

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

6.	<p>Committee Minutes</p> <p>Consider Minutes of the following Committees:-</p> <ul style="list-style-type: none"> (a) Health & Social Care Integration Joint Board 2 February 2016 (b) Police, Fire & Rescue and Safer Communities Board 12 February 2016 (c) Local Review Body 15 February 2016 (d) Executive 16 February 2016 (e) LLP Strategic Governance Group 16 February 2016 (f) Hawick Common Good Fund 16 February 2016 (g) Teviot & Liddesdale Area Forum 16 February 2016 (h) Selkirk Common Good Fund 17 February 2016 (i) Scrutiny 18 February 2016 (j) Galashiels Common Good Fund 18 February 2016 (k) Eildon Area Forum 18 February 2016 (l) Civic Government Licensing 19 February 2016 (m) Lauder Common Good Fund 23 February 2016 (n) Planning & Building Standards 29 February 2016 (o) Petitions & Deputations 1 March 2016 (p) Peebles Common Good Fund 2 March 2016 (q) Community Planning Strategic Board 3 March 2016 (r) Executive 8 March 2016 (s) LLP Strategic Governance Group 15 March 2016 (t) Teviot & Liddesdale Area Forum 15 March 2016 	5 mins
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- (a) Health & Social Care Integration Joint Board 2 February 2016
- (b) Police, Fire & Rescue and Safer Communities Board 12 February 2016
- (c) Local Review Body 15 February 2016
- (d) Executive 16 February 2016
- (e) LLP Strategic Governance Group 16 February 2016
- (f) Hawick Common Good Fund 16 February 2016
- (g) Teviot & Liddesdale Area Forum 16 February 2016
- (h) Selkirk Common Good Fund 17 February 2016
- (i) Scrutiny 18 February 2016
- (j) Galashiels Common Good Fund 18 February 2016
- (k) Eildon Area Forum 18 February 2016
- (l) Civic Government Licensing 19 February 2016
- (m) Lauder Common Good Fund 23 February 2016
- (n) Planning & Building Standards 29 February 2016
- (o) Petitions & Deputations 1 March 2016
- (p) Peebles Common Good Fund 2 March 2016
- (q) Community Planning Strategic Board 3 March 2016
- (r) Executive 8 March 2016
- (s) LLP Strategic Governance Group 15 March 2016
- (t) Teviot & Liddesdale Area Forum 15 March 2016

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Minutes of a meeting of the **Health & Social Care Integration Joint Board** held on Monday 2 February 2016 at 2.00pm in Committee Room 2, Scottish Borders Council

Present:

(v) Cllr Catriona Bhatia (Chair)	(v) Mrs Pat Alexander
(v) Cllr John Mitchell	(v) Mr David Davidson
(v) Cllr Jim Torrance	(v) Mrs Karen Hamilton
Mrs Susan Manion	Dr Cliff Sharp
Mr Paul McMenamin	Mrs Evelyn Rodger
Mr David Bell	Mr John McLaren
Mrs Linda Jackson	Dr Angus McVean
Mrs Jenny Miller	Mrs Angela Trueman

In Attendance:

Miss Iris Bishop	Mrs Jane Davidson
Mrs Jill Stacey	Mrs Carol Gillie
Dr Eric Baijal	Dr Annabel Howell
Ms Sandra Campbell	Mrs Carin Petterson

1. Apologies and Announcements

Apologies had been received from Dr Stephen Mather, Mr John Raine, Cllr David Parker, Cllr Frances Renton, Mrs Tracey Logan, Mrs Elaine Torrance, Mrs Jeanette McDiarmid, Mrs June Smyth, Mrs Clair Hepburn, Mrs Fiona Morrison and Mr David Robertson.

The Chair confirmed the meeting was quorate.

The Chair welcomed Mrs Angela Trueman to the meeting, who was replacing Mr Andrew Leitch as the User Carer Representative, non voting member of the Health & Social Care Integration Joint Board.

The Chair welcomed Dr Cliff Sharp, Interim Medical Director.

The Chair advised that Cllr David Parker was intending standing down from the Health & Social Care Integration Joint Board. Subject to Scottish Borders Council approval the intention was that Cllr Iain Gillespie might join the Health & Social Care Integration Joint Board as the replacement for Cllr Parker. The Chair welcomed Cllr Gillespie to the meeting as an observer.

The Chair welcomed Ms Linda Jackson to the meeting who was deputising for Mrs Fiona Morrison.

The Chair welcomed members of the public to the meeting.

2. Declarations of Interest

The Chair sought any verbal declarations of interest pertaining to items on the agenda.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted there were none.

3. Minutes of Previous Meeting

The minutes of the previous meeting of the Health & Social Care Integration Joint Board held on 14 December 2015 were amended at page 3 last paragraph, line 1, to read"post diagnostic dementia...", page 5, second to last paragraph to read "Mr David Davidson..." and page 8, third paragraph, line 2 to read "...pend of £470k.." and with those amendments the minutes were approved.

4. Matters Arising

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the action tracker and agreed that the session that had taken place on 20 January 2016 had not fully accommodated the commissioning suggestion and the action would therefore return to amber.

5. Health & Social Care Strategic Commissioning Plan

Dr Eric Baijal gave an overview of the content of the plan and the next steps to be taken. The Chair clarified that the document before the meeting was the Strategic Plan and a separate Commissioning and Implementation Plan would be drawn up.

Mrs Susan Manion advised the meeting that it could not formally approve the Strategic Plan until the Health & Social Care Integration Joint Board had been legally established. The date of legal establishment was 6 February 2016, she therefore proposed that the Strategic Plan be brought back to the next meeting for homologation.

The Chair confirmed that it was the content of the Strategic Plan that required approval as opposed to the finalised document.

Cllr John Mitchell requested the population figures for Hawick and Galashiels be checked.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** approved the Strategic Plan.

6. Integrated Care Fund – Progress Update

The paper was tabled at the meeting and Mrs Susan Manion reminded the Health & Social Care Integration Joint Board (H&SC IJB) that an update report had been presented at the last meeting which had given a reassurance around governance arrangements and decision making processes.

Mrs Pat Alexander commented that she was keen to have sight of all the appendices.

The Chair advised that the H&SC IJB was noting the progress made against the projects that had already been approved.

Mr David Davidson reiterated that the H&SC IJB should receive their meeting papers seven days in advance to allow the members the time to read and scrutinise all of the content within the papers.

Cllr John Mitchell commented that all officials and staff were working hard and it was difficult to be kept up to date all of the time.

Cllr Jim Torrance commented that it was important that the paper was noted by the H&SC IJB.

Mrs Evelyn Rodger suggested that it might be helpful for the next report to look at stress and distress, how many staff had been trained, were going to be trained, what difference it had made to front line staff, etc. She suggested that level of granularity would have been detailed within the bid and it would be helpful for the H&SC IJB to view progress being made.

Mr Davidson further commented that it would be critical for the H&SC IJB to receive progress reports for each project on how it was progressing against each stage in its timeline. Progress reports would give the H&SC IJB the ability to be able to scrutinise where any issues might lie and offer direction.

Mrs Manion advised that the H&SC IJB would receive a full report on the Integrated Care Fund after the end of the financial year.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the progress update report.

7. Chief Officer's Report

Mrs Susan Manion gave an overview of the content of the report highlighting the anticipated final approval of the Scheme of Integration on 6 February 2016, formal appointment of the Chief Officer and Chief Financial Officer on 7 March. She suggested the forthcoming Development session scheduled for 7 March would need to become a formal meeting to allow the H&SC IJB to recognise its' legal establishment and requirements ahead of 1 April 2016.

A discussion ensued which encapsulated several issues including: the huge amount of work that had been undertaken by Mrs Manion and her team in order to address the delayed discharges situation in extreme circumstances; achievements to date against the 72 hours target, possibly through a graphic detailing target, trajectory, etc; information on the GP contract and their input to design localities and clusters; status of the Physiotherapy 9 week target as a local stretched target; request for more detail within the categories of reporting, such as graphical trends, so that it would be easier to assimilate and compare; ongoing work on the performance monitoring framework; and oversight of performance.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the report.

8. Communications Update

Ms Carin Petterson gave an update.

Dr Angus McVean commented that he would be more than happy to provide GP input to future newsletters.

During discussion several issues were raised including: staff engagement; information technology issues; integration website; reinstatement of the Communications Group to look at information available to the staff and public and links to existing websites; make the newsletter balanced and give a preview of items for the following issue; emphasis that primary care is about a whole range of services and teams and not just GPs;

Ms Linda Jackson commented that she would be willing to provide information and stories for the newsletter from the carers sector.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the update.

9. Integration Joint Board Audit Committee Arrangements

Mrs Susan Manion suggested taking both the Audit Committee and Internal Auditor papers together as one single discussion. She highlighted that within the Scheme of Integration it was clear that the H&SC IJB may wish to establish an Audit Committee and in order to ensure the Audit Committee functioned appropriately the of a Chief Internal Auditor would be vital.

Mrs Jill Stacey confirmed that a key part of any organisation was to have effective governance arrangements in place and in order to ensure transparency, scrutiny and assurance an Audit Committee would be required.

Mrs Stacey advised of a slight revision to the wording of point 7 in Appendix 1 of the Audit Committee paper.

A discussion followed which highlighted: membership of the Audit Committee and skill sets required; risk management strategy for the H&SC IJB to take account of commissioning risks and be shared with the Joint Staff Forum;

The Chair suggested voting members of the H&SC IJB consider if they wished to be a member of the H&SC IJB Audit Committee.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** agreed to establish an Audit Committee as part of the governance arrangements of the Health & Social Care Integration Joint Board.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** approved the Terms of Reference of the IJB Audit Committee as detailed at Appendix 1 with the suggested revision.

10. Appointment of Chief Internal Auditor

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** appointed Jill Stacey, Chief Officer Audit and Risk, Scottish Borders Council as Chief Internal Auditor for the Integration Joint Board.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the content of the report.

11. Monitoring of the Integration Joint Budget 2015/16

Mrs Carol Gillie introduced the report 9 months into the financial year reminding the H&SC IJB that the budget was on an aligned basis and any pressures were the responsibility of the respective partner organisations.

Mrs Gillie advised that the projected year end position was that the partnership would end the year with a £466k expense over budget. It was an improved position following projected breakeven position for Scottish Borders Council services within the delegated functions. The projected overspend at the year end was linked to NHS services, principally GP prescribing and dental services.

Discussion focused on several elements including: reduction in number of clients in residential care; impact of the living wage on the care sector; Scottish Government settlement for Local Authorities; understanding the impact of underspends against delivery of services; and the shift in budget alignment to assist integration of services.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the report.

12. Integrated Joint Board Governance – Draft Financial Regulations

Mrs Carol Gillie reminded the H&SC IJB that a more detailed session had been undertaken at the Development session in January.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the content of the report and agreed the content of the Draft Financial Regulations.

13. Committee Minutes

The Chair noted that the previous two meetings of the Strategic Planning Group had been inquorate and a discussion took place on how to strengthen the group with suggestions including: reducing the quorum number; support from H&SC IJB members; virtual working through email discussion, input and approval of items; OD plan; financial representative to be included in the group membership; nursing input to the group; deputies to be nominated; terms of reference and membership to be shared; meetings to be planned across the year;

Dr Eric Baijal advised that he would circulate to the H&SC IJB the Terms of Reference, Membership, Remit and Governance arrangements.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the minutes.

14. Audit Scotland Report

Mrs Carol Gillie commented that it was a good background information document and she advised that there were 2 further follow up reports to be released.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the report.

15. Chief Financial Officer

Mrs Susan Manion advised that a draft job description had been drawn up with the agreement of both Scottish Borders Council and NHS Borders and it had been agreed that an appointment would be made on an Interim basis for a period to be identified.

Mr Paul McMenemy had been identified as an Interim appointee on a secondment basis to ensure the H&SC IJB was assured around its financial arrangements from 1 April 2016 onwards.

Mrs Manion proposed the detail of the process to be followed to recruit, timeline and secondment period be shared with the H&SC IJB at its next meeting.

The Chair suggested speaking to other H&SC IJBs regarding sharing the Chief Financial Officer post.

Mrs Carol Gillie confirmed that both she and Mr David Robertson would fully support Mr Paul McMenemy in the role of Chief Financial Officer for the H&SC IJB.

Mrs Karen Hamilton suggested costing the resourcing and staffing implications in other areas as she was aware there were a number of staff across both organizations providing support to the H&SC IJB through their professional roles.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the job description.

16. Any Other Business

16.1 Development: Mrs Susan Manion highlighted that Mr George Hunter had moved on. He has provided a written report which would be fed into the OD work.

16.2 Meeting: The Chair confirmed that the next meeting of the H&SC IJB would be held on 7 March at 9.30am as alluded to earlier in the meeting.

16.3 National H&SC IJB Chairs & Vice Chairs: The Chair gave feedback from the national H&SC IJB Chairs and Vice Chairs meeting held on 28 January. She highlighted: national indicators and what success will look like; key indicators; whole system approach; delayed discharges; political aspirations; shifting resources; and commissioning services.

Cllr John Mitchell enquired if there was any feedback on the Highland partnership that had gone Lead Agency. The Chair advised that those from Highland had advised it had been a painful process but they felt it was now working well. Mrs Jane Davidson reminded the

meeting that in Highland there were two partnerships and one had been the Lead Agency model and the other had been the Body Corporate model.

17. Date and Time of next meeting

The Chair confirmed that the next meeting of Health & Social Care Integration Joint Board would take place on Monday 7 March 2016 at 9.30am in the Council Chamber, Scottish Borders Council.

The meeting concluded at 3.50pm.

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SCOTTISH BORDERS COUNCIL
POLICE, FIRE & RESCUE AND SAFER COMMUNITIES BOARD

MINUTE of MEETING of the POLICE, FIRE &
RESCUE AND SAFER COMMUNITIES BOARD
held in the Council Headquarters, Newtown St.
Boswells on Friday, 12 February 2016 at 9.30am.

Present: Councillors D. Moffat (Chairman), S. Aitchison, A. Nicol, G. Turnbull.
Mr G. Higgs, Voluntary Sector, Mr. H. Waltl, BFSB.

Apologies: Councillors B. Herd, R. Stewart. Julia Mulloy, SBHA, Fiona Young,
CJA.

In Attendance: Chief Superintendent G. Imery, Police Scotland, Chief Inspector A.
McLean, Police Scotland, Inspector T. Hodges, Safer Communities
Team Manager, A. Perry, LSO, Scottish Fire & Rescue Service,
Group Manager A. Girrity, Scottish Fire & Rescue Service, Mr D. Scott,
Senior Policy Adviser SBC, Ms S. Smith, Communities & Partnership
Manager, SBC, K. Mason, Democratic Services Officer, SBC.

1. WELCOME

The Chairman extended a welcome to those present. He advised that Mr Paul Rooney had stood down from the Scottish Police Association. Mr Rooney had attended this Board over a number of years and thanks were expressed for all his help.

2. MINUTE

There had been circulated copies of the Minute of the meeting held on 13 November 2015.

DECISION

APPROVED the Minute.

3. MATTERS ARISING

With reference to paragraph 5(b) of the Minute, Chief Inspector McLean advised that there had been two incidents involving wheelchair users, with one resulting in the report of a hate crime which had been detected. He further advised that there were no suitable facilities in the Tweeddale area for young driver courses, however if demand increased for these courses in this area this would be investigated again. The Chairman advised it would be well received if these courses could be held in the Berwickshire area rather than just the central Borders.

DECISION

NOTED.

4. PROGRESS REPORTS/UPDATES ON CONSOLIDATION AND SUSTAINABILITY

4.1 Police

Chief Superintendent Imery advised that the new Chief Constable had commenced work with Police Scotland in January and that he was already meeting teams across the country and he planned to visit local areas at an early stage and arrangements would be made for him to meet Councillor Moffat, Chairman of the Police, Fire and Rescue and Safer Communities Board. Police

Scotland would continue to evolve toward the ethos of prevention and partnership working to ensure positive outcomes. This was a move away from the transactional targets that Police Scotland had started with. The ethos of crime prevention and partnership working had been the approach taken within the Scottish Borders for many years. Chief Superintendent Imery advised that the budget would be challenging for all and Members would have noted reports in the press about the budget gap in Police Scotland for 2015/16. Significant efforts were being made to close the gap by the end of March 2016 and plans were underway for next year's budget in collaboration with the Scottish Police Authority. The public inquiry into historical child abuse was Government-led focussing on institutions. This abuse went back decades and the inquiry would have particular demands on those involved. For the first time violence was showing some increase in the Scottish Borders with more serious and common assaults compared with the same period last year. This increase was not as big as other parts of the Division. On a positive note the solvency rate for serious assaults was 89.7%. The Chairman referred to meetings of Duns Community Council when parking problems at the Market Square, Duns were often discussed, and it was agreed that Chief Inspector McLean liaise with Councillor Renton and the Duns Community Council about parking issues.

- 4.2 Chief Inspector A. McLean presented the Police Progress report covering the period April 2015 to December 2015 which had been circulated. The report detailed the figures for the six Priority areas to date and compared them to the figures for the same period in 2014/15. In relation to Priority 1 – Protecting People figures showed an increase in the number of Adult at Risk Referrals made to partner agencies of 11% on 2014/15 figures, 100 more referrals were made, which was positive. Priority 2 – showed a 5.1% increase in Common Assaults reported TYTD compared to the same period last year. This equated to 28 more victims compared to last year. In respect of reducing the number of anti-social behaviour incidents there had been a 7.7% reduction (311 fewer incidents) in the year to date compared to the same time period last year. With regards to increasing the reporting of hate crime, there had been a significant increase in the number of recorded victims of hate crime in the year to date and it was noted that this was largely due to the spike in offences occurring in Quarter 2. Priority 3 Tackling substance misuse – during the period 01/06/2015 to 03/01/2016, officers in the Scottish Borders conducted a total of 249 stop and searches, of which 57 proved positive (22.9%). Unfortunately, owing to current reporting methods, a further breakdown of stop and search activity into individual categories was impossible; therefore the number of searches conducted under the Misuse of Drugs Act could not be reported. An enhanced version of the National Stop & Search Database commenced on 1 June 2015. The enhanced data base brought significant changes to the process of data capture and methodology for recoding data. No previous year to date figures were provided because it had been previously acknowledged that this data was not 100% accurate, therefore comparisons would provide misleading results or invalid conclusions. There had been a 21.8% decrease in the number of visits to licensed premises, which equated to 342 fewer visits. Priority 4 – Making our roads safer – there had been a 1.6% reduction (1 fewer casualty) in the year to date. The number of people killed this year to date was 6, which was 1 fewer fatality than the same period last year. The number of serious injuries was unchanged compared to last year. Priority 5 – Tackling serious and organised crime – cash seizures were currently lower than the value seized at the same point last year. Priority 6 – Tackling Acquisitive Crime – there had been a decrease in the number of housebreaking to dwellings leading to 10 fewer victims of this type of crime in the year to date when compared with the same time period in 2014/15. There had been a 2.1%

reduction in theft of motor vehicles in the year to date which equated to 1 fewer victim of this type of crime.

- 4.3 In discussing detection rates the Chairman suggested that Police Scotland issue a press release because this was a good news story. In response the Chief Superintendent suggested that rather than the information coming from Police Scotland that the Board be encouraged to be advocates for Police Scotland and the Chairman agreed to issue an appropriate press release. A request was made by the Chairman for the Board to be provided with a private report on an overview of work going on behind the scenes on Serious Organised Crime and the Chief Superintendent advised she would ask Detective Superintendent Pat Campbell to action this.

DECISION

- (a) **NOTED the report.**
(b) **AGREED that**

- (i) **Chief Inspector McLean liaise with Councillor Renton and Duns Community Council in relation to parking issues at the Market Square, Duns.**
- (ii) **the Chairman issue an appropriate Press Release relating to detection rates.**
- (iii) **a private paper on work going on behind the scenes on Serious Organised Crime would be presented by Police Scotland at future meetings.**

4.4 Fire and Rescue Service

LSO A Perry presented information on the restructure and budget implications within the Scottish Fire and Rescue Service. He advised that he was being moved to a different post and arrangements for his replacement were ongoing. He referred to service improvements because of closer working with emergency services. The LSO Chief Officer's fund was being used to provide low level adaptations to prevent slips, trips and falls in the home and a programme of work was being supported with additional monies from SBC Cheviot Quality of Life funding. Although not directly benefiting the service itself it would improve community safety. In referring to the out of hospital cardiac arrest pilot he advised that fire officers in Hawick had successfully intervened and saved a person's life. ITV Borders were currently liaising with the Fire and Rescue Service in regard to a 23 minute slot which would encompass a standard day in a firefighter's life focussing on partnership working and contributions made relating to safety in the community. During the discussions which took place LSO Perry answered a number of questions relating to recruitment of fire officers who were now trained at a new centre at Cambuslang and of the progress in migrating the three control centres in Scotland to Tolcross, Edinburgh. Group Manager A. Girrity explained that the high volume pump would no longer be in the area and that Hawick staff were undergoing training regarding water rescue techniques. A request was made for information relating to 'falls week' and other initiatives in 2016 and a calendar of events would be issued to Members for their information.

- 4.5 There had been circulated copies of the Scottish Fire and Rescue Service (SFRS) Performance Report covering the period 1 April to 31 December 2015. In summarising the report, Group Manager A. Girrity advised that with regard to Priority 1: Reduction of Dwelling Fires, the SFRS had attended 82 dwelling fires in comparison to 60 for the same Year to Date (YTD) reporting period last year, this

represented a 35% increase. Six of these fires had been started deliberately although none in the last quarter. Cooking and cooking appliances continued to be the most common cause of dwelling fires with the majority occurring in single occupancy dwellings, 25% of accidental dwelling fires involved persons over 65 years old. Priority 2: Reduction in Fire Fatalities and Casualties, the report noted that there had been 15 fire related casualties in this reporting period, this was an increase of six compared to the same period last year. The YTD period had seen one fire fatality, there had been six non-fatal fire casualties this quarter all suffering from slight smoke inhalation with one requiring hospitalisation. There had been no fire fatalities this quarter. Priority 3: Reduction of Deliberate Fire Setting indicated that there had been 89 deliberate fires in this YTD reporting period, an increase of 12 in comparison to the same reporting period last year. Conversely, comparison with the previous quarter had seen this type of activity reduce almost 60%. As noted in previous reports, the ward areas of Galashiels and District and Tweeddale showed significant increases in the first two quarters. Wood, scrubland, refuse and straw bales accounted for the majority of these incidents. The decrease in the last quarter was consistent with the months of autumn and winter. Priority 4: Reduction in Road Traffic Collisions (RTCs) indicated that the SFRS attended 79 RTCs, this was an increase of one compared to the same period last year. Over a third of these RTCs occurred in the last quarter. There had been 43 RTC related casualties in this YTD period with five of these being fatalities. The most recent fatality involved an adult male on the A7 south of Hawick in December. The Service used Hydraulic Rescue Equipment on 31 occasions during this YTD to extricate casualties. Priority 5 related to the Reduction of Unwanted Fire Alarm Signals and it was noted that there had been 617 Unwanted Fire Alarm Signals during this quarter, representing a decrease of 73 incidents compared to the same period last year.

- 4.6 Group Manager A. Girrity referred to other notable prevention activities. The Living Safely in the Home Working Group covered holistic home safety, slips trips and falls, with a focus on people aged 65+ and had the aim of reducing Accident and Emergency admissions. A pilot in respect of this was being held in the Cheviot Area. He gave background information about the Polmont Young Offenders Reintegration initiative led by the SFRS which was aimed at preparing individuals for reintegration into the community; and the completion of this course would result in an accredited award. S. Smith referred to work taking place with homework clubs and of the setting up of a buddy system for school children. In regard to the CPR/Defibrillator training in partnership with British Heart Foundation, he explained that all fire stations in the Borders had been supplied with a set of manikins and self-teaching DVDs. Training on CPR was open to communities and would be facilitated by SFRS staff within local fire stations. Information in respect of the training programme would be advertised locally. Group Manager Girrity concluded his presentation by giving information on the involvement of SFRS activities in relation to flooding during Storms Desmond and Frank.

DECISION

- (a) **NOTED** the report.
- (b) **AGREED** that Group Manager Girrity circulate the seasonal Community Safety Calendar 2016 to Members for their information.

ADJOURNMENT

The meeting adjourned at 11.15 a.m. and reconvened at 11.25 a.m.

4.7 Safer Communities

There had been circulated copies of the Safer Communities Performance Report covering the period 1 April 2015 to 31 December 2015. Inspector T. Hodges advised that since his last report the Safer Communities Team had been very busy with the increased demands of the festive period and the recent unprecedented flooding throughout the Scottish Borders. He advised that performance in relation to the indicators remained overall very positive. He then went on to highlight the following: in relation to gender based violence the figures were very positive which reinforced the current robust police processes and value of the Domestic Abuse Pathway project. Every incident was of course one too many but Safer Communities were continuing to prioritise high-risk cases through well-established multi agency MARAC and MATAC processes. Training continued to be delivered to local police officers in respect of the Domestic Abuse Advocacy Service and processes in respect of referrals were currently being looked at with a view to reducing the time officers spend on related paperwork. A concerning figure relating to the delivery of training to professionals was highlighted on page 3 of the report and this training was now being carried out via an online training module. Inspector Hodges had requested that it be confirmed whether or not this could provide suitable statistics to inform future meetings of the Board. Safer Communities supported Scottish Borders Rape Crisis in its successful 'Reclaim the Night' March in December. This took place in Galashiels and highlighted the violence against women agenda. It was supported by the local MP and MSP resulting in excellent media coverage.

- 4.8 The report on Anti-Social Behaviour (ASB) indicated a small rise in the reported incidents and Inspector Hodges clarified that whilst the incidents reported to the police had indeed fallen – Safer Communities figures were based upon the reports made to all agencies including Registered Social Landlords. Figures had now been received from Scottish Borders Housing Association (SBHA) which meant a recalculation of the YTD figure which should now read 89.9 which equated to a very small rise of just over 2 incidents per 1,000 population which remained well below the baseline figure. In referring to the figure in red on page 5 of the report, figures were now available from SBHA which amended the YTD figure to 697 and the variance to –14% which was an amber indicator as opposed to red. This was explained by the festive period, with the number of interventions reducing owing to the festive holiday. The 2015 Scottish Borders Household Survey had echoed the reasons why many people seemed reluctant to report ASB and the ASB Partnership intended to look at a suitable media campaign to address this in the next financial year. With the exception of reports of vandalism all of the indicators in relation to Alcohol and Drugs were fairly positive despite the festive season. The vandalism figure was still considerably lower than the baseline figure and was a smaller percentage rise than reported at the last Board meeting. Breaking these figures down further it would appear that the increase was in the autumn months with the figures for December and January decreasing considerably in line with previous years. Whilst still concerning, the renewed focus of local police officers in respect of high volume low level crime and the work of the Local Integration Officers in schools and youth groups could only have a positive influence on this issue. He explained it was difficult to correlate the percentage of these crimes where substance misuse had been a contributing factor. However, the other indicators in this area would suggest a more positive picture in respect of alcohol related incidents in our towns and villages. In respect of page 7 of the report, Local Integration Officers continued to work closely with partners in education, the third sector and local Community Police Officers to influence the attitudes and behaviour of young people in respect of alcohol and drug misuse. The data provided by health colleagues was by its very

nature unable to truly quantify the impact of the current work undertaken in this area. In respect of injury prevention in the home, the Safer Communities Team continued to buck the trend in respect of seasonal rises in this area with very positive figures in respect of emergency hospital admissions for both the elderly and children. Phase 2 of the national Building Safer Communities Programme had now completed its Strategic Assessment in respect of Unintentional Harm. It was anticipated that this would result in a very positive national drive to the prevention of injuries in the home which Safer Communities would fully engage with. With reference to injury prevention on our roads, Inspector Hodges advised that Safer Communities would continue to target their activity towards the most vulnerable road users in an effort to address poor driver behaviour. An event targeted at elderly drivers was planned for the Spring. For younger drivers, the Institute of Advanced Motorists was staging a Borders Under 17's Driving Day on 21 May 2016 at Charterhall in Berwickshire – this was aimed at those approaching the legal age to drive with a view to influencing attitudes and behaviours and was being supported by John Cleland, Scottish Borders Council (and officers from Police Scotland's Road Policing service). Details of both events would be circulated to Members to enable them to attend the events if they so wished.

**DECISION
NOTED.**

5. PRESENTATION ON RURAL CRIME PREVENTION

PC Nick Walker, Crime Prevention Officer, Safer Communities Team, gave a presentation on Preventing Rural Acquisitive Crime in the Scottish Borders. He explained that rural crime incorporating wildlife crime, vandalism/fire raising and theft occurred outwith cities and towns with populations of less than 2,000. Owing to farmers not implementing crime prevention techniques, theft had a significant impact on the business of the farmer; therefore it was important to do something about this. Common examples of theft from farms and rural businesses were machinery/tools, quad bikes, ATV's, tractors, livestock, fuel and oil. PC Walker explained how rural acquisitive crime was being tackled by means of six specific areas of work incorporating (a) direct crime prevention advice; (b) media engagement; (c) partnership "walk and talk" events; (d) forensic security marking; (e) rural "no cold caller zones"; and (f) SB Alert Messaging system. Crime prevention booklets had been produced and sent to 1,100 farms; crime prevention presentations were given at local NFU meetings and crime prevention surveys were carried out at victim farms. Demonstrations of security systems, crime prevention equipment and fire safety techniques were explained during partnership "walk and talk" events, and the next event was due to be held in the Tweeddale Area in the Spring. In regard to forensic security marking, with the help of Police and SBC funding, 200 selected DNA marking Kits for farms had been purchased. Each kit was unique to the farm it was issued to. PC Nick Walker explained that the crime prevention processes in place had resulted in a fall in rural crime. It was noted during the discussion that the NFU had not contributed financially to the DNA kits but they had promoted them. The theft of livestock was a big issue in Tweeddale and Berwickshire, and PC Nick Walker explained that a pilot study might be carried out with a farmer who was keen to be involved to explore the chipping of livestock. A suggestion was made that similar presentations might be welcomed at the Area Fora.

**DECISION
NOTED and thanked PC Nick Walker for his interesting and informative presentation.**

6. DATES OF FUTURE MEETINGS

Future meetings of the Board were scheduled to take place at 9.30am in the Council Chamber, Council Headquarters, Newtown St Boswells on:-

Friday 13 May 2016
Friday 26 August 2016
Friday 11 November 2016
Friday 10 February 2017
Friday 9 June 2017

**DECISION
NOTED.**

The meeting concluded at 12.20 p.m.

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SCOTTISH BORDERS COUNCIL
LOCAL REVIEW BODY

MINUTE of MEETING of the LOCAL REVIEW
BODY held in Council Headquarters, Newtown St.
Boswells on 15 February 2016 at 10.00 a.m.

Present:- Councillors R. Smith (Chairman), M. Ballantyne, J. Brown J. Campbell,
I. Gillespie, S. Mountford, B. White.
Apologies:- Councillor J. Fullarton, D. Moffat.
In Attendance:- Lead Officer Plans and Research, Solicitor (G. Nelson), Democratic Services
Team Leader, Democratic Services Officer (F. Walling).

1. **REVIEW OF APPLICATION 15/01034/FUL**

There had been circulated copies of the request from Mrs Patricia Crippin, per Erich Planning & Property Consultants, 40 Belgrave Road, Edinburgh, to review the decision to refuse the planning application in respect of the erection of a dwellinghouse on land west of Craigerne Coach House, Edderston Road, Peebles. Included in the supporting papers were the Notice of Review, Decision Notice, officer's report of handling, consultations and a list of relevant policies. The Local Review Body considered two pieces of new evidence that had been submitted with the Notice of Review: (i) a sketch showing the appearance of the proposed house; and (ii) information relating to a change of ownership of the site. After taking legal advice and subsequent discussion Members concluded that reference could be made to item (i) as it was considered material to the determination of the case; and to (ii) because the new information could not have been received earlier and was considered material to the determination of the case. Members discussed the capacity of the site for the proposed development; the appearance of the new retaining wall at the boundary of the site; the relevance of the change of ownership of the site to the issue of trees and landscaping requirements relating to permission for the adjoining Coach House development; and in particular the impact of the proposed development on the setting of the character and design of the Coach House development.

VOTE

Councillor Brown, seconded by Councillor Mountford, moved that the decision to refuse the application be upheld.

Councillor Gillespie, seconded by Councillor Ballantyne, moved as an amendment that the decision should be overturned and the application approved.

On a show of hands Members voted as follows:

Motion - 5 votes
Amendment - 2 votes

The motion was accordingly carried.

Following the decision to uphold the refusal of the application the Chairman queried the position regarding the retaining wall which had already been constructed. Mr Johnston advised that the applicant could apply for planning permission for the wall and this would allow the need for the wall to be properly considered. Should planning permission ultimately be refused then appropriate enforcement action would be taken. Members agreed that investigation of the need for the wall be referred to the Planning Officer.

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) in accordance with Section 43B of the Town and Country Planning (Scotland) Act 1997 the review could be determined with reference to the new evidence submitted with the Notice of Review documentation;**
- (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;**
- (e) the officer's decision to refuse the application be upheld for the reasons detailed in the Appendix to this Minute; and**
- (f) the matter of the retaining wall be referred to the Planning Officer for further investigation.**

The meeting concluded at 11.35 am

APPENDIX

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: 16/00001/RREF

Planning Application Reference: 15/01034/FUL

Development Proposal: Erection of dwellinghouse

Location: Land west of Craigerne Coachhouse, Edderston Road, Peebles

Applicant: P Crippin

DECISION

The Local Review Body (LRB) upholds the decision of the appointed officer and refuses planning permission for the reasons set out in this decision notice on the following grounds:

The application is contrary to Policies G1, G7 and NE4 of the Scottish Borders Consolidated Local Plan 2011 in that the proposed development would represent a cramped form of development, out of character with this part of Edderston Road. The proposed house would result in an overdevelopment and significant reduction, of an area of ground which is required for landscaped and wooded setting for the approved Craigerne Coachhouse development, resulting in an inappropriate congested appearance between the development and Edderston Road, providing insufficient space for new and replacement planting, undermining the retention of preserved trees and being out of character with the design of the Coachhouse development and the traditional houses in the area.

DEVELOPMENT PROPOSAL

The application relates to the erection of a house on land to the west of Craigerne Coachhouse in Peebles. The application drawings consisted of the following drawings :

Plan Type	Plan Reference No.
Planning Supporting Statement	
Site photographs	
Elevations	2014/12/104
Site Plan	2014/12/102A
Floor Plan	2014/12/103
Location Plan	2014/12/101

PRELIMINARY MATTERS

The Local Review Body considered at its meeting on 15th February 2016 that the Review had been made under section 43A (8) of the Town & Country Planning (Scotland) Act 1997.

After examining the review documentation at that meeting, which included: a) Notice of Review and accompanying papers; b) Decision Notice; c) Officer's Report; d) Consultations and e) List of policies, the LRB concluded that it had sufficient information to determine the review and proceeded to consider the case. In coming to its conclusion the LRB considered the request from the applicants for a site inspection.

Within the Notice of Review it was noted that new material had been submitted. These were :

- 1) An artist's 3D sketch of the house showing its relationship with the Coachhouse and how it related to other features within the site. Although it was accepted that this sketch was not part of the application proposal and there seemed little reason as to why this had not been included within it, it was considered that this sketch provided useful information that was a material consideration for decision making purposes. Consequently Members decided it could be considered as part of the Review in accordance with Section 43B of the Town and Country Planning (Scotland) Act 1997.
- 2) New information had also been submitted by the appellants stating that the Coachhouse and the appeal site were now in separate ownership and consequently the planning condition attached to the Coachhouse consent which required landscaping to be carried out could not be applied to the appeal site. Members noted that when the appeal site application was submitted the owner, Glentress Homes, owned both the sites. It was assumed the new owner had only recently taken over the site, although the appellants' appeal statement did not state who the new owner was. Members decided that given it appeared the ownership had recently changed this information could not have been raised earlier and as material information to the decision making process could be considered as part of the Review in accordance with Section 43B of the Town and Country Planning (Scotland) Act 1997.

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 consolidated Scottish Borders Local Plan 2011. The LRB considered that the most relevant of the listed policies were:

- Local Plan policies : G1, G7 and BE4

The proposed Local Development Plan 2013 had now been agreed by the Scottish Borders Council and is awaiting confirmation of adoption by Scottish Ministers. Reference was made to the corresponding policies within the proposed Plan. It was agreed that these corresponding policies within the proposed Plan did not raise any new material considerations in respect of this proposal.

Members noted that consent was initially granted for alterations and extensions to the Coachhouse which was a B listed building at the time. Works were carried out in an unauthorised manner and a retrospective application was submitted to rectify the deviations. The applicants then applied to

have the building delisted. This was ultimately agreed by Historic Scotland and Members agreed that in essence this meant that any impacts on the Coachhouse could not now be considered in terms of it being a listed building.

The issue of ownership of the site was discussed and there was concern that there was no identification as to who the new owner of the site was, and that this apparent sale of the land allegedly prevented landscaping being carried out on the appeal site as desired by the planning case officer in terms of the existing Coachhouse consent. Debate ensued as to whether or not further information should be sought in order to confirm who the new owners of the land were. However, it was decided that this was not necessary and there was sufficient information for members to determine the proposal without this confirmation.

Members noted the relationship between the proposed house and the new western wing on the Coachhouse and raised no issues in terms of overlooking or any detrimental impacts on privacy or amenity.

Members noted that the planning officer and landscape architect had reservations regarding the physical practicalities of planting 5no proposed trees on the northern part of the site. It was noted that one of the proposed trees was to replace a mature tree covered by a Tree Preservation Order which had been removed. On this part of the site there is only some 6 to 7 metres between the proposed house and the mutual northern boundary and some services had also been installed in this area which would raise some conflict with tree root systems. This raised issues as to how successful the proposed landscaping would be. Reference had been made in the Council's landscape architect response to "BS5837 : 2012 - Trees in relation to design, demolition and constructions", and members accordingly considered this document. Members noted table A.1 within BS5837: 2012 which suggested safety distances new trees should be planted from services and buildings. Reference was made to future issues when the trees grew and that lopping or topping of trees may be required should the house be permitted in the location proposed. This would be a particular issue for the replacement TPO tree which should not be subject to measures which would prevent its natural growth. Members noted that the planning case officer stated that any tree planting should have been carried out first rather than the proposed house being built first which consequently dictated what landscaping may or may not be possible to be carried out.

The submitted site plan and photographs of the site were discussed in detail. Members considered that the proposal would represent a cramped form of development out of character with this part of Edderston Road and that it would detract from the setting, context and rural aspect of the Coachhouse. Some stated that even if the Coachhouse was not there they would still consider the proposal to be overdevelopment of the site.

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.

Notice Under Section 21 of the Town & Country Planning (Schemes of Delegation and Local Review procedure) (Scotland) Regulations 2008.

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 R Smith
Chairman of the Local Review Body

Date...2nd March 2016

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, 16 February, 2016 at 10.00 am

Present:- Councillors J. Mitchell (Chairman), S. Aitchison, S. Bell, J. Brown, M. J. Cook, V. Davidson, G. Edgar (from para 3), D. Paterson, F. Renton.

Also Present:- Councillor I. Gillespie.

Apologies:- Councillors C. Bhatia, D. Moffat, D. Parker, R. Smith.

In Attendance:- Depute Chief Executive (People), Depute Chief Executive (Place), Chief Financial Officer, Service Director Regulatory Services, Corporate Transformation and Services Director, Democratic Services Team Leader, Democratic Services Officer (K. Mason).

CHAIRMAN

In the absence of the Chairman the meeting was chaired by Councillor Mitchell

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. MINUTE

The Minute of meeting of the Executive Committee of 2 February 2016 had been circulated.

DECISION

APPROVED for signature by the Chairman.

3. QUARTERLY CORPORATE PERFORMANCE REPORT (QUARTER 3, 2015/16)

There had been circulated copies of a report by the Chief Executive presenting a summary of quarterly performance information for Members, with details contained within Appendix 1. A summary of the main changes made to performance indicators was provided at Section 4 of the report, followed by a high level summary of performance in Section 5. Appendix 1 provided a more detailed presentation and explanation of each Performance Indicator (PI). Where possible, information which was collected on a quarterly basis was presented but this was not possible for all areas of Council business, for example, school attainment. The presentation used in Appendix 1 was consistent with what was presented to Council on 26 June 2014 and to the Executive Committee each quarter thereafter. All information contained within the report was also made available on the SBC website using the public facing part of SBC's Performance Management software (Covalent). This could be accessed at

http://www.scotborders.gov.uk/info/691/council_performance/1353/our_performance_as_a_council and by clicking on "Scottish Borders Performs".

Based on feedback from Elected Members, a number of changes would be made to the infographic summaries presented within Appendix 1 for the June 2016 meeting of the Executive Committee, showing clearly the difference between PIs that SBC had direct influence over and those that were provided for context only. Members discussed the performance report and received answers to their questions in relation to the Council's volunteering policy and lottery funding from the Corporate Performance and Information Manager. The Customer Services Manager Mr Les Grant, gave Members a presentation on the performance monitoring of Customer Services and improvements to the service. The

focus was on outcomes for the customer and performance information was collected in respect of a number of areas including interactions through the CRM, complaints and SPSO indicators. The volume of complaints was relatively small but improvements in dealing with complaints at stage 1 were needed. The importance of learning from complaints was highlighted. Current and future challenges included the introduction of a customer portal, moving more processes to “on-line” and social media channels and working across the Council to deliver more services front-line. Members commented on the importance of the management of customer complaints through to completion. There were comparatively few complaints in relation to the volume of business and there was a requirement on how to positively solicit complaints and how to tap into those people who were not minded to complain. Older people were less inclined to use social media but younger people preferred and expected to use social media which was more cost effective than face to face contact. It was emphasised that all contact options needed to be available for customers.

DECISION AGREED to

- (a) note the changes to performance indicators in Section 4 of this report;**
- (b) to acknowledge and note the performance presented in Section 5 and within Appendix 1 and the action that was being taken within Services to improve or maintain performance; and**
- (c) note that improvements would be made for the next Executive report to enhance public performance reporting.**

MEMBER

Councillor Edgar joined the meeting during discussion of the above item.

4. MONITORING OF THE GENERAL FUND REVENUE BUDGET 2015/16

There had been circulated copies of a report by the Chief Financial Officer providing budgetary control statements for the Council’s General Fund based on actual expenditure and income to 31 December 2015 and explanations of the major variances between projected outturn expenditure/income and the current approved budget. The revenue monitoring position set out in this report was based on actual income and expenditure to 31 December 2015. All Services were projecting a balanced outturn position with management teams confident that any remaining pressures on budget would be managed within existing departmental budgets. Pressures evident at month 9 (31 December 2015), which were being managed within departmental budgets, continued to be within out of area children’s placements, higher than anticipated cost of care for Older People in Residential Care and people with Physical Disabilities and also within Neighbourhood Services for Materials, Sub-contract and Hire in the Roads service. At 31 December 2015, 74% (£5.767m) of planned efficiency savings had been delivered as per the Financial Plan. Of the remaining 26%, 9% (£0.696m) had been achieved by alternative, permanent measures and 17% (£1.347m) temporarily. A further £0.015m remained profiled to be achieved by alternative means. Full details of pressures, risks and challenges and the significant majority of areas of the Council’s operation where budget plans remained on track were detailed in Appendix 1 to this report. In referring to pressures currently identified in Out of Authority placements the Deputy Chief Executive – People explained there were always additional children needing placements and it was noted that regular discussions took place to see if children could be brought back into the Borders. Concerns were submitted in relation to Neighbourhood Services in the Tweeddale area with some members of staff having left and not been replaced and the Deputy Chief Executive – Place undertook to determine if current resources were adequate in the Tweeddale Area and in Jedburgh. Members sought reassurance that the budget in respect of the Borders Guarantee Co-ordinator post would be

tightly controlled and the Chief Financial Officer undertook to bring back a briefing note on this to the next meeting.

DECISION

AGREED:-

- (a) **to note the projected corporate monitoring position reported at 30 December 2015, the underlying cost drivers of this position, the significant pressures highlighted and the identified areas of financial risk;**
- (b) **that the Depute Chief Executives for People and Place and their Service Directors would continue to work with their management teams to ensure a balanced budget position was delivered in 2015/16;**
- (c) **to approve the budget virements set out in appendices 2 & 3 to the report; and**
- (d) **to note the progress made in achieving Financial Plan savings as detailed in appendix 4 to the report.**

5. PROJECTED BALANCES TO 31 MARCH 2016

There had been circulated copies of a report by the Chief Financial Officer providing an analysis of the Council's balances as at 31 March 2015 and advising Members of the projected balances at 31 March 2016. The Council's General Fund useable reserve (non-earmarked) balance was £8.121m at 31 March 2015. The comparative figure at 31 March 2016 was projected at £5.638m. Approval was given in the November 2015 revenue monitoring report to draw down an estimated £0.700m to fund the shortfall in funding associated with the phasing of the pay award in 2015/16. Following payment in November 2015 backdated to 1 April 2015 the confirmed draw down reflected in this report was £0.679m including £0.077m associated with an increase in the nationally agreed Living Wage. A further draw down from reserves totalling £0.049m was required following an HMRC compliance audit and agreed settlement of the outstanding liabilities. The Council's allocated reserve balance was £3.379m at 31 March 2015 and was projected to be £4.328m at 31 March 2016. This movement was as a result of the draw down of allocated reserves to fund the 2015/16 Financial Plan (£0.508m), Police & Fire Reserves (£0.091m) and provision for Roads Maintenance (£0.100m), an increase in allocated reserves to support the ER/VS scheme (£1.139m) and an increase in allocated reserves to provide for the contribution to the Bellwin Scheme (£0.509m). The projected balance on the Capital Fund of £5.498m would be affected by any further capital receipts, developer contributions, interest credited and any expenditure authorised to be financed from the Fund during the remainder of the financial year.

DECISION

AGREED to:-

- (a) **note the projected revenue balances as at 31 March 2016 as detailed in Appendices 1 & 2 to the report;**
- (b) **note the projected balance in the Capital Fund as detailed in Appendix 3 to the report;**
- (c) **approve the draw down of £0.679m reserves to address a shortfall in funding associated with the phasing of the pay award in 2015/16 and the draw down of £0.049m in settlement of an HMRC compliance audit; and**
- (d) **approve the transfer of Reserves into Allocated Reserves to provide for the required 0.2% of net budget contribution to the Bellwin Scheme (£0.509m).**

6. **MONITORING OF THE CAPITAL FINANCIAL PLAN 2015/16**

There had been circulated copies of a report by the Chief Financial Officer providing an update on the progress of the 2015/16 Capital Financial Plan and seeking approval for projected outturns and associated virements, and the reallocation of funds. The monitoring tables in Appendix 1 detailed the actual expenditure to 31 December 2015. Key issues identified in these tables were summarised within the main report. The tables identified a net variance of £3.101m against the approved budget. The net in-year budget increase of £0.062m was primarily due to a number of items due to be delivered for the Plant & Vehicle fleet totalling £0.275m, fully funded from the Plant & Vehicle Replacement Fund, offset by a saving identified for Galashiels Flood Protection. The net budget timing movements to future years amounted to £3.163m of which the most significant were £0.682m for Duns Primary School, £0.8m for Kelso High School, £0.604m for Langlee Primary School and £0.678m for Residential Care Home Upgrade Block partly offset by a £2.08m forward timing movement for Selkirk Flood Protection. Appendix 3 contained a summarised list of timing and budget movements within the 2015/16 Capital Plan. Appendix 2 contained a list of the block allocations approved for this year and the various approved and proposed projects to be allocated from them within the 2015/16 Capital Plan. In response to a request for information on the progress in respect of the Innerleithen to Walkerburn shared access route, the Depute Chief Executive – Place undertook to investigate and report back.

DECISION

(a) **AGREED the projected outturns and associated virements as identified in Appendix 1 to the report as the revised capital budget.**

(b) **NOTED the list of block allocations detailed in Appendix 2 to the report.**

7. **CORPORATE TRANSFORMATION PROGRESS**

There had been circulated copies of a report by the Corporate Transformation Services Director on progress in developing and delivering the Council's Corporate Transformation Programme since the last update report on 1 December 2015 and setting out planned activity in the reporting period to the end of May 2016. Corporate Transformation Progress Reports were brought to the Executive Committee on a quarterly basis. This was the fourth quarterly progress report since the Programme was established in February 2015. On 11 February 2016, the Council also considered an annual progress report on Corporate Transformation which set out how it would continue to support the delivery of the Council's 8 Priorities, its Financial Strategy and significant service improvements moving forward. The current areas of work within the Programme were set out in the tracker in Appendix 1 under the 8 Corporate Priorities and included a brief description of the purpose of each, summarised progress made to date (rating them Red, Amber or Green) and setting out key milestones in the next quarter. A summary of progress across the whole transformation programme was set out in Appendix 1. This report focussed on progress made in 4 key programmes: (a) Children & Young People; (b) Integration of Health and Social Care; (c) Workforce Transformation; and (d) Customer First. Detailed performance reporting infographics for each of these areas were set out in Appendices 2 to 5 and outlined in Section 4 of the report. The Corporate Transformation Services confirmed that financial monitoring in relation to the Borders Railway blueprint would be made available in March. A clearer update had been requested 2 months ago in regard to the localities programme the Chief Executive – People highlighted the significant work which was currently being undertaken and advised that an update would be provided at the next meeting of the Executive Committee. Members noted that an update on digital connectivity would be provided to Members in the April / June quarter following ICT decisions made at Council. In conclusion the Corporate Transformation and Services Director advised that if there were any gaps Officers would do their best to ensure commentary in the report reflected whether

shown as amber or green and Members would be advised at meetings of the Executive Committee if Officers had concerns about service delivery

DECISION

AGREED to note the continued progress made in developing and delivering the Corporate Transformation Programme.

8. SBC COMMUNITY GRANT SCHEME – YEAR END POSITION 2015/16

There had been circulated copies of a report by the Chief Executive advising on the estimated year end balances in the Community Grant Scheme (CGS) for 2015/16 and recommending that any final year end balances were carried forward into 2016/17, in line with the agreed CGS processes. The current budget position of the CGS 2015/16 and estimated year end balances were as follows:

Budget Heading	Total Budget 2015/16	Expenditure to Date	Applications Pending	Estimated year end balance as at end Dec 2015
Berwickshire	£22,481	£22,481	£0	£0
Cheviot	£22,669	£13,482	£5,000	£4,187
Eildon	£43,912	£39,190	£1,345	£3,377
Teviot & Liddesdale	£28,198	£8,996	£8,541	£10,661
Tweeddale	£35,260	£15,661	£4,028	£15,571
Generic	£15,056	£13,840	£0	£1,216
Totals	£167,576	£113,650	£18,914	£35,012

If the recommendations of this report were approved, the estimated year end balance of £35,012 would be detailed as a virement request for ear-marking in the Financial Services report to Executive Committee in March 2016. Members were asked to note that year end balances were estimated as at January 2016 and final carry forwards as at March 2016 might be lower. The Funding and Project Officer was in attendance and confirmed that that the estimated year end balance was now £17,902 and this would be further reduced by 31 March 2016.

DECISION

AGREED to

- (a) **note the estimated year end balances for 2015/16; and**
- (b) **approve the carry forward of any year-end balances from 2015/16 into 2016/17.**

9. PROGRESS REPORT ON SECURING AND SPEND OF DEVELOPMENT CONTRIBUTIONS

With reference to paragraph 3 of the Minute of the Executive Committee of 21 October 2014, there had been circulated copies of a report by the Service Director Regulatory Services presenting an update on the collection and spend of Development Contributions since the Executive meeting on 21 October 2014. The format in which Development Contribution data was presented illustrated: (a) Current contribution balances; (b) Contributions received; (c) Contributions returned; (d) Spend applied; and (e) Contributions anticipated. The Service Director Regulatory Services and the Development Negotiator answered Member’s questions in relation to a comment in regard to the challenges of providing affordable housing and plans on spending commuted sums and referred to national policy and the SHIP. With regard to Biodiversity contributions it was suggested that further work be done to explore the overall balance of contributions.

**DECISION
AGREED**

- (a) **to note the current contribution balances, those received, returned, spent and anticipated;**
- (b) **to note that existing protocols and guidance governing the collection and spend of contributions were being reviewed and applied, where appropriate, subject to approval by Planning & Building Standards Committee; and**
- (c) **that the Development Contributions Progress Report – detailing contribution balances, received, returned, spent and anticipated – continued to be reported annually to the Executive Committee.**

10. UPDATE ON FLOOD DAMAGE AND BELLWIN SCHEME INTERVENTION

There had been circulated copies of a report by the Chief Financial Officer and the Depute Chief Executive - Place providing an update on the extent of damage caused by recent winter storms and the measures being taken and required to rectify this damage in a timely fashion which fitted with the Government's Bellwin Scheme. Since the start of December 2015 the Council's Emergency Planning Bunker had been open 23 days, including eight consecutive days from 3 to 10 December 2015, to plan and respond to weather events. Four 'named storms' had affected the area to varying degrees since the start of December 2015 – Desmond, Frank, Gertrude and a further damaging unnamed storm on 27 January 2016. During the period a total of 96 flood warnings were issued by SEPA, including five Severe Flood Warnings – issued only where there was danger to life. Evacuations were undertaken in Hawick (2), Peebles, Jedburgh and Newcastleton. In total, several hundred homes were evacuated during this period. The storms had caused widespread damage across the Scottish Borders and created a large volume of remedial works which needed to take place on the Council's infra-structure. This report outlined the key features of the Bellwin Scheme and its relevance to these major flooding events caused by storms Desmond, Frank and other flooding so far this financial year; outlined the work that had been done to date in responding to the initial aftermath of storm damage and actions taken to date. Critically, the report also outlined the extent of remedial works that still needed to be undertaken and the measures that would be required to support completion of these works within the Bellwin timeframe. It was also important to note that under the Bellwin Scheme the Local Authority had to meet the first portion of costs equivalent to 0.2% of the Local Authority's total net revenue budget. In the case of Scottish Borders Council, this equated to £508k that would have to be met from reserves with the Bellwin Scheme picking up all eligible costs beyond this level. It was noted that a further report covering progress with the flood assistance for businesses and houses was being prepared and would be reported separately to Committee. Members were advised that the Bellwin Scheme had been extended to 4 months. In response to a concern about part of a wall bordering the River Teviot when it was stated that Council Officers had inspected the wall and said it was safe but residents still considered the wall to be unsafe, the Depute Director – Place undertook to ensure that a more detailed response in relation to the inspection of the wall be issued by Officers. In response to questions regarding three problem areas of the River Tweed near Walkerburn and Innerleithen, the Depute Chief Executive – Place advised that engineers could give a full response. A comment was made that failure to maintain the clearance of roadside ditches created a core problem in relation to flooding on roadsides and it was suggested that funding could be set aside in the Council's budget for local farmers to undertake this work and the Depute Director – Place undertook to investigate this.

**DECISION
AGREED**

- (a) to note the extent and costs of works undertaken to date in response to the three major flooding weather events;
- (b) to note the scale and extent of works that remained to be done to re-instate a wide range of damaged Borders infrastructure;
- (c) that wherever possible, discretionary Council spending was delayed until the 2016/17 financial year to free up internal Neighbourhood Services Roads and SBc Contracts capacity to concentrate on Bellwin Scheme related works; and
- (d) that £508K from General Reserves would be required as the Council's contribution towards flooding costs as per the Bellwin guidelines.

11. **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 it involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of part 1 of schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

12. **MINUTE**

The Committee approved the private Minute of 2 February 2016.

13. **REQUEST FOR ROAD WORKS TO BE INCLUDED IN THE COUNCIL'S CAPITAL
FINANCIAL PLAN 2016/2017**

The Committee considered a report and agreed with the recommendations contained therein.

The meeting concluded at 12.40 p.m.

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SCOTTISH BORDERS COUNCIL LIMITED LIABILITY PARTNERSHIP – STRATEGIC GOVERNANCE GROUP

MINUTE of Meeting of the LIMITED LIABILITY PARTNERSHIP - STRATEGIC GOVERNANCE GROUP held in Council Chamber, Council Headquarters, Newtown St Boswells on Tuesday, 16th February, 2016 at 2.00 pm.

Present:- Councillors F. Renton (Chair), J. Brown, J. Greenwell, J. G. Mitchell and B White.

In Attendance:- E Torrance (Chair Project Board), D Robertson (Chief Financial Officer SBC), J Collin (Internal Audit Manager SBC), J Wilson (Chairman SB Cares), (P Barr (Managing Director SB Cares), D Collins (Finance and Commercial Director SB Cares), L Crombie (Operations Director SB Cares), P Cathrow (Service Development Manager SB Cares), Democratic Services Officer (P Bolson).

1. **WELCOME**

The Chairman welcomed everyone to the meeting of the Limited Liability Partnership Strategic Governance Group (LLPSGG).

**DECISION
NOTED.**

2. **MINUTE**

There had been circulated copies of the Minute of the meeting of 10 November 2015.

**DECISION
APPROVED the Minute for signature by the Chair.**

3. **MATTER ARISING**

With reference to paragraph 1 of the Minute of the meeting of 10 November 2015, Mrs Torrance advised Members that she had not received a response to her most recent communication regarding the appointment of a representative from the NHS to the Limited Liability Partnership - Strategic Governance Group (LLPSGG) and would therefore follow this up again in advance of the next meeting of the Group.

**DECISION
NOTED.**

4. **QUARTERLY PERFORMANCE REPORTING**

4(a) SB Cares Budget Monitoring as at 31 December 2015

With reference to paragraph 4(a) of the Minute of the meeting of 10 November 2015, there had been circulated copies of a report by the Finance and Commercial Director of SB Cares informing the Strategic Governance Group of the financial position for SB Cares at 31 December 2015. A further update summary was circulated at the meeting.

Members were advised that SB Cares Senior Management Team had reviewed the progress made to deliver agreed efficiencies and new business and a profit of £471k was now predicted for Quarter 3. With reference to expenditure, Ms Collins explained that direct costs had been higher than expected in January 2016. Over the 2015/16 festive period, a high proportion of staff who had worked on the statutory holidays had opted to be paid rather than take the hours back at another time. This had not been anticipated by management and was the main pressure that contributed to a loss of £75k in January

2016, giving a shortfall figure of £99k against the Quarter 3 forecast for the month. The resultant increase in the payroll would be reflected in the figures for January 2016. Fewer staff took holidays during the months of January and February and as this had not been factored into the figures presented in the report, it was possible that the forecast for the year would improve. Ms Collins went on to explain that the overall income for January 2016 was in line with the forecast of £1.545m and that the revised forecast had increased by £106k due to orders received for the ability equipment for the month of February 2016. Discussion followed and Mrs Torrance explained that, as the level of care often varied over the festive period, a review of the way in which holidays and Public Holidays were managed during these times would be beneficial to the service. Mr Barr advised that all measures were being taken to bring the financial position back on target and he was confident that the Financial Plan would be delivered for 2015/16. Ms Collins added that SB Cares was working with the Council's HR section to review the arrangements for Public Holiday working and Members were advised that no errors in payments had been identified. Members requested further information about the festive period payments and it was agreed that a detailed analysis would be provided to the Group at its meeting on 17 May 2016.

DECISION

(a) NOTED:-

- (i) SB Cares financial position at 31 December 2015; and**
- (ii) that information would be shared with Scottish Borders Council to inform the revenue monitoring position.**

(b) AGREED that a detailed analysis of the payments made to staff for hours worked over the festive period 2015/16 would be provided to the Group at its meeting on 17 May 2016.

4(b) Key Performance Indicators for SB Cares

- (i) With reference to paragraph 4(b) of the Minute of the meeting of 10 November 2015, there had been circulated copies of a report by the Finance and Commercial Director of SB Cares updating the Strategic Governance Group on the development of SB Cares Key Performance Indicators (KPIs) as at 31 December 2015. The agreed KPIs for 2015/16 were detailed in Appendix 1 to the report. The number of clients supported across the services to 31 December 2015 had reduced slightly and Members were advised that this was mainly due to families provided more support over the festive period. The average number of carers supporting clients had remained consistent over this period. It was noted that the level and complexity of care could change for clients on a regular basis and this would have an impact on these figures. Ms Collins explained that absence levels had been identified as an area for improvement and SB Cares Senior Management had been working with the Council's HR Shared Services team to develop reports to monitor and manage absence. The figures now produced included all staff and the revised figures showed an absence rate of 6.69% for July 2015 and 5.81% for November 2015. With regard to the number of staff employed, Members were advised that the number of Full Time Equivalent (FTE) staff had increased by 2 and the number of staff paid had decreased by 15. Ms Collins explained that this was due to the recruitment of permanent homecare staff employed to support additional contracts. A "spike" in the number of staff paid was the result of back pay being paid to all staff, including relief workers. There were 7 posts currently being recruited and included homecare staff, maternity leave cover and vacant posts due to retirement. The report advised that KPIs for 2016/17 were being developed to monitor service quality; efficient delivery of services; sales targets; and staff. These KPIs would include targets and would form part of the Business Plan to be presented to the Group in March 2016.

- (ii) Discussion followed and officers provided clarification on a number of points. Ms Crombie acknowledged that, in terms of recruitment, there were challenges in some areas of the Borders but she was confident that all posts would be filled. With regard to the number of hours worked by each carer, Ms Crombie explained that this depended on the care required; in some cases a client might require 6 visits per day and because of complex needs, this could involve 2 carers for each visit. In addition, it was noted that clients preferred familiar carers and this was also taken into consideration whenever possible. On a point of clarification, Ms Crombie explained that when the report mentioned "FTE staff", this referred to the total number of staff on the Payroll; the "number of staff" was used in reference to the actual number of staff paid. Members asked that this be made clear in future reports. With regard to absence management, it was noted that a number of measures such as utilising the Council's Occupational Health facility had been implemented to assist in the management of staff absence. Mr Barr confirmed that target levels would be set and that benchmarking would assist in that process. Officers provided clarification on further points raised by Members and additional information would be included in the report being presented to the Strategic Governance Group at its special meeting in March 2016.

DECISION

(a) NOTED:-

- (i) the current KPIs for SB Cares; and**
- (ii) (b) the continuing development of KPIs for SB Cares.**

(b) AGREED that the difference between "Full Time Equivalent (FTE) staff" and the "number of staff" be made clear in future reports.

5. CARE INSPECTORATE

With reference to paragraph 5 of the Minute of the meeting of 10 November 2015, there had been circulated copies of a report by the Operations Director of SB Cares on the Inspection of SB Cares Services by the Care Inspectorate. The report advised that four care homes had been inspected since the previous report to the Strategic Governance Group in November 2015 and two of those reports had now been issued for St Ronan's in Innerleithen and Grove House in Kelso. Both Homes had maintained their grades and the Care Inspectorate reports noted improvements in a number of areas. One requirement and nine recommendations had been identified overall. These were detailed in Appendix 1 to the SB Cares report. The recommended improvements had now been agreed with the Care Inspectorate along with an Action Plan for each service. The two pending reports, in respect of Waverley in Galashiels and Saltgreens in Eyemouth were expected in the near future and would be presented to the Group in due course. Discussion followed and Members agreed that it would be useful for future SB Cares reports to include both the previous and newly allocated grades side by side to show a direct comparison. Ms Crombie provided clarification in terms of "requirement" and "recommendation" and Mr Wilson congratulated the service on achieving grades of 4 and 5 for around 95% of these reports. The Chairman acknowledged the work of staff in the Care Homes and SB Cares Senior Management Team in achieving such quality reports.

DECISION

- (a) NOTED the report and details of one requirement and nine recommendations.**
- (b) AGREED that future reports detailing Care Inspectorate assessment grades would include both the previous and newly allocated grades side by side to show a direct comparison.**

6. **AMENDMENTS TO DATES OF FUTURE MEETINGS**

With reference to paragraph 6 of the Minute of the meeting of 10 November 2015, Members were advised that the dates for future meetings had been amended and were now scheduled for:-

15 March 2016 - 2.30pm
17 May 2016 - 2.00pm (to be held in the Town Hall, Kelso)
9 August 2016 - 2.00pm
8 November 2016 - 2.00pm
7 February 2017 - 2.00pm
7 March 2017 - 2.00pm
16 May 2017 - 2.00pm.

**DECISION
NOTED.**

7. **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 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

8. **MINUTE**

Members approved the Private Section of the Minute of 10 November 2015.

9. **EFFICIENCIES AND NEW INCOME 2015/16**

Members considered a report by the Operations Director SB Cares.

10. **UPDATE BY MANAGING DIRECTOR, SB CARES**

Members considered a verbal update by the Managing Director of SB Cares.

The meeting concluded at 3.20 pm

**SCOTTISH BORDERS COUNCIL
HAWICK COMMON GOOD FUND SUB-COMMITTEE**

MINUTES of Meeting of the HAWICK
COMMON GOOD FUND SUB-COMMITTEE
held in Lesser Hall, Town Hall, Hawick on
Tuesday, 16 February, 2016 at 4.00 pm

Present:- Councillors G Turnbull (Chairman), W McAteer, D Paterson, Mrs A Knight and Mr J Little.

Apologies:- Councillors: S Marshall, R Smith

In Attendance:- Managing Solicitor (R Kirk), Senior Finance Officer (J Yallop), Estates Surveyor (J Morison), Property Officer (F Scott), Democratic Services Officer (J Turnbull)

Members of Public:- 2

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 17 November 2015.

DECISION

APPROVED the Minute for signature by the Chairman

2. **FINANCIAL ASSISTANCE**

2.1 (i) **Drumlanrig St Cuthbert's Primary School**

There had been circulated copies of an application from Drumlanrig St Cuthbert's Primary School requesting financial assistance of £325.50 to provide swimming lessons to the children in Primary 6. The children would receive a 10 week block of lessons. At the end of the block, the children would have the opportunity to sit the aquatics certificate which would allow them to participate in water sports when on residential and when they moved on to the High School. It would also give school staff knowledge of the children's abilities for selecting the children who would participate in the Hawick inter-school Swimming Gala. The children would also be supporting the Teviotdale Leisure Centre by using their facilities and encourage the children to continue using the facilities available to them when the swimming lessons finished.

DECISION

AGREED to award a grant of £325.00 to Drumlanrig St Cuthbert's Primary School for 10 weeks of swimming lessons for the children of Primary 6.

2.2 (ii) **Escape Youth Services**

There had been circulated copies of an application from Escape Youth Services requesting financial assistance of £5,000 towards the cost of the annual staffing budget of the organisation. The grant would enable Escape to continue to employ two sessional staff for one evening per week working with the S1 up age group on a Tuesday, Thursday, Friday or Saturday evenings at their drop-in provision in Hawick. With the move to larger premises last year, they would benefit from three staff per session rather than two to assist with programme delivery. Ms Snowdon, Manager of Escape Youth Services was in attendance and advised that Escape had carried out fundraising events throughout the year; they were also awaiting the outcome of applications to other funding source, e.g. Children in Need and the Robertson Trust. They had, in 2005, received a grant from the Common Good but had not requested assistance from the Common Good since then. In answer to a question, Ms Snowdon advised that if they were not able to secure funding

this would be detrimental to the service they offered. The Chairman asked for clarification on Common Good grants being used to cover salaries and a copy of the accounts for year ending 31 October 2015, when they had been returned from the auditor. Ms Snowden would also advise of the outcome of pending funding applications. Once this information was received, Councillor Turnbull and the Chief Financial Officer, under delegated powers, would determine if a grant should be paid and the amount. The outcome of which would be reported back to the next meeting of the Sub-Committee.

**DECISION
AGREED**

- (a) to seek clarification on the principle of Common Good grants being used for staff salaries; and**
- (b) the Chairman and Chief Financial Officer, under delegated powers, to determine if a grant was to be paid and the amount of the grant.**

3. MONITORING REPORT FOR NINE MONTHS TO 31 DECEMBER 2015

There had been circulated a report by the Chief Financial Officer providing details of income and expenditure for the Hawick Common Good Fund for the nine months to 31 December 2015, full year projected out-turn for 2015/16 and projected balance sheet values to 31 March 2016. Appendix 1 to the report provided a projected Income and Expenditure position. This showed a projected deficit of £37,719 for the year, which was an increase in the £37,442 deficit reported in November 2015, due to rental income movements. Appendix 2, to the report, provided a projected Balance Sheet to 31 March 2016. It showed a projected decrease in the reserves of £80,512 due to the projected reduction in revenue reserve and the revaluation reserve. Appendix 3 provided a breakdown of the property portfolio showing actual Income and Expenditure to 31 December 2015. Appendix 4 showed the value of the Newton Fund to 31 December 2015. Mr Yallop, Senior Finance Officer, was in attendance and suggested that Hawick Golf Club received a notional grant; this would ensure that the Common Good accounts were transparent. The date for the termination of the Golf Club's rent free period would also need to be clarified. Mr Yallop advised that that Pilmuir Silage pit work was going out to tender and the property expenditure outturn might be significantly different to that detailed in the monitoring report, due to the timing of expenditure between now and the year end. Members discussed the Newton Fund investment and Mr Yallop stated that the dividend for the year was projected to be £9k. This was in line with the first (of two) payments being received in the amount of £5k. The Fund was worth £2k more than originally invested as at the end of December 2015 and the performance had remained steady and above the benchmark.

DECISION

- (a) AGREED the projected Income and Expenditure for 2015/16 as shown in Appendix 1, to the report.**
- (b) NOTED:**
 - (i) The actual projected Balance Sheet value to 31 March 2016, as shown in Appendix 2 to the report;**
 - (ii) The summary of the property portfolio in Appendix 3 to the report; and**
 - (iii) The current position of the investment in the Newton Fund in Appendix 4 to the report.**

4. HAWICK WOODLOT

Mr Morison, Estates Surveyor, was in attendance and advised that there had been a disappointing response to the tender advertisement for Hawick Woodlot, only one person registering an interest. However, the Scottish Woodlot Association had expressed an interest in managing the Woodlot and he introduced Mr Andy Brown and Ms Stephanie Schaffler from the Scottish Woodlot Association. Mr Brown advised that he was the Secretary and co-founder of the Association, which was a non-profit, forestry co-

operative, established in 2012. The Association worked with landowners to manage woodlots and match them to potential woodlot holders who were then able to fell within the woodlot area. The Association had set up six woodlot licences and were working on a further six, including Hawick. Following a site visit that day, Mr Brown suggested the lot be divided into two. He gave an example of a woodlot license granted in south west Dumfriesshire where the woodlot holders were gradually thinning out for firewood, generating a small income of rent for the landowner and managing the woodlot. He suggested that if the Sub-Committee was interested in his proposal there be an 18 month trial period, followed by at least a five year lease. Members thanked Mr Brown for his input and agreed that he present his proposals for Hawick Woodlot to the August meeting for a final decision.

DECISION

AGREED to request that the Estates Surveyor liaise with the Scottish Woodlot Association and present a report back to the August meeting of the Sub-Committee.

5. HORNSHOLE

With reference to paragraph 10 of the Minute of 17 November 2015, Mr Kirk, Managing Solicitor, gave an update on the position regarding Hornshole. Mr Kirk advised that searches going back to 1876 had been carried out; unfortunately they had been unable to establish ownership of the land in question. This meant that although the land had been gifted to Hawick Common Good, it appeared that ownership had not been transferred to the Council and the land still appeared to form part of the Lands and Barony of Cavers. The most recent recorded title affecting this estate was recorded in February 1950 in favour of James Malcolm Palmer Douglas. Mr Kirk explained that the current owner could grant the land in favour of the Council, however this would involve legal costs. Alternatively, a Minute of Agreement could be entered into which would specify the Council would maintain the land; if the estate was sold, it would be subject to the Agreement. Preparation of a Minute of Agreement would again involve solicitors' fees. The Sub-Committee agreed Mr Kirk contact the current owner to ascertain the costs which would be incurred in securing legal title and bring back to the Sub-Committee for a final decision.

DECISION

AGREED

- (a) to request that the Managing Solicitor liaise with the owner to ascertain the legal costs in securing the title of Hornshole; and**
- (b) to present a report to the next meeting of the Sub-Committee.**

6. HAWICK RACE COURSE

With reference to paragraph 8 of the minute of 17 November 2015, Mr Scott, Property Officer, advised that the gates had been locked on to the race course but the moor gates remained open for pedestrian access. Mr Scott would bring back to the next meeting a report on the proposed improvements to the buildings.

DECISION

AGREED to request an update on the proposals for replacement of the buildings at the Race Course.

7. 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 the Minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

SUMMARY OF PRIVATE BUSINESS

8. **PRIVATE MINUTE**
Members approved the private section of the Minute of 18 August 2015.
9. **HAWICK MARKET**
The Sub-Committee considered an update by the Estates Manager.
10. **PILMUIR FARM**
The Sub-Committee considered an update by the Property Officer.
11. **PROPERTY UPDATE**
The Sub-Committee considered a briefing note by the Estates Manager.
12. **URGENT BUSINESS**
Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item(s) dealt with in the following paragraph(s) should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed / make an early decision.
13. **FIREPLACES**
The Property Officer advised that there was no local interest in the two disused cast iron fireplaces and he would market further afield.

**DECISION
NOTED**
14. **HAWICK GOLF COURSE**
The Golf Club car park had been damaged by the recent floods. There was a possibility that they could claim from the Bellwin Scheme. Mr Scott would report back. It was also agreed that the Golf Club be invited to the next meeting to give an update on their activities for the year.

**DECISION
AGREED that the Estates Surveyor invite Hawick Golf Club to the May Meeting of the Sub-Committee to give an update on their activities for the year.**
15. **DATE OF NEXT MEETING**
The next meeting would be held on 17 May 2016 at the Lesser Hall, Town Hall, Hawick.

The meeting concluded at 5.20 am

SCOTTISH BORDERS COUNCIL
TEVIOT AND LIDDESDALE AREA FORUM

MINUTE of Meeting of the TEVIOT AND
LIDDESDALE AREA FORUM held in the
Lesser Hall, Town Hall, Hawick on Tuesday,
16 February, 2016 at 6.30 pm

Present:- Councillors G Turnbull (Chairman), A Cranston, W McAteer, S Marshall,
D Paterson, Community Councillors: Mr M Grieve (Burnfoot), Mr W Roberts,
(Denholm) Mr C Griffiths (Hobkirk), Mrs M Short (Hawick), Mr T Stevenson
(Upper Teviotdale & Borthwick Water) Mr Kerr (Southdean)

Apologies:- Councillor R Smith, Inspector Carol Wood (Police Scotland).

In Attendance:- Neighbourhood Area Manager (Mr F Dunlop), Station Manager Mr R Bell
(Scottish Fire and Rescue Service) Democratic Services Officer (J Turnbull).

Members of the Public:- 28 in attendance

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. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 19 January 2016.

DECISION

AGREED to approve the Minute.

3. **HAWICK HIGH STREET ONE WAY OPERATION**

With reference to paragraph 3.3 of the minute of 16 June 2015, there had been circulated copies of a report by Service Director Commercial Services presenting reasons for the implementation of the direction of the one-way traffic flow in Hawick High Street. Mr McQuillin, Road Safety and Traffic Management Team Leader, Scottish Borders Council (SBC) was in attendance and presented the findings of a recent questionnaire survey that gauged local trader and general public opinion on the current operation of the one-way system. Mr J McQuillin advised that the one-way system was introduced in 2004 in response to problems with HGVs travelling through the town centre. A detailed consultation had been carried out and an experimental one-way system introduced. At that time there had been a clear indication for a southbound flow of traffic, compounded by the engineering works that would have been required for a northbound direction. This had informed the decision making process that a one-way system be implemented and that traffic flow should be southbound. Mr McQuillin stated that at the meeting of 16 June 2015, the Forum had requested a further consultation be undertaken on the traffic flow direction. This had been carried out between 29 January and 8 February 2016. 162 questionnaires had been delivered to traders on and around the High Street, 30 questionnaires had been returned, with 21 indicating that the traffic flow should be northbound, one of the reasons given was that tourists from the south were bypassing the town centre. There followed a lively debate with opinions that the traffic flow should be northbound, that it should revert to two-way and that it remain as it is. The problem of traffic management was highlighted, particularly the loss of the Traffic Warden which had exacerbated the problem. The lack of parking enforcement meant that some cars parked all day on the High Street, there was parking on double yellow lines and delivery drivers

often had difficulty unloading. Improved signage was also discussed and Mr McQuillin reported that SBC were working with Amey to rationalise and improve signage, there would also be directional signage to the free car park. In answer to a question, Mr McQuillin advised that since deregulation, SBC did not control traffic wardens and they were not self-enforcing. Deregulation would be a huge exercise and would need to happen across the whole of the Borders. Concluding the debate Councillor Turnbull stated that the problem appeared to lie with a lack of car parking enforcement. Councillors would liaise with officers to discuss and investigate ways in which traffic management could be improved.

DECISION

AGREED to liaise with officers to consider ways in which traffic management within Hawick Town Centre could be improved.

4. **HAWICK CCTV**

With reference to paragraph 3 of the minute of 20 January 2015, there had been circulated copies of a report by Service Director Commercial Services detailing the current public space CCTV camera provision in Hawick after the installation of additional public space CCTV cameras within the central area of the town during 2015. There were currently 15 public space CCTV cameras located within the central area of Hawick. Eight of the current public space CCTV cameras were installed after funding was approved by Teviot and Liddesdale Area Forum in January 2015. Police Scotland was consulted on the locations of the additional cameras. Longer term the Council was unlikely to be in a position to fund the installation and maintenance of public space CCTV systems, though in conjunction with the Police it would be supportive of communities that were willing to fund such CCTV systems themselves. The Forum expressed concern that in the longer term Hawick might have no CCTV system. Mr Richardson, Asset Manager, was in attendance and highlighted that the main concern in Hawick was cabling. The maintenance costs were currently being funded through the asset management budget but this was unlikely to cover major failure of the system. Mrs Short, Hawick Community Council, referred to the vandalism of the Hawick in Bloom displays, she was concerned that a lack of CCTV would increase problems. Mr Richardson referred to Kelso Community Council who faced a similar situation and were investigating alternative options to maintain their CCTV system. He would investigate further with officers and report back to Members. A member of the public asked if the CCTV could be utilised for car parking enforcement, The Chairman, Councillor Turnbull, would investigate outwith the meeting and report back to the member of public concerned.

DECISION

NOTED

- (a) **The current public space CCTV camera provision in Hawick after the installation of eight additional cameras during 2015; and**
- (b) **That longer term, the Council was unlikely to be in a position to fund the installation and ongoing maintenance of public space CCTV systems. However, in conjunction with the Police, the Council would be supportive of communities that wished to install and maintain systems at their costs.**

5. **SPEED LIMIT REVIEW 2015**

There had been circulated copies of a report by Service Director Commercial Services proposing amendment of the existing speed limit in Hawick to take account of a recent region-wide Speed Limit Review. In 2015, a Speed Limit Review was carried out throughout the Scottish Borders region by officers from the Council and the Police. The review was carried out in accordance with the Government guidance and the resulting recommendations reduced speeds on parts of the network currently covered by the National Speed Limit. A total of 11 lengths of road were agreed to be recommended to be subject to adjusted statutory speed limit. One of these sites was in the Teviot and Liddesdale Area, at Wilton Park Road, Hawick. The section of road in question was currently subject to the National Speed Limited.

DECISION

AGREED the amendment to the Scottish Borders Council (The Borders Regional Council) (Restricted Roads) Order 1985 to allow extension of the existing 30mph speed limit on the DH183/3 Wilton Park Road in Hawick, as shown detailed in Appendix A to the report and the extract from the relevant Draft Traffic Regulation Order (TRO).

6. **URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Forum was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed.

7. **WILTON LODGE PARK**

Mr Scott Castle, Park Regeneration Manager, was in attendance at the meeting, to give an update on Wilton Lodge Park. Mr Castle explained that unfortunately procurement had taken longer than expected. This meant that the timing of the works would now take place throughout the summer, with the café being ready to fit at the latter part of the summer. He highlighted that a contractor was in place and would be appointed within the next two weeks. The project would definitely be delivered, but later than originally anticipated. Once the tenant for the café had been appointed, it would be their decision as to the opening date of the café but it might be in the spring of 2017. The works, including the café, bridge and play park would be completed by January/February 2017. The Forum expressed disappointment at the delay and asked if an interim facility could be set up at the band site for the summer months. Mr Castle confirmed that the band site had power and water, if there was someone who wished to operate a temporary facility he would try to progress. The Forum requested that the plans for the Wilton Lodge Park be displayed at Hawick Town Hall and Mr Scott would arrange.

DECISION

NOTED the report.

8. **NEIGHBOURHOOD SMALL SCHEMES AND QUALITY OF LIFE**

With reference to the paragraph 7 of the Minute of 19 January 2016, there had been circulated copies of a report by Service Director Neighbourhood Services updating the Forum on previously approved Neighbourhood Small Schemes and Quality of Life Schemes. The report sought approval for provision of parking signs within Hawick Town Centre and the installation of CCTV equipment within the Common Haugh Car Park. Permission was also sought from the Quality of Life Scheme for provision of a timber constructed ramp at Silverbuthall, Hawick; a further contribution to Hawick Welcome Host Initiative and contribution towards an electronic sign at the Hub, Burnfoot. Councillors McAteer and Marshall were thanked by a member of the public, for their assistance in delivering the ramp protect.

DECISION

(a) **AGREED** the following new Neighbourhood Small Schemes for implementation:-

- | | |
|--|--------|
| (i) Provision of parking signs within Hawick Town Centre | £1,400 |
| (ii) Installation of CCTV equipment within Common Haugh Car Park, Hawick | £7,900 |

(b) **AGREED** the following new Quality of Life Schemes for implementation:-

- | | |
|--|--------|
| (i) Provision of timber constructed ramp at Silverbuthall, Hawick | £2,700 |
| (ii) Contribution to Hawick Welcome Host Initiative | £1,000 |
| (iii) Contribution to the installation of an electronic sign at the Hub, Burnfoot, Hawick. | £3,000 |

(c) **AGREED** to delegate authority to the Service Director Neighbourhood

Services to allocate the remaining funds for the current financial year to Quality of Life and Neighbourhood Small Schemes, subject to consultation with, and approval by a majority of members of the Teviot and Liddesdale Area Forum through email.

(d) NOTED

- (i) The updates on previously approved Neighbourhood Small Schemes as detailed in Appendix A to the report; and**
- (ii) The updates on previously approved Quality of Life Schemes as detailed in Appendix B to the report.**

9. STREET CLEANING MACHINE

With reference to paragraph 12.1 of the Minute of 19 January 2016, the Chairman, Councillor Turnbull advised that Councillors had received a demonstration of a street cleaning machine. The demonstration had taken place on the pavement at the side of Wetherspoons and had been impressive. To purchase the machine would be £18k to £20k, a refurbished machine approximately £8k. The other alternative was to hire the machine; a week's hire would be £300.00. The machine was supplied without an operator but the suppliers would train volunteers to operate the machine. The machine would need to be used in the evenings when shops were closed. The Forum commended the Chairman for his efforts in sourcing the machine and arranging the demonstration and it was agreed to hire the machine as and when necessary.

DECISION

AGREED to the hire of the street cleaning machine at a cost of £300 per week, as and when required.

10. POLICE SCOTLAND

There had been circulated copies of a report by Inspector Carol Wood, Police Scotland. The report highlighted that with regard to the Drug Dealing and Misuse priority, a number of stop and searches had been carried out in January. Of these, three individuals had been reported for possession of drugs. The Road Safety priority showed that 17 road checks had been carried out in January. Two conditional offers had been issued for speeding and two warnings for the anti-social use of a vehicle. A male had also been arrested and charged with drink driving. With regard to the Violent Crime priority a man had been charged with serious assault and held for appearance in court. With regard to the to the Anti-Social Behaviour priority, two fixed penalty tickets had been issued.

DECISION

NOTED.

11. SCOTTISH FIRE & RESCUE SERVICE

There had been circulated, copies of a report from Mr Russell Bell, Station Manager, Hawick Fire Station, updating the Forum on Scottish Fire and Rescue activity for the month of January 2016. Mr Bell advised that there had been three house fire incidents. There had been 12 unwanted fire alarm signals and 18 special service incidents with six casualties. Mr Bell highlighted the major flooding incident on 27 January. Appliances had been mobilised from the surrounding area and had been active in water rescue and pumping out flooded properties. Swift water rescue training continued and would enhance the local response to incidents involving flooding and life rescue. The high volume pump would leave Hawick as the swift water rescue skill set was realised. Mr Bell concluded by advising that the out of hospital cardiac arrest response trial had been successful and they had been called out twice in Hawick.

DECISION

NOTED.

12. OPEN QUESTIONS

- 12.1 With reference to paragraph 8 of the Scottish Borders Council meeting of 11 February, a member of the public requested that Councillors state if they had voted for or against the Great Tapestry of Scotland project. Councillors Turnbull, Marshall and McAteer intimated that they had voted against and Councillors Cranston and Paterson for. There followed an acrimonious debate, the outcome of which was that the Leader of the Council, Councillor David Parker, be requested to attend a special meeting of the Forum to outline the business case for the Great Tapestry of Scotland.
- 12.2 A member of the public asked if the Council could advise on planning regulations for conversion of a former shop premises on the High Street to residential premises. The Chairman advised that he would investigate outwith the meeting and report back to the person concerned.
- 12.3 With reference to paragraph 11.2 of the minute of 19 January, Mr Kerr, Southdean Community Council, advised that the Head of Energy Consents, Scottish Government, SBC officers and nine community Councils would meet to discuss, a date was awaited.
- 12.4 With reference to paragraph 4 of the minute of 19 January, Mr Grieve, Burnfoot Community Council asked if the letter had been received from Paul Wheelhouse MSP. Councillor McAteer advised that the letter would be produced and a motion tabled at the Council meeting on the 24 February.

DECISION

- (a) **AGREED** that the clerk invite the Leader of the Council to attend a Forum meeting to outline the business case for the Great Tapestry of Scotland project.
(b) **NOTED** the reports.

COMMUNITY COUNCIL MEMBER

Mr W Roberts, Denholm Community Council, left the meeting during consideration of the above mentioned item.

13. COMMUNITY COUNCIL SPOTLIGHT

- 13.1 Mrs Short, Hawick Community Council advised that they had a new community councillor, bringing the total membership to 15.
- 13.2 Mr Stevenson, Upper Teviotdale and Borthwick Water, advised that there was a constant flow of water at the dunk which was dangerous. The white lining on the roads was also fading. Councillor Paterson advised that he had written to Amey on a number of occasions and they were aware of the problem.
- 13.3 Mr Kerr, Southdean Community Council reported that they had also experienced flooding. The Community Council were also in favour of a national park. There were six wind farm planning applications pending at the moment.
- 13.4 Mr Grieve, Burnfoot Community Council, advised that he had attending a meeting with SBC's Grants Coordinator to discuss funding for a community project. Preparatory work had started for the annual Carnival.
- 13.5 Mr Griffiths, Hobkirk Community Council stated that there was concern that flooding incidents might be exacerbated by wind turbines. He referred to the recent flooding incident and expressed disappointment at SBC's refusal to deliver sandbags to the community as they had not signed up to the Resilient Community programme.

DECISION

NOTED the reports.

14. URGENT BUSINESS

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Forum was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision.

15. **HAWICK FLOODING**

Councillor McAteer requested that a public meeting be arranged with the Scottish Environmental Protection Agency (SEPA) regarding flooding in Hawick

DECISION

AGREED that the clerk liaise with SEPA regarding officers attending a future Area Forum meeting.

16. **DATE OF NEXT TEVIOT AND LIDDESDALE AREA FORUM MEETING**

The next meeting of the Teviot and Liddesdale Area Forum would be held on Tuesday, 15 March 2016 at 6.30 pm in Room 205, Tower Mill, Hawick.

The meeting concluded at 9.00 pm

SCOTTISH BORDERS COUNCIL SELKIRK COMMON GOOD FUND SUB COMMITTEE

MINUTE of Meeting of the SELKIRK
COMMON GOOD FUND SUB COMMITTEE
held in Committee Room 1, HQ on
Wednesday, 17 February, 2016 at 3.00 pm

Present:- Councillors G. Edgar (Chairman), M. Ballantyne, and V. M. Davidson .
Community Councillor T Combe.

In Attendance:- Solicitor (J Webster), Senior Finance Officer (J Yallop), Estates Surveyor (J
Morison), Democratic Services Officer (F Henderson)

One member of public

1. **MINUTE**

There had been circulated copies of the Minute of 1 December 2015.

DECISION

APPROVED the Minute for signature by the Chairman

2. **FINANCIAL MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2015**

There had been circulated copies of a report by the Chief Financial Officer providing the details of income and expenditure for the Selkirk Common Good Fund for the 9 months to 31 December 2015, full year projected out-turn for 2015/16 and projected balance sheet values to 31 March 2016. Appendix I to the report provided detail of income and expenditure for the 2015/16 financial year. With reference to paragraph 2 (c) (i) of the Minute of 1 December 2015, this showed a projected surplus of £15,131 for the year, a movement from the £3,669 deficit reported in December 2015 due to revised property cost projections. This projected net position for the year assumed full expenditure of the grants and donations budget of which £7,500 remained to be allocated. A projected Balance Sheet, shown in Appendix 2, indicated a projected decrease in the reserves of £61,227. Appendix 3 provided a breakdown of the property portfolio which showed actual Income and Expenditure to 31 December 2015. With regard to the Newton Investment the report advised that there was a small but positive return in the Newton Fund of 1.3% for the quarter despite market volatility. Appendix 4 showed the performance of the Newton Fund since inception. In relation to Shawpark Road Development site, the Estates Surveyor reported that part of the site had been sold and Elected Members sought clarification of what the site consisted of, the legal position and whether SBHA were receiving a rental for the garages on the site. There was considerable discussion about the Green Hut, what was stored within it, whether the costs contained in the budget were for repairs to the guttering or guttering replacements and the concrete ramp which had been costed, but not yet completed. The income received in relation to the Green Hut property was a 'notional' income with no cash being received and should be off-set by a notional grant from the grants budget and that this should be reflected in the outturn report as the year end. Councillor Davidson suggested that the Green Hut would be a suitable location if a bicycle recycling service was to be offered. In view of the matters raised, it was agreed that a report on all aspects of the Green Hut be prepared by the Estates Surveyor and brought to the next meeting.

DECISION

(a) AGREED:-

- (i) the projected Income and Expenditure for 2015/16 detailed in Appendix 1 as the revised budget for 2015/16;**
- (ii) that the Property Maintenance Officer ensure that the concrete ramp required for the Green Hut be completed by 31 March 2016 or an alternative contractor would be sought;**
- (iii) that the Estates Surveyor draw together a report on all aspects of the Green Hut for the next meeting;**
- (iv) that a report on Shawpark Road Development site, in terms of what the site consisted of, the legal position and whether SBHA were receiving a rental for the garages on the site be prepared by the Estates Surveyor for the next meeting;**
- (v) that as the income received in relation to the Green Hut property was a 'notional' income with no cash being received, this should be off-set by a notional grant from the grants budget and this be reflected in the outturn report at the year end; and**
- (vi) that the grant application from Selkirk Lights Group , previously approved in October 2015 now be paid.**

(b) NOTED:-

- (i) the projected Balance Sheet value to 31 March 2016 in Appendix 2;**
- (ii) the summary of the property portfolio in Appendix 3; and**
- (iii) the current position of the investment in the Newton Fund in Appendix 4**

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 it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

1. MINUTE

Members approved the private section of the Minute of 1 December 2015.

2. PROPERTY UPDATE

Members considered an update by the Estates Surveyor.

The meeting concluded at 3.50 p.m.

SCOTTISH BORDERS COUNCIL SCRUTINY COMMITTEE

MINUTE of Meeting of the SCRUTINY
COMMITTEE held in COUNCIL CHAMBER,
COUNCIL HEADQUARTERS, NEWTOWN
ST BOSWELLS on Thursday, 18 February,
2016 at 10.00 am

Present:- Councillors G Logan (Chairman), W Archibald, K Cockburn, A Cranston
I Gillespie, A Nicol and J Torrance.
Also Present:- Councillor C Bhatia.
In Attendance:- Regulatory Services Manager, Development Standards Manager,
Clerk to the Council, Democratic Services Officer (P Bolson).

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. MINUTE

There had been circulated copies of the Minute of 28 January 2016.

DECISION

NOTED for signature by the Chairman.

3. PROTECTION OF PRIVATE WATER SUPPLIES

3.1 With reference to paragraph 5 of the Minute of 29 October 2015, the Chairman welcomed Mr Anthony Carson, Regulatory Services Manager, Mr Anthony Barker, Environmental Health Officer, and Mr John Hayward, Development Standards Manager, to the meeting to give a presentation on the Protection of Private Water Supplies across the Scottish Borders. There had also been circulated copies of a Briefing Note by Mr Carson. Members were advised that there were currently 1,500 known Private Water Supplies (PWS) in the Borders which supplied over 4,500 properties and explained that, when a Planning application was made, Scottish Borders Council (SBC) and the Scottish Environment Protection Agency (SEPA) both had a role in ensuring that private water supplies were protected. The different roles and responsibilities of these organisations were summarised including where consideration had to be given to the protection of water supplies, whether a proposed development did or did not need a water supply, an example being where a development did not require a water supply but had the potential to impact on water supplies in the locality. Mr Carson gave examples of three different Planning applications and the approaches/responses required for developments of varying size and complexity, including that of a large wind farm application.

3.2 Members were informed that under the Water (Scotland) Act 1980, any person erecting a building was required to satisfy the Council that there would be a sufficient supply of wholesome water in pipes for the domestic purposes of the persons occupying or using the building. SBC also had a duty to keep itself informed about the wholesomeness and sufficiency of water supplies to all premises in its area. In order to comply with these duties, Regulatory Services, on behalf of SBC, reviewed every planning application in relation to the proposed water supply required for the development and/or the impact the development could have on existing water supplies. In considering the water supply required for a development, Mr Barker explained that when the supply was to be served by the public mains water supply, the applicant was expected to provide written evidence from Scottish Water to that effect.

3.3 Mr Barker then explained that there were two types of developments, the first of which was where a development was to be served by a private water supply. In this case, a range of

information was required, such as the type of supply/source eg borehole, spring, well etc; an 8 figure grid reference for the location of the site; details of other properties supplied by the same source; details of any flow tests; evidence that the supply would not have a detrimental effect on other supplies in the area; details of any treatments to be installed on the system; and data relating to tests that had been carried out to ensure the wholesomeness of the water. In situations when this information was not provided, a suspensive condition was applied in order to ensure that the site was adequately serviced without detriment to the surrounding water supplies of nearby properties. A decision as to the suitability of the proposed supply would then be made following receipt of the required information and consultation with SEPA whenever relevant. Any agreement between an applicant and other users of a water supply was considered to be a civil matter and the Council would not request such information.

- 3.4 The second category was developments where no water supply was required but there was a potential impact on existing supplies. Smaller developments were typically not expected to have any effect. It was possible, however, that larger sites could impact on the wholesomeness and sufficiency of existing supplies and in these situations, a monitoring programme as part of a condition for the construction and decommission stages of the development would be put in place with SEPA taking the lead role. Mr Barker advised Members that most of the private water supplies in the Scottish Borders were from groundwater sources and in order to clarify its legal responsibilities and provide guidance on the protection of groundwater, SEPA had developed the "Groundwater Protection Policy for Scotland" and also issued guidance for the protection of groundwater from planning applications. This guidance included wind farms; as part of a planning application, SEPA required detailed information on all water resources located on or near the development site and where the source was a private water supply, the applicant was required to provide a range of data such as the number of properties served by that specific supply. In some cases, a detailed risk assessment was required eg where infrastructure from the development was within 250m of a water resource. Further information on SEPA's role could be found in Planning Advice Note 51 (Planning, Environmental Protection and Regulation.)
- 3.5 The Briefing Note provided examples of three different types of planning applications to demonstrate the varying complexity of developments. In relation to a single dwelling house application where the water supply would be from a private resource and where a suspensive condition had been applied, the development could only commence once all the required information had been provided and the condition subsequently discharged. Where a development was likely to use higher volumes of water from ground water that already provided a private supply, eg a small commercial business, SEPA would be involved in assessing whether an abstraction licence would be necessary in addition to planning consent and again, the development could proceed only when all data had been received and any conditions discharged.
- 3.6 With larger developments such as wind farms, there was potential for construction and installation works to impact on groundwater and local private water supplies. In these situations, a hydrogeological risk assessment would be required. SEPA would take the lead role and would consider any impact on local private water supplies. In addition, SEPA would also engage with the applicant to agree the monitoring and assessment programme and would receive update reports.
- 3.7 Members asked for clarification on a number of points. Mr Carson advised that developments were categorised according to the size of the development and the amount of water the development would require and Mr Hayward confirmed that any site over 2 hectares would require an Environmental Impact Assessment (EIA). In response to a question about the Council's statutory role in relation to private water supplies, Mr Barker explained that the Council maintained a Register of all known properties and private water supplies across the Scottish Borders. The information was, at times, based on historical data, and although the Register was updated regularly, it was acknowledged that it could be incomplete. It was also noted that the Register may identify properties with a private water supply but not necessarily the location of the source of that supply. Mr Barker further

advised that it was not always possible to collect and collate the data for all smaller, domestic properties due to limited officer-time resources. Larger developments would be pursued by SBC if the water supply was found to be unwholesome. However, if property had a private water supply and there was an issue, owners needed to check their title deeds or deed of servitude to establish whether the supply from a private supplier was for 'water' or 'wholesome water' and what was the legal agreement for the terms of such a supply. Grants could be available from the Scottish Government to assist in improving a private water supply subject to the required criteria being met; these grants could be accessed either by individual or groups of owner/occupiers and further information was available on the Scottish Government website. Members asked what sanctions/enforcement were available to the Council and Mr Hayward confirmed that in addition to involvement by SEPA, in terms of Planning, a large development such as a wind farm could be stopped if a breach was considered to be substantial. With regard to contamination of surface water, Members were advised that a number of actions could be taken, such as fencing animals away from a water supply and setting up specialised treatments to the water. SEPA would also carry out testing the wholesomeness of a water supply following referral by a customer.

- 3.8 The Chairman also extended a welcome to Mr James Taylor, Chairman of Eddleston Community Council, who was present to provide additional information to the Committee. Mr Taylor explained that during the 4 years that he had lived at his current address, there had been planning applications for 3 wind farms in that locality, each still awaiting a decision by Scottish Ministers. During each planning process, Mr Taylor had carried out some research to determine the location and utilisation of private water supplies and had found that the information he collated did not reflect the data held on the Council's Register. He had produced a map which detailed the locations of private water supplies and properties supplied (one supply was likely to have originated in the 16th century) which he was happy to share with officers but felt that further clarity in respect of ownership and responsibility for private water supplies would be useful for general public access. Members were advised that Data Protection applied when providing information from the Register but excerpts could be made available on request. Mr Carson responded to a question in relation to the accuracy of the Register and explained that 15-20 years previously, the onus was on the private water supplier to provide precise data to the Council but this was no longer the case and it was now more challenging for officers to maintain the Register. Mr Barker advised that EIAs were used to discover any inaccuracies in the Register, eg to identify previously unknown properties. Members were informed that, in terms of wind farm planning applications, SEPA might state concern but would not object to a development on the grounds of private water supply. It was therefore important to ensure that as much accurate data as possible was included on the Register for examination by Scottish Ministers when required. In order to assist in this process, Mr Taylor agreed to meet with officers from Regulatory Services to share the information he had gathered and consider any lessons learned during his research.
- 3.9 Discussion followed in respect of the information available to the public and how this could be extended and improved. It was agreed that engagement with Area Fora, Community Councils and individuals was essential as this would capture local knowledge and enable officers to review and update the Register. A media campaign to publicise the grants scheme for improving private water supplies was already being delivered in conjunction with the Scottish Government and included mail drops to those on the Register and a presence at local events such as the Border Union Show. It was agreed that the Council's Communications Team be asked to progress a public awareness campaign to encourage people with a private water supply to send in details of their property/source which would give a more complete picture in the Private Water Supply Register. The campaign would focus on Area Fora and Community Councils and would include information about grants/conditions available for the improvement of private water supplies and the development of maps of source locations not currently on the Register.
- 3.10 Following further discussion, Members were advised that staffing resources were in place to enable the Council to fulfil its statutory responsibilities in relation to private water supply but not to do much more. Mr Hayward advised that Mr Carson and Mr Barker could be invited to

attend a planning event for Community Councils which was currently being developed. The Chairman then thanked officers and Mr Taylor for their contributions.

DECISION

(a) **NOTED the presentation;**

(b) **AGREED that officers from Regulatory Services meet with Mr Taylor to share the information he had gathered and consider any lessons learned during his research**

(c) **AGREED to RECOMMEND to the Executive Committee that:**

(i) **Officers from Regulatory Services work with the Council's Communications Team to progress a public awareness campaign –**

- **giving information about grants/conditions available for the improvement of private water supplies;**
- **encouraging people with private water supplies not on the Private Water Supplies Register to send in their details to allow a more complete mapping of properties/source locations not currently on the Register;**
- **placing information on the Council's website;**
- **attending Area Fora meetings; and**
- **involving Community Councils asking for their assistance by providing a map of known properties/sources within their area and requesting them to populate these maps further using local knowledge; and**

(ii) **the Director of Regulatory Services continue to ensure sufficient staff resources were available to meet the Council's statutory needs for private water supplies.**

4. SCRUTINY REVIEWS - UPDATE ON SUBJECTS INCLUDED IN THE FUTURE SCRUTINY REVIEW PROGRAMME

4.1 With reference to paragraph 5 of the Minute of 26 November 2015, there had been circulated an updated list of subjects which Scrutiny Committee had been asked to review and which included the source of the request, the stage the process had reached and the date, if identified, of the Scrutiny meeting at which the information would be presented. In addition, Members were also asked to consider further subjects for inclusion on this list for presentation at future meetings of the Committee. When deciding whether subjects would be reviewed by the Scrutiny Committee, Members required a clear indication from the initiator of the request as to which aspects of the subject they wished to be reviewed. This would enable the Committee to determine whether the subject was appropriate for consideration. With reference to Renewable Energy and Biomass Boilers in High Schools, Ms Wilkinson would request an update from the Projects Team on the current position and Scrutiny Committee would then consider how this would be taken forward. Further subjects for review were discussed and it was agreed that, following the recent inclement weather and flooding in some areas, an update on the Council's Bridges Asset with an emphasis on processes for inspection and maintenance be added to the list of reviews for presentation no earlier than the May meeting of the Committee.

4.2 Members discussed the success of the Council's Recycling Centres and noted the range and volume of goods received at the Centres. Further discussion identified an opportunity to review how these goods could be remarketed or recycled and it was agreed that this would be added to the Scrutiny Review Programme, including consideration of how other Local Authorities such as North Ayrshire had approached this. Members discussed the request by Greenlaw and Hume Community Council to review outsourcing successes by the Council and it was agreed that a briefing paper would be presented to the Committee and that this would identify which services the Council had outsourced, which had been successful, and

where the outsourcing had not been so successful, to approach other Local Authorities to ask how they had outsourced similar services.

- 4.3 Members discussed the use of 3G pitches and the recent media reports on the views of some high profile footballers who did not consider artificial pitches to be the best playing surface. Members noted that these were the views of professional sports people and that for training purposes, 3G pitches offered the most comprehensive use of the facilities. It was agreed that a briefing paper would be presented to the Committee on the use, costs, benefits and issues related to artificial pitches already installed in the Scottish Borders. Members would then make a decision on whether they considered a full Review to be appropriate.
- 4.4 Members were asked to consider how Equalities legislation was applied in the Scottish Borders in relation to local festivals, particularly when the Council allocated grants to the local committees responsible for such events. It was noted that while some organisations included an Equalities Statement in their Constitution Members considered that further information was required to provide clarity and to ensure that all organisations conformed to current legislation. It was agreed that further information, including copies of the Council's up to date grant application form, would be presented to the Committee at its next meeting and that further discussion would follow thereafter.
- 4.5 Members commented that the number of subjects for review submitted by the public and organisations such as Community Councils had been fewer than originally anticipated. Discussion followed in relation to how the Scrutiny Committee could be promoted and how local communities could be encouraged to engage with the Committee going forward. It was agreed that the Council's Communications team would issue a press release explaining the role of Scrutiny and how the public could contribute to the work of the Committee. It was also suggested that there might be subjects raised within the Household Survey results which would be appropriate for the Committee to consider. In addition, the Clerk to the Council advised Members that the list of subjects for review presented to Committee would be amended to also show completed topics, those where the reviews were "in progress" and subjects where Scrutiny had yet to decide any action. This would be available at the next meeting of the Committee.

DECISION

(a) **NOTED the proposed list of subjects for review by Scrutiny Committee as amended on 18 February 2016 and appended to this Minute;**

(b) **AGREED that:-**

- (i) **the Council's Communications Team would issue a press release explaining the role of Scrutiny and how the public could contribute to the work of the Committee by suggesting areas for review; and**
- (ii) **the list of subjects for review would be revised and would group the subjects together under the headings of (a) completed topics; (b) those where the reviews were "in progress"; and (c) subjects where Scrutiny had yet to decide any action, to easily identify the current status of any topic and that this would be available for the next meeting of the Committee.**

5. SUPPORT FOR HIGHLY ABLE LEARNERS IN SCHOOLS

The presentation by the Service Director Children and Young People on Support for Highly Able Learners at School was deferred and would now be made at the meeting of the Scrutiny Committee on 28 April 2016.

DECISION

NOTED.

6. NON SCHOOLING AND HOME SCHOOLING

With reference to the recommendation at paragraph 2.8 (b) of the Minute of 20 August 2015, no reply had yet been received from the Scottish Government. The Clerk to the Council would ascertain what progress had been made and would report back to the next meeting of the Scrutiny Committee.

**DECISION
NOTED.**

7. **DATE OF NEXT MEETING**

The next meeting of the Scrutiny Committee would take place on Thursday, 24 March 2016.

**DECISION
NOTED.**

The meeting concluded at 12.20 pm.

SCOTTISH BORDERS COUNCIL GALASHIELS COMMON GOOD FUND SUB COMMITTEE

MINUTE of Meeting of the GALASHIELS
COMMON GOOD FUND SUB COMMITTEE
held in Transport Interchange, Galashiels on
Thursday, 18 February, 2016 at 5.30 pm

- Present:- Councillors B White (Chairman), S. Aitchison and J. G. Mitchell
- Apologies:- Councillor B Herd; Community Councillor R. Kenney.
- In Attendance:- Estates Surveyor (J. Morison), Principal Solicitor (H. Macleod), Senior Finance Officer (J. Yallop), Democratic Services Officer (F. Walling).

1. **MINUTE.**

There had been circulated copies of the Minute of 5 November 2015.

DECISION

NOTED the Minute

2. **FINANCIAL MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2015**

- 2.1 There had been circulated copies of a report by the Chief Financial Officer providing details of the income and expenditure for the 9 months to 31 December 2015, full year projected out-turn for 2015/16 and projected balance sheet values to 31 March 2016. Senior Finance Officer, John Yallop, highlighted the main points of the report. There was a projected surplus of £100 for the year, in the projected Income and Expenditure position as detailed in Appendix 1 to the report. Appendix 2 showed a projected decrease in the revaluation reserves of £11,638 due to depreciation adjustment and also a movement between the Capital and Revenue reserves relating to the recent £5000 Newton Investment.. A further appendix provided a breakdown of the property portfolio showing actual Income and Expenditure to 31 December 2015. The report explained that all fixed assets of the Common Good Fund were revalued every 5 years as part of the Council's rolling programme. The timing of the approval of transfer of assets to the Galashiels Common Good Fund meant that these were not revalued as part of the rolling valuation programme for Common Good Funds. These would be revalued in 2015/16. Appendix 3 showed the values of the individual properties at 31 March 2015, projected depreciation charges 2015/16 and projected valued at 31 March 2016 prior to the revaluation.
- 2.2 Mr Yallop explained that the Income and Expenditure shown in Appendix 1 included the projected income of £3,100 from the Ladhope Trust which had not yet been received. He also drew attention to the fact that there remained £2,000 in the grants budget which was unallocated. After discussion on the grants budget Members decided that the unallocated amount should be carried forward to the next financial year and consideration given to promoting the availability of small grants from the Common Good through Galashiels Community Council and through the Council's Grants Co-ordinator. Members discussed the value of the Newton Fund to 30 September 2015 which was shown in Appendix 4 to the report. There was a small but positive return in the Newton Fund of 1.3% for the quarter despite market volatility. Mr Yallop drew attention to the chart showing

the Newton Fund's quarterly return performance against the benchmark and against an equity performance index (MSCI AC World Index).

- 2.3 With regard to Old Gala House and with reference to paragraph 2 of the Minute of 5 November 2015, Principal Solicitor Mrs Macleod confirmed that, although the Common Good was the landlord, in respect of the caretaker's flat, the new Trust would operate as sub-landlord once the lease from the Common Good to the new Trust was in place. There were no burdens for Old Gala House which would restrict its use under the new Trust. Discussion continued about the Ladhope Estate and the Ladhope Trust. There was ambiguity about the source of the income received annually by the Common Good from the Trust and about the level of investment from which this was derived. It was agreed that the Ladhope Trust should be dealt with separately from the Ladhope Estate and Mr Yallop was asked to investigate how the income from the Trust was being generated.

DECISION

- (a) **AGREED the projected Income and Expenditure for 2015/16 in Appendix 1 to the report.**
- (b) **NOTED the:-**
- (i) **projected Balance Sheet value to 31 March 2016 in Appendix 2;**
 - (ii) **summary of the property portfolio in Appendix 3; and**
 - (iii) **current position of the investment in the Newton Fund in Appendix 4.**
- (c) **AGREED that :-**
- (i) **the unallocated balance in the grants budget be carried forward to 2016/17 and the availability of small grants be promoted; and**
 - (ii) **further investigation be carried out into the source from which the income from the Ladhope Trust was being generated.**

The meeting concluded at 6.05 pm

SCOTTISH BORDERS COUNCIL EILDON AREA FORUM

MINUTES of Meeting of the EILDON AREA FORUM held in the Waverley Chambers, Transport Interchange, Galashiels on Thursday, 18 February, 2016 at 6.30 pm

Present:- Councillors B. White (Chairman), S. Aitchison, M. Ballantyne, G. Edgar, J. Mitchell, D. Parker, J. Torrance.
Community Council representatives:- T. Cotter (Lilliesleaf, Ashkirk & Midlem) P. Docherty (Oxton & Channelkirk), R. French (Newtown and Eildon), J. MacKenzie (Parish of Stow), J. Paton-Day (Earlston), D. Purvis (Tweedbank).
J. McLaren, Employee Director (NHS Borders), A. Girrity (Scottish Fire & Rescue Service), Inspector M. Bennett (Police Scotland).

Apologies:- Councillors V. M. Davidson, I. Gillespie, B Herd; M Crausaz (Ettrick and Yarrow), R. Kenney (Galashiels).

In Attendance:- Democratic Services Officer (F. Walling).

Members of public – 8 (including Community Councillors from Galashiels and Selkirk).

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. **MINUTE**

There had been circulated copies of the Minute of 5 November 2015.

DECISION

APPROVED for signature by the Chairman.

3. **PARTNER UPDATES**

3.1 **Scottish Fire and Rescue Service.**

Group Manager Andrew Girrity, Scottish Fire and Rescue Service (SFRS), was in attendance to present an update report which had also been circulated prior to the meeting. After giving some statistics on the Service's response and resilience activity in the Eildon area since the last Area Forum meeting, Mr Girrity went on to report on work carried out in response to the recent storms and flooding-related incidents. He explained that since December the SFRS had worked closely with partner agencies within the Scottish Borders to ensure that the correct weight of response had been available to deal with the flooding suffered by residents of the area. In addition to an Incident Support Room at the Edinburgh Operations Control being in operation, an SFRS officer was positioned in the emergency bunker at Council headquarters in Newtown St Boswells to assist co-ordinate multi agency response. In total there were 12 extra SFRS pumps and specialist teams deployed in the Scottish Borders for both Storm Desmond and Storm Frank. The report went on to refer to prevention and protection activity ongoing within the Eildon area. This was seen as a key to reducing the number of fires, casualties and losses. Mr Girrity referred to the involvement of SFRS with the Out Of Hospital Cardiac Arrest (OHCA) project. This would see SFRS resources being deployed along with Ambulance crews to deal with cardiac arrests. Stations were also providing free CPR training to the public on a monthly basis to build resilience in the community and to reduce the number of people who died from cardiac arrest.

3.2 **Police Scotland**

Inspector Mike Bennett gave a summary of the Multi Member Ward Plan update for 2016 for the Galashiels and District area. The plan outlined the priorities identified by the community during the most recent consultation. The focus was to reduce crime and disorder, increase public reassurance and to keep people safe. Inspector Bennett explained the actions being taken, working with partners, to find effective long-term solutions to the greatest concerns identified by residents which were violent crime; drug dealing and misuse; inconsiderate driver behaviour; and antisocial behaviour. With regard to inconsiderate driver behaviour officers would patrol in identified locations and carry out periodic road checks to positively influence driver behaviour. Inspector Bennett commended the work being carried out by residents in Stow to improve road safety in the village. Officers continued to give attention to parking issues and, since April 2015 had issued 164 parking tickets in Galashiels and 35 in Melrose. Scottish Borders Council would welcome the arrival of the first families under the Syrian Refugee Resettlement Programme on 23 February 2016. No significant issues for policing had been reported in other Divisions who had already resettled families and there was no anticipated additional demand on police resources within this area. With regard to the issue of rural crime police had now secured funding and taken delivery of 200 SelectaDNA Forensic Marking Kits. The intention was to distribute these to farms at priority locations across the Borders and to monitor their effectiveness in preventing acquisitive rural crime. Looking ahead to Melrose 7s and the Common Ridings, Police were involved in the Safety Advisory Groups (SAGs) which were made up of representatives from the Local Authority, emergency services, other relevant bodies and the event organiser. SAGs provided a forum for discussing and advising on public safety at these events. Inspector Bennett answered questions in particular relating to the numbers of parking tickets issued and on the imminent dog chipping regulations. Members referred to the work being carried out by Police Scotland to reduce rural crime in the Scottish Borders and asked for more details about the forensic kits available to farmers. It was agreed that the Area Forum would benefit from hearing a presentation on action against rural crime at a future meeting.

DECISION

NOTED the updates.

4. **HOUSEHOLD SURVEY 2015**

The Chairman introduced Clare Malster, the Council's Strategic Community Engagement Officer, to give a presentation on the results of the recent Household Survey. Ms Malster explained that the biennial survey had been undertaken in 2015 in partnership with the Scottish Fire and Rescue Service, Borders Sport and Leisure Trust, four Registered Social Landlords and Transport Scotland. Postal survey methodology was utilised with a random sample of 6,000 addresses being selected from the Scottish Borders Area. There had been 2,445 paper surveys returned and 261 responses completed on-line. This was regarded as a good level of response. Ms Malster summarised the results of the survey and compared the findings from the Eildon Area with the results from other Area Forum areas, results also being analysed by Ward where appropriate. Comparative figures from the 2013 Household Survey were included. She also referred to relevant projects within the Council's Transformation Programme which were addressing some of the issues identified in the Survey. Overall the vast majority of respondents from the Eildon area said they would rate Scottish Borders Council 'excellent' or 'good' (61.8%) although this measure had fallen slightly since the last survey carried out in 2013. With regard to waste and recycling services 77% in the Eildon area were satisfied overall with kerbside waste and recycling collection services, 76% satisfied with the service offered at Community Recycling Centres and 64% satisfied with the council communications/information on waste and recycling services. With regard to roads only 22% were satisfied with the speed of repair to local roads. The top five neighbourhood problems identified in the Eildon area were the same as those identified in other areas namely: parking problems (45%); rubbish and litter (41%); anti-social driving (34%); unwanted callers at the door (26%); and people using or dealing drugs (25%). However 92% rated their

neighbourhood as a good place to live, which was a slight increase from the figure of 89% in 2013. Copies of the full Household Survey report were available at the meeting and Ms Malster advised that the report could also be viewed on the Scottish Borders Council website.

DECISION

NOTED the presentation.

5. SPEED LIMIT REVIEW 2015

5.1 There had been circulated copies of a report by the Service Director Commercial Services regarding a proposal to amend the existing speed limits in Oxton and Melrose to take account of a recent region-wide Speed Limit Review. The report explained that in 2015 a Speed Limit Review was carried out throughout the Scottish Borders region by officers from the Council and the police. The review was carried out in accordance with Government guidance and the resulting recommendations reduced speeds on parts of the network which were currently covered by the National Speed Limit. A total of 11 lengths of road were agreed to be recommended to be subject to adjusted statutory speed limit. Two of these sites were in the Eildon area:

- (a) at Oxton – the extension of the existing 30 mph speed limit on the D5/5 from its current extent at Anvil Cottage west to Duneel; and
- (b) Melrose – the rationalisation and extension of a 30 mph speed limit on the C75 Chiefswood Road from its junction with the B6394 Abbotsford Road south to the access to Harleyburn House.

The affected lengths of road were detailed in plans appended to the report as were extracts from the relevant Draft Traffic Regulation Orders (TROs). Statutory consultation on the proposals was carried out from 24 November to 21 December 2015. The only body to provide feedback was Perryman's buses expressing support of the Melrose proposal. No comments or objections were received from the public when the proposal was advertised from 14 January to 5 February 2016. Members discussed the report and were in support of the amendments.

5.2 On behalf of Ettrick and Yarrow Community Council, Councillor Ballantyne passed on a concern about the way the Community Council's request, in 2014, for an extension to the speed limit at the west end of Ettrickbridge village had been dealt with within the 2015 Speed Limit Review. The extension that was considered as part of the review was longer than the extension that had originally been discussed on site with the officer concerned. This longer section did not comply with the recommended criteria and consequently was not taken forward under the Speed Limit Review whereas the shorter section would have met the criteria and should have been taken forward. It was noted that the Community Council would be pursuing this matter with the Council's Network Manager. A request was made by a Member that the Network Manager also be asked to look into reasons why another proposed amendment in Earlston had not been taken forward as part of the review as had been expected.

DECISION

APPROVED the amendment to The Scottish Borders Council (The Borders Regional Council) (Restricted Roads) Order 1985 to allow:-

- (a) **the extension of the existing 30 mph speed limit on the D5/5 in Oxton; and**
- (b) **the rationalisation and extension of the existing 30 mph speed limit on the C75 Chiefswood Road in Melrose.**

6. SCHOOL ESTATES REVIEW

Councillor Aitchison explained that the Council had recently approved plans to go out for pre-consultation in March prior to a review of the school estate provision across the Borders. This information gathering exercise would be an opportunity for feedback from all stakeholders including parents, carers, pupils, staff, community councils and community

groups. All the information would then be used to develop an education strategy and action plan for delivering a school estate that met the needs of everyone who used the facilities. The estate needed to provide increased educational opportunities, improved outcomes and continual improvement over the whole 3 – 18 curriculum. In response to a question from Mr Docherty (Oxton & Channelkirk,) who had been an independent representative in a previous schools review in the Scottish Borders, Councillor Aitchison gave assurance that all factors would be taken into account and there would be transparency throughout the process. He emphasised that there were no pre-conceived ideas at this stage. The results of the pre-consultation would be taken back to Council in May with a further report on the next steps being planned for August 2016 and implementation of the proposals in August 2017. Councillor Aitchison urged people to take part in local consultation which would be carried out in each of the catchment areas of the nine secondary schools. In the Eildon area there would be drop-in sessions from 3pm – 7pm on the following dates:

Galashiels Academy – 21 March
Selkirk High School – 28 March
Earlston High School – 30 March

**DECISION
NOTED.**

7. BUDGET SUMMARY

Councillor Parker gave a summary of the Council Administration's budget plans which had recently been approved. He referred to the financial challenges facing the Council which amounted to a potential funding gap of £29m over five years. He explained that in anticipation of these challenges there had been careful long term planning, mainly through the Council's Business Transformation Programme which looked at how to deliver services in a different way and how to do things better. The key areas of the budget were the protection of the library service; increased investment on roads of £0.5m per year; £400,000 additional funding towards the Hawick Flood Protection scheme; and a range of investments across services. Additional funding would also be obtained from Scottish Government through the Bellwin Scheme in relation to the excessive damage from the recent storms. In total, the revenue budget would spend £263m on council services in 2016/17 and £304m had been allocated to the ten year capital programme. Councillor Parker went on to clarify the position with regard to the estimated reduction of 130 posts required in the Council's workforce as part of the efficiencies needed. To put this in context there were currently 300 vacancies within the Council and a People Planning review would highlight areas where Early Retirement/Voluntary Severance (ER/VS) could be offered. The impact on existing staff should therefore be minimal.

**DECISION
NOTED.**

8. NEIGHBOURHOOD SMALL SCHEMES AND QUALITY OF LIFE FUND

There were tabled at the meeting spreadsheets giving updates with regard to the approved Neighbourhood Small Schemes and Quality of Life Fund projects within the Eildon Area. It was noted that any underspend or schemes not completed by 31 March 2016 would be carried forward as an ear-marked balance into 2016/17. This was due to the fact that priority needed to be given to completing schemes relating to the recent storm damage, which were being submitted under the Bellwin Scheme to the Scottish Government. These had to be completed by 30 April 2016 to be considered for Bellwin support. With regard to the Quality of Life budget Councillor Mitchell reported that the small grant provided for the 'pop-up shop' run by Galashiels Academy had been very much appreciated.

**DECISION
NOTED the update.**

9. **PARTNER UPDATE - NHS BORDERS**

NHS Borders Employee Director John McLaren was in attendance to give a brief report and respond to any questions or issues raised. With regard to Accident and Emergency (A & E) services at the Borders General Hospital Mr McLaren reported that recent figures showed that the Department had performed above the target in terms of time taken for patients to be seen. He advised that attendance figures and performance against targets could be viewed on the NHS Borders website. He referred to the recent increase in attendance at A & E, mainly linked to the weather conditions. This was effectively managed aided by positive support from the public. Mr McLaren went on to speak about the Health and Social Care integration project which would go live in April 2016. The Eildon Project was also ongoing, which was focussing on how better to support patients at home.

DECISION

NOTED the update.

10. **COMMUNITY COUNCIL SPOTLIGHT**

10.1 **Stow Road Safety Campaign**

Community Councillor, Jack MacKenzie, gave a report on the Stow Road Safety Campaign. He explained that the Parish of Stow Community Council had been a member of the A7 Action Group for several years. A group of residents recently became concerned about road safety in the village in particular. They came to the Community Council and put forward ideas such as speed cameras, a pedestrian crossing where there was no pavement and other traffic calming measures. They had also involved parents regarding safety issues around schools. A constructive meeting and walk around had been held with Calum Kerr MP, police and the Council's Network Manager. A subsequent meeting had then taken place to look at the options and a number of actions had been progressed. Members welcomed the proactive work being carried out.

10.2 Community Councillor Roger French (Newtown & Eildon) raised an issue in relation to the possible extension of the Borders Railway. In view of the fact that the original line passed through Newtown St Boswells he asked if the Community Council would be involved in any future study. Councillor Parker advised that it was hoped that a workshop would be set up early in March to look at the preparation of a feasibility study to go out for consultation late spring. There would be many opportunities for local communities and the public to feed in to what would be an interactive process co-ordinated in both Scotland and England.

DECISION

NOTED.

11. **OPEN QUESTIONS**

There were no open questions.

DECISION

NOTED.

12. **FUTURE AGENDA ITEMS**

The following items were suggested for future meetings:

- (a) Presentation from Police Scotland on rural crime prevention.
- (b) Private Water Supplies – protection and contamination issues
- (c) Mr McLaren advised that a presentation from NHS Borders on any aspect of Health and Wellbeing could be provided on request.

DECISION

NOTED.

13. **DATE OF NEXT MEETING**

The next meeting would be held on Thursday 12 May 2016 at 6.30 pm at the Transport Interchange, Galashiels.

The meeting concluded at 8.00 pm

SCOTTISH BORDERS COUNCIL
CIVIC GOVERNMENT LICENSING COMMITTEE

MINUTE of Meeting of the CIVIC
GOVERNMENT LICENSING COMMITTEE
held in COMMITTEE ROOMS 2 AND 3,
COUNCIL HEADQUARTERS, NEWTOWN
ST BOSWELLS on Friday, 19 February 2016
at 10.30 a.m.

Present:- Councillors W. Archibald, J. Campbell, G. Logan, D. Paterson, R. Stewart, J. Torrance, T. Weatherston and B White.
Apologies:- Councillors T. Weatherston, B. Herd, J. Greenwell.
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), P.C. C Lackenby, Inspector M. Bennett - Police Scotland.

1. **MINUTE**
The Minute of the Meeting of 18 December 2015 had been circulated.

DECISION
APPROVED and signed by the Chairman

2. **LICENCES ISSUED UNDER DELEGATED POWERS**
There had been circulated copies of lists detailing the Civic Government and Miscellaneous Licences issued under delegated powers between 10 December 2015 – 13 January 2016 and between 14 January 2016 – 10 February 2016. In response to a question from Councillor Logan about Street Trader Licences, the Solicitor confirmed that the same would normally be dealt with under delegated powers.

DECISION
NOTED.

SUMMARY OF PRIVATE BUSINESS

LICENSING OF TAXI, PRIVATE HIRE VEHICLES AND DRIVERS – MS AUDREY BRYSON¹. The Committee granted the application for a grant of a Taxi Driver Licence.

LICENSING OF TAXI, PRIVATE HIRE VEHICLES AND DRIVERS – MR BRIAN KENNEDY

2. The Committee refused an application for the grant of a Taxi Driver Licence.

LICENSING OF TAXI, PRIVATE HIRE VEHICLES AND DRIVERS – CALLUM FARRIES

3. The Committee agreed to the suspension request of a Taxi Driver Licence.

The meeting concluded at 11 a.m.

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SCOTTISH BORDERS COUNCIL LAUDER COMMON GOOD FUND SUB-COMMITTEE

MINUTE of the Meeting of the LAUDER
COMMON GOOD FUND SUB-COMMITTEE
held in The Leader's Office, Council
Headquarters, Newtown St Boswells on
Tuesday, 23rd February, 2016 at 2.30 pm

Present:- Councillors D. Parker (Chairman), I. Gillespie, J. Torrance.
Community Councillor A. Smith.
In Attendance:- Solicitor (R Kirk), Capital and Investment Manager (K Robb), Estates
Surveyor (J Morison), Democratic Services Officer (P Bolson).

1. URGENT BUSINESS

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the items dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision.

2. REQUEST FOR ACCESS TO LAUDER COMMON - THE ROYAL REGIMENT OF SCOTLAND

A request had been received from the Royal Regiment of Scotland to access Lauder Common land on 5 March 2016 to conduct a navigational exercise and other small activities between the hours of 9.00am and 5.00pm. The exercise would involve 30 troops in total along with two vehicles and a small tent. Sergeant Brian Hyslop was in attendance to explain the request and provide an update plan of the land to be used. Mr Morison confirmed that Mr and Mrs Taylor of Lauderhill had no objections to the request and Sgt Hyslop advised Members that he was in the process of contacting owners/occupiers of properties that were not part of Lauder Common Good land in order to obtain authorisation for access. In discussion, Members suggested that Sgt Hyslop contact the Council's Communications Team to discuss the possibility of generating some publicity following the training event.

DECISION

AGREED that consent be granted to the Royal Regiment of Scotland to access Lauder Common land on 5 March 2016 to conduct a navigational exercise and other small activities between the hours of 9.00am and 5.00pm.

3. MINUTE

There had been circulated copies of the Minute of 30 September 2015.

DECISION

NOTED for signature by the Chairman.

4. MATTERS ARISING

With reference to paragraph 3 of the Minute of 30 September 2015, Mr Morison confirmed that the payment of £120 from Alba Seeds in relation to the Millennium Wood had now been received and advised that as the collection season was now past, it was unlikely that any further payments would be received at this time.

DECISION

NOTED.

5. MONITORING REPORT FOR PERIOD TO 31 DECEMBER 2015

There had been circulated copies of a report by the Chief Financial Officer giving details of the income and expenditure for the Lauder Common Good Fund for the 9 months to 31 December 2015, including the full year projected out-turn for 2015/16 and the projected

balance sheet values at 31 March 2016. Appendix 1 to the report detailed the income and expenditure position and Mrs Robb explained that this showed a projected surplus of £47,017 for the year and included payment of a £400 grant to Lauderdale Horticultural Society. Appendix 2 contained the balance sheet value to 31 March 2016 showing a projected increase in reserves of £35,524 and a projected balance of £1,304,767 as at 31 March 2016. Cash deposited with SBC would increase by £160 (£120 from Alba Seeds and £40 in payment of a way leave). The Property Portfolio performance was detailed in Appendix 3 and listed the actual income and expenditure to 31 December 2016. Appendix 4 listed the Newton Fund investment and this showed a balance of £240,000 at 31 December 2015, and a projected increase of £1,538 from the total cash investment. Discussion followed and Members asked for clarification on a number of points. Members were advised that investment markets continued to be volatile due to the uncertainty of the Chinese and US economies and this had impacted on the return from investment in the Newton Fund, currently projected at 2.5% for the year. Mrs Robb advised Members that the next dividend from the Newton Fund was due on Monday 29 February 2016 but it was not possible to forecast what that might be due to the market volatility.

DECISION

- (a) **NOTED** the report and detail in Appendices 2 to 4 to the report.
- (b) **AGREED** the projected income and expenditure for 2015/16 in Appendix 1 to the report as the revised budget for 2015/16.

6. THE SCOTTISH KENNEL CLUB CHAMPIONSHIP WORKING TRIALS - NOVEMBER 2016

There had been circulated copies of correspondence from the Scottish Kennel Club requesting permission to use Lauder Common for the Championship Working Trials as had been done in previous years. These trials would take place between 30 November and 4 December 2016.

DECISION

AGREED that consent be granted to the Scottish Kennel Club to use Lauder Common for the Championship Working Trials between 30 November and 4 December 2016.

7. LAUDER LIBRARY FUND

With reference to paragraph 11 of the Minute of 30 September 2015 and following a recent exchange of emails, Members were advised that following investment of the Lauder Library Fund in the Newton Fund, the sum of £865 had been generated in income. On the advice of the Capital and Investment Manager, it had been agreed that £85 be returned to the Library Fund and that the remaining £780 be passed on the Library to cover the running costs. The annual running costs of the Library were approximately £1,000 and Members acknowledged that, on this occasion, a small top-up request for financial assistance might be submitted to Lauder Common Good Fund Sub-Committee. It was the expectation, however, that Lauder Library would be self-funding in future years and it was further noted that financial reports on Lauder Library Fund would be presented to the Sub-Committee on an annual basis in subsequent years.

DECISION

NOTED.

8. 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 contained in the following items on the grounds that they involved the likely

disclosure of exempt information as defined in paragraph 9 of part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

9. **MINUTE**

The Sub-Committee noted the Private Minute of the meeting of 30 September 2015.

The meeting concluded at 2.50 pm

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SCOTTISH BORDERS COUNCIL
PLANNING AND BUILDING STANDARDS COMMITTEE

MINUTE of MEETING of the PLANNING AND
BUILDING STANDARDS COMMITTEE held
in the Council Headquarters, Newtown St.
Boswells on 29 February 2016 at 10.00 a.m.

Present: - Councillors R. Smith (Chairman), M. Ballantyne (from para 3) , J. Brown, J. Campbell, J. Fullarton, I. Gillespie, D. Moffat, S. Mountford, B. White.
Apology:- Councillor D. Moffat.
Also Present:- Councillor Edgar.
In Attendance:- Development Standards Manager, Forward Planning Manager, Principal Roads Planning Officer, Solicitor (G Nelson), Forward Planning Manager, Democratic Services Team Leader, Democratic Services Officer (F Henderson).

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 1 February 2016.

DECISION

APPROVED for signature by the Chairman.

2. **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.

3. **SUPPLEMENTAY GUIDANCE: GLENTRESS MASTERPLAN**

With reference to paragraph 2 of the Minute of 3 August 2015, there had been circulated copies of a report by the Service Director Regulatory Services which sought approval of the Supplementary Guidance Glentress Masterplan as detailed in Appendix A of the report. The purpose of the Supplementary Guidance (SG) was to guide the future sustainable development of the Glentress forest visitor attraction located in the Tweed valley between Peebles and Innerleithen. The Masterplan presented a strategic context for this part of the valley and set out proposals for development to enhance the visitor attraction. The Masterplan included indicative proposals for an enhanced centre, a new site for cabins and parking and had been developed in partnership with Forest Enterprise Scotland. Ms Leona Wilkie, Forest Enterprise, Scotland was present and reported that there had been very good collaborative working, a good consultation process and the next steps would be to bring forward some small schemes.

3.1 The report brought forward the revised SG: Glentress Masterplan following public consultation. A summary of the consultation responses were set out in Appendix B to the report along with associated minor amendments and updates to the SG. The key changes to the finalised SG as a result of the public consultation related to additional wording in respect to landscape planting, ensuring an acceptable access was maintained in the event that development takes place 'out of phase', consideration of secure bike storage/parking, additional text in relation to flood risk, provision for a rendezvous point, and ensuring minimal potential for overlooking of neighbouring residential properties.

3.2 A new Local Development Plan was in the process of being adopted; and as a result the Glentress Masterplan would initially be Supplementary Planning Guidance in determination

of planning applications. Once the Local Development Plan was adopted the Masterplan would be formal Supplementary Guidance and part of the Local Development Plan. The Chairman thanked the officers involved in the development of the Masterplan and noted the amendments which had been made as a result of the consultation process.

DECISION

(a) AGREED the Glentress Masterplan as Supplementary Guidance.

(b) NOTED the updated Environmental Report and Updated Habitats Regulations Appraisal set out in Appendices D and E to the report.

4. DRAFT SUPPLEMENTARY PLANNING GUIDANCE: HENDERSYDE, KELSO

There had been circulated copies of a report by the Service Director Regulatory Services which sought approval of the Supplementary Guidance: Hendersyde, Kelso detailed in Appendix A to the report to be used as a basis for public consultation for a 12 week period. The report explained that the site was allocated for housing within the Proposed Local Development Plan. The site requirements contained within the Plan stated a planning brief in the form of Supplementary Guidance would be prepared for the site. The Council had prepared the draft brief in order to lay down how the site could be developed, creating a development vision, identifying opportunities the site offered, addressing potential constraints, identifying required development contributions and encouraging good quality new development. The brief would provide guidance to any developer or any other interested party and would be a material consideration when determining planning applications. A new Local Development Plan was in the process of being adopted; as a result the Hendersyde Planning Brief would initially be Supplementary Planning Guidance. Once the Local Development Plan was adopted the Planning Brief would be formal Supplementary Guidance and part of the Local Development Plan.

- 4.1 The report further explained that the site at Hendersyde was located to the north east of Kelso within the settlement boundary adjacent to Hendersyde Park. The site was originally identified as part of a longer term housing site within the adopted Local Plan 2011 (SKELS002). Within the Proposed Local Development Plan 2013, the western part of the site which was the subject of the brief had been brought forward and allocated for housing as Hendersyde - Phase 1 (AKELS022). The site was a greenfield site and currently used as arable agricultural land. The site area was 5.4ha and had an indicative capacity of 120 units. It was intended that access to the site would be taken from the B6461 and the site would have a pedestrian link to Broomlands Primary School and Kelso town centre. Any response received during the 12 week public consultation would be considered in the finalisation of the brief. In response to a question the Forward Planning Manager advised that while it would be preferable to retain the existing stone wall it might need to be relocated to achieve the necessary road visibility.

DECISION

AGREED:-

- (a) the Planning Brief as a basis for public consultation for a 12 week period, and that if there were any substantive comments then they should be reported back to the Committee; and**
- (b) that if there were no substantive comments arising from the consultation that the brief be delegated for approval to the Service Director of Regulatory Services as Supplementary Guidance as part of the Local Development once the Local Development Plan had been adopted.**

5. **DRAFT SUPPLEMENTARY PLANNING GUIDANCE: EAST MAXTON, MAXTON MINI PLANNING BRIEF**

There had been circulated copies of a report by the Service Director Regulatory Services which sought approval of the Supplementary Guidance: East Maxton, Maxton Mini Planning Brief detailed in Appendix A to the report to be used as a basis for public consultation for a 12 week period. The report explained that the site was allocated for housing within the Proposed Local Development Plan. The site requirements contained within the Plan stated a planning brief in the form of Supplementary Guidance would be prepared for the site. The Council had prepared the draft brief in order to lay down how the site could be developed, creating a development vision, identifying opportunities the site offers, addressing potential constraints, identifying required development contributions and encouraging good quality new development. The brief would provide guidance to any developer or any other interested party and would be a material consideration when determining planning applications. A new Local Development Plan was in the process of being adopted; as a result the East Maxton mini planning brief would initially be Supplementary Planning Guidance. Once the Local Development Plan was adopted the Planning Brief would be formal Supplementary Guidance and part of the Local Development Plan. It was noted that the 30mph limit might require to be moved to reduce the speed of traffic from the Kelso direction.

**DECISION
AGREED**

- (a) **the mini planning brief as a basis for public consultation for a 12 week period, and that if there are any substantive comments then they should be reported back to this committee; and**
- (b) **that if there were no substantive comments arising from consultation that the brief should be delegated for approval to the Service Director of Regulatory Services as Supplementary Guidance as a part of the Local Development Plan, once the Local Development Plan had been adopted.**

6. **APPEALS AND REVIEWS**

With reference to paragraph 3.1 of the Minute of 1 February 2016, the Chairman thanked the Development Standards Manager for the briefing note, which had been circulated to all members of the Planning and Building Standards Committee and detailed the position in respect of all wind farm applications and potential applications. The briefing had been very informative and the Chairman requested such an update on a six monthly basis, highlighting any changes. There had been circulated copies of a report by the Service Director Regulatory Services on Appeals to the Scottish Ministers and Local Reviews.

**DECISION
NOTED that:-**

- (a) **a review request had been received in respect of the Installation of the siting of caravan for permanent residence (retrospective) on Land South of Camphouse Farmhouse, Camptown, Jedburgh – 15/00769/FUL;**
- (b) **the Local Review upheld the Appointed Officers decision to refuse the Erection of a dwellinghouse on Land West of Craigerne Coachhouse, Edderston Road, Peebles – 15/01034/FUL**
- (c) **there remained three appeals outstanding in respect of:**
 - **Land South East of Halmyre Mains Farmhouse (Hag Law), Romanno**

- **Bridge**
 - **Land North East and North West of Farmhouse Braidlie (Windy Edge), Hawick**
 - **Land North of Upper Stewarton, (Kilrubie Wind Farm Development), Eddleston, Peebles**
- (d) **There remained 3 Section 36 Appeals Outstanding in respect of:**
- **Land North of Nether Monynut Cottage (Aikengall (IIa)), Cockburnspath**
 - **Cloich Forest Wind Farm, Land West of Whitelaw Burn, Eddleston**
 - **(Whitelaw Brae Wind farm), Land South East of Glenbreck House, Tweedsmuir.**

PRIVATE BUSINESS

7. 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 III to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A to the aforementioned Act.

SUMMARY OF PRIVATE BUSINESS

1. MINUTE

The Committee considered the private section of the Minute of 1 February 2016.

2. DANGEROUS CHIMNEY AND MASONRY AND DEFECTIVE ROOF COVERING, RAINWATER GOODS AND DRY ROT AT 2 HIGH STREET AND 12 MARKET PLACE, JEDBURGH

The Committee considered a report by the Chief Planning Officer.

3. SCOTTISH BORDERS LOCAL DEVELOPMENT PLAN: EXAMINATION REPORT

The Committee considered a reply from the Chief Planner.

4. URGENT BUSINESS

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed.

5. LISTED BUILDINGS

The Committee were given a verbal update on Listed Buildings.

DECISION

NOTED.

The meeting concluded at 12.40 p.m.

APPENDIX I

APPLICATIONS FOR PLANNING PERMISSION

<u>Reference</u>	<u>Nature of Development</u>	<u>Location</u>
15/01173/FUL	Erection of 39 dwellinghouses, 2 flats and associated infrastructure (Phase1)	Land North of 24 Sergeants Park,
15/01156/FUL	Erection of 10 dwellinghouses, 2 flats and associated infrastructure (Phase 2)	Newtown St Boswells

DECISION: Approved applications 15/01155/FUL and 15/01156/FUL, subject to the following conditions and informatives:

1. The proposed residential units shall meet the definition of "affordable housing" as set out in the adopted Scottish Borders Consolidated Local Plan Adopted 2011 and any accompanying supplementary planning guidance and shall only be occupied in accordance with arrangements (to include details of terms of occupation and period of availability) which shall first have been submitted to and approved in writing by the Planning Authority.
Reason: The permission has been granted for affordable housing, and development of the site for unrestricted market housing would not comply with development plan policies and guidance with respect to contributions to infrastructure and services, including local schools.
2. The development hereby permitted shall not be carried out otherwise than in complete accordance with the plans and specifications approved by the Planning Authority, unless otherwise approved by the Planning Authority.
Reason: To ensure that the development is carried out in accordance with the approved details.
3. The development hereby approved shall only be carried out in strict accordance with a programme of phasing which has first been submitted to and approved in writing by the Planning Authority. This to include the provision of footpath links to the land to the east and west of the site.
Reason: To ensure that the development proceeds in an orderly manner.
4. Notwithstanding the description of the materials in the application, no development shall be commenced until a sample of all materials to be used on all exterior surfaces of the development hereby permitted (including walls, roofs, window frames, external doors, boundary walls and fences) has been submitted to and approved in writing by the Planning Authority and thereafter no development shall take place except in strict accordance with those samples.
Reason: The materials require further consideration to ensure a satisfactory form of development, which contributes appropriately to its setting.
5. Details of the lighting within the site to be submitted to and approved in writing by the Planning Authority before the development commences. The lighting then to be installed as per the approved details.
Reason: Reason: In the interests of road and pedestrian safety and to safeguard residential amenities and limit light pollution.
6. No development shall commence until a Construction Method Statement has been submitted to and approved in writing by the Planning Authority. As a minimum this should outline how the site will comply with the British Standard 5228:2009 Code of Practice for noise and vibration control on construction and open sites and should include the hours of construction, vehicle movements, protection and monitoring of private water supplies, noise mitigation, equipment maintenance, dust mitigation and management and a complaints

procedure/communication of noisy works to receptors. The development then to be carried out in accordance with the approved Construction Method Statement.

Reason: To safeguard residential amenities.

7. No development to commence until a scheme detailing proposals for sustainable drainage (SUDS) surface water treatment has been submitted to and approved in writing by the Planning Authority, in consultation with SEPA. The development to be completed in accordance with the approved scheme. The scheme shall be developed in accordance with the technical guidance contained in [The SUDS Manual](#) (C753) and should incorporate source control.

Reason: To ensure adequate protection of the water environment from surface water run-off.

8. No development shall take place except in strict accordance with a scheme of soft landscaping works, which shall first have been submitted to and approved in writing by the Planning Authority, and shall include:

- i. indication of existing trees, shrubs and hedges to be removed, those to be retained and, in the case of damage, proposals for their restoration;
- ii. location of new trees, shrubs, hedges and grassed areas;
- iii. schedule of plants to comprise species, plant sizes and proposed numbers/density;
- iv. programme for completion and subsequent maintenance.
- v. hedge enhancement and supplementary tree planting on the site boundaries with particular regard to the western boundary of the application site.

Reason: To enable the proper form and layout of the development and the effective assimilation of the development into its wider surroundings.

9. No trees within the application site shall be felled, lopped, lifted or disturbed in any way without the prior consent of the Planning Authority.

Reason: The existing trees represent an important visual feature which the Planning Authority considered should be substantially maintained.

10. Before any part of the permitted development is commenced, the trees to be retained on the site shall be protected by a heras or similar fence 1.5 metres high, placed at a minimum radius of one metre beyond the crown spread of each tree, and the fencing shall be removed only when the development has been completed. During the period of construction of the development:

- (a) No excavations, site works, trenches or channels shall be cut, or pipes or services laid in such a way as to cause damage or injury to the trees by interference with their root structure;
- (b) No fires shall be lit within the spread of the branches of the trees;
- (c) No materials or equipment shall be stored within the spread of the branches of the trees;
- (d) Any accidental damage to the trees shall be cleared back to undamaged wood and be treated with a preservative if appropriate;
- (e) Ground levels within the spread of the branches of the trees shall not be raised or lowered in relation to the existing ground level, or trenches excavated except in accordance with details shown on the approved plans.

Reason: In the interests of preserving the health and vitality of existing trees on the development site, the loss of which would have an adverse effect on the visual amenity of the area.

11. No hedges within or on the boundaries of the application site shall be removed, damaged or disturbed in any way without the prior consent of the Planning Authority.

Reason: The existing hedges represent an important visual feature which the Planning Authority considered should be substantially retained and maintained.

12. Before any part of the permitted development is commenced, the hedges to be retained on the site shall be protected by a heras or similar fence 1.5 metres high placed at a minimum distance of 2.0 metres from the edge of the hedge, and the fencing shall be removed only when the development has been completed. During the period of construction of the development the existing soil levels around the boles of the hedges so retained shall not be altered.
Reason: In the interests of preserving the hedges which contribute to the visual amenity of the area.
13. A design statement and strategy for the detention basin to be submitted to and approved in writing by the Planning Authority before the development commences. This to include proposed levels and a detailed planting scheme (including a timescale for completion and details of future maintenance). The development then to be completed in accordance with the approved scheme.
Reason: To enhance the basin as a local amenity.
14. Detailed drawings showing how the proposed changes of level within the site will be achieved, including sections, existing and proposed ground levels, any retaining walls and how the ground around trees and hedges will be treated, to be submitted to and approved in writing by the Planning Authority before the development commences. The development then to be completed in accordance with the approved details.
Reason: To safeguard trees and hedges within the site.
15. The existing hedges on the site boundaries to be outwith the garden ground of the dwellinghouses hereby approved, unless otherwise agreed with the Planning Authority, and to be separated from the garden ground of the dwellinghouses by a post and wire fence or similar, erected prior to the occupation of the dwellinghouses, the details of which are to be submitted to and approved by the Planning Authority before the development commences.
Reason: In the interests of preserving the hedges which contribute to the visual amenity of the area.
16. No development of any sort to take place within the buffer zones at any time. Where proposed fence posts are to be erected beneath tree canopies, the developer shall carry out all excavation by hand digging where necessary, taking such further precautions as may be necessary to prevent any damage to any tree or its root system.
Reason: To safeguard the buffer zones from development to protect the existing mature trees within and adjacent to the site.
17. Prior to the commencement of works on the site a Species Mitigation and Management Plan (including a Badger Protection Plan and measures for bats and breeding birds) to be submitted to and approved in writing by the Planning Authority. All works shall thereafter be carried out in accordance with the approved plan.
Reason: To protect protected species within and adjacent to the site.
18. Prior to the commencement of works on-site a Construction Environmental Management Plan to be submitted to and approved in writing by the Planning Authority. This to include measures to prevent pollution, as identified in the Preliminary Ecological Appraisal 2015 and the consultation responses from Scottish Natural Heritage and SEPA. All works shall thereafter be carried out in accordance with the approved plan.
Reason: To control drainage and pollution to protect the interest of the River Tweed SAC/SSSI.
19. Prior to the commencement of works on-site a Landscape and Habitat Management Plan to be submitted to and approved in writing by the Planning Authority. This to include measures to protect and enhance hedgerow and woodland boundary features, as identified in the Preliminary Ecological Appraisal 2015, and measures associated with the SUDS

feature. All works shall thereafter be carried out in accordance with the approved plan.
Reason: To protect and enhance hedgerow and woodland boundary features.

20. The surfacing for the proposed roads, footpaths and parking spaces shall be submitted to and approved in writing by the Planning Authority before the development commences. The development then to be completed in accordance with the approved details.

Reason: To ensure that the proposed development is laid out in a proper manner with adequate provision for traffic and in a manner which enhances the character and visual appearance of the development.

21. The proposed roads, footpaths and parking spaces/areas indicated on the approved drawings shall be constructed to ensure that each dwellinghouse/flat, before it is occupied, shall be served by a properly consolidated and surfaced carriageway, parking area and footpath/shared surface.

Reason: To ensure that the proposed development is laid out in a proper manner with adequate provision for traffic and pedestrians.

22. The right of way along the southern boundary of the site to be upgraded, as per Drawing Number PL1-01D, before the first dwellinghouse is occupied. The right of way then to be kept open and free from obstruction or encroachment during the construction of the dwellinghouses and thereafter.

Reason: To ensure the right of way remains open and free from obstruction.

23. No development shall take place until written evidence has been submitted to the Council demonstrating that a connection to the public sewer has been agreed by Scottish Water and that the existing drainage infrastructure is sufficient to accommodate the additional demand generated by the development hereby permitted, including in relation to the sewer capacity between the application site and the treatment works.

Reason: To ensure that a connection can be made to the public system to discharge foul waste generated by the development in a manner that does not adversely affect the existing drainage network.

Informatives

In respect of condition 6, the Control of Pollution Act 1974 allows the Council to set times during which work may be carried out and the methods used. The following are the recommended hours for noisy work:

Monday – Friday 0700 – 1900

Saturday 0700 – 1300

Sunday (Public Holidays) – no permitted work (except by prior notification to Scottish Borders Council).

Contractors will be expected to adhere to the noise control measures contained in British Standard 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.

The consultation response from SEPA, Scottish Natural Heritage and the Council's Ecology Officer and Landscape Architect are attached for the information of the applicant.

NOTE

Mr Dennis De'Athe spoke against the application.

SCOTTISH BORDERS COUNCIL PETITIONS AND DEPUTATIONS COMMITTEE

MINUTES of Meeting of the PETITIONS
AND DEPUTATIONS COMMITTEE held in
the Council Chamber, Council Headquarters,
Newtown St Boswells, TD6 0SA on Tuesday,
1 March, 2016 at 10.00 am

Present:- Councillors A. J. Nicol (Chairman), S. Bell, D. Parker, D. Paterson,
J. Torrance and T. Weatherston.
Also Present:- Councillors S. Aitchison and J. Mitchell.
In Attendance:- Depute Chief Executive (Place), Clerk to the Council, Democratic Services
Officer (F. Walling).

Petitioner:- Mr J. Williams

1. **MINUTE**

There had been circulated copies of the Minute of 10 December 2015.

DECISION

APPROVED and signed by the Chairman.

2. **THE PETITIONS PROCEDURE**

There had been circulated copies of an extract from the Scottish Borders Council Petitions Procedure which set out the process to be followed at the meeting.

DECISION

NOTED.

3.1 **HERIOT'S ACCESS TO PUBLIC TRANSPORT HAS BEEN CONSIDERABLY
WORSENERD BY THE RAILWAY AND THE SUBSEQUENT UNDERPASS.**

There had been circulated copies of a petition, submitted to the Council on 15 February 2016, entitled 'Heriot's access to public transport has been considerably worsened by the Railway and the subsequent underpass'. The form was accompanied by 58 signatures in total and a chain of emails relevant to the issues raised. There had also been circulated copies of a briefing note by the Depute Chief Executive (Place) which was in response to the petition. The Chairman gave a welcome to Mr John Williams to present the petition and to Philip Barr (Depute Chief Executive - Place), David Richardson (Asset Manager) and Colin Ovens (Infrastructure Manager) from the Council.

- 3.2 A statement within the petition explained that Heriot village had been subjected to the worst disruption of any community along the entire railway line during the line's construction. The original access between the village and the A7 had been closed and a new road for vehicles built about half a mile away. The only pedestrian access to the A7 and bus stops was via the new underpass which was not considered fit for purpose. It was causing enormous problems for all users but mainly the elderly and school children, particularly during severe weather. As there was no cover on the underpass access, rain cascaded down the steps causing flooding. The steps themselves were permanently water filled. In freezing conditions the steps and ramp were treacherous and became impossible to negotiate. The petition called for the Council to take responsibility for maintaining pedestrian access to public transport. Prior to submission of the petition Heriot Community Council had attempted to resolve the outstanding issues with BAM, Network Rail, Transport Scotland and Scottish Borders Council. Local Councillors and

local MSPs had also been lobbied and Cabinet Secretary for Infrastructure, Keith Brown, had also visited to look at the site along with other outstanding issues affecting Heriot caused by the construction of the railway. It was understood that maintenance of the underpass would rest with Scottish Borders Council.

- 3.3. On being invited by the Chairman to address the Committee, Mr Williams explained that he was representing Mrs Sinclair-Hood who had organised the petition and who was a resident and Heriot Community Councillor. Mrs Sinclair-Hood and her husband regularly used the underpass and had both slipped and fallen recently when conditions underfoot had been icy. Mr Williams referred to the long dispute with the Council reflected by the chain of emails of correspondence between Heriot CC and Mr Philip Barr (Depute Chief Executive – Place) which was attached to the petition. These were in particular about winter service levels for the location and the fact that, although the new road layout into Heriot would continue to be included within the Council's primary salting network, primary treatment service could not be provided to the new underpass. As was the case in other areas that did not receive primary treatment, the Council would provide salt bins to allow self-help for the community. Mr Williams circulated photographs at the meeting which showed the steps and total ramp area covered with ice. Although local volunteers would lend a hand in very severe weather, he questioned how the Council could expect elderly residents to regularly clear the ramp before using it. Even if salted in the morning, the ramp and steps could be frozen again by evening. He explained that the school bus dropped off children on the other side of the underpass, leaving them to negotiate the flooded or icy conditions underfoot. Mr Williams believed that the underpass had been badly constructed, a view supported by an experienced architect and put to Network Rail and Transport Scotland. There was a failure of the water bar construction resulting in leakage of water into the underpass; the design of the ramp did not follow standard recommendations in the Design Manual for Roads and Bridges (DMRB) TD 36/93 regarding the provision of crossfall and side gutters; and there were lips on the steps which held water resulting in frozen surfaces. Mr Williams said that he understood that Scottish Borders Council needed to take a pragmatic approach to the provision of winter service but did not see how the underpass could be equated with a footpath. He also questioned why it was, when gritter lorries passed either side of the underpass, that Council staff could not leave the lorry and treat the underpass and steps.
- 3.4 Members welcomed the petition and expressed sympathy with the issues raised. In response to a request for clarification about the main request within the petition Mr Williams confirmed that, although the community was unhappy about other issues such as lighting on the A7, the major concern was the underpass and steps. He confirmed that it was the community's contention that there were inherent faults in the design of the underpass and that it was accepted that responsibility for maintenance of the underpass, which was owned by Network Rail, should not be taken by Scottish Borders Council until it was compliant with DMRB specifications. In response to a question about general use of the ramp in normal weather conditions Mr Williams said it was very long (about 40 m) and would only be used by pedestrians if absolutely necessary.
- 3.5 A response to the petition was given by Mr Barr. He advised that there had been robust discussions with BAM and Network Rail in order to resolve outstanding issues prior to Scottish Borders Council taking over maintenance of the underpass. An update had now been received in writing from BAM of a satisfactory outcome in terms of the water issues. Remedial work for the prevention of standing water, drainage channels and pumping arrangements all appeared to have been successful. However these measures had not yet been tested to optimum level. Mr Barr was aware that the ramp was tediously long but this was determined by the maximum degree of slope permitted to meet DDA requirements. Although the underpass would remain in the ownership of Network Rail, once outstanding works were completed, the Council would take over maintenance. This would include landscaping and the provision of salt bins. Mr Barr went on to give further details on the Council's approach to winter maintenance. He explained that there were about 800 kilometres of pathways in the Borders, only 20% of which received salting due

to their location in areas of heavy use. Officers had reviewed the policy around treatment of rural areas ensuring that when assessing Heriot, fairness and consistency had been applied. They had confirmed that there were insufficient resources available to provide primary treatment in the vicinity of the new underpass. However there were ongoing discussions about setting up a resilient community in Heriot and support would be provided in the form of training, equipment and materials to assist the community. The Council currently provided over 1000 salt bins across the region in areas where it did not provide primary treatment. Additional salt bin provision at the underpass would give a further self-help facility for the community during extreme winter weather.

- 3.6 Questions from Mr Williams and Members of the Committee were answered by the officers. Confirmation was given that in the event of heavy snowfall the Council's priority was to keep major roads open. However, eventually work would be carried out by the Council to clear other routes and this would include the underpass if it was blocked with snow. Further information was given about the Council's winter service. There were 28 primary routes in the Borders which had been agreed by Council. All the primary routes were designated for salting pre-treatment. No footways came into this category. With regard to the determination of whether infrastructure along the railway was at a suitable standard to be taken over for maintenance by the Council, it was explained that there was a four stage audit culminating in a joint sign-off between the Council, BAM and Network Rail. With respect to the underpass there still needed to be a full exercise to ensure that the pumps were working. With regard to the steps, it was understood that the problem of standing water had been resolved by BAM by filling in the surface of each step behind the lip. Mr Barr emphasised that he could not advocate the driver of a gritter passing either end of the underpass to stop in order to treat this area for reasons of logistics as well as safety. There were further questions about the nature and size of the underpass which was recognised by Members as being a massive piece of urban infrastructure in a rural environment. A question was asked as to whether a roof over the steps would solve the problems but this was not seen to be practical nor appropriate in this location. Officers confirmed that, although there were about 20 underpasses in the Borders, there were no others located in a rural area. The Council had been asked to carry out maintenance of the underpass at Heriot on behalf of Network Rail as it was so remote. In response to a question as to whether the Council had an option not to take it over Mr Barr advised that the contract was being checked by the Council's legal team.
- 3.7 In the ensuing discussion Members were concerned that, from the evidence put forward, it was still unclear as to whether the ramp was compliant with required technical standards. It was imperative that these checks be made before sign-off. Officers were also asked to check whether there were any outstanding planning conditions in respect of the underpass that had not been met. With regard to winter service provision, there was unanimous agreement from Members that the Council's approach must be fair and consistent across the Borders in both urban and rural areas, and that a precedent could not be set in Heriot by providing a special service. Members gave examples of locations within their Wards which could be treacherous in icy conditions, such as steps between different street levels and in the vicinity of Residential Care Homes. In all these areas the Council did not have the resources to provide the winter services requested by the community. Instead salt bins were provided for self-help groups. Members valued the work of resilient communities in this respect and hoped that Heriot would continue their efforts to form their own resilient community. Members were of the opinion, however, that there was an unusual situation at Heriot which could be regarded as exceptional; where the rural location and design of this underpass, which could be considered alien in the environment, was unlike any other underpass in the Borders. The underpass needed to be fit for purpose. It was suggested that it required an exceptional level of winter treatment which did not comply with the Council's winter service policy. As such, Network Rail should either provide the winter service required or be asked to pay the Council to provide this. It was agreed that this was the approach that should be taken by officers.

- 3.8 On behalf of Members of the Committee, the Chairman thanked Mr Williams for his attendance and presentation of the petition, and Mr Barr and officers for their helpful contribution. Mr Williams thanked the Committee and asked that Heriot CC be kept informed of the progress of negotiations.

DECISION

- (a) **NOTED the petition.**
 - (b) **AGREED that, in respect of the underpass at Heriot, to request the Depute Chief Executive (Place) to:-**
 - (i) **ensure through negotiations with Network Rail/BAM that, before sign-off, the structure complied with all relevant technical standards and was fit for purpose, including consideration of whether it would be feasible to place a roof over the steps;**
 - (ii) **check that all planning conditions had been met;**
 - (iii) **inform Network Rail/BAM that the underpass required an exceptional level of winter service provision that did not comply with the Council's policy;**
 - (iv) **ask Network Rail to either provide the winter service required for the underpass themselves or agree to make payment to the Council to provide this level of service; and**
 - (v) **keep Heriot Community Council informed of progress of negotiations.**
4. **PETITION CONSIDERED INADMISSIBLE**

There had been circulated copies of a briefing note by the Clerk to the Council advising the Committee of the non-acceptance of a petition received in support of the siting of a 3G Pitch at Victoria Park, Peebles. A statement within the form explained that the petition had been raised in response to a recent petition against the siting of a 3G pitch at Victoria Park. The note explained that the petition was received on 29 December 2015. The Executive Committee had agreed at its meeting on 29 September 2015 that Victoria Park was the preferred location for a 3G synthetic pitch in Peebles. Within the terms of the Petitions Procedure agreed at Council, petitions would not be accepted which 'relate to a decision made by the Council or a committee during the preceding six months'. After acknowledging receipt of the petition a detailed letter was therefore written to the Principal Petitioner on 27 January 2016 advising that the petition could not be accepted for consideration by the Petitions and Deputations Committee at this time.

DECISION NOTED.

The meeting concluded at 11.15 am

SCOTTISH BORDERS COUNCIL
PEEBLES COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the PEEBLES
COMMON GOOD FUND SUB-COMMITTEE
held in the Council Chamber, Council Offices,
Rosetta Road, Peebles 2 March 2016 at 5.00
p.m.

Present:- Councillors W. Archibald (Chairman), S. Bell, K. Cockburn, G. Garvie,
G. Logan. Community Councillor L Hayworth.
Apologies:- Councillor C. Bhatia.
In Attendance:- Capital and Investments Manager, Solicitor (G. Nelson), Estates Officer
(J. Morison), Democratic Services Officer (K. Mason).

Members of the Public:- 1.

1. MINUTE

The Minute of Meeting of Peebles Common Good Fund Sub-Committee of 2 December 2015 had been circulated.

**DECISION
NOTED.**

- 1.1 With reference to paragraph 2.1 of the Minute, Community Councillor Hayworth advised he had not received a copy of the briefing note, relating to the pavilion, Kerfield Park, Peebles prepared by Mr G Nelson, Solicitor, dated 1 September 2015 and the Democratic Services Officer undertook to forward this to Community Councillor Hayworth.

DECISION

AGREED that the Democratic Services Officer would forward the briefing note, prepared by Mr G. Nelson, Solicitor dated 1 September 2015 to Community Councillor Hayworth.

2. MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2015

There had been circulated copies of a report by the Chief Financial Officer providing details of the income and expenditure for the Peebles Common Good Fund for the 9 months to 30 December 2015 and full year projected out-turn for 2015/16 and projected balance sheet values to 31 March 2016. Appendix 1 to the report provided a projected Income and Expenditure position which showed a projected surplus of £8,365 for the year. Appendix 2 to the report provided a projected Balance Sheet to 31 March 2016 showing a projected decrease in the reserves of £42,328. Appendix 3 to the report provided a breakdown of the property portfolio showing actual Income and Expenditure to 31 December 2015. Appendix 4 to the report showed the value of the Newton Fund to 31 December 2015. The Capital and Investments Manager answered a question in relation to potential commitments and actual accruals when grants approved had not yet been paid. She advised that the year end outturn report would highlight grants approved but not been paid to assist with the budget setting for the future year. A request was made that in certain cases when grants were approved but funding could not be paid out immediately that the applicant should be given a time limit in which to draw down the grant, and this was accepted.

**DECISION
AGREED**

- (a) the projected Income and Expenditure for 2015/16 detailed in Appendix 1 to the report as the revised budget for 2015/16;**

- (b) to note the projected Balance Sheet value to 31 March 2016 detailed in Appendix 2 to the report;
- (c) to note the summary of the property portfolio detailed in Appendix 3 to the report; and
- (d) to note the current position of the investment in the Newtown Fund detailed in Appendix 4 to the report.

3. EXTENSION OF PAVILION AT HAYLODGE PARK, PEEBLES

There had been circulated copies of a report by the Service Director Commercial Services giving an update on the proposed works by Peebles Rugby Club to extend their pavilion and seeking approval for a Deed of Dedication to be granted to Peebles Rugby Club in order for them to secure grant funding and give them security of the pavilion site. The report explained that Peebles Rugby Club had had a pavilion at Haylodge Park for many years and that an unenforceable lease agreement rather than a deed of dedication for the site had inadvertently been entered into in 2004. Peebles Rugby Club had plans to renovate and extend the pavilion and as such required a new agreement for the site in order to secure funding. As Haylodge Park is an inalienable Common Good asset, a Deed of Dedication for the pavilion site was required in favour of Peebles Rugby Club. The term of the Deed of Dedication would depend on the requirements of the funders. The annual rent would increase from £150 to £250. The Estates Officer answered questions relating to title deeds and inalienable property.

DECISION

AGREED to grant a Deed of Dedication to Peebles Rugby Club for the pavilion site at Haylodge Park, Peebles in order for the pavilion to be renovated and extended as outlined in the report.

4. CATERING VAN SITE IN KINGSMEADOWS CAR PARK, PEEBLES

There had been circulated copies of a report by the Service Director Commercial Services advising of a request to site a catering van in the Kingsmeadows Car Park, Peebles and recommending that the request be refused due to the Traffic Regulation Order in place which prohibited trading in the car park. The report advised that the solum of the Kingsmeadows Car Park was a Common Good asset and rental income from the car park went to the Common Good fund. The car park was subject to a Traffic Regulation Order (TRO) which prohibited trading in or near the parking spaces. A catering van trader had requested to use the car park for the sale of food and drink which would be contrary to the TRO. Mrs Mary Williams who had requested use of the site was present at the meeting. She explained her business plans and advised that everything was in place for her catering van business with the exception of approval for use of the site. The Estates Officer advised that the TRO related to two car parks in Peebles. The Solicitor explained that although it was legally possible for the Council to rescind TROs in full or in part, such a decision could not be made unilaterally by the Peebles Common Good Fund Sub-Committee. The Solicitor further explained that it was likely a report would need to be considered by Council on the reasons why such a request was being made. Members agreed that the application be continued to allow for information on the reasons for the TRO being in place to be provided.

DECISION

AGREED to continue consideration of the application to a special meeting of the Peebles Common Good Fund-Sub Committee at the conclusion of Council on 31 March 2016 to allow for the provision of clarification of the reasons for the TRO being in place.

5. APPLICATIONS FOR FINANCIAL ASSISTANCE

(a) Peebles High School Ocean Youth Trust Trip

There had been circulated copies of an application for financial assistance from Peebles High School Ocean Youth Trust Trip in the sum of £1,000 towards the costs of a 5 day adventurous residential voyage aboard a large ocean going training vessel with an aim to build confidence, resilience and inspiration to 10 young people between the ages of 16 to 25 who were at risk of poor outcomes. The applicant was present at the meeting.

DECISION

AGREED to grant Peebles High School Ocean Youth Trust Trip the sum of £1,000 towards to costs of a 5 day adventurous residential voyage abroad.

(b) The Lieutenancy of Tweeddale

There had been circulated copies of an application for financial assistance from the Lieutenancy of Tweeddale in the sum of £1,300 towards providing every child in primary education in the 3 Peebles Primary Schools with a specially designed £1 coin to mark The Queen's 90th Birthday.

DECISION

AGREED to continue consideration of the application to a special meeting of the Peebles Common Good Fund-Sub Committee at the conclusion of Council on 31 March 2016 to give the Lord-Lieutenant of Tweeddale the opportunity to attend to answer Members' questions.

(c) Tweeddale Youth Action

There had been circulated copies of an application for financial assistance from Peebles Youth Trust in the sum of £2,000 towards updating their fire detection system at the Old Corn Exchange, Peebles.

DECISION

AGREED to grant Tweeddale Youth Action the sum of £2,000 towards updating their fire detection system at the Old Corn Exchange, Peebles.

6. URGENT BUSINESS

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed.

PRIVATE BUSINESS

7. 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 it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

8. PROPOSED MULTI USE- PATHWAY FROM PEEBLES TO EDDLESTON

The Sub-Committee agreed to continue a request to secure access for the proposed multi-use pathway from Eddleston to Peebles to a future meeting.

The meeting concluded at 6.25 p.m.

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SCOTTISH BORDERS
COMMUNITY PLANNING STRATEGIC BOARD

MINUTE of MEETING of the
COMMUNITY PLANNING
STRATEGIC BOARD held in the
Council Chamber, Council
Headquarters, Newtown St
Boswells on 3 March 2016 at
2.00pm.

- Present:- Councillors J. Brown (Chairman), S. Bell, C. Bhatia; Mr G. Farries (Scottish Fire and Rescue Service); Mrs M. Hume (3rd Sector Interface); Chief Superintendent G. Imery (Police Scotland)(to para.6.1); Mr T. Jakimciw (Borders College); Mr D. Rennie (Scottish Enterprise)(to para.6.2); Councillor S. Mountford (SBHA); Dr D. Steele (NHS Borders).
- Apologies:- Councillors D. Parker and M. Cook; Mr T. Burrows (Eildon Housing); Councillor G. Edgar (SESTRAN); Mr A. McKinnon (Scottish Enterprise); Mr J. Raine (NHS Borders); Mrs R. Stenhouse (Waverley Housing).
- In Attendance:- Mrs J. McDiarmid (SBC Depute Chief Executive [People]); Mr T. Patterson (Joint Director of Public Health – SBC/NHS); Ms S. Smith (SBC), Clerk to Council.
-

1. **CHAIRMAN**

In the absence of the Chairman (Councillor Parker), Councillor Brown chaired the meeting. Councillor Brown welcomed Mr David Farries, the new Local Senior Officer for Midlothian, East Lothian and the Scottish Borders (Scottish Fire and Rescue Service) to his first meeting of the Board. There followed a round of introductions.

2. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 26 November 2015.

DECISION

APPROVED the Minute for signature by the Chairman.

3. **ACTION TRACKER**

- 3.1 There had been circulated copies of the Action Tracker for Strategic Board decisions. With reference to the decision at paragraph 10(c) of the Minute of Meeting of 8 March 2015, that the Chief Financial Officer carry out localized costing of the impact of the Community Empowerment Bill on the Scottish Borders and feed this information into the work being carried out by COSLA, there were circulated at the meeting copies of the information received from partners. Mr Rennie advised that Scottish Enterprise had not been included in the analysis as it would be very difficult to disaggregate national budgets to this level. Councillor Bell asked about resources provided by Forest Enterprise Scotland, SNH, SEPA, Historic Environment Scotland, as these were also public organisations and reference needed to be made to them even if figures were unavailable. Clarification was also sought on what was included in the 'other services' heading.

DECISION

AGREED that the SBC Communities and Partnership Manager would liaise with the Chief Financial Officer to find out further information and send this out to the Board Members.

- 3.2 With reference to the decision at paragraph 15(d) of the Minute of Meeting of 11 June 2015, that an amended Scottish Borders Third Sector Interface Pilot Community Planning Improvement Plan be considered at this meeting of the Strategic Board, Mrs Hume confirmed that a verbal update on the status of the Plan had been provided to the Community Planning Joint Delivery Team the previous week, but an updated Plan had only just been received. The updated Plan would be available for consideration at the next meeting of the Strategic Board. Mrs Hume then advised the Board of the current Scottish Government review of Third Sector Interfaces (TSIs). Eleven TSIs across Scotland had been identified to participate in the review, including the Scottish Borders TSI, and details should be available shortly. One part of the review would consider where TSIs fitted in to Community Planning so partners may be approached for information.

DECISION

NOTED that:

- (a) **the Scottish Borders Third Sector Interface Pilot Community Planning Improvement Plan would be presented to the Strategic Board at its next meeting; and**
- (b) **the Scottish Borders Third Sector Interface was one of eleven Third Sector Interfaces included in a Scottish Government review.**

4. ADAPTATIONS

- 4.1 Mr Nile Istephan (Chief Executive) and Mr Michael Patterson (Property Officer) of Eildon Housing gave a presentation on the operation of the Care and Repair Service run by Eildon Housing. Borders Care and Repair had been set up in late 2004 and opened to the public in January 2005. The Service was a partnership between Eildon Housing Association and Scottish Borders Council. Since its inception the Service had been continually developing and in 2010 had started to manage local Registered Social Landlords (RSL) adaptations to housing stock where a client had been identified as needing work on their house to allow them to remain in their home. This service was also provided to home owners and applied to any type of property. In 2015 the RSLs had agreed to a joint funding bid to Scottish Government for provision of a Stage 3 Adaptation Service which allowed funding to be spread across the 4 main local RSLs through the one Service. Care and Repair also provided a Handyperson service. Services were available for homeowners or tenants over the age of 60 or for disabled owners or tenants of any age. An Occupational Therapist was employed as part of the Adaptations Service to assess a client for their physical needs within their own home. Following this assessment, works were arranged and help provided for the client to apply for grant funding for the works (minimum grant award 80%). Having an Occupational Therapist assigned to the Service allowed a degree of specialism, with the Occupational Therapist working with the team to design and source the most effective aids, which in turn gave a more consistent approach. Adaptations ranged from level access showers, stair lifts, ramp access to a house, to minor items such as grab rails, banister rails or lever taps. These latter items could be fitted free and were mainly put in place to prevent falls or accidents.
- 4.2 Further details were given about Stage 3 RSL adaptations and the funding of the Service. Mr Istephan explained that if any of the RSLs had, for example, a replacement bathroom project for houses, the opportunity could be taken to replace traditional bathrooms with wet-floor shower rooms, if properties were more likely to be rented to elderly tenants. If a tenant moved, then RSLs would look firstly for a new tenant with similar requirements so adaptations were not removed. Adaptations helped older and disabled people to remain at home, and the aim was to avoid inappropriate admissions to care settings such as hospitals or residential/nursing homes. The Handyperson Service carried out safety and security work, such as changing light bulbs, installing door chains/viewers and window locks, home safety checks, and arranging for the Fire and Rescue Service to carry out fire safety checks and fit free

smoke alarms. The Service also carried out “comfort” low-level interventions to prevent accidents, such as fitting draught excluders and curtain rails; hanging curtains and pictures; replacing tap washers and unblocking sinks; moving furniture within the house; plus other minor jobs. The Handyman Service initially worked on 70% direct client arranged tasks, and 30% referral from Social Work or Health Teams, but now 72% of work came via the Social Work and Health Teams.

4.3 The Handyman Service cost £36 per annum for individuals for unlimited access, but the membership number had dropped by 12% in the last year. Although no specific analysis had been carried out, more than one factor was likely to be the cause of the decrease. The Service was stretched, with work which normally took place within a week of request now taking up to a fortnight. It was necessary to balance any increase in uptake with service capacity. The Service was paid for from the Council’s Social Work budget. It was confirmed that the Borders Ability equipment store was a separate project, with the costs of that paid for jointly by the Council and NHS Borders, although the Care and Repair service could fit items from the Ability Store. Moving forward, the Care and Repair service had just completed a 12 month pilot allowing Borders residents to refer themselves directly for assessments. A final evaluation had been completed and was available. This pilot had been supported by the Scottish Government Joint Improvement Team as one of 5 demonstration sites across Scotland. Examples were given of savings which could be made with an adaptation intervention e.g. the life time cost prior to the installation of a shower for a client would have been £56k: with the adaptation, this cost reduced to £32k , a saving of £24k. Not only was there a cost saving but there was the additional benefit to the individual of independence and improved quality of life. Further details were given of the current position with funding, whereby bids had to be made each year for the amount estimated to be needed. Only 68% of funding requested had been granted. This meant that by the end of 2015, all funding had been spent and there was an estimated £220k of adaptations on the waiting lists across the 4 RSLs. Notification of new funding for 2016/17 was not expected to be announced until June 2016. Two alternate visions were then given for the future of Borders Care and Repair.

4.4 Mr Istephan explained that while the Care and Repair Service was mature and had a certain sophistication about it, there were anxieties that it could do so much more in terms of volume and range of services. It was a preventative service but it would only be possible to promote it further if it had the capacity to meet demand. Support was required from the Community Planning Partnership to lobby the Scottish Government about its process for Stage 3 Adaptations funding which did not allow for sufficient forward planning. Further funding was required to develop the Service and whether this came from the Integrated Care Fund or elsewhere, the important factor was spending money here allowed savings in other budgets later. While funding had not reduced from Scottish Government, demand was increasing, and the national budget was over-subscribed. Ms Smith advised members of the Slips, Trips and Falls project within the Fire and Rescue Service and the possibility of that project taking on some of the lower level adaptations. Mr Istephan confirmed that he had met with Mr Girrity of the Fire and Rescue Service about this and Mr Farries confirmed that a pathway was clearly established with the Fire home safety visits.

DECISION

AGREED:

- (a) to support the Care and Repair Service in its bid to establish a more stable funding process with Scottish Government to allow greater long term planning; and**
- (b) that the SBC Communities and Partnership Manager, LSO Farries of the Fire and Rescue Service, and Mr Patterson of the Care and Repair Service take forward the possibility of the Fire and Rescue Service assisting with**

some minor adaptations as part of their home safety visits and a report be brought back to a future meeting of the Strategic Board in due course.

5. GOVERNANCE OF COMMUNITY PLANNING PARTNERSHIP

5.1 With reference to paragraph 2.2 of the Minute of 26 November 2015, there had been circulated copies of a discussion paper by the SBC Chief Executive presenting a draft proposal to enhance the governance arrangements for the Scottish Borders Community Planning Partnership. The proposal would also support the delivery of its priorities, the management of future business and the new arrangements required under the Community Empowerment (Scotland) Act 2015. As part of the review of governance arrangements for the Community Planning Partnership (CPP), the SBC Director of Strategy and Policy and the Communities and Partnership Manager had met with each of the Community Planning partners at the end of 2014 and had discussed various aspects of the CPP. The CPP Joint Delivery Team had met on 15 December 2015 to consider the findings of the CPP governance review and the implications of the Community Empowerment (Scotland) Act 2015. A number of issues were raised in the discussions including concern about the size of the Strategic Board once the Act was fully enacted; a lack of guidance for CPP members, their role and how they could be involved in active contribution; the level of CPP engagement with the communities of the Scottish Borders; concern regarding over reliance on SBC to lead and contribute; how partners were held to account, challenged and scrutinised; how decision making was an inclusive process; and lack of clarity around roles and discussion with CPP.

5.2 The Community Empowerment (Scotland) Act 2015 had made a number of significant changes covering community planning, giving it a statutory purpose focused on improving outcomes. Specific duties had now been placed on CPPs to act with a view to tackling inequalities of outcome across communities; the Single Outcome Agreement was to be replaced with an overarching Locality Outcomes Improvement Plan (LOIP), supported by a subset of locality plans; and the number of public sector bodies subject to these duties was expanded. Running the CPP and making sure it worked effectively was now a shared enterprise with named governance partners: NHS Board, Scottish Enterprise, Police Scotland, and Scottish Fire and Rescue Service; while participation with communities lay at the heart of community planning. It was proposed that the core membership of the Strategic Board be reduced to the named governance partners in the main, with the Board scrutinising the progress of the LOIP, the 5 locality plans, and considering reports from each organisation on how they were contributing to the agreed priorities. A performance management framework would be developed to allow monitoring and evaluation of the LOIP and locality plans. An annual planning and development day would be held for all CPP partners which would be used to set the strategic direction and priorities for the LOIP, based on an annual strategic assessment, national priorities and other key strategic documents. The CPP Joint Delivery Team would continue to be accountable to the Strategic Board and would oversee the development and delivery of the LOIP and the locality plans, which would happen through Themed Delivery Teams (3 currently: Economy and Low Carbon; Reducing Inequalities; and Future Services). As well as the 3 Themed Delivery Teams there were also the Children and Young People's Leadership Group and the Community Justice Group.

5.3 It was proposed to bring back a further report to the June meeting of the Strategic Board with the details of the proposed governance structure. Members considered various aspects of the proposals including the criteria for membership of the Strategic Board. It was explained that the starting point for the Board make up had been the named governance partners in the Community Empowerment (Scotland) Act 2015 and as a result of discussions with existing partnership organisations. In terms of operational delivery, all partners would be involved in the Joint Delivery Team and the Themed Delivery Teams. The proposed annual meeting involving all partners would be the foundation for the LOIP, and an effective network of information communication would be required to ensure sufficient sectoral representation and involvement. With

regard to community involvement, the SBC Communities and Partnership Manager had been in discussion with the Chair of the Community Councils Network to consider how best he could be involved; it was also envisaged that there would be greater community involvement at locality level. It was explained that only the Strategic Board would be a formal Committee of Council and not the Joint Delivery Team or Themed Delivery Teams as these were operational in nature. Members discussed the possibility of have private sector representation on the Board but there was difficulty in getting someone from the private sector who could represent the whole of the private sector. Mrs Hume confirmed the wide ranging nature of the many different voluntary organisations in the Borders and the discussions the Third Sector had had around representation. Some concern was also expressed around allowing substitutes which could lead to a lack of continuity, as well as the issue of not putting specific funding into a joint budget.

DECISION

AGREED that a further report on governance for the Community Planning Partnership be considered at the meeting in June 2016.

6. REDUCING INEQUALITIES FOR YOUNG PEOPLE

- 6.1 SBC Depute Chief Executive – People advised the Board that the Scottish Borders contained 5 areas of deprivation which were within the most deprived in Scotland, affecting 3.5% of the population. Household income in the Borders was below the national average. Working was ongoing in Hawick, both in the High School and across the town. In the High School there were programmes looking at raising ambition (48% increase in pupils from the most deprived areas staying on to S5 and S6); mentoring for girls; maternal and ante-natal. Early years centres across the Borders were increasing opportunities for Services to interact with the more vulnerable. An additional £920k of welfare benefits had been accessed through the Maximisation of Income Officer. Help was being provided for women who smoked during pregnancy (23% compared to a national average of 20%) including an offer of carbon monoxide monitoring. 176 pregnant women had been referred to smoking cessation classes and that was followed up with smoke free for babies awareness. There was targeted work in Burnfoot to increase the numbers of mothers who were breastfeeding. Examples were also given of improvements in speech and language, as well as maths development, as part of 27 30 month assessments. In 2013/14, 78.7% of primary school children had no obvious signs of dental decay and by 2015 84% of P7 children were caries free (national level, 75%).
- 6.2 The Service Director Children & Young People advised that all of this work was done in partnership, with the whole child now being considered so outcomes on successes and achievements were not just academic but social and health, including mental health. Head Teachers now wanted to accept that at one point every child would have a vulnerability and they needed to be ready to deal with this. There was a 5 year trend of improving attainment, including the % of leavers attaining literacy and numeracy. Examples were given of the types of analyses available to Head teachers on a weekly basis, not just for their own school, but for others, which allowed Head teachers to learn from and support each other. Other areas with improved outcomes included positive destinations; reduction in exclusions; youth unemployment – with the 16 – 24 year old group improving by 52% over the previous year. Work was ongoing to ensure that trends for attainment were going up across all Deciles and the gap between Deciles 1 and 10 was not widening.

DECISION NOTED.

MEMBER

Chief Superintendent G. Imery and Mr left the meeting during the above item of business. Mr D. Rennie left the meeting at the end of the item of business.

7. **INTEGRATED CHILDREN & YOUNG PEOPLE'S PLAN 2015 - 2018**

With reference to paragraph 11 of the Minute of 26 November 2015, there had been circulated copies of the final version Integrated Children & Young People's Plan 2015 – 2018. SBC Depute Chief Executive – People advised the Board that an action plan was being developed to put the Integrated Plan into effect. The draft Integrated Plan had gone out to consultation before Christmas, with feedback leading to the production of two easy read versions (one for adults and one for children) as well as the inclusion of additional photographs of children with disabilities, including complex needs.

DECISION

NOTED the Integrated Children & Young People's Plan 2015 – 2018.

8. **COMMISSIONING SERVICES FOR CHILDREN & YOUNG PEOPLE**

There had been circulated copies of a report by the SBC Depute Chief Executive – People advising the Board of the work of the Children and Young People's Leadership Group on a Commissioning Review of Children and Young People's services. Within the Scottish Borders, the Children and Young People's Leadership Group (CYPLG) set the strategic direction for the integrated planning and delivery of services for children and young people. The CYPLG had produced an Integrated Children & Young People's Plan 2015-2018 which identified key priorities. In order to plan and deliver on these key priorities, it had been agreed to undertake work to understand the totality of current spend on children and young people's services. Analysis of this budget spend would then lead on to the development of a streamlined delivery of children and young people's services; improved responses to, and outcomes for, children and young people; greater assurance that resources are targeted towards the areas of greatest need within the Strategic Plan; budget savings from increased efficiency and avoidance of duplication; and improved partnership working and the ability to level in additional resources. Stakeholder involvement, including work with young people, was planned as part of the project and a detailed communications plan was being developed to this effect. In order to commence any new services from April 2017 this work would need to be completed by September 2016. Contracts with services currently commissioned by the CYPLG had therefore been extended to March 2017 to allow for completion of the review. The overall aim of the review was to prevent duplication and ensure that spend was being channelled to deliver the priorities in the Integrated Plan. In response to a question about transitioning arrangements, the Depute Chief Executive confirmed that she had met with the Principal of Borders College recently and work was being taken forward on that.

DECISION

AGREED to receive a further report on the outcome of the review of Commissioning Services for Children & Young People in Autumn 2016.

MEMBERS

Councillor Bhatia and Mr A. Jakimciw left the meeting.

QUORUM

The meeting was inquorate from this point onwards, but continued on an informal basis.

9. **ALCOHOL AND DRUGS PARTNERSHIP ANNUAL REPORT**

There had been circulated copies of a report by the Interim Director of Public Health on the Alcohol and Drugs Partnership (ADP) Annual Report 2014 – 15. The Borders ADP was a partnership of agencies and services involved with drugs and alcohol and provided strategic direction to reduce the impact of problematic alcohol and drug use. The ADP was required to produce an annual report on its 2012 - 2015 Delivery Plan. This Annual Report was prepared according to Scottish Government Guidance and provided information relating to a self-assessment of ADP processes and structures and resulting actions for the ADP; core outcomes, core indicators and local indicators;

and an update on work to progress Ministerial Priorities for 2014 -15 and address priorities for 2015 -16.

DECISION

NOTED the Alcohol and Drugs Partnership Annual Report 2014 15.

10. **HEALTH AND SOCIAL CARE INTEGRATION**

With reference to paragraph 6 of the Minute of 26 November 2015, the SBC Depute Chief Executive People advised the Board that the Health and Social Care Integrated Joint Board was due to become a legal entity on 1 April 2016. The Strategic Plan for Health and Social Care Services was due to be presented to the Integrated Joint Board the following week and would come back to the Community Planning Partnership in due course. Input and feedback from the public had helped shape the final version of the Strategic Plan, which would be delivered with funding from NHS Borders, the Council and the Integrated Care Fund.

DECISION

NOTED.

11. **DATES OF NEXT MEETINGS**

There had been detailed on the agenda the dates for the meetings of the Strategic Board for 2016/17.

DECISION

NOTED.

12. **ANY OTHER BUSINESS**

Accounts Commission Update Report on Community Planning

The SBC Communities and Partnership Manager advised that the Accounts Commission had published that day an update report on Community Planning. A copy of this report would be circulated to members by email. Appendix 1 to the report gave a summary of progress against previous recommendations.

DECISION

NOTED.

The meeting concluded at 4.15 p.m.

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SCOTTISH BORDERS COUNCIL EXECUTIVE COMMITTEE

MINUTES of Meeting of the EXECUTIVE
COMMITTEE held in the Council Chamber,
Council Headquarters, Newtown St Boswells,
TD6 0SA on Tuesday, 8 March, 2016 at
10.00 am

Present:- Councillors D. Parker (Chairman) (from para 2.2), S Aitchison (from para 2.2), S Bell, C Bhatia, J Brown, M J Cook, V Davidson (from para 2.2), G Edgar, D Moffat, D Paterson, F Renton, R Smith.

Also Present:- Councillors I Gillespie, G. Logan, S Mountford, A Nicol.

Apologies:- Councillor J Mitchell.

In Attendance:- Depute Chief Executive (Place), Chief Financial Officer, Corporate Transformation and Services Director, Clerk to the Council, Democratic Services Officer (F. Walling).

CHAIRMAN

Councillor Parker had sent apologies for his anticipated delay in arrival. For the first two items the meeting was therefore chaired by Councillor Bhatia.

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. MINUTE

The Minute of meeting of the Executive Committee of 16 February 2016 had been circulated. It was noted that Councillor Bhatia's apologies should have been recorded on the Minute.

DECISION

APPROVED for signature by the Chairman, subject to the above amendment.

3. EXTRA CARE HOUSING: BUSINESS CASE FOR BERWICKSHIRE

- 3.1 There had been circulated copies of a report by the Service Director Regulatory Services proposing that 2 new extra care housing schemes should be developed in Berwickshire. The report provided a brief overview of the business case for the provision of extra care housing in Berwickshire and the process used to inform the development of that business case which included testing the needs assessment for extra care housing, a separate evaluation of the Dovecote extra care housing in Peebles and an option appraisal. The needs assessment concluded that there was a large projected need for this type of housing model in Berwickshire and findings indicated a requirement for two new extra care housing developments with the first being built in Duns and the subsequent development in Eyemouth. Through an option appraisal approach, the study also concluded that it would be best value if the projects were developed, owned and managed by a Registered Social Landlord, although it was anticipated that as these were high costs projects they were highly likely to require some gap funding from the Council's Affordable Housing Budget. It was envisaged that these developments would provide both housing for social and mid-market rent and shared equity options, all of which were considered as being compliant with the Council's Affordable Housing Policy definitions. Further individual site specific feasibility studies were required to test the financial modelling. The evaluation of Dovecot Court concluded that the Dovecote extra care

housing was meeting this type of need that it was intended to address; and made a number of recommendations for service provision at Dovecot which would also influence future services provided in future new build developments.

- 3.2 Members were content with the direction of travel and conclusions contained within the report but asked questions on the detail of the Extra Care Business Case prepared by an independent consultant, which was presented as an appendix. Questions referred in particular to the analysis of need, demand and supply of Extra Care Housing and Housing with Care and the estimated numbers of Extra Care Housing units required in Berwickshire. Further information was given by the Chief Financial Officer and the Group Manager, Housing Strategy and Services. Members were advised that further detailed reports which lay behind the business case could be provided if required. Reference was made by officers to the demographic time bomb in terms of the care of older people and an independent survey which had shown that in the Borders, by 2018, there would be a shortfall in the provision of Extra Care Housing and Housing with Care of 192 units and 545 units respectively. This was the first stage of a programme to provide this type of housing in all major towns in the Borders. Members were also referred to the Council's Local Housing Strategy 2012-20. Confirmation was given that all the options in the Business Case were negatively funded i.e. some additional funding would be required from the Council and/or its partners over and above Scottish Government grant funding. The proposal was to ring-fence funding from 2nd Homes Council Tax and Developer Contributions to address this funding gap.

DECISION

AGREED:-

- (a) **that officers initiate discussions with RSL partner organisations to establish and agree the most appropriate partner who was financially viable, experienced and capable of delivering projects of this scale;**
- (b) **that officers continue to liaise with Scottish Government to trail the intention to develop these projects via the Strategic Housing Investment Plan and established processes;**
- (c) **in principle to assist the development of these two proposed affordable housing projects by using the Council's 2nd Homes Council Tax budget to compensate the 10-year Capital Investment Programme on the basis of affordable housing valuation for the sites; and**
- (d) **in principle to use 2nd Homes Council Tax and Developer Contributions to address the funding gap associated with this type of development potentially above affordable housing benchmark eligible grants.**

MEMBERS

Councillors Aitchison, Davidson and Parker joined the meeting during consideration of the above item.

CHAIRMAN

Councillor Parker chaired the meeting for the remaining items of business.

4. SCRUTINY COMMITTEE RECOMMENDATION

There had been circulated copies of a Minute extract from the Scrutiny Committee meeting of 28 January 2016. This related to a request submitted to the Committee by Ettrick and Yarrow Community Council: *To review the extent to which the Scottish Borders Council's (SBC) budget for road repairs and maintenance was sufficient to meet need and the not unreasonable expectation that roads would be maintained in a safe condition. Within this context, to particularly examine how the allocation of budget for rural roads was arrived at and whether more should be allocated.* After consideration of a

report by the Service Director Neighbourhood Services and subsequent discussion Members of the Scrutiny Committee agreed 'to recommend that the Executive Committee continued to consider ways of further increasing investment in roads and related infrastructure'. The Chairman of the Scrutiny Committee, Councillor Logan, gave some background to the recommendation but indicated that this had been made prior to the decision to allocate additional money in the budget to roads and prior to the roads review. In discussing the recommendation Members maintained that the agreed amendment to the Administration's proposed budget, to increase roads spending by £500,000 per year over the next five years, showed that all Members were in agreement that investment in roads should be prioritised. It was noted that although the Grant Aided Expenditure (GAE) for roads was calculated by the Scottish Government on a needs basis it was up to Members as policy makers to look at competing areas of the budget and to make decisions as to how the budget should be allocated. The Chief Financial Officer agreed to provide Members with a briefing on GAE and information on roads spending in particular. Members agreed that the recommendation from the Scrutiny Committee highlighted the issue of investment in roads and as such was supportive and useful. Members also referred to Scrutiny's proposal to consider the budget implications of the re-trunking of the A72 and A7. Discussion continued on the damage inflicted on roads by timber haulage vehicles and the years of apparently ineffective representations by the Council to the timber haulage industry about responsibility for the costs of repair. It was suggested the Council should take a more investigatory proactive approach and to isolate roads used purely by timber haulage in order to clearly identify responsibility and claim reimbursement from the industry for the damage. Officers were also asked to look into enforcing the legal obligation of landowners to maintain field drainage and prevent the water run-off onto adjoining roads that led to surface damage.

DECISION

AGREED:-

- (a) to accept the recommendation from the Scrutiny Committee to 'consider ways of further increasing investment in roads and related infrastructure' and to thank the Committee for the work carried out;**
- (b) to request that the Chief Financial officer provide a briefing note for Members on GAE funding/calculations and roads spending; and**
- (c) to request that the Chief Officer Roads investigate further any action that the Council could take in respect of:**
 - (i) damage to roads by timber haulage vehicles; and**
 - (ii) the legal obligation for landowners to maintain field drainage and prevent water run-off onto adjoining roads.**

5. CAPITAL PROGRAMME 2016/17 - BLOCK ALLOCATIONS

With regard to paragraph 8 of the Council Minute of 11 February 2016, there had been circulated copies of a report by the Chief Financial Officer seeking approval for the proposed individual projects and programmes within the various block allocations in the 2016/17 Capital Financial Plan. Appendices A – Z to the report contained proposals for various projects to be allocated resources from the block allocations within the 2016/17 Capital Financial Plan. The report explained that not all projects had been fully identified. As and when this information was available this would be brought to the Executive for consideration. The Chairman referred systematically to each of the appendices to give Members an opportunity to comment and ask questions. Where the information requested was unavailable the Chief Financial Officer and/or Executive Members agreed to provide this following the meeting. Members welcomed the proposed investment to improve and refurbish parts of the School Estate and asked that details of the investment

be publicised and included in the information available as part of the pre-consultation exercise prior to the School Estate review.

DECISION

APPROVED the block allocation breakdowns contained in appendices A – Z to the report.

6. **AFFORDABLE HOUSING POLICY DEVELOPER CONTRIBUTIONS GOVERNANCE**

With reference to paragraph 5 of the Executive Minute of 4 March 2007, there had been circulated copies of a report by the Service Director Regulatory Services proposing that the Chief Financial Officer be given delegated powers to allocate Affordable Housing Policy developer contributions to assist delivery of affordable housing projects. The report referred to the decision of Executive on 4 March 2007 to operate an investment framework regarding the allocation of Affordable Housing Policy developer contributions to assist delivery of affordable housing. It had been identified that the Scheme of Delegation required to be amended to reflect the management arrangements to deal with the allocation of these developer contributions.

DECISION

- * **AGREED to RECOMMEND** that the following addition to the powers delegated to the Chief Financial Officer be incorporated in the Scheme of Delegation “To authorise the allocation of Affordable Housing Policy funding collected by the Council to assist delivery of individual projects”.

7. **ROADS REVIEW OPTIONS APPRAISAL**

With reference to paragraph 10 of the Minute of 12 May 2015, there had been circulated copies of a report by the Chief Officer Roads seeking approval for the preferred operation model for the Council’s Roads Services and agreement to proceed to the next stage, which was development of a full business case for the preferred model. The Depute Chief Executive (Place) gave a presentation which summarised the report and Option Appraisal which was appended to the report. It was explained that on 12 May 2015 the Executive Committee agreed that a review be carried out of the operating model of the Council’s wider roads service to ensure maximisation of services to the Borders and continued ability to operate in the external market place; and that any model should be capable of interfacing with the Edinburgh, Lothians, Borders and Fife (ELBF) proposal. Given the tight timescales for arriving at the most advantageous operating model the focus was placed on evaluating the options of internal restructure or Limited Liability Partnership (LLP). A series of workshops were held between October and mid November 2015 with Senior Managers from across the Roads Services, HR, Finance, Business Transformation and Trade Union representatives. The key drivers for change centred around legal, financial, customer, governance and flexibility issues. The preferred redesigned service arrangement was a Client/Provider set-up. This applied to both of the options. It was also emphasised that, with regard to governance, the Council would retain 100% control as an internal service and with an LLP the Council would retain 100% ownership and exercise control through the new governance structure. The differences between the Internal Restructure and the LLP options were largely around their capacity to generate external income. The internal restructure was limited by legislation in the amount of external income that it could generate, with limited tender opportunities. The LLP would be free to trade commercially. It would therefore not be limited in the amount of external income that it could generate and could take full advantage of any tender opportunities. When both options were scored against the key drivers for change the internal restructure scored 280 and the LLP scored 407. Members discussed the report and were supportive of the proposal to develop a full business case for the LLP model as a means to ensure that the Council’s road service would remain effective whilst also having the opportunity to operate in the private market and deliver additional benefit. Members welcomed the emphasis on the customer service approach considered within the report. It was agreed that in respect of the competitive nature of the Council’s road operations in relation to local businesses

the Council needed to be transparent, throughout the process, with those competitors who worked alongside.

DECISION

AGREED that:-

- (a) the Client/Provider arrangement was the best set up for a redesigned Roads service;**
- (b) Limited Liability Partnership (LLP) was the best model for the redesigned services;**
- (c) a full business case be developed for the LLP model within the next three months; and**
- (d) the Chief Officer Roads bring a further report on the Council's Roads Services for consideration by the Council in June 2015.**

8. PERFORMANCE MANAGEMENT FRAMEWORK FOR THE INTEGRATED SPORT AND CULTURE TRUST

- 8.1 With reference to paragraph 5 of the Council Minute of 7 October 2016, there had been circulated copies of a report by the Corporate Transformation and Services Director proposing a Performance Management Framework for the integrated Sport and Culture Trust. This would allow Scottish Borders Council's Executive Committee to oversee the work of the Integrated Trust and ensure that the required outcomes were being achieved. The Corporate Transformation and Services Director referred to the agreement of Scottish Borders Council to the formation of an integrated Sport and Culture Trust and that the necessary work be done to facilitate the successful transfer to the Trust of the agreed services, facilities and staff with an anticipated go-live date of 1 April 2016. As part of the transfer to Trust, it was recommended that a Performance Management Framework (PMF) be developed and brought back to the Executive Committee for approval in March 2016 and that the Executive Committee then received regular performance reports thereafter. Attached as an appendix to the report was a draft PMF developed in conjunction with Cultural Services, Borders Sport and Leisure Trust (BSLT) and the Scottish Borders Council Member Officer Working Group. This allowed for regular performance monitoring and oversight against agreed outcomes, for both elected Members and Council officers. The Corporate Performance and Information Manager gave a presentation outlining how the framework was developed; the six outcomes that Scottish Borders Council required the Trust to work towards; and the proposed monitoring and reporting arrangements to ensure delivery of the outcomes specified within the Service Provision Agreement. In addition to the regular meetings and reporting outlined it was proposed that a Member-Trustee Liaison Group met three times a year to discuss strategic direction, future priorities and commissioning as well as raising any concerns about service delivery and/or the partnership. The report recommended that the membership of this group included the Executive Member for Culture, Sport, Youth and Communities and the Executive Member for HR and Corporate Performance.
- 8.2 Members discussed the draft PMF at length, particularly in respect of the monitoring and reporting arrangements, the relationship between Scottish Borders Council and the Trust in the context of performance management and the proposed membership of the Member-Trustee Liaison Group. The Executive Member for Culture, Sport, Youth and Communities recognised the hard work carried out by officers in preparing the Framework. In a wider context she referred to accountability and the fact that statutory responsibility for delivery of services remained with the Council. She expressed her disappointment that in setting up the Integrated Trust the opportunity had not been taken in terms of the legal agreement to keep elected Members clearly responsible. With regard to outcomes the Director advised that these had been worded in a way as to achieve

consistency with the Corporate Plan and the Trust's charitable objectives. In response to questions about the inclusion in the Trust of other external groups to which the Council provided financial assistance, such as the Eastgate Theatre, it was confirmed that as far as possible the Council would ensure consistency in its relationship with these external organisations. With regard to the proposed membership of the Member-Trustee Liaison Group, discussion continued about the issues faced by Members who had a number of overlaid relationships through being members of related bodies such as this group and having separate obligations in respect of each. To ensure objectivity there was discomfort expressed about Executive Members being part of the Member-Trustee Liaison group. It was agreed that a decision on the membership of the Member-Trustee Liaison Group be postponed to the next meeting of the Executive Committee. This would enable discussions to take place with the Chief Executive of Border Sport and Leisure Trust and the Council's Chief Legal Officer with a view to bringing back a report for consideration which specifically addressed the issues and conflicts referred to.

DECISION

AGREED:-

- (a) **the Framework presented at appendix 1 to the report subject to the membership of the Member-Trustee Liaison Group being confirmed at a future date;**
- (b) **to accept performance reports from the Trust twice yearly; and**
- (c) **that a report on membership of the Member-Trustee Liaison Group be brought back to the meeting of the Executive Committee of 22 March 2016.**

9. 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 it involved the likely disclosure of exempt information as defined in the relevant paragraphs of part 1 of schedule 7A to the Act.

10. MINUTE

The Committee approved the private Minute of 16 February 2016.

The meeting concluded at 12.25 pm

**SCOTTISH BORDERS COUNCIL
LIMITED LIABILITY PARTNERSHIP –
STRATEGIC GOVERNANCE GROUP**

MINUTES of Meeting of the LIMITED
LIABILITY PARTNERSHIP - STRATEGIC
GOVERNANCE GROUP held in Council
Chamber, Council Headquarters, Newtown
St Boswells on Tuesday, 15th March, 2016 at
2.30 pm

Present:- Councillors F. Renton (Chair), J. Brown, J. Greenwell, J. G. Mitchell and
B White.

In Attendance:- E Torrance (Chair Project Board), J Stacey (Chief Officer Audit & Risk SBC),
J Wilson (Chairman SB Cares), P Barr (Managing Director SB Cares), D
Collins (Finance and Commercial Director SB Cares), L Crombie (Operations
Director SB Cares), P Cathrow (Service Development Manager SB Cares),
Democratic Services Officer (P Bolson).

1. **WELCOME**

The Chairman welcomed everyone to the meeting of the Limited Liability Partnership
Strategic Governance Group (LLPSGG).

**DECISION
NOTED.**

2. **MINUTE**

There had been circulated copies of the Minute of the meeting of 16 February 2016.
Following discussion, it was agreed that the Minute be amended as follows:-

Paragraph 4(b)(i) Line 15 should read ". . . showed an absence rate of 6.69% for July
2015 compared to 5.81% reported in November 2015." And

Paragraph 4(b)(ii) Lines 9 and 10 should read ". . . this referred to the average number of
staff based on 37 hours per week;"

**DECISION
APPROVED the Minute for signature by the Chairman, subject to the above
amendments.**

3. **MATTER ARISING**

With reference to paragraph 3 of the Minute of the meeting of 16 February 2016, Mrs
Torrance advised Members that the appointment of a representative from the NHS to the
Limited Liability Partnership - Strategic Governance Group (LLPSGG) had again been
raised with the NHS and John Raine, NHS Borders had agreed to take this forward. It
was noted that the next meeting of the Integrated Joint Board was scheduled for 18 April
2016 and it was hoped that a representative would be identified at that time.

**DECISION
NOTED.**

4. **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
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

5. **MINUTE**

Members approved the Private Section of the Minute of 16 February 2016 subject to an amendment.

6. **SB CARES BUSINESS PLAN FOR 2016/17**

Members considered the Business Plan for SB Cares for the period 2016/17.

The meeting concluded at 4.10 pm

SCOTTISH BORDERS COUNCIL
TEVIOT AND LIDDESDALE AREA FORUM

MINUTE of Meeting of the TEVIOT AND
LIDDESDALE AREA FORUM held in Room
205, Tower Mill, Hawick on Tuesday, 15th
March, 2016 at 6.30 pm

Present:- Councillors G Turnbull (Chairman), A Cranston, W McAteer, S Marshall, R Smith. Community Councillors: Mr M Grieve (Burnfoot), Ms C Nicol, (Denholm), Mr C Knox (Hawick), Mr R Scott (Upper Liddesdale & Hermitage), Mr C Griffiths (Hobkirk), Mr T Stevenson (Upper Teviotdale & Borthwick Water).

Apologies:- Station Commander Russell Bell (Scottish Fire & Rescue Service), Mrs M Short (Hawick Community Council), Inspector Carol Wood (Police Scotland).

In Attendance:- Neighbourhood Area Manager (Mr F Dunlop), Democratic Services Officer (J Turnbull).

Members of the Public:- 6 in attendance

1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 16 February 2016.

DECISION

AGREED to approve the Minute

2. **MATTERS ARISING FROM THE MINUTE**

- 2.1 With reference to paragraph 4 of the Minute of 16 February 2016, the Chairman, Councillor Turnbull, advised that Mr Richardson, Asset Manager, had requested the Service Director Commercial Services update the Forum on options to maintain the CCTV system.
- 2.2 With reference to paragraph 7 of the Minute of 16 February 2016, the Clerk was asked to contact Mr Castle and request that plans for Wilton Lodge Park development be displayed at the Town Hall.
- 2.3 With reference to paragraph 9 of the Minute of 16 February 2016, the Chairman, Councillor Turnbull, reported that Scottish Borders Council (SBC) had highlighted the need for a risk assessment and amendment to public liability insurance in order that volunteers could operate the street cleaning machine. He was also liaising with 4Earth Solutions to arrange a demonstration of their gum stopping procedure on paving. An update would be presented to the next Forum.
- 2.4 With reference to paragraph 12.4 of the Minute of 16 February, Mr Grieve, Burnfoot Community Council, enquired if the letter had been received from Paul Wheelhouse MSP. Councillor McAteer replied, that unfortunately the letter had not been received which was disappointing.
- 2.5 With reference to paragraph 12.1 of the Minute of 16 February, the Chairman advised that the Leader of the Council, Councillor David Parker, had been unable to attend the meeting due to prior commitments. However, he was hoping to attend a future meeting, possibly the Forum in June.
- 2.6 With reference to paragraph 15 of the Minute of 16 February, the Chairman advised that representatives from SEPA had been invited to attend the Area Forum on 19 April 2016.

**DECISION
NOTED.**

3. NEIGHBOURHOOD SMALL SCHEMES AND QUALITY OF LIFE

- 3.1 With reference to the paragraph 8 of the Minute of 16 February 2016, there had been circulated a spreadsheet by Service Director Neighbourhood Services showing the progress of the Neighbourhood Small Schemes and Quality of Life Schemes. Mr Dunlop was in attendance at the meeting and advised that the upgrade to the existing woodland walk at Newcastleton Primary school and provision of bench at Ettleton Cemetery had been completed. Erection of fences at Havelock Bank and Escape Youth Centre, Hawick had also both been completed. A contribution of £205 from the Hawick and Hermitage Quality of Life budget for the supply and installation of a bench at Craik Forest was approved on 11 March 2016. The remaining balance in the Hawick and Hermitage Quality of Life budget was £5,993.00. Mr Dunlop clarified that the Council had agreed that the remaining budget could be carried forward to the next financial year and this was welcomed by Members.
- 3.2 The Chairman, Councillor Turnbull, intimated that Avril's Trust had written to thank the Forum for the Quality of Life grant of £1,185.00. The grant had enabled roll out of their One Day Emergency First Aid Training course in Hawick. The grant also part funded the installation of two defibrillators in Hawick situated at Burnfoot Hub and Morrisons.

**DECISION
NOTED:-**

- (a) **The updates on previously approved Neighbourhood Small Schemes as detailed in Appendix A to the report; and**
- (b) **The updates on previously approved Quality of Life Schemes as detailed in Appendix B to the report.**

4. ENGAGEMENT BY NHS BORDERS

- 4.1 Ms June Smyth, Director of Workforce and Planning and Mr John McFadden both NHS Borders, were in attendance at the meeting to update on NHS Borders initiatives. Ms Smyth referred to the briefing by Ms Manion, Chief Officer, Health & Social Care Integration, on NHS Borders' review of clinical services, presented to the December meeting of the Forum. She advised that there had been 300 conversations with individuals and groups and they were currently identifying key themes. To encourage engagement they were utilising social media channels, staff intranet and community groups. The key themes from the consultation to date were accessible services, clinical outcomes and consultation. The engagement process would continue until the end of April. There would then be an analysis of the key themes with a report to the Board in June.
- 4.2 In answer to a question regarding community hospitals, Ms Smyth explained that community hospitals would remain; however, their role and function might change. The engagement process was continuing. With regard to Crumhaugh House, works would commence in October. An update would be provided at the June meeting of the Area Forum.

DECISION

AGREED to request an update on Crumhaugh House from NHS Borders at the June meeting of the Forum.

5. POLICE SCOTLAND

- 5.1 There had been circulated copies of a report by Inspector Carol Wood, Police Scotland. The report highlighted that with regard to the Drug Dealing and Misuse priority, a number

of stop and searches had been carried out in January. Of these, three individuals had been reported for possession of drugs. The Road Safety priority showed that 11 road checks had been carried out in February. Four conditional offers had been issued for speeding, one for use of a mobile phone whilst driving, three for failing to wear a seatbelt and a further one for the anti-social use of a vehicle. With regard to the Anti-Social Behaviour there had been six recorded police warnings administered. The report referred to the parking issues in the town. A meeting had been held with councillors, officers and police to discuss improvements that could be made on the High Street. Further actions would be followed up as a result of this meeting. It was advised that there was an ongoing investigation into the fatal accident on the A698, once completed there would be a review of the junction.

- 5.2 Members requested clarification on the format of the Police Scotland reports and why this differed from reports presented to Community Councils? It was also requested that quarterly, crime statistics be presented at the next Forum meeting.

DECISION

AGREED that Police Scotland be requested to provide quarterly crime statistics to the April Area Forum.

6. **SCOTTISH FIRE & RESCUE SERVICE**

There had been circulated, copies of a report from Mr Russell Bell, Station Manager, Hawick Fire Station, updating the Forum on Scottish Fire and Rescue activity for the month of February. The report detailed that there had been three house fires, 18 special service incidents and 12 unwanted fire signals. Members highlighted the four out of hospital, cardiac arrest responses and commended the Fire and Rescue Service for this new initiative.

**DECISION
NOTED.**

7. **OPEN QUESTIONS**

There were no open questions.

8. **COMMUNITY COUNCIL SPOTLIGHT**

- 8.1 Ms C Nicol, Denholm Community Council, thanked Councillors McAteer and Marshall for their support in relation to the Boundary Commission's proposals. A community resilience group had been formed. A first aid course for members of the community had been completed.
- 8.2 Mr Grieve, Burnfoot Community Council, advised that they were still working on the Remembrance Garden project and had engaged an architect. A meeting with Amey regarding the A7 had taken place that day and had been productive.
- 8.3 Mr Knox, Hawick Community Council, advised that they had received a presentation from Mr McGregor on the national park initiative. The Borders Street Pastors project would be launched in the Council Chamber next week. There had been a good response for volunteers to use the street cleaning machine. Hawick's Spring Clean would be held on 17 April and commence at 10 am in the Common Haugh.
- 8.4 Mr Griffiths, Hobkirk Community Council, advised that they were developing a community website. They were carrying out an enquiry into the flooding incident.

**DECISION
NOTED the reports.**

9. **URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Forum was of the opinion that the item dealt with in the following paragraphs should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed.

10. **HAWICK FLOODING**

The Chairman, Councillor Turnbull, requested an update and timeline be presented at the next meeting on outstanding flooding works.

DECISION

AGREED to request a report at the next meeting of the Forum on outstanding flooding works.

11. **ROADS REVIEW**

The Forum requested that the Executive Member for Roads and Infrastructure, Councillor Edgar, attend a meeting of the Forum to present a report on the roads review and advise where the additional revenue received for roads maintenance would be spent.

DECISION

AGREED to request that the Forum receive a presentation by the Councillor Edgar on roads maintenance.

12. **SCOTTISH TIMBER TRANSPORT CONFERENCE**

Councillors Smith and Turnbull attended the Scottish Timber Transport Conference in Perth on 17 March which had been worthwhile. Councillor Smith advised that they had been the only two councillors out of 124 delegates. The conference had been worthwhile, the significance of stakeholder engagement had been emphasised. It was agreed to arrange a presentation on Timber Transport at a future meeting of the Forum.

DECISION

AGREED to request a presentation on timber transport at a future meeting of the Forum.

13. **DATE OF NEXT TEVIOT AND LIDDESDALE AREA FORUM MEETING**

The next meeting of the Teviot and Liddesdale Area Forum would be held on Tuesday, 19 April 2016 at 6.30 pm in Lesser Hall, Town Hall, Hawick.

The meeting concluded at 7.10 pm.