



Economic Development & Infrastructure Services Committee

Tuesday, 16 April 2019

NOTICE IS HEREBY GIVEN that a Meeting of the **Economic Development & Infrastructure Services Committee** is to be held at **Council Chambers, Council Office, High Street, Elgin, IV30 1BX** on **Tuesday, 16 April 2019** at **09:30**.

BUSINESS

1 Sederunt

2 Declaration of Group Decisions and Members Interests *

3 Resolution

Consider, and if so decide, adopt the following resolution:
"That under Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Item 13 of business on the grounds that it involves the likely disclosure of exempt information of the class described in the relevant Paragraphs of Part 1 of Schedule 7A of the Act."

4 Minute of Meeting dated 19 February 2019 **7 - 14**

5 Written Questions **

6 Tourism Business Improvement District **15 - 28**

Report by Corporate Director (Economic Development, Planning and Infrastructure)

7 Roads Maintenance Revenue and Capital Budget **29 - 42**

2019/2020

Report by Corporate Director (Economic Development, Planning and Infrastructure)

- | | | |
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| 8 | Road Bridges Revenue and Capital Programme
2019/2020

Report by Corporate Director (Economic Development, Planning and Infrastructure) | 43 - 56 |
| 9 | Transportation Budgets 2019/2020

Report by Corporate Director (Economic Development, Planning and Infrastructure) | 57 - 64 |
| 10 | Marine Safety Quarter 3 2018/2019

Report by Corporate Director (Economic Development, Planning and Infrastructure) | 65 - 74 |
| 11 | Flood Risk Management Revenue Budget 2019/2020

Report by Corporate Director (Economic Development, Planning and Infrastructure) | 75 - 82 |
| 12 | Question Time ***

Consider any oral question on matters delegated to the Committee in terms of the Council's Scheme of Administration. | |

**Item(s) which the Committee may wish to consider with
the Press and Public excluded**

13 Industrial Portfolio

- Information on proposed terms and/or expenditure to be incurred by the Authority;

Summary of Economic Development and Infrastructure

Services Committee functions:

Roads Authority; Lighting Authority, Reservoirs Act 1975, Public Passenger Transport; Flood Prevention; Twinning; Piers and Harbours and Coast Protection; Industrial and Commercial Development; Environmental Protection; Burial Grounds; Assistance to Industry or Commerce; Public Conveniences; Council Transportation; Catering & Cleaning; Land Reform (Scotland) Act 2003; Countryside Amenities; Tourism, monitoring funding from European Programmes, youth training and employment creation scheme and provide Architectural, Quantity Surveying, Maintenance and Allied Property Services.

Any person attending the meeting who requires access assistance should contact customer services on 01343 563217 in advance of the meeting.

GUIDANCE NOTES

* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

** **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

*** **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members questions when any Member of the Committee can put a question to the Chair on any business within the remit of that Section of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.

Clerk Name: Lissa Rowan
Clerk Telephone: 01343 563015
Clerk Email: lissa.rowan@moray.gov.uk

THE MORAY COUNCIL

Economic Development & Infrastructure Services Committee

SEDERUNT

Councillor Graham Leadbitter (Chair)
Councillor Theresa Coull (Depute Chair)
Councillor David Bremner (Member)
Councillor John Cowe (Member)
Councillor Gordon Cowie (Member)
Councillor John Divers (Member)
Councillor Ryan Edwards (Member)
Councillor Claire Feaver (Member)
Councillor Marc Macrae (Member)
Councillor Maria McLean (Member)
Councillor Shona Morrison (Member)
Councillor Ron Shepherd (Member)
Councillor Sonya Warren (Member)

Clerk Name: Lissa Rowan
Clerk Telephone: 01343 563015
Clerk Email: lissa.rowan@moray.gov.uk

Minute of Meeting of the Economic Development & Infrastructure Services Committee

Tuesday, 19 February 2019

Council Chambers, Council Office, High Street, Elgin, IV30 1BX

PRESENT

Councillor David Bremner, Councillor Theresa Coull, Councillor John Cowe, Councillor Gordon Cowie, Councillor John Divers, Councillor Ryan Edwards, Councillor Claire Feaver, Councillor Graham Leadbitter, Councillor Marc Macrae, Councillor Maria McLean, Councillor Shona Morrison, Councillor Ron Shepherd, Councillor Sonya Warren

APOLOGIES

IN ATTENDANCE

The Corporate Director (Economic Development, Planning and Infrastructure), the Head of Direct Services, the Head of Development Services, the Roads Maintenance Manager, the Consultancy Manager, the Transportation Manager, Moray Access Manager, Ms R MacDougall, Planning Officer and Mrs L Rowan, Committee Services Officer as Clerk to the Meeting.

1 Chair

Councillor Leadbitter, being Chair of the Economic Development and Infrastructure Services Committee, chaired the meeting.

2 Welcome

The Committee joined the Chair in welcoming Hannah Ross from Speyside High School who was working alongside Councillor Laing to experience a day in the life of a Councillor.

3 Declaration of Group Decisions and Members Interests

In terms of Standing Order 20 and the Councillors' Code of Conduct, there were no declarations from Group Leaders or Spokespersons in regard to any prior decisions taken on how Members will vote on any item on the agenda or any declarations of Members interests in respect of any item on the agenda.

4 Resolution

The Council resolved that, in terms of Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting during consideration of the items of business appearing at the relevant paragraphs of this minute as specified below, so as to avoid disclosure of exempt information of the class described in the appropriate paragraphs of Part 1 of Schedule 7A of the Act.

<u>Paragraph Number of Minute</u>	<u>Paragraph Number of Schedule 7A</u>
16	8&9
17	8&9

5 Minute of Meeting dated 4 December 2018

The minute of the meeting of this Committee dated 4 December 2018 was submitted and approved.

6 Written Questions

The Committee noted the following written question that had been submitted by Councillor Macrae:

Parking Notices

Following on from the report to Policy and Resources Committee on Tuesday 12th February 2019 “Charging for Services”, I would be grateful for answers to the following.

How many parking notices were issued in 2018?

How many of these notices were paid within 14 days at the lesser rate of £60?

How many notices were paid at the standard rate of £80?

How many notices remain unpaid?

RESPONSE

- i. There were 1,391 excess charge notices issued in 2018
- ii. 747 excess charge notices were paid within 14 days (£60)
- iii. 219 excess charge notices were paid at the standard rate (£80)
- iv. There are 425 excess charge notices unpaid that are pursued through debt recovery.

As a supplementary question, Councillor Macrae asked, of the 425 pursued through debt recovery, how many of these had been successfully recovered and at what cost to the Council.

In response, the Corporate Director (Economic Development, Planning and Infrastructure) advised that the 425 unpaid excess charge notices would have been passed to a debt collecting company, Scott & Co who pursue low level civil debts and advised that she would enquire if that specific information is available and, if it was, circulate to members of the Committee.

7 Roads Asset Management Planning

A report by the Corporate Director (Economic Development, Planning and Infrastructure) informed the Committee of the latest road network information and how it compares following the 2016 condition modelling forecast.

The report highlighted that reduced capital investment into the roads network is having an impact on the Council's road condition index (RCI) and its ranking position in comparison with other Scottish authorities which is resulting in a deterioration in the road network, placing the Council on target to be at mid table position by the end of 2021-22.

Following consideration, the Committee agreed:

- i. to note the latest road condition indicator (RCI) results for Moray Council, and our position when compared nationally as set out in Section 4 of the report;
- ii. to recommend to Full Council that the current capital investment level of £2.042m per annum continues allowing the road network's condition to deteriorate to a level where Moray would be mid-table when compared nationally; and
- iii. that the RCI results continue to be monitored and reported back on an annual basis to this committee.

8 Moray Core Paths Plan Review - Proposed Modifications and Outstanding Objections

Under reference to paragraph 5 of the Minute of this Committee dated 23 January 2018, a report by the Corporate Director (Economic Development, Planning and Infrastructure) asked that the Committee approve the submission of the Draft Amended Moray Core Paths Plan 2018, inclusive of a list of proposed modifications, as the Modified Amended Plan for adoption along with the Council's statements in response to the 17 outstanding objections to the Plan, to the Scottish Government.

Following consideration, the Committee agreed that the:

- i. Draft Amended Moray Core Paths Plan 2018, together with the list of modifications in Appendix 1, be submitted to the Scottish Government as the Modified Amended Plan for adoption; and
- ii. seventeen outstanding formal objections and the Council's statements of response also be submitted to the Scottish Government.

9 North East Flood Risk Management Plan Interim Report

Under reference to paragraph 11 of the minute of this Committee dated 4 December 2019, a report by the Corporate Director (Economic Development, Planning and Infrastructure) asked the Committee to ratify the Local Flood Risk Management Plan Interim Report for the North East Local Plan District.

Following consideration, the Committee agreed to ratify the Interim Report for the North East Local Plan District, under Section 37 of the Flood Risk Management (Scotland) Act 2009.

10 Moray Town Centre Health Checks 2018

A report by the Corporate Director (Economic Development, Planning and Infrastructure) provided the Committee with key findings from the Moray Town Centre Health Check 2018 and advised that, following a meeting of the Planning and Regulatory Services Committee on 18 December 2018, it had been agreed that the Moray Town Centre Health Check Report 2018 would be a material consideration in future retail planning policy and planning application decision making.

Following consideration, the Committee agreed to note:

- i. the findings of the Moray Town Centre Health Checks Report 2018 as set out in Appendix 1 of the report;
- ii. that the Town Centre Health Check Report 2018 will be published on the Planning and Development website pages; and
- iii. that the Town Centre Health Checks Report 2018 has been adopted by the Planning and Regulatory Services Committee as a material consideration in future retail planning policy and planning application decision making and to the publication of the report.

11 Elgin Business Improvement District – Renewal Ballot

A report by the Corporate Director (Economic Development, Planning and Infrastructure) sought the Committee's approval to support the re-ballot for the Elgin Business Improvement District (BID).

The report stated that Elgin BID has proven to be a sustainable regeneration model for Elgin which has, though close working with its partners, been able to attract substantial additional investment into the area. A successful renewal ballot of the Elgin BID will enable implementation of further actions and priorities which will ensure a vibrant future for the Elgin.

Following consideration, the Committee agreed to:

- i. continue the support of the Elgin BID through undertaking the re-ballot; and

- ii. note a further report will be presented to this Committee with full business plan details including levy and any potential future financial implications for the Council.

12 Supplier Development Programme

Under reference to paragraph 9 of the Minute of this Committee dated 15 May 2018, a report by the Corporate Director (Economic Development, Planning and Infrastructure) provided the Committee with information in relation to membership of the Supplier Development Programme (SDP). SDP provides training to upskill small and medium sized enterprises looking to win business from the public sector.

During discussion, the Committee welcomed the report and recognised the benefits small businesses would gain by the Council having a full membership with SDP.

The Chair moved that the Committee agreed to trial a full membership with SDP in 2019/20 and that the results of this trial be reported to future meeting of this Committee. Their being no-one otherwise minded, the Committee agreed to:

- i. note what benefits full membership of the Supplier Development Programme would bring; and
- ii. trial full membership in 2019/20 and review the trial through a report to a future meeting of this committee.

13 Scottish Local Authorities Economic Development Group Performance Indicators 2017-18

A report by the Corporate Director (Economic Development, Planning and Infrastructure) presented the Committee with an annual report providing information about the Council's and other Local Authorities performance in relation to Economic Development activities during 2017/18. The SLAED Indicators Framework provides a basis for collating consistent data, which can be used to better understand the impact of activities supported by the Council and other Local Authorities and identify potential areas for improvement.

Following lengthy consideration during which the Committee discussed the potential impact Brexit would have on businesses in Moray who employ EU Nationals, the number of employees who are employed part time or on zero hours contracts and the excellent service provided by Business Gateway, the Committee agreed to note the SLAED's annual report on Economic Development performance.

14 Direct Services and Development Services (Economic Development) Capital and Revenue Budget Monitoring to 31 December 2018

A report by the Corporate Director (Economic Development, Planning and Infrastructure) informed the Committee of the current position regarding Direct Services and Development Services (Economic Development) Capital and Revenue budgets.

Following consideration, the Committee agreed to note the budget monitoring report for the period to 31 December 2018.

15 Question Time

Councillor Warren, having recently spoken with concerned business owners regarding Brexit, sought clarification as to what action the Council is taking, in conjunction with Community Planning Partners, to engage with Europe regardless of the Brexit outcome and asked if the Council is committed to continue to engage with other cities and countries to ensure that Moray remains a good place to work and do business.

In response the Chair stated that the Highlands & Islands Territorial Partnership and the Highlands & Islands European partnership are trying to maintain links and are working closely with Civil Servants based in Brussels, Scottish Government European Funding Civil Servants and the Scottish Office using a collaborative approach.

The Corporate Director (Economic Development, Planning and Infrastructure) advised that there is ongoing work being undertaken through the Convention of Highlands and Islands and that, internally, the Chief Executive is chairing a regular Brexit Preparedness meeting where Service Managers can share reports received from the Scottish Government regarding emerging issues eg pressure in environmental health issues. She further advised that there is also potential for some funding support for an additional resource in local authorities to undertake some of the additional work required in the event of a no deal scenario.

Councillor Warren was concerned that some small businesses may struggle to keep up with legislative change and asked how the Council could assist.

In response, the Corporate Director (Economic Development, Planning and Infrastructure) advised that the Highlands and Islands Enterprise website had tool kits available to help small businesses with regard to Brexit and agreed to speak to the Communications Team to explore ways to share these links via the Council's website and social media platforms.

Councillor Morrison sought clarification as to whether there is a contingency plan for the provision of school meals given the restrictions that might take place as a result of Brexit.

In response the Corporate Director (Economic Development, Planning and Infrastructure) advised that a large amount of food for school meals was sourced locally and that, whilst choice may be impacted, healthy nutritious school meals would still be provided.

16 Elgin Transport Strategy [Para 8 & 9]

Under reference to paragraph 3 of the Minute of Moray Council dated 9 August 2017, a report by the Corporate Director (Economic Development, Planning and Infrastructure) asked the Committee to approve plans to deliver aspects of the Elgin Transport Strategy using committed third party funds.

Following consideration, the Committee agreed to approve the commencement of design and delivery of improvements to The Wards approach of the Edgar Road/Glen Moray Drive/The Wards junction as set out in paragraph 6.5 of the report and, in the event that timescales allow, incorporate improvements as part of the full junction improvement scheme to be funded via the Scottish Government Housing Infrastructure Fund.

17 Dredger Collaboration and Business Case [Para 8 & 9]

Under reference to paragraph 18 of the Minute of this Committee dated 14 August 2018, a report by the Corporate Director (Economic Development, Planning and Infrastructure) updated the Committee on the result of the discussions with partnering authorities in the Northern Roads Collaboration Joint Committee (NRJCC) to use the Council's dredger and provide and progress report on the dredger's commercial operation.

Following consideration, the Committee agreed to note the outcome of the discussion with partnering authorities in the (NRJCC) to use the Council's dredger as outlined in paragraph 6 of this report and the update on the dredger's commercial operation.



**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE
SERVICES COMMITTEE ON 16 APRIL 2019**

SUBJECT: TOURISM BUSINESS IMPROVEMENT DISTRICT

**BY: CORPORATE DIRECTOR (ECONOMIC DEVELOPMENT,
PLANNING & INFRASTRUCTURE)**

1. REASON FOR REPORT

- 1.1 To seek the Committee's approval to support the ballot for a Tourism Business Improvement District (BID).
- 1.2 This report is submitted to Committee in terms of Section III (F) (2, 3, 4, and 28) of the Council's Scheme of Administration relating to exercising the statutory functions of the Council in relation to economic development, commercial development, assistance to business and tourism development.

2. RECOMMENDATION

- 2.1 It is recommended that the Committee agrees to:
 - (i) support the Tourism BID through undertaking the ballot; and
 - (ii) note a further report will be presented to Committee with full business plan details including any levy and potential future financial implications for the Council.

3. BACKGROUND

- 3.1 A Business Improvement District (BID) is a business led partnership, often including local authorities, to provide additional services and initiatives which will benefit the local economy within a defined area. Whilst most Business Improvement Districts are based on traditional geographical town centres, however under the legislation it can also be on a thematic basis such as tourism.
- 3.2 BIDs are developed and managed by the business sector with projects being partly funded through a compulsory levy, which can be calculated on the non-domestic rates valuation. All tenants and, if applicable, property owners, who

will be asked to pay this contribution will be invited to vote on whether a BID proposal will go ahead or not. The voting on a BID is governed by legislation, with the proposal only being able to go ahead if there is a minimum turnout of 25% of eligible voters and more than half of the businesses voting in favour; they must represent more than 50% of the rateable value of the businesses that vote. In Scotland the maximum duration of a BID is 5 years, after that it will have to secure another mandate. In Scotland legislation was introduced in April 2007 with 37 established BIDs and more under development.

- 3.3 Moray Speyside Tourism (MST) was established in 2014 and operates under the auspices of Moray Chamber of Commerce. MST is the Destination Marketing Organisation (DMO) for Moray and Speyside. The organisation's purpose is to bring more visitors to our region, positioning Moray Speyside as a world-class destination for visitors from across the globe.
- 3.4 It has been supported by Highlands and Islands Enterprise (HIE) and the Council with a six year funding package consisting of a Council contribution in total of £105,000 and £355,000 from HIE. As the funding package is coming to an end at 31st July 2019, HIE has given a further extension to the end of December 2019.
- 3.5 When the Moray Council approved the last 3 years funding request, the view was expressed that this would be the last cycle likely to be approved with MST thereafter being expected to be self-sustaining.
- 3.6 To ensure a sustainable future for tourism development, Moray Speyside Tourism is leading the development of a Tourism BID. A steering group has been formed with 14 representatives from the sector. **APPENDIX I** comprise some of the emerging proposed key activities and details with circa 420 businesses being identified as part of the Tourism BID. **APPENDIX II** provides supporting information and statistics.
- 3.7 Surveys and consultations with all stakeholders have started and further ones will take place over the next 2 months to establish the priority themes, projects and services with associated costs for the business plan and proposal. It is planned to present these documents including levy details to Council in June. Council must decide whether or not to veto the BID proposal following amendments if required, by 17 July 2019 - 70 days before the ballot date.
- 3.8 **Key Dates and Ballot** – Under the legislation, 98 days notice is required to the Scottish Government and Local Authority with the final BID business plan and proposal being submitted by 19 June 2019. It is proposed that the ballot procedure will be sub-contracted to the Electoral Reform Society, which has carried out the majority of BID ballots in the UK including the Elgin BID ballots in 2009 and 2014. The provisional dates are:
 - Publish notice of the ballot by 31st July 2019
 - Ballot papers to be issued by 14th August 2019
 - Final day for voting papers to be received by 25th September 2019
 - Announcement of ballot results by 27th September 2019

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The Tourism BID proposal will contribute to the corporate plan priority to promote economic development and growth, also the LOIP priority of a growing and sustainable economy.

(b) Policy and Legal

The legislation which implement BIDs in Scotland are:

- The Planning etc. (Scotland) Act 2006 (Part 9)
- The Business Improvement Districts (Scotland) Regulations 2007
- The Business Improvement Districts (Ballot Arrangements) (Scotland) Regulations 2007 and
- The Planning etc. (Scotland) Act 2006 (Business Improvement Districts Levy) Order 2007

Under the legislation where the local authority is of the view that the BID proposal or renewal and preliminary procedures conflict with a policy formally adopted and published by the authority, the authority shall notify the BID proposer in writing explaining the nature of that conflict.

A local authority can veto a detailed BID proposal if it conflicts with any of the above Acts or for reasons such as the proposed levy would create disproportionate or unreasonable financial burden amongst rate payers. However an appeal against a veto will be decided by the Scottish Ministers.

Any proposed improvement projects and services will be in addition to any existing provisions provided by Moray Council and Community Planning Partners. It is intended to create an operational agreement between Moray Council and Tourism BID in consultation with Legal.

(c) Financial implications

For the proposed ballot of the Tourism BID any development cost such as surveys, printing and the ballot cost will be paid for by MST. Full details of levy including collection fees and any software costs associated with the administration of the levy by Taxation Team staff will be presented to Committee in June 2019.

(d) Risk Implications

Although the very limited grounds on which the recommendations could be refused are set out in 4b, it should be noted that the sustainability of future public sector funding for MST is unclear and that there is therefore a risk, if the bid process (rather than the way the Council chooses to vote) is not supported. In particular an alternative means of promoting and supporting tourism in Moray cannot be identified and implemented in the short term.

(e) Staffing Implications

The Economic Development section will provide support and assist in the development of the Tourism BID.

(f) Property

Moray Council would be liable to pay a levy for any qualifying property within the Tourism BID, should the ballot be successful.

(g) Equalities/Socio Economic Impact

There are no equalities/social economic impacts arising from this report.

(h) Consultations

The Corporate Director (Economic Development Planning & Infrastructure), the Head of Development Services, the Legal Services Manager, the Equal Opportunities Officer, the Taxation Manager, Paul Connor (Principal Accountant) and Lissa Rowan (Committee Services Officer) have been consulted and comments received have been incorporated into the report.

5. CONCLUSION

5.1 The creation of a Tourism BID will provide a sustainable model which would focus on delivering key strategic tourism development projects and services for Moray. If supported, it is democratic, time bound, accountable and provides a clear mandate for actions.

5.2 If the ballot is successful, the BID's identified key priorities so far include marketing the visitor offer, lobbying on behalf of the region, extending the visitor season, improved visitor signage, events and festivals over the next five years.

Author of Report: Reni Milburn, Principal Officer Economic Development

Background Papers: Proposals, correspondence and reports on file in Environmental Services, Economic Development and Planning Section

Ref:

Moray Speyside Tourism (MST) are the destination marketing organisation for Moray. MST have recently launched a campaign to introduce a Tourism Business Improvement District (TBID) for the Moray Speyside Region.

A Steering Group of 12 has been formed to drive the project forward. The Steering Group includes representation from across Moray's tourism industry, including accommodation providers, national bodies, caravan parks, education, marketing specialists, visitor attractions and Moray Chamber of Commerce.

The TBID is being proposed to ensure the continuation of the work carried out by the Moray Speyside Tourism organisation since its formation in 2014. The organisation's current funding package from HIE has been extended until 31st December 2019 to allow the best possible chance of delivering a successful TBID Ballot.

There is no alternative to the Moray Speyside TBID if the region wants to protect and ensure the continued development and growth of Moray Speyside's tourism industry.

Snapshot of Key Tourism Statistics 2014 – 17

- Visitor numbers to Moray Speyside have increased by 16.7% since 2014
- Economic impact increased by 20.2% between 2014 and 2017
- Staying visitor numbers increased by 18.1% between 2014 and 2017
- Direct tourism employment has increased by 11.7% since 2014

In 2017, tourism generated £129.8 for the Moray economy in 2017 – the equivalent of £30,000 extra per day compared to the previous year and around £13m more than the economic contribution of RAF Lossiemouth in the same year.

The creation of a Moray Speyside TBID would provide a **sustainable financial model** which will remove the organisation's reliance on public sector funding. Crucially, the Moray Council would have no financial interest in the organisation other than being liable for a levy payment for one museum building at an anticipated £360 per annum. This compares to the £15,000 per annum which the Moray Council have contributed in previous years.

The new structure will enable the TBID organisation to significantly increase its ability to deliver key strategic tourism projects for the region - amongst which marketing the visitor offer and lobbying on behalf of the TBID members have been identified as key priorities. A full list of key activities and the financial projections will be included in the Business Plan.

In addition to an initial survey of businesses in late 2018 to ascertain support for the outline proposals, 4 consultations took place in January 2019 in Elgin, Buckie, Forres and Ballindalloch with over 40 different businesses and 12 one-to-one interviews were carried out with major players in region's tourism industry. The results clearly indicate strong support for a TBID and in excess of 5% of the potential levy payers have indicated their endorsement of the initiative.

The TBID Steering Group works closely with Elgin BID as they move toward a renewal ballot in the autumn of this year. For clarity, **Elgin BID levy payers will not be asked to pay two levies**. They will receive the benefits brought by the TBID via their relationship with Elgin BID.

Businesses as defined by VisitScotland's Quality Assurance criteria (QA) as tourism businesses or facilities will be eligible to vote in the ballot. For avoidance of doubt, the QA criteria includes the following facilities are considered tourism facilities:

Visitor centres, theme parks, historic buildings and properties, ancient monuments, museums and zoos, parks and gardens, natural attractions, tourist shops, leisure/ sports centres, golf courses, garden centres, hotels, guesthouses, bed & breakfasts, holiday parks, caravan and camping parks, youth hostels, visitor information centres, visitor participation establishments (e.g. potteries, cook schools, etc.), picnic sites. Establishments primarily acting as retail outlets are only included if recognised by VisitScotland as a 'tourist shop' through their visitor attraction quality assurance scheme.

A tourist destination is defined as a permanently established attraction or facility which: a) Attracts or is used by visitors to an area; b) Is open to the public without prior booking during its normal opening hours; and / or c) Is recognised by VisitScotland.

Establishments primarily acting as retail outlets will only be included if recognised by VisitScotland as a 'tourist shop' through their visitor attraction quality assurance scheme.

Establishments primarily acting as food & drink outlets (cafés, pubs, takeaways, restaurants) will only be included if recognised by VisitScotland as a 'visitor attraction' through their quality assurance scheme.

It is anticipated that circa 400 businesses within these criteria will be eligible to vote and to become members of the Moray Speyside TBID if it is approved.

Levy option 1	
Non-Domestic Rate Band	Fee
Less than £1,999	N/A (not included in proposed TBID)
£2,000 to £8,750	£175 (minimum payment of £175)
£8,750 to £175,000	2* of rateable value
£175,001 +	Capped at £3,500 per annum
Potential income via option 1	C £180,000

Levy option 2	
Non-Domestic Rate Band	Fee
Less than £1,999	N/A (not included in proposed TBID)
£2,000 to £25,000	£365 per annum (equivalent of £1 per day)
£25,001 to £50,000	£547.50 per annum (equivalent to £1.50 per day)
£50,001 to £100,000	£720 per annum (equivalent to £2 per day)
£100,001 and above	£1095 per annum (equivalent to £3 per day)
Potential income via option 2	C £174,000

Two levy arrangement options are being considered, following analysis of all the current BID Levies across Scotland and reflecting the result of the business survey. One option is based on a % calculation of rateable value with a minimum payment of £175; the other reflects a banded system with most businesses being asked to pay the equivalent of £1 per day. Further consultation will be carried out with tourism businesses over the next weeks to determine the preferred option for levy rates and charges.

The Steering Group are acutely aware of the proposed Tourism Tax and the impact that it will have for the levy paying TBID. We have sought to reflect this impact the proposed Levy payment structure by capping the maximum contribution from any one property

Levy payers' contribution will generate between £170k-180k per annum without any other funding source. This contrasts sharply to MST's current budget of £83,000, all of which is derived from the public sector.

The option to join the TBID as a voluntary (opt-in) member will be allowed with the mechanism for this to be decided once the TBID company is in place. For clarity – businesses with multiple properties (i.e. self-catering) will be liable to pay a levy on each of the properties within the TBID criteria. They would however, receive multiple votes in the ballot process.

Key Activities:

The initial survey of businesses determined the following areas of activity which businesses would expect the TBID organisation to deliver, influence or support:

- Marketing the visitor offer
- Lobbying on behalf of the region
- Extending the visitor season
- Improved visitor signage
- Events and festivals
- Improve transport within the region for visitors

A detailed business plan and five-year activity plan are being drafted at present and are subject to consultation with tourism businesses throughout the region.

Further engagement will now be carried out with tourism businesses across the region in order to fully develop the Business Plan and TBID Proposal document in line with the timescales and requirements set out by Scotland's Improvement Districts and Scottish Ministers.

For information please contact:

Laurie Piper

Operations Manager

Moray Speyside Tourism

laurie@morayspeyside.com

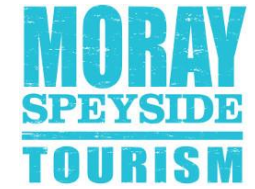


Moray Speyside

STEAM Tourism Economic Impacts

2017 Report

Narrative Summary



Moray Speyside's Visitor Economy 2017

This is a summary of the tourism trends research undertaken for Moray Speyside Tourism by Global Tourism Solutions (UK) Ltd.

806,190 Tourism Visits to Moray in 2017, up 7.4% on the previous year

485.390 visits were made by visitors **staying in Moray** as part of a holiday or short break, generating **1.6m nights** in accommodation across the area

1.9m Visitor Days and Nights generated by **staying and day visitors** in **2017**

£129 million was generated within the local economy through visitor and tourism business expenditure

320,800 visits made by **Day Visitors** to Moray in 2017



Day Visits generated **£16.5 million** for the economy of the area in 2017

On average, visitors **staying in Moray** stay **3.2 nights** and spend **£30.4 million** on local accommodation

Visitors to Moray are vital to local businesses, supporting more than **2,846 full time equivalent jobs**



Staying visitors generate a **total economic impact of £112 million** for businesses in Moray



Economic Impact increased by 31.9% between 2011 and 2017

Staying visitor numbers increased by 27.3% between 2011 and 2017

Total Day Visitors increased by 29.3% between 2011 and 2017

2009
2017

Visitor Types

Staying Visitors encompass all tourists staying overnight for at least one night in one of the following types of accommodation:

- **Serviced Accommodation** - including Hotels, Guest Houses, B&Bs, Inns
- **Non-Serviced Accommodation** – including Self-Catering properties such as Houses, Cottages, Chalets and Flats, as well as Camping and Caravanning, Hostels and University / College accommodation
- **Staying with Friends and Relatives (SFR)** – unpaid overnight accommodation with local residents

Day Visitors visiting the area on a non-routine and non-regular leisure day trip from a home or holiday base

Staying Visitors
60% of Visits

Day Visitors
40% of Visits

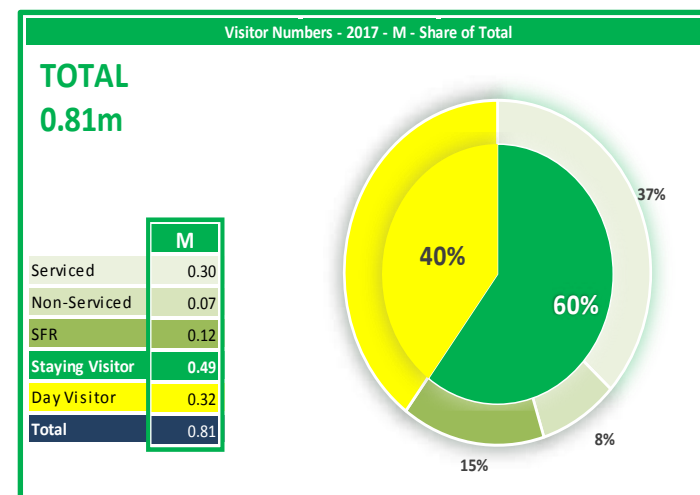
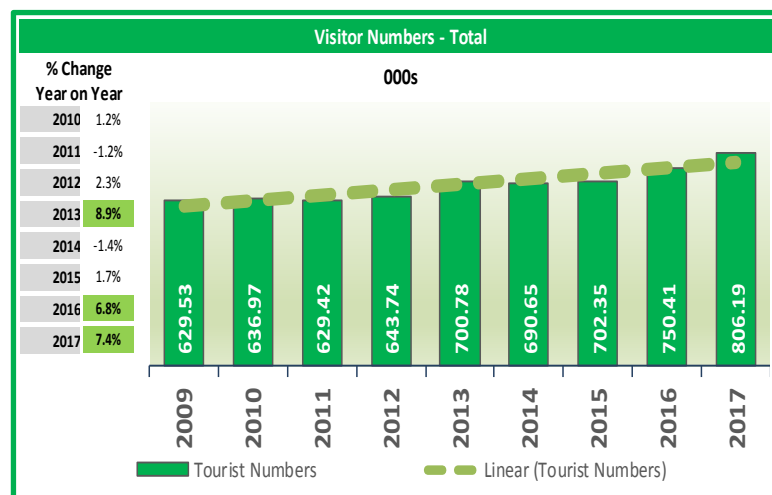
**Total
Visitor
Numbers**
0.81m

Visitor Numbers

In 2017, there were an estimated **806,190** tourism visits to Moray; representing an increase of **7.4%** on the previous year. Overall, 60% of visitors (485,390) stayed in the area for one or more nights, the remaining 40% of visitors (320,800) were Day Visitors to Moray. Within the staying visitor sector, the majority stayed in serviced accommodation (37%), a slight increase on the previous year.

Visitor numbers to Moray have steadily

increased since 2009 by **28.1%**, especially in the second quarter. The greatest increase during this period in visitor numbers has been within the serviced sector, which has grown by 50.7%, representing an annual average increase of 6.3%. **Day visitors have also increased during the past eight years by 27.4%.**



Key Figures: Visitor Numbers

Visitor Numbers		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2017	000s	296.43	67.18	121.78	485.39	320.80	806.19
2016	000s	257.23	67.11	118.59	442.93	307.48	750.41
Change 16/17	%	15.2	0.1	2.7	9.6	4.3	7.4

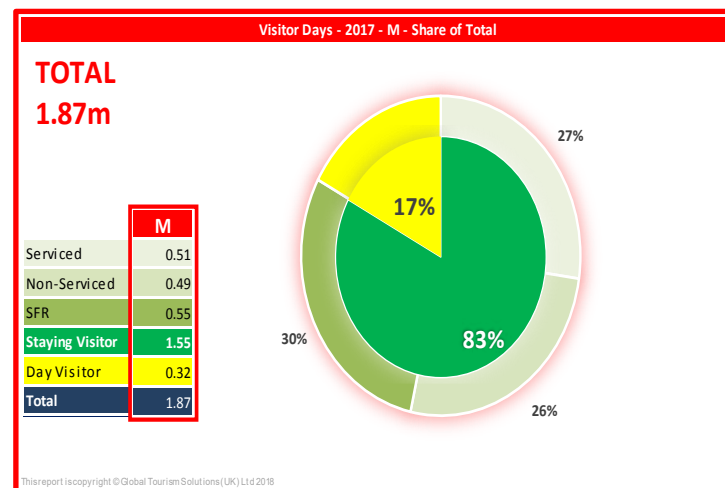
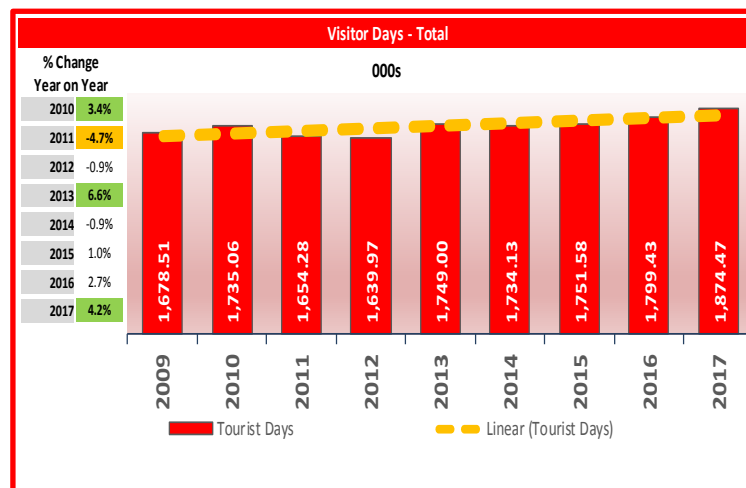
**Total
Visitor
Days**
1.87m

Visitor Days

Visitor Days take into account those visitors who stay at any destination for more than a day. For example, if a family of five stay three nights, they will account for five visitors, and fifteen visitor days. **Visitors to Moray spent an estimated 1.87m days in the area as part of a tourism day trip, holiday or short break in 2017; total visitor days were up 4.2%.**

Staying visitors represent 83% of all visitor

days, unchanged from 2016. **Day visitors continue to be increasingly important to Moray, increasing by 27.4% since 2009.** The average length of stay for all visitors is 2.3 days; for non-serviced this rises to 7.3, indicating a very high proportion of weekly rentals.



Key Figures: Visitor Days

Visitor Days		Served	Non-Served	SFR	Staying Visitors	Day Visitors	All Visitors
2017	000s	511.62	490.98	551.08	1,553.67	320.80	1,874.47
2016	000s	454.12	498.63	539.19	1,491.95	307.48	1,799.43
Change 16/17	%	12.7	-1.5	2.2	4.1	4.3	4.2

Average length of stay in days for different visitor types to Moray in 2017

**Day
Visitors**
1

**All
Visitors**
2.3

**Served
Accommodation**
1.7

**Non-Served
Accommodation**
7.3

**Staying with
Friends/Relatives**
4.5

**All Staying
Visitors**
3.2

**Total
Economic
Impact
£128.88m**

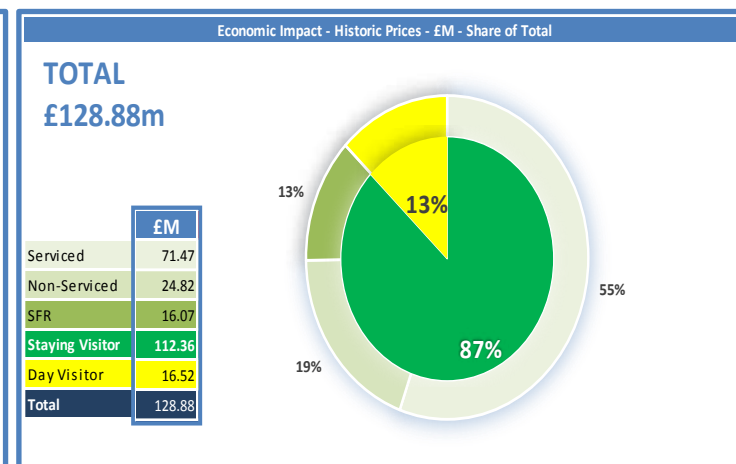
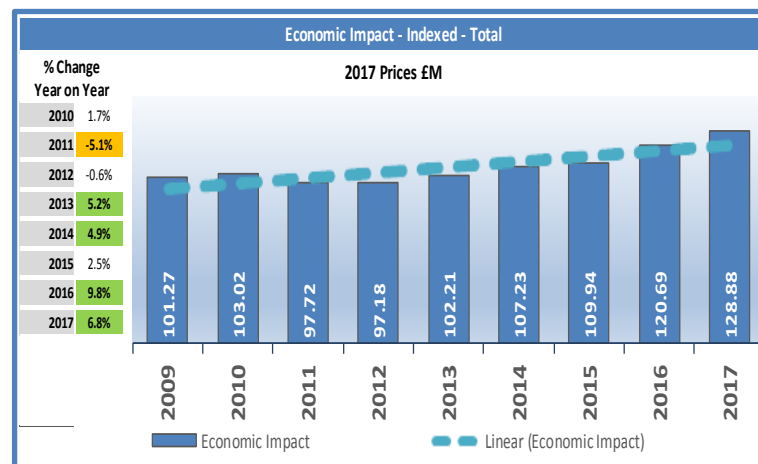
Economic Impact

Tourism visits to Moray in 2017 generated a total economic impact of £128.88m, an increase of 9.6% on 2016, and also a substantial increase of 27.3% since 2009 (all monetary figures in this narrative report are indexed to allow direct comparison). The total economic impact in 2017 comprised the expenditure of visitors on goods and services, totalling £98.78m, and the *indirect* and *induced* economic effects of local businesses and residents spending tourism revenues locally, accounting for a further £30.10m.

The greatest economic impact over the

past year again took place within the serviced sector, which increased by 13.6% (and steadily by 51.1% since 2009). Day visitors also increased by 6.3% from 2016.

The average spend per visitor per day to Moray has risen to £68.76; per non-serviced accommodation visit to £369.03 and per serviced accommodation visit to £139.69 per day, and £237.48 per visit.



Key Figures: Economic Impact (un-indexed)

Economic Impact		Serviced	Non-Serviced	SFR	Staying Visitors	Day Visitors	All Visitors
2017	£m	71.47	24.82	16.07	112.36	16.52	128.88
2016	£m	62.92	23.93	15.25	102.09	15.55	117.64
Change 16/17	%	13.6	3.7	5.4	10.1	6.3	9.6

Average economic impact generated per person by each type of visitor to Moray in 2017

Day Visitors £51.50 per Day	Staying with Friends and Relatives £29.16 per Day £131.22 per Visit	All Visitors £68.76 per Day £158.14 per Visit	Non-Serviced Accommodation £50.55 per Day £369.03 per Visit	All Staying Visitors £ 72.32 per Day £231.42 per Visit	Serviced Accommodation £139.69 per Day £237.48 per Visit
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**Total
FTEs
Supported
in 2017
2,846**

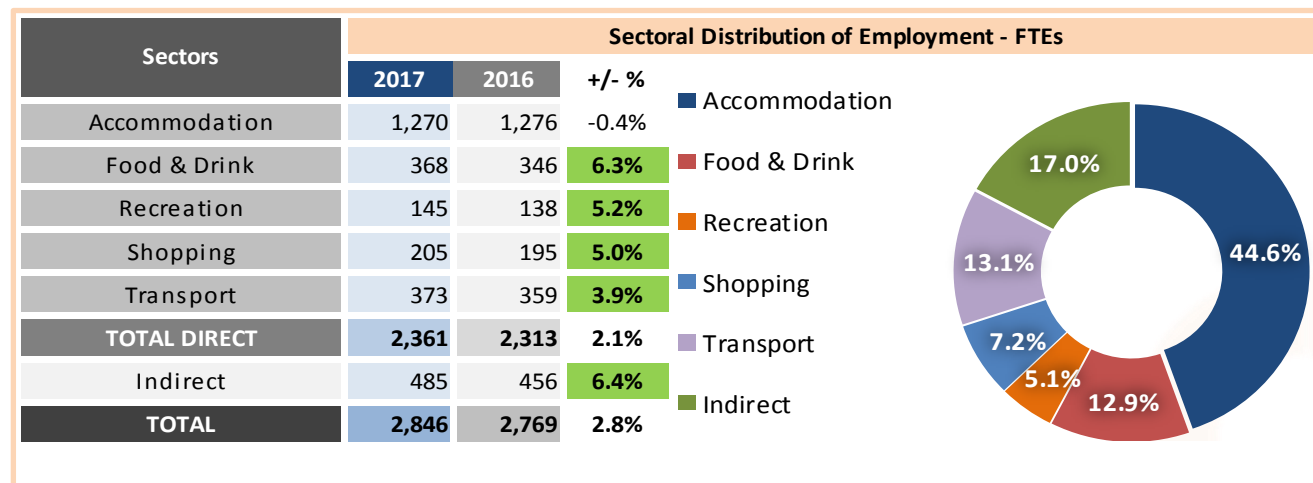
Definitions:

- **Accommodation:** Payments for overnight stays in accommodation, such as room rates for serviced accommodation, or pitch fees and hire charges for non-serviced accommodation.
- **Recreation:** Covering expenditure on a wide range of leisure activities such as museum, event, concert / theatre and attractions attendance as well as sports participation and spectating.
- **Transport:** Expenditure within the destination on travel, including fuel and public transport tickets.
- **Food and Drink:** Spend on eating and drinking at restaurants, cafes and other venues, takeaway food, snacks and groceries.
- **Shopping:** What visitors spend on items including clothing / jewellery, household items, music / films / games, gifts and smaller items, books and maps, plants and garden items.
- **Indirect:** The expenditure by local tourism businesses within the local supply chain.

Employment Supported by Tourism

The expenditure and activity of visitors to Moray in 2017 supported a total of 2,846 Full-Time Equivalent jobs (FTEs). Employment has remained relatively stable over past years but has increased substantially since 2015 by 12.6%. Total employment includes the jobs generated by the expenditure of visitors on goods and services, totalling 2,361 FTEs in 2017, and the *indirect* and *induced* employment supported through local businesses and residents spending tourism revenues locally, accounting for a further 485 FTEs. The largest sectors for direct employment were Accommodation (1,270 FTEs); followed by Transport (373 FTEs); Food & Drink (368 FTEs) and then Shopping (205 FTEs).

Employment Supported by Tourism 2016-2017: Full-Time Equivalents (FTEs) by Type



Richard J MacDonald
Director (Scotland)
GTS (UK) Ltd
richard.m@gtsuk.co.uk
2018



**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE
SERVICES COMMITTEE ON 16 APRIL 2019**

**SUBJECT: ROADS MAINTENANCE REVENUE AND CAPITAL BUDGET
2019/2020 – RESURFACING, PASSING PLACES, LED LIGHTING
IMPROVEMENTS AND LIGHTING COLUMN REPLACEMENT**

**BY: CORPORATE DIRECTOR (ECONOMIC DEVELOPMENT,
PLANNING AND INFRASTRUCTURE)**

1. REASON FOR REPORT

- 1.1 To ask the Committee to approve detailed plans for the expenditure of funds allocated from the Revenue Budget 2019/2020 to roads maintenance and from the Capital Budget 2019/2020 including resurfacing/reconstruction, surface dressing, footways, drainage, passing places, lighting column replacement and lighting improvements.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2) and (F) (16) of the Council's Scheme of Administration relating to the consideration of Capital and Revenue Budgets and exercising the functions of the Council as Roads Authority.

2. RECOMMENDATION

2.1 The Committee is asked to:

- (i) **approve the detailed allocation of funds, from the Revenue Budget 2019/2020, to Roads Maintenance activities, as outlined in Section 7 of this report;**
- (ii) **approve the detailed allocation of funds, from the Capital Budget 2019/2020, to the various roads asset groups and work types, as outlined in Section 7 of this report;**
- (iii) **grant delegated authority to the Roads Maintenance Manager to proceed with necessary roads maintenance works whilst noting that the Roads Maintenance Manager will, as soon as possible, publish a main list of schemes, which can be funded from the budget provision recommended in this report, and a reserve list of desirable schemes, which cannot presently be funded, along with a list of projects to be funded from the Capital allocation; and**

- (iv) note that the list of schemes will be drawn up in accordance with the principles and objectives detailed in this report, in the Roads Asset Management Plan and in the Capital Plan.

3. **BACKGROUND**

- 3.1 The road network represents by far the largest asset owned by the Council and therefore regular and adequate maintenance is vital to ensure it does not deteriorate, become dangerous and that considerable past investment is not lost.
- 3.2 The allocation of capital funds for 2019/2020 has been taken from the latest budget setting report approved by Council on 27 February 2019 (paragraph 4 of the minute refers). Following this decision work is progressing on preparing the detailed lists of proposed maintenance works which will be expected to be completed by 30 April 2019.
- 3.3 The process will be adopted as previous years that a main list of schemes which can be funded from the budget provisions will be made available as soon as possible. The proposed information will be supported by a reserve list of schemes and will be circulated to Elected Members and published on the Council's website by 30 April 2019.

4. **STATISTICS**

- 4.1 An idea of the extent of the road network and associated assets can be gauged from Table 1 below:-

Table 1 – Road Asset Inventory (as at 20/03/19)

(a) LENGTHS	
A Class roads	157.228 km
B Class roads	296.332 km
C Class roads	366.092 km
Classified roads (A+B+C)	819.652 km
Unclassified roads	736.804 km
Total road length	1556.456 km
Footways, footpaths & cycle tracks	593.937 km
(b) INVENTORY	
Street lights	18348 no
Illuminated signs & bollards	1112 no
Vehicle restraint systems	31642 linm
Road Gullies	18583 no

- 4.2 The roads asset is by far the largest asset owned by the Council at a replacement value of almost £1.6 billion. The roads asset values at the end of 2017/18 are shown in Table 2 below:-

Table 2 – Roads Asset Value

Asset Group	Gross Replacement Cost £000	Depreciated Replacement Cost £000	Confidence in asset data
Carriageway	£1,162,024	£855,868	90%
Footway	£91,586	£59,883	40%
Structures	£115,271	£110,572	85%
Street Lighting	£34,811	£21,335	85%
Street Furniture	£16,955	£8,221	45%
Traffic Management Systems	£1,352	£965	90%
Land	£126,127	£126,127	65%
Total	£1,548,126	£1,182,971	

5. **FINANCIAL POSITION**

- 5.1 There are no major variances against budget allocation and profile spends to report at this time.
- 5.2 Table 3 below includes a summary of the estimated outturn expenditure for 2018/19 and the proposed allocation for 2019/20.

Table 3 – Outturn 2018/19 & proposed allocation 2019/20

	2018-19 end of year budget	2019-20 allocation
Carriageway (Resurfacing/Reconstruction/Surface Dressing)	£ 2,042,000	£ 2,042,000
Structural works for timber traffic	£ 250,000	£ 250,000
Drainage & Other Works	£ 460,000	£ 750,000
Footways, footpaths & steps	£ 300,000	£ 300,000
Column Replacement	£ 725,000	£ 600,000
Replace SOX & SON lights with LED lights	£ 1,034,000	£ 1,100,000
Capital Budget Sub-total =>	£ 4,811,000	£ 5,042,000
General Maintenance	£ 1,278,000	£ 1,152,000
Footway Works	£ 0	£ 0
Traffic Works	£ 130,448	£ 80,448
Drainage & Other Works	£ 10,000	£ 0
Lighting Maintenance	£ 195,000	£ 195,000
Revenue Budget (Roads Maintenance) Sub-total	£ 1,613,448	£ 1,427,448
Winter Maintenance & Other Emergencies	£ 1,647,718	£ 1,416,718
Revenue Budget (Winter & Emergency) Sub-total	£ 1,647,718	£ 1,416,718
Lighting	£ 388,300	£ 388,300
Signs	£ 12,000	£ 12,000
Revenue Budget (Electricity) Sub-total	£ 400,300	£ 400,300
Capital Budget Total	£ 4,811,000	£ 5,042,000
Revenue Budget Total	£ 3,661,466	£ 3,244,466
Capital and Revenue Total	£ 8,472,466	£ 8,286,466

Note:

The allocation of capital funds for 2019/20 has been taken from para 4 of the latest budget setting report approved by Council on 27 February 2019.

6. SCHEME PROGRESS - ROADS 2018/2019

- 6.1 The majority of individual scheme works are included in various programmes within different budget headings. These programmes include; resurfacing/reconstruction works, surface dressing works, general footway works and timber routes.
- 6.2 Good progress has been made within all of these programmes and to date 240 schemes have been completed. A summary of progress against budget heading is highlighted in Table 4 below.

- 6.3 There have been 21 timber route improvement schemes completed during 2018/19 with matched funding received from the Scottish Timber Transport Group. In total, the value of works has been £600k with £394k being received from STTG, which represents 70% of the total cost of the improvement works.

Table 4 – Summary of schemes

Row Labels	Ongoing	Completed	Grand Total
Resurfacing / Reconstruction		46	46
Surface Dressing		85	85
Footway Works	1	25	26
Drainage & Other Works	1	40	41
Street Lighting Works	1	22	23
Lighting Improvement Works		1	1
Timber Route Improvements		21	21
Grand Total	3	240	243

7. **SCHEME PROGRESS – STREET LIGHTING 2018/2019**

- 7.1 The Council approved a change to the Capital Plan at a meeting of the Moray Council on 11 November 2015 to allow for a LED Spend to Save project (para 24 of the minute refers). This will involve the fitting of new LED Street Lighting Lanterns as a replacement for the existing stock. By changing to LED, the Council will benefit from lower energy consumption and reduced maintenance visits, resulting in revenue budget savings.
- 7.2 The LED capital replacement programme is predicted to underspend by £132k during 2018/19. However, it is worth noting that this is as a result of introducing operational efficiencies and by negotiating a reduced purchase price of the new LED lanterns by buying in bulk.
- 7.3 The table below highlights that there has been an increase in the number of units installed (4,751) during 2018/19 compared to the previous year's total installed of (4,400) units. The total spend against budget has reduced during 2018/19 from the previous year despite an increase in units being installed, which is as a result of operational efficiencies referenced above.

Table 5 – LED cost installation summary

Year	Installed	Budget spend (£)	Cost per unit (£)
2016/17	3,230	987,000	305.57
2017/18	4,400	910,000	206.82
2018/19	4,751	902,338	189.93
2019/20*	4,102*	779,093*	189.93

(*Projected installation costs & budget)

- 7.4 To summarise, if the costs for LED units had continued at the higher cost per unit price in 2016/17, then the initial projected budget of £5.5million to replace

the SOX and Son streetlights with LED units would be significantly overspent. In fact, projections show that the project is likely to be delivered well under the original forecast.

- 7.5 **APPENDIX 1** highlights the current progress of the LED replacement project. The number of units installed has increased each year which should result in the project being completed earlier than originally projected. It is envisaged that the project will be fully completed on target during 2019/20.
- 7.6 In addition, the electrical and carbon savings targets have been achieved this current year and are expected to exceed the original saving projections for 2018/19.
- 7.7 Moray has a number of lighting columns (4,179) which are beyond their design life. This figure has decreased slightly from the previous year due to 211 being replaced this year. These are not isolated to any particular location within Moray, in fact they are located throughout the area, with differing specifications subject to the type and classification of road they are situated on, and when they were installed. **APPENDIX 2** shows the age profile of these design life expired columns.
- 7.8 The capital allocation for 2019/20 has been set to continue the replacement of a number of columns which are beyond design life. A replacement programme is currently being delivered with an emphasis placed on replacing design life expired columns and areas with known poor electrical power cabling which are under the control of the Council.

8. WINTER GRITTING

- 8.1 The average cost of winter maintenance over the last 10 years is £2,236k against an average budget of £1,749k. It is worth noting that the winter maintenance budget has been historically set based on a mild winter. An average or severe winter will result in additional budget pressure.
- 8.2 At the time of writing this report, it is estimated that the winter maintenance budget will likely report a small overspend due to the amount of salt used and number of treatments carried out to date.
- 8.3 Detailed information on the number of winter treatments carried out this year and salt used, including comparisons with previous years, is shown in **APPENDIX 3**.

9. OTHER FINANCIAL

- 9.1 It is anticipated that the Drainage & Other Works budget will underspend by approximately £400k. This is due to money being set aside for the repair of a land slip which occurred adjacent to South Lodge, Glenernie on the A940 Forres to Grantown road. Independent surveys have been carried out to date and contract for the completion of works is to be awarded by the end of March 2019. It is anticipated works on site will commence shortly after this date during the early part of 2019.

10. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Several objectives of these plans are influenced by the condition of the public roads network.

A Growing, Diverse and Sustainable Economy – the public road network is used by all sections of society, to access shops and services and to transport goods within and to and from Moray.

Building a better future for children and young people in Moray encouraging active travel options of walking and cycling require well maintained, and adequately treated during the winter months, facilities.

Empowering and connecting communities – road and footway hazards have the potential to cause injury. Winter gritting provision contributes to making communities safer.

(b) Policy and Legal

The Council is responsible for the maintenance of 1555km of road network which have been adopted by the Local Authority in terms of the Roads (Scotland) Act 1984. The Act places a duty on the Local Authority to maintain the roads, lighting units and structures so adopted, but does not prescribe the level of maintenance to be delivered.

Codes of Practice for Highway Maintenance Management, Management of Highway Structures and for Highway Lighting Management identify good practice and consideration has to be given to this advice.

(c) Financial implications

Approved reduced revenue maintenance budgets as part of the Councils financial savings options approved for 2019/20 will have a significant impact on the repair of potholes and overall condition of the road network.

It is proposed to continue with the capital expenditure required in 2019/20 to 2021/22 from that included in the current indicative 10 year plan as reported to Full Council on 27 February 2019 (paragraph 6 of the Minute refers).

(d) Risk Implications

Pressure on general maintenance budgets will increase in terms of reactive maintenance as carriageway conditions deteriorate.

(e) Staffing Implications

There are no staffing implications as a result of this report.

(f) Property

There are no property implications as a result of this report.

(g) Equalities/Socio Economic Impact

There are no equalities implications as a result of this report.

(h) Consultations

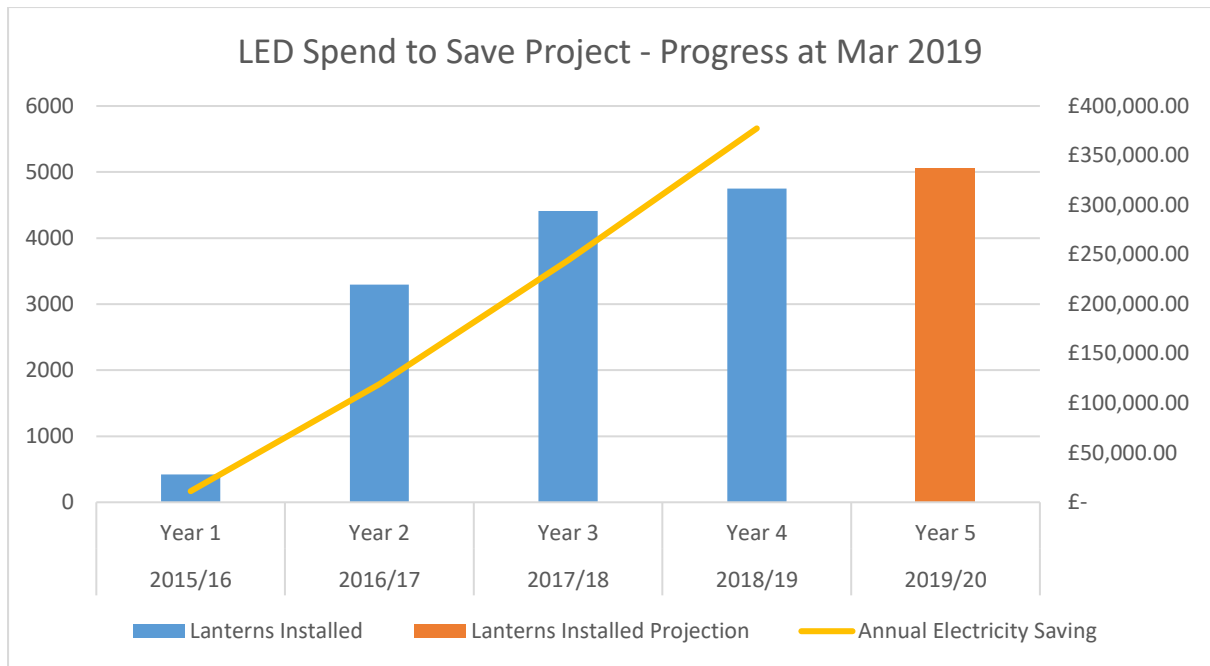
Corporate Director (Economic Development, Planning and Infrastructure), Paul Connor, Principal Accountant, the Legal Services Manager, the Equal Opportunities Officer and L Rowan, Committee Services Officer have been consulted and any comments taken into consideration.

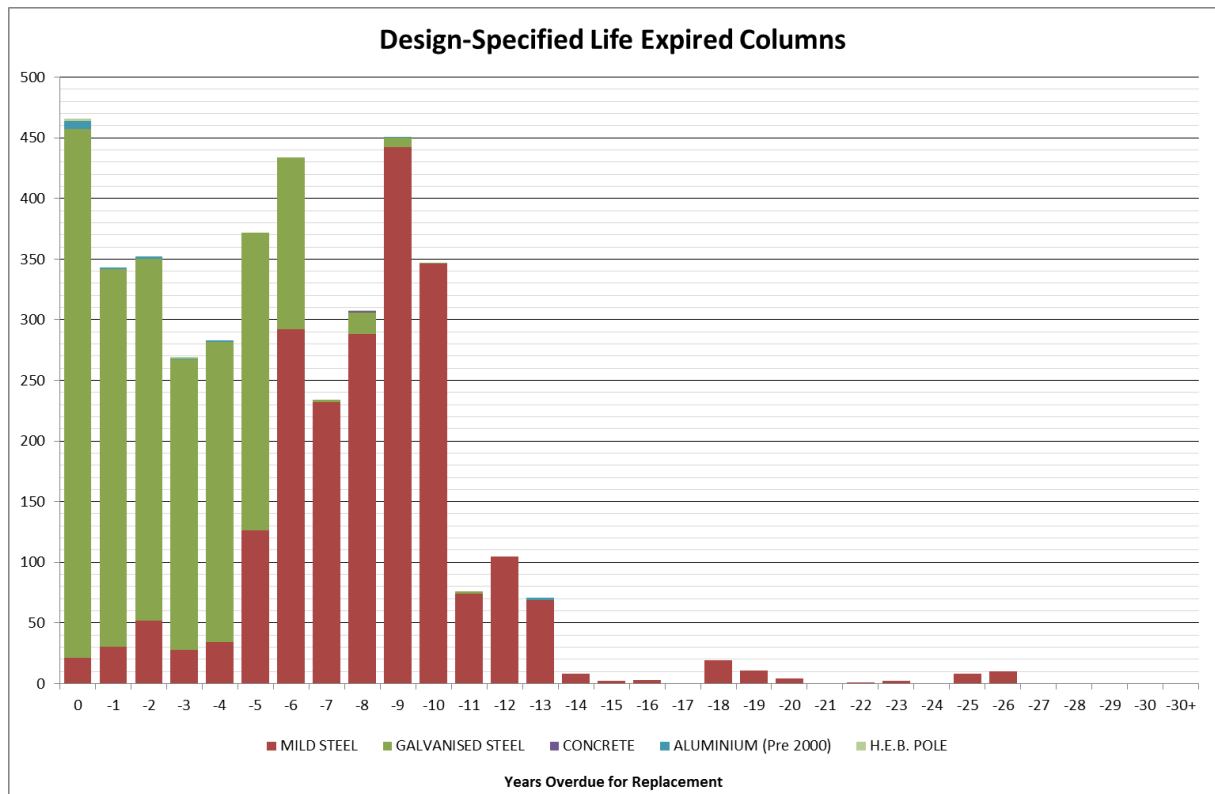
11. CONCLUSIONS

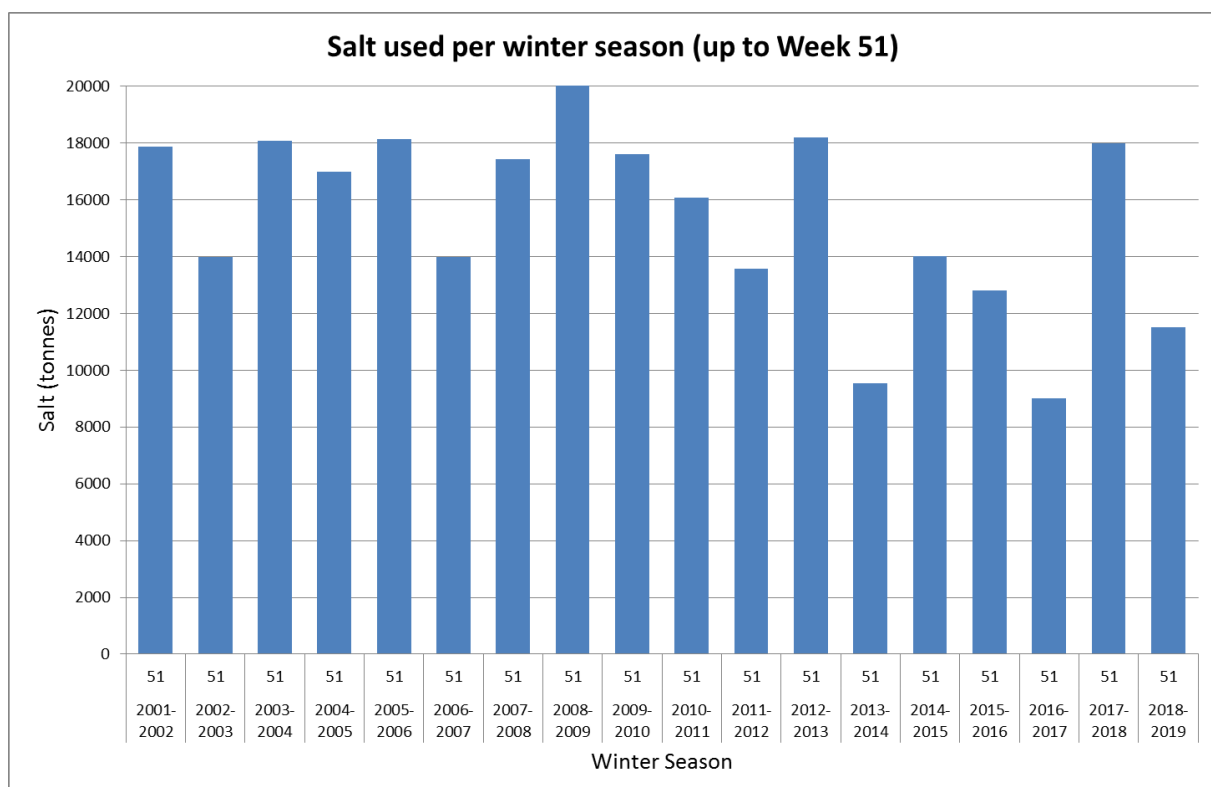
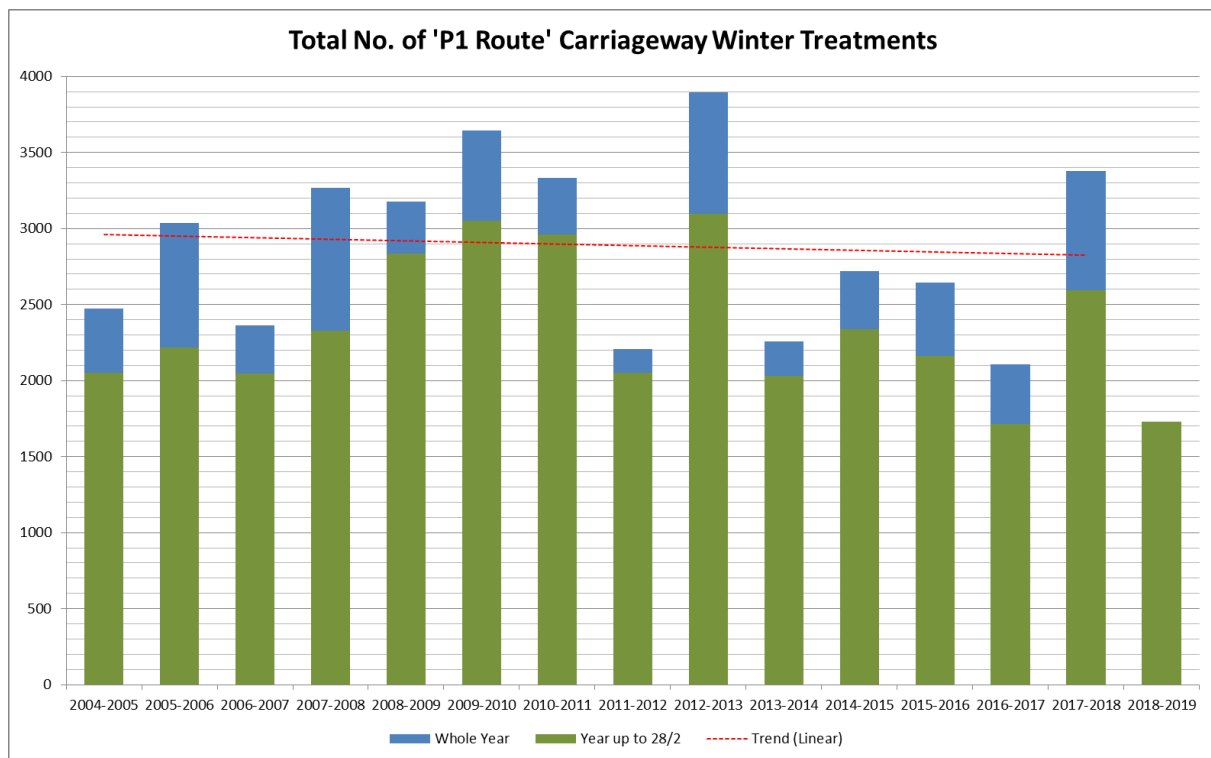
Committee are asked to:

- 11.1 Note the outturn position of the 2018/19 roads capital and revenue programme;**
- 11.2 Note condition of the carriageway asset group and to agree the approach taken in managing the different asset groups;**
- 11.3 Approve the split of revenue and capital allocation to the various maintenance headings and asset types for 2019/20**

Author of Report: Mark Atherton, Roads Maintenance Manager
Background Papers:
Ref:









**REPORT TO: ECONOMIC DEVELOPMENT & INFRASTRUCTURE SERVICES
COMMITTEE ON 16 APRIL 2019**

**SUBJECT: ROAD BRIDGES REVENUE AND CAPITAL PROGRAMME
2019/2020**

**BY: CORPORATE DIRECTOR (ECONOMIC DEVELOPMENT,
PLANNING AND INFRASTRUCTURE)**

1. REASON FOR REPORT

- 1.1 To ask Committee to agree the proposed schedule of road bridge Revenue maintenance works to be undertaken for 2019/2020 and the proposed schedule of road bridge Capital maintenance works to be undertaken for 2019/2020.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2) of the Council's Scheme of Administration relating to the consideration of Capital and Revenue Budgets and long term financial plans.

2. RECOMMENDATION

- 2.1 **It is recommended that Committee agree the proposed schedules of road bridge Revenue and Capital maintenance works to be undertaken for 2019/2020.**

3. BACKGROUND

- 3.1 The Road Bridges Revenue Budget is taken from the Council's overall Revenue Budget agreed by the Council on 27 February 2019 (paragraph 4 of the draft minute refers).
- 3.2 The Council has 371 bridges and 160 retaining walls on the road network. The replacement cost (value) of these assets is £115 million. General and Principal Inspections have been carried out in accordance with statutory requirements under the Roads (Scotland) Act 1984 to manage and maintain the safety of the road network in Moray.

Revenue Schemes Progress in 2018/2019

- 3.3 Planned maintenance work was undertaken on 3 bridges throughout 2018/19. This work included pointing of masonry joints and replacement of missing and damaged stone and concrete. There were also minor repairs to replace damaged components.

- 3.4 Reactive maintenance was undertaken on 14 bridges during 2018/2019. This work was predominantly repair to vehicle collision damage and damage to footbridge decks (both wear-and-tear and vandalism).
- 3.5 At the time of writing this report, it is anticipated that there will be a 23% underspend on the £130,000 bridges Revenue budget for 2018/2019, as detailed in **APPENDIX 1**. The underspend is predominantly due to temporary staff shortages, which reduced staff resources available to deliver the planned Revenue works. We expect to have a full complement of staff by April / May 2019 and do not anticipate any staff resourcing issues in 2019/2020.

Bridges Revenue Programme for 2019/2020

- 3.6 Maintenance and replacement programmes for the bridge stock are based on scheduled inspection reports. These are entered into the asset management database where a bridge condition indicator (BCI) is automatically generated for each bridge. A list of the stock is obtained giving the condition (very good, good, fair, poor, very poor) of each bridge. Resources are targeted at the lower (poor, very poor) end of the scale, as set out in **APPENDIX 2**. If an inspection report indicates that maintenance works would significantly reduce future costs, engineering judgement is used to assess if this work should be prioritised over bridges with a lower BCI.
- 3.7 The bridges revenue budget for 2019/2020 is £130,000. The programme of work that will be undertaken during this year is provided in **APPENDIX 3**. This work includes but is not limited to masonry repairs, vegetation management and principle inspections. A small allowance has also been included for unplanned works that are identified through inspections, or as a result of accidental damage. In the event of accidental damage, an investigation into the cause and person responsible is undertaken, and where possible the cost of repair is recovered. However, as accidents are not always reported it is often not possible to identify the person responsible.

Capital Schemes Progress in 2018/2019

- 3.8 Planned Capital works were undertaken to 7 Vehicle Restraint Systems and 2 Bridge strengthening and refurbishment schemes. A more detailed breakdown of the projects is provided in **APPENDIX 4**. Predominantly these schemes have been designed and developed this year, with works starting on site in January 2019, and anticipated to be complete in April or early May 2019.
- 3.9 The project at B9103 Arthur's Bridge has also been developed through various potential options to ensure we implement the optimum solution. This scheme is anticipated to be completed in April or early May 2019.
- 3.10 Work on the design to refurbish A941 Craigellachie Bridge has been progressed throughout 2018/2019. In December 2018 a decision was taken by the Council's Asset Management Working Group to undertake the planned refurbishment work in two phases. The design drawings and specification have been modified to reflect this and the first phase will be put out to tender at the end of March 2019, with construction planned for summer 2019/2020.

Bridges Capital Programme for 2019/2020

- 3.11 Capital Refurbishment and Major Works for the bridge stock are also based on scheduled inspection reports. Where the required works to a structure are too large in scale or budget for the Bridges Revenue Plan, stand-alone Capital Projects are raised to deliver the works.
- 3.12 The bridges Capital Projects for 2019/2020 include 5no. projects with a total value of £2,416,000. A more detailed break-down of the projects is provided in **APPENDIX 5**.
- 3.13 This workstream is currently dominated by the refurbishment of A941 New Craigellachie Bridge. As stated in paragraph 3.10, this substantial scheme has now been split into 2 phases, with phase 1 in the coming year addressing the road and footway surfacing, and the deck joints, at an estimated cost of £1.85M. Phase 2 works will follow (currently planned in 2021/2022) focussing on repainting the main steel girders.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The maintenance of the road infrastructure aligns with the Council's priority "Building a better future for our children and young people in Moray."

(b) Policy and Legal

This work is undertaken in accordance with the Council's duty to maintain a safe road network, under the Roads (Scotland) Act 1984.

(c) Financial implications

The proposed revenue works as estimated are to be contained within the revenue budget for 2019/2020.

The proposed capital works as estimated are to be contained within the Capital Plan for 2019/2020.

(d) Risk Implications

There are no risk implications associated with this report.

(e) Staffing Implications

There are no staffing implications associated with this report.

(f) Property

There are no property implications associated with this report.

(g) Equalities/Socio Economic Impacts

There are no known equalities implications arising from this report.

(h) Consultations

The Corporate Director Economic Development Planning and Infrastructure, Head of Direct Service, Legal Services Manager, P Connor, Principal Accountant, Lissa Rowan, Committee Services Officer and Equal Opportunities Officer have been consulted and comments have been taken into account.

5. CONCLUSION

- 5.1 The Council has a duty under the Roads (Scotland) Act to maintain a safe road network. Maintenance and repair of the infrastructure is part of the Council's Corporate Plan to provide sustainable economic development. The proposed allocations for 2019/20 Bridges Revenue and Capital Budget takes account of both, based as far as practicable, on a risk-based plan-led approach.**

Author of Report:	Daniel Preston, Senior Engineer (Bridges)
Background Papers:	
Ref:	SCOTS Roads Asset Management (Bridges) Spreadsheet ST6 Structures Cost Projection V3.3 2016

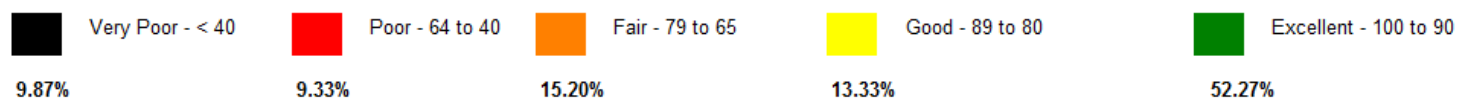
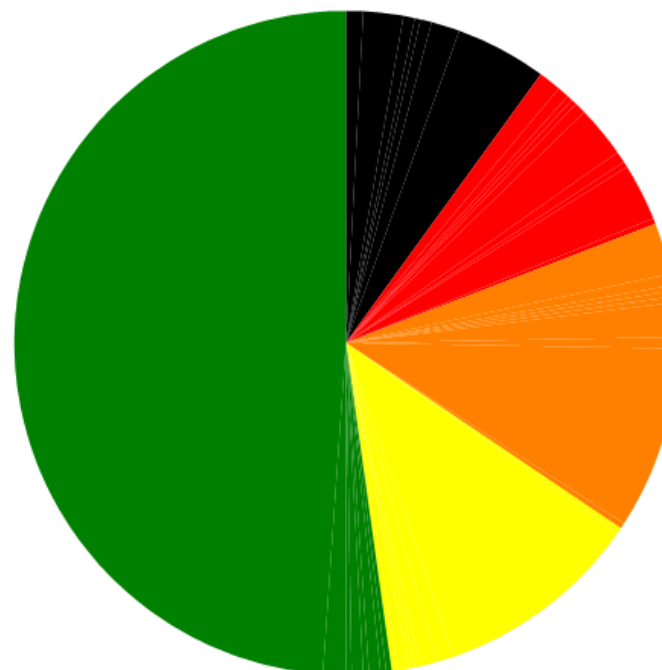
APPENDIX 1 – REVENUE WORKS IN 2018/19

Revenue Works 2018/19			
Bridge	Proposed Works	Estimated Cost	Actual Spend (at 7th March)
Bantrach Bridge	Kerbing required at access to bridge	£10,000	Not Delivered, further investigation required.
Knockach Bridge	Pick and pressure pointing required	£4,875	£8,228
Bridge of Maisley	Pick and pressure pointing required	£4,875	£16,106
Auchriachan	Pick and pressure pointing required	£4,875	Not Delivered, worsened so larger scheme req'd.
Doual Bridge	Repair metal parapets	£4,875	Not Delivered, design resource not available.
Craibstone	Concrete repairs to arch barrel and abutments	£9,000	Not Delivered, worsened so larger scheme req'd.
Aultbeg	Concrete repairs to arch barrel	£4,000	Not Delivered, design resource not available.
Cairnfield	Concrete repairs, pick and pointing and waterproofing	£11,000	Not Delivered, design resource not available.
Drum Bridge	Concrete repairs to bridge soffit	£5,000	Not Delivered, design resource not available.
Swellend	Concrete repairs to arch barrel and abutments	£9,000	On Site March 11 th .
Vegetation Clearance	Clear/cutback/remove vegetation to allow inspections at Various Bridges	£5,000	£2,130
Sweeping Bridges	Clear/cutback/remove vegetation to allow inspections at Various Bridges	£2,500	£1,200
Principal Inspections	Carry out Principal Inspections at Various Bridges	£30,000	£25,164
General Repairs and Maintenance	Reactive works 14no. bridges repaired	£25,000	£26,693
	Total	£130,000	£79,521 Some invoices remain to be paid (e.g. Swellends)

APPENDIX 2

WDM® Structures Management System Critical Condition Indicator Report Summary

375 Bridges included in this summary as at 07/03/2019



APPENDIX 3 – REVENUE WORK PROGRAMME FOR 2018/19

Revenue Works 2019/20		
Bridge	Proposed Works	Estimated Cost
Bantrach Bridge	Multiple issues, review req'd – may qualify for Timber Route match funding	£20,000
Auchriachan	Extensive investigations and structural assessment required	£5,000
Doual Bridge	Repair pedestrian parapets, install abutment scour protection	£5,000
Craibstone	Concrete repairs to arch barrel and abutments, plus kerbing and drainage	£20,000
Aultbeg	Concrete repairs to arch barrel	£4,000
Cairnfield	Concrete repairs, pick and pointing and waterproofing	£12,000
Drum Bridge	Concrete repairs to bridge soffit	£4,000
Vegetation Clearance	Clear/cutback/remove vegetation to allow inspections at Various Bridges	£5,000
Sweeping Bridges	Clear/cutback/remove detritus to allow inspections at Various Bridges	£2,500
Principal Inspections	Carry out Principal Inspections at Various Bridges	£27,500
General Repairs and Maintenance	Reactive works	£25,000
	Total	£130,000

APPENDIX 4 – CAPITAL WORKS IN 2018/19

Capital Works 2018/19			
Bridge / Location	Decription of Works	Agreed Cost	Delivery On Site
The Lecht	Vehicle Restraint Barriers (committed spend)	£29,400	Dec-18 to Jan-19
Glendullan Distillery	Vehicle Restraint Barriers (committed spend)	£22,350	Jan 19 to Apr-19
River Isla	Vehicle Restraint Barriers (committed spend)	£13,780	Jan 19 to Apr-19
Bridge of Divie	Vehicle Restraint Barriers (committed spend)	£11,370	Jan 19 to May-19
Pittendreich Bridge	Vehicle Restraint Barriers (committed spend)	£12,200	Jan 19 to May-19
Salterhill Bridge	Vehicle Restraint Barriers Carry-over scheme to 2019/20	Estimate £25,000	Early in 2019/20
Bridge of Kings Ford	Vehicle Restraint Barriers Carry-over scheme to 2019/20	Estimate £28,650	Early in 2019/20
Small Repairs	Vehicle Restraint Barriers various existing barrier repairs	£11,700	Jan 19 to Mar-19
	Sub-Total	£154 450	
Logie Bridge	Strenghtening and refurbishment of large masonry arch bridge	£134,960	Apr-18 to May-18
Glenerni Bridge	Strenghtening and refurbishment of large masonry arch bridge	£154,640	May-18 to Jun-18
	Sub-Total	£289,600	
Arthur's Bridge	Development of scheme and preparatory utility works (costs to Jan-19)	£20,510	Apr-19 to May-19
Glenlivet Bridge	Development of scheme (costs to Jan-19)	£1,020	Summer 2019
A941 New Craigellachie Bridge	Development of scheme and temporary traffic lights (costs to Jan-19)	£21,550	Jul-19 to Oct-19
	Sub-Total	£43,080	
	Total	£487,130	

APPENDIX 5 – CAPITAL WORKS IN 2019/20

Capital Works 2018/19				
Bridge / Location	Decription of Works		Budget Cost	Delivery On Site
Part-completed 2018/19 schemes	Vehicle Restraint Barriers	Schemes on site at start of year	Committed £59,700	Finish May-2019
Salterhill Bridge	Vehicle Restraint Barriers	Carry-over scheme from 2018/19	£25,000	Summer 2019/20
Bridge of Kings Ford	Vehicle Restraint Barriers	Carry-over scheme from 2018/19	£28,650	Spring 2019/20
	Sub-Total		£113,350	Carry-over budget for committed schemes
Road Safety	Vehicle Restraint Barriers 2019/20 schemes (still to be prioritised)		£108,000	Throughout the year
Car Parks	Multi-storey car parks waterproofing and movement joints		£228,000	Summer 2019
Arthur’s Bridge	Narrowing to single lane, install traffic signals and weight limit		£80,000	Apr-19 to May-19
Glenlivet Bridge	Waterproofing and surfacing replacement		£150,000	Summer 2019
A941 New Craigellachie Bridge	Road and footway surfacing, kerbs and movement joints		£1,850,000	Jul-19 to Oct-19
	Sub-Total		£2,416,000	
	Total		£2,529,350	



**REPORT TO: ECONOMIC DEVELOPMENT & INFRASTRUCTURE SERVICES
COMMITTEE ON 16 APRIL 2019**

SUBJECT: TRANSPORTATION BUDGETS 2019/2020

**BY: CORPORATE DIRECTOR (ECONOMIC DEVELOPMENT,
PLANNING AND INFRASTRUCTURE)**

1. REASON FOR REPORT

- 1.1 To inform the Committee of plans to deliver the capital and revenue programme in Transportation for 2019/20.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2), (F) (15), (17), (18), and (25) of the Council's Scheme of Administration in relation to the oversight of transportation matters.

2. RECOMMENDATION

- 2.1 **Committee is asked to approve the plans to deliver the capital and revenue programme for 2019/20 as contained in this report.**

3. BACKGROUND

- 3.1 The Transportation team delivers the Council services and duties in relation to public transport, traffic, car parks, harbours and transport development as well as advising and preparing recommendations to members on matters of transport strategy.
- 3.2 This report sets out the plans of each team within transportation to deliver those services and duties in line with the approved revenue and capital budgets for the financial year 2019/20.

4. PUBLIC TRANSPORT UNIT

- 4.1 The 2019/20 revenue budget for the Public Transport Unit is £4.6m. The overwhelming majority of this relates to the statutory provision of entitled home to school transport. The major areas of expenditure are set out below:

Category	£k
Home to School Transport	£4,074
Infrastructure, Systems & Services	£60
Dial M	£228
School Crossing Patrollers (April – June 2019)	£64

Minibus Hires & Social Care Transport	-£43
Staff costs (excl. drivers & SCPs)	£254
Total	£4,637

4.2 Home to School Transport

The Council has a statutory duty to provide home to school transport for entitled pupils to their zoned schools. The service is delivered by a number of external coach, bus and taxi operators, plus the council's own vehicles, in line with the needs of the individual schools and the most efficient routes to transport pupils to school. The service includes transport for vulnerable Additional Support Needs pupils to enhanced provision centres across the school estate. The budget currently for this service is £4.1 million and provides transport for over 2,700 pupils each year.

The service has been recently retendered for the 2019 – 2024 period and a saving realised of £200K.

4.3 Infrastructure, Systems & Services

The principal expenditure in this area is on the maintenance of bus stop / shelter infrastructure in line with the council's statutory duties.

4.4 Dial M

This is the budget allocated to Dial M – including a proportion of vehicle and property costs that would otherwise be attributed to school transport or social care transport.

4.5 School Crossing Patrollers

The entire School Crossing Patrol service has been accepted by Council as a budget saving for 2019 – 2020. The service will operate for the remainder of the current school session, finishing on June 28th 2019. After this date, there will be no SCP service in Moray. The budget is amended accordingly.

4.6 Minibus Hires and Social Care Transport

The Public Transport Unit provides transport for social care however the costs are recharged to the social care team. There is some income that relates to external hires of council vehicles. The budget also includes £2500 support for Speyside Car Share scheme as approved by this Committee on 31 October 2017 (paragraph 8 of the Minute refers).

5. **HARBOURS & DREDGER**

5.1 The revenue maintenance expenditure proposed for 2019/20, including dredging, is listed by harbour as follows:

Location	£
Buckie	98,125
Burghead	102,500

Findochty	35,500
Portknockie	16,500
Cullen	15,500
Hopeman	12,000
Pilot Boat	8,400
Total	288,525

5.2 The total revenue maintenance expenditure can be split into categories as follows:

Description	£
Dredging services	180,000
General maintenance	68,625
Inspections & surveys	25,000
Port Marine Safety Code compliance	6,500
Pilot boat maintenance	8,400
Total	288,525

Dredging Services: this is summarised below.

General Maintenance: This will include the following items, although the full amount is not allocated to enable reactive repairs such as winter storm damage to be carried out:

- Ladder repairs / replacement
- Repairs to pier and harbour surfaces (potholes, storm damage etc.)
- Repairs to safety railings and barriers
- Maintenance and upgrade of all LSA (Life Saving Appliances)
- Upgrade of harbour signage
- Pontoon repairs (including replacement sections, chains, hinges, and decking)
- Waste Management Contract for bins at all harbours
- Hazardous Waste Contract for waste oil
- Refurbishment and painting of quayside furniture and equipment e.g. lighthouses, bollards and toe rails.
- Repairs to and replacement of navigation lights
- Repairs to various items of equipment e.g. fish barrow wheels, chiller doors and curtains, replacement of water hoses
- Harbour property repairs as managed by Estates
- Cleaning and maintenance of slipways
- Repairs to harbour lighting in conjunction with Street Lighting
- Pest control, drain clearance
- Replacement of oil spill response equipment
- Maintenance and upgrade to Lifejackets and PPE for staff
- Annual Service and Calibration of Weighbridge at Buckie Harbour
- Annual Service and Calibration of Scales in the Fishmarket building
- Renewal of dredging licences (4 leisure harbours)
- Staff medical examinations (ENG 1)
- Repairs to concrete joints on Pier 1 Buckie
- Upgrade and replacement of items of equipment such as VHF radios

Inspections & Surveys

Engineering surveys, including underwater work, are carried out periodically by an external contractor to determine the state of the harbour structures. This work is now managed by Consultancy in close co-operation with the harbours team. These detailed surveys of the harbour structures are vital to assist in programming capital works effectively, and are normally carried out every 2 years. Bathymetric surveys are planned for all 6 harbours to link in with dredging activity, again carried out every 2 years. Other surveys are also carried out periodically e.g. asbestos, contaminated land.

Port Marine Safety Code Compliance

A marine consultant is engaged as Designated Person to ensure that the council is fully compliant with the Port Marine Safety Code, which is the industry guidance document for good practice produced by the Department for Transport and the Maritime and Coastguard Agency. The duty of Designated Person is a prescribed post in the Port Marine Safety Code. As a local authority we do not have an officer with the requisite skill set who would be deemed sufficiently independent to provide the scrutiny and assurance required by the role.

Pilot Boat Maintenance

Buckie harbour is a Competent Harbour Authority under the auspices of the Pilotage Act 1987, and as such we are required to offer pilotage services. Pilotage provides guided access to the harbour for vessels unfamiliar with navigating the entrance to Buckie harbour. The pilotage function also generates an income stream. The pilot boat takes a competent pilot to/from the incoming/outgoing vessel, and as such we maintain a suitable vessel for this function.

5.3 The dredging plan for Moray Council harbours for 2018/19 is as follows:

Harbour	Tonnes	£ Cost
Burghead	11,500	87,000
Buckie	5,000	39,000
Findochty	3,330	27,000
Portknockie	1,200	9,000
Cullen	1,200	9,000
Hopeman	1,200	9,000
Total	23,430	180,000

The current dredging licences for the commercial harbours at Buckie and Burghead are valid until 2021. The licences for the leisure harbours at Cullen, Portknockie, Findochty and Hopeman are due for renewal in October 2019. The application process for the new licences is already underway with Marine Scotland. A Quick Quote has been published through Procurement for pre-dredge sampling as part of this process. The current fee for a 3 year licence for the Sea Disposal of Maintenance Dredging is £3995.00 (under 10,000 tonnes).

5.4 The management of the harbours fixed assets (piers, walls, pontoons etc.) has been transferred to Consultancy and the asset management arrangements and capital programme are reported separately.

6. TRAFFIC

- 6.1 The Traffic team has a revenue budget of £208,950 excluding staff costs. This covers the statutory duties in relation to road safety, streetworks and road construction consents and the planned expenditure is set out in more detail below.
- 6.2 The revenue budget includes an anticipated income of £253,520. This comprises £163,000 for processing Temporary Traffic Regulation Orders and issuing permits such as Road Opening Permits. £90,520 is budgeted for income relating to Roads Construction Consent inspections.
- 6.3 The Council has a Statutory Duty to carry out studies of road accidents and “take such measures as appear to the authority to be appropriate to prevent such accidents”. The Road Safety budget of £136,000 in the capital plan provides funding to deliver works in priority areas and a small allowance for minor interventions. This year’s allocation includes £30,000 for skid resistance measures with the balance of £106,000 for small schemes to improve safety on Moray’s road network.
- 6.4 The Council has a Statutory Duty to provide Disabled Parking Spaces near the homes of eligible people when they apply. The Council also receives requests for dropped kerbs to assist people with mobility disabilities and parents with pushchairs at places where they need to cross the road. The Disability Adaption budget enables the Traffic Team to deliver appropriate improvements. This £61,000 budget provision will enable in the region of 85 spaces and approximately 50 dropped kerbs.
- 6.5 The New Road Signs & Markings capital budget of £37,000 is for the provision of new road signs, markings and the like to allow the Traffic Team to react to changes to the road network – often highlighted by communities, Elected Members and Council Officers. This will include new signs and road markings replacing life expired elements, and new signing and lining works relating to Traffic Regulation Orders.
- 6.6 There is a small capital allocation of £7,000 for the maintenance of traffic data equipment. Councils are required to provide Transport Scotland with some data and regularly carry out other surveys to help respond to concerns raised or to influence design decisions.
- 6.7 Moray Council is awaiting on confirmation of the award of £157,000 for Cycling, Walking and Safer Streets (CWSS), this funding is specifically ring fenced with the following purpose:

“The grant shall be used only for the purpose of undertaking a programme of works for local cycling, walking and safer streets projects. The Council shall consider spending a minimum of 36% (national average spend on cycling) and preferably over 50%, of the grant for the purposes of undertaking a programme of works promoting cycling and walking for both short and long distance journeys and achieving Scotland’s vision that by 2020 10% of everyday journeys will be made by bike, as outlined in the Cycling Action Plan for Scotland (CAPS) 2013.”

- 6.8 Where possible, use of CWSS budget will be used to match fund in Smarter Choices Smarter Places, Places for Everybody (formerly known as Community Links) funding bids and Low Carbon Transport Travel fund previously awarded in 2018. These funding streams support the provision of improved cycling and walking facilities and promotion of sustainable travel modes.
- 6.9 In addition to Moray Council Capital funding, the Traffic Team has access to a range of external grants, funds and contributions which will provide funding for specific purposes and with specific conditions.
- 6.10 We have also been given £40k from Transport Scotland to spend on a Safer Route to School project in Dufftown after they asked for possible projects to deliver to assist in using up some of their underspent Active Travel budget.
- 6.11 At this stage, it is not possible to quantify the precise nature of grant funding that may be available. At this Committee on 3 May 2016 it was agreed to delegate authority to the Head of Direct Services, in consultation with the Chief Financial Officer, the Chair of this Committee and relevant Party Spokespersons, to authorise further grant applications supporting the work of the traffic section where there is no call on capital funding (para 10 of the minute refers).
- 6.12 The Traffic Team are responsible for a revenue budget for traffic signals, signs and lines. The delivery of the budget is held by Roads Maintenance Manager and is reported separately.

7. TRANSPORT DEVELOPMENT

- 7.1 The Transport Development team has a revenue budget of £32,500 (excluding staffing costs). This is required for system licenses such as GIS and TRICS, and a modest amount for commissioning transport studies – including runs of the Elgin traffic model to support the team's role in assessing the impact of changes to the road network, and providing input to the Local Development Plan.

8. CAR PARKS

- 8.1 The overall net revenue budget for Car Parks is -£367,083 of which £64,227 is staff costs.
- 8.2 The principal revenue expenditure is Non-Domestic Rates £186,096 which covers all car parks coming under the Car Park Order. It is proposed to spend £71,115 on infrastructure maintenance details of which will be included in the Roads Maintenance report. Annual maintenance of grounds spend is £25,849 which is the same as in previous years.
- 8.3 Energy costs of £26,143 is managed by the central energy team. Transportation Management Team is in discussions with the energy team regarding the costs and phasing of this budget.
- 8.4 £15,327 is budgeted for cash collection.

- 8.5 The remainder of the revenue budget is for routine management including uniform and safety equipment which includes the annual maintenance of the leaf blower for multi storey car parks and the winter maintenance gritters which allows the car park attendants to salt moderate sized surface car parks in inclement weather.
- 8.6 The budget income from pay and display car parks is £817,000. This includes £33,000 to be generated from the introduction of charges for staff parking at the Elgin HQ campus from Quarter 2 19/20, and £5,000 from the introduction of charges at locations outwith Elgin from Q3 19/20.

9. OTHER

- 9.1 £47,000 is included in the Transportation budget for the Council's membership of HITRANS the Regional Transport Partnership.

10. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The projects within this report support the objectives in the Corporate Plan and LOIP by:

- supporting economic development by delivering infrastructure;
- promoting activity amongst school children through a range of behavioural change measures;
- improving health by providing infrastructure and incentives for all to make active travel choices;
- reducing social exclusion by delivering services and improving facilities for those without cars
- making communities safer by considering road safety as part of all projects
- contributing to the economic growth of Moray through the provision of sustainable harbour facilities.

(b) Policy and Legal

There are no implications arising from this report.

(c) Financial implications

The CWSS budget is a ring fenced grant which is included in the council's Scottish Government settlement. All other budgets are as set by Moray Council on 14 February 2018.

It is anticipated that further funding opportunities will arise during the year and it is intended to take full advantage of relevant opportunities with no impact on Council budgets. As and when these opportunities arise officers will follow the agreed process in making any application.

(d) Risk Implications

The predicted incomes for harbours, traffic and car parks are based on the best available information informing their relative business cases as presented in setting the full council budget, however, rely on usage meeting the predicted demand.

(e) Staffing Implications

There are no staffing implications from this report.

(f) Property

There are no property implications in relation to this report.

(g) Equalities/Socio Economic Impact

There are no equalities issues arising from this report. There are various expenditure items which have a socio-economic benefit, in particular the spend on road safety and public transport.

(h) Consultations

The Corporate Director (Economic Development, Planning & Infrastructure), the Legal Services Manager, the Principal Accountant (P Connor), the Equalities Officer, and the Committee Services Officer (L Rowan) have all been consulted and their comments incorporated into the report.

11. CONCLUSION

11.1 Committee is asked to approve the proposed spend of the capital and revenue budgets for 2019/20.

Author of Report: Nicola Moss
Background Papers:
Ref:



**REPORT TO: ECONOMIC DEVELOPMENT & INFRASTRUCTURE SERVICES
COMMITTEE ON 16 APRIL 2019**

SUBJECT: MARINE SAFETY QUARTER 3 2018/2019

**BY: CORPORATE DIRECTOR (ECONOMIC DEVELOPMENT,
PLANNING AND INFRASTRUCTURE)**

1. REASON FOR REPORT

- 1.1 To inform the Committee with regard to matters of Marine Safety and compliance with the Port Marine Safety Code (PMSC) for the third quarter of 2018.
- 1.2 This report is submitted to Committee in terms of Section III (F) (25) of the Council's Scheme of Administration relating to the functions of Council as Statutory Harbour Authority (SHA).

2. RECOMMENDATION

- 2.1 **Committee is asked to consider and note the safety performance, fulfilling their function as Duty Holder under the Port Marine Safety Code.**

3. BACKGROUND

- 3.1 A report was submitted to the meeting of this committee on the 20 March 2018, with the subject Port Marine Safety Code (PMSC) (para 6 of the minute refers)
- 3.2 The meeting agreed officers were to report quarterly to this Committee, as the Duty Holder, on matters of marine safety.

4. COMMITMENT TO THE PMSC

- 4.1 Moray Council, in its capacity as a Statutory Harbour Authority, is committed to undertaking and regulating marine operations to safeguard all its harbour areas, the users, the public and the environment.
- 4.2 The aim of the harbour team is to manage operations safely, efficiently, sustainably and as a benefit to all of the users and wider communities.
- 4.3 The team are committed to:

- a) full compliance with all legal requirements in harbour operations while seeking to meet the changing needs of all harbour users
 - b) ensuring that all personnel are well trained, engaged and committed to improving safety in all processes. Competent skilled personnel backed by an active safety culture are key to a positive safety record.
 - c) undertaking hazard identification and risk assessments when required and implementing improvement measures where necessary.
- 4.4 The team expect that all harbour users recognise the effect that they can have on the harbours operation and reputation and must work to our standards as a minimum. A Permit to Work system is in place to maintain control over hazardous work. The team will ensure that any contractors or other management systems fully support the same commitment to health, safety and environmental performance.

5. VESSEL MOVEMENTS

- 5.1 In the third quarter of 2018 there were a total of 18 cargo movements at Buckie harbour. This included 8 acts of pilotage, 6 inward and 2 outward with 4 of the operations being conducted during the hours of darkness.
- 5.2 The squid season drew to a close in this quarter with all the visiting boats departing and the larger trawlers returning to the fish and the larger trawlers returning to the white fish grounds. This left us with our core fleet of prawn boats until the other boats came home for Christmas.
- 5.3 All vessel movements including fishing, leisure and others are logged and a new spreadsheet is currently being trialled to improve the recording and accessibility of vessel information.

6. CONSERVANCY

- 6.1 All harbours are regularly surveyed to check the depths and identify areas of shoaling, particularly in the entrances. When the dredger is available we have a list of priorities that we work to depending on the commercial nature of that harbour. Generally any high spot reported is actioned promptly depending on commitments of the dredger elsewhere. Dredging activity in Moray Harbours is prioritised unless there is an overwhelming commercial case for external work.
- 6.2 The priority areas of current concern are:
- Buckie: entrance channel
 - Burghead: sand bank outside entrance
 - Hopeman: large bank of silt at the end of the pontoon system and another bank in the outer basin limiting access and egress during the season
 - Cullen: removal of sand from the beach side rather than the entrance
 - Findochty: lack of depth between the pontoons and entrance
 - Portknockie: no major issues at this time

7. GENERAL SAFETY IMPROVMENTS

- 7.1 There were issues with the west pontoon installation at Findochty where the new ladder fitted earlier in the year was coming away from the wall and breaking the anchors. The contractor was recalled by Consultancy and the problem was quickly remedied at no cost to the Council with no further issues noted to date.
- 7.2 Work has been carried out by Consultancy to several pier walls including rebuilding the end of the parapet in Cullen and minor repairs to other areas, dealing with surface cracks in Portknockie and Burghead, and repairing the concrete around a ladder in Findochty. All this work was carried out by rope access technicians eliminating the need for scaffolding.
- 7.3 Risk assessments, lift plans, method statements and planned operations were all reviewed for the testing of a new prototype subsea lifter at Buckie for Ecosse IP Limited (EIP). EIP is a subsea technology developer and offshore engineering consultancy specialising in Oil and Gas, Offshore Wind, Wave and Tidal industries.
- 7.4 All harbour shore power connections at Buckie have been checked by electrical contractors through Property Services.
- 7.5 Two additional spot lights were installed on the seaward side of Buckie Fishmarket, to improve conditions for the safe landing of catch during the hours of darkness.
- 7.6 On completion of the consultation period for the changes to the Navigation Lights at Portknockie and Cullen, the Harbourmaster applied for the Statutory Sanction from the Northern Lighthouse Board. On receipt of the Sanction the order for the new lights was placed. Street Lighting will assist with installation of these LED solar powered lights which will reduce our maintenance and energy costs.
- 7.7 Upgrading work continues on the pilot boat to improve safety on board and extend the working life of the vessel. During this quarter the majority of the work carried out was concerned with tracing electrical cables, labelling and securing. Three of the four fuel tanks were fully cleaned out with the remaining one to be tackled when the two silencers for the Volvo engines are replaced in March.
- 7.8 The works to upgrade the harbour office have progressed well with re-wiring, lighting, heating, fire alarm system, new floor in the watchman's office and replacement windows all completed. Making good the walls post re-wire, internal decoration and new floor coverings will be the final steps. At the end of this process the building will be a safer and more comfortable place to work for harbour staff and a more professional setting in which to host meetings and visits from clients and customers.
- 7.9 Extensive work to provide the local fishing fleet with a safer and tidier place to conduct their business continues at Burghead. A letter was sent to all harbours users reaffirming our commitment to the berthing policy and by-laws. Over the last few years there has been an increase in the number of fishing

boats working from Burghead. As a consequence and in order to support the local fishing fleet, any leisure berth given up will not be replaced. Berthing arrangements have been changed to allow more opportunities and improved access for commercial boats. A lot of work has been put into getting the fishermen to put nets on pallets or in boxes rather than stretching them across the harbour, and all the waste which had been built up over time has since been taken away. All boat owners have been informed that the Council will not take the responsibility and incur the cost of disposing of unwanted fishing gear. The waste charge levied on users is there to recover the cost of disposal of general waste, waste oil and recyclables only.

- 7.10 The new marine gasoil tank was installed and commissioned at Burghead at the beginning of October, with the support of the Scottish Whitefish Producers Association and funding from Moray Fisheries Local Action Group (Fisheries Local Action Group). The harbours team worked closely with all concerned to ensure that all safety and environmental measures had been considered and that the appropriate mitigations were in place for potential hazards. The Council gains additional income from ground rent charged to the SWFPA.
- 7.11 In preparation for Burghead Boxing Day Swim all the risk assessments were reviewed, assurance was sought that appropriate liability insurance was in place and a site inspection was carried out before the Christmas break and on Boxing Day morning.
- 7.12 All harbour staff completed manual handling training in October. Five staff completed Royal Yachting Association First Aid training at North58° in Findhorn and four undertook the RYA Sea Survival course in Elgin. One of the Assistant Harbourmasters successfully completed the RYA Advanced Powerboat Assessment and Examination, which has since been commercially endorsed.
- 7.13 Work continues on the in-house training packages as time allows.
- 7.14 Following the fatal incident on the North Quay in August, it was decided at the debriefing session that the style of lifejackets currently in use are great life savers, but inferior when assisting in a rescue. It was agreed a better solution would be to use the Crewfit Evolution 250 Manual lifejackets, which were developed along with the Maritime and Coastguard Agency. We now have two of these jackets which are used routinely by the Buckie Pilot and safety man. The lifejackets have 90N of flotation at all times with an additional 160N should the jacket be activated.
- 7.15 Following the Sea Change article in Connect magazine, one of the Union Safety Representatives expressed concern about safety around pier edges. He was invited to the harbour office where the management of staff working near the edge of the pier and on boats was discussed. Copies of our Risk Assessments relating to this subject were readily provided and no further action was deemed necessary.
- 7.16 Due to the inclement conditions on Boxing Day there were problems on pontoons at both Portknockie and Findochty which required immediate action. Both pontoons were made safe and plans are in place to carry out further

repairs in the Spring when all the parts are available and the conditions for working on and near water are safer.

8. **INCIDENT STATISTICS**

8.1 There were no injuries to our personnel in the 3rd quarter at any of the harbours.

8.2 General: There were two incidents where cargo vessels arriving at the harbour made contact with the works taking place on the North quay. These incidents caused damage to a beam and the wooden framework built for the concrete pour. It was agreed by Consultancy and the Contractor that, due to the risks involved during deteriorating winter weather conditions, no further works should take place until the Spring.

8.3 Near Miss Reports – Reporting of near misses is an important tool to improve safety, as this highlights potential issues before they develop into serious risks and can be used to indicate trends. Although there were no reports during the 3rd quarter, one has since been reported and will be covered in the next report.

9. **KEY PERFORMANCE INDICATORS**

9.1 Pilotage

Pilotage is not compulsory at Buckie harbour, and therefore not all cargo movements require the services of a pilot. The number of pilotage acts carried out in the third quarter of 2018/19 was 8, in relation to 18 vessel movements in and out of the harbour.

9.2 Aids to Navigation

As a Local Lighthouse Authority, Moray Council is required to report the availability of all its navigational lights to the Northern Lighthouse Board in March of each year. The following table gives the detail that is reported on an annual basis.

Table 1: Availability of Navigation Lights

IALA Category	No Of Aids	Total Hours	No Of Failures	OOS Hours	MTTR	MTBF	Availability	Target Availability
Moray Council								
CAT 1	1	26,304	0	0:00	0:00	0:00	100.00 %	99.80 %
CAT 2	15	394,560	5	18832:04	3766:25	75145:35	95.23 %	99.00 %
CAT 3	4	105,216	1	12360:00	12360:00	92856:00	88.25 %	97.00 %
No Category	0	0	0	0:00	0:00	0:00	0.00 %	0.00 %
Totals	20							

Key to headings:

IALA	International Association of Marine Aids to the Navigation and Lighthouse Authorities
OOS hours	Out of service
MTTR	Mean Time To Repair
MTBF	Mean Time Between Failures

Table 2 lists all the navigation aids currently managed by the Council. There is only one Category 1 light, which is located on the West Mucks at Buckie harbour, principally to aid cargo vessel movements. There are eleven Category 2 lights and four Category 3 lights of which two are unlit beacons.

Table 2: Moray Council - Aids to Navigation						
ALLFS No.	AtoN No.	Aton Name	Aton Type	Character	Range	IALA Cat
A3396.1	3396.1	Buckie Harbour. Cliff Terrace.	Sector Light	Iso WG 2s	16	CAT 2
A3394	3394	Buckie Harbour. N Pier. Lts in line 096. Rear. 60m from front	Leading Light	Oc R 10s	15	CAT 2
A3392	3392	Buckie Harbour. North Pier Lts in Line 096. Front	Leading Light	2 F R(vert)	9	CAT 2
A3396	3396	Buckie Harbour. W Pier. Elbow	Light	2 F G(vert)	4	CAT 2
A3391	3391	Buckie Harbour. West Muck	Light	Q R	7	CAT 1
A3429.	3429.	Burghead Harbour. Entrance Groyne	Light	Fl G 5s	1	CAT 2
A3428.5		Burghead Harbour. Fishing Transit Light	Light	FG	1	CAT 3
A3424	3424	Burghead Harbour. N Pier. Head	Light	Oc W 8s	5	CAT 2
A3428	3428	Burghead Harbour. S Pier. Head	Light	Q G	5	CAT 2
A3426	3426	Burghead Harbour. Spur. Head	Light	Q R	5	CAT 2
	3383U	Cullen Harbour. North Pier.	Unlit Beacon			CAT 3
A3372	3372	Cullen Harbour. Outer Basin.	Light	FG	1	CAT 3
A3385	3385	Findochty. Ldg Lts 166deg. Front.	Leading Light	F R	3	CAT 2
A3385.1	3385.1	Findochty. Ldg Lts. Rear. Harbour Road. 30m from front	Leading Light	F R	3	CAT 2
	3386U	Findochty. West Pier	Unlit Beacon			CAT 3
A3418.1	3418.1	Hopeman Harbour. Ldg Lts 081deg. Rear. 10m from Front	Leading Light	F R	4	CAT 2
A3418	3418	Hopeman Harbour. N Quay. Elbow. Ldg Lts 081deg.Front	Leading Light	F R	4	CAT 2
A3416	3416	Hopeman Harbour. W Pier. Head	Light	Oc G 4s	4	CAT 2
A3382.1	3382.1	Portknockie Harbour. Ldg Lts 150 30' (Rear)	Leading Light	F W	2	CAT 2
A3382.	3382.	Portknockie Harbour. Ldg Lts. 150 30' (Front)	Leading Light	F W	2	CAT 2

Local Lighthouse Authorities are required to manage their Aids to Navigation within international guidelines as determined by the IALA. Aids to Navigation

(AtoN) are categorised according to their navigational importance with their 'availability' requirements reflecting this:

Availability	Objective	Definition
Category 1	99.8%	AtoN considered to be of primary navigational significance
Category 2	99.0%	AtoN considered to be of navigational significance
Category 3	97.0%	AtoN considered to be of less navigational significance

The 'Availability Objective' is calculated over a rolling 3-year period. This means that over this period a Cat 1 AtoN needs to be functional for 99.8% of the time.

10. GENERAL COMMENTARY

- 10.1 The team at the harbour continue to strive for safer working practices in all locations and, in particular, great progress has been made in this regard at Burghead. The safety performance at all the harbours is improving steadily and no injuries to harbour staff or harbour users have been reported.
- 10.2 As the summer closes and the squid season finishes, the visiting boats leave for their home port and the larger boats head north to go back to the fish. This allows us to start tackling other projects such as pressure washing quayside and pier surfaces to remove slippery marine growth. Removing the growth reduces the risks for those working in and around the harbours and those embarking and disembarking vessels.
- 10.3 As already stated, the pontoon systems at Portknockie and Findochty are an ongoing concern. Much work has been carried out over the years to extend their lifespan, but the work scope is beginning to develop beyond the capabilities and budget of the harbours team. Our current aim is to procure second hand pontoon sections when available to establish a rolling programme of removing the sections and replacing boards, hinges and fixing the floats from the beach.

11. FUTURE OBJECTIVES AND PLANS

- 11.1 Objectives identified for 2019 and beyond include the following:
- Monitor consistent incident reporting, including potential incidents
 - Implement new Key Performance Indicators
 - Undertake further reviews of Marine Policy, Safety Management System and training requirements. Maintain momentum of Pilot training and accreditation
- 11.2 Progress regarding incident reporting is encouraging, particularly with respect to reporting near miss incidents. Sharepoint is now accessible to all harbour staff.
- 11.3 A review of the training requirements for all staff has been held and a new training matrix is under development which includes a mix of internal and external training courses. Many of the internal courses are yet to be developed and we are in the process of booking the external trainers. Pilot

and Coxswain training continues with training opportunities being taken when possible.

12. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Sustainable harbours maintained to operate safely and efficiently contribute to the economic development of Moray

(b) Policy and Legal

Non-compliance with the Code will have legal implications

(c) Financial implications

Non-compliance of the Code may have financial implications

(d) Risk Implications

Prosecution of the authority may result from the failure to comply with the Port Marine Safety Code.

(e) Staffing Implications

Key personnel are to be trained, qualified and experienced.

(f) Property

There are no property implications arising from this report.

(g) Equalities/Socio Economic Impact

There are no specific equalities matters, however, the Equalities Officer has been consulted and comments incorporated into this report.

(h) Consultations

The Corporate Director (Economic Development, Planning & Infrastructure), Legal Services Manager, Principal Accountant (P Connor), Committee Services Officer (L Rowan), and Equalities Opportunities Officer have all been consulted and their comments incorporated into this report.

13. CONCLUSION

- 13.1 The council is currently deemed to be compliant with the PMSC, however, there is still work to be done to stabilise our position in relation to marine safety. This will be evidenced through future reports to this Committee, and scrutinised by this Committee as Duty Holder.**

Author of Report: Duncan Brown, Development & Operations Manager,
Harbours
Background Papers:
Ref:



**REPORT TO: ECONOMIC DEVELOPMENT AND INFRASTRUCTURE
SERVICES COMMITTEE ON 16 APRIL 2019**

SUBJECT: FLOOD RISK MANAGEMENT REVENUE BUDGET 2019-2020

**BY: CORPORATE DIRECTOR (ECONOMIC DEVELOPMENT
PLANNING AND INFRASTRUCTURE)**

1. REASON FOR REPORT

- 1.1 To ask the Committee to agree the Flood Risk Management Schedule of Clearance and Repair for 2019/2020 and the programme of Capital works for Flood Risk Management and Harbours for 2019/2020.
- 1.2 This report is submitted to Committee in terms of Section III (F) (19) of the Council's Scheme of Administration relating to the function of the Council under Flood Risk Management (Scotland) Act 2009.

2. RECOMMENDATION

2.1 It is recommended that Committee agree:

- (i) **the Flood Risk Management Schedule of Clearance and Repair for 2019/20; and**
- (ii) **the Capital programme of work for Flood Risk Management and Harbours for 2019/2020.**

3. BACKGROUND

- 3.1 The Flood Risk Management (Scotland) Act 2009 (the Act) requires the Council to deliver the actions within the Local Flood Risk Management Plans for Findhorn, Nairn and Speyside, and North East Local Plan Districts.

Revenue

- 3.2 The Act places upon the Council a duty to assess relevant bodies of water (other than canals) in its area for the purpose of ascertaining whether the condition of any such body of water gives rise to a risk of flooding. Where a water body gives rise to flood risk, and the Council considers clearance and repair works would substantially reduce that risk, the Council must prepare a schedule of those works and carry them out.

Review of Progress in 2018/19

- 3.3 Work has been ongoing throughout the year to deliver the Schedule of Clearance and Repair agreed for 2018/19. At the time of drafting this report, the current committed expenditure is £217,000. No significant over or underspend is expected.
- 3.4 General maintenance of the Council's flood schemes has been ongoing throughout the year. This year more significant maintenance was required at Lhanbryde, where we had to undertake repairs to the dam control structure and desilt the pond that acts as a sediment trap. Significant vegetation clearance was required at the control structure and the railway cutting embankment on the Burn of Mosset Flood Alleviation Scheme. .
- 3.5 The flood team monitors the operation of the flood schemes using telemetry and the contract for this has been successfully retendered and awarded for a further 3 years. The overall impact of the flood schemes on river morphology is monitored through aerial photography and a 3 year termed contract for aerial photographs was awarded this year.
- 3.6 The rolling programme of work to strengthen the seawall at Lossiemouth has now been completed,

Proposed work for 2019/20

- 3.7 The 2019/20 Flood Risk Management annual revenue budget has been reduced by 5% to £282,000. This reduction will increase the pressure on budget to maintain the current flood protection schemes. This budget does not include an allowance for damage to assets or clearance and repairs following a significant flood event. Should such an event occur the position will be reviewed.
- 3.8 The proposed Schedule of Clearance and Repair is provided in **APPENDIX 1**. The Schedule includes specific works, recurrent works and reactive works, together with allowances for telemetry, surveys and support for Surface Water Management Plans. With continued development of our Asset Management System, we have a strong regime of risk based inspections that identify potential flooding issues. Reports from other sources such as the public continue to inform the Schedule. The Schedule will be published on the Council's website if the recommendations in this report are agreed by this Committee.
- 3.9 The Schedule includes the operation and maintenance of the flood schemes in accordance with their manuals. This covers schemes in Aberlour, Rothes, Elgin, Forres (2 schemes), Dallas, Newmill and Lhanbryde.

Capital

Review of Progress in 2018/19

- 3.10 Flood studies for potential Flood Protection Schemes at Portgordon and Lossiemouth Seatown were progressed in 2018/19. The feasibility and option appraisal has been completed for each of these schemes and the findings will be reported to this Committee in June 2019.
- 3.11 Work to the North Pier of Buckie Harbour started in 2018/19 and is currently 80% complete. This work was subject to significant delays and damage was

caused to temporary works during a number of storm events. To reduce the risk of further damage and a potential increase in cost to the Council; this work was suspended in December 2018. This work is programmed to re-start in Spring 2019. Repairs to the sheet piles and jetty at the north pier at Burghead were programmed to be undertaken in 2018/19 but due to temporary staff shortages this work will now be undertaken in 2019/20.

Proposed work for 2019/2020

- 3.12 During 2019-20 the flood risk management team will undertake a number of capital projects as highlighted in **APPENDIX 2**. The capital projects include the continuation of the Buckie Harbour North Pier works, maintenance work at Burghead and Portknockie Harbours, and the Portknockie Landslip remediation.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Flood Risk Management is a key priority in the 10 year plan “Building a better future for our children and young people in Moray.”

The works contained within Schedule will also help meet the LOIP outcome of “Confident, skilled and self-reliant communities where expectations and aspirations are raised and achieved”

(b) Policy and Legal

The proposal forms part of the Council’s statutory duties with regards to the Act. The Council has a duty to implement the actions from the Local Flood Risk Management Plans. The Council can do works not included in the Plans that will manage flood risk, provided it does not affect the delivery of those actions in the Plan.

(c) Financial implications

No allowance has been made for dealing with the consequence of exceptional rainfall/flood events. This will need to be addressed if such events were to arise.

(d) Risk Implications

There are no risk implications as a result of this report other than to recognise that flooding and coastal issues are unpredictable and the items in the Schedule will be carried out in recognising this uncertainty.

(e) Staffing Implications

There are no staffing implications as a result of this report.

(f) Property

There are no property implications as a result of this report.

(g) Equalities/Socio Economic Impact

There are no equalities implications arising from this report.

(h) Consultations

The Corporate Director Economic Development Planning and Infrastructure, Head of Direct Services, Legal Services Manager, P Connor, Principal Accountant, Development and Operations Manager for Harbours, L Rowan, Committee Services Officer and the Equal Opportunities Officer have been consulted and comments have been taken into account.

5. CONCLUSION

- 5.1 The Council has a duty under the Act to implement Flood Risk Management Plans including clearance and repair of water bodies. The proposed Allocations for 2019/2020 Flood Risk Management Revenue Budget take account of both. Capital works identified in the Capital Plan, for both Flood Risk Management assets and Harbours will be progressed in 2019/2020.**

Author of Report: Will Burnish – Senior Engineer FRM
Background Papers:
Ref:

Appendix 1

Appendix 1

Flood Risk Management Revenue

Schedule of Clearance and Repair Works 2019/20

Location	Improvement Works Description	Estimated Cost (£)
Various	Flood Modelling Updates	£15,000
Various	Surface Water Management Plans	£15,000
Tyock Burn	Tyock Burn Culvert Maintenance	£50,000
	Total	£80,000

Location	Annual Maintenance Works Description	Estimated Cost (£)
Various	Reactive Works	£28,000
Telemetry	Telemetry Maintenance	£10,000
Kingston	Shingle Bank Survey	£500
Asset Management	CCTV Survey and Asset Data Gathering	£5,000
Longmorn FAS	Longmorn FAS - Operation and Maintenance	£500
Dallas FAS	Dallas FAS - Operation and Maintenance	£2,000
Forres FAS	Findhorn and Pilmuir FAS - Operation and Maintenance	£60,000
Aberlour FAS	Aberlour FAS - Operation and Maintenance	£1,500
Millbuies Reservoir	Asset Maintenance, Operation and Maintenance	£500
Roths FAS	Roths FAS - Operation and Maintenance	£6,000
Elgin FAS	Elgin FAS - Operation and Maintenance	£35,000
Forres FAS	Burn of Mosset FAS - Operation and Maintenance	£21,000
Aerial Photos	6 Monthly aerial Photos	£4,000
Newmill FAS	Newmill FAS - Operation and Maintenance	£20,000
Lhanbryde FAS	Lhanbryde FAS - Operation and Maintenance	£6,000
Various	Community Engagement	£2,000
	Total	£202,000
	Revenue Total	£282,000

Appendix 2

Appendix 2

Flood Risk Management Capital Expenditure

Harbours

Location	Improvement Works Description	Estimated Cost (£)
Buckie	Completion of the North Pier Works	£447,000
Burghead	Repairs to piles of North and South Piers	£258,000
Cullen	Localised Pier repairs	£35,000
Findochty	Works to sheet piles at harbour entrance	£41,000
Portnockie	Void filling across harbour walls.	£379,000
Total		£1,160,000

Flood Risk Management and Coastal Protection

Location	Improvement Works Description	Estimated Cost (£)
Lossiemouth	Continuation of Flood Study	£284,000
Portgordon	Continuation of Flood Study	£215,000
Portknockie	Continuation of Landslip Repairs	£1,000,000
Total		£1,499,000