

## ANGUS COUNCIL

MINUTE of MEETING of the **COMMUNITIES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 19 August 2014 at 2.10pm.

**Present:** Councillors DONALD MORRISON, JEANETTE GAUL, BILL BOWLES, BILL DUFF, MARTYN GEDDES, CRAIG FOTHERINGHAM, IAIN GAUL, JIM HOUSTON, COLIN BROWN, IAN MCLAREN, LYNNE DEVINE, HELEN OSWALD, RONNIE PROCTOR MBE and EWAN SMITH.

Councillor MORRISON, Convener, in the Chair.

### 1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Brian Boyd, David Fairweather, David May and Glennis Middleton with Councillors Bill Bowles, Martyn Geddes, Colin Brown and Lynne Devine substituting, respectively; an apology for absence was also intimated on behalf of Councillor Mark Salmond.

### 2. DECLARATIONS OF INTEREST

Councillor Craig Fotheringham declared a non-financial interest in item 27 (Report No 345/14), as he had attended a meeting at Muirhead and Birkhill Bowling Club. He indicated that he would participate in any discussion and voting on the matter.

Councillor Ronnie Proctor declared a non-financial interest in item 10 (Report No 326/14) in his capacity as Chairman of Blairgowrie Houses for Heroes. He indicated that he would participate in any discussion and voting on the matter.

Councillor Ewan Smith declared a non-financial interest in item 27 (Report No 345/14) as he was a member of a community group that was in the process of a Community Asset Transfer. As the Group was not the group named in Report No 345/14, he indicated that he would participate in any discussion and voting on the matter.

### 3. MINUTES OF PREVIOUS MEETINGS

#### (a) Communities Committee

The [minute of meeting of this Committee of 27 May 2014](#) was submitted and approved as a correct record.

#### (b) Executive Sub-Committee

The [minute of meeting of the Executive Sub-Committee of this Committee, of 21 July 2014](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

### 4. APPOINTMENTS TO ENVIRONMENTAL APPEALS SUB-COMMITTEE

The Committee confirmed the membership of the Environmental Appeals Sub-Committee as comprising the Convener and Vice-Convener of this Committee, with one other member to be nominated by the non-administration members of this Committee, with the Head of Legal and Democratic Services to be advised of the nomination as soon as possible.

The Committee further noted that Sub-Committee members would be entitled to appoint substitute members who need not be members of the Communities Committee.

### 5. INFORMATION REPORT FOR THE PERIOD 27 MAY 2014 TO 19 AUGUST 2014

There was submitted and noted [Report No 303/14](#) by the Strategic Director – Communities, and its 16 schedules, providing information to members with regard to services delivered in the Communities directorate for the period 27 May 2014 to 19 August 2014.

## 6. HOUSING CAPITAL AND REVENUE BUDGET PERFORMANCE REPORT 2013-2014

With reference to Article 3 of the minute of the special meeting of this Committee of 6 February 2014, there was submitted [Report No 322/14](#) by the Head of Planning and Place, setting out the final unaudited outturn of capital and revenue spends to 31 March 2014, together with the overall capital funding arrangements.

The actual net spend achieved to 31 March 2014 on the Housing Capital Programme was £8.941 million representing an underspend of £1.499 million or 14.4% against the monitoring budget.

The Report advised that there were a number of known commitments for which the HRA balance would be utilised in financial year 2014/2015 and beyond, as detailed in table 4 of the Report.

The Report further advised that commitments in respect of the Scottish Housing Quality Standard were subject to revision; those commitments and planned expenditure would be contained within the Housing Financial Plan and were believed sufficient to meet housing needs at this time.

The Committee agreed:-

- (i) to note the unaudited final outturn figures presented for Housing Capital and Revenue for the year to 31 March 2014;
- (ii) to note the unaudited final outturn capital receipts position for the year to 31 March 2014;
- (iii) to note the capital funding arrangements; and
- (iv) to note the revenue budget performance statement for the year to 31 March 2014.

## 7. HOUSING CAPITAL MONITORING REPORT – 2014/15

With reference to Article 5 of the minute of meeting of this Committee of 15 April 2014, there was submitted [Report No 323/14](#) by the Head of Planning and Place, setting out the actual capital spend to 30 June 2014, together with projected outturns for the year to 31 March 2015, any required updated capital funding proposals, and revised capital estimates to 2016/2017.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the projected year end positions on capital expenditure, and the indicative funding proposals for the programme; and
- (iii) to approve the revised capital estimates to 2016/2017, and in particular the revised capital monitoring budget for 2014/2015 as set out in Appendix 1 to the Report.

## 8. HOUSING ASSET MANAGEMENT STRATEGY

There was submitted [Report No 324/14](#) by the Head of Planning and Place, summarising the findings from the review of the arrangements for managing housing assets, and seeking approval of the Asset Management Strategy for Council Housing 2014/2016 and related assets.

The Asset Management Strategy set out proposals for investments in the Council's residential housing stock, garages and garage sites and other non-housing assets held on the Housing Revenue Account up to 2016. It would continue to be a priority to manage, maintain and refurbish existing assets, primarily in the form of housing stock; however it was also intended to invest in building and managing new assets.

The Committee agreed:-

- (i) to note the purpose of the Asset Management Strategy, to provide the framework for managing property assets to ensure that they contributed efficiently and effectively to the achievement of the Council's aims and objectives, both now and in the future; and
- (ii) to approve the Asset Management Strategy appended to the Report.

## **9. HOME ENERGY EFFICIENCY PROGRAMME FOR SCOTLAND – GRANT AWARD**

There was submitted [Report No 325/14](#) by the Head of Planning and Place, advising as to a successful bid for a grant award from the Scottish Government through the Home Energy Efficiency Programme: Area Based Schemes (HEEPS: ABS) to tackle fuel poverty and increase energy efficiency in private sector homes.

The Council had been invited to bid for an allocation of funding from the Scottish Government, in March 2014, for area based schemes to tackle fuel poverty and improve the energy efficiency of housing stock. The grant was available only to private owners/landlords and was also dependant on drawing in funding of Energy Company Obligation (ECO).

The Council had received confirmation in June 2014 of an offer of grant from the Scottish Government of £1,066,560.

The Committee agreed:-

- (i) to note the successful award to Angus of £1,066,560 for 2014/2015;
- (ii) to approve and support the Warm Angus Scheme currently being developed by the Council, using the HEEPS: ABS award; and
- (iii) to authorise the Head of Planning and Place to procure the energy efficiency measures in the Warm Angus Scheme on the basis detailed in the Report.

## **10. PROGRESS OF CAMUS CRESCENT AFFORDABLE HOUSING PROJECT, CARNOUSTIE**

With reference to Article 7 of the minute of meeting of this Committee of 21 January 2014, there was submitted [Report No 326/14](#) by the Head of Planning and Place, updating members on progress of the project to deliver affordable housing for rent at Camus Crescent, Carnoustie.

Demolition of the former Camus House facility had been completed earlier in 2014, and the contractor appointed to construct the houses had started work on site during May. Building work was due for completion in April 2015.

Arrangements for the handover of five houses to Houses for Heroes were now being finalised with the arrangements including agreement on the final cost to be paid by that organisation. The Report further recalled support from the Council in terms of the Military Covenant, signed early in 2012, to provide help and assistance for ex service personnel and other measures of support for the scheme at Camus Crescent.

The Committee agreed:-

- (i) to note the current stage of progress with the project; and
- (ii) to approve the funding arrangements for the five houses to be sold to Houses for Heroes as outlined in section 6 of the Report.

## **11. DEMOLITION OF FORMER HOMELESS PERSONS UNIT, GUTHRIE HILL, ARBROATH**

With reference to Article 23 of the minute of meeting of the Neighbourhood Services Committee of 11 April 2013, there was submitted [Report No 327/14](#) by the Head of Planning and Place, relating to the proposed demolition of the former homeless persons unit at Guthrie Hill, Arbroath.

The unit was currently empty and closed, enabling demolition to be undertaken as soon as practicable.

The Committee agreed:-

- (i) to the permanent closure and demolition of the homeless persons unit at Guthrie Hill, Arbroath, at an estimated cost of £75,000; and
- (ii) to note that an exercise would be carried out to review the Council's housing provision in the wider area as part of the Asset Management Strategy, and that a further report would be brought before this Committee with options and proposals in due course.

## **12. SCRUTINY AND AUDIT REVIEW OF PROGRESS TOWARDS ZERO WASTE**

With reference to Article 9 of the minute of meeting of the Scrutiny and Audit Committee of 24 June 2014, there was submitted [Joint Report No 328/14](#) by the Strategic Director – Communities and the Service Manager, Governance, presenting the report and developed action plan in response to the Scrutiny Panel Review of Progress Towards Zero Waste.

The Committee agreed:-

- (i) to note that the Report had been agreed by the Scrutiny and Audit Committee on 24 June;
- (ii) to note the recommendations of the Scrutiny and Audit Committee that the Report and Action Plan be remitted to the Strategic Director – Communities for implementation;
- (iii) to approve the contents of the Report, the recommendations and the Action Plan as set out in Appendix 1 to the Report; and
- (iv) to note that progress reports in relation to the discharge of the Action Plan would be brought to both this Committee and the Scrutiny and Audit Committee for their respective interests.

## **13. PARKS MAINTENANCE PLANT AND EQUIPMENT REPLACEMENT PROGRAMME FOR 2014/2015**

With reference to Article 10 of the minute of meeting of the Neighbourhood Services Committee of 23 May 2013, there was submitted [Report No 329/14](#) by the Strategic Director – Communities, seeking approval for the purchase of plant and equipment required for the 2014/2015 Parks Maintenance capital replacement programme.

The replacement programme was prioritised to ensure that equipment scheduled for replacement were the priority items in order to maintain service provision and also demonstrated a continued commitment to provide equipment fit for purpose, safe to use and fully compliant with current Provision and Use of Work Equipment Regulations.

The Report set out the sourcing strategy, the terms proposed and procurement procedure, as well as the contract evaluation and awards basis, and also included a detailed description of the equipment intended to be purchased.

The Committee agreed:-

- (i) to approve the estimated total cost of £248,000 for the purchase of grounds maintenance plant and equipment required for the 2014/2015 capital replacement programme;
- (ii) to authorise the Strategic Director – Communities to procure grounds maintenance plant and equipment on the basis set out in the Report; and
- (ii) to note the financial implications included in section 5 of the Report.

#### 14. SCRUTINY AND AUDIT REVIEW OF ROADS NETWORK MAINTENANCE

With reference to Article 9 of the minute of meeting of the Scrutiny and Audit Committee of 24 June 2014, there was submitted [Report No 330/14](#) by the Head of Technical and Property Services, presenting the developed Action Plan in response to the Scrutiny Panel Review of Roads Maintenance.

The Panel had found that the processes of the Council for the repair and maintenance of the roads network were robust, well managed processes, using modern techniques for carrying out repairs. The Panel had made a number of recommendations, and the Action Plan to achieve implementation was now submitted for approval.

The Committee agreed the Action Plan as detailed in Appendix 1 to the Report.

#### 15. ROAD DESIGN STANDARDS DOCUMENT

There was submitted [Report No 331/14](#) by the Head of Technical and Property Services, relating to the adoption of a new Roads Standards Document.

The current Document, which set down the requirements for designing and constructing all new local roads, had originally been produced by Tayside Regional Council in 1992. In subsequent years, it had been modified and converted to an Angus Council document for its purposes, with only a few technical changes. It now required to be updated, taking into account revised thinking on road design including sustainable urban drainage. The new document had been produced through the Society of Chief Officers of Transportation in Scotland (SCOTS) and had resulted in a new National Roads Development Guide.

The Committee agreed to the adoption of the National Roads Development Guide as the new roads standards document for use on all new development roads in Angus.

#### 16. WINTER SERVICE POLICY AND PROVISION FOR 2014/2015

With reference to Article 19 of the minute of meeting of the Infrastructure Services Committee of 20 August 2013, there was submitted [Report No 332/14](#) by the Head of Technical and Property Services, setting out the proposed Winter Service Policy and detailing the proposed service provision for preventative treatment and snow clearing during the winter period 2014/2015, together with contingency arrangements to cater for extreme conditions prevailing, in conjunction with the operational issues detailed in the supplement as placed in the Information Hub.

The Committee agreed:-

- (i) to approve the policy for the Winter Service during the forthcoming winter as stated in Appendix 1 to the Report;
- (ii) to approve the proposed arrangements in terms of the Operational Details and Supplement, and continuing savings and changes made following consideration of Report No 142/13 Winter Maintenance Service Review by the Infrastructure Services Committee of 15 March 2013 (Article 14 refers);
- (iii) to approve the arrangements proposed to meet the costs of the winter service during 2014/2015;
- (iv) to delegate authority to the Head of Technical and Property Services to increase temporarily the level of service in extreme conditions; and
- (v) to delegate authority to the Head of Technical and Property Services to deviate from the treatment decision matrix and introduce salt conservation techniques as proposed in the Report, if difficulties were experienced or anticipated in obtaining sufficient salt supplies.

## **17. CANMORE STREET/CASTLE STREET, FORFAR – TRAFFIC MANAGEMENT/FOOTWAY WIDENING**

With reference to Article 18 of the minute of meeting of the Infrastructure Services Committee of 29 January 2013, there was submitted [Report No 333/14](#) by the Head of Technical and Property Services, relating to the introduction of a one way traffic management system to reduce through traffic in Canmore Street, Forfar. The Report brought forward proposals for amendments to the current waiting restrictions in Castle Street, as well as opportunities to increase footway widths locally in Castle Street, following the introduction of the one way system.

The estimated costs associated with the proposals totalled £20,000 for the promotion of appropriate traffic orders and associated signage and road markings.

The Committee agreed:-

- (i) to note the results of the traffic surveys undertaken to investigate the volume of through traffic in Canmore Street, Forfar;
- (ii) to approve the introduction of a one way traffic management system in Canmore Street, Forfar, in an eastbound/southbound direction from the access/egress of East Green Street car park to Queen Street, Forfar, and the promotion of the necessary traffic regulation order;
- (iii) to approve the promotion of the necessary traffic regulation orders to amend the waiting restrictions in Castle Street, Forfar, as indicated in the Report; and
- (iv) to approve local footway widening in Castle Street where indicated in the Report.

## **18. RETENDERING OF CONTRACTED LOCAL BUS SERVICES**

There was submitted [Report No 334/14](#) by the Head of Technical and Property Services, advising as to local bus service contracts due for renewal in 2015, and seeking authority to procure replacement service provision.

Local bus service contracts were renewed throughout Angus generally on a three yearly basis, with a number of these contracts being due for renewal in May 2015. In previous years, the retendering exercises had resulted in significant budgetary implications for the Council, hence it being proposed that these contracts should be tendered in September 2014 so that the results, should there be budget issues, could be taken into account in the 2015/2016 budget setting process.

The Committee agreed:-

- (i) to note those local bus service contracts which were due for renewal in May 2015; and
- (ii) to approve the review of these services, and that a contract renewal exercise be undertaken as appropriate to secure replacement service provision on the basis outlined in the Report.

## **19. PROCUREMENT OF LOCAL BUS SERVICE CONTRACT: FORFAR – BRECHIN - STRACATHRO/EDZELL**

With reference to Article 8 of the minute of meeting of the Infrastructure Services Committee of 20 August 2013, there was submitted [Report No 335/14](#) by the Head of Technical and Property Services, advising as to a local bus service contract due for renewal, and seeking authority for its award on a delegated basis.

The Report advised that tendering for the replacement contract on the Forfar – Brechin – Stracathro/Edzell corridor had been deferred following customer feedback, and a review had been undertaken of the procurement strategy for this contract in order to deliver the outcomes required.



The Committee agreed to authorise the Head of Technical and Property Services to procure the local bus service contract on the Forfar – Brechin – Stracathro/Edzell corridor on the basis outlined in the Report.

## **20. CENTRAL EFFICIENCY FUNDS ANNUAL REPORT 2013/2014**

With reference to Articles 16 and 19 of the minute of meeting of the Corporate Services Committee of 29 August 2013, there was submitted [Report No 336/14](#) by the Head of Technical and Property Services, advising as to the 2013/2014 end of year status of both the Central Energy Efficiency Fund and Central Water Efficiency Fund, with cash values of each fund on 31 March 2014 as being £190,160 and £32,553 respectively. CEEF and CWEF completed projects were forecast to result in savings of £5,963 and £12,286, per annum, respectively.

The Committee agreed to note the contents of the end of year report and that it was required to be accessible to members of the public.

## **21. ENERGY ANNUAL REPORT 2013/2014**

With reference to Article 18 of the minute of meeting of the Corporate Services Committee of 29 August 2013, there was submitted [Report No 337/14](#) by the Head of Technical and Property Services, advising as to the end of year status of the energy consumption, carbon emissions and expenditure on energy supplies for the Council non-housing properties for 2013/2014.

The Report showed overall a small decrease in energy consumption and carbon emissions, and an underspend of £559,652 against the budget.

The Committee agreed to note the contents of the end of year report and that it was required to be accessible to members of the public.

## **22. WATER ANNUAL REPORT 2013/2014**

With reference to Article 17 of the minute of meeting of the Corporate Services Committee of 29 August 2013, there was submitted [Report No 338/14](#) by the Head of Technical and Property Services, advising as to the end of year status of the water consumption and expenditure for the Council non-housing water budgets for 2013/14.

The Report showed an increase overall in consumption of 6,171 cubic meters of water and an underspend of £11,570 on the water expenditure.

The Committee agreed to note the contents of the end of year report and that it was required to be accessible to members of the public.

## **23. PROPOSED APPROPRIATION OF PROPERTY AT STRANG STREET, FORFAR**

With reference to Article 15 of the minute of meeting of Angus Council of 15 September 2011, there was submitted [Report No 339/14](#) by the Head of Technical and Property Services, advising as to the vacancy of the office at Strang Street, Forfar, and that it was surplus to the Council's requirements. It was therefore proposed to appropriate the property to the Housing Revenue Account for the provision of affordable housing.

The Committee agreed:-

- (i) to note that the office at Strang Street, Forfar was surplus to the requirements of the People directorate;
- (ii) to note that the Housing Division of the Communities directorate had expressed an interest in the building for conversion to residential use for the provision of affordable housing; and

- (iii) to approve the appropriation of the office at Strang Street, Forfar from the People directorate to the Housing Revenue Account, subject to the approval of the Scottish Ministers, on the basis of the Policy for the Appropriation of Surplus General Fund Assets to the Housing Revenue Account for Affordable Housing (Report No 509/13, Angus Council, 12 September 2013, Article 13 refers).

#### **24. SURPLUS PROPERTIES – PUBLIC CONVENIENCES AT VARIOUS LOCATIONS IN ANGUS**

With reference to Article 20 of the minute of meeting of the Neighbourhood Services Committee of 14 November 2013, there was submitted [Report No 340/14](#) by the Head of Technical and Property Services, advising that a number of public conveniences in various locations throughout Angus were now surplus to the requirements of the Council.

The Committee agreed that the public conveniences detailed in the Report be declared surplus to the requirements of the Council, and be marketed for sale on the open market, subject to the special considerations relevant to the site at Market Muir, Forfar, which formed part of the Forfar Common Good and would require further consultation with the Head of Legal and Democratic Services on the necessary steps to be taken.

#### **25. CLIMATE CHANGE STRATEGY ANNUAL REPORT**

With reference to Article 8 of the minute of meeting of the Strategic Policy Committee of 11 June 2013, there was submitted [Report No 341/14](#) by the Head of Planning and Place, advising as to progress made on actions within the Council's Climate Change Strategy and Action Plan 2012/2016. Appended to the Report was the 2014 annual update.

The Committee agreed:-

- (i) to approve the contents of the Report in accordance with the Climate Change (Scotland) Act 2009 requirements; and
- (ii) that the Report be submitted to the Sustainable Scotland Network, and to note the progress made by Council departments and services in implementing the Council's Climate Change Strategy and Action Plan.

#### **26. PRIDE IN PLACE MEMBER OFFICER GROUP - UPDATE**

With reference to Article 14 of the minute of meeting of Angus Council of 24 October 2013, there was submitted [Report No 342/14](#) by the Head of Planning and Place, updating members on the work of the Pride in Place Member/Officer Group.

The Report advised that the remit of the Group was to build on the liaison work with Keep Scotland Beautiful, and to develop further Pride in Place activities in and with communities across Angus. It also outlined the considerable progress made, and emphasised the good work carried out by local communities in their respective areas.

The Committee agreed to note the progress made by, and future plans of, the Pride in Place Member/Officer Group.

#### **27. COMMUNITY ASSET TRANSFER UPDATE**

With reference to Article 10 of the minute of meeting of this Committee of 4 March 2014, there was submitted [Report No 345/14](#) by the Head of Planning and Place, advising as to the current position in relation to applications received for a Community Asset Transfer, and the proposed transfer of land at Muirhead and Birkhill Bowling Club.

The Committee agreed:-

- (i) to approve the transfer of land at Muirhead and Birkhill Bowling Club to the Muirhead and Birkhill Bowling Club at a value of £17,662, subject to technical and legal terms and conditions; and
- (ii) to note the progress for asset transfer applications received to date.



## **28. EXCLUSION OF PUBLIC AND PRESS**

The Committee resolved in terms of Standing Order 27(2) that the public and press be excluded from the meeting during consideration of the following items, so as to avoid the possible disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, Paragraphs 9 (Article 29) and 6 (Article 30).

## **29. PROPOSED DISPOSAL OF GROUND AT PARK AVENUE, CARNOUSTIE**

There was submitted [Report No 343/14](#) by the Head of Planning and Place relating to the proposed disposal of an area of ground at Park Avenue, Carnoustie.

The Committee agreed to adopt Option 3 for the disposal of the ground as outlined in the Report.

## **30. REGENERATION CAPITAL GRANT FUND – BALTIC MILL, ARBROATH**

With reference to Article 11 of the minute of meeting of the Council of 3 November 2011, there was submitted [Report No 344/14](#) advising as to the outcome of an application made to the Regeneration Capital Grant Fund for the site adjacent to Baltic Mill, Dens Road, Arbroath.

The Committee agreed:-

- (i) to homologate the acceptance by the Chief Executive of the Regeneration Capital Grant Fund offer from the Scottish Government; and
- (ii) to delegate to the Head of Legal and Democratic Services, in consultation with the Head of Planning and Place, and Head of Corporate Improvement and Finance, authority to negotiate and enter into a funding agreement with the owner of the development as detailed in the Report.