

Minute

Development and Infrastructure Committee

Tuesday, 12 November 2019, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Graham L Sinclair, Andrew Drever, Norman R Craigie, Robin W Crichton, David Dawson, J Harvey Johnston, Rachael A King, W Leslie Manson, Stephen Sankey, James W Stockan, Duncan A Tullock and Kevin F Woodbridge.

Clerk

- Angela Kingston, Committees Officer.

In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure.
- Brian Archibald, Head of Marine Services, Engineering and Transportation.
- Roddy Mackay, Head of Planning, Development and Regulatory Services (for Items 1 to 13).
- Darren Richardson, Head of Infrastructure and Strategic Projects.
- Colin Kemp, Corporate Finance Senior Manager.
- Michael Scott, Solicitor.
- Stuart Allison, Economic Development Manager (for Items 9 to 13).
- Peter Bevan, Engineering Services Manager (for Items 6 to 10).
- Jamie Macvie, Planning Manager (Development Management) (for Items 10 and 11).
- Lorna Richardson, Strategic Policy and Projects Manager (for Items 1 to 6).
- Jonathan Walters, Environmental Services Facilities Manager (for Items 3 to 5).

Observing

- Andrew Hamilton, Performance and Best Value Officer (for Items 1 to 3).
- Rebecca McAuliffe, Press Officer (for Items 1 and 2).

Declarations of Interest

- Councillor Robin W Crichton – Item 13.
- Councillor David Dawson – Item 13.
- Councillor Rachael A King – Item 13.

Chair

- Councillor Graham L Sinclair.

1. Disclosure of Exempt Information

The Committee noted the proposal that the public be excluded from the meeting for consideration of Item 14, together with Annex B of Item 13, 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 Monitoring

After consideration of a joint report by the Executive Director of Development and Infrastructure and the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Committee:

Noted:

2.1. The revenue financial summary statement in respect of Development and Infrastructure for the period 1 April to 30 September 2019, attached as Annex 1 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance, which indicated an underspend of £213,100.

2.2. The revenue financial detail by Service Area statement in respect of Development and Infrastructure for the period 1 April to 30 September 2019, attached as Annex 2 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

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 joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

3. Performance Monitoring

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, the Committee:

Scrutinised the performance of Development and Infrastructure for the reporting period 1 April to 30 September 2019, as set out in section 4 and Annex 1 to the report by the Executive Director of Development and Infrastructure, and obtained assurance.

4. Road Asset Replacement Programme

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

Noted:

4.1. The summary position of expenditure incurred, as at 30 September 2019, against the approved Road Asset Replacement Programme for financial year 2019 to 2020, as detailed in section 4.1 of the report by the Head of Finance.

4.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure.

5. Waste Permits

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Infrastructure and Strategic Projects, the Committee:

Noted:

5.1. That the five Household Waste Recycling Centres in Orkney were licensed by the Scottish Environment Protection Agency, with conditions stating that only household waste may be deposited at those sites.

5.2. That, since 2016, measures had been introduced to deter commercial abuse of the Household Waste Recycling Centres, which had been successful to a point.

5.3. That lack of a permit system retained the risk of the Scottish Environment Protection Agency taking enforcement action that could, in the most serious circumstance, see facilities being closed until processes were in place that stopped commercial abuse.

5.4. The proposal to introduce a permit system to remove the risk of further commercial abuse at the Household Waste Recycling Centres, with full details of operation of the scheme attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure.

On the motion of Councillor Robin W Crichton, seconded by Councillor David Dawson, the Committee resolved to **recommend to the Council**:

5.5. That a permit system for householders at Household Waste Recycling Centres be introduced, with effect from 1 April 2020 or as soon as practicable thereafter.

Councillor J Harvey Johnston left the meeting during discussion of this item.

6. Burial Grounds

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Infrastructure and Strategic Projects, the Committee:

Noted:

6.1. That, following an internal audit report on memorial safety works within burial grounds which was presented to the Monitoring and Audit Committee on 26 September 2019, a number of management actions were proposed, as detailed in Appendix 1 to the report by the Executive Director of Development and Infrastructure.

6.2. That, in light of the proposed management actions, the current Burial Grounds – Code of Practice, approved by Council in 2015, had been redrafted and was attached as Appendix 2 to the report by the Executive Director of Development and Infrastructure.

6.3. That implementation of the revised Code of Practice would require an assessment of existing, and any future necessary, resources, with initial options attached as Appendix 3 to the report by the Executive Director of Development and Infrastructure.

6.4. That a final version of the Burial Grounds – Code of Practice would be presented to the Development and Infrastructure Committee in Spring 2020, following feedback from the Roads and Environmental Services Consultative Group, and taking account of any comments from Elected Members.

6.5. That, when the final Code of Practice was presented to Committee, the Executive Director of Development and Infrastructure should include any financial implications to the Council in respect of resources to deliver the Code of Practice.

7. Harbour Authority Sub-committee

After consideration of the draft Minute of the Meeting of the Harbour Authority Sub-committee held on 29 October 2019, copies of which had been circulated, the Committee:

Resolved:

7.1. On the motion of Councillor Graham L Sinclair, seconded by Councillor Andrew Drever, to approve the Minute of the Meeting of the Harbour Authority Sub-committee held on 29 October 2019 as a true record.

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

7.2. That the recommendation at paragraph 5.5 of the Minute of the Meeting of the Harbour Authority Sub-committee held on 29 October 2019, attached as Appendix 1 to this Minute, be approved.

8. Inter-Island Ferry Services

Proposed Summer 2020 Timetables

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Engineering and Transportation, the Committee:

Noted:

8.1. That the inter-island ferry services timetables for summer 2020 were scheduled to operate from 3 May to 28 September 2020.

8.2. That draft timetables in respect of ferry services to be operated by Orkney Ferries Limited during summer 2020 were presented to the Ferry Services Consultative Forum for consideration on 21 August 2019, with the main comments and representations from transport representatives outlined in section 4 of the report by the Executive Director of Development and Infrastructure.

8.3. That, on 19 September 2019, the proposed timetables, together with feedback from the Ferry Services Consultative Forum, were considered by the Board of Orkney Ferries Limited and recommended to the Council for implementation.

8.4. That the proposed timetables, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, remained broadly consistent with those operated during summer 2019, including the Tuesday and Thursday return link from Eday to Sanday for education purposes, which was trialled during 2018 and 2019.

8.5. That, in advance of the Council's budget setting process for 2020 to 2021 being concluded, any decision on the proposed Orkney Ferries' summer timetables for 2020 would be subject to an adequate service revenue budget being established for financial year 2020 to 2021.

The Committee resolved, in terms of delegated powers:

8.6. That, subject to an adequate service revenue budget being established for financial year 2020 to 2021, the timetables in respect of ferry services to be operated by Orkney Ferries Limited during summer 2020, attached as Appendix 2 to this Minute, be approved.

9. KIMO

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Head of Marine Services, Engineering and Transportation, the Committee:

Noted:

9.1. That KIMO was a local authority international environmental organisation designed to give municipalities a political voice at regional, national and international level, with a clear mission statement and was committed to the development of coastal communities.

9.2. That the Council had been a member of KIMO for many years, with an Elected Member and an officer attending the four KIMO UK meetings per annum and occasionally attending the KIMO International conference.

9.3. Council policy on appointments to external bodies, as outlined in section 4.2 of the report by the Executive Director of Development and Infrastructure.

9.4. That, on 29 October 2019, the Harbour Authority Sub-committee referred consideration of elected member representation on KIMO to the Development and Infrastructure Committee, noting that it was supportive of the proposal to appoint an elected member.

9.5. That, as the term of this Council was five years, it was proposed that, should an appointment be made to KIMO, it should last for the remainder of the term of this Council, namely until May 2022.

On the motion of Councillor Robin W Crichton, seconded by Councillor David Dawson, the Committee resolved to **recommend to the Council**:

9.6. That an elected member should be appointed to represent the Council on KIMO.

9.7. That the Council's representative on KIMO should be a member of the Harbour Authority Sub-committee.

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

9.8. That Councillor Kevin F Woodbridge be appointed to represent the Council on KIMO.

9.9. That the appointment, referred to at paragraph 9.8 above, should be for the remainder of the term of this Council, namely to May 2022.

10. Kirkwall Surface Water Management Plan

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Engineering Services Manager, the Committee:

Noted:

10.1. That, following publication of the Orkney Local Flood Risk Management Plan in 2016, an action was identified to prepare a Kirkwall Surface Water Management Plan, with its purpose being to provide sufficient information to support development of an agreed strategic approach to management of surface water flood risk within Kirkwall.

10.2. The Kirkwall Surface Water Management Plan, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, which was currently in draft form and required further modelling input and consultation.

10.3. That Scottish Water was currently updating the Kirkwall drainage network model in order to produce new flood risk maps.

10.4. That, following receipt of the new flood risk maps from Scottish Water, it was proposed to engage consultants to review and model a range of options to reduce surface water flood risk in Kirkwall, at an estimated cost of up to £50,000.

10.5. That, to enable detailed design and scheme preparation of an approved option to reduce surface water flood risk in Kirkwall, a budget of up to £100,000 would be required.

10.6. That, following receipt of the consultants' report, referred to at paragraph 10.4 above, a final version of the Kirkwall Surface Water Management Plan would be presented to the next available meeting of the Development and Infrastructure Committee.

On the motion of Councillor Robin W Crichton, seconded by Councillor W Leslie Manson, the Committee resolved to **recommend to the Council**:

10.7. That the Executive Director of Development and Infrastructure should submit a report, to the Policy and Resources Committee, seeking a budget of up to £150,000 in respect of detailed modelling work and technical design of a scheme to reduce surface water flood risk in Kirkwall.

Councillor Andrew Drever left the meeting during discussion of this item and rejoined the meeting at this point.

11. Planning Enforcement Charter

After consideration of a report by the Executive Director of Development and Infrastructure, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Planning Manager (Development Management), the Committee:

Noted:

11.1. That, in terms of section 158A of the Town and Country Planning (Scotland) Act 1997, as amended, the Planning Authority was required to prepare and publish an Enforcement Charter which must be kept under review.

11.2. That the existing Enforcement Charter, approved by Council in November 2017, was still current with respect to legislation and no changes were required.

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

11.3. That the Enforcement Charter, attached as Appendix 3 to this Minute, be approved.

12. Draft Orkney Tourism Strategy

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Economic Development Manager, the Committee:

Noted:

12.1. That, during 2017, Destination Orkney (Limited) secured funding towards the cost of employing a Chief Executive Officer to lead and co-ordinate a revised Orkney Tourism Strategy and progress a Destination Management Plan for the tourism sector and its stakeholders.

12.2. That, in May 2018, the Destination Orkney Strategic Partnership was formed, comprising representatives from various organisations including the Council, as an unconstituted body to provide direction on tourism strategy and destination management in Orkney.

12.3. That the Orkney Tourism Strategy, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, had been formulated with input from partner organisations to inform and provide structure to a Destination Management Plan and to inform Destination Marketing planning.

12.4. That the draft Orkney Tourism Strategy would be launched at the 2019 Tourism Summit for a period of consultation that would welcome comment on the strategic objectives from industry members and stakeholders, including the Orkney community.

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

12.5. That the draft Orkney Tourism Strategy, referred to at paragraph 12.3 above, be endorsed for the purposes of consultation with the tourism industry, other stakeholders and the public.

12.6. That the Executive Director of Development and Infrastructure should submit a report, to the next meeting of the Committee, detailing the outcome of the consultation exercise, referred to at paragraph 12.5 above, and presenting a final version of the Orkney Tourism Strategy for adoption in so far as it related to the remit of the Council.

13. Economic Development Grants

Budget Monitoring Statement and Delegated Approvals

Councillors Robin W Crichton and Rachael A King declared non-financial interests in this item, in that family members were employed by organisations which had received Economic Development Grant funding, however, as the specific applications were not discussed, they did not leave the meeting.

Councillor David Dawson declared a non-financial interest in this item, in that he was a non-executive board member of an organisation which had received Economic Development Grant funding, however, as the specific application was not discussed, he did not leave the meeting.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Economic Development Manager, the Committee:

Noted:

13.1. That, for financial year 2019 to 2020, the approved budget in respect of Economic Development Grants amounted to £495,800.

13.2. Spending to 30 September 2019, in relation to Economic Development Grants, totalling £114,763, of which £100,262 related to grant commitments made in previous financial years and £14,501 to current year commitments.

13.3. That, as at 30 September 2019, the budget available for approval from the Economic Development Grants budget amounted to £329,406, as detailed in Annex A to the report by the Executive Director of Development and Infrastructure.

13.4. Grant approvals made in the period 1 April to 30 September 2019, totalling £160,505, including grants approved under delegated schemes for the same period totalling £54,880, as detailed in Annex B to the report by the Executive Director of Development and Infrastructure.

13.5. Non-grant approvals made in the period 1 April to 30 September 2019, totalling £5,889, as detailed in Annex B to the report by the Executive Director of Development and Infrastructure.

14. Pelamis

On the motion of Councillor Graham L Sinclair, seconded by Councillor Andrew Drever, the Committee resolved that the public be excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, the Committee:

Noted:

14.1. That, in June 2017, the Council purchased the Pelamis P2000 Wave Energy device from the European Marine Energy Centre for £1.

14.2. That, on 26 September 2017, the Policy and Resources Committee noted that further work was necessary to consider options for reuse of the Pelamis P2000 device which would include an appraisal of technical and financial viability of using the device as an interim breakwater for Moaness Pier, the outcome of which would be reported to the Development and Infrastructure Committee in due course.

14.3. That, since its acquisition, the Pelamis P2000 device had been berthed at Lyness, taking staff time, initial contract support, survey effort and procurement of replacement berthing and other equipment to ensure its safety and to avoid damage to the marine environment/ infrastructure around it.

14.4. That consideration had been given to possible use of the Pelamis P2000 device, with the conclusion being that it was a financial and operational liability, without any prospect of usefulness to the Harbour Authority, or the Council as a whole.

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

14.5. That the Executive Director of Development and Infrastructure should arrange for the disposal or sale of the Pelamis P2000 device for scrap, or any other purpose, at the earliest opportunity.

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.

15. Conclusion of Meeting

At 15:10 the Chair declared the meeting concluded.

Signed: Graham L Sinclair.

Minute

Harbour Authority Sub-committee

Tuesday, 29 October 2019, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors Graham L Sinclair, Andrew Drever, Robin W Crichton, David Dawson, Magnus O Thomson, Owen Tierney and Kevin F Woodbridge.

Clerk

- Hazel Flett, Senior Committees Officer.

In Attendance

- Gavin Barr, Executive Director of Development and Infrastructure.
- Brian Archibald, Harbour Master.
- Gavin Mitchell, Head of Legal Services.
- Colin Kemp, Corporate Finance Senior Manager.

Declarations of Interest

- No declarations of interest were intimated.

Chair

- Councillor Graham L Sinclair.

1. Revenue Expenditure Monitoring

After consideration of a joint report by the Executive Director of Development and Infrastructure and the Head of Finance, copies of which had been circulated, and after hearing a report from the Corporate Finance Senior Manager, the Sub-committee:

Noted:

1.1. 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 September 2019, attached as Annex 1 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance, which indicated a surplus of £3,930,400, which was £557,100 ahead of the profiled budget position.

1.2. 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 September 2019, attached as Annex 2 to the joint report by the Executive Director of Development and Infrastructure and the Head of Finance.

1.3. 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 Executive Director of Development and Infrastructure and the Head of Finance.

2. Miscellaneous Piers and Harbours Maintenance Programme

Revenue 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 Corporate Finance Senior Manager, the Sub-committee:

Noted:

2.1. The summary position of expenditure incurred, as at 30 September 2019, against the approved Miscellaneous Piers and Harbours revenue maintenance programme for financial year 2019 to 2020, as detailed in section 5.1 of the report by the Head of Finance.

2.2. The detailed analysis of expenditure figures and programme updates, attached as Appendix 1 to the report by the Head of Finance.

3. Minor Capital Improvement Programmes

Capital 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 Corporate Finance Senior Manager, the Sub-committee:

Noted:

3.1. The summary position of expenditure incurred, as at 30 September 2019, against the approved 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.

3.2. The detailed analysis of proposed expenditure figures against the approved programmes, attached as Appendix 1 to the report by the Head of Finance.

4. Harbour Authority – Annual Performance Report

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Harbour Master, the Sub-committee:

Scrutinised the Annual Performance Report in respect of the Harbour Authority for the operating period 1 April 2018 to 31 March 2019, attached as Appendix 1 to the report by the Executive Director of Development and Infrastructure, and obtained assurance.

5. KIMO

After consideration of a report by the Executive Director of Development and Infrastructure, copies of which had been circulated, and after hearing a report from the Harbour Master, the Sub-committee:

Noted:

5.1. That KIMO was a local authority international environmental organisation designed to give municipalities a political voice at regional, national and international level, with a clear mission statement and was committed to the development of coastal communities.

5.2. That the Council had been a member of KIMO for many years, with an Elected Member and an officer attending the four KIMO UK meetings per annum and occasionally attending the KIMO International conference.

5.3. Council policy on appointments to external bodies, as outlined in section 4.2 of the report by the Executive Director of Development and Infrastructure.

5.4. That, as the term of this Council was five years, it was proposed that, where an appointment and/or nomination was made to represent the Council on KIMO, it should last for the remainder of the term of this Council, namely for three years until May 2022.

The Sub-committee resolved to **recommend to the Council:**

5.5. That consideration of elected member representation on KIMO be referred to the Development and Infrastructure Committee, noting that the Sub-committee was supportive of the proposal to appoint an elected member.

6. Conclusion of Meeting

At 12:00 the Chair declared the meeting concluded.

Signed: Graham L Sinclair.

Appendix 2.

Inter-Island Ferry Services

Summer 2020 Timetables

Page 940 – Shapinsay.

Page 941 – Rousay, Egilsay and Wyre.

Page 942 – Graemsay and Hoy (Moaness).

Page 943 – Outer North Isles.

Page 944 – Westray to Papa Westray passenger service.

Page 945 – South Isles.

Pages 946 and 947 – North Ronaldsay.

Page 948 – Outer North Isles – Special Sunday Excursions (subject to change).

SHAPINSAY RO-RO SERVICE

SUMMER TIMETABLE EFFECTIVE FROM 3 MAY UNTIL 27 SEPTEMBER 2020

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shapinsay	dep	0730A	0730B	0730B	0730B	0730B		
Kirkwall	dep	0815A	0815B	0815B	0815B	0815B		
Shapinsay	dep	0900A	0900B	0900B	0900B	0900B	0900B	0900A*
Kirkwall	dep	0945	0945	0945	0945	0945	0945	0945A
Shapinsay	dep	1030	1030	1030	1030	1030	1030	1030A
Kirkwall	dep	1130	1130	1130	1130	1130	1130	1130A
Shapinsay	dep	1330	1330	1330	1330	1330	1330	1330A
Kirkwall	dep	1415	1415	1415	1415	1415	1415	1415A
Shapinsay	dep	1515	1515	1515	1515	1515	1515	
Kirkwall	dep	1600	1600	1600	1600	1600	1600A	
Shapinsay	dep	1645	1645	1645	1645	1645	1645A	
Kirkwall	dep	1730	1730	1730	1730	1730	1730A	
Shapinsay	dep							1730A
Kirkwall	dep							1815A
Shapinsay	dep						1900A	1900A
Kirkwall	dep						1945A	1945A*

A Vehicles must be booked before 1400hrs on Saturday.

B Vehicles must be booked before 1600hrs the day before sailing.

All other vehicle bookings must be made at least one hour before departure.

* Slight alterations may be made to these sailings on a few Sundays in June, July and August to allow connections with the other ships - details will be advertised by separate notices.

NOTES

1. All vehicle bookings must be made through the Kirkwall Office. Telephone 01856 872044.
2. Vehicles **must** be available for boarding **15 minutes** before departure times, and passengers **5 minutes** before departure.
3. **No Show Charges** - All cancellations must be made by 1600hrs the day before the intended date of travel, or by 1400 on Saturday for sailings marked A, or full charges may apply.
4. For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

**For information on this service contact Ferry Services, Shore Street, Kirkwall.
Telephone: 01856 872044, Fax: 01856 872921, E-Mail: info@orkneyferries.co.uk**

ROUSAY, EGILSAY AND WYRE RO-RO SERVICE

SUMMER TIMETABLE EFFECTIVE FROM 3 MAY UNTIL 27 SEPTEMBER 2020

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Rousay dep	0650	0650	0650	0650	0650	0650	
Egilsay dep	0710	0710A	0710A	0710A	0710A	0710A	
Wyre dep	0730	0730A	0730A	0730A	0730A	0730A	
Rousay dep	0745	0745	0745	0745	0745	0745	
Tingwall dep	0820	0820	0820	0820	0820	0840	
Rousay dep	0850	0850	0850	0850	0850		
Wyre dep	0900	0900	0900	0900	0900		
Rousay dep	0910	0910	0910	0910	0910	0910	0915
Egilsay dep	0930	0930	0930	0930	0930	0930A	0935B
Wyre dep	0950	0950	0950	0950	0950	0950	0955B
Rousay dep	1005	1005	1005	1005	1005	1005	1010
Tingwall dep	1040	1040	1040	1040	1040	1040	1045
Rousay dep	1115	1115	1115	1115	1115	1115	1120
Tingwall dep	1150	1150	1240	1150	1150	1150	1155
Rousay arr	1215	1215	1305	1215	1215	1215	1220
Rousay dep	1315	1315		1315	1315	1315	1315
Egilsay dep	1335A	1335A		1335A	1335A	1335A	1335B
Wyre dep	1355A	1355A		1355A	1355A	1355A	1355B
Rousay dep	1410	1410	1410	1410	1410	1410	1410
Tingwall dep	1445	1445	1445	1445	1445	1445	1445
Rousay dep	1520	1520	1520	1520	1520	1520	1520
Wyre dep	1530	1530	1530	1530	1530	1530	1530
Tingwall dep	1605	1605	1605	1605	1605	1605	1605
Rousay dep	1635	1635	1635	1635	1635	1705B	1635
Egilsay dep	1655	1655	1655	1655	1655		1655B
Wyre dep	1715	1715	1715	1715	1715	1715B	1715B
Rousay dep	1730	1730	1730	1730	1730	1730	1730
Tingwall dep	1800	1800	1800	1800	1800	1800	1800
Rousay arr	1825	1825	1825	1825	1825	1825	1825
Rousay dep	1830B	1830B	1830B	1830B	1830B	1830B	
Wyre dep	1840B	1840B	1840B	1840B	1840B	1840B	
Egilsay dep	1900B	1900B	1900B	1900B	1900B	1900B	
Rousay arr	1915B	1915B	1915B	1915B	1915B	1915B	

A On request **TO and FROM** Egilsay and Wyre. Customers are requested to make advanced bookings by 1700 on the day before travel, except for travel on Monday which **must** be made by 0900 on Monday.

B On request **TO and FROM** Egilsay and Wyre. Customers are requested to make advanced bookings by 1430 on the day of travel, except for travel on Saturday or Sunday which **must** be made by 1115 on Saturday.

In the event of an urgent need for "on request" sailings outside of the above please contact the Tingwall Office during normal office hours.

NOTES

- All vehicle bookings **MUST** be made through the Tingwall Office Telephone 01856 751360.
- Vehicles **must** be available for boarding **15 Minutes** before departure and passengers **5 minutes** before departure times.
- No Show Charges** - All cancellations must be made by **1600hrs** (1115 on Saturday, for travel on Sunday's and Monday's) on the day before the intended date of travel or charges may be incurred.
- For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

For information on these services contact Ferry Services, Tingwall, Evie. Telephone 01856 751360, E-Mail: info@orkneyferries.co.uk

**GRAEMSAY AND HOY (MOANESS)
EFFECTIVE FROM 3 MAY UNTIL 27 SEPTEMBER 2020**

Our service from Stromness to Hoy/Graemsay is a **PASSENGER ONLY** service. Vehicles can be carried by prior arrangement to Graemsay on the advertised cargo sailings.

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Stromness	dep	0745*	0745*	0745*	0745*	0745*	0930	0930
Hoy (Moaness)	dep	0810*	0810*	0810*	0810*	0810*	1000	1000
Graemsay	dep	0825*	0825*	0825*	0825*	0825*	1015	1015
Stromness	dep	1000	1000	1000	1000	1000		
Hoy (Moaness)	dep	1030	1030	1030	1030	1030		
Graemsay	dep	1045	1045	1045	1045	1045		
Stromness	dep	1200A		1200A	1200A			
Graemsay	dep	1230A		1230A	1230A			
Hoy (Moaness)	dep	1240A		1240A	1240A			
Stromness	dep	1600	1600	1600	1600	1600		
Graemsay	dep	1615	1615	1615	1615	1615		
Hoy (Moaness)	dep	1630	1630	1630	1630	1630		
Stromness	dep	1745	1745	1745	1745	1745	1700	1700
Graemsay	dep	1800	1800	1800	1800	1800	1715	1715
Hoy (Moaness)	dep	1815	1815	1815	1815	1815	1730	1730
Stromness	dep					2130		
Graemsay	dep					2145		
Hoy (Moaness)	dep					2200		

* **Sailings subject to possible alteration during May and June. Please check with the Company for details.**

A **Cargo Sailings will have limitations on passengers numbers therefore booking is advisable. These sailings may be delayed due to cargo operations.**

NOTES

1. All enquires must be made through the Kirkwall Office. Telephone: 01856 872044.
2. Passengers are requested to be available for boarding **5 minutes** before departure.
3. Monday cargo to be booked by **1600hrs** on previous Friday otherwise all cargo must be booked before **1600hrs** the day before sailing. Cargo must be delivered to Stromness Pier no later than **1100hrs** on the day of sailing.
4. For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company offices and premises and website.
5. **No Show Charges** - All cancellations must be made by **1600hrs** Monday to Friday and **1400hrs** Saturday for Sunday and Monday sailings or full charges may apply.

**For information on this service contact Ferry Services, Shore Street, Kirkwall.
Telephone: 01856 872044, Fax: 01856 872921, E-Mail: info@orkneyferries.co.uk**

**Outer North Isles Ro-Ro Service
Effective from 3 May - 28 September 2020 Inclusive**

Port	Sunday			Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			
Kirkwall dep	0840A	0920A	0900A				0720B	0700B	0740B	0700B	0720B		0700B	0720B	0740B		0720B			0700B	0720B	0740B
Sanday arr																						0905
Sanday dep					0800A						0730B											0915B
Eday arr	0955																					0815
Eday dep	1005A																					0830B
Stronsay arr	1040						0855			0840			0840									0905
Stronsay dep					0815A		0910B			0855B			0855B									0920B
Eday arr					0850					0930			0930									
Eday dep					0905A					0945B			0945B									
Sanday arr			1025																			
Sanday dep																						
Westray arr		1045																				
Westray dep						0830A																
Kirkwall arr					1020	0955	0925	1050	1005	1100	1100	1025	0855	1100	1025	1105	0935	1025		1100	1025	1040
Kirkwall dep					1010	0940	1035		1300	1030	1040	1200	1010		1300			1045	1010			
Stronsay arr					1150						1220											
Stronsay dep	1740A				1200						1230											
Eday arr	1815												1125									
Eday dep	1825A																					
Sanday arr							1200															
Sanday dep			1740A				1210															
Eday arr							1230															
Eday dep							1240															
Westray arr						1105				1425												
Westray dep		1800A				1115				1435												
P. Westray arr																						
P. Westray dep																						
Kirkwall arr	1940	1925	1905		1335	1240	1355		1600		1405	1500	1330		1600							
Kirkwall dep	1950A	1935A	1915A		1600	1620	1640	1620		1640	1600	1620	1640	1600	1620	1500	1600	1700	1640	1600A	1620A	1640A
Eday arr			2030		1715						1715			1715								
Eday dep			2035A		1730						1730			1730								
Stronsay arr	2130				1805			1800			1805			1805							1740	
Stronsay dep					1815			1810			1815										1750A	
Sanday arr			2055				1805						1805		1625			1805				1805
Sanday dep							1815						1815		1635			1815				1815A
Eday arr															1655							
Eday dep															1700							
Sanday arr																						
Westray arr		2100				1745						1745			1745			1825			1745	
Westray dep						1755						1755			1755			1835			1755A	
Kirkwall arr					1955	1920	1940	1945	1715**		1955	1920	1940		1920	1815	1955	2000	1940	1955	1920	1940

A – Vehicles must be booked before 1400hrs on Saturday B – Vehicles must be booked before 1600hrs the day before sailing All other vehicle bookings must be made one hour before the departure from Kirkwall

*** This sailing is not available for vehicle bookings Westray to Kirkwall. ** These sailings may be delayed due to cargo operations.**

For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

RO-RO TIMETABLE 5 May - 30 SEPT 2019 INCLUSIVE, excluding the following dates for special excursions, posters are on display advertising regattas and events: 14 June, 25 July, 31 July & 1 August & 8 August 2019.

Vehicles **must** be available for boarding **20 minutes** before departure, passengers **10 minutes** before departure.

No Show Charges – All cancellations must be made **at least 24 hours before the intended date of travel** or full charges may apply.

A scheduled feeder service for passengers and light cargo will operate between Pierowall (Westray) and Papa Westray to connect with the above sailings (see overleaf). A private minibus service is also available on request between Rapness and Pierowall. **For information on these services contact Ferry Services, Shore Street, Kirkwall, Orkney, KW15 1LG. Telephone: 01856 872044, Fax: 01856 872921, E-Mail: info@orkneyferries.co.uk**

Westray - Papa Westray Passenger Service
Summer Timetable effective from 3 May until 28 September 2020

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Pierowall dep	0700A	0700A	0730	0730	0730	0730	
Papa Westray arr	0725	0725	0755	0755	0755	0755	
Papa Westray dep	0730A	0730A	0800	0800	0800	0800	
Pierowall arr	0755	0755	0825	0825	0825	0825	
Pierowall dep	0845B	0800B	0915	0915	0915	0915	
Papa Westray arr	0905	0820	0940	0940	0940	0940	
Papa Westray dep	0910B	0825B	0945	0945	0945	0945	
Pierowall arr	0930	0850	1010	1010	1010	1010	
Pierowall dep	0945	0855	1205	1305			1115
Papa Westray arr	1010	0920	1230	1330			1140
Papa Westray dep	1015	0925	1235	1335			1145
Pierowall arr	1040	0950	1300	1400			1210
Pierowall dep	1135	1305	1355				
Papa Westray arr	1200	1330	1420				
Papa Westray dep	1205	1335	1425				
Pierowall arr	1230	1400	1450				
Pierowall dep	1545C	1455D	1545C	1545C	1500E	1625	1630
Papa Westray arr	1610	1515	1610	1610	1525	1650	1655
Papa Westray dep	1655	1520	1655	1655	1735	1655	1700
Pierowall arr	1720	1545	1720	1720	1800	1720	1725
Pierowall dep	1815	1550B	1815	1815	1855	1815	2130A
Papa Westray arr	1840	1610	1840	1840	1920	1840	2155
Papa Westray dep	1845	1615B	1845	1845	1925	1845	2200A
Pierowall arr	1910	1640	1910	1910	1950	1910	2225

- A. Are available **ON REQUEST** only (must be booked 24hrs in advance)
- B. Will not operate between 2 July to 16 August inclusive
- C. From 2 July to 16 August inclusive sailings will be replaced by
(dep Pierowall 1625 arr Papa Westray 1650)
- D. Additional sailings from 2 July to 16 August inclusive
- E. From 2 July to 16 August inclusive sailings will be replaced by
(dep Pierowall 1705 arr Papa Westray 1730)

Notes

All of these sailings with the exception of those marked **A/B/C/D/E** are scheduled and are timed to connect with the arrivals and departures of the ro-ro vessels at Rapness - normal fares will therefore apply. Any sailings outwith these times will be treated as hires and charged accordingly.

- All enquires to the Company's main office, Telephone 01856 872044
- Passengers must be available for boarding **10 minutes** before departure times.
- No Show Charges** - All cancellations must be made at least **24 hours** before the intended time of travel or full charges may apply.
- For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

SOUTH ISLES RO-RO SERVICE

SUMMER TIMETABLE FROM 3 MAY UNTIL 27 SEPTEMBER 2020

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
							1	2	3
Longhope dep	0625	0625	0625	0625	0625	0800	0830	0730	0830
Lyness dep		0650	0650	0650					
Flotta dep	0650	0710	0710	0710	0650	0830		0755B	
Lyness dep	0710				0710	0900	0900	0815	0900
Houton arr	0745	0745	0745	0745	0745	0935	0935	0850	0935
Houton dep	0800	0800	0800	0800	0800	0950	0945	0900	0945
Lyness arr							1020		1020
Lyness dep	0845				0845	1030		0945	
Flotta dep	0910	0845	0845	0845	0910	1055			
Lyness dep		0910	0910	0910					
Houton arr	0945	0945	0945	0945	0945			1020	
Houton dep	1015	1000	1015	1000	1015			1030	
Lyness dep	1100	1040	1100	1040	1100			1105	
Flotta arr								1125	
Flotta dep								1150	
Lyness arr								1210	
Houton arr	1135	1110	1135	1110	1135	1130			
Houton dep	1145	1120	1145	1120	1145				
Flotta dep		1200		1200					
Lyness dep	1230	1230	1230	1230	1230			1500	
Houton arr	1305	1305	1305	1305	1305			1535	
Houton dep	1315	1315	1315	1315	1315	1415		1545	
Flotta dep					1400				
Lyness dep	1400	1400	1400	1400	1425			1630	
Flotta dep	1425	1425	1425	1425		1500			
Houton arr	1500	1500	1500	1500	1500			1705	
Houton dep	1515	1515	1515	1515	1515			1715	
Flotta dep	1600	1600	1600	1600	1600			1750	
Lyness dep	1640	1640	1640	1640	1640	1530	1600	1815	1600
Houton arr	1715	1715	1715	1715	1715	1605	1635	1850	1635
Houton dep	1730	1730	1730	1730	1730	1615	1650	1900	1650
Lyness dep	1810	1810	1810	1810	1810	1700	1730	1935	1730
Flotta dep	1830A	1830A	1830A	1830A	1830A	1720A			
Longhope arr	1850	1850	1850	1850	1850	1740	1750	1955	1750

A - On Request. At the very latest (except in an emergency) bookings for these services must be made by 12 noon on the day of travel.

B - On Request. Bookings for this service must be made by 1400 on the day before travel

NOTES

- All vehicle bookings must be made through the Houton Office. **Telephone: 01856 811397, Fax: 01856 811701.**
- Vehicles **must** be available for boarding **15 minutes** before departure, and passengers **5 minutes** before departure.
- No Show Charges** - All cancellations must be made by **1700 on the day before the intended date of travel (or by 1400 on a Saturday for Sunday and Monday travel)** or charges may be applied.
- For Conditions of Carriage of Passengers and Cargo see notices exhibited in the vessels, company premises and website.

The Sunday runs are effective as follows:

Sunday 1 – 03/05/20 to 31/05/20

Sunday 2 – 07/06/20 to 09/08/20

Sunday 3 – 16/08/20 to 27/09/20

For information on these services contact Ferry Services, Houton, Orphir. Telephone: 01856 811397, Fax: 01856 811701, Email: info@orkneyferries.co.uk

Tuesday 05 May 2020

Kirkwall	dep	1330
Papa Westray	arr	1520
Papa Westray	dep	1550
North Ronaldsay	arr	1705
North Ronaldsay	dep	1735
Kirkwall	arr	2015

Friday 08 May 2020

Kirkwall	dep	0600
North Ronaldsay	arr	0840
North Ronaldsay	dep	0910
Kirkwall	arr	1150

Tuesday 12 May 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 15 May 2020

Kirkwall	dep	0700
North Ronaldsay	arr	0940
North Ronaldsay	dep	1010
Kirkwall	arr	1250

Tuesday 19 May 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 22 May 2020

Kirkwall	dep	0700
North Ronaldsay	arr	0940
North Ronaldsay	dep	1010
Kirkwall	arr	1250

Tuesday 26 May 2020

Kirkwall	dep	1030
Papa Westray	arr	1220
Papa Westray	dep	1250
North Ronaldsay	arr	1405
North Ronaldsay	dep	1435
Kirkwall	arr	1715

Friday 29 May 2020

Kirkwall	dep	0830
North Ronaldsay	arr	1110
North Ronaldsay	dep	1140
Kirkwall	arr	1420

Tuesday 02 June 2020

Kirkwall	dep	1330
Papa Westray	arr	1520
Papa Westray	dep	1550
North Ronaldsay	arr	1705
North Ronaldsay	dep	1735
Kirkwall	arr	2015

Friday 05 June 2020

Kirkwall	dep	0530
North Ronaldsay	arr	0810
North Ronaldsay	dep	0840
Kirkwall	arr	1120

Tuesday 09 June 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 12 June 2020

Kirkwall	dep	0900
North Ronaldsay	arr	1140
North Ronaldsay	dep	1210
Kirkwall	arr	1450

Tuesday 16 June 2020

Kirkwall	dep	1130
Papa Westray	arr	1320
Papa Westray	dep	1350
North Ronaldsay	arr	1505
North Ronaldsay	dep	1535
Kirkwall	arr	1815

Friday 19 June 2020

Kirkwall	dep	0900
North Ronaldsay	arr	1140
North Ronaldsay	dep	1210
Kirkwall	arr	1450

Tuesday 23 June 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 26 June 2020

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350

Tuesday 30 June 2020

Kirkwall	dep	1030
Papa Westray	arr	1220
Papa Westray	dep	1250
North Ronaldsay	arr	1405
North Ronaldsay	dep	1435
Kirkwall	arr	1715

Friday 03 July 2020

Kirkwall	dep	0900
North Ronaldsay	arr	1140
North Ronaldsay	dep	1210
Kirkwall	arr	1450

Tuesday 07 July 2020

Kirkwall	dep	1030
Papa Westray	arr	1220
Papa Westray	dep	1250
North Ronaldsay	arr	1405
North Ronaldsay	dep	1435
Kirkwall	arr	1715

Friday 10 July 2020

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350

Tuesday 14 July 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 17 July 2020

Kirkwall	dep	0700
North Ronaldsay	arr	0940
North Ronaldsay	dep	1010
Kirkwall	arr	1250

Tuesday 21 July 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 24 July 2020

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350



Telephone: 01856 872044 Fax: 01856 872921 E-Mail: info@orkneyferries.co.uk
 For conditions of carriage of passengers and cargo see notices exhibited in vessels, offices and premises.
NORTH RONALDSAY SAILINGS SUMMER 2020

Tuesday 28 July 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Saturday 01 August 2020**

Kirkwall	dep	0830
North Ronaldsay	arr	1110
North Ronaldsay	dep	1140
Kirkwall	arr	1420

Tuesday 04 August 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 07 August 2020

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350

Tuesday 11 August 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 14 August 2020

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350

Tuesday 18 August 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 21 August 2020

Kirkwall	dep	0700
North Ronaldsay	arr	0940
North Ronaldsay	dep	1010
Kirkwall	arr	1250

Tuesday 25 August 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 28 August 2020

Kirkwall	dep	0700
North Ronaldsay	arr	0940
North Ronaldsay	dep	1010
Kirkwall	arr	1250

Tuesday 01 September 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 04 September 2020

Kirkwall	dep	0630
North Ronaldsay	arr	0910
North Ronaldsay	dep	0940
Kirkwall	arr	1220

Tuesday 08 September 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 11 September 2020

Kirkwall	dep	0700
North Ronaldsay	arr	0940
North Ronaldsay	dep	1010
Kirkwall	arr	1250

Tuesday 15 September 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 18 September 2020

Kirkwall	dep	0630
North Ronaldsay	arr	0910
North Ronaldsay	dep	0940
Kirkwall	arr	1220

Tuesday 22 September 2020

Kirkwall	dep	1030
North Ronaldsay	arr	1310
North Ronaldsay	dep	1340
Papa Westray	arr	1455
Papa Westray	dep	1525
Kirkwall	arr	1715

Friday 25 September 2020

Kirkwall	dep	0800
North Ronaldsay	arr	1040
North Ronaldsay	dep	1110
Kirkwall	arr	1350

**** Subject to change re: Sanday Show**

All North Ronaldsay and Papa Westray departure times are estimates and are subject to alteration due to cargo operations, weather and tide

All arrivals in Kirkwall subject to change due to cargo operations.

Sailings are all weather permitting and subject to confirmation the day before sailing.

<p><u>17 May 2020</u></p> <p>Kirkwall dep 0920 Westray arr 1045 dep 1055 Sanday arr 1145 dep 1155 Eday arr 1215 dep 1620 Sanday arr 1640 dep 1650 Westray arr 1740 dep 1800 Kirkwall arr 1925 dep 1935 Westray arr 2100</p>	<p><u>24 May 2020</u></p> <p>Kirkwall dep 0840 Eday arr 0955 dep 1005 Stronsay arr 1040 dep 1050 North Ronaldsay arr 1220 dep 1550 Stronsay arr 1720 dep 1740 Eday arr 1815 dep 1825 Kirkwall arr 1940 dep 1950 Stronsay arr 2130</p>	<p><u>31 May 2020</u></p> <p>Kirkwall dep 0900 Sanday arr 1025 dep 1035 Papa Westray arr 1130 dep 1140 Pierowall arr 1205 dep 1550 Papa Westray arr 1615 dep 1625 Sanday arr 1720 dep 1740 Kirkwall arr 1905 dep 1915 Eday arr 2030 dep 2035 Sanday arr 2055</p>	<p><u>07 June 2020</u></p> <p>Kirkwall dep 0920 Westray arr 1045 dep 1055 North Ronaldsay arr 1215 dep 1620 Westray arr 1740 dep 1800 Kirkwall arr 1925 dep 1935 Westray arr 2100</p>
<p><u>14 June 2020</u></p> <p>Kirkwall dep 0840 Eday arr 0955 dep 1005 Stronsay arr 1040 dep 1050 Westray arr 1210 dep 1600 Stronsay arr 1720 dep 1740 Eday arr 1815 dep 1825 Kirkwall arr 1940 dep 1950 Stronsay arr 2130</p>	<p><u>21 June 2020</u></p> <p>Kirkwall dep 0900 Sanday arr 1025 dep 1035 Eday arr 1055 dep 1105 Papa Westray arr 1220 dep 1230 Pierowall arr 1255 dep 1500 Papa Westray arr 1525 dep 1535 Eday arr 1650 dep 1700 Sanday arr 1720 dep 1740 Kirkwall arr 1905 dep 1915 Eday arr 2030 dep 2035 Sanday arr 2055</p>	<p><u>28 June 2020</u></p> <p>Kirkwall dep 0900 Sanday arr 1025 dep 1035 North Ronaldsay arr 1155 dep 1600 Sanday arr 1720 dep 1740 Kirkwall arr 1905 dep 1915 Eday arr 2030 dep 2035 Sanday arr 2055</p>	<p><u>05 July 2020</u></p> <p>Kirkwall dep 0920 Westray arr 1045 dep 1055 Stronsay arr 1215 dep 1620 Westray arr 1740 dep 1800 Kirkwall arr 1925 dep 1935 Westray arr 2100</p>
<p><u>12 July 2020</u></p> <p>Kirkwall dep 0840 Eday arr 0955 dep 1005 Stronsay arr 1040 dep 1050 North Ronaldsay arr 1220 dep 1550 Stronsay arr 1720 dep 1740 Eday arr 1815 dep 1825 Kirkwall arr 1940 dep 1950 Stronsay arr 2130</p>	<p><u>19 July 2020</u></p> <p>Kirkwall dep 0900 Sanday arr 1025 dep 1035 Eday arr 1055 dep 1105 Westray arr 1200 dep 1550 Eday arr 1650 dep 1700 Sanday arr 1720 dep 1740 Kirkwall arr 1905 dep 1915 Eday arr 2030 dep 2035 Sanday arr 2055</p>	<p><u>26 July 2020</u></p> <p>Kirkwall dep 0840 Eday arr 0955 dep 1005 Stronsay arr 1040 dep 1050 Papa Westray arr 1225 dep 1235 Pierowall arr 1300 dep 1510 Papa Westray arr 1535 dep 1545 Stronsay arr 1720 dep 1740 Eday arr 1815 dep 1825 Kirkwall arr 1940 dep 1950 Stronsay arr 2130</p>	<p><u>02 August 2020</u></p> <p>Kirkwall dep 0900 Sanday arr 1025 dep 1035 Stronsay arr 1110 dep 1120 Eday arr 1155 dep 1600 Stronsay arr 1635 dep 1645 Sanday arr 1720 dep 1740 Kirkwall arr 1905 dep 1915 Eday arr 2030 dep 2035 Sanday arr 2055</p>
<p><u>09 August 2020</u></p> <p>Kirkwall dep 0920 Westray arr 1045 dep 1055 North Ronaldsay arr 1215 dep 1620 Westray arr 1740 dep 1800 Kirkwall arr 1925 dep 1935 Westray arr 2100</p>	<p><u>16 August 2020</u></p> <p>Kirkwall dep 0840 Eday arr 0955 dep 1005 Stronsay arr 1040 dep 1050 Sanday arr 1125 dep 1645 Stronsay arr 1720 dep 1740 Eday arr 1815 dep 1825 Kirkwall arr 1940 dep 1950 Stronsay arr 2130</p>	<p><u>23 August 2020</u></p> <p>Kirkwall dep 0900 Sanday arr 1025 dep 1035 North Ronaldsay arr 1155 dep 1600 Sanday arr 1720 dep 1740 Kirkwall arr 1905 dep 1915 Eday arr 2030 dep 2035 Sanday arr 2055</p>	

Planning Enforcement Charter

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1. Introduction

1.1.

Under Scottish legislation primary responsibility for planning issues rests with the planning authority. In Orkney this is Orkney Islands Council.

1.2.

The planning authority's principal role is to grant or refuse permission for development. However, the planning authority is also responsible, where necessary, for taking enforcement action where planning legislation has not been followed.

1.3.

This Charter explains the meaning of planning control and enforcement, the powers and restrictions on the planning authority, and what happens at each stage of what can be a lengthy process. It outlines some of the procedures of the planning control system, and the standards of service that can be expected when enquiries are made about unauthorised development.

1.4.

Sometimes developers or householders either undertake work without planning permission or fail to accord with the permission they have been given. The planning authority has the power to take action in cases like this and enforce planning control.

1.5.

The planning authority has statutory powers to investigate breaches of planning control and breaches of conditions attached to planning permission, and to take formal action where a matter is not resolved.

1.6.

Planning enforcement is a discretionary power; if there is a breach of planning control the planning authority is not bound to act because sometimes it might not be in the public interest to do so. Any action taken must be reasonable and proportionate to the breach.

1.7.

This Charter sets out the powers that the Council as planning authority can use. These powers are set out in the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006. It is important to note that a breach of planning control is not a criminal offence, unless it involves unlawful works to a listed building. It should also be noted that a 'planning enforcement complaint' is not a complaint against the Council. Anyone with a complaint against the Council and its services should refer to the Council's Complaints Handling Procedure.

1.8.

Enforcement is one of the most complex parts of the planning system, and often has long and unpredictable timescales. The aim of this Charter is to ensure that adopted procedures are fair and reasonable, and that interested parties are kept informed and are made aware of what is required.

Copies of this Charter are available on the Council's website and at the Council Offices, School Place, Kirkwall.

2. The Planning Control Service

Planning Control is administered by Development Management, a function of Development and Infrastructure. The key officer undertaking this role is the Planning Control Officer. When formal enforcement action is taken the Council's approved scheme of delegation is followed.

3. Identification of Possible Breaches of Planning Control**3.1.**

Planning enforcement involves two issues – whether a breach of planning control has taken place, and whether it is expedient or appropriate to take enforcement action. That decision is within the planning authority's sole discretion.

3.2.

Possible breaches of planning control can include:

- Work being carried out without planning permission or consent.
- An unauthorised change of use.
- Failure to comply with conditions attached to a permission or consent.
- Departures from plans approved in association with a planning permission or consent.

3.3.

Preliminary enquiries can be made by telephone or at the One Stop Shop, School Place, Kirkwall, but must be followed up in writing or by e-mail. You should send your letter to the Planning Control Officer, Orkney Islands Council, Development Management, Development and Infrastructure, Council Offices, School Place, Kirkwall, KW15 1NY.

3.4.

Enquiries by e-mail can be made to planning@orkney.gov.uk.

3.5.

For all preliminary enquiries, whether by letter or e-mail, the following information is essential:

- The address of the property concerned.
- Details of the suspected breach of planning control, with times and dates if relevant.
- A contact name and address for the informant.
- An e-mail address if available or if the complaint is submitted electronically.
- How the breach affects you.
- Whether the enquiry is to be treated confidentially.

3.6.

Wherever possible we will honour requests for confidentiality with regard to any complaint made or information supplied, however it should be noted that it may not be possible to respect such a request in all cases, and the effects of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, must be taken into consideration. Requests for total confidentiality limit the ability of the authority to take formal action and cannot be guaranteed if the case were to be considered at Appeal or in the Courts.

Monitoring of Conditions**3.7.**

Monitoring of conditions is required to ensure that development complies with the consent granted. Details of the conditions are included within the decision notice attached to the permission. Monitoring of conditions is undertaken regularly by the Planning Control Officer supported by other officers in Development Management.

3.8.

Where members of the public believe that the conditions attached to a planning permission are not being complied with or have not been discharged in a satisfactory way, they can provide information to Development Management.

3.9.

When breaches of conditions are identified, they are investigated in the same way as other breaches of planning control.

3.10.

When information is received in writing by Development Management regarding a possible breach of planning control, the information will be checked to ensure that it does indeed constitute a possible breach of control, and that it includes all the detail required for a possible enforcement case to be investigated. If preliminary checking indicates that a breach of planning control may have taken place, the complaint will be registered and passed to the Planning Control Officer for investigation.

3.11.

Written complaints will be acknowledged within 20 working days of receipt. In the acknowledgement e-mail/letter the complainant(s) will be informed of whether or not a breach is suspected and, if so, the likely terms of any further action to be taken. If the information does not concern a planning matter, the complainant(s) will be advised accordingly. You should be aware that some complaints relate to matters over which Development Management has no control, for example neighbour disputes relating to the position of boundaries, land ownership, rights of access or matters associated with superior's consent. These matters cannot be investigated by the Planning Control Officer.

4. Investigating Breaches of Planning Control

Preliminary Investigations

4.1.

Following registration of a possible breach of planning control, the Planning Control Officer will visit the site. Priority for both site visits and dealing with complaints is based on the relative significance of the site, and the nature and effect of the breach of planning control.

4.2.

Following the site visit, anyone who has contacted Development Management with correct contact details will be advised what action is proposed. In some cases additional investigation is required to establish if a breach has occurred, and this may lengthen the process involved in taking action.

4.3.

It is not always possible to anticipate the length of time required for a decision or for action on a case, nor for a case to be resolved. Progress can be delayed for a number of reasons, for example if evidence must be collected and verified over a period of time, if negotiations take place, or if formal procedures have to be used. Where an application is submitted to regularise the breach, or where an appeal is

made to the Scottish Ministers against a decision of the planning authority, this will affect the timescale for resolution of the case.

4.4.

The Council recognises that delays can be a source of considerable frustration to those submitting information particularly if they consider that their amenity is affected. We will try to keep complainants informed of significant stages in the progress of a case, for example when an application is received for the site.

Resolution of a case prior to further action being sought

4.5.

In some instances, even though a breach of control has occurred, it may not be appropriate to take further action. This is because a planning authority has to consider whether, having regard to the development plan and material considerations, and to the circumstances of each case, it is expedient and proportionate to issue a notice. Most enforcement cases are resolved without formal action.

4.6.

Where the development is likely to be acceptable, it may be appropriate to seek the submission of a planning application. There are provisions in the Planning Acts for applications to be made in retrospect. In these cases any action proposed is suspended until a decision is made on the application.

Formal Action

4.7.

Only a small number of cases require to be dealt with by formal enforcement action. Formal action is instigated by the service of a notice.

4.8.

If an appeal is lodged against a notice, this appeal is submitted to and considered by Scottish Ministers. In almost all cases appeals are dealt with by Reporters from the Scottish Government's Directorate of Planning and Environmental Appeals. Anyone who has submitted information on a breach of planning control will be advised of the appeal.

4.9.

It should be noted that there is no right of appeal against a Breach of Condition Notice. If such a notice is not complied with, those responsible for the breach may be prosecuted.

4.10.

The planning authority has additional powers, including the use of Interdicts, which complement the serving of notices. For more detail, see Section 7 'Powers Available to the Planning Authority'.

4.11.**Enforcement Register**

Details of Enforcement Notices, Breach of Condition Notices, Stop Notices and Section 33A Notices are entered on the Enforcement Register, which is available for inspection online, or by appointment at the Council Offices, School Place, Kirkwall.

4.12.**Powers of Entry**

The Council as planning authority has powers to enter land to:

- Establish if there has been a breach of planning control.
- Check whether there has been compliance with a formal notice.
- Check whether a breach has been satisfactorily resolved.

5. Time-Limited Procedures**5.1.**

In some cases the planning authority is time-barred from taking enforcement action.

5.2.**Time limited to Four Years for Enforcement Action**

This applies to "unauthorised operational development" (i.e. the carrying out of building, engineering, mining or other operations in, on, over or under land) and change of use to a single dwellinghouse. After four years following the breach of planning control the development becomes lawful if no enforcement action has been commenced, and no enforcement action can then be taken.

5.3.**Time limited to Ten Years for Enforcement Action**

This applies to all other development including change of use (other than to a single dwellinghouse) and breaches of condition, after which the development becomes lawful if no enforcement action has been commenced.

6. Complaints Procedure

6.1.

The Council hopes that you will be satisfied with the planning enforcement service that we provide. If you have any suggestions, concerns or difficulties we want to hear from you. We are committed to improving our service and dealing promptly with any failures.

6.2.

Disagreement with the outcome of an investigation by the planning authority will not, in itself, be a ground for complaint. We will consider all complaints made about the way in which a planning control enquiry was dealt with in accordance with the Council's Complaints Handling Procedure.

7. Powers Available to the Planning Authority

7.1.

The planning enforcement powers available to the local planning authority are set out in the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006. Listed building enforcement notices are covered by the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. The Planning Acts are available from HMSO, 71 Lothian Road, Edinburgh and can be viewed online at the Office of Public Sector Information (OPSI) website; <http://www.opsi.gov.uk/> .

7.2.

Government policy on planning enforcement is set out in Planning Circular 10/2009: "Planning Enforcement". The circular is published on the Scottish Government website and can be viewed at <http://www.gov.scot/Publications/2009/09/16092848/0>.

8. Types of Notice

8.1.

Breach of Condition Notice - this is used to enforce the conditions applied to any planning permission. It comes into effect 28 days after being served. It may be used as an alternative to an enforcement notice (see below) and is served on any person carrying out the development and/or any person having control of the land. There is no right of appeal. Contravening a breach of condition notice can result in prosecution, with a fine of up to £1,000.

8.2.

Enforcement Notice - this is generally used to deal with unauthorised development, but can also apply to a breach of planning conditions. There are similar notices and powers to deal with Tree Preservation Orders and advertisements. An Enforcement Notice will specify:

- A notification period before it comes into effect (a minimum of 28 days - but see the section below on advertisements).
- The steps that must be taken to remedy the breach.
- A further period (known as the compliance period) which is set by the planning authority and gives the recipient time to carry out any work required to comply with the notice. There is no minimum or maximum period, so long as the amount of time allowed is reasonable and reflects the amount of work that may need to be undertaken.

8.3.

There are limited rights of appeal against an Enforcement Notice and, if an appeal is made, the terms of the notice are suspended until a decision is reached.

8.4.

Failure to comply with an Enforcement Notice within the time specified is an offence and may lead to a fine of up to £20,000 in the Sheriff Court. Failure to comply may also result in the planning authority taking **Direct Action** to correct the breach (see other powers below).

8.5.

Listed Building Enforcement Notice - this must be served on the current owner, occupier and anyone else with an interest in the property. The procedures are similar to those outlined above. The notice must specify the steps to be taken to remedy the breach and a final date for compliance. Failure to meet the terms of the notice by the date specified is an offence. There is a right of appeal to Scottish Ministers against the notice. Breaches of listed building control are a serious matter. It is a criminal offence to undertake unauthorised works to demolish or extend a listed building or to alter a listed building in any way that would affect its character. In certain circumstances, this can lead either to an unlimited fine or imprisonment.

8.6.

Stop Notice - this is used in urgent or serious cases where an unauthorised activity must be stopped, usually on grounds of public safety. When a Stop Notice is served, the planning authority must also issue an Enforcement Notice. There is no right of appeal against a stop notice and failure to comply is an offence. An appeal can be made against the accompanying Enforcement Notice. If a Stop Notice is served without due cause, or an appeal against the enforcement notice is successful, the Stop Notice may be quashed and the Council as planning authority may face claims for compensation. The use of Stop Notices therefore needs to be carefully assessed by the planning authority.

8.7.

Temporary Stop Notice (TSN) - this is used to require the *immediate* halt of an activity which breaches planning control. The provisions make an exception in that a TSN cannot prohibit the use of a building or a caravan as a dwelling house. TSNs are enforceable for 28 days, after which time they expire. They may, however, be

followed by further enforcement action such as an Enforcement Notice and Stop Notice. There is no provision to appeal against a TSN.

8.8.

Fixed Penalty Notice (FPN) – this provides planning authorities with an alternative process, in addition to the option to seek prosecution, to address situations where a person has failed to comply with the requirements of an Enforcement Notice (EN) or a Breach of Condition Notice (BCN). By paying the penalty imposed by the FPN, the person will discharge any liability for prosecution for the offence. They will not, however, discharge the obligation to comply with the terms of the EN or BCN and the planning authority will retain the power to take direct action to remedy the breach and recover the costs of such work from that person. The planning authority is not required to offer the option of paying a fixed penalty. Any decision to do so would be dependent on considerations such as the scale of the breach and its impact on local amenity.

8.9.

Notice Requiring Application for Planning Permission for Development

Already Carried out – Where the planning authority considers that a development which does not have planning permission may be acceptable (i.e. they consider that it might be granted planning permission) they may issue a notice requiring the landowner or developer to submit a retrospective planning application. This application will be considered on its planning merits and handled in the same way as any other planning application. Issuing such a notice does **not** guarantee that permission will be granted; the planning authority may, on consideration of the application, decide instead to refuse permission, or to grant permission subject to conditions or alterations to make the development acceptable.

Other Powers

8.10.

Planning Contravention Notice - this is used to obtain information about activities on land where a breach of planning control is suspected. It is served on the owner or occupier, on a person with any other interest in the land or who is carrying out operations on the land. They are required to provide information about operations being carried out on the land and any conditions or limitations applying to any planning permission already granted. Failure to comply with the notice within 21 days of it being served is an offence and can lead to a fine in the Courts.

8.11.

Notice under Section 272 (of the Town and Country Planning (Scotland) Act 1997) - this provides limited powers to obtain information on interests in land and the use of land. Failure to provide the information required is an offence.

8.12.

Notice under Section 179 (of the Town and Country Planning (Scotland) Act 1997) - this allows planning authorities to serve a notice on the owner, lessee or occupier of land which is adversely affecting the amenity of the area. This is also known as an '**Amenity Notice**' and sets out the action that needs to be taken to resolve the problem within a specified period.

8.13.

Interdict and Interim Interdict - an interdict is imposed by the courts and is used to stop or prevent a breach of planning control. Court proceedings can prove costly and planning authorities normally only seek interdicts in serious cases or where enforcement notices have been ignored in the past. However, a planning authority can seek an interdict in relation to any breach without having to use other powers first. Breaching an interdict can carry heavy penalties.

8.14.

Direct Action - failure to comply with the terms of an Enforcement, Listed Building or Amenity Notice within the time specified can result in the planning authority carrying out the specified work. The planning authority may recover any costs it incurs from the landowner.

8.15.

Notification of Initiation and Completion of Development (NID/NCD) and Display of Notices While Development is Carried Out – While not in themselves planning enforcement powers, these notices are intended to improve delivery of planning enforcement by requiring positive confirmation that development has commenced and been completed, and, in the case of on-site notices, to raise community awareness of developments in the local area. Planning authorities will be made aware of active development in their areas, enabling them to prioritise resources with a view to monitoring development. For any development for which permission has been granted, a NID has to be submitted to inform the planning authority of the date on which development will commence. It is to be submitted after planning permission has been granted and before development has commenced. Initiating development without submitting a NID is a breach of planning control and the planning authority may consider enforcement action. The NCD requires a developer to submit a further notice as soon as practicable after development has been completed.

8.16.

Depending on the nature or scale of a development, the developer may also be required to display on-site notices while development is taking place. These notices contain basic information about the site and the development. They also provide contact details where members of the public may find out more information or report alleged breaches of planning control. It is a breach of planning control to fail to display such a notice when required to do so.