

## COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 6 March 2018

**Chair:**

Councillor John Anderson

**Councillors Present:**

Maureen Chalmers, Margaret Cooper, Margaret Cowie (*substitute for Councillor Convery*), Peter Craig, Isobel Dorman (Depute), Joe Fagan, George Greenshields, Graeme Horne, Martin Lennon, Monique McAdams, Ian McAllan, Kenny McCreary, Hugh Macdonald, Mark McGeever, Jim McGuigan, Mo Razzaq, John Ross (*ex officio*), Collette Stevenson, Margaret B Walker, Jared Wark, David Watson, Josh Wilson

**Councillors' Apologies:**

Gerry Convery, Ann Le Blond, Davie McLachlan, Lynne Nailon

**Attending:**

**Community and Enterprise Resources**

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; P Elliott, Head of Planning and Economic Development; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services

**Finance and Corporate Resources**

L Harvey, Finance Manager; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Community and Enterprise Resources Committee held on 12 December 2017 were submitted for approval as a correct record.

**The Committee decided:** that the minutes be approved as a correct record.

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### 3 Community and Enterprise Resources - Revenue Budget Monitoring 2017/2018

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A joint report dated 6 February 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 5 January 2018 against budgeted expenditure for 2017/2018 for Community and Enterprise Resources.

Details were provided on proposed budget virements in respect of Community and Enterprise Resources to realign budgets.

**The Committee decided:**

- (1) that the underspend on the Community and Enterprise Resources' revenue budget of £0.073 million and the forecast to 31 March 2018 of an overspend of £0.684 million be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

*[Reference: Minutes of 12 December 2017 (Paragraph 3)]*

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#### **4 Community and Enterprise Resources - Capital Budget Monitoring 2017/2018**

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A joint report dated 31 January 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2017/2018 and summarising the expenditure position at 5 January 2018.

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 12 December 2017 (Paragraph 4)]*

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#### **5 Community and Enterprise Resources - Workforce Monitoring - November and December 2017**

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A joint report dated 23 January 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period November and December 2017:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Staffing Watch as at 9 December 2017

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 12 December 2017 (Paragraph 5)]*

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#### **6 West of Scotland Loan Fund and Business Loans Scotland**

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A report dated 14 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Council's membership of the West of Scotland Loan Fund Limited and Business Loans Scotland Limited.

The Council was a member of the West of Scotland Loan Fund together with the 11 other unitary authorities in the West of Scotland and it was considered that a significant number of local businesses had benefited greatly from the availability of loans from the fund. However, the opportunity had now arisen for the Council to access additional funds to undertake wider business support initiatives.

In order to support access to the additional funds, the current Articles of Association required to be amended with agreement from all 12 unitary authorities. It was proposed that the amendment to the current Articles of Association to allow access to legacy funds from the West of Scotland Loan Fund Limited to support business growth be approved.

A summary of the key features associated with the additional funds were provided in the report.

**The Committee decided:** that, subject to the approval of the 11 other member authorities, the amendment to the Articles of Association to enable legacy funds from the West of Scotland Loan Fund Limited to be accessed be approved.

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## **7 South Lanarkshire Park and Ride Strategy - Consultative Draft**

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A report dated 20 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Park and Ride Strategy Consultative Draft for South Lanarkshire.

In line with the commitment within the South Lanarkshire Council Transport Strategy 2013 to 2023 to facilitate sustainable multi modal journeys, the Park and Ride Strategy Consultative Draft had been developed.

The aim of the Strategy was to provide a future park and ride investment strategy and framework for continued progress in developing park and ride priorities and infrastructure to manage the existing and emerging demands.

It was proposed that the Park and Ride Strategy Consultative Draft for South Lanarkshire be approved and made available for consultation for a period of 8 weeks, following which the finalised Strategy would be submitted to a future meeting of the Committee for approval.

**The Committee decided:**

- (1) that the Park and Ride Strategy Consultative Draft for South Lanarkshire be approved and published for consultation for a period of 8 weeks;
- (2) that, following the period of consultation, the finalised Strategy be submitted to a future meeting of the Committee for approval; and
- (3) that the Head of Roads and Transportation Services be authorised to make drafting and technical changes to the Strategy prior to its publication.

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## **8 Proposed Policy on Balloon and Sky Lantern Releases**

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A report dated 12 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the introduction of a policy on the release of balloons and sky lanterns.

The National Farmers' Union Scotland had launched a campaign to ban the use of lanterns and helium balloons on council owned land or at events supported by councils due to the danger they posed to animals.

In order to support this, it was proposed that the use of helium filled balloons and sky lanterns at Council events be prohibited, as detailed in the policy document attached as an appendix to the report.

**The Committee decided:** that the Release of Balloons and Sky Lanterns Policy, as detailed in the appendix to the report, be endorsed.

**The Committee recommended to the Executive Committee:** that the Release of Balloons and Sky Lanterns Policy, as detailed in the appendix, be approved and published on the Council's website.

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## 9 Naming of Replacement Facility for Ballgreen Hall/Strathaven Library

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A report dated 14 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the naming of the new build facility which was located on the site of the former St Patrick's Primary School and would replace the former primary school and Ballgreen Hall/Strathaven Library, Strathaven.

Following a consultation exercise in respect of the naming of the new facility and its individual rooms, it was proposed that the new facility be known as the Avondale Community Wing and that the individual rooms within the facility be named as follows:-

- ◆ Main Hall to be known as the Powmillon Hall
- ◆ Lesser Hall to be known as the Kype Hall
- ◆ Committee Room 1 to be known as the Calder Room
- ◆ Committee Room 2 to be known as the Goodsburn Room

### **The Committee decided:**

- (1) that the new community facility, located on the site of the former St Patrick's Primary School, Strathaven, be known as the Avondale Community Wing; and
- (2) that the proposed names, as detailed above, for the individual rooms within the new community facility be approved.

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## 10 Collections Development Policy 2018 to 2023

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A report dated 21 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Collections Development Policy for the period 2018 to 2023.

The Collections Agreement between the Council, South Lanarkshire Leisure and Culture Limited and South Lanarkshire Leisure Trading was implemented prior to the transfer of the museum service to South Lanarkshire Leisure and Culture in 2010 to provide the museum service with authorisation to manage the collections on behalf of the Council.

The current Collections Development Policy 2013 to 2018 was due for renewal and the proposed Collections Development Policy 2018 to 2023, attached as an appendix to the report, had taken account of the Audit Scotland action relating to the inventory of heritable assets.

**The Committee decided:** that the Collections Development Policy for 2018 to 2023, as detailed in the appendix to the report, be endorsed.

**The Committee recommended to the Executive Committee:** that the Collections Development Policy 2018 to 2023, as detailed in the appendix, be approved and published on the Council's website.

*[Reference: Minutes of the Executive Committee of 25 September 2013 (Paragraph 16)]*

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## 11 Bikeability Scotland Programme

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A joint report dated 13 February 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the staffing proposals associated with the delivery of Bikeability Scotland.

Bikeability Scotland formed part of the Scottish Government's Cycle Action Plan for Scotland (CAPS) and aligned to the national standard for Cycle Training. Bikeability Scotland training was predominantly delivered within primary schools to develop bicycle control and on-road skills and was supported by Roads and Transportation Services.

It was proposed that a 0.6 full time equivalent (FTE) temporary post of Bikeability Coordinator on Grade 2, Level 2, SCP 36-40 (£12,110 to £12,832) for a fixed term of 1 year be established within Roads and Transportation Services.

The costs associated with the establishment of the above post would be met from the £19,000 funding provided by Cycling Scotland.

**The Committee decided:** that the establishment of a 0.6 (FTE) temporary post of Bikeability Coordinator within Roads and Transportation Services to maintain the delivery of Bikeability Scotland, as detailed above, be approved.

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## **12 Scottish Government Regeneration Capital Grant Fund - Update on Proposal to Create a Rural Development Centre**

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A report dated 20 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the delivery of a Rural Development Centre within Lanark.

The Council had submitted a successful application to the Scottish Government's Regeneration Capital Grant Fund (RCGF) and had received £1 million to support the development of a Clydesdale Rural Development Centre in Lanark.

A number of sites had been identified, however, due to the timescales involved, the stone rotunda building on the edge of Braidfute Retail Park, Lanark was identified as the only viable option.

It was proposed that the Council enter into a lease with Arianna Properties Limited to create business space to form a Rural Development Centre within the existing stone rotunda at Braidfute Retail Park, Lanark.

**The Committee decided:** that the Head of Planning and Economic Development, in consultation with the Head of Administration and Legal Services, be authorised to enter into a lease agreement with Arianna Properties Limited, on the terms and conditions detailed in the report and such other terms and conditions which were in the best interests of the Council, to create business space to form a Rural Development Centre within the existing stone rotunda building at Braidfute Retail Park, Lanark.

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## **13 Strathaven Conservation Area Regeneration Scheme (CARS) - Grant Application**

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A report dated 6 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on an application to the Strathaven Conservation Area Regeneration Scheme (CARS).

It was proposed that a grant of up to £82,858.40 towards eligible costs associated with the external fabric improvements, including shop front works, at 15 Green Street, Strathaven be awarded to Fong Tang (Trading as Hoo Wah Cantonese and Peking Cuisine Carry Out), subject to the applicant providing written confirmation that all other additional funding for the project had been secured.

**The Committee decided:** that Fong Tang (Trading as Hoo Wah Cantonese and Peking Cuisine Carry Out) be awarded a grant of up to £82,858.40 towards eligible costs associated with the external fabric improvements, including shopfront works, at 15 Green Street, Strathaven, subject to the applicant providing written confirmation that all other funding for the project had been secured.

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## **14 Hamilton Town Centre Strategy and Action Plan**

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A report dated 19 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the consultative draft document which had been prepared by external consultants for Hamilton Town Centre.

It was recognised that the traditional function of a retail town centre needed to change in order to meet the needs and expectations of modern communities. In this regard, external consultants had been commissioned to undertake a study of Hamilton Town Centre, with a view to developing a Strategic Action Plan for Hamilton.

As a result of the study, the consultative draft Hamilton Town Centre Strategy and Action Plan, attached as an appendix to the report, had been prepared. It was proposed that the consultative draft be published and made available for consultation for a period of 8 weeks, following which the finalised Strategy would be submitted to a future meeting of the Committee for approval.

In addition, it was proposed that Scotland's Town's Partnership be commissioned to produce a Town Centre Audit and Action Plan, in consultation with community groups, for Blantyre, Cambuslang and Larkhall.

**The Committee decided:**

- (1) that the consultative draft Hamilton Town Centre Strategy and Action Plan, attached as an appendix to the report, be published for consultation for a period of 8 weeks;
- (2) that, following the period of consultation, the Hamilton Town Centre Strategy and Action Plan be submitted to a future meeting of the Committee for approval;
- (3) that the Head of Planning and Economic Development be authorised to make drafting and technical changes to the Plan prior to its publication; and
- (4) that Scotland's Town's Partnership be commissioned to produce a Town Centre Audit and Action Plan, in consultation with community groups as appropriate, for Blantyre, Cambuslang and Larkhall.

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## **15 Delivery of Feed Official Controls**

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A report dated 13 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the future delivery of Feed Official Controls.

Section 67 of the Agriculture Act 1970 (UK Act) placed a statutory duty on local authorities to enforce this legislation and associated regulations relating to the control of animal feedstuffs and their composition and supply.

Following a consultation undertaken by Food Standards Scotland (FSS) in relation to feed enforcement, it was proposed that the Council's Environmental Services enter into discussions with FSS regarding the establishment of a Nominated Feed Authority for the future delivery of Feed Official Controls.

**The Committee decided:**

- (1) that the Head of Fleet and Environmental Services be authorised to enter into discussions with Food Standards Scotland in relation to the establishment of a Nominated Feed Authority for the future delivery of Feed Official Controls; and
- (2) that a report on the outcome of the discussions be submitted to a future meeting of the Committee.

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## **16 Tanker Applied Roads Surface Coatings Contract**

A joint report dated 20 February 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the negotiation of a contract for Tanker Applied Roads Surface Coatings.

It was proposed that, in terms of Regulation 13 of the Public Contracts (Scotland) Regulations 2015, a contract for Tanker Applied Roads Surface Coatings be negotiated with Scottish Borders Council for a period of 5 years with an annual break clause.

**The Committee decided:** that a contract for Tanker Applied Roads Surface Coatings be negotiated with Scottish Borders Council for a period of 5 years with an annual break clause.

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## **17 Urgent Business**

There were no items of urgent business.

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