

Public Document Pack



EXECUTIVE COMMITTEE TUESDAY, 16 APRIL 2019

A MEETING of the EXECUTIVE COMMITTEE will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS, TD6 0SA on TUESDAY, 16 APRIL 2019 at 10.00 am

J. J. WILKINSON,
Clerk to the Council,

10 April 2019

| BUSINESS | | |
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| 1. | Apologies for Absence | |
| 2. | Order of Business | |
| 3. | Declarations of Interest | |
| ECONOMIC DEVELOPMENT BUSINESS | | |
| 4. | Economic Development Update (Pages 5 - 10) Presentation on recent Economic Development progress by the Chief Officer Economic Development. (Briefing note attached). | 20 mins |
| 5. | South of Scotland Enterprise Agency - Update (Pages 11 - 20) Consider report by Executive Director. (Copy attached). Professor Russel Griggs, Chair of SoSEP will be in attendance. | 30 mins |
| 6. | Hawick Conservation Area Regeneration Scheme - Update (Pages 21 - 24) Consider report by Executive Director. (Copy attached), | 10 mins |
| 7. | Private Business Before proceeding with the private business, the following motion should be approved:- "That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act". | |
| 8. | Strategic Events Opportunities (Pages 25 - 32) | 10 mins |

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| | Consider private report by Executive Director. (Copy attached). | |
| | Economic Development theme additional membership of Committee:- Mr G. Clark, Mr J. Clark. | |
| | OTHER BUSINESS | |
| 9. | Minute (Pages 33 - 34) Minute of meeting held on 12 March 2019 to be approved and signed by the Chairman. (Copy attached). | 2 mins |
| 10. | Control of Contractors Policy (Pages 35 - 48) Consider report by the Service Director Regulatory Services. (Copy attached). | 15 mins |
| 11. | Annual Taxi Fares Review 2019/20 (Pages 49 - 60) Consider report by the Service Director Regulatory Services. (Copy attached). | 10 mins |
| 12. | CCTV in the Scottish Borders (Pages 61 - 66) Consider report by the Service Director Assets & Infrastructure. (Copy attached). | 10 mins |
| 13. | Review of Parking Issues (Pages 67 - 124) Consider report by the Service Director Assets & Infrastructure. (Copy attached). | 20 mins |
| 14. | Primary School Estate Update Report - Eyemouth Primary School & Earlston Primary School (Pages 125 - 212) Consider joint report by Interim Service Director Children & Young People and Service Director Assets & Infrastructure. (Copy attached). | 15 mins |
| 15. | Private Business Before proceeding with the private business, the following motion should be approved:- "That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act". | |
| 16. | Netherdale Spectator Stand - Request for Financial Contribution (Pages 213 - 220) Consider private report by the Service Director Assets & Infrastructure. (Copy attached). | 10 mins |
| 17. | Union Chain Bridge - Project Update (Pages 221 - 234) Consider private report by the Service Director Assets & Infrastructure. (Copy attached). | 10 mins |

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| 18. | Any Other Items Previously Circulated | |
| 19. | Any Other Items which the Chairman Decides are Urgent | |

NOTES

- 1. Timings given above are only indicative and not intended to inhibit Members' discussions.**
- 2. Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.**

Membership of Committee:- Councillors S. Haslam (Chairman), S. Aitchison (Vice-Chairman), G. Edgar, C. Hamilton, E. Jardine, T. Miers, S. Mountford, M. Rowley, R. Tatler, G. Turnbull and T. Weatherston

Please direct any enquiries to Eileen Graham Tel:- 01835 826585
Email:- eegraham@scotborders.gov.uk

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EXECUTIVE COMMITTEE – 16 April 2019**Economic Development Update****1. Business:**

- From January to March 2019 the Business Gateway team assisted **56** business start-ups, of which **8** met the classification of 'Early Stage' growth. The Business Gateway Advisers have delivered **16** start-up workshops and **2** Growth workshops with **116** attendees. Growth Advisers continue to work with companies which have potential to achieve growth targets and have put **7** businesses through segmentation.
- Business Gateway continues to work across the Scottish Borders meeting with a number of intermediaries promoting the services available through Business Gateway and the Council. In total **18** Intermediary visits have been held during the period.
- Business Gateway Advisers have facilitated **9** Digital Boost workshops with 78 attendees.
- For the period from 1 January 2019 to 20 March 2019, the **Scottish Borders Business Fund** received 6 applications and approved 5 grants valued at £13,878.87, supporting projects with a value of £27,757.76. These projects are forecast **to create 9.5 jobs** with a forecast **economic impact of £190,250 GVA**.

2. Regeneration:

- **Selkirk BID** – a new Selkirk Business Improvement District Board and project manager have been progressing key projects identified within the business plan including the development of a town brand identity; new signage to complement the streetscape signage; and the development of a new town website to market Selkirk more effectively.
- **Jedburgh CARS** – a total of 9 repair grants have been awarded with 8 completed or on site. A further round of applications closed at the end of March 2019, with 7 applications currently being assessed. The first works to priority buildings are due on site this summer. One priority building has now been dropped and the funding will be reallocated. Work continues to encourage the other owners to develop their proposals further to allow grants to be awarded. Site investigation works have been completed to the Abbey Ramparts to allow the development of a scheme of repairs to be undertaken later in 2019. 3 apprentice and 1 further training bursaries have been offered as part of the support programme for traditional skills and the programme of technical lectures and lime workshops continues.

- **Hawick Business Growth Project**
 - Armstrong's Redevelopment, Hawick - The Council has acquired the site and will potentially demolish elements which are beyond repair and redevelop it as a business incubator hub providing small office units. The development is anticipated to provide up to 17 business incubator units, 613 m² net business space and potentially up to 25 FTE additional jobs. The detailed design process involved consultation and engagement with the Council's Elected members and seeks to complement activities in relation to the Hawick Flood Protection scheme. The planning application was submitted in Oct 2018 and the outcome is expected shortly.
 - Galalaw Business Park: A Building of 479m² providing up to 4 industrial units has been completed. Marketing attracted over 21 interested potential tenants. There are currently 3 occupants with the final unit likely to be filled in the next few months once Heads of Terms are concluded. The formal ministerial opening by Jamie Hepburn MSP was on 9 April.

- **Hawick Textiles Training Centre for Excellence**
The aim of the new training centre is to tackle a critical skills shortage hampering textiles companies' efforts to boost their production and productivity. A funding commitment of £610,000 has been confirmed by the South of Scotland Economic Partnership to support the set up and delivery of the project for the first two years.

Alistair Young has now been appointed as the Centre Manager and Hawick High School has been selected as the location for the Centre. This is an excellent opportunity to integrate textiles with the High School and give the opportunity to learn about this important sector while at school. The Centre is available for trainees of all ages. The first 12 students started in March. The project has been a close partnership with the textile team at Scottish Enterprise and Skills Development Scotland, led by Scottish Borders Council. The local textile businesses are supportive and keen to ensure the success of the project.

- **Made in Hawick** – This brand has been produced to highlight the town's internationally renowned products to a global market. This initiative has the support of more than 20 Hawick businesses and aims to position the town as the place for visitors to buy top quality Scottish products. The project is commissioning a website, a leaflet is in production, and marketing will start on completion of this marketing collateral.
- **Scottish Government Regeneration Capital Grant Fund 2018** -The Fund is aimed at providing new and/ or improved infrastructure through capital expenditure supporting projects in 2019/20 – 2021/22. Stow Community Trust progressed with their 2nd round application for Stow Station House and have been successful with their funding application. Council officers are working with community representatives to conclude their funding package and progress to the next stage of the project.
- **Building a Better Gala** – Following the unsuccessful Business Improvement District ballot, Energise Galashiels and the Council have developed a proposal based on the BID business plan. The Building a Better Gala proposal will help to deliver key projects, which aim to improve the

appearance and vitality of the town centre during 2019, making Gala town centre a welcoming visitor destination by 2020. Energise Galashiels have undertaken a proactive campaign to engage and involve more businesses to support the delivery of the new initiative as well as launch a funding appeal to contribute towards initiatives within the proposal. A funding application has also been submitted to SOSEP.

- **Tweed Valley Tourism BID** - the Tweed Valley Tourism BID is progressing positively with consultation and engagement with over 50% of the businesses in the potential BID area. An outline business plan has been developed and will be used for the next phase of business consultation. The BID is aiming to progress to ballot in October 2019.
- **Scottish Government Town Centre Fund for 2019/20** – as part of the budget settlement, the Scottish Government announced £50million for a town centre fund. The Town Centre Fund, which has been set up in partnership with COSLA, is supporting councils to ensure their high streets are more diverse, sustainable and successful in the face of changing and evolving retail patterns. It will be for local authorities to allocate this fund against the themes of the Town Centre Action Plan. The Scottish Borders has been allocated £1.4m for delivery in 2019/20. A further report will be presented to Elected Members shortly.

3. Tourism & Events:

- MBTAG Phase two is now underway. Phase two is funded by Scottish Enterprise and LEADER. The project is currently recruiting a Digital Marketing coordinator, Digital Marketing Agency and Travel Trade consultant.
- The Scottish Borders Tourism Partnership hosted a conference at Peebles Hydro in late March. Speakers included, John Lennon and Tom Campbell of the “North Coast 500”. Chair, Will Haegland updated the room on progress towards becoming a cooperative group.
- Work is planned for new visitor welcome signage for Duns Town centre and Galashiels Town Centre.
- Strategic Events support – the Council continues to work with event organisers to provide support and advice to develop and increase visitor numbers and economic impact. Applications for a number of events in the coming months have been received and are currently being assessed. Funding support has been provided to Border County Rally which took place in March 2019. Hawick Reivers Festival has recently been awarded funding from the Clan Event Fund which is managed by EventScotland.
- The newly created cycle event, the Women’s Tour of Scotland will be visiting the Scottish Borders on Sunday 11 August 2019 for its third and final stage, with a loop from Edinburgh and back taking in Peebles and Innerleithen. This event is supported by EventScotland.

4. Funding:

- **European funding** continues to be available to projects through the European Maritime Fisheries Fund 2014 – 2020 programme. The Scottish Borders LEADER Programme 2014-2020 is now fully committed. The UK and Scottish Governments have confirmed that applicants whose grant funding is agreed and contracted by end June 2019 will be able to complete their projects, even if the work is scheduled to take place after leaving the EU.
- The LEADER Local Action Group has approved grant funding of £3.1m during the 2014-2020 programme. This is made up of 26 community, 8 farm diversification, 14 rural business, 3 Enterprise Facilitator projects plus 6 cooperation projects.
- The **Forth Fisheries Local Action Group (FLAG)** has recommended 29 projects to Marine Scotland, committing £915k of funding to date. In total, 42 Expressions of Interest have been received. The committed funds are broken down between the three Council areas - SBC £296k, Tyne & Esk £239k and Fife £380k. Marine Scotland has confirmed the UK Treasury has extended its guarantee on funding and that all awards signed before the end of 2020 will be met. Remaining funds total £137k.

5. Property & Projects:

- **Property** – 168 property enquiries have been received to date in 2018/19. This has resulted in a total of 25 new leases, including a tenant taking substantial space at Waverley Chambers, Galashiels from May 2019. These new leases mean that £158k in annual rental income will be generated for the Council, 135 FTE jobs will be supported and 42.5 FTE new jobs potentially created over the next five years. The new leases include 2 inward investment businesses. With regard to the Council's portfolio of leased industrial units, yards and shops, the occupancy level for the last quarter (Oct to December 2018) is **89%**.
- The 168 property enquiries include 32 enquiries to purchase plots. Sales discussions for serviced plots continue with growing businesses interested in developing in Coldstream, Duns, Eyemouth, Hawick, Jedburgh, Lauder and Selkirk.

6. Low Carbon:

- As part of the Change Works in Peebles (CWIP) energy efficiency project, an assessment of supply local chain opportunities has been completed. The work has identified a range of opportunities and barriers to local businesses engaging in the installation of energy efficiency measures. The recommended actions are currently being assessed and proposals are being developed to support the local supply chain in energy services.
- In response of the decarbonisation of both the electricity and gas grids, the Council has initiated liaison between SP Energy Networks and SGN to assess opportunities for local energy solutions. The first workshop with SPEN was

held on 25 February 2019, and a similar workshop with SGN is scheduled for 25 April. This partnership will assist in the development of a range of Council functions, including the Local Development Plan, Economic Strategy, major projects/infrastructure, and potential future Local Heat and Energy Efficiency policies.

Bryan McGrath, Chief Officer Economic Development, tel 01835 826525

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SOUTH OF SCOTLAND ENTERPRISE AGENCY - UPDATE

Report by Executive Director EXECUTIVE COMMITTEE

16 April 2019

1 PURPOSE AND SUMMARY

- 1.1 **This report updates Members on the progress being made by the South of Scotland Economic Partnership in supporting projects across the South of Scotland. The report also provides an update on the progress at the Scottish Parliament of the South of Scotland Enterprise Bill.**
- 1.2 In order to prepare for the South of Scotland Enterprise Agency, the Scottish Government has set up the South of Scotland Economic Partnership (SoSEP) as an interim solution to ensure that the South of Scotland benefits from a new approach to economic development as soon as possible. The South of Scotland Enterprise (SOSE) Bill was introduced in the Scottish Parliament on 24 October 2018 with the aim of ensuring that the new Agency is operational by 1 April 2020, subject to Parliamentary approval.
- 1.3 The Bill is being scrutinised by the Rural Economy and Connectivity Committee (RECC). During Stage 1, the Committee took evidence from the Council and a range of other stakeholders. The RECC published its Stage 1 report on the SOSE Bill on 4 March 2019 recognising the unique circumstances of the South of Scotland and the need for a new body to support the enterprise and skills needs of the area. Stage 1 concluded with a debate which took place on 26 March 2019, when the Parliament unanimously agreed to the general principles of the South of Scotland Enterprise Bill.

2 RECOMMENDATIONS

2.1 I recommend that the Executive Committee:-

- (a) **Notes the progress made to date in securing funding for key South of Scotland and Scottish Borders projects, as set out in Appendix 1;**
- (b) **Agrees that officers continue to work jointly with Dumfries & Galloway Council, and other partners, to develop projects and deliver key actions through SoSEP;**
- (c) **Notes the successful completion of Stage 1 of the South of Scotland Enterprise Bill and agrees to monitor further stages of the Bill and input as appropriate; and**
- (d) **Agrees to receive further reports on the South of Scotland Economic Partnership and the SOSE Bill as work progresses.**

3 BACKGROUND

- 3.1 As part of the Enterprise and Skills Review, the Scottish Government committed to creating the new South of Scotland Enterprise (SOSE) agency covering the Scottish Borders and Dumfries and Galloway. The new Agency offers a once in a generation opportunity for economic development investment and action. It is intended that this new Agency will operate in a similar way to Highlands and Islands Enterprise (HIE) and that it will align its work with Scottish Enterprise, Skills Development Scotland, Scottish Funding Council and VisitScotland.
- 3.2 The South of Scotland Enterprise (SOSE) Bill was introduced in the Scottish Parliament on 24 October 2018. Whilst subject to the necessary Scottish Parliamentary process, the aim is to ensure that the new Agency is operational by 1 April 2020.
- 3.3 In view of the time required to complete the statutory processes to establish the new Agency, the Scottish Government set up the South of Scotland Economic Partnership (SoSEP) as an interim solution to ensure that the South of Scotland benefits from a new approach to economic development as soon as possible. SoSEP involves representatives from business, the third sector, further and higher education, as well as key public sector partners. It is chaired by Professor Russel Griggs.

4 SOUTH OF SCOTLAND ECONOMIC PARTNERSHIP PROGRESS

- 4.1 The Scottish Government established SoSEP to take a new approach to inclusive growth in the short term and to prepare the ground for the new South of Scotland Enterprise Agency. The Memorandum of Understanding that underpins SoSEP identifies the purpose of the Partnership as being threefold.
- 4.2 Firstly, it will develop and deliver a clear and prioritised work programme, aligning existing activity, driving progress and piloting new approaches to benefit the South. Secondly, it will deliver a strong programme of engagement with stakeholders across the South of Scotland, including business, to ensure that they influence the work programme and can inform the proposals for the new Agency. Finally, it will influence the design of the new Agency, offering views to the Scottish Government on the structure and functions of the new Agency, assessing what has worked and engaging with stakeholders to ensure the Agency is responsive to, and informed by, the needs of the area.
- 4.3 A key benefit of this interim work is to allow the partners to bring forward and test new ideas, programmes and projects which will be fed into the work to establish the new Agency once the Parliamentary process is complete. To ensure progress, the Scottish Government has made £13.3M available in the 2019/20 financial year to continue the work of the South of Scotland Economic Partnership.
- 4.4 In addressing the first purpose the Partnership agreed a prioritised Work Plan that is structured around eight themes:
 1. Governance and data
 2. Communities
 3. Food Production, Forestry and Land Management

4. Education and Skills
 5. Key Sectors
 6. Business Support
 7. Infrastructure
 8. Arts & Culture
- 4.5 These themes are also the basis for a series of Theme Groups which are undertaking work to establish what the future priorities and forms of delivery might be in each theme area.
- 4.6 The Partnership has sought proposals from across the South of Scotland on how its resources might best be used. The proposals that have come forward have been wide ranging in their scope and in the scale of funding being sought. The Partnership has established a process and clear criteria for assessing and assisting in the development of the proposals to ensure a clear recommendation can be made to the Scottish Government on whether or not to fund a proposal. Appendix 1 summarises the projects supported to date.
- 4.7 In the Scottish Borders, the Centre for Textiles Excellence that has been approved for Hawick is now well under way, using a space on the Hawick High School campus. The aim of the new training centre is to tackle a critical skills shortage hampering textiles companies' efforts to boost their production and productivity. It will support the local textiles industry, helping businesses to develop young people with the right skills for the sector, and helping people of all ages to retrain to enter the sector. The project has been a close partnership with the textile team at Scottish Enterprise and Skills Development Scotland, led by Scottish Borders Council. Local textiles businesses are supportive and are keen to ensure the project is a success.
- 4.8 Newcastleton and District Community Trust has been supported to undertake a well thought out feasibility study on the commercial and economic viability of a community-owned bunkhouse at Tweedenhead, Newcastleton. This has the potential to have a positive economic impact in that remote rural area. The £6.6m funding for the two College's South of Scotland Skills and Learning Network project will also have a positive impact in the Scottish Borders, improving access to further education and skills development. Match-funding for community projects in Peebles, Newlands and Tweedsmuir has also been delivered, helping to support the Scottish Government's 'Strengthening Communities' programme.
- 4.9 The combination of the Work Plan, the work of the Theme Groups and the funded projects is establishing a wide area of interest for SoSEP. This will allow a significant contribution to be made to the purpose of the Partnership in addition to working to influence the design of the new Agency and helping the Scottish Government as it takes forward its work around the Parliamentary Bill.

5 STAKEHOLDER ENGAGEMENT

- 5.1 As part of addressing the second purpose of the Partnership, to deliver a strong programme of engagement with stakeholders across the South of Scotland, SoSEP is continuing to engage with businesses and communities across the region. The Government recently worked alongside the Southern Uplands Partnership and SoSEP to deliver two community engagement events to discuss the challenges and opportunities for community enterprise in the South. Events were held in Galashiels and Kirkcudbright on 18 and 19 March 2019. A wealth of community enterprise experience attended both events and these discussions will feed into the design of the new Agency's community support activities.
- 5.2 There will be further opportunities to participate at forthcoming South of Scotland Economic Partnership community engagement events, which will take place during the spring and summer of 2019. This further major round of engagements will build on the 26 events that were held across the region in 2018. The next round of events will particularly target businesses.

6 SOUTH OF SCOTLAND ENTERPRISE BILL

- 6.1 There are a number of stages in the legislative process for the South of Scotland Enterprise Bill, which is being scrutinised by the Rural Economy and Connectivity Committee (RECC). During Stage 1, the Committee took evidence from the Council and a range of other stakeholders. The RECC published its Stage 1 report on the SOSE Bill on 4 March 2019 recognising the unique circumstances of the South of Scotland and the need for a new body to support the enterprise and skills needs of the area. Stage 1 concluded with a debate which took place on 26 March 2019. The debate demonstrated clear cross party consensus for the establishment of SOSE and the Parliament unanimously agreed to the general principles of the South of Scotland Enterprise Bill.
- 6.2 Stage 2 will again be led by the Rural Economy and Connectivity Committee. It will involve line by line scrutiny of the Bill, including consideration of proposed amendments. Stage 3 involves Parliamentary consideration and continued scrutiny, before a final vote is held in the Parliament to pass the final version of the Bill. It is hoped that the Bill will complete these parliamentary stages before the summer recess at the end of June 2019.
- 6.3 In terms of the need for a new enterprise agency, the Committee was absolutely clear that the creation of a new Enterprise Agency in the South of Scotland was required. They felt that it was clear that the area faced a significant number of economic, social and geographic challenges which were not being sufficiently addressed through current economic support mechanisms. The Committee supported the Scottish Government's view that the new Agency would help support the enterprise and skills needs of the area and provide a vehicle through which to encourage economic growth. The Committee commended the significant consultation and preparation work carried out so far by SoSEP, noting that this provided a solid foundation on which to develop the new Agency.

- 6.4 The Committee was satisfied with the proposal that the new Agency should only cover Dumfries and Galloway and Scottish Borders Council areas. The Committee called on the Scottish Government to confirm that the Bill provides for the new Agency to have sufficient flexibility to allow it to operate outwith its geographical boundaries, and to collaborate with other Enterprise Agencies in order to fulfil its role. The Committee agreed with the Scottish Government's intention that the services of SOSE should be co-located with other agencies where that is practical. It considered that this would bring significant benefits, in terms of having a presence in, and being accessible across, its whole area, aiding the provision of a "one-stop shop" approach, as well as being more cost-effective.
- 6.5 In terms of the accountability of the new Agency, the RECC called on the Government to bring forward an appropriate amendment to the Bill to include a requirement that the new Agency carries out work to obtain feedback on its performance and effectiveness from communities and other stakeholders to inform an action plan development process. It considered that this should apply when the agency is drawing up a new or modified version of the Action Plan and also when keeping it under review, as already required by the Bill. The Committee noted the estimated funding for the new Agency that had been set out. It considered the Scottish Government's intention to ensure that there is an equivalence in budget between the new agency and Highlands and Islands Enterprise to be an appropriate and proportionate approach.
- 6.6 In view of the significant amount of activity under way around SoSEP and the new Agency, officers consider that it would be appropriate to invite Professor Russel Griggs to attend the Executive Committee meeting on 16 April 2019. This will allow him to provide an update directly to Members on progress and provide an opportunity for a wider discussion on the new Agency.

7 IMPLICATIONS

7.1 Financial

- (a) Officers are continuing to develop viable, fundable projects to ensure that the funds available to SoSEP are successfully invested in the South of Scotland and the Scottish Borders. It is important to re-emphasise that the ambition to transform the economy of the South of Scotland will not be achieved without a significant uplift in resources and investment. However, it is clear from the SOSE Bill that the Scottish Government is aiming to ensure that the new Agency has the right resources to tackle the challenges in the regional economy.
- (b) There is an ongoing need to ensure that current investment and budgets are aligned to deliver the best impact as part of the Council's partnership contribution. Key partners, including the Councils, need to ensure that the resources they are investing in economic development in the region are used to support the agreed priorities being delivered through SoSEP. Existing Council resources will continue to be committed to this alongside the resources of Dumfries & Galloway Council and the other partners. It is recommended that officers continue to work with SoSEP partners to develop and deliver projects that have a positive economic impact for the Scottish Borders.

7.2 Risk and Mitigations

Partnership working will always present challenges, however, the Council and partners involved in SoSEP are committed to working together to ensure its success. There are actions in place to mitigate risks to the achievement of the Partnership’s strategic objectives. These mitigations include regular engagement with key stakeholders; a well-led Board; and regular meetings between key partners to ensure that activities are aligned. Risk registers will also be developed and appropriately managed to support the SoSEP work plan.

7.3 Equalities

It is anticipated that Equalities Impact Assessments will be required in relation to the activities undertaken by SoSEP in order to ensure that there are no adverse impacts due to race, disability, gender, age, sexual orientation or religious/belief arising. Importantly, SoSEP includes both inclusive economic growth and ‘Fair Work’ as underpinning themes.

7.4 Acting Sustainably

The South of Scotland Economic Partnership has the aims of sustainable and inclusive economic growth at its core. By helping to encourage and secure additional economic activity and growth it will contribute to the sustainability of the local economy and communities across the South of Scotland.

7.5 Carbon Management

There are no direct implications for the Council’s carbon emissions from this proposal.

7.6 Rural Proofing

Rural Proofing is not specifically required as the proposals do not relate to an amended Council policy or strategy. Crucially, it is clear that the South of Scotland Economic Partnership has the potential to have a positive impact on rural areas.

7.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to be made to the Scheme of Administration or Scheme of Delegation arising from this report.

8 CONSULTATION

8.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR, the Clerk to the Council and Communications have been consulted and their comments have been incorporated into the report.

Approved by

**Rob Dickson
Executive Director**

Signature

Author(s)

| Name | Designation and Contact Number |
|---------------|---|
| Bryan McGrath | Chief Officer Economic Development, Chief Executives – Tel 01835 826525 |

Background Papers:

Previous Minute Reference: Scottish Borders Council, 20 December 2018

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Bryan McGrath can also give information on other language translations as well as providing additional copies.

Contact us at Bryan McGrath, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA Tel: 01835 826525, email bmcgrath@scotborders.gov.uk

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South of Scotland Economic Partnership (SoSEP)

Scottish Government and SoSEP Approved Funding Applications

| | Project Title | Lead Partner agency | Project Description | SoSEP Cost |
|---|---|--------------------------|---|------------|
| 1 | Research into Barriers to Business Growth | Scottish Government | <ul style="list-style-type: none"> • Five stage process to obtain new empirical data, analyse it and facilitate interpretation and an action programme for business growth for the South of Scotland. | £45,000 |
| 2 | Colleges Articulation Project | Scottish Funding Council | <ul style="list-style-type: none"> • Widening Access to University through Articulation for learners in the South of Scotland • Request for development funding to design an articulation model where funding for articulation is routed through the regional colleges and not HEIs. • The development phase will require a Progression Manager and release of curriculum leads to engage with HEIs on mapping | £79,000 |
| 3 | South of Scotland Skills and Learning Network | D&G/ Borders Colleges | <p>Two projects:</p> <ul style="list-style-type: none"> • create a new Skills and Learning network based on a digital and physical hub and spoke model • two stage project to support a new regional model of degree level qualification through a joint college and university approach | £6.6M |
| 4 | Strengthening Communities Programme (SCP) | HIE | <ul style="list-style-type: none"> • To match SG funding on 7 projects, 3 from Scottish Borders area (Peebles Community Trust, Tweedsmuir Community Company and Newlands Community Development Trust) and 4 from D&G area. • To provide support (mainly project officers) to assist with the delivery of asset based income-generating activity for their community. | £221,000 |
| 5 | Annan Regeneration Project | D&G Council | <ul style="list-style-type: none"> • Setup a Tiger Team of 4 to focus practically on Employment and Skills, Business Support through Business Gateway, Planning and Economic Development • Focus on the priorities identified by the Ministerial Action Group. • Provide practical help for the staff and communities in a rapid and responsive | £250,000 |

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| | | | manner whilst accelerating pipeline projects that the Steering group, partners and the Council have been developing. | |
| 6 | Hawick Centre of Excellence in Textiles | Scottish Borders Council | <ul style="list-style-type: none"> • Create a training centre to provide basic skills training in textiles. • To offer a destination for school leavers and unemployed in the region from Aug 2018. • The initial phase will be from rented premises while purchase and development of property is carried out. | £610,000 |
| 7 | Newcastleton & District Community Trust | Scottish Borders Council | <ul style="list-style-type: none"> • Funding for feasibility study for development of bunkhouse in Tweedenhead, Newcastleton. | £9,000 |
| 8 | Social Enterprise project | HIE | <ul style="list-style-type: none"> • Funding towards delivery costs of a programme of activities that will build the capacity of Communities in the South of Scotland. | £70,000 |
| 9 | SOS Rural Skills and Entrepreneurship | Scottish Funding Council | <ul style="list-style-type: none"> • Project to increase the capacity to provide high quality training in rural skills throughout the South of Scotland. | £141,600 |
| 10 | Feasibility Studies | Scottish Borders Council | <ul style="list-style-type: none"> • Commissioning of six feasibility studies to help the next stage of development of six funding applications and projects which are seeking significant funding to enable them to be more formally considered. | £120,000 |

**SoSEP
February 2019**

HAWICK CONSERVATION AREA REGENERATION SCHEME - UPDATE

Report by Executive Director EXECUTIVE COMMITTEE

16 April 2019

1 PURPOSE AND SUMMARY

- 1.1 **This report updates the Committee on the progress of the Hawick Conservation Area Regeneration Scheme (CARS). It seeks approval for the Council's revised funding contribution to the proposal.**
- 1.2 Council officers presented a report on the Hawick Conservation Area Regeneration Scheme (CARS) proposal to Elected members in November 2018. An application was submitted to Historic Environment Scotland (HES) by the November 2018 deadline. The initial grant request was for £1,419,300.
- 1.3 Officers from Historic Environment Scotland highlighted that they were supportive of the proposal but that the grant request was considered high given the scale and impact of the proposed scheme. Following a process of discussion and negotiation with HES, alternative match funding was sought from within the Council and from the South of Scotland Economic Partnership (SOSEP). The Council's contribution has been increased to £200,000 over the five year period from within existing revenue budgets. An application for funding for £60,000 has been submitted to SOSEP. An updated financial profile was submitted to HES in February 2019 with a revised grant request of £1,314,800.
- 1.4 Historic Environment Scotland has recently confirmed their grant offer of £1,314,800. SOSEP has advised that the outcome of the grant application is due shortly. The total programme budget is now £1,935,000, which also includes private sector contributions.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Executive Committee:**
 - (a) **Notes the successful funding bid to Historic Environment Scotland, with funding of £1,314,800 confirmed;**
 - (b) **Notes the funding application to the South of Scotland Economic Partnership for £60,000; and**
 - (c) **Agrees the Council's contribution of up to £200,000 of revenue funding over the five year programme, allocated from existing Economic Development budgets, and up to £50,000 from the existing Town Centre Regeneration block allocation in the Council's Capital Plan.**

3 HAWICK CONSERVATION AREA REGENERATION PROPOSAL - UPDATE

- 3.1 Council officers presented a report on the Hawick Conservation Area Regeneration Scheme (CARS) proposal to Executive Committee in November 2018. The proposal aims to reverse the decline of the town centre by conserving and enhancing key properties within the Hawick Conservation Area and acts as a catalyst for wider regeneration in the town. The proposal was developed from other successful heritage-based town centre initiatives delivered in Kelso, Selkirk and currently in Jedburgh. Elected members were supportive of the proposal and approved the application to be submitted to Historic Environment Scotland (HES) by the deadline of mid November 2018.
- 3.2 Officers from Historic Environment Scotland indicated that they were supportive of the proposal but highlighted that the grant request from HES of £1,419,300 was considered high given the scale and impact of the proposed scheme. The Council had committed to providing £157,700 of match funding from existing revenue budget for the proposal. HES officers recommended that further match funding should be sought, if possible, in order to strengthen the application.
- 3.3 Following a process of discussion and negotiation with HES, alternative match funding was sought from within the Council and from the South of Scotland Economic Partnership (SOSEP). A funding application was developed and submitted to the South of Scotland Economic Partnership (SOSEP) for £60,000 of match funding. SOSEP funding is limited to activities that can be delivered in 2019/20. The SOSEP application therefore focused on supporting specific activity in year one (2019/20). This includes grant funding to priority, and other buildings, profiled for delivery in 2019/20.
- 3.4 Recognising the potential impact that the Hawick CARS proposal could bring to the town centre, including match funding from HES and private sector contributions, officers provisionally agreed to contribute an additional £42,300 of funding. It is proposed to contribute a total of £200,000 (£40,000 per annum) from the Council over the 5 year period of delivery for the Hawick CARS proposal. This will be provided from existing budgets within the Economic Development service. The revised funding profile is outlined in para 4.1.
- 3.5 Historic Environment Scotland also requested further evidence in relation to overall economic impact. An updated financial profile was resubmitted to Historic Environment Scotland in early February 2019 along with other evidence requested. The Executive Member for Business and Economic Development, along with the Local Members for Hawick, were updated accordingly at a briefing session in late February.
- 3.6 Historic Environment Scotland has recently confirmed their grant offer of £1,314,800 and a formal grant offer letter will be issued in due course. SOSEP has advised that the outcome of the grant application is due shortly. The overall programme budget is now £1,935,000, which also includes private sector contributions.

4 IMPLICATIONS

4.1 Financial

- (a) The proposal includes a five year programme of works from 2019/20 – 2023/24 with a total project budget of £1,935,000.

| Funder | Approved by Executive | Revised Application | % |
|--------|-----------------------|---------------------|---|
|--------|-----------------------|---------------------|---|

| | | | |
|------------------------------------|-------------------|-------------------|-----|
| Historic Environment Scotland CARS | £1,419,300 | £1,314,800 | 68% |
| Scottish Borders Council (Revenue) | £157,700 | £200,000 | 10% |
| SOSEP (Revenue) | | £60,000 | 3% |
| Private Sector Contributions | £358,750 | £360,200 | 19% |
| TOTAL | £1,935,750 | £1,935,000 | |

(b) **Grant funding** - Historic Environment Scotland has recently confirmed their grant offer of £1,314,800. SOSEP have advised that the outcome of the grant application is due shortly.

(c) **SBC Financial Contribution**

Revenue – It is proposed that the Council will contribute £200,000 towards the Common Fund element of the proposal over the 5 year period. This will be provided from existing budgets within the Economic Development service.

Capital – A budget of £50,000 will be sought within the Town Centre Regeneration block allocation in the Council’s Capital Programme to support small scale public realm works and any match funding required for grant funding for Council properties.

4.2 **Risk and Mitigations**

The proposal allows the deteriorating exterior fabric of key buildings in Hawick town centre to be addressed. The proposal will incorporate tackling key priority buildings in the town centre as well as a cluster of empty buildings at the southern end of the High Street. If the proposal is not progressed, there is likely to be further deterioration of these properties, with a subsequent negative impact on the amenity and environment of the town centre.

4.3 **Equalities**

The proposal seeks to address priority buildings and public realm elements in Hawick town centre based on their conservation and historic importance. This report highlights a regeneration development proposal and related funding bid. An Equalities Impact Assessment will be carried out at the appropriate stage of implementation to ensure there are no adverse equality implications.

4.4 **Acting Sustainably**

The proposal seeks to address the exterior fabric of buildings and properties in Hawick town centre. As part of the programme of delivery, the works and proposition for each priority building, as well as applications for funding for properties to grant schemes, will need to consider the long term use and viability (including energy efficiency) of each of the properties.

4.5 **Carbon Management**

There are limited effects on carbon emissions from the design and delivery of this proposal.

4.6 **Rural Proofing**

Rural Proofing is not required as the proposal does not relate to new or amended Council policy or strategy.

4.7 **Changes to the Scheme of Administration or Scheme of Delegation**

No changes are required to the Scheme of Administration or the Scheme of Delegation as a result of this report.

5 CONSULTATION

- 5.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Chief Officer HR, Communications and the Clerk to the Council have been consulted and their comments have been incorporated into the final report.

Approved by

Rob Dickson
Executive Director

Signature

Author(s)

| Name | Designation and Contact Number |
|---------------|--|
| Bryan McGrath | Chief Officer Economic Development, Chief Executive – 01835 826525 |
| Ian Aikman | Chief Planning & Housing Officer - 01835 826510 |

Background Papers: None

Previous Minute Reference: Executive Committee, 6 November 2018

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**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, 12 March, 2019 at 10.00 am

Present:- Councillors S. Haslam (Chairman), G. Edgar, E. Jardine, M. Rowley, R. Tatler, G. Turnbull and T. Weatherston
Also present:- Councillor S. Scott
Apologies:- Councillors S. Aitchison, C. Hamilton and S. Mountford
Absent:- Councillor T. Miers
In Attendance:- Chief Financial Officer, Democratic Services Team Leader, Democratic Services Officer (F. Walling).

1. **MINUTE**

The Minute of the Meeting held on 26 February 2019 had been circulated.

DECISION

AGREED that the Minute be approved and signed by the Chairman.

2. **FINAL REVENUE VIREMENTS AND EARMARKED BALANCES 2018/19**

2.1 With reference to the Minute of 12 February 2019, there had been circulated copies of a report by the Chief Financial Officer seeking approval for the final 2018/19 budget virements and approval to carry forward identified earmarked budgets to 2019/20. The report explained that during 2018/19, and most recently at the meeting held on 12 February 2019, the Executive Committee approved a number of revenue budget virements. The original projections on which the February virements were based related to actual spend to 31 December 2018. Since then, further work on projected expenditure and income had identified the requirement to seek approval for final budgetary adjustments. Routine virements for 2018/19 with adjustment to supplement the virements approved by the Executive Committee during the financial year, were detailed in Appendix 1 to the report. Earmarked balances, supplementing those approved by the Executive Committee to date and where projects or initiatives would now be completed in 2019/20, were shown in Appendix 2.

2.2 The Chief Financial Officer, Mr Robertson, referred in turn to each budget virement included in the Appendices to the report and gave further information where requested. He drew attention to a sum of £598k received as part of the Scottish Government Revenue Support Grant which was temporarily shown under Finance, IT & Procurement awaiting clarification of to what this funding related. Mr Robertson advised Members that he had now received confirmation that this funding was for probationary teachers. Members therefore approved the additional virement of £598k from the Revenue Support Grant income to the Central Schools Budget for probationary teachers. In response to a question about the earmarked balance under the Secondary Devolved School Management Budget carried forward to 2019/20, Mr Robertson clarified that Head Teachers had flexibility in the management of their school's individual budget. In terms of the slippage of £412k in respect of support of the IT Transformation programme, Mr Robertson explained that, although there was some disappointment in respect of the pace of the programme there was confidence that this would be successfully delivered over time. In agreeing the earmarked balance carry forward for Self-Directed Support in Health and Social Care, a question was asked about the use and roll-out of pre-paid debit cards

for use by recipients of Self-Directed Support. Mr Robertson advised that the use of such cards was well established and gave flexibility to the user for appropriate payment transactions. Members recognised the benefits of the increasing use of technology within social care but agreed that a Members' briefing on the use of pre-paid debit cards for Self-Directed Support would be helpful.

DECISION

AGREED to:-

(a) APPROVE:-

- (i) the virements in Appendix 1 to the report;**
- (ii) the earmarked balances in Appendix 2 to the report; and**
- (iii) the additional virement of £598k from the Revenue Support Grant income to the Central Schools Budget.**

(b) receive a briefing to give Members more information about the introduction of pre-paid debit cards for use by recipients of Self Directed Support.

The meeting concluded at 10.25 am

CONTROL OF CONTRACTORS POLICY

Report by Service Director Regulatory Services

EXECUTIVE COMMITTEE

16 April 2019

1 PURPOSE AND SUMMARY

- 1.1 This report sets out proposals to update the Control of Contractors Policy (Construction, Maintenance & Repair) to move to the in-house approval of Contractors using SHE ASSURE (Lexi) instead of external approval by ConstructionLine.**
- 1.2 The policy defines how the Council will uphold its Health and Safety responsibilities by ensuring a standard of safety from those employed to undertake contracted works for and on behalf of the Council.
- 1.3 The Policy is managed by the Health and Safety Team and contains a requirement that Scottish Borders Council (SBC) only employs contractors who are fully accredited SSIP (Safety Schemes in Procurement) members.
- 1.4 It removes the additional requirement to be a member of ConstructionLine but retains the requirement to provide SSIP Assessment Certification, Public Liability Insurance, etc. which will now be recorded and managed on the SHE ASSURE (LEXI) platform.
- 1.5 Safety Schemes in Procurement (SSIP) is the mutual recognition scheme for occupational health and safety standards particularly within construction. The 2007 Construction (Design & Management) Regulations introduced the Stage 1 Core Criteria for assessing health and safety competence of contractors and consultants working in the construction industry. SSIP assessments are all judged on these core criteria which describe what it means for a construction business to comply with basic health and safety law.
- 1.6 The revised policy also introduces the "Alternative works" category which is for Construction, Repair or Maintenance works not involving SBC owned or occupied buildings or sites or any fixed plant, equipment, fixtures or fittings therein. This requires contractors involved in these works to provide suitable information to allow the Health and Safety Team to assess their suitability. These works hadn't previously been suitably covered by the policy.

2 RECOMMENDATIONS

2.1 It is recommended that the Executive Committee:

- (a) Approves the updated requirement for approval using SHE ASSURE instead of ConstructionLine as part of the Control of Contractors Policy (Construction, Maintenance & Repair), and**
- (b) Approves the new mechanism for approval of Contractors involved in "Alternative Works".**

3.0 BACKGROUND

- 2.1 SBC is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principle extends both to all Council employees and those employed to do contracted works for and on behalf of the Council by ensuring they are provided with all necessary information and instruction. The Council discharges its duties with all due care and diligence so far as is reasonably practicable and promotes Health and Safety as a main consideration.
- 2.2 The Health and Safety at Work etc. Act 1974 requires safe places and safe systems of work with minimised risks to employees or others affected by the organisation's undertakings.
- 2.3 In general contractors are less familiar with the workplace than staff based at or visiting that workplace and yet they are often carrying out tasks more hazardous than those normally occurring there.
- 2.4 The Construction (Design and Management) Regulations 2015 requires that anyone appointing a contractor to work on a project must take reasonable steps to satisfy themselves that those who will carry out the work have the skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety.
- 2.5 British Standards Institute developed a standardised Pre-Qualification Questionnaire for assessing Contractors to assist with meeting the requirements of the CDM Regulations which is used by all SSIP Scheme Members and has been built into Lexi by SHE and SBC's Health and Safety Team.
- 2.6 The policy is aimed at defining how SBC will uphold its responsibilities, how these responsibilities will be carried out, who has responsibility and to provide guidance to those persons.

3 CONTROL OF CONTRACTORS POLICY

- 3.1 The Council adopted the Control of Contractors Policy in May 2014. The policy required that SBC would only employ contractors who had an in date certificate of assessment provided by a SSIP Member (Safety Schemes in Procurement) and be approved members of ConstructionLine.
- 3.2 The Policy was revised during 2018 and the opportunity has been identified to replace the use of ConstructionLine with the use of the new Corporate System for Health and Safety Management, Lexi (SHE ASSURE) whilst retaining the requirement for accreditation with an SSIP Scheme Member.
- 3.3 The reliance on a 3rd party to undertake background checks created a potential risk for the Council if the third party failed to ensure suitable background checks had been carried out. Using SHE ASSURE will allow this to be managed in-house and remove this risk.

- 3.4 The previous version of the policy had no suitable mechanism for approval of local and specialist contractors carrying out Construction, Repair or Maintenance works not involving SBC owned or occupied buildings or sites or any fixed plant, equipment, fixtures or fittings therein - "Alternative Works". As such the policy required them to pay the ConstructionLine joining fee (£75), an annual membership fee of (£150 where they have a turnover up to £75,000) as well as get an SSIP Assessment Certificate (currently Acclaim offer this at £175 for those with turnover up to £75,000). This is a total of £400. This causes difficulties in finding contractors willing to undertake some specialist and small scale works.
- 3.5 The additional policy requirement applies only to those Contractors carrying out Alternative Works as defined. The revised policy will still require them to be able to prove their Health and Safety Management and processes are suitable and sufficient and meet the requirements in the HSE's Core Criteria, but the assessment will be carried out by the Council's Health and Safety Team.
- 3.6 The revised policy also reduces the financial burden on all other contractors to between £175 and £675 (for and SSIP Assessment Certificate) by removal of the costs associated with the additional requirement for ConstructionLine approval instead of £400 or more.
- 3.7 The work involved in assessing the low numbers of approvals of contractors for the exceptional works (20 over 3 years) can be absorbed by the Health and Safety Team.
- 3.8 The SHE ASSURE Contractors module has been set up to manage the monitoring of Insurances and SSIP Accreditations. It monitors date of approval and automatically notifies relevant persons where these are pending review, due review or overdue. The system will automatically set any contractor where any of the dates for Insurance, SSIP Accreditation or Approval have lapsed to "Unsatisfactory" status. This will be reflected in the Contractors Approval report which will be available on the Lexi Portal to all officers of the Council (this is updated by the system in real time).
- 3.9 Implementation will follow approval, with training in the use of the new system which is currently scheduled for the end of March. Contractors can then be transferred to the new system as required.

4 IMPLICATIONS

5.1 Financial

There are no costs attached to any of the recommendations contained in this report.

5.2 Risk and Mitigations

- (a) The Control of Contractors Policy supports the legal duty to provide a safe working environment and so mitigates any risk to the Council of not doing so.
- (b) Taking the control of the approval process in-house reduces the risk of using contractors who have not completed the accreditation process or any who's insurances or other certification has lapsed.

- (c) Reduction of potential risk of enforcement action against SBC as the Client by the HSE following adverse incidents involving unassessed contractors by creating a mechanism for their approval. SBC will now be able to demonstrate it has taken reasonable steps to check on their safety and fulfil its client obligations.

5.3 Equalities

There are no equalities implications from the revised policy.

5.4 Acting Sustainably

There are no sustainability implications from the revised policy.

5.5 Carbon Management

There are no Carbon Management implications from the revised policy.

5.6 Rural Proofing

Not applicable

5.7 Changes to Scheme of Administration or Scheme of Delegation

No changes required

5 CONSULTATION

6.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR, Communications and the Clerk to the Council are being consulted and any comments received will be incorporated into the final report.

6.2 The Members of the Health and Safety Committee, the Architectural Manager, the Engineering Design Manager, the Lead Officer – Access & Transport, Flood & Coastal Management Team Leader, the Contracts Manager (SBc Contracts), the Procurement Officer, the Property Services Manager, the Engineering Design Manager and the Health and Safety Advisory Team have also been consulted and any comments received have been incorporated into the final report.

Approved by

Brian Frater

Service Director Regulatory Services Signature

Author(s)

| Name | Designation and Contact Number |
|-------------|--------------------------------------|
| Stuart Ford | Health and Safety Team Leader x 6553 |

Background Papers:

Previous Minute Reference: Executive Committee, 18th August 2015

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1. INTRODUCTION

- 1.1. In general contractors are less familiar with the workplace than staff based at that workplace or visiting and yet they are often carrying out tasks more hazardous than those normally occurring there.
- 1.2. This policy is aimed at defining how the organisation will uphold its responsibilities, how these responsibilities will be carried out, who has responsibility and to provide guidance to those persons.

2. SCOPE

- 2.1. This policy covers all premises, sites owned or leased by Scottish Borders Council plus sites on which the Council may be working and covers matters of Health and Safety and good working practices in relation to contracted employees.
- 2.2. It is the intention of this policy to provide control which will ensure the Health and Safety of all persons on SBC premises where a contractor is employed and the contractor themselves.
- 2.3. Areas where outside services are likely to be contracted for and are within the scope of this policy include but are not limited to:
 - 2.3.1. Building construction
 - 2.3.2. Civil Engineering
 - 2.3.3. Demolition
 - 2.3.4. Maintenance, refurbishment, extensions, conversions and repair work to buildings, monuments and other structures
 - 2.3.5. Boiler work and other pressurised containers
 - 2.3.6. Electrical installation
 - 2.3.7. Servicing/ maintaining electrical equipment and fire detection and prevention systems

3. LEGAL ASPECTS

- 3.1. The Health and Safety at Work etc. Act 1974 requires safe places and safe systems of work with minimised risks to employees or others affected by the organisation’s undertakings. This policy does not exempt from, nor alter the duties of the organisation and contractors under this legislation and associated legislation.
- 3.2. The specific legislation applicable to this document include:
 - 3.2.1. Health and Safety at Work etc. Act 1974

Control of Contractors Policy (Construction, Maintenance and Repair)

- 3.2.2. Management of Health and Safety at Work Regulations 1999
- 3.2.3. Construction (Design Management Regulations) 2015 (CDM)

4. DEFINITIONS

- 4.1. For the purpose of this policy the term 'Contractor' shall cover any company, organisation, person or persons appointed to carry out work concerning, Construction, Maintenance, and Repair Activities for or on behalf of SBC. It shall also include the definition of Principal Contractor
- 4.2. 'Council' shall mean Scottish Borders Council (SBC)
- 4.3. 'Responsible person' shall mean person responsible for the engagement of contractor and / or management thereof (e.g. Property services, SBC Contracts, Architects, Roads Services, Capital Projects , Budget Holder responsible for employment of contractors, most senior line manager in property concerned.)
- 4.4. Lexi –is the council Health and Safety Management Software used for recording contractors, consultants and material suppliers and their compliance with this policy and their approval status.
- 4.5. Lexi status –
 - 4.5.1. **Approved** status on the Lexi database represents that the contractor has submitted the essential safety documentation which has been assessed as satisfactory and provided insurance certificates etc. which have been confirmed as in date. This includes their submission, assessment and acceptance of suitable health and safety accreditation, normally their SSIP certificate.
 - 4.5.2. **Pending** status on the Lexi database shows that the required documentation has been provided and is currently being reviewed. SBC should not use this contractor.
 - 4.5.3. **Unsatisfactory** status on the Lexi database indicates no documentation has been submitted, the documentation is out of date, the documentation is unsatisfactory or there has been serious health and safety breaches or concerns regarding the contractor and the contractor must not be appointed.

5. POLICY STATEMENT

- 5.1. Scottish Borders Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to all employees including those employed to do contracted works for and on behalf of Scottish Borders Council by ensuring they are provided with all necessary information and instruction.
- 5.2. The Council will discharge its duties with all due care and diligence so far as is reasonably practicable and promote Health and Safety as a main consideration.

6. ROLES AND RESPONSIBILITIES

6.1. Chief Executive

- 6.1.1. The Chief Executive is responsible for ensuring the implementation of suitable arrangements to ensure the effective control of contractors in terms of Health and Safety within SBC and ensuring that adequate resources are available to effectively implement this policy.

6.2. Service Directors

Control of Contractors Policy(Construction, Maintenance and Repair)

6.2.1. Service Directors carry the prime responsibility for health, safety and welfare for the Services within their area of responsibility and have responsibility for the co-ordination and compliant delivery of the control of contractors policy within their service area. They will:

6.2.1.1. Ensure that this policy is enforced within their Service

6.2.1.2. Provide adequate resources to ensure effective Control of Contractors within their Service.

6.2.1.3. Ensure that controls are in place to ensure competent contractors are selected

6.2.1.4. Ensure statutory Health and Safety requirements are met, particularly the requirement of Risk Assessment by SBC, contractors and any Sub contractors

6.3. Responsible Persons

6.3.1. Responsible persons have responsibility for the co-ordination and compliant delivery of the Control of Contractors Policy within their service/ location area they will:

6.3.1.1. Ensure that this policy is enforced

6.3.1.2. Ensure all information for contractors as required by section 7 is added into the Lexi system by the responsible person. Where a required contractor is not already on the system they will act as the SBC Lead Service for this contractor and liaise with them regarding required documentation and its subsequent review.

6.3.1.3. Ensure that contractors who are employed are trained and competent for the tasks for which they will be undertaking and are at "Approved" status in the Lexi Contractors module.

6.3.1.4. Ensure statutory Health and Safety requirements are met, particularly the requirement for suitable and sufficient Risk Assessments and safe systems of work by contractors and / or their Sub contractors

6.3.1.5. All employees under their control are consulted and are made fully aware of the relevant risk assessments and control measures in place for their safety.

6.3.1.6. Report any concerns involving bad or unsafe practice of a contractor or incident involving a contractor to the Health and Safety Team using the Lexi System

6.3.1.7. Where the employment of a contractor involves working with members of the public (e.g. pupils, service users, etc.) any concerns with a contractor's undertaking or performance must be reported to senior management immediately

6.3.1.8. Ensure where applicable that contractors working in a building or site for which they have control - are made aware of any localised risks and have signed in / out using local arrangements for this

6.3.1.9. Ensure where applicable i.e. they are the responsible person for building/ property or employment of the contractor, that contractor has read, understood and signed the building Asbestos register, Fire Safety Arrangements and are aware of any other significant safety risks etc.

6.4. Assets & Infrastructure Management

6.4.1. Additionally to the responsibilities listed above for the responsible person

6.4.1.1. Ensure that when engaging the services of a contractor for Construction, Civil Engineering or Maintenance and Repair works that those contractors employed are trained and

Control of Contractors Policy (Construction, Maintenance and Repair)

competent for the works and tasks to be undertaken and are at “Approved” status in the Lexi Contractors module at the time of appointment.

- 6.4.1.2. Review risk assessments provided by contractors to ensure they are ‘suitable and sufficient’ and that suitable method statements or safe systems of work are in place.
- 6.4.1.3. Ensure contractors are provided with contact details of the relevant persons to consult with prior to, during and upon completion of contracted works including any emergency situations
- 6.4.1.4. Provide advice or assistance to the responsible persons where queries or concerns are raised regarding a Contractor’s Health and Safety Performance. Where issues arise regarding the performance of contractors they must be recorded against the Contractor’s record on the Lexi system.
- 6.4.1.5. Ensure that contractors are made familiar with all known or foreseeable site based or premises based risks prior to the start of any works
- 6.4.1.6. Request and record information to document that contractors’ plant and equipment complies with minimum legal standards or better, as required
- 6.4.1.7. Inform the Health and Safety Team of any high risk activities, as defined in accompanying guidance documents, which are being undertaken in Council premises, or sites on which the Council is working.

6.5. Health and Safety Team

- 6.5.1. Provide advice, guidance and assistance to any parties involved in the employment of contractors or those affected by a contractors’ undertakings
- 6.5.2. Approve contractors on the Lexi system.
- 6.5.3. Carry out site and or works audits either scheduled or ad-hoc
- 6.5.4. Record, monitor and review incidents that are reported concerning contractors and report them under RIDDOR if required
- 6.5.5. Notify the SBC Lead Service when a contractor’s documentation is pending review.

6.6. Employees

- 6.6.1. Scottish Borders Council employees are expected to report unsafe practices or conditions (within their capabilities to recognise unsafe practice) to their line manager who will ensure an Accident / Incident report form is completed. If a concern is recognised with the working practice of a contractor the contractor should be asked, by management, to cease work with immediate effect.

6.7. Contractors

- 6.7.1. Contractors shall be responsible to the relevant parties engaging them in their undertakings on behalf of the Council
- 6.7.2. Contractors shall comply with current safety legislation, best practice, industry standards, contractual terms and conditions and the Council’s policies and management procedures.
- 6.7.3. The role of contractor will include:
 - 6.7.3.1. Not undertaking any works within SBC properties or sites without the express authority of the relevant responsible person
 - 6.7.3.2. Providing appropriate risk assessments and method statements prior to undertaking work to the respective responsible person

Control of Contractors Policy (Construction, Maintenance and Repair)

- 6.7.3.3. Co-operate and communicate with the responsible person in planning and managing the works undertaken, including reasonable instruction, induction and site rules
- 6.7.3.4. Providing details of any other contractor who is engaged on their behalf in the undertaking of contracted works and ensure that they too conduct their work safely.

Note: 'SBC Contracts' may employ subcontractors who, if they are without the certification to satisfy 7.2.1' must then adopt and work within the scope of SBC policies and procedures managed by SBC Contracts management, as required.
- 6.7.3.5. Ensure all employees are familiar with local arrangements in aspects concerning Health and Safety (such as Fire Safety, First Aid, Asbestos, Local Security Arrangements etc.)
- 6.7.3.6. Bring to the attention of the responsible person any safety issues relating to the works
- 6.7.3.7. Bring to the attention of the responsible person all injuries and incidents including near misses, reportable accidents, diseases and dangerous occurrences.
- 6.7.3.8. Sign in and out of site in conjunction with local arrangements for doing so and remain in regular contact throughout works with the duty holder.

7. REQUIREMENTS OF CONTRACTORS

- 7.1. SBC shall only employ contractors who can demonstrate their competence and safety capability for the specific services they offer. The results of the assessments of this will be recorded on the Lexi system.
- 7.2. The approval of a contractor utilises the two stage process and core criteria detailed in **L153 Managing health and safety in construction. Construction (Design and Management) Regulations 2015. Guidance on Regulations**. These core criteria describe what it means for a construction business to comply with basic health and safety law. The Core Criteria were published by HSE in Appendix 4 of the CDM 2007 Approved Code of Practice. With the new CDM 2015 Regulations, there is no immediate publication of an Approved Code of Practice, and the SSIP Forum has agreed to adopt the [earlier] Core Criteria to become part of the SSIP Terms of Reference.
- 7.3. **Stage One Assessment – Organisational Capability**
 - 7.3.1. The Stage one assessment of organisational capability with regards to Health and Safety utilises the PAS 91 “Core Question Module C4: Health and safety: policy and capability” question set for assessing the Core Criteria published by the HSE.
 - 7.3.2. To demonstrate their capability meets the requirements of 7.3.1. Contractors shall supply either a valid and in date Safety Schemes in Procurement (SSIP) Forum Member Accreditation Certificate or a “Deem to Satisfy” (DTS) Certificate from a Registered SSIP Forum Member.
 - 7.3.3. Contractors shall provide copies of in date Certificates of Employers & Public Liability Insurance (Employers Cover required: £5,000,000 minimum; Public Liability Cover required: £5,000,000 minimum, these figures may vary depending on the project). Other insurances may be required depending upon the project. Where appropriate Professional Indemnity Insurance Certification should be supplied in respect of their legal liability for loss arising from the professional risk i.e. advice, design, or their professional services that we pay for in relation to Contractor Design Portions.
- 7.4. **Stage Two Assessment – Experience & Record**
 - 7.4.1. Contractors should give details of relevant experience in the field of work for which they are applying. A simple record of recent projects/contracts should be provided, with the phone numbers/addresses of contacts who can verify that work was carried out with due regard to health

Control of Contractors Policy (Construction, Maintenance and Repair)

and safety. This shall be attached to the contractor's record in Lexi and reviewed by the Service appointing them it should be sufficient to demonstrate their ability to deal with the key health and safety issues arising from the work they are applying for.

- 7.4.2. Where there are significant shortfalls in their previous experience, or there are risks associated with the project which they have not managed before, an explanation of how these shortcomings will be overcome should be provided and attached to their record in Lexi.
- 7.4.3. Contractors' Health and Safety performance within the Council will be checked via Lexi and other SBC systems to ascertain that they are currently of a standard to allow employment within SBC premises / sites.
- 7.4.4. Formal procurement exercises may require the Stage Two Assessment to be carried out as a alternate process.

7.5. Alternative Works

- 7.5.1. Alternative works is Construction, Repair or Maintenance works not involving SBC owned or occupied buildings or sites or any fixed plant, equipment, fixtures or fittings therein.
- 7.5.2. Where a contractor is undertaking Alternative works on behalf of SBC and is not registered with anSSIP Forum member then the Responsible Officer for the works may employ only where:
 - a. The contractor has provided copies of their insurance certificates as detailed in 7.2.2. and
 - b. Completed the Stage 1 Contractor Health and Safety Questionnaire (based on PAS91 Core Question Module C4: Health and safety: policy and capability) providing copies of all required documentation referred to by it to enable an assessment to be made by the Health and Safety Team of their compliance with basic health and safety law and that a reasonable and robust judgement can be made that they have the necessary skills, knowledge and experience to fulfil their role, or if they are an organisation, the organisational capability. And this assessment has been approved on the Lexi system.
 - c. They have completed the Stage 2 assessment detailed in 7.3 above
- 7.5.3. For all other contractors they must go through the Stage 1 and Stage 2 assessments as detailed in 7.2 and 7.3.

Commented [FS1]: I'm trying to provide a way for us to be able to utilise small local contractors (non framework) who may only get one or two small valued jobs every year or two where the fees for the likes of CHAS (0-1 employee £210 / 2-4 £240 / 5-15 £360)

7.6. Emergency Situations

- 7.6.1. In a situation where specialist contractors are required to undertake reactive works in unplanned or unforeseen circumstances at short notice (less than 1 week) and the contractor(s) with the required specialism have not been through the Stage 1 and 2 assessments then the service responsible for the works may employ only with Service Director Consent where:
 - 7.6.1.1. The Contractor has provided copies of their insurance certificates as detailed in 7.2.2.; copies of Risk Assessments and Safe Systems of Work/ method statements for the tasks to be undertaken.
 - 7.6.1.2. The service responsible for employment has taken all reasonable steps to be satisfied that the contractor is sufficiently skilled, experienced and competent to carry out works prior to employment thereof and ensured SBC policy and guidance is followed and enforced.
 - 7.6.1.3. The Health and safety Team have been notified of the situation and forwarded copies of the documentation provided along with information to satisfy 7.5.1.2 and they have assessed the quality of the documentation and information provided and given their consent.

Control of Contractors Policy(Construction, Maintenance and Repair)

- 7.6.2. It is envisaged that such a scenario will only occur in an emergency, one off circumstance or in a circumstance where the Council may fail to deliver its obligatory service commitments.
- 7.7. The Health and Safety Team will monitor the use of the processes outlined in 7.4 & 7.5 to ensure the policy is being applied as intended and where necessary recommend any further use of these contractors only occurs when they have completed the Stage 1 and Stage 2 processes in 7.2 & 7.3.
- 7.8. Any performance issues regarding Health and Safety whilst carrying out works for SBC should be recorded as a note against the Contractor's record on Lexi. Where there are significant concerns raised then the responsible service and the Health and Safety team can amend the approval on Lexi to Unsatisfactory. Where the Contractors approval has been changed to Unsatisfactory, then the responsible service can approach the contractor for assurances and/or updated documentation as agreed with the Health and Safety Team. When provided this can be reviewed in conjunction with the Health and Safety Team and where appropriate their status can be changed back to approved.
- 7.9. The information provided by Contractors for the Stage 2 assessment will be reviewed at least every 3 years and when the contractor is to be undertaking works they haven't previously provided this information for.
-

8. REFERENCES

- 8.1. HSG 159 Managing contractors. A guide for employers (HSE 2011 - ISBN 978 0 7176 6436 8)
- 8.2. PAS 91:2013+A1:2017 Construction prequalification questionnaires (The British Standards Institution 2017 - ISBN 978 0 580 93182 6)
- 8.3. L153 Managing health and safety in construction. Construction (Design and Management) Regulations 2015. Guidance on Regulations (HSE 2015 - ISBN 978 0 7176 6626 3)
-

9. DOCUMENT CHANGES

- 9.1. Change from using ConstructionLine to using SHE Assure (LEXI) for contractor approvals, changes to process to reflect this.
- 9.2. Removal of Depute Chief Executives to reflect current council structure, their responsibilities included into Service Director Responsibilities.
- 9.3. Inclusion of "Exceptional Works" for contractors not on a framework and only getting small value of work.
- 9.4. Removal of 4.4 and 6.5.2 regarding PQQ processes as Procurement felt this was not required in this document

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ANNUAL TAXI FARES REVIEW 2019

Report by Service Director Regulatory Services

EXECUTIVE COMMITTEE

16 APRIL 2019

1 PURPOSE AND SUMMARY

- 1.1 This report advises Members of the recent consultations undertaken in connection with the statutory review of the current scale of charges for taxi fares.**
- 1.2 The Council as licensing authority is required in terms of Section 17 of the Civic Government (Scotland) Act 1982 ("the Act") to review the scales for fares and other charges in connection with the hire of a taxi at intervals not exceeding 18 months of the last review.**
- 1.3 For 2019 the formula which the Council uses to review taxi rates delivered a variation percentage of +3.7% on the usual indicators over the previous 12 months.**

2 RECOMMENDATION

- 2.1 I recommend that the Executive Committee decides:**
 - (a) That taxi fare rates should increase by 3.7% in line with the outcome of the Council's established formula;**
 - (b) A further review of the taxi fare settings is undertaken and implemented within 18 months of this review.**

3 BACKGROUND

- 3.1 Scottish Borders Council, as Licensing Authority is required under Section 17 of the Act to review and then fix scales for fares and other charges at intervals of not exceeding 18 months from the date the last scales came into effect. The current scales came into effect on 19th March 2018
- 3.2 Any fares set by the Council are the MAXIMUM that may be charged. For every journey undertaken the taxi meter must be working and switched on and the metered fare clearly displayed. Operators may choose to discount fares if they wish.

A guide to the current fares/mileage is attached as APPENDIX 1 for information. Included in this are the proposed changes to rates of a 3.7% increase.

- 3.3 Since 2009 the Council has used the same formula to calculate the annual revision of taxi fares. This formula was reviewed in 2018 and amendments were made. A guide to the current formula can be viewed in APPENDIX 2
- 3.4 In previous years the use of the formula has resulted in fare revisions of

| Review | % Change | Notes |
|---------------|-----------------|---------------------|
| 2010/11 | +3.81% | Increase applied |
| 2011/12 | +5% | Increase applied |
| 2012/13 | +2.51% | Increase applied |
| 2013/14 | +0.01% | No increase applied |
| 2014/15 | +4% * | Increase applied |
| 2016 | -0.36% | No increase applied |
| 2017/18 | -0.45% | No increase applied |
| 2019/20 | +3.7% | Proposed |

* The original result of the formula of +7.04% was not supported by Elected Members and taxi operators submitted an appeal to the Traffic Commissioner. A hearing was held and the Traffic Commissioner directed that a +4% increase be applied to flag and distance – this was implemented April 2015.

4 TAXI FARES REVIEW PROCESS AND OUTCOME OF CONSULTATION WITH OPERATORS

- 4.1 As part of the review the Council is obliged to consult with persons or organisations appearing to it to be, or to be representative of, the operators of taxis operating within its area. Following that consultation the Council is required to review the existing scales, and thereafter propose new scales (whether at altered rates or the same rates). The proposed scales, their effect, and the date upon which it is proposed they come into effect must then be published in a newspaper and representations invited from the public in writing by a stated deadline. The Council must then consider any representations received.

4.2 Each of the circa 111 currently licensed taxi operators was sent the result of the formula in a letter dated 4 March 2019. This letter included details of how the consultation was to be carried out and which venues, dates and times would be used. The letter also included several options for how the trade could give their views on the proposal either at one of the arranged meetings, by e-mail, letter or phone call. A list of venues and dates can be seen in APPENDIX 3. The Council completed the consultation with taxi operators on 27 March 2019

4.3 The trade participation at this year's consultation meetings is shown below. Figures for the individual venues are as follows:

| Date/2019 | Venue or Medium | Number of Attendees/Responses |
|------------------|------------------------|--------------------------------------|
| 25 March | Hawick | 0 |
| 26 March | Galashiels | 1 |
| 27 March | Kelso | 1 |
| 27 March | Peebles | 1 |
| 27 March | Mandate | 0 |
| 27 March | Email | 1 |
| Total | | |

4.4 A total of 3 (three) operators attended the consultation meetings and 1 operator responded by email. There were no mandates received.

4.5 Of the 4 operators who responded directly to the consultations, 3 were in favour of the proposal that taxi fares are increased by 3.7% for 2019/20 and 1 did not express a view.

4.6 The Operator who responded by email did not comment on the proposed 3.7% increase but instead offered views on the Council's use of its formula and his suggestion of introducing a new taxi rates process.

4.7 One operator expressed concern about the cost of taxi meter calibration and the time it will take to recoup his outlay in getting his meter recalibrated. He claimed that meter calibration costs are somewhere between £30 and £50

4.8 In previous years Elected Members have asked for examples of similar taxi fare reviews carried out across Scotland for the purpose of comparison. In 2016 The Office of the Traffic Commissioner (Scotland) held a Hearing in Galashiels in response to a challenge submitted by taxi operators. At that Hearing the Depute Traffic Commissioner warned against making comparisons with other Authorities in respect of setting taxi fares. He advised that the formula used by Scottish Borders Council was a well-established method of comparing locally related KPI's over the previous 12 months, and no further (external) comparisons were required.

4.9 Purely for information; The Retail Prices Index (RPI) a national indicator often used to see the variation in prices was at 2.5% during the operator consultation process. The variation over the previous 12 months was 1.8%.

This information was sourced from the Office of National Statistics and published on their website 20 March 2019

- 4.10 Once Members agree the proposed taxi rates (whether the proposal is that they are to be altered or remain unchanged), public notices will be placed in newspapers circulating in the Scottish Borders area and representations in writing will be invited by a specified date. The outcome of the consultation will be provided in a future report to this Committee.

5 IMPLICATIONS

5.1 Financial

There are no costs to the Council, other than officer time in the reviews, attached to any of the recommendations contained in this report.

5.2 Risk and Mitigations

The Council does have a statutory duty to consider reviewing taxi fares within 18 months of the previous review and therefore may risk a legal challenge and reputational damage if it does not comply with this requirement, thus this report and its recommendations for risk mitigation.

5.3 Equalities

An Equality Impact Assessment has been conducted and no negative impacts have become apparent. Indeed maintaining the licence fee will lead to a positive impact for the whole community as access should remain status quo.

- 5.4 Equalities will need reviewed for impact if any increase recommended

5.5 Acting Sustainably

The Council has a statutory responsibility to review taxi fares within 18 months of the previous review.

5.6 Carbon Management

Taxis are a carbon consuming service. However this fact must be balanced against the level of provision particularly in rural areas where mainstream local bus services cannot or do not operate.

5.7 Rural Proofing

Not applicable as this is not a new policy.

5.8 Changes to Scheme of Administration or Scheme of Delegation

No changes to either the Scheme of Administration or the Scheme of Delegation are required as a result of the recommendations in this report.

6 CONSULTATION

- 6.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Chief Officer HR, Communications and the Clerk to the Council have been consulted in the preparation of this report.

Approved by

Service Director Regulatory Services Signature

Author(s)

| Name | Designation and Contact Number |
|--------------------|--|
| Timothy Stephenson | Passenger Transport Manager – 01835 825182 |

Background Papers: None

**Previous Minute Reference: Executive Committee 6 September 2016
And Executive Committee 4 December 2018 for the Taxi Formula Review**

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jacqueline Whitelaw can also give information on other language translations as well as providing additional copies.

Contact Jacqueline Whitelaw, Place, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 01835 825253, Fax 01835 825071, email JWhitelaw@scotborders.gov.uk.

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| 1-4 PASSENGERS | | | 5-8 PASSENGERS | | |
|----------------|---|---|----------------|--|---|
| <u>Miles</u> | <u>Current Charge</u> | <u>Proposed 2019/20 Charge</u> | <u>Miles</u> | <u>Current Charge</u> | <u>Proposed 2019/20 Charge</u> |
| 1 | 3.98 | 4.13 | 1 | 6.00 | 6.22 |
| 2 | 5.71 | 5.92 | 2 | 8.60 | 8.92 |
| 3 | 7.46 | 7.73 | 3 | 11.21 | 11.63 |
| 4 | 9.18 | 9.52 | 4 | 13.83 | 14.34 |
| 5 | 10.91 | 11.31 | 5 | 16.42 | 17.03 |
| 6 | 12.66 | 13.13 | 6 | 19.02 | 19.73 |
| 7 | 14.39 | 14.93 | 7 | 21.62 | 22.42 |
| 8 | 16.13 | 16.73 | 8 | 24.22 | 25.12 |
| 9 | 17.86 | 18.52 | 9 | 26.82 | 27.81 |
| 10 | 19.59 | 20.32 | 10 | 29.42 | 30.51 |
| | | | | | |
| | | | | | |
| 1-4 PASSENGERS | | | 5-8 PASSENGERS | | |
| <u>Miles</u> | <u>Current Unsocial hours charge (+25%)</u> | <u>Proposed 2019 Unsocial hours charge (+25%)</u> | <u>Miles</u> | <u>Current 2018 Unsocial hours charge (+25%)</u> | <u>Proposed 2019 Unsocial hours charge (+25%)</u> |
| 1 | 4.98 | 5.17 | 1 | 7.50 | 7.78 |
| 2 | 7.13 | 7.40 | 2 | 10.75 | 11.15 |
| 3 | 9.33 | 9.67 | 3 | 14.02 | 14.54 |
| 4 | 11.48 | 11.91 | 4 | 17.28 | 17.92 |
| 5 | 13.64 | 14.15 | 5 | 20.52 | 21.28 |
| 6 | 15.82 | 16.40 | 6 | 23.77 | 24.65 |
| 7 | 17.99 | 18.66 | 7 | 27.03 | 28.03 |
| 8 | 20.17 | 20.91 | 8 | 30.27 | 31.39 |
| 9 | 22.32 | 23.14 | 9 | 33.53 | 34.77 |

| | | | | | | |
|----|-------|--------------|--|----|-------|--------------|
| 10 | 24.49 | 25.40 | | 10 | 36.78 | 38.15 |
|----|-------|--------------|--|----|-------|--------------|

Proposed Taxi Formula to come in to effect from 2019

Calculated 26/02/2019

| Vehicle Related Costs | SBC Weighting (%) | Annual Percent Change to 2018 | Annual Percent Change times (*) SBC Weighting |
|--|-------------------|-------------------------------|---|
| Purchase of Motor Vehicles | 5% | 3.0% | 0.2% |
| Maintenance of Motor Vehicles | 17% | 3.6% | 0.6% |
| Petrol and Oil | 20% | 7.2% | 1.4% |
| Vehicle Tax and Insurance plus Medical and License costs | 8% | 3.4% | 0.3% |
| Local Wage Rates (Clients' ability to pay) | 50% | 2.5% | 1.3% |
| Total % | 100% | Calculated Change: | 3.7% |

Sources:

Consumer Price Inflation: <https://www.ons.gov.uk/economy/inflationandpriceindices/datasets/consumerpriceinflation>

Resident Earnings (ASHE): <http://www.nomisweb.co.uk/reports/lmp/la/1946157430/report.aspx>

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TAXI RATES: TRADE CONSULTATION MEETING PROGRAMME 2019

| Venue | Date and Time |
|---|---|
| Hawick Town Hall Cross Wynd Hawick TD9 9EF | Monday 25 th March 2019 13.00 to 14.00 |
| Old Gala House Scott Crescent Galashiels TD1 3JS | Tuesday 26 th March 2019 13.00 to 14.00 |
| Kelso Tait Hall Edenside Road Kelso TD5 7BS | Wednesday 27 th March 2019 10.00 to 11.00 |
| Peebles Burgh Hall High Street Peebles EH45 8AG | Wednesday 27 th March 2019 13.00 to 14.00 |

WRITTEN SUBMISSIONS

Any operator who is unable to attend a meeting may submit a written response to this consultation by 17.00 on Wednesday 27th March 2019 to:

Timothy Stephenson
Passenger Transport
Scottish Borders Council
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA

or Timothy.Stephenson@Scotborders.gov.uk

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CCTV PROVISION IN THE SCOTTISH BORDERS

Report by Service Director Assets & Infrastructure

EXECUTIVE

16 April 2019

1 PURPOSE AND SUMMARY

- 1.1 This report details the current Public Space CCTV provision in the Scottish Borders and provides a further update to the previous report issued in 2015.**
- 1.2 Questions have arisen as to the viability of the Council continuing to provide and fund public space CCTV.
- 1.3 There are currently seventy Public Space CCTV cameras located within eight towns within the Scottish Borders.
- 1.4 Generally the systems are analogue and with recent technological advances they are out of date and life expired.
- 1.5 The Council is not currently in a position to fund the installation and maintenance of public space CCTV systems throughout the region.

2 RECOMMENDATIONS

- 2.1 **We recommend that the Committee:-**
 - (a) Notes that the current Public Space CCTV provision in the Scottish Borders is no longer fit for purpose.**
 - (b) Notes that the Council is not in a position to fund the installation and ongoing maintenance of public space CCTV systems within the current available budget.**
 - (c) Supports the Police and communities that wish to install, extend or replace CCTV systems to help them find a solution fully funded by those communities. Funding to include the cost of installation and subsequent maintenance and monitoring. The protocols around the use, management and monitoring of any CCTV system would have to be agreed by the community with the Police.**

3 BACKGROUND

- 3.1 Scottish Borders Council currently operates seventy Public Space CCTV cameras located in the following towns across Scottish Borders Council – Duns; Hawick; Galashiels; Kelso; Peebles; Eyemouth; Selkirk; Melrose.
- 3.2 All Public Space CCTV cameras referred to in 3.1 are operated by Police Scotland with all maintenance of the CCTV camera systems being the responsibility of Scottish Borders Council’s Street Lighting section.
- 3.3 The Council meets all ongoing revenue costs, including energy consumption, telecoms charges, consumable items and annual charges from the contractors who provide maintenance support for each system. Police Scotland does not make any financial contribution to the town centre schemes.
- 3.4 The Councils current position with regards to CCTV provision is not to install new CCTV equipment or replace life-expired systems but to continue to maintain the current asset within the existing revenue budget until they are beyond economic repair.
- 3.5 Generally the systems are analogue and with recent technological advances they are now out of date. The systems are in various states of repair as summarised in the table below:-

3.6

| Town | Comments |
|----------|--|
| Duns | Installed in 2003 the system consists of 7 cameras of which 2 currently need replaced. |
| Eyemouth | Installed in 2007 the system has 8 cameras of which only 1 is operational due to the corrosion caused by the salt air. |
| Gala | Installed in 1994 the system consists of 12 cameras of which 3 currently need replaced and 1 has an intermittent fault. The cameras were renewed in 2008. The cabling is currently installed in a combination of underground and above ground section that are in need of replacement. |
| Hawick | This system has 16 cameras and is relatively new following the replacement of all cameras following an insurance claim and the recent replacement of underground the cabling. 1 camera and associated cabling is in need of replacement. |
| Kelso | Installed in 1998 this system has 9 cameras and requires replacement. 3 cameras need replaced along with all of the cabling that currently runs over ground and has water damage causing most cameras to be intermittent during the winter months. All cameras were replaced in 2002 |
| Melrose | Installed in 2002 this system is still in working order although the majority of cables are still run overground. |
| Peebles | Installed in 1999 this system consists of 8 cameras of which 1 currently needs replaced. The cabling currently works but is also in need of replacement. All cameras were renewed in 2007. |
| Selkirk | Installed in 2003 this system currently has 1 camera in need of replacement. |

- 3.7 There are currently nineteen of seventy cameras that aren't fully operational; this number can increase intermittently depending on weather conditions in certain towns at certain times of the year. Other cameras have either intermittent faults or poor picture quality due to the condition of the cabling.
- 3.8 There is a current revenue budget of £40,000 per annum available for the maintenance of all eight systems, of which around £33,000 is a rolling maintenance contract.
- 3.9 Replacing the current out of date analogue systems with the same technology is not recommended as the technology is old and is becoming obsolete.
- 3.10 Replacing the current systems with the latest High Definition technology will require a large capital investment.

4 POLICE POSITION

- 4.1 The Police see CCTV as one tool that contributes to public security and the prevention and detection of crime, which reassures the public in areas that it is installed and adds to the overall perception of community in the area. The Police are therefore supportive of continuing to provide a CCTV provision within the local communities. Unfortunately the Police are not in a position to fund or to contribute to the funding of public space CCTV in the Borders.
- 4.2 In the Borders, the Police monitor CCTV on a reactive basis. They have 24 hour access to where the CCTV monitors are sited and gain access to review the recordings when investigating incidences.
- 4.3 Historically the Police have not collated data on the usefulness of the CCTV systems in the Borders, though they are very supportive of CCTV as an effective tool for their work.

5 LOCAL POSITION

- 5.1 The communities in some Borders towns value the CCTV systems as a positive contribution to creating safe environments within town centres and are keen to retain good CCTV coverage.
- 5.2 As the Council and the Police are not in a position to fund CCTV systems, then with the benefit of recent technological advances, communities could arrange for CCTV to be installed and maintained using their own resources.

6 IMPLICATIONS

- 6.1 As previously indicated there is a current revenue budget of £40,000 per annum available for the maintenance of all eight systems, of which around £33,000 is a maintenance contract.

Expenditure will be contained within the current available revenue budget, not installing new CCTV equipment or replacing life-expired systems but

continuing to maintain the current asset until they are beyond economic repair.

Once systems become beyond economic repair within the available budgets, agree to close these systems down immediately.

6.2 Risk and Mitigations

Although the current public space CCTV provision is funded by Scottish Borders Council the budget allocation available to maintain the systems is insufficient and will eventually lead to them failing completely.

Removing the public space CCTV provision throughout the region could potentially decrease the overall perception of community in the area and impact the prevention and detection of crime.

There is the potential for negative press should the public perception remain that there are fully operational CCTV systems operating in town centres when the reality is they aren't fit for purpose.

Future mitigation for communities that wish to retain public space CCTV in would be for them to secure funding to install and maintain their own CCTV systems.

6.3 Equalities

There will be no adverse impact on any of the quality strands as a result of the proposals.

6.4 Acting Sustainably

There are no significant economic, social or environmental issues associated with this report.

6.5 Carbon Management

Through allowing the existing CCTV systems to become life expired the reduction in energy consumed in turn reduce the carbon footprint of SBC.

6.6 Rural Proofing

As this report is not a new or updated policy or strategy document it does not require to be rural proofed.

6.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes which are required to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in this report

7 CONSULTATION

- 7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR, Communications and the Clerk to the Council have been consulted and any comments received have been incorporated into the final report.

Approved by

Martin Joyce

Service Director Assets & Infrastructure Signature

Author(s)

| Name | Designation and Contact Number |
|------------|--------------------------------|
| Alex Young | Street Lighting Team Leader |

Background Papers: None

Previous Minute Reference: None

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Alex Young can also give information on other language translations as well as providing additional copies.

Contact us at Alex Young, Council Headquarters, Bowden Road, Newtown St Boswells, Melrose. TD6 0SA. Tel: 01835 824000, Ext. 8104.

E-mail: ayoung1@scotborders.gov.uk

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REVIEW OF PARKING ISSUES

Report by Service Director Assets & Infrastructure

EXECUTIVE

16 APRIL 2019

1 PURPOSE AND SUMMARY

- 1.1 This report presents the findings of the Parking Issues Working Group and comments on the recommendations contained in that report.**
- 1.2 Following a recommendation from the Executive Committee on 7 November 2017 a Working Group was established to explore innovative solutions to parking issues in the Scottish Borders.
- 1.3 The Working Group has now concluded their investigations and a report on their findings, with recommendations, is attached as an appendix to this covering report.
- 1.4 The Corporate Management Team considered the Report of the Working Group and endorsed the findings, subject to sufficient resources being available, apart from Recommendation Five.

2 RECOMMENDATIONS

- 2.1 **the Executive Committee will be asked to:-**
 - (a) Note the findings of the Parking Issues Working Group;**
 - (b) Note that Corporate Management Team endorses the following recommendations of the Working Group:**
 - (i) Recommendation One (Review of TROs) – Estimated cost £205k in-house or £225k external;**
 - (ii) Recommendation Two (Car parking directional signage) – Estimated cost £28,500;**
 - (iii) Recommendation Three (Updating single and double yellow lining; parking bay review; dropped kerbs) – Estimated cost from £28,250 to £278,250;**

- (iv) Recommendation Four (media campaign to “park fair”) – Estimated cost £10k;**
- (v) Recommendation Six (Feasibility study) – Estimated cost £35k;**
- (c) Agree not to proceed at this time with Recommendation Five of the Working Group Report (Potential Enforcement regimes) with parking issues continuing to be addressed through the work of the 2 No. Police Community Action Teams in the interim; and that further report be brought to Executive Committee after one full year of operation to review the effectiveness of those teams; and**
- (d) Agree that, given that the estimated cost of implementing Recommendations One to Four and Recommendation Six of the Working Group Report is within a range of £306,750 and £576,570, Officers will proceed to implement these as and when funding is available within current resources, but noting that works will commence during 2019/20 and continue in future years as part of normal business activities.**

3 INTRODUCTION AND BACKGROUND

- 3.1 It was agreed at the Executive Committee meeting on 7 November 2017 that a Working Group should be set up to look at innovative solutions to parking issues in the Scottish Borders. Final terms for the Working Group were approved by the Executive Committee at its meeting on 17 April 2018.
- 3.2 The Working Group comprised seven Councillors, and they were assisted during the process by a number of officers.
- 3.3 The Working Group has now concluded their investigations and their findings and recommendations are attached as an appendix to this covering report.

4 LAYOUT OF WORKING GROUP REPORT AND FINDINGS

- 4.1 Section 1 of the Working Group Report gives a brief summary of aspects associated with parking in the Scottish Borders since 2002, before going on to outline the background to the setting up of the Working Group.
- 4.2 The Terms of Reference established for the Working Group are detailed in Section 2 of the Working Group Report; along with the names of the Councillors and officers who were involved in the process. In determining the Terms of Reference the Working Group identified eight separate areas of scope under the following broad objective:

To ensure the Council maximises parking opportunities in Border towns, ensuring sufficient turnover within town centres to bring economic benefits to the businesses located there, and, where parking restrictions are in place, that these are clearly marked and enforceable.

- 4.3 Further background on how the review was undertaken is provided in Section 3 of the Working Group Report.
- 4.4 In section 4 of the Working Group Report the individual areas of scope, identified through the Terms of Reference, are discussed in more detail. Two areas to highlight within this are: (a) the opportunity, through a drop-in session, for all Ward Members to contribute to the process in terms of parking issues that they were aware of within their own areas; and (b) the two survey opportunities that were provided to the public as part of the process.
- 4.5 Finally in section 5 of the Working Group report, the key findings and recommendations of the group are outlined. In-line with the identified scope, estimated costings are provided for each of the recommendations with further detail of how these costings were arrived at in section 4.37.
- 4.6 In addition to the sections discussed above there is, at the front of the document, an Executive Summary that incorporates the recommendations.

5 CORPORATE MANAGEMENT TEAM REVIEW

- 5.1 The Parking Issues Working Group report was considered by the Corporate Management Team (CMT) at its meeting of 28 November 2018.
- 5.2 It was determined at that time that CMT was not able to support the option of a Decriminalised Parking Enforcement regime being included as Recommendation 5 of the Working Group. In particular it was noted that the evidence from recent and previous surveys did not demonstrate a significant enough problem level to warrant such an intervention, which would require to be implemented across the entire Council area and not just in urban centres. Concern was also expressed that such an intervention would be unlikely to be effective at the manning levels costed and would potentially be detrimental to the local business economy as well as being an additional funding burden on the Council at a time when it was facing unprecedented financial pressure. In addition, it was noted that the Council is already currently funding these types of activities through the Police Community Action Team which commenced operations in 2018.

6 IMPLICATIONS

6.1 Financial

There are significant financial implications associated with the other recommendations in the Working Group's report. The estimated cost of each of the recommendations is detailed in section 5 of the Working Group report and summarised below:

- (a) Recommendation One (Review of TROs) – Estimated cost £205k in-house or £225k external;
- (b) Recommendation Two (Car parking directional signage) – Estimated cost £28,500;
- (c) Recommendation Three (Updating single and double yellow lining; parking bay review; dropped kerbs) – Estimated cost from £28,250 up to £278,250;
- (d) Recommendation Four (media campaign to “park fair”) – Estimated cost £10,000;
- (e) Recommendation Five (potential enforcement regimes) – Estimated cost from £20,000 to £327,900; and
- (f) Recommendation Six (Feasibility study) – Estimated cost £35,000.

As no specific budget has been identified to advance the above recommendations all costs incurred will require to be found within the existing roads budget commensurate with other priorities and staff resource.

6.2 Risk and Mitigations

- (a) There is a risk that financial and/or staff resources are insufficient to undertake the identified works. This can be mitigated through internal review, budget planning and through close liaison with Police Scotland and monitoring of the effect of any changes.
- (b) There is a risk that the proposed measures do not fully address the issues and concerns that have been raised. This can be mitigated through close liaison with Police Scotland and continued monitoring of the impact that the Community Action Team is having.

6.3 Equalities

- (a) As this report does not propose to introduce any new policy or service an Equalities Impact Assessment has not been undertaken.
- (b) It is anticipated that there are no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report.

6.4 Acting Sustainably

There are no significant economic, social or environmental issues associated with this report.

6.5 Carbon Management

There are no significant impacts on the Council's carbon emissions that are additional to current operation.

6.6 Rural Proofing

There are no rural proofing impacts resulting from this report.

6.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes which are required to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in this report.

7 CONSULTATION

- 7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR, the Clerk to the Council and Communications have been consulted and any comments received included in the covering report. The Corporate Management Team considered the Report of the Working Group and endorsed the findings, subject to sufficient resources being available, apart from Recommendation Five.

Approved by

Martin Joyce

Service Director Assets & Infrastructure

Signature

Author(s)

| Name | Designation and Contact Number |
|-------------|--|
| Brian Young | Infrastructure Manager Tel: 01835 825178 |

Background Papers:

Previous Minute Reference: Executive Committee, 7 November 2017

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jacqueline Whitelaw can also give information on other language translations as well as providing additional copies.

Contact us at Jacqueline Whitelaw, PLACE, Business Support, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 0300 100 1800, email JWhitelaw@scotborders.gov.uk.

Review of Parking Issues



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Foreword from the Chairman of the Working Group

A great deal has been spoken and written about parking in town centres and elsewhere in the Scottish Borders, from the abuse of traffic restrictions, to the demise of the Traffic Warden service and the seeming lack of monitoring or enforcement. Parking in town centres is vital in ensuring people can access the goods and services they need, playing an important part in the Borders economy, and also has a crucial role to play in managing traffic and congestion. In the course of this review, we have examined the extent of parking restrictions and availability in Border towns, the position on enforcement including the potential for decriminalised parking enforcement, and options for the future. This examination has allowed us to take account of many different views and also provided us with an insight into wider parking behaviours in the Borders.

Much analysis has been carried out by the Working Group to arrive at its conclusions and I thank the members and officers for their time and energy, commending the findings and recommendations to you.

Councillor Gordon Edgar
Chairman, Parking Issues Working Group



14 February 2019

EXECUTIVE SUMMARY and RECOMMENDATIONS

- a) Scottish Borders Council has considered various aspects associated with parking on a number of occasions since 2002. The arrangements for the setting up of a Working Group to examine innovative solutions to the parking problems in the Scottish Borders were agreed at the Executive Committee meeting on 7 November 2017.
- b) The Working Group comprised seven Councillors, namely:
- Councillor Gordon Edgar (Chairman), Selkirkshire
 - Councillor Andy Anderson, Galashiels & District
 - Councillor Carol Hamilton, East Berwickshire
 - Councillor Euan Jardine, Galashiels & District
 - Councillor Clair Ramage, Hawick & Denholm
 - Councillor Euan Robson, Kelso & District
 - Councillor Robin Tatler, Tweeddale East
- c) Final terms of reference for the Group were approved by the Executive Committee at its meeting on 17 April 2018. The objective of the Review was to ensure the Council maximises parking opportunities in Border towns, ensuring sufficient turnover within town centres to bring economic benefits to the businesses located there, and, where parking restrictions are in place, that these are clearly marked and enforceable. The scope of the Review covered:
- *The extent of parking availability in Border towns*
 - *The extent of parking restrictions in Border towns and Traffic Regulation Orders – content and spread*
 - *The Police position*
 - *Reported parking problems and issues: specific places, times and days for/by businesses, visitors and residents*
 - *The legal position for parking restrictions and enforcement*
 - *Other Councils' solutions*
 - *Options for parking including potential additional spaces, restrictions, control and enforcement*
 - *Fully costed options for any recommendations*
- d) Throughout its Review, the Working Group requested and received further information and explanation on particular aspects of parking, namely:
- Decriminalised Parking Enforcement
 - Parking restrictions across the Borders including Traffic Regulation Orders
 - Enforcement of parking regulations and complaints/issues
 - Community Action Team
 - Feedback from Elected Members
 - Survey feedback from members of the public

- e) Parking issues are not unique to the Scottish Borders and attract much comment. In arriving at their findings and recommendations, Members of the Working Group have concluded that much of the comment made and received is based on perception or anecdotal evidence and the details provided to Members demonstrated that the number of parking spaces available is sufficient for most days in most towns. Off street car parks are often not used to their full extent if they are not in the immediate vicinity of people's work or where they wish to shop. While many of the comments received in the surveys raised issues, there were very few ideas put forward as to how these could be resolved. The need for more parking places was highlighted but historic town layouts mean finding effective and viable additional space is rarely possible.
- f) Enforcement of parking and waiting restrictions is seen as a continuing issue. The misconception still remains that it was the Council which had employed and then removed the Traffic Warden service, rather than Police Scotland. The Council investment in the Police Community Action Team may go some way to assisting with enforcement but as the Team has only been in place since April 2018 it is too early to accurately determine its effectiveness on parking behaviours. Cost will also need to be included as a determining factor in any future enforcement regime. The Working Group is therefore making 6 recommendations.

Recommendation One

- g) A review of Traffic Regulation Orders (TROs) should be carried out to simplify and amalgamate these and produce one TRO for the whole of the Borders covering all towns. This review should include changes to waiting times so that all Border towns have standard restricted waiting periods of 1 and/or 2 hour periods, with a 1 hour return period; and such restrictions shall operate Monday to Saturday from 08:30 to 17:30, which will provide a greater degree of consistency across the Borders. In terms of waiting times, each Councillor should be asked what they would like to see within their towns – 1 hour restriction, 2 hour restriction or a combination.
[Estimated cost £205k in-house or £225k external]

Recommendation Two

- h) Directional signage to both long and short term for on and off-street parking should be reviewed to ensure that sufficient signage is in place to direct visitors to the most appropriate parking.
[Estimated cost = £28,500]

Recommendation Three

- i) Updating of single and double yellow and white line marking should continue as part of the planned ongoing programme across the Borders to ensure clarity on parking restrictions. A review of parking bays should also be carried out to ascertain whether any changes can be made e.g. from parallel to diagonal parking, to increase the number of spaces available, or whether

marking specific bays in on-street parking would also be of help. Specific marking to identify dropped kerbs may also be a benefit.
[Estimated cost = from £28,250 up to £278,250]

Recommendation Four

- j) A media campaign should be held as part of the Council's *#yourpart* initiative to encourage people to "park fair". This could include the impact of parking on pavements and next to dropped kerbs (hindrance to buggy and wheelchair users), in bus laybys (buses then block traffic), and overstaying time limited parking areas (impacts on the economic viability of town centres if there is insufficient turnover). Flouting restrictions shows a lack of respect for other drivers and users of town centres, both local and visitors. Information should also be included on the Council's website on the location, duration and cost of parking in each of the main towns.
[Estimated cost = £10,000]

Recommendation Five

- k) Full costs in the consideration of potential different enforcement regimes – including timescales for development and implementation - should be developed (e.g. existing regime including use of the Police Community Action Team, or Decriminalised Parking Enforcement, etc.) with any options considered as part of the Council's future budget planning process.
[Estimated cost = from £20,000 to £327,900]

Recommendation Six

- l) In order to help future-proof parking in town centres, at one point during the remaining term of this Council, a feasibility study should be carried out on one or two town centres to take account of the potential impact of future housing and other developments over a 10 year period. This will help ascertain what other infrastructure could be put in place in Borders' historic town centres to decrease congestion and provide the Council with a longer term parking management policy.
[Estimated cost = £35,000]
- m) Should all recommendations be accepted, then Council would need to consider finding between £326,750 and £904,650 of additional funding within its future years' budgets. Some of these costs may be split over a number of years. Given the amount of additional funding required (should all these recommendations be accepted) Area Partnerships could be consulted to identify where parking issues sit in terms of priority for spend within each particular locality.

Section 1: INTRODUCTION

- 1.1 Scottish Borders Council has considered various aspects associated with parking on a number of occasions since 2002.
- 1.2 A report to the Executive on 17 December 2002 gave details of 'before' and 'after' surveys of on-street parking with the introduction of Pay and Display charges in car parks in Kelso, Selkirk, Peebles, Eyemouth, Galashiels and Hawick. On 25 March 2008, the Executive approved a Parking Strategy for the Scottish Borders. The objective of this Strategy was to provide measures to develop a consistent parking framework across the Council area.
- 1.3 Council further considered a report on 12 December 2013 on the proposed withdrawal of the Traffic Warden Service by Police Scotland. This was followed up with a further report to the Environment and Infrastructure Committee on 20 March 2014 on the withdrawal of the Traffic Warden Service and set up a Working Group to consider the options available to the Council in relation to the future control of on-street parking.
- 1.4 On 29 June 2016, Council considered an update report from the Working Group, agreeing that parking studies be carried out in the key town centres of Duns, Eyemouth, Galashiels, Hawick, Jedburgh, Kelso, Innerleithen, Lauder, Melrose, Peebles, Selkirk and West Linton. At the Council meeting held on 10 November 2016, Members considered a report providing an update in relation to on-street parking and in particular the findings of town centre parking surveys. At that meeting, Members decided to pilot a disc-based parking system in partnership with Police Scotland. However, as reported to the Council meeting on 23 February 2017, Police Scotland subsequently advised that they could not enforce such a system so this was not taken forward.
- 1.5 As part of the debate on the Administration's vision "Connected Borders 2017 – 2022" at the Council meeting on 28 September 2017, the re-establishment of a Parking Working Group was agreed and the details were confirmed at the meeting of the Executive Committee on 7 November 2017.

Section 2: TERMS OF REFERENCE and WORKING GROUP

- 2.1 The Working Group comprised seven Councillors, namely:
- Councillor Gordon Edgar (Chairman), Selkirkshire
 - Councillor Andy Anderson, Galashiels & District
 - Councillor Carol Hamilton, East Berwickshire
 - Councillor Euan Jardine, Galashiels & District
 - Councillor Clair Ramage, Hawick & Denholm
 - Councillor Euan Robson, Kelso & District
 - Councillor Robin Tatler, Tweeddale East
- 2.2 Support was provided to the Working Group by the Service Director Assets & Infrastructure, the Chief Officer – Roads, the Network Manager, the Team Leader – Road Safety & Traffic Management, the Research and Policy Officer, and the Clerk to the Council.
- 2.3 The Terms of Reference for the Working Group were:

Objective – to ensure the Council maximizes parking opportunities in Border towns, ensuring sufficient turnover within town centres to bring economic benefits to the businesses located there, and, where parking restrictions are in place, that these are clearly marked and enforceable.

Scope –

1. The extent of parking availability in Border towns.
2. The extent of parking restrictions in Border towns and Traffic Regulation Orders – content and spread.
3. The Police position.
4. Reported parking problems and issues: specific places, times and days for/by businesses, visitors and residents.
5. The legal position for parking restrictions and enforcement.
6. Other Councils' solutions.
7. Options for parking including potential additional spaces, restrictions, control and enforcement.
8. Fully costed options for any recommendations.

Section 3: HOW THE REVIEW WAS CARRIED OUT

- 3.1 The Working Group met on 7 occasions – 10 January, 30 March, 17 May, 4 July, 17 September, 8 November 2018 and 7 February 2019.
- 3.2 At its first meeting, the Group received a presentation from Officers on Decriminalised Parking Enforcement, the current position in the Borders in terms of the Parking Strategy, the use of Traffic Regulation Orders, and enforcement of parking by Police Scotland. The role and remit of the Group was also considered.
- 3.3 At the second meeting of the Working Group, members confirmed the role and remit of the Group. Members also considered limited waiting times and the differences between towns; the pressures on parking within towns; complaints about parking; and enforcement of parking regulations. It was agreed that a drop-in session would be held for other Elected Members to provide evidence of areas of problem parking within towns in their own Wards. This session was held on 26 April 2018.
- 3.4 At the third meeting of the Working Group, Members received further details on the work of the Police Community Action Team, which included problematic parking within its remit. Councillor Tatler had initiated an on-line survey in Tweeddale comprising 9 questions about parking, and the Group agreed to replicate this across the other localities in the Borders. The Group also considered standardization of waiting times in towns, shared services with other Authorities, and parking controls/enforcement in other rural Authorities.
- 3.5 At the fourth meeting of the Working Group, Members received the interim results of the parking survey across the Borders which had closed a few days beforehand.
- 3.6 At the fifth meeting of the Working Group, Members considered a first draft of the report of the Working Group which gave details of the Terms of Reference of the Working Group, how the review was carried out, what had been covered, along with draft findings and recommendations. The Working Group made minor amendments to the Report and added in a sixth recommendation. Officers then carried out further work to estimate the costs associated with each of the recommendations.
- 3.7 At the sixth meeting of the Working Group, Members considered a second draft of the report, made an amendment to Recommendation One and minor amendments to the remainder of the report. This amended Report was then considered by the Council's Corporate Management Team.

- 3.8 At the seventh meeting of the Working Group, Members considered the Officer covering report with proposed recommendations from the Council's Corporate Management Team for consideration by the Executive Committee.

Section 4: PARKING MATTERS

4.1 The Scottish Borders covers some 4,732 square kilometres (1,827 square miles) and is predominantly rural in nature, with the largest town being Hawick. Within the 5 localities of the region, the population of the main towns in 2014 and average weekly footfall in town centres in 2015 (figures from Scottish Borders Strategic Assessment, 2016), were as follows:

- Berwickshire: Eyemouth (population – 3,540; footfall – 2,270) and Duns (population – 2,722; footfall – 1,630)
- Cheviot: Kelso (population 6,821; footfall – 5,550) and Jedburgh (population – 3,961; footfall – 2,460)
- Eildon: Galashiels (population – 12,670; footfall – 8,180), Selkirk (population – 5,586; footfall – 2,350) and Melrose (population 2,457; footfall – 3,550)
- Teviot & Liddesdale: Hawick (population – 14,003; footfall – 4,360)
- Tweeddale: Peebles (population – 8,583; footfall – 7,930) and Innerleithen (population – 3,064)

It should be noted that some of this footfall will be from visitors/tourists and not just local residents.

Scope: The extent of parking availability in Border towns

4.2 There is a variety of parking available in Borders town centres, with a mix of on-street and off-street, some short stay and some long stay. On-street parking is free and some off-street car parks have pay and display charges. All of the parking detailed in the table below is within a 5 minute walk of the main town centre. If drivers comply with the restrictions in place then there is in general no capacity issue. The main towns of Hawick, Galashiels and Peebles have a number of car parks attached to supermarkets or retail parks close to the town centres where parking is available for up to 3 hours. It should be noted that these spaces are not included in the table below. The capacity of each town centre in terms of parking spaces is as follows:

| TOWN | ON-STREET PARKING | | | | OFF-STREET PARKING | | | TOTAL |
|---------------------|-------------------|-------------------|----------|-----------------|-------------------------------|--------------------------|------------------|-------|
| | Limited Waiting | Unlimited Waiting | Disabled | On-street total | No. of spaces (Pay & Display) | Disabled (Pay & Display) | Off-street total | |
| Berwickshire | | | | | | | | |
| Duns | 235 | 20 | 5 | 260 | 77 | 5 | 82 | 342 |
| Eyemouth | 37 | 20 | 2 | 59 | 185 | 11 | 196 | 255 |

| Cheviot | | | | | | | | |
|--------------------------------|-----|-----|---|------------|-----------|---------|------------|------------|
| Jedburgh | 63 | 15 | 0 | 78 | 293 | 6 | 299 | 377 |
| Kelso | 166 | 25 | 4 | 195 | 242 | 9 | 251 | 446 |
| Eildon | | | | | | | | |
| Galashiels | 171 | 10 | 0 | 181 | 278 (229) | 12 (12) | 290 | 471 |
| Lauder | 0 | 173 | 0 | 173 | 37 | 0 | 37 | 210 |
| Melrose | 66 | 45 | 1 | 112 | 133 (29) | 6 (1) | 139 | 251 |
| Selkirk | 61 | 20 | 2 | 83 | 122 | 2 | 124 | 207 |
| Teviot & Liddesdale | | | | | | | | |
| Hawick | 190 | 60 | 0 | 250 | 569 (83) | 19 (8) | 588 | 838 |
| Tweeddale | | | | | | | | |
| Innerleithen | 67 | 50 | 0 | 117 | 52 | 2 | 54 | 171 |
| Peebles | 104 | 35 | 3 | 142 | 314 (252) | 17 (14) | 331 | 473 |
| West Linton | 0 | 42 | 1 | 42 | 11 | 0 | 11 | 53 |

Scope: The extent of parking restrictions in Border towns and Traffic Regulation Orders – content and spread

- 4.3 The current on-street parking regime operates under the Road Traffic Regulation Act 1984 with Police Scotland responsible for enforcement. This Act allows the Council to make a Traffic Regulation Order (TRO) to prohibit or restrict the waiting of vehicles or the loading and unloading of vehicles, either at all times or at times, on days or during periods so specified. Duties under the Disabled Persons Parking Places (Scotland) Act 2009 also require on-street and off-street TROs to be introduced and updated regularly for the allocation of specific disabled parking spaces.
- 4.4 With regard to restrictions on waiting times, the following are currently in operation:

Berwickshire

| TOWN | WAITING PERIOD | RETURN PERIOD | OPERATING PERIOD | OPERATING DAYS |
|--------------------|-----------------------|----------------------|-------------------------|-----------------------|
| Coldstream | 1 hour | 2 hours | 09:00 – 18:00 | Mondays to Saturdays |
| Duns | 2 hours | 1 hour | 09:00 – 18:00 | Mondays to Saturdays |
| Eyemouth | 45 mins | 75 mins | 08:30 to 17:00 | Mondays to Saturdays |
| Eyemouth (Home St) | 45 mins | 75 mins | 08:00 to 18:00 | Mondays to Saturdays |

Cheviot

| TOWN | WAITING PERIOD | RETURN PERIOD | OPERATING PERIOD | OPERATING DAYS |
|-------------------------|-----------------------|----------------------|-------------------------|-----------------------|
| Jedburgh | 45 mins | 75 mins | 08:30 to 17:30 | Mondays to Saturdays |
| Jedburgh | 45 mins | 75 mins | 09:00 to 18:00 | Mondays to Saturdays |
| Kelso (controlled zone) | 2 hours | 1 hour | 08:00 – 18:00 | Mondays to Saturdays |

Eildon

| TOWN | WAITING PERIOD | RETURN PERIOD | OPERATING PERIOD | OPERATING DAYS |
|-------------|-----------------------|----------------------|-------------------------|-----------------------|
| Galashiels | 1 hour | 1 hour | 08:30 to 17:30 | Mondays to Saturdays |
| Galashiels | 2 hours | 1 hour | 08:30 to 17:30 | Mondays to Saturdays |
| Melrose | 1 hour | 1 hour | 10:00 to 16:00 | Mondays to Saturdays |
| Melrose | 1 hour | 1 hour | 09:00 – 17:00 | Mondays to Saturdays |
| Selkirk | 30 mins | 30 mins | 08:30 to 17:30 | Mondays to Saturdays |

Teviot & Liddesdale

| TOWN | WAITING PERIOD | RETURN PERIOD | OPERATING PERIOD | OPERATING DAYS |
|-------------|-----------------------|----------------------|-------------------------|-----------------------|
| Hawick | 30 mins | 30 mins | 08:30 to 17:30 | Mondays to Saturdays |

Tweeddale

| TOWN | WAITING PERIOD | RETURN PERIOD | OPERATING PERIOD | OPERATING DAYS |
|--------------|-----------------------|----------------------|-------------------------|-----------------------|
| Innerleithen | 45 mins | 75 mins | 08:30 to 18:00 | Mondays to Fridays |
| Innerleithen | 45 mins | 75 mins | 08:30 to 13:00 | Saturdays |
| Peebles | 45 mins | 75 mins | 08:30 to 18:00 | Mondays to Saturdays |

- 4.5 All the above waiting restrictions operate Mondays to Saturdays with the exception of Innerleithen, which operates Mondays to Fridays and a ½ day on Saturdays to 13:00. It should also be noted that there are variations in hours of operation within towns.

4.6 There are also a number of private car parks in operation across the Borders. These are mainly attached to major supermarkets (Galashiels, Hawick, Peebles) or retail parks with restrictions on parking either for customers only or for times ranging from 2 to 3 hours. Apart from a small scheme in Harbour Road, Eyemouth, introduced in conjunction with Eyemouth Harbour Trust, there are currently no parking charges for on-street parking in the Scottish Borders.

Scope: The Police Scotland position

4.7 The financial savings required by Police Scotland had resulted in a close examination of many areas of business to look at both efficiency and whether there was a need for the service to be continued. In June 2013, Police Scotland advised the Council that they were embarking on a review of the service delivered by traffic wardens. Enforcement of parking in Scotland had historically been delivered by traffic wardens employed by police forces. The relevant provisions of the Road Traffic Act 1991 enabled the decriminalisation of most non-endorsable parking offences in Scotland from June 1997. Since that time, a number of local authorities had adopted decriminalised parking enforcement. This was particularly attractive to urban or city authorities where decriminalised parking offered significant financial opportunities.

4.8 In October 2013, Police Scotland advised the Council that traffic wardens would be withdrawn from service from February 2014. At that time Police Scotland had 2.8FTE traffic wardens in the Scottish Borders. One covered the Galashiels, Melrose and the Peebles area. Another covered the Hawick, Selkirk, and Jedburgh area. The remaining 0.8FTE covered Duns, Eyemouth, Coldstream, Kelso and Earlston. In that year, 613 vehicle excise tickets and 1102 parking tickets were issued by Wardens. It should be noted that wardens operated on the basis of advising drivers of issues and moving them on where possible, and only issued tickets as a measure of last resort.

4.9 Although the traffic wardens were withdrawn in 2014, the responsibility for parking enforcement still lies with Police Scotland, whose focus is now on the core activity of keeping people safe. Where parking is dangerous or causes significant obstruction, Police Scotland will task police officers to resolve the issue using the appropriate enforcement activity, including parking tickets, other direct measures or prosecution reports. Police Scotland believes that parking enforcement would best be carried out by local authorities through a decriminalised parking enforcement regime.

4.10 In April 2018, Scottish Borders Council agreed to fund a police Community Action Team, comprising a Sergeant and 6 police officers, as an additional resource to the existing police presence in the Borders. The Team's remit is predominantly "quality of life" through dealing with anti-social issues to help deter crime and disorder through engagement and enforcement. The tasks carried out by the Team are based on previous incidents, current intelligence, and taking account of seasonal issues.

- 4.11 With regard to problematic parking, the enforcement of parking violations is carried out on an ad-hoc basis by local police officers. This is now supplemented by the Community Action Team whose officers have provided education to members of the public on parking restrictions, including engaging with local business owners, who on the whole have been very supportive. From April to December 2018, the Team has issued 632 parking enforcement notices and other police officers a further 324, giving a total of 956. In the same period in 2017, 506 notices were issued; this demonstrates an increase of 89%. Going forward, the Team will continue to carry out regular patrols in all Borders towns to combat dangerous parking; they will highlight to Council officers where single and double yellow lines are not clear and need replaced; and they will have problematic parking as a standing item in their remit. It is hoped that the more police officers are seen on the streets, the more the public will adhere to parking restrictions.

Scope: Reported parking problems and issues: specific places, times and days for/by businesses, visitors and residents.

- 4.12 In December 2002, the Executive considered a report giving the results of "before" and "after" surveys on the effects of on-street parking with following the introduction of Pay and Display controls in Eyemouth, Galashiels, Hawick, Kelso, Peebles, and Selkirk. These surveys were carried out at a time when the Traffic Warden service was in place. The study areas in the surveys were those considered likely to be affected by drivers parking on-street (in limited and unlimited waiting times areas) to avoid the new Pay and Display charges. The conclusion of the report in December 2002 was that the introduction of more widespread pay and display car parks had caused some problems. People unwilling to pay had, in some cases, either overstayed their time in limited waiting areas or overfilled free off-street car parks or parked in local residential streets. Possible ways of reducing these adverse effects could include improved enforcement of existing regulations, introducing charges to on-street parking areas and varying parking charges between town centre and peripheral car parks. Problems were not considered at the time very severe but could be reduced. Removing charges and returning to the previous non-charging regime could be considered but this would likely be costly and re-introduce the problem of over-demand for free spaces in some areas.
- 4.13 A follow up review of the operation of Pay Parking was reported to the Executive in February 2004, where it was agreed that a Parking Policy for the Council be prepared. The resultant Parking Strategy was approved by the Executive on 25 March 2008. The core objective of the Strategy is "to provide a consistent parking framework across the Scottish Borders Council area". Other objectives related to environment, safety, economy, integration and accessibility. In the development of the Strategy, 3 sets of problems were identified:
- Problems arising from the balance between supply and demand
 - Problems arising from inconsiderate or illegal usage
 - Specific issues affecting particular groups or locations.

The Parking Strategy advocates a number of ways in which these problems can be addressed through using all available space; managing demand through restrictions and charges; encouraging the use of non-car modes; providing extra supply where possible; and improving enforcement of restrictions.

4.14 On 29 June 2016, Council agreed to fund parking studies in key towns across the Borders in response to work by the Decriminalised Parking Enforcement Working Group. The results of these parking studies, undertaken by Streetwise, were reported to Council on 10 November 2016. For each site, the key areas looked at were occupancy levels, duration of stay and turnover. In addition, the parking of individual vehicles was analysed to illustrate illegal parking behaviour, such as parking on single and/or double yellow lines. Analysis of the survey returns demonstrated that certain town centres were very busy in terms of on-street parking and could, on occasion, operate at or above capacity. In overall town centre terms, this was relatively rare, with only a 14% incidence of a town centre being at or over parking capacity in a 30 minute period. These occurrences were restricted to Galashiels, Kelso, Peebles, and, to a much lesser extent, Selkirk.

4.15 At the meeting of the Parking Issues Working Group held on 17 May 2018, consideration was given to comments received from Elected Members on parking issues in their wards. The issues raised at this meeting, combined with the findings of the studies in 2002 and 2016 are as follows:

(a) Berwickshire

- Coldstream, High Street (Elected Members 2018) – HGV issues ; pinch points
- Duns (2016) - 80% of drivers were parking on-street for less than 1 hour; occupancy was at a manageable level with on-street parking ranging from 40% to 80% of capacity. Turnover was generally high and in restricted parking areas there was occasional short term parking on single yellow lines but double yellow lines much better observed; evidence of short term parking in bus bays.
- Duns (Elected Members 2018) - congestion at bus stop area opposite main car park in Market Square; suggestion that one-way system in North Street would be better reversed
- Eyemouth (2002) – poor compliance with parking restrictions (15.6%) with occupancy over capacity, particularly evident in Manse Road, with parking overflowed on to the restricted areas.
- Eyemouth (2016) - 67% of drivers were parking on-street for less than 1 hour; 16% of drivers stayed for 3 or more hours; and 5% were in place all day. Occupancy varied between 43% and 67%. Turnover was mixed with the best results in the High Street and Market Place. Some incidents of vehicles illegally parking for much

longer periods than permitted in Home Street and in Market Place (opposite the Royal Bank of Scotland); 66 vehicles were observed parking on double yellow lines in the Market Place area.

- Eyemouth (Elected Members 2018) – condition of Co-op car park

(b) Cheviot

- Jedburgh (August 2016) – 73% of drivers parked for less than 1 hour; on one of the survey days, occupancy levels were between 73% to 84%, particularly in Exchange Street. Turnover was mixed, with best turnover in the central and northern areas of the High Street. In restricted parking areas there was a high level of overstaying the 45 minute time limit in all areas, especially in mid High Street, Canongate and Castlegate; issues with short-term parking on single and double yellow lines.
- Jedburgh (Elected Members 2018) – double yellow lines faded at The Friars; congestion at Co-op access
- Kelso (2002) – in the restricted waiting areas the level of non-compliance to restrictions in Coalmarket and Bridge Street needed to be addressed. Some spare capacity was observed during the before study, but these areas operated at near capacity for most of the period in the after study. In unlimited waiting an adequate level of on-street unlimited parking was available during both surveys.
- Kelso (2016) - 60% of drivers parking on-street for less than 30 minutes with a further 20% staying for up to 1 hour; overall occupancy was at a high level at some points during each day; turnover was good; issues were observed at a section of double yellow lines in Woodmarket and also at single yellow line at cash machine in Bridge Street
- Kelso (Elected Members 2018) – abuse of regulations is a problem and better enforcement is needed; need for more parking provision but sites unidentified; spaces required outside cash machine in Bridge Street and better enforcement needed. The car park at Business Units could be made more available to the public if the pedestrian gate was unlocked and signage to High Street added.
- St Boswells (Elected Members 2018) – issue with supply vs demand.

(c) Eildon

- Galashiels (2016) – general compliance with the 1 hour restriction with the majority of vehicles moving on in Bank Street and some parts of High Street and Channel Street; a number of vehicles stayed for 6 or more hours in the High Street (near Bridge Street) and at the lower end of Channel Street (near the cinema); occupancy levels were above 85%; good turnover all through the town on limited waiting except in parts of the High Street and Channel Street; areas of single yellow lines being used for short-term parking in the High Street and parts of Channel Street.

- Galashiels (Elected Members 2018) - disabled issues in Bank Street & Channel Street; resident parking issues in Galapark; query whether the double yellow lines were still required outside the old Abbotsford Hotel. A dropping off point for passengers was required at the Transport Interchange.
 - Melrose (2016) - 55% of vehicles stayed for 30 mins, with a further 20% staying for up to 1 hour; overall, occupancy rates did not exceed capacity; turnover was highest in the restricted waiting areas on Market Square and High Street. In Buccleuch Street, there were regular occurrences of vehicles parking for short periods in the marked bus stop.
 - Selkirk (2002) - 10% non-compliance with 30 mins restricted waiting times; always spare capacity in The Valley but other areas were at or near capacity for most of the survey period. There was always an adequate level of on-street unlimited parking available throughout the town during both survey periods.
 - Selkirk (2016) - 80% of drivers parked on-street for less than 1 hour; less than 10% stayed for 3 or more hours. Occupancy levels were at a high level on some occasions, often driven by a high degree of illegal parking rather than a lack of actual spaces. Turnover was mixed and there was also evidence of short to medium term parking on areas of zig zag lines, at dropped kerbs and in disabled bays when not entitled to do so.
- (d) Teviot & Liddesdale
- Hawick (2002) - 30 mins restricted waiting operated at near capacity; always unlimited on-street parking available.
 - Hawick (August 2016) - 85% of vehicles stayed for under an hour at a time; the central area was at times close to, but always below, capacity; turnover was mixed across the area, with poor turnover in O'Connell Street, with reasonable to good turnover in most of the High Street and the north side of Bourtree Place. In the main most restricted parking sections were well observed, with the exception being a 26 metre length on the High Street where there was much more regular abuse; there was also some vehicles parked or waiting for short periods on zig-zag markings, keep clears and disabled bays when not entitled to do so.
 - Hawick (Elected Members 2018) - issues with parking on crest of hill and visibility in Frank Place; loading at shops and a need for dedicated parking bays in North Bridge/Oliver Place. A suggestion was made to consider widening Northcote Street to allow parking without causing an obstruction. Parking at the junction was causing obstruction at High Street/O'Connell Street. Issues arising from parking at the junction in Wilton Park Road and near accesses to the new play park.

(e) Tweeddale

- Innerleithen (August 2016) - 55% of vehicles were present for 30 mins, with a further 10-15% gone within 1 hour; 17-23% of vehicles were in place for 3 or more hours; occupancy levels were always well within capacity. There were mixed results for turnover, with the best being the north side of the High Street at the west end and on the south side of the High Street at the east end. In restricted parking areas, there was short duration mis-use of single yellow line parking on a 61 metre length of the High Street and a 31 metre length of Chapel Street; there was occasional short-term parking at dropped kerbs, bus stops and in disabled bays when not entitled to do so.
- Peebles (2002) – 11.4% stayed for 1 hour or longer on the on-street restricted to 45 mins, particularly in the High Street. There was always spare capacity with the majority of this being in Northgate. For unrestricted waiting, Dean Park had seen a large increase in use, with less turnover of spaces in Biggiesknowe, Greenside and Bridgegate, and more turnover in Tweed Green. There was always an adequate level of on-street unlimited parking available but Greenside and Tweed Green used to capacity.
- Peebles (2013) – wide variance in the length of period vehicles were parked; overall occupancy was regularly at a high level, approaching capacity on some occasions.
- Peebles (2016) – wide variance in the length of period vehicles were parked; 60% of vehicles parked for 30 mins with a further 20% staying for 1 hour. Turnover was generally good. Parking and waiting was observed at double yellow lines but this was at a fairly low level and typically only for short periods at a time.
- West Linton (2016) – up to 70% vehicles were parked on the Main Street for less than 1 hour, with 20% staying for 3 or more hours; average stays in Raemartin Square of 4 to 5 hours. Occupancy levels on Main Street were at manageable levels, but higher in Raemartin Square, at times reaching capacity. There was a level of illegal parking on single yellow lines from 7:00 to 10:00 am regulated time.
- West Linton (Elected Members 2018) – issues in Main Street for disabled parking, general layout and lack of availability of parking; drivers unwilling to walk any distance so Lower Green underused. A query was made as to whether Deanfoot Road would be better as a one-way street.

4.16 Also at the meeting of the Parking Working Group held on 17 May 2018, Councillor Tatler advised that he was carrying out an on-line parking survey (using Survey Monkey) in Tweeddale which he had promoted through social

media, his own Ward newsletter and in the local press. Members of the Group were keen to have this survey extended to the other localities in the Borders and it was placed on the Council's website (using the Citizen Space on-line survey tool) from 25 May to 30 June 2018, being publicized through a press release and social media.

4.17 In total, the two surveys received 810 responses (670 through Citizen Space and 140 through Survey Monkey). The analysis of the results is contained in Appendix 1 to this report with the main points from each of the questions in the survey being:

1. Do you use a public car park or on-street parking? *76% of respondents report parking in both car parks and on-street.*
2. How long would you typically park for? *Just under half of the respondents stated they park for less than 1 hour.*
3. Should there be a charge at all public car parks, 7 days a week? *87% of respondents do not want charging at public car parks 7 days a week.*
4. Respondents were asked to rank the main parking issues from 1 to 4 for inconsiderate, dangerous or illegal parking; lack of on-street parking spaces; lack of public car park spaces; and people parking for longer than they should. *57% of respondents indicate that inconsiderate, dangerous or illegal parking is a key parking issue in the Scottish Borders.*
5. Parking offences are currently the responsibility of the Police in the Scottish Borders. Would you like this changed to allow Scottish Borders Council or a private company to take on this responsibility. *57% of respondents indicated that they would to have Scottish Borders Council or a private company take on the responsibility of parking enforcement. It should be noted that the question did not have details about costs or how it would function. During the survey time, the Police Community Action Team came into force and addressing parking issues can form part of the Team's tasks.*
6. Respondents were asked to rank possible methods for controlling on-street parking through either a disc system; greater police enforcement or parking permits. *47% of respondents preferred greater police enforcement; 33% preferred a disc system; and 18% preferred parking permits.*

4.18 The survey also gave respondents an opportunity to provide further comments and 490 (60%) providing additional comments:

- Many respondents highlighted specific locations where there were parking issues e.g. High Street in Peebles, around Kingsland School in

Peebles, town centre in Selkirk, Bank Street in Galashiels, and The Square in Kelso.

- Over 30% of respondents specifically highlighted inconsiderate/illegal/dangerous parking.
- 23% of respondents made further requests for parking monitoring and enforcement.
- Over 12% of respondents proposed alternative options to address parking issues. One respondent suggested: "How about a campaign to 'park fair' i.e. not overstaying your time as it affects businesses? I know shopkeepers who leave their cars outside their shop all day. They can't see the obvious. Spell it out to them. Make people think their unfair parking is affecting their friends and neighbours' livelihoods who work in our shops. Make them aware. Make them take responsibility. Train them into realizing it's wrong."
- Over 10% of respondents felt that a key parking issue was locals and shopkeepers parking longer than allowed, with Kelso and Selkirk identified specifically.
- 9% specifically requested more parking.
- 9% highlighted issues related to disabled parking spaces or access on a pavement due to poor parking.
- Some respondents highlighted that there was an unwillingness to park further away from a town centre and walk.

4.19 Councillor Robson also carried out a parking survey in Kelso using the Survey Monkey website, which was further informed by a public meeting sponsored by Kelso Community Council, a meeting with Visit Kelso and representations from members of the public. A total of 201 responses were received. A copy of the results is attached as Appendix 2 to this report, with the main points being:

- 2 hour on-street restrictions suit the majority
- 12.5% of respondents needed to park all day
- 84% opposed the introduction of any parking charges
- A majority favoured a disc system similar to those of neighbouring authorities
- Over 75% of respondents wished to see more parking spaces made available

4.20 From the various studies/surveys carried out in 2002, 2016 and 2018, it can be seen that in some cases, the same issues are being raised:

- a minority of people are parking in restricted areas (single yellow and double yellow lines)
- a minority of people are parking for longer than they should in areas with restricted waiting times
- there are specific areas within some towns where capacity is perceived to be an issue
- greater monitoring and enforcement of parking is being requested

Scope: The legal position for parking restrictions and enforcement

- 4.21 Under the Road Traffic Offenders Act 1988, on-street parking transgressions in the Scottish Borders remain a criminal offence and enforcement responsibility lies solely with Police Scotland, despite their withdrawal of the Traffic Warden Service. From February 2014, Police Scotland focused on the core activity of keeping people safe. Where parking was dangerous or caused significant obstruction, Police Scotland would task police officers to resolve the issue using the appropriate enforcement activity, including parking tickets, other direct measures or prosecution reports. In 2017, Police Scotland outlined in their Standard Operating Procedure for Parking, Abandoned Vehicles and Vehicle Excise Licensing that *'Fixed Penalty Notices can be issued under this Act for offences such as, but not limited to:*
- *parking on yellow lines where prohibited*
 - *parking on-street where stated time restrictions are exceeded*
 - *parking within a metered bay*
 - *parking within a disabled bay where parking is prohibited other than that of a permit holder.*
- 4.22 The Road Traffic Act 1991 introduced provisions enabling the decriminalization of non-endorsable parking offences, which was extended to Scotland in June 1997. This allowed local authorities to undertake Decriminalised Parking Enforcement (DPE) and changed the nature of parking offences from criminal to civil. While the preference of Police Scotland is for local authorities to take over parking enforcement, police officers have continued to enforce parking restrictions in the Scottish Borders where time and manpower has allowed.
- 4.23 The Police and Fire Reform (Scotland) Act 2012 provides the Council with the mechanism to require the police to address parking enforcement as part of the local policing plan through section 45(3) of the Act, which states "a local authority may specify policing measures that it wishes the local commander to include in a local policing plan." The Council is also afforded the opportunity to request performance information on parking enforcement through section 45(5)(a) of the Act which states "a local commander must provide to the local authority such reports on the carrying out of police functions in its areas (including by reference to any local policing plan in force for the area)."

Scope: Other Councils' solutions

- 4.24 As of April 2018, 11 of the 32 Scottish local authorities have not introduced Decriminalised Parking Enforcement (DPE). In January 2018, Aberdeenshire Council considered a report on the possibility of introducing DPE, following a feasibility study. Members agreed not to proceed with DPE due to the financial burden it would put on the authority in the short to medium term. The Council car parks budget was overspent. In 2013 the Western Isles Council had negotiated a way forward with Police Scotland for the continuation of the local traffic warden service on a shared funding basis. In December 2015, Western Isles Council's P&R Committee agreed to contact Police Scotland with the proposal to develop a shared arrangement to traffic

management and parking enforcement. Western Isles now have a 5 year contract in place (from June 2016) for Police Scotland to provide 1 Traffic Warden.

- 4.25 For those Councils which have brought in Decriminalised parking enforcement, many report successful implementation. The large urban authorities have the greatest success, with a smaller geographic area to cover, larger population and current off- and on-street parking charge regimes. The advantages to such schemes are that enforcement is under Council control and means attendants can be directed to priority areas when required; congestion is removed; the network is well managed and safer; and income is retained. Set against this is the permanent obligation on the Council to continue with enforcement – there is no opportunity to reverse the process once an Order is made; the risk that over time income does not meet all costs; the need to charge for some parking or subsidise the scheme; and parking charges are unlikely to be popular.

Scope: Options for parking including potential additional spaces, restrictions, control and enforcement.

- 4.26 The main town centres were examined to see if there was any potential for the creation of additional parking spaces, either on- or off-street. Due to the historic layout and nature of Borders towns, officers have been unable to identify further potential off-street parking areas. From the comments received within the most recent survey, there have been a number of suggestions for changes, including:

- Parking bays should be made bigger to accommodate modern vehicle sizes
- Town centre car parks should be free to encourage people to park there
- Length of taxi ranks could be reduced in some places
- Payment for parking over phone or on app*
- Greater enforcement of restrictions on regular basis
- Change to diagonal spaces (e.g. High Street, Peebles; Bank Street, Galashiels)
- Mark out individual bays in on street parking
- Provide more disabled parking bays on-street in town centres
- Increase directional signs to car parks
- Mark dropped kerbs
- Campaign to “park fair”, pointing out the impact on businesses and tourism if people park beyond the time restrictions

**Note: The Council already operates “RingGo” as an option for payments in their Pay and Display car parks.*

- 4.27 In terms of control and enforcement of parking restrictions, at the moment the Council monitors and controls off-street parking and Police Scotland enforces on-street parking. From April 2018 the Council has funded a Police Community Action Team (Sergeant and 6 police officers) to enhance the

delivery of the local Policy Plan and the Scottish Borders Community Plan; provide a high profile police presence to deter crime and disorder; and give a flexible police response based on identified incidents and intelligence. Parking issues forms part of the work of the Team. An example of their work was in Woodmarket and Bridge Street in Kelso, where parking patrols were carried out and number of tickets issued over 3 months, including 24 tickets issued in one day. The whole of the Borders has received attention in relation to dangerous and inconsiderate parking, with 632 tickets issued so far along with advice and warnings.

- 4.28 To implement Decriminalised Parking Enforcement, a local authority applies to Scottish Government for a Designation Order which decriminalises parking enforcement across the whole of the Council area. It is not possible for the Council to be selective in its application e.g. only large towns. From the date set in the Order, police will be unable to enforce the majority of parking related offences and the local authority takes on the responsibility of enforcing on-street parking, waiting and loading restrictions. Once enforcement powers are transferred from the police to the local authority, the process cannot be reversed. Traffic Regulation Orders within the whole of the local authority area would be reviewed and remarked as required. As well as employing parking attendants, the local authority would need to put in place back office support to process penalty charge notices (parking tickets) either in-house or procured through another authority or private company.
- 4.29 Officers are also currently drafting an Off-Street Parking Traffic Regulation Order (TRO), due to go out for public consultation shortly, which details the classes of vehicles which can use off-street parking bays, time limitations for such use, and prohibits some vehicles e.g. caravan, horse trailer, from being permanently kept in a parking place. Elected Members have already been consulted on this Draft TRO and will also be consulted for a second time during the public consultation.

Scope: Fully costed options for any recommendations.

- 4.30 The Council already has budget/costs associated with off-street parking management, currently employing 3 Parking Attendants, each working 20 hours per week for the management of off-street parking, as well as 1 Parking Supervisor working 28 hours per week. The costs in 2017/18 associated with Off-Street parking were:

| | |
|---|-------------|
| • Expenditure – Employees | £ 53,265 |
| • Expenditure – Transport and Related Costs | £ 11,031 |
| • Expenditure – Other | £ 79,331 |
| • Income | (£160,420) |
| • Surplus | (£ 16,793) |

- 4.31 Income from off-street car parking (fees and penalty charges) can vary considerably from year to year. Although income in 2017/18 was £160,420

(the highest level), in 2014/15 income was £98,950, resulting in a net loss to the service of -£16,158. In the same vein, other expenditure also varies from a high in 2017/18 of £79,331, to a low of £26,850 in 2013/14, giving a surplus in that financial year of £40,590.

4.32 Any changes to on-street parking arrangements will require a review of existing Traffic Regulation Orders and the production of a single TRO to include each of the following towns (cost per 35 hour week @£25 per hour = £875 per week; average TRO publication £1,500):

- Galashiels – 8 weeks + TRO publication = £8,500
- Hawick – 6 weeks + TRO publication = £6,750
- Eyemouth - 6 weeks + TRO publication = £6,750
- Peebles - 6 weeks + TRO publication = £6,750
- Coldstream – 4 weeks + TRO publication = £5,000
- Jedburgh - 4 weeks + TRO publication = £5,000
- Kelso - 3 weeks + TRO publication = £4,125
- Selkirk - 3 weeks + TRO publication = £4,125
- Innerleithen – 2 weeks + TRO publication = £3,250
- Melrose – 2 weeks + TRO publication = £3,250
- TOTAL Cost of above = £53,500

4.33 Any changes to TROs may also require changes to signage. Each sign can cost an average of £20 to manufacture and £80 to erect i.e. £100 per sign. If parking times are to be amended, TROs can have from 10 – 40 signs needing changed and typically average around 30 in the larger towns. Assuming an average of 20 signs per town at a cost of £2,000, then the total cost for amendments in the 10 towns in paragraph 4.32 would be £20,000

4.34 Until the extent of works required for each town for changes or renewal of TRO lining is known, then an estimate can be made based on a 3-man squad with lining lorry and extruder at an average daily rate of £1,000. Costs for each town are therefore estimated as:

- Galashiels – 6 days = £6,000
- Hawick – 6 days = £6,000
- Eyemouth – 2 days = £2,000
- Peebles – 5 days = £5,000
- Coldstream – 2 days = £2,000
- Jedburgh – 3 days = £3,000
- Kelso – 4 days = £4,000
- Selkirk – 4 days = £4,000
- Innerleithen – 3 days = £3,000
- Melrose – 3 days = £3,000
- TOTAL Cost of above = £38,000

4.35 The approximate costs for Decriminalised Parking Enforcement for the Council have been estimated as:

| | | One-off cost | Additional Ongoing yearly cost |
|---------------------------------|--|---------------------|---------------------------------------|
| Preparation of DPE Application | Consultants | £60,000 | |
| Buchanan Computing | TRO Loading TRO Review | £72,000 | £3,500 |
| Signs and Lines | Replacement of missing signs/ lines from TRO review | £45,000 | £4,000 |
| Disc Parking signing amendments | Sign manufacture and erection | £50,000 | £2,000 |
| Parking discs | Purchase of 50,000 without advertising | £12,000 | £2,000 |
| Additional staff | 0.7 FTE Back Office staff | | £20,500 |
| Additional staff | 1.8 FTE Parking Attendants | | £36,000 |
| Vehicles | 1 x New Van (assume lease) | | £7,500 |
| Handhelds | Upgrade x 5 New x 1 | £4,000 | £750 |
| Software | Upgrade | £10,000 | |
| Uniforms | New/Replacement uniforms | £1,250 | £250 |
| Ancillary | Stationary Telephones | £750 £1,250 | £250 £1,250 |
| Training | | £6,000 | |
| Publicity/advertising | | £11,000 | |
| 20% contingency/optimism bias | | £54,650 | |
| TOTAL COST | | £327,900 | £78,000 |
| Income anticipated | Based on Argyll & Bute Council rate @ 1300, based on 80% paid without challenge [15% @£60, 62% @ £30 and 3% @ £90]; and 20% appealed/contested and recovered @ £22 | | -£45,110 |
| OR | Based on current Police CAT rate @ | | -£31,924 |

| | | | |
|------------------------|---|--|-------------------------------|
| | 920, based on 80% paid without challenge [15% @£60, 62% @ £30 and 3% @ £90]; and 20% appealed/contested and recovered @ £22 | | |
| Ongoing deficit | | | £32,890 or £46,076 |

4.36 This gives an initial set up cost for DPE of £327,900, with additional annual running costs of £78,000, making a total of £405,000 for the first year of operation. The additional annual running costs would mean the DPE service would have a potential annual deficit of between £32,890 and £46,076, depending on the amount of income received. These estimated running costs do not include any additional management, software licensing or training. A full assessment of all costs would need to be carried out prior to any consideration of DPE as an option for the Council. It may be possible to spread some of the initial one-off and implementation costs over a 3 year period. All income from both off- and on-street parking would be managed in one budget, with any surplus being returned to a fund for transport infrastructure across the Borders. This would be a change from the current surplus which is spent in specific towns.

4.37 With regard to the specific Recommendations within this report, an estimate has been made of the costs associated with each one:

(a) Recommendation One (Review of TROs) – Estimated cost £205k in-house or £225k external

Very significant staff resources are required to undertake a review of Traffic Regulation Orders, with individual larger towns taking up to 8 weeks full-time work each for one member of staff, which would in turn impact on the normal workload. If this work was to be undertaken in-house using existing staff then this could only be carried out over a number of years. The costs in manpower to the Service, based on an average for the 10 largest towns (£25 per hour) would be £40,000. If consultants were employed for this work, then costs would be at least £60,000. Additional costs would then include:

TRO publications - £15,000

Replacement signs - £20,000

Replacement lines - £10,000

These costs assume limited changes, with a full re-refresh of signs and lines nearer £150,000.

Total costs = £85,000 (in-house) to £105,000 (external consultants) and if a major refresh was required of signs and lines then these would increase to £205,000 (in-house) to £225,000.

- (b) Recommendation Two (Car parking directional signage) – Estimated cost £28,500
 Staff resources would be required to check existing signage and produce findings of replacement/new signs. These have been estimated at an average of 2 days per town (£175 per day), with a cost to the Service of £3,500. Capital/revenue costs of implementing any changes would depend on the findings but an estimate of £2,500 per town gives a total cost of £25,000 for advance directional signs plus repeaters.
- (c) Recommendation Three (Updating single and double yellow lining; parking bay review; dropped kerbs) – Estimated cost from £28,250 up to £278,250.
 Significant additional staff resource would be required to undertake full updating of single and double yellow lines across the region. There is currently some limited budget in each locality for basic line maintenance work, but to renew all lining would cost an estimated £25,000 per location, with that cost not including an allowance for any road repairs required. Staff resources would also be required to check and produce findings for any changes to existing parking bays from parallel to diagonal. Estimated cost for this is £1,750. Scope for any change is expected to be limited as there could be an impact on road safety if there was to be increased reversing out of spaces. Estimated costs for changes on the ground are up to £15,000 depending on findings. Staff resources would also be required to check and produce findings for specific marking of dropped kerbs, with this estimated at £3,500. The actual work of marking dropped kerbs in town centres is estimated as £8,000.
- (d) Recommendation Four (media campaign to “park fair”) – Estimated cost £10,000
 Staff resource would be required to implement this, with accompanying advertising, printing and radio costs estimated at £10,000.
- (e) Recommendation Five (Enforcement regimes for parking) – Estimated costs from £20,000 to £327,900
 The Council is currently funding the Police Community Action Team and a portion of their work includes parking enforcement. Should decriminalised parking enforcement be introduced, there are initial start-up costs of £327,900 with an estimated annual operating deficit of up to £47,360, depending on the number of penalty charges issued.
- (f) Recommendation Six (Feasibility study) – Estimated cost £35,000
 This would require appointment of specialist consultants to carry out a feasibility study on one or two town centres to evaluate the potential impact of housing and other developments and provide the Council with a longer term parking management policy. Estimated cost for this is £35,000.

Section 5: KEY FINDINGS and RECOMMENDATIONS

Findings

- 5.1 It is clear that parking in the Scottish Borders attracts much comment. Having reviewed all the information requested and put to them, Members of the Working Group have concluded that much of the comment made and received is based on perception or anecdotal evidence and the details provided to Members in terms of number of parking spaces available is sufficient for most days in most towns. Human behaviour is such that some people think it acceptable to park “just for a minute” in an inappropriate place and once one person does so, others follow suit. Off street car parks are often not used to their full extent if they are not in the immediate vicinity of people’s work or where they wish to shop. While non-car use is encouraged, people seem to be reluctant to walk other than for a very short distance from where they park.
- 5.2 It has been extremely helpful for the Working Group to have received comments from members of the public as part of the surveys which were carried out. While many of these comments raised issues, there were very few ideas put forward as to how these could be resolved. The need for more parking places was highlighted but historic town layouts mean finding additional space is rarely possible. More directional signposting of both short and longer stay on and off-street parking options in towns would be helpful for visitors. Waiting restrictions vary across Border towns and it would be helpful if there was greater consistency. A review of existing Traffic Regulation Orders (TRO) would also provide clarity by having one TRO for each town.
- 5.3 Enforcement of parking and waiting restrictions is seen as a continuing issue. The misconception still remains that it was the Council which had employed and then removed the Traffic Warden service, rather than Police Scotland. The Council investment in the Police Community Action Team may go some way to assisting with enforcement but as the Team has only been in place since April 2018 it is too early to make a judgement on its effectiveness in terms of parking. The Council employs parking attendants to monitor and enforce its off-street car parks and they could be further deployed to monitor on-street parking and advise the police of areas of concern. Cost will need to be included as a determining factor in any future enforcement regime. It is unlikely to be affordable for parking attendants to be permanently based and patrolling each town on a daily basis.

Recommendation One

- 5.4 A review of Traffic Regulation Orders (TROs) should be carried out to simplify and amalgamate these and produce one TRO for the whole of the Borders covering all towns. This review should include changes to waiting times so that all Border towns have standard restricted waiting periods of 1 and/or 2 hour periods, with a 1 hour return period; and such restrictions shall operate Monday to Saturday from 08:30 to 17:30, which will provide a greater

degree of consistency across the Borders. In terms of waiting times, each Councillor should be asked what they would like to see within their towns – 1 hour restriction, 2 hour restriction or a combination.

Estimated cost = £205,000 (in-house) or £225,000 (external)

Recommendation Two

- 5.5 Directional signage to both long and short term for on and off-street parking should be reviewed to ensure that sufficient signage is in place to direct visitors to the most appropriate parking.

Estimated cost = £28,500

Recommendation Three

- 5.6 Updating of single and double yellow and white line marking should continue as part of the planned ongoing programme across the Borders to ensure clarity on parking restrictions. A review of parking bays should also be carried out to ascertain whether any changes can be made e.g. from parallel to diagonal parking, to increase the number of spaces available, or whether marking specific bays in on-street parking would also be of help. Specific marking to identify dropped kerbs may also be a benefit.

Estimated cost = from £28,250 up to £278,250

Recommendation Four

- 5.7 A media campaign should be held as part of the Council's *#yourpart* initiative to encourage people to "park fair". This could include the impact of parking on pavements and next to dropped kerbs (hindrance to buggy and wheelchair users), in bus laybys (buses then block traffic), and overstaying time limited parking areas (impacts on the economic viability of town centres if there is insufficient turnover). Flouting restrictions shows a lack of respect for other drivers and users of town centres, both local and visitors. Information should also be included on the Council's website on the location, duration and cost of parking in each of the main towns.

Estimated cost = £10,000

Recommendation Five

- 5.8 Full costs in the consideration of potential different enforcement regimes – including timescales for development and implementation - should be developed (e.g. existing regime including use of the Police Community Action Team, or Decriminalised Parking Enforcement, etc.) with any options considered as part of the Council's future budget planning process.

Estimated cost = from £20,000 to £327,900

Recommendation Six

- 5.9 In order to help future-proof parking in town centres, at one point during the remaining term of this Council, a feasibility study should be carried out on one or two town centres to take account of the potential impact of future housing and other developments over a 10 year period. This will help ascertain what other infrastructure could be put in place in Borders' historic

town centres to decrease congestion and provide the Council with a longer term parking management policy.

Estimated cost = £35,000

- 5.10 Should all recommendations be accepted, then Council would need to consider finding between £326,750 and £904,650 of additional funding within its future years' budgets. Some of these costs may be split over a number of years. Given the amount of additional funding required (should all these recommendations be accepted) Area Partnerships could be consulted to identify where parking issues sit in terms of priority for spend within each particular locality.

Consultation

- 5.11 *In reaching its conclusions, the Working Group has consulted with the Council's Corporate Management Team to ensure that in terms of its findings, the recommendations it is making are practical and achievable.*

Background Papers

Scottish Borders Council:

Executive Committee Report – 17 December 2002 – “On-Street Parking”

Executive Committee Report – 25 March 2008 – “Parking Strategy for the Scottish Borders”

Scottish Borders Council Report – 12 December 2013 – “Traffic Warden Review”

Environment & Infrastructure Committee – 20 March 2014 – “Traffic Warden Review”

Scottish Borders Council Report – 29 June 2016 – “On-Street Parking and Traffic Management”

Scottish Borders Council Report – 10 November 2016 – “On-Street Parking and Traffic Management”

Scottish Borders Council Update – 23 February 2017 – “On-Street Parking and Traffic Management”

Other Councils:

Aberdeenshire Council: Report to Infrastructure Services Committee – 25 January 2018 – “Management of Car Parking in Aberdeenshire”

Angus Council: Report to Policy and Resources Committee – 10 October 2017 – “Decriminalised Parking Enforcement – Update”

Argyll & Bute Council: Report to Environment Development and Infrastructure Committee – 13 August 2015 - “Decriminalised Parking”

Comhairle nan Eilean Siar: Report to Transport & Infrastructure Committee – 2 December 2015 – “Traffic Management and Parking Enforcement”

Moray Council: Report to Economic Development & Infrastructure Services Committee – 31 October 2017 – “Elgin Parking Strategy”

Also:

Scottish Government – 21 December 2017 – “Decriminalised Parking Enforcement – Local Authorities – Income and Expenditure – 2016 to 2017”

Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

| Where Respondent Lives | Number of Resondents | % Respondents |
|-------------------------------|----------------------|---------------|
| Berwickshire | 53 | 7% |
| Chirnside | 5 | 1% |
| Coldingham | 2 | 0% |
| Coldstream | 5 | 1% |
| Duns | 13 | 2% |
| Eyemouth | 19 | 2% |
| Rural - Berwickshire | 9 | 1% |
| Cheviot | 127 | 16% |
| Jedburgh | 20 | 2% |
| Kelso | 94 | 12% |
| Rural - Cheviot | 4 | 0% |
| St Boswells | 7 | 1% |
| Yetholm | 2 | 0% |
| Eildon | 338 | 42% |
| Earlston | 8 | 1% |
| Galashiels | 108 | 13% |
| Greenlaw | 2 | 0% |
| Lauder | 9 | 1% |
| Melrose | 30 | 4% |
| Newtown St Boswells | 7 | 1% |
| Rural - Eildon | 8 | 1% |
| Selkirk | 151 | 19% |
| Stow | 2 | 0% |
| Tweedbank | 13 | 2% |
| Teviot | 63 | 8% |
| Denholm | 4 | 0% |
| Hawick | 56 | 7% |
| Newcastleton | 2 | 0% |
| Rural - Teviot and Liddesdale | 1 | 0% |
| Tweeddale | 207 | 26% |
| Cardrona | 5 | 1% |
| Elsewhere in Tweeddale | 12 | 1% |
| Innerleithen | 29 | 4% |
| Peebles | 147 | 18% |
| Rural - Tweeddale | 4 | 0% |
| Walkerburn | 2 | 0% |
| West Linton | 8 | 1% |
| z Not Recorded | 22 | 3% |
| Outside Tweeddale | 6 | 1% |
| Outwith the Scottish Borders | 4 | 0% |
| z Not Recorded | 12 | 1% |
| Grand Total | 810 | 100% |

Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

| Do you use a public car park or on street parking? | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|--|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| Both | 43 | 99 | 266 | 49 | 149 | 9 | 615 | 76% |
| Not Answered | | 2 | 2 | 1 | | 1 | 6 | 1% |
| On Street | 6 | 12 | 34 | 8 | 27 | 8 | 95 | 12% |
| Public Car Park | 4 | 14 | 36 | 5 | 29 | 4 | 92 | 11% |
| z Not Recorded | | | | | 2 | | 2 | 0% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |
| Grand Total | 7% | 16% | 42% | 8% | 26% | 3% | 100% | |

76% of respondents report parking in **both** car parks on on street.

| How long would you typically park for? | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|--|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| All day | 8 | 10 | 19 | 5 | 6 | 1 | 49 | 6% |
| Less than 1 hour | 26 | 55 | 155 | 31 | 117 | 12 | 396 | 49% |
| More than 1 hour | 14 | 54 | 148 | 23 | 77 | 6 | 322 | 40% |
| Not Answered | 2 | 1 | 1 | 1 | | 1 | 6 | 1% |
| Other (please specify) | 3 | 7 | 15 | 3 | 6 | 2 | 36 | 4% |
| z Not Recorded | | | | | 1 | | 1 | 0% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |

Just under **half** of the respondents state they park for **less than 1 hour**.

| Should there be a charge at all Public Car Parks, 7 days a week? | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|--|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| No | 47 | 119 | 303 | 56 | 161 | 16 | 702 | 87% |
| Not Answered | 1 | | 2 | | 1 | | 4 | 0% |
| Yes | 5 | 8 | 33 | 7 | 44 | 6 | 103 | 13% |
| z Not Recorded | | | | | 1 | | 1 | 0% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |

87% of respondents **do not** want charging at public car parks 7 days a week.

Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

| Park Issue Rank - Inconsiderate, dangerous or illegal parking | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|---|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| 1 | 21 | 66 | 205 | 43 | 119 | 9 | 463 | 57% |
| 2 | 10 | 21 | 51 | 10 | 33 | 7 | 132 | 16% |
| 3 | 12 | 19 | 49 | 4 | 24 | 2 | 110 | 14% |
| 4 | 10 | 14 | 27 | 5 | 21 | 3 | 80 | 10% |
| 9 | | 7 | 6 | 1 | 10 | 1 | 25 | 3% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |
| Total Issue | 53 | 120 | 332 | 62 | 197 | 21 | 785 | 97% |

Respondents were asked to rank the main parking issues from 1 to 4. The issues were:

- Inconsiderate, dangerous or illegal parking
- Lack of on street parking spaces
- Lack of public car park spaces
- People parking for longer than they should

| Park Issue Rank - Lack of on street parking spaces | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|--|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| 1 | 11 | 27 | 62 | 9 | 33 | 10 | 152 | 19% |
| 2 | 18 | 36 | 117 | 18 | 48 | | 237 | 29% |
| 3 | 16 | 30 | 93 | 20 | 66 | 6 | 231 | 29% |
| 4 | 7 | 29 | 56 | 13 | 44 | 4 | 153 | 19% |
| 9 | 1 | 5 | 10 | 3 | 16 | 2 | 37 | 5% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |
| Total Issue | 52 | 122 | 328 | 60 | 191 | 20 | 773 | 95% |

57% of respondents indicate that inconsiderate, dangerous or illegal parking is a key parking issue in the Scottish Borders.

| Park Issue Rank - Lack of public car park spaces | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|--|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| 1 | 11 | 12 | 31 | 4 | 25 | | 83 | 10% |
| 2 | 18 | 31 | 83 | 9 | 40 | 8 | 189 | 23% |
| 3 | 17 | 47 | 111 | 18 | 62 | 6 | 261 | 32% |
| 4 | 7 | 29 | 99 | 29 | 65 | 5 | 234 | 29% |
| 9 | | 8 | 14 | 3 | 15 | 3 | 43 | 5% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |
| Total Issue | 53 | 119 | 324 | 60 | 192 | 19 | 767 | 95% |

Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

| Park Issue Rank - People parking for longer than they should | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|--|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| 1 | 10 | 21 | 38 | 7 | 24 | 2 | 102 | 13% |
| 2 | 7 | 31 | 77 | 25 | 76 | 5 | 221 | 27% |
| 3 | 7 | 23 | 70 | 18 | 39 | 6 | 163 | 20% |
| 4 | 26 | 44 | 134 | 12 | 58 | 7 | 281 | 35% |
| 9 | 3 | 8 | 19 | 1 | 10 | 2 | 43 | 5% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |
| Total Issue | 50 | 119 | 319 | 62 | 197 | 20 | 767 | 95% |

| Parking offences are currently the responsibility of the Police in the Scottish Borders. Would you like this changed to allow Scottish Borders Council or a private company to take on this responsibility? | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|---|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| No | 28 | 55 | 136 | 19 | 91 | 12 | 341 | 42% |
| Not Answered | | 1 | 5 | | 1 | | 7 | 1% |
| Yes | 25 | 71 | 197 | 44 | 114 | 10 | 461 | 57% |
| z Not Recorded | | | | | 1 | | 1 | 0% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |

57% of respondents indicate that they would like to have Scottish Borders Council or a private company take on the responsibility of parking enforcement.

It should be noted that the question did not have details about costs or how it would function and during the survey time the police CAT (Community Action Team) came into force; addressing parking issues can form part of the team's tasks.

Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

| Options rank - Disc system | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|----------------------------|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| 1 | 32 | 46 | 95 | 22 | 61 | 10 | 266 | 33% |
| 2 | 11 | 43 | 144 | 23 | 77 | 8 | 306 | 38% |
| 3 | 8 | 29 | 84 | 15 | 53 | 2 | 191 | 24% |
| 9 | 2 | 9 | 15 | 3 | 16 | 2 | 47 | 6% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |

| Options rank - Greater police enforcement | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|---|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| 1 | 17 | 53 | 166 | 32 | 105 | 10 | 383 | 47% |
| 2 | 15 | 34 | 79 | 8 | 38 | 3 | 177 | 22% |
| 3 | 19 | 34 | 80 | 23 | 53 | 7 | 216 | 27% |
| 9 | 2 | 6 | 13 | | 11 | 2 | 34 | 4% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |

| Options rank - Parking permits | Berwickshire | Cheviot | Eildon | Teviot | Tweeddale | z Not Recorded | Grand Total | % Total |
|--------------------------------|--------------|------------|------------|-----------|------------|----------------|-------------|-------------|
| 1 | 4 | 23 | 70 | 9 | 35 | 1 | 142 | 18% |
| 2 | 24 | 40 | 95 | 29 | 75 | 8 | 271 | 33% |
| 3 | 22 | 53 | 154 | 22 | 80 | 9 | 340 | 42% |
| 9 | 3 | 11 | 19 | 3 | 17 | 4 | 57 | 7% |
| Grand Total | 53 | 127 | 338 | 63 | 207 | 22 | 810 | 100% |

Respondents were asked to rank possible methods for controlling on street parking.

47% of respondents preferred "Greater police enforcement".

33% of respondents preferred a "Disc System".

18% of respondents preferred "Parking Permits".

Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

| Comment Group | Count | % Count |
|---|-------|---------|
| Alternative Options | 100 | 12% |
| Coldstream | 2 | 0% |
| Disabled Parking (Spaces or access to pavement) | 72 | 9% |
| Duns | 7 | 1% |
| Eyemouth | 8 | 1% |
| Galashiels | 44 | 5% |
| Hawick | 20 | 2% |
| Inconsiderate / Illegal Parking | 249 | 31% |
| Innerleithen | 7 | 1% |
| Jedburgh | 6 | 1% |
| Kelso | 37 | 5% |
| Ladder | 4 | 0% |
| Unwillingness to park further away and walk | 38 | 5% |
| Melrose | 13 | 2% |
| Parking Monitoring | 189 | 23% |
| Parking OK | 25 | 3% |
| Peebles | 50 | 6% |
| Request for more parking | 72 | 9% |
| Selkirk | 56 | 7% |
| Shop keepers / Locals parking too long | 85 | 10% |
| Signage / Road Markings | 32 | 4% |
| Specific Location | 88 | 11% |
| St Boswells | 6 | 1% |
| West Linton | 2 | 0% |
| Z Non Comment | 6 | 1% |
| Z Other | 163 | 20% |

490 or 60% of the respondents provided additional comments.

Many respondents highlighted specific locations where there were parking issues. Examples include: High Street in Peebles, around Kingsland School in Peebles, town centre in Selkirk, Bank Street in Galashiels and the square in Kelso.

Over 30% of respondents specifically highlighted inconsiderate / illegal / dangerous parking.

23% of respondents made further requests for parking monitoring and enforcement.

Over **12%** of respondents proposed alternative options to address parking issues. One respondent suggested:

"How about a campaign to '**park fair**' i.e. not over staying your time as it affects businesses? I know shopkeepers who leave their cars outside their shop all day. They can't see the obvious. Spell it out to them. Make people think their unfair parking is affecting their friends and neighbours livelihoods who work in our shops. Make them aware. Make them take responsibility. Train them into realising it's wrong."

Over **10%** of respondents felt that a key parking issue was locals and shop keepers parking longer than allowed. Kelso and Selkirk were identified specifically.

9% specifically requested more parking.

9% highlighted issues related to disabled parking spaces or access on a pavement due to poor parking.

Some respondents highlighted that there was an unwillingness to park further away from a town centre and walk.

REPORT ON PARKING ISSUES IN KELSO FOR SCOTTISH BORDERS COUNCIL'S PARKING ISSUES' WORKING GROUP, AUGUST 2018

1 Introduction

1.1 This report summarises comments, ideas, representations and reactions to parking issues in Kelso.

1.2 It is based upon a Parking Survey on the Survey Monkey website, a public meeting sponsored by Kelso Community Council and subsequent discussion in that Council, a meeting with Visit Kelso and several representations from constituents.

1.3 Councillor Euan Robson the author wishes to express his appreciation of the help and co-operation of all involved.

1.4 This report will be submitted to Scottish Borders Council's officers to help to inform the deliberations of the Parking Issues' Working Group which is to report to the Council in the autumn of this year after consideration of Borders wide issues at its final meeting on 17th August.

2 Results of the Parking Survey

2.1 196 responses online responses were received and five paper copies were completed. Not every respondent answered every question. The total number of respondees is recorded in red at the end of each question.

2.2 The question and results are as below

KELSO PARKING SURVEY

The purpose of this survey is to gauge people's views on parking in Kelso. The information gathered will be submitted to a short-term Working Group established by Scottish Borders Council which will report in August. Your response is anonymous. Thank you for participating.

The survey is online at :-

<https://www.surveymonkey.co.uk/r/LSZVF6Y>

1. Where do you live?

201

| | | |
|--------------------------|------------|--------------|
| In Kelso | 127 | 63% |
| Within 10 miles of Kelso | 61 | 30.5% |
| Elsewhere in the Borders | 8 | 4% |
| Elsewhere in Scotland | 1 | 0.5% |
| In Northumberland | 3 | 1.5% |
| Elsewhere in England | 1 | 0.5% |

2. Do you normally use car parks or on street parking when you park in Kelso?

200

| | | |
|-------------------|------------|------------|
| Car parks | 82 | 41% |
| On street parking | 118 | 59% |

3. How long would you normally park for?

200

| | | |
|------------------------|------------|--------------|
| Less than an hour | 130 | 65% |
| More than an hour | 36 | 18% |
| All (working) day | 25 | 12.5% |
| Other (please specify) | 9 | 4.5% |

4. At present there is no charge for using car parks and on street parking is also free. Do you agree with this approach?

201

| | | | | | |
|----------------------------|------------|-------------|-------------------|-----------|-------------|
| Strongly agree | 129 | 64% | Disagree | 10 | 5% |
| Agree | 40 | 20% | Strongly disagree | 7 | 3.5% |
| Neither agree nor disagree | 15 | 7.5% | | | |

5. Would you favour the introduction of a disc system to indicate your arrival time?

200

| | | |
|-----|------------|--------------|
| Yes | 127 | 63.5% |
| No | 73 | 36.5% |

6. What is the maximum waiting time that should be permitted for on street parking? **201**

| | | |
|------------------------|------------|--------------|
| 30 minutes | 20 | 10% |
| 45 minutes | 7 | 3.5% |
| 1 hour | 61 | 30.5% |
| 2 hours | 102 | 50.5% |
| Other (please specify) | 11 | 5.5% |

7. Do you agree that the present no return within an hour restriction should continue? **200**

| | | |
|-----|------------|--------------|
| Yes | 153 | 76.5% |
| No | 47 | 23.5% |

8. Do you think that more on street parking should be made available in Kelso? **200**

| | | |
|-----|------------|------------|
| Yes | 112 | 56% |
| No | 88 | 44% |

9. If you think more on street parking should be made available where do you think this should be? **101**

10. Do you think there should be new public car parks in Kelso and if so where should they be? **196**

| | | |
|---|-----------|--------------|
| Yes | 87 | 44.5% |
| No | 47 | 23.5% |
| Location for new public car park (please specify) | 62 | 32% |

3 Analysis of the Results

3.1 Many of the responses were predictable and the survey would have benefitted from more responses from visitors from outside the Borders.

3.2 The two hour on street restriction suits the majority of parking requirements as suggested by responses to Questions 3 and 6.

3.3 12.5% of respondents need to park all day

3.4 Only three respondents argued for no restrictions at all

3.5 84% oppose the introduction of any parking charges

3.6 A majority favour a disc system similar to those of neighbouring authorities

3.7 The "Other" responses to Questions 3 and 6 included a few suggestions that there should be no restrictions and a similarly small number raised the issue of a residents' permit for those living in the two hour waiting zone.

3.8 Most respondents accept that there should be no return within the hour

3.8 As evidenced by Questions 8 and 10 a majority of respondents wished to see more parking spaces made available with over 75% responding positively to the provision of new off street parking.

4 The Location of new On Street Parking

4.1 A number of suggestions were made both in the 101 responses to Question 9 in the Survey and in meetings and general representations and ad hoc comments.

4.2 As regards the Survey, the reduction of Loading Bay spaces was referred to by 6 respondents with specific reference to Roxburgh Street and Horsemarket. 3 respondents suggested angled spaces in Horsemarket and 2 mentioned the re-introduction of two bays near the Bank of Scotland auto teller on Bridge Street. 4 respondents said there are "too many taxi spaces". 1 mentioned more spaces in Abbey Row but did not say where, another commented that bays should be created on the double yellow lines outside Ladbrokes and the former Barclays Bank "as people park there in any event. 1 respondent declared "you tell us"!

4.3 Comments and suggestions in meetings and on an ad hoc basis mentioned similar locations but also included references to Cross Street and to the area around Hogarth's Mill.

5 The Location of new Off Street Parking

5.1 Again a variety of suggestions were made both in the 62 responses to Question

10 in the Survey and in meetings and general representations and ad hoc comments.

5.2 Survey responses included two people who thought that a multi storey car park should be built either on the Knowes or in the land adjacent to Hogarth's Mill. 7 suggested the Mayfield area with 11 proposing the Glebe field adjacent to Rennie's Bridge. 6 mentioned the old High School, 4 suggested using Springwood Park with 1 of those proposing a new footbridge across to the town from the showground. 3 people talked of a park and ride and 3 specifically mentioned the old Foundry site in the area of Station Road and Sprouston Road. 1 respondent mentioned Shedden Park and 1 proposed Woodside Park whilst another specifically rejected that location.

5.3 In both the survey and in meetings and elsewhere the general response was that finding another location is not easy and that there is no obvious place for a new off street car park. Many comments were received about the proper enforcement of on street parking which it was thought would facilitate greater circulation of traffic.

5.4 A draft report of the discussions in Community Council public meeting can be found in Appendix 1

6 General Strategic Conclusions

6.1 The extent of the consultation process was not exhaustive but it has allowed me to gain a reasonable impression of public opinion and a chance to draw some fair and reasoned conclusions.

6.2 There is a general acceptance that better enforcement of the two hour waiting limit would improve the availability of on street parking in the restricted zone in Kelso.

6.3 There is widespread criticism of those who choose to park all day in one on street space or hop between spaces when they could park in the Knowes car park.

6.4 Whilst it is for Scottish Borders Council to decide whether there should be a change to decriminalised parking almost all those who discussed the option were of the view that given that the Council had invested in the Police Community Action Team, that its role in the enforcement of traffic regulations including parking should be allowed develop to assess its efficacy. This is particularly so as regards overstaying waiting limits.

6.5 There is no desire to change waiting times or no return intervals from those in force at present.

6.6 There is no desire for the introduction of paid parking anywhere in Kelso as such is thought to be unnecessary and a risk to trade given that competitor areas and in particular Northumberland either do not have or have removed paid parking.

6.7 The provision of additional on street or off street parking in Kelso is thought of

as beneficial but is recognised as not being easy to achieve nor that there are ready made solutions.

7 Conclusions – New Parking

7.1 As regards on street parking it is clear that Scottish Borders Council needs to review and probably reduce loading bays in the controlled zone. The loading bay in Cross Street could be removed as could some of those in Roxburgh Street and in Horsemarket. Consideration might usefully include loading bays operating for fixed periods rather than continuously.

7.2 The disabled space in Cross Street should be removed and replaced by an additional one adjacent to Rutherford Square.

7.3 An additional electric vehicle charging point should be installed in the taxi rank next to the Town House. This could be used by taxis when no vehicle is refuelling on the understanding that refuelling has priority.

7.4 There is support for the re-introduction of two or three parking bays on Bridge Street adjacent to the Bank of Scotland autoteller. This could be accompanied by the introduction of double yellow lines in the remainder of the street up to Abbey Row to deter parking in the narrower part of the street. One of these bays could be a disabled space.

7.5 As regards off street parking there are two inhibiting factors. The first is that if people are reluctant to walk from the Knowes car park to the Square why would they walk from locations similarly close or further afield? The second is that Scottish Borders Council does not own some of the land identified for example such as the field off the roundabout at the end of Hunter's Bridge or Springwood Park.

7.6 It would appear that Scottish Borders Council ought to give consideration to using some of the land at the old High School for parking if for no other reason than to relieve congestion at the northern end of Bowmont Street near to the junction with Roxburgh Street.

7.7 Further as regards Bowmont Street, the car parking in the industrial units off Inch Road should be reformed to make better use of the space available and should include better signing and the opening of the gate on to Bowmont Street to facilitate pedestrian access to the town centre

7.8 Woodside Park, Springwood Park and the field near Hunter's Bridge mentioned in 7.5 above would appear to be non-starters as far as new off street car parking is concerned because of ownership issues and distance from the town centre.

7.9 The same issues apply to locations in Mayfield and the Glebe field. As regards the latter the area of most archaeological interest is that closest to the town centre. There would be significant cultural and heritage objections to development of the Glebe field.

7.10 The old Foundry site in the area of Station Road and Sprouston Road does however appear to have several advantages. Although not close to the town centre it is close to the bypass and a bus service passes the existing entrance. The land is privately owned but has lain undeveloped for many years as it is said to be contaminated. Parking would seem to be a very sensible use for the area.

7.11 There would appear to be two further advantages to such a development. It could provide a sensible location for visiting coaches releasing much needed spaces in the Knowes car park. It could also become an overnight lorry park relieving the congestion on the roads of the Pinnaclehill Industrial Estate. Shuttle bus links are important in both regards

7.12 A feasibility study should be conducted on the development of the Foundry site.

8 Conclusions – other matters

8.1 Other parking issues that have arisen during the life span of the Working Group.



8.2 A complaint has been received about bus and other vehicles parking on the

pavement adjacent to the Windy Gowl in Roxburgh Street. This has been raised with the Police CAT team. However if the problem persists the installation of bollards will need to be reconsidered.

8.3 Complaints have also been received about parking at Kerfield Court. There are some 25 dedicated spaces in the internal courtyard for over 40 flats. There are five spaces on the road outside. The area is very congested with visitors and especially carers' vehicles. Visitors could use the parking area nearby in Woodside Park but carers need speedy access because of workload pressure.

8.4 A solution may be to extend the existing parking area as it is suggested that the land would be available on a free of charge basis and to develop end on or diagonal bays to create more spaces. It is not clear whether Scottish Borders Council could or indeed should be involved in such an initiative.

8.5 The objection to end on or diagonal bays centres on the dangers inherent in reversing into the access road when leaving the parking bay. However this proposal is worth further consideration.



8.6 That very objection has been raised at Mayfield Gardens where a resident has complained about minor accidents where reversing cars have collided with other vehicles exiting from the Garden Centre.

8.7 The only realistic response would be to limit the bays by making them parallel to the egress road but that would involve many residents parking elsewhere.



8.8 Congestion on Inch Road by Edenside Primary School and at the Kelso Medical Centre was also raised by constituents.

8.9 A solution in the form of use of the Inchmyre residents' car park accessed from Inch Road has been proposed with the construction of a replacement for residents on land at Inchmyre. This project will require on-going research and collaboration with the land owners and tenants' representatives to determine whether it is feasible. A photo of the area is overleaf.



9. Other Significant Proposals

9.1 Two important proposals were made during my consultations.

9.2 Community Councillor Peter Cooper has pointed out that signage to the Knowes car park is poor. He proposes that entrances to Kelso should display signs which indicate the Knowes as a long stay car park close to the centre of the town and that repeat signs guide motorists to the car park and to the overspill car park at Mayfield.

9.3 Better signage could lead to greater use of the Knowes and the Inch Road car park as in 7.7 above.

9.4 A review of car park signs should be undertaken as a first step.

9.5 As mentioned in 3.6 a significant majority of respondents favoured a disc system but that might imply the introduction of decriminalisation.

9.6 However consideration should be given to a voluntary disc system – a Citizens Disc System – whereby a disc is displayed to indicate arrival time to assist Police in determining length of stay. Those not displaying a disc may thereby attract more Police attention as possible overstayers. Discs from other authorities might be used and advertising could defray production costs.

10. What happens next?

10.1 As previously stated this report will be considered by Scottish Borders Council's officers and can be made available to any interested parties.

10.2 Some of its conclusions or recommendations may be pursued by the Council but there are no guarantees.

10.3 Euan Robson as author of this report disclaims any liability for loss or damage that may be claimed by anyone acting upon the contents of this report or by their inferring that any recommendation or conclusion that may be derived herefrom.

APPENDIX 1

Parking In Kelso

Draft Summary of Public Meeting held in the Town House on 12th June 2018

The Provost opened the special meeting which he had previously advised would be held at 6pm prior to the formal meeting of the Community Council.

Scottish Borders Councillor Euan Robson made a presentation to Community Councillors and to members of the public present. He tabled an outline paper which forms part of this Minute as an attachment.

Councillor Robson explained that he is a member of Scottish Borders Council's Parking Issues Working Group which is to report to the Council in September. He emphasised that at this stage no decisions had been taken and that the Working Group was still taking evidence and would formulate its recommendations in August.

He advised that there were five themes in his presentation.

1 Options for parking management in the Borders

Councillor Robson said that the Working Group had considered whether the current arrangements whereby the Police were responsible for enforcement should continue. The alternatives were decriminalisation whereby the Council would take on responsibility and a version of this where the Council would subcontract parking management to a private organisation. He said that most Councils in Scotland operate on a decriminalised basis and in answer to Councillor Tomcyck agreed that Edinburgh Council used a private contractor.

He believed that as Scottish Borders Council had initiated a Police Community Action Team of one sergeant and six officers part of whose remit would be parking enforcement, the Working Group would likely recommend remaining with Police enforcement at least for a while.

Councillor Robson also said that moving to decriminalisation would cost in the region of £300,000 in set up costs partly because of the considerable work on new traffic regulation orders.

There had been 175 tickets issued thus far by the Police CAT team. Councillor Mountford, in response to a member of the public who doubted that the team had been in Kelso, said that there would soon be a town by town breakdown of where tickets had been issued to ensure proper monitoring and fulsome coverage.

2 Waiting Times

Waiting Times were not standard across the Borders and ranged from half an hour to two hours with differing no return periods. The Working Group was likely to recommend standard times for simplicity's sake and these would probably be one or two hours waiting time with no return within the hour and 8.30 am to 5.30 pm Monday to Saturday duration. If this was adopted there would be only a small change in Kelso as the present duration was 8.00 am to 6.00 pm. In answer to a member of the public who raised the issue of guests in hotels the Provost said that the shorter day time restriction would be advantageous to hoteliers as guests could effectively park on street from 3.30 pm to 10.30 am which generally coincided with check in and check out times.

3 Payment for Parking

Councillor Robson said that he detected little or no appetite to re-introduce either off street or on street parking charges. Some towns notably Galashiels had paid parking which funded the maintenance of amenity areas. Apparently 75% of income from parking in the Borders came from Galashiels. In response to a member of the public who asked whether it was worth considering raising money in Kelso in this way Councillor Robson said that the experience of paid off street parking in Kelso several years ago was that the public was very opposed, on street parking congestion became worse and the car parks made a loss at that time.

He agreed with a member of the public who referred to the introduction of free parking throughout Northumberland that if Kelso charged there would then be a disincentive to visit the town to the detriment of local traders.

4 New public car parks in Kelso

Councillor Robson indicated that there were 232 off street parking spaces in the town. He asked whether there was a consensus that more off street parking would be welcome to which there was general agreement. However everyone present recognised the difficulty was that every potential site may have both advantages disadvantages. It was recognised that some drivers appeared not to want to walk any distance even from the Knowes car park into the Square. It was also agreed that lack of enforcement had allowed the problem of overstaying to become endemic. The consensus of the meeting was that traders in the town should try to park off street.

As to locations for off street parking, places mentioned included the Glebe field, the foundry site at Pinnaclehill, Woodside Park, the old High School, Tweedside paddock, the showground and private land on Bowmont Street near Winchester Row. The Glebe field whilst most proximate to the Square was actually a greater walking distance to the Square than the Knowes. Also the main archaeological remains were in the area nearest to the town. The foundry site was well away from the centre but could possibly include an overnight parking for HGVs and parking for visitor buses on call for tourists to the town at a drop and pick up point in or near the Square. In the latter case this would release spaces in the Knowes. Woodside Park was well away from the Square and would attract opposition from surrounding residences. The old High School was up for sale and the other locations were on private land.

5 On street parking

Councillor Robson table a map of the town centre and there was considerable discussion concerning a number of options to increase on street parking spaces. Amongst these included the re-creation of two spaces adjacent to the Ban f Scotland auto teller, a review of loading bays in Horsemarket and Roxburgh Street in particular, re-assessment of the taxi rank especially in the light of the alleged cabling for a charging point for electric vehicles on the rank on the north side of the Square.

Councillor Robson said that he would report views to the Working Group at its meeting on 4th July and report back. He also indicated that he had set up an online survey for all residents at

<https://www.surveymonkey.co.uk/r/LSZVF6Y>

and would welcome people's comments.

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PRIMARY SCHOOL ESTATE UPDATE REPORT EYEMOUTH PRIMARY SCHOOL AND EARLSTON PRIMARY SCHOOL

**Joint report by Interim Service Director Children and Young People and
Service Director Assets and Infrastructure**

EXECUTIVE COMMITTEE

16 April 2019

1 PURPOSE AND SUMMARY

- 1.1 This report provides an update of the community consultations that were undertaken at Eyemouth Primary School and Earlston Primary School, provides a summary of work undertaken to date and further recommends that approval is given to the next stage of the detailed design and costings process in respect of both schools.**

2 RECOMMENDATIONS

2.1 It is recommended that the Executive Committee:

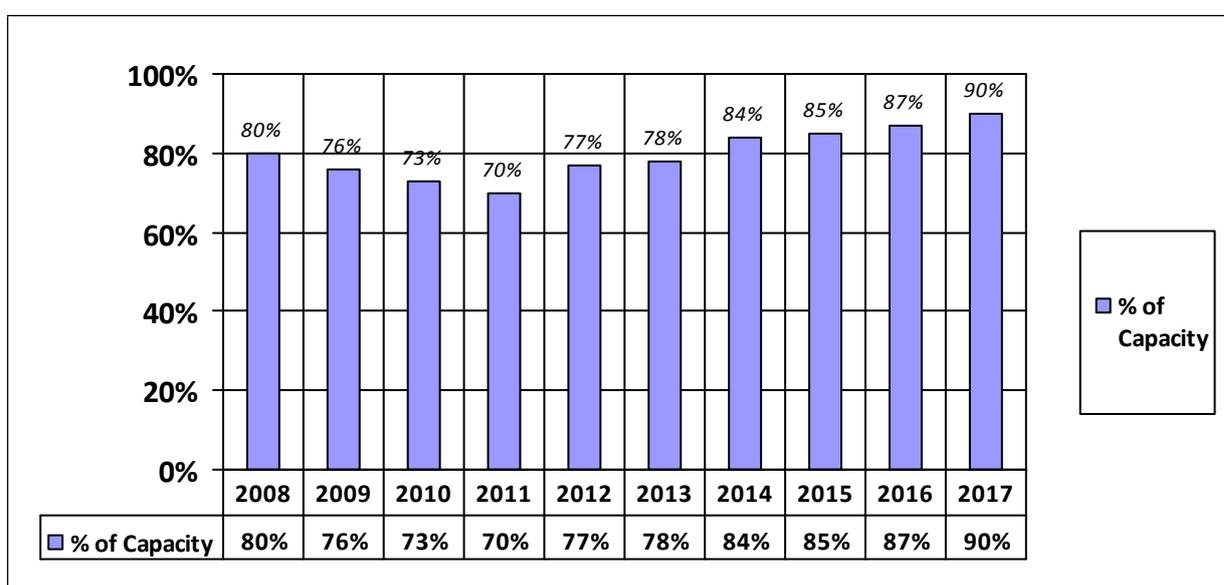
- (a) Note the contents of this update report;**
- (b) Agree to progress to the next stages in the detail design and costing process for both Eyemouth Primary School and Earlston Primary School;**
- (c) Note that further updates will be provided to Members as more detailed information and clarity around potential future funding support from Scottish Government becomes available; and**
- (d) Note that Eyemouth while will be treated as a priority, and further considers that if sufficient funding support were to be provided by Scottish Government, that Eyemouth PS and Earlston PS will be progressed and procured in parallel (subject to any revised profiling of the capital programme); and**
- (e) In accordance with the principle of 'Fit for 2024', request that officers consider all potential options for property asset consolidation within each of the respective school clusters as part of the proposed capital investment.**

3 BACKGROUND

3.1 On 7 November 2017, Executive Committee approved several recommendations set out in the paper entitled '**School Estate Review Next Steps 2017/18**'. This included approval to progress the next steps regarding investment at Earlston and Eyemouth Primary Schools, which included undertaking informal consultations with stakeholders regarding a vision for future provision.

EYEMOUTH PRIMARY SCHOOL

3.2 The school has capacity for 373 pupils. The number of pupils has grown steadily over the last 5 years. The school roll is currently 344 pupils for the 2018/19 school year which equates to 92% of capacity.



3.3 40 children are currently enrolled at the ELC (nursery) setting at the school which is the maximum number for the setting. In previous years the setting provided places for c 70 children on a half day basis, however when the number of Council funded hours for the Eyemouth catchment was increased from 600 to 1140 (part of the roll out of increased ELC provision in line with the Government policy for 2020) the capacity of the setting was reduced to 40 places for all day provision. Demand for places at the setting significantly exceeds supply.

3.4 The current primary school is located in the residual buildings of the former Eyemouth High School which was replaced through a PPP contract arrangement in March 2009. The space does not work well for modern day curricular requirements and the current setting does not provide a modern learning environment for the children.

3.5 In line with the Council's asset management strategy condition surveys are undertaken on a rolling programme by a team led by a chartered building surveyor. The suitability assessment is undertaken by the Head Teacher and validated by Senior Managers within Children and Young People's Services. These assessments are undertaken approximately every five years unless significant building or operational change has occurred within the

school requiring additional assessment. The definition and assessment categorisations are set by the Scottish Government as: -

Condition - an assessment of the physical condition of the school and its grounds.

| | |
|-----------------|---|
| A: Good | Performing well and operating efficiently |
| B: Satisfactory | Performing adequately but showing minor deterioration |
| C: Poor | Showing major defect and/or not operating adequately |
| D: Bad | Life expired and/or serious risk of imminent failure |

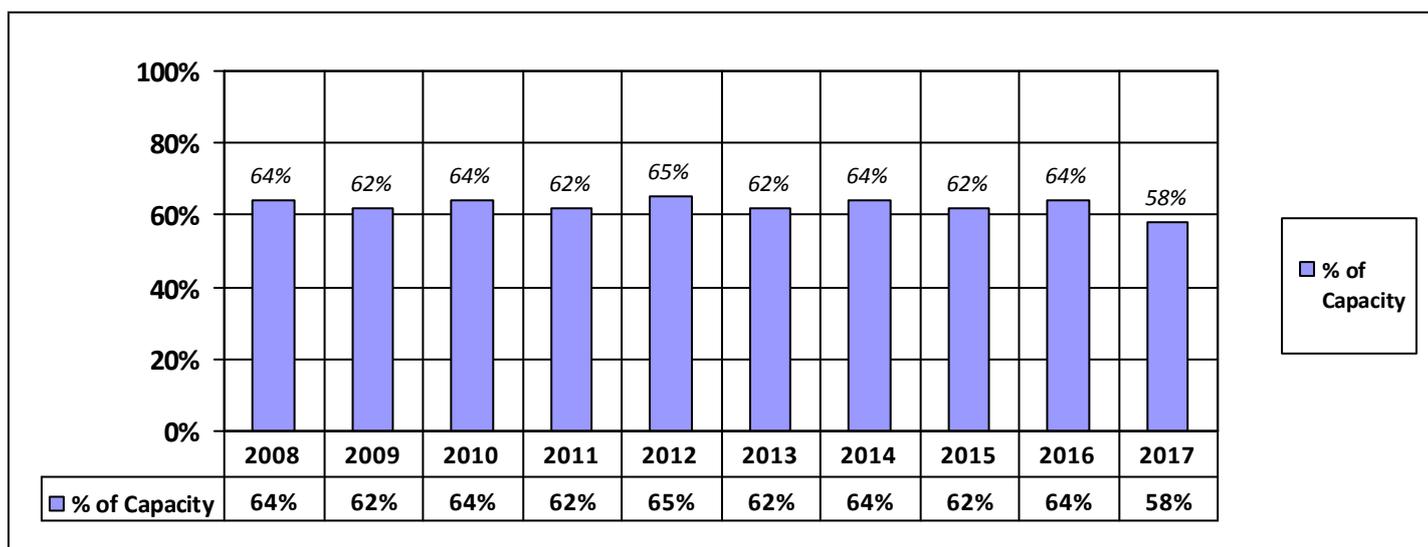
Suitability - an assessment of the school as a whole, its buildings and its grounds and of the impact these have on learning and teaching, leisure and social activities and the health and well-being of all users.

| | |
|-----------------|---|
| A: Good | Performing well and operating efficiently |
| B: Satisfactory | Performing well but with minor problems |
| C: Poor | Showing major problems and/or not operating optimally |
| D: Bad | Does not support the delivery of services to children and communities |

3.6 Both the Condition and Suitability of the Eyemouth Primary School have been assessed as C.

EARLSTON PRIMARY SCHOOL

3.7 The school has capacity for 307 pupils. The roll has averaged at 63% over the last 10 years. The school roll is projected to 153 for the 2018/19 school year which equates to 50% of capacity.



3.8 The current primary school has been created from residual buildings of the former Earlston High School which was replaced through a PPP contractual arrangement in August 2009. The space does not work well for modern day requirements and is too large for its current use despite a recent demolition programme to remove some redundant areas. This does not provide a

modern learning environment for the children and results in management issues for staff regarding excess space, as well as multiple entrances and exits.

Both the Condition and Suitability of the Earlston Primary School have been assessed as C.

- 3.9 While the Condition and Suitability of the school are both assessed to be C ratings, Eyemouth has a greater and more immediate need for priority investment.

4 CONSULTATION

EYEMOUTH PRIMARY SCHOOL

- 4.1 Two consultation events were held in Eyemouth on 8 and 9 March 2018, where parents and members of the community were invited to come and share their views regarding the current primary school and consider options to replace the existing school. The events were both well attended and a response form was available at the events and online to capture views, comments and opinions.

Consideration was given to co-location of the entire primary school with the newer High School, splitting the campus with P5-7 relocating to the High School and P-14 being retained on the current site along with ELC provision and finally, full retention of P1-7 + ELC on the current site.

- 4.2 87 forms were submitted, with 98% of respondents confirming their support for a new primary school in the town centre. The main themes arising from the comments were:

- Current school is too small and does not provide the facilities required for modern learning.
- Current school is run down and is not fit for purpose. It does not meet the needs of the pupils, staff or parents.
- Current school does not have adequate access for disabled provision.
- Investment is required in the town. A new school could lift and inspire a whole community. A new school could benefit and provide facilities for the whole community in the town centre.

- 4.3 Respondents were also asked for the views regarding the potential location of a new school on the existing site which would be master-planned for redevelopment. 75% of respondents favoured the Coldingham Road option and 18% expressed a preference for the middle of the site. The main themes arising from the comments about location were: -

- Site needs to be planned to ensure safe access by foot and road.
- Site needs to be developed sympathetically given its proximity to the cemetery.
- Many respondents expressed that they did not want the school hidden or surrounded by new houses.

- Several respondents were keen to see green space at the school for the children and to ensure that there are adequate sports facilities.
- 4.4 Respondents were also asked what other services they would like to be included at the site in addition to Education Services.
- 82% of respondents advised that they wish community services to be included at the site;
 - 56% wish the site to include intergenerational provision e.g. elderly care, health care, cultural spaces, further education;
 - 28% would like to see Enterprise (e.g. business, lifestyle, exhibition spaces). The main theme arising from the comments regarding additional services were: -
 - The new school must have a hall large enough to accommodate the community's needs and space and facilities to serve the community and community groups (200+ capacity for Herring Queen).
 - There is a real need for youth space in the town and also play areas, sports area, soft play climbing and facilities for health and well-being and exercise that can be enjoyed by all.
 - Elderly Shelter Housing in close proximity to the school would be good and beneficial to all.
 - The school should be a hub for extended social services for the town including an Early Years centre, with universal and targeted support for a wide cross section of the community whether they are directly linked to the school or not.
 - Facilities to support the wider community of Eyemouth including arts, sports, health or further education provision and retail space
 - New build residential houses of mixed sizes. There is a real need for larger new build housing which is not aimed at social or first-time housing.
 - Green space around the school for outdoor learning.
 - Language support centre to accommodate the different languages spoken in the community to help improve attainment for both children and adults.
- 4.5 As part of the redevelopment of the former High School, SBC entered into a forward agreement with Berwickshire Housing Association to sell approximately 20% of the former high school site for affordable housing. In addition, Eyemouth was identified as a priority town for Extra Care Housing investment, and therefore an indicative masterplan has been prepared outlining how the site could accommodate a new school + community facilities, affordable housing (by BHA) and the Extra Care Housing (ECH) investment by Trust HA, who is one of the Council's development partners alongside Eildon HA, both of whom were previously appointed to deliver the agreed ECH investment programme.
- 4.6 Initial consideration has been given, through an Officer led pilot around Property & Estate Asset Rationalisation in Berwickshire, as to the opportunities which the construction of a new school and community hub could create within the town. For example, in the provision of new Customer Contact Centre, office space for the Council and emerging

SOSEP (South of Scotland Enterprise Partnership) requirements, community space which could accommodate the 'What Matters' hubs, a replacement for the adjacent Family Support Centre which would permit expansion of the existing cemetery which has been identified as being required within Eyemouth. Further consideration of any potential service requirements will be included as part of any emerging design development process.

EARLSTON PRIMARY SCHOOL

- 4.7 Two consultation events were held in Earlston Primary School on 10 and 11 May 2018, where parents and members of the community were invited to come and share their views regarding the current primary school and consider options to replace the existing school. The events were both well attended and a response form was available at the events and on line to capture views, comments and opinions.
- 4.8 We received 47 forms, with 98% of respondents confirming their support for a new primary school in the town. The main themes arising from the comments regarding the requirement of a new school were:
- Current school is unsuitable as it is created from part of the old high school and does not provide the facilities required for modern learning. The buildings are disjointed. The whole site is uninspiring, with no decent playground.
 - The school buildings are too large with many parts unused. There are too many entrance/exit points. The layout does not allow the age groups to mix.
 - Current school is run down and is not fit for purpose. Current school does not have adequate access for disabled provision
 - Investment is required in the town. A new school could lift and inspire a whole community. A new school could benefit and provide facilities for the whole community
- 4.9 Respondents were also asked if they agreed that the existing site was the most suitable location for a new school. 73% of respondents favoured the existing site with 6% disagreeing and 21% stating that they did not know if the site was the most suitable. The main themes arising from the comments about location were: -
- The school should be central to the town and contain community facilities that are accessible to all.
 - The existing site is very close to the main road, drop offs are very busy and the pavements are too narrow. The site needs to be planned to ensure safe access by foot and road.
 - The school should be co-located with the high school, there is plenty of space and facilities could be shared.
- 4.10 Respondents were also asked what other services they would like to be included in a new build site in addition to Education Services.
- 85% of respondents advised that they wish community services to be included at the site;
 - 67% wish the site to include intergenerational provision e.g. elderly care, health care, cultural spaces, further education;

- 42% would like to see Enterprise (e.g. business, lifestyle, exhibition spaces).
- 9% wished other facilities
- 4% do not want a new build

The main themes arising from the comments regarding additional services were: -

- There is strong demand for community space and facilities in the town. The school could be hub for the community; providing space for groups, performances and for rent
- The school should provide facilities for early years and for childcare facilities from babies to breakfast and after school clubs.
- The school should provide intergenerational learning along with support for assist people into employment and for retirement.
- There was demand for a swimming pool and increased leisure facilities.
- There were suggestions that the following be included: - shops, greenspaces, allotments, out of term child care, gym, cooking courses, facilities for kid's parties.
- There was limited appetite for new housing as the area is already considered congested

4.11 In the final comments section, several respondents expressed their concerns about the current ELC provider on the site. This is a private operator and is the only after school club option in the town at present.

4.12 SBC has concluded the sale of the former High School site in Earlston to Eildon Housing Association for affordable housing.

5 DESIGN, COSTINGS and DELIVERY

5.1 Architects Stallan-Brand have prepared an Option Analysis which considers various proposals to masterplan the redevelopment of both school sites. These are attached in **Appendix 1 and 2**. It is proposed that the masterplan options are progressed to design stage.

5.2 All investment models for the School Estate are delivered in partnership with the Scottish Government. The Scottish Government has established the Scottish Futures Trust (SFT) to take forward infrastructure projects. SFT operates at arm's length from the Scottish Government and works with every Local Authority across Scotland to drive forward the Scottish Government's 'Schools for the Future' programme. SFT's role is to efficiently and effectively manage the programme to help Local Authorities achieve the very best value-for-money for their investment in new schools.

5.3 The Scottish Government has recently announced its latest education investment plan, to the value of £1bn, which includes funding for a replacement to the former 'Schools for the Future' programme. It is also intended that Local Authorities will largely 'match fund' this £1bn investment in the same way as the original Schools for the Future Programme with a potential mix of capital and revenue funding.

- 5.4 On 31 January 2019, Officers met with both Scottish Government (Education) and Scottish Futures Trust to discuss plans for our primary and secondary school estates.
- 5.5 The discussions were productive, and while SG and SFT were broadly supportive of the proposals, no firm commitments were made as they indicated that due to on-going discussions with COSLA and a review of procurement funding methodology, that it was highly unlikely any announcement for funding from the new £1bn programme would be made potentially before the Autumn of 2019. Discussions also remain on-going with a number of Local Authorities at this time.
- 5.6 SBC were encouraged to continue to progress with the current investment plans (aligned with the capital programme), so that when any formal Government announcements are made, the design and costings have been progressed to reduce risk and increase certainty around deliverability - in effect to have 'shovel ready' projects. Typically, funding for primary schools is provided on a 'like for like' basis at a level of 50% by the Scottish Government and 50% by the respective Local Authority. In the interim, Service Directors will continue to liaise closely with both Scottish Government and SFT. This was the approach largely adopted at Jedburgh which saw a successful funding award outwith normal funding timescales.

5.7 **Project Delivery and Engagement of Consultants**

Delivery of the project(s) within the Capital Financial Plan will be undertaken by the Major Projects section within Assets & Infrastructure. This is consistent with the delivery of recent schools, other buildings and infrastructure projects. Projects of this nature however require the appointment of a wider team of project managers, cost managers, architects, engineers (civil / structural / mechanical / electrical / acoustic) as well as other complimentary design team consultants. In accordance with section 12.4 of the Council's Procurement and Contract Standing Orders, it is proposed within this report that the project delivery of the project(s) will be undertaken making use of existing pre-procured framework contracts for the supply of services of this nature.

Specifically, it is proposed that largely the same delivery team as was used for the recent Broomlands and Langlee PS are engaged. This has the benefit of continuing the established working relationship between the Council and that delivery team while also streamlining the delivery programme to achieve a school opening as swiftly as possible. The Major Projects section will work closely with the Procurement and Payment Manager to ensure that the principles of Best Value are achieved within the appointment of that same delivery team.

- 5.8 In relation to the specific schools, Eyemouth is facing significant capacity issues (in addition to the various condition and suitability issues) and is currently operating at c92% of capacity. This is projected to rise over the next 5 years with a concomitant rise in the High School role which has also seen recent increases. Accordingly, it is proposed that Eyemouth PS is considered as the next immediate primary school investment proposal and it is recommended that a full design process and costings begin

immediately to ensure this can be progressed as a priority while funding discussions continue with Scottish Government. In the event however, that SBC has to fully fund the capital cost of Eyemouth PS, this would have the consequential impact of delaying the construction of the replacement Earlston PS.

- 5.9 It is however proposed that Earlston Primary School be progressed to the full design and costings stage (pre-construction only) in order that it too can be progressed as soon as appropriate funding can be identified from within the Council's own prudential borrowing or combined with parallel funding from Scottish Government at an intervention rate of 50%, but at a later date than the Eyemouth proposal.
- 5.10 On the basis that sufficient funding can be identified however, Officers would continue to progress both Eyemouth and Earlston to the delivery and construction stages in parallel, and in a similar manner to Broomlands and Langlee Primary Schools. Certainty around this approach will only be possible once greater clarity is available on the quantum and timing of any funding support from the Scottish Government, since there is only currently sufficient resources identified within the Council's current capital programme to deliver one school, subject to an agreed re-profiling of the expenditure across appropriate years.
- 5.11 It should also be noted that any investment in the primary school estate has to be considered not only in relation to the wider capital programme and prudential borrowing, but also with specific reference to other planned activities within the overall School Estate Review, with a particular emphasis on the four remaining high school clusters.

6 IMPLICATIONS

6.1 Financial

Based on the agreed funding metrics currently utilised by SFT and the Scottish Government, indicative costs for new primary schools and ELC settings in each town are;

- Eyemouth Primary School - £16m
- Earlston Primary School - £9m

Officers will continue to refine these costs as the detail designs are developed and further update reports will be submitted for approval prior to the submission of any bid for funding to the Scottish Government, which will identify any further capital or revenue implications. Further details on the briefs prepared for each site are included in the appendices to this report.

- 6.2 Scottish Borders Council's current capital plan indicates that there is £15.5m allocated to the School Estate Review within the overall ten year programme which will require to be accelerated to match the indicative delivery timescales of typically 2-3 years per school overall.

- 6.3 Between 2019/20 and 2024/25, £25m has been factored into the Council's Capital Investment Plan in order to provide new primary schools in Eyemouth and Earlston. This investment is part of a wider £75m investment in its school estate over the next 10 years.

Additional revenue costs have not yet been quantified in detail and do not currently form part of the medium-term revenue Financial Plan. These will be incorporated in the 5 year plan from 2020/21.

The proposed 2 new schools are capital funded and as such do not require any additional provision of direct revenue budget to meet expected liabilities such as funding charges, lifecycle maintenance or facilities management charges. Loans charges servicing and repayment has already been factored into the plan.

Historically however, new primary school provision such as those proposed in this report has been proven to result in additional financial costs to meet the resulting increased impact of non-domestic rates, utility costs and cleaning costs. Whilst the exact projected impact of the proposals is not definitively known in this regard currently, initial high level forecasts indicate that additional investment across these areas will require to be identified and provided for at the date of opening at the levels below:

| | Eyemouth | Earlston |
|----------------------------------|----------|----------|
| | £ | £ |
| Additional Non-domestic rates | 40,000 | 60,000 |
| Additional Utilities | 0 | 0 |
| Additional Cleaning | 25,000 | 15,000 |
| Total Additional Budget Required | 65,000 | 75,000 |

An additional £140k per annum is projected therefore which will require building into the 2020/21 5-year financial plan.

Any consolidation of the primary school estate, as part of a wider asset rationalisation strategy could generate additional revenue resources which could be reinvested in the retained school estate to offset increased costs. This would also maximise the number of children being taught in Grade A condition schools across the Scottish Borders. These principles align with the Council's 'Fit for 2024' Transformation programme.

6.4 **Risk and Mitigations**

Any proposal will be largely dependent on securing funding from the Scottish Government or this could have implications for the planned timings of school openings. All investment models for the School Estate are delivered in partnership with the Scottish Government. Accordingly Service Directors will liaise closely with SFT and Scottish Government officers regarding our School Estate programme. To ensure that Scottish Borders Council will be able to bid for this investment funding it is recommended that the design and costings are progressed to reduce risk and increase certainty around deliverability and required funding – i.e. prepare 'shovel ready' schemes.

6.5 Equalities

An Equalities Impact Assessment is embedded within all actions contained within reports relating to each school.

6.6 Acting Sustainably

Acting sustainably is embedded within all actions contained within the School Estate Review.

6.7 Carbon Management

Carbon management assessments will be contained within the individual plans of the next stage of the School Estate Review.

6.8 Rural Proofing

Rural proofing is embedded in the legislation which governs the School Estate Review and consultations.

6.9 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in this report.

7 CONSULTATION

7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR, Communications and the Clerk to the Council have been consulted and any comments received have been incorporated into the final report.

Approved by

Stuart Easingwood
Interim Service Director of Children & Young People

Signature

Martin Joyce
Service Director Assets & Infrastructure

Signature

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| | |
|--------------|--|
| Martin Joyce | Service Director Assets & Infrastructure |
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Appendices: Appendix 1: Stallan Brand- Eyemouth Primary School
Appendix 2: Stallan Brand- Earlston Primary School

Previous Minute Reference: Executive Committee- 7 November 2017

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Diane Milne can also give information on other language translations as well as providing additional copies.

Contact us at Scottish Borders Council on 01835 824000 or on customeradvice@scotborders.gov.uk

Stallan-Brand

November 2018

Eyemouth
Review



| Revision | Date | Reason for Issue | Checked | Approved |
|----------|----------|---------------------------|---------|----------|
| A | 21/09/18 | FIRST ISSUE | AG | IH |
| B | 05/10/18 | COMMENTS INCORPORATED | AG | IH |
| C | 24/10/18 | LANDSCAPE SECTION UPDATED | AG | IH |
| D | 29.11.18 | FINAL ISSUE | AG | IH |

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Eyemouth Introduction

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1.0 INTRODUCTION

1.1 INTRODUCTION

This document has been prepared by Stallan-Brand in conjunction with Turner and Townsend to review the future development of the Eyemouth Primary School and former High School site on Coldingham Road.

An analysis of the existing context has been undertaken to understand the historic context of the site and its close relationship to the neighbouring conservation area to ensure the architecture is developed with a strong sense of place. The existing community and educational facilities in the town have been mapped to illustrate the spread of provision within Eyemouth, this exercise has reinforced the value of continuing to offer educational facilities and in bringing community facilities to the site.

This is followed by an analysis of the existing school site as well as the roll requirements and brief for the new Primary School facility to understand the base requirements and the additional community facilities proposed for the building. Understanding these requirements in the context of the broader site development is key to unlocking the potential of the entire site for further development beyond the school itself. This includes the formation of a new access road and how the existing Primary School and early years can remain operational and provide the required level of facilities in the interim period whilst minimising disruption.

A site appraisal has been undertaken based on our holistic understanding of the context and the requirements of the brief. The first step is the analysis of the key site drivers, these are the risks and opportunities present on the site itself. This goes on to inform two site arrangements and building massing positions which explore different priorities, the first option is the development of a community focused building with a street presence in the town and the second option prioritises the quality of aspect and orientation of the new building.

The final chapter is a reflection on the design of educational buildings generally and the work Stallan-Brand have undertaken with Scottish Borders Council on Broomlands, Langlee and Jedburgh schools to develop an innovative and learner focused environment.



1.0 INTRODUCTION

1.2 THE CONCEPT

More than a school.....A Community Asset.

Fundamental to the proposal to not only provide new Primary School facilities in Eyemouth but to also integrate community facilities in a combined purpose built facility for the benefit of the entire community.

Through initial community engagement sessions we have gained an understanding of the key issues and concerns locally, and the proposals have been developed to include a community library and touch down space, family support centre and an enhanced large multi function community hall to host events such as the annual 'Herring Queen' festival, and variety show.

The intention is to create a vibrant and flexible facility that can be used simultaneously by both the community and the school.

It is important that whilst the community accessible elements of the building are welcoming and accessible there must also be the appropriate security measures in place. The evolving design will look to address this by grouping these facilities together and creating a further security control point at the entrance to the school itself.

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1.0 INTRODUCTION

1.3 LOCATION

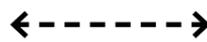
The site for the planned development sits centrally in the town and with strong access links to the main A1107 route to and from the town.

The leisure facilities in Eyemouth are mainly found on the peripheries of the town. In contrast the community facilities are closely grouped around the town centre with the Eyemouth Community Centre being the closest facility to the site. This presents an excellent opportunity to add to a network of linked community facilities and to bring sports facilities back to the centre of the town.

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- 
Schools
 - 1. New High School
 - 2. Primary School
- 
Community Facilities
 - 1. Community Centre
 - 2. Library
 - 3. Eyemouth Hippodrome
- 
Sports Facilities
 - 1. Swimming Pool
 - 2. New High School Pitches
 - 3. Eyemouth Studio

- 
 Main Road to / from town centre
- 
 Site Boundary

1.0 INTRODUCTION

1.4 HISTORY AND IDENTITY

Eyemouth began life as a settlement at the mouth of the river Eye in the 12th century. It's sheltered location led to the development of the first pier in 1747 increasing trade through the town and leading to its growth as a settlement. As can be observed in the map extracts the development of Eyemouth has centred around the expanding harbour for many years. The harbour has remained a working harbour over the years and is this is still the case to this day.

The 1950 map shows the first building on the site in the form of a school and some houses along Coldingham Road, up until this point the site was likely agricultural land on the outskirts of the town. From this point onwards, the town has seen residential expansion which has wrapped around and beyond the school site.

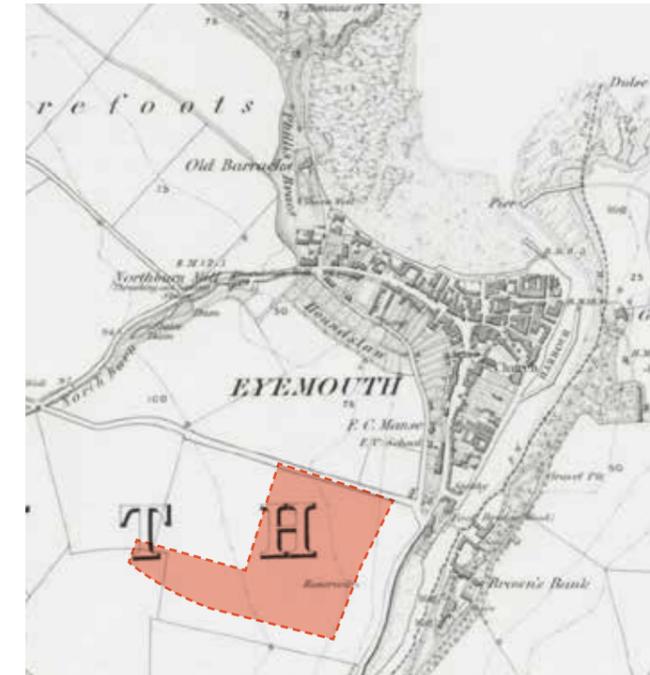
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Aerial Photograph 1953



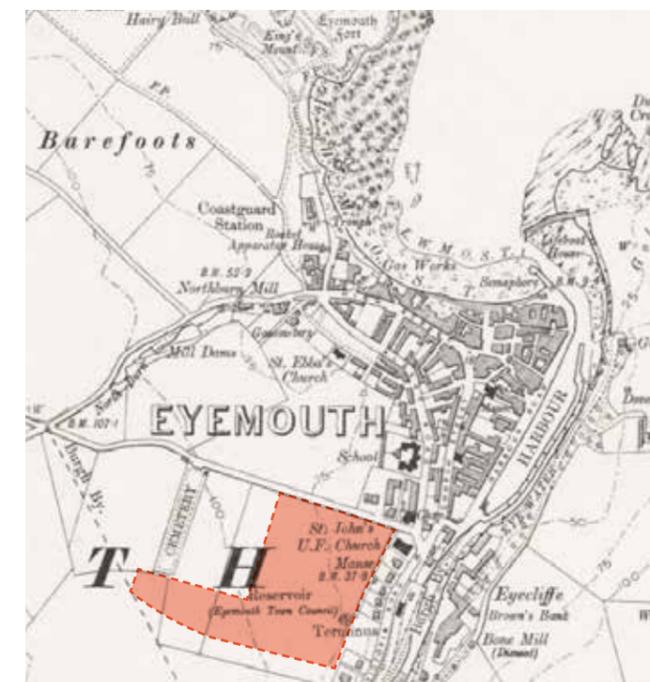
Aerial Photograph - Current



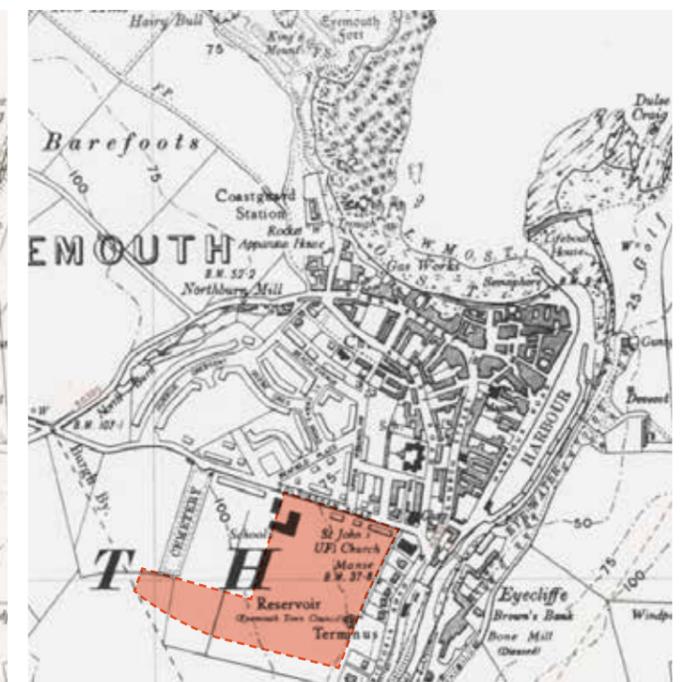
1858



1900



1906



1950

1.0 INTRODUCTION

1.5 TOWNSCAPE & ARCHITECTURE

The architectural character of Eyemouth is very much that of a harbour town, with winding streets lined with two storey 18th and 19th century stone terraces interspersed with more modern additions. Narrow streets and pavements are the norm with the exception of the former market square at the centre of the town. The more significant buildings surround the harbour, include the John Adam designed Gunsgreen House, which itself is an impressive structure.

A notable widening of the streets and an increase in the scale of the buildings to larger stone villas and churches can be seen when travelling inland from the harbour. Moving outside the conservation area the development of the town is a variety of post-war semi-detached properties and newer housing developments.

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Plan illustrating Existing School Site and Conservation Area



Gunsgreen House



Historic Harbour



Market Square



Harbour

1.0 INTRODUCTION

1.6 PLANNING CONTEXT

The Scottish Borders Local Development Plan (LDP) was adopted on 12 May 2016 and sets out the policies on development and land use within the Scottish Borders.

The central location is important in relation to the Conservation Area, Proposed Housing Development Sites and Employment Land.

The former High School site is described as a 7 hectare site with capacity for 90 units. There is land identified elsewhere in Eyemouth for a further 462 homes reflecting an anticipated demand for new housing.

The peripheral housing development areas indicated on the Local Plan will further cement the central position of the school site.

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Eyemouth Brief

Page 147

2

2.0 Brief

- 2.1 Existing School Sites
- 2.2 Estates Review
- 2.3 Roll Analysis and Facilities
- 2.4 Masterplan Components

2.0 BRIEF

2.1 EXISTING SCHOOL SITES

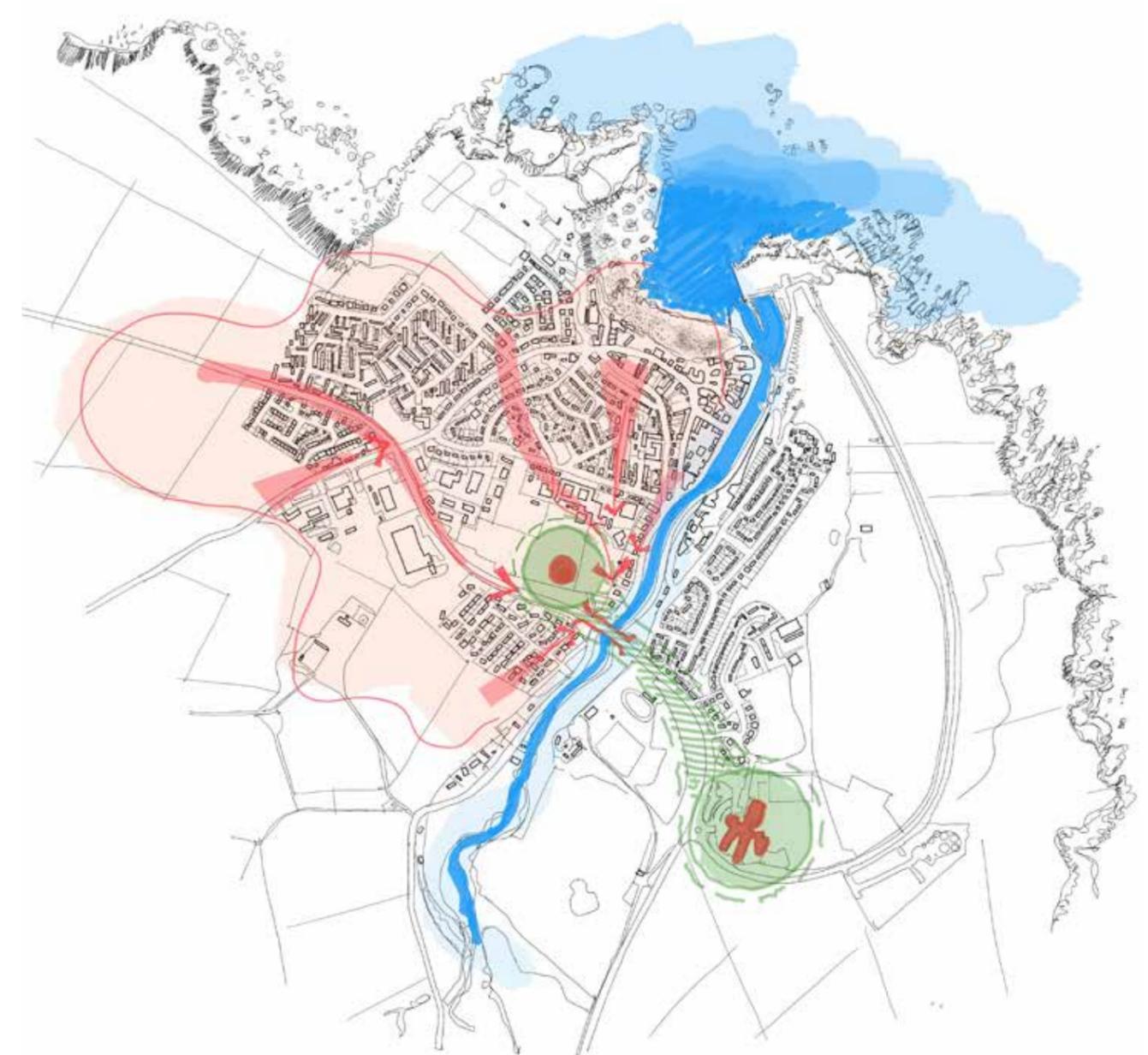
Eyemouth Primary School is centrally located and accessed via a narrow lane between two rows of houses. There are currently generous grass playing fields to the south of the school building. There are areas of fenced rough ground around the school on the sites of the former High School and Nursery buildings.

Eyemouth High School was opened in 2009 and provides a successful modern learning environment with generous new facilities including sports pitches and community facilities. The High School is located on the eastern outskirts of the town, around a 10-minute walk from the town centre but a longer distance from many of the residential areas around the town.

The relocation of the High School was essential to provide the level of facilities required however it offers a more disparate educational progression. For this reason, it is fundamental that the new Primary School creates a high-quality community and learning hub within the town beyond the provision of educational facilities alone.



New High School Site Layout

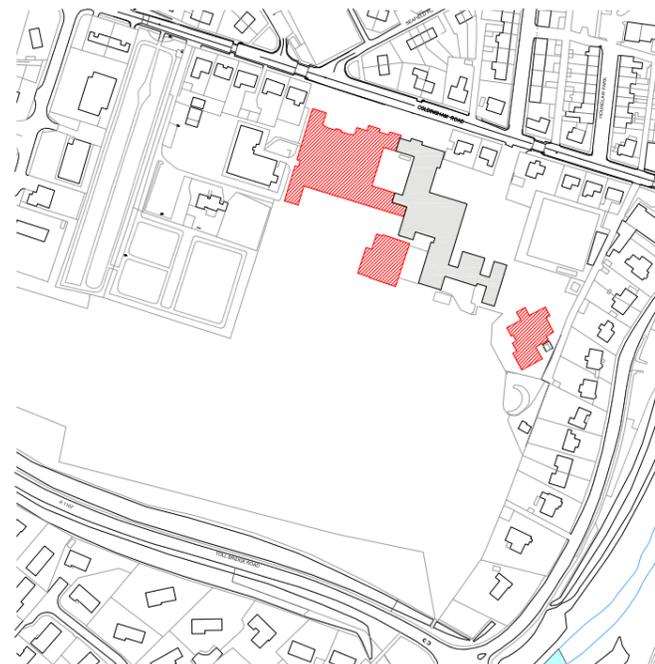


2.0 BRIEF

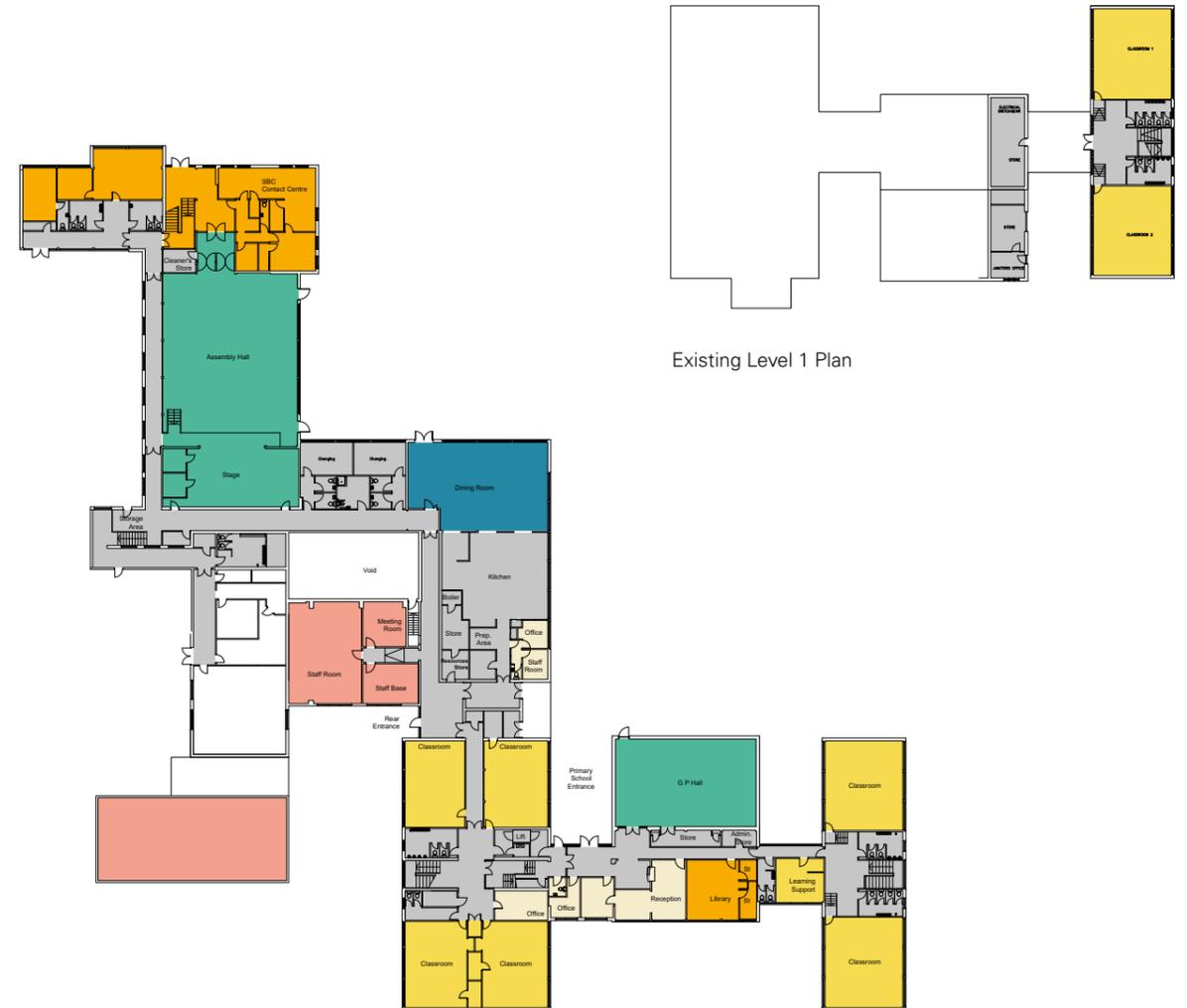
2.2 ESTATES REVIEW

A partial demolition programme has been undertaken by SBC on the site of the Primary School and former High School. The majority of the derelict High School building has been removed with a small component remaining to retain an SBC contact centre. The standalone nursery building to the east of the site has also been demolished with the nursery facilities being provided in a remaining portion of the former High School building. Some additional temporary accommodation is also being used to support the early years provision.

The Primary School facilities are of an age, size and layout that makes them ineffective to operate from a staffing, maintenance and running cost perspective. In addition to this the spaces are not of the standard being delivered elsewhere in the Scottish Borders.



Site Demolition



Existing Ground Floor Plan

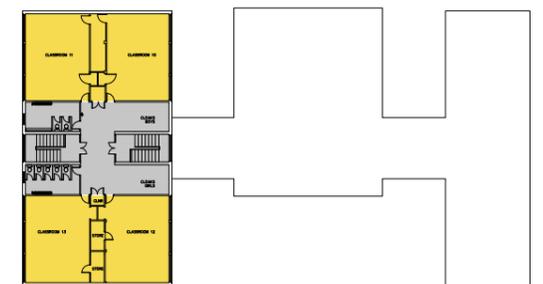


Existing Community Entrance



Existing Approach to Primary School and Nursery

- Classrooms
- Library / Community
- Nursery
- Hall / Games
- Dining
- Ancillary / Stairs / WCs
- Staff / Admin



Existing Lower Ground Floor Plan

2.0 BRIEF

2.3 ROLL ANALYSIS AND FACILITIES

School Summary

The two stream Primary School will include 15 classrooms arranged in clusters to suit the learning stages P2 to P4 and P5 to P7. Classrooms will be paired in a similar manner to Jedburgh.

The P1 cluster will be adjacent to the nursery allowing sharing of breakout and play areas to encourage a smooth transition.

The family support centre will provide a range of facilities to support the local community.

allow parenting classes, breakfast clubs and the like in addition to potentially community access.

The kitchen will allow preparation of food on site. There may be benefits in the relationship with the extra care facility.

The dining hall and sports hall will offer flexibility for community use.

There may be potential for the school and extra care facilities to benefit from shared plant facilities and possibly also shared sprinkler facilities. Other sharing benefits may include drop off areas and growing spaces.

School Grounds

School grounds will be developed to facilitate the functional and operational requirements along with maximising learning opportunities.

SFT Funding Area Analysis

Primary School

| | | |
|--------------------------------|------|-----------------------|
| Current Capacity | 373 | Pupils |
| Current Roll | 336 | Pupils |
| Proposed Primary Capacity | 465 | Pupils |
| SFT Area Cap (m ²) | 6.5 | m ² /pupil |
| SFT Metric GIFA | 3023 | m ² |

Nursery

| | | |
|--------------------------------|-----|-----------------------|
| Current Nursery Capacity | 100 | Pupils |
| Proposed Nursery Capacity | 100 | Pupils |
| SFT Area Cap (m ²) | 5.8 | m ² /pupil |
| SFT Metric GIFA | 580 | m ² |

Community Enhancement

Library, Enhanced Community Hall, Community Enterprise Space and Family Support Centre

| | | |
|------------------------|------|----------------|
| Total Enhancement GIFA | 250 | m ² |
| Total GIFA | 3853 | m ² |
| Existing GIFA | 3540 | m ² |

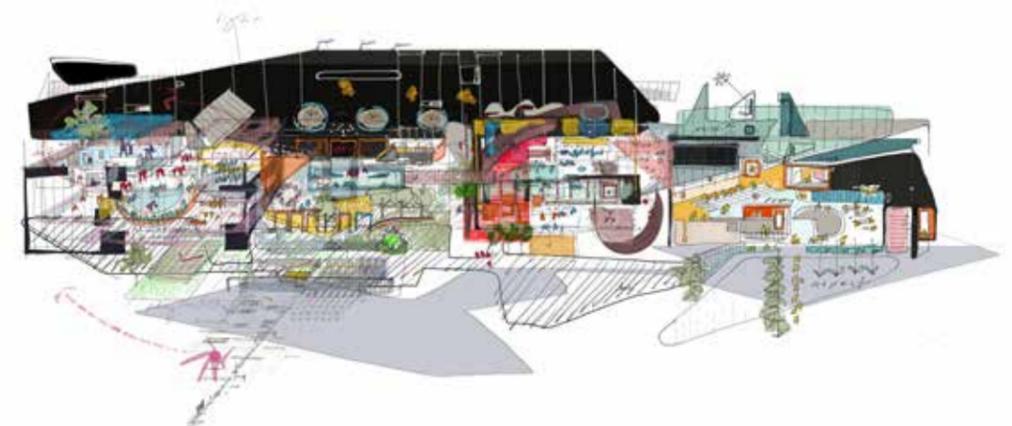
This proposal will result in a rationalisation the SBC wider estate which may allow the Authority to realise savings in property related costs, such as rates, heating and facility management.

Site Area Analysis

Primary & Nursery Site Area

| | |
|-----------------------------|-------|
| Nursery Site for 100 pupils | 0.25h |
| Primary School Site | 1.4h |
| Primary Playing fields | 0.7h |

Recommended Primary Site Area 2.35h
As per School Premises Regulations Act 1967



2.0 BRIEF

2.4 MASTERPLAN COMPONENTS

The masterplan has been developed to take account of several different elements that require to work together coherently on the site. As described in more detail in the next chapter the existing Primary School and early years facilities will require to remain operational during the construction of the new Primary School and a working boundary has been proposed to facilitate this. The new Primary School is to occupy the site adjacent to the existing school with a frontage on Coldingham Road. The rear of the site is to be unlocked by a new access road which will lead to the Extra Care facility and affordable housing site to the south west. Finally, it has been assumed that the site to the north of the existing cemetery will be used for the planned cemetery expansion.

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Early Years



Primary School



Community Facilities



Family Support



Extra Care



Affordable Housing

Eyemouth

Site Options & Appraisals

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3

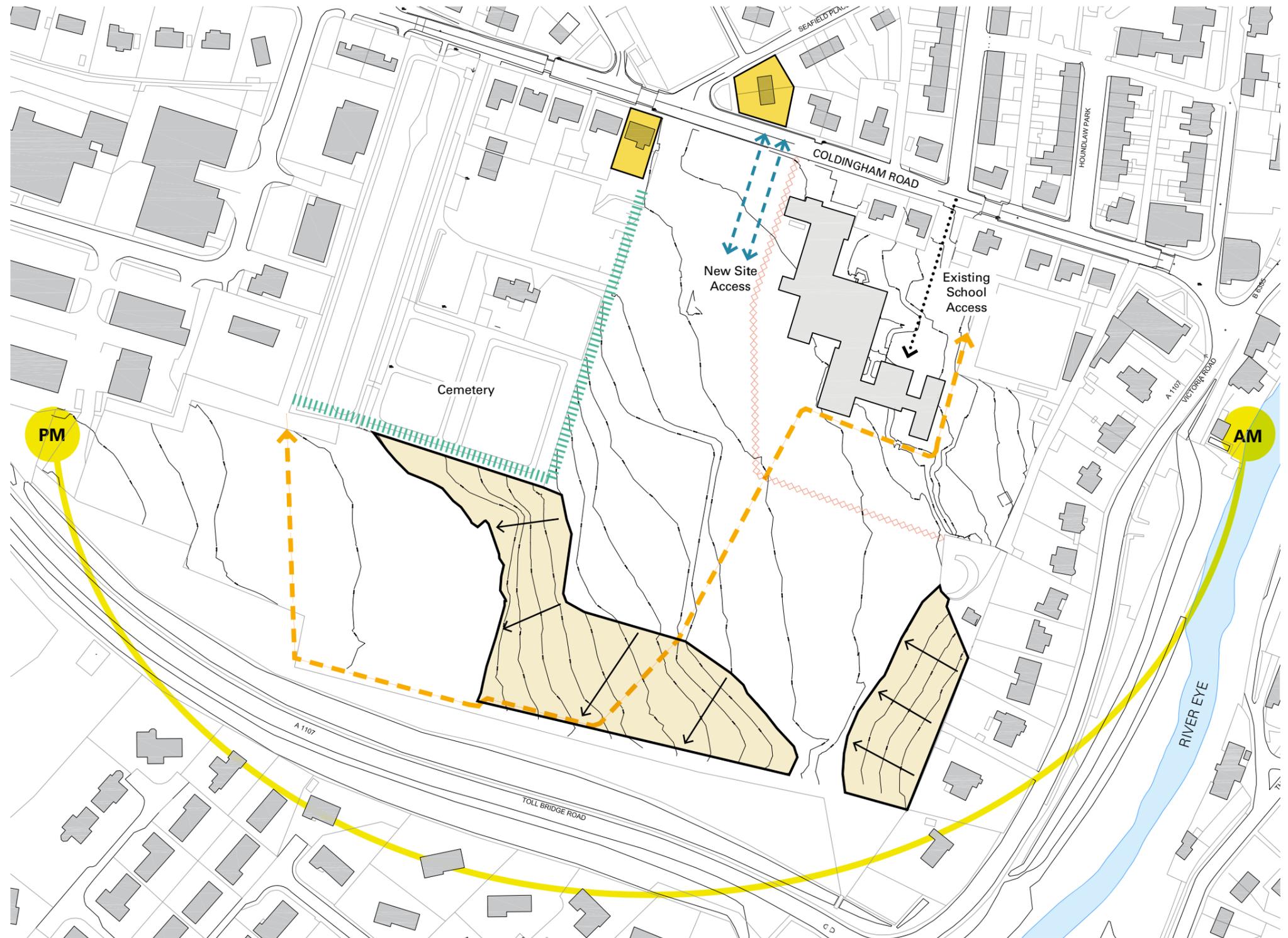
3.0 Site Options & Appraisals

- 3.1 Site Drivers
- 3.2 Development Boundaries
- 3.3 Option 1 Site Plan
- 3.4 Option 1 Layouts
- 3.5 Option 1 3D Massing
- 3.6 Option 2 Site Plan
- 3.7 Option 2 Layouts
- 3.8 Option 2 3D Massing

3.0 SITE OPTIONS & APPRAISALS

3.1 SITE DRIVERS

-  Requirement to maintain an adequate offset from the sites closest neighbours
-  Required boundary to maintain existing school facilities
-  Limited available positions for a new access road to unlock the land to the south of the site
-  HV electrical cable route which it is not feasible to relocate or to build over
-  Areas with significant level changes
-  Consideration of the neighbouring cemetery and the need to form a visual buffer



3.0 SITE OPTIONS & APPRAISALS

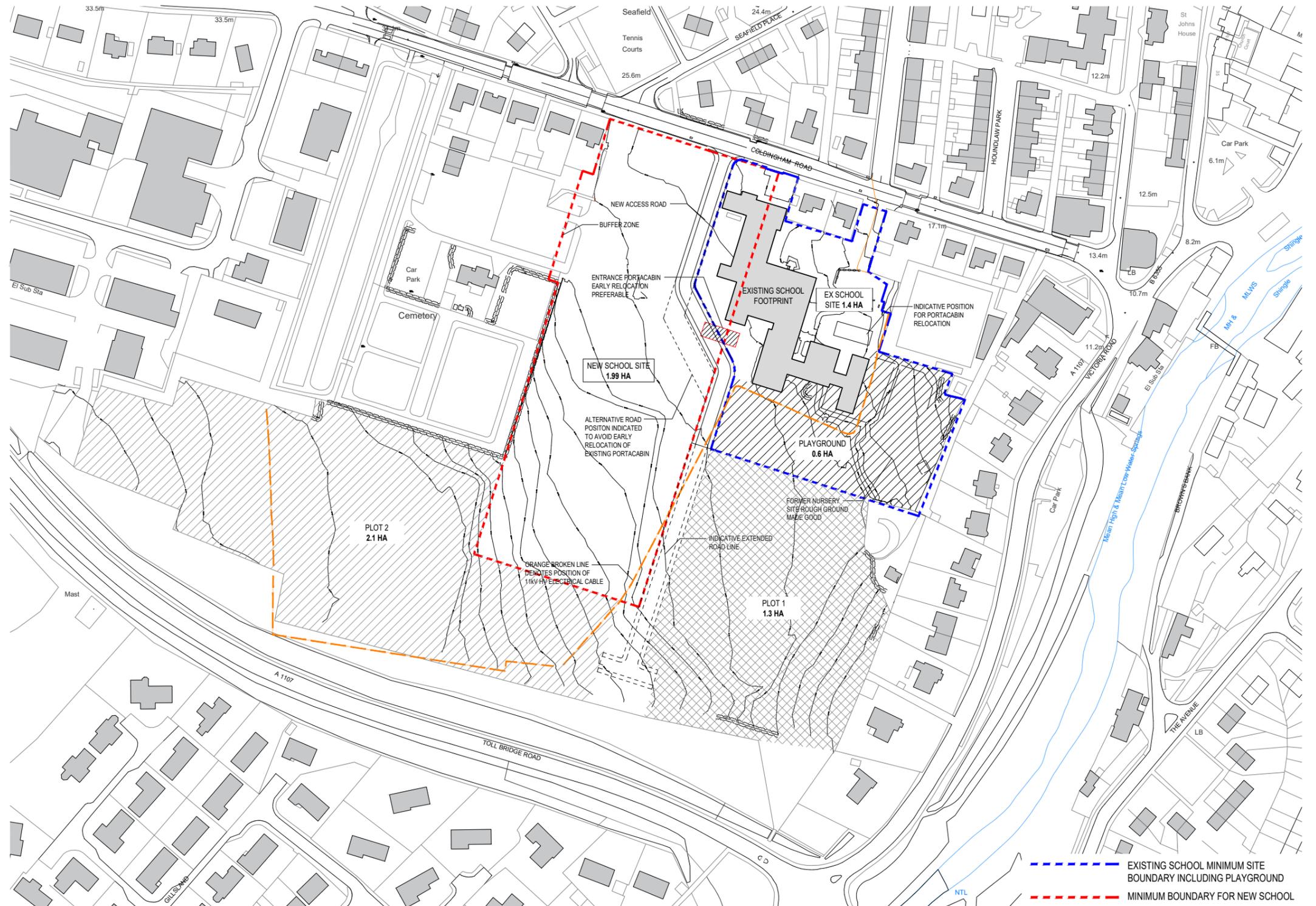
3.2 DEVELOPMENT BOUNDARIES

The adjacent diagram illustrates the key drivers in establishing the development boundaries on the site.

The first component is the access road to unlock the rear of the site for further development, due to the proximity of other junctions the access road cannot be positioned to the western edge of the site to the side of the cemetery. The road has been positioned as close as possible to the existing school before turning to follow the line of the existing HV Cable which cannot be relocated or built over.

The red line boundary for the site is then extended as far back as required to provide the required area. The blue boundary indicates the area required by the existing Primary School to remain operational in the interim period. Due to level changes and varying ground quality a more generous area than required by statute has been allowed.

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3.0 SITE OPTIONS & APPRAISALS

3.3 OPTION 1 - SITE PLAN



3.0 SITE OPTIONS & APPRAISALS

3.4 OPTION 1 - LAYOUTS

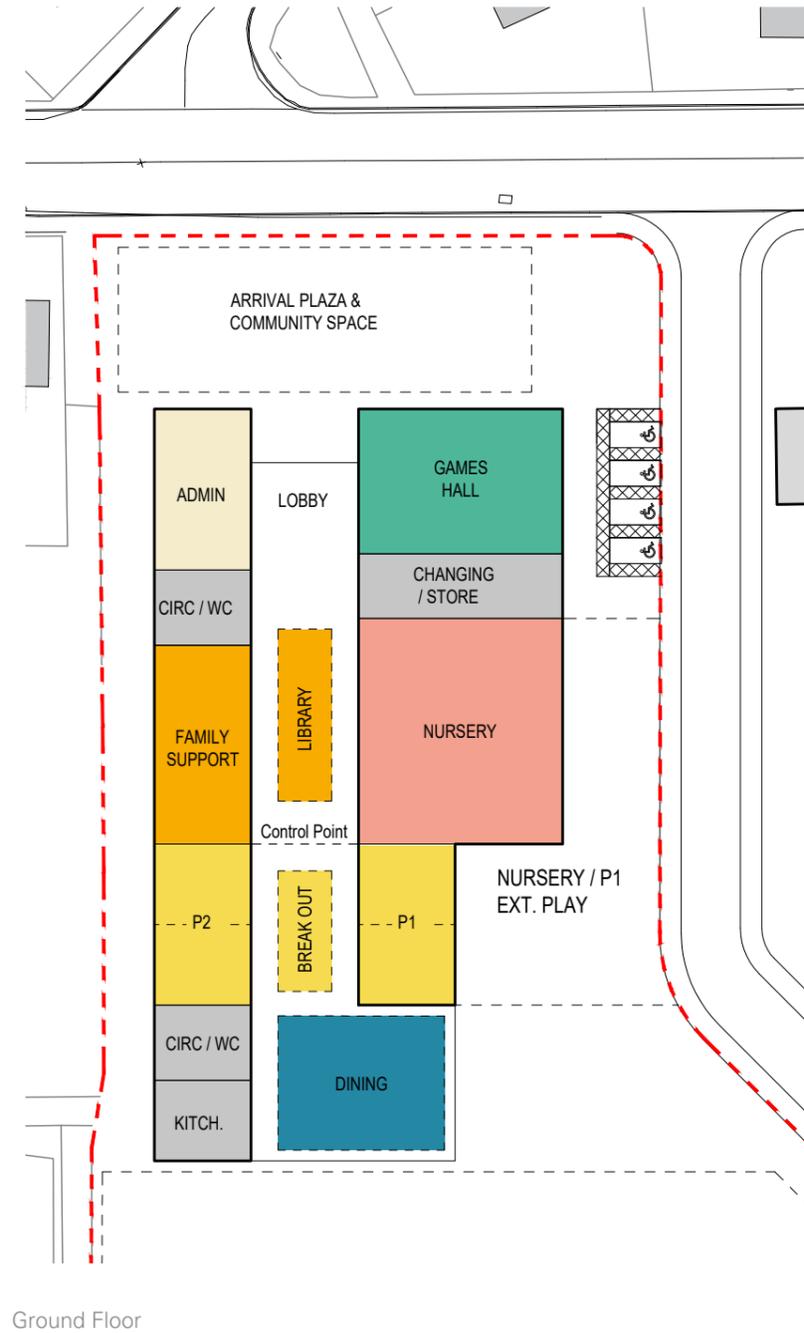
Key Strengths

- Street presence and strong sense of arrival and a community gathering space at the front of the school.
- Clear diagram with a central street leading through to the play space.
- Community facilities are clustered at the front of the school.
- Close proximity of nursery and P1 with defined play area.
- Dining space as part of central street offering maximum flexibility.

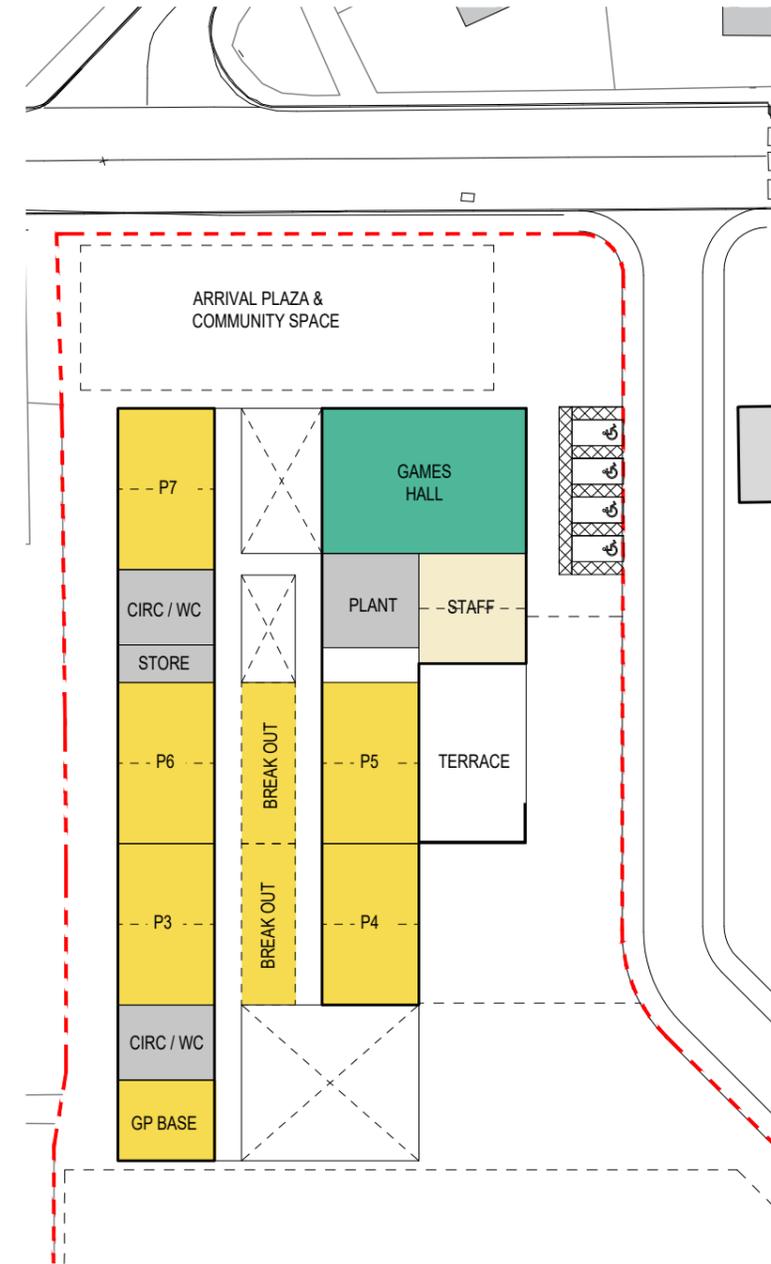
Key Weaknesses

- Close proximity to west boundary offering limited views.
- Limited connection between classrooms and playground.
- North / south orientation does not make the most of the best vistas.

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Ground Floor



First Floor

- Classrooms
- Library / Community
- Nursery
- Hall / Games
- Dining
- Ancillary / Stairs / WCs
- Staff / Admin

3.0 SITE OPTIONS & APPRAISALS

3.5 OPTION 1 - 3D MASSING



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3.0 SITE OPTIONS & APPRAISALS

3.6 OPTION 2 - SITE PLAN



3.0 SITE OPTIONS & APPRAISALS

3.7 OPTION 2 - LAYOUTS

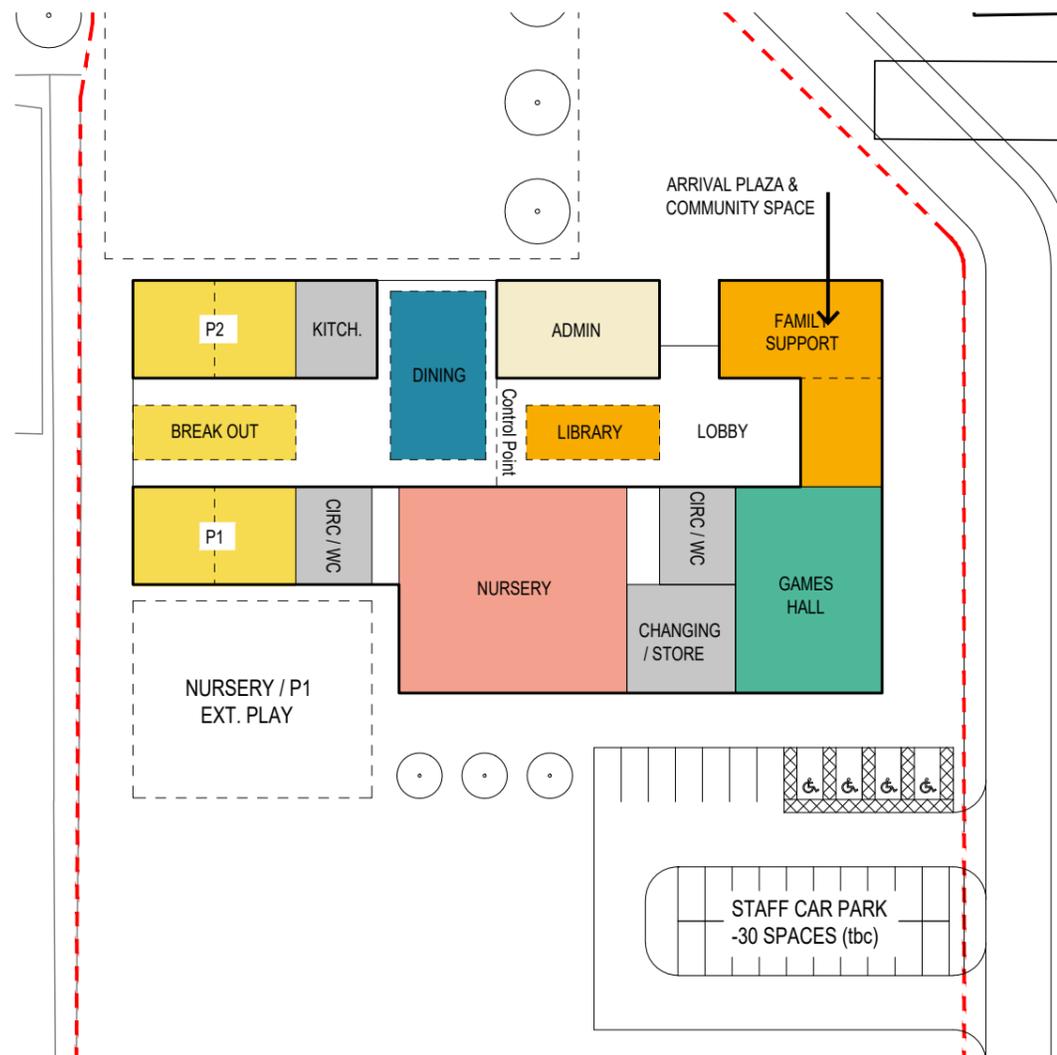
Key Strengths

- Optimum classroom aspect with opportunities for sea views from the upper level north facing classrooms.
- Clearly defined arrival space and entrance.
- Community cluster created around the central library space.
- Strong connection between classrooms and playground.
- Close proximity of the nursery and P1 and a well defined south facing external play area.
- Minimises boundary proximities and limits the views to the cemetery.

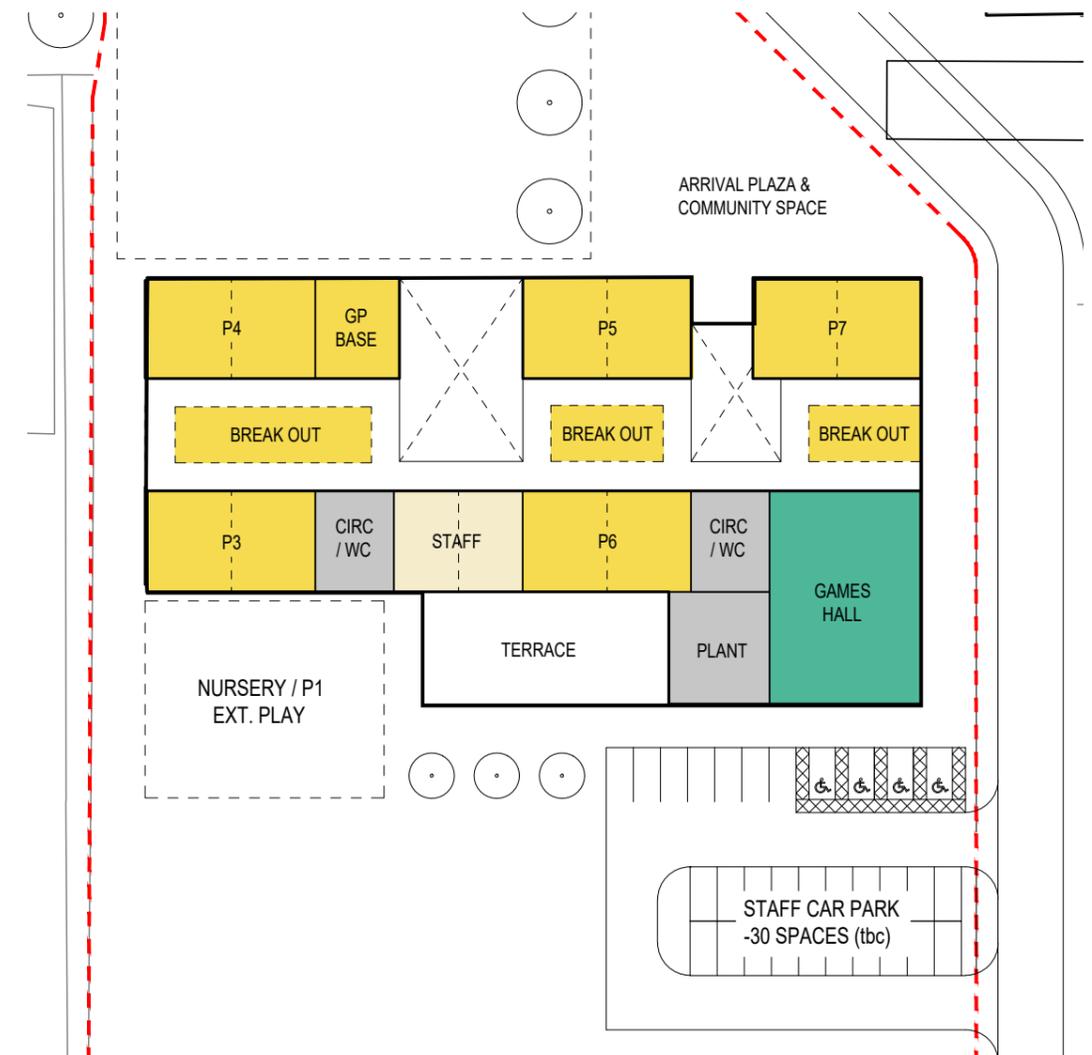
Key Weaknesses

- Playground to the front of the school does not give the building the same street presence and could be perceived as less welcoming.

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Ground Floor

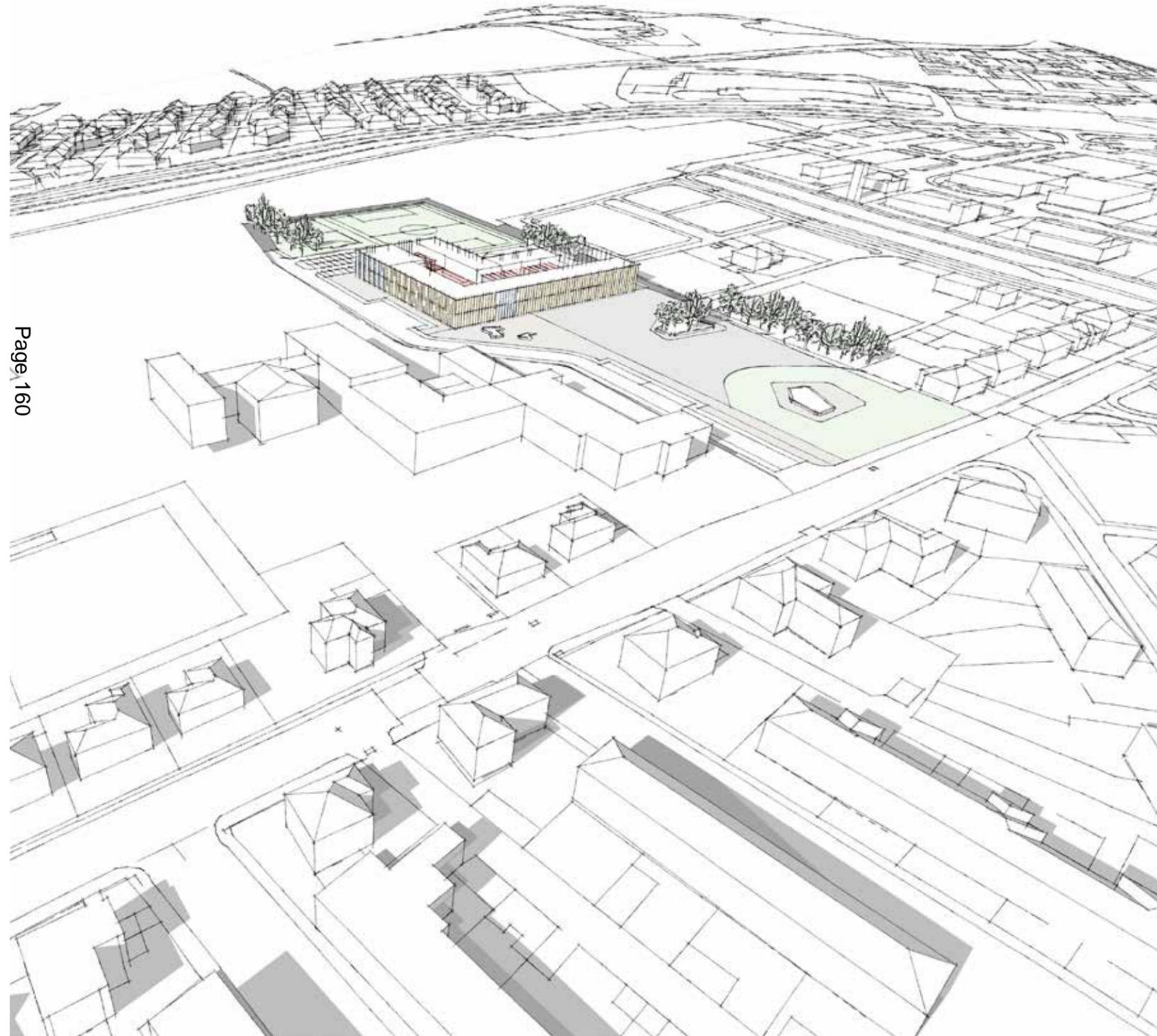


First Floor

- Classrooms
- Library / Community
- Nursery
- Hall / Games
- Dining
- Ancillary / Stairs / WCs
- Staff / Admin

3.0 SITE OPTIONS & APPRAISALS

3.8 OPTION 2 - 3D MASSING



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Eyemouth Design Aspirations

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4.0 Design Aspirations

- 4.1 Transformational Learning Environments
- 4.2 The Evolution of Teaching Space
- 4.3 Sustainability
- 4.4 Landscape Statement

4.0 DESIGN ASPIRATIONS

4.1 TRANSFORMATIONAL LEARNING ENVIRONMENTS

Adaptable Learning Environments Where Pupils Can 'Learn To Learn'

Excellent school designs can better support teachers in delivering a dynamic curriculum that prioritises not only a pupils core skills in literacy and numeracy but also assists in the development of a young persons essential interpersonal social skills, self confidence and knowledge. In this respect we have designed exemplary schools with adaptable learning environments where pupils can 'learn to learn'.

Our school designs have addressed the needs of the 21st century learner by detailing spaces that are both well structured and adaptable as well as facilitating teaching staff to deliver more creative lessons. We are excited at the prospect of teaching staff being excited by a well designed school and the new learning possibilities. We have also thought about the teaching staff in our schools designing environments that can encourage improved teamwork.

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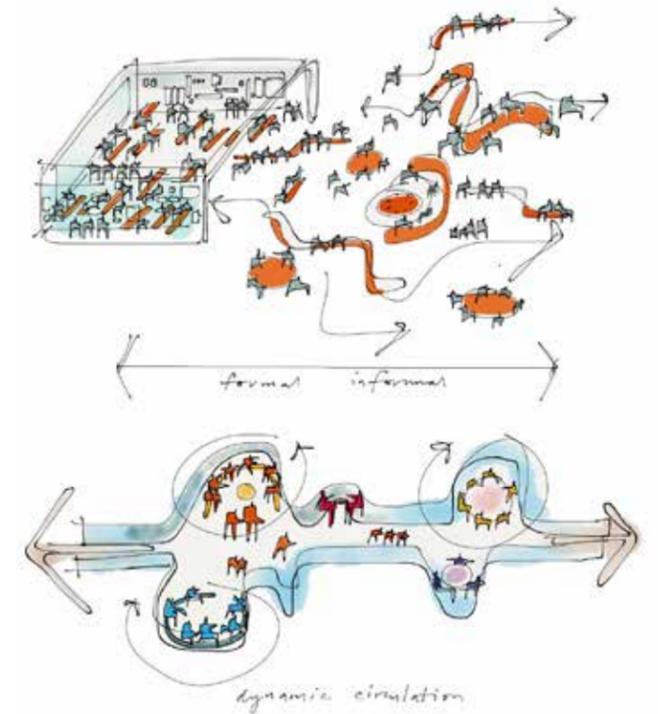
Optimising the Internal and External Learning Experience

Optimising the quality of the internal and external learning experience in each of the schools we have designed has been core to our approach. The preferred arrangement of spaces varies between different local authorities. For example, on one primary school framework, many of the primary schools being replaced were open plan, therefore a brief requirement was for single storey schools and each classroom required to have a sliding partition to allow each classroom (arranged in lower, middle and uppers school clusters) to open on to a central street space and also to open out to an external learning space.

Clear Building Diagrams and Forms which are Easy to Navigate and Have Clear Identities

Regardless of the challenge, we have a design process which has delivered a consistently high quality of learning environment. The areas we have focused on are the relationships between the internal spaces, the flexibility of those spaces, the relationship between inside and outside and optimising natural daylight and ventilation.

The way in which we approach these aspects leads to buildings with clear diagrams and forms which make them easy to navigate with clear identities.

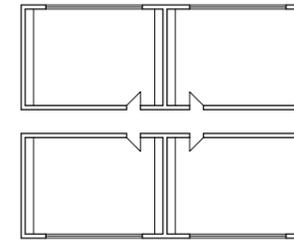
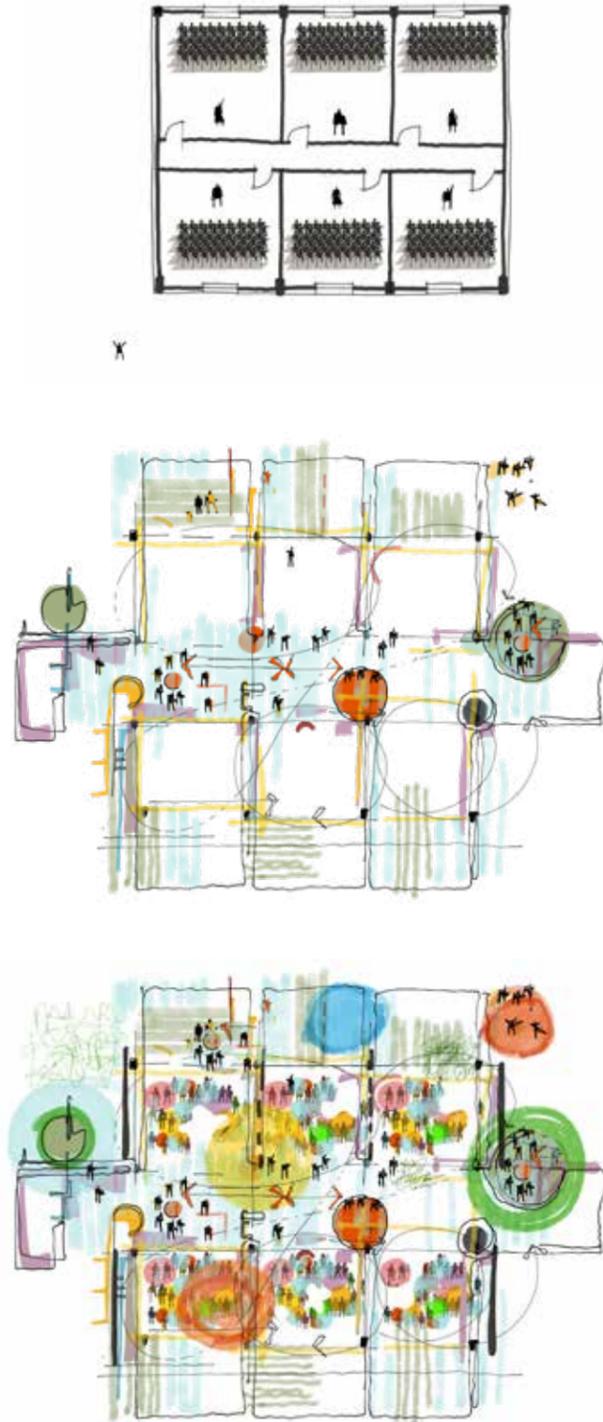


4.0 DESIGN ASPIRATIONS

4.2 THE EVOLUTION OF TEACHING SPACE

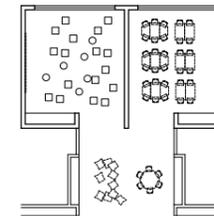
Scottish Borders Council have developed a unique approach to classroom cluster arrangements through extensive research. The following diagrams illustrate both conceptually and practically the way in which the cluster has evolved with each school delivered by SBC.

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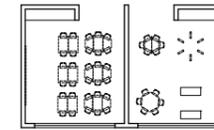
Standard Classroom Historically

- 70sqm (circa 7m x 10m)
- 7m deep for natural ventilation and daylight
- Storage wall, sink and computer benching within classroom
- 1800mm wide corridor



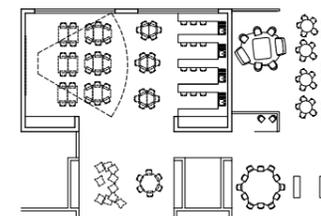
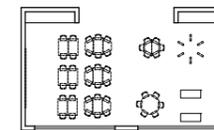
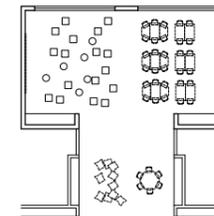
Broomlands Primary School

- 60sqm (circa 7.5m x 7.5m)
- Semi open plan allows cross flow of natural ventilation
- Storage, sink and computer benching in breakout
- Maintains similar usable floor area within classroom
- 8250mm wide breakout allows usable space and voids for daylight and ventilation
- Reduced amount of external wall



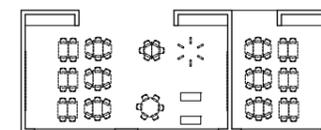
Jedburgh Primary Cluster

- 120sqm classroom (circa 7.5m x 15m)
- Essentially partition removed between 2no 60sqm classrooms
- Optimises staff flexibility in terms of pupil and assistant numbers
- Optimises space flexibility and pupil integration
- Optimises investment in equipment such as SMART Screens
- Semi open plan allows cross flow of natural ventilation
- Storage, sink and computer benching in breakout
- Maintains similar usable floor area within classroom
- 8250mm wide breakout allows usable space and voids for daylight and ventilation
- Reduced amount of external wall



Jedburgh Secondary Cluster

- 120sqm open plan classbase / 60sqm enclosed classroom
- 120sqm practical base / 60sqm student workspace
- Optimises staff flexibility in terms of pupil and assistant numbers
- Optimises space flexibility and pupil integration
- Optimises investment in equipment such as SMART Screens
- Semi open plan allows cross flow of natural ventilation
- Maintains similar usable floor area within classroom
- 8250mm wide breakout allows usable space and voids for daylight and ventilation
- Reduced amount of external wall



4.0 DESIGN ASPIRATIONS

4.2 THE EVOLUTION OF TEACHING SPACE continued...

The classroom cluster model evolved through detailed research and analysis.

A move from the traditional 70sqm classroom with storage, sinks and computer benching in classrooms was explored at the SFT Pilot School, Lairdsland Primary. The classrooms were 56sqm with generous breakout areas containing storage, sinks and computer benching. In Lairdsland they are single loaded along the playground elevation.

Broomlands follows a similar theme, however, classrooms are 60sqm and double loaded which allows the breakout space to be shared between 4 classrooms instead of 2. Importantly these were laid out to relate to curriculum for excellence learning stages.

This was further developed for Jedburgh where clusters have been developed for primary and secondary, again relating to curriculum for excellence learning stages. In the primary the partition between pairs of primary classrooms

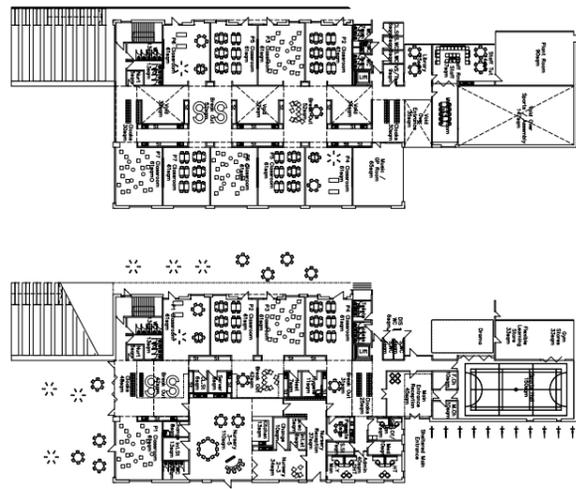
has been removed to allow larger classrooms ensuring pupils from two Primary Schools which are amalgamating are fully integrated. The secondary classroom clusters are a variation of the primary clusters. They are essential based on a 6 classroom grid, however, one pair is fully open plan, one pair creates a practical base, one class remain a single enclosed class base and one student base.

A key aspect in the development of Eyemouth, and Earlston, is the way the learning clusters relate to the overall school roll and the site context.

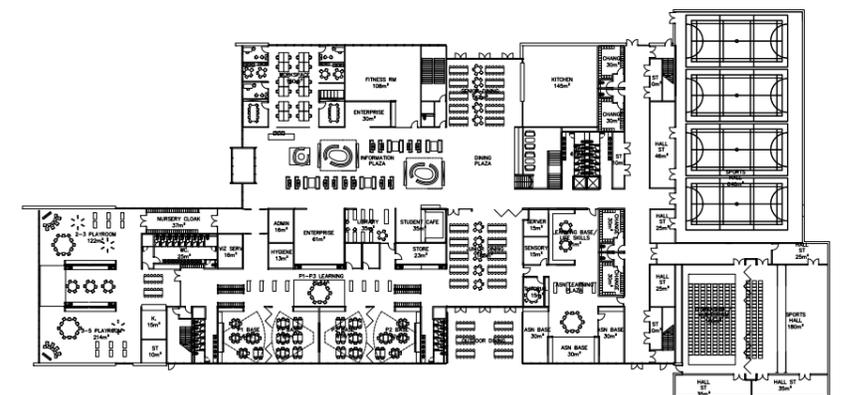
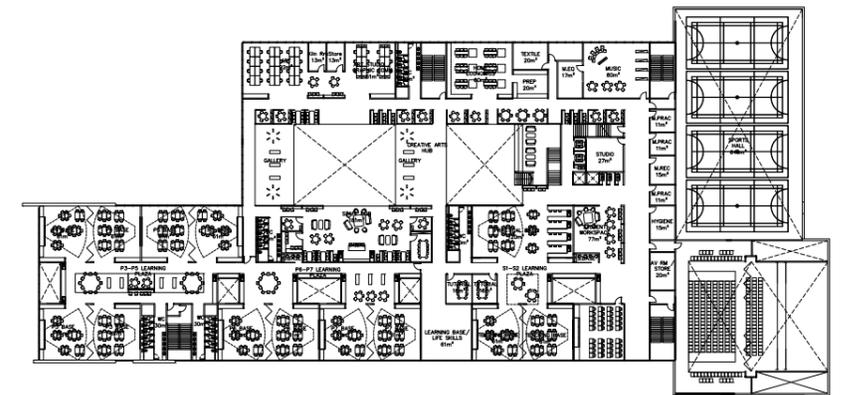
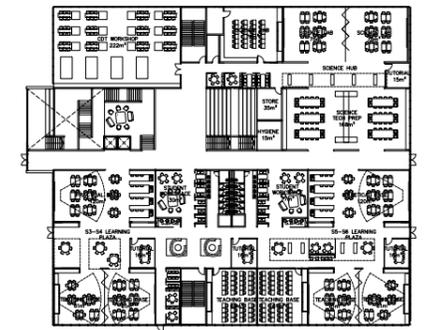
Eyemouth is a 15 classroom primary with 100 place nursery. Assuming 2 storey, this is likely to result in the ground floor being mainly early years. P2-P4 and P5 to P7 are likely to be on the upper floor therefore connection to the playground is a key consideration. 2 stream enables pairing of classrooms to be considered.



SFT Pilot Project: Lairdslands Primary School
Single loaded 56sqm classrooms with generous breakout
Direct playground access from ground and first floor



Broomlands Primary School
Double loaded 60sqm classrooms with generous breakout
Direct playground access from ground and first floor



Jedburgh Intergenerational Community Campus
Evolution of primary cluster to 6 classroom secondary clusters
Direct access to playground from ground floor and top floor

4.0 DESIGN ASPIRATIONS

4.3 SUSTAINABILITY

Optimising Environmental Conditions

Each unique site and schools brief though different share principles that are common. We have developed design strategies for temperature control, lighting levels, ventilation and acoustics all essential to optimise the learning experience. We have worked closely with engineers to assess individual spaces, groups of spaces and overall buildings for all of the projects we have delivered using advanced environmental modelling techniques.

Our design approach supports integrated and coordinated strategies for structure and services, creating spaces which are attractive but importantly which consider user friendliness and maintenance access.

An area we have developed specific expertise in is the design of strategies which optimise natural ventilation in schools whilst considering user friendly controls and acoustics. We have been able to develop this to include innovative smoke ventilation strategies which facilitated removal of doors in circulation spaces making the schools feel more open, easier to move through and more flexible at the same time as saving money and reducing maintenance and hazards for the pupils.

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Safety and Security

Security is another fundamental aspect of our approach. There is an important balance to be struck between creating a welcoming and open environment and ensuring the environment is safe and secure. We have a detailed knowledge of best practice and legislation including Secured by Design and the Cullen Report. There are many areas of designing schools that require careful consideration such as balancing ease of escape in an emergency with the need to keep the pupils safe or ease of access balanced against control of access.

Incorporation of Renewables

In the delivery of a large number of schools, we have considered and incorporated a wide range of renewables. We understand these need to be specific to each project taking account of numerous issues such as service access, maintenance and visual impact.



4.0 DESIGN ASPIRATIONS

4.4 LANDSCAPE STATEMENT

A playful learning landscape

The landscape proposals should reflect the spectacular natural landscape of the Scottish Borders, and the inspiration is to seamlessly integrate a rich learning landscape into the everyday use patterns of the building. An easy transition from the inside to out should allow a free flow to a variety of outside spaces and resources.

'Outdoor learning experiences are often remembered for a lifetime. Integrating learning and outdoor experiences, whether through play in the immediate grounds or adventures further afield, provides relevance and depth to the curriculum in ways that are difficult to achieve indoors.'

Curriculum for Excellence through outdoor learning

Facilitating meaningful interactions

Creating a varied playful learning landscape, through such a topography, natural or formal spaces, allows children to engage in smaller groups in a much wider range of play activities. This will allow children to find and create individual and meaningful interactions as well as making most of the whole outdoor space.

Topography

The playground should be profiled to create a stimulating topography with slopes, dips and planes, creating a variety of play opportunities and elements such as slides, swings, tunnels, viewing platforms or boulders that can be used to further enhance play and learning. The topography of the playground and its integrated elements need to be carefully considered to enable all children, including those with physical and visual impairments to enjoy this important resource.

Wild spaces/ Natural spaces

The playground should offer natural spaces where informal, creative and kinesthetic play can be fostered and an interaction with wildlife made possible. Trees and shrubs provide vertical elements that break a large space into smaller individual spaces with different atmospheres. They improve air quality and provide shade and protection from the elements. Furthermore they add movement, different smells and textures as well as providing a big material resource such as twigs, leaves and seeds.

Sports

Sport facilities, such as a trim trail, basketball hoops or a football pitch can be integrated within the play landscape, offering the more traditional sports facilities without dominating the playground.

Supporting active living

Providing the opportunity to grow food or even look after animals such as chickens can help to strengthen the children's relationship to nature and stay physically active. Gardening and planting fosters the understanding of life circles and healthy eating, the development of interpersonal skills by working with others as well as holding responsibilities.

In addition these elements could be a valuable link to the community or extra care facilities with different groups and generations coming together to interact, work and share valuable moments.



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Stallan-Brand

November 2018

Earlston
Review



| Revision | Date | Reason for Issue | Checked | Approved |
|----------|----------|------------------|---------|----------|
| A | 21/09/18 | FIRST ISSUE | AG | IH |
| B | 05/10/18 | SECOND ISSUE | AG | IH |
| C | 26/10/18 | THIRD ISSUE | AG | IH |
| D | 29.11.18 | Final Issue | AG | IH |

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- 1.0 INTRODUCTION**
- 1.1 INTRODUCTION
- 1.2 THE CONCEPT
- 1.3 LOCATION
- 1.4 HISTORY AND IDENTITY
- 1.5 TOWNSCAPE AND ARCHITECTURE
- 1.6 AMENITIES
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- 2.0 BRIEF**
- 2.1 EXISTING SCHOOL SITES
- 2.2 ESTATE REVIEW
- 2.3 ROLL ANALYSIS AND FACILITIES

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- 3.0 SITE OPTIONS & APPRAISALS**
- 3.1 SITES OVERVIEW
- 3.2 SITE OPTIONS
- 3.3 HIGH STREET OPPORTUNITY
- 3.4 EXISTING SCHOOL FACILITIES
- 3.5 SITE PHASING
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- 3.7 SITE DRIVERS
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- 4.0 DESIGN ASPIRATIONS**
- 4.1 TRANSFORMATIONAL LEARNING ENVIRONMENTS
- 4.2 THE EVOLUTION OF TEACHING SPACE
- 4.3 SUSTAINABILITY
- 4.4 LANDSCAPE STATEMENT

Earlston

Introduction

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1.0 Introduction

- 1.1 Introduction
- 1.2 The Concept
- 1.3 Location
- 1.4 History and Identity
- 1.5 Townscape and Architecture
- 1.6 Amenities
- 1.7 Planning Context

1.0 INTRODUCTION

1.1 INTRODUCTION

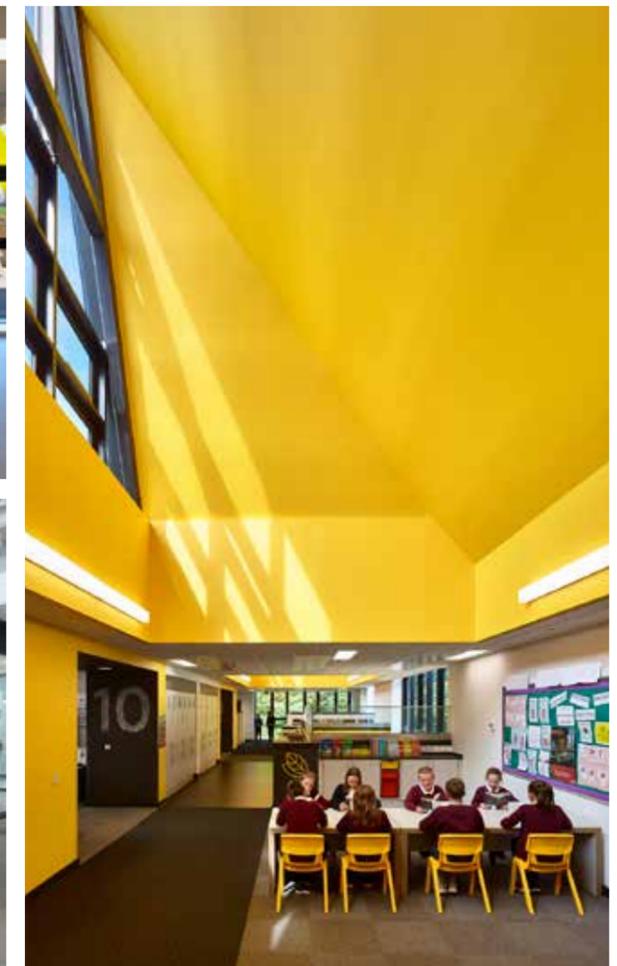
This document has been prepared by Stallan-Brand in conjunction with Turner and Townsend to review the future development of the Earlston Primary School and former High School site on the High Street.

An analysis of the existing context has been undertaken to understand the historic context and townscape to inform the architecture and ensure a strong sense of place is developed. The existing community and educational facilities in the town have been mapped to illustrate the spread of provision within the town. This exercise has reinforced the value of continuing to offer educational facilities and in bringing community facilities to the site.

This is followed by an analysis of the existing school site as well as the roll requirements and brief for the new Primary School facility to understand the base requirements and the additional community facilities proposed for the building. Understanding these requirements in the context of the broader site development is key to developing a cohesive approach which strengthens the site and town as a whole. This includes how the existing Primary School and early years can remain operational and provide the required level of facilities in the interim period whilst minimising disruption.

A site appraisal has been undertaken based on our holistic understanding of the context and the requirements of the brief. The first step is the analysis of the key site drivers, these are the risks and opportunities present on the site itself. This goes on to inform two site options which explore different overall site strategies, both of which seek to create a new community square and reintroduce the East Green as a public Green space. The two options differ in their external school spaces and approach to the site.

The final chapter is a reflection on the design of educational buildings generally and the work Stallan-Brand have undertaken with Scottish Borders Council on Broomlands, Langlee and Jedburgh schools to develop an innovative and learner focused environment.



1.0 INTRODUCTION

1.2 THE CONCEPT

More than a school... A community asset.

The fundamental requirement of the proposal is to provide new Primary School facilities in Earlston that integrate education and community facilities in a shared purpose built facility for the benefit of the entire community.

Through initial community engagement sessions we have gained an understanding of the key issues and concerns locally, and the proposals have been developed to include a community library and touch down space, family support centre and an enhanced large multi function community village hall to host local events.

The intention is to create a vibrant and flexible facility that can be used simultaneously by both the community and the school.

It is important that whilst the community accessible elements of the building are welcoming and accessible there must also be the appropriate security measures in place. The evolving design will look to address this by grouping these facilities together and creating a further security control point at the entrance to the school itself.

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1.0 INTRODUCTION

1.3 LOCATION

Earlston is a market town within the county of Berwickshire within the Scottish Borders. It is situated on the Leader Water in Lauderdale, North of Galashiels, Melrose and St Boswell. The Turford Burn which runs into the Leader Water runs along the southern edge of the town.

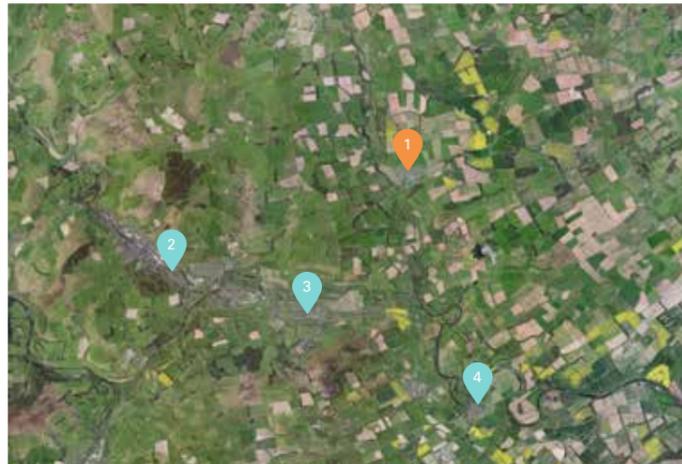
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1_ EARLSTON

2_ GALASHIELS

3_ MELROSE

4_ ST BOSWELLS



1.0 INTRODUCTION

1.4 HISTORY & IDENTITY

The site of Earlston was originally an early settlement known as Ercildoune, established in the 1200s. Local landowner, Thomas Learmont of Ercildoune, built a small castle here. Thomas Learmont, or as he is more commonly referred to as 'Thomas the Rhymer', is perhaps one of Earlston's most notable people; a Scottish laird and prophet, he is said to have predicted many great Scottish events, including the death of Alexander III. Known as 'Rhymer's Tower' the ruins of the castle can still be visited today. When the manor of Ercildoune passed to the Earls of Dunbar the name was changed to Earlstoun or Earlston.

Like many market towns farming is key to the history and development of the town. Its historic Market Square and Green to the west along with its Horse Market to the east saw annual fairs where sheep, cattle and horses were sold and where male and female farm workers negotiated with farmers with the hope of securing work for the coming 6 months to a year.



Kidgate, Earlston



Rhymers Tower



Bank and Courthouse, early 1900's



Butcher on High Street

1.0 INTRODUCTION

1.4 HISTORY & IDENTITY Continued

1858

This early map clearly shows the historic high street bookended by The Green and Market Square to the west and the Horse Market to the east. The current Primary School site was an open field with the town's Gas Works bordering the south eastern corner of the site. The school of that time was located south of The Green on Station Road. Another significant aspect which no longer exists is the railway which ran along the southern edge of the now existing Primary School site.



1898

This map shows that by this time the school had been relocated to what is now the existing Primary School site, south of the High Street, adjacent to the town's Gas Works.



1954

This map shows the beginnings of an expansion of the town Northwards. In addition a small building can now be seen located in the Horse Market area in a similar location as that of the current nursery.



1962

This map shows the increased expansion of the town Northwards. A new school building can also be seen on the existing Primary School site.



1.0 INTRODUCTION

1.5 TOWNSCAPE & ARCHITECTURE

The townscape of Earlston is typical of a market town with a strong high street lined with buildings on both sides comprising of a mixture of uses including residential, retail and small business. The existing Primary School is situated at the eastern end of the high street with the historic Market Square and Green at the western end.

The architecture of the high street is traditional comprising of one and two storey stone buildings, some of which are rendered, with slate roofs and windows with strong stone surrounds. Another key architectural characteristic of the town is the strength of the building gables, some of which face onto the high street creating sequences of "rooms," patios and public spaces within the town.

Earlston is home to a number of landmarks, including the Black Hill of Earlston, part of the Eildon Hills. 'Scott's View' overlooking the valley of the River Tweed, which is thought to be one of the favourite views of Sir Walter Scott. As the story goes, Sir Walter Scott visited this spot so frequently that his horses would come to halt without command.

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Black Hill



Eildon Hills



Scott's View



Market Square



High Street

1.0 INTRODUCTION

1.6 AMENITIES



Schools

- 1. Primary School
- 2. High School
- 3. Leader Valley School



Sports Pitches

- 1. High School Pitches



Townscape

- 1. The Green
- 2. Market Square



Heritage

- 1. Rhymers Tower



Amenities

- 1. Post Office
- 2. Health centre
- 3. Library



1.0 INTRODUCTION

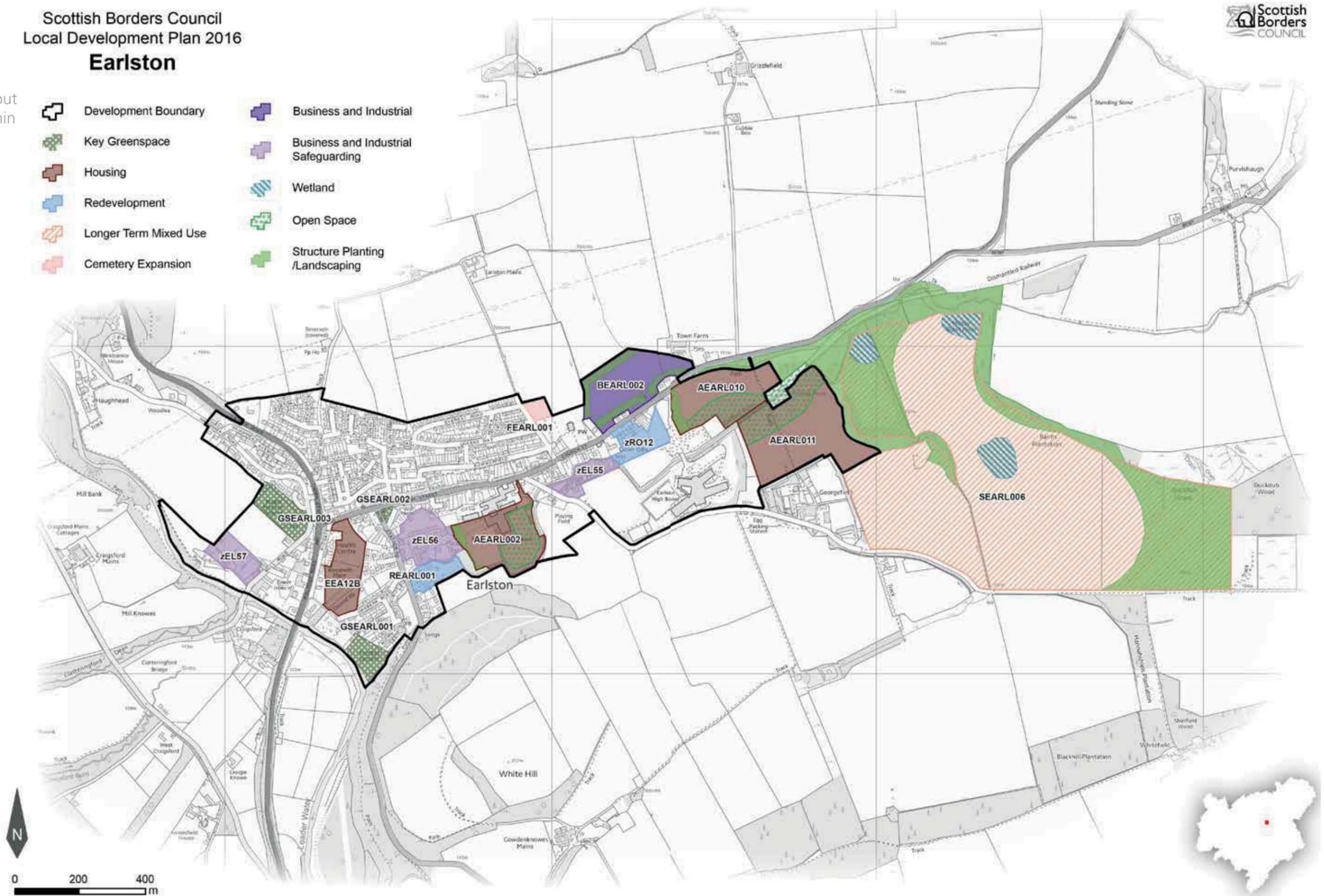
1.7 PLANNING CONTEXT

The Scottish Borders Local Development Plan (LDP) was adopted on 12 May 2016 and sets out the policies on development and land use within the Scottish Borders.

Opposite is a copy of the Local Development Plan specific to Earlston which highlights key development sites within the town.

Scottish Borders Council Local Development Plan 2016 Earlston

- | | | | |
|---|-----------------------|---|--------------------------------------|
|  | Development Boundary |  | Business and Industrial |
|  | Key Greenspace |  | Business and Industrial Safeguarding |
|  | Housing |  | Wetland |
|  | Redevelopment |  | Open Space |
|  | Longer Term Mixed Use |  | Structure Planting /Landscaping |
|  | Cemetery Expansion | | |



Earlston Brief

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2

2.0 Brief

- 2.1 Existing School Sites
- 2.2 Estate Review
- 2.3 Roll Analysis and Facilities

2.0 BRIEF

2.1 EXISTING SCHOOL SITES

Prior to the opening of a new High School building in 2009, all of the educational facilities within Earlston were located on the same site adjacent to the historic High Street. The High School is now located on the eastern peripheries of the town.

A new special educational needs school opened in Earlston in 2017 combining previous provision, which was dispersed amongst Primary Schools in Hawick and Innerleithen, into a purpose built facility in Earlston named the Leader Valley School.

PRIMARY SCHOOLS

Earlston Primary School

SECONDARY SCHOOLS

1 Earlston High School

SEN SCHOOLS

1 Leader Valley School



2.0 BRIEF

2.2 ESTATE REVIEW

Scottish Borders Council have carried out a review of all of its education facilities and Earlston Primary School has been identified as a school in need of upgrading. The school is currently housed within out dated former High School buildings following the relocation of the High School to the eastern end of the town. The southern portion of the former High School buildings have been demolished.

The Leader Valley School, recently completed, sits adjacent to the existing Primary School with the provision of two new MUGA pitches located where a previous building was located prior to demolition. The aerial image opposite shows the site prior to demolition of these former school buildings. These relatively recent alterations to the existing Primary School site provide opportunities for the replacement of the existing Primary School on the existing site through a tandem build strategy whilst other locations within Earlston offer up alternative sites to be considered.

Opposite:

- 1. Existing Primary School Building
- 2. Independent Nursery Building
- 3. Leader Valley Primary School
- 4. Demolished old High School building
- 5. Site designated for proposed housing development
- 6. Flood plain
- 7. Historic High Street
- 8. Tennis Courts



View of the new Earlston High School



View of the new Leader Valley School



View of Earlston Primary School from the High Street looking west



View of Earlston Primary School entrance

2.0 BRIEF

2.3 ROLL ANALYSIS AND FACILITIES

The size capacity of the building proposed has been estimated based on existing school rolls but also to reflect other key factors. As new schools are built SBC anticipate that more pupils will attend school within their catchment. There are also areas allocated for housing development within Earlston, and estimates reflect this.

A key aspect of our design is that they will offer flexibility for changing rolls. The entrance and building configuration will enable complimentary and community facilities and services to be incorporated in different ways with potential for other integration such as enterprise and use of vacant spaces by the community for activities. There are other excellent examples in Scotland where available classrooms are being used by a wide range of residents in the local community, delivering significant benefits. For example, elderly groups attending exercise or art classes and interacting with the secondary pupils in circulation spaces. They would typically have chosen to avoid each other before these initiatives.

A key aspect of our approach is an aspiration to reduce the area provision per pupil compared with industry metrics on the basis of more efficient use of space and enhancement of it. For example, facilitate use of spaces an appropriate size for the task such as teachers preparing for classes in agile booths rather than in classrooms and smaller sixth year study groups gathering in smaller study spaces rather than in classrooms.

School Summary

The one and a single stream Primary School will include 8 classrooms arranged in clusters to suit the learning stages P2 to P4 and P5 to P7.

The nursery will be designed to be flexible to align with SBC emerging model for nursery provision. The P1 cluster will be adjacent to the nursery allowing sharing of breakout and play areas to encourage a smooth transition.

The kitchen will allow for the preparation of food on site. There may be benefits in the relationship with the additional community facilities.

The dining hall and sports hall will offer flexibility for community use.

School Grounds

School grounds will be developed to facilitate the functional and operational requirements along with maximising learning opportunities.

SFT Funding Area Analysis

| Primary School | | |
|--------------------------------|------|-----------------------|
| Current Capacity | 307 | Pupils |
| Current Roll | 166 | Pupils |
| Proposed Primary Capacity | 248 | Pupils |
| SFT Area Cap (m ²) | 7.5 | m ² /pupil |
| SFT Metric GIFA | 1860 | m ² |

| Nursery | | |
|--------------------------------|-----|-----------------------|
| Current Nursery Capacity | 64 | Pupils |
| Proposed Nursery Capacity | 64 | Pupils |
| SFT Area Cap (m ²) | 5.8 | m ² /pupil |
| SFT Metric GIFA | 371 | m ² |

Community Enhancement

Library, Enhanced Community Hall, and Community Enterprise Space

| | | |
|------------------------|-----|----------------|
| Total Enhancement GIFA | 150 | m ² |
|------------------------|-----|----------------|

| | | |
|------------|------|----------------|
| Total GIFA | 2381 | m ² |
|------------|------|----------------|

| | | |
|---------------|------|----------------|
| Existing GIFA | 4155 | m ² |
|---------------|------|----------------|

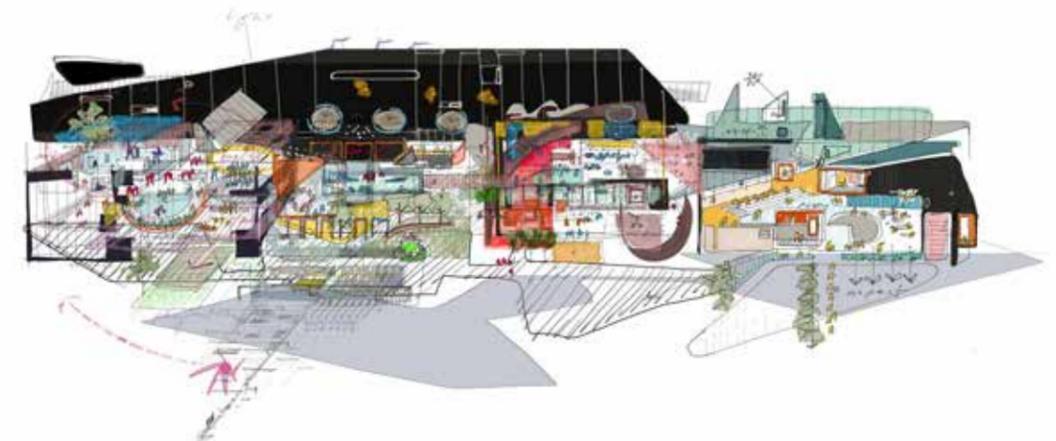
This proposal will result in a rationalisation of floor space of approx. 1774m² in the new facility and the Authority will realise a savings in property related costs, such as rates, heating and facility management.

Site Area Analysis

| Primary & Nursery Site Area | |
|-----------------------------|-------|
| Nursery Site for 100 pupils | 0.16h |
| Primary School Site | 0.6h |
| Primary Playing fields | 0.4h |

| | |
|-------------------------------|-------|
| Recommended Primary Site Area | 1.16h |
|-------------------------------|-------|

As per School Premises Regulations Act 1967



Earlston

Site Options & Appraisals

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3

3.0 Site Options & Appraisals

- 3.1 Sites Overview
- 3.2 Site Options
- 3.3 High Street Opportunity
- 3.4 Existing School Facilities
- 3.5 Site Phasing
- 3.6 Wider Masterplan
- 3.7 Site Drivers
- 3.8 Site 01 - Site Plan / Layouts / 3D Massing
- 3.9 Site 02 - Site Plan / Layouts / 3D Massing

3.0 SITE OPTIONS & APPRAISALS

3.1 SITES OVERVIEW

Having reviewed the Local Plan and the Earlston Townscape three possible areas for the location of a new Primary School have been identified. The first is on the site of the existing primary school; the second is to the south of the town and the third area would be on a site adjacent to the new High School.

- 1 Existing Primary School Site
- 2 Site South of the Town
- 3 Site Adjacent to the New High School



3.0 SITE OPTIONS & APPRAISALS

3.2 SITE OPTIONS

Each of the site options have been assessed and the pros and cons of each listed.

1

Existing Primary School Site

The existing Primary School site has the potential for an enhancement of the streetscape and enterprise opportunity. It can accommodate an expansive school garden and a public square adjacent to the High Street. In addition it can incorporate a community playground and shared space with the Leader Valley School (SEN). The site has been considered within a wider masterplan with housing proposed to the south, accessed via a new road.

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Site South of the Town

The area of proposed housing has been identified as having a route through to a potential bridge which would link to the second site. A school building could be accommodated on this site if the additional infrastructural links are put in place.

Pros:

- Proposed use already established on site
- Proximity to Leader Valley School and opportunity for shared external space
- Adjacency to high street and opportunity for integration of community facilities
- Within walking distance of housing areas
- Ownership within SBC

Cons:

- Requirement for tandem build with portion of existing school remaining fully operational adjacent to construction site throughout build period



1. Site Area: Approx. 1.4Ha

Pros:

- Existing School can remain fully operational until new build has been completed

Cons:

- Disconnected from the town by the Turford Burn
- Construction of a bridge required to provide physical route to site from the newly proposed housing area
- Viability reliant on new infrastructure to the site
- Disconnected from Leader Valley School
- Ownership outwith SBC



2. Site Area: Approx. 2.0Ha

3.0 SITE OPTIONS & APPRAISALS

3.2 SITE OPTIONS Continued

3

Site Adjacent to the New High School

The site of the existing High School is surrounded by several areas of open land. We have identified 3 sites as possible locations for a Primary School.

- a Greenfield Site Adjacent to School Turning Circle
- b Greenfield Site Current Allocated for Housing within the Local Development Plan
- c Site of High School Rugby Pitches

c Page 188

Option A Pros:

- Existing School can remain fully operational until new build has been completed
- Existing Infrastructure

Option A Cons:

- Outwith walking distance of town centre
- Potential congestion created with additional school access requirements for nursery and primary pupil drop off
- Disconnected from Leader Valley School
- Ownership outwith SBC



3a. Site Area: Approx. 1.9Ha

Option B Pros:

- Existing School can remain fully operational until new build has been completed

Option B Cons:

- Site currently designated for housing within the Local Development Plan
- Outwith walking distance of town centre
- Potential congestion created with additional school access requirements for nursery and primary pupil drop off
- Disconnected from Leader Valley School
- Ownership outwith SBC



3b. Site Area: Approx. 2.8Ha

Option C Pros:

- Existing School can remain fully operational until new build has been completed

Option C Cons:

- Loss of rugby pitch facilities to the High School, alternative site would require to be identified for these to be relocated
- Outwith walking distance of town centre
- Existing context restricts the necessary infrastructure upgrades required to allow access from the west
- Disconnected from Leader Valley School
- Ownership outwith SBC



3c. Site Area: Approx. 3.0Ha

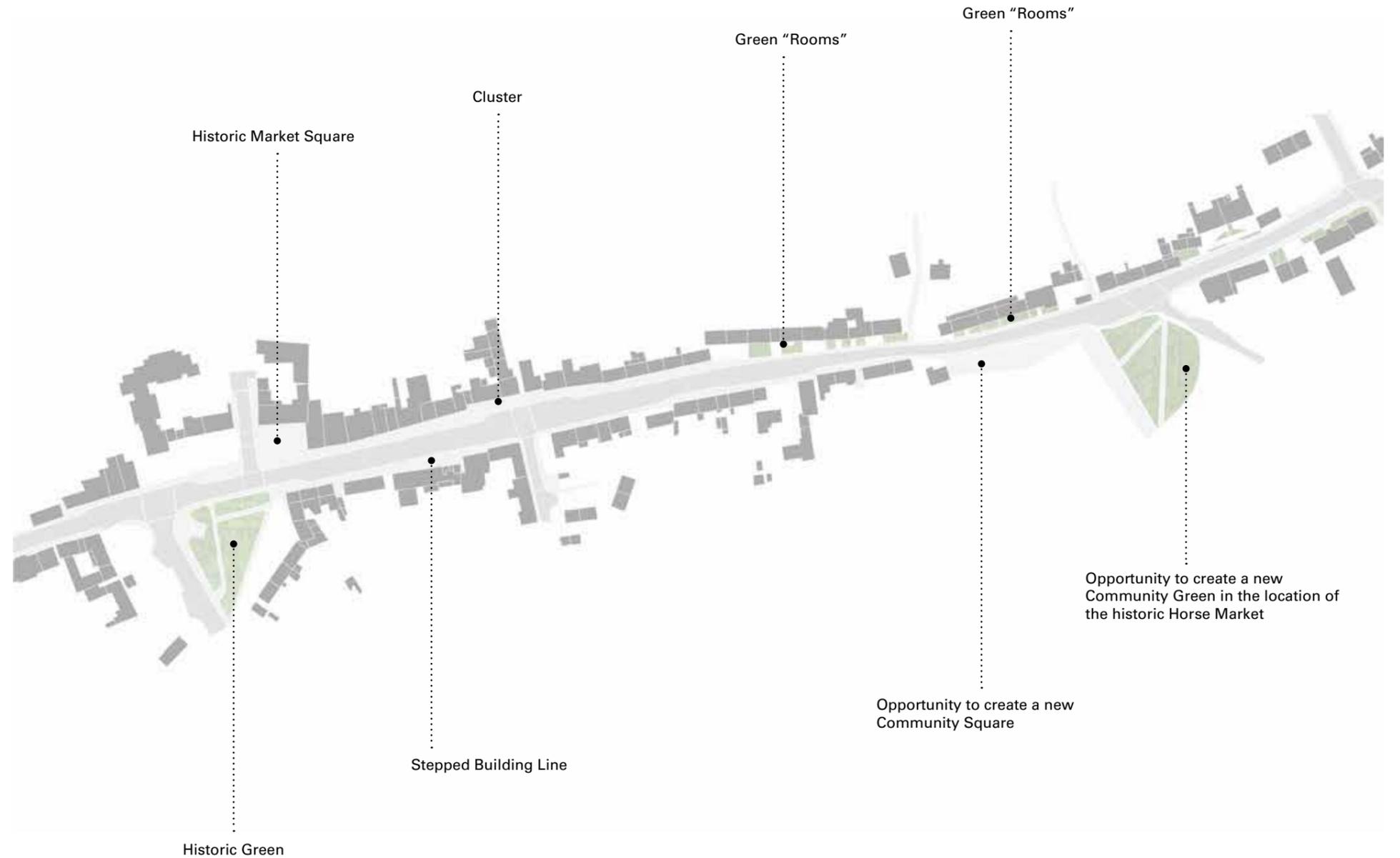
3.0 SITE OPTIONS & APPRAISALS

3.3 HIGH STREET OPPORTUNITY

Like many market towns of its time Earlston has grown along its high street with a focal point at its western end in the form of a historic Market Square and Green. The east end of the High Street is where the former Horse Market was located. This site is now the location of a private nursery and external play area. The layout of buildings along the high street vary sequentially by the presence of steps in the building line, visible gables and the introduction of a small number of front gardens. These subtle changes create what feels like a sequence of clusters or rooms.

The existing Primary School site forms a weak point in what is an otherwise very strong high street. The location of the High School creates an opportunity for the site to be redeveloped to strengthen the High Street through the introduction of a new community square which will mirror the historic market square and fuse a greater connection between community and education facilities.

The amalgamation of East Green Nursery into the new Primary School will create the opportunity to re-form a community Green on the former site of the Horse Market to once again bookend the high street with Public Green spaces and strengthen the sequence of public spaces within the town.



3.0 SITE OPTIONS & APPRAISALS

3.4 EXISTING SCHOOL FACILITIES

The existing Primary School facilities which were the former High School facilities are out dated and not ideal for their purpose.

- Existing Primary School
- Leader Valley School
- Nursery



3.0 SITE OPTIONS & APPRAISALS

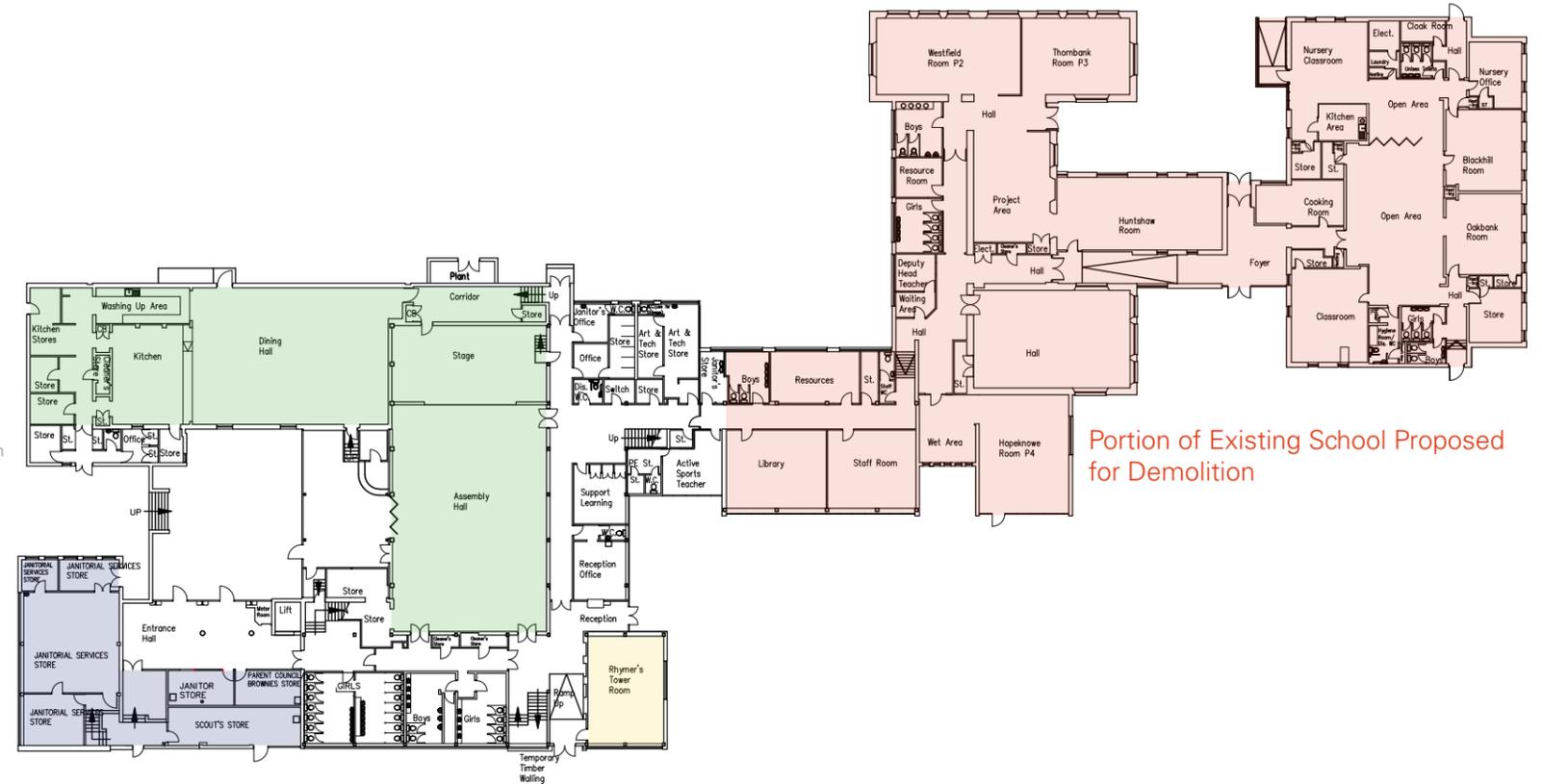
3.4 EXISTING SCHOOL FACILITIES Continued

The feasibility of redeveloping the existing Primary School site has included an assessment of the capacity of the site and the extent of the existing buildings. The diagrams opposite demonstrate the extent of the existing buildings that would require to be demolished as well as the areas of the existing that would be retained. This would allow existing school to remain fully operational within the confines of the remaining building, whilst allowing adequate development area for the new build school to be undertaken.

7 classrooms and a nursery area have been identified within the portion of the school to remain to facilitate the tandem arrangement.

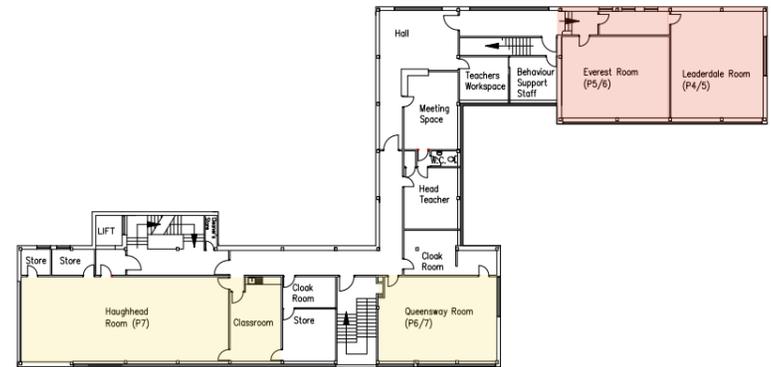
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- Portion of Existing School Proposed for Demolition
 - Rooms identified for use as classrooms
 - Rooms identified for use as Nursery Area
 - Existing Games Hall & Dining room
- Non core facilities which are not highlighted would retain existing function

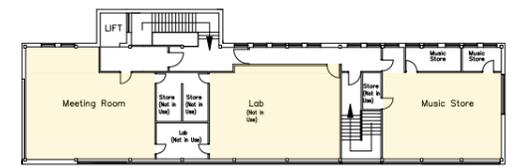


Portion of Existing School Proposed for Demolition

Ground Floor Plan - NTS



First Floor Plan - NTS



Second Floor Plan - NTS

3.0 SITE OPTIONS & APPRAISALS

3.5 SITE PHASING

The phasing of the site and indicated construction zone have been established so as to ensure the existing nursery, Leader Valley School and retained portion of the existing Primary School can continue to function fully in tandem with the build process.

There is an understanding that the majority of utilities serving both the existing Primary School and neighbouring Leader Valley School are fed through the existing Primary School building. This shall be a key consideration in the development of more detailed sequencing plans in the next stages of the projects development.

On completion of the new Primary School, the existing building can then be demolished to make way for the forming of a new playground, shared school garden and a community play area.

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Existing Status

- Existing Primary School
- Leader Valley School
- Nursery



Demolition Phase

- Portion of Existing Primary School to be Retained Throughout Construction
- Portion of Existing Primary School to be Demolished
- Leader Valley School
- Nursery



Construction Phase

- Portion of Existing Primary School to House the Entire Primary School During Construction of New Building
- Leader Valley School
- Nursery



3.0 SITE OPTIONS & APPRAISALS

3.6 WIDER MASTERPLAN

To date, the existing Primary School site has been considered within a wider masterplan which encompasses the full Primary School site, Leader Valley School and an area to the south designated for housing. The masterplan considers all of these relationships and the new infrastructure required to facilitate these developments.

- 1 _ Proposed Public Space
- 2 _ Proposed Community Spaces
- 3 _ Proposed Shared Break Out
- 4 _ Proposed Learning Spaces
- 5 _ Proposed Playground
- 6 _ Proposed School Garden
- 7 _ Proposed Community Play Area
- 8 _ Proposed School Parking
- 9 _ Existing MUGA Pitches
- 10 _ Leader Valley School
- 11 _ Existing Tennis Courts
- 12 _ Proposed Housing
- 13 _ Floodplain
- 14 _ New Route
- 15 _ New Route
- 16 _ The Green
- 17 _ Possible Future Route

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3.0 SITE OPTIONS & APPRAISALS

3.7 SITE DRIVERS

Zoning

- Proposed Primary School Construction Site
- Temporary Tandem Primary School Site
- Housing Development Site
- Leader Valley SEN School
- Nursery
- Existing MUGA Pitches
- Existing Tennis Courts

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Site Constraints

- Construction Site
- River
- Floodplain
- Existing Trees On Site To Be Retained
- Tandem Primary School
- Tandem Nursery
- Former Gas Works Location (Possible Contamination)

Note: An approximate 5m offset has been allowed for from the tandem Primary School and Nursery buildings to determine a safe and achievable construction zone for the new Primary S-school building

The former Gas Works that border the south east corner of the site have since been capped off, however, this will be something to be considered when the housing to the south of the school site is being developed and the new road being constructed outwith the boundary of the school development.



Active Links & Routes

- Construction Site
- Primary High Street Route
- Existing Access to SEN School
- Future Safer Route to School
- Alternative Future Route into School Site
- High Street Pavement Narrowing Pinch Point
- Vehicular Routes into Future Housing Site
- Possible Future Vehicular Routes into Future Housing Site
- Possible Pedestrian Routes into Future Housing Site



Site Opportunities

- Construction Site
- Response / Engagement with the high street & community
- Possible Connections & Relationships to Future Green Space
- Potential for Shared Green Space
- Views out to the Landscape



3.0 SITE OPTIONS & APPRAISALS

3.8 OPTION 1 - SITE PLAN

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OPTION 1 - School Access from South West

-> Pedestrian Access
-> Vehicular Access

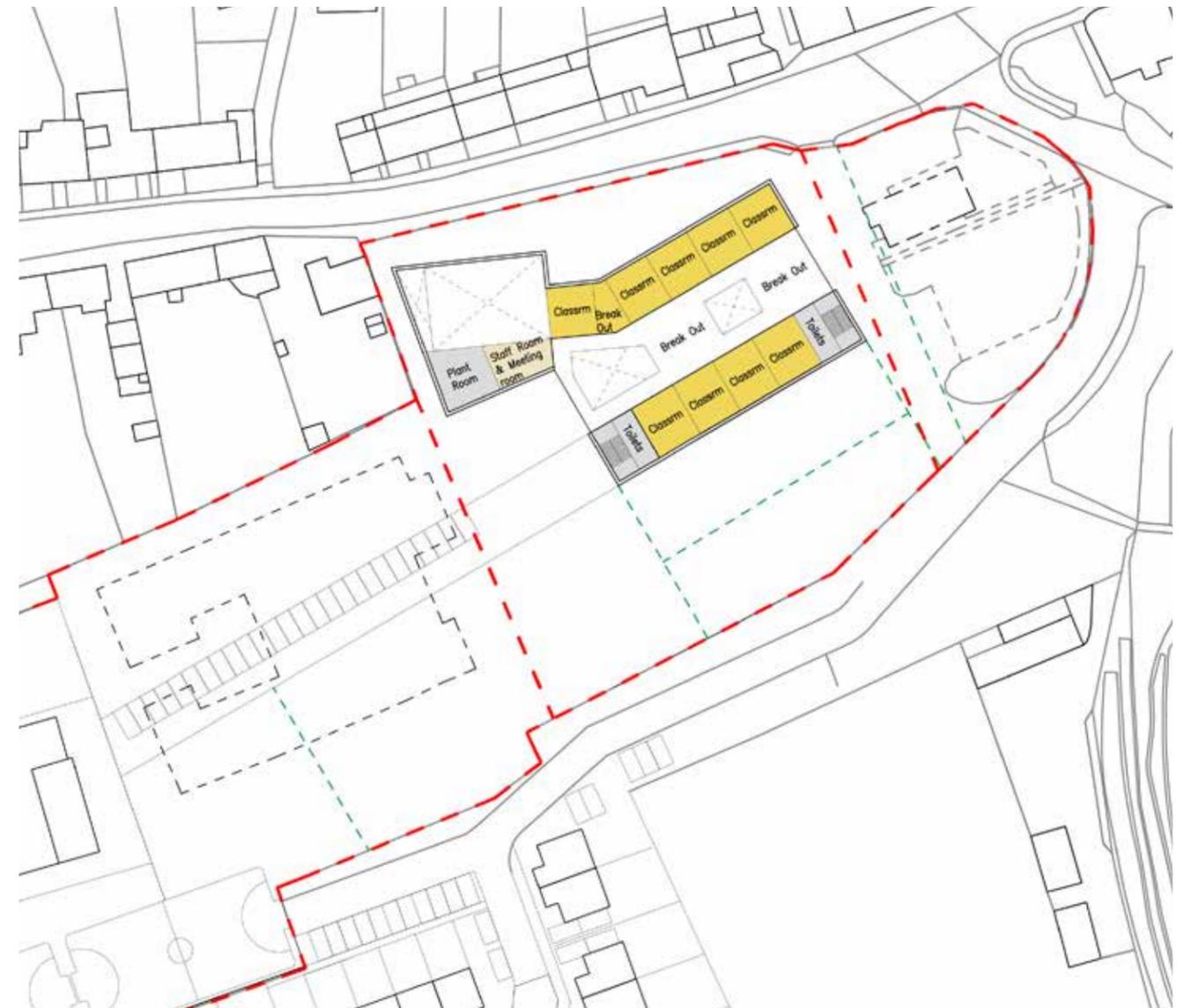
3.0 SITE OPTIONS & APPRAISALS

3.8 OPTION 1 - LAYOUTS



OPTION 1 - Ground Floor

- | | |
|---|--|
| Classrooms /Teaching Spaces | Dining |
| Library / Community | Ancillary / Stairs /Toilets |
| Nursery | Staff / Admin |
| Hall / Games | |



OPTION 1 - First Floor

Option 1 Summary

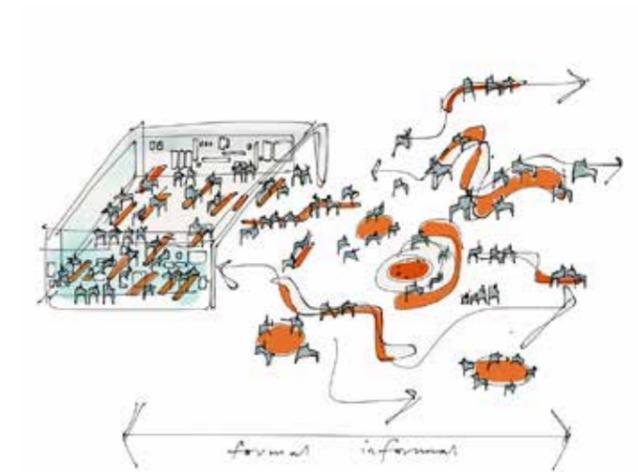
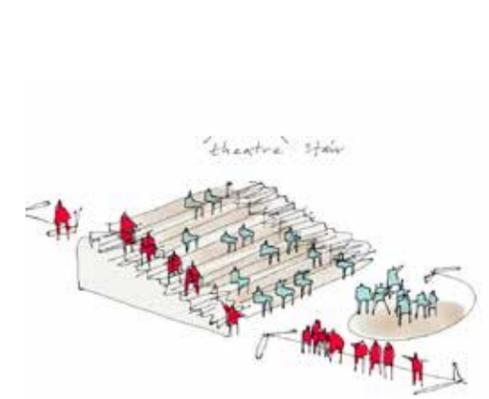
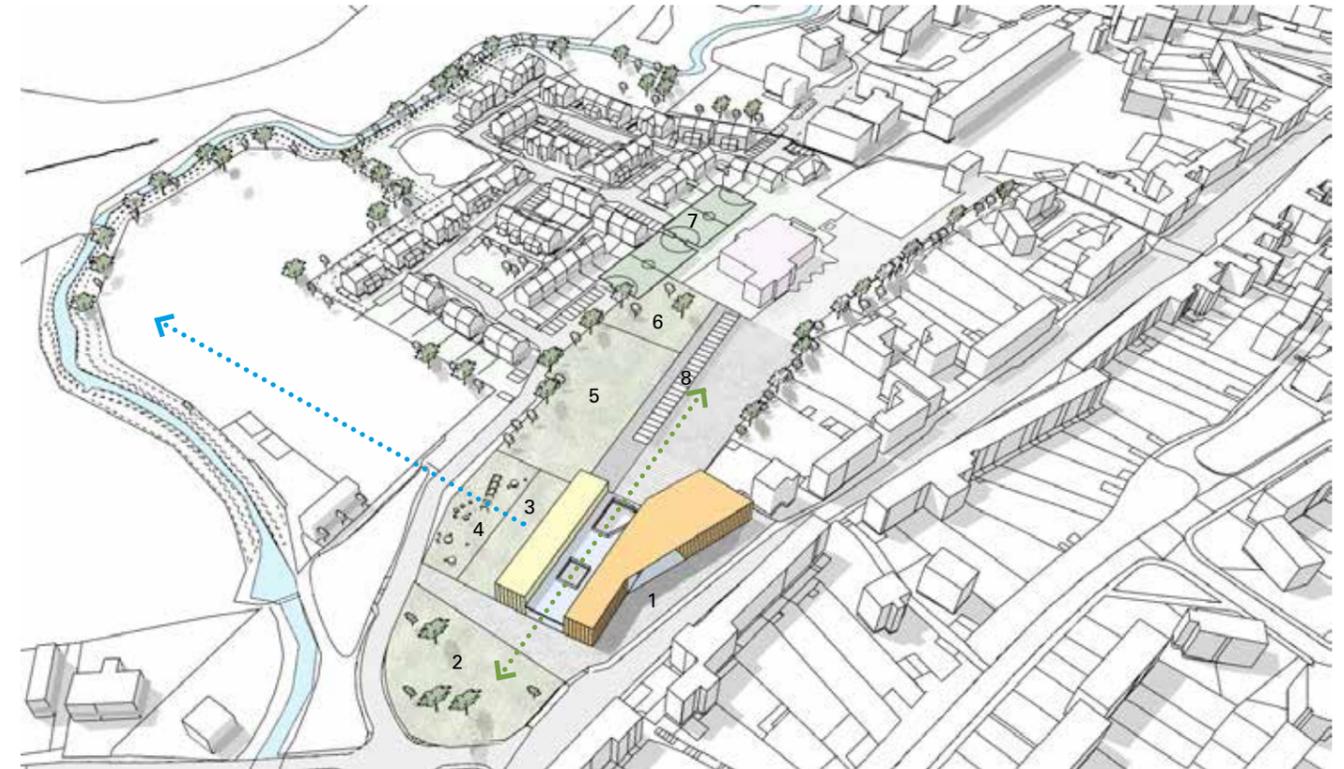
This option would deliver a new school building with a community facing wing to the north and education to the south. The main entrance is from the west via a shared pedestrian and vehicular approach to the building whilst having an additional community entrance from the north with secure controlled access. The admin control point is located directly adjacent to the entrance with the Nursery also to the south west of the plan for ease of access for parents collecting and dropping off young children.

3.0 SITE OPTIONS & APPRAISALS

3.8 OPTION 1 - 3D MASSING

- 1 _ Community Square
- 2 _ Community Green
- 3 _ Early Years Garden
- 4 _ Community Play Area
- 5 _ Playground
- 6 _ Shared School Garden
- Existing MUGA Pitches
- Carparking

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3.0 SITE OPTIONS & APPRAISALS

3.9 OPTION 2 - SITE PLAN

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OPTION 2 - School Access from North East

-> Pedestrian Access
-> Vehicular Access

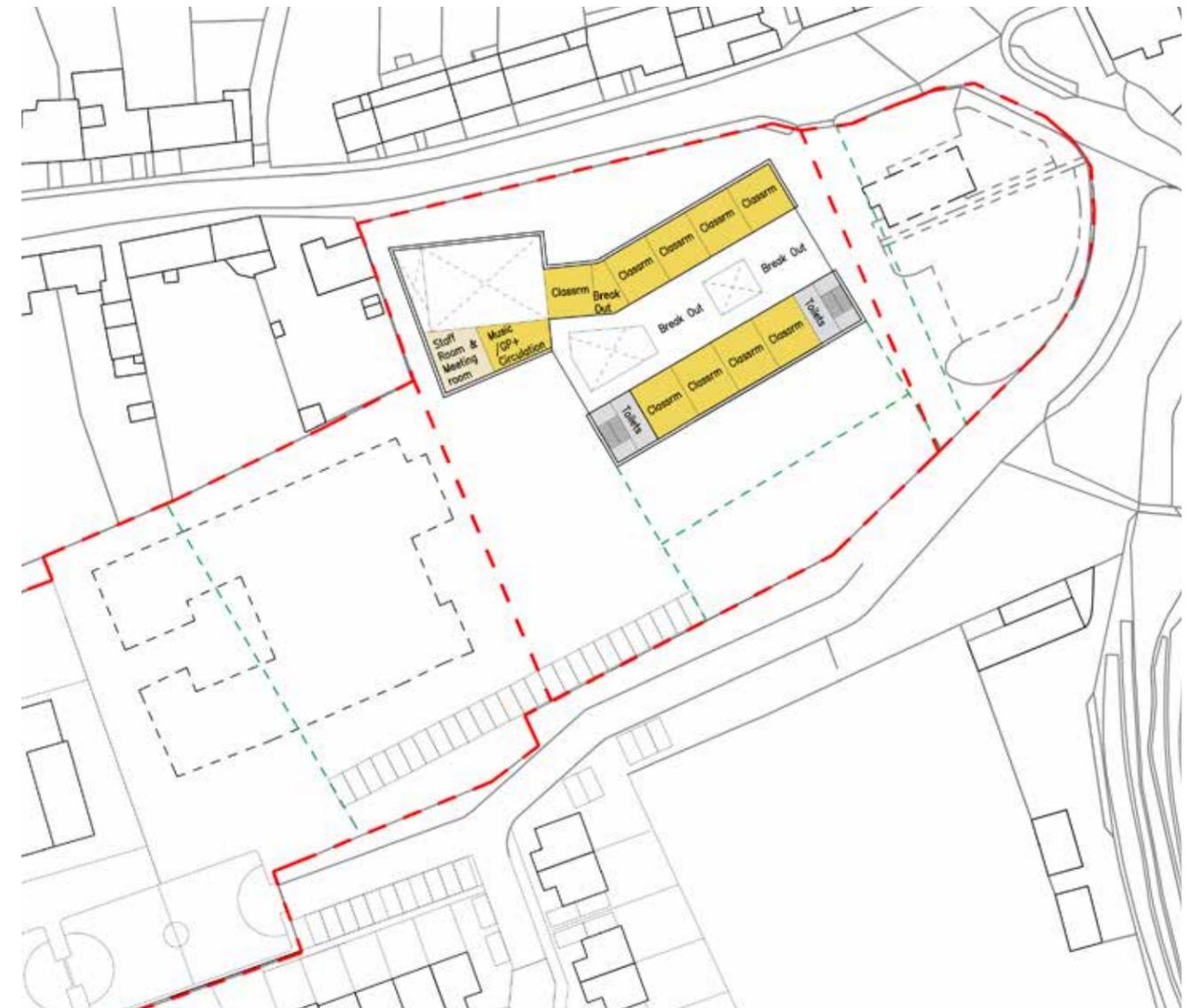
3.0 SITE OPTIONS & APPRAISALS

3.9 OPTION 2 - LAYOUTS



OPTION 2 - Ground Floor

- | | |
|---|--|
| Classrooms /Teaching Spaces | Dining |
| Library / Community | Ancillary / Stairs /Toilets |
| Nursery | Staff / Admin |
| Hall / Games | |



OPTION 2 - First Floor

Option 2 Summary

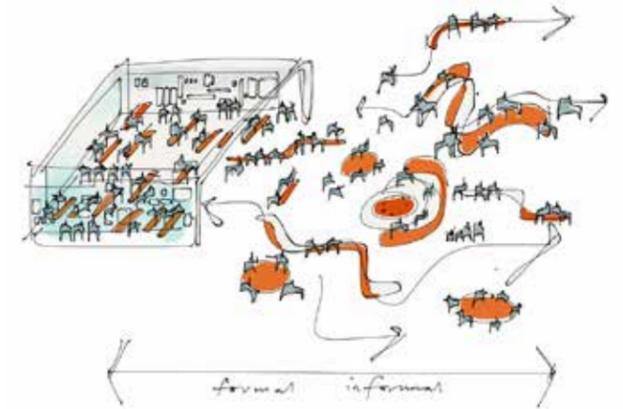
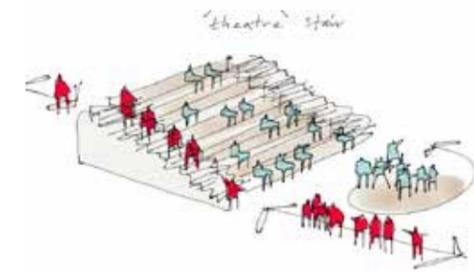
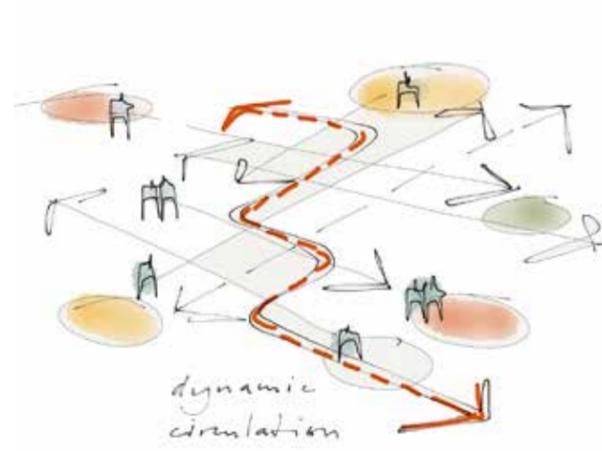
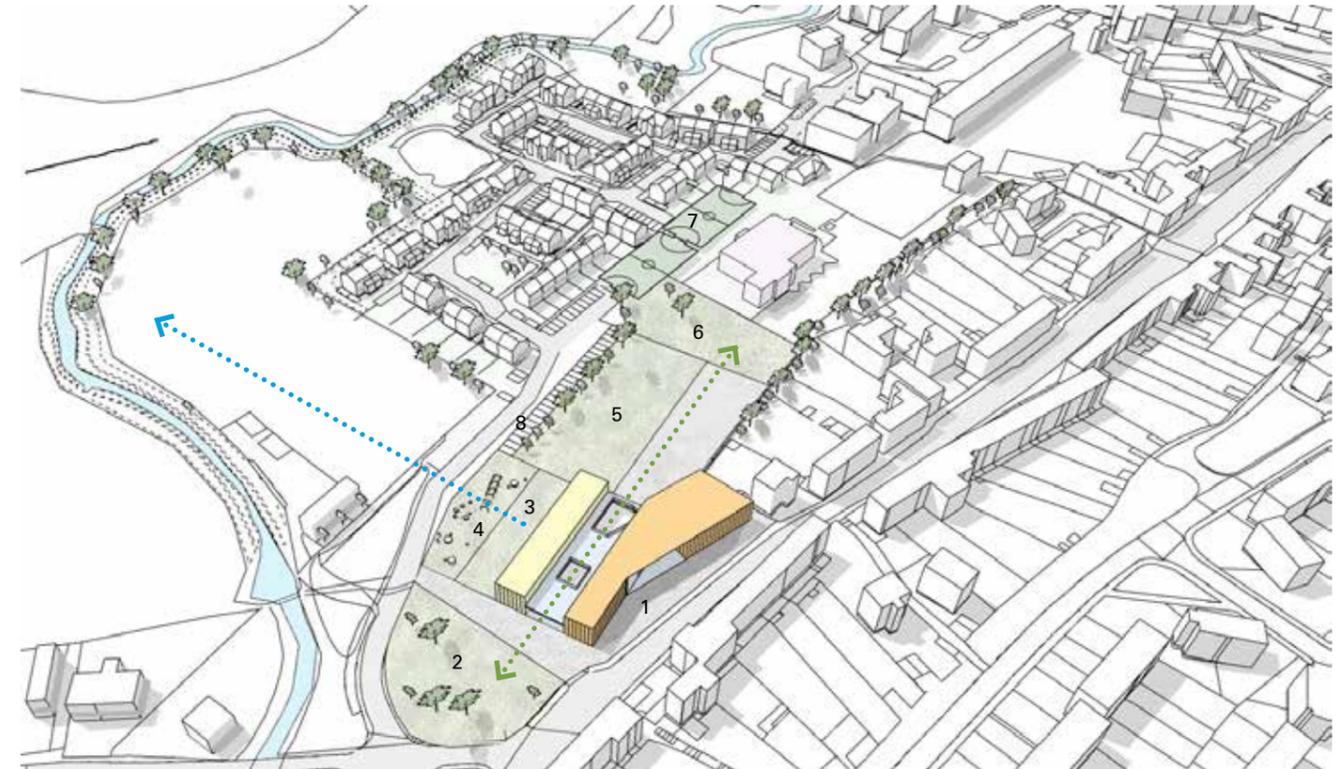
This is the preferred option which would also deliver a new school building with a community facing wing to the north and education to the south. The main entrance is from the east with the key move of separating the pedestrian and vehicular approach to the building. An additional community entrance is proposed from the north with secure controlled access. The admin control point is located directly adjacent to the east entrance with the Nursery also to the south east of the plan for ease of access for parents collecting and dropping off young children.

3.0 SITE OPTIONS & APPRAISALS

3.9 OPTION 2 - 3D MASSING

- 1 _ Community Square
- 2 _ Community Green
- 3 _ Early Years Garden
- 4 _ Community Play Area
- 5 _ Playground
- 6 _ Shared School Garden
- 7 _ Existing MUGA Pitches
- 8 _ Carparking

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Earlston

Design Aspirations

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4

4.0 Design Aspirations

- 4.1 Transformational Learning Environments
- 4.2 The Evolution of Teaching Space
- 4.3 Sustainability
- 4.4 Landscape Statement

4.0 DESIGN ASPIRATIONS

4.1 TRANSFORMATIONAL LEARNING ENVIRONMENTS

Adaptable Learning Environments Where Pupils Can 'Learn To Learn'

Excellent school designs can better support teachers deliver a dynamic curriculum that prioritises not only a pupils core skills in literacy and numeracy but also assists in the development of a young persons essential interpersonal social skills, self confidence and knowledge. In this respect we have designed exemplary schools with adaptable learning environments where pupils can 'learn to learn'.

Our school designs have addressed the needs of the 21st century learner by detailing spaces that are both well structured and adaptable as well as facilitating teaching staff to deliver more creative lessons. We are motivated by the prospect of teaching staff being excited by a well-designed school and the new learning possibilities. We have also thought about the teaching staff in our schools designing environments that can encourage improved teamwork.

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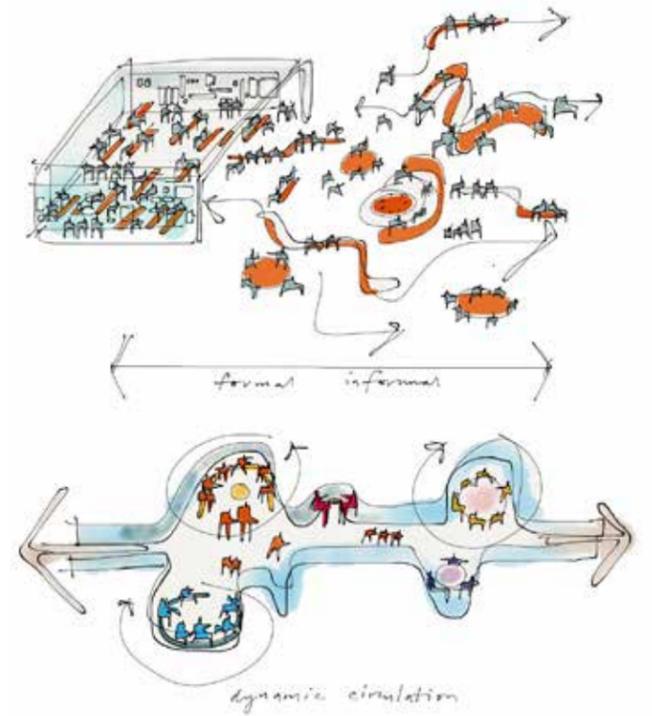
Optimising the Internal and External Learning Experience

Optimising the quality of the internal and external learning experience in each of the schools we have designed has been core to our approach. The preferred arrangement of spaces varies between different local authorities. For example, on one primary school framework, many of the primary schools being replaced were open plan, therefore a brief requirement was for single storey schools and each classroom required to have a sliding partition to allow each classroom (arranged in lower, middle and uppers school clusters) to open on to a central street space and also to open out to an external learning space.

Clear Building Diagrams and Forms which are Easy to Navigate and Have Clear Identities

Regardless of the challenge, we have a design process which has delivered a consistently high quality of learning environment. The areas we have focused on are the relationships between the internal spaces, the flexibility of those spaces, the relationship between inside and outside and optimising natural daylight and ventilation.

The way in which we approach these aspects leads to buildings with clear diagrams and forms which make them easy to navigate with clear identities.

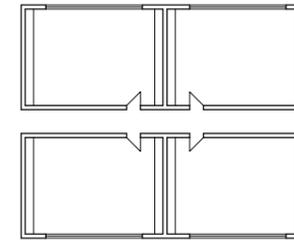
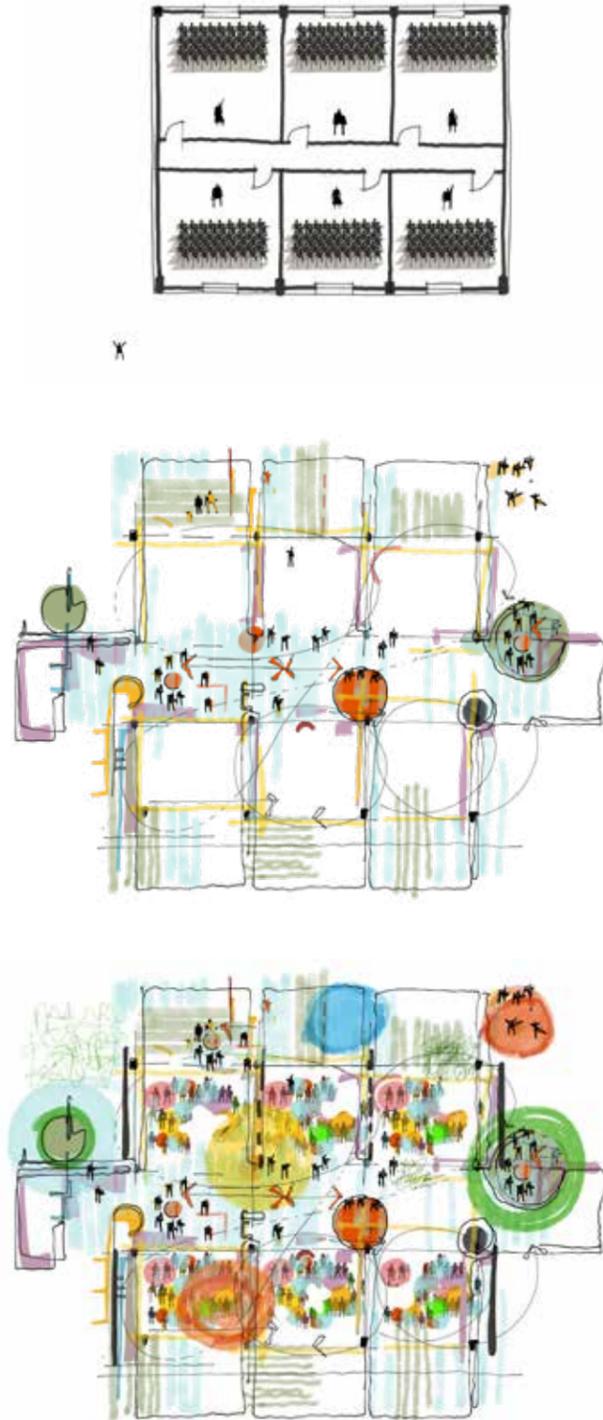


4.0 DESIGN ASPIRATIONS

4.2 THE EVOLUTION OF TEACHING SPACE

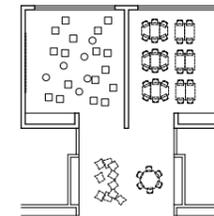
Scottish Borders Council have developed a unique approach to classroom cluster arrangements through extensive research. The following diagrams illustrate both conceptually and practically the way in which the cluster has evolved with each school delivered by SBC.

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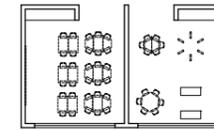
Standard Classroom Historically

- 70sqm (circa 7m x 10m)
- 7m deep for natural ventilation and daylight
- Storage wall, sink and computer benching within classroom
- 1800mm wide corridor



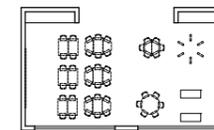
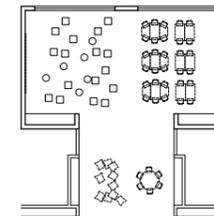
Broomlands Primary School

- 60sqm (circa 7.5m x 7.5m)
- Semi open plan allows cross flow of natural ventilation
- Storage, sink and computer benching in breakout
- Maintains similar usable floor area within classroom
- 8250mm wide breakout allows usable space and voids for daylight and ventilation
- Reduced amount of external wall



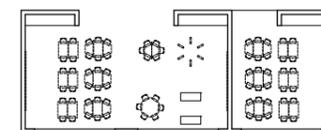
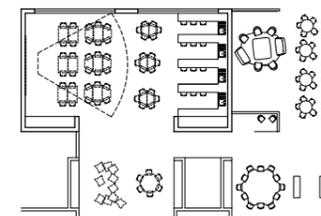
Jedburgh Primary Cluster

- 120sqm classroom (circa 7.5m x 15m)
- Essentially partition removed between 2no 60sqm classrooms
- Optimises staff flexibility in terms of pupil and assistant numbers
- Optimises space flexibility and pupil integration
- Optimises investment in equipment such as SMART Screens
- Semi open plan allows cross flow of natural ventilation
- Storage, sink and computer benching in breakout
- Maintains similar usable floor area within classroom
- 8250mm wide breakout allows usable space and voids for daylight and ventilation
- Reduced amount of external wall



Jedburgh Secondary Cluster

- 120sqm open plan classbase / 60sqm enclosed classroom
- 120sqm practical base / 60sqm student workspace
- Optimises staff flexibility in terms of pupil and assistant numbers
- Optimises space flexibility and pupil integration
- Optimises investment in equipment such as SMART Screens
- Semi open plan allows cross flow of natural ventilation
- Maintains similar usable floor area within classroom
- 8250mm wide breakout allows usable space and voids for daylight and ventilation
- Reduced amount of external wall



4.0 DESIGN ASPIRATIONS

4.2 THE EVOLUTION OF TEACHING SPACE Continued

The classroom cluster model evolved through detailed research and analysis.

A move from the traditional 70sqm classroom with storage, sinks and computer benching in classrooms was explored at the SFT Pilot School, Lairdsland Primary. The classrooms were 56sqm with generous breakout areas containing storage, sinks and computer benching. In Lairdsland they are single loaded along the playground elevation.

Broomlands follows a similar theme, however, classrooms are 60sqm and double loaded which allows the breakout space to be shared between 4 classrooms instead of 2. Importantly these were laid out to relate to curriculum for excellence learning stages.

This was further developed for Jedburgh where clusters have been developed for primary and secondary, again relating to curriculum for excellence learning stages. In the primary the partition between pairs of primary classrooms has been removed to allow larger classrooms

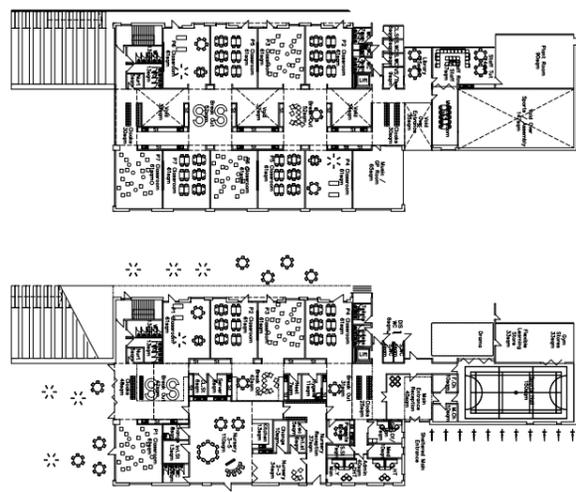
ensuring pupils from two Primary Schools which are amalgamating are fully integrated. The secondary classroom clusters are a variation of the primary clusters. They are essentially based on a 6 classroom grid, however, one pair is fully open plan, one pair creates a practical base, one class remain a single enclosed class base and one student base.

A key aspect in the development of Eyemouth, Earlston, Hawick and Galashiels is the way the learning clusters relate to the overall school roll and the site context.

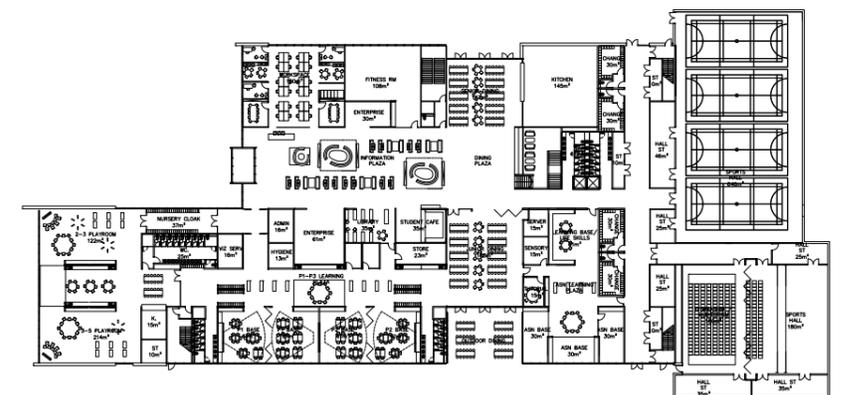
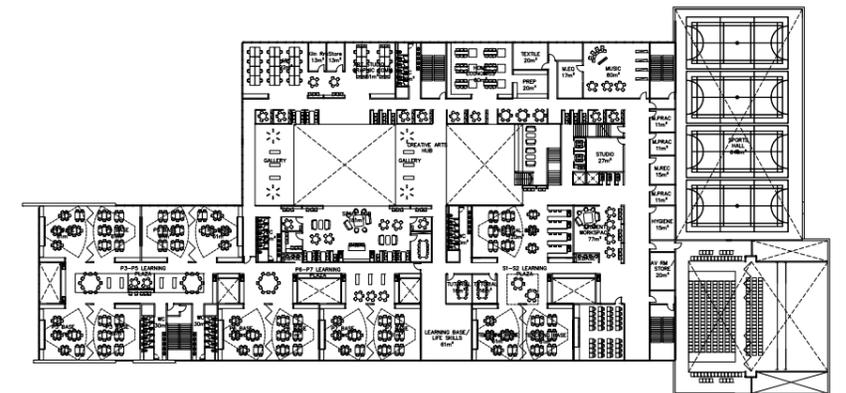
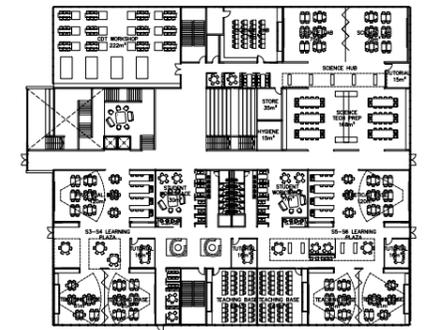
Earlston is a 8 classroom (single stream) primary with 64 place nursery. Assuming 2 storey, this is likely to result in the ground floor being mainly early years. P2-P4 and P5 to P7 are likely to be on the upper floor therefore connection to the playground is a key consideration. Double Loaded classrooms on the upper floor allow for a similar shared breakout approach as was developed for Broomlands.



SFT Pilot Project: Lairdslands Primary School
Single loaded 56sqm classrooms with generous breakout
Direct playground access from ground and first floor



Broomlands Primary School
Double loaded 60sqm classrooms with generous breakout
Direct playground access from ground and first floor



Jedburgh Intergenerational Community Campus
Evolution of primary cluster to 6 classroom secondary clusters
Direct access to playground from ground floor and top floor

4.0 DESIGN ASPIRATIONS

4.3 SUSTAINABILITY

Optimising Environmental Conditions

Each unique site and schools brief though different share principles that are common. We have developed design strategies for temperature control, lighting levels, ventilation and acoustics all essential to optimise the learning experience. We have worked closely with engineers to assess individual spaces, groups of spaces and overall buildings for all of the projects we have delivered using advanced environmental modelling techniques.

Our design approach supports integrated and coordinated strategies for structure and services, creating spaces which are attractive but importantly which consider user friendliness and maintenance access.

An area we have developed specific expertise in is the design of strategies which optimise natural ventilation in schools whilst considering user friendly controls and acoustics. We have been able to develop this to include innovative smoke ventilation strategies which facilitated removal of doors in circulation spaces making the schools feel more open, easier to move through and more flexible at the same time as saving money and reducing maintenance and hazards for the pupils.

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Safety and Security

Security is another fundamental aspect of our approach. There is an important balance to be struck between creating a welcoming and open environment and ensuring the environment is safe and secure. We have a detailed knowledge of best practice and legislation including Secured by Design and the Cullen Report. There are many areas of designing schools that require careful consideration such as balancing ease of escape in an emergency with the need to keep the pupils safe or ease of access balanced against control of access.

Incorporation of Renewables

In the delivery of a large number of schools, we have considered and incorporated a wide range of renewables. We understand these need to be specific to each project taking account of numerous issues such as service access, maintenance and visual impact.



4.0 DESIGN ASPIRATIONS

4.4 OUBE LANDSCAPE STATEMENT

Earlston is located in the unique landscape of the Scottish Borders. With a strong rural feel, the village benefits from a tight community, a rich history and open views into the surrounding landscape. The landscape proposals would seek to respond to this locality, community and wider landscape setting whilst providing a safe, nurturing and rich learning environment for all.

The landscape proposals for the school will therefore:

- respond to the locality, both in terms of landscape setting and vernacular architecture
- reflect the rich history of the site, in particular the importance of farming over the years provide a community asset, by providing shared spaces that welcome all
- extend learning outdoors, by providing a strong inside – outside connection, and a variety of external spaces
- strengthen the biodiversity and natural features on site, such as the existing trees and

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- burnside setting, and provide opportunities to have direct contact with nature at the heart of the school
- strengthen the high street by providing an appropriate public frontage to the school and a new green in the site of the former Horse Market, that will complement the market square
- strengthen links with the adjacent Leader Valley School through the provision of a shared green space

The motto for the landscape will be to develop a setting to 'Learn, Share, Play & Stay'.

- Learn: a varied range of external spaces that extend learning for pupils and the wider community
- Share: a number of communal spaces shared with the community and the Leader Valley School
- Play: a rich, flexible environment that encourages imaginative play during school days and at weekends (within the community spaces)
- Stay: key public spaces that will strengthen the high street and will encourage the community to slow down and stay



4.0 DESIGN ASPIRATIONS

4.4 OUBE LANDSCAPE STATEMENT Continued

Landscape masterplan

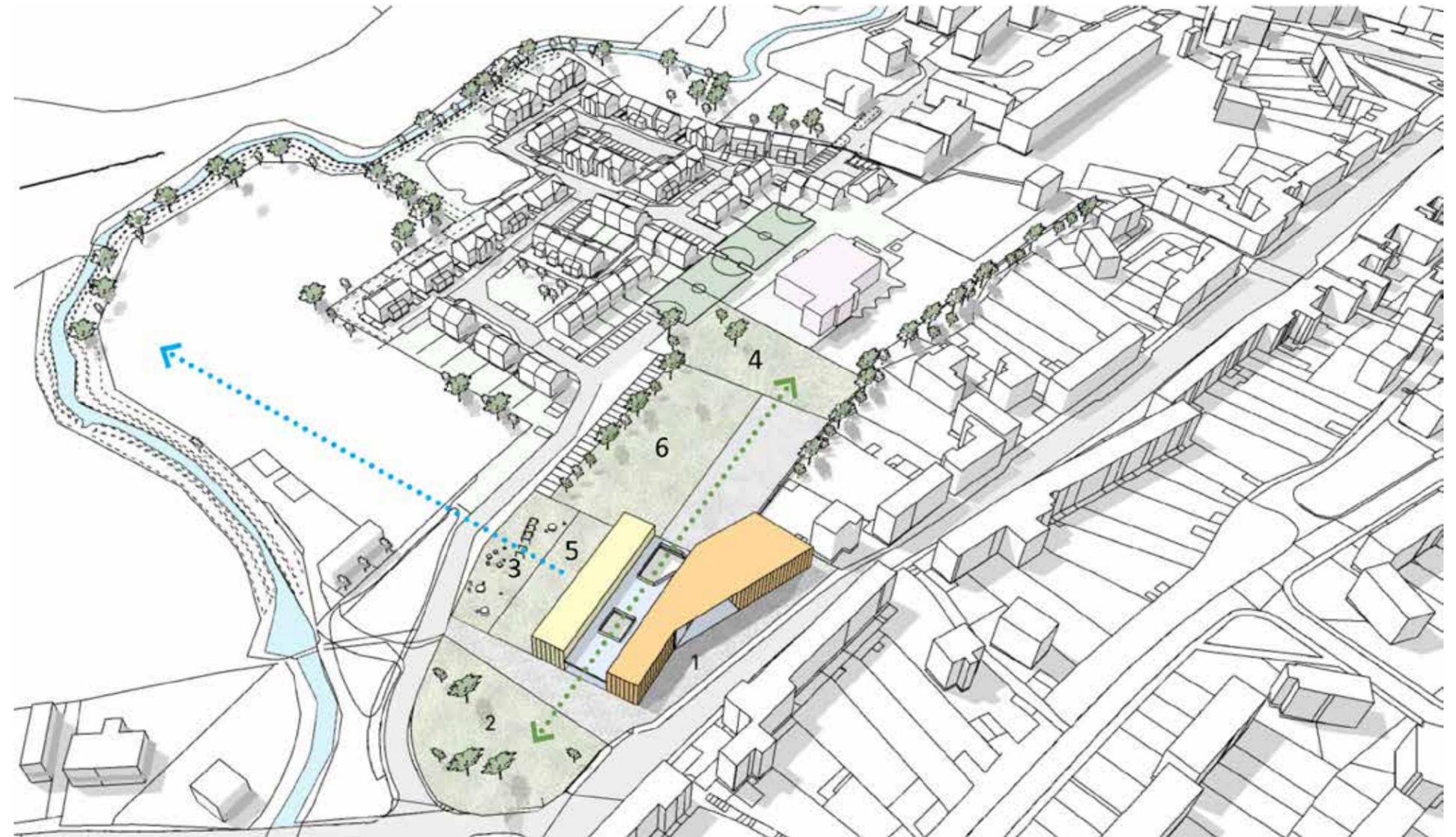
A variety of landscape spaces will be provided with a strong connection with the school building and wider context, this will include:

1. Community Square
2. Community Green
3. Community Play Area
4. Shared School Garden
5. Early Years Garden
6. School Playground

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School Playground

(Areas shown on site layout option 2)



4.0 DESIGN ASPIRATIONS

4.4 LANDSCAPE STATEMENT Continued

1. Community Square:

- The public frontage to the school and an opportunity to strengthen the high street at this weak point
- Features that encourage the community to gather and stay
- High quality materials that respond to locality

2. Community East Green:

- In the location of the historic Horse Market; the green will provide a bookend to the high street to complement the Market Square and Green at the west end

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Inclusion of features that reflect the farming history of the site

- Creation of a haven for the community: a biodiverse environment close to the Turfford Burn



4.0 DESIGN ASPIRATIONS

4.4 LANDSCAPE STATEMENT Continued

3. Community Play Area:

- Use of natural materials and features
- Safe and welcoming for all
- Flexibility and open ended layout to encourage imaginative play

4. Shared School Garden:

- Development of a wildlife or forest garden for both schools to share and come together

Page 209 • Inclusion of a variety of habitats, and nature learning features, such as den building areas or bird and bug houses

- Inclusion of a sensory nature area, that uses natural features to stimulate the senses



4.0 DESIGN ASPIRATIONS

4.4 LANDSCAPE STATEMENT Continued

5. Early Years Garden:

- Strong inside-outside connection to encourage free flow outdoors
- A learning and play environment that develops and supports the Early Years Foundation Stage areas of learning
- Use of natural materials and existing features, such as trees, whenever possible



6. School Playground:

- Provision of outside classrooms for formal and informal learning
- Hard surfaces and soft areas for a variety of informal play
- Playground markings for learning and play
- Use of natural materials and existing features, such as trees, whenever possible
- Inclusion of trim trails, climbing features and growing areas

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