

## Minute

### Development and Infrastructure Committee

Tuesday, 6 September 2022, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors David Dawson, Gillian Skuse, Graham A Bevan, P Lindsay Hall, Kristopher D Leask, W Leslie Manson, Raymond S Peace, James W Stockan, Owen Tierney, Duncan A Tullock and Heather N Woodbridge.

Councillor Jean E Stevenson, who had been invited for Item 6.

### Present via remote link (Microsoft Teams)

Councillor Mellissa-Louise Thomson.

### Clerk

- Angela Kingston, Committees Officer.

### In Attendance

- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration (for Items 1 to 10 and 13 to 19).
- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- James Buck, Head of Marine Services, Transportation and Harbour Master.
- Sweyn Johnston, Head of Enterprise and Economic Growth.
- Erik Knight, Head of Finance (for Items 1 to 6).
- Lorna Richardson, Interim Head of Neighbourhood Services (for Items 1 to 12).
- Stuart Allison, Service Manager (Enterprise) (for Items 13 to 19).
- David Custer, Service Manager (Engineering) (for Items 9 to 12).
- Hazel Flett, Service Manager (Governance).
- Shonagh Merriman, Service Manager (Corporate Finance).
- Laura Cromarty, Transportation Manager (for Items 5 to 13).
- Kenneth Roy, Team Manager (Roads Support) (for Items 1 to 9).
- Karen Bevilacqua, Solicitor.

### Observing

- Kirsty Groundwater, Communications Team Leader (for Items 11 to 19).
- Alison Barclay, Community Led Local Development Officer (for Items 13 to 15).
- Jordan Low, Economic Development Officer (for Items 13 to 15).
- Lauren Pring, Graduate Planner (Development and Marine Planning) (for Items 1 to 6).

## **Apology**

- Councillor Rachael A King – who had been invited for Item 6.

## **Declarations of Interest**

- No declarations of interest had been intimated.

## **Chair**

- Councillor David Dawson.

## **1. Disclosure of Exempt Information**

The Committee noted the proposal that the public be excluded from the meeting for consideration of Item 18, together with Annex B of Item 16, as the business to be discussed involved the potential disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **2. Revenue Expenditure Outturn**

After consideration of a joint report by the Corporate Director for Enterprise and Sustainable Regeneration, the Corporate Director for Neighbourhood Services and Infrastructure and the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), the Committee:

Noted:

**2.1.** The revenue expenditure outturn statement, in respect of service areas for which the Development and Infrastructure Committee was responsible, for financial year 2021/22, attached as Annex 1 to the joint report by the Corporate Director for Enterprise and Sustainable Regeneration, the Corporate Director for Neighbourhood Services and Infrastructure and the Head of Finance, which indicated an overspend of £558,000.

The Committee scrutinised:

**2.2.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the joint report by the Corporate Director for Enterprise and Sustainable Regeneration, the Corporate Director for Neighbourhood Services and Infrastructure and the Head of Finance, and obtained assurance that appropriate action was taken with regard to significant budget variances.

## **3. Revenue Expenditure Monitoring**

After consideration of a joint report by the Corporate Director for Enterprise and Sustainable Regeneration, the Corporate Director for Neighbourhood Services and Infrastructure and the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), the Committee:

Noted:

**3.1.** The revenue financial summary statement, in respect of service areas for which the Development and Infrastructure Committee was responsible, for the period 1 April to 30 June 2022, attached as Annex 1 to the joint report by the Corporate Director for Enterprise and Sustainable Regeneration, the Corporate Director for Neighbourhood Services and Infrastructure and the Head of Finance, which indicated a budget overspend position of £1,386,800.

**3.2.** The revenue financial detail by service area statement, in respect of service areas for which the Development and Infrastructure Committee was responsible, for the period 1 April to 30 June 2022, attached as Annex 2 to the joint report by the Corporate Director for Enterprise and Sustainable Regeneration, the Corporate Director for Neighbourhood Services and Infrastructure and the Head of Finance.

The Committee scrutinised:

**3.3.** The explanations given and actions proposed, in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the joint report by the Corporate Director for Enterprise and Sustainable Regeneration, the Corporate Director for Neighbourhood Services and Infrastructure and the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

## **4. Road Asset Replacement Programme and Roads Revenue Maintenance Programme**

### **Expenditure Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), the Committee:

Noted:

**4.1.** The summary outturn position of expenditure incurred for financial year 2021/22 in respect of the Road Asset Replacement Programme and the Roads Revenue Maintenance Programme, as detailed in section 4.1 of the report by the Head of Finance.

The Committee scrutinised:

**4.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendices 1 and 2 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress made with delivery of the approved Road Asset Replacement Programme and the Roads Revenue Maintenance Programme.

## **5. Road Asset Replacement Programme and Roads Revenue Maintenance Programme**

### **Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Service Manager (Corporate Finance), the Committee:

Noted:

**5.1.** The summary position of expenditure incurred, as at 30 June 2022, against the approved Road Asset Replacement Programme and the Roads Revenue Maintenance Programme for 2022/23, as detailed in section 4.1 of the report by the Head of Finance.

The Committee scrutinised:

**5.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendices 1 and 2 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved Road Asset Replacement Programme and the Roads Revenue Maintenance Programme.

## **6. Finstown Traffic Management Study**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Interim Head of Neighbourhood Services, the Committee:

Noted:

**6.1.** That, following receipt of a petition in 2021 from the Finstown local community raising road safety concerns, the Council engaged Systra UK Limited to undertake a Traffic Management Study to determine what, if any, traffic management solutions would be required to improve current traffic conditions and alleviate road safety concerns.

**6.2.** That the Traffic Management Study, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, provided options for improvements to the current traffic management within Finstown.

**6.3.** The proposal to introduce the following new and revised speed limits, with the aim to deliver those measures within the current financial year, the process for which took three to four months to complete:

- New 40mph transitional speed limits on A965 East, A965 West, Old Finstown Road and Heddle Road.
- Extension of the 40mph transitional speed limit on the A966.
- Extension of the existing part-time 20mph speed limit on the A966 to cover a section of the A965.
- Extension of the existing 30mph speed limits on the Old Finstown Road, A966 and A965 East.

**6.4.** The cost of introducing new speed limits and installing necessary signage, estimated at £40,000, which could be met from the Cycling, Walking and Safer Routes grant for 2022/23.

**6.5.** That works associated with the following additional measures would be progressed as resources permitted:

- Within 12 to 18 months – upgrade existing village gateways.
- Within 2 to 3 years – introduce speed indication devices, upgrade existing and introduce new uncontrolled pedestrian crossings.
- Within 3 to 5 years – introduce traffic calming measures and widen a section of footway on the east side of A966.

Councillor David Dawson, seconded by Councillor Owen Tierney, moved that new and revised speed limits be introduced in Finstown at the following locations, with the costs, estimated at £40,000, being funded from the Cycling, Walking and Safer Routes grant for 2022/23:

- New 40mph transitional speed limits on A965 East, A965 West, Old Finstown Road and Heddle Road.
- Extension of the 40mph transitional speed limit on the A966.
- Extension of the existing part-time 20mph speed limit on the A966 to cover a section of the A965.
- Extension of the existing 30mph speed limits on the Old Finstown Road, A966 and A965 East.

Councillor Duncan A Tullock moved an amendment that the existing part-time 20mph speed limit on the A966 be extended to cover a section of the A965 in Finstown, together with installation of non-intrusive traffic calming measures, including visual speed indication devices.

On receiving no seconder, his amendment fell, and the Committee:

Resolved to **recommend to the Council:**

**6.6.** That new and revised speed limits be introduced in Finstown at the following locations:

- New 40mph transitional speed limits on A965 East, A965 West, Old Finstown Road and Heddle Road.
- Extension of the 40mph transitional speed limit on the A966.
- Extension of the existing part-time 20mph speed limit on the A966 to cover a section of the A965.
- Extension of the existing 30mph speed limits on the Old Finstown Road, A966 and A965 East.

**6.7.** That the costs in respect of introducing the new and revised speed limits in Finstown, referred to at paragraph 6.6 above, estimated at £40,000, be funded from the Cycling, Walking and Safer Routes grant for 2022/23.

## 7. Winter Service Plan

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Interim Head of Neighbourhood Services, the Committee:

Noted:

**7.1.** That delivery of the Winter Service was based on guidance set out in the Well-managed Highway Infrastructure – A Code of Practice.

**7.2.** That the cost of the winter service for 2021/22 was £1,238,348 against a budget of £944,200.

**7.3.** That the approved budget for winter service costs for financial year 2022/23 was £963,200.

**7.4.** That a review of operational performance for winter 2021/22 had been undertaken, as detailed in section 5 of the report by the Corporate Director for Neighbourhood Services and Infrastructure.

**7.5.** That stakeholders were consulted annually on the proposals within the Winter Service Plan, as detailed in section 6 of the report by the Corporate Director for Neighbourhood Services and Infrastructure.

**7.6.** The responses to the consultation process, summarised in Appendix 2 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, together with proposed amendments to route priorities arising from the consultation process, as detailed in Appendix 3.

**7.7.** The draft Winter Service Plan 2022/23, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, which had been updated to take account of the review of performance and the responses to the consultation.

The Committee resolved to **recommend to the Council:**

**7.8.** That the draft Winter Service Plan 2022/23, attached as Appendix 1 to this Minute, be approved.

## 8. Household Waste and Recycling

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Interim Head of Neighbourhood Services, the Committee:

Noted:

**8.1.** That, on 10 September 2019, the Development and Infrastructure Committee endorsed the Household Refuse and Recycling Service Policies, a single document, covering various aspects of the waste and recycling service.

**8.2.** That much of the information contained in the policies, referred to at paragraph 8.1 above, related to messaging and communications regarding how to use the service, and a communication campaign was planned to ensure that householders were better informed and able to easily access the necessary information.

**8.3.** That the policies had been reviewed and updated, reflecting feedback received since first publication, and combined into a single policy, the Household Refuse and Recycling Policy, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure.

The Committee resolved to **recommend to the Council:**

**8.4.** That the Household Refuse and Recycling Policy, attached as Appendix 2 to this Minute, be endorsed.

## **9. Electric Vehicle Charges**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Interim Head of Neighbourhood Services, the Committee:

Noted:

**9.1.** That, in October 2014, the Council approved Orkney's Electric Vehicle (EV) Infrastructure Strategy, as the basis for further consultation in respect of specific projects and initiatives noted therein.

**9.2.** That funding was available from the Scottish Government in the current financial year to update the EV Strategy and draft an Expansion Plan to align with local and national policies and to consider the Council's future involvement in the EV infrastructure network.

**9.3.** That the Council managed and operated a number of EV charging points across Mainland Orkney, which were installed using funding provided from central Government and their agencies.

**9.4.** That, since May 2019, fees had been levied for use of the Council's EV charging points, with fees varying depending on whether the charger type was fast or rapid.

**9.5.** That fee income did not cover the cost of managing and maintaining the EV charging infrastructure.

**9.6.** That officers had engaged with Orkney Renewable Energy Forum to ensure that the EV charging network remained attractive to users while the burden on the Council was not excessive, resulting in a proposed revised fee structure as detailed in section 4.4 of the report by the Corporate Director for Neighbourhood Services and Infrastructure.

**9.7.** That no additional staff or budgetary resource had been assigned to the increasing strategic and operational work associated with the EV infrastructure roll out.

The Committee resolved to **recommend to the Council**:

**9.8.** That the undernoted charging structure in respect of the Council's EV charging infrastructure be adopted and implemented from 1 November 2022:

- Rapid Charger:
  - Price per kWh – 38p.
  - Minimum charge – £3.
  - Maximum stay – 1 hour.
  - Penalty for overstay – £1 per minute.
- Fast Charger:
  - Price per kWh – 30p.
  - Minimum charge – £1.50.
  - Maximum stay – 4 hours.
  - Penalty for overstay between 08:00 and 18:00 – £5.
  - Penalty for overstay between 18:00 and 08:00 – £nil.

**9.9.** That the Corporate Director for Neighbourhood Services and Infrastructure should arrange for the existing EV Infrastructure Strategy to be reviewed and updated, the cost of which should be met from the Transport Scotland funding referred to at paragraph 9.2 above.

**9.10.** That, following approval of the revised EV Infrastructure Strategy, the Corporate Director for Neighbourhood Services and Infrastructure should review the charging structure referred to at paragraph 9.8 above.

Councillor James W Stockan left the meeting during discussion of this item.

## **10. Orkney Flood Risk Management Plan**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Service Manager (Engineering), the Committee:

Noted:

**10.1.** That, on 8 June 2021, when considering the draft list of actions for inclusion in the Local Flood Risk Management Plan for the period 2022 to 2028, the Development and Infrastructure Committee recommended:

- That the local list of proposed actions for inclusion in the Local Flood Risk Management Plan 2022 to 2028, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, be approved for public consultation.
- That the Executive Director of Development and Infrastructure should review the local list of draft actions for inclusion in the Local Flood Risk Management Plan 2022 to 2028, following consultation feedback, and thereafter submit a report to the Committee, detailing the actions for inclusion in the Plan.



**10.2.** That, from July to October 2021, the actions proposed within the Local Flood Risk Management Plan, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, were subject to a joint public consultation exercise with the Scottish Environment Protection Agency on the Flood Risk Management Strategy and Local Flood Risk Management Plan for Orkney.

The Committee resolved to **recommend to the Council**:

**10.3.** That the local list of actions for inclusion in the Local Flood Risk Management Plan 2022 to 2028, attached as Appendix 3 to this Minute, be approved.

Councillor James W Stockan rejoined the meeting during discussion of this item and left the meeting at this point.

## **11. Proposed Salt Storage Facility**

After consideration of a report by the Corporate Director for Neighbourhood Services and Infrastructure, copies of which had been circulated, and after hearing a report from the Interim Head of Neighbourhood Services, the Committee:

Noted:

**11.1.** That the Winter Maintenance Policy, approved by Council in October 2021, stated that the ability to adequately manage storage conditions for salt and keep it dry was required if national road safety standards were to be met.

**11.2.** Options for the proposed development of a salt storage facility, as detailed in the Stage 1 Capital Project Appraisal, attached as Appendix 1 to the report by the Corporate Director for Neighbourhood Services and Infrastructure, with the preferred option being a new build facility at Cursiter Quarry.

**11.3.** That, should the project be approved for progression through the Capital Project Appraisal process, a further sum of up to £20,000 was required to develop the Stage 2 Capital Project Appraisal, which could be met from existing service budgets.

The Committee resolved to **recommend to the Council**:

**11.4.** That, as an exception to the Capital Project Appraisal process, in order to manage storage conditions for salt to meet national road safety standards, the Corporate Director for Neighbourhood Services and Infrastructure should submit, to the Policy and Resources Committee, a Stage 2 Capital Project Appraisal in respect of a proposed new salt storage facility at Cursiter Quarry.

## **12. Harbour Authority Sub-committee**

After consideration of the draft Minute of the Meeting of the Harbour Authority Sub-committee held on 23 August 2022, copies of which had been circulated, the Committee:

Resolved, on the motion of Councillor David Dawson, seconded by Councillor Gillian Skuse, to approve the Minute of the Meeting of the Harbour Authority Sub-committee held on 23 August 2022, attached as Appendix 4 to this Minute, as a true record.

### **13. Public Bus Service Contract Monitoring**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Transportation Manager, the Committee:

Noted:

**13.1.** That the School and Public Bus Contract commenced on 16 August 2021 for a period of eight years, with the ability to extend up to a maximum of 10 years.

**13.2.** Passenger carryings for the period August 2021 to July 2022, together with details of passenger fare income received from August 2021 to July 2022, which was now allocated to the Sustainable and Green Transport Fund, as detailed in section 4 of the report by the Corporate Director for Enterprise and Sustainable Regeneration.

**13.3.** A comparison of passenger carryings pre COVID-19 to the present day, attached as Appendix 1 to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

Councillor James W Stockan rejoined the meeting during discussion of this item.

### **14. Crown Estate Economic Development Fund**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Enterprise and Economic Growth, the Committee:

Noted:

**14.1.** That, on 21 June 2022, when considering the establishment of ring-fenced economic development and community development budgets within the Council's Crown Estate Fund, the Policy and Resources Committee recommended:

- That, following deduction of all funding commitments made to date, 50% of the balance of the Crown Estate Fund, plus 50% of future annual allocations of Crown Estate revenues, be allocated and split evenly to the following two new funding schemes:
  - Crown Estate Economic Development Fund.
  - Crown Estate Community Led Development Fund.
- That determination of applications for funding from the Crown Estate Economic Development Fund be delegated to the Corporate Director for Enterprise and Sustainable Regeneration, in consultation with the Leader, Depute Leader, Chair and Vice Chair of the Development and Infrastructure Committee.
- That any budget allocations to the Crown Estate Economic Development Fund and Crown Estate Community Led Development Fund that were not spent or committed within the financial year in which they were awarded be carried forward and retained as ring fenced elements within the Fund balances.
- That the Corporate Director for Enterprise and Sustainable Regeneration should submit a report, to the first available meeting of the Development and Infrastructure Committee, setting out eligibility criteria and parameters in respect of the Crown Estate Economic Development Fund and the Crown Estate Community Led Development Fund.

**14.2.** That eligibility parameters and criteria for the Crown Estate Economic Development Fund had been developed that aligned with economic development priorities at both a national and local level and the principles for the use of the Crown Estate funding, agreed by the Council in December 2019.

**14.3.** That, in October 2019, Council agreed the following Economic Development priorities:

- SME business start-up and development.
- Sustainable development of tourism and destination management.
- Energy, renewables and energy-systems management.
- Primary production challenges.
- Internationalisation and marketing.

**14.4.** The proposal to introduce a new farm/croft diversification grant scheme, to be funded from the Crown Estate Economic Development Fund, to assist local farm/croft businesses to diversify, which would create additional income streams to help offset the loss of traditional Common Agricultural Policy (CAP) payments.

**14.5.** The draft guidelines for the proposed new farm/croft diversification grant scheme would be developed, in line with the scheme principles outlined at section 5 of the report by the Corporate Director for Enterprise and Sustainable Regeneration, which would be published, should establishment of the scheme be approved.

The Committee resolved to **recommend to the Council:**

**14.6.** That the following eligibility parameters in respect of the Crown Estate Economic Development Fund be approved:

- Creating and safeguarding sustainable economic growth and jobs.
- Projects contributing to the net zero agenda, including climate change adaptation, which benefits the 'Blue Economy' such as environmental enhancement; emissions reduction or removal of waste.
- Adding value to Orkney's economy through collective efforts including supporting promotion/marketing, developing new products/facilities, and improving sustainability.
- Developing sustainable tourism.
- Diversification projects such as farming or fisheries diversification.

**14.7.** That the Crown Estate Economic Development Fund be used to provide additional funding for any existing economic development grants budget, where the core budget allocation for the financial year had first been exhausted.

**14.8.** That, for the purposes of disbursement of funding, the Crown Estate Economic Development Fund be recognised as constituting funding which was external to the Council.

**14.9.** That a new Farm/Croft Diversification Support Scheme, to be funded from the Crown Estate Economic Development Fund up to a maximum sum of £40,000 to any project, and at a maximum rate of 30% of total eligible costs, be established.

Councillor Raymond S Peace left the meeting during discussion of this item.

## **15. Crown Estate Community Led Development Fund**

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Head of Enterprise and Economic Growth, the Committee:

Noted:

**15.1.** That, on 21 June 2022, when considering the establishment of ring-fenced economic development and community development budgets within the Council's Crown Estate Fund, the Policy and Resources Committee recommended:

- That, following deduction of all funding commitments made to date, 50% of the balance of the Crown Estate Fund, plus 50% of future annual allocations of Crown Estate revenues, be allocated and split evenly to the following two new funding schemes:
  - Crown Estate Economic Development Fund.
  - Crown Estate Community Led Development Fund.
- That determination of applications for funding from the Crown Estate Community Led Development Fund be delegated to the Corporate Director for Enterprise and Sustainable Regeneration, in consultation with the Leader, Depute Leader, Chair and Vice Chair of the Development and Infrastructure Committee, together with the Chair of the Orkney Local Action Group, established to deliver the 2014-20 LEADER Programme.
- That any budget allocations to the Crown Estate Economic Development Fund and Crown Estate Community Led Development Fund that were not spent or committed within the financial year in which they were awarded be carried forward and retained as ring fenced elements within the Fund balances.
- That the Corporate Director for Enterprise and Sustainable Regeneration should submit a report, to the first available meeting of the Development and Infrastructure Committee, setting out eligibility criteria and parameters in respect of the Crown Estate Economic Development Fund and the Crown Estate Community Led Development Fund.

**15.2.** The limited provision of community led development funding following closure of the EU LEADER Programme within Scotland.

**15.3.** That a proposed scheme had been developed by Scottish Government that aligned with community priorities at both national and local levels, but with a significantly reduced budget compared to the EU LEADER Programme.

**15.4.** That ongoing communications with community groups, coupled with recent community consultations, had identified the priority of Community Led Local Development and potential projects from within those communities.

**15.5.** That proposed eligibility criteria and parameters for the Crown Estate Community Led Development Fund had been designed to complement and mirror the Scottish Government Community Led Local Development Fund.

The Committee resolved to **recommend to the Council:**

**15.6.** That the following eligibility parameters in respect of the Crown Estate Community Led Local Development Fund be approved:

- Developing and regenerating Orkney communities including infrastructure and assets.
- Creating and safeguarding sustainable community economic growth and jobs.
- Providing communities with the means and opportunity to address issues of poverty, disadvantage and inequality.
- Contributing to net zero agenda through community assets decarbonisation and renewable energy, building in greater resilience.
- Supporting communities to develop projects which promote and develop local inclusion and resilience in areas, for example, food supply and connectivity.
- Supporting community capacity building and community development.
- Supporting opportunities for community skills development and learning experiences.
- Adding value to Orkney's economy through collective community body efforts including supporting promotion, developing new offers, and improving resilience/sustainability.
- Developing sustainable community tourism.
- Supporting strategic community events such as collective heritage/festivals infrastructure/development, etc.
- Safeguarding, restoring, enhancing or interpreting the coastal environment all across Orkney by the Community.
- Empowering, supporting, developing, participation and networking of young people (0-30 years) and their facilities/services/opportunities within the community.

**15.7.** That, for the purposes of disbursement of funding, the Crown Estate Community Led Development Fund be recognised as constituting funding which was external to the Council.

**15.8.** That the following schemes be established for funding from the Crown Estate Community Led Development Fund:

- Feasibility grants for potential community led projects, up to a maximum sum of £25,000 to any project, and at a maximum rate of 50% of total eligible costs.
- Delivery grants for community led projects, up to a maximum sum of £50,000 to any project, and at a maximum rate of 50% of total eligible costs. Grants higher than 50% and up to £100,000 would be considered in exceptional circumstances over more than one financial year and upon evidence of all other match funding options being exhausted.
- A young people's (0-30 years) grant scheme, to be funded from a ringfenced budget of £10,000 annually, to support young people develop projects up to a maximum sum of £3,000, and at a maximum rate of 100% of total eligible costs per project.

Councillor Raymond S Peace rejoined the meeting during discussion of this item.

## 16. Economic Development Grants

### Budget Monitoring Statement and Delegated Approvals

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, and after hearing a report from the Service Manager (Enterprise), the Committee:

Noted:

**16.1.** That, for financial year 2022/23, the approved budget in respect of Economic Development Grants amounted to £306,300.

**16.2.** Spending to 31 July 2022, in relation to Economic Development Grants, totalling £71,937, of which £44,229 related to grant commitments made in previous financial years and £27,708 to current year commitments.

**16.3.** That, as at 31 July 2022, the budget available for approval from the Economic Development Grants budget, amounted to £162,582, as detailed in Annex A to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

**16.4.** Grant approvals made in the period 1 April to 31 July 2022, totalling £143,718, which included grants approved under delegated schemes for the same period, totalling £71,648, as detailed in Annex B to the report by the Corporate Director for Enterprise and Sustainable Regeneration.

## 17. Exclusion of Public

On the motion of Councillor David Dawson, seconded by Councillor Gillian Skuse, the Committee resolved that the public be excluded for the remainder of the meeting, as the business to be considered involved the disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## 18. Kirkwall Town Centre Regeneration

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraphs 4 and 6 of Part 1 of Schedule 7A of the Act.

After consideration of a report by the Corporate Director for Enterprise and Sustainable Regeneration, copies of which had been circulated, the Committee:

Resolved to **recommend to the Council** what action should be taken with regard to a Kirkwall Town Centre Regeneration project.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **19. Conclusion of Meeting**

At 15:08 the Chair declared the meeting concluded.

Signed: David Dawson.



# **Winter Service Plan 2022 – 2023**

**Corporate Director.**

**Neighbourhood Services and Infrastructure.**

**September 2022.**



## Contents

|   |    |
|---|----|
| Introduction .....  | 4  |
| Notes.....  | 4  |
| Table A: Summary of Map Changes Following Consultation .....      | 4  |
| Salting, Gritting and Snow Clearing.....                          | 6  |
| 1. Statement of Policies .....                                    | 6  |
| 2. Response Time on Receipt of a Weather Warning .....            | 6  |
| 3. Carriageway and Footway Hierarchy .....                        | 6  |
| 4. Car Park Hierarchy.....  | 6  |
| 5. Salt Bins.....   | 6  |
| 6. List of Appendices – Winter Maintenance Plan 2021 – 2022 ..... | 7  |
| Appendix 1 – Road Maps.....                                       | 8  |
| Appendix 2 – Footway, Footpath and Pedestrian Area Maps .....     | 9  |
| Appendix 3 - Car Parks .....                                      | 10 |
| Appendix 4 - Salt and Grit Bins .....                             | 14 |

**Document Control & Council Approval**

|                             |   |
|-----------------------------|---|
| <b>Version Number/Date.</b> | v1/September 2022.  |
| <b>Approved by Council.</b> | Neighbourhood Services and Infrastructure.<br>XX XXX 2022. (To be updated once approved). |
| <b>Next Update Due.</b>     | September 2023.   |

## Introduction

### Notes

1. Following the annual review of the Council's Winter Service Plan for the winter of 2021-2022 this document has been revised.
2. Any changes to route priority are detailed in Table A and any additional salt bins are detailed in Appendix 5.

### Table A: Summary of Map Changes Following Consultation

#### Roads

| Area.     | Location.   | Existing Priority. | New Priority. | Note.  |
|-----------|---|--------------------|---------------|--|
| Deerness. | Denwick Road.<br>(Link Road to Manse Road).         | P2S.               | P2.           | Amended following review.  |
| Deerness. | Halley Road.<br>(B9050 to Link Road).               | P2S.               | P2.           | Amended following review.  |
| Deerness. | Link Road.  | P2S.               | P2.           | Amended following review.  |
| Deerness. | Manse Road.   | P2S.               | P2.           | Amended following review.  |
| Deerness. | Stove Road.<br>(B9050 to Watermoss Road).           | P3.                | P2.           | Amended following review.  |
| Deerness. | Watermoss Road.                                     | P3.                | P2.           | Amended following review.  |
| Eday.     | Veness Road.<br>(B9063 to Southside Road).          | P2S.               | P2.           | Amended following review.  |
| Kirkwall. | Eunson Kloss  | P3.                | P2.           | Amended following review. Eunson Kloss is being treated as a P2 in the Appendix 3 care facility car park list but was wrongly marked as a P3 on Appendix 1 Map 5. This has been corrected. |
| Sanday.   | Airon Road. (Short section at end of road).         | P2.                | P2S.          | Amended following review. This section was wrongly marked as P2 on Appendix 1 Map 8. This has been corrected.  |
| Sanday.   | North Loch Road.<br>(Section on East side of Loch). | P2S.               | P2.           | Amended following review.  |

| Area.               | Location.   | Existing Priority. | New Priority. | Note.  |
|---------------------|---|--------------------|---------------|--|
| Sanday.             | Stove Road.   | P2.                | P2S.          | Amended following review. This section was wrongly marked as P2 on Appendix 1 Map 8. This has been corrected.  |
| Shapinsay.          | Sandyhill Road.   | P2S.               | P2.           | Amended following review.  |
| Shapinsay.          | Westhill Road.<br>(From end of current P2S to end of road). | P2.                | P3.           | Amended following review. There is inadequate turning area at the end of the road for a gritter.   |
| St Margaret's Hope. | Marengo Road.   | P3.                | P2.           | Amended following review. Marengo Road is being treated as a P2 in the Appendix 3 care facility car park list but was wrongly marked as a P3 on Appendix 1 Map 1. This has been corrected. |
| Stromness.          | Outertown Road.<br>(Back Road to Heatherybraes Road).       | P2S.               | P2.           | Amended following review.  |
| Stromness.          | Outertown Road.<br>(Short section at end of road).          | P2.                | P2S.          | Amended following review. This section was wrongly marked as P2 on Appendix 1 Map 2. This has been corrected.  |
| Stronsay.           | Holland Road.<br>(Section at end of road).                  | P2.                | P2S.          | Amended following review. This section was wrongly marked as P2 on Appendix 1 Map 8. This has been corrected.  |
| Stronsay.           | Lower Whitehall Road.                                       | P2.                | P2S.          | Amended following review. This section was wrongly marked as a P2 on Appendix 1 Map 8. This has been corrected.  |
| Westray.            | Ness Road.  | P2S.               | P2.           | Amended following review. A short section of Ness Road between Rapness and Russland Road had been wrongly marked as P2S. This has been corrected.  |

# Salting, Gritting and Snow Clearing

## 1. Statement of Policies

The winter service operation should be delivered in accordance with the Council's Winter Service Policy and this document.

## 2. Response Time on Receipt of a Weather Warning

The target response time is one hour. This is the mobilisation period for commencing winter service operations (that is gathering employees and preparing equipment) following receipt of a weather warning. Once treatment has commenced the target completion time for Carriageway Priority 1's is 2 hours.

## 3. Carriageway and Footway Hierarchy

The process for establishing carriageway and footway hierarchies is defined in the Winter Service Policy. The hierarchy is updated annually following consultation.

Carriageways and Footways shall be treated in accordance with the priorities shown in Appendix 1 and Appendix 2.

## 4. Car Park Hierarchy

The list of car parks to be treated is set out in Appendix 3.

When notified, car parks adjacent to cemeteries will be treated prior to any funeral.

## 5. Salt Bins

Salt bins will be deposited and maintained in locations such as known trouble spots, steep hills, dangerous bends, and densely populated areas not on priority routes, as set out in Appendix 4. Additional bins may be instructed throughout the winter as deemed necessary.

The Council will provide salt bins, for self-help by members of the public only where the following criteria are met: -

1. In general, where the location is not on a Priority 1 or 2 route.
2. The bin shall not obstruct pedestrians.
3. The location shall not obstruct junction sight lines.
4. In general, where the location is not within 200 metres of another salt bin location.
5. The location is within the boundary of the public road
6. The Council will not provide bins in private roads or car parks or any other public or private property unless a service level agreement is in place.

Bins will only be located where they can be filled from a lorry and shall be replenished on a regular basis during the winter period, as resources permit.

The location of each bin will be recorded in an electronic database, with a unique identity code for each item.

Formal requests should be submitted to the Council's Neighbourhood Services for consideration.

Where the criteria for a bin are met the provision will be dependent on available resources.

## **6. List of Appendices – Winter Maintenance Plan 2021 – 2022**

### **Appendix 1 - Road Maps**

- Map 1: East Mainland.
- Map 2: West Mainland (including Finstown).
- Map 3: Linked South Isles (including St Margaret's Hope).
- Map 4: South Isles (Graemsay, Hoy and Flotta).
- Map 5: Kirkwall and Hatston.
- Map 6: Stromness.
- Map 7: Inner North Isles (Rousay, Egilsay, Wyre and Shapinsay).
- Map 8: North East Outer North Isles (North Ronaldsay, Sanday and Stronsay).
- Map 9: North West Outer North Isles (Papa Westray, Westray and Eday).
- Map 10: Quoybanks area 20mph traffic calming gateways.

### **Appendix 2 - Footway, Footpath and Pedestrian Area Maps**

Salting, Gritting and Snow Clearing – Footways, Footpaths and Pedestrian Areas

- Map 11: Kirkwall Footway and Footpath Routes.
- Map 12: Stromness Footway and Footpath Routes.

### **Appendix 3 - Car Parks.**

### **Appendix 4 - Salt and Grit Bins**

## **Appendix 1 – Road Maps**

- Map 1: East Mainland.
- Map 2: West Mainland (including Finstown).
- Map 3: Linked South Isles (including St Margaret's Hope).
- Map 4: South Isles (Graemsay, Hoy and Flotta).
- Map 5: Kirkwall and Hatston.
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- Map 7: Inner North Isles (Rousay, Egilsay, Wyre and Shapinsay).
- Map 8: North East Outer North Isles (North Ronaldsay, Sanday and Stronsay).
- Map 9: North West Outer North Isles (Papa Westray, Westray and Eday).
- Map 10: Quoybanks area 20mph traffic calming gateways.

On the Orkney Islands Council website, the individual maps are provided as separate attachments (in PDF format) on the Winter Service Plan web page.

## **Appendix 2 – Footway, Footpath and Pedestrian Area Maps**

Salting, Gritting and Snow Clearing – Footways, Footpaths and Pedestrian Areas.

Priority 1, 2 and 3 routes will be cleared in frost or snow conditions.

Only one side of the road/street should be cleared/treated as per the priority indicated.

- Kirkwall Footway and Footpath Routes (Map 11).
- Stromness Footway and Footpath Routes (Map 12).

On the Orkney Islands Council website, the individual maps are provided as separate attachments (in PDF format) on the Winter Service Plan web page.



## Appendix 3 - Car Parks

### Public Car Parks

| <b>Kirkwall Pay and Display</b>     | <b>Priority</b> |
|-------------------------------------|-----------------|
| Castle Street.                      | 1.              |
| St Magnus Lane.                     | 1.              |
| Gunn's Close.                       | 1.              |
| Albert Street.                      | 1.              |
| Burgh Road.                         | 1.              |
| Great Western Road (North).         | 1.              |
| <b>Kirkwall Short Stay</b>          | <b>Priority</b> |
| 6/8 Broad Street.                   | 1.              |
| St Olaf Wynd.                       | 1.              |
| <b>Kirkwall Long Stay</b>           | <b>Priority</b> |
| Ayre Houses (Burgh Road).           | 3.              |
| Ayre Road (Waterfront West).        | 1.              |
| Clay Loan near Manse Lane.          | 3.              |
| Council Offices.                    | 1.              |
| Cromwell Road.                      | 3.              |
| East Church.                        | 1.              |
| Great Western Road (South).         | 1.              |
| Holm Road/Bignold Park Road.        | 3.              |
| King Street (IT Building)           | 1.              |
| King Street OIC/OHB.                | 1.              |
| Muddisdale Road (Glaitness School). | 2S.             |
| Shore Street (Waterfront East).     | 1.              |
| St Catherine's Place.               | 3.              |
| The Crafty.                         | 1.              |
| The Meadows North (Vasa).           | 3.              |
| The Meadows South (Hordaland).      | 3.              |
| <b>Stromness Pay and Display</b>    | <b>Priority</b> |
| Ferry Inn                           | 1.              |
| Ferry Terminal.                     | 1.              |

| <b>Stromness Long Stay</b>              | <b>Priority</b> |
|---|-----------------|
| Ferry Road West                         | 1.              |
| Ferry Road East                         | 1.              |
| Ferry Road North                        | 1.              |
| Old Academy.                            | 1.              |
| Swimming Pool.                          | 2.              |
| Stromness Academy.                      | 1.              |
| <b>Finstown</b>                         | <b>Priority</b> |
| A965 at Cemetery.                       | 2.              |
| <b>Dounby.</b>                          | <b>Priority</b> |
| Swartland Junction.                     | 2.              |
| Community School access & car park.     | 1.              |
| <b>South Ronaldsay</b>                  | <b>Priority</b> |
| School Access Road, St Margaret's Hope. | 1.              |
| Church Road (at Thorfinn Place).        | 1.              |
| <b>Burray</b>                           | <b>Priority</b> |
| Car Park adjacent to Community Hall.    | 1.              |
| <b>East Mainland</b>                    | <b>Priority</b> |
| St Andrew's School Access.              | 1.              |
| Deerness Community Centre.              | 3.              |
| <b>West Mainland</b>                    | <b>Priority</b> |
| Harray Road Junction.                   | 1.              |
| Harray Hall Community Centre.           | 3.              |

### Education Car Parks

Any car parks already noted in Public Car Park list are not shown.

| Location.   | Priority. |
|---|-----------|
| Kirkwall Grammar School.                              | 2S.       |
| Papdale Primary School.                               | 2S.       |
| Stromness Primary School.                             | 2S.       |
| Firth Primary School.                                 | 2S.       |
| Orkney College.                                       | 2S.       |
| St Andrews Primary School.                            | 2S.       |
| Evie Primary School (Community School).               | 2S.       |
| St Margaret's Hope Primary School (Community School). | 2S.       |
| Orphir Primary School (Community School).             | 2S.       |
| Stenness Primary School (Community School).           | 2S.       |
| Sanday (Community School).                            | 2S.       |
| Stronsay Junior High School (Community School).       | 2S.       |
| Westray Junior High School (Community School).        | 2S.       |
| North Walls Junior High School (Community School).    | 2S.       |
| Shapinsay Primary School (Community School).          | 2S.       |
| Rousay Primary School (Community School).             | 2S.       |
| Eday Primary School (Community School).               | 2S.       |
| Papa Westray Primary School (Community School).       | 2S.       |
| Flotta Primary School (Community School).             | 2S.       |
| Burray Primary School.                                | 2S.       |
| North Ronaldsay Primary School (Community School).    | 2S.       |
| Willow Tree Nursery, Kirkwall                         | 2S.       |

**Care Facility Car Parks**

| <b>Location.</b>                        | <b>Priority.</b> |
|---|------------------|
| Eunson Kloss, Kirkwall.                 | 2.               |
| Hamnavoe House, Stromness.              | 1.               |
| St Rognvald's House, Kirkwall.          | 1.               |
| Aurrida Hostel, Papdale Loan, Kirkwall. | 2.               |
| Smiddybrae, Dounby.                     | 1.               |
| Kalisgarth, Westray.                    | 1.               |
| Braeburn Court, St Margaret's Hope.     | 1.               |
| Rae's Close, Stromness.                 | 1.               |
| St Colm's Day Centre, Kirkwall.         | 2.               |
| Gilbertson Day Centre, Kirkwall.        | 1.               |
| Marengo Centre, St Margaret's Hope.     | 2.               |

## Appendix 4 - Salt and Grit Bins

### Location of Grit Bins - Mainland

#### Birsay

- Cloke Road (On brae below Roslin Cottage).
- Hillquoy Road (Against dyke opposite The Bungalow).
- Howe Road (Corner east of East Howe).
- Howe Road (At bend east of Gerraquoy).
- Howquoy Road (at bend north of Ocean View).
- Midhouse Road (Halfway up brae).
- Ravie Hill Road (Suilven).
- Ravie Hill Road (Opposite Wranglehall).
- Sunnybrae Road (Midbigging).

#### Burray

- Bloomfield Road (Junction with A961).
- Bloomfield Road (Junction with West Shore Road).
- Leaburn (Far right corner of car park).
- Ness Road (Junction with A961).
- Sunfield (Junction with West Shore Road).
- Upper Waston Road (Next to sub-station).
- West Shore Road (Junction with Hillfield Road).

#### Deerness

- Geo Road (Delday).
- Geo Road (Bottom of brae at shore).
- Sands Park (Build out between Numbers 4 and 5).
- Sands Park (Build out outside Valhalla).
- Stove Road (Newhall).

#### Dounby

- A966 (In grass in front of Number 9 Market Green).
- Back Road (Post Office).
- Market Green (In grass opposite number 3).
- Quilco (In grass opposite Number 16).
- Quilco (Opposite No.24)
- Quilco (Parking spaces at back of Number 12).

#### Evie

- Arwick Road (Mount).
- Broch of Gurness road (Junction with A966).
- Evie Housing Scheme (Next to bus stop).
- Jubidee Road (Just above crossroads).

## **Firth**

- Acrelea Road (Community Centre).
- A965 (Clairwood House).
- A965 (Finstown Post Office).
- A965 (Opposite Baikies).
- Acrelea Road (At end of road).
- Cruan Road (Junction with Old Finstown Road).
- Cruan Road (Opposite Brekka).
- Grandon Road (Asgard).
- Grimond Place (Number 5).
- Grimond Road (Opposite number 6).
- Grimond Square (On footpath next to Number 5).
- Grimond Square (number 9).
- Heddle Road (Brae Neuk).
- Heddle Road (Breckan).
- Heddle Road (Corner above Lismhor).
- Heddle Road (Just up brae from Quarry).
- Heddle Road (Stenaday).
- Hill of Heddle (Opposite number 1).
- Jewadale Drive (Opposite junction with Buckles Road).
- Jewadale Drive (Opposite Number 20).
- Jib Park (At build out outside Number 10).
- Jib Park (Service strip at Number 1).
- Parkside (Bottom of car park).
- Parkside (Parkhead Gardens).
- North Horraldsay Road (Junction with A966).
- Seafield (End of road).
- Wald Road (South Wald).

## **Harray**

- Bimbister Road (At junction with A986 at Glenerne).
- Community Centre.
- Corston Road (At junction with A986).
- Nearhouse Road (At junction with Grimeston Road).
- Newark Road (At junction with Grimeston Road).
- Northbigging Road (Brettavale).
- Northbigging Road (Mirbister).
- Northbigging Road (Nether Gueth).

## **Holm**

- Strattheast Road (At 40mph speed limit signs).

## **Kirkwall**

- Annfield Crescent (Sub Station).
- Annfield Park (Number 4).
- Bellevue Park (Sub Station).

- Berstane Road (Opposite Linklater Drive).
- Bosquoy Road (Number 1).
- Bridge Street Wynd (Queen Street junction).
- Burnett Brae (Opposite Number 1).
- Burnside (Build out opposite number 19).
- Burrian (Junction with Mooney Drive).
- Buttquoy Drive (Centre of circle).
- Buttquoy Park (Car park).
- Clay Loan (Opposite Buttquoy Place).
- Clay Loan (Opposite Earl Thorfinn Street).
- Claymore Brae (Number 11).
- Claymore Court (Royal Oak House).
- Clumly Avenue (Number 6).
- Council Offices (In grass at top of main car park).
- Council Offices (King Street Car Park).
- Craigie Crescent (steps up to Quoybanks Place).
- Craigie Crescent (Garages behind number 14).
- Craigie Crescent (Garages behind number 23).
- Crantit Park (Junction with A964).
- Cromwell Road (St Catherine's Place junction).
- Crowness Park (Fence on right hand side).
- Crowness Place (Junction with Crowness Road).
- Cursiter Crescent (Number 1).
- Douglas Loan (Junction with Moar Drive).
- Easdale Close (Opposite number 3).
- East Road (Orkney College layby).
- East Road (Berstane Road sub-station).
- Eastabist (Junction with Muir Drive).
- Eunson Kloss (Number 1).
- Eunson Kloss (Number 41).
- Faraclett (End of garages).
- Flett Road (At junction with Bignold Park Road).
- Garrioch Street (Junction with Thoms Street).
- Glaitness Park (Number 20).
- Glaitness Park (Opposite number 1).
- Glaitness Park (Opposite Phoenix Terrace).
- Grainbank (Opposite Glenora).
- Grainepark (Number 21a)
- Grainepark (Shalimar).
- Grassick Court (On footway in front of Desswood).
- Great Western Road (Fire Station).
- Grimsetter Place (Grimsetter Drive junction).
- Grimsetter Place (On service strip outside Number 11).
- Grimsetter Place (At turning head at end of road).
- Helliar (Garages).
- Hermaness (Junction with Muir Drive).
- Hordaland (Corner at Number 8).

- Hordaland (Number 22).
- Hordaland (Number 27).
- Ingale (Garages).
- Inganess Place (Junction with Inganess Road).
- Inganess Road (Balay Cottage).
- Ingavoe Drive (Number 12).
- Isbister Road (Number 7).
- Islands View Road (Number 7).
- King Haakon Street (Opposite No.1 on corner).
- King Harald Kloss (Number 20).
- King Harald Kloss (Corner at number 17).
- King Street (Car Park at No.9).
- Kirklands Road (Against wall at Number 46).
- Lambaness (Courtyard at number 25).
- Lambaness (Garages).
- Lambaness (Number 20).
- Laverock Road (Junction with Clay Loan east).
- Laverock Road (Junction with Clay Loan west).
- Liberator Drive (5no.)
- Linklet (Garages).
- Lother (Number 2).
- Lynn Crescent (Lynn Road Junction).
- Lynn Crescent (Number 33).
- Lynn Park (Build out opposite number 19).
- Mackenzies Drive (Build out at number 14).
- Manse Road (Corner opposite number 1).
- McLeod Drive (Traffic calming build out).
- Meadow Crescent (Footpath in front of No.5).
- Meadow Drive (Footpath next to No.4).
- Meadow Drive (Footpath next to No.18).
- Meadow Park (On corner at No.20).
- Meadowbank (car park outside number 13).
- Meadowbank (Gable end number 74).
- Meadowbank (Number 38).
- Meadowbank (Number 51).
- Meadowbank (Opposite number 29).
- Moar Drive (Traffic calming build out).
- Orkney College (Junction with East Road).
- Orkney College (Top of footpath coming up from Watersfield Crescent).
- Otterswick (Number 7).
- Otterswick Crescent (Number 10).
- Papdale Close (Number 7).
- Papdale Crescent (Papdale Place junction).
- Papdale Drive (Junction with Papdale Road).
- Papdale Loan (North of grass build out opposite Aurrida House).
- Pickaquoy Loan (On lane next to No.32).
- Queen Sonja Kloss (Number 5).



- Queen Sonja Kloss (Number 31).
- Quoybanks Crescent (Entrance to Car Park).
- Quoybanks Crescent (Far corner of Car Park).
- Quoybanks Crescent (Opposite Kirklands Road).
- Quoybanks Drive (Junction with Quoybanks Crescent).
- Quoybanks Place (Junction with Quoybanks Crescent).
- Reid Crescent (Number 13).
- Reid Crescent (In footpath up to Berstane Road outside Number 22).
- Reid Crescent (Number 34).
- Reid Crescent (Number 35).
- Reid Crescent (Number 43).
- Rendall Road (On west side of junction with Burnett Brae).
- Ronaldsvoe (Number 17).
- Rope Walk (Number 10).
- Rope Walk (Number 33).
- Rosebank (Opposite number 7).
- Royal Oak Court (On bend at east end of garden of No.1)
- Royal Oak Road (Corner at number 33).
- Royal Oak Road (Number 3).
- Royal Oak Road (Number 25).
- Sabiston Crescent (Number 4).
- Scapa Court (On east side of island outside number 12)
- Scapa Crescent (against wall at Number 22).
- Skail Road (In chips opposite number 7).
- Soulisquoy Loan (Glaitness Road junction).
- Soulisquoy Place (Number 20).
- Soulisquoy Place (Number 21).
- Springfield Drive (Berstane Road junction).
- Strombery (Garages).
- Summerdale Drive (Garages).
- Sutherland Park (Build out at number 18).
- Sutherland Park (Number 2).
- The Keelies (Willow Court).
- The Quadrant (Grass opposite Number 3).
- Torness (Garages).
- Upper Crantit Road (Brantwood).
- Upper Crantit Road (Braedon Court).
- Upper Crantit Road (Holm Branch junction).
- Vasa (Left hand side opposite garages).
- Victoria Lane (Number 5).
- Viewfield Drive (Berstane Road junction).
- Viking Place (Number 9).
- Warrenfield Crescent (At end of road).
- Warrenfield Crescent (Against wall to Southwest of car park).
- Warrenfield Drive (Garages).
- Warrenfield Drive (Junction with Warrenfield Crescent).
- Wasdale Crescent (Number 8).

- Watersfield Road (Junction with Work Road).
- Watson Park (Junction with Watson Drive).
- Weyland bay (Corner at Lincadia).
- Weyland Drive (Number 7).
- Weyland Drive (Junction with Weyland Terrace).
- Weyland Terrace (Greyharlings).
- White Street (Number 22).

### **Orphir**

- A964 (School bus layby).
- Kirk Park (Number 2).
- Scorradaile Road (Old School).
- Smoogro Road (Junction with A964).
- Smoogro Road (Opposite junction with Galaha).
- Waulkmill Road (Opposite Waulkmill Lodge).

### **Rendall**

- Gorseness Road (Opposite Skaillbrig).
- Hackland Road (Hackland Church).
- Hammar Road (Kilkerran).
- Lyde Road (Fiold).
- Lyde Road (Lyde).
- Lyde Road (Netherhouse).
- Lyron Housing (Opposite number 2).
- Tingwall Jetty (On bend between toilet and bus shelter).

### **Sandwick**

- Bristol Road (At right bend sign up brae from Quoyloo Road).
- Daisybank (Parking spaces on left).
- Quoyloo Road (Devil's Elbow).

### **South Ronaldsay**

- B9042 (Top of brae just south of Herston).
- Cleat Road (Junction with A961).
- Lythes Road (at corner opposite Mucklehouse).
- Windwick Road (Double bend above Mhardale).
- Windwick Road (Halfway down brae from road to Trocaire).

### **St Andrew's**

- B9052 (At end of footway opposite School)
- Greenfield (Number 1).
- Whitecrest Park (Number 2).

### **St Margaret's Hope**

- Back Road (Opposite access to playpark).
- Doctor's Road (Junction with St Margaret's Road).

- Front Road (Bellevue Hotel).
- Macdonald Park (Bend at car park).
- Marengo Road (Number 7).
- Ontoft Road (Opposite Hameneuk).
- School Access Road (Cottage of Ronaldsvoe).
- St Margarets Road (Sub Station opposite Braeburn Court).
- Taftingus Place (Junction with St Margarets Road).
- Taftingus Place (On footpath at bottom).
- Thorfinn Place (Junction with Church Road).
- Wards Park (Right hand side of Car Park).

### **St Mary's**

- Breckan Brae (Junction with A961).
- Breckan Brae (Number 23).
- Breckan Brae (Opposite Sutherland Drive).
- Breckan Brae (Top of Brae).
- Park of Ayre (Number 2).
- St Marys Road (Community Centre).
- Station Square (Number 17).
- West Greaves Road (Junction with A961).

### **St Ola**

- A964 (Cott of Blinkbonny).
- A964 (Junction with Foveran access).
- Berstane Loan (North side of Repeater Road at 10b).
- Berstane Lodge Road (At junction with Berstane Road).
- Berstane Lodge Road (Bend at top of brae down to Lodge).
- Berstane Lodge Road (Lodge).
- Blackhill Road (Opposite Netherbrook).
- Blackhill Road (Top corner of brae).
- Bloomfield Road (Orcadia).
- Cannigal Road (Access up to Abundaflo).
- Craigiefield Park (On build out on east side of junction with Craigiefield Road).
- Dyke-end Road (Junction with A964).
- Garrison Road (In footway near junction with Grainshore Road).
- Hatston Park (Junction with A965).
- Old Finstown Road (Junction with Bloomfield Road).
- Sunnybank Road (Junction with Water Works access).

### **Stenness**

- Aglath Road (Whitebeam).
- Button Road (Junction with A964).
- Clouston Corner (Junction with Ireland Road).
- Ireland Road (Appiehouse).
- Stymilders (Quarry House).

## Stromness

- Back Road (Junction with Marwick Lane).
- Christies Brae (Junction with Back Road).
- Citadel Crescent (Entrance to garages).
- Coplands Drive (End of cycle track).
- Coplands Drive (Number 24).
- Downies Lane (Junction with Back Road).
- Downies Lane (Opposite The Rosary).
- Franklin Road (Number 29 Bramwell Cottage).
- Franklin Road (Back of Community Centre).
- Franklin Road (Top of Leslie's Close).
- Franklin Road (The Gatehouse).
- Faravel (Far right corner of car park).
- Faravel (End of garages).
- Garson Place (Entrance to Aurora).
- Gray's Noust (End of wall at bottom of car park).
- Grieveship Road (Junction with Back Road).
- Grieveship Brae (Left of steps outside number 40).
- Grieveship Brae (Opposite number 17).
- Grieveship West (In grass outside number 66).
- Grieveship West (In grass outside number 70).
- Grieveship West (In footway outside number 76).
- Grieveship West (In footway to east of number 78).
- Grieveship West (In footway to south of number 93).
- Grieveship West (Footway outside number 95).
- Guardhouse Park (Footpath behind number 17).
- Hamnavoe (Number 17).
- Hamnavoe (Number 50).
- Hamnavoe (Number 54).
- Hillside Road (Swimming Pool car park).
- Hillside Road (Council Houses).
- Hillside Park (Junction with Hillside Road).
- Hillside Road (Orkadale).
- Hillside Terrace (Junction with Hillside Road).
- John Street (Surgery).
- Knockhall Drive (Back of number 27).
- Manse Park (Junction with St Peters Park).
- Ness Road (Opposite Ness House).
- Old Academy (Entrance to main car park).
- Outertown Road (Brownstown Road junction).
- Outertown Road (Leafea Brae).
- Pumpwell Park (Grass at back of number 9).
- Raes Close (Far left corner of car park).
- Springfield Crescent (Back Road junction).
- St Peters Park (Parking spaces).
- Whitehouse Lane (Stromness Hostel).

## **Location of Grit Bins - Isles**

### **Eday**

- Hamarhill (Number 3).
- Hamarhill (Shop).

### **Egilsay**

- North Road (Halfway up brae).
- North Road (North Tofts).
- Onziebust Road (Half way down).
- Pier Road (Top of slip at Pier).
- Warsett Road (Junction with Onziebust Road).

### **Flotta**

- Burnside East (Grass at number 23).
- Burnside West (Grass at number 2).
- Church Road (Cemetery).

### **Graemsay**

- Breckan Road (At hall).
- Breckan Road (At Western Horn).
- Kirk Road (Halfway down brae to Kirk).
- Pier Road (Halfway down brae to Bay of Sandside).
- Pier Road (Top of slip at pier).
- School Road (Halfway up brae).
- Westhill Road (Halfway between Oban Elu and Upper Corrigal).
- Westhill Road (Opposite Windywalls).

### **Hoy**

- Cantick Road (Cemetery).
- French Road (Number 9).
- Pier Road (Junction with B9047).
- St Colm's Quadrant (Opposite number 30).
- St Colm's Quadrant (Opposite number 9).

### **Papa Westray**

- School Road (Opposite shop)

### **Rousay**

- B9064 (Tavarsoe Tuick Chambered Cairn).
- B9064 (Blackhammer Chambered Cairn).
- B9064 (Car park at Frotoft).
- B9064 (Half way up brae on North side).
- B9064 (At access to shop).
- B9064 (At School)
- B9064 (Half way up brae below Cruar).

- B9064 (At top of B9065 next to waste collection).
- B9065 (Top of slip at pier).
- Brinian Road (At Cemetery).
- Bigland Road (At junction with B9064)
- Hurtiso Road (At junction with B9064).
- Johnston's Road (At junction with B9065).
- Nethermill Road (At junction with B9064).
- Sourin Road (At junction with B9064).
- Wasbister Road (East Junction with Westside Road).
- Wasbister Road (West Junction with Westside Road).
- Westside Road (At Post Office)
- Westside Road (Car Park at Mid Howe).

### **Sanday**

- Loth Pier (Top of Slip at pier).

### **Shapinsay**

- Balfour Village (Top of Slip at pier).
- Helliar View (Number 3).
- Millbank (Number 1).

### **Stronsay**

- Whitehall Pier (Harbour Office).

### **Westray**

- Balaclava Road (Junction with B9066).
- Howanbreck (Number 10).
- Lastigar (Grass at number 16).
- The Quarry Road (On Footway outside No.1).

### **Wyre**

- Russness Road (At corner up from pier).
- Russness Road (Heritage Centre).
- Russness Road (Top of slip at pier).
- Russness Road (West of access to Cavit).

Orkney Island Council  
Household Refuse and Recycling Service Policy  
2022-2026

**Contents**

|   |    |
|---|----|
| Waste and recycling containers .....        | 2  |
| Alternative collection service .....        | 5  |
| Additional capacity .....                   | 6  |
| Waste and recycling presentation .....      | 7  |
| Excess waste .....                          | 8  |
| Missed collections .....                    | 8  |
| Contamination .....                         | 9  |
| Assisted collection service .....           | 9  |
| Household bulky waste service .....         | 10 |
| Hazardous materials and Special waste ..... | 11 |

## Waste and recycling containers

Households in receipt of an Alternate Weekly Collection Service (AWC) are eligible for the following containers to present their waste and recycling for collection:

- One 240 L grey wheeled bin for residual (non-recyclable) waste
- Two 140 L green wheeled bins with blue lids for recyclable materials

Where AWC is delivered, two additional recycling bins can be requested for each household.

Households not in receipt of an AWC service (typically on remote islands) are provided with an annual allocation of single use black refuse sacks to present waste weekly at the kerbside for collection.

Materials permitted in these containers are shown in Table 1. Materials prohibited in these containers are shown in Table 2.

Households receiving AWC can request green boxes and canvas bags instead of wheeled bins if the bins are too difficult to manage or where storage is an issue (see the *Alternative Collection* section for more details).

The containers issued to households remain the property of Orkney Islands Council but households are responsible for their safe storage, cleanliness and safekeeping. If containers are damaged, lost or stolen, households should request a replacement. If a bin becomes damaged through misuse, the Council reserves the right to charge for a replacement.

Recyclable materials from the list in Table 1 must be separated according to their category and presented in individual green bin for collection.

Caddies are provided for the storage of recycling only and should not be presented for collection either inside or outside the bin. Recycling presented in caddies will not be collected.

Bins must not be stored on a public highway (roads or footpaths).



*Table 1 - Materials which can be presented at the kerbside.*

|   |   |
|---|---|
| <p>Grey wheeled bin (refuse sacks) for residual (non-recyclable) waste</p>  | <p>Green wheeled bins with blue lids for recyclable waste separated into four categories</p>  |
| <p>Non-recyclable materials</p> <ul style="list-style-type: none"> <li>• Plastic tubs, pots and trays.</li> <li>• Food waste.</li> <li>• Dog faeces and cat litter.</li> <li>• Pet bedding. For example, wood shavings, shredded paper and straw.</li> <li>• Nappies and sanitary products.</li> <li>• Polystyrene.</li> <li>• Small broken toys.</li> <li>• Plastic bags and wrapping/film.</li> <li>• Food cartons (Tetra Pak)*.</li> <li>• Corrugated cardboard*.</li> <li>• Small quantities of grass cuttings*.</li> <li>• Flowers, weeds, plants, hedge and tree clippings*.</li> </ul> | <p>Recyclable materials</p> <p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• Newspapers and magazines.</li> <li>• Junk mail and flyers.</li> <li>• Envelopes (including window envelopes).</li> <li>• Brochures, thin catalogues, directories, thin phone books and yellow pages.</li> <li>• Thin card. For example, food packaging (such as cereal boxes) and toilet roll tubes.</li> </ul> <p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>• Household plastic bottles (Types 1 and 2 - PET and HDPE)</li> </ul> <p><b>Category 3</b></p> <ul style="list-style-type: none"> <li>• Drinks cans.</li> <li>• Food tins.</li> <li>• Pet food tins.</li> <li>• Clean foil and foil trays.</li> <li>• Empty aerosol cans. For example, deodorant, hairspray and polish.</li> <li>• Metal lids from jars and bottles.</li> <li>• Biscuit and sweets tins.</li> </ul> <p><b>Category 4</b></p> <ul style="list-style-type: none"> <li>• Glass bottles and jars (any colour).</li> </ul> |
| <p>* If you cannot take these items to a local recycling centre.</p>  |   |

Table 2 - Prohibited materials for each bin/ bag.

| Grey wheeled bin (refuse sacks) for residual (non-recyclable) waste   | Green wheeled bins with blue lids for recyclable materials   |
|---|--|
| <ul style="list-style-type: none"> <li>× Dry recyclable materials that can be accepted in the green wheeled bins with blue lids for recyclable materials.</li> <li>× Hot ashes. Always allow ashes to cool before disposal.</li> <li>× Broken windows and large pieces of glass.</li> <li>× Car parts.</li> <li>× Rubble, soil and demolition waste.</li> <li>× Corrosive materials.</li> <li>× Liquids such as oil and paint.</li> <li>× Fluorescent tubes and low energy light bulbs.</li> <li>× Electrical and electronic equipment.</li> <li>× Pesticides. Pesticides must be taken to Bossack.</li> <li>× Large amounts of cooking oil.</li> <li>× Live ammunition and other explosives.</li> <li>× Marine flares.</li> <li>× Gas cannisters.</li> <li>× Batteries (including vehicle and household batteries, single use and rechargeable).</li> <li>× Special or hazardous waste (as outlined in <i>Hazardous Materials and Special Waste</i>).</li> </ul> | <ul style="list-style-type: none"> <li>× Black sacks (with or without recyclable waste in them).</li> <li>× Carrier bags.</li> <li>× Textiles. For example, clothes, bedding and duvets.</li> <li>× Egg boxes.</li> <li>× Plastic tubs, pots and trays.</li> <li>× Plastic film from packaging or cling film.</li> <li>× Food waste.</li> <li>× Polystyrene.</li> <li>× Broken toys.</li> <li>× Any other plastics except plastic bottles (types 1 PET and 2 HDPE).</li> <li>× Dog waste and cat litter.</li> <li>× Nappies and sanitary products.</li> <li>× Paper towels.</li> <li>× Garden items. For example, plastic plant pots and trays.</li> <li>× Soil, stones, rubble and hardcore.</li> <li>× Sheet glass.</li> <li>× Light bulbs.</li> <li>× Corrugated cardboard.</li> <li>× Food cartons (Tetra Pak).</li> </ul> |

### **Alternative collection service**

Alternative collection service is provided for households receiving an AWC where the use of wheeled bins is not possible due to lack of access or no storage for bins. These include terraced and rural properties over 75m from a public road, flatted properties (low rise/high rise and in converted properties) or houses of multiple occupancy.

Alternative collection services can be requested by filling in an application form which must be completed in full and returned to the Council. Application form can be obtained from the Council's Customer Services or on [Council's website](#).

An alternate collection method will be applied as follows:

- The Council will provide residents with a red bag allocation. This is 75 bags per year delivered to each qualifying property annually.
- For recycling, green boxes and green canvas bags will be provided to be presented at each recycling collection. Residents receiving an alternative collection service must still separate materials for recycling.

Residents can apply for additional capacity if they meet the criteria set out in *Additional capacity*.

The collection frequency and schedule will be the same and is a part of the Alternate Weekly Collection Service (AWC) just using bags/boxes instead of wheeled bins.

Residents will be expected to observe the following guidance:

- The total number of red bags (for residual waste) presented at each collection shall not exceed three. Any red bags above three will be treated as side waste and will not be collected.
- Any green boxes/bags (for recycling) that contain non-recyclable items will be treated as contaminated as outlined in *Contamination* section.
- For items that do not fit in the red bag, the resident will be required to use the Council's bulky waste collection service, take these items themselves to their nearest Household Waste Recycling Centre or pay for a licensed waste carrier to collect the waste and dispose of it at a licensed facility.

### **Services for terraced properties**

Where storage is an issue for residents who live in terraced houses, the Council may advise properties or groups of properties to use communal containers for residual waste and recycling instead of individual bins. In such circumstances, residents will decide on their participation but the Council will confirm in writing the location of the communal bins.

Where contamination of the recycling containers becomes significant the Council reserves the right to remove this service from the properties affected (as per *Contamination* section).

### **Service for rural properties or where access is difficult**

There are geographical locations within Orkney where the use of a standard collection service is not viable due to health and safety risks or a lack of infrastructure. These locations include un-adopted roads, tracks or private drives where the condition, surface and alignment of the highway are un-suitable for the vehicle and manoeuvrability requirements for the collection of the waste and recycling.

To ensure that properties in these locations receive the same level of service, the Council will either recommend the Alternative Collection Method service or seek that all containers or bags are presented by residents at an agreed collection point which will normally be adjacent to a highway or an adopted road.

### **Additional capacity**

The Additional Capacity service applies to households receiving the AWC services utilizing wheeled bins and those who qualify for the Alternative Collection Method.

### **Alternate Weekly Collection Service**

#### **Residual Waste**

Each household on the Alternate Weekly Collection Service is provided with a standard 240 L grey wheeled bin for residual (non-recyclable) waste. Additional grey residual waste bins can be provided in the following circumstances:

- If a household has 5 to 7 permanent residents, one additional 140 L bin will be provided.
- If a household has 7 or more permanent residents one additional 240 L bin will be provided.
- If a household has two or more children under 3 years old, one additional 140 L bin will be provided.
- If a household has a resident with a medical condition which results in generation of additional waste, additional 140 L or 240 L bins will be provided as required.

#### **Recycling**

Each household on the Alternate Weekly Collection Service is provided with two 140 L green wheeled bins with blue lids for recyclable materials. The Council can issue up to four wheeled recycling bins per household in recognition of a commitment to recycle more materials. Alternatively, households can receive two 240L wheeled bins on request through Council's Customer Services.

### **Alternative Collection Service**

#### **Residual waste**

Each household on the Alternative Collection Service (using red bags) receives an annual allocation of 75 red bags for residual (non-recyclable) waste. Additional red bags can be provided in the following circumstances:

- If a household has 5 to 7 permanent residents, 50 additional bags will be provided each year. This is equivalent to one additional 140 L bin.

- If a household has 7 or more permanent residents 75 additional bags will be provided each year. This is equivalent to one additional 240 L bin.
- If a household has two or more children under 3 years old, 50 additional bags will be provided each year. This is equivalent to one additional 140 L bin.
- If a household has a resident with a medical condition which results in generation of additional waste, additional bags will be provided as required.

The maximum red bag allowance for a household is 150 red bags per year.

## **Recycling**

Each household on the Alternative Collection Service is provided with three canvas bags and a box for recyclable materials. Additional canvas bags and boxes are available to households upon request through Customer Services.

Additional capacity is initially provided for a period of two years, after which the Council will review the allocation to determine if it is still required. Residents with additional capacity allowance must notify the Council if they change address or there is a change in their circumstances that effect their eligibility for this service.

The Council reserves the right to remove additional capacity allowance in the following circumstances:

- Residents are not recycling effectively.
- Residents using additional bins or bags inappropriately.
- Residents are found to have obtained additional containers under false circumstances.
- Residents are no longer eligible for additional containers.

## **Waste and recycling presentation**

All waste and recycling must be presented in containers or bags provided by the Council at the designated collection point. The collection point must be located no more than 2m from the public road. Collection vehicles will not travel on private or unadopted roads.

Containers and bags must be presented no later than 08:00 on the designated collection day. The collection day schedule is available on the Council website. If a container is not presented by 08:00, it may not be collected. Containers should be taken in as soon as possible after collection.

Access to containers should not be restricted by padlocks, chains or bungee cords. If these are present, it is the responsibility of the resident to ensure that they are removed on the collection day for easy access.

Surfaces on which containers need to be moved over for collection must be of a smooth continuous finish and free from steps or other obstacles. Any steps must incorporate a drop-kerb.

Bins can be kept in a bin store either within the curtilage of a property or on the verge so long as they are presented less than 2 metres from the roadside or designated collection point and there is unrestricted access on the collection day.

Waste must not be compacted in the bin to prevent waste getting stuck when being tipped. Excessively heavy bins will not be emptied.

The Council may change a collection point in the following circumstances:

- Road surfaces present an unacceptable risk to the property.
- Collection vehicles cannot access the property safely.
- Presenting the containers is no longer safe for resident
- Any other reason relating to the safety and efficiency of the service.

The Council will inform residents of changes to collection days and times, such as during public holidays through one or more media outlets, including the Council website, social media and/or *The Orcadian* newspaper.

### **Alternative Collection Method**

In households using the Alternative Collection Method, no more than three bags should be presented for collection at any one time. The red bags must be presented in a tidy manner at the same collection point as wheeled bins. The red bags must be securely tied and only contain residual (non-recyclable) waste.

### **Excess waste**

All waste and recycling must be presented in containers and bags provided by the Council. Excess residual waste and recycling that is presented outside of a container will not be collected. No more than three red bags will be collected from any household that qualifies for Alternative Collection.

Any excess waste or recycling that households have can be taken to one of the Household Waste and Recycling Centres or arranged to be collected as a special collection, available at cost through Council's Customer Services.

### **Missed collections**

The Council will endeavour to empty bins on the designated collection day.

Where collection is delayed due to unforeseen circumstances (for example, severe weather or a vehicle breakdown), the Council will communicate this through the Council social media and advise when the collection will take place.

Where a collection is missed in error and this is reported by a resident through an online form or by phoning Customer Services, the Council will make reasonable efforts to return and empty the bin. Missed collections must be reported no later than two working days after the missed collection.

Where the Council cannot return to collect a missed collection, residents should take their containers in and present them on the next available designated collection day. Alternatively, residents can take their waste and/or recycling to the Household Waste and Recycling Centres.

Collection crews will not return to empty containers in the following circumstances:

- If the collection crews record that the container has not been presented at the time of collection. The container must be presented on the next available designated collection day. Dashcam footage is used to verify if the container was presented in time for collection.
- If the collection crews report that a recycling container is contaminated. The bin will be tagged to advise the resident. The contamination must be removed by residents. The container must be presented on the next available designated collection day.
- If a resident presents the wrong recycling material. The bin will be tagged to advise the resident. The container must be presented on the next available designated collection day.
- If the collection crews report that a bin is damaged. The bin will be tagged to advise the resident which part of the bin is broken. Residents must order a replacement bin as soon as possible from Customer Services. The broken bin and its contents will be taken away when the replacement bin is delivered.
- If excess waste presented outside of a container was not collected.

### **Contamination**

Recycling containers are provided for the collection of the materials specified in Table 1.

Recycling containers that contain materials other than those listed in Table 1 will not be collected and the bin will be tagged by the crews. When a container is tagged, residents must remove these materials and present the recycling container on the next designated collection day or take the material to the nearest Household Waste and Recycling Centre.

If it is found that recycling containers continue to be contaminated and the Council has made every effort to educate and assist residents at the property, the Council reserves the right to remove recycling containers without notice.

An officer from the Council's waste team will arrange to meet with the household to discuss the options for re-introducing the recycling collection.

If a household has had recycling bins removed owing to ongoing contamination issues, that household cannot apply for additional capacity.

### **Assisted collection service**

The assisted collection service is provided for households where there is no one living at the property who is able to present bins for collection.

Assisted collection service can be requested by filling in an application form which must be completed in full and returned to the Council. The application form can be obtained from Customer Services or on [Council's website](#).

An assessment will be carried out as part of the application process to establish a collection point accessible to the resident and to the collection crews. A Council officer may need to contact the resident or visit the property to aid the assessment process and to consider the health and safety risks.

Where assisted collection service is agreed, the crews will collect bins from the collection point and return them to this point after collection.

The collection point must be as close to the highway as is practicably possible and accessible to collection vehicles. Collection points must not present any hazard for collection crews (such as rough surfaces, steps or inadequate lighting).

Collection crews will not collect bins from people's homes or property such as outbuildings or sheds.

Other Council household waste collection policies apply to assisted collections.

Assisted collections are periodically reviewed by the Council with letters sent to all residents who have previously qualified for the service.

If a resident moves elsewhere in Orkney, they must inform the Council straight away, so that the Assisted Waste Collection service can be applied at their new address and the old one removed from the list.

The Council will assess each application for Assisted Collection and reserves the right to decline an application if a suitable collection point cannot be established, or if the provision of the Assisted Collection leads to significant operational difficulties or unreasonable expense for the Council.

If at any time the Council has a reason to believe that the resident no longer meets the criteria for the assisted collection service, the resident may be asked to re-apply and for a re-assessment to be undertaken.

### **Household bulky waste service**

A bulky waste collection service is provided for items that are too bulky for the household kerbside collections. It is available for household waste only and can be booked by filling in a request form on the [Council's website](#) or by contacting Customer Services.

Bulky uplift charges will be set annually and published on the Council's website.

Bulky items comprise items you take with you when you move to a new house, to differentiate from what may reasonably be considered trade waste rather than household waste.



Items must be able to be safely lifted by 2 people (or the item will not be taken).

Only items that are on the request form will be collected.

Notified or published collection date/time is issued as a guide only as the actual collection can be affected by weather or other operational issues. In the event of any delay, the applicant should seek clarification by contacting Customer Services.

### **Hazardous materials and Special waste**

Examples of hazardous or termed in Scotland, 'Special' Waste, include:

- Asbestos
- Chemicals, for example brake fluid and printer toner.
- Electrical equipment with potentially harmful components such as cathode ray tubes – for example computer monitors and televisions.
- Fluorescent light tubes and energy-saving light bulbs.
- Vehicle batteries and other lead-acid batteries.
- Oils (except edible oils), for example engine oil.
- Refrigerators containing ozone-depleting substances Solvents.
- Pesticides.

These waste types cannot be disposed of in a household bin but can be disposed of through the Council's Household Waste Recycling Centres. Full list of suitable disposal locations for each material is available on [Council Website](#).

Larger quantities of liquid hazardous waste (typically above 25 litres) are treated as commercial waste and must be disposed via a suitable qualified commercial waste haulier.

## Summary of Proposed Actions.

| Location.       | OIC Action Ref. | Proposed Action.                                   | Detail.   | Indicative Cost (2022 to 2028).   | Funding.   | Start (Year).  |
|-----------------|-----------------|--|---|---|--|--|
| A960 Deerness.  | 1.              | Shoreline Management Plan (Coastal Adaptive Plan). | A Shoreline Management Plan for Orkney is to be developed. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years). The impacts of coastal flood risk and erosion on the A960 causeway are to be assessed as part of the Shoreline Management Plan. Monitoring and data collection activities may be included. | £140,000 to obtain LiDAR survey data for adaptive shoreline management plan.<br><br>£150,000 for coastal adaptive plan modelling and reporting by external consultants. | LiDAR survey costs covered using Scottish Government coastal adaptation planning funding.<br><br>Funding for coastal adaptive plan to be identified. | LiDAR Surveys 2022/23.<br><br>Coastal Adaptive Plan 2023/24. |
| Burray Village. | 2.              | Shoreline Management Plan (Coastal Adaptive Plan). | A Shoreline Management Plan for Orkney is to be developed. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to 20 years), medium term (20 to 50 years) and   | Included in OIC Action Ref 1 (above).   | Included in OIC Action Ref 1 (above).  | 2023/24.   |

| Location.               | OIC Action Ref. | Proposed Action.                                   | Detail.  | Indicative Cost (2022 to 2028).       | Funding.                              | Start (Year). |
|-------------------------|-----------------|--|--|---------------------------------------|---------------------------------------|---------------|
|                         |                 |  | long term (50 to 100 years). The Plan should consider the significance of Barrier No 4 in the connectivity between South Ronaldsay and Mainland.   |                                       |                                       |               |
| Churchill Barrier No 2. | 3.              | Flood Study.                                       | Completion of flood study to develop understanding of the impacts of climate change and sea level rise on the safe operation of the causeways carried by the Churchill Barriers. Further consideration of options to manage the expected increase in number of closures of the barriers and the need for an adaptation plan for the Churchill Barriers is required.  | £15,000.                              | To be identified.                     | Ongoing.      |
| Churchill Barriers.     | 4.              | Shoreline Management Plan (Coastal Adaptive Plan). | A shoreline management plan for Orkney is to be developed. The shoreline management plan is to set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risk in the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years). For the Churchill Barriers it will be important to understand the impacts of increased flooding and erosion on road and other infrastructure connections between the linked south isles and the | Included in OIC Action Ref 1 (above). | Included in OIC Action Ref 1 (above). | 2023/24.      |

| Location.    | OIC Action Ref. | Proposed Action.                                   | Detail.  | Indicative Cost (2022 to 2028).   | Funding.  | Start (Year). |
|--------------|-----------------|--|--|---|---|---------------|
|              |                 |  | Orkney mainland. Monitoring and data collection activities may be required.  |   |   |               |
| Graemeshall. | 5.              | Shoreline Management Plan (Coastal Adaptive Plan). | A Shoreline Management Plan for Orkney is to be developed. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years). For Graemeshall, it will be important to understand the impacts of increased flooding and erosion on road connections between east mainland and the rest of Mainland. | Included in OIC Action Ref 1 (above).   | Included in OIC Action Ref 1 (above).   | 2023/24.      |
| Kirkwall.    | 6.              | Surface Water Management Plan.                     | Orkney Islands Council to commission flood modelling to inform spatial planning, work closely with Scottish Water to implement the Surface Water Management Plan and identify opportunities for joint working. The impacts of climate change on flood risk should be considered. Opportunities to remove surface water from the sewerage system should be identified. The impacts of tide locking of the Peedie Sea need to be considered.   | £50,000<br>Funding allocated at November 2019 Policy and Resources Committee Meeting. | £50,000<br>Funding allocated at November 2019 Policy and Resources Committee Meeting. | Ongoing.      |

| Location.            | OIC Action Ref. | Proposed Action.                                   | Detail.  | Indicative Cost (2022 to 2028).          | Funding.                              | Start (Year). |
|----------------------|-----------------|--|--|--|---------------------------------------|---------------|
| Kirkwall.            | 7.              | Flood defence maintenance.                         | The Kirkwall Harbour Flood Prevention Scheme needs to be maintained. Regular exercises should be carried out to deploy the flood gates, to ensure an efficient process is in place.  | £14,000 pa over the period 2022 to 2028. | Revenue – Roads Operations.           | Ongoing.      |
| Little Ayre (Walls). | 8.              | Shoreline Management Plan (Coastal Adaptive Plan). | A Shoreline Management Plan for Orkney is to be developed. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years). The impacts to the transport links between Hoy and South Walls should be considered.          | Included in OIC Action Ref 1 (above).    | Included in OIC Action Ref 1 (above). | 2023/24.      |
| Pierowall.           | 9.              | Shoreline Management Plan (Coastal Adaptive Plan). | 1st Cycle action to undertake a flood study for Pierowall to be superseded by a new action to develop a shoreline management plan for Orkney in Cycle 2. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years). | Included in OIC Action Ref 1 (above).    | Included in OIC Action Ref 1 (above). | 2023/24.      |

| Location.           | OIC Action Ref. | Proposed Action.                                   | Detail.  | Indicative Cost (2022 to 2028).       | Funding.                              | Start (Year). |
|---------------------|-----------------|--|--|---------------------------------------|---------------------------------------|---------------|
| Sanday.             | 10.             | Shoreline Management Plan (Coastal Adaptive Plan). | <p>A Shoreline Management Plan for Orkney is to be developed. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years). Monitoring and data collection activities may be included.</p> <p>The impacts of coastal flood risk and erosion on the low-lying softer parts of the Sanday shoreline are to be assessed as part of the Shoreline Management Plan.</p> | Included in OIC Action Ref 1 (above). | Included in OIC Action Ref 1 (above). | 2023/24.      |
| St Margaret's Hope. | 11.             | Flood Study.                                       | The flood study for St Margaret's Hope should be progressed to preferred option. A range of options should be considered. The impacts of climate change on flood risk should be fully considered. Coastal erosion may also need to be considered. Given the anticipated significant impacts of sea level rise on flood risk, consideration of how flood risk management might need to develop over time and an adaptation plan is likely to be required.   | £15,000.                              | To be identified.                     | 2023/24.      |
| St Mary's.          | 12.             | Flood study.                                       | Complete the Cycle 1 St Mary's Flood Study and identify actions to address A961  | £30,000.                              | Funding allocated                     | 2023/24.      |

| Location.  | OIC Action Ref. | Proposed Action.                                   | Detail.   | Indicative Cost (2022 to 2028).       | Funding.                              | Start (Year). |
|------------|-----------------|--|---|---------------------------------------|---------------------------------------|---------------|
|            |                 |  | vulnerability near the post office. In particular, the effects of climate change on sea level, wave conditions, erosion and frequency of flooding or damage from wave action should be considered. The need for an adaptation plan to be assessed as part of a Shoreline Management Plan for Orkney in Cycle 2.   |                                       | through CPAM October 2020.            |               |
| St Mary's. | 13.             | Shoreline Management Plan (Coastal Adaptive Plan). | A Shoreline Management Plan for Orkney is to be developed. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years). For St Mary's, it will be important to understand the impacts of increased flooding and erosion on road and other infrastructure connections between the linked south isles and the Orkney mainland. | Included in OIC Action Ref 1 (above). | Included in OIC Action Ref 1 (above). | 2023/24.      |
| Stromness. | 14.             | Shoreline Management Plan (Coastal Adaptive Plan). | A Shoreline Management Plan for Orkney is to be developed. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to   | Included in OIC Action Ref 1 (above). | Included in OIC Action Ref 1 (above). | 2023/24.      |

| Location.                      | OIC Action Ref. | Proposed Action.                                   | Detail.  | Indicative Cost (2022 to 2028).       | Funding.                              | Start (Year). |
|--------------------------------|-----------------|--|--|---------------------------------------|---------------------------------------|---------------|
|                                |                 |  | 20 years), medium term (20 to 50 years) and long term (50 to 100 years).<br>For Stromness, it will be important to understand the effects of increased flooding and erosion on the settlement and surrounding infrastructure.  |                                       |                                       |               |
| The Ayre (Hoy to South Walls). | 15.             | Shoreline Management Plan (Coastal Adaptive Plan). | 1st Cycle action to undertake a flood study for the Ayre to be superseded by a new action to develop a shoreline management plan for Orkney in Cycle 2. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years). Monitoring and data collection activities may be required. | Included in OIC Action Ref 1 (above). | Included in OIC Action Ref 1 (above). | 2022/24.      |
| Whitehall.                     | 16.             | Shoreline Management Plan (Coastal Adaptive Plan). | 1st Cycle action to undertake a flood study for Whitehall is to be superseded by a new action to develop a shoreline management plan for Orkney in Cycle 2. The Shoreline Management Plan will set the strategic policy direction for coastal management and identify the most sustainable approaches for managing coastal flood and erosion risks in  | Included in OIC Action Ref 1 (above). | Included in OIC Action Ref 1 (above). | 2023/24.      |



| Location.    | OIC Action Ref. | Proposed Action.          | Detail.  | Indicative Cost (2022 to 2028). | Funding.  | Start (Year). |
|--------------|-----------------|---------------------------|--|---------------------------------|---|---------------|
|              |                 |                           | the short term (0 to 20 years), medium term (20 to 50 years) and long term (50 to 100 years).  |                                 |   |               |
| Orkney-wide. | 17.             | Awareness Raising.        | Raising awareness of roles, responsibilities and sources of information relating to flooding and flood preparedness.   | No additional cost.             | Engineering staff budget (Flood Risk Management). | 2022/23.      |
| Orkney-wide. | 18.             | Planning Policies.        | The Council, as Planning Authority, will ensure that appropriate policies and measures are put in place through the Local Development Plan and associated guidance is in place to take account of the objective of a reduction in flood risk.                                  | No additional cost.             | OIC Planning and OIC Engineering staff budgets.   | 2022/23.      |
| Orkney-wide. | 19.             | Maintenance.              | In common with other Responsible Authorities and asset owners, the Council must inspect and maintain the assets for which it has responsibility. In addition, where a risk is identified, the Council will co-ordinate with other Responsible Authorities and carry out works. | £481,000.                       | Roads revenue.                                    | 2022/23.      |
| Orkney-wide. | 20.             | Emergency Plans/Response. | Like many other organisations, the Council has a responsibility to provide an emergency response to flooding when it happens. Effective management of an emergency response relies on emergency plans prepared   | No additional cost.             | Existing staff budget (Planning, Engineering      | 2022/23.      |

| Location. | OIC Action Ref. | Proposed Action. | Detail.  | Indicative Cost (2022 to 2028). | Funding.                 | Start (Year). |
|-----------|-----------------|------------------|--|---------------------------------|--------------------------|---------------|
|           |                 |                  | under the Civil Contingencies Act 2004 by Category 1 and 2 responders. The response by these organisations in the event of flooding is co-ordinated by Orkney Local Emergency Co-ordinating Group (OLECG). |                                 | and Civil Contingencies. |               |

## Minute

### Harbour Authority Sub-committee

Tuesday, 23 August 2022, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors David Dawson, Gillian Skuse, Graham A Bevan, P Lindsay Hall, Ivan A Taylor and Heather N Woodbridge.

### Present via remote link (Microsoft Teams)

Councillor Mellissa-Louise Thomson.

### Clerk

- Angela Kingston, Committees Officer.

### In Attendance

- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- James Buck, Head of Marine Services and Transportation and Harbour Master.
- Erik Knight, Head of Finance.
- Hazel Flett, Service Manager (Governance).
- Karen Bevilacqua, Solicitor.

### Declarations of Interest

- No declarations of interest were intimated.

### Chair

- Councillor David Dawson.

## 1. Revenue Expenditure Outturn

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**1.1.** The revenue expenditure outturn statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers for financial year 2021/22, attached as Annex 1 to the report by the Head of Finance, which indicated the following:

- A surplus of £1,037,300 against a budget of £279,600 in respect of Scapa Flow Oil Port.
- A surplus of £24,200 against a budget of £404,800 in respect of Miscellaneous Piers.

The Sub-committee scrutinised:

**1.2.** The explanations given, and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Head of Finance, and obtained assurance that action was taken with regard to significant budget variances.

## **2. Revenue Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**2.1.** The revenue financial summary statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 30 June 2022, attached as Annex 1 to the report by the Head of Finance, which indicated a budget deficit position of £523,500.

**2.2.** The revenue financial detail by Service Area statement in respect of the Scapa Flow Oil Port and Miscellaneous Piers and Harbours for the period 1 April to 30 June 2022, attached as Annex 2 to the report by the Head of Finance.

The Sub-committee scrutinised:

**2.3.** The explanations given and actions proposed, in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the report by the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

## **3. Miscellaneous Piers and Harbours and Scapa Flow Oil Port**

### **Minor Capital Improvement Programmes – Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**3.1.** The summary outturn position of expenditure incurred for financial year 2021/22 in respect of the Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes, as detailed in section 4 of the report by the Head of Finance.

The Sub-committee scrutinised:

**3.2.** The detailed analysis of expenditure figures against the approved programmes, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress made with delivery of the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes.

## **4. Miscellaneous Piers and Harbours and Scapa Flow Oil Port**

### **Minor Capital Improvement Programmes – Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**4.1.** The summary position of expenditure incurred, as at 30 June 2022, against the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes for 2022/23, as detailed in section 4 of the report by the Head of Finance.

The Sub-committee scrutinised:

**4.2.** The detailed analysis of expenditure figures against the approved programmes, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved Miscellaneous Piers and Harbours and Scapa Flow Oil Port minor capital improvement programmes.

## **5. Miscellaneous Piers and Harbours**

### **Revenue Maintenance Programme – Outturn**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**5.1.** The summary outturn position of expenditure incurred for financial year 2021/22, in respect of the Miscellaneous Piers and Harbours revenue maintenance programme, as detailed in section 5.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**5.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress made with delivery of the approved Miscellaneous Piers and Harbours revenue maintenance programme.

## **6. Miscellaneous Piers and Harbours**

### **Revenue Maintenance Programme – Expenditure Monitoring**

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**6.1.** The summary position of expenditure incurred, as at 30 June 2022, against the approved Miscellaneous Piers and Harbours revenue maintenance programme for financial year 2022/23, as detailed in section 5.1 of the report by the Head of Finance.

The Sub-committee scrutinised:

**6.2.** The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance, and obtained assurance with regard to significant budget variances and progress being made with delivery of the approved Miscellaneous Piers and Harbours revenue maintenance programme.

## **7. Conclusion of Meeting**

At 11:15 the Chair declared the meeting concluded.

Signed: David Dawson.