forward.

3.0 Corporate Priorities and Joint Working:

3.1 Our Plan 2016, in its 20 by 20 states that:-

“High standards of governance, that is, the rules on how we are governed, will mean that the Council is operating effectively and the decisions we take are based on evidence and supported by effective assessments of options and potential effects”.

Maintaining a Business Programme for each Committee/Board of the Council contributes to an effective governance framework for the Council.

4.0 Key Issues:

4.1 A range of business scheduled or to be scheduled over the coming year in consultation with the Committee.

5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	<p>The Business Programme provides the community and other stakeholders with important information regarding the planned business for the coming year.</p> <p>The Business Programme complements the Council's Corporate and Directorate Plans and the Shetland Partnership Plan.</p>
6.2 Human Resources and Organisational Development:	None arising directly from this report. Any implications for staff arising from individual reports in the Business Programme will be addressed through the work on those reports.
6.3 Equality, Diversity and Human Rights:	None arising directly from this report. Any implications in this regard arising from individual reports in the Business Programme will be addressed through the work on those reports.
6.4 Legal:	The Business Programme supports the governance framework of the Council which is underpinned by statute.
6.5 Finance:	None arising directly from this report. Any financial implications arising from individual reports in the Business Programme will be addressed through the work on those reports.
6.6 Assets and Property:	None arising directly from this report. Any implications in this regard arising from individual reports in the Business Programme will be addressed through the work on those reports.
6.7 ICT and new technologies:	None arising directly from this report. Any implications in this regard arising from individual reports in the Business Programme will be addressed through the work on those reports.
6.8 Environmental:	None arising directly from this report. Any implications in this regard arising from individual reports in the Business Programme will be addressed through the work on those reports.
6.9 Risk Management:	The risks associated with setting the Business Programme are around the challenges for officers meeting the timescales required, and any part of the business programme slipping and causing reputational damage to the Council. Equally, not applying the Business Programme would result in decision making being unplanned and haphazard; aligning the Council's Business Programmes with the objectives and actions contained in its corporate plans could mitigate against those risks.

6.10 Policy and Delegated Authority:	Maintaining a Business Programme ensures the effectiveness of the Council's PPMF. The Business Programme supports each Committee's role, as set out in paragraph 2.3 of the Council's Scheme of Administration and Delegations.	
Previously considered by:	N/A	

Contact Details:

Neil Grant, Director of Development Services

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Date Cleared: 25 August 2020

Appendices:

Appendix 1 – Development Committee Business Programme 2020/21

Background Documents:

None



Development Committee - Meeting Dates and Business Programme 2020/21

Date / Type of Meeting	Agenda Item	Referred/Delegated
17 November 2020 Ordinary		
	Strategic Housing Investment Plan	
	Skills & Employability Plan	
	Q2 Performance Reports	D
	Business Programme Update	D
18 January 2021 Ordinary		
	Q3 Performance Reports?	D
	Business Programme Update	D
9 February 2021 Ordinary and Budget Setting	Development Services Budget Proposals	R
	Housing Revenue Account Charging Proposals	
9 March 2021 Ordinary		D
		D
		D
	Q3 Performance Reports?	R
	Business Programme Update	D

- Shetland Transport Strategy
- Broadband/Connectivity Plan
- Active Travel Review and Proposals
- Crown Estate Fund (proposals over £50k)
- Economic Development Grant and Funding Schemes

..... END OF BUSINESS PROGRAMME