

WEST DUNBARTONSHIRE COUNCIL
Council Offices, Garshake Road, Dumbarton G82 3PU

6 June 2014

**MEETING: INFRASTRUCTURE, REGENERATION & ECONOMIC
DEVELOPMENT COMMITTEE**

**WEDNESDAY, 18 JUNE 2014
COMMITTEE ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member

Please attend a meeting of the **Infrastructure, Regeneration & Economic Development Committee** to be held in **Committee Room 3, Council Offices, Garshake Road, Dumbarton** on **Wednesday, 18 June** at **2.00 p.m.**

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Councillor Patrick McGlinchey (Chair)
Councillor David McBride (Vice Chair)
Councillor Gail Casey
Councillor William Hendrie
Councillor Michelle McGinty
Councillor Marie McNair
Councillor Ian Murray
Councillor Lawrence O'Neill
Councillor Tommy Rainey
Councillor Gail Robertson
Councillor Martin Rooney
Councillor Kath Ryall

All other Councillors for information

Chief Executive
Executive Director of Infrastructure and Regeneration

**INFRASTRUCTURE, REGENERATION & ECONOMIC
DEVELOPMENT COMMITTEE**

WEDNESDAY, 18 JUNE 2014

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**3. HOUSING, ENVIRONMENT AND ECONOMIC DEVELOPMENT
COMMITTEE**

Submit for information, and where necessary ratification, the Minutes of Meeting of the Housing, Environment and Economic Development Committee held on 7 May 2014.

4. QUEENS' QUAY, CLYDEBANK

Submit report by the Executive Director of Infrastructure and Regeneration:-

- (a) providing an update on progress towards the physical and economic regeneration of Queens' Quay, Clydebank; and
- (b) seeking agreement, in principle, to the proposed approach, as detailed within the report.

5. PERFORMANCE REPORT 2013-14

Submit report by the Executive Director of Infrastructure and Regeneration providing details of the department's end of year progress in meeting corporate and departmental objectives.

6. ENERGY STRATEGY ACTION PLAN ANNUAL REPORT – YEAR 1

Submit report by the Executive Director of Infrastructure and Regeneration providing an update of progress on the objectives included in the Energy Strategy Action Plan 2013 – 2014.

7. PROGRESS REPORT AND UPDATING OF PROPERTY AND LAND ASSET DISPOSAL STRATEGY 2013 - 2018

Submit report by the Executive Director of Infrastructure and Regeneration:-

- (a) providing an update on the progress made with the Property and Land Disposal Strategy 2013 - 2018;
- (b) seeking delegated authority for the Executive Director of Infrastructure and Regeneration to declare properties surplus to requirements, subject to consultation with the Chief Executive and other Executive Directors; and
- (c) seeking delegated authority for the Executive Director of Infrastructure and Regeneration to market, to lease or dispose of the surplus properties detailed within Appendix 4 to the report.

8. COMMUNITY SPORTS FUND

Submit report by the Executive Director of Infrastructure and Regeneration:-

- (a) seeking approval for the structuring of the Community Sports Fund as detailed within the report;
- (b) seeking agreement for the use of the information note and application form as detailed within Appendices 1 and 2; and
- (c) seeking agreement that the method of assessment of the applications as outlined within the information note be used when assessing applications.

9. STREET LIGHTING ENERGY EFFICIENCY SCHEME

Submit report by the Executive Director of Infrastructure and Regeneration providing an update on the development and progress of the street lighting energy efficiency scheme.

10. TENDER FOR THE SUPPLY AND DELIVERY OF FRESH FRUIT, VEGETABLES, POTATOES AND PREPARED PRODUCTS

Submit report by the Executive Director of Infrastructure and Regeneration seeking approval for a competitive tendering procedure for the supply and delivery of fruit, vegetables, potatoes and prepared products to be undertaken.

11. CONTAMINATED LAND STRATEGY (2014-2017)

Submit report by the Executive Director of Corporate Services:-

- (a) seeking approval of the revised Contaminated Land Strategy, as detailed within Appendix 1 to the report; and
- (b) seeking endorsement of the Environmental Health Section's decision that a Strategic Environmental Assessment (SEA) is not required for the revised Contaminated Land Strategy.

12. ALEXANDRIA, MITCHELL WAY DEVELOPMENT OPPORTUNITY – COMPULSORY PURCHASE ORDER

Submit report by the Executive Director of Infrastructure and Regeneration seeking approval for the compulsory purchase of various interests in land from the Smollett Family Estate within and adjacent to the Mitchell Way Development site in Alexandria town centre.

For information on the above agenda please contact Nuala Quinn-Ross, Committee Officer, Legal, Democratic & Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737210, e-mail: nuala.quinn-ross@west-dunbarton.gov.uk.

HOUSING, ENVIRONMENT AND ECONOMIC DEVELOPMENT COMMITTEE

At a Meeting of the Housing, Environment and Economic Development Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 7 May 2014 at 2.00 p.m.

Present: Councillors Jim Bollan, Gail Casey, William Hendrie, David McBride, Michelle McGinty, Marie McNair, Lawrence O'Neill, Tommy Rainey, Gail Robertson, Martin Rooney and Kath Ryall.

Attending: Richard Cairns, Executive Director of Infrastructure and Regeneration; Helen Turley, Head of Housing and Community Safety; John Kerr, Housing Strategy Manager; Sally Michael, Principal Solicitor; and Nuala Quinn-Ross, Committee Officer, Legal, Democratic and Regulatory Services.

Apologies: An apology for absence was intimated on behalf of Councillor John Mooney.

Councillor David McBride in the Chair

DECLARATIONS OF INTEREST

Councillor Gail Robertson declared a non financial interest in the item under the heading 'Lease of Land Comprising the Pier and Slipway at Balloch to the Loch Lomond Steamship Company', as a family member is a member on the Board of the Loch Lomond Steamship Company, at this point in the meeting.

MINUTES OF PREVIOUS MEETINGS

(a) Special Meeting held on 22 January 2014

The Minutes of the Special Meeting of the Housing, Environment and Economic Development Committee held on 22 January 2014 were submitted and approved as a correct record.

(b) Ordinary Meeting held on 5 February 2014

The Minutes of the Ordinary Meeting of the Housing, Environment and Economic Development Committee held on 5 February 2014 were submitted and approved as a correct record.

(c) Special Meeting held on 26 February 2014

The Minutes of the Special Meeting of the Housing, Environment and Economic Development Committee held on 26 February 2014 were submitted and approved as a correct record.

HOUSING, ENVIRONMENTAL AND ECONOMIC DEVELOPMENT STRATEGIC PLAN 2014 – 2018

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval of the Housing, Environmental and Economic Development Strategic Plan 2014-2018, as detailed within Appendix 1 to the report.

Having heard the Executive Director of Infrastructure and Regeneration and the Head of Housing and Community Safety in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to approve the Housing, Environmental & Economic Development Departmental Plan 2014 -2018;
- (2) that the West Dunbartonshire Local Development Plan be provided to Members;
- (3) officers investigate whether it was considered if the reduction of the frequency of office cleaning from 5 – 3 days would have a detrimental effect on allergy sufferers;
- (4) that the note of the staff workshops held during March 2014 and comments made by staff be provided to Members;
- (5) that a briefing note providing the performance figures, which were not previously available, be provided to Members once the figures become available;
- (6) that the full Employee Survey and comments received from staff be provided to Councillor Bollan;
- (7) that details of the current number of vacancies within the Housing, Environment and Economic Development department be provided to Members;
- (8) that further details be provided, if available, on reasons people have resigned;
- (9) that the People and Transformation Department be contacted to confirm whether exit interviews were being carried out when people leave the Council as a matter of course; and
- (10) that future reports could include reasons for people resigning, if the information is available.

DELIVERING NEW HOUSING IN WEST DUNBARTONSHIRE – STRATEGIC HOUSING PARTNERSHIP

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval for the establishment of a Strategic Housing Partnership.

On a query being raised by Councillor Rooney, the Principal Solicitor asked further details from Councillor Bollan as to whether he had any interest in two Housing Associations being the subject of his proposed amendment. Once clarified that Councillor Bollan was a tenant and not a member of either of the Housing Associations Board, the Principal Solicitor advised that in terms of the Councillors Code of Conduct Councillor Bollan would not require to declare an interest in this item of business.

Having heard the advice from the Legal Officer, Councillor Lawrence O'Neill declared an interest in this item of business, being a member of Knowes Housing Association Management Committee and Councillor Tommy Rainey declared an interest in this item of business, being a member of Dunbritton Housing Association Management Committee.

Having heard the Executive Director of Infrastructure and Regeneration, the Head of Housing and Community Safety and the Housing Strategy Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the assessment framework process used in assessing the Strategic Housing Partner Bidders;
- (2) that authority be delegated to the Executive Director of Infrastructure and Regeneration to enter into discussions to develop a strategic housing partnership with the Wheatley Group to assist in the delivery of the Council's strategic housing objectives including new Registered Social Landlord housing for rent; and other affordable housing solutions; and
- (3) the use of the development sites approved within the West Dunbartonshire Council's Strategic Housing Investment Plan (SHIP) 2013/18 and the development of the new Strategic Housing Investment Plan as a basis for the Partnership Agreement.

Councillor Bollan, having failed to obtain a seconder for a proposed amendment, asked that his dissent be recorded in respect of this item.

BUYING BACK EX-LOCAL AUTHORITY PROPERTIES PURCHASED THROUGH THE RIGHT TO BUY BUY-BACK SCHEME

A report was submitted by the Executive Director of Infrastructure and Regeneration providing details of the progress of the Buy Back Scheme since its implementation in October 2013.

Having heard the Housing Strategy Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that updates be provided to the Housing and Community Committee on a regular basis as part of the reporting on Capital Programme monitoring framework; and
- (2) otherwise to note the content of the report.

PROPOSED ABOLITION OF THE RIGHT TO BUY IN SCOTLAND – DESIGNATION OF PRESSURED AREA STATUS

A report was submitted by the Executive Director of Infrastructure and Regeneration:-

- (a) advising that the Right to Buy in Scotland is scheduled to end when the Housing (Scotland) Bill is enacted in 2017 or sooner; and
- (b) seeking agreement that no further action be taken in introducing a Pressured Area Status designation within West Dunbartonshire.

The Committee agreed:-

- (1) to note that the Right to Buy in Scotland is scheduled to end when the Housing (Scotland) Bill is enacted in 2017 or sooner;
- (2) to note the contents of the report; and
- (3) that no further action is to be taken on introducing a Pressured Area Status designation within West Dunbartonshire.

HOUSING ASSET MANAGEMENT STRATEGY 2013-2018 ANNUAL PROGRESS REPORT

A report was submitted by the Executive Director of Infrastructure and Regeneration informing on the progress made with the West Dunbartonshire Housing Asset Management Strategy since its approval on 13 February 2013.

Having heard the Head of Housing and Community Safety in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to acknowledge the progress made in meeting the aims and objectives of the West Dunbartonshire Housing Asset Management Strategy;
- (2) to note the contents of the West Dunbartonshire Housing Asset Management Strategy Annual Progress Report 2013; and

- (3) to note that a further annual progress report would be submitted to the Housing and Communities Committee in August 2015.

Note: Councillor Lawrence O'Neill left the meeting while Councillor McBride was introducing the above item.

COUNCIL HOUSE NEW BUILD PROGRESS REPORT

A report was submitted by the Executive Director of Infrastructure and Regeneration informing of the progress of the Council's new build house programme.

The Committee agreed:-

- (1) to the amendment to the unit capacity at the Hill Street development from 38 units to 37 units to facilitate a large wheelchair property to meet a specifically identified need;
- (2) to note the changes to the financial profile outlined in section 6.1, of the report, which have been adjusted to reflect the change in unit numbers;
- (3) to note the progress made to date with the Council's new build programme; and
- (4) otherwise, to note the content of the report.

WEST DUNBARTONSHIRE EMPTY HOMES STRATEGY (PRIVATE SECTOR) 2014-2016

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval and authority to implement West Dunbartonshire's first Empty Homes Strategy.

The Committee agreed:-

- (1) the West Dunbartonshire's Empty Homes Strategy 2014-2016; and
- (2) that authority be delegated to the Executive Director of Infrastructure and Regeneration to ensure the effective implementation of the strategy and associated action plan.

SILVERTON FLAT ROOFED PROPERTIES

A report was submitted by the Executive Director of Infrastructure and Regeneration:-

- (a) providing a detailed update on the issues regarding the defective housing properties in Silverton; and

- (b) seeking approval of the proposed future steps to address the ongoing issues.

The Committee agreed:-

- (1) to continue discussions with the Housing Minister and his officers, to seek assistance with the urgent and unforeseeable issues present in flat roofed properties in the Silverton area, as a circumstance which requires national intervention and financial support;
- (2) that, subject to reaching agreement on suitable terms with owner occupiers, Committee approval is given to proceed with plans for demolition of two blocks of houses;
- (3) to the introduction of the support package for owner occupiers and tenants directly affected as described in Section 4.14 of the report; and
- (4) to note that dependent on developments, a further report seeking appropriate solutions to the issues raised within the report, may be required in coming months.

Note: Councillor O'Neill returned to the meeting while Councillor McBride was introducing the above item.

LEASE OF LAND COMPRISING THE PIER AND SLIPWAY AT BALLOCH TO THE LOCH LOMOND STEAMSHIP COMPANY

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking agreement to extend the lease of the Pier and Slipway at Balloch to the Loch Lomond Steamship Company (LLSC).

Having heard Councillor Rooney in relation to the length of the proposed extension of lease, the Committee agreed:-

- (1) that authority be delegated to the Executive Director of Infrastructure & Regeneration to extend the lease of the Pier and Slipway at Balloch to the Loch Lomond Steamship Company, for a further 35 years, from its termination date of 27 May 2032 to 27 May 2049; and
- (2) that authority be delegated to the Head of Legal, Democratic and Regulatory Services to conclude the lease extension subject to such legal conditions that are considered appropriate.

Note: Councillor Gail Casey left the meeting while Councillor McBride was introducing the above item.

HOUSING ALLOCATION REVIEW

A report was submitted by the Executive Director of Infrastructure and Regeneration seeking approval to establish a short life Member/Officer Working Group to assist in the review of the housing allocations policy.

Having heard the Head of Housing and Community Safety in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that a Member/Officer Working Group be established; and
- (2) that all Elected Members be invited to become members of the Member/Officer Group – Housing Allocation Review.

Note: Councillor Gail Casey returned to the meeting while Councillor McBride was introducing the above item.

The meeting closed at 3.03 p.m.

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 18 June 2014

Subject: Queens' Quay, Clydebank

1. Purpose

- 1.1** The purpose of this report is to update the Committee on progress toward the regeneration of the land known as Queens' Quay, Clydebank as agreed following a presentation by the landowners at a Members Briefing Session held on 12 December 2013.

2. Recommendation

- 2.1.** That the Committee note the progress towards the physical and economic regeneration of this strategic site and agree, in principle, to the proposed approach.

3. Background

- 3.1.** The former John Brown Shipyard was acquired by a consortium known as Clydeside Regeneration (CRL) in 2004 and has been subject to a number of speculative planning proposals for its redevelopment over a number of years.
- 3.2.** The site owners have already undertaken extensive demolition, site clearance, remediation and up filling works to create a satisfactory development platform. However, due to difficult market conditions the development phase has been stalled for almost 10 years and the site owners have been unable to bring forward any viable development proposals due to the considerable cost associated with necessary site infrastructure.
- 3.3.** In order to release land for development by house builders and other developers, certain core works are required which will complete the rehabilitation of the site and Clyde river frontage. These works are consistent with the objectives set out in Supplementary Planning Guidance and generally comprise:
- remediation of residual industrial contamination;
 - upfill of land to raise ground levels in order to satisfy flood risk requirements;
 - improved road junction at Cart Street and a new junction at Cable Depot Road;
 - the creation of a spine road to provide internal circulation East/West;

- provision and distribution of public utilities to serve the proposed development;
- repair and rehabilitation of the flotation basin and quayside;
- marine works and establishment of river walkways and open space; and
- the creation of areas of public realm with improved linkage to the town centre.

4. Main Issues

- 4.1.** The landowners have been unable to attract the further investment necessary to fund the core works required before development can proceed.
- 4.2.** In January 2014, The Council appointed a development consultant to undertake a review of the project and to consider options for pump priming the redevelopment of this key site.
- 4.3.** Since January the following outcomes have been achieved.
- i. Baseline review;
 - ii. Stakeholder consultation and engagement with CRL and their appointed agent;
 - iii. The preparation of a collaborative master plan reflecting current market expectations, (see Appendix 1);
 - iv. An agreement in principle that CRL will convey an area of land necessary for the delivery of a new Care Home and proposed Health Centre for Clydebank, without obligation to the Council or Greater Glasgow NHS; and
 - v. The appointment of Peter Brett & Associates to undertake an economic impact assessment of the master plan proposals.
- 4.4.** The master plan defines the required core infrastructure and proposed land use as a means to illustrate the current market potential for development. In contrast with previous proposals, the collaborative master plan which has been subject to consultation with Planning, reflects:
- Demand for a higher proportion of traditional family housing instead of flats.
 - A mix of commercial uses clustered around the flotation basin with strong pedestrian linkage to the town centre and transport interchange.
 - An area has been allocated for acquisition and development of a new Care Home and possible Health Centre by West Dunbartonshire Council Community Healthcare Partnership.

- 4.5.** It is now intended that this work will be further refined to inform options for possible Public Sector intervention as a means to stimulate economic regeneration of the Queens' Quay site. This work will lead to the following outcomes which, subject to reaching agreement with the site owners, will be reported to Committee on 17 September 2014, with the expectation that report will then be taken to Council for inclusion in the 2015/16 budget
- i. Assessment and selection of an appropriate delivery solution.
 - ii. Examination and understanding of legal considerations relating to the preferred delivery solution.
 - iii. Assessment of procurement issues.
 - iv. Internal consultation.
 - v. The preparation of a Financial Model which assesses the commercial viability of the proposed solution.
 - vi. Negotiation of terms for a possible legal agreement between WDC and the landowner.

5. People Implications

- 5.1.** There are no people implications.

6. Financial Implications

- 6.1.** A full financial appraisal and assessment is underway as part of the ongoing study and will form part of a future report.

7. Risk Analysis

- 7.1** A full risk analysis and assessment will be undertaken as part of the ongoing study and will form part of a future report.
- 7.2** Until agreement by both parties is fully agreed legally there is the possibility that this opportunity might not be realised.

8. Equalities Impact Assessment (EIA)

- 8.1.** There are no equality issues related to the report.

9. Consultation

- 9.1.** Internal consultation will continue between the appointed consultants and officers from Economic Regeneration, Planning, Asset Management, Legal, Democratic and Regulatory Services, Finance Services and the Community Healthcare Partnership.

10. Strategic Assessment

10.1. The proposal is intended to stimulate the physical and economic development of derelict land to the social benefit of the Council and the community and fully supports the following Council strategic priorities:-

- improve economic growth;
- improve care for and promote independence with older people;
- improve local housing and environmentally sustainable infrastructure; and
- improve the wellbeing of communities and protect the welfare of vulnerable people.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 12 May 2014

Person to Contact: Jim McAloon, Head of Regeneration and Economic Development, Council Offices, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737401, e-mail: jim.mcaloon@west-dunbarton.gov.uk

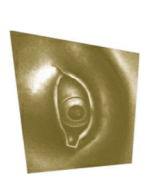
Appendices: Appendix 1 - Mixed Use Density Study

Background Papers: None

Wards Affected: 5 and 6



RESIDENTIAL AREA 01	RESIDENTIAL AREA 02	RESIDENTIAL AREA 03	RESIDENTIAL AREA 04	RESIDENTIAL AREA 05	MIXED USE AREA 01 A	MIXED USE AREA 01 B	MIXED USE AREA 02
HOUSES - 50	HOUSES - 44	HOUSES - 45	HOUSES - 27	HOUSES - 27	HOUSES - 8	HOUSES - 29	HOUSES - 33
FLATS - 56	FLATS - 40	FLATS - 56	FLATS - 32	FLATS - 108	FLATS - 112	FLATS - 92	FLATS - 88
TOTAL - 106	TOTAL - 84	TOTAL - 101	TOTAL - 59	TOTAL - 135	TOTAL - 120	TOTAL - 121	TOTAL - 121
MIXED USE FACILITIES							
STORE	- 1.59 ACRES/0.64 HECTARES						
PUB/DINER	- 0.7 ACRES/0.28 HECTARES						
HOTEL	- 1.96 ACRES/0.79 HECTARES						
TOTALS							GRAND TOTAL
HOUSES	- 263						847
FLATS	- 584						



HALLIDAY FRASER MUNRO
 CHARTERED ARCHITECTS - PLANNING CONSULTANTS
 ABERDEEN - BELFAST - DUNDEE - EDINBURGH - GLASGOW

QUEENS QUAY, CLYDEBANK
 WDC/DAMN DEVELOPMENT/CR
 DENSITY STUDY
 Scale: 1:1250 (A1)
 Date: FEBRUARY 2014
 Dwg No: E2804 - SK06
Copyright © 2014, Halliday Fraser Munro

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration & Economic Development Committee: 18 June 2014

Subject: Performance Report 2013-14

1. Purpose

- 1.1** The purpose of this report is to provide details of the department's end of year progress in meeting corporate and departmental objectives set out in the Housing, Environmental and Economic Development Departmental Plan 2013-18.

2. Recommendations

- 2.1** The Housing, Environmental and Economic Development Departmental Plan for 2013-18 continues to be implemented with a reviewed and refreshed Departmental Plan 2014-18 approved by the Housing, Environmental and Economic Development Committee in May 2014. A significant number of actions to deliver corporate and departmental objectives have been completed as planned and there has been progress in meeting the targets set for the PIs.
- 2.2** The Committee is invited to consider and note the contents of this report.

3. Background

- 3.1** The Performance Management Framework requires all directorates to monitor, review and formally report their departmental plan's performance to the relevant committee on a twice yearly basis. This is the end of year report.
- 3.2** In addition, Elected Members receive a progress update each quarter by e-mail in the form of a report generated by the covalent risk and performance management system.
- 3.3** Monitoring of the Departmental Plan has taken place during Senior Management Team meetings. At these meetings progress of the actions and performance indicators contained within the Plan are reported.

4. Main Issues

- 4.1** Appendix 1 sets out the progress against the performance indicators contained within the Housing, Environmental and Economic Development Departmental Plan 2013-18.

- 4.2** The Executive Director and Heads of Service participated in a development session alongside managers to identify the major issues for the department in 2013/14. These issues were linked to each of the West Dunbartonshire Council priorities as contained within the West Dunbartonshire Council Strategic Plan 2013-18.

The table below shows the major priorities and key achievements made against each priority.





WDC Priority identified for 2013/14	Key Achievements
<p>Improve economic growth and employability</p>	<ul style="list-style-type: none"> • Secured additional £900,000 of Scottish Government's Regeneration Capital Grant Funding to develop small business workshops in Vale of Leven Industrial estate. The first new workshop developments by WDC in twenty years • Obtained £933,000 of Scottish Government funding for our Youth Employment Scotland programme to assist 290 young people into employment • 241 local jobs have been created for unemployed residents through employment grants developed by the Economic Development Team. 139 of those were through the 25+ employment grant and 102 through the youth employment grant. • Supported the delivery of the commitment to create of 1,000 jobs in 1,000 days • 3 Social Enterprises supported through Social Enterprise Fund. This challenge fund can provide up to £15,000 to new Social Enterprises who have the ability to create sustainable local job opportunities. The Social Enterprises funded were; Charley Barley, who recycle high quality children's clothes, toys and equipment; West Dunbartonshire Community Foodshare Ltd and Recycle Mobility Centre Ltd. • Secured £189,270 from European Regional Development Fund to deliver 'Business Gateway Plus' programme within the WDC local area. WDC is the lead partner for this programme which is delivered through a partnership between WDC, East Dunbartonshire Council and Argyll & Bute Council and provides support for businesses. It offers a mix of advisory services and grant funding to help businesses grow and create jobs. During 2013/14 there were 160 one-to-one advisory meetings, 15 Business Development Reviews and 35

WDC Priority identified for 2013/14	Key Achievements
	<p>workshops/events.</p> <ul style="list-style-type: none"> • Preparation of the Strategic Development Plan and Local Development Plan
<p>Improve local housing and environmentally sustainable infrastructure</p>	<ul style="list-style-type: none"> • The completion of the new £15.5 million Dumbarton Academy on time and £1 million below budget • 80% of WDC houses are now compliant with Scottish Housing Quality Standard exceeding our target of 75% for 2013/14 • £4.3 million investment in the first phase of new build council houses providing 39 new homes for rent in Clydebank and Alexandria • A positive report from Scottish Housing Regulator which highlights that “the council has a good awareness of where it needs to make further improvements and has plans in place to do so” • Improving levels of customer satisfaction by 7% with 72% of tenants now satisfied with level of housing services overall • Introduction of a new ‘Owner Engagement Strategy’ designed to improve our level of service to owners where we have factoring responsibilities • Approval of a new Homelessness Strategy which places greater emphasis on the prevention of homelessness • Vehicle tracking and speed limiters on the Councils vehicle fleet to save fuel costs and reduce carbon emissions • £725,000 from SPT for road improvements in a budget of £3.8 million • The implementation of the £2.7 million Knowle Burn alleviation scheme • Developed a pool car scheme for CHCP and Garshake Road which will bring about an estimated year 1 saving of £26,500

WDC Priority identified for 2013/14	Key Achievements
	<ul style="list-style-type: none"> • Developed the outline business plan for SFT Energy Efficiency Street Lighting Pilot which will bring about an estimated saving of £724,300 • Housing Maintenance and Repairs Team was runner up in the Building Maintenance category in the Association for Public Service Excellence (APSE) Awards • Managed, maintained and undertook regular safety inspections of the 350km of public road, 664 km of footways and footpaths, over 200 related structures (bridges, underpasses, retaining walls and large culverts) and over 19,000 streetlights and illuminated street signs
<p>Improve the wellbeing of communities and protect the welfare of vulnerable people</p>	<ul style="list-style-type: none"> • New community play facilities at Argyll Park, East End Park and Freelands Park • The delivery of new supported accommodation at Ashton View providing safe homes for our most vulnerable citizens • The implementation of a new community transport scheme • The best yearly attendance at public events such as the Scottish Pipe Band Championships, Balloch Highland Games and 'big swim' attracting a combined audience of 46,000 people • Positive results from Community Safety team in partnership with the police which has resulted in the number of anti social behaviour reports reducing by 40% in key areas along with corresponding crime reduction of 30% in public reassurance areas
<p>Improve life chances for children and young people</p>	<ul style="list-style-type: none"> • Diversionary activities programme for young people (5,797 attendees); • Achieved COSLA Gold Award for Pictorial Menus in schools

Housing, Environmental and Economic Development Strategic Plan – Performance Indicators

- 4.3** During the development of the Strategic Plan 2013-18, the Executive Director and Heads of Service identified the major issues for the department going forward. To address these issues 31 key performance indicators were developed inclusive of indicators from the WDC Strategic Plan 2012-17, Local Government Benchmarking Framework indicators (SPI 1/2/3) relevant to the department and local performance indicators identified by the Senior Management Team.
- 4.4** Of the 31 indicators, 10 met or exceeded the target and 8 just missed the target. 6 indicators have significantly missed their target. It has not been possible to assess the performance of 7 indicators at this present time as end of year data is not available. It is anticipated that all end of year performance data will not be available until December 2014. A briefing for Members on the overall performance outcome will be provided then.

	Performance of PI's
Met or Exceed Target 	10
Just missed Target 	8
Missed target 	6
Unable to calculate 	7
Total	31

- 4.5** The 6 PIs which missed their target are:

Performance Indicator	Commentary
Investment in major regeneration sites in West Dunbartonshire	Significant investment has continued in social housing. 24 units are complete at Granville Street, Clydebank, progress with 15 units at Miller Road, Haldane and ongoing investment of £9m in existing stock. 62 residential units have been built at Lomondgate with an estimated spend of £1.83m and Barratt continues construction on the former Clydebank College site. Specific information available at the time of reporting identified a figure of just over £28m. This figure has been increased to £30m to reflect a nominal estimate of spend for works to sites where it is known that some significant investment activity has taken place but for which specific spend information was not available at this time.
Number of new build social housing for rent	All 48 units supplied by WDC (Phase 1 & 2 Granville Street and Miller Road). No RSL developments were completed during the year reflecting the low level of activity in this sector.

Percentage of municipal waste collected that was recycled (and composted)	This indicator is still subject to finalisation of Q4 waste data and verification by Waste Data Flow.
Total FTE days lost by FTE employees	Absence is reviewed monthly by SMT and actions to improve attendance are discussed with managers on an ongoing basis. We are currently auditing actions taken to comply with policy with a report going to SMT at the end of May 2014.
Road cost per kilometre £	There is a significant variance in this reported figure for LRF5 and further investigation is underway. We are seeking Improvement Services approval to utilise net financial figures in future returns.
Percentage of General Service Capital Budget spent against profile	Underspend on Building Upgrades (variance of £719,000) and Vehicle Replacement (variance of £453,000)

4.6 While 8 PIs just missed their target, it is worth noting the performance of these 8 indicators was within 15% of the target value. In addition, 3 of the indicators have shown an improvement on last year's performance. Those indicators which have shown an improvement are:-





- number of businesses given advice and assistance to start up through Business Gateway which improved from 196 businesses in 2012/13 to 220 in 2013/14;
- percentage of HEED employees who have a PDP in place which improved from 30% of employees in 2012/13 to 92% in 2013/14; and
- percentage of council buildings in which all public places are suitable for and accessible to disabled people which improved from 50% of buildings being accessible in 2012/13 to 51% in 2013/14.

4.7 The following PIs are unable to be calculated at this time as data is not currently available:

Performance Indicator	Performance Data Available
3 year survival rate (%) of new business starts	December 2014
Overall percentage of road network that should be considered for maintenance treatment	August 2014
Tonnage of carbon dioxide emissions from Council operations and assets	End of June 2014
Energy consumption value per m2 (gas, electricity, oil, solid fuel) per kwh/	End of June 2014
Gross waste collection cost per premises £	End of June 2014
Gross waste disposal cost per premises £	End of June 2014
Number of commendations	This indicator is now no longer collated by Corporate Services.

Local Government Benchmarking Indicators

- 4.8** All 32 Scottish councils have been working with the Improvement Service over the last three years on developing a common approach to benchmarking, which is grounded in reporting standard information on the services councils provide to local communities across Scotland. Of the 2013-14 Performance Indicator set that had been established, the Housing, Environmental and Economic Development directorate had responsibility locally for 14 Performance Indicators.
- 4.9** Of these 14 indicators, 7 have achieved the target, 1 has just missed the target and 1 has significantly missed the target. It has not been possible to assess the performance of 4 indicators at the present time as end of year data is not available.

	Performance of LGBF Indicators
Met or Exceed Target 	7
Just missed Target 	1
Missed target 	2
Unable to calculate 	4
Total	14

4.10 The indicators which missed their target are:-

- Percentage of municipal waste collected that was recycled (and composted) which missed its target by 7.79% although this figure has still to be verified by Waste Data Flow; and
- Road cost per kilometre £ which missed target by £13,598.40. However, it should be noted that there is a significant variance in this reported figure for LRF5 and further investigation is required. We are seeking approval from Improvement Service to utilise net financial figures for future returns.

4.11 While 1 PI just missed target, it is worth noting the performance of this indicator was within 15% of the target value. In addition, this indicator has shown an improvement on last year's performance:

- Percentage of Council buildings in which all public areas are suitable for and accessible to disabled people

- 4.12** The following PIs are unable to be calculated at this time as data is not currently available:-

Performance Indicator	Performance Data Available
Overall percentage of road network that should be considered for maintenance treatment	August 2014
Energy consumption value per m ² (gas, electricity, oil, solid fuel) per kwh	End of June 2014
Gross waste collection/disposal cost per premise £	End of June 2014

5. People Implications

- 5.1** Good performance against plans has been noted and communicated to staff. As part of the strategic planning process, 3 staff workshops were held that allowed employees to be more closely involved in the production of strategic plans for 2014-15.

6. Financial Implications

- 6.1** There are no financial issues relating to this report.

7. Risk Analysis

- 7.1** There is a risk that performance will decline without adequate scrutiny by Senior Management and Elected Members.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities impact assessment is not appropriate as this report is a performance review of the Housing, Environmental and Economic Development Departmental Plan. However, it is assumed that in developing the Departmental Plan, individual contributors considered the impact of their action plans on equalities groups.

9. Consultation

- 9.1** During the development of the Departmental Plan 2013-18, three manager sessions were facilitated for each divisional area; Housing and Community Safety, Neighbourhood Services and Economic Development and Regeneration. Each divisional section held staff workshops with representation from across the workforce to consult on key priorities for 2014/15 and to further highlight areas for improvement. These consultation sessions were attended by 86 staff which allowed staff to be more closely involved in the production of key strategic plans. This is the highest attendance at these events with staff providing positive feedback on the process of being consulted on future priorities and plans.

10. Strategic Assessment

10.1 The actions contained within the Plan support the Council's strategic priorities:-

- Improve economic growth;
- Improve life chances for children and young people;
- Improve care for and promote independence with older people;
- Improve local housing and environmentally sustainable infrastructure; and
- Improve the wellbeing of communities and protect the welfare of vulnerable people.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 9 May 2014

Person to Contact: Emma Crocker
Strategy and Improvement Co-ordinator
Council Offices, Garshake Road, Dumbarton G82 3PU
Tel: 01389 737701
E-mail: emmalouise.crocker@west-dunbarton.gov.uk

Appendix: Appendix 1: Progress Report of Housing, Environmental and Economic Development Departmental Plan 2013/18

Background Papers: Housing, Environmental and Economic Development Departmental Plan 2013/18

Performance Management Framework

Wards Affected: All

HEED Strategic Plan (End of Year 2013/14)

Generated on: 19 May 2014

Report Layout: HEEDs PMF 2009 002 (JMCK)



Icon	Name
	1 Social Mission

Icon	Name
	Improve economic growth and employability

Performance Indicator	Q4 2012/13	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14				2013/14					2013/14	2014/15	2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Value	Value	Target	Status	Note	Value	Status	Long Trend	Short Trend	Note	Target	Target	Target	Target	Target	
Number of businesses given advice and assistance to start up through Business Gateway	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters				220				A significant amount of local promotions and events have been carried out to stimulate the market in 1st quarter of 2013/14 period. This has resulted in all our target figures being put	250	250	250	270	270	Gillian Scholes


Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													back on track with significant progress on High Value Start-up. Since April 2013, 112 businesses have been given assistance to start-up. We have also been successful in attracting additional ERDF funding of £133k towards a Business Gateway Plus initiative. During 2013/14, 220 businesses were supported to start-up through the Business						




Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													Gateway. Additional events and promotional activity has been undertaken through Business Gateway Plus to increase numbers and improve sustainabil ity but economic conditions remain a challenge for start- ups.						
Investment in major regeneration sites in WD	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				£3 0,0 00, 00 0.0 0				Significant investment has continued in social housing. 24 units are complete at Granville St Clydebank, progress with 15 units at	£4 0,0 00, 00 0.0 0	£5 0,0 00, 00 0.0 0	£5 5,0 00, 00 0.0 0	£3 0,0 00, 00 0.0 0	£3 0,0 00, 00 0.0 0	Marnie Ritchie

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													Miller Rd, Haldane and ongoing investment of £9m in existing stock. 62 residential units have been built at Lomondgate with an estimated spend of £1.83m and Barratt continues construction on the former Clydebank College site. Specific information available at the time of reporting identified a figure of just over £28m. This figure has been increased to						





Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													£30m to reflect a nominal estimate of spend for works to sites where it is known that some significant investment activity has taken place but for which specific spend information was not available at this time.						
3 year survival rate (%) of new business starts	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				N/ A				60.6% of the businesses started in 2009 have survived until 2012. The figure for 2013/14 will be available December 2014.	62 %	62. 5%	64 %	65 %	66 %	Gillian Scholes
Percentage of all people aged 16-64 years in	Not	Not	Not	Not	Not measured for				65.				Nomis	67	68	69	70	70	Michael McGuinness

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
employment	me as ure d for Qu art ers	me as ure d for Qu art ers	me as ure d for Qu art ers	me as ure d for Qu art ers	Quarters				2%				figure covering period Jan 2013- Dec 2013 showing a drop in numbers in employmen t.	%	%	%	%	%	





Icon	Name
	Improve local housing and environmentally sustainable infrastructure

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To	
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get		
Number of new build social housing for rent	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				48				All 48 units supplied by WDC (Phase 1& 2 Granville Street and Miller Road). No RSL developmen ts were	70	70	70	70	70		John Kerr 2

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													completed during the year reflecting the low level of activity in this sector. Target not met - All 48 units supplied by WDC (Phase 1& 2 Granville Street and Miller Road). No RSL developments were completed during the year reflecting the low level of activity in this sector. However, there are an additional 66 completions from the						

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													RSL sector anticipated in the first quarter of 2014/15. West Dunbartons hire Council have been proactive in maximising the delivery of affordable housing in the area and in addition to the soon to be delivered 66 units, there are a further 184 units in development of social rented housing.						
The number of incidences of homelessness in West Dunbartonshire is reduced - presentations	37 8	31 7	33 8	32 2	39 2	33 8		Target not met - In comparison with the same quarter last year there has been an	1,3 70				targets for years 2013/14 - 2016/17 set based on awareness of 2012/13 figures and	1,3 50	1,2 82	1,2 18	1,1 57	1,0 99	John Kerr 2


Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
								increase of 14 homeless presentations. This was skewed by a considerably higher number of homeless presentations in March. An analysis of the reasons behind this increase will be undertaken. We are currently carrying out a review of the homelessness service which would be underpinned by the preventative focus detailed within the West					expectation of a 5% drop in crisis presentations year on year (slower reduction than previous years) Target not met - There has been an increase of 1 presentation from 2012/13 figures. This is of concern as we try and deliver a preventative service. It is the first increase in presentation levels since 2008 and is not in line with national						





Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To	
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get		
								Dunbartons hire Homeless ss Strategy approved by Council in August 2013.					trends. We are currently undertaking a review of the Homeless ss Service which will deliver the aims of the Homeless ss Strategy and deliver a more preventativ e focus to combat homelessne ss							
Tenancy Sustainment levels in West Dunbartonshire are increased		79 %	85 %	85 %	88 %	89 %		Target not met. We have narrowly missed our target of 89% which is disappointin g. Following the developmen t of "A	83 %				Target not met. Performanc e in 2013/14 remained the same as 2012/13 with 83% of tenancies sustaining however we have missed our annual	89 %	89 %	89 %	89 %	89 %		John Kerr 2

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
								Common Approach to Tenancy Sustainability" with local RSL's a number of actions aimed at improving rates of tenancy sustainability have been included in our service planning and it is hoped that this will lead to improvement in 2014/15.					target of 89% which is disappointing. Following the development of "A Common Approach to Tenancy Sustainability" with local RSL's a number of actions aimed at improving rates of tenancy sustainability have been included in our service planning and it is hoped that this will lead to improvement in 2014/15.						


Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
RL1v: Overall percentage of road network that should be considered for maintenance treatment	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				N/ A	?	?	?	Funding for road maintenance in 2012/13 was significantly increased to a level comparable with the funding level required to maintain a steady state in our road condition. It is expected that this should identify a standstill or very slight improvement to the overall road condition. The level of funding for future years has reduced to below that required to maintain a	33 %	33 %	33 %	33 %	33 %	Jack McAulay


Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													steady state, it is to be expected that the long and short trend will now be a worsening of this indicator. The indicator for 2013/14 is not published until late summer/Autumn.						
WM3iv: Percentage of municipal waste collected that was recycled (and composted)	38.03%	45.1%	51.66%	40.54%	35.56%			Draft figure - subject to audit by Waste Data Flow	43.21%				Subject to finalisation of Q4 waste data and verification by Waste Data Flow	51%	52%	53%	55%	55%	Rodney Thornton









Icon	Name
	Improve the well being of communities and protect the welfare of vulnerable people

Performance Indicator	Q4	Q1	Q2	Q3	Q4 2013/14				2013/14					20	20	20	20	20	Assigned To
	20 12/ 13	20 13/ 14	20 13/ 14	20 13/ 14	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
CC2: Number of attendances per 1,000 population for indoor sports and leisure facilities	1,240	1,157	1,083	1,066	1,482	1,273			4,788				The figures are higher than the target set for the period higher than the previous year. There is a number of factors attributed to the increase. The three gyms within the main leisure centres were refurbished in November/December 2013 with new fitness equipment. This has attracted an increase	4,547	4,980	5,179	5,378	5,600	John Anderson

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													from existing members as well as new members. Sports usage within the Community Facilities has been added this year and attendances at out group fitness classes has seen a significant increase. As well as additions to the existing class programme, new classes have been added such as Insanity and Piloxing.						

Icon	Name
	2 Organisational Capabilities




Icon	Name
	Committed and dynamic workforce

Performance Indicator	Q4 2012/13	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14				2013/14					2013/14	2014/15	2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Value	Value	Target	Status	Note	Value	Status	Long Trend	Short Trend	Note	Target	Target	Target	Target	Target	
% HEED's employees who have a PDP in place		66%	92%	98%	98%	100%			92%				All HEED employees have a PDP with the exception of those employees on long term sickness.	100%	100%	100%	100%	100%	Anne Marie Cosh
Total FTE Days lost by FTE Employees		2.87	3.03	3.08	3.51	2.62			12.49				Absence is reviewed monthly by SMT and actions to improve attendance are discussed with Managers on ongoing basis. Currently auditing actions	10	9	8	7	6	Anne Marie Cosh

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													taken to comply with policy with a report going to SMT at end of May.						
% of HEED's employees who express satisfaction with the Council as a place of work	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				78 %				SMT will be reviewing outcome of staff survey and will produce an action plan.	68 %	80 %	82 %	84 %	86 %	Anne Marie Cosh

Icon	Name
	Fit for purpose estate and facilities


Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
Tonnage of carbon dioxide emissions from Council operations and assets	Not me as ure	Not me as ure	Not me as ure	Not me as ure	Not measured for Quarters				N/ A				Figure for 2013/14 is not available	25, 78 9	24, 41 7	24, 17 3	23, 93 1	23, 69 2	John Mckenna




Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
	d for Qu art ers	d for Qu art ers	d for Qu art ers	d for Qu art ers									until the end of June 2014. This is to allow for collation of some energy bills which are billed quarterly and not received until May.						
CM4c: Percentage of council buildings in which all public areas are suitable for and accessible to disabled people	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				51 %				Dumbarton Academy was the only building where accessibility improved during 2013/14.Ex tra work is planned in 2014/15 in respect of hearing loops and increased user knowledge on our accessible buildings.	52 %	53 %	54 %	55 %	56 %	Stuart Gibson

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					Assigned To					
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note		Tar get	Tar get	Tar get	Tar get	Tar get
HS2avi: H/SSHC/CI/7 The total percentage of Council's housing stock meeting the Scottish Housing Quality Standard	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				83 %				2013/14 target of 75% set in conjunction with capital programme (2011/12 national average was 66%) Year end figure will be available at 16th May 2014 when Annual Return on Charter is due to be submitted to the Scottish Housing Regulator. provisional figure - is being validated as part of the ARC to the Scottish Housing Regulator	75 %	96 %	96 %	90 %	90 %	Stephen McGonagle; Alan Young

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													provisional figure - is being validated as part of the ARC to the Scottish Housing Regulator Target exceeded. This reflects the good progress being made towards achieving the SHQS compliance targets by Apr 2015.						
Proportion of operational buildings that are suitable for their current use %	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters				87 %				The addition of a new Dumbarton Academy assisted in the target being met.	85 %	87 %	88 %	88 %	89 %	Stuart Gibson
Proportion of internal floor area of operational buildings in satisfactory condition %	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters				55 %				The target was exceeded by including	54 %	56 %	58 %	60 %	62 %	Stuart Gibson

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
	d for Qu art ers	d for Qu art ers	d for Qu art ers	d for Qu art ers									the Phase 2 Condition Survey refresh figures. Phase 3 will be completed during 2014/15						

Icon	Name
	Strong financial governance and sustainable budget management




Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
Energy Consumption value per m2 (ga, electricity, oil, solid fuel) per kwh	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				N/ A				Figure for 2013/14 is not available until the end of June 2014. This is to allow for collation of some energy bills	21 0	20 6	20 2	19 9	19 6	John Mckenna

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													which are billed quarterly and not received until May.						
% of General Service Budget Spent against profile		98.9%	96.56%	98.9%	95.48%	100%			95.48%					100%	100%	100%	100%	100%	Joe Reilly
% of General Services Capital Budget spent against profile		100%	17%	27%	84.34%	100%			84.34%					100%	100%	100%	100%	100%	Joe Reilly
% HRA Budget Spent against profile (expenditure)		99.2%	101.6%	114.5%	99.47%	100%			99.47%					100%	100%	100%	100%	100%	Joe Reilly
% of HRA Capital Budget spent against profile		100%	33%	53%	88.74%	100%			88.74%					100%	100%	100%	100%	100%	Joe Reilly
HS3a: H/SSHC/CI/34 Total annual rent loss due to voids expressed as a percentage of the total amount of rent due in the year	2.19%	3.54%	2.97%	2.89%	1.4%	1.5%		Target met - A concentrated effort in the final quarter in tackling long term empty properties has had a positive effect in the this indicator over the	1.4%				Target met - A concentrated effort in the final quarter in tackling long term empty properties has had a positive effect in the this indicator over the	1.5%	1.3%	1.2%	1.1%	1%	Janice Lockhart


Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
								final quarter of 13/14. This is a priority area for improvement for housing services in 14/15 and we would expect to see further improvements around void performance.					final quarter of 13/14. This is a priority area for improvement for housing services in 14/15 and we would expect to see further improvements around void performance.						
HS5aiii: Current tenant arrears as a percentage of the net amount of rent due in the year	9.1 6%	10.1 1%	9.8 %	10.2 2%	8.9 %	10.5 5%		The target for this indicator has been achieved. We have achieved a 0.26% improvement in performance from 2012/2013. The improvement has been assisted by Discretionar	8.9 %				The target for this indicator has been achieved and the short and long trends are improving. We have achieved a 0.26% improvement in performance from 2012/2013.	10.5 5%	10.5 5%	10.5 5%	10.5 5%	10.5 5%	Marion Smith












Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
								y Housing Payments that have covered the under occupancy charge.					The improvement has been assisted by Discretionary Housing Payments that have covered the under occupancy charge.						
Gross waste collection cost per premises £	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters				N/A	?	?	?	The data for gross cost indicators will not be available until w/e 6 June 2014. Please note gross cost indicators for collection and disposal have been dropped from the Local Government Benchmarking Framework and replaced	£0.00	£0.00	£0.00	£0.00		Rodney Thornton

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													with the net cost indicators.						
Gross waste disposal cost per premises £	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				N/ A	?	?	?	The data for gross cost indicators will not be available until w/e 6 June 2014. Please note gross cost indicators for collection and disposal have been dropped from the Local Government Benchmarking Framework and replaced with the net cost indicators.	£1 21. 25	£1 21. 25	£1 21. 25	£1 21. 25		Rodney Thornton

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
Road cost per kilometre £	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not me as ure d for Qu art ers	Not measured for Quarters				£2 5,5 98. 40				There is a significant variance in this reported figure for LRF5 and further investigatio n is required. We are seeking Improve ment Services approval to utilise net financial figures	£1 2,0 00. 00	£1 2,0 00. 00	£1 2,0 00. 00	£1 2,0 00. 00	£1 2,0 00. 00	Jack McAulay

Icon	Name
	3 Legitimacy and Support

Icon	Name
	Positive dialogue with local citizens and communities

Performance Indicator	Q4 2012/13	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14				2013/14					2013/14	2014/15	2015/16	2016/17	2017/18	Assigned To
	Value	Value	Value	Value	Value	Target	Status	Note	Value	Status	Long Trend	Short Trend	Note	Target	Target	Target	Target	Target	
No. of Complaints received for HEED services		68	92	72	98	87			330					340	289	246	210	200	Emma Louise Crocker
No. of Commendations	2	N/A	N/A	N/A	N/A				N/A				Can no longer report on this indicator as Corporate Services do not collate the information in the same format.	62	71	81	93	97	Emma Louise Crocker
% of adults satisfied with parks and open spaces	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters				73%				Improved performance as a result of the implementation of a new service delivery model utilising modern	72%	74%	75%	76%		Ian Bain

Performance Indicator	Q4 20 12/ 13	Q1 20 13/ 14	Q2 20 13/ 14	Q3 20 13/ 14	Q4 2013/14				2013/14					20 13/ 14	20 14/ 15	20 15/ 16	20 16/ 17	20 17/ 18	Assigned To
	Val ue	Val ue	Val ue	Val ue	Val ue	Tar get	Sta tus	Note	Val ue	Sta tus	Lo ng Tre nd	Sh ort Tre nd	Note	Tar get	Tar get	Tar get	Tar get	Tar get	
													equipment.						

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 18 June 2014

Subject: Energy Strategy Action Plan Annual Report - Year 1

1. Purpose

- 1.1** To provide the Infrastructure, Regeneration and Economic Development Committee (I.R.E.D.) with an update of progress on the objectives included in the Energy Strategy Action Plan 2013 - 2014.

2. Recommendations

- 2.1** Note the contents of this report.

3. Background

- 3.1** West Dunbartonshire Council (WDC) produces more than 24,000 tonnes of Carbon Dioxide (CO₂) as a result of its energy consumption in its buildings and outside lighting. The financial cost to WDC of this energy in 2012-13 was over £4.8 million: Electricity (£2.1m), Gas (£900k), Oil (£600k), Water (£700k) and Street Lighting (£500k).

The Energy Strategy sets out the Council's approach to energy management between April 2013 and March 2018; demonstrating our commitment to reducing water consumption, energy demand and associated carbon emissions, improving efficiency and exploring new energy opportunities

4. Main Issues

Setting targets for all operational buildings

- 4.1** The Energy Policy sets out a 2% consumption reduction target per annum for all operational buildings. The baseline year was set as 2011/12 and all relevant operational buildings were included. This work is set against a changing picture of WDC operational buildings as a result of the asset disposal strategy, and progress of new builds within the 5 year timescale.

The electricity and gas consumption for 2012/13 increased in real terms by 5% and 9% respectively when compared with the baseline year of 2011/12. However the average temperature of 8.06 degrees C was 18% lower in 2012/13 compared with 9.5 degrees C in 2011/12 and therefore more heating was required in WDC buildings.

As the average temperatures in 2011/12 and 2013/14 are similar, the E&C Team expect that the consumption reduction target for 2013/14 will be met. However due to the utility companies' billing cycles, full financial and consumption data for 2013/14 will not be available until July 2014.

We continue to implement WDC policy in relation to heating and hot water provision in the operational buildings controlled by the Building Energy Management System (BEMS).

Energy awareness training for all employees

- 4.2** Energy awareness training has been developed which will be included in the induction training of all new employees. This will inform employees on how their actions can reduce the energy consumption and costs for WDC including the associated carbon emissions.

This training will be web accessible and the Energy Team is currently working with HR & OD to achieve this. The new induction training format is due to be launched in June 2014.

To ensure all employees have the same level of understanding regarding energy, a new awareness campaign is being developed with the help of Corporate Communications for all Council employees. This is expected to be complete and ready for launch by October 2014.

Upgrade Building Energy Management System (BEMS) dial up connections to Ethernet

- 4.3** The BEMS controls the heating and hot water provision in 64 of the council's buildings: including 6 leisure trust properties. These sites account for 66% of WDC's heating and hot water costs.

The Energy team has made progress in upgrading the BEMS. Upgrading sites to Ethernet communications reduces costs and improves manageability and effectiveness by enabling alarms to be set advising of system or component failure. In addition to upgrades of communications at sites, the energy team have added two further sites to the BEMS.

Sites that have been upgraded in 2013-14 from dial up to Ethernet: Levensale PS, St Kessog's PS, Haldane PS, Christie Park PS, Ladyton PS, Knoxland PS and Clydebank Town Hall. Sites added to the BEMS are Knowes Sports Pavilion and Edinbarnet Primary School.

Activation of alarms on the BEMS enables early detection of failure within the heating system and controls. These alarms have now been activated in all properties with Ethernet connections.

Procure and install Automatic Meter Readers (AMRs): Electricity

- 4.4** AMRs allow remote reading of consumption data and meter registers. This results in the elimination of estimated reads with the benefit of more accurate bills. The information provided will enable the Energy Team to better monitor, target and manage energy at the relevant WDC buildings; this will assist in reducing energy consumption and cost.

A site and asset list has been issued to EDF (our contracted electricity supplier), who are proposed to carry out the installations. 180 meters in 128 WDC buildings have been identified as suitable; covering schools, offices, sports pavilions, libraries and depots. These meters will accurately record 91% of WDC's electricity consumption that is not already covered by half hourly meters and excludes unmetered supplies such as street lighting and landlord supplies. The terms and conditions of this contract are currently being negotiated.

Convert oil fired heating systems to gas in suitable properties

- 4.5** There are 15 Council buildings which are currently heated with oil. Fuel switching by changing the heating fuel from oil to gas, or biomass, where suitable, can reduce the heating costs and reduce carbon emissions. Conversion to gas can save up to 50% costs and 25% in relation to carbon emissions.

Following surveys from Scottish Gas Networks (SGN), 11 Council properties have been identified as suitable for upgrade from oil to gas.

Resource Efficient Scotland (RES) provided consultant support to survey these properties and have produced a report detailing the works required, associated costs and payback. Of the 11 properties 9 have been identified as suitable for oil to gas conversions and one oil to biomass installation. Overall investment of over £700,000 is projected to save over 300,000 kWh, £94,000 and over 300 tonnes of carbon emissions each year.

Possible funding sources to have this work carried out over the next two to three years include: Capital spend to save, Central Energy Efficiency Fund, (CEEF) and Salix who are an independent, publicly funded company, dedicated to providing the public sector with loans for energy efficiency projects. All sources of funding will be examined.

Progression of this project will be informed by the Primary School Estates' Strategy.

Survey of insulation on all heating system pipework in operational properties

- 4.6** Surveys and installations are underway and will continue through 2014/15. The estimated payback for installing pipework insulation is less than 2 years; this measure reduces heat loss and therefore energy consumption.

These surveys will identify which properties require installation or upgrade of heating pipework insulation. Insulating the heating pipework ensures that heat is delivered to the areas that require it, thus reducing heating costs and associated carbon emissions.

Comparison of energy and water performance of WDC operational buildings against WDC and national averages

- 4.7** Comparing energy and water performance against the national averages highlights properties with higher than average energy consumption. This information is then used to prioritise energy audits which will identify areas of wastage, bad practice and enable a reduction in energy consumption

In relation to water performance a number of properties were identified with above expected consumption. During 2013-14 water efficiency measures were installed in 25 properties across the WDC estate.

Appendix 1 details the sites included in this project, the costs incurred and anticipated savings.

Identify properties which have potential for Solar PhotoVoltaics and Solar Thermal

- 4.8** This is to provide information for pilot renewable energy projects. These projects will reduce energy consumption and associated carbon emissions as well as provide a revenue stream for WDC.

Solar thermal installations are best suited to sites with a high demand for heating and hot water; especially sites open during the summer. Within WDC these buildings would be care homes and other residential facilities as they are occupied throughout the year. Solar thermal will be considered as part of the design for the new care homes.

Loft insulation

- 4.9** Ensuring that properties have the minimum depth of loft insulation will assist in reducing heat loss and lowering heating costs for buildings. Surveys have been carried out in 33 buildings to identify those which do not have the minimum depth of 270 mm insulation; identifying 4 buildings requiring additional insulation. Loft insulation is now complete in Loch Lomond Outdoor Centre. The remainder of the buildings will be progressed as sources of funding are identified.

Lighting upgrades

- 4.10** Lighting can account for up to 40% of a building's electricity consumption. This consumption can be reduced by installing energy efficient high frequency fluorescent lighting, LED floodlights and PIR (Passive Infra-Red sensor or motion detector) controls.

Following surveys, lighting controls have been installed in Municipal Buildings, Dalreoch Primary School, Linnvale Primary School and St Martin's Primary School. These controls will reduce the energy consumption associated with lighting in these properties; approximately 25,000 kWh with a potential financial cost saving of £2,700 per annum.

Surveys have been carried out on a further 18 properties. The results from these surveys will be assessed to identify further lighting projects across the WDC estate.

Replace lighting at depots with LEDs

- 4.11** The depots at Richmond Street and Elm Road have high powered lighting in the workshops. Replacing these lights with LED fittings will reduce the energy consumption associated with lighting. The payback for this project is approximately 5 years, however it is anticipated that the depots will be replaced in 4 years' time. Therefore this project is no longer considered viable.

RES/ SFT energy surveys

- 4.12** WDC were approached by Resource Efficient Scotland (RES) and Scottish Future's Trust (SFT) in February 2014 to offer assistance in identifying energy projects that could save the council £0.5m per annum. RES have assisted WDC and provided a consultant to carry out in depth energy surveys in 18 WDC properties and 2 leisure trust properties.

The surveys were carried out in February and March 2014. The reports are expected to be complete by the end of June 2014. The results from these surveys will assist the Energy Team develop future projects.

LED street Lighting upgrade project

- 4.13** West Dunbartonshire Council has agreed a plan to replace all street lighting lamps with equivalent LED lamps. On completion of this project, the current reported electricity consumption of almost 7,000 MWh per annum will be reduced by 65% to just under 2,500 MWh per annum; which annually presents a significant cost saving of £487,000 and a reduction in carbon emission of 1,900 tonnes of CO₂.

Council approval of this project was awarded at the HEED Committee meeting on 7th August 2013 and there is a report to this IRED committee to bring this project forward and accelerate implementation.

Upgrade cremators and heating system at Clydebank Crematorium

- 4.14** An assessment has been carried out of the existing facilities at Clydebank Crematorium: this included the heating system and the cremators. It has been recommended that the existing inefficient heating system and cremators are upgraded. By replacing the three existing cremators with two more efficient cremators, it is estimated that the gas consumption will reduce by approximately 25%: £13,000 at 2014/15 gas prices. Work is due to commence on this project in March 2015.

5. People Implications

- 5.1** There are no personnel issues as this is an update of progress on the objectives included in the Energy Strategy Action Plan 2013 - 2014.

6. Financial Implications

- 6.1** A number of refunds have been identified and captured to date through monitoring and targeting activity: this resulted in refunds of £233,000 to date for 2013/14.

The breakdown of the refunds are as follows:

Energy - Electricity £187,000 which relates to the identification of overcharging (estimated bills) and rebilling of domestic accounts at 5% VAT which entails a refund of Climate Change Levy, removal of meters and incorrect billing by a supplier.

Water £46,000 - Identification of incorrect water supply charges in car parks, reduction in rateable values in line with Scottish Assessors' values and meter reads and closing duplicate accounts. Classifying sites as vacant which stops all water charges.

7. Risk Analysis

- 7.1** As this is an update and progress report a risk analysis is not required

8. Equalities Impact Assessment (EIA)

- 8.1** As this is an update and progress report a Equalities impact assessment is not required

9. Consultation

- 9.1** The relevant Sections of the Council have been consulted in relation to this report including Legal Services and Finance through CMIS.

10. Strategic Assessment

- 10.1** The Energy Strategy supports the following council priorities:

Improve local housing and environmentally sustainable infrastructure

- 10.2** The Energy Strategy action plan supports the achievement of environmentally sustainable infrastructure through various efficiency projects improving the council's estate.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 12 May 2014

Person to Contact: John McKenna, Energy & Compliance Co-ordinator,
Council Offices, Garshake Road, Dumbarton, telephone:
01389 737325, e-mail: john.mckenna@west-dunbarton.gov.uk

Appendix: Appendix 1 - Water efficiency project- site list

Background Papers: Energy Strategy report to HEED committee 14 November 2012

Wards Affected: All

Appendix 1

Water efficiency project- site list

Site name	Total cost	Savings	Payback (years)
Aitkenbar PS	£903	£1,943	0.46
Carleith PS	£2,106	£1,507	1.40
Clydemuir PS	£1,267	£1,997	0.63
Dalreoch PS	£806	£93	8.69
Gavinburn PS	£1,729	£2,110	0.82
Haldane PS	£2,375	£981	2.42
Levenvale PS	£685	£1,457	0.47
Renton PS	£893	£1,856	0.48
St Martins PS	£1,020	£685	1.49
St Ronans PS	£2,669	£2,650	1.01
White crook PS	£1,542	£801	1.93
Braehead PS	£2,104	£1,923	1.09
Council Offices, Garshake	£4,214	£1,378	3.06
Gartocharn PS	£1,138	£1,297	0.88
Highdykes PS	£1,410	£2,415	0.58
Jamestown PS	£1,167	£2,605	0.45
Municipal Buildings	£1,388	£154	9.00
Our Holy Redeemer PS	£1,869	£679	2.75
Our Lady of Loretto PS	£2,034	£563	3.61
Council Offices, Clydebank	£2,536	£748	3.39
St Joseph's PS	£811	£98	8.28
St Kessog's PS	£1,288	£1,725	0.75
St Mary's PS Alexandria	£1,039	£1,467	0.71
St Mary's PS Duntocher	£1,238	£2,582	0.48
St Michael's PS	£1,389	£3,085	0.45
Total	£39,620	£36,800	1.08

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

**Infrastructure, Regeneration and Economic Development Committee:
18 June 2014**

Subject: Progress Report and updating of Property and Land Asset Disposal Strategy 2013 - 2018

1. Purpose

- 1.1** The purpose of this report is to update Committee, as agreed at Housing, Environment and Economic Development Committee on 13 February 2013, on the progress made with the Property and Land Disposal Strategy 2013 – 2018 which was approved by the Committee on 13 February 2013.
- 1.2** To streamline the disposal process, delegated authority is sought for the Executive Director of Infrastructure and Regeneration to declare properties surplus to requirements subject to having consulted with the other Executive Directors, and the Chief Executive.
- 1.3** Delegated authority is also sought for the Executive Director of Infrastructure and Regeneration to market, to lease or dispose of the surplus properties which are listed under Appendix 4.

2. Recommendations

- 2.1** It is recommended that Committee:
- (i) acknowledge the progress made in meeting the aims and objectives of the approved West Dunbartonshire Council Property and Land Asset Disposal Strategy 2013 – 2018 which is attached at Appendix 1;
 - (ii) note the contents of the updated Surplus Assets list and Action Plan at Appendix 2;
 - (iii) note the draft West Dunbartonshire Council Community Asset Transfer Policy 2014-2017 attached at Appendix 3 and note that officers from Asset Management will complete the internal and external consultation process and report back to Committee for the approval of the Policy at the next appropriate committee;
 - (iv) note that an annual Members' Briefing on progress for the Property and Land Asset Disposal Strategy 2013 – 2018 will be issued to Members from 2015-2016.

- (v) Delegate authority to the Executive Director of Infrastructure and Regeneration to market, to lease or dispose of the surplus properties listed under Appendix 4;
- (vi) Grant authority to the Executive Director of Infrastructure and Regeneration to declare properties surplus to requirements subject to having consulted with the other Executive Directors and the Chief Executive; and
- (vii) Authorise the Head of Legal, Democratic and Regulatory Services to amend the Scheme of Delegation in accordance with (vi) above and to conclude the transactions subject to such legal conditions that are considered appropriate.

3. Background

- 3.1** West Dunbartonshire Council holds each of its assets as a resource to be used in the delivery of services and to support and contribute to its corporate objectives.
- 3.2** The continued development of this Strategy will influence a more proactive approach in how surplus assets are considered and disposed of in the future.
- 3.3** At the Housing Environment and Economic Development Committee on 13 February 2013, the Committee approved the Property and Land Disposal Strategy 2013 – 2018. A copy of the Strategy is available as Appendix 1 to this report.
- 3.4** There are currently a number of properties within the Strategy which were the subject of previous Committee approvals where circumstances have now changed or which have become vacant or surplus to the Council's requirements. Those properties affected are listed at Appendix 4.

4. Main Issues

- 4.1** The Housing, Environment and Economic Development Committee approved the new Property and Land Asset Disposal Strategy 2013 – 2018 (the Strategy) at its meeting on 13 February 2013 and agreed an annual update report on progress and review of the disposal plan be presented. This is the first report.
- 4.2** The ultimate aim of the Strategy is to release property and land assets that have been declared surplus in a prioritised manner which supports the Council's objectives. The individual Property and Land assets that were disposed of during 2013/14 and which have currently been identified as surplus and could be surplus in the future are included at Appendix 2.
- 4.3** Surplus property and land assets should contribute to the economic well-

being of the area by, for example, increasing the supply of suitable houses in the area and / or assisting in reducing unemployment by making West Dunbartonshire an attractive place for business growth, employment creation and inward investment.

4.4 The role of the Asset Management Team, which sits within the Infrastructure, Regeneration and Economic Development Directorate is to challenge service departments to review their present and future property requirements and to strive continuously to ensure best value from the Councils property and land assets across each Service area. The approach within the Strategy divides the land and property assets into 3 main categories as being:

- **Strategic sites** - Sites that could bring significant Economic impact;
- **Rationalisation Programme** - Land and buildings that are to be disposed of as part of any Council Rationalisation programme; and
- **Commercial and Private** - Those with commercial and/or private benefit to interested parties.

An updated Surplus Assets List and Action Plan for these three categories is attached at Appendix 2.

4.5 Since approval of the Strategy, in terms of strategic sites which were identified therein, a report on the detail of each site in terms of technical issues has been completed. This report examined nine of the strategic sites identified in the Strategy and advised on various aspects of each asset and their potential redevelopment and marketability. The report concludes that the following strategic sites are marketable to private residential developers at this time:

- Balloch – Carrochan Road
- Clydebank – former Braidfield High School
- Clydebank – former St Eunan’s Primary School

4.6 It is therefore intended that Asset Management, in conjunction with the Regeneration team, will take forward the disposal process of the three sites highlighted in 4.5 above with immediate effect with a view to concluding a sale as soon as practical in 2014/2015. Presently, the Council holds site investigation information in the form of a Geotechnical and Environmental Feasibility study for the former St Eunan’s Primary School. Similar reports require to be instructed for the other two sites.

4.7 For the remaining six identified strategic sites, it is envisaged that the disposal process for these be taken forward from 2015 onwards. The view taken internally is that these remaining sites appear to have a more favourable

outlook for Social Housing use or, in the case of both Crosslet House, Dumbarton, which has been identified for a new Council owned care home, and the former ATC, Auchentoshan, as care home sites. Whilst each of the sites has engineering issues to address, these appear to be generally manageable in a conventional manner, although potential impacts through abnormal costs have been identified which require further investigation.

4.8 The Council's Regeneration and Asset Management teams therefore consider it important to establish the ground conditions in each of the sites as this has a significant bearing on potential capital receipts. A phase of re-assessment will be undertaken following a review of site investigations. Of the six sites, the Council currently hold detailed site investigation information in respect of the following:

- Dumbarton - land surrounding Crosslet House, Argyll Avenue
- Jamestown - Levenbank Road/Milton Loan
- Clydebank - former St Andrew's High School

In order to assist the disposal process as recommended, it is therefore intended, where appropriate, to also commission detailed site investigation studies for the following:

- Bonhill - former Bonhill Primary School
- Alexandria - Heather Avenue
- Clydebank - former ATC, Auchentoshan Estate, Mountblow Road

In addition, consideration will also be given to the possibility of obtaining Outline Planning Consent and/or undertake technical works for the sites where appropriate.

4.9 Within the 'Delivering New Housing in West Dunbartonshire - Strategic Housing Partnership' report approved by the Housing, Environment and Economic Development Committee at its meeting on 7 May 2014, the former Bonhill Primary School and the 3 former Clydebank School sites were identified as housing development projects (via the Council's SHIP scheme) to be taken forward with a strategic housing partner to possibly deliver the social rented units on part of the sites which currently sit within the general fund.

4.10 Committee should be aware that in the event of any development highlighted at 4.9 being taken forward, this may have an adverse impact on capital receipts which might be obtained for sale of the sites in the open market. Any

resultant reduction in receipt will be dependent on the ratio of private housing to social rented delivered. As referred to in 4.5 above, it is considered that at least two of the former Clydebank school sites are marketable to private residential developers at this time. Any contribution of land at these locations for social housing purposes may therefore result in potential capital receipts to the Council being less than if they were all sold for private house sales. The Asset Management Team, together with the Regeneration and Housing staff will work closely with the Strategic Housing Partner to identify the most advantageous and Best Value use for each of these sites.

External Influences

- 4.11** Within the approved Strategy, a variety of 'External Influences' such as the Scottish Futures Trust, the Community Empowerment and Renewals Bill and Private Sector Developers were identified. The Asset Management team will continue to monitor this landscape and, where appropriate, update the Strategy to reflect emerging best practice, altered priorities, changing market conditions and any new statutory obligations including relevant legislation. Specific comment and update on these influences is provided in paragraphs 4.12 to 4.17 inclusive, below.
- 4.12** A Place Review was facilitated by The Scottish Futures Trust during 2013 with local partners to establish whether there were any synergies between partners for property sharing. It was established that the only public sector organisation which could benefit from a continued dialogue and/or co-location was Police Scotland. Discussions are continuing in relation to their ongoing commitment to share office accommodation as and when the Council commits to a new office building in Dumbarton.

Community Asset Transfer

- 4.13** In terms of the Council's response and action plan in respect of the Scottish Government's Community Empowerment (Scotland) Bill, good progress has been made. A draft asset transfer policy has been developed and is now presented to Committee for noting. A period of consultation will be undertaken by the Asset Management and Community Planning Partnership Teams with local community groups and agencies regarding potential asset transfers. The resultant Policy following this consultation process will be brought to the next appropriate committee for approval before the end of the fiscal year. The draft Community Asset Transfer Policy 2014-2017 is attached at Appendix 3.
- 4.14** It is envisaged that following Committee approval of this Policy, detailed consultation, in particular involving officers of Asset Management and Community Planning, will be undertaken in respect of the procedures involved

with said Policy. It is intended that officers report back to Committee in due course for approval of the procedures involved in disposing of Council owned assets to third sector organisations.

- 4.15** The Asset Management team, as part of its marketing initiatives for surplus sites identified in 4.5, would intend to engage with private sector developers and the Strategic Housing Partner to ensure that they are all fully aware of the release of the Councils surplus assets to the market and ensure the best possible lease or sale of the assets to contribute to the economic development and regeneration aspirations of the Council.

Carbon Management Plan

- 4.16** The Council is currently producing its second Carbon Management Plan. This second CMP has a wider scope and improved methodology to enable the Council to effectively manage its carbon emissions. The second CMP will include carbon and cost projections, a carbon emissions reduction target and supporting project register up to 2020.

External Funding

- 4.17** The Asset Management team in collaboration with the Regeneration team will continue to explore alternative public and private sector methods of funding development opportunities including Joint European Support for Sustainable Investment in City Areas (JESSICA) and European funds.

Disposal of Existing Surplus Properties

- 4.18** As mentioned in 3.4 above, there are a number of properties where circumstances have now changed and those affected are listed at Appendix 4.
- 4.19** It is therefore proposed that Authority is delegated to the Executive Director of Infrastructure and Regeneration to market, to lease or dispose of the surplus properties listed under Appendix 4.

The Disposal of Land by Local Authorities (Scotland) Regulations 2010

- 4.20** Based on previous experience it is likely that there will be interest in some of the properties from community groups and proposals seeking to acquire at less than Market Value can be expected.
- 4.21** The Disposal of Land by Local Authorities (Scotland) Regulations 2010 came into effect from 1 June 2010. The Regulations make it clear that where it is proposed to sell or lease assets at less than Market Value a full audit trail including cost / benefit analysis and option appraisal is required. This is

required to compare proposals received assessing how each will contribute to economic development, regeneration, health and social or environmental wellbeing.

Delegated Authority

- 4.22** In order to streamline the disposal process it is proposed to delegate authority to the Executive Director of Infrastructure and Regeneration to declare properties surplus to requirements. This will enable properties that are no longer in use by the Council to move quicker through to the marketing process and avoid delay and costs to the Council while the properties are vacant. To ensure that all other potential operational uses of the properties are considered the other Executive Directors and the Chief Executive will be consulted prior to the properties being declared surplus.

5. People Implications

- 5.1** In respect of the Strategy, there are no significant people implications from this report other than the resources required by various services that are involved in the delivery of the Strategy.
- 5.2** From the regulations and guidelines it is apparent that when disposals at less than Market Value are proposed it can be a complex process which requires careful consideration of the costs and benefits many of which may be of a non-financial nature. Representatives from Estates, Legal, Finance, Economic Development and other Departments may be required to undertake the option appraisal process if offers at less than market value are received. Thereafter resources from Estates and Legal Services will be required to conclude any lease or disposal.

6. Financial Implications

- 6.1** The Strategy, particularly in relation to the proposed activity within key strategic sites as listed in 4.5 and 4.7 above, relies on access to the recurring capital funding for economic regeneration. Any financial implications will be considered on an asset by asset basis when they are reported to the appropriate committee. Asset Management will continue to liaise with Finance in relation to expected asset disposal values on an annual basis.
- 6.2** Disposal of surplus assets at Market Value would generate additional capital receipts for the Council. Any disposal at less than Market Value would have a direct impact on the Council's finances. There could also be an increase in receipts from properties that had previously been approved for disposal at less than market value

7. Risk Analysis

- 7.1** In respect of the Strategy itself, it was not necessary to carry out a risk assessment on the proposal contained within the original report nor for this

update. Any risk assessment will be undertaken on an asset by asset basis when reporting to the appropriate committee.

7.2 When considered in isolation, there are a variety of risks from each of the proposed disposals identified at Appendix 4. The main risks are that the proposed disposals may not be concluded as has been shown in previous cases or that there may be a challenge from a third party. These risks will be mitigated by following a clear option appraisal process with input from relevant sections within the Council.

7.3 There is a risk that disposals may not conclude or will conclude at price levels less than anticipated due to difficult market conditions.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening in terms of the Property and Land Disposal Strategy 2013 – 2018 was previously undertaken to determine if there is an equalities impact and it was found that there is no equalities impact at that time. This position has not changed. Individual EIA's will be completed on an asset by asset basis when reported to the appropriate committee.

8.2 A further equalities screening has been undertaken in respect of the new Community Asset Transfer Policy 2014-2017 referred to at 4.14 and attached at Appendix 3. No negative implications were identified at this stage. The Policy and Procedures to follow thereafter are 'in development' and will be subject to ongoing impact assessment.

8.3 The sale or lease of each property listed under Appendix 4 will have individual circumstances and accordingly will require an equalities screening to be completed in each case. Previously an Equalities Impact Assessment was completed in relation to the proposed disposal of the Renton EECC and this will require to be refreshed as part of this process. It is envisaged that the EIA will form part of the option appraisal process and where required the Policy Officer (Equality) will be requested to join the appraisal team.

9. Consultation

9.1 Consultation in terms of the Property and Land Disposal Strategy 2013 – 2018 and the draft West Dunbartonshire Council Community Asset Transfer Policy 2014-2017 has been undertaken and will continue between officers of Regeneration, Community Planning and Asset Management. Further consultation will take place with the local community, Community Planning, Forward Planning and Consultancy Services during the delivery of the Strategy.

9.2 In respect of the proposed disposals at Appendix 4, the relevant Sections of the Council have been consulted including Legal Services and Finance.

10. Strategic Assessment

- 10.1** Having considered the Council's strategic priorities, the Property and Land Disposal Strategy 2013 – 2018 as implemented will contribute to improving growth and employment; improve local housing and environmental sustainable infrastructure; and improve the well-being of communities.
- 10.2** In respect of the properties listed at Appendix 4, the option appraisal process will take account of the Council's five main strategic priorities when assessing the costs and benefits of any offers that are submitted for the property. It is anticipated that the proposed disposals will lead to improved economic growth and employability from utilising the surplus properties and in some cases developing new properties. There will also be opportunities to improve local housing from the sites that are suitable for small residential developments. Finally there will be a number of opportunities for local communities to become involved in providing services from the properties which will improve well-being and empowerment within the local area.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 9 May 2014

- Person to Contact:** John Corcoran – Corporate Asset Manager, Council Offices, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737350, e-mail: john.corcoran@west-dunbarton.gov.uk
- Stuart Gibson – Assets Co-ordinator, Council Offices, Garshake Road, Dumbarton, G82 3PU, telephone: 01389 737157, e-mail: stuart.gibson@west-dunbarton.gov.uk
- Appendices:** Appendix 1 - Property and Land Asset Disposal Strategy 2013 - 2018
- Appendix 2 - Surplus Assets List and Action Plan
- Appendix 3 - Community Asset Transfer Policy 2014-2017
- Appendix 4 - Existing Surplus Properties
- Background Papers:** Report by the Executive Director of Infrastructure and Regeneration to Housing, Environment and Economic Development Committee on 7 May 2014: Delivering New Housing in West Dunbartonshire - Strategic Housing Partnership.

Wards Affected:

All

**WEST DUNBARTONSHIRE
COUNCIL**

PROPERTY & LAND ASSET DISPOSAL
STRATEGY 2013 - 2018

Introduction

West Dunbartonshire Council holds each of its assets as a resource to be used in the delivery of services and to support and contribute to its corporate objectives.

This is the fundamental premise that underpins all the Council's actions in managing its assets.

The purpose of this document is to set out the terms for a Property and Land Asset Disposal Strategy that will, in turn, support the Council's approved Corporate Asset Management Strategy and Property Management Plan.

From the acquisition of new assets, their operation throughout their lifetime, right the way through to their eventual disposal, the overall way in which the Council deploys and accounts for its assets can be tested against the contribution they make to the overall Council's strategic vision.

All assets of the Council must contribute to the Council's strategic aims and ambitions. In particular property and land assets should contribute to the economic well-being of the area by increasing the supply of suitable houses in the area, assist in reducing unemployment by making West Dunbartonshire an attractive place for business and inward investment, thereby becoming the location of choice for businesses.

It is recognised that assets can make particular contributions in terms of:-

- Optimising asset portfolios to meet changing service needs;
- Stimulating the economic and physical regeneration of West Dunbartonshire through the release of key development sites onto the market;
- Reaping financial benefits from savings in running costs and enhancing capital receipts;
- Implementing corporate plans and strategies in areas such as carbon reduction and sustainability;
- Acting as a catalyst for partnership working with other public service providers;
- Supporting the development and role of the Third Sector to acquire assets and to provide key services within communities, even if it means that assets are sold at less than market value.

Improved service delivery through effective asset management will be achieved when key assets are in the right location, are suitable, fit for purpose and in good condition. In particular, retained property and land assets will all need to be accessible and energy efficient.

The current financial climate has created particular problems for many public bodies.

For example property and land assets cannot be so readily acquired, sold and, in some cases altered. In addition, rising energy costs will impact significantly on property budgets.

The challenge for the Council will be to consider the changes taking place within the external environment such as new workplace practices, emerging legislation, the increasing influence of information and communications technology together with the growing importance of sustainability issues and to thereafter respond to these changes by implementing more innovative, aggressive and robust asset management policies. This approach will identify those property and land assets which are deemed surplus to services requirements which should be effectively disposed of.

Aim of Disposal Strategy

West Dunbartonshire Council has a statutory responsibility under the Local Government (Scotland) Act 1973, not to dispose of land “best that can be reasonably obtained”.

Historically in order to comply with this obligation asset disposal was, in the majority of instances, to seek to obtain market value for all surplus assets. However in a time of changing market and economic conditions there are circumstances where greater value can be realised by looking at the overall economic benefit to the community rather than the simple financial consideration for the property or land asset. This approach aligns with the Council’s Strategic ambitions.

The ultimate aim is to release as many property and land assets that have been declared surplus in a prioritised basis that supports the Strategic Aims. The individual Property and Land assets that have been identified as surplus are included in Appendix 1. They have been prioritised into the following categories:

- Strategic Sites - Sites that could bring significant Economic Impact
- Rationalisation Programme - Land and buildings that are to be disposed of as part of any Council Rationalisation programme; and
- Commercial and Private - Those with commercial and/or private benefit to interested parties

Sites that have been identified as being capable of providing significant Economic Impact are as follows:

1. Dumbarton - St. James Retail Park
2. Balloch - Carrochan Road
3. Clydebank - former ATC Mountblow Road
4. Clydebank - former St. Andrews High School
5. Bonhill - former Bonhill Primary School
6. Jamestown - Levenbank Road/Milton Loan
7. Clydebank - former Braidfield High School
8. Alexandria - Heather Avenue
9. Clydebank - former St. Eunan’s Primary School
10. Dumbarton - land surrounding Crosslet House, Argyll Avenue

Working in conjunction with the Regeneration team within Housing, Environmental and Economic Development, the Asset Management Team will:

- Enhance value wherever practicable and appropriate, and strive to maximise economic regeneration opportunities especially with strategic sites.
- This will be achieved through the preparation of comprehensive development briefs and undertake site investigation works, investigate servicing arrangements, consideration of taking to outline planning stage, prior to taking the asset to the market.
- Advertising on the open market to encourage competition from likely purchasers.
- Setting a closing date for offers.
- Support the transfer of certain assets at less than market value to the Third Sector, where appropriate, in return for wider community benefits.
- Generally recommending acceptance of the highest offer submitted in accordance with the above.
- Reporting all potential disposals to the Housing, Environment and Economic Development Committee seeking approval to proceed.

The role of disposal within the Asset Management Team will therefore change to be more proactive working with Regeneration colleagues to invest in strategic sites to make them more marketable and more likely to drive on economic performance in the area. Any property and land to be disposed of through the rationalisation programme will be suitably prepared if appropriate and placed on the market for sale. Any commercial and private site will be sold in a similar fashion by the Asset Management team however the use of an external agent should be considered. The team will ensure arrangements are in place to:-

- Eliminate as far as possible the number of properties that are poorly used, not fit for purpose and in poor condition.
- Pursue disposal options that will maximise the return to the Council where possible and appropriate.
- Seek out more innovative methods to dispose of property. For example to examine the possibility of delayed payments for land purchases by housing developers, setting up joint venture Special Purpose Vehicles (SPV's), where appropriate, with private sector developers to unlock the latent value of the Councils assets.
- Fast-track disposal options whenever possible, where unique or significant beneficial opportunities may exist, or can be created.

- Deliver revenue savings to the Council through the prompt and successful disposal of property.
- Ensure the cost of managing the disposal process and surplus property portfolio remains competitive through benchmarking, market testing and regular review.
- Contribute to the economic development and regeneration aspirations of the Council and its Community Planning Partners.

External Influences on Strategy

This Disposal Strategy is a dynamic statement of how West Dunbartonshire Council expects to better manage the disposal of its property assets.

The Asset Management Team will continually track and monitor the asset management landscape nationally. As such, it is intended that the Strategy will be reviewed annually and updated, where appropriate, to reflect emerging best practice, altered priorities, changing market conditions and any new statutory obligations including relevant legislation.

The Team are committed to ensure that the Disposal Strategy and this Councils' approach to the disposal of all assets remains "fit for purpose".

Currently there are a number of areas of asset management practice that will be assessed by the Team in terms of their potential implications for the disposal of assets by local authorities. These are:-

- **The Scottish Futures Trust.**

SFT is leading a series of "Placed Based" and "Diagnostic" reviews across Scotland. These reviews are based on strategic asset management planning and collaborative working across the public sector.

WDC is participating with the SFT in a Place Review with local partners and this is anticipated to run from January to April 2013.

These programmes of work across Scotland will continue to be tracked by the Team for signs of emerging best practice and tangible benefits.

- **Community Empowerment and Renewals Bill.**

The Scottish Government has completed its first round of consultation on this proposed Bill.

The Minister for Local Government and Planning convenes a Reference Group, co-chaired by COSLA, whose membership has been drawn from across the wider public, private, third and community sectors. This Reference Group will oversee the final round of consultation during 2013 with the Bill likely to be passed in 2014.

There are likely to be significant implications for local authorities in terms of asset management and the potential for Communities to challenge how Councils use operational assets and dispose of those that are surplus to requirements.

There may be implications too for Common Good property and allotments, and there remains the possibility that an urban community right to buy might be introduced.

It is expected that, however the Bill might look like in its final form, asset management planning between Community Planning Partners will require to become more robust especially in relation to disposal strategies. Local authorities will also require having in place a clear policy and process for dealing with Third Sector asset transfers.

The progress of the Community Empowerment and Renewals Bill will be monitored by the Asset Management Team where possible, and any potential implications for the Council assessed.

However the development of a Third Sector asset transfer policy and process will be produced by the Team during 2013.

- **Private Sector Developers**

In this current economic climate little can be gained from simply attempting to market, in isolation, potentially key sites in the hope that demand may exist.

One of the Councils' Economic Development objectives is;

“Creating a place where people choose to live, work and invest”

The Team will engage with private sector developers to ensure that they are fully aware of market conditions and discuss potential release of surplus assets and explore the best possible transfer or sale of the assets to contribute to the economic development and regeneration aspirations of the Council.

Specifically, the Council supports the view that by adopting a more holistic approach to economic development and asset management it is more likely that demand, and returning commercial confidence, will be achieved.

By developing the centrally recurring message that West Dunbartonshire is a key destination for a range of potential business sectors, the Council can draw upon the expertise that exists within its Economic Development, Planning, Roads Infrastructure and Property Services to ensure that key sites and properties are identified and readied for disposal, and redevelopment, in a coordinated and effective manner.

This can be achieved not only through the implementation of a measured and consistent approach to disposals but also one which will allow the Council to react quickly and positively to any opportunities that may arise.

Through collaboration of this nature, and by demonstrating that all innovative supporting works and funding options will be explored, the Council can promote the message that opportunities will be created and obstacles removed thereby making West Dunbartonshire the first choice location for potentially interested parties.

This will ensure that the Council can not only exercise a measured and consistent approach to its disposals programme, but it will also be in a position to react quickly to opportunities that may arise.

- **Carbon Management Plan**

The Carbon Management Plan was approved by the Council in 2009. This Plan commits the Council to a target of achieving a 33% reduction in CO2 emissions by 2015.

Since 2009 the Council has made good progress towards achieving its targets and to date has achieved a 14% reduction.

To continue with this work, and recognising that clearly the disposal of any asset will have an impact on the Councils' Carbon Reduction Commitment, it is proposed that the Strategic Asset Management Group will ensure that sufficient resources remain allocated, where possible, to undertake a Carbon profiling exercise across the surplus assets portfolio.

This will strengthen the links between capital investment in assets and the disposals process, in addition to providing a valuable performance indicator.

- **Regeneration and Funding**

Innovative asset management, and specifically a robust disposals strategy, can support the delivery of the Councils' approved Economic Development Strategy for 2011-16.

However the Strategic Asset Management Group recognises that this is a "two-way" street insofar as the Economic Development Strategy can also help drive asset management planning and underpin both a flexible and proactive disposals process.

Tax Incremental Funding (TIF) is in simple terms it is a mechanism whereby development funding could potentially be obtained and set against a future income derived from commercial rates that would otherwise not have been generated.

This is an emerging model and, as such, the Asset Management Team will undertake to monitor its deployment across Scotland and report back to the appropriate Committee on its potential application in West Dunbartonshire as and when appropriate. In addition the Asset Management Team in collaboration with the Regeneration Team will explore alternative methods of funding development opportunities including Joint European Support for Sustainable Investment in City Areas (JESSICA) and European funds.

- **Governance and Delivery**

The delivery of the asset management agenda within West Dunbartonshire Council will be undertaken by the Corporate Asset Management Team, under the direction of the Corporate Asset Manager.

The Corporate Asset Management Team will, in turn, be supported by the Strategic Asset Management Group. This Group is chaired by the Executive Director of Housing, Environment and Economic Development and comprises senior representation from all directorates.

Its role is to ensure that the Corporate Asset Management Strategy, and all asset management activities that flow from it, will remain effective and progressive.

The Strategic Asset Management Group has the responsibility to consult with, and make recommendations to, Elected Members.

A decision to dispose of any significant property and land asset will be based on a recommendation from Council officers and be taken by the Housing, Environment and Economic Development Committee once declared surplus by the appropriate service committee.

Conclusion

The economic pressures facing the public sector at this present time will continue to present all local authorities with significant financial challenges for the foreseeable future.

An imperative to continue re-focussing and refreshing a Corporate Asset Management Strategy to meet these challenges is recognised, as is the key role that an effective Disposals Strategy has to play in this process.

West Dunbartonshire Councils' Asset Disposal Strategy 2013-18 will provide an improved platform from which Council officers and Elected Members can make informed and effective decisions in respect of Council property that will also support the Councils' Strategic Ambition and Direction.

Appendix 2- Surplus Assets List & Action Plan

PROPERTY	General Comment	Estimated Date of Sale	Potential Improvements	Responsibility for Action	Due Date for improvements
Strategic Development Sites					
2.17 acre site at Carrochan Road, Balloch	8,728 sqm (2.17 acres) of ground at Carrochan Road, Balloch adjacent to new National Park Headquarters. The site is zoned for residential use and was marketed for disposal in 2008. Preferred developer was unable to conclude missives.	2014-15	Commence marketing 2014-15.	Economic Development - Michael McGuiness Planning - Pamela Clifford	31 March 2015
4.97 acre site of Former Braidfield High School	Site of former Braidfield High School extending to 7.8 acres (31,576 sqm). Area increased due to inclusion of pitches. Demolition completed 2010.	2014-15	Undertake site investigations prior to marketing. Establish development brief for site. Consider obtaining outline planning consent. Commence marketing 2014-15.	Economic Development - Michael McGuiness Planning - Pamela Clifford	31 March 2015
5.11 acres site of former St Eunans Primary School	Site of former St Eunans Primary School extending to 20,694 sqm (5.11 acres). School demolished in 2011. Site difficult to develop as on sloping site. Unit numbers reduced to reflect initial assessment.	2014-15	Undertake planning brief for site. Consider obtaining outline planning consent. Commence marketing 2014-15.	Economic Development - Michael McGuiness Planning - Pamela Clifford	31 March 2015
Auchentoshan (Former ATC), Mountblow Rd, Clydebank	Former adult training centre within Auchentoshan Estate which was closed on 20th February 2009. Property was marketed in 2010/11 with one offer received for £530,000. But was withdrawn after negotiations came to nothing. Property was demolished May 2013. Asset now comprises cleared site.	2014-15	Lease terms for entire site issued to charity organisation based on 5 year term with tenant break option at year 3. Tenant option to purchase to be incorporated within lease. Terms still to be agreed.	Asset Management - Stuart Gibson	30 September 2014
7.03 acre site of former St Andrews High School	Site of former St Andrews High School extending to 7.03 acres (28,463 sqm). 6.74 acres is within the PPP project the remaining 0.29 acres is not Education ground. Demolished 2010.	2015-16	Acquisition of adjoining small area of land would improve boundary and marketability. Planning brief to be prepared.	Economic Development - Michael McGuiness Planning - Pamela Clifford	31 March 2016
1.42 acres of ground at former Bonhill Primary School	Site of former Bonhill Primary School extending to 1.42 acres (5,736 sqm). Area increased by inclusion of pitch extending to 3,781 sqm giving a total area of 9,517 sqm (2.35 acres). May be increased further if adjacent open space can be redesignated for housing.	2015-16	Consideration to be given to including council owned greenbelt land to rear to improve site layout and bring together two separate areas of land. Planning Brief to be prepared and site investigations to be undertaken. Consider obtaining outline planning permission.	Economic Development - Michael McGuiness Planning - Pamela Clifford	31 March 2016
6.47 acre site at Levenbank Road, Jamestown (Milton Loan)	26,167 sqm (6.47 acres) of ground at Levenbank Road, Jamestown identified for residential use in finalised local plan. Local plan suggests 68 units for site based on 75 units for larger area.	2015-16	Obtain development brief. Check road access, power supply and drainage issues. Consider obtaining outline planning consent.	Economic Development - Michael McGuiness Planning - Pamela Clifford	31 March 2017
11.6 acre site at Crosslet House, Argyll Avenue, Dumbarton	Two options being assessed for the development of the site. A larger development of up to 120 units for the whole site which will require significant access improvements. Or a smaller development of 40 units (updated by Forward Planning) which can use the	2015-16	Site identified for 90 bed Council care home. Residual site to be established	Economic Development - Michael McGuiness Planning - Pamela Clifford	31 March 2017
4.27 acre site at Heather Avenue, Alexandria	17,281 sqm (4.27 acres) of ground at Heather Avenue, Alexandria identified for residential use in finalised local plan. Local plan suggests 160 units for whole development site (9.76 acres) therefore proportionate amount for WDC vacant site of 4.27 acres	2015-16	Site investigations to be undertaken to establish what decontamination works would be required. Open discussions with adjoining owners regarding joint sale or joint venture.	Economic Development - Michael McGuiness Asset Management - Stuart Gibson	31 March 2018
Phase 1 part disposal and Phase 2 complete disposal of 5.14 acre site at St James Retail Park, Glasgow Road, Dumbarton	20,809 sqm (5.14 acres) of ground at St James Retail Park, Glasgow Road, Dumbarton. The site is zoned as a retail development opportunity in the finalised Local Plan. Planning consent for a retail development for 3 units totalling 35,000 sqft has been granted.	2015-16	Discussions to be resurrected during 2014-15 with Henry Lax following recent sale of Retail Park from British Land to Legal & General.	Asset Management - Stuart Gibson	

PROPERTY	General Comment	Estimated Date of Sale	Potential Improvements	Responsibility for Action	Due Date for Improvements
Rationalisation Programme					
Former CLD offices 5 West Thompson Street Clydebank	Part of Office Rationalisation Proposal. Single storey office building.	2013-14	Asset sold to third sector organisation Y Sort-It in March 2014.	No further action required.	
Gavinburn Branch Library, Old Kilpatrick	Declared Surplus by HEED - offered to community groups - no interest forthcoming	2013-14	No longer to be sold. Property Demolished. Returned to GSA.	No further action required.	
Solum of Canal, Clydebank	Solum of canal adjacent to Clyde Shopping Centre, Clydebank. Committee approval to transfer to British Waterways for £1. Legal negotiations in hand.	2013-14	Transaction completed.	No further action required.	
Bridge Street Ground Lease	Previous interest from tenant for purchase of WDC ground lease interest. Negotiations with building owner on going.	2013-14	Transaction completed.	No further action required.	
147 High Street, Dumbarton	Part of Rationalisation Proposal.	2014-15	Purchase terms to be issued to Dumbarton Credit Union.	Asset Management - Stuart Gibson	
Library Offices Poplar Road Dumbarton	Part of Office Rationalisation Proposal.	TBC	When vacated seek to declare surplus and market property on open market.	Asset Management - Stuart Gibson	
Council Headquarters Garshake Road Dumbarton	Part of Office Rationalisation Proposal. Purpose built office building with carparking.	2017-18	Consider alternative uses for building ; alternative uses for site and obtain site investigation survey if necessary and consider obtaining outline planning consent for alternative use.	Asset Management - Stuart Gibson	
Council Offices Rosebery Clydebank	Part of Office Rationalisation Proposal. Purpose built office building with carparking.	2015-16	Consider alternative uses for building ; alternative uses for site and obtain site investigation survey if necessary and consider obtaining outline planning consent for alternative use.	Asset Management - Stuart Gibson	
Balloch Castle Balloch	Part of Office Rationalisation Proposal. Historic Castle leased from GCC.	As soon as practicable	Seek alternative uses for facility.	Asset Management - Stuart Gibson	
Various Units Leven Valley Enterprise Centre Dumbarton	Part of Office Rationalisation Proposal. Vacate and return to non operational portfolio.	tbc		Asset Management - Stuart Gibson	
30 Church Street Alexandria	Part of Office Rationalisation Proposal. Purpose built office building with carparking.	tbc		Asset Management - Stuart Gibson	
85 Kilbowie Road Clydebank	Part of Office Rationalisation Proposal. Purpose built office building with carparking.		New tenant to be found - place on letting market.	Asset Management - Stuart Gibson	
4/6 and 10 Elm Road Dumbarton	Part of Depot Rationalisation Proposal. Former workshops and office buildings.		Properties vacant - seek committee approval to decalre surplus and place on open market.	Asset Management - Stuart Gibson	
Ground at 83 Fullers Gate	Remedial conveyance of land which should have been sold previously to Faifley Housing Association.	2015-16	None required.	Asset Management - Stuart Gibson	
264 Glasgow Road	Shop.	2015-16	None required.	Asset Management - Stuart Gibson	
276 Glasgow Road	Shop.	2015-16	None required.	Asset Management - Stuart Gibson	
3 Upper floor flats at 153 Main Street, Renton	Committee approval to sell to Cordale H A. Lengthy delay in concluding agreement.	2015-16	Re-open discussions with Cordale.	Asset Management - Stuart Gibson	
Site at 5/13A Lennox Drive, Faifley	Ground at 5/13A Lennox Drive, Clydebank which is required for development of the adjacent residential site by Faifley Housing Association.	2015-16	None required.	Asset Management - Stuart Gibson	
Ground at Grant Crescent, Renton, Alexandria	1,211 sqm (0.3 acres) of ground at Grant Crescent, Renton proposed to be sold to Cordale Housing Association. Title rectification following initial disposal. Two areas of ground involved.	2015-16	None required.	Asset Management - Stuart Gibson	
73 sqm site at Tontine Crescent, Renton	Disposal to Cordale Housing Association of 3,161 sqm (0.78 acres) required to be split. Remaining 73 sqm to be sold on same basis.	2015-16	None required.	Asset Management - Stuart Gibson	
Ground at rear of 167-173 Main Street, Renton, Alexandria	Ground at the rear of 167-173 Main Street, Renton proposed to be sold to Cordale Housing Association.	2015-16	None required.	Asset Management - Stuart Gibson	

PROPERTY	General Comment	Estimated Date of Sale	Potential Improvements	Responsibility for Action	Due Date for improvements
Rationalisation Programme					
1.73 acres of ground bellsmyre - 3 sites	7,001 sqm (1.73 acres) of ground at 11-15 Muir Road, 11-15 Aitkenbar Drive and 2-4 Penniccroft Avenue, Bellsmyre, Dumbarton. Three sites included in valuation as proposed to sell as part of single transaction	2015-16	None required.	Asset Management - Stuart Gibson	
50sq m site at Halkett Crescent, Alexandria (Lesser Boll of Meal)	50 sqm (0.01 acres) of ground at Halkett Crescent, Alexandria (adjacent to Lesser Boll of Meal park) which forms part of an access to a proposed care home development. Negotiations ongoing with developers on the basis of ransom value.	2015-16	None required.	Asset Management - Stuart Gibson	
759 sq m site adjoining 3 Auchinleck Terrace, Faifley	Former lock-up garages to rear of former local authority residential units	2015-16	None required.	Asset Management - Stuart Gibson	
54 sqm of ground at John Street	54 sqm of ground at John Street, Renton. Landscaped area proposed to be sold to Cordale Housing Association for 3 car parking spaces.	2015-16	None required.	Asset Management - Stuart Gibson	
Wayleave at Brown Street, Haldane	Development of 16 housing units by Cube HA Ltd. Surface water sewer. Discussions in hand.	2015-16	None required.	Asset Management - Stuart Gibson	
Yard 62/64 Clyde Street Clydebank	Previously considered for sale to sitting tenant - negotiations did not progress to completion.	2015-16	None required.	Asset Management - Stuart Gibson	
Land adjoining Leven Cottage, Main street, Alexandria	Proposed sale to Cordale HA for access to Leven Cottage redevelopment. Committee approval to sell required. Title Report and land services approval requested. Discussions ongoing with RSL.	2015-16	None required.	Asset Management - Stuart Gibson	
Grazing Land, Castlehill	Previously a proposed sale to tenant farmer.	2015-16	Action by Legal Services may allow WDC to secure rent or sale.	Asset Management - Stuart Gibson	
Commercial and Private					
Renton EE&CC Building	Former Renton EECC vacated and surplus to requirements. Previously valued at £125,000 based on residential development value. Council decision on 7th September 2011 to sell the property to Renton Community Development Trust at less than market value.	2014-15	Vale of Leven Autism and Aspergers Forum be given use of Asset for one year at a peppercorn rent while it develops business case options for either purchase or long term lease of the building.	Asset Management - Stuart Gibson	
82 Main Street Alexandria	Former office extending to 863 sqft on the first floor with access at the rear. Declared surplus and marketed for sale in 2011/12. Offer of £46,000 received but not concluded as issues over access remain unresolved.	2014-15	Resolve access issues.	Asset Management - Stuart Gibson	
Ladyton Library, Bonhill	Declared Surplus by HEED - offered to community groups - no interest forthcoming.	2014-15	Bring to market.	Asset Management - Stuart Gibson	
102 Main Street, Alexandria	Former offices extending to 1,406 sq ft on the first floor and attic with access at the rear. Declared surplus but not yet marketed for sale.	2014-15	Fire safety issue with timber staircase at upper level. Staircase may require to be replaced.	Asset Management - Stuart Gibson	
Ground at Parkhall Road	Surplus Status to be clarified. Possibility of 1-2 residential developments plots.	2014-15	Japanese Knotweed identified to rear of site which any preclude development/sale of part of land. Spraying regime to eradicate infestation to be monitored.	Asset Management - Stuart Gibson	
Levenford Gatelodge and Coachhouses	Vacant house (coach house) and derelict gatelodge. Declared surplus on 30th March 2005. Inspection during 2010 found property to be in a poor condition. Possible disposal to adjoining owner.	2015-16	None required.	Asset Management - Stuart Gibson	
Former Public Toilet - Quay St, Dumbarton	410 sqm (0.01 acre) site at Quay Street, Dumbarton. Formerly public toilets demolished in 2009. Site value based on part commercial and part residential uses.	2015-16	Site investigations and planning brief.	Asset Management - Stuart Gibson	
0.576 acre site 193 Dumbarton Rd. Clydebank-Site	Development is limited by main sewer at the rear of the site and its irregular shape. Additional costs from Network Rail reduced value further and may preclude development.	2015-16	Site investigations and planning brief	Asset Management - Stuart Gibson	
32 sqm of ground at Glasgow Road, Hardgate, Clydebank	32 sqm of ground at Glasgow Road, Hardgate currently used as a flower bed. Forms part of a larger potential residential development site.	2015-16	None required.	Asset Management - Stuart Gibson	
PROPERTY	General Comment	Estimated Date of Sale	Potential Improvements	Responsibility for Action	Due Date for improvements

Commercial and Private

Kilbowie Road roundabout, Clydebank	Development site opposite fire station. May suit licensed/public house use.	2015-16	Site investigation and potential planning brief.	Asset Management - Stuart Gibson	
8 Elm Road Dumbarton - Vacant	Surplus property pending committee approval to market/sell	2015-16	None required.	Asset Management - Stuart Gibson	
10a Elm Road, Dumbarton - Window factory	Surplus property pending committee approval to market/sell	2015-16	None required.	Asset Management - Stuart Gibson	
365 sq m site at Hardie Street, Alexandria	461 sqm (0.11 acres) of ground at 7 Hardie Street, Alexandria within an existing residential area. Considered suitable for development of a single house plot. Site forms amenity ground at present.	2015-16	None required.	Asset Management - Stuart Gibson	
0.576 acre site 193 Dumbarton Rd. Clydebank-Site	Development is limited by main sewer at the rear of the site and its irregular shape. Additional costs from Network Rail reduced value further and may preclude development.	2015-16	None required.	Asset Management - Stuart Gibson	
2 areas of ground (1,975 & 282 sqm) at 404 Glasgow Road, Clydebank	2 areas of ground 1,975 sqm (0.49 acres) and 282 sqm (0.07 acres) at 404 Glasgow Road, Clydebank. Ground adjacent to site of former church which was demolished. Planning permission for mixed use development refused in 2008/09.	2015-16	None required.	Asset Management - Stuart Gibson	
0.16 acres of ground at 44-46 Gaitskill, Alexandria	454 sqm (0.11 acres) of ground at 44-46 Gaitskill Avenue, Alexandria. Former playground with potential as a single house plot. Value reduced to reflect generally falling market. Area amended as error in previous assessment.	2015-16	None required.	Asset Management - Stuart Gibson	
5 acre site at Lomond Industrial Estate, Alexandria	20,235 sqm (5 acres) of ground at Strone Road, Lomond Industrial Estate, Alexandria zoned for industrial use. The site is subject to flooding and is on the route of the proposed Lomond Canal.	2015-16	Future Review.	Asset Management - Stuart Gibson	
2.34 acre site at Castle Street, Dumbarton (Includes OAB façade)	Building which has been partially demolished with only the facade retained. Development would require the relocation of the Burgh Hall. Additional area acquired from Vico in 2008/09.	2015-16	Future Review.	Asset Management - Stuart Gibson	
0.34 acres of ground meadowbank	1,394 sqm (0.34 acres) of ground at Meadowbank Street, Dumbarton. Occupied by Inland Revenue but owned by WDC. Proposed to be sold to remedy title. Land currently used by occupier of building for carpark and access. Should be sold at same time when building sold by owner	Unknown at this stage	None required.	Asset Management - Stuart Gibson	
Brown Ave. Clydebank-Ground	Rectangular flat grassed site in established residential area which could accommodate several residential units subject to Title and Planning. Further investigation required.	Unknown at this stage		Asset Management - Stuart Gibson	
0.2 acres of ground at 1 Carmona Drive, Haldane, Alexandria	Sloping grass verge site in existing residential area.	Unknown at this stage		Asset Management - Stuart Gibson	
5A Colquhoun Dr. Alexandria- LAND	Flat regular shaped corner site in existing residential area. Currently used as gardens by adjoining residents. Could support an apartment block subject to Title and Planning although likely resistance from residents.	Unknown at this stage		Asset Management - Stuart Gibson	
500 sqm of ground at 118 Roman Crescent, Old Kilpatrick, Clydebank	Site comprises lock ups and hard surfaced flat ground within established residential area. Possible House plot(s) sale(s) - subject to Title and Planning. Also verify with Housing if lock-ups currently leased out.	Unknown at this stage		Asset Management - Stuart Gibson	
Beardmore Place (E of Duntocher Burn), Clydebank	Linear, sloping part woodland site.	Unknown at this stage		Asset Management - Stuart Gibson	
Braes Ave, Whitecrook, Clydebank	Flat plot of land off Braes Avenue. Main services/utilities should be readily available.	Unknown at this stage		Asset Management - Stuart Gibson	
Dumbarton Rd (opposite Foto One), Clydebank	Public open space, mature trees and footpath over narrow linear site.	Unknown at this stage		Asset Management - Stuart Gibson	

PROPERTY	General Comment	Estimated Date of Sale	Potential Improvements	Responsibility for Action	Due Date for improvements
Commercial and Private					
Gnd Lawmuir Cres and Whitehill Rd, Duntocher, Clydebank	Steeply sloping site - appears to be green belt land - Planning discussions required.	Unknown at this stage		Asset Management - Stuart Gibson	
Gnd, Boulevard (North), Clydebank	Triangular area of ground on northern side of Great western Road - to east of access road of Bouelvard Hotel. Currently overgrown. Enquiry received by Forward Planning to purchase/lease - to be investigated.	Unknown at this stage		Asset Management - Stuart Gibson	
Gnd, Douglas Muir St, Faifley, Clydebank	Steeply sloping site adajacent to existing residential units - worthy of further investigation with planning dept.	Uknown at this stage		Asset Management - Stuart Gibson	
Gnd, Glasgow Rd, Hardgate, Clydebank	Linear narrow grass verge.	Unknown		Asset Management - Stuart Gibson	
Gnd, Gran St and Davidson St, Clydebank	Open space area adjacent to Canal - restricted access	Unknown		Asset Management - Stuart Gibson	
Land - Glenhead Road - 20 units	Flat linear site used for lock up garages	Unknown		Asset Management - Stuart Gibson	
Land at Onslow Road (West) - 20 units	Open flat grassed area adjacent to scout hall and railway line	Unknown		Asset Management - Stuart Gibson	
North of Breval Cres, Clydebank	Grassed corner verge site adajcent to housing. Forms part of larger Title. To be further investigated with WDC planning.	Unknown		Asset Management - Stuart Gibson	
North of Craigielee Road, Clydebank	Steeply sloping grassed site in residential area.	Unknown		Asset Management - Stuart Gibson	
Parkhall Rd (South of Manse), Clydebank	Steeply sloping grassed site in residential area.	Unknown		Asset Management - Stuart Gibson	
Site - Durban Ave. Clydebank	Landscaped public open space area.	Unknown		Asset Management - Stuart Gibson	
Site - Talisman Ave, Dumbarton	Grassed verge in existing residential area.	Unknown		Asset Management - Stuart Gibson	
Site South of Breval Cres, Duntocher, Clydebank	Grassed corner verge site adajcent to housing. Forms part of larger Title. To be further investigated with WDC planning.	Unknown		Asset Management - Stuart Gibson	
South behind Duntocher Hotel, Clydebank	Site could accommodate development however currently used as open space and footpath. Recent residential development adjacent - if it could have been sold or developed likely to have been included within that development. Clarify position with WDC Planning.	Unknown		Asset Management - Stuart Gibson	
Westernmost part of Beeches Rd, Duntocher, Clydebank	Linear public open space in established residential area with two existing points of access. However, plot depth, layout of land and vehicle access may prove problematic. To be further investigated with WDC planning.	Unknown		Asset Management - Stuart Gibson	

DRAFT

**COMMUNITY
ASSET TRANSFER POLICY
2014-2017**



CONTENTS

1. Introduction.
2. The Strategic Context.
3. The Commitment.
4. Understanding the Opportunities and Challenges.
5. Measuring Success.
6. Conclusion.

DRAFT

1. Introduction

West Dunbartonshire Council is committed to improving outcomes for local people.

How the Council manages its property assets and how it delivers its services from these assets, can help fundamentally shape communities and can also have a direct impact on neighbourhoods.

In 2013, West Dunbartonshire Council approved its Property and Land Asset Disposal Strategy for the period 2013-18. The Strategy endorsed the view that all assets must contribute to the Council's strategic aims and ambitions, and highlighted the particular contribution that they can make in terms of:-

- Optimising asset portfolios to meet changing service needs;
- Stimulating the economic and physical regeneration of West Dunbartonshire through the release of key development sites onto the market;
- Reaping financial benefits from savings in running costs and enhancing capital receipts;
- Implementing corporate plans and strategies in areas such as carbon reduction and sustainability;
- Acting as a catalyst for partnership working together with other public service providers.

Significantly, the Strategy also recognised that assets can make a specific contribution in terms of supporting the development and role of community organisations to provide key services within West Dunbartonshire.

However, since the process for transferring assets to community groups will now follow an alternative route to existing surplus property disposal procedures, and because the strategic context for having a specific community asset transfer process in place is gathering momentum, the time is right to now set out the Council's policy position.

It is therefore against this backdrop of both emerging national best practice and legislation that this Community Asset Transfer Policy has been conceived.

2. The Strategic Context

The transfer of local authority assets to community groups across the UK has been gathering momentum since the Quirk Review was published in 2007.

However, in Scotland more recently, there have been two significant influences that have shaped attitudes towards the community ownership of public sector assets.

Firstly the findings contained within the report by the Christie Commission on the Future of Public Services (2011) were unambiguous and significant in nature.

The Christie Commission reported that due to the global economic downturn the pressure on public service budgets would remain severe for a significant period of time and that the manner in which public services are delivered would need to be radically overhauled.

Significantly however, the Commission noted that a radical change in the design and delivery of public services would be necessary irrespective of the major economic challenges to be faced.

The Commission argued that the public sector would need to undergo a drastic transformation to address key social and economic inequalities that have persisted in communities across Scotland.

At the heart of this argument is the acknowledgement that while public services play a crucial role in shaping society and the economy, it is the contribution that public services make to the wellbeing and resilience of communities that, in turn, will lead ultimately to a more vibrant economy and greater social cohesion.

The second significant influence is the ambitious Community Empowerment Bill. The final stage of public consultation on this emerging piece of legislation has been completed and it is anticipated that the Bill will become enacted in 2015.

The Scottish Government has placed community empowerment and public sector reform at the heart of its agenda and believes that ownership of land and buildings is a central factor in empowering communities.

The proposals contained in the Bill will make it easier for communities to take ownership or make more efficient use of land and buildings. It is also envisaged that the Bill will seek to increase transparency and provide an opportunity for communities to have a greater say in how common good assets are used and how services might be delivered in the future.

The recurring powerful central themes and messages flowing from the Christie Commission and the Community Empowerment Bill resonate strongly with West Dunbartonshire Council.

The Council has already taken steps to adjust to the challenges and opportunities identified by these two important and converging pieces of work, especially in its ongoing commitment to Equality.

In West Dunbartonshire, the Community Planning Partnership has been strengthened and now this more outcome-focused vehicle will be at the forefront delivering the aims of the Single Outcome Agreement (SOA) for the period 2014-17.

3. The Commitment

West Dunbartonshire Council will follow a fair and transparent process to give community groups an opportunity to consider fully all aspects of a potential asset transfer, including the suitability and viability of the asset to meet their aspirations.

Support will be given to community groups to help them evaluate their strengths, their capabilities and weaknesses and the Council will signpost groups to various organisations that can provide a wide range of support and advice throughout each stage of the process.

A transfer solution will be sought that meets both the aspirations of the group involved, and the requirement for due diligence on the part of the Council.

4. Understanding the opportunities and challenges

West Dunbartonshire Council has a long record of successful community asset transfers. The Council is fully aware of the unique and diverse nature of community organisations and for this reason appreciates that asset ownership and the management of property may, or may not, be the right solution for every community group.

As part of the process to explore a potential asset transfer Council staff will work with community groups to make sure that:-

- They are prepared;
- They know what they are doing;
- They have a clear vision and a business plan;
- They have the right skills in terms of governance and financial matters;
- They know where to go for advice and help;
- They know the right questions to ask.

West Dunbartonshire Council wants community groups to fully appreciate that operating a community asset will be a long-term business requiring long-term finance. The Council does not want to discourage community groups from being passionate and entrepreneurial in their ambition to take on an asset, just realistic.

This is why it will ensure that all relevant information on an asset is made available at the outset, to include:-

- Information on the current condition of the asset;
- Electrical and Gas Safety Certification;
- Absestos and Legionella Information;
- Energy Performance Certification;
- Details of the running costs and utilities;
- Details of any income streams from building occupants;
- Details of any potential planning considerations.

5. Measuring success

West Dunbartonshire Council will measure the ongoing success of an asset transfer against the following desired outcomes:-

- The community group is operating on a sound financial footing and has a business plan process to ensure that a sustainable funding stream is in place;
- The business plan is regularly reviewed to mitigate risk and is based on informed, prudent assumptions and an accurate assessments of costs;
- The condition of the asset and its energy efficiency is known at all times and an investment programme is in place to meet both future planned maintenance and capital improvement works.
- There is a health and safety plan in place for the asset and its occupants. There is a clearly identified individual with the responsibility for all compliance matters including, for example, legionella testing and boiler maintenance;
- The community group has the ongoing skills, capacity and leadership in place to manage the asset and deliver its business plan;
- The community group has a plan in place to deal with succession planning;

- The community group has effective governance arrangements in place to ensure clarification around roles, responsibilities and functions;
- The community group has completely adopted the Council's position as set out in its Equality Statement 2013-17;
- The community group is regularly demonstrating that the core outcomes from its business plan match, or contribute, to the overall objectives contained within the Councils Strategic Plan 2012-17 plus the West Dunbartonshire Single Outcome Agreement 2014-17;
- The community group has an ongoing commitment to carbon reduction and a programme in place to ensure that sustainability issues are embedded in all community activities and initiatives.
- The community group has a good track record of fostering productive working relationships with external bodies and community partners.
- The community group is good at external communication and sharing good practice.
- The community group is able and prepared to lobby and seek to influence policy.
- The community group continually looks to secure wider community benefits and to strengthen links to other initiatives.

6. Conclusion

Community empowerment is only the first step. Strengthening communities, or building community resilience, will be the greater challenge.

A resilient community is one where the people living in a particular geographical area have identified the social, economic and environmental issues that affect them and have adapted themselves to adjust to the problems they face.

By acquiring new skills, strengthening social bonds and developing new physical resources – perhaps through an asset transfer process – the community have used their inherent strengths, resources and ideas to become stronger over time and create a more inspiring, sustainable and social environment in which to live and work.

West Dunbartonshire Council acknowledges that building community resilience can be a complex process but is fully focused on making this happen.

The Council has, together with its partner organisations, now set ambitious targets contained within the West Dunbartonshire Single Outcome Agreement for 2014-2017 to enable this key objective to be achieved.

The Council understands that local leadership needs to be supported and nurtured. This, it is believed in turn, will enable and encourage groups to collectively take charge of developing or enhancing community resources themselves.

With this move into a new era of public policy, there will be opportunities for local communities to take greater control of their own destiny.

West Dunbartonshire Council believes that every community is a rich source of potential, energy and creativity and is fully committed to helping to unlock this potential.

--O--

DRAFT

APPENDIX 4 - EXISTING SURPLUS PROPERTIES

a) Former Renton EECC, Station Street, Renton

This property was offered for sale to local community groups and an offer from Renton Community Development Trust (RCDT) was approved by Committee on 7 September 2011 following an option appraisal. RCDT confirmed in February 2014 that they were unable to secure funding for the project and that they were withdrawing their offer to purchase the property. At the Council Meeting of 30 April 2014 it was agreed that this property would be offered to the Vale of Leven Autism and Aspergers Forum (VOLAAF) for one year at a peppercorn rent while it develops business case options for either purchase or long term lease of the building.

b) Carman Centre, 175 Main Street, Renton

This property was leased to RCDT for a period of 99 years at a rental of £1 per year. Notice to quit has now been received from RCDT indicating that they have been unable to secure funding and wished to terminate the lease effective from 31 March 2014.

c) Site of former Scout Hall, 104 East Barnes Street, Clydebank

This property was offered for sale to local community groups in 2011 and an offer from Clydebank (G81) Community Trust was approved by Committee on 8 June 2011. The Trust leased the property for 3 years for £1 per year with an option to purchase for £20,000 in March 2014. The Trust confirmed in May 2013 that they had failed to secure funding for their proposed projects and could not conclude the purchase. The property was returned to the Council in an unsafe condition and the property was demolished in December 2013 and can therefore be offered to the market as a cleared site.

d) Former Ladyton Library, Ladyton, Bonhill

This property was declared surplus by the Education and Lifelong Learning Committee on 14 September 2011. The property was offered for sale or lease to local community groups during 2012 however no offers were received.

e) 147 High Street, Dumbarton

This office building was previously occupied by Community Planning and is currently vacant. The building may have been partly erected on Brewery Lane, on land out with the Council's ownership. A Notice of Title in respect of the property followed by a request to the Keeper of Records for a voluntary registration in the Land Register of the WDC title has been made. At the Council Meeting of 30 April 2014 it was agreed that this property would be sold subject to the agreement of terms by the Executive Director of Infrastructure and Regeneration and the Chief Executive at market value to the Dumbarton Credit Union.

f) Former Drumry Bowling Club, Kirkoswald Drive, Clydebank

This Bowling Club was closed during 2013 and comprises two bowling greens and clubhouse with limited parking. Several expressions of interest have been received from a local football club and animal training groups. The site is also considered suitable for residential redevelopment.

g) Former Faifley Bowling Club, Abbeylands Road, Clydebank

This Bowling Club was closed during 2013 and comprises two bowling greens and clubhouse with limited parking. The site is considered suitable for residential redevelopment.

End.

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 18 June 2014

Subject: Community Sports Fund

1. Purpose

1.1 To outline to Committee how the Community Sports Fund of £1million will be administered over the next 3 years.

2. Recommendations

2.1 An information note and application form is attached as Appendix 1 and 2 setting out:

- the criteria for the fund;
- the application and assessment process; and
- an application form.

2.2 It is recommended that the Committee:

- a) agrees the proposed structuring of the fund as set out in Section 4 of the report;
- b) agrees the information note and application form in Appendix 1 and 2; and
- c) agrees the method of assessment of the applications as outlined in the information note.

3. Background

3.1 The Council Meeting of 6 February 2014 agreed to the establishment of a £1million fund for the creation and improvement of sporting facilities in West Dunbartonshire.

3.2 The purpose of this budget is to allow organisations to access funding to develop business cases to allow them to apply for external funding to improve and develop sporting facilities or to bid directly for funding to develop new facilities or upgrade existing facilities based on an existing business case.

3.3 This capital expenditure will require to be directly attributed to the acquisition, creation or improvement of land or facilities.

4. Main Issues

- 4.1** A grant Application Form and Information Note have been prepared for consideration by the Committee (Appendix 1 and 2).
- 4.2** It is proposed that the applications would be assessed by a panel of Council officers using criteria set out in the information note at Appendix 1.
- 4.3** Funding applications would be considered under two categories.

Category 1 would allow organisations to bid for development funding of a business case up to the value of £10,000 per bid.

Category 2 applications would consider funding for facility improvements or creation of new facilities. The lower limit of grant would be £20,000, the upper limit would be £125,000. A clear business plan or development plan would require to support any application and match funding from other sources outwith the council would be required to offer additionality to any bid.

- 4.4** A formal launch would take place should this report be agreed to ensure all parties who would be eligible to apply for funding are aware of the existence of the scheme.

This would involve an organised event together with promoting the fund through the local media and other channels.

5. People Implications

- 5.1** Depending on the uptake of the grant funding, together with the nature and complexity of applications submitted, additional resource may be required to assist with the management of the fund.

6. Financial Implications

- 6.1** The Council has committed to providing this fund over the next 3 years to a total value of £1million.
- 6.2** The fund would be split £120,000 for development funding and £880,000 for project implementation.
- 6.3** Should this fund prove successful, future additional funds could be allocated.

7. Risk Analysis

- 7.1** There is potential reputational risk if the Council does not implement a robust process assessment for the award of this funding. This risk will be mitigated through clearly establishing the award criteria.

8. Equalities Impact Assessment (EIA)

8.1 This funding offers potential for all types of groups to apply for funding and may offer opportunities for under represented groups to improve existing facilities.

9. Consultation

9.1 there would be a public launch of this scheme which would allow for public participation.

10. Strategic Assessment

10.1 This report will contribute to the physical regeneration of sporting facilities throughout West Dunbartonshire.

Richard Cairns

Executive Director of Infrastructure and Regeneration

Date: 12 May 2014

Person to Contact: Ronnie Dinnie, Head of Neighbourhood Services
Council Offices, Garshake Road, Dumbarton.
Tel. 01389 737601. Email: Ronnie.dinnie@west-dunbarton.gov.uk

Appendices: Appendix 1 - Information Note
Appendix 2 - Application Form

Background Papers: None

Wards Affected: All

Community Sports Fund

Information Note

1. Background

West Dunbartonshire Council has allocated a budget of £1M for the development of business cases to allow applications for capital funding and for facility improvements. The funding will be made available in the 3 years 2014/15, 2015/16 and 2016/17.

Capital expenditure is directly attributed to the acquisition, creation or enhancement of items of land, property, plant and equipment. It could, for example, be used to improve an existing building, create or improve a sporting facility or area of open space. Further examples are outlined in section 6 below.

2. Aim

The aim of the budget is to provide a funding scheme to assist with the provision of sporting facilities in West Dunbartonshire. It is to be targeted to bring maximum support and investment into the area and to invest in the continued improvement of sporting facilities.

3. Examples of who can apply

- Sports Clubs
- Third sector (voluntary and community) organisations
- Registered and unregistered charities
- Co-operatives
- Friendly societies
- Social enterprise companies
- Youth groups
- Individuals
- Local independent businesses
- Joint application from a variety of organisations

4. Fund Criteria: What can we fund?

For the development of business cases, we will fund works or activities from a minimum sum of £2,000 per project – maximum £10,000. We will also fund facility improvement to a maximum Council contribution of £125,000. These projects will require a minimum of 25% match funding.

- Develop business cases to allow group to apply for facility funding.
- Improve existing sporting facilities.
- Create new sporting facilities.
- Promote sport and community participation.

- Contribute towards the development of a larger scale project with a longer term goal.

We will consider funding projects within the 2 year period of the fund providing the project meets the above objectives.

This is a two year programme and applications can be submitted at any time. Projects require to be completed by 31 March 2018.

5. Examples of Eligible Projects

Applications for capital funding could include projects involving the: -

- purchase of land, buildings or equipment
- upgrade of an existing building
- creation or improvement of new sporting facility.

6. What can't we fund?

Below is a list of the types of projects which cannot be funded.

- Projects that don't relate to sport
- Costs already incurred before a grant is offered, including costs you incur when putting together your application
- Items or activities that mainly benefit an individual or an individual business
- Repayment of existing loans or interest payments
- Activities that could bring the Fund into disrepute
- Activities promoting religious or political beliefs
- Administrative costs for groups that may already receive grant funding from the Council
- All of an organisations running costs or capital investments
- Travel costs for exchange visits or trips
- Projects that another organisation has a legal duty or right to provide
- Events to raise funds for charities

7. How to Apply

An application form can be obtained from:

- West Dunbartonshire Council's Greenspace Team
Housing, Environmental and Economic Development
West Dunbartonshire Council
Elm Road
Dumbarton
- By emailing: CommunitySportsFund@west-dunbarton.gov.uk

8. Information required from Applicants

You should make sure you complete the application form as fully as possible. If we have to ask for any additional information, this delays your application. We endeavour to process your application within 4 weeks. It should be noted that the timescale for processing significant funding requests may be longer.

When you send us your application form, you must also enclose the other documents which we need to assess your application. These include (where relevant):-

- a. A copy of the constitution or set of rules that your group has adopted
- b. Your most recent yearly audited or management accounts or statement of income and spending.
- c. A document giving us proof of your group's bank or building society account. This document could be:-
 - a copy of your most recent bank statement in the name of your group
 - a copy of your building society passbook, with the pages showing your group's name, account number and current balance; or
 - if you're a new group who has only just set up your account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.
- d. Any plans, maps or drawings relating to an application for work on a building or land.
- e. Two quotes for any work to be carried out or items to be purchased.
- f. Any planning or other consents
- g. A completed equalities monitoring form.
- h. A completed ownership certificate or lease agreement.

If you have any other information that you'd like to send to us to support your application, please do so.

9. Assessment of Applications

We will check your application form and additional documents to see if it is complete. If your application is not complete, we will contact you to get the missing information.

The application will be assessed taking the following factors into account:

- the meeting of the Fund criteria as listed in section 4 above, where appropriate
- the degree to which proposals encourage active citizenship, civic action and volunteering and fill a local need
- the extent of local support
- what alternative sources of funding have been accessed

If the funding application is approved, a letter authorising the Community Sports Fund financial assistance will be sent to the applicant. Applicants will be required to sign up to appropriate detailed funding conditions from the Council and Council officers reserve the right to make amendments to the application form and the information notes related to this fund.

Community Sports Fund
Application Form

Please read the Information Notes before completing this application form.

1. Tell us about who is applying for funding:

Name of the Group, Company or Individual

Contact details

Title	First name	Surname
-------	------------	---------

This should be someone who knows about the project.

Address Details

Phone (daytime)
E-mail address

Please include the full postcode.

If applicable please give the main address of your organisation

Address Details

Phone (daytime)
E-mail address
Website

Please include the full postcode.

2. Please describe your group / business / company.

Is it (please tick):

- Not-for profit constituted group
 Charity
 Company
 Other

If other, please specify

If a charity, what is the registration number given to your organisation by the Office of the Scottish Charity Regulator?

What are your main activities as an individual, group, company or business?

3. When did your group / business start?

Month

Year

When did it first start meeting or running activities or projects?

4. How many members are involved in running your group / business?

5. Have all volunteers in your group been checked through Disclosure Scotland? (where appropriate)

If your staff and/or volunteers are working with children and/or vulnerable adults have they been suitably investigated, and their fitness for their duties properly established via appropriate Disclosure checks?

6. If your project involves work on a building or on some land, please answer this question. If not, please go to question 7.

Who owns the land or the building that you plan to work on?

If you need planning permission or any other consents for your project, make sure that you have it before you apply to us. If you don't have planning permission, it is unlikely that we'll give you funding. You will also need to send us copies of any plans, maps etc.

Do you have any of the following? (Please tick).

- Lease agreement. Tell us how long the lease is for: _____
- Planning permission (please include copy of approval letter)
- Written permission from the owner (please include the certified copy of the owners consent)

7. What will you use the money for?

Please explain in full what the project involves and how it will be implemented. Is this project something new for you or is it similar to what you've done before?
Please continue on an additional sheet if necessary.

8. When are you planning to start and end your project?

We can't give funding for activities that have already taken place. Please make your application at least two months before you need to start.

9. Are you seeking Development Funding or Facility Improvement Funding? Please specify

10. Please indicate how the project will assist with the improvement of sporting facilities in West Dunbartonshire.

Please refer to the fund criteria in section 4 of the Information Note. You should provide as much information as possible on how the project will meet these criteria. Please continue on an additional sheet if necessary.

11. Tell us how much money you need for your project.

11a Please give us a breakdown of costs for your project and tell us how much you are requesting from us.

Item or activity	Total Cost	Amount requested from Common Good	Please specify if Capital or Revenue
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
TOTAL	£	£	

Remember to include VAT where it applies.

Please list all the items or activity associated with your project. You should list all costs even if you are not asking to fund all the items. Please use another sheet if necessary. If you have any quotations or more details about how you worked out your costs, please send this information to us with your application.

11b If the total project cost is more than the amount you are asking for, please tell us where the rest of the money will come from eg other funders, fundraising, group funds etc.

Source	Amount	Progress
TOTAL	£	£

Tell us if you are applying to any other organisation for this project, and what stage your application has got to. Also tell us about income you think your project will make and any money you are contributing.

11c Please tell us about any non financial contributions your group is making to this project.

This can be "in-kind", such as volunteers' time or the use of a building.

12. How will the project encourage active citizenship, civic action, volunteering or Sports Development?

Explain who you hope will benefit and in what way. e.g. young people, older people, disadvantaged groups.

13. What is the strength of local support for the project?

Please submit evidence of the extent of local support.

14. Does this project link to other similar projects in West Dunbartonshire? If so, please describe the linkage.

Tell us about any similar projects or activities in Dumbarton and how your project relates to them.

15. Please give us your bank account details.

You must send an original bank statement with this application. We will return this to you.

If you have a passbook account, you can send a copy of the pages of your book.

This must be eight digits long.

Building society accounts only.

Authorisation

16. This must be the name of the person named in question 1.

I confirm that, as far as I know, all the information on this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

Name:

Date:

Position held in your group / business / company:

17. Details of your Chairperson, Vice Chair, Secretary, Treasurer, Director (if appropriate).

Title

First name

Surname

Position in group / company / business:

Home Address

Phone (daytime)

Email address

What to do now

Before you send us your application, check that you have done everything.

Check that you have enclosed all the documents we need.

- a. A copy of the constitution or set of rules that your group has adopted
- b. Your most recent yearly accounts or statement of income and spending.
- c. A document giving us proof of your group's bank or building society account.
This document could be:-
 - a copy of your most recent bank statement in the name of your group
 - a copy of your building society passbook, with the pages showing your group's name, account number and current balance; or
 - if you're a new group who has only just set up your account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code.
- d. Any plans, maps or drawings relating to an application for work on a building or land.
- e. Two quotes for any work to be carried out or items to be purchased.
- f. Any planning or other consents
- g. A completed equalities monitoring form.
- h. A completed ownership certificate.

Now send your application with all the documents to:

- West Dunbartonshire Council's Greenspace Team
Housing, Environmental and Economic Development
West Dunbartonshire Council
Elm Road
Dumbarton
- Or by Email to: CommunitySportsFund@west-dunbarton.gov.uk

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 18 June 2014

Subject: Street Lighting Energy Efficiency Scheme

1. Purpose

- 1.1** The purpose of this report is to update the Committee on the development and progress of the street lighting energy efficiency scheme since the outline business case was presented to the Housing, Environment and Economic Development Committee in November 2012.

2. Recommendations

- 2.1** It is recommended that the Committee:

- (i) notes the content of the report;
- (ii) notes the acceleration of the scheme from 2015/16- 2016/17 to 2014/15 – 2015/16;
- (iii) approves the procurement of all goods, services and works required to deliver the street lighting energy efficiency scheme and delegates authority to the Executive Director of Infrastructure and Regeneration to award all contracts in relation to the project; and
- (iv) agrees that an update be provided to the Infrastructure, Regeneration and Economic Development Committee as part of the reporting on capital Programme monitoring framework.

3. Background

- 3.1** The report presented to the Housing, Environment and Economic Development Committee in August 2013 detailed the need to maintain a reliable and efficient street lighting infrastructure and updated the Members on progress in developing the outline business case for the street lighting energy efficiency scheme.
- 3.2** A Members' seminar was also given on the 2 April 2014 and the presentation detailing the benefits and issues likely to arise through the promotion of the street lighting energy efficiency scheme was well received.
- 3.3** As a consequence of the seminar a further briefing update was presented to the Strategic Change Board on the 29 April 2014 where a decision was taken to present a report to the Infrastructure, Regeneration and Economic Development Committee in June 2014 to seek approval to proceed with this scheme at the earliest opportunity to enable the Council to take advantage of the significant revenue savings that will be achieved through a saving in both electrical power usage and reduced maintenance costs.

4. Main Issues

- 4.1 Capital funding has been allocated in the Council's long term capital funding plan for years 2015/16 and 2016/17 to the value of £6.5m for the street lighting energy efficiency scheme. This will now require to be accelerated to facilitate the progress of the necessary works with £1.8m being allocated in 2014/15 and the remainder of the funding amounting to £4.7m being allocated in 2015/16. The table below details how the £6.5m will be spent

	Number	Unit Cost	Total Value
Retro fitting lanterns	16000	£250	£4,000,000
Renewal of corroded columns and associated wiring	800	£2000	£1,600,000
Columns replacement to ensure compliance	700	£1000	£700,000
Design costs		Sum	£200,000
Total Cost			£6,500,000

- 4.2 Appendix 1, Comparison of energy usage, details the proposed energy consumption return for street lighting for 2014/15 which amounts to 7,460,111 Kilowatt hours (Kwhrs). At current rates for energy supply (procured through a national framework agreement) this amounts to an anticipated annual cost of £726,000. The introduction of energy efficient street lighting utilising LED lanterns with the benefit of trimming will reduce our annual energy consumption to 2,586,870 Kwhrs. Based on current prices this should reduce the energy bill to £260,000, a 65% saving, £466,000 per year. It is also almost certainly the case that energy costs will continue to increase and if this is the case this will allow additional costs to be significantly avoided.
- 4.3 Carbon tax is now being introduced this financial year in respect to the energy consumption utilised for street lighting. To date this has not applied. It is assumed at present that the levy will be £15.60 per tonnes and the energy efficient street lighting scheme will reduce this additional financial burden on the Council from an anticipated £56,000 to £19,000 an overall saving of £37,000.
- 4.4 Our current street lighting maintenance and installation service is externally provided through a term service contract. This was awarded to Lightways (Contractors) Ltd in November 2013 for a period of 1 year with the option to extend on an annual basis for upwards of an additional 3 years. This contract will require to be terminated at the end of the first year period and a new contract tendered for the cyclic maintenance of our street lighting infrastructure including for the installation some 16,000 LED lanterns over a 12 month period. The term service contract would be for 4 years.

- 4.5 Overall the savings to be achieved pre finance through the introduction of an energy efficiency scheme for street lighting can be summarised as detailed:

Spend Type	Pre Energy Efficiency	Post Energy Efficiency
Energy Costs	£726,000	£260,000
Carbon Reduction Commitment	£56,000	£19,000
Maintenance costs	£466,000	£205,000
Annual Total	£1,248,000	£484,000
Annual Savings		£764,000

- 4.6 The procurement of the LED lanterns will be through the Scotland Excel street lighting material framework contract which has recently been tendered and is currently being assessed. The anticipated commencement date for this new framework contract will be July 2014.
- 4.7 The street lighting energy efficiency scheme will utilise existing infrastructure with most new lanterns being a retro fit on existing columns. Our infrastructure has now been 100% electrically tested and at present some 50% of the 8,000 columns requiring structural testing has been completed. The remaining 4,000 columns will be structurally tested by the end of November 2014. The testing results have been positive, our electrical installations proving to be in good condition and a more positive response in regards to the structural condition of our columns than was initially anticipated. It is assumed on the basis of existing results and through the introduction of trial installations that upwards of 800 new columns will be required to be procured and installed as part of the street lighting energy efficiency scheme.
- 4.8 The proposed programme for the street lighting energy efficiency scheme is detailed in Appendix 2. It is planned that the supply and installation of the LED street lanterns and new columns will be completed by February 2016.

5. People Implications

- 5.1 Additional support will be required to undertake the design of areas where the existing street lighting is not of sufficient quality to be retro fitted with the new LED lanterns. This will either be achieved through the utilisation of the existing Scotland Excel framework contract for the provision of professional services, through joint support with adjoining Councils if resources permit or the procurement of short term agency staff support.

6. Financial Implications

- 6.1 Capital funding for the scheme had previously been agreed and funding to the overall value of £6.5m was committed across two financial years, namely 2015/16 and 2016/17 in the Council's long term capital programme. The requirement for additional people support will be funded fully through the capital allocation of funds.

- 6.2** A saving of around £764,000 per year is anticipated through this investment, as detailed in the table at 4.5 above (once all planned improvements are implemented).
- 6.3** As stated above the capital plan agreed in February 2014 includes a total of £6.5m of funding to implement these works. The capital plan also anticipates that the revenue savings achieved will support prudential borrowing of £10m. The level of saving identified above will support this level of prudential borrowing.

7. Risk Analysis

- 7.1** Risks previously identified in the outline business case have been mitigated through the ongoing condition survey of the infrastructure. It is also now clearly established that all major electrical manufacturers and suppliers are switching their focus to the use of LED lanterns. Unit costs have stabilised and the Scotland Excel framework has been developed in the knowledge that most Scottish Councils will be migrating to the use of LED technology. A robust specification ensuring quality and durability of the available Led lanterns has been jointly developed.
- 7.2** A variety of LED lanterns will be utilised throughout West Dunbartonshire to ensure no overall dependency on one supplier. This will mitigate the risk to both supplies and also potential component failure in future years.
- 7.3** The success of the accelerated programme is very dependent on being able to procure a new term service contract within the next 6 months. The existing service contract has proven to be robust and has demonstrated good value. It is the intention to utilise this contract document with minimum change to develop the Invitation to tender for the new contract for the additional requirement to install approximately 16,000 lanterns and 800 new street lighting columns over a 12 month period. Early engagement with our Procurement Section will be critical in achieving this tight deadline. Other Councils have expressed an interest in collaborative working in regards to the procurement of street lighting term maintenance contracts and whilst we will be supportive to working collaboratively it cannot however be to the detriment of achieving our own aspiration of accelerating this programme of energy efficiency savings.

8. Equalities Impact Assessment (EIA)

- 8.1** No significant issues were identified in a screening for potential equality impact. The introduction of white light will improve the night time environment and will benefit all road users

9. Consultation

- 9.1** All residents on the streets affected by the trial installation of LED lighting within the Western Isles Housing Estate were consulted and 34 of the 54 property owners responded.

66% of the respondents confirmed that the LED lighting was better or no worse than the old SOX lighting. 60% responded in respect to noticing an improvement or no worsening to the lighting during the period of dimming (10.00pm to 06.00am)

In respect to personal and home security there was less support with slightly less than half of the respondents feeling less secure. This is mainly as a result of new lanterns being designed to focus the light output onto the road and not providing backspill into the gardens and driveways of the adjoining residential properties.

There was a broad level of support to the introduction of LED lighting as a good idea in reducing costs and carbon dioxide emissions. Similarly the promoting of dimming street lighting was broadly supported. The full outcome of the consultation is attached as Appendix 2 to this report.

9.2 As a result of this consultation a number of LED lanterns have been trialled on various roads throughout West Dunbartonshire and manufacturers are now adjusting the Led arrays to provide additional back spill. It will be our intention to consider this issue when we develop future schemes.

9.3 Resulting from the consultation undertaken to date a list of frequently asked questions and answers has been developed and this will be provided to our residents in advance of works. A detailed web page will also be developed and maintained to keep our residents informed of the scheme and programming of works.

10. Strategic Assessment

10.1 The road infrastructure is fundamental in promoting social wellbeing for all in terms of aiding employment, accessing health care, business growth and tourism within West Dunbartonshire. The introduction of an energy efficient street lighting infrastructure supports the Council's strategic priority to improve local housing and environmentally sustainable infrastructure and will assist in improving the wellbeing of communities and protect the welfare of vulnerable people.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 23 May 2014

Person to Contact: Jack McAulay - Manager of Roads and Transportation,
Council Offices, Garshake Road, Dumbarton. telephone:
01389 737612, e-mail: jack.mcaulay@west-dunbarton.gov.uk

Appendices: Appendix 1 - Comparison of energy usage
Appendix 2 - Programme
Appendix 3 - Consultation results
Appendix 4 - Frequently asked questions

Background Papers: Lighting Energy Efficiency Outline Business case
November 2012

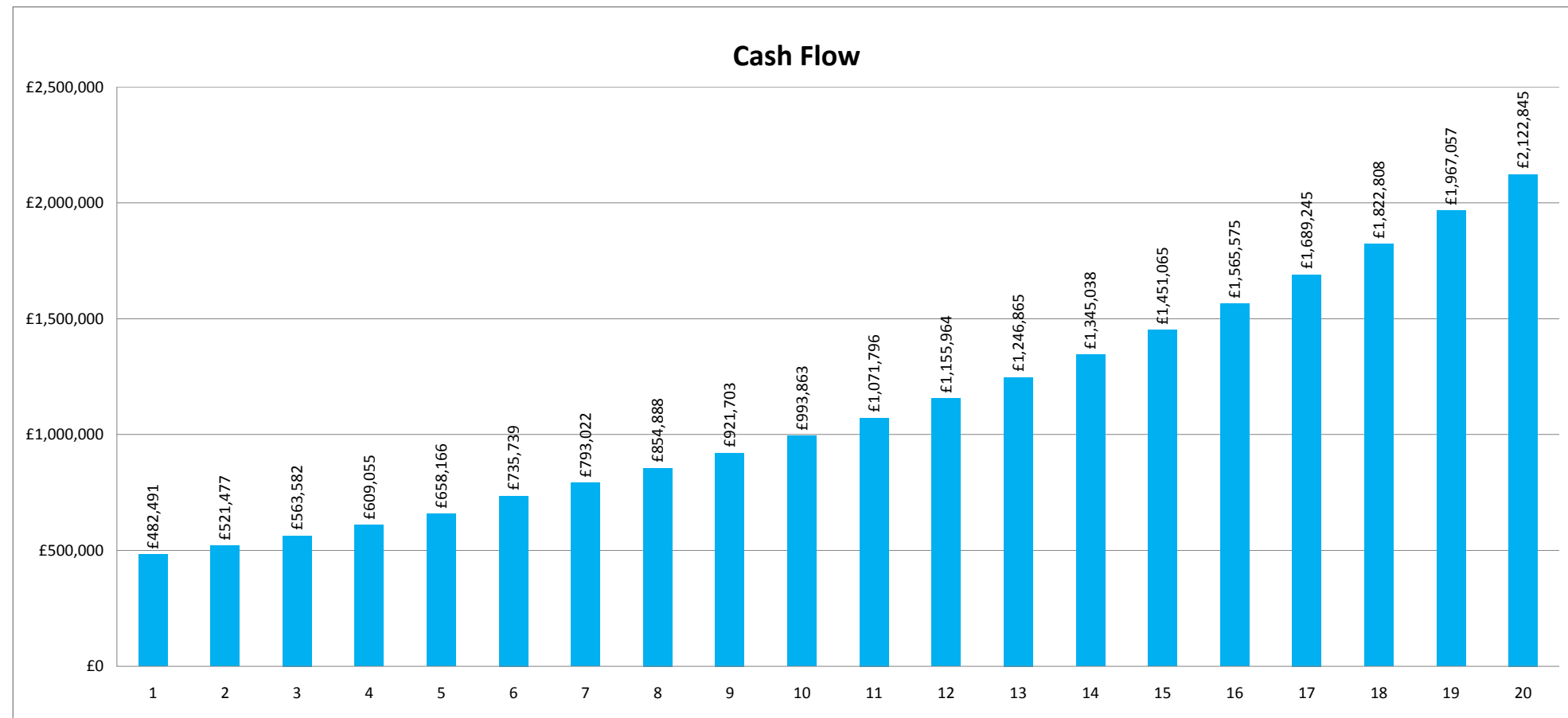
Update Report August 2013

Wards Affected: All

Energy Analysis									
Burning Hours/lantern		4118		CO ² /KWH	0.484	Energy Cost £		0.1000	
10 mins per day trimming		4058		For LED lanterns, enter the assessed wattage values from the Manufacturer or Elexon spreadsheet.					
Number of Lanterns Removed				Number of LED Lanterns Installed					
Number	Lamp	Wattage	KWH	Number	Lamp	Watts	Using Trimming	KWH	Trimmed Kwh
412	35w SOX	65	110280						
5517	55w SOX	77	1749363						
1986	90w SOX	122	997758						
733	135w SOX	190	573514	5929	28w LED	28	28	683637	673843
2265	70W CDMT	86	802145	4891	39w LED	39	39	785504	774250
849	150W SON	190	664275	2105	42w LED	40	42	346736	341768
2626	70w SON	90	973248	1917	58w LED	58	58	457864	451304
119	100w SON	123	60275	1002	85W LED	85	85	350730	345705
920	250w SON	301	1140357	15844				2624471	2586870
335	150W CDMT	172	237279						
82	400w SON	449	151617						
15844			7460111						
Previous Installation				LED lanterns utilising trimming					
Total	7460111	kwh		Total	2586870	kwh			
CO ²	3610694	kg		CO ²	1252045	kg			
Cost	£ 746,011.11	per annum for electrical consumption		Cost	£ 258,686.97	per annum for electrical consumption			
Savings									
	Energy Saving	4873241	kwh	65.32%					
	CO ² Saving	2358649	kg						
	Cost Saving	£ 487,324.14							
Energy Savings over life of installation					Carbon Savings over life of installation				
Energy Savings over life of installation (Dimming)					Carbon Savings over life of installation (Dimming)				

Annual Interest Rate 8% (note: for energy prices to double in 10years annual rise is around 8%)
 Energy Cost £0.10

Energy Cost Year	£0.10	£0.11	£0.12	£0.13	£0.14	£0.15	£0.16	£0.17	£0.19	£0.20	£0.22	£0.23	£0.25	£0.27	£0.29	£0.32	£0.34	£0.37	£0.40	£0.43	
Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Existing	£746,011	£805,692	£870,147	£939,759	£1,014,940	£1,096,135	£1,183,826	£1,278,532	£1,380,815	£1,491,280	£1,610,582	£1,739,429	£1,878,583	£2,028,870	£2,191,179	£2,366,473	£2,555,791	£2,760,255	£2,981,075	£3,219,561	
Proposed	£258,687	£279,382	£301,732	£325,871	£351,941	£380,096	£410,504	£443,344	£478,812	£517,116	£558,486	£603,165	£651,418	£703,531	£759,814	£820,599	£886,247	£957,146	£1,033,718	£1,116,416	
Proposed (Dimming)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Saving	£487,324	£526,310	£568,415	£613,888	£662,999	£716,039	£773,322	£835,188	£902,003	£974,163	£1,052,096	£1,136,264	£1,227,165	£1,325,338	£1,431,365	£1,545,875	£1,669,545	£1,803,108	£1,947,357	£2,103,145	#####
Proposed (Dimming)	£746,011	£805,692	£870,147	£939,759	£1,014,940	£1,096,135	£1,183,826	£1,278,532	£1,380,815	£1,491,280	£1,610,582	£1,739,429	£1,878,583	£2,028,870	£2,191,179	£2,366,473	£2,555,791	£2,760,255	£2,981,075	£3,219,561	#####
Maintenance Savings	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00	£19,700.00
Payments	£24,533	£24,533	£24,533	£24,533	£24,533																
Savings	£482,491	£521,477	£563,582	£609,055	£658,166	£735,739	£793,022	£854,888	£921,703	£993,863	£1,071,796	£1,155,964	£1,246,865	£1,345,038	£1,451,065	£1,565,575	£1,689,245	£1,822,808	£1,967,057	£2,122,845	



Cash Flow

APPENDIX 3 - SURVEY RESULTS

Introduction of Variable LED Street Lighting in West Dunbartonshire

34 Respondents

Question 1

Have you noticed any difference in the quality of the street lighting on your road up to 10.00pm each evening since it has been installed on?

	Better	Just the Same	Worse	Not Noticed
Brightness	60.61%	3.03%	33.33%	3.03%
Colour	71.88%	0%	28.13%	0%
Overall	60%	6.67%	33.33%	0%

Question 2

Have you noticed any difference in the quality of the street lighting on your ward from 10.00pm to 6.00am each evening since it was installed on?

	Better	Just the Same	Worse	Not Noticed
Brightness	43.75%	6.25%	31.25%	18.75%
Colour	50%	3.13%	28.13%	18.75%
Overall	40%	6.67%	33.33%	20%

Question 3

As a resident do you feel you and your home are any more or less secure following the installation of the new LED street lighting?

	More Secure	Just the Same	Less Secure	Not Noticed
Personal Safety	15.15%	39.39%	45.45%	0%
Home Security	9.38%	46.88%	43.75%	0%

Question 4

In general, do you think variable LED street lighting is a good idea in reducing costs and carbon dioxide emissions?

	Good Idea	No Strong Opinion	Bad Idea
Response	69.70%	6.06%	24.24%

Question 5

In general, do you think that it would be a good idea to vary street lighting levels in the following locations?

	Good Idea	No Strong Opinion	Bad Idea
Residential Roads	65.52%	3.45%	31.03%
Main Traffic Routes	51.72%	20.69%	27.59%
Town Centres	48.28%	10.34%	41.38%
Industrial Estates	64.29%	21.43%	14.29%
Car Parks	57.14%	10.71%	32.14%

Question 6

Do you have any other comments to make about street lighting on your road or elsewhere in West Dunbartonshire?

- BIG IMPROVEMENT. WELL DONE.
- Reducing cost & carbon dioxide emissions is good however LED lighting is leaving home security worse off.
- The reflection from the old street lights which extended on to the residential houses has now been reduced to zero since the new lights were installed making it ideal for any housebreakers to break in to properties in virtual darkness. Well done for LED street light policies.
- I feel less secure around the house area. Anyone could be lurking about.
- Lighting only lights the road. Everything else is in darkness. Not good for street security/safety.
- You have taken the atmosphere from our area by putting in these cheap looking lights.
- I think the improvements to lighting look good although lighting doesn't appear to cover areas towards homes. My wife feels the new lighting has reduced lighting at our front door. Overall, they look great and I think the more directed light is better.
- The street lighting in this area has not been improved by installing these lights. Coming in off Western Isles Road at night, into Eriskay Drive & Eriskay Place, it's like going back into the nineteenth century, back to gas lighting, everything dark and dim. I pay £230 per month community tax and I want the old lights back again. If you must economise cut the Chief Executive's six figure salary.

- Oronsay Gardens 1. Light "spread isn't as good as sodium "LED" seems to produce a much more concentrated beam of light. 2. By how much can I expect a reduction in my Council Tax? 2014? 3. You could have saved costs/paper by copying questionnaire double-sided. Think of the environment!
- Driveways to house darker but like the new lights.
- The street lighting on Dumbarton Road between the Dalmuir Library and the Clydebank College has been on throughout daylight hours on intermittent sections for over three weeks. The new lighting does not diffuse light to the same extent as the previous lighting and those most likely to benefit from the new proposed lighting would be the criminal element.
- The LED lighting is generally harsher and more directional. Greater savings could also be made by switching off in hours of broad daylight. They currently come on too early and go off too late.
- It no doubt reduces costs, but it is the eeriest form of lighting I have ever seen. The light diffusion to the properties is abysmal. It leads to a feeling of isolation. I would avoid going out and am happy when curtains are drawn. If this lighting had been installed when I was planning a move, the move would not have been considered, this location, i.e. West Dunbartonshire would not have been considered.
- Most of the opposition to new lighting stems from the fact that driveways are no longer lit so well. Perhaps residents should be made aware of this beforehand explaining the Council's duty to provide "street lighting"
- Although the road is lit up well, I feel my property now appears to be very dark in comparison and would be harder to spot prowlers.
- Street lights did not work on the evening of 11 March 2013. The first couple of nights I woke up and could not get back to sleep due to brightness (more like daylight) of lights. I have now got used to them so don't have a problem getting back to sleep.
- I do support changes to reduce costs & omissions. However, I'd like to see a warmer colour of lighting in residential areas, as the colouring currently in place does not promote the warm friendly neighbourhood we live in.
- Not happy with these lights. Street and road very dark, unsafe to drive and walk. 50% saving not directly affecting Council Tax. I can see no benefit at all in installing these lights. Put back old lights or look at other, better alternatives.

- As a 'dog walking' pedestrian I am delighted with the new lighting. The roads and pavements are now clearly illuminated instead of gardens and driveways (which is not the purpose of street lighting!) I welcome future installation of such lighting throughout West Dunbartonshire and commend the Council for its energy efficiency policies.
- We strongly disagree with new street lighting. We have teenage children and worry for their safety as the new lights do not cast any light on to surrounding properties. As always it is a cost cutting arrangement that has no benefit to us, only the Council. There is also the safety of our properties as it is pitch black all around our street apart from directly underneath the lights themselves.
- Anything that saves the public purse money and causes no major upset is a good idea. Due to the structure and design of the new lighting heads there is no or very little BACK LIGHT, that is light thrown backwards behind the lamp standard. In most cases (90%) this results in less illumination on front doors, driveways, paths, and gardens in general. I understand that the security (illumination) of the occupiers property is their own responsibility, for that reason your question 3 should be removed or rephased. I also do not know if the on/off control is by photo cell or central clock timer but think that this on/off should be adjusted. TJM
- Feel the roads are bright enough with the new lighting, but have noticed that the pavements seem to be in darkness more. Wouldn't feel safe walking along a long road with this type of lighting. It is also made ok if people have outside lighting on their homes, otherwise some parts seem quite dark

Appendix 4

Frequently Asked Questions – LED Lighting (DRAFT)

Why are our lights being changed?

In June 2015 West Dunbartonshire Council Infrastructure, Regeneration and Economic Development Committee agreed to implement a street lighting energy efficiency scheme. This is in accordance with the Council's policy to help reduce energy consumption and reduce our carbon dioxide emissions. This energy efficiency scheme will convert our older yellow lights to white LED lights.

Why didn't we tell everyone individually?

We have not got the resources to contact each household individually.

Why not replace the lighting with new technology such as solar or wind powered lighting?

Solar or wind power is currently not suitable for highway lighting as it is not efficient enough to continuously power a street light capable of lighting the highway. However, West Dunbartonshire Council will continue to monitor new innovations.

Why have some of the columns been replaced?

Steel lamp posts and spalling concrete columns over the age of twenty years are structurally tested to ensure they are safe. Those which are past their useful life are replaced with columns which are sometimes taller and help us to meet the current lighting standards. This may mean changing the location of some lamp posts. If an existing lighting column is in good condition and in an appropriate location to meet the latest design standards the column will be reused and only the lantern changed.

What savings have been made due to the scheme?

When the works are complete we will reduce our electricity bill by £420,000 per year based on the 2013 electricity supply rate. There will also be an estimated saving per year of £250,000 on cyclical maintenance.

When will the scheme start in my area?

The scheme is being implemented across all of West Dunbartonshire and will start in January 2015 and be completed within 1 year.

Will I get a reduction in my Council Tax?

No, any savings will be used to support other Council services.

Will I get a say as to whether there is a street light outside my house?

In areas where the lighting is older, new designs will be necessary and the designers will follow guidelines, wherever possible, to place columns at property boundaries (i.e. the boundary line between two houses) rather than in line with windows, close to driveways, etc.

When it is time for the lights on your street to be replaced, we will notify you prior to the commencement of works by delivering an information leaflet to your property, erecting advanced warning notices and marking up the street with the proposed column positions. If you have any concerns when you receive this information or see marked out pavements then you should contact us immediately to discuss your situation. Contact details will be provided on the leaflet.

Will the lighting on my street be brighter?

Some of our streets still have the very old orange type lighting, which is expensive to operate and does not meet current lighting standards. The new LED lighting will increase lighting levels but avoids an intrusion of light into people's homes. Street lighting is designed to light the road and footways to ensure the Council meets its duty of care to road and footpath users.

The lighting on my street is too bright, can it be turned down?

New street lighting will be designed in accordance with British Standards taking account of traffic flow and the surrounding area. Therefore, it is not currently Council policy to reduce lighting levels below that specified in the British Standard.

What is being done to stop light intrusion?

Lighting control in modern street lights is much improved compared to the equipment available twenty years ago. Light is directed downwards to light the pavement and road as effectively as possible. If you encounter a specific problem with light intrusion (e.g. light shining into a bedroom window), please contact us in order to discuss your concerns. In certain circumstances, it may be possible for a shield to be fitted to a lantern to minimise the amount of glare/light intrusion you are experiencing however the new LED lights are very directional and will cause minimal dispersal into residential properties.

Will street lights be turned off early to save money/energy?

The Council is committed to making West Dunbartonshire a safer place and the contribution street lighting provides in reducing the fear of crime and road safety is vital. Although we will not switch off lights at set times, we will achieve significant savings through the use of more energy efficient apparatus and good design practices.

My road/footway has just been resurfaced, does this mean it will be dug up again.

It is anticipated the new LED energy efficient lanterns will be retro fitted on most of our existing columns. If possible where new columns are required it is hoped that these will be replaced on a one for one basis reducing the need to dig up the road.

Will the repair service be affected?

Our Lighting Maintenance Contractor will still require to meet strict performance target, which will be no less than those currently in operation.

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 18 June 2014

Subject: Tender for the Supply and Delivery of Fresh Fruit, Vegetables, Potatoes and Prepared Products.

1. Purpose

- 1.1 This report seeks Committee approval to issue a tender for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products.
- 1.2 Committee approval is required for this tendering process to conform with Council's financial regulations and procurement procedures.

2. Recommendations

- 2.1 A tendering exercise will provide a competitive and transparent option for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products.
- 2.2 The Committee is invited to approve the initiation of a competitive tendering procedure by West Dunbartonshire Council and delegate authority to the Executive Director to award the contract to the most economically advantageous tenderer.

3. Background

- 3.1 The contract for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products expired on 31 December 2013.
- 3.2 The current contract supplier, Failte Foods Ltd (formerly trading as Forsyths Fruit and Veg) will provide an ongoing supply arrangement until a formal contract is in place.
- 3.3 Facilities Management, Educational Services and Residential/Day Care Services currently have a requirement for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products.

4. Main Issues

- 4.1 From 31 December 2013 there has been no formal contract in place for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products.

4.2 Failte Foods has confirmed that they will provide an ongoing supply arrangement based on the previous contract to supply Fruit, Vegetables, Potatoes and Prepared Products. However, to ensure Best Value and compliance with EU Public Procurement regulations it is important to start a competitive tendering process forthwith.

4.3 As the aggregated value of this contract will exceed EU Procurement threshold of £172,514, the tender will be advertised in the European Journal as well as on the Public Contracts Scotland Website.

5. People Implications

5.1 There are no personnel issues.

6. Financial Implications

6.1 The estimated annual spend on this requirement is £75,000 per annum. It is expected that the contract will be for 3 years with an option to extend for a further 12 months. The contract (excluding any extension) is therefore likely to have a value estimated at £225,000.

6.2 Having a contract in place for a period of 3 years will facilitate fixed pricing which assists with ongoing budgetary planning.

7. Risk Analysis

7.1 If the contract is not re-tendered the existing supplier will be able to provide the service, however, the prices will be subject to fluctuation. Having a contract in place enables the prices to be set for a fixed period and a formal price review mechanism to be put in place.

8. Equalities Impact Assessment (EIA)

8.1 Screening shows no need for an EIA therefore there is only General Relevance.

9. Consultation

9.1 No consultation was undertaken.

10. Strategic Assessment

10.1 The initiation of a tender process for the Supply of Fruit and Vegetables will ensure efficiency in the provision of the service.

10.2 This approach supports the Corporate Procurement Strategy which, in turn, supports proper budgetary control and sound financial practice, which are cornerstones of good governance. It also supports the Council and officers to pursue the 5 strategic priorities of the Council's Strategic Plan.

Richard Cairns
Executive Director of Infrastructure and Regeneration
Date: 14 May 2014

Person to Contact: Lynda McLaughlin, Manager of Leisure and Facilities
Elm Road, Dumbarton. Tel: 01389 772097
Email: Lynda.mclaughlin@west-dunbarton.gov.uk

Jenna Kolodziej, Procurement Officer
Tel: 01389 737856

Appendices: None

Background Papers: None

Ward Affected: All

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Corporate Services

Infrastructure, Regeneration & Economic Development Committee: 18 June
2014

Subject: Contaminated Land Strategy (2014-2017)

1. Purpose

- 1.1** The purpose of this report is to seek Committee approval;
- i. of the Council's revised Contaminated Land Strategy attached as appendix 1 and;
 - ii. to endorse the Environmental Health Section's decision that a Strategic Environmental Assessment (SEA) is not required for the revised Contaminated Land Strategy in accordance with the Environmental Assessment (Scotland) Act 2005.

2. Recommendations

- 2.1** It is recommended that the Committee approve the revised Contaminated Land Strategy in order that it can be published and made available for viewing on the Councils' website.
- 2.2** It is also recommended that the Committee agree that a full SEA report is not required for the Contaminated Land Strategy.

3. Background

- 3.1** West Dunbartonshire Council's first Contaminated Land Strategy was published in 2001. This followed the introduction of Part IIA of the Environmental Protection Act 1990 in Scotland in July 2000 which placed a duty on all Scottish local authorities to prepare and publish a written strategy. Over the years the strategy has been revised to take account of changes to legislation. This most recent revision takes account of changes to guidance and practices both internally and externally.
- 3.2** The main change is that the strategy now provides details of the procedures and methodology that the Environmental Health Section adopt in order to meet their statutory obligations. It also demonstrates how the Part IIA regime interacts with other regimes e.g. Planning and more importantly demonstrates that land contamination issues are a material consideration in a number of regimes and should therefore aid the decision making processes within these.
- 3.3** In addition the strategy summarises the methodology that the Council adopts to risk assess and update sites as and when new information becomes

available. A key factor in achieving this is through good data collection which the Council do on an ongoing basis.

- 3.4** In accordance with the Environmental Assessment (Scotland) Act 2005 any new plans, programmes and policies (PPS) which may impact on the environment are required to be assessed by way of a SEA.
- 3.5** A SEA is a means to judge any negative effects of a public PPS on the environment and if necessary to seek ways to minimise that effect. In most cases a full SEA is only required for high level, large scale PPS such as large scale projects or major transport projects however in order to document this, all planned PPS should be screened in the first instance.
- 3.6** In accordance with the Environmental Assessment (Scotland) Act 2005, the Environmental Health Section submitted a Strategic Environmental Assessment (SEA) screening report to the SEA Gateway at the Scottish Government in September 2013 which summarised their reasons as to why they do not consider that a full SEA is required for the revised Contaminated Land Strategy.
- 3.7** The main conclusion within the screening report is that the strategy is a procedural strategy which on its own will result in a fairly minimal impact upon the environment and therefore a full SEA is not required. This conclusion was supported by the three Consultation Authorities detailed in Section 9.1 of this report.

4. Main Issues

- 4.1** Should the Committee agree with the publication of the revised strategy and that a full SEA report is not required, a formal determination can then be made to the Scottish Government. Following this, the Contaminated Land Strategy can be posted on the Council's website.
- 4.2** In addition to this and in accordance with the SEA process, a copy of the determination will be sent to the three Consultation Authorities, detailed in Section 9.1, within 28 days of making the determination as well as being displayed on the Council's website. This decision also requires to be brought to the attention of the public with an advert being placed in at least one local newspaper.

5. People Implications

- 5.1** There are no people implications as the Environmental Health Section already have a Contaminated Land Officer in post who will be responsible for promoting the strategy and encouraging it to be given consideration in all other relevant council projects.

6. Financial Implications

- 6.1** The Contaminated Land Officer deals with implementing the strategy and bids are made via the budgetary process as and when sites are identified which require further works. Responsibility for remediation depends on the circumstances and lies in the main with polluters but as contamination tends to be historical various parties including current land owners can also be liable. Costs of any enforcement and evidence gathering will be with the Council and also remediation costs in cases where those responsible cannot be identified.
- 6.2** Funding of £34,000 has been approved for 2014/15 to support the implementation of the strategy. This funding is for the purchase of contaminated land prioritisation software and for site investigation works at a potentially contaminated site at St Helena Crescent in Hardgate, Clydebank.

7. Risk Analysis

- 7.1** It was not necessary to carry out a risk assessment on the proposals contained within this report

8. Equalities Impact Assessment (EIA)

- 8.1** An Equality Impact Screening was undertaken, which noted no relevance to any protected group or characteristic defined by the Equality Act and public sector equality duty. An Equality Impact Assessment is therefore not required or justified.

9. Consultation

- 9.1** In accordance with the Environmental Assessment (Scotland) Act 2005, the SEA screening report was sent out to three Consultation Authorities, Scottish Environment Protection Agency, Scottish Natural Heritage and Historic Scotland. All three bodies agreed with the Environmental Health Section's conclusion that a full SEA report is not required for this particular strategy.

10. Strategic Assessment

- 10.1** The recommendations contained within the report support the Council's strategic priorities of; improving economic growth and employability, improving local housing and environmentally sustainable infrastructure and improving the well-being of communities and protecting the welfare of vulnerable people.

Angela Wilson,
Director of Corporate Services
Date:

Person to Contact: Sarah Hamill
Contaminated Land Officer
Environmental Health, Rosebery Place, Clydebank
Tel: 01389 738550
Email: sarah.hamill@west-dunbarton.gov.uk

Appendices: Appendix 1. Contaminated Land Strategy (2014 -2017)

Background Papers:
SEA Screening Report
SEA Consultative Authorities Responses
EIA Screening Assessment
Environmental Assessment (Scotland) Act 2005

Wards Affected: All Council Wards

ENVIRONMENTAL HEALTH, REGULATORY SERVICES

CONTAMINATED LAND STRATEGY 2014-2017



FOREWORD

Contaminated land is a part of the legacy of West Dunbartonshire's long industrial past, as a centre for shipbuilding and the manufacturing of products that were sold all over the world.

But now, at the beginning of the 21st Century the Council needs a strategy to deal with these former industrial sites and bring them back into productive use. Contaminated land impinges on all areas of the Council's business. It affects property transactions, marketing property, planning and building control and even maintenance and works contracts across West Dunbartonshire. To be effective the strategy must encompass all of these areas and provide a clear framework within which all departments must operate.

Statutory guidance requires the Council to keep its strategy under periodic review and in this regard the strategy shall be reviewed every three years.

This inspection strategy should ensure that West Dunbartonshire Council is taking a systematic approach to assessing and prioritising its land and in doing so using its resources to their maximum potential.

This strategy also contributes to the Council wider objectives of 'improving the wellbeing of communities and protecting the welfare of vulnerable people, improving economic growth and employability and improving local housing and environmentally sustainable infrastructure'.

Patrick McGlinchey

Convenor,

Infrastructure, Regeneration and Economic Development Committee

CHAPTER 1	INTRODUCTION AND OVERVIEW	5
1.1	Background	6
1.2	West Dunbartonshire Council Strategic Aims.....	6
1.3	Objectives	8
CHAPTER 2	REGULATORY CONTEXT	9
2.1	Regulatory context	10
2.2	General Policy of West Dunbartonshire Council.....	13
2.3	Interaction with other Regimes	13
2.4	Strategy Development.....	15
CHAPTER 3	CHARACTERISTICS OF WEST DUNBARTONSHIRE	16
3.1	General Location And Brief History	17
3.2	Geography and Population.....	17
3.3	Specific Local Features	18
3.4	Redevelopment History	18
3.5	Council owned land	18
3.6	Key property types	19
3.7	Aquifers and the Water Environment.....	19
3.8	Geology of West Dunbartonshire	19
CHAPTER 4	PROCESS OF PRIORITISATION	21
4.1	Prioritisation system	22
4.2	Site Identification	22
4.3	Site Inspections	23
CHAPTER 5	STRATEGY IMPLEMENTATION: PROGRESS AND TARGETS	24
5.1	Main Priorities	25
5.2	Review of Progress	25
5.3	Targets	25
CHAPTER 6	PROCEDURES.....	27
6.1	Internal Management Arrangements.....	28
6.2	Local Authority Interests in Land	28
6.3	Decision Making	28
CHAPTER 7	GENERAL LIAISON AND COMMUNICATION STRATEGIES.....	30
7.1	Consultation	31

7.2	Liaison with owners/occupiers and other interested parties	31
CHAPTER 8	INSPECTION PROGRAMME	32
8.1	Desk top survey and Initial Prioritisation.....	33
8.2	Walkovers	33
8.3	Intrusive Investigation.....	33
8.4	Determination of contaminated land.....	33
8.5	Health and Safety Procedures	34
8.6	Liaison with Local Community.....	35
8.7	Urgent Sites	35
CHAPTER 9	REVIEW MECHANISMS	36
9.1	Requirement to review	37
9.2	Triggers for review.....	37
9.3	Action taken following review	37
CHAPTER 10	INFORMATION MANAGEMENT.....	38
10.1	General Principles	39
10.2	Confidentiality/Freedom of Information.....	39
10.3	Record Keeping.....	39
10.4	Public Register	40
APPENDIX 1 - GLOSSARY OF TERMS	41
APPENDIX 2 - SITE INVESTIGATION PROCESS, HUMAN HEALTH	44
APPENDIX 3 - DECISION TREE FOR POTENTIAL PART IIA SITES.....	45
APPENDIX 4 - LIST OF STATUTORY BODIES.....	46



CHAPTER 1

INTRODUCTION AND OVERVIEW



1.1 Background

Industrial change and demographic shift during the 20th century resulted in the need for large-scale re-organisation of our towns and cities. Industries moved out or disappeared altogether leaving large 'Brownfield' gaps in our urban landscape. At the same time, changes in heating methods and the advent of the consumer society also had a significant effect on the type and volume of refuse necessary to landfill. Inevitably, these changes have left behind a legacy of contaminated land, which in some cases is harmful.

1.1.1 Overview of context

In June 1995, new legislation to deal with contaminated land was first published in the form of section 57 of the Environment Act which amended the Environmental Protection Act 1990 by insertion of a new Part IIA. The new statutory provisions came into force in April 2000. Since then, much guidance has been introduced including, in 2006, a revised version of the statutory guidance, Environmental Protection Act 1990: Part 2A Contaminated Land Statutory Guidance Edition 2 (Scottish Executive, May 2006).

This strategy details how West Dunbartonshire Council will undertake its regulatory duty to identify contaminated land under Section 78B of the Environmental Protection Act 1990 and by publishing the strategy is acting in accordance with the Contaminated Land Statutory Guidance.

Under the regime, the Council has two specific duties: firstly, to undertake an assessment of its area for contaminated land through a strategic approach and secondly, where contaminated land posing an unacceptable risk to health or the environment is identified, to ensure the contamination is remediated to reduce that risk to an acceptable level.

1.2 West Dunbartonshire Council Strategic Aims

West Dunbartonshire Council's vision is 'A prosperous West Dunbartonshire recognised as a dynamic area within a successful Scotland'. The Council's strategic plan focusses on addressing the major challenges facing the area these have been identified as:

- Improve economic growth and employability
- Improve life chances for children and young people
- Improve care for and promote independence with older people
- Improve local housing and environmentally sustainable infrastructure
- Improve the wellbeing of communities and protect the welfare of vulnerable people

A performance management framework has been developed by the Council to focus services and resources in tackling these issues. There is a strong emphasis on partnership working both across services internally and in partnership with external agencies. West

Dunbartonshire Council strategic aims are set out in Strategic Plan 2012-17 and the Single Outcome Agreement 2014-17.

Alongside this Contaminated Land Strategy the Council also has the 2012 Sustainable Development Strategy (being reviewed) and the 2012 Climate Change Strategy all of which aim to create sustainable environments which will be key to ensuring the lasting economic viability of West Dunbartonshire.

1.2.1 Specific Aims of this Strategy

Contaminated land is an archetypal example of society's failure in the past to move towards sustainable development. West Dunbartonshire Council is committed to sustainable development through the use and enforcement of the contaminated land regime.

Annex 1 of the statutory guidance, A Statement of Scottish Executive Policy, states that:

“Land which is contaminated hinders the pursuit of sustainable development by:

- ***impeding social progress, depriving local people of a clean and healthy environment;***
- ***threatening wider damage to the environment and to wildlife;***
- ***inhibiting the prudent use of our land and soil resources, particularly by obstructing the recycling of previously developed land and increasing development pressures in greenfield areas; and***
- ***placing a higher burden on individual companies, home and other landowners, and the economy as a whole, in terms of the cost of remediation.”***

Since the introduction of the contaminated land regime in the summer of 2000, the primary aim of the strategy has been to ensure compliance with Part IIA of the Environmental Protection Act 1990, inserted by section 57 of the Environment Act 1995.

Additional aims in implementing this legislation are:

- To identify and remove unacceptable risks to human health and the environment;
- To seek to bring damaged land back into beneficial use; and
- To seek to ensure that the cost burdens faced by individuals, companies and society as a whole are proportionate, manageable and economically sustainable.
- To ensure that land contamination issues across the authority are dealt with appropriately and efficiently.

1.3 Objectives

The objectives associated with meeting the aims of the strategy are:

- To ensure compliance with and enforcement of statute.
- To ensure that where redevelopment of sites take place the process deals effectively with any land contamination.
- To ensure that procedures are in place for the open provision of information to the public, developers/property surveyors etc.
- To encourage market confidence in the redevelopment of brownfield sites and thus promote the recycling of brownfield sites rather than greenfield sites.
- To address the liability issues associated with the Council's existing land holdings and avoid any new liability associated with land acquisitions.

In order to achieve these we need to undertake the following

- Identify all potentially contaminated sites based on former land use
- Prioritise the investigation of all sites identified
- Undertake detailed investigations of all potentially contaminated sites, including intrusive investigation where necessary
- Make information freely available to all relevant departments and sections within the council, to ensure that contaminated land is considered where appropriate in policy making and in economic development
- Liaise with the Forward Planning and Estates sections of the Council to ensure that derelict sites earmarked for redevelopment are suitable for any proposed future use.
- Liaise with Development Control to ensure that all brownfield sites being redeveloped are suitable for the proposed end use
- Liaise with site owners when potential pollutant linkages are identified
- Seek voluntary remediation of contaminated land
- Formally identify sites as contaminated land where no agreement can be reached with owners/responsible persons regarding remediation.



CHAPTER 2

REGULATORY CONTEXT



2.1 Regulatory context

This document has been produced to comply with the requirements of Part IIA of the Environmental Protection Act 1990. A glossary of terms used in this document can be found in Appendix 1.

Part IIA of the Environmental Protection Act 1990 introduced a requirement that

“Every local authority shall cause its area to be inspected from time to time for the purpose of:

(a) identifying contaminated land; and

(b) enabling the authority to decide whether any such land is land which is required to be designated as a special site.”

The regime adopts a risk based “suitable for use” approach to remediation, and applies the “polluter pays” principle to apportionment of liability.

The “appropriate person” to bear responsibility for the remediation will normally be the person who caused or knowingly permitted the contamination. If such a person cannot be found or no longer exists, liability passes to whoever currently owns or occupies the land. In circumstances where no appropriate person can be found, the local authority is required to bear the cost of remediation.

The primary regulatory role under Part IIA rests with Scottish Local Authorities.

Within West Dunbartonshire the Environmental Health Section of the Department of Corporate Services take the lead role, with assistance from other sections and Departments.

The statutory guidance requires local authorities to take a strategic approach to inspecting their areas and to describe and publish this in a written strategy.

Each local authority is required to:

- Inspect its area to identify contaminated land (see Chapter 8: Inspection Programme)
- Determine whether any particular site is contaminated land
- Act as enforcing authority for all contaminated land which is not designated as a “special site” as defined in the Contaminated Land (Scotland) Regulations 2005 (in which case SEPA is the enforcing authority).

On identifying land as contaminated land, the main tasks of the authority will be to:

- Establish who is responsible for the remediation of land;

- Decide, following consultation, what remediation is required in any case and to ensure that such remediation takes place;
- Determine who should bear liability for meeting the costs of any remediation work carried out;
- Record prescribed information on a public register.

The Scottish Environment Protection Agency (SEPA) has four principal roles in terms of this legislation:

- Provide information to local authorities on request relating to the identification and designation of special sites;
- Issue site specific advice to local authorities;
- Act as the enforcing authority for any land designated as a special site;
- Publish periodic reports on the state of contaminated land.

2.1.1 Definition of Contaminated Land

Section 78A(2) defines contaminated land as:

Any land which appears to the Local Authority in whose area it is situated to be in such a condition, by reason of substances in, on or under the land, that

- *Significant harm is being caused or there is a significant possibility of such harm being caused or,*
- *Significant pollution of the water environment is being caused or there is a significant possibility of such pollution being caused.*

Therefore while land may contain pollutants, unless it presents a significant risk to an identified receptor, action is not required by the local authority.

2.1.2 Principles of Pollutant Linkages

For a site to meet the definition of contaminated land, a pollutant linkage must be established. A pollutant linkage consists of three parts:

- A source of contamination, in on or under the ground;
- A pathway by which the contamination may reach a receptor;
- A receptor of a type specified in the statutory guidance.

A contaminant is a substance which is in, on or under the land and which has the potential to cause harm or to cause pollution of the water environment.

A **pathway** is one or more routes, or means by, or through, which a receptor:

- i) is being exposed to or affected by, a contaminant, or

ii) could be so exposed or affected

A pathway can only be identified if it is capable of exposing an identified receptor to an identified contaminant.

All the **receptors** which must be considered are listed in table A of the Scottish Executive statutory guidance, Paper SE/2006/44



SOURCE



RECEPTOR

If there is no **pathway** identified to link a **source** of contamination with a **receptor** then land will not be designated as contaminated, i.e. all three elements of the pollutant linkage must be present.

On identifying a pollutant linkage the authority must then establish whether this is to be considered significant as land can only be formally designated contaminated where such a linkage exists, or is likely to exist on the balance of probabilities.

2.1.3 Principles of risk assessment

Local authorities are required to take a risk based approach to the identification of contaminated land, having particular regard to the magnitude or consequences of the different types of significant harm caused or likely to be caused. To this end the following factors must be taken into account:

- The nature and degree of harm;
- The susceptibility of the receptors to which the harm might be caused; and
- The timescale within which the harm might occur.

Site specific risk assessments will therefore be required to determine the need for remediation. In taking a risk based approach, all potentially sensitive receptors have the potential to be protected without wasting resources remediating sites which do not present a significant risk.

2.1.4 Requirements for strategic approach

The statutory guidance requires local authorities to take a strategic approach to inspecting their areas and to describe and publish this in a written strategy. This approach is required to:

- be rational, ordered and efficient;

- be proportionate to the seriousness of any actual or potential risk;
- seek to ensure that the most pressing and serious problems are located first;
- ensure that resources are concentrated on investigating in areas where the authority is most likely to identify contaminated land; and
- ensure that the local authority efficiently identifies requirements for the detailed inspection of particular areas of land.

2.2 General Policy of West Dunbartonshire Council

West Dunbartonshire Council recognises that it performs a primary function in protecting the public, the environment, consumers and workers. By carrying out enforcement functions in an equitable, practical and consistent manner, it can help to encourage a thriving national and local economy. In developing a strategic approach to contaminated land, principles of openness, helpfulness, proportionality and consistency can be adhered to.

2.3 Interaction with other Regimes

Consultation with other bodies is essential to ensure the regime for contaminated land is implemented successfully and in a manner which is consistent with other statutory regimes, such as Planning, Pollution Prevention and Control (PPC), Integrated Pollution Prevention and Control (IPPC), Waste Management Licensing, etc.

2.3.1 Planning

The Planning Development Control Section of Housing, Environmental and Economic Development determines planning applications for the development of land. Any land which may contain contaminated materials is referred to environmental health prior to any development starting and with reference to Planning Advice Note 33 (PAN 33) (revised October 2000) these issues are addressed.

The Forward Planning and Regeneration Section produces Local Plans for the entire Council area. Amongst other things, these allocate areas for different land uses such as greenbelt, industrial and residential. When considering potentially contaminated land, the current version of the local plan is referred to.

The single outcome agreement of 2009-2011 states that 85% of housing was developed on brownfield sites.

Where land is to be redeveloped, it will always be more appropriate to deal with contamination issues through the planning regime than through the contaminated land regime. Part IIA can only consider land in terms of its current use, whereas the Planning Regime can ensure that land is suitable for a specific proposed end use. It is worth noting that where land remains undeveloped it may not ever be classed as Part IIA land if no significant pollutant linkage can be identified.

2.3.2 Pollution Prevention and Control (PPC)

The [Pollution Prevention and Control \(Scotland\) Regulations 2012 \(PPC 2012\)](#) came into force on 7 January 2013. The PPC 2012 regulations implement the requirements of the [Industrial Emissions Directive \(IED\)](#) as well as consolidating the Pollution Prevention and Control (Scotland) Regulations 2000 (PPC 2000) which had been amended 25 times. PPC deals with emissions from prescribed processes and is regulated by SEPA in terms of section 27 of the Environmental Protection Act 1990. The PPC regime can only require remediation of contamination where it has resulted from the operation under PPC. Where this legislation is applicable, it will take precedence over any powers of a local authority in terms of Part IIA and the contaminated land regime.

2.3.3 Waste Management Licensing

Waste management licences are the responsibility of SEPA. In any situation where contamination is a result of the activities relating to a waste management licence, Part IIA does not apply. Only when contamination is the result of activities not covered by the licence issued by SEPA could Part IIA apply.

2.3.4 Controlled Activities (Scotland) Regulations (CAR) 2011

These regulations enable SEPA to control activities which may have an impact on the water environment and on the interests of other users of the water environment. It introduces a risk based framework of controls such as general binding rules, registration and licences.

2.3.5 Environmental Liability (Scotland) Regulations 2009

These regulations oblige operators of certain activities to take preventative measures where there is an imminent threat of environmental damage, and to remediate any environmental damage caused by their activities. Under these regulations SEPA is the competent authority for land damage and water damage. Similar to Part IIA the regulations only apply to significant environmental damage or an imminent threat of significant environmental damage.

These regulations acknowledge existing regimes and circumstances and to avoid any confusion Part IIA is more likely to apply when the events or incidents took place before the date on which these Regulations came into force or when the damage arises from activities that ceased before that date.

2.3.6 Food Standards Agency

The Food Standards Agency has a specific remit to protect food safety from “plough to plate”. They therefore have a specific interest in the contaminated land regime to ensure that all agricultural land is free from contamination and fit for purpose. They will therefore be consulted with respect to any agricultural land, which may potentially be contaminated.

2.3.7 Health and Safety

The Health and Safety at Work etc Act 1974 and the Construction (Design and Management) Regulations 1994 aim to protect the public and employees from risks at business and other premises. Where such risks result from land contamination, this authority will liaise with the Health and Safety Executive to ensure the most appropriate legislation is used to deal with the issue.

2.4 Strategy Development

The strategy is published on the Council website and copies placed in all main council offices.

While the Executive Director of Corporate Services has overall responsibility for the production of the inspection strategy, the Environmental Health Section is responsible for ensuring it is updated and relevant.



CHAPTER 3

CHARACTERISTICS OF WEST DUNBARTONSHIRE



3.1 General Location And Brief History



West Dunbartonshire Council comprises two main areas:

Clydebank, situated on the north of the River Clyde. Once an industrial manufacturing giant, with output levels that were literally second to none at their peak, Clydebank bore the full brunt of the decline of traditional industries, in particular shipbuilding and associated industries. Potentially contaminative land uses are therefore likely to be concentrated along the north bank of the River Clyde where shipbuilding was concentrated and at other main centres of industry.

Dumbarton and the Vale of Leven. This area extends along the River Leven to Loch Lomond. Industries along the banks of the Leven have been related to engineering and textiles. A loss of traditional industries from this area and the physical isolation of certain locations have led to severe economic decline. Again potentially contaminative land uses have been based around the riverbanks.

In both areas the economic decline has eased off but is still a continuing problem.

3.2 Geography and Population

3.2.1 The Environment

The dominant landscape type is rugged moorland, alongside rolling farmlands and moorland hills and ridges. West Dunbartonshire is widely recognised as containing some of the finest lowland countryside in Scotland. Although West Dunbartonshire is not a particularly agricultural area, a high proportion of the area is classified as open countryside. By contrast, the level of urban development is significantly higher than the

Scottish average. The area has the highest proportion of fresh water in Scotland, much of it very high quality. This includes Loch Lomond. The area also boasts the second highest proportion of mixed leafed woodland in Scotland, and replanting runs at several times the rate of any trees felled. In 2002 Loch Lomond and the Trossachs was designated Scotland's first National Park.

The 2nd smallest Scottish Council in terms of land area, West Dunbartonshire covers 159 sq km. With a population of 90,360 West Dunbartonshire is the 10th smallest local authority area in terms of population. There are 41,558 households across the Local Authority. More than half the population live in Clydebank, giving it a population density level similar to large cities. Other areas are less dense with a greater rural base. Forecasts show a fall in total population over the next 25 years, with a moderate increase in the percentage of older people. .

The Council area is located in the Leven and Clyde valleys and most of the built up areas are located on the lower lying ground.

3.3 Specific Local Features

Information relating to the heritage of West Dunbartonshire has been obtained via the planning section from Scottish Natural Heritage and Historic Scotland. When inspecting the area for contaminated land, this information was taken into account, particularly as potential receptors and added into the prioritisation scoring system.

In addition to this, consultation with SEPA determined what information the Agency could provide with respect to West Dunbartonshire Council which was also taken into account when prioritising sites for inspection.

3.4 Redevelopment History

Several residential developments have been built recently on brownfield sites and the authority is keen to continue this trend of remediating and redeveloping derelict sites. The Development Control section of Housing, Environmental and Economic Development exercises control over most new developments through the planning process and within a planning policy framework. The developer of any site with a past industrial use is required to produce a site investigation report and remediation proposals where appropriate in accordance with the recommendations of Planning Advice Note 33.

3.5 Council owned land

The councils' asset register lists all property and the majority of land owned by the authority. This authority does have substantial land holdings and input will be required by the various departments with land portfolios when considering the requirements of this legislation.

3.6 Key property types

Scheduled ancient monuments, listed buildings, conservation areas are all listed within the GIS. These were considered during the prioritisation of sites within the local authority area.

3.7 Aquifers and the Water Environment

Loch Lomond is a major source of drinking water to over 145 000 people in Greater Glasgow. The southern shores of the loch are within the Council's boundaries. The River Leven and part of the north bank of the River Clyde are also contained within the district. Generally speaking, the water quality as reported by SEPA is very good. However industrial activity over the past century has led to contaminated materials being deposited on the banks of the rivers and advice was sought from SEPA with regard to water quality of the water environment within West Dunbartonshire. This information was included in the prioritisation scoring system.

Groundwater is not a significant source of drinking water within the authority. A recent survey of private water supplies undertaken by the Environmental Health Section has confirmed that most private supplies originate from surface springs and only one property is known to be supplied by a shallow well. However in inspecting the area the effects of perched groundwaters in contaminated soils have also been considered.

3.8 Geology of West Dunbartonshire

3.8.1 Solid Geology

The northern Council area up to the southern banks of Loch Lomond is dominated by Lower Devonian siltstone and sandstone (Old Red Sandstone). Moving southeast from the ORS beds, Upper Devonian conglomerates and sandstones are followed in the succession by Carboniferous sandstones, siltstones, mudstones and limestones. These sedimentary rocks are frequently intruded by igneous dolerite dykes, also of the Carboniferous era. The geology between Dumbarton and Clydebank is dominated by various Carboniferous extrusive rocks, principally basalts of the Clyde Plateau Volcanic Formation. Volcanic plugs of this formation, such as Dumbarton Rock and Sheephill Quarry withstood the southward movement of the last glacial ice sheet. Towards the eastern boundary of West Dunbartonshire Council, marine limestones and mudstones dominate. Tectonically, most of the faults in the Council area are oriented NE-SW.

3.8.2 Drift Geology

The distribution of superficial deposits is variable. The Vale of Leven features glaciofluvial sand and gravel, undifferentiated alluvium and raised marine deposits, as well as made ground, particularly in the considerable area of reclaimed land at the river's estuary. Either side of the Vale, superficial geology is either absent (bedrock is at or near the surface) or dominated by till and undifferentiated drift (boulder clay), with occasional pockets of peat. Much of Dumbarton and Clydebank contains made ground at the junction of the Clyde.

Inland from Clydebank's shore, marine and glaciomarine deposits are encountered, with till and bedrock dominant further inland with infrequent patches of alluvium and peat.

3.8.3 Hydrogeology

SEPA's Groundwater Protection Policy classifies the Old Red Sandstone in the north of the Council area as a "highly permeable" aquifer. These are formations usually with a known or probable presence of significant fracturing. They may be highly productive and able to support large abstractions for public supply and other purposes.

Despite this, SEPA has little evidence of widespread abstraction from this unit in the Council area. This may be due to the limited presence of significant fracturing compared to other areas of Scotland (e.g. Vale of Strathmore). However, this formation may still be used by an unknown number of private abstractors for drinking water supply, farm use, and process water.

SEPA's Groundwater Protection Policy classifies the igneous rocks within the Council area as weakly permeable. These are formations of generally low permeability that do not widely contain groundwater in exploitable quantities. However, some formations can locally yield water supplies in sufficient quantities for private/domestic use.



CHAPTER 4

PROCESS OF PRIORITISATION



4.1 Prioritisation system

The contaminated land legislation was implemented in Scotland in July 2000, under Part IIA of the Environmental Protection Act 1990 (and Section 57 of the Environment Act 1995) and the Contaminated Land (Scotland) Regulations 2000.

The contaminated land regime is an essential element of this government's commitment towards sustainable development. West Dunbartonshire are committed to ensuring decisions made within this generation and in the future will not compromise the ability of future generations to enjoy and utilise the area and environment in the long term.

To enable officers within the Environmental Health section to determine which sites within West Dunbartonshire should be dealt with first, a prioritisation system was devised.

This model allocates a score to all sites taking account of the history of the site, the sensitivity of the receptor and the pathways by which the source contaminants could impact on the receptor. This then enables the identification of the top priority sites for further consideration. It should however be noted that the outputs of the model can and will change depending not only on changes to the inputs (e.g. change of use) but also on how the model is interrogated. It is therefore important to note that the outputs from the model are to assist in the decision making process and should not be seen as a fixed entity.

In addition to this, areas of greatest risk are determined prior to commencement of the inspection programme. Humans are regarded as the most important receptors followed by the water environment, ecological receptors such as SSSIs, and property.

4.2 Site Identification

The prioritisation adheres to the objectives of the statutory guidance and ensures that West Dunbartonshire Council's approach:

- Is rational, timeous and efficient
- Is proportionate to the actual or potential risk.
- Allows areas of most concern to be dealt with first.
- Enables areas of potentially contaminated land to be thoroughly investigated.
- Results in full traceability of the decision making process for each site considered.

Through the use of a geographic information system (GIS), the initial stage of site identification referred to digitised historic maps and historic land use data in order to identify sites where historically heavy industry was present. This then enabled the Environmental Health section to compile a database of potentially contaminated sites which were then subject to prioritisation

Over the years, some gaps have been identified so it is recommended that a review of all the historic maps is undertaken to ensure that all potentially contaminated sites are included in the database and subject to prioritisation.

4.3 Site Inspections

Initially desk-top based prioritisation is carried out. Officers within the Environmental Health Section have carried out walkover site investigations, and will continue to carry out such walkovers to further refine the initial prioritisation. Where deemed necessary, an intrusive site investigation is commissioned to obtain further information relating to any pollutant linkage on a site under consideration.



CHAPTER 5

STRATEGY IMPLEMENTATION: PROGRESS AND TARGETS



5.1 Main Priorities

The main priorities of West Dunbartonshire Council in respect of Part IIA of the Environmental Protection Act 1990 are:

- To identify contaminated land in a strategic manner, as outlined in this document.
- To deal with urgent sites as they come to the attention of the authority.
- To identify all contaminated sites within the local authority area.
- To ensure breakage of pollutant linkages for any contaminated sites identified

5.2 Review of Progress

Considerable progress has been made since the publication of our first contaminated land strategy in 2001. In the early stages the focus was on gathering information on all potentially contaminated sites within the local authority and entering this information into the councils GIS based prioritisation model.

To date 409 potentially contaminated sites (approx 1000 hectares) have been identified within West Dunbartonshire and entered into the council's GIS based prioritisation model. The table below provides a summary of the sites that have been investigated under the Part IIA regime therefore excluding sites dealt with under the planning regime or dealt with on a voluntary basis.

	Total	Proceed to next level	Ongoing	No further action
Walkovers	103 (393ha)	61	8	34
Site Investigation and Assessment	14 (60ha)	4	2	8
Part IIA Designated	2 (18ha)			
Remediation	4 (24ha)			
Remediation Statement	1 (6ha) pending			

5.3 Targets

5.3.1 Site Walkovers

As is shown in the table above, 103 walkovers have been undertaken with over 60 requiring to be considered further. With this in mind and to avoid a backlog of sites for further works it has been agreed that when time permits that sites with a low priority score should be visited to establish whether they can be recorded to require no further action.

5.3.2 Site Investigations

The current economic climate has meant that West Dunbartonshire Council are now unable to deal with contaminated land issues on a proactive basis. However, there may be circumstances in which it is considered appropriate for us to investigate areas of land, for example:

- Introduction of new receptors, for example, where a new protected ecosystem is designated, or there are unauthorised users of a site which would otherwise not have a sensitive receptor
- Identification of localised health effects which appear to relate to a particular area of land
- Receipt of information from statutory bodies or other interested parties, which reveals that land requires to be inspected
- Change in land use

On these occasions and if deemed necessary we will request that funds are allocated in order that we can instruct works to investigate the issues and establish whether a significant pollutant linkage exists or not.

It is important to note that considerable time is required to assess information relating to any site and to instruct and review an intrusive site investigation. Even more time is required if a significant pollutant linkage is established and the site is formally identified as contaminated land. West Dunbartonshire Council have however signed up to the new Scotland Excel framework which provides a common approach to the procurement of engineering and technical consultancy services which should therefore simplify the procurement of consultants for intrusive works.

5.3.3 Remediation of sites

West Dunbartonshire Council continues to actively seek remediation of sites via the planning regime when development of a potentially contaminated site is proposed. The Council is also committed to securing voluntary remediation of sites wherever possible and so undertakes full liaison with site owners during all stages of investigation. Given the high costs of remediation, it is not anticipated that the Council will undertake any site remediation unless additional funding is made available.



CHAPTER 6

PROCEDURES



6.1 Internal Management Arrangements

Procedures are required to describe how contaminated land issues have been managed and will continue to be managed within the authority.

Within the Directorate of Corporate Services the Environmental Health Section has responsibility for compiling and updating West Dunbartonshire Council's strategy with respect to contaminated land and for implementing the requirements of Part IIA. The Section Head, Environmental Health, facilitates the smooth running of the regime through allocation of resources and liaison with elected members and other Heads of Service.

Inspection and identification of contaminated land is the responsibility of the Public Health and Pollution Team within the Environmental Health Section, under the supervision of the Team Leader.

6.2 Local Authority Interests in Land

As discussed, the authority has significant land holdings. Two sites within West Dunbartonshire have been designated as contaminated land under Part IIA. The first site was designated in July 2003, of which the central section is also designated as a special site. WDC and SEPA are currently working together to remediate this with the site owner. The second site was designated in July 2004, which was land under the ownership of WDC. This site has been redeveloped with remediation measures in place. At the moment there are no future plans for site designation, however WDC continually review their contaminated land prioritisation list.

West Dunbartonshire Council strives to be an exemplary organisation and is committed to dealing promptly with any land for which it has a legal obligation in terms of this legislation.

Where this authority is the appropriate person, notice will be given to the appropriate Director, to take any action deemed necessary and where considered appropriate to oversee the remediation of the land in question.

6.3 Decision Making

6.3.1 Process framework for Part IIA decision making

Contaminated Land Report 11, Model Procedures for the Management of Land Contamination (Defra 2004) presents a technical approach designed to be applicable to a range of regulatory and non-regulatory contexts, including regulatory intervention under Part IIA of the Environmental Protection Act 1990. This document is intended to improve procedural understanding of a risk based approach to land contamination and provide a consistent approach to decision making.

The document has been used as the basis for devising a decision tree for potential Part IIA sites (Appendix 3). This has been devised to formalise outputs from the decision making

process. It requires a written report to be prepared for each stage in the decision making process, ensuring a record is kept of decisions made and how decisions were reached.

While the technical detail and criteria will depend on the circumstances of the site being considered, this system puts a clear focus on the decision making process. The conceptual model is referred to throughout the decision making process, and is constantly refined as new information becomes available.

This system will allow for ready identification of uncertainties, which can be addressed as part of the process. As the uncertainties are reduced, the conceptual model is refined and the amendments recorded.

The key output from this is a decision record for each stage in the process. This will enable the authority to demonstrate that a robust process has been followed in arriving at a decision on any potentially contaminated site.

6.3.2 Decision to Identify Part IIA contaminated land

When a significant pollutant linkage has been established and there is no indication that the owners or appropriate persons intend to remediate the site, a report will be prepared for the Corporate Services Committee. This report will state the reasons by which the site has been identified as contaminated and recommend that members ratify the decision to declare the site as Part IIA contaminated land.



CHAPTER 7

GENERAL LIAISON AND COMMUNICATION STRATEGIES



7.1 Consultation

The first point of contact within West Dunbartonshire Council for contaminated land is the Public Health and Pollution Team of the Environmental Health Section. Contact details for the team can be found below:

West Dunbartonshire Council
Rosebery Place
Clydebank
G81 1TG
Tel: 01389 738290

e-mail: environmental.health@west-dunbarton.gov.uk

<http://www.west-dunbarton.gov.uk/business/environmental-health/pollution/contaminated-land/>

Effective communication links are also required between this authority and other statutory bodies, i.e. neighbouring authorities, Scottish Environment Protection Agency (SEPA), Scottish Natural Heritage (SNH), Historic Scotland and the Scottish Government. In accordance with the statutory guidance all these parties and more were consulted during the development of our original strategy and have been informed of our revised strategy with copies of this edition being made available on request. A list of all informed parties is provided in Appendix 4.

7.2 Liaison with owners/occupiers and other interested parties

A copy of the strategy has been posted on the council's web site with paper copies available at main council offices. In addition, any organisation requesting to view this authority's strategy will be directed to the Council website.

A Guidance for Developers booklet has also been produced in conjunction with neighbouring councils that highlights our expectations for a contaminated land report and demonstrates a consistent approach across the authorities. This booklet is available for download from the departments web page. In addition to this West Dunbartonshire Council make use of the checklists in this booklet to highlight areas within a report that are considered to be substandard. Failure to meet all the initial checks will result in the report being returned prior to it being subject to detailed review.

Letters are issued to all owners/occupiers of sites the Council is seeking to gain information about or access to for the purposes of a site inspection or investigation. Letters will state the reasons the Council is seeking information on/access to/permission to intrusively investigate the site, and outline in non-specialist terms why the land is potentially contaminated.

Throughout the duration of a project, regular contact with the site owner/occupier and any other interested party will be made by way of telephone/email/letter to ensure that they are kept well informed of progress. Where the works involve a number of different parties it may be that either a newsletter or public meeting would be considered more appropriate.



CHAPTER 8

INSPECTION PROGRAMME



8.1 Desk top survey and Initial Prioritisation

The desktop survey and initial prioritisation entailed compiling all the information available to the authority on land within the council boundaries. All sites were then allocated a score which took account of the sensitivity of the receptor, the significance of the source and the pathways by which the source contaminants could impact on the receptor.

The overall site score is used to subdivide the sites into four priority categories, with the top priority sites featuring high scores.

8.2 Walkovers

Environmental Health Officers, an Environmental Health Assistant and a Contaminated Land Officer engage in initial walkover site surveys. During investigation of an area of land, this authority liaises with all appropriate persons and public bodies. Forms for liaison with respect to particular areas of land were produced in consultation with neighbouring local authorities and these are used. Furthermore, letters are issued to landowners when access to privately owned land is required for the purposes of a walkover.

8.3 Intrusive Investigation

West Dunbartonshire Council have adopted a new national framework for the provision of engineering and technical consultancy services. If intrusive site investigations are deemed necessary then a consultant will be selected by way of a mini competition between consultants included in Lot 6 of the Scotland Excel Framework. All returns will then be assessed against a rigorous tender evaluation procedure where all parties are expected to demonstrate a thorough understanding of British Standard 10175, Investigation of potentially contaminated sites, Code of practice; Part IIA and the Scottish Government statutory guidance.

Such investigations are required where a pollutant linkage is suspected, but further evidence is required to prove that one exists, in the absence of sufficient information in Environmental Health's records to make a judgement.

Decisions of this nature are confirmed at a senior management level as there are significant financial implications to the council.

8.4 Determination of contaminated land

If a significant pollutant linkage on any piece of land is identified, a determination is made by the authority that such land is contaminated. For each piece of land determined as being contaminated land, the local authority needs to establish:

- The owner of the land
- Any persons in occupation of all or part of the land

- Any persons who appear to be an appropriate person to bear responsibility for any remediation action which might be necessary.

These matters are reconsidered as further information becomes available. This may entail serving identification notices on a group of appropriate persons. In any case, this authority acts on the basis of the best available information at any particular time.

Where the local authority is of the opinion that land is contaminated, a written record of determination is made.

A copy of the record of identification is sent to the owner, occupier, any other appropriate person and SEPA for each site.

When a pollutant linkage has been established and there is no indication that the owners or appropriate persons intend to remediate the site, a report will be prepared for the Corporate Services Committee. This report will state the reasons by which the site has been identified as contaminated and recommend that the committee ratify the decision to declare the site as Part IIA contaminated land.

Following designation, West Dunbartonshire Council seeks to encourage voluntary remediation. A three month consultation period follows the issue of the record. This period is used to:

- confirm that the land should be determined as contaminated
- determine what should be achieved by remediation
- determine what remediation actions are required to achieve that remediation
- identify opportunities for agreed remediation
- resolve any disagreements relating to liability or any other issues.

Where voluntary remediation cannot be agreed, a remediation notice is served in the form detailed in the Contaminated Land (Scotland) Regulations 2005. Full details of grounds for appeal are attached to any notice served.

8.5 Health and Safety Procedures

All Council employees involved in site inspections need to comply with the requirements of West Dunbartonshire Council's health and safety policies and procedures. If detailed inspections are required or employees are required to be present during intrusive site investigations then a site specific risk assessment is carried out.

Where contractors are engaged by the authority to carry out intrusive site investigations, they are required to produce a working statement, which includes details of their health and safety arrangements and procedures.

8.6 Liaison with Local Community

Where an intrusive site investigation is required at a site that is particularly sensitive in terms of public perception, an information sheet will be prepared giving details of the purpose and extent of the works. This is made available to all interested parties (e.g. local residents, local businesses, community groups, landowners, politicians). If the investigation reveals an imminent risk of harm requiring immediate action, all owners and occupiers of neighbouring property are informed and if necessary a public meeting will be called.

8.7 Urgent Sites

Where it appears to the authority following investigation, or as a result of information received, that there is an imminent danger of serious harm or serious pollution of the water environment being caused as a result of a significant pollutant linkage, this authority will ensure that urgent remediation is carried out. In such an instance the three month interval between determination of land as contaminated and the serving of a remediation notice will not apply.



CHAPTER 9

REVIEW MECHANISMS



9.1 Requirement to review

This strategy has been prepared to fulfil the requirement to have a strategic approach to the identification of contaminated land. However as work progresses it will be necessary from time to time to review the strategy in order to ensure that the approach being taken is still appropriate to circumstances within the authority. There is a statutory requirement for all local authorities to review their inspection strategies from time to time.

This authority will produce an annual update and unless circumstances dictate otherwise it is proposed that the strategy will be reviewed every three years.

9.2 Triggers for review

The following situations may require a review to be implemented outwith this timeframe:

- Following significant changes in legislation, as was the case with the amendments to Part IIA in mid to late 2005
- With the establishment of significant case law
- The introduction of new guideline values or modelling techniques.

9.3 Action taken following review

Where a review has been carried out, the findings of the review will be reported to Committee. If necessary the strategy will be revised following review.



CHAPTER 10

INFORMATION MANAGEMENT



10.1 General Principles

All information relating to Contaminated Land is now stored on the Geographic Information System (GIS). The GIS system was utilised to identify potentially contaminated sites within the West Dunbartonshire Area. To date approximately 400 sites have been identified from studying historic maps and looking at historic land use for areas within West Dunbartonshire.

Once the sites were identified the next step was to prioritise the sites. A Methodology for Prioritisation was created using the Section's own scoring system which is unique to the West Dunbartonshire Area. The Site Assessment is carried out using an Access database.

10.2 Confidentiality/Freedom of Information

Advice was sought from the Legal Services section of the council in relation to this matter.

The Freedom of Information (Scotland) Act 2002 provides a right of access by members of the public to all types of "recorded" information held by Scottish public authorities. From 1 January 2005 any person who makes a request for information must be provided with it, unless that information is subject to one of the exemptions or limitations from duty to disclose information contained in the Act e.g. commercially sensitive information.

In order to make a request, the request for information must be in writing (or in another form with some permanency capable of being used for subsequent reference), state the applicant's name and correspondence address and describe the information requested.

The Local Authority must provide that information within 20 working days, provided it is not exempt information under the Act.

The Freedom of Information (Scotland) Act also introduces the Environmental Information (Scotland) Regulations (EIRS).

The Regulations allow individuals to make requests to a Local Authority for environmental information. All communications to a Local Authority for environmental information, *even if these are not in writing*, can potentially be a request for information under the EIRs.

10.3 Record Keeping

An inevitable outcome of any Part IIA investigation is that a large volume of paperwork will be generated. This will take the form of site investigation reports, correspondence, records of meetings and telephone conversations, etc. In order to keep track of all documentation a case file log will be created for each site being considered in terms of Part IIA.

In addition to this and to help to inform the ongoing prioritisation process it is important to keep a record of all changes that could affect the priority rating of a site. Over the

years, a number of other excel based databases and GIS layers have been created that require to be updated on a regular basis, a summary of which are detailed below:

10.3.1 Contaminated Land Files

All contaminated land reports (Part IIA, planning, voluntary) submitted to the Environmental Health department should be recorded on the department's GIS system. The site should be digitised and details recorded (Site name, address, date of report, information held etc). For quick reference, the project is also allocated a unique reference number. On receiving a new report the Contaminated Land Officer will record basic site information in order for it to be entered onto the system.

10.3.2 Planning Database

Environmental Health is a key consultee in the Development Management process and can therefore request that conditions are attached to any application on a site that we have identified as being potentially contaminated. Throughout the year we can provide comment on a large number of applications and to ensure that we remain aware of the status of these applications the information is recorded in an excel spreadsheet and site information is recorded on the department's GIS system. The Contaminated Land Officer is responsible for updating the databases and notifying the Team Leader of any issues that may be of concern throughout the planning process.

10.3.3 Information Requests - External

It is common practice for external parties to request information from Environmental Health on specific sites within the authority. The Contaminated Land Officer is responsible for keeping a record of all these requests and recording them on the department's GIS system.

10.3.4 Information Requests - Internal

Environmental Health also receive requests for information on other sites from other council departments. As with external requests, the Contaminated Land Officer is also responsible for keeping a record of all these requests and recording them on the department's GIS system.

10.4 Public Register

A public register for contaminated land is kept within the Environmental Health office. This register is available to the public as a paper copy. It should be noted that the requirement is only for a public register of sites which have been identified as contaminated.

APPENDIX 1 - GLOSSARY OF TERMS

Appropriate person: defined in section 78A(9) as:

“any person who is an appropriate person, determined in accordance with section 78F ..., to bear responsibility for any thing which is to be done by way of remediation in any particular case.”

Caused or knowingly permitted: test for establishing responsibility for remediation, under section 78F(2).

Water Environment: defined in section 78A(9) by reference to section 3 of the Water Environment and Water Services (Scotland) Act 2003; this embraces territorial and coastal waters, inland fresh waters and ground waters.

Owner: defined in section 78A(9), in relation to any land in Scotland, as:

“a person, (other than a creditor in a heritable security not in possession of the security subjects) for the time being entitled to receive, or who would, if the land were let, be entitled to receive, the rents of the land in connection with which the word is used and includes a trustee, factor, guardian or curator and in the case of public or municipal land includes the persons to whom the management of the land is entrusted”

Pathway: one or more routes or means by, or through, which a receptor:

(a) is being exposed to, or affected by, a contaminant, or

(b) could be so exposed or affected.

Pollutant linkage: the relationship between a contaminant, a pathway and a receptor.

Possibility of significant harm: a measure of the probability, or frequency, of the occurrence of circumstances which would lead to significant harm being caused.

Register: the public register maintained by the enforcing authority under section 78R of particulars relating to contaminated land.

Relevant information: information relating to the assessment of whether there is a significant possibility of significant harm being caused, which is:

(a) scientifically-based;

(b) authoritative;

- (c) relevant to the assessment of risks arising from the presence of contaminants in soil;
and
- (d) appropriate to the determination of whether any land is contaminated land for the purposes of Part IIA, in that the use of the information is consistent with providing a level of protection of risk in line with the qualitative criteria set out in Tables A and B of Chapter A of the Scottish Executive Statutory Guidance.

Remediation: defined in section 78A(7) as

“(a) the doing of anything for the purpose of assessing the condition of –

“(i) the contaminated land in question;

“(ii) the water environment affected by that land; or

“(iii) any land adjoining or adjacent to that land;

“(b) the doing of any works, the carrying out of any operations or the taking of any steps in relation to any such land or the water environment for the purpose –

“(i) of preventing or minimising, or remedying or mitigating the effects of any significant harm, or any significant pollution of the water environment, by reason of which the contaminated land is such land; or

“(ii) of restoring the land or water environment to its former state; or

“(c) the making of subsequent inspections from time to time for the purpose of keeping under review the condition of the land or the water environment.”

Remediation declaration: defined in section 78H(6). It is a document prepared and published by the enforcing authority recording remediation actions which it would have specified in a remediation notice, but which it is precluded from specifying by virtue of sections 78E(4) or (5), the reasons why it would have specified those actions and the grounds on which it is satisfied that it is precluded from specifying them in a notice.

Remediation notice: defined in section 78E(1) as a notice specifying what an appropriate person is to do by way of remediation and the periods within which he is required to do each of the things so specified.

Remediation statement: defined in section 78H(7). It is a statement prepared and published by the responsible person detailing the remediation actions which are being,

have been, or are expected to be, done as well as the periods within which these things are being done.

Significant harm: defined in section 78A(5). It means any harm which is determined to be significant in accordance with the statutory guidance in Chapter A (that is, it meets one of the descriptions of types of harm in the second column of Table A of that Chapter).

Significant pollutant: a pollutant which forms part of a significant pollutant linkage.

Significant pollutant linkage: a pollutant linkage which forms the basis for a determination that a piece of land is contaminated land.

Significant possibility of significant harm: a possibility of significant harm being caused which, by virtue of section 78A(5), is determined to be significant in accordance with the statutory guidance in table B.

Special site: defined by section 78A(3) as:

“any contaminated land –

“(a) which has been designated as such a site by virtue of section 78C(7) or 78D(6);
and

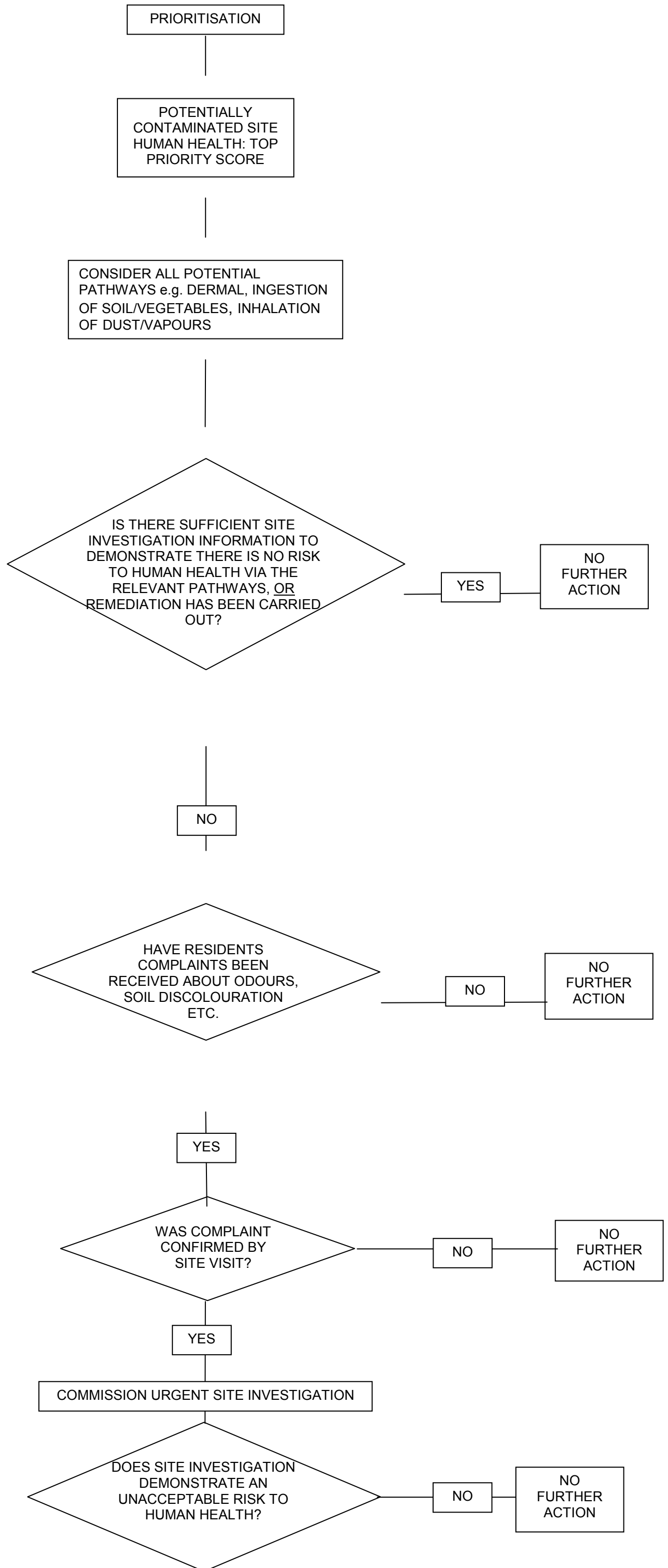
“(b) whose designation as such has not been terminated by the appropriate Agency under section 78Q(4)”.

The effect of the designation of any contaminated land as a special site is that the Scottish Environment Protection Agency (SEPA), rather than the local authority, becomes the enforcing authority for the land.

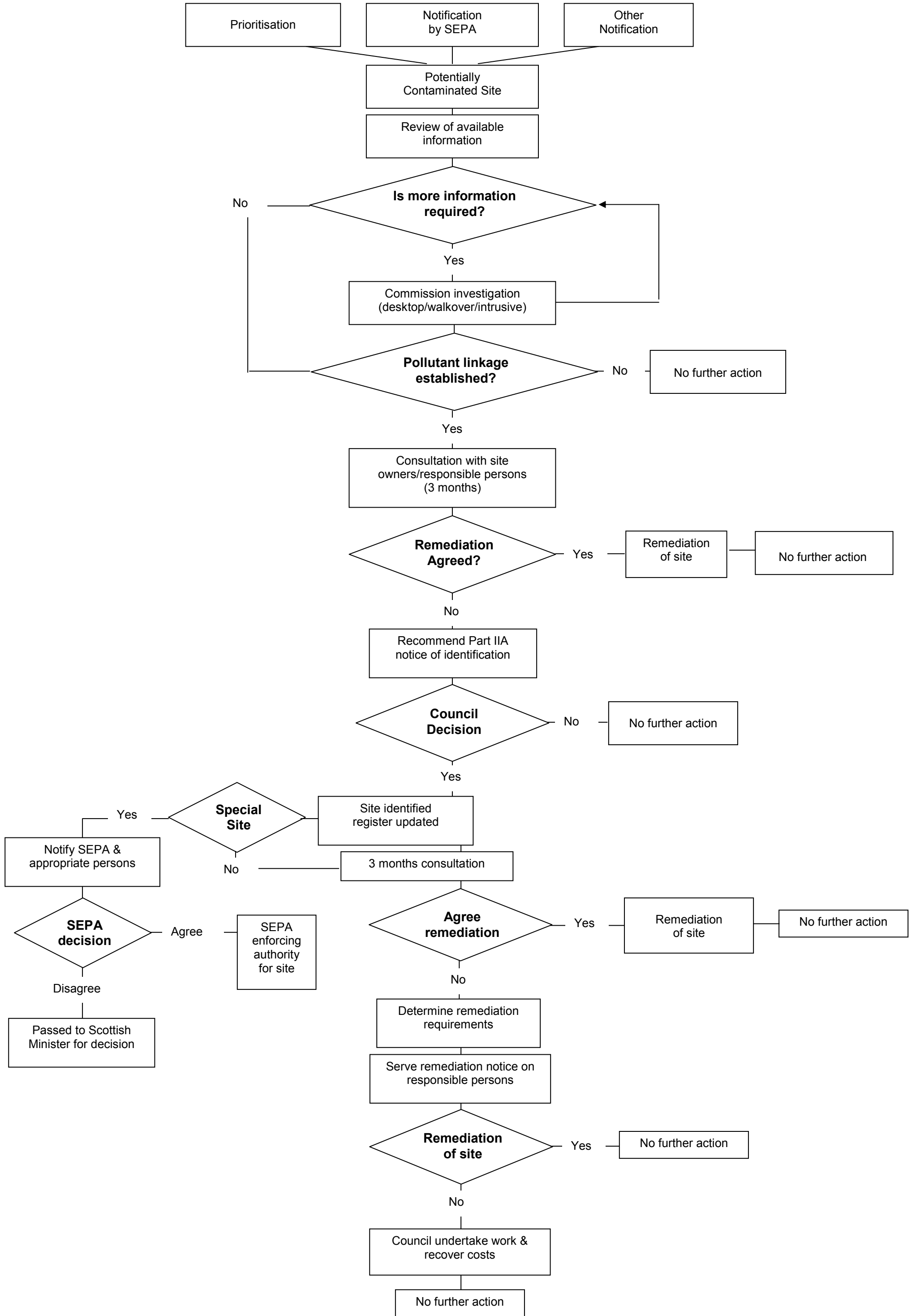
Substance: defined in section 78A(9) as:

“any natural or artificial substance, whether in solid or liquid form or in the form of a gas or vapour.

APPENDIX 2 - SITE INVESTIGATION PROCESS, HUMAN HEALTH



APPENDIX 3 - DECISION TREE FOR POTENTIAL PART IIA SITES



APPENDIX 4 - LIST OF STATUTORY BODIES

Argyll and Bute Council, Planning and Regulatory Services, Kilmory, Lochgilphead PA31 8RT

East Dunbartonshire Council, Southbank House, Strathkelvin Way, Kirkintilloch

Environmental Protection Unit, Scottish Executive, Victoria Quay, Edinburgh EH6 6QQ

Food Standards Agency, 6th Floor, St Magnus House, 25 Guild Street, Aberdeen AB11 6NJ

Friends of the Earth, Scotland, 72 Newhaven Road, Edinburgh EH6 5QG

Glasgow City Council, Geotechnical & Land Remediation Group, DRS, 229 George Street, Glasgow

Greater Glasgow & Clyde Health Board, Dalian House, 350 St Vincent Street, Glasgow G3 8YZ

Health & Safety Executive, 375 West George Street, Glasgow G2 4LW

Historic Scotland, Longmore House, Salisbury Place, Edinburgh EH9 1SH

Loch Lomond and Trossachs National Park, The Old Station, Balloch Road, Balloch G83 8SS

Renfrewshire Council, Environmental Services, South Building, Cotton Street, Paisley, PA1 1UG

Scottish Enterprise, Dunbartonshire, Spectrum House, Clydebank Business Park, Clydebank G81 2DR

Scottish Environment Protection Agency, Angus Smith Building, Maxim 6, Parklands Avenue, Eurocentral, Lanarkshire, ML1 4WQ

Scottish Natural Heritage, Caspian House, Clydebank Business Park, Clydebank G81 2NR

Stirling Council, Environmental Health Section, Municipal Buildings, 8/10 Corn Exchange Road, Stirling FK8 2HU

Scottish Water, Castle House, 6 Castle Drive, Carnegie Campus, Dunfermline, KY11 8GG

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Infrastructure and Regeneration

Infrastructure, Regeneration and Economic Development Committee: 18 June 2014

Subject: Alexandria, Mitchell Way Development Opportunity- Compulsory Purchase Order

1. Purpose

- 1.1** To seek agreement from Committee to the compulsory purchase of various interests in land from the Smollett Family Estate within and adjacent to the Mitchell Way development site in Alexandria town centre in order to allow the re-development of Alexandria town centre.

2. Recommendation

- 2.1** It is recommended that the Infrastructure, Regeneration and Economic Development Committee:

- (i) agree to the terms of the compulsory purchase of land within and adjacent to the Mitchell Way development site;
- (ii) agree a resolution, in accordance with paragraph 40 of Scottish Government Circular 6, 2001, authorising the making of a Compulsory Purchase Order (CPO) over the land identified in Appendix 1; and thereafter authorise the Executive Director of Infrastructure and Regeneration to conclude the acquisition of such land.
- (iii) agree to the allocation of existing funds from the Local Economic Development Budget within the General Services Capital Plan 2014/15 towards settlement of compensation, as detailed in Section 6 of this report.
- (iv) authorise the Head of Legal, Democratic and Regulatory Services to make such minor amendments to such order as he deems appropriate to meet the intended acquisition of the land.

3. Background

- 3.1** The Mitchell Way site is a key regeneration opportunity for the Council as identified in the Council's Economic Development Strategy, Infrastructure Investment Plan and the Local Development Plan. The site is currently occupied by obsolete residential and deteriorating commercial buildings and contains large areas of underutilised car parking.

- 3.2** A report to the 7 September 2011 meeting of the Housing Environment and Economic Development (HEED) Committee advised of a Notice of Title which the Council had taken out on land with a view to regularising the title.
- 3.3** A report to the 26 February 2014 meeting of HEED Committee advised of a challenge to the Notice of Title which was received by the Council during the marketing of the development opportunity.
- 3.4** The Council commenced the marketing of the Mitchell Way development site to developers on 22 March 2013. A preferred bidder has been chosen from the two tenders received for the Mitchell Way development site. However given the layout of both tender returns it has been necessary to add two additional sites as part of the agreement with the Smollett Family Estate.

4. Main Issues

- 4.1** The Council took out a Notice of Title on 11 November 2010 in relation to land that comprised of former roads within the Mitchell Way development site (see Appendix 1). These were areas of land for which the Council did not have clear title. The Notice of Title had a 10 year prescriptive period during which time it was open to challenge.
- 4.2** Solicitors representing the Smollett Family Estate challenged the Council's Notice of Title on 2 May 2013. Clearly this challenge is within the 10 year prescriptive period. The Council's Legal officers scrutinised the challenge and concluded that the Smollett Estate had a better claim to title of these areas than the Council. Council officers appointed a representative to engage in negotiations aimed at arriving at a voluntary agreement over the purchase of the subjects, and the Council issued a formal offer on 27 January 2014.
- 4.3** Compensation of £100,000 has been agreed with the Smollett Family Estate, plus expenses of £5,000. However the Smollett Family Estate are unable to guarantee what they own in Alexandria and will therefore not grant absolute warrandice. This creates uncertainty for the Council in our future dealings with the land and may impact upon the indemnity provided by the Keeper of the Registers of Scotland. In a development of this kind, uncertainty could hamper the Council's ability to develop the site and delay or potentially halt the Council's ambition to regenerate and revitalise the area for the people of Alexandria.
- 4.4** The Council's Legal department has recommended that a Compulsory Purchase Order (CPO) be pursued in this instance to ensure clean title is obtained by the Council and remove any potential for legal challenge to the Council's title. A draft CPO and plan is attached at Appendix 1. The Smollett Estate has agreed to not contest the CPO on the basis that compensation has already been agreed. As a result, according to Scottish Government published timescales, it is anticipated that the CPO could be processed in approximately 4-6 months, assuming no other prospective owners are identified.

- 4.5** In accordance with paragraph 40 of Scottish Government Circular 6 – 2001, Compulsory Purchase Orders is as follows, “a *Committee with delegated powers must pass a resolution authorising the making of a Compulsory Purchase Order (see Appendix 1). The report to the Committee should explain the public benefits to be delivered by the scheme and explain why these over-ride the interests of the people affected. The extent of the land to be acquired should be shown on a map attached to the Committee papers (see Appendix 1). The resolution must refer to the acquisition of all land included in the order, for the purpose identified in the order*”. The following paragraphs of this report therefore address these points.

Public Benefits to be Delivered by the Scheme

- 4.6** The site is a key regeneration opportunity for the Council as identified in the Council’s Economic Development Strategy, Infrastructure Investment Plan and Local Development Plan. The site is currently occupied by obsolete and out-dated residential and commercial buildings which have been increasingly difficult to maintain and adapt to current demands. It is also dominated by an out-dated gyratory road layout and contains large areas of underutilised car parking.
- 4.7** The Council has selected a preferred bidder to deliver a food store in the region of 35,000 sq ft, ancillary residential and commercial uses along with improved public realm and road infrastructure works. The redevelopment will maximise the use of this land in the town centre for the benefit of local residents and visitors, providing a modern shopping offer. It will reduce retail expenditure leakage out of Alexandria to surrounding areas, improve footfall levels in the town centre and have a positive knock-on effect for existing businesses operating in the town. In particular, residents of Alexandria and the Vale of Leven, which amounts to a population of 29,369, will no longer require to travel outside their local area to gain access to a larger food store. The preferred bid indicates a new public space for the town, adjacent to Bank Street. In this respect the proposal will have a transformational impact on Alexandria. By contrast, to not progress this redevelopment opportunity now would risk continuing the general downward trend in occupancy and inward investment within Alexandria town centre. There is therefore a compelling case to be made for the public benefits of the scheme, which outweighs the interests of the landowner in question.

Extent of Title

- 4.8** The title which the Council is seeking to acquire through the CPO process includes, within the development site, the sola of three former roads; Random Street, Church Street and John Street. Additionally, adjacent to the development site, the title includes a section of the former solum of the historic route of Bank Street (currently an area of grass verge), along with an area of land needed to regularise the eastern boundary of the development site. In total there are four distinct parcels of land that form the proposed CPO (Appendix 1).

Proposed Use of Land

- 4.9 The project will involve demolitions, land and road works, the delivery of a food store, ancillary commercial and residential uses and public realm and infrastructure improvements. The land parcels would be used in the delivery of the above development components.

5. People Implications

- 5.1 There are no people implications in connection with this report.

6. Financial Implications

- 6.1 Under the terms of the agreement in principle with the Smollett Family Estate, the compensation figure for the land is £100,000 plus £5,000 expenses (£105,000 total). The agreement with Tartan Developments is for an 80:20 split of the compensation translating into an £84,000 contribution from the Council and £21,000 from Tartan. This ratio has been determined based on the area of land which falls out-with the Council's development site boundary i.e. 20%, which the developer requires.

- 6.2 As part of this report, approval is being sought for the allocation of existing funds available for this purpose from the Local Economic Development Budget within the General Services Capital Plan 2014/15 to settle the purchase. The Local Economic Development Budget will then be recompensed from the proceeds of the sale with the balance held under General Funds from the Developers, as reported to HEED Committee of 26 February 2014 and anticipated in 2016/17.

7. Risk Analysis

- 7.1 The ability of the Council to provide the Developer with a clean title would be significantly compromised if the Compulsory Purchase was not successful and the Council may not be in a position to realise its regeneration ambitions. This would further delay the regeneration of Alexandria town centre for an indeterminate length of time. It would increase the chances of the continued decline of the town centre and also miss the opportunity of significant investment in the town centre.

- 7.2 There is a potential risk that should the CPO progress, the Order may not be granted by the Scottish Ministers. However, as the purpose of the Order would be linked to significant regeneration outcomes it is considered that a CPO would have a strong likelihood of success.

8. Equalities Impact Assessment (EIA)

- 8.1 An equalities impact assessment has been carried out on this report (Appendix 2). No significant negative impacts were identified. Furthermore a screening was carried out on the wider regeneration project as detailed in the report to the September 2011 meeting of HEED where it was identified as not being relevant under the general equality duty.

9. Consultation

- 9.1** The Council has been in dialogue with representatives of the Smollett Estate through a representative. The preferred bidder has been notified that this issue has arisen. No other current consultation is required or planned at present.

10. Strategic Assessment

- 10.1** The redevelopment of Mitchell Way and surrounding area is a key stage in the regeneration of Alexandria town centre. It will contribute to the social and economic regeneration of the area and create jobs during the construction period and thereafter through the operation of the food store. As such the report supports the Council's strategic priorities of improving economic growth and employability and improving local housing and environmentally sustainable infrastructure.

Richard Cairns
Director of Infrastructure and Regeneration
Date: 4 June 2014

Person to Contact: Michael McGuinness - Economic Development Manager,
Garshake Road, Dumbarton, G82 3PU,
Telephone: 01389 737 415,
e-mail: michael.mcguinness@west-dunbarton.gov.uk

Appendices: Appendix 1 – Draft Compulsory Purchase Order and Plan
Appendix 2 - Equality Impact Assessment Form

Background Papers: Report to HEED Committee of 7 September 2011 entitled
Alexandria Masterplan: Mitchell Way Redevelopment
Site;

Report to HEED Committee of 26 February 2014 entitled
Preferred Bidder for Mitchell Way Redevelopment Site,
Alexandria

Wards Affected: 2

FORM 1

Form of Compulsory Purchase Order

The Town and Country Planning (Scotland) Act 1997 and the Acquisition of Land (Authorisation Procedure) (Scotland) Act 1947.

The West Dunbartonshire Council (hereinafter referred to as “the acquiring authority”) in exercise of the powers conferred by section 189 of the Town and Country Planning (Scotland) Act 1997 hereby make the following Compulsory Purchase Order –

1. This Order may be cited as the Alexandria (Mitchell Way) Compulsory Purchase Order 2014.
2. Subject to the provisions of this Order, the acquiring authority are hereby authorised to purchase compulsorily for the purpose of the regeneration of Alexandria town centre by development of a food store, ancillary commercial and residential premises, together with a public realm and related infrastructure works on the land which is described in the Schedule hereto and is delineated and coloured red on the map signed with reference to this Order and marked “Map referred to in the Alexandria (Mitchell Way) Compulsory Purchase Order 2014”.

.....
Peter Hessett
Head of Legal, Democratic & Regulatory Services
West Dunbartonshire Council
Council Offices
Garshake Road
Dumbarton
G82 3PU

Council Seal

SCHEDULE

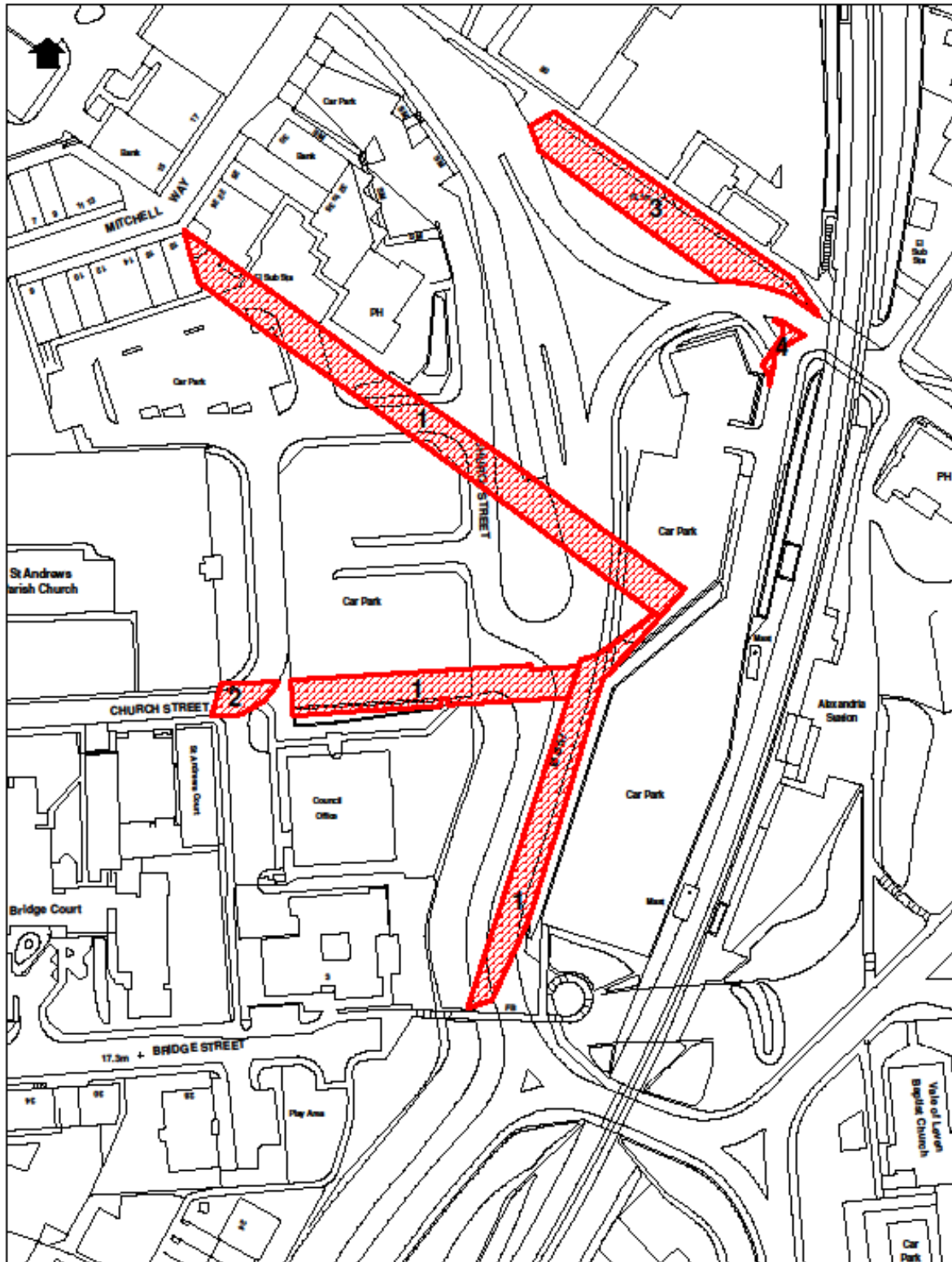
Land to be purchased

Number on Map	Description of the land	Owners	Lessees and Occupiers
1	That area of land delineated and coloured red on the plan annexed hereto and forming part and portion of the subjects more particularly described in the Disposition by McLintock & MacMillan as Trustees in favour of Mrs Gabrielle Georgina Telfer Smollett or Boyle recorded GRS (Dumbarton) 2 May 1996.	Gabrielle Georgina Telfer Smollett or Boyle	None
2	That area of land delineated and coloured red on the plan annexed hereto and forming part and portion of the subjects more particularly described in the Disposition by McLintock & MacMillan as Trustees in favour of Mrs Gabrielle Georgina Telfer Smollett or Boyle recorded GRS (Dumbarton) 2 May 1996.	Gabrielle Georgina Telfer Smollett or Boyle	None
3	That area of land delineated and coloured red on the plan annexed hereto and forming part and portion of the subjects more particularly described in the Disposition by McLintock & MacMillan as Trustees in favour of Mrs Gabrielle Georgina Telfer Smollett or Boyle recorded GRS (Dumbarton) 2 May 1996.	Gabrielle Georgina Telfer Smollett or Boyle	None
4	That area of land delineated and coloured red on the plan annexed hereto and forming part and portion of the subjects more particularly described in the Disposition by McLintock & MacMillan as Trustees in favour of Mrs Gabrielle Georgina Telfer Smollett or Boyle recorded GRS (Dumbarton) 2 May 1996.	Gabrielle Georgina Telfer Smollett or Boyle	None

West Dunbartonshire Council

Title : Alexandria (Mitchell Way) Compulsory Purchase Order 2014

Map No : ED0001 Map Ref : NS3979NW Reproduced by permission of Ordnance Survey on behalf of HSMO
Date : 03/06/2014 Scale : 1:1250 (C) Crown Copyright and database right 2013. All rights reserved.
West Dunbartonshire Council Licence No. 100020790.



Appendix 2

EQUALITY, HEALTH AND HUMAN RIGHTS IMPACT ASSESSMENT FORM

This form is to be used in conjunction with the Equality, Health and Human Rights Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Alexandria, Mitchell Way Development Opportunity- Compulsory Purchase Order
Lead Department & other departments/ partners involved:	HEED
Responsible Officer	Michael McGuinness
Impact Assessment Team	Jamie McCracken
Is this a new or existing PFD?	PFD relates to purchase of land from third party ownership but forms a key element of an associated PFD concerning the disposal of a key town centre redevelopment opportunity.
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review):	10/10/2011
End date (this should allow for the assessment to inform decision-making):	03/8/14
What are the main aims of the PFD ?	To obtain approval to begin the Compulsory Purchase Order (CPO) process to secure the purchase of five parcels of land within and adjacent to the redevelopment site in Alexandria town centre.
Who are the main target groups/ who will be affected by the PFD ?	The project relates to the theme of Regeneration of the local economy. This will affect the owner of the five areas of land. The PFD will not affect any other groups.
Relevance of PFD to the general equality duties and equality groups, also record if there is no relevance giving reasons/ evidence)	
The purchase of the parcels of land, through either the preferred voluntary process or through the use of a CPO, will enable the disposal of the development site and which in turn will unlock a key regeneration step for Alexandria town centre. The current owners have agreed a purchase figure and a CPO is being pursued to allow the Council to perfect its title as the landowner is not granting absolute warrandice. However the landowner does not represent any of the protected characteristics listed.	
The development of the site will have a significantly advantageous impact upon the residents of Alexandria and the wider Vale of Leven through having improved access to an anchor foodstore. Businesses will also benefit through the attraction and retention of	

shoppers and visitors to the town centre.

Disposal of the development site to the preferred bidder would ensure that this key town centre site is improved to the benefit of residents and businesses. The bidder has been selected on the basis of their response to the Council's tender requirements which were developed through community consultation and background studies. The bidder will be held to the delivery of their scheme by entering into a developer agreement. The scheme will result in the introduction of a foodstore which will significantly improve the retail offer within the town centre to the benefit of local residents and in particular for those without access to private transport and who would otherwise have had to travel outwith Alexandria for a large shop. As such appointing a developer to deliver the foodstore will benefit the local population by delivering more local facilities.

If yes, complete all sections, 2-9

If no, complete only sections 8-9

If don't know, complete sections 2& 3 to help assess relevance

Section 2: Evidence

Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.

Available evidence:

<p>Consultation/ Involvement with community, including individuals or groups or staff as relevant</p>	<p>The Council advertised the development opportunity through the Official Journal of the European Union as well as on site advertising. It was through this process that the landowners became aware of the proposals to dispose of the site.</p> <p>The Council subsequently entered into dialogue with the landowner and thereafter appointed a consultant to represent it in negotiations with the landowner. There has been frequent and detailed discussions between the two parties resulting in an agreed purchase price.</p>
<p>Research and relevant information</p>	<p>At the point of site assembly, the Council became aware of areas of land which it did not have clear title to. As a result, the Council took out a Notice of Title (NoT) to these areas of land. However at the point of marketing the site the landowner challenged the NoT and the Council therefore requires to acquire the land in order to perfect the Council's title.</p> <p>The Council has been working to dispose of this site to an appropriately qualified and experienced developer for a period of time. This has involved significant input into the tender documents, a thorough and robust procurement process and consultation with the</p>

	<p>local community and businesses. Significant background research has also been undertaken including a Retail Impact Assessment (RIA) in July 2011 which tested the impact of foodstores of various sizes upon the existing town centre. The result of the RIA informed the Council's approach to the tender documents to set a size threshold for the foodstore and applied a pass/fail mark to ensure it is delivered by the developer.</p> <p>Officers and an appointed representative have been involved in negotiations with a third party landowner with the aim of achieving a voluntary agreement to purchase.</p>
Officer knowledge	<p>The landowner is the hereditary owner of large areas of the Vale of Leven and as such has owned a number of proposed redevelopment sites. While agreement has been reached with the landowner a CPO is required as the seller is not granting absolute warrandice to the land.</p> <p>There are no residential tenants living in the development area. There remain 2 commercial tenants with leases expiring 2015 and 2016. Give the likely timeline for development, however, these fit in with the development programme.</p> <p>Officers from a number of relevant departments, including Economic Development, Estates, Housing, Roads, Planning and Legal have been consulted on this process. No issues of equality have been raised.</p>
Equality Monitoring information – including service and employee monitoring	No specific equalities monitoring is required to ensure fairness for this project.
Feedback from service users, partner or other organisation as relevant	No feedback indicating any equalities issues from the consultation/involvement noted above or from other sources.
Other	
Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	There are no identified gaps in data relevant to this process
Measure to address these	
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>	

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Date	Findings	Characteristics
<p>The regeneration proposals were developed from the Alexandria Town Centre Masterplan which was the subject of extensive community consultation. The Alexandria Regeneration Forum, formed of local stakeholders, business and community representatives have also been consulted throughout the development of the proposals.</p> <p>No equality issues have been raised throughout the course of the consultation process.</p>			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
			Health
		Other	

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			X
Sex			X
Gender Re-assignment			X

Disability			X
Age			X
Religion/ Belief			X
Sexual Orientation			X
Civil Partnership/ Marriage			X
Pregnancy/ Maternity			X
Socio- economic	X		
Human Rights			X
Health			X
Other			X

Note: Link to Section 6 below Action Plan in terms of addressing impacts

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	Following a review, it is considered that the process will not impact negatively upon any of the protected characteristics listed.
2. Continue the PFD	
3. Adjust the PFD	
4. Stop and remove the PFD	

Give reasons:

Note: Link to Section 6 below Action Plan

Section 6: Action Plan Please describe any action which will be taken following the assessment in order to;

- reduce or remove any negative impacts,
- promote any positive impacts, or
- gather further information or evidence or further consultation required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
				Race
				Gender
				Gender Reassignment
				Disability
				Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
				Socio- economic
				Human Rights
				Health
				Other

Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing PFD

Section 7: Monitoring and review

Please detail the arrangements for review and monitoring of the policy

How will the PFD be monitored?

What equalities monitoring will be put in place?		
When will the policy be reviewed?		
Is there any procurement involved in this PFD? Yes/No		
Section 8: Signatures		
The following signatures are required:		
Lead/ Responsible Officer:	Signature: Michael McGuinness	Date:
EIA Trained Officer:	Signature: Jamie McCracken	Date:
Section 9: Follow up action		
Publishing: Forward to community Planning and Policy for inclusion on intranet/ internet pages	Signature:	Date:
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details: H/2011/ED/06 Improve Mitchell Way Shopping Centre & market adjoining development site		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
Completed form: Pass completed forms retained within department and copy passed to Policy Development Officer (Equality) within Community Planning and Policy	Signature:	Date: