

## **STIRLING COUNCIL**

**MINUTES of MEETING of the ENVIRONMENT & HOUSING COMMITTEE held as a VIRTUAL MEETING via MICROSOFT TEAMS on THURSDAY 16 SEPTEMBER 2021 at 10.00 am**

### **Present**

Councillor Jim THOMSON (Convener)

Councillor Martin EARL

Councillor Danny GIBSON

Councillor Graham HOUSTON

Councillor Jane HUTCHISON

Councillor Alasdair MACPHERSON

Councillor Alastair MAJURY

Councillor Susan MCGILL

Councillor Alasdair TOLLEMACHE

### **In Attendance**

Yvonne Anderson, Procurement Specialist (Communities & Performance)

Stephen Clark, Chief Officer – Housing

Christina Cox, Planning & Buildings Standards Service Manager (Infrastructure)

Linda Hill, Regulatory Service Manager (Environment & Place)

David Hopper, Public Transport & Sustainable Development Manager (Infrastructure)

Mark Laird, Development Planning Team Leader (Infrastructure)

Drew Leslie, Service Manager - Infrastructure

Gillian McKenzie, Accountant (Finance)

Isabel McKnight, Chief Operating Officer - Communities & Performance

Owen O'Donnell, Media Officer (Communities & Performance)

Simon Payne, Category Manager (Communities & Performance)

Bruce Reekie, Senior Manager - Environment & Place

Brian Roberts, Chief Operating Officer - Infrastructure & Environment

Karen Swan, Committee Officer (Governance)

Stephen Swan, Housing Property and Asset Management Service Manager (Housing)

Gregor Wightman, Private Sector Housing Manager (Housing)

David Wilson, Service Manager - Housing Management and Homelessness Service Manager (Housing)

Michelle MacDonald, Governance Officer (Governance) (Clerk)

Prior to the start of the meeting, Councillor Thomson as Convener of the Environment & Housing Committee welcomed and thanked everyone for attending the meeting via MS Teams. He updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Convener asked the Clerk to carry out a roll call of all Members participating in the meeting.

## **EH258 APOLOGIES AND SUBSTITUTIONS**

There were no apologies and substitutions.

## **EH259 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **EH260 URGENT BUSINESS BROUGHT FORWARD BY THE CONVENER**

The Convener raised the current Scotrail consultation, 'Fit for the Future', and noting the closing date for responses suggested that a response should be submitted taking into account all Members' views.

### **Decision**

Members of the Committee noted that would be an appropriate way to deal with this issue.'

## **EH261 MINUTES OF MEETING – 10 JUNE 2021**

The Minutes of the Environment & Housing Committee Meeting held on 10 June 2021 were submitted for approval.

### **Decision**

The Minutes of the Meeting of Environment & Housing Committee held on 10 June 2021 were approved as a correct record of proceedings.

## **EH262 ROLLING ACTION LOG**

The Rolling Action Log was submitted for review.

The Committee agreed that all actions noted within the Rolling Action Log to be addressed and updated.

### **Decision**

The Environment & Housing Committee agreed to note, and remove any actions marked for removal on the Rolling Action Log.

## **EH263 PERFORMANCE & STRATEGIC PRIORITIES PROGRESS REPORT**

The Chief Operating Officer – Infrastructure & Environment submitted a report that presented the recommended performance indicators used to measure and report on progress on Council priorities reported to the Environment & Housing Committee.

In response to Members questions, the Senior Manager – Environment & Place confirmed that future reporting on Broken Glass Removal Cases and Needle Uplift Cases would include total figures rather than individual cases.

The Senior Manager – Infrastructure also confirmed to Members that clarity would be sought in respect to the percentage of Planning Applications determined within 2 months and why there was a tick indicated and advise Councillor McGill.

The Planning & Buildings Standards Service Manager advised that clarity would be sought and advised to Councillor MacPherson on the major Planning Applications working timeframe.

Following Members concerns on the Council website, the Chief Operating Officer – Communities & Performance clarified that the Council were in the process of updating the website with a new user friendly one and that a Members Briefing would be arranged to show Elected Members.

### **Decision**

The Environment & Housing Committee agreed to note performance of reported indicators within the Committee Scorecard – (Appendix 1 and 2 to the submitted report).

(Reference: Report by Chief Operating Officer, Infrastructure & Environment, dated 6 September 2021, submitted).

## **[EH264 COMMUNITY SAFETY TEAM UPDATE](#)**

The Senior Manager – Infrastructure submitted a report that provided an update to the Environment & Housing Committee on enforcement action undertaken by the Community Safety Team between 1 April 2021 and 30 June 2021.

The Community Safety Team continued to use an intelligence led approach in dealing with antisocial behaviour and environmental crimes.

In response to a Members query, the Regulatory Service Manager confirmed that a list of the Council deployable CCTV's would be sent to Councillor Majury.

The Senior Manager – Infrastructure also confirmed that clarity would be sought on the timescales for the Public Space CCTV and advised to Councillor Earl accordingly. Also noted, a Members Briefing on Mobile CCTV's would be arranged.

The Regulatory Service Manager confirmed that clarity on litter and a breakdown of where it is happening would be sent to Councillor Tollemache.

Following a Members question, the Regulatory Service Manager advised that she would follow up with the Community Safety Team Leader to seek clarity on the process and numbers recorded against noise nuisance and advise Councillor MacPherson accordingly. .

### **Decision**

The Environment & Housing Committee agreed to note the content of report.

(Reference: Report by Senior Manager, Infrastructure, dated 6 September 2021, submitted)

## **EH265 HOUSING REVENUE ACCOUNT – PROJECTED OUTTURN 2021/22**

A report was submitted by the Chief Officer – Housing that detailed Housing Revenue Account and Housing Investment Programme.

### **Housing Revenue Account**

The projected outturn for 2021/22 showed expenditure of £22.701M against a budget of £22.701M. The level of balances retained by the Housing Revenue Account were projected to remain at £986,000.

### **Housing Investment Programme**

The 2021/22 Housing Investment Programme showed expenditure of £22.026M against a budget of £23.237M. The level of new borrowing required for the current year was projected to be £1.121M over budget at £11.824M.

In response to a Members question, the Chief Officer – Housing confirmed that locations and the number of new social houses in the rural area would be advised to Councillor Hutchison.

The Environment & Housing Committee also noted that a report on Managed Stores would be brought to a future meeting of Environment & Housing Committee.

### **Decision**

The Environment & Housing Committee agreed to note that:

1. expenditure on the Housing Revenue Account for 2021/22 was projected to be £22.701M;
2. the year-end retained balances were projected to remain at £986,000;
3. expenditure on the Housing Investment Programme was projected to be £22.026M; and
4. the borrowing requirement for 2021/22 was projected to be £11.824M.

(Reference: Report by Chief Officer, Housing, dated 6 September 2021, submitted).

## **EH266 STIRLING COUNCIL HOUSING SERVICES ANNUAL ASSURANCE STATEMENT 2021**

The Chief Officer – Housing submitted a report that advised the Environment and Housing Committee of the Scottish Housing Regulator's regulatory framework and in particular, the requirement for Stirling Council to produce an Annual Assurance Statement.

In 2019 the Scottish Housing Regulator (SHR) received its regulatory framework following extensive consultation and social landlords, tenants and service users.

The framework placed a requirement on all social landlords to submit an Annual Assurance Statement of compliance to the SHR by 31 October each year.

## **Decision**

The Environment & Housing Committee agreed to:

1. note the requirement to produce an Annual Assurance Statement; and
2. approve the Annual Assurance Statement as attached at Appendix 1 to the submitted report. .

(Reference: Report by Chief Officer, Housing, dated 6 September 2021, submitted).

## **EH267 WINTER SERVICE POLICY REVIEW**

The Senior Manager – Environment & Place submitted a report to advise Elected Members on the proposed amendments to the Winter Service Policy in advance of the commencement of the winter maintenance season and sought approval for those amendments and proposed changes.

The Winter Service Policy sets out the priority treatment of roads and footpaths during adverse weather and provided a framework for a plan of action, setting out how the Council intended to treat winter ice and snow.

The Road and Lands Services provide the Winter Service for specified roads, footpaths and other routes. The winter service period extends from mid-October to mid- April. The Council aimed to provide services that permitted the safe movement of roads users and pedestrians that minimised the effects on the environment and the consequences of adverse weather on local communities and businesses.

In response to Members questions, the Senior Manager – Environment & Place advised that clarification in respect to severe snow conditions and external parties/community groups aiding would be sought along with associated insurance and circulated to all Elected Members.

The Senior Manager – Environment & Place also confirmed that the criteria /indicators for salt bins would be clarified and sent to Councillor Earl accordingly.

The Committee noted that a copy of Operational Winter Service Plan would be circulated to all Elected Members.

## **Decision**

The Environment & Housing Committee agreed to approve the Winter Service 2021/2022 Policy amendments.

(Reference: Report by Senior Manager, Infrastructure, dated 6 September 2021, submitted)

## **EH268 SUPPLEMENTARY GUIDANCE ON SMALL SETTLEMENTS, ADVERTISEMENT AND TRANSPORT & ACCESS FOR NEW DEVELOPMENTS**

A report by the Senior Manager – Infrastructure was submitted that sought approval was on the revised Supplementary Guidance, based on the comments received and incorporated from the consultation, on the previously published guidance documents from Small Settlements, Advertisements, and Transport & Access for New Development.

## **Decision**

The Environment & Housing Committee agreed to:

1. approve Council responses to comments received on the draft Supplementary Guidance on Small Settlements, as set out in Appendix 1 to the submitted report and for minor amendments to be incorporated into finalised Supplementary Guidance, as set out in Appendix 2 to the submitted report, to be adopted as part of the Stirling Local Development Plan;
2. approve Council responses to comments received on draft Supplementary Guidance on Advertisements, as set out in Appendix 3 to the submitted report, and for these to be incorporated into finalised Supplementary Guidance, as set out in Appendix 4 to the submitted report, to be adopted as part of the Stirling Local Development Plan, and
3. approve Council responses to comments received on draft Supplementary Guidance on Transport and Access for New Developments, as set out in Appendix 5 to the submitted report, and for these to be incorporated into finalised Supplementary Guidance, as set out in Appendix 6 to the submitted report, to be adopted as part of the Stirling Local Development Plan.

(Reference: Report by Senior Manager, Infrastructure, dated 6 September 2021, submitted)

## **EH269 STIRLING LOCAL DEVELOPMENT PLAN, INTERIM DEVELOPMENT PLAN SCHEME 2021**

The Senior Manager – Infrastructure submitted a report that considered the interim Development Plan Scheme and Participation Statement 2021, required to support the preparation of the next Stirling Local Development Plan.

In response to Members questions, the Planning & Buildings Standards Service Manager confirmed that following the Local Government Elections in May 2022, training on the Local Development Plan for members would be a mandatory requirement.

## **Decision**

The Environment & Housing Committee agreed to:

1. approve the interim Development Plan Scheme 2021 (DPS) for publication and submission to the Scottish Ministers (Appendix 1 to the submitted report);
2. approve the draft Participation Statement for publication and consultation (Appendix 1 to the submitted report); and
3. note the progress and arrangements for the next Local Development Plan (LDP) and Local Transport Strategy (LTS).

(Reference: Report by Senior Manager, Infrastructure, dated 6 September 2021, submitted)

Councillor Jim Thomson as Convener of the Environment & Housing Committee noted that the next item, "Supply, Installation and Maintenance of UPVC Windows and Doors for Social Housing Tender Acceptance/Contract Award", was partially Exempt at Appendix 1 due to the nature of the information included by virtue of paragraph(s) 8 and 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

The Environment & Housing Committee Members agreed to continue recording the Meeting and refrain from discussion on the contents detailed within the Exempt Appendix 1.

### **EH270 SUPPLY, INSTALLATION AND MAINTENANCE OF UPVC WINDOWS AND DOORS FOR SOCIAL HOUSING TENDER ACCEPTANCE / CONTRACT AWARD**

The Chief Officer – Housing submitted a report that sought approval to award the proposed contract for the new £2.6m Measured Term Contract (the "Contract") for the supply and installation of Upvc windows and doors from 1 October 2021 to 30 September 2025. The Contract would ensure that existing window and door installations across the Council housing portfolio could continue to be maintained for optimum performance and to deliver new installations over the term of the Contract.

#### **Decision**

The Environment & Housing Committee agreed to approve the award of the Contract to the recommended supplier based on the details set out within the submitted report. Full details of the evaluation process and tender offer were contained at Appendix 1 to the submitted report.

(Reference: Report by Chief Officer, Housing, dated 6 September 2021, submitted)

The Convener declared the Meeting closed at 12.40pm.