

**Please find attached the Public Minutes in respect of
Item 6 on the agenda for the above meeting**

6.	<p>Committee Minutes (Pages 3 - 126)</p> <p>Consider Minutes of the following Committees:-</p> <ul style="list-style-type: none"> (a) Tweeddale Area Partnership 27 August 2019 (b) Police, Fire & Rescue and Community Safety Board 30 August 2019 (c) Berwickshire Area Partnership 5 September 2019 (d) Pension Fund 12 September 2019 (e) Pension Fund Board 12 September 2019 (f) Community Planning Strategic Board 12 September 2019 (g) Eildon Area Partnership 12 September 2019 (h) Local Review Body 16 September 2019 (i) Jedburgh Common Good Fund 16 September 2019 (j) Executive 17 September 2019 (k) Major Contracts Governance 17 September 2019 (l) Kelso Common Good Fund 17 September 2019 (m) Teviot & Liddesdale Area Partnership 17 September 2019 (n) Civic Government Licensing 20 September 2019 (o) Audit & Scrutiny 23 September 2019 (p) Cheviot Area Partnership 25 September 2019 (q) Planning & Building Standards 7 October 2019 (r) Executive 8 October 2019 <p>(Copies attached.)</p>	5 mins
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(a)	Tweeddale Area Partnership	27 August 2019
(b)	Police, Fire & Rescue and Community Safety Board	30 August 2019
(c)	Berwickshire Area Partnership	5 September 2019
(d)	Pension Fund	12 September 2019
(e)	Pension Fund Board	12 September 2019
(f)	Community Planning Strategic Board	12 September 2019
(g)	Eildon Area Partnership	12 September 2019
(h)	Local Review Body	16 September 2019
(i)	Jedburgh Common Good Fund	16 September 2019
(j)	Executive	17 September 2019
(k)	Major Contracts Governance	17 September 2019
(l)	Kelso Common Good Fund	17 September 2019
(m)	Teviot & Liddesdale Area Partnership	17 September 2019
(n)	Civic Government Licensing	20 September 2019
(o)	Audit & Scrutiny	23 September 2019
(p)	Cheviot Area Partnership	25 September 2019
(q)	Planning & Building Standards	7 October 2019
(r)	Executive	8 October 2019

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SCOTTISH BORDERS COUNCIL TWEEDDALE AREA PARTNERSHIP

MINUTE of Meeting of the TWEEDDALE
AREA PARTNERSHIP held in St. Ronan's
Primary School Hall, Innerleithen on
Tuesday, 27 August 2019 at 7.00 p.m.

Present:- Councillors R. Tatler (Chairman), H. Anderson, S. Bell, K. Chapman, S. Haslam, E. Small, together with 23 representatives from Partner Organisations, Community Councils and members of the public.

In Attendance:- Communities and Partnerships Manager, Locality Development Co-ordinators (G. Jardine and J. Pringle), Passenger Transport Manager, Transport Services Team Leader, Democratic Services Team Leader.

1. **WELCOME AND INTRODUCTIONS**

The Chairman welcomed everyone to the meeting of the Tweeddale Area Partnership.

2. **LOCALITY BID FUND 1**

The Chairman welcomed Julie Smith, Cook at Clovenfords Primary School and Anne Wilson the Chair of the Parent Council. They had been successful in obtaining funding in round 1 of the Locality Bid Fund for the "Julie's Kitchen Garden" project at the school. Julie had developed the idea of getting the children involved in growing vegetables. They had started with potatoes but the project had gone from strength to strength when the funding had been received. Donations had also been received from local businesses and a Tutor from Borders College had provided advice. Community involvement was also imported and a "Friends of the Garden" had been set up. Julie and Anne answered questions and in response to a question about the future it was noted that further funding would be achieved from the sale of pickles, jams and chutneys.

3. **NEIGHBOURHOOD SMALL SCHEMES AND QUALITY OF LIFE PROJECTS**

There had been circulated copies of a paper by the Service Director Assets and Infrastructure seeking approval for the proposals detailed in the Appendix to the report and that delegated powers be given to officers to approve future applications when a decision was required between meetings of the Area Partnership, subject to certain qualifying criteria. The Councillors present approved the list of Schemes and the proposed delegated approval process.

4. **FEEDBACK FROM MEETING ON 12 JUNE 2019**

The Minute of the meeting of the Tweeddale Area Partnership held on 12 June 2019 had been circulated along with a summary of the discussion attached as an appendix to the Minute and the Chairman highlighted the main points which had been raised.

5. **TWEEDDALE LOCALITY PLAN: ECONOMY SKILLS AND LEARNING Transport Networks and Connections within Tweeddale**

- 5.1 Councillor Tatler introduced Tim Stephenson and John Dellow who were responsible for the Council's involvement in public transport across the region. Shona Smith explained that following the identification of public transport being identified as a key priority actions now needed to be agreed. Tim Stephenson gave a presentation on bus services in the Tweeddale Area. He advised that local bus services were not a statutory requirement and were currently subsidised at a cost to the Council of £1.5m per annum. £200k of savings had been made in 2018 and a further £85k in 2019 without further cuts to bus services. However, a budget saving of £165k was needed in 2020 so some innovative thinking was

required so that rather than cut services alternative models could be identified. He identified under-performing routes in the area and advised that some tough decisions would be needed. He was attending all area partnerships to talk about transport and later in the year Bus Users Scotland would be holding a large public consultation and work closely with communities to form a transport plan. He highlighted some schemes in other areas which were working well and mentioned other non-bus related options.

- 5.2 Tim answered questions on his presentation and concerns regarding the level of savings were expressed. Information on how services were tendered for was provided. Shona Smith outlined how the round table discussions would be conducted with a template for each table to complete. Tim and John would move round the tables and participate in the discussions. At the conclusion of the discussion Shona advised that a summary of the information gathered would be circulated with the Minute and Tim encouraged everyone to engage with Bus User Scotland.

6. **TWEEDDALE INTERIM COMMUNITY FUND**

- 6.1 There had been circulated for information copies of the interim Community Fund overview map and the internal and external funding maps for Tweeddale. It was reported that a fast track application for the sum of £275 had been approved for Walkerburn Bowling and Petanque Club.

- 6.2 There had been circulated an application from the Tweedsmuir Community Company seeking funding of £6,750 towards the design, production and erection of a series of 5 interpretation boards at the site of the Crook Inn, Tweedsmuir and 4 heritage talks/events. This was part of a larger application to the National Lottery Heritage Fund. It was agreed to approve the application.

7. **FUTURE AGENDA ITEMS**

The Chairman advised that he was looking for ideas on how future meetings could be improved and what agenda items people might like included. Various suggestions were discussed including an early budget briefing, the Local Development Plan and a presentation on SoSEP. Ways to publicise meetings were also discussed.

8. **OPEN FORUM**

- 8.1 Laura Preston from Saving Scotland's Red Squirrels advised that Peebles was the latest target area and a public meeting would be held on 4 September in Peebles which she encouraged everyone to attend.
- 8.2 Tweedsmuir Community Council advised that they were not receiving Police reports and it was confirmed that other areas were having similar problems The Chairman advised that this was the responsibility of the Local Area Commander but he would also raise this with the Community Action Team. Information on the work of the Community Action Team was available on the Councils website at https://www.scotborders.gov.uk/downloads/file/6753/q1_201920_community_action_team_summary
- 8.3 Joh Falla commented on the success of the "Tweedies" project and thanked Councillors for their assistance in allowing this to be set up. He also raised the issue of flower planting for "Bonnie Peebles" next season. Councillor Haslam advised that the Council would be planting sustainable species but Community could do something different if they wished. Councillor Anderson suggested that a funding application could be submitted.
- 8.4 Chris Lewin asked how he could be sure that the Locality Bid Fund was fair for the more rural areas. Shona Smith advised that an evaluation was being prepared for Council and she would arrange for the full results to be circulated.

9. **NEXT MEETING**

The next meeting of the Tweeddale Area Partnership would be held on Tuesday, 7 November 2019. The venue would be confirmed before the meeting. The Chairman thanked everyone for attending.

The meeting concluded at 8.55 p.m.

**Appendix
Tweeddale Locality Plan – Community Transport: solutions and actions**

Locality suggested transport solutions	Would this work in your community?	Who would take this forward – we need key champions/organisations	What support would be needed (financial, time, resources etc), and what would this look like?
Electric solar information panels at key locations	Melrose tourist point, post offices - direct correlation between usage	Where is this working already? Where are points/ locations	Identification of locations
Display all Border transport in one app	<p>Improving access to 'live' information would be really helpful as it would let people know if buses are delayed or aren't running.</p> <p>Would work in Gala but not where bus is the only option</p> <p>Critical is location tracking</p>	<p>Bus providers</p> <p>Look at Highland for case studies</p> <p>Who can pull all the organisations together – is Travel Line already doing this ?</p>	<p>Bus sizing issue for timings.</p>
Expand volunteer driver schemes + social car share schemes	<p>This has potential – can we pilot schemes – but volunteer capacity may be an issue</p> <p>Do away with bus and get a taxi £3 / + Subsidiary. Kinloch Rannock/Perth and Kinross council ?</p>	<p>Bridge & expertise at DTA consortia</p> <p>Learn lessons from Graham Tulloch</p>	<p>Leaflets, finance/ volunteers to deliver the service</p>
E-bikes scheme (Energy Trust)	<p>Stobo- Broughton- John Buchan way</p> <p>Good trial points Innerleithen and Peebles</p>	<p>Distances across the Tweeddale area may prove too large</p> <p>Expansion of Bike Punks</p>	<p>E-bikes already in place- marketing of current offer bringing operators together.</p> <p>Safe routes need to be considered</p>

SBC e-car scheme	<p>Would like to find out more about the scheme and how it could work as a solution for rural communities – would you be allowed to set up a transport scheme using the e-car service and how could fair and consistent charges be established</p> <p>Need to undertake rural mapping</p> <p>Yes</p>	<p>Not sufficient vehicles correctly located</p> <p>Pilot to determine what is a success/ fail</p> <p>Needs to be in place in rural areas ?</p>	<p>Only 5 on a bus isn't a failure, j</p> <p>Investment required</p>
Maximise the use of Borders College /SBC /NHS/Post Office/Third Sector minibuses	<p>Need to make the process of hiring existing minibuses easier so more people can make use of them</p> <p>Could book a seat on a minibus in advance so that it's a demand led service that is run</p> <p>Would like to pilot this</p> <p>Tweed Wheels expand & incorporate some of the points raised above?</p>	<p>Service providers need to address barriers to hiring minibuses and using a minibus as a regular community transport offer</p>	<p>Tweedwheels - require funding/money and volunteers</p> <p>DI licensing</p>
Extended Rail Connections/Accessibility	<p>Tweeddale Valley – Glentress tourist route could be developed</p>		
Remove need for Travel i.e. Extended delivery of outreach services, localised delivery or enhanced use of modern communications technology.	<p>No – isolation creation</p> <p>Better Broadband</p> <p>Root and branch review of tender packages, consider more and different ways to provide flexible and demand led transport</p>		
Demand responsive transport scheme	<p>Appropriate bus size for market (14/16/18 instead of 40)</p>		

Improve support for the tender process	More small businesses would be encouraged to tender for transport contracts if supported to use the public contacts portal Bulk/ route mapping	SBC procurement Different way of delivering public transport	Zoning route for community tendering route and brand review of the range of providers
Community residents could access school transport	Some school buses transporting rural children and young people aren't full. Local residents could also use the buses to travel in to town	Follow up with SBC transport to see what arrangements could be put in place for different communities	
Further consultation on passenger travel to help with transport planning	Need a detailed picture of the reasons why people are travelling ie work, studying, leisure etc and when they need to travel	Bus Users Scotland public consultation	
Case Studies – where are some of these ideas working already ?	Description	Could this work in your Community?	Who would be able to take this forward?
UBER type scheme ?	Taxi style approach, unlicensed but approved. Access via smart phone technology/apps. Drivers screened – criminal checks undertaken Safety features built-in, tracking customer reviews, driver profiles Vehicle safety inspections	Yes/probably. Mobile phone coverage could be an issue and would depend on number of cars involved.	
<ul style="list-style-type: none"> Bo'ness and Area Community Bus Association – reintroduction of bus links between Bo'ness and Edinburgh 	<ul style="list-style-type: none"> Recruited 2 Full Time drivers and 1 Part time driver and 1 Volunteer driver Recruited an Operations Consultant Recruited an Administration Assistant 	Need to find a route that is profitable and that people will use	

	<ul style="list-style-type: none"> Delivered 10,235 passenger journeys since February 2018 Make 58 journeys a week to and from Edinburgh Covered over 120,000 miles 		
<ul style="list-style-type: none"> NEED Ltd (Alnwick) 	<ul style="list-style-type: none"> Largely self-financing model Range of services – car scheme / dial-a-ride / family vehicle / group transport Contracts for Council and NHS Entrepreneurial 		
<ul style="list-style-type: none"> Chariotts (Wrexham) 	<ul style="list-style-type: none"> Branded fleet of accessible vehicles Paid co-ordinator but all volunteer drivers In 2015 provided 12,645 trips, of which 6,642 were for wheelchair users 		Paid co-ordinator is key thing. Similar to the men's shed co-ordinator with funding pulled in from other partners and NHS
<ul style="list-style-type: none"> Transport Access People (Cornwall) 	<ul style="list-style-type: none"> Volunteer car scheme for non-emergency healthcare appointments Journeys to and from the hospitals in Truro and Plymouth Door to door transport for people who find difficulty accessing transport 	Tweedwheels struggle to find volunteers.	Good model but third sector would need support to deliver. Legislation involved

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SCOTTISH BORDERS COUNCIL

POLICE, FIRE & RESCUE AND SAFER COMMUNITIES BOARD

MINUTES of Meeting of the POLICE, FIRE & RESCUE AND SAFER COMMUNITIES BOARD held in Council Chamber, Council Headquarters, Newtown St Boswells on Friday, 30th August, 2019 at 9.30 am

Present:- Councillors G Turnbull, (Chairman), N. Richards, E Robson, E Small, H Scott and G Turnbull.
Mr M Dickson - NHS Borders and Ms M Simpson - Voluntary Sector

Apologies:- Councillor D Moffat.

In Attendance:- DC Chief Superintendent J McKenzie, Chief Inspector S Reid, Local Senior Officer S Gourlay, Group Manager M Jaffray, Scottish Fire & Rescue Service; Ms A Beavon, Violence Against Women Coordinator, Ms W Marsden, Partnership Intelligence Analyst, Ms J Pringle, Project Manager, Mr D Scott, Senior Policy Advisor, Ms S Smith, Communities and Partnership Manager and J Turnbull, Democratic Services Officer SBC.

1. **WELCOME**

The Chairman welcomed everyone to the meeting and introduced Clair Henderson, Head of Strategy and Collaboration from the Police Division of Scottish Government.

2. **MINUTES AND MATTERS ARISING**

There had been circulated copies of the Minute of the meeting held on 14 June 2019.

DECISION

APPROVED the Minute.

3. **STRATEGIC POLICE PRIORITIES**

- 3.1 Clair Henderson, Head of Strategy and Collaboration for the Police Division of Scottish Government was in attendance to facilitate a discussion on Strategic Police Priorities (SPPs). Copies of a discussion paper had been circulated with the agenda together with a link to the public consultation document. Ms Henderson began by advising that the priority, during the consultation period, was to ensure that local views were heard and that these be considered as part of the wider analysis of responses received. Ms Henderson explained the proposed six priorities were:- Crime and Security; Confidence; Partnerships; Sustainability; People; and, Evidence. The following points were raised by the Board in response to the Consultation:-
- 3.2 Crime and Security – clarity was sought on the meaning of ‘equality and human rights to support criminal justice outcomes’. Ms Henderson advised that this was about the wider justice system and the importance of equality and human rights through the process. However, she would request rewording for clarity. Ms Beavon added that in terms of gender there was a significant difference within the criminal justice system and the focus needed to be on gender and human rights.
- 3.3 People – The Board highlighted that many of the issues dealt with by police related to mental health. It would be appropriate for a strategic priority for development training in mental health. Chief Superintendent McKenzie advised that training on mental health issues was part of police officers’ annual training requirements. There was also proactive work with partner agencies to provide appropriate support.

- 3.4 The 10% rise in assaults on police officers was highlighted as a matter of concern. The Board asked that officers be equipped with personal protection equipment to be able to carry out their duties safely.
- 3.5 Confidence – The Board considered that evidence gathering should include all evidence, not just that which supported a prosecution. ‘Ethical’ also required clarification.
- 3.6 Sustainability – the Board intimated that Scottish Government should increase police funding. Reference was made to the Community Action Team, funded by the Council, which was addressing issues important to the public. Ms Henderson advised that she would feedback into the Spending Review.
- 3.7 Measurement of strategic priorities – the Board asked that Scottish Government review crime recording and that total crime figures should not include groups 5 and 7 (road traffic) and only include crimes reported to police. Independent measures, such as the Scottish Crime and Justice Survey, should also be used. This would ensure public confidence that figures were an accurate reflection of progress. Measurements of crime should also be rate per 10,000 population, especially when comparing areas. Information analysis on complaints about a particular service was also noted.
- 3.8 The Chairman thanked Ms Henderson for her attendance and for the opportunity extended to the Board to participate in the Strategic Police Priorities consultation.

**DECISION
NOTED.**

MEMBER

Councillor Small joined the meeting during discussion of the above consultation.

4. PROGRESS REPORT/UPDATE ON SERVICE MATTERS - POLICE SCOTLAND

- 4.1 Chief Superintendent McKenzie began his report by explaining the change to reporting format, which now detailed a breakdown of all crime types within each group. He advised that solvency rate for Group 1 crime was current at 75% - one of the highest solvency rates in Scotland, with common assault rates of 71% - which was above the average. He reiterated his commitment to focus on violent crime and antisocial behaviour as detailed in the Policing Priorities 2019/20. Chief Superintendent McKenzie then discussed mobile working, explaining that officers would have access to a hand held device which would enable them to undertake administration and input crime reports, whilst working in the community. There had been a successful pilot project in Dundee, which would be rolled out to the Scottish Borders. Officers’ training on devices would commence in October. Another new initiative was the Contact Assessment Model (CAM), which would be used by front line staff. He explained that when a call to the police service was received, an officer would make an assessment based on threat, risk and harm. Lanarkshire had piloted CAM and based on the resolution process adopted a reduction response officer attendance had been secured whilst maintaining a service to the public.
- 4.2 With regard to the community action team (CAT), Chief Superintendent McKenzie advised that six additional officers would be appointed by the end of 2019. He emphasised that that there would be no reduction in community police officers as a result of the CAT, however, he would be carrying out a review to ascertain areas of good practice in relation to Community Policing with the aim of enhancing service delivery. He then went on to advise of successful national multi-agency work in relation to missing person which would be implemented in the Scottish Borders. He also explained that when dealing with people in crisis, it was important to assess the correct service for their needs. He then referred to a proposed safe site pilot in West Lothian where individuals could be removed to a place of safety, explaining that there were logistical issues around a safe place in the Scottish Borders. However, the Chief Executive was supported of the principle and he would bring

back further details to a future meeting. In response to a question requesting police reports to community councils, he advised that it was not feasible to provide 69 individual reports, a review was ongoing and going forward reporting would be in terms of multi member ward data. The Community Council network was noted as a possible point of contact for distribution.

- 4.3 Chief Inspector Stuart Reid then presented Police Scotland's Scrutiny Report for the Q1-April 2019 to June 2019 compared against the same reporting period the previous year. Copies of the report had been circulated with the Agenda.
- 4.4 Protecting People (Q1 2018/19 figures shown in brackets)
There had been a decrease in missing person incidents to 174 (172). The report highlighted that quarterly meetings with NHS Borders had resulted in a Missing Person Protocol, to enable allocation of policing resources to the most vulnerable in the community. There had been an increase of 83% in Racially Aggravated Conduct to 11 (6). The detection rate was 92.3%, a 7.7% reduction. There had been an increase in Sexual Crimes to 65 (51). The detection rate was 64.6% which was an improvement of 17.5%. Reports of lewd and libidinous practices had risen in recent weeks. Additional resources within the Public Protection business area had been allocated to this area. There were 263 (270) Domestic Abuse Incidents reported. The detection rate was 73.3%. Chief Inspector Reid referred to the introduction of the Domestic Abuse Scotland Act and the rise in reporting incidents, which had been anticipated.
- 4.5 Reducing Violence. There were 10 (8) incidents of serious assault, five of which had a domestic aggravator. There were 6 (1) robberies, due to this low number the increase showed as 500%. There were 233 (220) Common Assault incidents, 30% of which had alcohol aggravators.
- 4.6 Reducing Antisocial Behaviour. There were 1454 (1508) reported incidents, a reduction of 3.6%. Chief Inspector Reid advised that they continued to support the Best Bar None initiative, currently focused on Galashiels and Hawick's night-time economy.
- 4.7 Tackling Substance Misuse. Drug Supply, Production and Cultivation – There had been a reduction of 29.4% to 12 (17). Tackling substance misuse remained a priority and policing teams continued to respond to intelligence in relation to drug misuse.
- 4.8 Road Safety. There were 2 fatal (2), 21 serious (15), and 38 (37) slight road casualties. The report also detailed the number of offences related to motor vehicles. There had been a rise in the number of drink/drug driving detections. Concerned by this, a three week campaign based around detection and prevention had commenced, which highlighted the personal impact and possible consequences of drink/drug driving. Chief Superintendent Mackenzie added that it was imperative that landlords and the community reported any concerns to the police.
- 4.9 Acquisitive Crime. There were 443 (339) incidents of dishonesty. There were 62 (47) house-break-ins; 35 (18) in relation to dwellings, 14 (10) in respect of garages and 13 (19) other businesses.
- 4.10 Community Action Team (CAT). During the period the Community Action Team had carried out 118 hours of foot patrols, 133 mobile patrols, 27 static road check, issued 14 fixed penalty notice and 209 parking tickets.
- 4.11 Complaints. To conclude the report, Chief Inspector Reid advised that there had been 14 complaints received with two, relating to the quality of service provided.
- 4.12 In response to questions, it was advised that the statistics for drink/drug driving could be separated for future reporting. In terms of the CAT, practicalities around branding would be considered. The tasking for the CAT followed on from monthly meetings, once CAT 2

was operational, details on location of tasking could be included in the report. However, details of ongoing or proposed tasking would not be available as this was live, sensitive information. Regarding the theft of agricultural equipment this was cross border, organised crime. As there was a large rural road network to cover, the police asked that any reports of suspicious vehicles or individuals be reported to them. PC Walker added that he was involved in setting up a rural partnership to promote preventative measures in response to rural crime. There was approximately 30 Special Constables across J Division, with recruitment ongoing locally and nationally. Chief Inspector Reid highlighted the valuable support provided by Street Pastors.

**DECISION
NOTED**

- (a) **The report; and**
- (b) **That an update on CAM be presented to the November meeting.**

5. PROGRESS REPORT/UPDATE ON SERVICE MATTERS - SCOTTISH FIRE & RESCUE SERVICE

- 5.1 There had been circulated copies of the Scottish Fire and Rescue Services (SFRS) Local Plan Performance. Local Senior Officer (LSO) Gourlay began by thanking Board members for attending the SFRS engagement event the previous day. He referred to the national negotiations around pay and conditions, explaining that it was hoped that agreement might be reached the following week. LSO Gourlay then updated on recruitment advising that a full-time support officer for Peeblesshire area would commence shortly, with appointment to the post early 2020. He went on to explain that the Scottish Government annual performance review of the Scottish Fire and Rescue Service would be held on 25 September at Peebles Hydro, invitations to this event would be issued to Board members. Finally, the Newbridge Training Centre was scheduled to complete on 10 September and details of any opening event and/or visit opportunities would be brought forward when available.
- 5.2 Group Manager (GM) M Jaffray then presented the SFRS Local Plan Performance report for the period 1 April 2019 to 30 June 2019.
- 5.3 Reduction of 'Dwelling Fire' – There had been 19 dwelling fires, a 27% decrease since the same period last year. Three had been started deliberately, with cooking the cause of seven of the fires and three attributable to careless disposal of smoking materials.
- 5.4 Reduction of 'All fire casualties (fatal & non-fatal) - There were three casualties, three less than the same period last year. This was the lowest rate in five years.
- 5.5 Reduction of 'All Deliberate Fires Excluding Dwellings' – There had been 48 incidents, an increase of one since the same period last year. Scottish Borders was below average in this category and continued to undertake prevention work in this respect, with their community action team considering local solutions where appropriate.
- 5.6 Reduction of 'Special Service – RTCs' – The SFRS attended 18 RTCs, a slight increase of two compared to last year. The SFRS continued to attend cross border incidents when required.
- 5.7 Reduction of 'Special Service Casualties – All' – There were 25 Special Service casualties, an increase in five in comparison with the same period last year, two of which were unfortunately fatal.
- 5.8 Reduction of 'False Alarm – Equipment Failure' – There had been 189 false alarm incidents, with equipment failure accounting for 132. This was a welcome decrease and GM Jaffray acknowledged support from NHS Borders and introduction of the Take 5 initiative.

- 5.9 GM Jaffray then went on to discuss Prevention and Protection activities. Copies of a report detailing figures from Quarter 1 (1 April 2019 to 30 June 2019) had been circulated with the agenda. The report detailed that home fire safety visits were ahead of target, with referrals from partner agencies e.g. the Safer Communities Team and housing associations, important in identifying individuals at risk. SFRS youth engagement work with young offenders also continued to have a positive impact.
- 5.10 In response to a questions, LSO Gourlay advised that there were no concerns around recruitment but they could always do more. However, the SFRS were considering a range of options including flexible, contractual arrangements to attract recruitment of retained firefighters. Regarding development of a young workforce, the SFRS attended schools to attract young people to the service. With regard to equipment, the SFRS were considering smaller fire appliances, capable of carrying the same equipment. SFRS staffs' local views would be sought prior to any changes to appliances.

DECISION

NOTED the report.

ADJOURNMENT

The Chairman adjourned the meeting from 11.20 am to 11.30 am.

6. SAFER COMMUNITIES UPDATE AND KEY ACTIVITIES

- 6.1 There had been circulated copies of the Safer Communities Performance report covering the period from 1 April 2019 to 30 June 2019. The Violence Against Women Coordinator, Ms Beavon, highlighted the main points:-
- 6.2 Through effective partnership working fewer adults and children experience Gender Based Violence. There were 263 incidents in the period 1 April 2019 to 30 June 2019, seven less than the same reporting period last year. There were 13 referrals to domestic abuse services, an increased by 7.1% in the same period. Ms Beavon highlighted the importance of partnership working to ensure prompt referrals for adults and children experiencing gender based violence. Regarding information sharing and GDPR, COSLA were writing to the Chief Constable of Scotland and the Scottish Government to find a way forward with this issue. Regarding trafficking, The Violence Against Women Partnership would next focus on trafficking as there was a potential route through the Scottish Borders.
- 6.3 Through effective partnership working fewer people experience antisocial behaviour, with a reduction in antisocial behaviour incidents by 3.6% during the period. Ms Beavon advised that the noise monitoring equipment had been upgraded and work was ongoing in relation to a noise monitoring app.
- 6.4 Work in partnership to reduce injury and prevent accidents – road safety remained a key focus for the team. The number of casualties on roads was 13% higher than the same period in 2017, with two fatalities, 21 serious injuries and 38 slight injuries. With regard to underage drinking, Ms Beavon explained that the Don't Buy it, Don't Supply it campaign had continued this year. Regarding bogus caller, there had been 49 incidents reported in the period. The SB Alert newsletter had sent out advice on ways to avoid becoming a victim of such criminals. In response to a question regarding water safety and 'No Swimming' signs missing in Kelso, the Safer Communities Team would discuss with Neighbourhood Services.
- 6.5 Ms Beavon concluded her report by advising that the Safer Communities Team were relocating to Public Protection based at Langlee, Galashiels.

DECISION

NOTED

(a) **The report; and**

- (b) **To request that the Safer Communities Team advise Neighbourhood Services of missing 'No Swimming' signage.**

7. **NO COLD CALLING ZONE**

PC Nick Walker, Crime Prevention Officer, was in attendance to give a presentation on No Cold Calling Zones. PC Walker began by advising that the No Cold Calling Zone was a well-established process, with one of the first zones in the Scottish Borders introduced in Coldstream in 2012. Currently there were over 50 zones which covered 4,188 houses. Zones were usually targeted where there was a high number of vulnerable residents. The aims of the No Cold Calling Zone were: to reduce the instances of doorstep crime, bogus workmen, distraction burglaries and to deter cold callers from going into those areas. The Zones also empowered householders to say 'No' to cold callers. PC Walker went on to explain that the police would assist in setting up a No Cold Calling Zone, which was then owned and managed by the community. Each householder in the Zone received a welcome pack which included a window sticker, advice on dealing with cold callers, information on home security, call blocking technology and a safer communities booklet. Zones could be set up through community councils, neighbourhood watch groups and residents' associations; the only cost to the community was signage. PC Walker concluded his presentation by clarifying that No Cold Calling Zones acted as a deterrent and conveyed a clear message that cold callers were not welcome. They were not intended to prevent charities collecting, politicians canvassing or legitimate leafletting. The Chairman thanked PC Walker for the informative presentation, PC Walker advised that he would arrange for example information packs to be made available to community councils when requested.

DECISION

NOTED the No Cold Calling Zone presentation.

8. **DATE OF NEXT MEETING**

The next meeting was scheduled to be held on Friday, 8 November 2019 at 9.30 am.

The meeting concluded at 11.30 am.

Public Document Pack

SCOTTISH BORDERS COUNCIL BERWICKSHIRE AREA PARTNERSHIP

MINUTE of Meeting of the BERWICKSHIRE
AREA PARTNERSHIP held in Berwickshire
High School, Langtongate, Duns, TD11 3QG
on Thursday, 5 September 2019 at 6.30 pm

Present:- Councillors J. A. Fullarton (Chair), J. Greenwell, H. Laing, M. Rowley (from para.4) together with 16 representatives from Partner Organisations, Community Councils and members of the public.

Apologies:- Councillors C. Hamilton and D. Moffat

In Attendance:- Strategic Community Engagement Officer, Locality Development Co-ordinators (J Pringle, G Jardine), Clerk to the Council, Trainee Democratic Services Officer

1. **WELCOME**

Councillor Fullarton welcomed everyone to the Berwickshire Area Partnership and thanked the Community Councils, Partners and local organisations for their attendance. He outlined the programme for the evening and introduced the speakers. The Chairman welcomed Paul Gilbert from Scottish Borders Council (SBC) and Changeworks Project Officer, Neil Robertson, who were the partners in the Home Energy Scotland project and were present to give an update to raise awareness on the energy efficiency measured for home owners and private landlords. Mr Gilbert explained that Home Energy Scotland was a free, impartial energy efficiency advice service funded by Scottish Government designed to help householders stay warm in their homes and save money on their energy bills. Home Energy Scotland would also provide information on funding, incentives and finance options for energy efficiency improvements. The funded energy efficiency programme which was run by the local authority was designed to help householders install internal wall insulation. He explained that insulating homes with internal wall insulation would make homes much warmer and was also better for the environment. This project would work alongside community groups and community councils in order to engage and promote the measures that could be taken. Contact could be made through the links on the SBC website or by contacting Home Energy Scotland for free and impartial advice and support or by contacting the Communities and Partnership Team at Scottish Borders Council (SBC). Leaflets were also available at the meeting which gave full information on the project.

2. **LOCALITIES BID FUND 1**

The Chairman welcomed representatives from Connect Berwickshire Youth Project (BYP) who gave a presentation on Summer 2018 at Connect BYP funded by the Localities Bid Fund. Stephan White and Amy Walker from the project advised that the Youth Project had been extremely grateful to have been chosen by the community to receive the funding for their Summer Programme which covered transport costs for young people throughout the Summer. They explained that access to transport was one of the biggest barriers for young people as was the cost of taking part in the activities for low income families. This funding helped to offer discount cards to young people and to lease a minibus so that young people could take part in holiday club sessions within different towns. They further explained that the summer programme of sessions had also themed trips which included: an animal week with a trip to 5 Sister's Zoo and the safari park; family week; enterprise week; challenge week and a trip to M&D's theme park. There had also been a one week sailing trip to Dorset with a voyage round the Channel Islands to various places which included RYA Competent Crew and Watch Leader training whilst on board. Mr White responded to the following questions:-

Questions/Comments

- (a) Question – how do you choose the people who go on the various voyages?
Response – we ask young people if they would like to attend, although the Dorset trip required experienced sailors.
- (b) Question – how do you tell people - do you market it through the schools?
Response – we have youth sessions in Duns and also promoted this through the Berwickshire schools, mainly Berwickshire and Eyemouth High Schools. We also use social media and after school clubs.
- (c) Question – could you explain about the Saltire Awards?
Response – all volunteers signed up to Saltire Awards working towards 100 and 200 hours then they get the Young Scot Award. They could also do youth achievement awards, bronze through to platinum.
- (d) Question – what were your objectives?
Response – mainly to get those families on low incomes to get new experiences and make more friends and to allow young groups to travel to and from different youth groups.
- (e) Question – how many young people do you have?
Response – we have 30 to 60 young people at the moment.

The Chairman thanked Stephan and Amy and recommended that everyone looked at the photographs on display to see what they had been doing throughout the summer.

3. FEEDBACK FROM MEETING ON 6 JUNE 2019

The Minute of the Meeting of the Berwickshire Area Partnership held on 6 June 2019 had been circulated along with a summary of the discussion attached as an Appendix to the Minute. The Chairman gave a brief outline of the previous discussion.

4. BERWICKSHIRE LOCALITY PLAN

- 4.1 There had been circulated copies of a presentation on Transport Planning by Timothy Stephenson, Passenger Transport Manager for Scottish Borders Council. The Chairman outlined the background around the problems with regard to transport, advising that this was an opportunity to raise any ideas and to think about various options. Mr Stephenson advised that engagement with communities to assess views was very important and group discussions would take place after the presentation. Mr Stephenson explained that the subsidised local bus services across the Borders currently cost £1.5m per annum. The local bus service was not a statutory requirement but was discretionary and it was school transport that was a statutory requirement. There was an obligation this year to make savings of £85k which had already been secured, without further cuts to bus services, and £165k saving was required for 2020. The plan for 2020 and beyond identified a number of under-performing bus routes with passenger numbers declining and the cost per passenger subsidy was very high. He also outlined the programme to meet with communities and Bus Users Scotland to form a transport plan. The local bus services in the area were highlighted in the presentation with information relating to the net subsidy per annum, total passengers per annum and average cost per passenger outlined for service number: 72 Berwick/Hutton/Paxton; 85/87 Kelso/Greenlaw/Berwick; 710 Kelso/Coldstream; and 902 Westruther/Stichill/Kelso routes, with the 85/87 route at £11 per passenger and £47,749 net subsidy being too high. The Borders bus network needed to be reviewed to potentially put something better in place. The average cost per passenger across the Borders bus network was £3.65. This did not mean that these routes would be withdrawn but as they could not be sustained, there was a need to find a way to still be able to provide a service. Some ideas and innovations suggested were: NEED of Alnwick, a Community Transport Scheme; West Linton taxi scheme; Bo'ness

Community Bus and non-bus related options – eg e-car, e-bike, trip share; and community transport/social car schemes.

- 4.2 This consultation was about hearing from communities who had any new suggestions and for them to play their part by bringing innovative ideas to take this project forward. There was a full discussion held and Mr Stephenson answered the following questions:

Questions/Comments

- (a) Question – why had Westruther never had a bus through it for years?
Response – there was a demand led bus service which had been in place since 2010 and could be run on the back of other routes or via the school bus service. A telephone call was required first to SBC to arrange to be picked up and be taken anywhere along the route.
- (b) Question – what percentage of cost was subsidy and who was using the route?
Response – in most cases where the subsidy was very high because passenger numbers were very low – ie on the Greenlaw route, the one-way fare was £3 but was costing £14 as SBC subsidy was £11. As an example, the gross cost of the 67 route Berwick/Galashiels was £890k bringing in revenue of £840k so the net cost was £50k.
- (c) Question – would there be an integrated transport system around Reston Station similar to the Galashiels interchange station and would services in Berwickshire east to west, for example to the BGH, be improved?
Response – as we did not have a railway in the Borders until 2015 there had been Scottish Government funding to allow some connections to continue but passengers were not using the services. Work would be carried out with communities in Reston to lobby the government for funding but people would need to continue to use the services otherwise they would not be sustainable. Transport Scotland would be attending a meeting in Reston Village Hall on 18 September which would be open to all for a full discussion on the points raised.
- (d) Question – there seemed to be a demand for responsive services that were not being publicised – how would this be revisited?
Response – if SBC were not advertising services this would need to happen as SBC received revenue. Leaflets would be available at Community Council meetings for distribution around villages and letters would be circulated to communities with information on where the services were. It was noted that the more people that used the service then the subsidy cost per passenger would reduce.
- (e) Question – one of the issues was the lack of confidence that communities generally had in public transport so there would be a decline until a more comprehensive system was put in place – ie feeder services into main routes although communities may not be in the best position to think through the design. How would you communicate wider with communities?
Response – we do not have all the answers to hand but one solution could be looking at the 85/87 route as it was not a well-used service and consider not having the service at all, but instead using a feeder bus service into the main route as an option.
- (f) Question – suppressed demand – there could be lots of people who were not using the bus service but would use it if they had confidence in it?
Response – there would be drop in sessions in the areas where people do not use the bus service and this would be an opportunity for people to attend and tell us why they did not use buses.
- (g) Question – what was SBC's contribution to the West Linton taxi scheme?

Response – our contribution to the bus route was £135k, the same amount for Dumfries & Galloway and Midlothian Councils. The tender came up after the fifth year and the subsidy was reduced to £35k so the route was still available 7 to 7. SBC had given initial funding to the taxi service from Penicuik to West Linton after 9pm which linked in to buses from Edinburgh. However, the application to the Council's Community Fund had been unsuccessful and the taxi service had stopped. It was noted that this project would always be on a knife edge if reliant on annual fund raising or people in the communities leaving the area so no longer requiring the service.

(h) Question – what was the breakdown of the large increase of operation costs +20%?
Response – Border Buses tendered a few years ago so it had not increased here yet. The 20% figure came from the national average and the number of operators in the Scottish Borders was now down to 5 from 12.

(i) Question – the main route from Berwick to Galashiels was using big buses with occasionally only one or two people on the bus, so why was a smaller bus not used?

Response – this had already been looked at. It would only be a small saving by reducing the size of the bus as the cost for the fuel and driver did not change. It was also noted that there had been a lot of issues with the 60 service which did not seem to have any regular users, with inconsistent numbers and there was no logic behind this.

4.3 Those present at the Area Partnership meeting then split into groups to discuss specific passenger transport related network and connection issues within the Berwickshire area and to highlight any options going forward.

MEMBER

Councillor Rowley joined the meeting during the above item.

5. BERWICKSHIRE INTERIM COMMUNITY FUND

(a) Interim Community Fund Overview Map

There had been circulated copies of the Interim Community Fund Overview Map which showed the current position as of September 2019. The total budget allocation for the interim community fund 2019/20 was £212,494, with an available balance remaining of £148,246. Ms Pringle outlined the details of the allocations which showed: the Community Council commitments total £13,680; Berwickshire Federation of Village Halls at £13,502 and the local festival grant commitments at £14,060.

(b) Internal & External Funding Maps for Berwickshire

There had been circulated copies of the internal investment in Berwickshire for the period April 2016 to March 2019 which totalled £916,049. Ms Pringle explained that the internal and external funding maps for Berwickshire were broken down and showed a snapshot of the funding secured. There had also been circulated copies of the external investment for the same period totalling £1,531,537 along with the breakdown of each category.

(c) Berwickshire Community Fund Application – Swinton & Ladykirk Community Council

With reference to paragraph 8 of the Minute of the meeting held on 6 June 2019, the Communities & Partnership Manager, Jan Pringle, explained that the Berwickshire Community Fund 2019/20 was now up and running. An application had been received for approval from Swinton & Ladykirk Community Council with a funding request of £2,241 to upgrade unsafe/non-compliance electrical supply and distribution system to Swinton Village Green, in turn supporting a wide variety of community events and activities. Any approval would be subject to an SBC

framework contractor being used for the electrical works so that all works would meet the appropriate electrical standards. The Chairman of Swinton & Ladykirk Community Council thanked Ms Pringle for her assistance and support in getting the application submitted within the required deadline. It was agreed to approve the grant of £2,241 to Swinton & Ladykirk Community Council to upgrade the unsafe/uncompliant electrical supply and distribution system to Swinton Village Green, subject to the work being undertaken by an SBC Framework contractor and that all work met the appropriate electrical standards.

- (d) **Eyemouth & District Community Council** – it was noted that this application was from Eyemouth & District Community Council and not Chamber of Trade. This had been fast tracked and the application for £930 had been approved.
- (e) **Honour our Troops** – this application had also been fast tracked and the application for £501 had been approved.

6. **FUTURE AGENDA ITEMS**

The Chairman asked for any suggestions/proposals for future agenda items or any items to be submitted to Ms Pringle for the next meeting. The following topics were submitted:-

- (a) Passenger transport discussion
- (b) Computer Mapping - Gavinton Community Council requested a 10 minute slot to highlight the successful use of the computer mapping system to highlight to other community councils and communities what use could be made available through the Ordnance Survey (OS) data which could be accessed through SBC.
- (c) Budget setting process – to have a more in-depth discussion with Finance colleagues on a realistic look at the budget setting process.
- (d) Overview on Homecare Services from SB Cares – to assess the direction of travel for Berwickshire.
- (e) Supporting Mental Health in Berwickshire – how services were provided and local needs made available.
- (f) Drug & Alcohol Support Services Provision.
- (g) Regeneration – how communities could get stronger and support regenerative activities - joint presentation from SBC Economic Development and SoSEP with groups involved.
- (h) Successful Projects/Programmes within the Berwickshire Area
- (i) Capacity in Communities to take on activities/volunteering – e.g. Cockburnspath Action Plan had just started to be developed, with a 2 pronged approach: people needed to realise what the options were and to think about what they would want and then to prioritise.

7. **ANY OTHER BUSINESS**

Ms Pringle gave an update on forthcoming events:

- (a) Lord Lieutenant's Volunteering Event on 25 September at Springwood Park, Kelso – to celebrate and develop the tremendous work carried out throughout our communities; the event was open to the public from 2.00pm – 4.00pm to find out what volunteering opportunities were available;

- (b) Eyemouth community drop-in centre event on 26 September at Eyemouth Primary School - 4.00pm - 7.30pm - to view plans for the new Eyemouth Community Campus;
- (c) Open Consultation on the SBC website to help develop the scheme on the Area Partnership and Community Fund;
- (d) Review of Polling District/Polling Stations; and
- (e) Grow your own Food.

8. **DATE OF NEXT MEETING**

The next meeting of the Berwickshire Area Partnership was scheduled for Thursday 6 December – venue to be agreed. Councillor Fullarton thanked all those who had attended the meeting for their participation and input.

The meeting concluded at 8.30 pm

Berwickshire Locality Plan – Community Transport: Solutions and Actions

Suggestions made:

- Electric solar information panels at key locations
- Border Integrated Transport App
- Expand volunteer driver schemes + social car share schemes
- E-bikes scheme (Energy Trust)
- SBC e-car scheme
- Extended Rail Connections/Accessibility
- Maximise the use of Borders College /SBC /NHS/Post Office/Third Sector minibuses
- Remove need for travel – extended outreach, use of skype for appointments, telecare
- Demand Responsive Transport i.e. community taxi, uber type scheme

Locality suggested transport solutions	Would this work in your community?	Who would take this forward – we need key champions/organisations	What support would be needed (financial, time, resources etc), and what would this look like?
<ul style="list-style-type: none"> • Co-ordinated town/village approach/Privacy issue – not everyone wants others to know they are attending the BGH • Post Bus – Need to identify who would use the bus if it was provided. • Investigation of transport options to transport people from small settlements to main routes – co-ordinated approach across the locality • Investigate areas of a similar size to see what 	<p>Replicate a successful model from elsewhere</p>	<p>SBC to help communities consider options</p>	

<p>works for them i.e. Highlands and Islands</p> <ul style="list-style-type: none"> • Look at continuing young people's discount past the age of 19 years old • Repurpose old railway line for cycle pathways to improve connectivity • Install a Driving theory app on school iPads to help young people pass their theory tests and pass their driving tests quicker <ul style="list-style-type: none"> • Eyemouth E-Bikes <ul style="list-style-type: none"> • Community Transport <ul style="list-style-type: none"> • E-Car Scheme 	<p>Would help to connect people and places</p> <p>Would help increase people's confidence and ability to pass the test</p> <ul style="list-style-type: none"> • This would work well in our community as there is plenty of tourist trails to use. • This would be an excellent resource to invest in as there a clear need for more transport options in the Berwickshire area. • A terms and conditions review would be required to see if it is feasible 	<p>national</p> <ul style="list-style-type: none"> • The Community Councils would take this forward. • Transport Services would take this forward. 	<p>We would need to look at how to get registered drivers insured (Need to learn from a model that works)</p> <ul style="list-style-type: none"> • For the E-Bikes to work, it would require a regional trail/demo for it to be viable. • For improved community transport to be a success it would require paid drivers. • Hybrid services cracking at seems – Hospital appointments?
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<ul style="list-style-type: none"> • Electric Solar information panels at key locations - this refers to the type of electronic signs seen at bus stops informing bus users of the next service due in X mins etc, or advises of any service changes • Borders Integrated Transport App - Would cover cross Border connections to Berwick-upon-Tweed (rail and onward bus services) and cover Reston station when operational • Expand volunteer driver schemes + social car share schemes 	<ul style="list-style-type: none"> • Yes – there would be some benefit to our communities. • Yes – this would work for residents and visitors alike. • Expanding Volunteer Driving schemes = Yes (if recruitment and retention is sustainable) • Social Car Sharing Schemes – may need more information on how these work practically 	<ul style="list-style-type: none"> • We would assume that the bus operator(s) would lead on this. • We would presume that this would need to be a joint venture between the key stakeholders, e.g. Bus operators, train operators, SBC, (SOSEP?) third sector providers. • In our area we would assume that the lead on expanding recruitment would be taken by Berwickshire Wheels in the first instance • In our area we would assume that the lead on expanding recruitment would be taken by Berwickshire Wheels in the first instance 	<ul style="list-style-type: none"> • Finance, time and resources to procure, install and maintain. • Technical dependency on digital connectivity (e.g. 4G/wifi) for each unit to receive real-time updates. • Some consideration to the cost/effort/reward of installing such technology – may be superseded by existing Aps e.g. Border Buses App. However the consideration of connectivity applies to both this and access to mobile apps in rural/isolated areas • Funding, effort and technical capability to create deploy and maintain. - There was some concern that this excludes those who are unable to use digital technologies
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<ul style="list-style-type: none"> • E-Bikes Scheme (Energy Trust) • SBC E-Car scheme – Electric car “range anxiety” can be removed/reduced and That the network of charging points can be extended • Extend Rail Connections/accessibility • Maximise the use of Borders College/SBC/NHS/Post Office/Third Sector Minibuses – is there a way to co-ordinate the demand for transport to the transport provision? 	<ul style="list-style-type: none"> • Unsure as such schemes seem better suited to more urban areas or where the settlement density is higher than many areas of Berwickshire. • Yes • Yes • Yes – there has been some notable success with the community transport hub. 	<ul style="list-style-type: none"> • SBC initially • Once demand is established establish the feasibility of third sector/ community operation. • Transport Scotland, RAGES, SBC, Rail operator, Network Rail • Borders Community Transport Flow Centre 	<ul style="list-style-type: none"> • Funding/investment for an extended network of charging points • Funding for the procurement, deployment and maintenance of vehicles • There were some comments regarding the number of cars that may need to be made available at each location. • There was an untested assumption that there would need to be a fleet of vehicles • It is hoped that Berwickshire will benefit form services being run form Reston Station • TBC
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<ul style="list-style-type: none"> Remove need for Travel – extended outreach, use of skype for appointments, telecare Demand Responsive Transport i.e. community taxi, Uber Type scheme - Uber is largely the same as booking a conventional private hire taxi albeit the booking is done on-line 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> TBC 	<ul style="list-style-type: none"> Due to time constraints this item wasn't discussed There was little time to get into the detail – but there was a feeling that such services could be used in addition to and complimentary to existing traditional services (buses) i.e. to get people from areas currently not served by a bus route so that they could meet a bus service for the remainder of their journey. If cost efficient they could also be used to plug gaps in traditional scheduled services that may not meet users' needs currently.
<p>Community Capacity - The issue of sustainability was highlighted a number of times – once schemes are off the ground there can be a reliance on a few individuals and when/if they are no longer able to steer the project then the ongoing viability of the scheme can be jeopardised.</p> <p>There wasn't a shared understanding of what is currently available in terms of traditional schedule transport and on-demand transport options. Unclear why that is.</p>			
<p>UBER type scheme</p>	<p>Taxi style approached, unlicensed but approved. Access via smart phone technology/apps. Drivers Screened – criminal checks Safety Features built-in, tracking customer reviews, driver profiles Vehicle safety inspections</p>		
<p>Bo'ness and Area Community Bus Association – reintroduction of bus links between Bo'ness and Edinburgh</p>	<ul style="list-style-type: none"> Recruited 2 Full Time drivers and 1 Part time driver and 1 Volunteer driver Recruited an Operations Consultant Recruited an Administration Assistant Delivered 10235 passenger journeys since February 2018 Make 58 journeys a week to and from Edinburgh Covered over 120,000 miles 		

Killin & District Volunteer Car Scheme	<p>Volunteer based scheme that aim to assist people in our district who have real problems in accessing transport or coping with the long journeys. The service is provided by volunteer drivers who use their cars to provide transport to people who struggle to access other forms of transport, due to a variety of reasons and where there is a need to access services that are essential and/or in the interest of their general wellbeing</p> <ul style="list-style-type: none"> • Journeys are subsidised – 45p per mile for drivers and 20p per mile for a passenger • The driver's expenses cover fuel, maintenance and depreciation of their vehicle so that they are not out-of-pocket.
Badenoch & Strathspey	<ul style="list-style-type: none"> • Community Transport model operating a set bus route, although providing door to door service • Operates 5 days per week, 9.30-4.30pm • Must be booked in advance •
NEED Ltd (Alnwick)	<ul style="list-style-type: none"> • Largely self-financing model • Range of services – car scheme / dial-a-ride / family vehicle / group transport • Contracts for Council and NHS • Entrepreneurial
Chariotts (Wrexham)	<ul style="list-style-type: none"> • Branded fleet of accessible vehicles • Paid co-ordinator but all volunteer drivers <p>In 2015 provided 12,645 trips, of which 6,642 were for wheelchair users</p>
Transport Access People (Cornwall)	<ul style="list-style-type: none"> • Volunteer car scheme for non-emergency healthcare appointments • Journeys to and from the Hospitals in Truro and Plymouth • Door to door transport for people who find difficulty accessing transport

SCOTTISH BORDERS COUNCIL PENSION FUND COMMITTEE AND PENSION BOARD

MINUTES of Meeting of the PENSION FUND
COMMITTEE AND PENSION BOARD held
in Council Chamber, Council Headquarters,
Newtown St Boswells on Thursday, 12
September 2019 at 10.00 am

Present:- Councillors D. Parker (Chairman), J. Brown, C. Hamilton, D. Moffat,
S. Mountford, S. Scott, Mr E Barclay, Mr M Drysdale, Mr M Everett,
Ms K M Hughes, Ms L Ross, Ms C Stewart and Ms H Robertson.

Apologies:- Councillors S Aitchison

In Attendance:- Chief Financial Officer, Pension and Investment Manager, HR Shared
Services Manager, Mr T Hodgson (KPMG), Democratic Services Officer (J
Turnbull).

1. **WELCOME AND INTRODUCTION**

The Chair welcomed Ms Robertson, Borders College, and Mr Everett, Unison, new members to the Pension Board.

**DECISION
NOTED**

2. **MINUTE**

There had been circulated copies of the Minute of the Meeting of 13 June 2019

**DECISION
NOTED for signature by the Chairman.**

3. **PENSION FUND INVESTMENT AND PERFORMANCE SUB-COMMITTEE**

There had been circulated copies of the Minute of the Pension Fund Investment and Performance Sub-Committee held on 24 June 2019.

**DECISION
NOTED.**

4. **PENSION ADMINISTRATION SYSTEM**

There had been circulated copies of a report by Service Director HR and Communications requesting approval to delegate the responsibility for the procurement of the Pension Administration System for the Scottish Borders Council Pension Fund to the Chief Financial Officer. The report explained that Lothian Pension Fund had carried out a full tender exercise for the Pension Administration system. Scottish Borders Council Pension Fund had expressed an interest in being included, with a view to using the same terms and conditions following the outcome of the tender exercise and appointment of the preferred supplier. Aquila Heywood was the preferred bidder and our current supplier, therefore, the Fund was looking to enter into a new contractual relationship with the supplier. Costs for the procurement and implementation of the additional functionality for the Pensions Administration System would be capped at £815,601 over the following five years. Officers were continuing discussions with the supplier in an effort to reduce these costs. The system was an essential administrative tool that supported the provision of a high quality administrative service for the Pension Fund, allowing the Fund to continue to

address the complexity of legislative changes that have been added in recent years without the need to review staffing levels. The System provided an opportunity to implement a modernised application with functionality to provide an improved experience and service for members of the Pension Fund. The implementation of Members Self Service functionality would address a deliverable from the Business Plan and Communication Policy previously agreed. The additional i-Connect would streamline processing of all starters, leavers and changes, along with the removal of the annual return, which in turn would be an improved experience for employers and lead to more accurate up to date information being available for members using the Members Self Service functionality. In response to a question regarding cost and value for money, the HR Shared Services Manager, Mr Angus, advised that the Service would improve communication with all members to allow them to obtain their own pension estimates. He further advised that all other Pension Funds in Scotland were currently using the Service. The Pension and Investments Manager, Mrs Robb, added that from a governance perspective, the Service met all the necessary requirements in terms of data quality.

DECISION

AGREED the delegation of responsibility for the procurement of the contract renewed for the Aquila Heywood Pensions Administration System to the Chief Financial Officer, with costs restricted to a maximum of £815,610 over the five year term of the contract, including implementation costs for the new functionality.

5. RISK REGISTER UPDATE

With reference to paragraph 8 of the Minute of 13 June 2019, there had been circulated a report by the Chief Financial Officer which formed part of the risk review requirements and provided the Pension Fund Committee and Pension Board with a full register and proposed management actions to mitigate risks. Identifying and managing risk was a corner stone of effective management and was required under the Council's Risk Management Policy and process guide and CIPFA's guidance "Delivering Governance in Local Government Framework 2007". It was further reflected and enhanced in the "Local Government Pension Scheme" published by CIPFA. A full risk review had been undertaken on 15 April 2019 and the revised risk register approved by the Joint Pension Fund Committee and Pension Board on 13 June 2019. Appendix 1 to the report detailed the risks within the approved risk register which had been identified as management actions to date. The report advised that with the possible deadline for the withdrawal of the UK from membership of the EU without an agreed deal drawing close, guidance had been issued by the Pension Regulator and the Pensions and Lifetime Savings Association on the actions Pension Funds should consider to prepare for this eventuality. The Fund had reviewed these documents and paragraph 5.5 of the report, detailed the actions taken. With regard to risk 1.9, Mrs Robb advised that Hymans Robertson would be undertaking the next triannual actuarial valuation. Prior to the next meeting they would give a training session for Pension Fund Committee and Pension Board members.

DECISION

- (a) **NOTED:**
- (i) **The management actions progressed as contained in Appendix 1, to the report;**
 - (ii) **The work undertaken in preparation for the UK potentially exiting the EU without an agreed deal; and**
 - (iii) **No new quantifiable risks have been identified since the last review; and**
- (b) **AGREED to a key risk review being undertaken in December 2019 and reporting of progress on the risk management actions.**

6. SECURITIES LENDING

There had been circulated copies of a report by Chief Financial Officer proposing that the Pension Fund undertook securities lending to enhance the future returns available from the Fund's equity investments. The report explained that securities lending was where securities were loaned on a temporary basis to a borrower for a return. Although there was an absolute transfer of title of the securities, the Fund remained the beneficial owner, with the "borrower" obligated to reimburse economic benefits during the period of the loan. Northern Trust, the Fund's custodian, had ran a securities lending programme since 1981 demonstrating long term experience in this area of activity. The programme met the required Local Government Pension Scheme regulations. Based on the current level of equity assets held by the Fund, which fell within the securities lending programme, it was estimated on a prudent basis that the Fund would gain £20k per annum additional income from participation. In response to questions, Mrs Robb advised that nine out of the 11 LGPS Funds had signed up to the security lending programme. Mr Hodgson, KPMG, clarified that securities lending was a way for the Fund to receiving additional income mitigated by indemnification risk, and would not affect the Fund's investment strategy.

DECISION

AGREED

- (a) **The implementation of a securities lending programme; and**
- (b) **To delegate to the Chief Financial Officer the implementation of the programme with Northern Trust.**

7. PENSION ADMISSION POLICY

There had been circulated copies of a report by Service Director HR and Communications proposing the adoption of the Pension Admission policy for the Scottish Borders Council Pension Fund. The report explained that the Pension Fund Business Plan, as approved at the June 2019 meeting, included the creation of a Pension Admission Policy for the Fund, to ensure the successful admission of new Admitted Bodies as required. Appendix A, to the report, contained the Pension Admission Policy, which met the legislative requirements of the Local Government Pension Scheme (Scotland). This would be referred to for any future admission requests to the Fund. Hymans Robertson, the Fund Actuary, and Pinsent Mason, external legal advisors used by the Fund, have been consulted during the preparation of this Policy on the basis that there was a significant requirement to involve them in the determination of suitability, based on risk to the Fund, to become an Admitted Body to the Fund.

DECISION

AGREED the Pension Admission Policy as set out in Appendix A to the report.

8. SOUTH OF SCOTLAND ENTERPRISE ADMISSION REQUEST

There had been circulated copies of a report by Service Director HR and Communications requesting approval for the admission of South of Scotland Enterprise (SOSE) into the Local Government Pension Scheme to enable access to the scheme for prospective employees of SOSE. The South of Scotland Enterprise Act 2019 was passed by the Scottish Parliament on 5 June 2019 and received Royal Assent on 12 July 2019, with Provision 12 of the Act establishing the SOSE. Scottish Borders Council Pension Fund would enter into an admission agreement, including the requirement for a Guarantee to be in place with the SOSE. No changes could be made to the status of the Fund, pension benefit for employees or employer contribution rate without the written agreement of the Pension Fund. Mr Angus confirmed that any TUPE employees would be automatically transferred to the Scottish Borders Council Pension Fund.

DECISION

AGREED to enter into an appropriate agreement with South of Scotland Enterprise to admit the body to membership of the Pension Fund on terms and conditions to the satisfaction of the Chief Financial Officer.

9. COMMUNICATION STRATEGY REVIEW

There had been circulated copies of a report by Service Director HR and Communications providing a review of the Communication Strategy and updating on the review of forms and communication, including annual benefit statements. In line with the Pension Fund Business Plan the Strategy should be reviewed on an annual basis. This report discharged that requirement. There were no proposed changes to the Communication Strategy, which reflected the current position of the Fund and made use of available technologies. The Pension Fund website had proven to be a useful resource and had been visited on a regular basis. This continued to be updated to reflect the current Regulations and any relevant documents or news stories were published accordingly. The Pensions Administration team had carried out a review of the supporting information provided along with the Annual Benefit Statements for this year. Work was also ongoing to review processes and associated Forms. In response to a question, Mr Angus advised that employee interest in Additional Voluntary Contributions (AVCs) had been positive; he would bring back further details to the next meeting of the Pension Fund Committee and Pension Board.

DECISION

NOTED:

- (a) **That there were no changes to the Communication Strategy at this time;**
- (b) **The website performance over the last 14 months; and**
- (c) **That work had commenced on the review of Forms and the Annual Benefit statement documentation had been reviewed prior to issue.**

10. PENSION FUND BUDGET MONITORING TO 30 JUNE 2019

There had been circulated copies of a report by the Chief Financial Officer providing the Pension Fund Committee and Pension Fund Board with an update on the Pension Fund budget to 30 June 2019 including projections to 31 March 2020. The Local Government Pension Scheme (Scotland) Regulation 2014 required Administering Authorities to ensure strong governance arrangements and set out the standards they were to be measured against. To ensure the Fund met the standards a budget was approved on 7 March 2019 following the recommendations within the CIPFA accounting guideline headings. The report detailed the total expenditure to 30 June 2018 was £0.012m, with a projected total expenditure of £6.458m against a budget of £6.402m. This projected a budget variance of £56k which represented professional advisors costs and increased cost for the Pension Fund Administration IT system. In response to a question regarding investment management fees, Mrs Robb advised that fees were kept continually under review and the fees paid reflected managers' performance.

DECISION

- (a) **AGREED the projected out-turn as the revised budget.**
- (b) **NOTED the actual expenditure to 30 June 2019.**

11. RESPONSIBLE INVESTMENT MONITORING

There had been circulated copies of a report by Chief Financial Officer providing the Committee and Board with the first annual monitoring report which detailed the extent to which the Fund's Investment Managers have complied with the requirements of the agreed Statement of Responsible Investment Policy. The report explained that the Pension Fund, as part of its fiduciary duties, was required to ensure appropriate consideration was given to Environmental, Social and Governance (ESG) issues as part of its investment decisions, whilst acting in the best interest of the scheme beneficiaries. The Pension Fund approved a Responsible Investment Policy on 30 November 2018. Annual monitoring was required under the terms of the policy. All fund managers appointed since the approval of the Policy, were signatories of the United Nations Principles of Responsible Investment Code (UNPRI) and eleven out of 12 existing managers were signatories. Information had been provided by Fund Managers and scored against questions listed in paragraph 4.5 of the report, with scores for each manager shown in paragraph 4.6. Officers would work with Fund Managers who scored 15 or less to improve their performance and fully meet the objectives of the ESG policy.

Climate Action 100+ was an investor led initiative to engage greenhouse gas emitting companies to improve their emissions. The initiative had two levels of participation. It was recommended the Pension Fund signed the statement shown in paragraph 5.5 of the report to become a supporter of the initiative. This support would help demonstrate the Fund's commitment to tackling climate change and reducing carbon emissions. In response to a question regarding deforestation for the production of palm oil, Mr Robertson explained that the Fund did not invest in any companies associated with deforestation. There were examples of palm oil now being farmed on a sustainable basis without the need for de-forestation.

DECISION

(a) **NOTED the first annual performance report regarding compliance with the Pension Fund's policy on responsible investment and the scores for each of the managers.**

(b) **AGREED to become a supporter of the Climate Change 100+ initiative.**

12. INFORMATION UPDATE

12.1 There had been circulated copies of a briefing paper by the Chief Financial Officer providing members of the Committee and Board updates on a number of areas which were being monitored and where work was progressing. Full reports on individual actions would be tabled as decisions and actions were required.

12.2 GMP Reconciliation

With reference to paragraph 11.2 of the Minute of 13 June 2019, the report advised that 0.11% (22 members) remained unreconciled. These were awaiting data from HMRC or further investigation of historic payroll details. Once completed, the Committee and Board would be advised.

12.3 Annual Benefit Statement

In accordance with LGPS regulations, all Annual Benefit Statements had been issued prior to the 31 August 2019 deadline to active and deferred members.

12.4 Pension Administration Strategy

The annual review of the Pension Administration Strategy had been carried out and no changes were required.

12.5 Scheme Advisory Board

With reference to paragraph 11.3 of the Minute of 13 June 2019, it was noted that the Scheme Advisory Board (SAB) had not held any meetings since 24 April 2019 and the note from that meeting was still unavailable. It was noted that their next meeting was scheduled for the 30 October 2019. The SAB had agreed further analysis of fund merging and the next meeting would consider the way forward. An update would be provided at the next meeting of the Committee and Board.

12.6 Plastics Engagement

With reference to paragraph 11.4 of the Minute of 13 June 2019, The Fund was working with Strathclyde Pension Fund and Sustainalytics to encourage high plastic users to reduce plastic use. Apple were one of the companies proving reluctant to participate. Scottish Borders Council had agreed to support a campaign letter to Apple encouraging them to engage with the Sustainalytics.

12.7 Training Opportunities

With reference to paragraph 11.5 of the Minute of 13 June 2019, Baillie Gifford would hold their Training and Seminar event on 9-10 October 2019. The Local Government Chronicle were holding their annual seminar on 24-25 October. Information for both events would be emailed direct to those attending.

12.8 Future Meetings

Prior to the next meeting, on the 29 November, there would be presentation from Hymans Robertson on the triannual actuarial valuation process.

DECISION

NOTED the information update.

13. ITEMS LIKELY TO BE TAKEN IN PRIVATE

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business contained in the following items on the ground that they involved the likely disclosure of exempt information as defined in paragraphs 6 and 8 of the part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

14. MINUTE

The Committee noted the Private Minute of the meeting of 13 June 2019.

15. PENSION FUND INVESTMENT AND PERFORMANCE SUB-COMMITTEE

The Committee noted the Private Minute of the meeting of 13 June 2019,

16. QUARTER PERFORMANCE UPDATE

The Committee considered a private report by KPMG.

The meeting concluded at 11.45 am

SCOTTISH BORDERS COUNCIL PENSION BOARD

MINUTES of Meeting of the PENSION BOARD held in Council Chamber, Council Headquarters, Newtown St Boswells on Thursday, 12 September 2019 at 11.45 am

Present:- Mr E Barclay (Chairman), Mr M Drysdale, Ms K M Hughes, Ms L Ross.
Ms C Stewart, M Everett, H Robertson.
Apologies:- Councillor Aitchison.
In Attendance:- Pension & Investments Manager, HR Shared Services Manager, Democratic Services Officer (J Turnbull)

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting of 13 June 2019

DECISION

NOTED for signature by the Chairman.

2. **PENSION BOARD MEMBERSHIP**

The Board noted the resignation of Ms Dunthorne, welcomed Mr Everett to the Board, and agreed the membership of the Pension Board.

DECISION

(a) **NOTED the resignation of Ms Dunthorne.**

(b) **AGREED the membership of the Pension Board as follows:-**

Councillor S Aitchison (Scottish Borders Council)
Mr E Barclay (Unite)
Mr M Drysdale (GMB)
Mr M Everett (Unison)
Ms K M Hughes (Unison)
Mrs H Robertson (Borders College)
Ms L Ross (Admitted Body)
Mr C Stewart (Admitted Body)

3. **JOINT MEETING OF PENSION FUND COMMITTEE AND PENSION BOARD**

The Board asked for clarification on the difference between currency hedging and hedge funds. Mrs Robb explained that currency hedging protected against fluctuations in currency exchange rates; whereas a currency hedge fund was a managed investment aimed at generating returns. The Pension Fund's investment strategy no longer included currency hedging, although some of the Fund's investment companies did invest in hedge funds. The Board then referred to the discussion on plastics. In response to a question, Mrs Robb advised that the Fund would not cease investing in Apple, but through working with Strathclyde Pension Fund, and Sustainalytics, had supported engagement to encourage a reduction in their plastic use.

DECISION

NOTED.

The meeting concluded at 11.55 am.

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**SCOTTISH BORDERS
COMMUNITY PLANNING
STRATEGIC BOARD**

MEETING

- Date:** 12 September 2019 from 2.00 to 4:30 p.m.
- Location:** Council Chamber, Scottish Borders Council, Council Headquarters, Newtown St Boswells
- Attendees:** Councillor Mark Rowley (SBC) [Chair], Councillor Stuart Bell (SBC), Ms Angela Cox (Borders College), Mr Malcolm Dickson (NHS Borders), Mr Stephen Gourlay (Scottish Fire & Rescue Service), Councillor Carol Hamilton (SBC), Mrs Marjorie Hume (Third Sector), Inspector Jacqi McGuigan (Police Scotland), Councillor Simon Mountford (RSLs representative), Mr David Rennie (Scottish Enterprise).

- Also in attendance:** Colin Banks, Jenni Craig, Cameron Frater, Clare Malster, Stuart Easingwood, Jenny Wilkinson (all SBC); Tim Patterson (NHS/SBC); Nile Istephan (Eildon Housing).

MINUTE AND ACTION POINTS

1. **APOLOGIES**

Apologies had been received from Councillor S. Aitchison (SBC), Ms Karen Hamilton (NHS Borders), Mr Tony Jakimciw (Borders College), Superintendent Angus McInnes (Police Scotland), and Ms Elaine Morrison (Scottish Enterprise).

2. **MINUTE**

Copies of the Minute of Meeting of 13 June 2019 had been circulated.

AGREED to approve the Minute.

3. **ACTION TRACKER**

It was noted that all outstanding items on the Action Tracker were on the agenda for the meeting.

4. **MEN'S SHED**

- 4.1 Ross Hall, Scottish Borders Men's Shed Development Officer, along with Johnny Johnston and Wilson George from Eyemouth and Hawick Men's Sheds respectively, joined the meeting. Mr Hall gave a presentation on the Men's Sheds in the Scottish Borders, each of which were different but all fulfilled their aim to reduce social isolation – particularly for men – with every shed having hugely talented skilled tradesmen. Sheds were run by the 'shedders' themselves, and there was a wide range of local organisations able to provide further information, advice and guidance about getting involved. General information could also be obtained from the Scottish Men's Shed Association

www.scottishmsa.org.uk or from Ross Hall r.hall@vcborders.org.uk. There were over 500 'shedders' in the Borders with the numbers growing each week, and there were currently sheds in Coldstream, Duns, Eyemouth, Galashiels, Hawick, Jedburgh, Kelso, Lauder, Peebles and Selkirk.

- 4.2 Johnny Johnston then spoke of his involvement with the development of the Eyemouth Men's Shed which had initially started in the old British Legion before moving to the premises of the Eyemouth and District Disabled Association (TEDDA) and were currently looking for their own premises which could then be shared with other clubs. The main thrust was men from all walks of life – farmers, joiners, fishermen, engineers - sitting round a table sharing their experiences; with links also being made with the Head Teacher to get young people to come and join in the discussions. Not all the shedders were from Eyemouth but came from a 15-mile radius. It was possible to see the difference made to those men suffering from depression or who had disabilities, which had a wider impact on immediate family members as well, just by having a conversation and sharing. Wilson George then gave details of Hawick Men's Shed and its work with social service referrals as well as the long term unemployed, providing support to the community.
- 4.3 The Chairman commented on the scale of the Men's Shed movement in the Borders and its success, in particular on the emotional side as well as the practical side. It was difficult to quantify the success of the sheds, as it was not simply about numbers but also about the difference made to the wider family e.g. if someone with dementia is attending a shed, the family knows the person is in a safe environment. Some attendees did require support or the presence of a carer. The only thing that was frustrating was the ability to tackle loneliness, with some people in their house alone with no contact with others and to try to get them involved. Men's Sheds did reduce social isolation and brought people together who would not normally speak to each other. There was a no-alcohol policy so this was somewhere for adults to go in a safe environment and talk to people and leave feeling happier. It encompassed all walks of life and occupations and was all about sitting down with a cup of tea and conversations going on around you all the time. Mr Johnston commented that it was a blessing to be involved and a blessing for the shedders. Councillor Hamilton gave a vote of thanks to all the Men's Sheds and the work they did across the Scottish Borders.

5. **COMMUNITY PLAN ANNUAL PERFORMANCE REPORT**

With reference to paragraph 9 of the Minute of 13 June 2019, copies of the proposed format for the Annual Performance Report were circulated, which was a mock up combining historic and live data from the Quality of Life theme. If this style was agreed, it would be used to monitor the progress of the actions in the Community Plan. Jenni Craig, SBC Service Director Customer & Communities, advised that the theme leads were working with the SBC Community & Partnerships team to identify a number of key measures and targets, pulling together the actions for each theme within the Community Plan, with the aim of bringing this back to the next meeting of the Strategic Board in November 2019. With regard to the mock-up of Quality of Life data, feedback was requested on the format and style, which used infographics and greater detail within an appendix. The Annual Performance Report was aimed at the public, showing how the partners were performing against the actions in the Community Plan. A return would be made to the Scottish Government on an annual basis. Members commented:

- A need to be careful with the use of percentages without accompanying context e.g. knife crime increases by 50% when it goes from 2 to 3 incidents, so where numbers were low it could be better to stick to numbers rather than percentages.
- Consideration would be given to the inclusion of a RAG status and/or trends, although timescales may vary on each action e.g. quarterly, annually.
- The format was heading in the right direction, with enough detail to get a reasonably informed view of a snapshot in time.
- All measures and targets should be locked down by the next meeting.

- Consideration would be given to superimposing the Scottish rate on graphs to give a national context.
- Consideration would be given to include the details beside or underneath graphs rather than later in the document.

All these points would be taken into account for the final document.

AGREED to use the format circulated at the meeting for the Annual Performance Report, subject to the above points.

6. **CHILD POVERTY ACTION PLAN**

With reference to paragraph 5 of the Minute of 13 June 2019, copies of a briefing paper by Allyson McCollam, Associate Director of Public Health, had been circulated. The Strategic Board had previously agreed that a multi-agency Working Group should be established to oversee the further development and implementation of the Child Poverty Action Plan, with membership drawn from across the Community Planning Partnership from those that had a remit for the relevant strategic areas. The Working Group would report to the Children and Young People's Leadership Group (CYPLG) six monthly and provide an annual update to the CPP Strategic Board in advance of submitting the required annual report to the Scottish Government, with the next one due in June 2020. Terms of reference for the Working Group would be developed for approval by the CYPLG, and the Working Group would focus initially on reviewing the first Action Plan to identify key strategic priorities and potential areas for collaborative action. National scrutiny of local action plans would be provided through the Poverty and Inequalities Commission which would be reviewing a sample of local action plans, with feedback expected later in 2019. Engagement with the Third Sector was also planned in advance of the first meeting of the Working Group on 24 September, in order to raise awareness of the Action Plan. There was a need to demonstrate that the priorities being developed were being done so in consultation with those affected. It was also recognised that this was a long term plan. With regard to the definition of child poverty, 4 different definitions had been used.

AGREED:

- (a) **to note the progress since June 2019 towards establishing the Child Poverty Working Group;**
- (b) **to approve in principle the governance arrangements for the Child Poverty Action Plan; and**
- (c) **to receive an update on progress with quantification and prioritisation of actions within the Child Poverty Action Plan at the next meeting of the Strategic Board.**

7. **ECONOMY, SKILLS AND LEARNING UPDATE**

- 7.1 With reference to paragraph 7.1 of the Minute of 7 March 2019, an update on the work of the Economy, Skills and Learning Group was circulated at the meeting. Angela Cox, Principal of Borders College gave highlights from the paper. The South of Scotland Enterprise Agency was due to come in to operation on 1 April 2020, and it had recently been announced that Professor Russel Griggs, who had been chairing the South of Scotland Economic Partnership (SOSEP), would be the first Chair of the Agency. SBC Officers had been working on future governance arrangements between Scottish Government, the Agency, the 2 Councils and partners in the South of Scotland which was likely to involve the establishment of a South of Scotland Regional Economic Partnership. This Partnership would oversee the development and implementation of a joint South of Scotland Regional Economic Development Strategy, which would link to the Scottish Borders Economic Action Plan. A South of Scotland Convention would also be

established to provide an opportunity for direct political dialogue between the Councils and Scottish Government Ministers' and its agencies.

- 7.2 With regard to work by SOSEP, the South of Scotland Regional Skills Investment Plan had been launched on 20 June 2019, and this had been followed by a workshop at Borders College. Skills Development Scotland was working with various partners to ensure the various actions in the Plan were implemented. SOSEP had also undertaken 28 consultation events across the South of Scotland which included dedicated business and thematic sessions. One key priority action identified from these events was the need for an integrated approach to transportation and work was taking place to consider how this may be taken forward. Work, led by the Council, on Brexit preparations was ongoing, with efforts to engage businesses focussed on the possibility of the UK leaving the EU without a deal at the end of October 2019.
- 7.3 The Heads of Terms Agreement for the Borderlands Inclusive Deal had been signed by the 5 Borderlands Councils and the Scottish and UK Governments on 1 July 2019. The two governments were contributing £350m to the Deal. A Borderlands Inclusive Deal conference was being planned for 7 October 2019 in Northumberland to provide information to partners about the Deal. The full Deal was expected to be signed in 2020. Work had also continued to progress the Central Borders Innovation Park project at Tweedbank as part of the Edinburgh and South East Scotland City Region Deal. SBC had led on the Workforce Mobility Project as part of the Integrated Regional Employability and Skills Programme, with the full business case for this project approved by SOSEP in June 2019.

Note: Councillor Mountford left the meeting.

8. **HEALTH AND WELLBEING UPDATE**

- 8.1 With reference to paragraph 7.2 of the Minute of 7 March 2019, copies of an update report on Out Health, Care and Wellbeing had been circulated. Tim Patterson, Director of Public Health, gave highlights of the work undertaken since the last update, focussing on the diabetes prevention partnership and weight management; physical activity and the work undertaken with Live Borders; the healthy workplace programme; diversity week; and drugs deaths. Copies of the Scottish Borders Diversity Week programme for 23 to 29 September 2019 were circulated at the meeting along with details of the NHS Borders Wellbeing Service which offered support to people who wished to improve their lives in any of the following areas: mental health and wellbeing; being more active; eating more healthily; and quitting smoking. With regard to priorities for work going forward, this may need to be the subject of debate at the next Strategic Board meeting to identify the areas where the Board had more influence and which areas to monitor.
- 8.2 Mrs Hume, Third Sector representative, commented on the University of the Third Age (U3A), set up across the Borders, which took account of physical and mental wellbeing. There followed a discussion on the most appropriate data to include which would link actions and activities back to the outcomes. Jenni Craig confirmed that this work was underway with all the theme leads and at the next meeting of the Strategic Board this should be available. Some of the problems stemmed from the availability of up to date data e.g. Scottish health survey was carried out every 3 years. Members commented on the need for simpler data; home consumption of alcohol and the reduction in licensed premises.

9. **QUALITY OF LIFE UPDATE**

With reference to paragraph 7.3 of the Minute of 7 March 2019, copies of the update report on Our Quality of Life had been circulated. Stuart Easingwood, SBC Chief Social Work and Public Protection Officer & Interim Service Director Children & Young People, gave highlights of the work over the previous months. Anti-social behaviour monitoring

had increased and the number of early interventions had decreased; although there tended to be a seasonal trend, this slight worsening would continue to be monitored; more mediation in communities rather than escalation was the preferred route. In response to a question, Inspector Jacqi McGuigan, Police Scotland, confirmed that Group 1 offences related to non-sexual violent crime e.g. murder, extortion offences, etc.

10. **PLACE UPDATE**

10.1 With reference to paragraph 7.4 of the Minute of 7 March 2019, copies of an update on Our Place had been circulated. The Affordable Warmth & Home Energy Efficiency Strategy had now been approved following extensive partnership working and consultation. The Scottish Borders Home Energy Forum was now focussed on delivery and also responding to emerging national fuel poverty strategy and legislation. Collaborative working was underway between SBC, RSLs, Changeworks and The Energy Savings Trust on a number of projects and funding bids. Pre-manufacture (including modular) housing group was progressing with affordable housing schemes using modern methods of construction which were proposed across the Borders and Dumfries & Galloway. Work was underway with the Construction Scotland Innovation Centre to utilise their support and advice. Extra care projects were progressing in Gala and Duns. The Rapid Re-Housing Final Plan 20189-24 had been approved by SBC in March 2019 for final submission to Scottish Government – this had been developed in partnership with the Borders Housing Alliance and H&SCI Strategic Planning Group, with implementation from April 2019. Feedback had been received from Scottish Government on the Plan and follow up action was being planned. Some challenges and delay with securing planning consent was impacting on housing supply, but the delivery of the expanded programme was progressing well with future projects and priorities being identified. It was hoped to use the output from the current Wheelchair Accessible Homes Study to inform future investments. Discussions were ongoing with Aberlour and SBHA on potential future provision for a Borders based project for children with learning disabilities, and between Eildon Housing and Cornerstone with respect to a new LD service.

10.2 Nile Istephan, Eildon Housing Chief Executive, gave a presentation on the Green Homes initiative, which related to key activities in the Action Plan. Fuel poverty and sustainability issues came together in housing stock. New homes, when built, would have as high standards as possible e.g. zero carbon efficient, but most houses already existed so required a different approach. The RSLs were currently building more new homes in the Borders than any other provider, with 750 in the pipeline along with extra care housing. In some cases, RSLs purchased homes from private developers. The house building programme could also trigger economic benefits through use of a local workforce and supply chain. Eildon Housing's green programme comprised 4 different schemes, with completions expected by March 2021: Passivhaus (10 homes); Energiesprong with battery technology (13 homes); Off-site volumetric 12 homes (12 homes); and traditional time frame and air source heat pumps as the control scheme. The programme had end to end performance monitoring from the Mackintosh Environmental Architecture Research Unit built in, with analysis carried out from concept and build, to lived-in. These new type of heating systems required tenants to use them differently as they usually had a constant level of heat, rather than turning systems on/off when in/out. Tenants for these houses would be identified according to housing needs but they would be advised that due to the nature of the heating systems, they needed to use them properly to gain the benefits. The use of gas heating systems was no longer sustainable and alternatives had to be explored. Members welcomed the programme and looked forward to receiving updates as the schemes progressed.

11. **ANY OTHER BUSINESS**

Marjorie Hume, Third Sector, made a plea for all papers for future meetings to be submitted by the due deadline so they could be issued in advance of meetings to ensure there was sufficient time for members to read them. Mrs Hume also referred to the Lord-

Lieutenants' Volunteering Event which was due to take place at Springwood Hall, Kelso on 25 September 2019 and was advertised on various websites.

12. **DATE OF NEXT MEETING**

The date of the next meeting of the Strategic Board was confirmed as Thursday 21 November 2019 at 2.00 p.m.

Public Document Pack

Eildon Area Partnership



MINUTE of Meeting of the EILDON AREA PARTNERSHIP held in Lauder Primary School on Thursday, 12 September 2019 at 6.00 pm

Present:- Councillors K. Drum, D. Parker and E. Thornton-Nicol, 27 Partner representatives, Community Councillors, officers and members of the public.

CHAIRMAN

In the absence of Councillor Edgar, who had sent his apologies, the meeting was chaired by Councillor Thornton-Nicol.

1. WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting of the Eildon Area Partnership and thanked Community Councillors, Partners and local organisations for their attendance. Councillor Thornton-Nicol also welcomed Neil Robertson from Changeworks who had brought along information on a Home Energy Scotland insulation scheme.

2. LOCALITY BID FUND 1

The Chairman introduced Susan Law, from Rowlands Youth Project, Selkirk, to give an update following the group's successful bids to the Locality Bid Fund. Ms Law explained that Rowlands had applied for funding for two separate projects: Food for Thought; and Swap Shop, which organised exchange of clothing, school uniform, ball gowns etc. Both projects had been successful in the voting process and had been awarded funding. Food for Thought had developed at the Rowlands Centre as a social enterprise involving young people producing and preparing meals for sale on Friday afternoons as a community initiative. After deduction of the cost of food, half of the profit went back to Rowlands and the other half to the young people involved. In addition to this monetary incentive and the experience provided, the project gave the young people access to training with the opportunity to obtain qualifications. Individual achievements from the first group of young people included a college place, employment and award of Hygiene Certificates. A second group of young people had now been brought into the project. Ms Law went on to give her views about the Locality Bid Fund application and voting process and ideas about how this could be improved in the future. Members of the Area Partnership welcomed the news of this successful project. In a brief discussion following the presentation, it was suggested that the project should link in to the NHS Borders Healthy Living Network.

3. FEEDBACK FROM MEETING ON 27 JUNE 2019

The Minute of the meeting of the Eildon Area Partnership held on 27 June 2019 had been circulated. A summary of the discussion and review of the priorities identified in the draft Eildon Locality Plan was attached as an appendix to the Minute. One of the priorities identified by the Eildon Area Partnership was to improve the provision of transport in the area. The Chairman highlighted that at the last meeting in June the discussion began about transport provision and how this could be improved to help meet the needs of local communities. A range of comments were made, focusing on improvements to bus timetables and the number of services running; digital information on bus services being available for passengers; and looking at other companies who ran transport and whether these could be accessed by the public, i.e. post buses, Borders College and having e-

cars available in villages. These comments led on to the main theme for the evening which was transport networks and connections within Eildon, as outlined below.

4. EILDON LOCALITY PLAN

4.1 Transport networks and connections within Eildon

Scottish Borders Council Passenger Transport Manager, Timothy Stephenson, and Transport Services team leader, Gordon Grant, were in attendance to give a presentation on Transport Planning in the Scottish Borders. Copies of the Scottish Borders Bus Map and of the presentation had been circulated with the agenda and were available at the meeting. Mr Stephenson explained that the Council currently subsidised local bus services at £1.5m per annum. However local bus services were not a statutory requirement but were discretionary and like all local budgets the payments were always being reviewed. In 2018 there had been savings made of £200k based on data collection, alternatives being put in place and some innovative thinking. In 2019 there were £85k of savings already secured without further cuts but a £165k budget saving was needed for 2020. Some tough decisions therefore had to be made to achieve the savings. A number of under-performing bus routes had been identified where passenger numbers were declining and the subsidy per passenger was very high. However rather than just looking at service cuts the Council wanted to use 2019 to meet communities and see if things could be done differently. In August/September the team would be talking to Area Partnerships about transport and in September/October Bus Users Scotland would hold a big conversation (public consultation) with users. The Council would work closely with communities to form a transport plan. The local bus services being reviewed in the Eildon Area had a subsidy per passenger of up to £7.60 compared with an average of £3.65 per passenger across the Borders bus network as a whole. Mr Stephenson was keen to hear from communities who wanted to try new things: something that was an alternative to 'the traditional bus; something flexible, that could be controlled locally; and something that communities could commit to. He gave some examples of innovations in other areas and also referred to non-bus related options such as E-car, E-bike, Tripshare and community transport/social car schemes.

4.2 Following the presentation, the Chairman invited those present to take part in a round table discussion about transport planning in terms of potential options, solutions and actions within communities. The Locality Development Co-ordinator provided a template to aid the discussion and on which points could be recorded. A summary of the output of the discussion is attached as an appendix to this Minute.

5. EILDON COMMUNITY FUND

The Locality Development Co-ordinator referred to documents which had been circulated and which were available at the meeting giving an overview of the Interim Community Fund and internal and external funding sources in the Eildon area. She explained that there was a total 2019-20 budget allocation of £329,438 for the Eildon Community Fund. Within this fund, after committed allocations of: £10,525 for Community Councils; £28,400 to Local Festivals; £14,470 to village halls; and awards to date/applications to assess of £23,230; there was an available balance of £252,813 left in the fund for the 2019/20 financial year. Details of an application to the Eildon Community Fund from Lauderdale Scout Group had been circulated. The Scout Group had requested £10,000 towards the project to repair and improve the Lauderdale Scout Hall. To date the flat roofs had been repaired, new heating installed, the floors refurbished, indoor and outdoor lights upgraded and the walls painted. The funding was requested for the next part of the project which was to repair the pitched slate roof, at a total cost of £14,088 plus work to the timbers (costed at an hourly rate). A total of £3,500 had been secured from other funding sources and £1,000 provided as match-funding. It was explained that the scout hall was a place for community groups and the wider community to get together and socialise and was used seven days a week by the scouts and other local groups. The Scottish Borders Council officer recommendation was to approve the application as the request met the criteria of the Community Fund.

DECISION

AGREED to grant £10,000 from the Eildon Community Fund to Lauderdale Scout Group towards the project to repair the pitched slate roof of the Lauderdale Scout Hall.

6. GALASHIELS NETWORK

With reference to paragraph 10 of the Minute of 27 June 2019, Pauline Grigor, Community Worker with the third sector, gave an update about the development of a third sector Community Network in Galashiels. The concept was to pilot a project to link in with Galashiels Development Trust. An Open Day was planned into which community groups and funding groups could link. Ms Grigor asked for 2 Elected Member volunteers to represent the Area Partnership on the steering group. Councillors Drum and Thornton-Nicol were nominated and agreed to join the steering group.

DECISION

AGREED that Councillors Drum and Thornton-Nicol join the Galashiels Network Steering Group as representatives of the Eildon Area Partnership.

7. FUTURE AGENDA ITEMS

The Chairman asked that suggestions for future agenda items for Eildon Area Partnership meetings to be forwarded to the Locality Development co-ordinator at gjardine@scotborders.gov.uk .

8. OPEN FORUM

There were no questions for Elected Members.

OTHER BUSINESS

Presentation

Norrie Tait, Community Learning & Development Team Leader, brought along trophies for presentation to Galashiels Academy pupil representatives John Carr and Doddie Turner in recognition of their contribution to the Area Partnership in the form of peer research and a presentation about Health and Wellbeing in the Galashiels area. John, who was moving on to a new career, had been unable to attend the meeting but Doddie's trophy was presented to him and this was accompanied by a round of applause for both young people.

9. DATE OF NEXT MEETING

The Chairman thanked everyone for their attendance and, before closing the meeting, advised that Eildon Area Partnership would next meet on Thursday, 14 November 2019.

The meeting concluded at 8.20 pm

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Eildon Locality Plan – Community Transport: Solutions and Actions

Suggestions made:

- Electric solar information panels at key locations
- Border Integrated Transport App
- Expand volunteer driver schemes + social car share schemes
- E-bikes scheme (Energy Trust)
- SBC e-car scheme
- Extended Rail Connections/Accessibility
- Maximise the use of Borders College /SBC /NHS/Post Office/Third Sector minibuses
- Remove need for travel – extended outreach, use of skype for appointments, telecare
- Demand Responsive Transport i.e. community taxi, uber type scheme

Locality suggested transport solutions	Would this work in your community?	Who would take this forward – we need key champions/organisations	What support would be needed (financial, time, resources etc), and what would this look like?
<ul style="list-style-type: none"> • Community Transport • E-Car • Redevised routes perhaps Circular routes • Trip Share App 	<ul style="list-style-type: none"> • This would be a Great service for our community • Potentially this would work in our community • This would work well in our community particularly for connection to the railway • We would need to increase the visibility of need for this to work in our community 	<ul style="list-style-type: none"> • Scottish Borders Council Third Sector Interface would take this forward • Needs external supplier negotiation/SBC • Scottish Borders Council Passenger Transport team would be need to take this forward • Third Sector Interface and Flow centre? 	<ul style="list-style-type: none"> • Capacity of Community Transport need to be increased, greater promotion and awareness, increase driver numbers as this greatly constrains the service. • Redesigning the tender • Focus groups are needed for transport users to voice their opinions and suggestions. Connect with services which support the hardest to reach i.e. social prescribing clients, support groups, etc

<ul style="list-style-type: none"> • Appropriately sized vehicles – Cost reduction in running this service? • Lease – Sub-let to community. (busses, Mini busses) - Bo'ness • Communication of what's available. (Mapping) - services to take responsibility • App Based Car Share • Social Care Car Scheme • D.R.T. • Cancer Bus / Red Cross Bus • Further use of E-Car – Sbc to investigate – would mobilise more people 	<p>Run more appropriately sized vehicles for the local area</p> <p>Has the potential. Could link Lauder to the train at Stow for example</p> <p>People don't know what range of services exist</p> <p>Yes, could help people access work, training, hospital appointments etc</p> <p>Works well in a lot of areas</p> <p>Yes</p>	<p>SBC needs to have better communication to let people know about schemes such as dial a rides etc</p> <p>SBC. Communities need to inform SBC what size of vehicle, number of vehicles etc are needed</p>	
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<ul style="list-style-type: none"> • Tripshare • E-Bikes – Gorebridge Development Trust • Community taxi service – Volunteering • E-Cars in local locations • Facility to buy tickets in advance • Information about the car sharing groups available on the Scottish Borders Council website • Align bus and train services • Integrated ticketing (bus and rail) • Local Transport app – 	<ul style="list-style-type: none"> • Not working in Ettrick and Yarrow because of issues with insurance and volunteer drivers • Book seats online for allocated journeys – link your outlook calendar to see when and where a train or bus is going 	<p>SBC needs to expand this idea. Model on the Lindean example</p> <p>Bus operators</p>	<ul style="list-style-type: none"> • Scottish Borders Council insure volunteer drivers, allow them to take passengers and get paid mileage contribution
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<ul style="list-style-type: none"> • Link E-car usage to calendar – car taken home with staff and available to public overnight • Additional Stations • Ask bigger operators to buy /sponsor online booking system 			
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Lack of community consultation – Speak to the community before implementing change
 Stow community car service – Links with Stow / Lauder health centre
 X95 – Galashiels to Edinburgh reducing service (Teviot and Fountainhall)
 Social impact CT. – flow 32,000
 Conference discussion

<p>CASE STUDIES – EXAMPLES FROM ACROSS THE COUNTRY</p>	
<p>UBER type scheme</p>	<p>Taxi style approached, unlicensed but approved. Access via smart phone technology/apps. Drivers Screened – criminal checks Safety Features built-in, tracking customer reviews, driver profiles</p>

	Vehicle safety inspections
Bo'ness and Area Community Bus Association – reintroduction of bus links between Bo'ness and Edinburgh	<ul style="list-style-type: none"> • Recruited 2 Full Time drivers and 1 Part time driver and 1 Volunteer driver • Recruited an Operations Consultant • Recruited an Administration Assistant • Delivered 10235 passenger journeys since February 2018 • Make 58 journeys a week to and from Edinburgh • Covered over 120,000 miles
Killin & District Volunteer Car Scheme	<p>Volunteer based scheme that aim to assist people in our district who have real problems in accessing transport or coping with the long journeys. The service is provided by volunteer drivers who use their cars to provide transport to people who struggle to access other forms of transport, due to a variety of reasons and where there is a need to access services that are essential and/or in the interest of their general wellbeing</p> <ul style="list-style-type: none"> • Journeys are subsidised – 45p per mile for drivers and 20p per mile for a passenger • The driver's expenses cover fuel, maintenance and depreciation of their vehicle so that they are not out-of-pocket.
Badenoch & Strathspey	<ul style="list-style-type: none"> • Community Transport model operating a set bus route, although providing door to door service • Operates 5 days per week, 9.30-4.30pm • Must be booked in advance •
NEED Ltd (Alnwick)	<ul style="list-style-type: none"> • Largely self-financing model • Range of services – car scheme / dial-a-ride / family vehicle / group transport • Contracts for Council and NHS • Entrepreneurial
Chariotts (Wrexham)	<ul style="list-style-type: none"> • Branded fleet of accessible vehicles • Paid co-ordinator but all volunteer drivers <p>In 2015 provided 12,645 trips, of which 6,642 were for wheelchair users</p>
Transport Access People (Cornwall)	<ul style="list-style-type: none"> • Volunteer car scheme for non-emergency healthcare appointments • Journeys to and from the Hospitals in Truro and Plymouth • Door to door transport for people who find difficulty accessing transport

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SCOTTISH BORDERS COUNCIL LOCAL REVIEW BODY

MINUTE of Meeting of the LOCAL REVIEW BODY held in the Council Chamber, Council Headquarters, Newtown St Boswells, TD6 0SA on Monday, 16 September 2019 at 10.00 am

- Present:- Councillors T. Miers (Chairman) (18/01654/FUL and 18/01161/FUL), J. A. Fullarton, S. Hamilton, H. Laing, S. Mountford, C. Ramage (18/01654/FUL and 18/01680/FUL) and E. Small
- Apologies:- Councillors S. Aitchison and A. Anderson
- In Attendance:- Principal Planning Officer – Major Applications/Local Review, Solicitor (E. Moir), Democratic Services Officer (F. Henderson).

1. **REVIEW OF 18/01654/FUL.**

There had been circulated copies of the request from Mr & Mrs Peter Gibson, The Rest, Murrayfield, St Abbs, to review refusal of the planning application for erection of a dwellinghouse on land north east of The Rest, Murrayfield, St Abbs. The supporting papers included the Notice of Review; Decision Notice; Officer's Report; papers referred to in the Officer's Report; Consultations; Objections; Support comment; additional representations and response; and a list of policies. The Planning Advisor drew attention to new evidence submitted with the Notice of Review documentation in the form of an old photograph of the site and surrounding houses. Members accepted that this information met the test set out in Section 43B of The Town and Country Planning (Scotland) Act 1997 and included it in their consideration. Members noted that the site was within the St Abbs Conservation Area and that the location of the proposed dwellinghouse was on open space where the edge of the village opened up to sea views. Their ensuing discussion focused on the impact of the proposed development on the character of the Conservation Area and the properties surrounding it. They also considered the site, form and design of the proposed dwellinghouse and concluded that this was not appropriate to the surrounding area.

DECISION

AGREED that:-

- (a) **the request for a review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) **the photograph submitted with the Notice of Review documentation met the test set out in Section 43B of the Town and Country Planning (Scotland) Act 1997 and could be taken into consideration;**
- (c) **the review could be considered without the need for any further procedure on the basis of the papers submitted;**
- (d) **the proposal would be contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan; and**
- (e) **the officer's decision to refuse the application be upheld and the application be refused, for the reasons detailed in Appendix I to this Minute.**

MEMBER

Having not been present when the following review was first considered Councillor Ramage did not take part in the determination and left the Chamber prior to its consideration.

2. CONTINUATION OF REVIEW OF 18/01161/FUL.

With reference to paragraph 2 of the Minute of 19 August 2019, there had been re-circulated copies of the request from Mr Paul Lawrie, per Planning Solutions Edinburgh, Midlothian Innovation Centre, 1 Pentlandfield Business Park, Roslin, to review the refusal of the planning application for change of use of agricultural land to dog care walking facility and erection of boundary fence on land south west of Milkieston Toll House, Peebles. Included in the supporting papers were the Notice of Review; Decision Notice; Officer's Report; papers referred to in the Officer's Report; Consultations; an objection; additional representation and response; and a list of policies. In response to the request from Members for further information in the form of written submissions, there had also been circulated comments from the Roads Officer and response from the applicant, on the new evidence submitted in the form of the drawing 'Visibility Sight Lines' and the improvement in visibility brought about by clearance of vegetation as part of the plan to relocate the junction of Cringletie Hotel. In their initial consideration of the proposal Members accepted that the business case submitted established the need for the dog care and dog walking business in that area. They then moved on to consider the safety aspects of the access to the site and in their discussion took into account all the information provided by the applicant and the Roads Planning service in terms of the visibility sightlines plan and photographs of the junction. After careful consideration they concluded that the concerns of the Roads Planning service about the access had not been outweighed by the information provided by the applicant.

DECISION

AGREED that:-

- (a) the request for a review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) the review could be considered without the need for any further procedure on the basis of the papers submitted;**
- (c) the proposal would be contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan; and**
- (d) the officer's decision to refuse the application be upheld and the application be refused, for the reasons detailed in Appendix II to this Minute.**

MEMBERS

Having not been present when the following review was first considered Councillor Miers did not take part in the determination and left the Chamber prior to its consideration. Councillor Ramage returned to the Chamber for the remainder of the meeting.

CHAIRMAN

In the absence of Councillor Miers the Chairman's role was taken by Councillor Hamilton.

3. CONTINUATION OF REVIEW OF 18/01680/FUL.

With reference to paragraph 1 of the Minute of 15 July 2019 and following an unaccompanied site visit, there had been re-circulated copies of the request from Mrs Claire MacTaggart, per Ferguson Planning, 54 Island Street, Galashiels, to review refusal of the planning application for erection of three holiday lodges, access and associated infrastructure on land west of 1 Hallrule Farm Cottage, Bonchester Bridge. The supporting papers included the Notice of Review; Decision Notice; Officer's Report; papers referred to in Officer's Report; Consultations; Objections; and a list of policies. In response to the request from Members, there had also been circulated additional information in the form of written submissions and a response from the appointed planning officer. Members agreed that the site visit had been helpful in assisting them to visualise the proposed lodges and their relationship with the surrounding landscape. In considering the business case and additional information submitted they noted the detailed market research carried out that strengthened the proposal and that Economic Development supported the business case put forward. In noting that the visual impact of the proposed development was likely to be minimal due to its location in a secluded valley, they went on to consider any other possible impact on the landscape and local habitat. They also considered in detail the conditions that could be used to control occupation of the units and to mitigate any impact on the surrounding area. After detailed discussion Members concluded that the development would, with the conditions agreed, be acceptable.

DECISION

AGREED that:-

- (a) the review could be considered without the need for any further procedure on the basis of the papers submitted, the site visit and the additional information provided;**
- (b) the proposal would be in keeping with the Development Plan; and**
- (c) the officer's decision to refuse the application be reversed and planning permission be granted, subject to conditions and informatives, for the reasons detailed in Appendix III to this Minute**

The meeting concluded at 11.15 am

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APPENDIX I

**SCOTTISH BORDERS COUNCIL
LOCAL REVIEW BODY DECISION NOTICE**

**APPEAL UNDER SECTION 43A (8) OF THE TOWN AND COUNTRY PLANNING (SCOTLAND)
ACT 1997**

**THE TOWN AND COUNTRY PLANNING (SCHEMES OF DELEGATION AND LOCAL REVIEW
PROCEDURE) (SCOTLAND) REGULATIONS 2013**

Local Review Reference: 19/00020/RREF

Planning Application Reference: 18/01654/FUL

Development Proposal: Erection of dwellinghouse

Location: Land North-East of The Rest, Murrayfield, St Abbs

Applicant: Mr & Mrs Peter Gibson

DECISION

The Local Review Body upholds the decision of the appointed officer and refuses planning permission as explained in this decision notice and on the following grounds:

- 1 The proposal would be contrary to policies PMD2, PMD5, EP7, EP9 and EP11 of the Local Development Plan 2016 in that the siting and design of the development and the loss of open space would have a detrimental effect on the character and appearance of the Conservation Area, the setting of the nearby Listed Building and the visual amenity of the area. Other material considerations do not outweigh these conflicts with policy.

DEVELOPMENT PROPOSAL

The application relates to the erection of a dwellinghouse. The application drawings and documentation consisted of the following:

Plan Type	Plan Reference No.
Location Plan	
Proposed Elevations	18/313 001
Other	18/313 003

PRELIMINARY MATTERS

The Local Review Body considered the review, which had been competently made, under section 43A (8) of the Town & Country Planning (Scotland) Act 1997 at its meeting on 16th September 2019.

After examining the review documentation at that meeting which included: a) Notice of Review; b) Decision Notice; c) Officer's Report; d) Papers referred to in Officer's Report; e) Consultations; f) Objections; g) Support Comment; h) Additional representations and response from applicant and i) List of Policies, the Review Body noted that new evidence had been submitted in the form of an old photograph of the site and surrounding houses. They accepted that this information met the test set out in Section 43B of The Town and Country Planning (Scotland) Act 1997 and was duly considered. Whilst noting the applicant's request for further procedure in the form of written submissions, a hearing and a site inspection, the Review Body did not require any further procedure and proceeded to determine the case.

REASONING

The determining issues in this Review were:

- (1) whether the proposal would be in keeping with the Development Plan, and
- (2) whether there were any material considerations which would justify departure from the Development Plan.

The Development Plan comprises: SESplan Strategic Development Plan 2013 and the Scottish Borders Local Development Plan 2016. The LRB considered that the relevant listed policies were:

- Local Development Plan Policies: PMD1, PMD2, PMD5, HD3, EP1, EP2, EP3, EP5, EP7, EP8, EP9, EP11, EP13, EP14, IS2, IS5, IS7, IS9 and IS13.

Other Material Considerations

- Scottish Planning Policy 2014
- SBC Supplementary Planning Guidance on Placemaking & Design 2010
- SBC Supplementary Planning Guidance on Privacy and Sunlight 2006
- SBC Supplementary Planning Guidance on Landscape and Development 2008
- SBC Supplementary Planning Guidance on Development Contributions 2011
- SBC Supplementary Planning Guidance on Waste Management 2015
- SBC Supplementary Planning Guidance on Biodiversity 2005
- SBC Supplementary Planning Guidance on Green Space 2009
- SBC Supplementary Planning Guidance on Local Landscape Designations 2012
- Planning Advice Note 65 "Planning and Open Space"
- Historic Environment Scotland "Managing Change in the Historic Environment – Setting"
- Climate Change (Scotland) Act 2009

The Review Body noted that the proposal was for planning permission to erect a dwellinghouse. They noted that the applicants wished to downsize but stay at their own property and that they had chosen a sustainable design which sought to minimise the impact on neighbours and the surrounding area.

Members firstly noted that the site was within St Abbs Conservation Area and the relationship of the site with surrounding properties and the proximity of the coastal path were examined. They noted that the edge of the village at this point opened up to the sea affording sea views and they were particularly concerned at the impacts on The Beacon which directly faced the site. They agreed with the Appointed Officer that the amenity and character of this part of the Conservation Area were

strongly contributed to by the area of garden ground around The Rest, including the application site. Members considered that such private open space was protected by Policy EP11 and that any development of the site would reduce this open space, represent overdevelopment and adversely affect the character and amenity of the Conservation Area and the properties surrounding it, which included a statutorily listed building. They ultimately concluded that the site should not be developed for these reasons

The Review Body also considered the siting, form and design of the dwellinghouse which were significantly influenced by the applicants' attempts to minimise impacts on surrounding properties and from public paths and roads. Whilst they acknowledged the reasons, they considered that the final design was not in keeping with the siting, scale and form of the larger and taller houses surrounding the site, resulting in incongruity and adverse impact on the Conservation Area and lack of compliance with the "Placemaking and Design" Supplementary Planning Guidance. Members ultimately considered that the surrounding constraints contributed to a design which was inappropriate for the area.

CONCLUSION

After considering all relevant information, the Local Review Body concluded that the development was contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was refused for the reasons stated above.

Notice Under Regulation 22 of the Town & Country Planning (Schemes of Delegation and Local Review procedure) (Scotland) Regulations 2013.

1. If the applicant is aggrieved by the decision of the planning authority to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may question the validity of that decision by making an application to the Court of Session. An application to the Court of Session must be made within 6 weeks of the date of the decision.
2. If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part V of the Town and Country Planning (Scotland) Act 1997.

Signed...Councillor T. Miers
Chairman of the Local Review Body

Date.....26 September 2019

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APPENDIX II

**SCOTTISH BORDERS COUNCIL
LOCAL REVIEW BODY DECISION NOTICE**

**APPEAL UNDER SECTION 43A (8) OF THE TOWN AND COUNTRY PLANNING
(SCOTLAND) ACT 1997**

**THE TOWN AND COUNTRY PLANNING (SCHEMES OF DELEGATION AND LOCAL
REVIEW PROCEDURE) (SCOTLAND) REGULATIONS 2013**

Local Review Reference: 19/00016/RREF

Planning Application Reference: 18/01161/FUL

Development Proposal: Change of use of agricultural land to dog care walking facility and erection of boundary fence

Location: Land South West of Milkieston Toll House, Peebles

Applicant: Mr Paul Lawrie

DECISION

The Local Review Body upholds the decision of the appointed officer and refuses planning permission as explained in this decision notice and on the following grounds:

- 1 The development is contrary to Policy PMD2 of the Local Development Plan 2016 in that intensified traffic usage of the sub-standard vehicular access creates a detrimental impact on road safety on the A703. The continued use of the existing sub-standard access would result in an unacceptable adverse impact on road safety, including but not limited to the site access.

DEVELOPMENT PROPOSAL

The application relates to the change of use of agricultural land to a dog care walking facility and erection of boundary fence. The application drawings and documentation consisted of the following:

Plan Type	Plan Reference No.
Location Plan	
Proposed Site Plan	
Visibility Splay Plan	Annex B

PRELIMINARY MATTERS

The Local Review Body considered the review, which had been competently made, under section 43A (8) of the Town & Country Planning (Scotland) Act 1997 at its meeting on 19th August 2019.

After examining the review documentation at that meeting which included: a) Notice of Review; b) Decision Notice; c) Officer's Report; d) Papers referred to in Officer's Report; e) Consultations; f) Objection; g) Additional Representation; h) Response to additional representation and i) List of Policies, the Review Body noted that new evidence had been submitted regarding access to the site, relating to a visibility sightlines plan and information about improvement to visibility brought about by clearance of vegetation associated with Cringletie Hotel. They accepted that this information met the test set out in Section 43B of The Town and Country Planning (Scotland) Act 1997 and was material to the determination of the Review. They agreed to further procedure to enable the views of the Roads Planning Officer to be obtained on this new evidence.

The Review was, therefore, continued to the Local Review Body meeting on 16th September 2019 where the response from Roads Planning was considered, together with a further response from the applicant. Whilst noting the applicant's request for further procedure in the form of a site inspection, the Review Body did not require any further procedure and proceeded to determine the case.

REASONING

The determining issues in this Review were:

- (1) whether the proposal would be in keeping with the Development Plan, and
- (2) whether there were any material considerations which would justify departure from the Development Plan.

The Development Plan comprises: SESplan Strategic Development Plan 2013 and the Scottish Borders Local Development Plan 2016. The LRB considered that the relevant listed policies were:

- Local Development Plan Policies: PMD2, ED7, HD3, EP1, EP8, IS5, IS7, IS8 and IS9

The Review Body noted that the proposal was for planning permission to change the use of agricultural land to a dog care walking facility and erection of boundary fence. They noted that the development differed from the previous case on the land in a number of aspects, including the submission of a business case, extension of the site area and the removal of the previous building.

Members firstly noted that the business case established the need for the dog care and walking business in the local area. They accepted that the justification for the proposal had now been demonstrated under Policy ED7, subject to compliance with various criteria

The Review Body then considered the key issue of access to the site from the A703. They took into account all submissions on this matter including the visibility sightlines plan from the applicant and junction photographs from all parties. They noted that, whilst there had been some improvement in visibility to the south as a result of tree clearance in association with the Cringletie Hotel junction alterations, there were still obstacles and problems

associated with the access, including steep gradient, fencing and a telegraph pole. These particularly impaired visibility to the north. Ultimately, without significant improvement to the junction, Members were in agreement with the Roads Planning service that the proposal would increase traffic using a sub-standard and unsafe access onto a busy A-class road

CONCLUSION

After considering all relevant information, the Local Review Body concluded that the development was contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was refused for the reasons stated above.

Notice Under Regulation 22 of the Town & Country Planning (Schemes of Delegation and Local Review procedure) (Scotland) Regulations 2013.

1. If the applicant is aggrieved by the decision of the planning authority to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may question the validity of that decision by making an application to the Court of Session. An application to the Court of Session must be made within 6 weeks of the date of the decision.
 2. If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part V of the Town and Country Planning (Scotland) Act 1997.
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Signed...Councillor T. Miers
Chairman of the Local Review Body

Date..... 26 September 2019

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APPENDIX III

**SCOTTISH BORDERS COUNCIL
LOCAL REVIEW BODY DECISION NOTICE**

**APPEAL UNDER SECTION 43A (8) OF THE TOWN AND COUNTRY PLANNING
(SCOTLAND) ACT 1997**

**THE TOWN AND COUNTRY PLANNING (SCHEMES OF DELEGATION AND LOCAL
REVIEW PROCEDURE) (SCOTLAND) REGULATIONS 2013**

Local Review Reference: 19/00013/RREF

Planning Application Reference: 18/01680/FUL

Development Proposal: Erection of three holiday lodges, access and associated infrastructure

Location: Land West of 1 Hallrule Farm Cottage, Bonchester Bridge

Applicant: Mrs Claire MacTaggart

DECISION

The Local Review Body reverses the decision of the appointed officer and grants planning permission for the reasons set out in this decision notice subject to conditions and informatives as set out below.

DEVELOPMENT PROPOSAL

The application relates to erection of three holiday lodges, access and associated infrastructure. The application drawings and documentation consisted of the following:

Plan Type	Plan Reference No.
Location Plan	01
Topographical Plan	02
Proposed Site Plan	03
Site Plan Layout	04
Site Plan Access Road	05
Site Plan	06
Floor Plans	07
Site Plan	08
Proposed Plans	09
Proposed Plans	10

Proposed Roof Plan	11
Proposed Sections	12
Proposed Elevations	13
Proposed Elevations	14
Specifications	15
Proposed Plans	16
Proposed Plans	17
Proposed Elevations	18
Proposed Roof Plan	19
Proposed Elevations	20
Proposed Elevations	21
Proposed Plans & Sections	22
Proposed Plans & Sections	23
Location Plan	24

PRELIMINARY MATTERS

The Local Review Body initially considered the review, which had been competently made, under section 43A (8) of the Town & Country Planning (Scotland) Act 1997 at its meeting on 15th July 2019.

After examining the review documentation at that meeting, which included a) Notice of Review; b) Decision Notice; c) Officer's Report; d) Papers referred to in Officer's Report; e) Consultations; f) Objections; and g) List of Policies, the LRB concluded that it did not have sufficient information to determine the review and that it required Further Procedure in the form of both an unaccompanied site visit and additional information from the applicant on the following: 1. Details of electricity supply, water supply, waste water drainage, internal heating and digital connectivity; 2. Further details of the sequential site selection; 3. Comparison figures for similar grade tourist accommodation in the Scottish Borders and projected occupancy rates/rents.

The Review was, therefore, continued to the Local Review Body meeting on 16th September 2019 where, after having carried out an unaccompanied site visit and after considering further written submissions from the applicant on the above matters, the Review Body then proceeded to determine the case.

REASONING

The determining issues in this Review were:

- (1) whether the proposal would be in keeping with the Development Plan, and
- (2) whether there were any material considerations which would justify departure from the Development Plan.

The Development Plan comprises: SESplan Strategic Development Plan 2013 and the Scottish Borders Local Development Plan 2016. The LRB considered that the relevant listed policies were:

- Local Development Plan policies: PMD1, PMD2, PMD4, ED7, HD2, HD3, EP1, EP2, EP3, EP5, EP8, EP13, EP15, EP16, IS4, IS6, IS7, IS8 and IS9

Other Material Considerations

- Scottish Planning Policy 2014

- SBC Supplementary Planning Guidance on Placemaking & Design 2010
- SBC Supplementary Planning Guidance on Privacy and Sunlight 2006
- SBC Supplementary Planning Guidance on Landscape and Development 2008
- SBC Supplementary Planning Guidance on New Housing in the Borders Countryside 2008
- Scottish Borders Tourism Strategy 2013-2020
- SESPlan 2013
- Tourism Development Framework for Scotland 2016
- The Borders Railway Maximising The Impact 2014
- Role of the Planning System in Delivering the Visitor Economy 2013

The Review Body noted that the proposal was to erect three holiday lodges, access and associated infrastructure. They considered that the site visit was very helpful in allowing them to interpret the proposals on the ground and appreciate the relationship of the development with its surroundings.

Members firstly considered the principle of the development under Policy ED7. They noted and accepted the various additional responses relating to sequential site selection and provision of site services. They then considered the business case submissions including the more detailed information submitted in response to the previous Review Body requests. It was noted that there was a lack of high quality and five star accommodation with which to compare within the Borders but that, nevertheless, there was demand demonstrated. Members noted the other examples given across Scotland and England and the rental and occupancy levels experienced. They also noted the comments of Visit Scotland that the higher the quality and star rating, the higher the level of occupancy experienced.

There was some concern expressed about whether the site and development in question could compare with the isolated and exceptional locations of the other examples given, in relation to the cost of the development and the ability to recoup that cost. Members also noted that the Appointed Officer had similar concerns over the viability of the business case and the future usage of the lodges. Members were advised that whilst they were entitled to consider the viability of the business case, potential future usage was not a matter that they could consider in determining the Review.

However, they ultimately concluded that all business ventures were based on assumptions and that it was difficult to compare as this would be the first of its type in the Borders. They appreciated that detailed market research had been undertaken into the proposal and that their business questions and concerns had generally been satisfactorily answered. They noted, particularly, that Economic Development supported the business case. Members concluded that the business case had been demonstrated.

The Review Body then considered the issues of countryside location and impact on the landscape, finding the site visit especially helpful in considering these matters. They were of the opinion that the development site itself was in a secluded and concealed river valley. The lodges would not be visible from outwith the site because of the topography and they would also be set well apart from each other, affording some privacy and seclusion to the occupants. Whilst it was appreciated that the site was isolated within a Special Landscape Area, the nature of the siting and design of the units within the valley would result in a minimal and, ultimately, acceptable impact on the landscape.

Members then considered the conditions that would be necessary to regulate the development and secure appropriate mitigation. The occupancy of the units was discussed and a condition was recommended that would ensure genuine and rotational occupancy of the units as holiday accommodation.

CONCLUSION

After considering all relevant information, the Local Review Body concluded that the development was consistent with Policies PMD2, ED7 and EP5 of the Local Development Plan and relevant Supplementary Planning Guidance. The development was considered to be in an appropriate rural location with minimal impact on the landscape and had been justified by supporting material including a Business Plan. Consequently, the application was approved.

DIRECTIONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
Reason: To comply with Section 58 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006.

CONDITIONS

1. The occupation of the holiday lodges shall be restricted to genuine holidaymakers, any person staying for a maximum of 3 weeks in total within any consecutive period of 13 weeks. A register of holidaymakers shall be kept and made available for inspection by an authorised officer of the Council at all reasonable times.
Reason: Permanent residential use in this location would conflict with the established planning policy for this rural area.
2. No development to be commenced until samples of all external materials for the lodges are submitted to, and approved in writing by, the Planning Authority. The development then to be implemented in accordance with the approved materials.
Reason: To safeguard the visual amenity of the area.
3. No development to be commenced until full landscaping details of the boundary treatment of all access tracks from the public road junction and within the site are submitted to, and approved in writing by, the Planning Authority. Once approved, the details then to be implemented concurrently with the access track construction or during the next planting season thereto and maintained thereafter in perpetuity.
Reason: To safeguard the visual amenity of the area.
4. A scheme of details to be submitted in writing to the Planning Authority for approval, detailing the location and number of passing places on the public road adjoining the site, which shall first be agreed on-site. Thereafter the agreed scheme of details to be fully implemented prior to works commencing on site.
Reason: To mitigate the impact of the increase in vehicular movements associated with the development proposal on the public road network.
5. The precise specification for the construction of the private bellmouth, where it meets the public road, to be submitted in writing to the Planning Authority for approval. Thereafter the approved construction specification to be fully implemented prior to works commencing on site, unless otherwise agreed in writing.
Reason: To ensure the access is constructed to a satisfactory condition and provides the appropriate drainage measures to ensure the prevention of surface water from the development reaching the public road.
6. The precise specification for the construction of the private access track serving the lodges to be submitted in writing to the Planning Authority for approval. Thereafter

the approved construction specification to be fully implemented prior to works commencing on site, unless otherwise agreed in writing.

Reason: To ensure the access is constructed to a satisfactory condition.

7. No development shall take place within the development site as outlined in red on the approved plan until the developer has secured a Written Scheme of Investigation (WSI) detailing a programme of archaeological works. The WSI shall be formulated and implemented by a contracted archaeological organisation working to the standards of the Chartered Institute for Archaeologists (CIfA). The WSI shall be submitted by the developer no later than 1 month prior to the start of development works and approved by the Planning Authority before the commencement of any development. Thereafter the developer shall ensure that the programme of archaeological works is fully implemented and that all recording, recovery of archaeological resources within the development site, post-excavation assessment, reporting and dissemination of results are undertaken per the WSI.

Reason: The site is within an area where development may damage or destroy archaeological remains, and it is therefore desirable to afford a reasonable opportunity to record the history of the site.

8. No development is to commence until a report has been submitted to and approved in writing by the Planning Authority, demonstrating the provision of an adequate water supply to the development in terms of quality and quantity. The report must also detail all mitigation measures to be delivered to secure the quality, quantity and continuity of water supplies to properties in the locality which are served by private water supplies and which may be affected by the development. The provisions of the approved report shall be implemented prior to the occupation of the building(s) hereby approved.

Reason: To ensure that the development is adequately serviced with a sufficient supply of wholesome water and there are no unacceptable impacts upon the amenity of any neighbouring properties.

9. No development should commence until the applicant has provided evidence that arrangements are in place to ensure that the private drainage system will be maintained in a serviceable condition

Reason: To ensure that the development does not have a detrimental effect on amenity and public health.

10. Prior to commencement of development, a construction method statement to protect waterbodies, including appropriate measures outlined in *GPP 5 "Works and maintenance in or near water"* shall be submitted to and approved in writing by the Planning Authority. Any works shall thereafter be carried out strictly in accordance with the approved scheme.

Reason: To protect the ecological interest in accordance with Local Development Plan Policies EP1 and EP3.

11. Prior to commencement of development, a Species Protection Plan for bats, otter and breeding birds (including measures identified in *Extended Phase 1 habitat survey (Ellendale Environmental, 29th November 2017)*) shall be submitted to and approved in writing by the Planning Authority. The SPP shall incorporate provision for a pre-development supplementary survey and a mitigation plan. No development shall be undertaken except in accordance with the approved SPP.

Reason: To protect the ecological interest in accordance with Local Development Plan Policy EP2.

INFORMATIVES

In relation to Conditions 4 and 5, all works within the public road boundary must be undertaken by a contractor first approved by the Planning Authority.

In relation to Condition 8, the following information should be provided:

1. A description of the source(s) / type of the supply – i.e. whether the supply is taken from a watercourse, loch, spring, well or borehole, or any other source or combination of sources.
2. The location of the source(s) of the supply – i.e. the appropriate eight figure Ordnance Survey National Grid Reference(s).
3. The estimated maximum average volume of water provided by the supply in cubic metres per day (m³/day), including the details of any pump tests / flow rate tests undertaken to determine this estimate. For boreholes / wells, refer to BS ISO 14686:2003 “Hydrometric determinations - Pumping tests for water wells - Considerations and guidelines for design, performance and use”.
4. The intended use of the proposed building(s) – e.g. holiday accommodation, etc.
5. Where there are existing users of the supply:
 - (a) the addresses of all properties served;
 - (b) the existing occupancy levels of all such properties, as far as is reasonably practicable. As a minimum, the provision of the number of bedrooms per property will allow an estimate to be made of potential occupancy levels;
 - (c) the current use of all properties served – i.e. as above;
 - (d) information identifying if and how the development will impact on the existing users; and
 - (e) the details of any mitigating measures to be implemented to ensure the quality, quantity and continuity of the water supply to the existing users will be secured.
6. Where there are other properties' private water supplies in the vicinity of the development that may be affected thereby (e.g. neighbouring boreholes, wells, springs, etc.):
 - (a) information identifying if and how the development will impact on these other supplies; and
 - (b) the details of any mitigating measures to be implemented to ensure the quality, quantity and continuity of the water supply to these other properties will be secured.
7. Details of all laboratory analysis / tests carried out to demonstrate that the water supplied to the development will be wholesome. For clarification, the quality of the water throughout the building(s) must conform to the requirements of the legislative provisions appropriate to the use of the supply, as described below.
8. Details of all water treatment systems to be installed to ensure that the water supplied to the development will be wholesome.

For information, the minimum daily volume of water that requires to be supplied by a private water supply must be equivalent to 200 litres of water per person per day who will be using the supply. It is the provision of this quantity that must be ensured and, as such, water storage facilities may be necessary for this purpose. When designing storage facilities, the minimum recommended capacity is three days' reserve, in order to allow for supply interruption / failure.

If the supply only serves owner-occupied domestic dwellings, the quality of the water must comply with the requirements of The Private Water Supplies (Scotland) Regulations 2006 (“the 2006 Regulations”). For all other supplies, the water quality must comply with the requirements of The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017 (“the 2017 Regulations”).

If the supply falls under the remit of the 2017 Regulations, it will also require to be sampled / monitored on at least an annual basis, and the local authority will also require to carry out a risk assessment of the supply. As such, if the development is the sole reason for the supply falling into this category, the applicant should contact the Environmental Health Department of Scottish Borders Council prior to the occupation of the building(s) to ensure that compliance with the legislative provisions is able to be secured.

In relation to Condition 9, please note the following:

Private drainage systems often impact on amenity and cause other problems when no clear responsibility or access rights exist for maintaining the system in a working condition.

Problems can also arise when new properties connect into an existing system and the rights and duties have not been set down in law.

To discharge the Condition relating to the private drainage arrangements, the Applicant should produce documentary evidence that the maintenance duties on each dwelling served by the system have been clearly established by way of a binding legal agreement. Access rights should also be specified.

N.B: This permission does not include any consent, approval or licence necessary for the proposed development under the building regulations or any other statutory enactment and the development should not be commenced until all consents are obtained.

Under The Control of Pollution Act 1974, the Council recommends the following hours for noisy construction-related work:

Monday-Friday 0700-1900

Saturday 0800-1300

Sunday and Public Holidays - no permitted work (except by prior agreement with the Council)

Contractors will be expected to adhere to the measures contained in BS 5228:2009 "Code of Practice for Noise and Vibration Control on Construction and Open Sites".

For more information or to make a request to carry out works outside the above hours, please contact an Environmental Health Officer at the Council.

Notice of Initiation of Development

Section 27 of the Town and Country Planning (Scotland) Act (as amended) requires that any person who has been granted planning permission (including planning permission in principle) and intends to start development must, once they have decided the date they will start work on the development, inform the planning authority of that date as soon as is practicable.

Notice of Completion of Development

Section 27B requires that any person who completes a development for which planning permission (including planning permission in principle) has been given must, as soon as practicable after doing so, give notice of completion to the planning authority.

When planning permission is granted for phased development then under section 27B(2) the permission is to be granted subject to a condition that as soon as practicable after each phase, other than the last, is completed, the person carrying out the development is to give notice of that completion to the planning authority.

In advance of carrying out any works it is recommended that you contact Utility Bodies whose equipment or apparatus may be affected by any works you undertake. Contacts include:

Transco, Susiephone Department, 95 Kilbirnie Street, Glasgow, G5 8JD

Scottish Power, Riccarton Mains Road, Currie, Edinburgh, EH14 5AA

Scottish Water, Developer Services, 419 Balmore Road, Possilpark, Glasgow G22 6NU

British Telecom, National Notice Handling Centre, PP404B Telecom House, Trinity Street, Stoke on Trent, ST1 5ND

Scottish Borders Council, Street Lighting Section, Council HQ, Newtown St Boswells, Melrose, TD6 0SA

Cable & Wireless, 1 Dove Wynd, Strathclyde Business Park, Bellshill, ML4 3AL

BP Chemicals Ltd, PO Box 21, Bo'ness Road, Grangemouth, FK2 9XH

THUS, Susiephone Department, 4th Floor, 75 Waterloo Street, Glasgow, G2 7BD

Susiephone System – **0800 800 333**

If you are in a Coal Authority Area (Carlops or Newcastleton), please contact the Coal Authority at the following address: The Coal Authority 200 Lichfield Lane, Berry Hill, Mansfield, Nottinghamshire NG18 4RG.

Notice Under Regulation 22 of the Town & Country Planning (Schemes of Delegation and Local Review procedure) (Scotland) Regulations 2013.

1. If the applicant is aggrieved by the decision of the planning authority to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may question the validity of that decision by making an application to the Court of Session. An application to the Court of Session must be made within 6 weeks of the date of the decision.
2. If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part V of the Town and Country Planning (Scotland) Act 1997.

Signed...Councillor S. Hamilton
Chairman of the Local Review Body

Date...23 September 2019

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SCOTTISH BORDERS COUNCIL JEDBURGH COMMON GOOD FUND SUB-COMMITTEE

MINUTES of Meeting of the JEDBURGH
COMMON GOOD SUB-COMMITTEE held in
Committee Room 4, Council Headquarters,
Newtown St Boswells on Monday, 16
September 2019 at 4.30 pm

Present:- Councillors J. Brown, S. Hamilton, S. Scott.
Apologies:- Community Councillor R. Stewart
In Attendance:- Pension and Investment Manager, Solicitor
(Steven Robertson), Democratic Services Officer (F. Henderson).
Members of the Public:- 1

1.0 MINUTE

- 1.1 There had been circulated copies of Minutes of the Jedburgh Common Good Fund Sub-Committee held on 4 June 2019 and 15 August 2019.

DECISION

NOTED the Minutes.

2.0 MONITORING REPORT FOR 3 MONTHS 30 JUNE 2019

- 2.1 There had been circulated copies of a report by the Chief Financial Officer which provided the income and expenditure for the Jedburgh Common Good Fund for three months to 30 June 2019, a full year projected out-turn 2019/20 and projected balance sheet values as at 31 March 2020. Appendix 1 provided the projected income and expenditure for 2018/20 which showed a projected surplus of £29,829 for the year. Appendix 2 provided projected Balance Sheet value at 31 March 2020 and showed a projected increase in the reserves of £18,229. Appendix 3 provided a breakdown of the property portfolio showing projected rental income for 2019/20 and actual property expenditure to 30 June 2019. Appendix 4 detailed the value of the Kames Capital Investment Fund to 30 June 2019. Elected Members sought clarification in terms of the £900 rebate from Kames and the Pension and Investments Manager advised that it was an annual rebate.

DECISION

- (a) **AGREED the projected income and expenditure for 2019/20 in Appendix 1 to the report as the revised budget for 2019/20.**

(b) NOTED:-

- (i) **the projected balance sheet value as at 31 March 2020 in Appendix 2 to the report;**
- (ii) **the summary of the property portfolio in Appendix 3 to the report;**
- (iii) **the current position of the investment in the Kames Capital Investment Fund contained in Appendix 4 to the report.**

3.0 **APPLICATION FOR FINANCIAL ASSISTANCE**

3.1 **Jedburgh Community Council**

There had been circulated copies of an application from the Jedburgh Community Council requesting financial support in the sum of £1,000 for the showing of a pilot for a Film Festival. The pilot was scheduled to be screened in November 2019 in the Town Hall, Jedburgh with speakers such as the producer and director of the film and it was hoped to attract residents and people from outwith the town. Georgina Craster, Treasurer was present to answer Members questions and explained that funds in the sum of £750 had been secured from Tait's Solicitor, the Co-op and the Jedburgh Rotary. It was proposed to sell tickets on a pilot flexible payment scheme i.e. pay as much as you can afford between £1 and £8 in order to make it as accessible as possible.

DECISION

AGREED to award a grant of £250 to the Jedburgh Community Council for the screening of a pilot for a Film Festival.

3.2 **Jethart Callant's Festival**

There had been circulated copies of an application for Financial Assistance from the Jethart Callant's Festival for the grant of £4,500 towards the costs of the 2019 Festival. The application, which was submitted on an annual basis, advised that the festival covered a 3 week period of horse rideouts, ceremonial events and public entertainment for all ages – dances, family days, swimming gala, bike run etc. The application detailed the actual costs of the Event in 2019. The non income generating costs of the event which totalled £9983.00 and included hire of Principals horses, Principals Uniforms, purchase of bunting, hire of halls and trophies/rosettes. The total amount raised from Patron donations, car parking at rideouts, car treasure hunt, Duck Race and sale of magazine/adverts totalled £5350, resulting in a short fall of £4,633.00. It was acknowledged that the Festival brought the townspeople together and generated considerable income for the town trades while attracting visitors to the town.

DECISION

AGREED to award a grant of £4,500 to the Jethart Callant's Festival for 2019.

The meeting closed at 4.45 p.m.

SCOTTISH BORDERS COUNCIL EXECUTIVE COMMITTEE

MINUTE of Meeting of the EXECUTIVE
COMMITTEE held in Council Chamber,
Council Headquarters, Newtown St Boswells,
TD6 0SA on Tuesday, 17th September 2019
at 10.00 am

Present:- Councillors S. Haslam (Chairman), C. Hamilton, M Rowley (Chairman – Economic Development), E. Jardine, S. Mountford, R. Tatler, G. Turnbull and T. Weatherston

Also present:- Councillors S. Bell, H. Laing, S. Marshall, N. Richards, H. Scott.

Apologies:- Councillors S Aitchison, G. Edgar, T. Miers; Mr J Clark (Borders Chamber of Commerce), Mr G Clark (Federation of Small Businesses).

In Attendance:- Executive Director (R. Dickson), Chief Officer Economic Development, Chief Financial Officer, Clerk to the Council, Democratic Services Officer (F Henderson)

ECONOMIC DEVELOPMENT BUSINESS

1. **CHAIRMAN**

Councillor Rowley chaired the meeting for consideration of the Economic Development business.

2. **ECONOMIC DEVELOPMENT UPDATE**

- 2.1 With reference to paragraph 2 of the Minute of 16 April 2019, there had been circulated copies of a briefing note providing an update on recent Economic Development activities. The Chief Officer Economic Development, Mr McGrath, summarised the main points. With regard to business activity during the quarter, Business Gateway had assisted 83 business start-ups, of which 7 met the new classification of “Early Stage” growth. The Advisers had delivered 22 Start-up workshops and 5 Growth workshops to 165 attendees. Growth Advisers continued to work with companies which had potential to achieve growth targets and had put 12 businesses through segmentation. Business Gateway continued to work across the whole of the Scottish Borders, meeting with a number of intermediaries promoting the services available through Business Gateway and the Council. In total 46 intermediary visits had been held during the period. Business Gateway Advisers had facilitated 13 Digital Boost workshops with 106 attendees. The Scottish Borders Business Fund had received 6 applications and approved 6 grants valued at £19,666, supporting projects with a value of £45,469 between 21 March - 5 July 2019. These projects were forecast to create 13.5 jobs with a forecast economic impact of £651,000 GVA.
- 2.2 Regeneration updates were set out as part of the Town Centre Regeneration Action Plan 2018/19. Jedburgh was progressing well and the formal offer (legal contract) from Historic Environment Scotland had been completed and it was hoped that the Scheme in Hawick would be launched early October 2019. In terms of Business Growth Projects, the Council had previously acquired the former Armstrong’s department store building in Hawick for redevelopment and would potentially demolish elements which were beyond repair and redevelop it as a business incubator hub providing small office units. The development was anticipated to provide up to 17 business incubator units, 613 m² net business space and potentially up to 25 FTE additional jobs, with the overall project due

to be completed in April 2021. Galalaw Business Park now consisted of 4 industrial units, with 3 of the units occupied.

- 2.3 The first cohort of unemployed trainees at the Hawick Textiles Training Centre for Excellence was completed in July 2019. Six trainees completed the training and four had been offered a job in textiles businesses. The second cohort of 6 started in August 2019. Employers had now guaranteed an interview for anyone completing the 16-week course. In addition, a number of mills were sending their existing employees on day-release to upskill and retrain. Five shopfront and property improvement grant schemes had been launched in Jedburgh, Hawick, Galashiels, Eyemouth and Selkirk as part of the allocation of funding to key town centre projects by Scottish Borders Council. The Schemes had been developed in partnership with business/community groups and were being funded through the Council's allocation from the Scottish Government Town Centre Fund.
- 2.4 European funding continued to be available to projects through the European Maritime Fisheries Fund 2014 – 2020 programme. The Scottish Borders LEADER Programme 2014-2020 was fully committed. The UK and Scottish Governments had confirmed that applicants whose grant funding was agreed and contracted by end of June 2019 would be able to complete their projects, even if the work was scheduled to take place after leaving the EU. Property enquiries received to date were 67 and had resulted in 11 new leases which would generate £44.3k in annual rental income for the Council. Occupancy levels for the last quarter (April to June 2019) were 88%. An update was also given on the five projects which had received grant funding from SOSEP totalling £1.045m to develop rural skills, community enterprises and local businesses.
- 2.5 Mr Dickson and Mr McGrath answered Members' questions on a number of matters. Staff were currently working on the Community Enterprise Support project with progress expected in weeks/months. With regard to the re-development of Armstrong's Department store into a business incubator hub, Mr McGrath advised that this would be a support building, not simply office space, and it would be operated by Business Gateway and SBC. The aim was to have much more of a licensed approach rather than through leases, which would allow Business start-ups to come in and then, after a time, move on to their own premises. In response to a question about the timescale for demolishing Armstrong's building, Mr Dickson advised that it was subject to a number of conditions attached to the planning approval as it was a listed building, so this could take up to 2 months before demolition could begin. With regard to maintenance of the of the planters recently provided as part of the Selkirk BID company project, Mr McGrath confirmed that the very driver behind this was that businesses in the town would support the planters through BID on an ongoing revenue basis. Members also made reference to the advertising on the cladding round the Tapestry building in Galashiels; the lack of business premises out-with the central Borders which was being worked on as part of the Local Development Plan; the lack of hotel accommodation in the central and eastern Borders which limited the number of visitors; and if community projects funding bids failed then officers worked with the communities to try to identify other sources of funding. Officers confirmed that the Council did work with other Public Sector partners e.g. NHS Borders where practicable with regard to available properties and marketing surplus properties.

DECISION

NOTED the update.

3.0 SCOTTISH BORDERS STRATEGIC EVENTS PLAN REVIEW

- 3.1 There had been circulated copies of a report by the Executive Director which explained that the Scottish Borders Events Plan 2014- 2020 outlined the vision that 'by 2020 the Scottish Borders was seen as a stage for significant events that raise the profile of the area and create sustainable economic benefits'. The current plan outlined the Council's approach for the support, development, delivery and measurement of the impact of events in the Scottish Borders. The report explained that over the past 5 years, the Council had been successful in securing and hosting the popular Tour of Britain as well as

encouraging the development of a range of sporting and cultural events including the Borders Book Festival, Melrose 7's, Tweedlove/Transcend, Enduro World Series and the Borders Art Fair, which generated on average over £7million per annum to the local economy in the Scottish Borders. In addition to the current event calendar, there were a range of key event opportunities from 2020 onwards, including themed event years, infrastructure development opportunities, cultural landmark celebrations as well as new and developing events. Development of a new strategic events plan would involve a collaborative approach with stakeholder consultation to develop a strategic events plan fit for purpose. Key stakeholders, ambitious event organisers, national events, sporting/cultural agencies and local businesses organisations would be included within the consultation process. A new strategic events plan would ensure the Scottish Borders maximises the potential visitor opportunities and economic impact for the area. In response to a request that Scottish Borders Council support the Vintage Classic Car Event, the Chief Officer Economic Development advised that the Council had a variety of advice and guidance for any event organisers on how they could help themselves. Members commented on the variety of events in the Borders.

DECISION

- (a) NOTED the progress made in relation to the Scottish Borders Council Events Plan 2014- 2020 and the economic impact of events for the Scottish Borders.**
- (b) AGREED that:-**
 - (i) Council Officers lead the development of a new Strategic Events Plan for the Scottish Borders over the next four months, engaging with key partners and stakeholders;**
 - (ii) A draft Scottish Borders Strategic Events Plan would be presented for approval in early 2020.**

4.0 SOUTH OF SCOTLAND TOURISM ACTION PLAN

4.1 There had been circulated copies of a report by the Executive Director which updated Members on the tourism development activity of the Scottish Borders Tourism Partnership and sought approval for support for a South of Scotland tourism action plan to deliver a 12-18 month programme of activity that paved the way for a transformational 5-year Destination Development Programme. Mr Dickson advised Members that there had been a typo in the recommendations in the report at paragraph 2.1 (c), which referred to the allocation of £60k and should have read £65k. The report explained that one of the key tourism initiatives which was underway was the strengthening of the local industry body, the Scottish Borders Tourism Partnership (SBTP). It had grown over time and was currently made up of over 550 private sector companies and was wholly operated on a voluntary basis, by the industry, for the industry. SBTP had led a review of the Scottish Borders tourism proposition during 2018 and the resulting report identified the low profile of the Scottish Borders as a tourism destination and a lack of innovation in tourism product development. Following further joint work with partners in Dumfries and Galloway, an agreement had been reached to progress with a joint tourism action plan covering the South of Scotland. The tourism action plan took the outputs from a recent workshop, and the ambitions of the local industry bodies and merged these with action already identified by SOSEP and VisitScotland.

4.2 The draft action plan was being tested with the industry bodies and other local partners so the actions and estimated budgets could be subject to change prior to a funding application being made to SOSEP. The report went on to detail the background, the sustainability of the Industry Body, the tourism action plan. In terms of financial implications, the Economic Development Service had an annual budget of approximately £120k to support tourism development in the Scottish Borders. Part of this budget

included payment to VisitScotland for marketing campaigns specific to the Scottish Borders as part of the annual Memorandum of Agreement (MOA). In 2019, the VisitScotland MOA was used to secure the delivery of the Tour of Britain Stage 2 start and finish. In 2020, the Council would have flexibility to use the MOA budget differently again; it was therefore recommended that £40k be allocated to delivery of the action plan. It was proposed that the tourism action plan be a priority for support in 2020/21.

- 4.3 A budget of £100k was allocated for the delivery of a new Boundary signage project, as the tourism action plan budget included a branding element. In the immediate short term, it was recommended that £25k of the boundary signage budget be used as match funding to help progress the branding element of the wider South of Scotland tourism action plan. In total it was therefore recommended that across 2019/20 and 2020/21 SBC allocate £65k to support delivery of the action plan. Whilst supporting the proposal in principle, the Leader was reluctant to commit budget until she had viewed the action plan.

DECISION

(a) **NOTED the positive progress being made by the industry-led Scottish Borders Tourism Partnership.**

(b) **AGREED:-**

(i) **to support the development of a pan-South of Scotland tourism action plan to deliver short-term tourism development activity in the Scottish Borders and South of Scotland; and**

(ii) **to delegate authority to the Chief Executive, Executive Director and Chief Financial Officer, in consultation with the Leader and Executive Member for Economic Development, to allocate £65k from existing Economic Development Service budgets to support the proposed South of Scotland tourism action plan and, in particular, the brand development work at SBT.**

5.0 EYEMOUTH HARBOUR TRUST – EXTENSION OF FUNDING SUPPORT

- 5.1 There had been circulated copies of a report by the Executive Director which sought approval from Members to continue the current arrangement whereby the Council underwrites a development loan provided in the 1990s from the Public Works Loans Board (PWLB) to Eyemouth Harbour Trust, which was a voluntary body. The report explained that the Harbour Trust was very proactive in seeking to control its operating costs and in identifying new opportunities to increase income from the harbour. The support from the Council had enabled the Trust to bring forward a range of harbour improvements and development projects that had helped bring a new income and diversify the activity of the harbour. The Trust acknowledged that the development and improvements they had made in the first five years would not have been possible without the Council support. However, the operating environment facing the Trust continued to present significant challenges, and should the Trust fail there was the potential to compromise the Council's financial interest as well as causing a major economic issue within Eyemouth. The Council was being asked to continue to alleviate a significant financial burden on the Trust in providing long term stability into the future. In response to a question regarding re-negotiating the Loan, the Chief Financial Officer explained that this had been considered but it was too costly to change.

DECISION

(a) **NOTED the progress made by Eyemouth Harbour Trust in developing new sources of income, controlling operating costs and recovering debts.**

(b) AGREED that:

- (i) the Council would continue its support of Eyemouth Harbour Trust by continuing to fund the Public Works Loan Board annual loan repayments of £62k for a further 10-year period; and**
- (ii) the Chief Financial Officer would continue to receive regular financial and operating reports from the Harbour Trust.**

6.0 MINUTE

There had been circulated copies of the Minute of the meeting of the Executive Committee held on 16 October 2018.

**DECISION
NOTED.**

7.0 STREET NAMING AND NUMBERING – OXTON

There had been circulated copies of a report by the Service Director Customer and Communities which proposed that the Executive Committee agree the naming of a new street in Oxton as the Developer, Local Members and Community Council could not reach agreement on the preferred name. The report explained that in terms of section 97 of the Civic Government (Scotland) Act 1982 the Council had responsibility for the naming and numbering of streets. The process was undertaken by staff in the Democratic Services Section and involved consulting with the local members, Community Council and Developers. Names of streets were usually agreed by consensus so the involvement of the Executive Committee was not required. In this case agreement could not be reached so in terms of the Scheme of Administration the Executive Committee was being asked to make the final decision. The developer had proposed 'The Larches' as his preferred street name as this best reflected the type of dwellinghouses being constructed. The Committee noted that Oxton and Channelkirk Community Council had been in abeyance since May 2019 and was in the process of re-establishment, therefore it had not been possible to consult with them directly. However, the Local Members and some former members of the Community Council had been consulted to ascertain public opinion in the Village and they had preferred 'The Sidings' given the proximity of the development to the former railway line. The Committee were of the opinion that the matter be deferred until the re-establishment of the Community Council, so that they could be consulted.

DECISION

AGREED that the decision be deferred until Oxton and Channelkirk Community Council had been re-established, in order that they be consulted regarding a name for the development.

Meeting concluded 11 a.m.

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SCOTTISH BORDERS COUNCIL MAJOR CONTRACTS GOVERNANCE GROUP

MINUTES of Meeting of the MAJOR
CONTRACTS GOVERNANCE GROUP
held in Council Chamber, Council
Headquarters, Newtown St Boswells on
Tuesday, 17 September 2019 at 2.00 pm

Present:- Councillors R Tatler (Chairman), D Moffat, E Thornton-Nicol,
T Weatherston.
Apologies:- Councillor J Fullarton, G Edgar.
In Service Director Assets & Infrastructure, Chief Officer Roads, Contracts
Attendance:- Manager - SBc Contracts, Quantity Surveyor - SBc Contracts, Principal
Internal Auditor, Democratic Services Officer (J Turnbull).

1. CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the meeting. Members expressed concern that there were no reports from SB Cares and the Group was therefore unable to fulfill its governance and oversight responsibilities in relation to SB Cares

**DECISION
NOTED.**

2. MINUTE

There had been circulated copies of the Minute of the meeting of the Major Contracts Governance Group of 3 July 2019

**DECISION
NOTED the Minute for signature by the Chairman.**

3. LIVE BORDERS

3.1 The Chairman welcomed Ewan Jackson - Chief Executive of Live Borders and Linda Ross - Director of Business Services, Live Borders who were in attendance to give a presentation on the governance structure and performance monitoring in place for Live Borders. Copies of a background report had been circulated with the agenda.

3.2 Mr Jackson began the presentation by advising that Live Borders was formed in 2016 with the transfer of Cultural Services. The company was limited by Guarantee, regulated by Companies House, and a charity regulated by the Office of the Scottish Charity Regulator. Live Borders' Chief Officers reported to a Board of Trustees, with Councillors Parker, Laing and Richards members of the Board. Mr Jackson explained that Live Borders was required to deliver six outcomes: Improved mental health; enhanced learning opportunities, training and experiences; increased economic benefits; enhanced partnerships; stronger communities; and, increasing effective operations and income maximisation, whilst maintaining appropriate quality and standards. Live Borders employed 600 staff, including 237 full-time, and covered the whole of the Scottish Borders. They managed facilities including sports hall/gyms, libraries, swimming pools, community centres, museums, archives and galleries.

3.3 Mr Jackson then discussed Live Borders governance arrangements, explaining that there was an Executive Board and Joint Officer Group. 25 key performance indicators were reported to the Council's Executive Committee twice a year, for example library

membership, learn 2 swim membership and cultural visits. In addition there were regular director meetings, joint officer workshops and quarterly risk reviews which were supported by the Council's risk team. Mr Jackson explained that key risks were their property portfolio – they managed 67 properties across the region; an unforeseen or unplanned reduction in their management fee; and, preparation and governance arrangements. Mr Jackson concluded his presentation by advising that every penny spent with Live Borders was reinvested into supporting active, creative and healthy communities in the Scottish Borders.

- 3.4 Members then raised a number of questions relating to specific Live Borders' facilities which were answered by Mr Jackson and Ms Ross. With regard to environmental sustainability, Mr Jackson advised that on the back of Keep Scotland Beautiful, Live Borders had created a Green Team, which would focus on reducing Live Borders' carbon footprint and encourage recycling management. Regular reports on their environmental management would be presented to the Board for monitoring. Mr Jackson advised that Live Borders did not participate in Social Prescribing. However, they did work with NHS Borders and received patient health referrals. With regard to Live Borders achieving accreditation as a Living Wage employer, Mr Jackson acknowledged that this would be a challenge for the organisation. With regard to multi-sport pitches, Mr Jackson explained that there was not one surface that met the criteria for all sports. However, Live Borders would provide advice to any community who were considering investing in such a multi-sports pitch, although funding or a grant subsidy would be required. The Chairman thanked Mr Jackson and Ms Ross for their attendance and for their informative report and presentation.

**DECISION
NOTED**

4. **PRIVATE BUSINESS**
AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business contained in the following items on the ground that they involved the likely Part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

5. **MINUTE**
Members considered the Private section of the Minute of the Major Contracts Governance Group of 3 July 2019.
6. **SBC CONTRACTS TRADING OPERATION UPDATE**
There had been circulated copies of a report by the Chief Officer Roads.

PUBLIC BUSINESS

7. **NEXT MEETING**
The Chairman thanked everyone for attending the meeting and for the comprehensive report. The next meeting was scheduled to be held on Tuesday, 5 November 2019 at 2.00 pm.

**DECISION
NOTED.**

The meeting concluded at 3.00 pm.

SCOTTISH BORDERS COUNCIL
KELSO COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the KELSO COMMON
GOOD FUND SUB-COMMITTEE held in the Board
Room 1039, Kelso High School, Angraflat, Kelso on
Tuesday, 17 September 2019 at 5.15 p.m.

Present:- Councillors S. Mountford, T. Weatherston, E. Robson, Community Councillor
D. Weatherston.
In Attendance:- Pensions and Investments Manager, Solicitor (Steven Robertson), Democratic
Services Officer (F. Henderson).
Members of the Public:- 0

1.0 MINUTE

There had been circulated copies of the Minute of the Kelso Common Good Fund Sub-Committee held on 10 June 2019.

DECISION

AGREED to note the Minutes for signature by the Chairman.

2.0 MONITORING REPORT FOR 3 MONTHS TO 30 JUNE 2019

There had been circulated copies of a report by the Chief Financial Officer which provided the income and expenditure for the Kelso Common Good Fund for the three months to 30 June 2019 and full year projected balance sheet values as at 31 March 2020. Appendix 1 provided the projected income and expenditure and showed a projected surplus of £9,595 for the year. Appendix 2 provided a projected balance sheet value as at 31 March 2020, which showed a decrease in reserves of £32,905. Appendix 3 provided a breakdown of the property portfolio showing projected rental income for 2019/20 and actual property expenditure to 31 March 2020. Appendix 4 showed the value of the Kames Capital Investment Fund to 31 March 2020, which was on target.

DECISION

(a) AGREED the proposed budget for 2019/20 as shown in Appendix 1 to the report as the revised budget for 2019/20;

(b) NOTED:-

- (i) the final balance sheet value as at 31 March 2020 as detailed in Appendix 2 of the report;**
- (ii) the summary of the property portfolio in Appendix 3 of the report; and**
- (iii) the current position of the Kames Capital PLC investment Fund contained in Appendix 4 of the report.**

DECLARATION OF INTEREST

Councillor Robson declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the meeting during the discussion.

3.0 **FINANCIAL ASSISTANCE**

3.1 **Borders Art Development C.I.C**

There had been circulated copies of an application for Financial Assistance from the Border Arts Development C.I.C which was established to promote visual arts and creativity from, and within the Scottish Borders. The Borders Arts Fair held annually at Springwood Park was their flagship and gave local creative practitioners and galleries the opportunity to increase their businesses at an event large enough to attract visitors to the area. Last year the Royal Scottish Academy had loaned works of art from their collection which formed the basis of an exhibition in Kelso Town House during the Borders Art Fair. It was hoped to continue to build on this success and the links with the town in 2020, by hosting another exhibition in the town centre to coincide with the Borders Art Fair. It was hoped to co-host an exhibition with Alchemy Film and Arts, whose award-winning moving image productions cross the boundaries from traditional art into digital art, which would be of particular interest to younger generations, who they were keen to engage with. The application in the sum of £2,510 was for funds to help with transport, staffing, venue hire and insurance of the exhibition at the Town House together with the cost of a shuttle bus. The Sub-Committee were of the opinion that it was not appropriate to contribute to a Borders wide event and agreed to refuse the application.

DECISION

AGREED to refuse the application submitted by the Border Arts Development C.I.C as it was a Borders wide Event and that other funding sources be identified.

The meeting closed at 5.30 p.m.

Public Document Pack

SCOTTISH BORDERS COUNCIL TEVIOT AND LIDDESDALE AREA PARTNERSHIP

MINUTES of Meeting of the TEVIOT AND LIDDESDALE AREA PARTNERSHIP held in Lesser Hall, Town Hall, Hawick on Tuesday, 17 September 2019 at 6.30 pm

Present:- Councillors N Richards (Chair), D Paterson, C Ramage and G Turnbull, 15 representatives from Partner Organisations, Community Councils and members of the public.

Apologies:- Councillors S Marshall & W McAteer
In Attendance:- Strategic Community Engagement Officer, Locality Development Co-ordinators (J Pringle, G Jardine), Clerk to the Council, Democratic Services Officer

1. **CHAIRMAN'S INTRODUCTION**

Councillor Richards welcomed everyone to the meeting of the Teviot and Liddesdale Area Partnership. On behalf of the Area Partnership he expressed his sadness at the passing of Mr Jim Little.

2. **LOCALITY BID FUND 1**

The Chairman introduced Annette Reeves, from Artbeat Studios, who was in attendance to give an update on their successful bid to the Locality Bid Fund. Ms Reeves began by explaining that Artbeat Studios was a registered charity which had been in existence since 2002. The studio offered support and facilities for health and wellbeing and opened 16 hours a week. Currently there were 90 weekly attendees who were referred by the NHS, Scottish Borders Council, Job Centre and Occupational Health. Following on from the success of the studio, and after consultation with users and the local community, Artbeat Studios applied for Locality Bid funding for a Community Art Hub. The project had been successful in the voting process and was awarded £3,000. The Hub provided evening art sessions for the community such as pottery, felting, fine art and jewellery making. In response to questions, Ms Reeve explained that they did charge for classes to cover the cost of premises, heating lighting and equipment. Regarding the consultation, she explained that this had been a 'soft' approach, they had discussed with attendees and attended local events and schools. They also had a Facebook page for suggestions. Ms Reeves concluded her presentation by highlighting some of the artwork produced at the studio, advising that the Locality Bid Fund had achieved a continuing legacy for the local community.

3. **FEEDBACK FROM MEETING OF 11 JUNE 2019**

The Minute of the Meeting of the Teviot and Liddesdale Area Partnership held on 11 June 2019 had been circulated. A summary of the discussion and a review of priorities identified in the draft Teviot and Liddesdale Locality Plan was attached as an Appendix to the Minute. One of the priorities was to improve the provision of transport in the area and how this could be improved to meet the needs of the local community. A range of comments were made including: passenger groups using digital platforms for journey planning, online booking system, flexibility in the school bus service, NHS scheduling based on locality, e-cars in villages and liaison with private bus companies to improve timetabling. These comments led on to the main theme for the evening which was transport networks and connections within Teviot and Liddesdale, as outlined below.

4. **TEVIOT AND LIDDESDALE LOCALITY PLAN**

4.1 Scottish Borders Council Passenger Transport Manager, Timothy Stephenson and Transport Service Team Leader Gordon Grant were in attendance to give a presentation on Transport Planning in the Scottish Borders. Copies of the presentation on Transport Planning had been circulated with the agenda and were available at the meeting. Mr Stephenson explained that the Council currently subsidised local bus services at £1.5m per annum. However, local bus services were not a statutory requirement and like all local authority budgets were always being reviewed. In 2018, £200k saving has been made by alternatives being put in place and innovative thinking. In 2019, £85k had already been secured without further cuts but a further £165k savings was required for 2020. Some tough decisions had to be made and a workable plan found to make the required savings. A number of under-performing bus routes had been identified where passenger numbers were declining and subsidy per passenger was very high. However, rather than just making service cuts the Council wanted to meet communities to talk about transport. Bus User Scotland were also holding a public consultation to work with communities to form a transport plan. Mr Stephenson went on to discuss the local bus services being reviewed in the Teviot and Liddesdale area and subsidies per passenger ranging from 95p (Town Services 46/47/49) to £8.12 (Newcastleton – Hawick 4621) compared to the average cost per passenger of £3.65 across the Borders bus network. Mr Stephenson was keen to hear from communities who wanted to try new things and encourage community led transport projects: something alternative to ‘the traditional bus’, something flexible, that could be controlled locally and that communities could commit to. Mr Stephenson then gave examples of innovations in other areas such as NEED Ltd, an Alnwick Community Transport Scheme and Bo’ness Community Bus. He also referred to non-bus related options such as E-car, E-bike, Tripshare and Community Transport/Social Car Schemes. In response to questions, Mr Stephenson advised that 50% of bus passengers were non-paying. With regard to concessionary fares, the West Linton scheme had honoured concessions, and any similar scheme could have a similar set up. Regarding the school transport budget this was £3.5m, with £2.5m for special needs education. Certain school buses were registered to carry public passengers but this was dependent on capacity.

4.2 Following the presentation, the Chairman invited those present to take part in a round table discussion about transport planning in terms of potential options, solutions and actions within communities. There was templates on the tables to aid the discussion on which points should be recorded. A summary of the output of the discussion is attached as an appendix to this Minute.

5. **TEVIOT AND LIDDESDALE INTERIM COMMUNITY FUND**

5.1 The Locality Development Co-Ordinator, Gillian Jardine, referred to documents which had been circulated and which were available at the meeting, which gave an overview of the Interim Community Fund and internal and external funding maps for Teviot and Liddesdale area. She explained that there was a total 2019/20 budget allocation of £174,308 for the Teviot and Liddesdale Community Fund. Within this fund, after committed allocations of £7,000 for Community Councils; £12,550 to Local Festivals; £4,729 to Village Halls; there was an available balance of £150,029 remaining in the Fund. Regarding the committed allocations, Ms Jardine explained that these would remain for the 2019/20 financial year. However, would be reviewed as part of the Area Partnership/Community Fund consultation.

5.2 Ms Jardine then explained the Interim Community Fund application process, advising that there was £10,000 available for constituted groups, £5,000 for non-constituted groups and up to £1,500 available for fast track applications. Applications would be brought to the Area Partnership for decision. Ms Jardine asked those in attendance to encourage community groups, who might be interested in applying to the Fund, to contact the Communities Partnership Team for guidance. Regarding any underspend at the end of the financial year, this had previously been carried forward to the next year financial year, but confirmation was

still awaited from Council – The Area Partnership requested that any underspend remained in the Teviot and Liddesdale locality.

- 5.3 The voting process was then discussed, Ms Jardine explained that applications would be brought to the Area Partnership meetings for consideration. If the consensus was to agree the application then the funding would be granted. If there was no consensus then elected members would be required to vote on the application. There was concern at the lack of transparency in relation to the grant process and that if a community council was unable to attend an Area Partnership how would they be able to support or raise any concerns? Ms Jardine explained that the application assessment would be circulated with the agenda, and any views could be feedback to officers for reporting at the meeting.

6. **FUTURE AGENDA ITEMS**

The Chairman asked the meeting for any suggestions/proposals for future agenda items or any items to be submitted to Ms Jardine for the next meeting.

7. **OPEN FORUM**

- 7.1 There was concerns about the format of the Area Partnership meetings, and that elements from previous Area Forums should be incorporated, such as the Community Council Spotlight, reports from Police Scotland and from the Scottish Fire and Rescue Service. It was also noted that now the Locality Plans were in place, the Partnership should be discussing actions and projects arising from the Plan. Ms Jardine asked that everyone respond to the Area Partnership/Community Fund consultation raising their concerns and giving suggestions for improvement.
- 7.2 Regarding the Area Partnership/Community Fund consultation. Ms Malster explained that the community fund was an integral part of the Area Partnership meetings and that was why they were both included in the same consultation. However, she would review the format to improve accessibility and re-circulate if required.
- 7.3 Public Conveniences – no decision had been made on the future of the Council's public convenience.
- 7.4 Denholm Community Shed Asset Transfer - Ms Jardine would refer to the Council's Neighbourhood Services Team.
- ## 8. **ANY OTHER BUSINESS**
- 8.1 The Chairman referred to the Home Energy Scotland information booklets on the tables and the Healthy Hawick newsletter which listed a range of activities around Scottish Borders Diversity Week.
- 8.2 Councillor Ramage invited everyone to attend the Burnfoot Benches Celebration on 10 October at Burnfoot Community Hub from 2 pm to 3.30 pm for an afternoon tea party.
- ## 9. **DATE OF NEXT MEETING**
- The next meeting of the Teviot and Liddesdale Area Partnership was scheduled for Tuesday, 19 November at Hawick High School Councillor Richards thanked all those who had attended the meeting for their participation.

The meeting concluded at 8.30 pm.

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Teviot and Liddesdale Locality Plan – Community Transport: Solutions and Actions

Suggestions made:

- Electric solar information panels at key locations
- Border Integrated Transport App
- Expand volunteer driver schemes + social car share schemes
- E-bikes scheme (Energy Trust)
- SBC e-car scheme
- Extended Rail Connections/Accessibility
- Maximise the use of Borders College /SBC /NHS/Post Office/Third Sector minibuses
- Remove need for travel – extended outreach, use of skype for appointments, telecare
- Demand Responsive Transport i.e. community taxi, uber type scheme

Locality suggested transport solutions	Would this work in your community?	Who would take this forward – we need key champions/organisations	What support would be needed (financial, time, resources etc), and what would this look like?
<ul style="list-style-type: none"> • Real time information – More awareness of what services are operating (“Borders bus app” extension) • Promotion of Travel line Scotland. • Bus services are not a viable solution – flexible working, change of demographic and “car dependency” • Awareness raising of Young Scot benefits to encourage usage • E-Car – Flexibility of locations 		<ul style="list-style-type: none"> • This would be taken forward by Transport Scotland • This would be taken forward by the Scottish Borders Council 	<ul style="list-style-type: none"> • For this project to be a success we would need to look into getting better Wi-Fi in the borders. • The discount only applies to single fare journeys • For this to be successful it would require a flexibility in overnight locations for the E-Cars

<ul style="list-style-type: none"> • Review existing service provision – engage with bus operators • Joint working across the Borders (Councils/Companies) • Trip share to be researched • Community bus • Identify under used services and identify times when they would be better used and then change the times. • Identify one day a week when all people can arrange appointments (e.g. BGH) 	<ul style="list-style-type: none"> • This would only work in the Teviot and Liddesdale area if there was an improved service • This would only work if again there was an improved service • Subject to users • Subject to enough volunteers 	<ul style="list-style-type: none"> • This would be taken forward by user groups and Local community groups • Joint Partners • Denholm are in conversation with Cllr Ramage • Tim Stevenson to be part of public meeting in Hawick to identify need and discuss options 	<ul style="list-style-type: none"> • Re-instate the train internet connection – need better coverage so community transport is contactable • Fast charge electricity units in Newcastleton need up rated sub station • Subsidy for Government compared for Scottish Borders to Highland and Islands
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Increase parking charges – charge behaviour force			
Education – Behaviour change (Developed reliance culture)			
UBER type scheme	Taxi style approached, unlicensed but approved. Access via smart phone technology/apps. Drivers Screened – criminal checks Safety Features built-in, tracking customer reviews, driver profiles Vehicle safety inspections		
Bo’ness and Area Community Bus Association – reintroduction of bus links between Bo’ness and Edinburgh	<ul style="list-style-type: none"> • Recruited 2 Full Time drivers and 1 Part time driver and 1 Volunteer driver • Recruited an Operations Consultant • Recruited an Administration Assistant • Delivered 10235 passenger journeys since February 2018 • Make 58 journeys a week to and from Edinburgh • Covered over 120,000 miles 		
Killin & District Volunteer Car Scheme	<p>Volunteer based scheme that aim to assist people in our district who have real problems in accessing transport or coping with the long journeys. The service is provided by volunteer drivers who use their cars to provide transport to people who struggle to access other forms of transport, due to a variety of reasons and where there is a need to access services that are essential and/or in the interest of their general wellbeing</p> <ul style="list-style-type: none"> • Journeys are subsidised – 45p per mile for drivers and 20p per mile for a passenger • The driver's expenses cover fuel, maintenance and depreciation of their vehicle so that they are not out-of-pocket. 		
Badenoch & Strathspey	<ul style="list-style-type: none"> • Community Transport model operating a set bus route, although providing door to door service • Operates 5 days per week, 9.30-4.30pm • Must be booked in advance • 		
NEED Ltd (Alnwick)	<ul style="list-style-type: none"> • Largely self-financing model • Range of services – car scheme / dial-a-ride / family vehicle / group transport • Contracts for Council and NHS • Entrepreneurial 		
Chariotts (Wrexham)	<ul style="list-style-type: none"> • Branded fleet of accessible vehicles • Paid co-ordinator but all volunteer drivers <p>In 2015 provided 12,645 trips, of which 6,642 were for wheelchair users</p>		
Transport Access People (Cornwall)	<ul style="list-style-type: none"> • Volunteer car scheme for non-emergency healthcare appointments • Journeys to and from the Hospitals in Truro and Plymouth • Door to door transport for people who find difficulty accessing transport 		

Facilitator Initials:

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SCOTTISH BORDERS COUNCIL CIVIC GOVERNMENT LICENSING COMMITTEE

MINUTE of Meeting of the CIVIC
GOVERNMENT LICENSING COMMITTEE
held in Committee Rooms 2 and 3 on Friday,
20 September 2019 at 10.45 a.m.

- Present:- Councillors J. Greenwell (Chairman), J. Brown, D. Paterson, N. Richards,
R. Tatler, E. Thornton-Nicol.
- Apologies:- Councillors S. Scott, G. Turnbull, T. Weatherston.
- In Attendance:- Managing Solicitor – Property and Licensing, Licensing Team Leader,
Licensing Standards and Enforcement Officers (Mr I. Tunnah and Mr M.
Wynne), Democratic Services Officer (F. Henderson), Inspector J. McGuigan
and PC J Fortune - Police Scotland.

1.0 **MINUTE**

The Minute of the Meeting of 23 August 2019 had been circulated.

DECISION

APPROVED and signed by the Chairman.

2.0 **LICENCES ISSUED UNDER DELEGATED POWERS**

There had been circulated copies of the Civic Government and Miscellaneous Licences issued under delegated powers between 9 July 2019 to 3 September 2019.

DECISION

NOTED.

3.0 **LATE HOURS CATERING – ALFONSO CROLLA**

There had been circulated copies of an application for Renewal of a late hours catering licence from Alfonso Crolla together with a number of letters of objection/representation. The Clerk highlighted that the application was for a renewal of late hours catering which Mr Crolla had held for a number of years. Mr and Mrs Crolla were present at the meeting. The Clerk confirmed with them that they had been made aware of the procedure. No one was present to speak in respect of the written concerns raised regarding the application and Members confirmed they had received them with the Agenda for the meeting.

- 3.1 Licensing Standards and Enforcement Officer, Mr. Wynne confirmed that Mr Crolla had operated a late hours catering licence at his fish and chip shop for the hours applied for in the renewal application since 2007 and had no knowledge of any complaints being received as a result of the fish and chip shop late trading hours. He was aware that representations had been made when the late hours were granted at that time.
- 3.2 Inspector McGuigan confirmed that Police Scotland had no comment to make in relation to the application and in response to a question from Members advised that anti-social behaviour had not been reported as an issue related to the operation of the premises.
- 3.3 On being invited to address the Committee, Mrs Crolla explained that the application was for a renewal of the late hours catering licence and there had not been any problems with the operation of the late hours previously. Mrs Crolla referred to the objections lodged which included; traffic noise after midnight, playing of loud music and slamming car doors,

significant problems during the 7s tournament relating to drunkenness, anti-social behaviour, littering and urinating in doorways. Mrs Crolla went on to say that the Fish and Chip shop was not responsible for the concerns raised and that the extended hours to 1 a.m. were only required twice per year, namely for the 7s Tournaments and Civic Week. For the remainder of the year the premises close at 12.15 a.m. on Friday and Saturday and 11.30p.m. Sunday – Thursday. The late hours is mainly used in the summer months and in the winter months for deep cleaning the premises. She stressed that the Police had never been called to the premises in relation to the late hours operating.

- 3.4 There followed discussion between the Members who expressed concern regarding the matters raised in the written representations, however, there was consensus that the operation of the premises late hours should be renewed. It was suggested that other routes be taken to address the concerns highlighted, such as input by the local Community Council and contact with Police Scotland to report any matters of a criminal nature at the time they occur.

DECISION

AGREED that the application submitted by Mr Crolla for the renewal of a Late Hours Catering Licence be granted.

4.0 LICENSING OF STREET TRADERS - JOHN SCLATER

- 4.1 There had been circulated copies of an application for a Street Trader Licence from John Sclater together with supporting information and a letter of objection. Mr Sclater and his Fiancée were present at the meeting. Miss Langford who had submitted the letter of objection was also present. The Clerk confirmed with them that they had been made aware of the procedure.
- 4.2 Licensing Standards and Enforcement Officer, Mr. Wynne advised that Mr Sclater had applied for a Street Trader Licence to allow him to serve hot and cold snacks between 7 a.m. and 4 p.m. Monday – Friday and between 8 a.m. and 1 p.m. on a Saturday within the layby on the A68, East Craigsford layby 150 metres south of Earlston. Mr Sclater had applied for and been granted planning permission, permission to use the layby from Transport Scotland and the required certificate of compliance for his vehicle.
- 4.3 On being invited to address the Committee, Mr Sclater explained that he had followed all procedures and applied for all required permissions, the planning permission requiring a notice to be displayed within the layby. The process had taken longer than anticipated, resulting in him requiring to re-apply for a Street Trader Licence. Mr Sclater further explained that he had addressed all the points raised by the objector in his supporting information. The litter would be his responsibility as stipulated in his permission to use the layby so there would be less litter there than there was at present as he would be ensuring that all litter was correctly disposed of during his operating hours. In terms of feeding the ponies, he understood completely the owner's concerns and having been brought up around horses, would never harm them or allow anyone else to do so. He would display Notices asking customers not to park over the access gate or feed the ponies. Mr Sclater had already purchased a modern petrol generator which was a low noise output of 65 decibels (normal conversation is 60 and a household vacuum cleaner was 70) all of which would be lower than passing lorries /tractors. In respect of road safety, Mr Sclater advised that he had initially applied to Transport Scotland for permission to trade from the larger layby approx. 300 metres from the site but this had been refused on road safety concerns. He had been advised that trading had been permitted from the East Craigsford Lay-by and Mr Sclater had applied and been granted consent from Transport Scotland to trade from the layby for one year and renewal would be dependent on there being no issues.
- 4.4 On being invited to address the Committee, Miss Langford explained that she owned mini ponies which were stabled within the field next to the layby. These ponies were ridden by toddlers at any time of the day, who had to pass the van to access the arena further down

the layby. Miss Langford emphasised that the layby was an accident black spot and Police Scotland were aware of this. She further explained that the gate for the field was directly at the entrance to the layby and vehicles speed into the layby, which was already busy and would become busier if there was a snack van within it. There had been many vets' bills as a result of animals being fed by people using the layby. Miss Langford was concerned about the noise which would make the animals jumpy and referred to her own daughter, who was disabled, riding the pony. Miss Langford also referred to flooding which had previously occurred in the layby, requiring the ponies to be moved further into the field.

- 4.5 In response to questions from the Committee, Mr Sclater confirmed that he was prepared to put up any notices which were required and to prevent feeding of the ponies during his operating times. Members were of the unanimous opinion that Mr Sclater had taken extensive measures to alleviate the objector's concerns and could not be held accountable for the actions of other users of the public road or layby.

DECISION

AGREED that the application submitted by Mr Sclater for the grant of Street Trader Licence be granted.

5.0 **PRIVATE BUSINESS**

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 14 of part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

6.0 **Minute**

The Private section of the Minute of 23 August 2019 was approved.

The meeting concluded at 11.25 a.m.

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SCOTTISH BORDERS COUNCIL AUDIT AND SCRUTINY COMMITTEE

MINUTES of Meeting of the AUDIT AND SCRUTINY COMMITTEE held in Council Chambers. Council Headquarters, Newtown St Boswells on Monday, 23 September 2019 at 10.15 am

Present:-

Councillors S. Bell (Chairman), H. Anderson, K. Chapman, J. A. Fullarton, S. Hamilton (Vice-Chairman), N. Richards, H. Scott, S. Scott, E. Thornton-Nicol, Ms H. Barnett and Mr M. Middlemiss.

In Attendance:- Chief Financial Officer, Chief Officer Audit and Risk. Democratic Services Officer (J Turnbull).
Ms G Woolman, Mr A Haseeb and Mr G Samson – Audit Scotland

1. **WELCOME AND INTRODUCTIONS**

The Chairman welcomed those present to the meeting.

SCRUTINY BUSINESS

2. **MINUTE.**

There had been circulated copies of the Minutes of 22 August 2019.

DECISION

APPROVED for signature by the Chairman.

AUDIT BUSINESS

3. **ANNUAL TREASURY MANAGEMENT REPORT 2018/19**

3.1 With reference to paragraph 6 of the Minute of 24 September 2018, there had been circulated copies of a report by the Chief Financial Officer presenting the annual report of treasury management activities undertaken during the 2018/19 financial year. The report was presented to Audit and Scrutiny Committee for review as part of their scrutiny role in relation to treasury management activities in the Council. The CIPFA Code of Practice on Treasury Management in the Public Services (the Code) required an annual report on treasury management to be submitted to Council following the end of each financial year. This report highlighted the Council's treasury activity in the year ended 31 March 2019 and the performance of the Treasury function. Appendix 1 to the report comprised the annual report of treasury management activities for 2018/19 and contained an analysis of performance against targets set in relation to Prudential and Treasury Management Indicators. All of the performance comparisons reported upon were based on the revised indicators agreed as part of the mid-year report approved on 29 November 2018.

3.2 The Appendix also showed the Council's borrowing requirement to fund the capital investment undertaken during 2018/19, how much the Council actually borrowed against the sums budgeted, and the level of external debt carried on the Council's balance sheet

within approved limits. The Council had, whenever possible, deferred borrowing and used surplus cash rather than undertaking new borrowing. However, the Council had undertaken long term borrowing for debt rescheduling during the year, amounting to £10m. Treasury management activity had been undertaken in compliance with approved policy and the Code and the Council remained under-borrowed against its Capital Financing Requirement (CFR) as at 31 March 2019.

- 3.3 The report was fully discussed and in response to questions, the Chief Financial Officer, Mr Robertson, advised that the Council sought to maintain a level debt profile. Where opportunities were identified to refinance debt, these were considered to ensure best value over the 10 – 25-year period. With regard to the £10m debt rescheduling this was to take advantage of a lower interest rate of 2.74% as opposed to 4.80%. Regarding capital expenditure, Mr Robertson acknowledged that there had been slippage on a number of projects and reassured Members that these were being monitored with appropriate action taken. Audit Scotland added that although slippage had increased in comparison to previous years, this was not considered significant.

DECISION

AGREED TO RECOMMEND TO COUNCIL:

- * (a) **that treasury management activity in the year to 31 March 2019 was carried out in compliance with the approved Treasury Management Strategy and Policy as detailed the report and Appendix 1, attached to the agenda; and**
- * (b) **to increase the investment limit for AAA Money Market Funds from £20m to £25m.**

4. EXTERNAL AUDITORS' ANNUAL AUDIT REPORTS 2018/19

4.1 Scottish Borders Council Annual Report and Accounts

With reference to paragraph 7.1 of the Minute of 24 September 2018, there had been circulated copies of a report by Audit Scotland, the Council's external auditors. The report explained that Audit Scotland had now completed the audit of the Council's Annual Accounts for 2018/19 and had given an unqualified audit opinion in all cases. In addition Audit Scotland has reached positive conclusions in respect of financial sustainability, financial management, governance, transparency and value for money. Ms Woolman, Audit Scotland was in attendance and summarised the report; in addition she advised that there were no material adjustments or unadjusted errors arising from the audit.

- 4.2 In response to questions, Ms Woolman advised that Audit Scotland had carried out an audit on community engagement which would provide comparative information across local authorities. Regarding the £10.2m purchase price for Lowood Estate, Mr Robertson clarified that this figure included legal fees and tax costs. He further advised that the Estate had been acquired for economic development and it was reasonable to pay all legal fees associated with such transactions. Regarding payroll creditors' balances, Mr Robertson acknowledged that the Council had not taken sufficient action to reflect the Audit Scotland opinion of 2017/18; however, configuration changes to the system had now been concluded as required. Regarding invoice payment performance Mr Robertson stated 84% of invoices were paid within 30 days and all invoices were processed within two days of receipt; an update on progress would be provided to the December 2019 meeting. Regarding the arrangements around recurrent and non-recurrent savings, Mr Robertson clarified that there were no formal targets around temporary savings, incidences occurred when projects had been delayed. With regard to digital transformation, a number of lessons had been learned including that necessity for the Council to be fully involved and retain ownership of such projects.

4.3 Charitable Trusts administered by Scottish Borders Council

With reference to paragraph 7.2 of the Minute of 24 September 2018, there had been circulated copies of a report by Audit Scotland in respect of Charitable Trusts administered by Scottish Borders Council. Mr Haseeb of Audit Scotland advised that

there were no material adjustments to the financial statements. However, he highlighted that the cash flow statements for Common Good Funds had required a number of changes and these had been amended.

4.4 **Scottish Borders Council Pension Fund**

With reference to paragraph 7.1 of the Minute 24 September 2018, there had been circulated copies of a report by Audit Scotland in respect of Scottish Borders Council Pension Fund. Mr Hasseb of Audit Scotland presented the report, advising that there were no material adjustments to the unaudited financial statement arising from the audit. Mr Haseeb highlighted that the triennial valuation showed a funding level of 114% - which was the highest in Scotland. In response to questions, Mr Robertson advised that the Council policy was auto-enrolment for new employees; the Fund's investment strategy focused increasingly on income bearing assets which would fund future pension payments. The next triannual valuation was March 2020 and would set contribution rates for the next three years. Regarding members' lack of attendance at training events during the year, Mr Robertson stressed the importance of this issue and advised that it had been addressed with the individuals concerned.

DECISION

NOTED the Annual Reports from the Council's External Auditors prior to Council approval.

5. **SCOTTISH BORDERS COUNCIL ANNUAL ACCOUNTS 2018/19**

5.1 With reference to paragraph 8 of the Minute of 24 September 2018, there had been circulated copies of the Council's audited Annual Accounts for 2018/19. The audit appointment of Audit Scotland for Scottish Borders Council accounts included the requirement to provide an auditor's report for the Council as well as related charities.

Audit Scotland had now completed the audit of the Council's Annual Accounts for 2018/19 and had given an unqualified audit opinion in all cases. In addition, Audit Scotland concurred with Management's accounting treatment and judgements; and had reached positive conclusions in respect of financial sustainability, financial management, governance, transparency and value for money. Audit Scotland had identified two recommendations for improvement requiring action and these had been accepted by Management and would be enacted within the agreed timescales.

5.2 As required under the Local Authority Accounts (Scotland) Regulations 2014, the audited Annual Accounts for Scottish Borders Council, SBC Common Good Funds, the SBC Charitable Trusts, Bridge Homes LLP, SB Supports LLP and SB Cares LLP, Lowood Tweedbank Ltd and Scottish Borders Council's Pension Fund had been presented to the Audit and Scrutiny Committee prior to signature.

5.3 The report also referred to KPMG's external audit of the Council subsidiaries SB Cares, SB Supports and Bridge Homes which were not registered charities. KPMG had concluded that the ongoing review of SB Cares was a going concern and had included this comment in its audit opinion. Late in the audit process KPMG had identified a consistency issue with actuarial valuation of pensions fund liabilities for SB Cares. Regarding Bridge Homes, KPMG had raised no issues and had no matters to report.

5.4 In response to a question regarding contingent liabilities and contingent assets, Mr Robertson advised that further information on failure to conclude the land sale transaction would be provided in due course. Regarding the High Court ruling with regard to Guaranteed Minimum Pensions (GMP), there was still material uncertainty as reconciliation was still being progressed. With regard to the claim against Capita Plc, the Council had requested a cash settlement and the claim was still ongoing. Mr Robertson also advised that the £613k exit packages had been calculated in accordance with Council policy.

DECISION

AGREED to APPROVE the following accounts for officer signature and Council approval:

- (a) the Scottish Borders Council's audited Annual Accounts for the year to 31 March 2019;
- (b) the Scottish Borders Council's Pension Fund audited Annual Accounts for the year to 31 March 2019;
- (c) the Scottish Borders Council Common Good Funds' (Charity SC031538) audited Annual Accounts for the year to 31 March 2019;
- (d) the SBC Welfare Trust (Charity SC044765) audited Annual Accounts for the year to 31 March 2019;
- (e) the SBC Education Trust (Charity SC044762) audited Annual Accounts for the year to 31 March 2019;
- (f) the SBC Community Enhancement Trust (Charity SC044764) audited Annual Accounts for the year to 31 March 2019;
- (g) the Ormiston Trust for Institute Fund (Charity SC019162) audited Annual Accounts for the year to 31 March 2019;
- (h) the Scottish Borders Council Charity Funds' (Charity SC043896) audited Annual Accounts for the year to 31 March 2019;
- (i) the Bridge Homes LLP audited Annual Accounts for the year to 31 March 2019;
- (j) the SB Supports LLP audited Annual Accounts for the year to 31 March 2019;
- (k) the SB Cares audited Annual Accounts for the year to the 31 March 2019; and
- (l) Lowood Tweedbank Ltd Annual Accounts for the 30 November 2018 to the 31 March 2019 (part year).

6. FRAUD AND IRREGULARITY UPDATE 2018/19

There had been circulated copies of a report by Audit Scotland, which contained a summary of the cases of fraud and other irregularities at public bodies reported by external auditors for the financial year 2018/19. The report was designed to share best practice and lessons learned. The Chief Officer Audit & Risk, Ms Stacey, explained that the report had been discussed at a number of national forums and was a valuable resource to establish key controls, monitoring effectiveness, as well as sharing prevention and detection fraud controls. In response to a question, Ms Stacey advised that the report would be considered at the Corporate Fraud Steering Group, any recommendations arising would be presented to Corporate Management Team.

DECISION

AGREED to request that the Corporate Fraud Steering Group consider the Audit Scotland's Fraud and Irregularity Update 2018/19 and make any recommendations arising to Corporate Management Team.

7. INTERNAL AUDIT WORK TO JULY 2019

With reference to paragraph 5 of the Minute of 13 May 2019, there had been circulated copies of a report by the Chief Officer Audit and Risk which provided details of the recent work carried out by Internal Audit and the recommended audit actions agreed by Management to improve internal controls and governance arrangements. The work Internal Audit had carried out during the period 1 April to 2 August 2019 was detailed in the report. During the period a total of five Internal Audit reports had been issued. There were 10 recommendations made relating to three of the reports which had been accepted by Management for implementation. An Executive Summary of the final Internal Audit reports issued, including audit objective, findings, good practice, recommendations (where appropriate) and the Chief Officer Audit and Risk's independent and objective opinion on the adequacy of the control environment and governance arrangements within each audit area, was included in Appendix 1 to the report. Ms Stacey summarised the findings in the report and advised that, once finalised, the executive summary of the Attendance Management Internal Audit Report would be presented to Committee in November 2019. In response to questions, Ms Stacey advised that in relation to Emergency Works there had been challenges for Management in responding to the draft internal audit report and the recommendations. However, discussions had been constructive and they were reviewing processes to ensure sustainability in the longer term. An action plan had also been agreed which would be followed up by Internal Audit before determining the timing of the next planned audit for this service. With regard to the anomalies identified with performance management data, all queries had been corrected prior to the LGBF submission by the Council. The Committee made reference to the 26 September 2019 Council report on the Strategic Review of SB Cares – Future Provision of Adult Social Care Services; Mr Robertson clarified that the Council report reflected the outcome of the Internal Audit consultancy review of SB Cares commissioned by the Chief Executive.

DECISION:

(a) NOTED:

- (i) the final assurance reports issued in the period from 1 April to 2 August 2019 associated with the delivery of the approved Internal Audit Annual Plan 2019/20; and**
- (ii) the Internal Audit consultancy and other work undertaken in this period.**

(b) AGREED to acknowledge the assurance provided on internal controls and governance arrangements in place for the areas covered by this Internal Audit work.

8. THANKS

The Chairman thanked Audit Scotland for their attendance and the comprehensive, clear reports provided to the Committee.

The meeting concluded at 12.55 pm.

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Cheviot Locality – Community Transport: Solutions and Actions

Suggestions made:

- Electric solar information panels at key locations
- Border Integrated Transport App
- Expand volunteer driver schemes + social car share schemes
- E-bikes scheme (Energy Trust)
- SBC e-car scheme
- Extended Rail Connections/Accessibility
- Maximise the use of Borders College /SBC /NHS/Post Office/Third Sector minibuses
- Remove need for travel – extended outreach, use of skype for appointments, telecare
- Demand Responsive Transport i.e. community taxi, uber type scheme

Locality suggested transport solutions	Would this work in your community?	Who would take this forward – we need key champions/organisations	What support would be needed (financial, time, resources etc), and what would this look like?
<p>Exploit tourism routes – 51/52 SBC</p> <p>Replace routes with Demand Responsive Transport</p> <p>Extend Service 20 to Hospital or provide enhanced Community Transport (CT)</p> <p>Increase communication between bus drivers (missing connection)</p> <p>Greater promotion of travel-line</p> <p>E-Car</p>		<p>The bus companies would be key organisations in taking this forward.</p> <p>SBC Passenger Transport</p> <p>SBC Passenger Transport CT/Bridge</p> <p>SBC Passenger Services</p> <p>SBC</p> <p>SBC</p>	<p>Marketing Express service – quicker journeys</p> <p>Extensive marketing of DRT</p> <p>Cultural change – IJB issue needs commitment of NHS to geographical scheduling so routes can be cost effective and sustainable</p> <p>Is there somewhere to report missed connections, how do we know when/where this is a problem?</p> <p>Provision of Timetable books for those digitally excluded – greater awareness of where these are accessible from</p> <p>Greater flexibility for 1way travel</p>

<p>Providing Bus Service from Main Towns to Council Headquarters but ability for non staff to use.</p> <p>Service commuter from Jed – train Tweedbank extending train to Kelso</p> <p>Work with local communities to identify who uses buses and work with them to identify solutions that suit the community inc. reducing services e.g. change from daily to twice a week.</p> <p>Need to get timetables out /publicise bus services</p> <p>Electronic bus signs at all bus stops.</p> <p>Change/merge services</p> <p>Can smaller buses be used on some routes?</p>		<p>SBC Passenger Transport/HR</p> <p>Community/SBC</p> <p>Transport Providers / SBC in consultation with the community</p>	<p>Bus pass?</p> <p>Public transport knowledge</p>
<p>Demand responsive transport taxis to serve smaller outlying communities</p> <p>Taxi card for youths (Subsidised travel)</p>	<p>Would require further analysis on demand</p>	<p>Community Councils were mentioned but noted that often they were busy thing in their own space rather than travelling. Town event committees might support this</p>	<p>SBC support would be helpful e.g. booking of Demand Responsive Transport – need to be publicised</p>

<p>E-Cars in smaller villages</p> <p>Approach local bus operators</p> <p>Use of school buses to get people to main routes – can we get on school buses?</p>	<p>Perhaps try anticipate demand and book a bus e.g. for a popular event</p> <p>We could have scheme which takes people from outlying areas to bus stop in Ancrum to catch usual bus</p>		<p>Possibly a bookable car in each village – would need an app/easy booking (We don't know what the cars are located)</p>
<p>UBER type scheme</p>	<p>Taxi style approached, unlicensed but approved. Access via smart phone technology/apps. Drivers Screened – criminal checks Safety Features built-in, tracking customer reviews, driver profiles Vehicle safety inspections</p>		
<p>Bo'ness and Area Community Bus Association – reintroduction of bus links between Bo'ness and Edinburgh</p>	<ul style="list-style-type: none"> • Recruited 2 Full Time drivers and 1 Part time driver and 1 Volunteer driver • Recruited an Operations Consultant • Recruited an Administration Assistant • Delivered 10235 passenger journeys since February 2018 • Make 58 journeys a week to and from Edinburgh • Covered over 120,000 miles 		

Killin & District Volunteer Car Scheme	<p>Volunteer based scheme that aim to assist people in our district who have real problems in accessing transport or coping with the long journeys. The service is provided by volunteer drivers who use their cars to provide transport to people who struggle to access other forms of transport, due to a variety of reasons and where there is a need to access services that are essential and/or in the interest of their general wellbeing</p> <ul style="list-style-type: none"> • Journeys are subsidised – 45p per mile for drivers and 20p per mile for a passenger • The driver's expenses cover fuel, maintenance and depreciation of their vehicle so that they are not out-of-pocket.
Badenoch & Strathspey	<ul style="list-style-type: none"> • Community Transport model operating a set bus route, although providing door to door service • Operates 5 days per week, 9.30-4.30pm • Must be booked in advance •
NEED Ltd (Alnwick)	<ul style="list-style-type: none"> • Largely self-financing model • Range of services – car scheme / dial-a-ride / family vehicle / group transport • Contracts for Council and NHS • Entrepreneurial
Chariotts (Wrexham)	<ul style="list-style-type: none"> • Branded fleet of accessible vehicles • Paid co-ordinator but all volunteer drivers <p>In 2015 provided 12,645 trips, of which 6,642 were for wheelchair users</p>
Transport Access People (Cornwall)	<ul style="list-style-type: none"> • Volunteer car scheme for non-emergency healthcare appointments • Journeys to and from the Hospitals in Truro and Plymouth • Door to door transport for people who find difficulty accessing transport

MINUTES of Meeting of the CHEVIOT AREA PARTNERSHIP held in The Assembly Hall, Kelso High School, Angraflat Road, Kelso on Wednesday, 25 September 2019 at 6.30 pm.

Present:- Councillors S. Hamilton (Chairman), J. Brown, S. Mountford, E. Robson, S. Scott, T. Weatherston together with 16 Representatives of Partner Organisations, Community Councils and Members of the Public.

In attendance:- Communities and Partnership Manager, Locality Development Co-ordinators (Colin Banks and Gillian Jardine), Strategic Community Engagement Officer, Community Police Officer (Gina Dickson), Democratic Services Officer (F. Henderson).

Members of the Public:- 0

1.0 WELCOME AND INTRODUCTIONS

1.1 The Chairman welcomed everyone to the Cheviot Area Partnership and thanked the Community Councils, Partners and local organisations for their attendance, and for participating and putting forward ideas.

2.0 HOME ENERGY EFFICIENT PROGRAMME (HEEP)

2.1 Councillor Hamilton advised that Neil Robertson from Changeworks was unable to attend for the presentation on the Home Energy Scotland insulation scheme. There had been circulated copies of the presentation.

DECISION NOTED.

3.0 FEEDBACK FROM MEETING ON 17 APRIL 2019

3.1 The minute of the meeting of the Cheviot Area Partnership held on 17 April 2019 had been circulated. A summary of the discussion and review of the priorities identified in the draft Cheviot Locality Plan was attached as an appendix to the Minute.

4.0 CHEVIOT LOCALITY PLAN – ECONOMY SKILLS & LEARNING

4.1 Transport networks and connections within Eildon

Scottish Borders Council Passenger Transport Manager, Timothy Stephenson was in attendance to give a presentation on Transport Planning in the Scottish Borders. Copies of the Scottish Borders Bus Map and of the presentation had been circulated with the agenda and were available at the meeting. Mr Stephenson explained that the Council currently subsidised local bus services at £1.5m per annum. However local bus services were not a statutory requirement but were discretionary and like all local budgets the payments were always being reviewed. In 2018 there had been savings made of £200k based on data collection, alternatives being put in place and some innovative thinking. In 2019 there were £85k of savings already secured without further cuts but a £165k budget saving was needed for 2020. Some tough decisions therefore had to be made to achieve the savings. A number of under-performing bus routes had been identified where passenger numbers were declining and the subsidy per passenger was very high. However rather than just looking at

service cuts the Council wanted to use 2019 to meet communities and see if things could be done differently. During August/September the team had been talking to Area Partnerships about transport and in September/October Bus Users Scotland would hold a big conversation (public consultation) with users. The Council would work closely with communities to form a transport plan. The local bus services being reviewed in the Cheviot Area had a subsidy per passenger of up to £11.02 compared with an average of £3.65 per passenger across the Borders bus network as a whole. Mr Stephenson was keen to hear from communities who wanted to try new things: something that was an alternative to 'the traditional bus; something flexible, that could be controlled locally; and something that communities could commit to. He gave some examples of innovations in other areas and also referred to non-bus related options such as E-car, E-bike, Tripshare and community transport/social car schemes.

- 4.2 Following the presentation, the Chairman invited those present to take part in a round the table discussion about transport planning in terms of potential options, solutions and actions within communities. The Locality Development Co-ordinator provided a template to aid the discussion and on which points could be recorded. A summary of the output of the discussion was attached as an appendix to this Minute.

5.0 CHEVIOT COMMUNITY FUND 2019-20 APPLICATIONS

- 5.1 An explanation of the SBC's Community Fund application process was included in the information on the tables at the meeting. This was a fund available to community and voluntary groups to help support community activity. Grants of up to £5k for non-constituted groups and £10k for constituted groups were available. In exceptional cases up to £30k was available for constituted groups. Applications submitted to SBC were assessed by the Communities and Partnership team and if they met the fund criteria, would go forward to Area Partnership meetings with an officer recommendation. Assessments would be included in agenda papers and those who attended the Area Partnership meetings would be asked if they agreed with the recommendation made by the SBC officer. Ms Smith referred to the Interim Assessment forms, circulated at the meeting and summarised below, which gave details of an application for Cheviot Area Partnership to consider:-

5.2 Yetholm History Society

Funding of £6,200 had been requested by the organisation Yetholm History Society to support the creation of an Archive and Heritage Centre within the Old Mission Hall 'Tin Tabernacle' building, Yetholm. The total cost of the project was £7,200 and contributions had been received from Fallago (£14,430), Hugh Fraser (£4,000) and Garfield Weston (£2,500). The recommendation to the Cheviot Area Partnership was to approve the funding request in full.

DECISION

AGREED to grant £6,200 from the 2019/20 Community Fund to Yetholm History Society to support the creation of an Archive and Heritage Centre within the Old Mission fund archaeological work (planning condition) and associated wider community engagement of that work on an area of land which was now in the Old Mission Hall 'Tin Tabernacle' building, Yetholm.

5.3 Jedburgh and District Community News Group (JDCNG), Marketing and Tourism Sub Group

Funding of £2,339 had been requested by the organisation Jedburgh and District Community News Group, Marketing and Tourism Sub Group for the re-print (30,000

copies) of the Town leaflet and the associated distribution costs. Distribution of the leaflet was to be undertaken via Crescent Distributors who use their customised display units in a variety of tourism related outlets in North Northumberland, the Lothians and other Border towns. The objective was to entice visitors to Jedburgh (who otherwise may not have planned to visit) and were attracted by its amenities and location as the Historical Gateway to Scotland, as set out in the leaflet.

DECISION

AGREED to grant £2,339 from the 2019/20 Community Fund to Jedburgh and District Community News Group (JDCNG) Marketing and Tourism Group for the re-print (30,000 copies) of the Town leaflet and the associated distribution costs.

5.4 Morebattle Community Shop Ltd

Funding of £10,000 had been requested by the organisation Morebattle Community Shop Ltd in respect of improvements and upgrade of the Community Shop, a fledgling business, purchased by the Community in 2018. The upgrade included installation of safety flooring, redecoration to interior of shop, roof flashings as well as the substantial improvements to the rental flat. The rental flat would diversify the income of the community shop and help ensure a steady income thereby reducing the impact of the shop trading fluctuations and help ensure the shop's long term sustainability. The Community Shop was the life blood of the Community and offered a range of much needed services i.e. outreach Post Office, Newsagents, General Groceries, Fresh produce, Bakery products and Pet care products, given the Village's remote location and limited public transport. The shop was also on the St Cuthbert's Way and served hot drinks and sandwiches which could be consumed in the recently updated rear garden where there was a seating area and meeting point.

DECISION

AGREED to grant £10,000 from the 2019/20 Community Fund to Morebattle Community Shop in respect of the improvements and upgrade of the Community Shop, including installation of safety flooring, redecoration to the interior of the shop, roof flashings and substantial improvements to the rental flat.

6.0 DATE OF NEXT MEETING

6.1 The next meeting would be held on **Wednesday, 27 November 2019 in Jedburgh at 6.30 p.m.** The theme of the meeting would be confirmed in due course.

The meeting closed at 8.30 p.m.

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**SCOTTISH BORDERS COUNCIL
PLANNING AND BUILDING STANDARDS COMMITTEE**

MINUTE of Meeting of the PLANNING AND
BUILDING STANDARDS COMMITTEE held
in Council Headquarters, Newtown St
Boswells on Monday, 7 October, 2019 at
10.00 am

Present:- Councillors T. Miers (Chairman), S. Aitchison, A. Anderson, J. A. Fullarton,
H. Laing, S. Mountford, C. Ramage and E. Small.
Apologies:- Councillor S. Hamilton.
Also Present:- Councillors S. Haslam.
In Attendance:- Planning and Development Standards Manager, Lead Planning Officer (B.
Fotheringham), Principal Planning Officer – Major Applications, Senior Roads
Planning Officer, Solicitor (E. Moir), Democratic Services Team Leader,
Democratic Services Officer (F. Henderson).

1. **MINUTE.**
There had been circulated copies of the Minute of the Meeting held on 2 September 2019.

DECISION
APPROVED for signature by the Chairman.

2. **DECLARATION OF INTEREST.**
Councillor Ramage declared an interest in application 18/01635/FUL in terms of Section 5
of the Councillors Code of Conduct and left the Chamber during the discussion.

3. **APPLICATIONS.**
There had been circulated copies of reports by the Service Director Regulatory Services
on applications for planning permission requiring consideration by the Committee.

DECISION
DEALT with the applications as detailed in Appendix I to this Minute.

4. **APPEALS AND REVIEWS.**
There had been circulated copies of a briefing note by the Chief Planning Officer on
Appeals to the Scottish Ministers and Local Reviews.

DECISION
NOTED that:-

- (a) **The Reporter had upheld Appeals in respect of:-**
- (i) **residential development comprising 69 dwelling units with associated works at Coopersknowe Phase 4 and 5, Coopersknowe Crescent, Galashiels; and**
 - (ii) **Certificate of Lawfulness for an existing Use: Class 9 Residential at Glenacre, Camptown, Jedburgh**
- (b) **there remained 2 appeals outstanding in respect of :-**

- (i) Land West of Whitslaid (Barrel Law), Selkirk; and
 - (ii) Land North West of Gilston Far, Heriot
- (c) the decision of the Appointed Officer had been upheld in respect of :-
- (i) Change of use of agricultural land to dog care walking facility and erection of boundary fence on land South West of Milkieston Toll House, Peebles – 18/01161/FUL; and
 - (ii) Erection of dwellinghouse on Land North East of The Rest, Murrayfield, St Abbs – 18/01654/FUL
- (d) the decision of the Appointed Officer had been overturned in respect of erection of three holiday lodges, access and associated infrastructure on Land West of 1 Hallrule Farm Cottage, Bonchester Bridge
- (e) there remained one review outstanding in respect of land South East of Dundas Cottage, Selkirk
- (f) a section 36 Public Local Inquiry had been received in respect of the Erection of 11 turbines, 4 No turbines up to 149.9m high to tip, 3 No turbines 174.5m high to tip, and 4 No turbines 200m high to tip and associated works at Crystal Rigg Wind Farm, Cranshaws, Duns
- (e) there remained 2 S36 PLI's previously reported on which decisions were still awaited when this report was prepared on 26th September 2019. This related to sites at Fallago Rig 1 and 2, Longformacus.

The meeting concluded at 2.05 p.m.

APPENDIX I
APPLICATION FOR PLANNING PERMISSION

<u>Reference</u>	<u>Nature of Development</u>	<u>Location</u>
19/00932/FUL	Temporary removal of current restrictions on Sunday shooting – Reference No. E329/95 and 95/01201/FUL	Bisley at Braidwood Clubhouse, Midlem

Decision: Approved subject to the following conditions:

Conditions

1. The site to be used for shooting only between the hours of 10am to 7pm daily.
Reason: To safeguard the residential amenity of the area.
2. This consent shall be subject to all conditions attached to consent reference E329/95 and all details subsequently agreed through those conditions, with the exception of Conditions 1 and 2 which are hereby varied by this permission.
Reason: In the interests of road and public safety and to safeguard the visual amenity of the area.
3. This permission shall expire nine months from the date shown on this decision notice and, unless further permission is granted, the use shall revert to that originally consented under permission reference E329/95 and subject to all conditions attached thereto.
Reason: To safeguard the residential amenity of the area.

NOTE

Mr Tony Clay spoke on behalf of the Midlem Village Hall Committee against the application.

<u>Reference</u>	<u>Nature of Development</u>	<u>Location</u>
18/01620/FUL	Erection of poultry building and associated works mixed use development	Hutton Hall Barns Hutton

Decision: Continued for a Site Visit to be arranged.

NOTE

Mrs Angela MacLean, Applicant spoke in support of the application.

<u>Reference</u>	<u>Nature of Development</u>	<u>Location</u>
19/00074/FUL	Erection of 13 No dwellinghouses with associated infrastructure and landscaping	Land South East of Tennis Club, Hillside Terrace Selkirk

Decision: Approved subject to a legal agreement covering developer contributions and the following conditions:

1. No development shall commence until a) written evidence on behalf of Scottish Water to confirm that mains water and foul drainage systems shall be made available to serve the development and shall include adoption of the pumping station area, and until b) a surface water drainage layout, in addition to means of its future maintenance, have been submitted to and approved in writing by the Planning Authority. The development shall be serviced in accordance with the approved details
Reason: To ensure the development can be adequately serviced

2. No development shall commence until detailed drawings of the proposed alterations to the trunk road and the access, which shall comply with the requirements of the Design Manual for Road and Bridges in all respects, have been submitted to and been approved in writing by the Planning Authority after consultation with Transport Scotland. The development shall be carried out only in accordance with the approved drawings
Reason: To ensure that the standard of access layout complies with the current standards and that the safety of the traffic on the trunk road is not diminished

3. No development shall commence until details of temporary traffic management required for the road re-alignment works have been submitted to and been approved in writing by the Planning Authority after consultation with Transport Scotland. The development shall be carried out only in accordance with the approved traffic management details
Reason: To minimise interference with the safety and free flow of the traffic on the trunk road

4. No development shall commence until further information on the proposed ground and finished floor levels (revising and augmenting those specified on drawing number 7290 L (2-) 006B and associated sectional drawings) including additional ground levels and sectional drawings, all related to an identified fixed off-site datum, have first been submitted to and approved in writing by the Planning Authority. The information shall provide existing and proposed levels throughout the application site, and shall include a berm alongside the approved road. The development shall be implemented only in accordance with the approved level information
Reason: To ensure the development has a sympathetic landscape and visual impact and in the interests of road safety

5. No development shall commence until a revised landscape and boundary treatment scheme has first been submitted to and approved in writing by the Planning Authority. The revised landscape and boundary scheme shall include the measures shown on drawing number 7290 L (2-) 004A and also:
 - a) additional planting in each plot and along the roadside banking;
 - b) further planting around the SUDs area and to the rear of Plot 8;
 - c) hedging on the frontage of plot 1 (not shrubbery);
 - d) repositions boundary hedging back 800mm from the road edge;
 - e) full details of the numbers and density of planting; implementation timescale; and programme for future maintenance.
 - f) a Landscape Habitat Management Plan
 - g) a revised layout for 1.8m timber fencing.

The landscaping and boundary treatments shall be implemented and maintained in accordance with the approved revised scheme

Reason: To ensure the development has a sympathetic landscape and visual impact and to protect the ecological interest in accordance with Local Development Plan Policy EP3

6. No development shall commence until the following have been submitted to and approved in writing by the Planning Authority:
 - a) A Species Protection Plan for bats, badger, breeding birds and great crested newt. The SPP shall incorporate provision for a pre-development supplementary survey and a mitigation plan
 - b) Details of the lighting scheme, demonstrating it has been designed in accordance with good practice for bat mitigation (see informative note)
 Development shall commence only in accordance with the approved SPP and lighting scheme
Reason: To protect the ecological interest in accordance with Local Development Plan Policies EP1, EP2 and EP3.

7. No development shall commence until the applicant has secured a Written Scheme of Investigation (WSI) detailing a programme of archaeological works. The WSI shall be formulated and implemented by a contracted archaeological organisation working to the standards of the Chartered Institute for Archaeologists (CIfA). The WSI shall be submitted to the Planning Authority no later than 1 month prior to the start of development works and shall be approved in writing by

the Planning Authority before the commencement of any development. Thereafter the applicant shall ensure that the programme of archaeological works is fully implemented and that all recording, recovery of archaeological resources within the development site, post-excavation assessment, reporting and dissemination of results are undertaken per the WSI.

Reason: The site is within an area where development may damage or destroy archaeological remains, and it is therefore desirable to afford a reasonable opportunity to record the history of the site.

8. No development shall commence until a schedule (including samples where required by the Planning Authority) of the external materials, finishes and colours of all dwellinghouses and retaining walls has first been submitted to and approved in writing by the Planning Authority, notwithstanding references to colours on the approved drawings. The development shall be completed using the approved schedule of materials, finishes and colours.

Reason: The materials and colours require further consideration to ensure they are visually sympathetic to the context

9. The gradient of the access road shall not exceed 1 in 40 for a distance of 10 metres from the nearside edge of the trunk road carriageway, and the first 10 metres shall be surfaced in a bituminous surface and measures shall be adopted to ensure that all drainage from the site does not discharge onto the trunk road.

Reason: To ensure that the standard of access layout complies with the current standards and that the safety of the traffic on the trunk road is not diminished

10. Visibility splays shall be provided and maintained on each side of the site access to the specification of the Planning Authority, after consultation with Transport Scotland, as the Trunk Roads Authority. These splays are the triangles of ground bounded on 2 sides by the first 4.5 metres of the centreline of the access driveway (the setback dimension) and the nearside trunk road carriageway measured 70 metres (the y dimension) in both directions from the intersection of the access with the trunk road. In a vertical plane, nothing shall obscure visibility measured from a driver's eye height of between 1.05 metres and 2.00 metres positioned at the setback dimension to an object height of between 0.26 metres and 1.05 metres anywhere along the y dimension.

Reason: To ensure that the standard of access layout complies with the current standards and that the safety of the traffic on the trunk road is not diminished

11. No dwellinghouse shall be occupied until the access and road alignment (including reinstatement of the roadside boundary wall to the same specification as the existing wall), road network, parking areas and paths have been implemented in accordance with the plans approved under this consent, excepting only the detailed positioning of the visitor parking spaces and layout of Plot 9's parking, revised details for which shall be submitted to and approved in writing by the Planning Authority prior to their implementation. The road network, communal paths and visitor parking spaces shall all be constructed in accordance with the Council's adoptable standards. All road, path and parking measures shall use surfacing materials that comply with the approved plans and drawings, detailed specifications (in addition to the means of demarcating visitor parking spaces) for which have been submitted to and approved in writing by the Planning Authority prior to their implementation

Reason: To ensure the development is adequately serviced in the interests of road and pedestrian safety

12. Tree and hedge protection shall be implemented in accordance with drawing number 7290 L(2-004A subject to the protective fencing being erected to include all trees identified on the plan, and erected in accordance with BS5837:12; and the tree protection fencing being in place prior to and throughout the construction period of the development. Works within the protected area, including the buffer specified for hedging, shall only comprise ground levels being raised up to a maximum of 150mm above existing ground levels and all excavations for fencing being hand-dug.

Reason: To ensure the development has a sympathetic landscape and visual impact

13. Bin stances shall be provided in accordance with the approved site plan prior to occupancy of each dwellinghouse, and plot 9 shall not be occupied until bin stances are provided in accordance with details that have first been submitted to and approved in writing by the Planning Authority
Reason: To ensure visually sympathetic storage of bins
14. Noise levels emitted by any plant and machinery associated with the pumping station should not exceed Noise Rating Curve NR20 between the hours of 2300 - 0700 and NR 30 at all other times when measured within any noise sensitive dwelling (windows can be open for ventilation), unless otherwise agreed in writing with the Planning Authority. The noise should not contain any discernible tonal component. Tonality shall be determined with reference to BS 7445-2
Reason: To minimise adverse effects on neighbouring amenity

Information for the applicant

1. A lighting scheme should account for Guidance Note 08/18 Bats and artificial lighting in the UK (2018). Bat Conservation Trust and Institute Of Lighting Professionals

NOTE:

Dr Lindsay D Neil and Mrs Vivienne Nash spoke as objectors to the application.
Mr Gavin Yuill, Camerons Architects spoke in support of the application.

<u>Reference</u>	<u>Nature of Development</u>	<u>Location</u>
19/01032/FUL	Extension to form early learning and childcare provision	St Ronans Primary School Pirn Road Innerleithen

Decision: Approved subject to the following conditions and informative notes:

1. No development shall commence until an Arboricultural Method Statement (AMS) (including a tree maintenance scheme) that has been informed by a trial pit excavation (of a scope first agreed in writing with the Planning Authority) has been submitted to and approved in writing by the Planning Authority. The AMS should include any necessary adjustment to the specification of the approved extension. The development shall then be carried out wholly in accordance with the Arboricultural Method Statement and the trees shall subsequently be maintained in accordance with the approved maintenance scheme. Trees T1-5, identified in the Arboricultural Impact Assessment – Tree Consultancy Group 23rd September 2019, shall not be felled, lopped or otherwise disturbed to facilitate the development of the approved extension unless otherwise agreed in writing with the Planning Authority
Reason: To minimise the landscape and visual impact of the development by minimising potentially adverse effects on trees with landscape value
2. No development shall commence on the approved extension until the following have been submitted to and approved in writing by the Planning Authority:
 - a) a copy of the relevant European Protected Species licence, (or Bat Low Impact Licence) as appropriate or,
 - b) a copy of a statement in writing from Scottish Natural Heritage (licensing authority) stating that such a licence is not necessary for the specified development
 Reason: To protect the ecological interest in accordance with Local Development Plan Policies EP1 and EP3.
3. No development shall commence until written confirmation has been submitted to the Planning Authority confirming that the detailed Species Protection Plan for bats, as outlined in the Bat & Breeding Bird survey report, St Ronan’s Primary School, Innerleithen, The Wildlife Partnership, August 2019 shall be implemented in full. Thereafter, no development shall take place except in strict accordance with the outlined Species Protection Plan.
Reason: To protect the ecological interest in accordance with Local Development Plan Policies EP1 and EP3.

4. No development shall commence until written confirmation has been submitted to the Planning Authority confirming that the detailed Species Protection Plan for breeding birds, as outlined in the Bat & Breeding Bird survey report, St Ronan's Primary School, Innerleithen, The Wildlife Partnership, August 2019 shall be implemented in full. Thereafter, no development shall take place except in strict accordance with the outlined Species Protection Plan.
Reason: To protect the ecological interest in accordance with Local Development Plan Policies EP2 and EP3.

5. No development shall commence on the relocated play area until details of the means of enclosure, play structures and equipment have first been submitted to and approved in writing by the Planning Authority. The development shall take place in accordance with the approved details
Reason: To ensure the development has a sympathetic visual impact

6. No development shall commence on the approved extension or relocated play area until the applicant has secured a Written Scheme of Investigation (WSI) detailing a programme of archaeological works. The WSI shall be formulated and implemented by a contracted archaeological organisation working to the standards of the Chartered Institute for Archaeologists (CIfA). The WSI shall be submitted to the Planning Authority no later than 1 month prior to the start of development works and shall be approved by the Planning Authority before the commencement of any development. Thereafter the applicant shall ensure that the programme of archaeological works is fully implemented and that all recording, recovery of archaeological resources within the development site, post-excavation assessment, reporting and dissemination of results are undertaken per the WSI.
Reason: The site is within an area where development may damage or destroy archaeological remains, and it is therefore desirable to afford a reasonable opportunity to record the history of the site.

7. No development shall commence on the approved extension until a schedule (including samples where required by the Planning Authority) of the external materials, finishes and colours have first been submitted to and approved in writing by the Planning Authority. The development shall be completed using the approved schedule of materials, finishes and colours.
Reason: The materials and colours require further consideration to ensure they are visually sympathetic to the context

Information for the applicant

The water tank and pump house, fencing to the nursery garden, and sheds (indicatively located) are Permitted Development where none exceed 200 m³ or 4 metres in height. The applicant should, however, ensure the fencing to the nursery garden does not risk damage to the roots of adjacent trees. The applicant is also recommended to ensure that all plant and machinery does not breach the following recommended noise limits - Noise Rating Curve NR20 between the hours of 2300 - 0700 and NR 30 at all other times when measured within any noise sensitive dwelling (windows can be open for ventilation). Any external lighting affixed to the extension should also account for potential light nuisance onto neighbouring residential properties.

<u>Reference</u>	<u>Nature of Development</u>	<u>Location</u>
19/00947/FUL	Erection of two dwellinghouses	Land South West of West Lodge Minto

Decision: Continued for a Site Visit to be arranged.

NOTE

Mr Simon Clew, spoke on behalf of Residents against the application.
Mr Gavin Yuill – Camerons Architects and Mr Tim Ferguson , Ferguson Planning spoke in support of the application.

Reference

19/01142/FUL

Nature of DevelopmentErection of general purpose agricultural/
Equestrian building (retrospective)**Location**Land West of
Old Greenlaw Farmhouse
Greenlaw

Decision : Continued to allow additional time for Officers to establish the precise location of the shed in relation to the original agricultural prior notification and to investigate the potential for screening between the site and the neighbouring dwelling.

NOTE:

Ms Jill Calder, Neighbour spoke against the application

Ms Carol Lindsay, Applicant spoke in support of the application.

SCOTTISH BORDERS COUNCIL EXECUTIVE COMMITTEE

MINUTE of Meeting of the EXECUTIVE
COMMITTEE held in the Council Chamber,
Council Headquarters, Newtown St Boswells,
TD6 0SA on Tuesday, 8 October, 2019 at
10.00 am

Present:- Councillors C. Hamilton (Chairman – Education Business), S. Haslam (Chairman), S. Aitchison, G. Edgar, E. Jardine, S. Mountford, M. Rowley, R. Tatler, G. Turnbull and T. Weatherston.
Also present: Councillors S. Bell and E. Thornton-Nicol.
Absent:- Councillor T. Miers.
In Attendance:- Interim Service Director Children and Young People, Service Director Regulatory Services, Democratic Services Team Leader, Democratic Services Officer (F. Walling)

EDUCATION BUSINESS

Present:- Mr G. Jarvie, Parent Representative: Ms Alison Ferahi
Apologies:- Mr. I .Topping.

CHAIRMAN

Councillor Hamilton chaired the meeting for consideration of the Education business and welcomed everyone to the meeting, making particular reference to the young pupils from Ayton Primary School.

1. ORDER OF BUSINESS

The Chairman varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

2. RIGHTS RESPECTING SCHOOLS - GOLD AWARD - AYTON PRIMARY SCHOOL

There had been circulated copies of a report by the Interim Service Director, Children and Young People proposing that Scottish Borders Council commend Ayton Primary School for receiving the Gold Rights Respecting Schools Award. Four pupils from the school gave a very well received presentation about how the award had been achieved, giving examples of associated work and activities carried out. The report explained that the award was granted by UNICEF UK following an accreditation visit to the school in June 2019. Ayton Primary School had explicitly adopted a child rights approach based on the United Nations Convention on the Rights of the Child and had embedded this in school policy, practice and culture. The senior assessor from UNICEF UK had highlighted key strengths, including: a very supportive, caring and nurturing learning environment underpinned by a respect for all members of the school community; and articulate and confident pupils who were proud of their school and rights respecting work. Children across the school also understood how local and global issues and sustainable development were linked to rights. They understood their responsibilities in maintaining high standards across all aspects of school life. Members commended the school for achieving the award and congratulated the pupil representatives for their excellent presentation, giving them a round of applause.

DECISION

AGREED to:-

- (a) **continue to support Ayton Primary School to sustain their focus on children's rights; and**
- (b) **encourage Ayton Primary School to share their journey with other schools within Scottish Borders.**

3. **EYEMOUTH HIGH SCHOOL GAINING AN EXCELLENCE IN PROFESSIONAL LEARNING AWARD FROM GENERAL TEACHING COUNCIL FOR SCOTLAND**

There had been circulated copies of a report by the Interim Service Director, Children and Young People proposing that Scottish Borders Council commend Eyemouth High School for gaining an Excellence in Professional Learning Award from the General Teaching Council for Scotland (GTCS). Eyemouth High School Headteacher, Robin Chapman, was in attendance to present the report and he explained that the GTCS set the standard for the Award, which was held for a three year period. The Award recognised the central role that leadership at all levels played in creating and sustaining a professional learning environment where teacher professionals could flourish and bring about sustained impact on learning and learners. He added that, from when the scheme first started three years ago three schools, from the total of 22 receiving the Award in the whole of Scotland, were from the Scottish Borders, Kelso High School having been named last year and Earlston and Eyemouth High Schools this year. With reference to a paper handed out at the meeting, Mr Chapman summarised the difference made by the National Model of Professional Learning which had been developed following research into effective learning. The model fell into three main parts: learning as collaborative; learning that deepened knowledge and understanding; and learning by enquiry. He gave examples of how these different areas were approached within the school's learning community. In conclusion Mr Chapman believed that this was the most transformational development that the school had carried out. He responded to questions about how teachers were persuaded to effectively engage at the start of the process and how new teachers were integrated into the professional learning culture. He explained that a core group of enthusiastic staff were involved at the start and that this group built on their success to the extent that all staff wanted to engage and be included. It was recognised that newly qualified staff could bring in new ideas and some of the newer teachers were in fact leading the processes. In terms of rolling out the model to other schools, Mr Chapman explained that a recent event held to share good practice and ideas was attended by representatives from all Scottish Borders secondary schools and two representatives from schools outwith the Borders. As a further initiative his colleague and Depute Headteacher, Bruce Robertson, had been seconded to Council Headquarters to assist in the development of the model in other schools. Members thanked Mr Chapman for his attendance and congratulated him on the award.

DECISION

AGREED to:-

- (a) **continue to support Eyemouth High School to sustain the professional learning culture which had developed within the school; and**
- (b) **encourage Eyemouth High School to share their learning across other schools within the Scottish Borders.**

4. **EXAM RESULTS 2018/19**

- 4.1 There had been circulated copies of a report by the Interim Service Director, Children & Young people providing Members with information on progress schools were making in the Broad General Education for P1 to S3 and Senior Phase S4-6 Scottish Qualifications Examinations for session 2018/19. Quality Improvement Officer, Catherine Thomson, conveyed the key messages from the detailed information provided and contained in tables within the report. Also included in the report were identified areas for improvement. An explanation of the SCQF Framework was attached as an appendix. Ms Thomson explained that in 2018/19 all areas of Literacy and Numeracy in the Broad General

Education at P1, P4, P7 and S3, apart from Second Level Numeracy, were above 76% and in particular Listening and Reading were above 86%. For session 2019/20, all schools would be set new targets in Literacy and Numeracy to ensure that Scottish Borders met the Scottish Government's stretch aim of 85% for 2020. It was noted that the Senior Phase SQA exam results did not include the wider achievement awards, which were on the SCQF qualifications framework at the same level, attained by young people during the last session. The Education Service would give a further update to the Executive Committee on attainment and achievement in March 2020 when all the data would be available. In terms of SQA National Qualification attainment in 2019, 77.9% achieved A-C in National 5, 76.5% achieved A-C in Higher and 82.3% achieved A-C in Advanced Higher. These were 1.3%, 1.7% and 2% above the A-C pass rates respectively achieved in 2018. The overall pass awards showed a consistency in trend or a small improvement in each award. 96.1% of S4 achieved a National 5 English award which remained in line with 2018. 83.3% of S4 achieved a SCQF National 5 award in Maths which was a decrease from 2018 but higher than in 2017. This year's SCQF Higher results demonstrated an extremely positive trend with the percentage of young people gaining an award at Higher increasing to 91%. Ms Thomson drew attention to other courses being offered at Senior Level in some schools. These included a foundation apprenticeship in Social Services and new courses such as Bee Keeping and Musical Theatre. The report went on to provide detailed information and data tables on closing the Poverty-Related Attainment Gap. The Pupil Equity Fund had been effectively used in all allocated schools to support targeted interventions in Literacy and Numeracy for identified groups of children and young people.

- 4.2 In conclusion Ms Thomson advised that a data analysis of SQA exam results was now underway in preparation for the release of the Scottish Government Insight benchmarking tool. This would be used by senior officers to analyse each secondary school's attainment data and to identify success and areas for improvement. Schools would then do their own detailed analysis. Members welcomed the achievements outlined in the report. In response to a question from Ms Ferahi about how data was recorded and specifically whether a gap year was recorded as a negative destination no matter for what reason it was being taken, Ms Thomson explained that a gap year could be seen as a positive destination but it was sometimes difficult for Skills Development Scotland to obtain the correct information. In terms of the requirement to improve numeracy at certain levels which was identified from the data and whether this was due to difficulty in recruiting Maths teachers, Ms Thomson advised that improving numeracy and the recruitment of Maths teachers was a challenge nationally and this was not a reflection of teaching in the Borders. The team would be focussing on moderation across schools to bring about improvement. In response to a further question Ms Thomson confirmed that some of the clusters had shared tracking systems through Primary and Secondary and that last year a system had been put in place to track every year group through primary to provide more robust data. More work was required to be carried out in this area to inform moderation between Primary and Secondary schools.

DECISION

NOTED the trends and progress that schools were making in the Broad General Education and Senior Phase in terms of attainment and the identified areas for improvement.

5. EDUCATION SERVICE PROGRESS REPORTS AND NEXT STEPS

There had been circulated copies of a report by the Interim Service Director, Children & Young People, on progress made by the Education Service and schools during 2018-19 and to note the improvement priorities for 2019-20. Michelle Strong, Chief Officer Education, highlighted the main points of the two reports which were attached as appendices to the covering report and which were publicly available. The Standard & Quality Report, attached as Appendix A, was an evaluation of academic session 2018-19 and drew on a range of data to support its conclusion. The report celebrated improving attainment levels, increased positive destinations, reduction in school exclusions and high

attendance rates. There continued to be a strong focus on reducing inequities and tackling poverty with enhanced supports provided as part of the Scottish Attainment Challenge fund. Ms Strong drew attention to the vision and the three strategic priorities: improving learning in literacy, numeracy and secondary curriculum; inclusion; and partnerships. The priorities were aligned to those outlined in the National Improvement Framework. The report described the progress made within each of these priority areas and the next steps identified for continuous improvement. The Improvement Plan was a statement of objectives for academic session 2019-20 and was attached as Appendix B. This education plan sat as part of the wider Children's Services Plan and other strategic planning across the Council. The plan focussed on improving learning and teaching; developing inclusive practices; and enhancing partnerships to support family learning. Both documents evidenced a strong commitment to improving outcomes for children and young people in the Borders and their families. The work of the Education Service and schools over recent years had had a strong emphasis on improving experience and achievement of our most vulnerable children and young people. Further information was provided by Ms Strong in response to questions. She explained that two Quality Improvement Officers would focus on being in schools and facilitating high quality professional learning for teachers, practitioners and support staff. In terms of school leadership, a strategic plan would be developed to build a Leadership Academy for the Scottish Borders over the next 5 years. With regard to engagement with parents it was recognised that more was required than simply information sharing. A new Quality Improvement Officer, recruited through the South East Improvement Collaborative, had a remit to develop family learning through work with schools and the parent body. Members welcomed the reports and thanked Ms Strong, Ms Robertson and team, in recognition of the huge amount of work involved in producing them.

DECISION

AGREED:-

- (a) **to note the Standards & Quality Report 2018-10 and Education Improvement Plan 2019-20, attached respectively to the report as Appendices A and B;**
 - (b) **to acknowledge the success and drive for continuous improvement; and**
 - (c) **the next steps.**
6. **ACHIEVING EXCELLENCE IN LEARNING: QUALITY IMPROVEMENT FRAMEWORK**
There had been circulated copies of a report by the Interim Service Director Children & Young People seeking endorsement of the first framework – Achieving Excellence in Learning: Quality Improvement Framework. Christian Robertson, Quality Improvement Manager, presented the report and explained that the Quality Improvement Framework encapsulated the information received in the previous reports. In August 2017, statutory guidance for Local Authorities was updated by Scottish Government. The Quality Improvement Framework served as a platform for Scottish Borders Council officers to ensure that all schools provided an efficient and effective education in accordance with these statutory duties. Scottish Borders Council was committed to the delivery of a high quality education service for children and young people. The vision was to embed a culture of continuous improvement which ensured children and young people were achieving best possible outcomes. Achieving Excellence in Learning was the Council's strategy to raise attainment for all. The strategy would consist of six key frameworks: Learning and Teaching; Literacy; Numeracy; Learning Together; Inclusion; and Quality Improvement. Each of these frameworks was informed by data, research and strategies known to be successful in raising attainment. The Quality Improvement Framework sought to support and enable Headteachers to take responsibility for and to be accountable for their own improvement journey, whilst ensuring that the statutory duties of the Local Authority were fully embedded within the Framework.

DECISION

AGREED to endorse the first Framework in the series – Achieving Excellence in Learning: Quality Improvement Framework.

CHAIRMAN'S CLOSING REMARKS

This was the last meeting of the Education-themed Executive on which Ms Ferahi and Mr Jarvie would serve as representative members. The Chairman thanked them for their attendance, support and valuable contribution to the Committee.

OTHER BUSINESS

CHAIRMAN

Councillor Haslam chaired the meeting for the remainder of the meeting.

7. MINUTE

There had been circulated copies of the Minute of the meeting of 17 September 2019.

DECISION

APPROVED for signature by the Chairman.

8. PROPOSED USE OF SECOND HOMES COUNCIL TAX FUNDING BUDGET TO ASSIST ETRICK AND YARROW COMMUNITY DEVELOPMENT COMPANY DELIVER AFFORDABLE HOUSING AT KIRKHOPE STEADING, ETRICKBRIDGE .

There had been circulated copies of a report by the Service Director Regulatory Services seeking approval to use available Second Homes Council Tax funding to grant assist Ettrick and Yarrow Community Development company towards the costs of the proposed conversion of the Kirkhope Steading, Ettrickbridge, to form 5 affordable homes for mid-market rent, and business units for lease. The Service Director explained that the Ettrick and Yarrow Community Development Company were exploring external funding applications to progress their project which involved the conversion of the redundant Kirkhope Steading, Ettrickbridge. The main source of grant funding being sought by the Company was the Scottish Government's Rural Housing Fund. The current estimated total costs of the proposed housing element of the steading conversion was £696,000. In order to meet this, the Company was understood to be progressing grant applications for £390,000, and loan of £306,000. It was understood that the Rural Housing Fund were encouraging the Company to lodge a Planning Application as a precursor to considering a formal grant application. A grant of up to £13,000 was required to cover consultant costs and planning fees. This could be met from available uncommitted funding held in the Council's Second Homes Council Tax budget. It was considered that the proposed grant was consistent with use of this budget and may enable the company to secure additional housing investment funding to meet total project costs. In the ensuing discussion and after receiving answers to their questions, Members were keen to support the proposal. It was suggested that this was a model that could be pursued in other rural locations for the development of small clusters of housing and agreed that, if successful, a case study be prepared to share and potentially initiate further similar projects.

DECISION

AGREED:-

- (a) to grant assist Ettrick and Yarrow Community Development Company up to £13,000 towards costs of Planning Application Fees to support external funding applications to provide 5 affordable homes for mid-market rent. It was proposed that the Council's grant would be funded from the Second Homes Council Tax Budget available balance.**
- (b) that if successful, a case study be prepared to share and potentially initiate similar projects in other areas.**

The meeting concluded at 11.25 am