

Executive Manager: Jan-Robert Riise
Director: Christine Ferguson

Governance and Law
Corporate Services Department
Montfield, Burgh Road
Lerwick, Shetland ZE1 0LA

Telephone: 01595 744550
Fax: 01595 744585
administrative.services@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Louise Adamson
Direct Dial: 01595 744555
E-mail: louise.adamson@shetland.gov.uk

Date: 27 February 2018

Dear Sir/Madam

You are invited to the following meeting:

Development Committee
Council Chamber, Town Hall, Lerwick
Monday 5 March 2018 at 11.30am

Apologies for absence should be notified to Louise Adamson at the above number.

Yours faithfully

Executive Manager – Governance and Law

Chair: Mr A Cooper
Vice-Chair: Mr S Leask

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of interest - Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.
- (d) Confirm the minutes of the meeting held on 5 February 2018 (enclosed).

Items

1.	Development Services Directorate Performance Report – 9 Month/3 rd Quarter 2017/18 <i>DV-02-18</i>
2.	Development Services Directorate Plan 2018-2021 <i>DV-04-18</i>
3.	Management Accounts for Development Committee 2017/18 Projected Outturn at Quarter 3 <i>F-18-18</i>
4.	Local Development Plan – Development Plans Scheme 2018 <i>DV-09-18</i>
5.	Local Development Plan Supplementary Guidance – North Staney Hill Masterplan <i>DV-10-18</i>
<i>The following Items contain Exempt Information</i>	
6.	SSQC Ltd – Funding 2018/19 <i>DV-06-18</i>
7.	Hjaltland Housing Association – Bridging Finance <i>DV-11</i>



Shetland Islands Council

Agenda Item

1

Meeting(s):	Development Committee Environment and Transport Committee Shetland College Board	5 March 2018 5 March 2018 8 March 2018
Report Title:	Development Services Directorate Performance Report – 9 Month/3rd Quarter 2017/18	
Reference Number:	DV-02-18-F	
Author / Job Title:	Neil Grant - Director of Development Services	

1.0 Decisions/Action Required:

- 1.1 The Committee/Board should discuss the contents of this report as appropriate to their remit and make any relevant comments on progress against priorities to inform further activity within the remainder of this year, and the planning process for next and future years.

2.0 High Level Summary:

- 2.1 Highlights of progress against Council priorities from the Council's Corporate Plan by the Development Services Directorate are set out in Appendix 1. Further detail on Actions, Indicators and Risks are contained in appendices to this report.
- 2.2 The Committee/Board is invited to comment on any issues which they see as significant to sustaining and improving service delivery.

3.0 Corporate Priorities and Joint Working:

- 3.1 The Council's Corporate Priorities are set out in "Our Plan". This report reviews progress against these.

4.0 Key Issues:

- 4.1 The three priority outcomes identified in Our Plan, which the Development Directorate leads on are:

- Increasing Supply of Housing of all Tenures in Shetland
- Improve High Speed Broadband and Mobile Coverage
- Improve Transport Connections Internally and Externally

Progress in achieving outcomes in these areas are detailed in the attached appendices.

4.2	The draft LOIP 'Shetland's Partnership Plan 2018-2028' has been prepared by the Shetland Partnership and is undergoing consultation with target finalisation of the plan in April. A copy of the draft consultation document is available here .
4.3	We are progressing a '10 Year Plan to Attract People to Live, Study, Work and Invest in Shetland' along with other community partners to increase the number of economically active people in Shetland. This also forms the key strand of the developing Islands Deal, which is progressing, with a joint shared Project Manager recently appointed.
4.4	Lack of access to skilled workforce remains one of the biggest issues being experienced by businesses and public sector in Shetland, ref Shetland Employment Survey 2017 . The Promote Shetland project, information here , is currently targeting audiences around the nationally popular 'Islands Medics' and 'Shetland' television programmes.
4.5	The Council has agreed a Strategic Housing Investment Plan with a target of 316 new affordable homes built during the next 5 years. There are currently 27 units underway on site and a further 2 projects totalling 51 units are about to start. Finding means to support more rural communities to develop housing solutions and retain and attract young people, is being piloted in Walls & Sandness and Northmavine supported by resources from the Scottish Government Rural and Islands housing fund.
4.6	Engagement with the Scottish Government and Transport Scotland on Specification and Fair Funding of Inter-Island Transport continues to be a priority for the Council and ZetTrans and structured dialogue is continuing with the Scottish Government. A single year funding award of £5m has been agreed by the Government along with a commitment to future years revenue and capital funding.
4.7	The Council and ZetTrans are engaging with Scottish Government and Transport Scotland on specification, fares and charging and on the procurement of external ferry services for passengers and freight.
4.8	The University of Highlands and Islands (UHI) is leading on the project to evaluate a merger of the local tertiary education and research organisations. An early stage draft Business Case report has been received for comment.
4.9	The Council has submitted a funding bid to the UK Government's 'Full Fibre Network Challenge Fund' to extend a fibre network into Unst and Yell.
5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	Effective performance management and continuous improvement are important duties for all statutory and voluntary sector partners in maintaining appropriate services for the public.

6.2 Human Resources and Organisational Development:	<p>Recruitment of professional staff particularly in the Planning Service remains challenging.</p> <p>Workforce development, attracting people to live work and study in Shetland and skills development plans are noted in the appendices to this report.</p>
6.3 Equality, Diversity and Human Rights:	<p>The Development Service, through Community Planning and Development, has a role in supporting all Council services and partner organisations to promote Equalities, Diversity and Human Rights, as well as ensuring the Government's drive to reduce inequalities is forefront in service planning and delivery. All projects within the Development Service are monitored and assessed to understand and ensure negative impacts are mitigated and positive impacts are optimised.</p>
6.4 Legal:	<p>There are a number of projects and key actions within the Performance Report that have legal implications. Legal advice will be sought as matters progress to ensure that Shetland Islands Council complies with all statutory requirements.</p>
6.5 Finance:	<p>There are no direct financial implications arising from this report. The actions, measures and risk management described in this report are projected to be delivered within existing approved budgets, further details of the projected outturn position are detailed in the Quarter 3 Management Accounts reports for Development Committee, Environment & Transport Committee, Children & Families Committee and Shetland College Board, also presented this cycle.</p>
6.6 Assets and Property:	<p>The Business Case for the Council investing further in broadband infrastructure is noted in this report.</p>
6.7 ICT and New Technologies:	<p>None.</p>
6.8 Environmental:	<p>None.</p>
6.9 Risk Management:	<p>Embedding a culture of continuous improvement and customer focus are key aspects of the Council's improvement activity. Effective performance management is an important component of that which requires the production and consideration of these reports. Failure to deliver and embed this increases the risk of the Council working inefficiently, failing to focus on customer needs and being subject to further negative external scrutiny.</p>
6.10 Policy and Delegated Authority:	<p>The Council's Constitution – Part C - Scheme of Administration and Delegations provides in its terms of reference for Functional Committees (2.3.1 (2)) that they;</p> <p>“Monitor and review achievement of key outcomes in the Service Plans within their functional area by ensuring –</p>

	<p>(a) Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework.</p> <p>(b) Best value in the use of resources to achieve these key outcomes is met within a performance culture of continuous improvement and customer focus.”</p>	
6.11 Previously Considered by:	N/A	

Contact Details:

Neil Grant, Director of Development Services
01595 744968, nrj.grant@shetland.gov.uk
23 February 2018

Appendices:

- Appendix A - Progress on the Directorate Projects and Actions (Development Committee, Environment and Transport Committee, Shetland College Board)
- Appendix B - Key Directorate Indicators and Council Wide Indicators (Development Committee, Environment and Transport Committee, Shetland College Board)
- Appendix C - Complaints Summary (Development Committee Only)
- Appendix D - Risk Register (Development Committee Only)
- Appendix E - Investment Update (Development Committee Only)

Background Documents:

[Our Plan 2016-20](#)

Appendix A - Projects and Actions - Development ->Development Committee



Generated on: 22 February 2018

OUR PLAN 2016-2020

C) ECONOMY & HOUSING


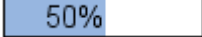

1) Promote enterprise

We will have an economy that promotes enterprise and is based on making full use of local resources, skills and a desire to investigate new commercial ideas.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP203 Support for local businesses and entrepreneurs	Development of a skilled workforce to match industry requirements, and other direct and indirect support to businesses. Sustainable integrated delivery model for Tertiary Education and Research is in place for August 2018.	Sustainable economy with access to skilled workforce	Planned Start	01-Apr-2017		The Islands Deal project is being progressed along with Orkney and Western Isles. The deal will have a key focus on increasing Shetland's economically active population.	Development Services Directorate
			Actual Start	17-Aug-2017	<div><div>25%</div></div>		
			Original Due Date	01-Apr-2020	Expected success		
			Due Date	01-Apr-2020			
			Completed Date		Experiencing issues, risk of failure to meet target	Effective and efficient tertiary education provision: UHI are now leading the project to develop the business case for merger of NAFC, Shetland College and Train Shetland with the original target date for implementation of August 2018, subject to business case being presented to Council and Trust board in March 2018. The Council is currently assessing the associated pension and property implications. The implementation date has been revised to January 2019.	

7) Housing supply

We will have increased the number of houses in Shetland, with a range of options that are affordable and achievable for all.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP200 Increase supply of housing across all tenures	Deliver refreshed Local Housing Strategy and Local Development Plan Main Issues Report in 2017, and increase confidence and engagement of developers to build in Shetland	Housing supply is facilitating an increased population	Planned Start	01-Apr-2017		<p>Housing Needs and Demand Assessment (HNDA), and other evidence bases e.g. Place Standard are close to being finalised.</p> <p>Local Housing Strategy refresh will commence once HNDA evidence base has been confirmed, and will address housing stock across all tenures, looking at capacity in the local building industry, and take account of the additional Government commitment of £14.3m.</p> <p>Five year Strategic Housing Investment Plan, for 250 housing units in next 5 years being delivered</p> <p>Local Development Plan, Vision and Spatial strategy are being worked on and Call for sites is being prepared and will be informed by HNDA evidence.</p> <p>Scottish Government Rural and Island Housing Fund has been accessed for pilots in Northmavine and Sandness & Walls areas. Knab Site and Staney Hill Master Plans are progressing and undergoing public engagement processes.</p> <p>A meeting with the builders and allied trades is being arranged to discuss housing build plans and local construction capacity. In 2017/18 we have had 25 completions and further 27 on site/under construction. Two projects about to start with combined 51 units. LHS current target is between 53 and 72 units per annum.</p>	Development Services Directorate
			Actual Start	17-Aug-2017			
			Original Due Date	01-Apr-2020	Expected success		
			Due Date	01-Apr-2020			
			Completed Date		Likely to meet target		

D) COMMUNITY STRENGTH

1) Community support


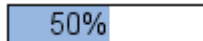

Communities will be supported to find local solutions to issues they face.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP201 Support communities to reach their full potential	Work with the Shetland Partnership to develop policy and support implementation of the Community Empowerment Act, and embed new ways of working.	Communities feel engaged in local decision making	Planned Start	01-Apr-2017		The LOIP (Shetland's Partnership Plan 2018-28) draft is currently out for consultation with partners and stakeholders.	Development Services Directorate
			Actual Start	17-Aug-2017	<div><div>40%</div></div>		
			Original Due Date	01-Apr-2020	Expected success	Timescales for finalisation of the LOIP is by end March 2018.	
			Due Date	01-Apr-2020			
			Completed Date		Likely to meet target	Governance structures will then be implemented, and Delivery groups formed to work on achieving the priority outcomes identified in the plan.	

E) CONNECTION & ACCESS

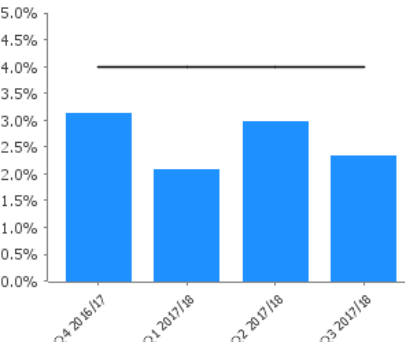
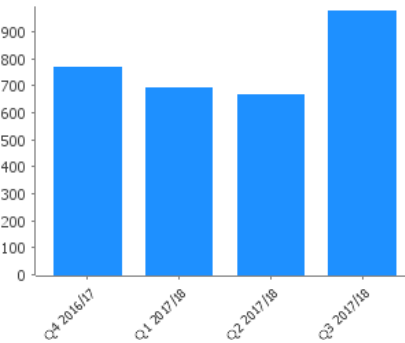
2) Broadband

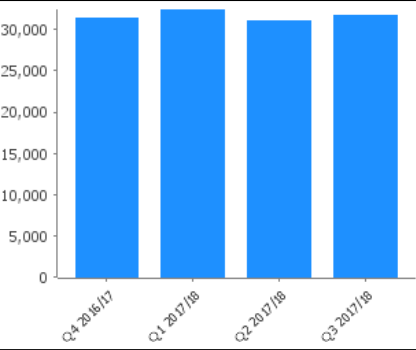
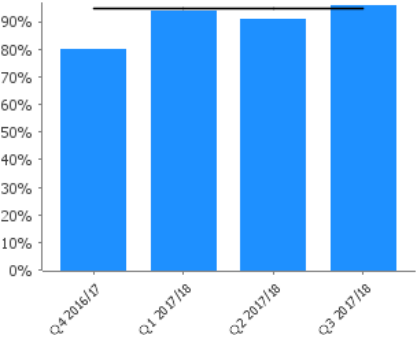
More people will have access to high-speed broadband and reliable mobile connections, helping to connect people, communities and businesses throughout Shetland.

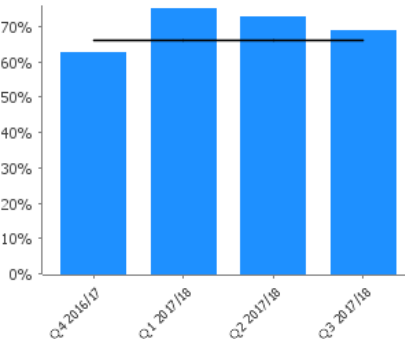
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP204 Digital and mobile connectivity	Work with Scottish Government to influence rollout of broadband and mobile services in Shetland under the Government R100 plan, and identify where there are business cases for council engagement in provision of services and infrastructure.	Achieve 100% high speed broadband and mobile coverage throughout Shetland	Planned Start	01-Apr-2017		Work on Shetland Islands Council Digital Strategy has commenced with Care and Education services. Broadband and Mobile Coverage: Scottish Government R100 (Reach 100% by 2021) discussions have been held with the R100 project team. A full business case for a fibre network to Unst and Yell has been submitted to the UK Government Fibre challenge fund and we hope to hear whether our bid has been successful in March. The full business case for ICT and Shetland Telecoms Fibre optic assets has been approved and the structure is currently being implemented.	Development Services Directorate
			Actual Start	17-Aug-2017			
			Original Due Date	01-Apr-2021	Expected success		
			Due Date	01-Apr-2021	 Experiencing issues, risk of failure to meet target		
			Completed Date				

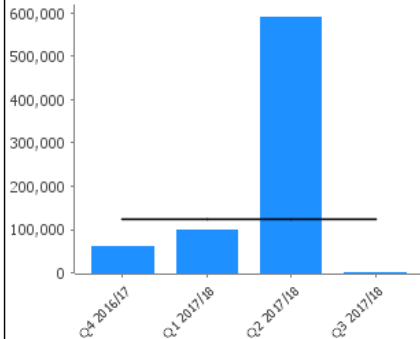
Appendix B Performance Indicators (Quarterly)- Development Directorate -> Development Committee

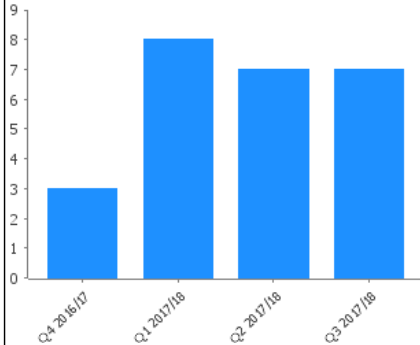
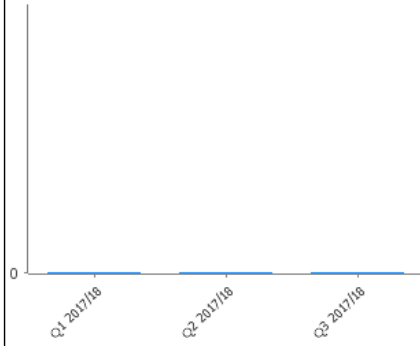
Generated on: 22 February 2018

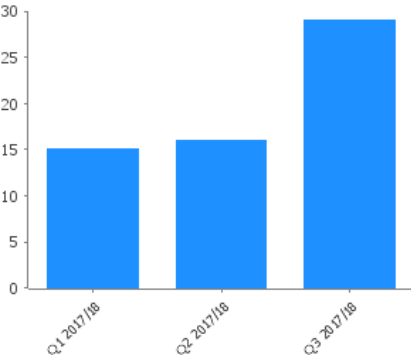
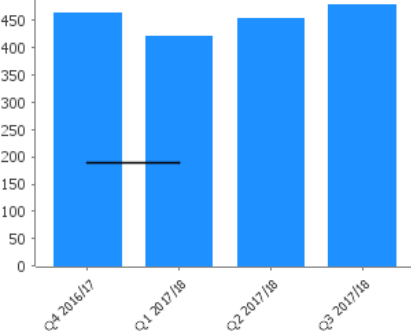
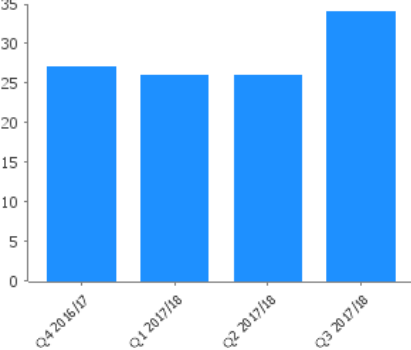
Code & Short Name	Previous Years		Quarters				Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	2015/16	2016/17	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18			
	Value	Value	Value	Value	Value	Value	Target		
OPI-4C-G Sick %age - Development Directorate	3.5%	2.9%	3.1%	2.1%	3.0%	2.3%	4.0%		Performance The % of sickness across the Development Directorate has decreased and well below the target of 4.0%. Improvement Continued focus on Council's Maximising Attendance Policy.
OPI-4E-G Overtime Hours - Development Directorate	3,886	3,366	767	693	666	978			Performance The number of overtime hours across the Development Directorate has increased for Q3, but this is similar to the trend in previous years. Improvement Overtime continues to be managed on a pre-authorisation basis.

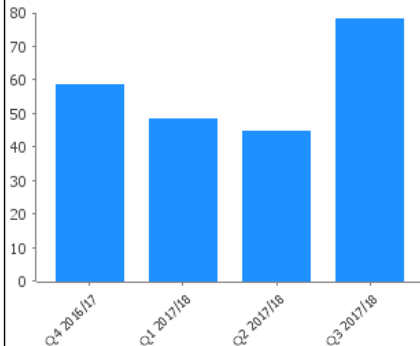
	Previous Years		Quarters						
Code & Short Name	2015/16	2016/17	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Target		
OPI-4G-G Employee Miles Claimed - Development Directorate	111,952	112,437	31,313	32,390	31,017	31,689			Performance Miles claimed has remained quite steady. Improvement Managed within budget.
G01 FOISA responded to within 20 day limit - Development Services	94%	92%	80%	94%	91%	96%	95%		Performance The Development Department achieved an Excellent standard for FOISAs dealt with. Of the 49 FOISAs dealt with during Q3, 47 were completed in line with the 20 working day timescale allowed. Improvement FOISAs are monitored regularly by staff and is a regular agenda item at the Development Management Team meetings.

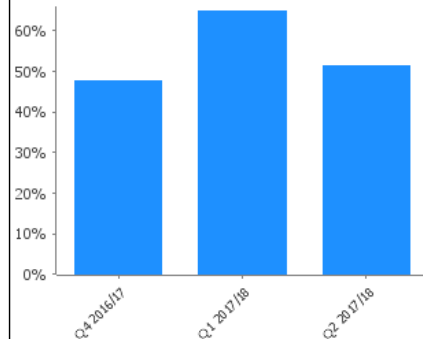
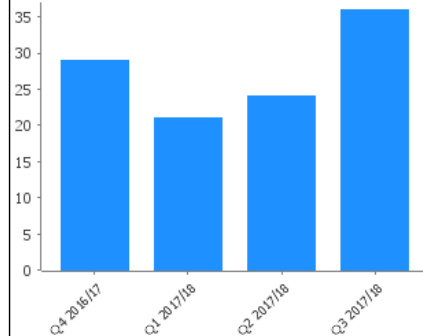
Code & Short Name	Previous Years		Quarters				Q3 2017/18 Target	Graphs	(past) Performance & (future) Improvement Statements
	2015/16	2016/17	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18			
	Value	Value	Value	Value	Value	Value			
GD-02 Success rate - external funding applied for by community groups (%)	54%	65.63%	62.5%	75%	72.73%	69%	66%	 <p>The bar chart displays the success rate for external funding applications over four quarters. The y-axis represents the percentage success rate from 0% to 70%. The x-axis lists the quarters: Q4 2016/17, Q1 2017/18, Q2 2017/18, and Q3 2017/18. The success rates are 54%, 75%, 72.73%, and 69% respectively. A horizontal line at 66% represents the target for Q3 2017/18.</p>	<p><u>Performance</u> CP&D staff have assisted with 9 new external funding applications during the monitoring period which are a combination of community and Council projects. All external funding bids are still pending decisions at the end of the period but decisions should be received in the coming weeks. Two funding decisions were received in Q3 from applications submitted earlier in the year, one was successful and one rejected.</p> <p>Therefore to date in financial year 2017/18 CP&D have assisted with a total of 22 external funding applications, 8 of which have been successful with 5 unsuccessful. A further 9 are pending decisions at this time.</p> <p>CP&D success rate with external funding applications remains above target as at Q3.</p> <p><u>Improvement</u> CP&D staff continue to support community groups and projects with a variety of funding applications. A significant number of enquiries and requests for support continue to be received by CP&D. Staff are actively engaged to help groups plan and develop their projects prior to completing with funding applications.</p>

Code & Short Name	Previous Years		Quarters					Graphs	(past) Performance & (future) Improvement Statements
	2015/16	2016/17	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18		
	Value	Value	Value	Value	Value	Value	Target		
GD-03 External funding secured by Community Groups	812,502	280,486	60,858	100,001	590,201	500	125,000	 <p>The bar chart displays the quarterly values for external funding secured by community groups. The Y-axis represents the value in pounds, ranging from 0 to 600,000 in increments of 100,000. The X-axis lists the quarters: Q4 2016/17, Q1 2017/18, Q2 2017/18, and Q3 2017/18. The bars show values of approximately 60,858, 100,001, 590,201, and 500 respectively. A horizontal line is drawn at the target value of 125,000.</p>	<p><u>Performance</u> Two decisions were received during this period, one was successful and one unsuccessful. A total of £500 was secured during Q3. CP&D staff assisted with 8 new funding bids during Q3 for a combination of community and Council projects totalling £629,692. Applications were submitted to a range of funding bodies including Big Lottery Fund, The Robertson Trust, Scottish Government and Bank of Scotland Foundation. Groups seeking funding include community halls, a charity and a local Community Council with decisions expected in the near future.</p> <p>CP&D external funding secured remains above target as at Q3.</p> <p><u>Improvement</u> During the period the Grants Unit sent 20 external funding sources through its electronic mailing list bringing the year to date total to 80 funding bulletins issued in 2017/18. This mailing list is circulated to over 200 contacts from a wide range of community groups, partners and SIC departments.</p> <p>The External Funding Officer met with an officer from the Big Lottery Fund in December to explore working closer together in future. The External Funding Officer was also in touch with The Robertson Trust as a follow up to their Shetland visit in September discuss potential Shetland applicants to their grants programme. CP&D staff have a workshop developed aimed at helping groups applying for external funding and plan to deliver it to community groups & community councils during 2018.</p>

	Previous Years		Quarters						
Code & Short Name	2015/16	2016/17	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Target		
GD-04 Number of people moving into employment through Employability Pathway		25	3	8	7	7		 <p>Q4 2016/17: 3, Q1 2017/18: 8, Q2 2017/18: 7, Q3 2017/18: 7</p>	<p>Performance In addition to the 7 moving into employment, 8 new participants were supported within Quarter 3.</p> <p>Improvement Work is underway to review Pathway services, to apply for additional ESF. This has commenced with a consultation exercise with participants, staff and managers.</p>
GD-05 Number of Asset Transfer Requests				0	0	0		 <p>Q1 2017/18: 0, Q2 2017/18: 0, Q3 2017/18: 0</p>	<p>Performance CP&D staff are currently supporting 4 pre-application projects, with one of these expected to be validated early in Q4. This includes facilitating dialogue between community groups and other Council services, partner agencies, external support providers and funding bodies.</p> <p>Improvement CP&D staff are using progress with current pre-applications to continue to develop the Council's Procedures and support for community bodies. Strong relationships are being developed with supporting bodies, including the Scottish Government, the Community Ownership Support Service and external funders.</p>

Code & Short Name	Previous Years		Quarters				Target	Graphs	(past) Performance & (future) Improvement Statements
	2015/16	2016/17	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18			
	Value	Value	Value	Value	Value	Value			
GE-05 Numbers accessing Business Gateway Start Up Services		69		15	16	29			<p>Performance Business Gateway is a Scottish Government resource that offers advice and guidance to startup companies and established companies across Scotland, and in Shetland is administered through SIC Economic Development Service. Since April 2017, 60 enquiries relating to start-up services have been dealt with by Business Gateway. This includes individuals registered and undertaking the 2 day start-up course, enquiries received directly at the local office and those dealt with by the national enquiry fulfilment centre relating to Shetland.</p> <p>Improvement This is monitored regularly.</p>
GH-05 Average length of time in temporary or emergency accommodation (Days)	412	491	464	420	452	477			<p>Performance The average length of time in temporary accommodation for homeless cases closed remains high which demonstrates the pressure on housing stock and demand.</p> <p>Improvement There will be continued regular monitoring in this area.</p>
GH-08 Number of Homeless Applications Made	122	114	27	26	26	34			<p>Performance The number of homeless applications remains steady. A lot of prevention work is carried out with people who are at risk of homelessness and this approach is making a difference.</p> <p>Improvement This will be monitored regularly.</p>

Code & Short Name	Previous Years		Quarters				Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	2015/16	2016/17	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18			
	Value	Value	Value	Value	Value	Value	Target		
GH-09 The number of housing applications on housing register	739	661	661	643	623	582			<p>Performance The number of housing applications has reduced but there is still a high demand for social housing.</p> <p>Improvement Continue to monitor</p>
GP-01 Average days taken to obtain a building warrant	63.48	63.16	58.35	48.4	44.74	78.15			<p>Performance In Q3, 59 building warrants were granted which is comparable to last quarter. However, the average number of days taken has increased significantly rising to 78.15 days. This figure is skewed by 1 application which was awaiting a response from the applicant and took 1409 days to approve. Removing this application brings the average days down to 46.28 days for Domestic applications (54.27 days overall) which is comparable to previous quarters. Additionally, there were a number of complex non-domestic applications including a £multi-million project taking 202 days.</p> <p>Improvement We will continue to monitor this regularly.</p>

	Previous Years		Quarters						
Code & Short Name	2015/16	2016/17	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Target		
GP-02 % planning applications dealt with within 2 months	47%	46.6%	47.5%	64.9%	51.4%				Performance Staffing levels are linked to the reduction in this performance indicator. Improvement Long standing vacancies filled will make a difference.
GP-10t Housing completions (Private & Affordable)	61	80	29	21	24	36			Performance The number of properties built in Shetland is at the same rate in Q3 for 2017/2018 as it was at Q3 for 2016/2017. Improvement Building continues across Shetland.

Appendix B (cont) - Sickness Absences - All Directorates (for comparison)

NOTE: Sickness absences are very seasonal, therefore this quarter is compared to the same quarter last year (rather than compared to the previous quarter).

Generated on: 22 February 2018

Short Name	Previous Years				Last year	This year
	2013/14	2014/15	2015/16	2016/17	Q3 2016/17	Q3 2017/18
	Value	Value	Value	Value	Value	Value
Sickness Percentage - Whole Council	3.6%	4.2%	3.7%	3.1%	3.3%	3.3%
Sick %age - Chief Executive's "Directorate"	1.4%	2.4%	3.5%	1.2%	1.0%	2.1%
Sick %age - Children's Services Directorate	2.8%	3.7%	2.9%	2.5%	2.6%	3.3%
Sick %age - Community Health & Social Care Directorate	6.0%	6.0%	5.6%	5.2%	5.2%	4.6%
Sick %age - Corporate Services Directorate	1.6%	2.4%	1.8%	1.9%	2.5%	2.3%
Sick %age - Development Directorate	2.7%	4.2%	3.5%	2.9%	3.4%	2.3%
Sick %age - Infrastructure Directorate	3.4%	4.0%	3.8%	2.4%	2.4%	2.8%

Appendix C - Complaints - Development Directorate

This shows all complaints that were open during the Quarter.

Frontline complaints should be closed within 5 working days

Investigations should be closed within 20 working days

Generated on: 22 February 2018

Failure to provide a service

ID	Stage Title	Received Date	Status	Closed Date	Service/Directorate	Days Elapsed	Complaint Upheld?
COM-17/18-701	Frontline	27-Nov-2017	Closed	28-Nov-2017	Planning	1	Upheld

Behaviour/Attitude of staff

ID	Stage Title	Received Date	Status	Closed Date	Service/Directorate	Days Elapsed	Complaint Upheld?
COM-17/18-702	Frontline	27-Nov-2017	Closed	06-Dec-2017	Community Planning & Development	7	

Risk Register - Development Services

Risk & Details	Likelihood	Current Impact	Risk Profile	Current and Planned Control Measures	Probability	Target Impact	Risk Profile	Responsible Officer
Category	Directorate							
Corporate Plan	C1. Economy and Housing - Promote Enterprise							
Service reviews completed, Planning suffers from acute national shortage of qualified staff, general climate (v low unemployment) continues to impact to some extent. Key posts in some areas are difficult to recruit to, and exacerbated by national and local competition and limited local housing options. Trigger : Resignation, retirement, Consequences : Impact on service delivery, workload on staff and consequent impact. Risk type : Key staff - loss of Reference - C0017	most Certain	Significant	High	<ul style="list-style-type: none"> Corporate wide Staff Survey (Viewpoint) - progressing Action Plan to address staff views raised in Corporate wide staff survey (Viewpoint); A corporate workforce development plan is progressing - HR workforce strategy has been approved. Management to ensure that exit interviews are always completed, and to track exit interview statistics; Ten year plan to attract people to live, work and study in Shetland has been adopted by the Shetland Partnership Management to look to extending the 'grow your own' trainee posts; Careful monitoring of the impact of policy interventions such as market forces; Consideration to be given to wider use of adjusted posts to 'fill gaps' on a temporary basis, and for temporary '2-way probation' or 'secondments' so that staff can try out an advertised post before committing. 	Possible	Significant	Medium	Neil GrantDevelopment Services
Development Service operates within a complex legislative environment and is expected to be an exemplar. Current controls include, e.g. ICT security policy, ICT automatic encryption of all laptops and USBs are auto-encrypted before any data can be downloaded. Trigger : Lack of training or understanding could lead to a breach of, for example, HSE/ Data protection/ human Rights/ employment practice, etc. Consequences : Investigation, censure/ prohibition notice/criminal prosecution/ fine, impact on workload, impact on staff, stress, bad publicity Risk type : Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etc Reference - C0018	Likely	Significant	High	<ul style="list-style-type: none"> Ensure projects are a priority activity in achieving the Outcomes identified in the Corporate plan 2016-20, "Our Plan 2016-2020" and ensure proper process for identifying and allocating project resource; Train staff and adhere to standing orders, on-going staff training on employment practices, H & S, ensure risk assessments are current, communicated and complied with; All staff to make themselves aware of the ICT security policy - http://intranet2/Policy/Shared%20Documents/ICT%20SecurityPolicy%20v2_10.pdf (Exec summary on page 5). 	Unlikely	Minor	Low	Neil GrantDevelopment Services

Corporate Plan		E1. Connection and Access - Community transport solutions						
C0027 - Central Govt Funding Issues - Central Govt Funding Issues - Provision of Air and Ferry Services, Revenue and Capital Funding - subject to Inter-island Transport review, and work ongoing with Scottish Government and Transport Scotland. Trigger : Scottish Government decision not to support Revenue and Capital cost of service. Delay in Scottish Government's decision beyond next year. Islands Deal. Brexit also can affect this risk. Consequences : Council cannot afford current service levels or replacement of aging infrastructure, financial risk sits with Infrastructure for ferries and Development for air contract. Risk type : Central Govt Funding Issues Reference - C0027	Possible	Minor	Medium	<ul style="list-style-type: none"> *The Council has worked with the Scottish Government using Transport Methodology and Business Case planning to identify specification for inter island transport. *A joint statement on Fair Funding has been prepared by Shetland and Orkney Islands Councils to clarify funding amounts and timescales with Scottish Government Ministers. *Funding request for 2018/19 revenue budget and capital costs. 	Possible	Extreme	High	Neil GrantDevelopment Services
Corporate Plan		F1. Our "20 by '20" - Leadership & Management						
Council commitment to partnership working. This became a statutory requirement following implementation of the Community Empowerment Act 2015. Trigger : There is a risk that the Council as lead for Shetland's Community Planning Partnership fails to engage effectively with all partners to develop a coherent Partnership Plan Consequences : Censure/ action against the Council for failing to comply with legislation, Failure to achieve the best outcomes for the community. Risk type : Partnership working failure Reference - C0030	Possible	Major	High	<ul style="list-style-type: none"> Community Planning is supported by the Community Planning and Development Team in the Development Department. Seminars and wider engagement activities were delivered, including collaboration regarding locality working which informs strategic planning for Health & Social Care Services *A project board has been set up to progress Community Empowerment (Part 2) workstreams of Governance, Locality Planning and Engagement. *Target date for implementation of new Partnership Plan, Locality Plan and Governance arrangements is April 2018. 	Unlikely	Major	Medium	Neil GrantDevelopment Services
Failure to deliver the College merger would result in an unsustainable tertiary sector. The timeframe and responsibilities for the project have been revised with the UHI tasked with leading the business case development of a merged, single governance organisation for tertiary education, research and training. Business case to be complete by 29 January 2018 with targeted implementation in August 2018. Trigger : Project management failure, partner failure, project resources. Consequences : Failure to deliver a sustainable and affordable model for tertiary education, training and research. Risk type : Professional - Other Reference - C0031	Unlikely	Significant	Medium	<ul style="list-style-type: none"> UHI has been funded by SFC to lead the business case development of a merged, single governance organisation for tertiary education, research and training. Business case to be complete by 29 January 2018 	Unlikely	Minor	Low	Neil GrantDevelopment Services

Corporate Plan	F5. Our "20 by '20" - Standards of Governance							
<p>Development Directorate is managing a number of significant projects of strategic importance, including Community Empowerment Act, Part 2, Colleges Review; Internal and External Ferries; Outer Isle's Transport; Economic Development Service, Commercial Lending; Participatory Budgeting; Strengthening Community Involvement; High Speed Broadband; Local Housing Strategy; Local Development Plan; Transport Strategy; Economic Development Strategy; Energy Strategy; LOIP (Local Outcome Improvement Plan) 2016-2020</p> <p>Trigger : Focus or priority could be wrong</p> <p>Consequences : Wasted resources, negative impact on wider community, Financial cost, bad publicity</p> <p>Risk type : Strategic priorities wrong</p> <p>Reference - C0019</p>	Possible	Major	High	<p>• Ensure projects are a priority activity in achieving the Outcomes identified in the new Corporate Plan</p> <p>Ensure projects are a priority activity in achieving the Outcomes identified in the new Corporate plan 2016-20, and ensure proper process for identifying and allocating project resource.</p>	Unlikely	Significant	Medium	Neil GrantDevelopment Services
<p>Development Service delivers a service with reducing resources and constraints including the MTFP.</p> <p>Trigger : Reduced and reducing budget, fewer staff - requirement to accommodate and work within 20% / (£20 million reduction across the organisation) in resources over 4 years</p> <p>Consequences : Impact on service, workload has to be managed by fewer staff, stress, impact on service users & communities</p> <p>Risk type : Economic / Financial - Other</p> <p>Reference - C0021</p>	Likely	Significant	High	<p>• Restructure implemented, strategic planning continuing, awareness of issues</p>	Possible	Significant	Medium	Neil GrantDevelopment Services
<p>Development Service / the Council works in a number of areas and necessarily publishes information on its activities</p> <p>Trigger : Failure to share information, poor management of communications/ poor communication with service users/ members of the public/ media, or mis-perception by media.</p> <p>Consequences : Bad publicity, communities miss opportunities, finite resources spent on rectifying misunderstandings, staff morale impact, service users/ partners lose trust in services.</p> <p>Risk type : Communications poor</p> <p>Reference - C0022</p>	Unlikely	Major	Medium	<p>• Link to risk around corporate priorities</p> <p>Adhere to corporate communications policy, Management team are aware of the issues and risks that fall to Dev MT and CMT.</p>	Rare	Significant	Low	Neil GrantDevelopment Services

<p>One or more communities fail to be sustainable</p> <p>Trigger : Demographic and socio-economic problems on remote communities</p> <p>Consequences : Depopulation of remote areas, sudden impact on development services</p> <p>Risk type : Economic climate</p> <p>Reference - C0026</p>	Possible	Significant	Medium	<p>• Impact of connectivity from broadband and transport links, working with communities to develop sustainable plans</p> <p>Progressing 'Islands with small populations' project</p>	Unlikely	Significant	Medium	Neil GrantDevelopment Services
---	----------	-------------	--------	---	----------	-------------	--------	--------------------------------

Development Committee – DV-02-18 Appendix E

Shetland Investment Fund 9 month/3rd Quarter 2017/18

Activity (October-December 2017):

New Approvals	None in the period
Amended Agreements	1 rescheduling following lump sum repayment
Completed Investments	1 loan agreement ended 2 loans settled early by lump sum repayment
Decommitted investments	None in the period
New Enquiries	6 enquiries for loan received (3 progressing with alternative finance, 2 not progressing to application stage and 1 requires further discussion with the applicant)

Investment Portfolio (as at 31 December 2017):

Investment Type	Number
Loans	11
Hire Purchase Agreements	1
Equity Holdings	4
Loan Guarantees	3
Fishing Licences (Kilowatt Licences)	5
Quota (Fixed Quota Allocation Units)	143,448

Financial Position (as at 31 December 2017):

Excluded from the table below is the value of equities, fishing licences, quota and contingent liabilities relating to loan guarantees.

	£m	£m
Shetland Investment Fund		15.00
<u>Less:</u>		
Loans, Dividends & Hire Purchase Balance	- 3.58	
Committed Loans	- <u>0.00</u>	
Total Value of Loans Made and Committed Which Remain Outstanding		- <u>3.58</u>
Balance Invested in Managed Funds		<u>11.42</u>



Shetland Islands Council

Agenda Item

2

Meeting(s):	Development Committee Environment and Transport Committee Shetland College Board	5 March 2018 5 March 2018 8 March 2018
Report Title:	Development Services Directorate Plan 2018-2021	
Reference Number:	DV-04-18-F	
Author / Job Title:	Neil Grant, Director of Development Services	

1.0 Decisions / Action Required:

1.1 That the Committee/Board:

- 1.1 REVIEW and COMMENT on the contents of the Directorate Plan; and
- 1.2 ENDORSE the Directorate Plan, recognising that the Director of Development Services will make any adjustments required to ensure it is fully aligned to the Council's Corporate Plan.

2.0 High Level Summary:

2.1 This report presents the Development Services Directorate Plan for 2018-21, which sets out the strategic action to be taken to deliver the Council's Corporate Plan, and Medium Term Financial Plan. The Directorate Plan also sets out strategic actions to deliver on the following cross cutting themes:

- Workforce development and customer service.
- Shetland Partnership 10 year plan to attract people to Shetland to live, study, work and invest in Shetland.
- Tackling Inequality action plan.
- New financial restrictions, and planning for further Council savings of £20m by 2021.
- Developing more effective community engagement.

2.2 Quarterly Progress Reports will be submitted to the relevant Committee/Board in line with the Council's Planning and Performance Management Framework (PPMF) to allow Members to monitor and scrutinise the delivery and progress of the plan.

3.0 Corporate Priorities and Joint Working:

3.1 Effective Planning and Performance Management are key aspects of Best Value and features of "Our Plan", the Council's Corporate Plan 2016-2020.

- Our performance as an organisation will be managed effectively, with high standards being applied to the performance of staff and services. Poor performance will be dealt with, and good service performance will be highlighted and shared.

4.0 Key Issues:

4.1	The Directorate Plan sets out the actions to be taken by the Directorate between 2018-2021. The plan is designed to give strategic focus to the activities that will be required to deliver the Corporate Plan outcomes, rather than focusing on the day to day business of the Services in the Directorate. Services operational activities are delivered and monitored through Service Plans.
4.2	The Plan provides the Committee/Board with a suite of performance indicators to that show whether or not targets for service delivery are being met. This should provide Members with the assurance that operational service performance is on target, or that action is being taken to address performance.
4.3	The measurable Performance Indicators are currently being completed and will be reported during the 2018/19 performance meeting cycle.
4.4	The Risk Register sets out the strategic risks within the Directorate that could impact on the Council's performance.
5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications:	
6.1 Service Users, Patients and Communities:	Effective performance management and continuous improvement are important duties for all statutory and voluntary sector partners in maintaining appropriate services for the public
6.2 Human Resources and Organisational Development:	Workforce development is key to this plan, to address recruitment and retention of staff, skills and re-skilling requirements, and delivering services with fewer resources.
6.3 Equality, Diversity and Human Rights:	The Council is required to make sure systems are monitored and assessed for any implications in this regard.
6.4 Legal:	None.
6.5 Finance:	There are no direct financial implications arising from this report. The actions, measures and risk management described in this report have been developed within the Target Operating Budgets for 2018/19 as set out in the Medium Term Financial Plan for Development Services Directorate, and actions to deliver transformational change required to achieve £20m of savings across the Council by 2021.
6.6 Assets and Property:	The costs of the estate and buildings currently utilised by the Development Directorate is not sustainable in the medium term. This is particularly the case for the Colleges estate.

6.7 ICT and New Technologies:	The transformational change noted in this report will require ICT and new technologies, which will be identified in a Council wide Digital Strategy.	
6.8 Environmental:	None.	
6.9 Risk Management:	Embedding a culture of continuous improvement and customer focus are key aspects of the Council's improvement activity. Effective performance management is an important component of that which requires the production and consideration of these reports. Failure to deliver and embed this increases the risk of the Council working inefficiently, failing to focus on customer needs and being subject to negative external scrutiny.	
6.10 Policy and Delegated Authority:	<p>The Council's Constitution – Part C - Scheme of Administration and Delegations provides in its terms of reference for Functional Committees (2.3.1 (2)) that they;</p> <p>“Monitor and review achievement of key outcomes in the Directorate and Service Plans within their functional area by ensuring –</p> <p>(a) Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework.</p> <p>(b) Best value in the use of resources to achieve these key outcomes is met within a performance culture of continuous improvement and customer focus.”</p>	
6.11 Previously Considered by:	N/A	

Contact Details:

Neil Grant, Director of Development Services
01595 744968, nrj.grant@shetland.gov.uk
26 February 2018

Appendices:

Appendix 1 - Development Services Directorate Plan 2018-21
Appendix A - Projects and Actions – Development Directorate
Appendix B - Performance Indicators (Quarterly) – Development Directorate
Appendix 2 - Risk Register

Background Documents:

[Our Plan](#)

Medium Term Financial Plan

Development
2018-21 Directorate Plan

“Enabling our communities to develop their potential”

Introduction

Every year, each Directorate within the Council produces a Directorate Plan for the following year. This Directorate Plan provides an overview of the Development Directorate for 2018-21. This plan contains information on major activities, aims, objectives, actions, targets, performance indicators and risks. Detailed activities for each Service within the Directorate are included in their individual Service Plans.

Directorate plans are approved at Service Committees and Council as part of the budget setting process.

Drivers for Change - What we must do in 2018-21:

Shetland Partnership

- Enable a 10 year plan to attract people to Shetland to live, work, study and invest in Shetland
(We will work with Community Partners to influence a net in-migration of 700 people in the 16-40 age group by 2028)
 - Target support for industry growth sectors and entrepreneurship
 - Raise Shetland's global profile
 - Provide better support to incoming families and workers

Shetland Islands Council Corporate Plan “Our Plan” 2016-2020

Community

- Support communities to reach their full potential
 - Develop policy and support implementation of all parts of the Community Empowerment Act. In relation to Part 2 – Community Planning, the following three priority areas have been identified:
 - ‘Shetland’s Partnership Plan 2018-28’ (LOIP), including governance arrangements and locality plan agreed by community planning partners.

- Project delivery groups are formed to identify actions and resources required to achieve the high level outcomes and priorities in the plan.
 - Community Participation – how will the community be involved in community planning?
- Develop a shared policy approach and working arrangements in relation to resilient rural communities, and in particular islands with small populations
- Continue to develop the Council's approach to Community Choices (PB) and community commissioning as a means of engaging residents in service planning and financial decision making
- Enable development to happen
 - Consider policy implications in response to the National Review of Planning, which covers the following four themes:
 - Making plans for the future: by simplifying and strengthening development planning
 - Empowering people to make the system work: by improving the way people are involved in the planning process.
 - Building more homes and delivering infrastructure: by using planning to actively enable and co-ordinate development
 - Promoting stronger leadership and smarter resourcing: by removing processes that fail to add value, and by strengthening leadership, resources and skills
 - Develop a new Local Development Plan which reflects community aspirations and provides priority infrastructure across local boundaries
 - Assist in the development of Master Plans for the Staney Hill and Knab sites which, when complete, will form planning policy for these areas.
- Increase the supply of housing across all tenures
 - Develop refreshed Local Housing Strategy
 - Continue to deliver supply target of affordable housing in the Local Housing Strategy (LHS) through the Strategic Housing Investment Plan (SHIP)
 - Investigate incentives and initiatives to increase the supply of affordable housing
 - Assist communities to develop bespoke housing solutions
 - Encourage appropriate private development
 - Work in partnership with developers, builders and allied trades and utilities to deliver new build housing targets

Economy & Skills

- Support for local businesses and entrepreneurs
 - Work with Corporate Services, Government and Our Islands Our Future (OIOF) Partners to achieve a strong Islands Deal and to secure external funding and support.
 - Proactively research Brexit opportunities, risks and scenarios
 - Provide commercial lending and grant support funding to local businesses

- Develop Shetland's Skilled Workforce
 - Work with UHI and Scottish Funding Council to deliver a sustainable model for HE, FE, Research and Training in Shetland, which is more effective in providing the skilled workforce requirements of the local economy
 - Establish Shetland's Unique Selling Points for attracting Students to study in Shetland
 - Influence UHI provision of Student and Key Worker Accommodation in Shetland
 - Work with Children's Services to increase the level of pupil interest in STEM subjects and entrepreneurship to effect career choices and gender balance of Shetlands Young Workforce
 - Further increase the number of Modern Apprentices and Work with Children's Services to develop and grow the Academies in Engineering, Care and Construction at the Shetland College and NAFC Marine Centre
 - Engage with the Scottish Government and Skills Development Scotland to access funding programmes and opportunities brought about by the Modern Apprenticeship levy

Connectivity

- Achieve High Speed Broadband and full mobile coverage to all Shetland settlements
 - Work with the Scottish Government to effect the Roll out of High Speed broadband and Mobile Coverage, under the Reaching 100% by 2021 (R100) Plan, prioritising early delivery in Shetland.
 - Progress opportunities such as the UK Government Full Fibre Network challenge fund to extend high speed networks to augment and expedite the Government's R100 plan.

- Achieve sustainable and affordable internal and external transport links
 - Work with Scottish Government and Transport Scotland to achieve appropriate level of Inter-Island transport service provision and Fair Funding of Ferries and Internal Air Services.
 - Continue to work with Scottish Government and Transport Scotland to influence External Transport provision, new North Isles Ferry Contracts, fares and charging structures.
 - Develop and promote internal transport networks, including the new public bus services, increasing usage and ticket income, and manage revenue security.
 - Work with stakeholders to identify a system of fares within internal transport services which helps to address inequalities

How we will do it ('20 By '20')

- Development Services workforce development and recruitment, making more use of Career Grading, Retraining, Modern Apprenticeship and Graduate opportunities.
- Continue to improve workforce engagement by delivering the 'Viewpoint Employee Engagement Action Plan 2016/18' and refreshed Viewpoint staff survey 2017.
- Improve Customer Service and Service Efficiency by engagement with the Corporate Business Transformation Programme, 2017-20
- Contribute to the development of a Digital Strategy for the Council which is also a key strand in the Business Transformation Programme.

New Financial Restrictions

The Council's General Revenue Grant has been reduced and it is projected that the Council must save £20m by 2020 to deliver a sustainable budget. It is therefore necessary to review the services we provide, identify ways to provide services with less resources and secure additional income sources. The priorities identified for the Development Directorate are intended to form part of a Corporate Wide plan to save £20m by 2021 and are as follows:

- Achieve fair funding from Scottish Government for Internal Ferries Services
- Achieve benefits from Colleges Integration and progress external funding and Scottish Funding Council funding opportunities. Also reduce cost of Colleges Estate 2018-2021
- Achieve fair funding for Internal Air Service 2018/19
- Explore opportunities to share service with community partners and other local authorities, 2018-2021
- Review funding of external organisations, 2018-2021

- Workforce Review – establish requirements for level of service by Development Services by 2021 and develop a workforce plan to meet future skills gaps, considering retirements, redeployments, extended use of career grades and Modern Apprentice placements and maximise opportunities from Apprenticeship Levy project funding, 2018-2019

New Legislation

Community Empowerment (Scotland) Act 2015.

Review of Scottish Planning System

National Transport Strategy

Islands Bill

Contact Details

Shetland College Gremista Lerwick ZE1 0PX 01595 771000 Train Shetland Gremista Lerwick ZE1 0PX 01595744744	Community Planning & Development Solarhus 3 North Ness Business Park Lerwick ZE1 0LZ 01595 743888	Economic Development Solarhus 3 North Ness Business Park Lerwick ZE1 0LZ 01595 744940	Housing 6 North Ness Business Park Lerwick ZE1 0LZ 01595 744360	Planning Train Shetland Gremista Lerwick ZE1 0PX 01595 744840	Transport Planning 6 North Ness Business Park Lerwick ZE1 0LZ 01595 744868
---	--	---	--	--	---

Appendix A - Projects and Actions - Development Directorate



Generated on: 22 February 2018

OUR PLAN 2016-2020

C) ECONOMY & HOUSING


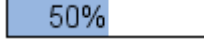

1) Promote enterprise

We will have an economy that promotes enterprise and is based on making full use of local resources, skills and a desire to investigate new commercial ideas.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP203 Support for local businesses and entrepreneurs	Development of a skilled workforce to match industry requirements, and other direct and indirect support to businesses. Sustainable integrated delivery model for Tertiary Education and Research is in place for August 2018.	Sustainable economy with access to skilled workforce	Planned Start	01-Apr-2017		The Islands Deal project is being progressed along with Orkney and Western Isles. The deal will have a key focus on increasing Shetland's economically active population.	Development Services Directorate
			Actual Start	17-Aug-2017			
			Original Due Date	01-Apr-2020	Expected success		
			Due Date	01-Apr-2020			
			Completed Date				
					Effective and efficient tertiary education provision: UHI are now leading the project to develop the business case for merger of NAFC, Shetland College and Train Shetland with a target date for implementation of August 2018, subject to business case being presented to Council and Trust board in February 2018. The Council is currently assessing the associated pension and property implications. The implementation date has		

					been revised to January 2019.	
--	--	--	--	--	-------------------------------	--

7) Housing supply	We will have increased the number of houses in Shetland, with a range of options that are affordable and achievable for all.
-------------------	--

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP200 Increase supply of housing across all tenures	Deliver refreshed Local Housing Strategy and Local Development Plan Main Issues Report in 2017, and increase confidence and engagement of developers to build in Shetland	Housing supply is facilitating an increased population	Planned Start	01-Apr-2017		Housing Needs and Demand Assessment (HNDA), and other evidence bases e.g. Place Standard are close to being finalised. Local Housing Strategy refresh will commence once HNDA evidence base has been confirmed, and will address housing stock across all tenures, looking at capacity in the local building industry, and take account of the additional Government commitment of £14.3m. Five year Strategic Housing Investment Plan, for 250 housing units in next 5 years being delivered Local Development Plan, Vision and Spatial strategy are being worked on and Call for sites is being prepared and will be informed by HNDA evidence. Scottish Government Rural and Island Housing Fund has been accessed for pilots in Northmavine and Sandness & Walls areas. Knab Site and Staney Hill Master Plans are	Development Services Directorate
			Actual Start	17-Aug-2017			
			Original Due Date	01-Apr-2020	Expected success		
			Due Date	01-Apr-2020			
			Completed Date		Likely to meet target		

						<p>progressing and undergoing public engagement processes. A meeting with the builders and allied trades is being arranged to discuss housing build plans and local construction capacity. In 2017/18 we have had 25 completions and further 27 on site/under construction. Two projects about to start with combined 51 units. LHS current target is between 53 and 72 units per annum.</p>	
--	--	--	--	--	--	--	--

D) COMMUNITY STRENGTH

1) Community support



Communities will be supported to find local solutions to issues they face.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP201 Support communities to reach their full potential	Work with the Shetland Partnership to develop policy and support implementation of the Community Empowerment Act, and embed new ways of working.	Communities feel engaged in local decision making	Planned Start	01-Apr-2017		The LOIP (Shetland's Partnership Plan 2018-28) draft is currently out for consultation with partners and stakeholders.	Development Services Directorate
			Actual Start	17-Aug-2017	<div><div>40%</div></div>		
			Original Due Date	01-Apr-2020	Expected success	Timescales for finalisation of the LOIP is by end March 2018.	
			Due Date	01-Apr-2020	 Likely to meet target		
			Completed Date				

E) CONNECTION & ACCESS


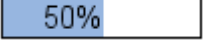

1) Community transport solutions

There will be transport arrangements in place that meet people's needs and that we can afford to maintain in the medium term.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP205 Achieve sustainable and affordable internal and external transport links	Work with Scottish Government and Transport Scotland to achieve appropriate level of internal and external transport, and achieve fair funding for inter-island transport services, by 2017/2018.	Sustainable and affordable transport services	Planned Start	01-Apr-2017	 <div><div>50%</div></div>	The ferries fair funding project has been successful in getting a single year settlement of £5m and commitment to fair funding from Scottish Government. Work is progressing on future years and capital funding commitment, with government meetings already set ng of internal ferries has been put to Scottish Government. Business case analysis will be undertaken on each of the 9 island routes, commencing with Fair isle and Whalsay. Business case analysis of internal air service options has commenced. Consultation response is being prepared for Scottish Government consultation on procurement of external ferry services. Shetland Transport Strategy, consultation draft has been issued.	Development Services Directorate
			Actual Start	17-Aug-2017			
			Original Due Date	01-Apr-2020	Expected success		
			Due Date	01-Apr-2020	 Experiencing issues, risk of failure to meet target		
			Completed Date				

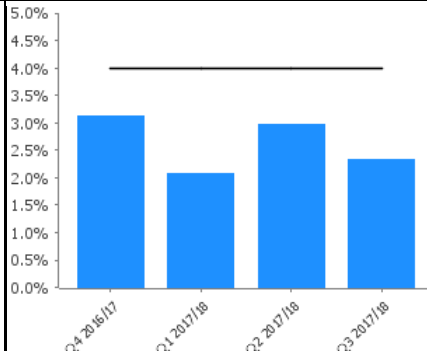
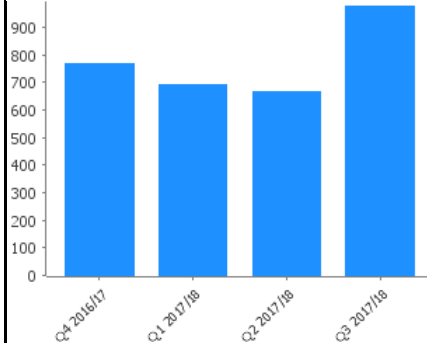
2) Broadband

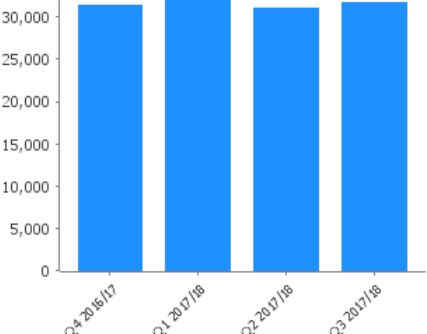
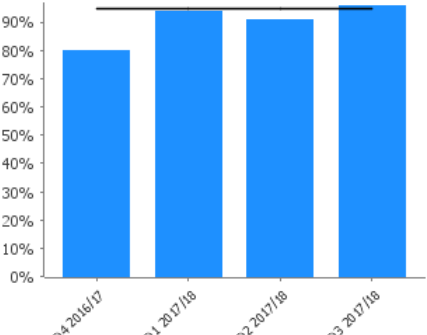
More people will have access to high-speed broadband and reliable mobile connections, helping to connect people, communities and businesses throughout Shetland.

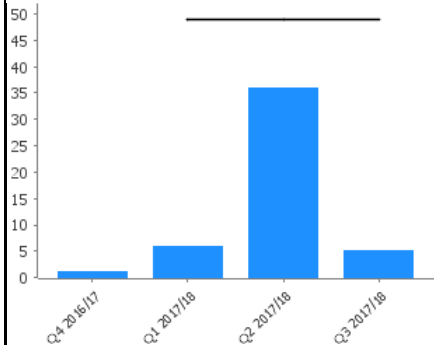
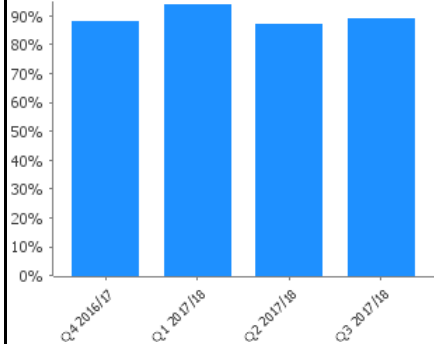
Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP204 Digital and mobile connectivity	Work with Scottish Government to influence rollout of broadband and mobile services in Shetland under the Government R100 plan, and identify where there are business cases for council engagement in provision of services and infrastructure.	Achieve 100% high speed broadband and mobile coverage throughout Shetland	Planned Start	01-Apr-2017		<p>Work on Shetland Islands Council Digital Strategy has commenced with Care and Education services.</p> <p>Broadband and Mobile Coverage: Scottish Government R100 (Reach 100% by 2021) discussions have been held with the R100 project team.</p> <p>A full business case for a fibre network to Unst and Yell has been submitted to the UK Government Fibre challenge fund and we hope to hear whether our bid has been successful in March.</p> <p>The full business case for ICT and Shetland Telecoms Fibre optic assets has been approved and the structure is currently being implemented.</p>	Development Services Directorate
			Actual Start	17-Aug-2017			
			Original Due Date	01-Apr-2021	Expected success		
			Due Date	01-Apr-2021			
			Completed Date		Experiencing issues, risk of failure to meet target		

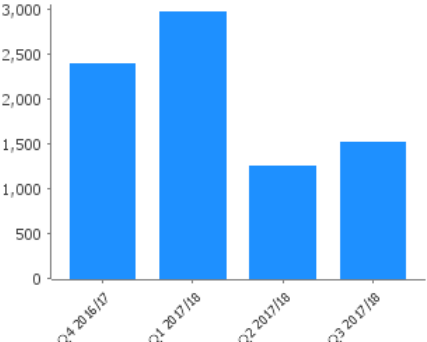
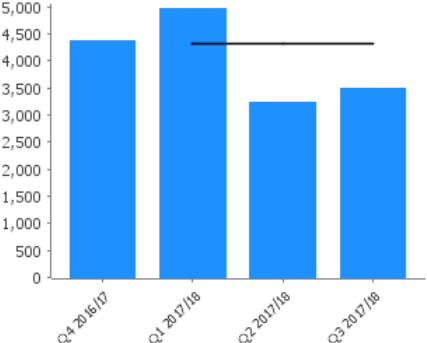
Appendix B Performance Indicators (Quarterly)- Development Directorate

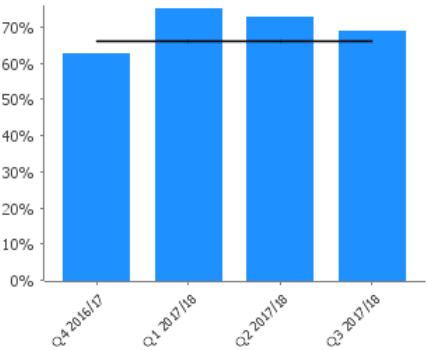
Generated on: 22 February 2018

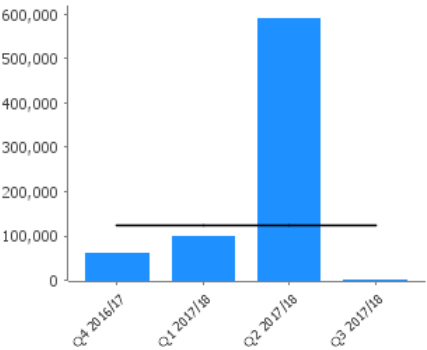
Code & Short Name	Previous Years		Current year (to date)	Quarters				Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18			
	Value	Value	Value	Value	Value	Value	Value	Target		
OPI-4C-G Sick %age - Development Directorate	3.5%	2.9%	2.5%	3.1%	2.1%	3.0%	2.3%	4.0%		<p>Performance The % of sickness across the Development Directorate has decreased and well below the target of 4.0%.</p> <p>Improvement Continued focus on Council's Maximising Attendance Policy.</p>
OPI-4E-G Overtime Hours - Development Directorate	3,886	3,366	2,337	767	693	666	978			<p>Performance The number of overtime hours across the Development Directorate has increased for Q3, but this is similar to the trend in previous years.</p> <p>Improvement Overtime continues to be managed on a pre-authorisation basis.</p>

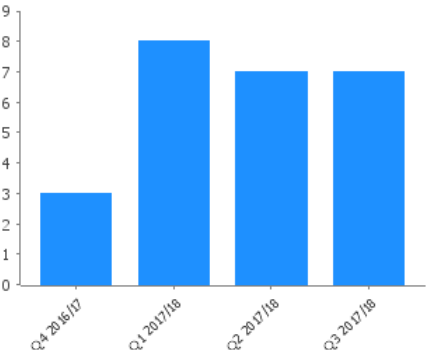
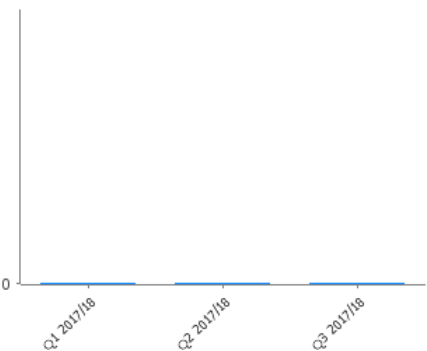
	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
OPI-4G-G Employee Miles Claimed - Development Directorate	111,952	112,437	95,096	31,313	32,390	31,017	31,689			<p>Performance Miles claimed has remained quite steady.</p> <p>Improvement Managed within budget.</p>
G01 FOISA responded to within 20 day limit - Development Services	94%	92%	93.67%	80%	94%	91%	96%	95%		<p>Performance The Development Department achieved an Excellent standard for FOISAs dealt with. Of the 49 FOISAs dealt with during Q3, 47 were completed in line with the 20 working day timescale allowed.</p> <p>Improvement FOISAs are monitored regularly by staff and is a regular agenda item at the Development Management Team meetings.</p>

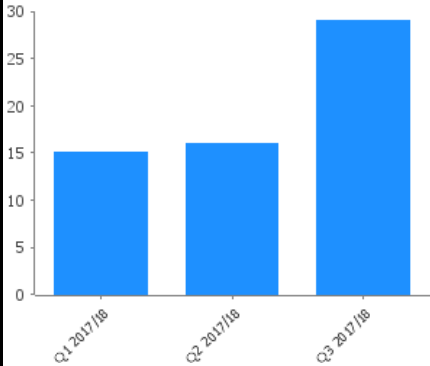
	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GC-01 Number of modern apprentices recruited by Train Shetland	49	44	47	1	6	36	5	49		Train Shetland recruited 5 new starts in Q3, bringing the cumulative total of new starts for 2017/18 so far to 47. The total contracted volume of new starts for 2017/18 is 65. As well as this, to date there have also been 9 “progressions” ie MAs who have finished their first qualification and then move up a level and start another qualification.
GC-02 % Achievement rate of Modern Apprentices recorded by Skills Dev Scotland		85.75%	89%	88%	94%	87%	89%			This indicator is based on Skills Development Scotland measurements of MA achievements in Shetland.

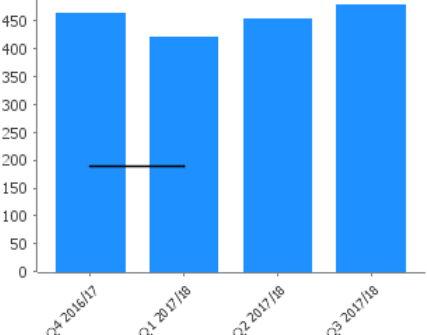
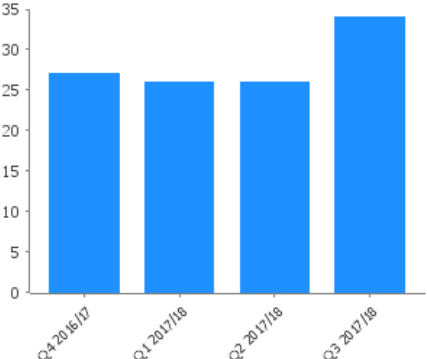
	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GC-04 Shetland College Student Enrolments Further & Higher Education Combined	1,820	2,380		2,380	2,964	1,245	1,520			Latest figures show the number of FE Students studying full-time as 63 and part time 498 (including ESOL). HE is 83 full time and 147 part time. These figures are for Shetland College only but the overall Q3 total includes part time FE figures for Train Shetland (short courses). When NAFC is included the total enrolment at this stage of the academic year totals 2070.
GC-05 Total Credits (inc Train Shetland & NAFC)	3,334	4,362		4,362	4,971	3,231	3,488	4,332		The Shetland target for FE credits (the fundable units the SFC pay college for courses that do not make full cost recovery) for 1718 is 4332. The current number of credits still to be achieved stands at 844. We anticipate that this target will be achieved.

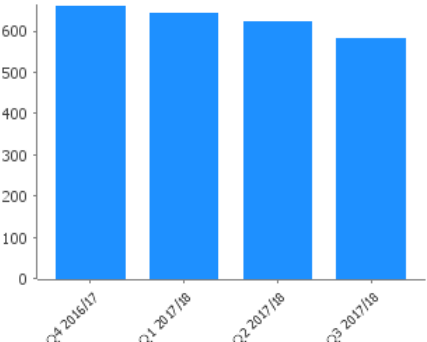
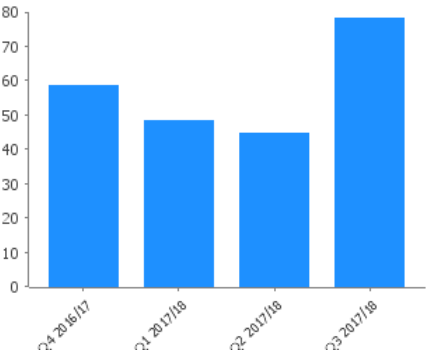
	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GD-02 Success rate - external funding applied for by community groups (%)	54%	65.63%	72.24%	62.5%	75%	72.73%	69%	66%	 <p>The bar chart displays the success rate for GD-02 across four quarters. The y-axis represents the percentage success rate from 0% to 70%. The x-axis lists the quarters: Q4 2016/17, Q1 2017/18, Q2 2017/18, and Q3 2017/18. The success rates are 62.5%, 75%, 72.73%, and 69% respectively. A horizontal target line is set at 66%.</p>	<p><u>Performance</u> CP&D staff have assisted with 9 new external funding applications during the monitoring period which are a combination of community and Council projects. All external funding bids are still pending decisions at the end of the period but decisions should be received in the coming weeks. Two funding decisions were received in Q3 from applications submitted earlier in the year, one was successful and one rejected.</p> <p>Therefore to date in financial year 2017/18 CP&D have assisted with a total of 22 external funding applications, 8 of which have been successful with 5 unsuccessful. A further 9 are pending decisions at this time.</p> <p>CP&D success rate with external funding applications remains above target as at Q3.</p> <p><u>Improvement</u> CP&D staff continue to support community groups and projects with a variety of funding applications. A significant number of enquiries and requests for support continue to be received by CP&D. Staff are actively engaged to help groups plan and develop their projects prior to completing with funding applications.</p>

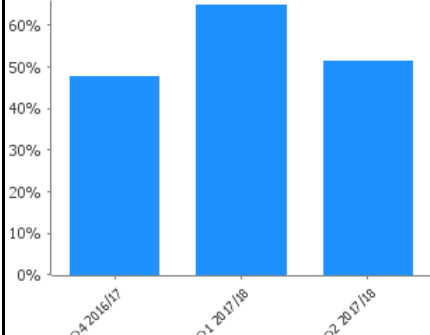
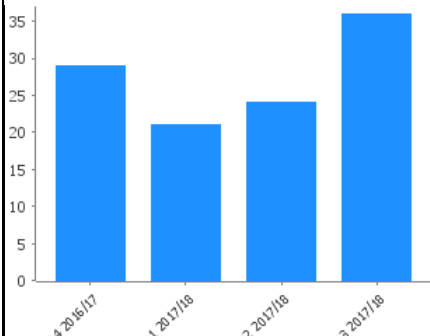
	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GD-03 External funding secured by Community Groups	812,502	280,486	690,702	60,858	100,001	590,201	500	125,000		<p><u>Performance</u></p> <p>Two decisions were received during this period, one was successful and one unsuccessful. A total of £500 was secured during Q3. CP&D staff assisted with 8 new funding bids during Q3 for a combination of community and Council projects totalling £629,692. Applications were submitted to a range of funding bodies including Big Lottery Fund, The Robertson Trust, Scottish Government and Bank of Scotland Foundation. Groups seeking funding include community halls, a charity and a local Community Council with decisions expected in the near future.</p> <p>CP&D external funding secured remains above target as at Q3.</p> <p><u>Improvement</u></p> <p>During the period the Grants Unit sent 20 external funding sources through its electronic mailing list bringing the year to date total to 80 funding bulletins issued in 2017/18. This mailing list is circulated to over 200 contacts from a wide range of community groups, partners and SIC departments.</p> <p>The External Funding Officer met with an officer from the Big Lottery Fund in December to explore working closer together in future. The External Funding Officer was also in touch with</p>

	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
										The Robertson Trust as a follow up to their Shetland visit in September discuss potential Shetland applicants to their grants programme. CP&D staff have a workshop developed aimed at helping groups applying for external funding and plan to deliver it to community groups & community councils during 2018.
GD-04 Number of people moving into employment through Employability Pathway		25		3	8	7	7			<p>Performance In addition to the 7 moving into employment, 8 new participants were supported within Quarter 3.</p> <p>Improvement Work is underway to review Pathway services, to apply for additional ESF. This has commenced with a consultation exercise with participants, staff and managers.</p>
GD-05 Number of Asset Transfer Requests					0	0	0			<p>Performance CP&D staff are currently supporting 4 pre-application projects, with one of these expected to be validated early in Q4. This includes facilitating dialogue between community groups and other Council services, partner agencies, external support providers and funding bodies.</p> <p>Improvement CP&D staff are using progress with current pre-applications to continue to develop the Council's Procedures and</p>

	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
										support for community bodies. Strong relationships are being developed with supporting bodies, including the Scottish Government, the Community Ownership Support Service and external funders.
GE-05 Numbers accessing Business Gateway Start Up Services		69			15	16	29			<p>Performance Business Gateway is a Scottish Government resource that offers advice and guidance to startup companies and established companies across Scotland, and in Shetland is administered through SIC Economic Development Service. Since April 2017, 60 enquiries relating to start-up services have been dealt with by Business Gateway. This includes individuals registered and undertaking the 2 day start-up course, enquiries received directly at the local office and those dealt with by the national enquiry fulfilment centre relating to Shetland.</p> <p>Improvement This is monitored regularly.</p>

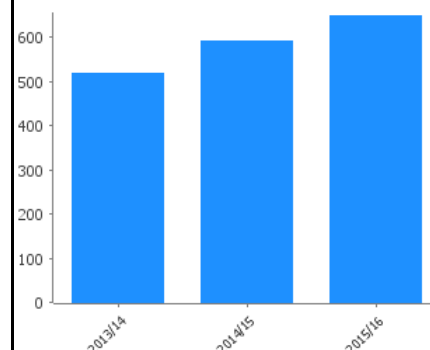
	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GH-05 Average length of time in temporary or emergency accommodation (Days)	412	491		464	420	452	477			<p>Performance The average length of time in temporary accommodation for homeless cases closed remains high which demonstrates the pressure on housing stock and demand.</p> <p>Improvement There will be continued regular monitoring in this area.</p>
GH-08 Number of Homeless Applications Made	122	114		27	26	26	34			<p>Performance The number of homeless applications remains steady. A lot of prevention work is carried out with people who are at risk of homelessness and this approach is making a difference.</p> <p>Improvement This will be monitored regularly.</p>

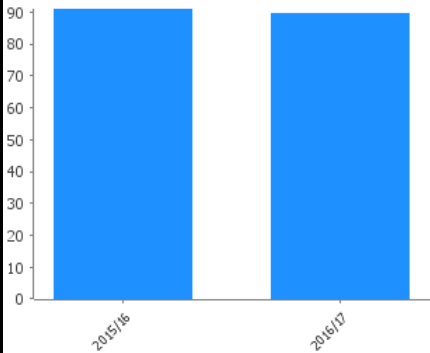
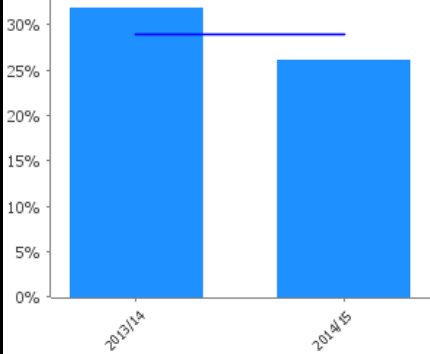
	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GH-09 The number of housing applications on housing register	739	661		661	643	623	582			<p>Performance The number of housing applications has reduced but there is still a high demand for social housing.</p> <p>Improvement Continue to monitor</p>
GP-01 Average days taken to obtain a building warrant	63.48	63.16		58.35	48.4	44.74	78.15			<p>Performance In Q3, 59 building warrants were granted which is comparable to last quarter. However, the average number of days taken has increased significantly rising to 78.15 days. This figure is skewed by 1 application which was awaiting a response from the applicant and took 1409 days to approve. Removing this application brings the average days down to 46.28 days for Domestic applications (54.27 days overall) which is comparable to previous quarters. Additionally, there were a number of complex non-domestic applications including a £multi-million project taking 202 days.</p> <p>Improvement We will continue to monitor this regularly.</p>

	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q4 2016/17	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q3 2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GP-02 % planning applications dealt with within 2 months	47%	46.6%		47.5%	64.9%	51.4%				Performance Staffing levels are linked to the reduction in this performance indicator. Improvement Long standing vacancies filled will make a difference.
GP-10t Housing completions (Private & Affordable)	61	80	81	29	21	24	36			Performance The number of properties built in Shetland is at the same rate in Q3 for 2017/2018 as it was at Q3 for 2016/2017. Improvement Building continues across Shetland.

Appendix B (cont) - Performance Indicators (Annual)- Development Directorate

Generated on: 22 February 2018

	Previous Years				This Year		
Code & Short Name	2013/14	2014/15	2015/16	2016/17	2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Target		
GE-02 Gross Weekly Pay	519.4	592	649.6				<p><u>Performance</u> The gross weekly pay figures are calculated as the median earnings amount for employees, and are calculated from the ONS survey of hours and earnings. The latest figure published by Nomis for Shetland in 2016 is £649.60 a week. Scotland's average for the same period is £536.60 and the UK's is £541.00. These fluctuating figures are probably caused by the nature and scale of the survey work undertaken by NOMIS, which is not representative enough of Shetland's workforce.</p> <p><u>Improvement</u> We will continue to monitor this information, when available.</p>

	Previous Years				This Year		
Code & Short Name	2013/14	2014/15	2015/16	2016/17	2017/18	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Target		
GE-04 % Economically Active			90.6	89.3			<p>Performance Economic activity is a measure of those aged 16-64 either in work (whether employed or self-employed) or actively seeking work. There has been a decrease in the % overall but Shetland still has a higher % of Economically Active people in Shetland than there is in Scotland as a whole.</p> <p>Improvement We will continue to monitor, when information is available.</p>
SOA.SOA.07 Influence Decision Making	31.8%	26%					<p>Measured using responses to Scottish Households Survey question 'Do you agree with the statement "I feel I can influence decision making in my local area"?'. 2014 is the latest result and shows a reduction from a high of 31.8% in 2013. This indicator will continue to be monitored by SIC's Community Planning and Development Service</p>

Risk Register - Development Services

Risk & Details	Likelihood	Current Impact	Risk Profile	Current and Planned Control Measures	Probability	Target Impact	Risk Profile	Responsible Officer
Category	Directorate							
Corporate Plan	C1. Economy and Housing - Promote Enterprise							
Service reviews completed, Planning suffers from acute national shortage of qualified staff, general climate (v low unemployment) continues to impact to some extent. Key posts in some areas are difficult to recruit to, and exacerbated by national and local competition and limited local housing options. Trigger : Resignation, retirement, Consequences : Impact on service delivery, workload on staff and consequent impact. Risk type : Key staff - loss of Reference - C0017	Almost Certain	Significant	High	• Corporate wide Staff Survey (Viewpoint) - progressing Action Plan to address staff views raised in corporate wide 2017 staff survey (Viewpoint); *A corporate workforce development plan is progressing - HR workforce strategy has been approved. *Management to ensure that exit interviews are always completed, and to track exit interview statistics; *Ten year plan to attract people to live, work and study in Shetland has been adopted by the Shetland Partnership *Management to look to extending the 'grow your own'/ trainee posts; *Careful monitoring of the impact of policy interventions such as market forces; *Consideration to be given to wider use of adjusted posts to 'fill gaps' on a temporary basis, and for temporary '2-way probation' or 'secondments' so that staff can try out an advertised post before committing.	Possible	Significant	Medium	Neil Grant Development Services
Development Service operates within a complex legislative environment and is expected to be an exemplar. Current controls include, e.g. ICT security policy, ICT automatic encryption of all laptops and USBs are auto-encrypted before any data can be downloaded. Trigger : Lack of training or understanding could lead to a breach of, for example, HSE/ Data protection/ human Rights/ employment practice, etc. Consequences : Investigation, censure/ prohibition notice/criminal prosecution/ fine, impact on workload, impact on staff, stress, bad publicity Risk type : Breach of Legislation - Data Protection, Human Rights, Employment Practice, Health and Safety etc Reference - C0018	Likely	Significant	High	• Ensure projects are a priority activity in achieving the Outcomes identified in the Corporate plan 2016-20, "Our Plan 2016-2020" and ensure proper process for identifying and allocating project resource; Train staff and adhere to standing orders, on-going staff training on employment practices, H & S, ensure risk assessments are current, communicated and complied with; All staff to make themselves aware of the ICT security policy - http://intranet2/Policy/Shared%20Documents/ICT%20SecurityPolicy%20v2_10.pdf (Exec summary on page 5).	Unlikely	Minor	Low	Neil Grant Development Services
Corporate Plan	E1. Connection and Access - Community transport solutions							

<p>C0027 - Central Govt Funding Issues - Central Govt Funding Issues - Provision of Air and Ferry Services, Revenue and Capital Funding - subject to Inter-island Transport review, and work ongoing with Scottish Government and Transport Scotland.</p> <p>Trigger : Scottish Government decision not to support Revenue and Capital cost of service. Delay in Scottish Government's decision beyond next year. Islands Deal. Brexit also can affect this risk.</p> <p>Consequences : Council cannot afford current service levels or replacement of aging infrastructure, financial risk sits with Infrastructure for ferries and Development for air contract.</p> <p>Risk type : Central Govt Funding Issues</p> <p>Reference - C0027</p>	Possible	Minor	Medium	<ul style="list-style-type: none"> *The Council has worked with the Scottish Government using Transport Methodology and Business Case planning to identify specification for inter island transport. *A joint statement on Fair Funding has been prepared by Shetland and Orkney Islands Councils to clarify funding amounts and timescales with Scottish Government Ministers. *Funding request for 2018/19 revenue budget and capital costs. 	Possible	Extreme	High	Neil Grant Development Services
--	----------	-------	--------	---	----------	---------	------	---------------------------------

Corporate Plan		F1. Our "20 by '20" - Leadership & Management						
<p>Council commitment to partnership working. This became a statutory requirement following implementation of the Community Empowerment Act 2015.</p> <p>Trigger : There is a risk that the Council as lead for Shetland's Community Planning Partnership fails to engage effectively with all partners to develop a coherent Partnership Plan</p> <p>Consequences : Censure/ action against the Council for failing to comply with legislation, Failure to achieve the best outcomes for the community.</p> <p>Risk type : Partnership working failure</p> <p>Reference - C0030</p>	Possible	Major	High	<p>• Community Planning is supported by the Community Planning and Development Team in the Development Department. Seminars and wider engagement activities were delivered, including collaboration regarding locality working which informs strategic planning for Health & Social Care Services</p> <p>*A project board has been set up to progress Community Empowerment (Part 2) workstreams of Governance, Locality Planning and Engagement.</p> <p>*Target date for implementation of new Partnership Plan, Locality Plan and Governance arrangements is April 2018.</p>	Unlikely	Major	Medium	Neil Grant Development Services
	Unlikely	Significant	Medium	<p>• UHI has been funded by SFC to lead the business case development of a merged, single governance organisation for tertiary education, research and training.</p> <p>Business case to be complete by 29 January 2018</p>	Unlikely	Minor	Low	Neil Grant Development Services
Corporate Plan		F5. Our "20 by '20" - Standards of Governance						
<p>Development Directorate is managing a number of significant projects of strategic importance, including Community Empowerment Act, Part 2, Colleges Review; Internal and External Ferries; Outer Isles Transport; Economic Development Service, Commercial Lending; Participatory Budgeting; Strengthening Community Involvement; High Speed Broadband; Local Housing Strategy; Local Development Plan; Transport Strategy; Economic Development Strategy; Energy Strategy; LOIP (Local Outcome Improvement Plan) 2018-2028</p> <p>Trigger : Focus or priority could be wrong</p> <p>Consequences : Wasted resources, negative impact on wider community, Financial cost, bad publicity</p> <p>Risk type : Strategic priorities wrong</p> <p>Reference - C0019</p>	Possible	Major	High	<p>• Ensure projects are a priority activity in achieving the Outcomes identified in the Corporate Plan</p> <p>Ensure projects are a priority activity in achieving the Outcomes identified in the Corporate plan 2016-20 and ensure proper process for identifying and allocating project resource.</p>	Unlikely	Significant	Medium	Neil Grant Development Services

<p>Development Service delivers a service with reducing resources and constraints including the MTFP.</p> <p>Trigger : Reduced and reducing budget, fewer staff - requirement to accommodate and work within 20% / (£20 million reduction across the organisation) in resources over 4 years</p> <p>Consequences : Impact on service, workload has to be managed by fewer staff, stress, impact on service users & communities</p> <p>Risk type : Economic / Financial - Other</p> <p>Reference - C0021</p>	Likely	Significant	High	<ul style="list-style-type: none"> • Restructure implemented, strategic planning continuing, awareness of issues 	Possible	Significant	Medium	Neil Grant Development Services
<p>Development Service / the Council works in a number of areas and necessarily publishes information on its activities</p> <p>Trigger : Failure to share information, poor management of communications/ poor communication with service users/ members of the public/ media, or mis-perception by media.</p> <p>Consequences : Bad publicity, communities miss opportunities, finite resources spent on rectifying misunderstandings, staff morale impact, service users/ partners lose trust in services.</p> <p>Risk type : Communications poor</p> <p>Reference - C0022</p>	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Link to risk around corporate priorities ▫Adhere to corporate communications policy, Management team are aware of the issues and risks that fall to Dev MT and CMT. 	Rare	Significant	Low	Neil Grant Development Services
<p>One or more communities fail to be sustainable</p> <p>Trigger : Demographic and socio-economic problems on remote communities</p> <p>Consequences : Depopulation of remote areas, sudden impact on development services</p> <p>Risk type : Economic climate</p> <p>Reference - C0026</p>	Possible	Significant	Medium	<ul style="list-style-type: none"> • Impact of connectivity from broadband and transport links, working with communities to develop sustainable plans <p>Progressing 'Islands with small populations' project</p>	Unlikely	Significant	Medium	Neil Grant Development Services



Meeting(s):	Development Committee	5 March 2018
Report Title:	Management Accounts for Development Committee: 2017/18 – Projected Outturn at Quarter 3	
Reference Number:	F- 18 - F	
Author / Job Title:	Jonathan Belford, Executive Manager - Finance	

1.0 Decisions / Action required:

- 1.1 The Development Committee RESOLVES to review the Management Accounts showing the projected outturn position at Quarter 3.

2.0 High Level Summary:

- 2.1 The purpose of this report is to enable the Development Committee to monitor the financial performance of services within its remit to ensure that Members are aware of the forecast income and expenditure and the impact that this will have with regard to delivering the approved budget. This report shows the projected financial consequence of the service performance detailed in the Development Directorate performance report and allows the Committee the opportunity to provide instruction to officers to address any forecast overspends in order that the budget is delivered by year-end.
- 2.2 On 15 February 2017 (SIC Min Ref: 7/17) the Council approved the 2017/18 revenue and capital budgets for the Council (including the General Fund, Harbour Account, Housing Revenue Account and Spend to Save) requiring a draw from reserves of £12.252m. It is vital to the economic wellbeing of the Council that the financial resources are managed effectively and expenditure and income is delivered in line with the budget, as any overspends will result in a further draw on reserves and would be evidence that the Council is living beyond its means.
- 2.3 This report forms part of the financial governance and stewardship framework, which ensures that the financial position of the Council is acknowledged, understood and quantified on a regular basis. It provides assurance to the Corporate Management Team and the Committee that resources are being managed effectively and allows corrective action to be taken where necessary.
- 2.4 Since the approval of the 2017/18 budget, revisions to the budget have been incorporated for the Council's budget carry-forward scheme. Therefore, this report refers to the revised budget that is now in place for each of the services.

3.0 Corporate Priorities and Joint Working:

- 3.1 There is a specific objective in the Corporate Plan that the Council will have excellent financial management arrangements to ensure that it continues to keep a balanced and sustainable budget and is living within its means. In addition, the

Council continues to pursue a range of measures, which will enable effective and successful management of its finances over the medium to long term. This involves correct alignment of the Council's resources with its priorities and expected outcomes, and maintaining a strong and resilient balance sheet.

4.0 Key Issues:

- 4.1 This report presents the projected outturn position for 2017/18 as at the end of the third quarter for revenue and capital. The forecasts have been determined by Finance Services after consultation with the relevant budget responsible officers.
- 4.2 The projected revenue outturn position for the Development Committee is an underspend of £465k (6%), £6k of which has been committed to be spent in 2018/19. Services in this Committee area are collectively projected to spend less than their approved budget. Recurring savings of £93k have been identified and incorporated into the 2018/19 budget.
- 4.3 The projected capital outturn position for Development Committee is an overspend of £61k (38%) on the General Fund. This overspend is to be funded from the Second Homes Council Tax Reserve.
- 4.4 The contribution from the Housing Repairs and Renewals Fund is £1,356k more than budgeted. We now anticipate a contribution to the Housing Repairs and Renewals Fund of £872k. Capital outturn for the Housing Revenue Account is projected to underspend by £39k.
- 4.5 See appendices 1, 2 and 3 – attached, for detailed information on the Revenue, Capital and Housing Revenue Account outturn positions respectively.
- 4.6 Provision was made in the Council's 2017/18 Budget for cost pressures and contingencies. It is held centrally by the Executive Manager - Finance.
- 4.7 Cost pressures are recurring in nature and increase the base cost of the service being delivered, e.g. pay awards, whereas contingency items are deemed non-recurring and likely to vary year on year, e.g. ferry breakdown costs.
- 4.8 This approach assists the Council to mitigate any spending risks. However, it is expected that services will endeavour, in the first instance, to meet any additional costs from within existing resources.
- 4.9 The following allocations have been applied from the cost pressure/contingency budget to services within this Committee's remit:
- £114k - 1% Pay inflation
 - £6k - Relocation Expenses
- 4.10 No other cost pressure or contingency budget has been applied to date as the Development Directorate's overall budgets are projecting to meet the additional costs from within existing underspends and increased income.

5.0 Exempt and/or confidential information:

- 5.1 None.

6.0 Implications :

6.1 Service Users, Patients and Communities:	Any implications in relation to the actions and service provision in this report will be included in the Development Services Directorate Performance report also presented at this meeting.
6.2 Human Resources and Organisational Development:	Any implications in relation to the actions and service provision in this report will be included in the Development Services Directorate Performance report also presented at this meeting.
6.3 Equality, Diversity and Human Rights:	Any implications in relation to the actions and service provision in this report will be included in the Development Services Directorate Performance report also presented at this meeting.
6.4 Legal:	Any implications in relation to the actions and service provision in this report will be included in the Development Services Directorate Performance report also presented at this meeting.
6.5 Finance:	<p>The 2017/18 Council budget does not require a draw on reserves in excess of the returns that the fund managers can make on average in a year, and therefore demonstrates that the Council is living within its means. To achieve this, a one-off underspend from the 2016/17 budget has been used to balance the General Fund. This is a one-off solution for 2017/18.</p> <p>For every £1m of reserves spent in excess of a sustainable level will mean that the Council will have to make additional savings of £73k each year in the future as a result of not being able to invest that £1m with fund managers to make a return.</p> <p>It is therefore vital that the Council delivers its 2017/18 budget. This report demonstrates that the services under the remit of the Development Committee are collectively projecting to spend less than their Council approved budget.</p>
6.6 Assets and Property:	Any implications in relation to the actions and service provision in this report will be included in the Development Services Directorate Performance report also presented at this meeting.
6.7 ICT and new technologies:	Any implications in relation to the actions and service provision in this report will be included in the Development Services Directorate Performance report also presented at this meeting.
6.8 Environmental:	Any implications in relation to the actions and service provision in this report will be included in the Development Services Directorate Performance report also presented at this meeting.
6.9 Risk Management:	<p>There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management.</p> <p>From a financial perspective, risks are an integral part of planning for the future, as assumptions are required to be made. These assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p>

	<p>There are no significant risks identified for this committee</p> <p>This report is part of the framework that provides assurance, or recognition of any deviation from the budget that may place the Council in a financially challenging position and requires remedial action.</p> <p>The Council makes provision within its budget for cost pressures and contingencies that may arise. This approach provides additional confidence for the Council to be able to mitigate any adverse financial circumstances.</p> <p>A strong balance sheet and the availability of usable reserves ensure that the Council is prepared for significant unforeseen events.</p> <p>Any draw on reserves beyond the Council's sustainable level would have an adverse impact on the level of returns from the Council's long-term investments. This situation would require to be addressed quickly to ensure no long term erosion of the investments.</p>	
6.10 Policy and Delegated Authority:	<p>Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Committee may exercise and perform all powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council. The Council approved both revenue and capital budgets for the 2017/18 financial year. This report provides information to enable the Committee to ensure that the services within its remit are operating within the approved budgets.</p> <p>The Council's Financial Regulations state that the Executive Manager - Finance has a responsibility to ensure that detailed monitoring by Directors and Executive Managers is carried out and that the Council will determine the reporting content, timescale, frequency and receiving committee(s) required for monitoring statements and the Executive Manager - Finance will be responsible for ensuring compliance with this.</p>	
6.11 Previously considered by:	<i>n/a</i>	<i>n/a</i>

Contact Details:

Ivor Johnson – Senior Assistant Accountant

Ivor.Johnson@shetland.gov.uk

Ex. 4676

22/02/2018

Appendices:

Appendix 1 - Development Committee Projected Revenue Outturn Position for 2017/18

Appendix 2 - Development Committee Projected Capital Outturn Position for 2017/18

Appendix 3 – Housing Revenue Account Projected Outturn Position for 2017/18

Background Documents:

SIC Budget Book 2017/18, SIC 15 February 2017

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=20520>

Development Committee

1. Projected Revenue Outturn Position 2017/18

Budget v Projected Outturn Variance at Quarter 2 (Adv)/ Pos £000	Service	2017/18 Revised Annual Budget £000	Projected Outturn at Quarter 3 £000	Budget v Projected Outturn Variance at Quarter 3 (Adv)/ Pos £000
2	Director of Development	2,994	2,998	(5)
29	Community Planning & Development	897	750	147
316	Economic Development	1,664	1,368	296
94	Housing	1,589	1,499	90
(3)	Planning	1,068	1,131	(63)
437	Total Controllable Costs	8,211	7,747	465
	Specific Grants to be carried forward:			
	Community Choices Grant Commitment			(6)
	Revised Projected Variance			459

Included in the above table are the projected variances presented as at Quarter 2. The main differences are explained as follows:

- Community Planning & Development - £118k Difference: this quarter has seen the realisation of European funding for projects dating back to April 2015, which were prudently estimated in line with funding guidance.
- Planning - £60k Difference: Towards the end of the year it has become clear that larger projects slipping into future periods and a general downturn in local activity will not generate the income in Planning Fee's, Building Maintenance and Marine Licences previously expected.

Explanations for the main draft outturn variances by service at Quarter 3 are set out below:

1.1 Community Planning & Development - Projected outturn underspend £147k (16%)

The main reasons for the projected outturn variance are:

- Receipt of income for European Funding for projects dating back to 2015 being higher than anticipated, contributing to a net favourable variance within Fairer Scotland Projects - £110k;

Community Planning has £6k remaining in a grant scheme entitled "Community Choices" which has been committed to be spent in 2018/19.

No recurring savings have been identified.

The position for Community Planning and Development's budget overall is an underspend of £171k. Services provided in relation to this Committee include Community Grants; Community Council Grants; Employability and Access Support; Community Planning, Community Justice; and Community Safety.

1.2 Economic Development - Projected outturn underspend £296k (18%)

The main reasons for the projected outturn variance are:

- Grants designed to stimulate economic growth are not anticipated to be taken up within the year or being delayed into future years (i.e. the Fair Isle electricity project) - £219k;
- A new contract in place part way through the year for the Promote Shetland scheme is expected to save - £36k; and
- Lower than expected reliance on Business Gateway, due to a strong economy and low unemployment facility has led to an expected saving in external consultancy costs - £30k. It is notable that business start-ups using the Gateway are trending higher than the last financial year.

Recurring Savings of £40k have been identified following the renewal of the Promote Shetland contract.

1.3 Housing - Projected outturn underspend 90k (6%)

The main reason for the projected outturn variance is:

- A number of temporary staff vacancies across the Housing Service during the year, including a Team Leader and two Quantity Surveyor posts, contributing to a projected underspend of £113k. Some of these vacancies are currently under review and not expected to be filled in 2017/18.

No recurring savings have been identified.

1.4 Planning - Projected outturn overspend (£63k) (6%)

The main reasons for the projected outturn variance are:

- Slippage of large projects into future years and general lower activity leading to a shortfall in income from Building Warrants, Planning Applications and Marine Licences (£235k); offset by
- savings in salary costs, largely due recruitment difficulties – this is linked to a national shortage of Planning Professionals - £134k

Recurring salary savings of £53k have been identified and incorporated into the 2018/19 budget.

1.5 All other service areas have no significant variances

Development Committee

1. Projected Capital Outturn Position 2017/18

Budget v Projected Outturn Variance at Quarter 2 (Adv)/ Pos £000	Service	2017/18 Revised Annual Budget £000	Projected Outturn at Quarter 3 £000	Budget v Projected Outturn Variance at Quarter 3 (Adv)/ Pos £000	Slippage required into 2018/19 £000	Overall Budget v Projected Variance at Quarter 3 (Adv)/ Pos £000
(30)	Housing	161	223	(62)	0	(62)
(30)	Total Controllable Costs	161	223	(62)	0	(62)

An explanation of the main outturn variances by service is set out below:

1.1 Housing – projected outturn overspend £62k (39%)

The projected overspend relates to the 24/25 Leaside project. Additional soundproofing was required to meet building standards.

Housing Revenue Account

1.0 - Projected Revenue Outturn Position 2017/18

Budget v Projected Outturn Variance at Quarter 2 (Adv)/ Pos £000	Description	2017/18 Revised Annual Budget £000	Projected Outturn at Quarter 3 £000	Budget v Projected Outturn Variance at Quarter 3 (Adv)/ Pos £000
	Expenditure:			
39	Supervision & Management	817	758	59
(127)	Repair & Maintenance	1,884	2,007	(123)
22	Void Rents & Charges	165	129	36
5	Garages	30	32	(2)
949	Capital Funded from Current Revenue	2,692	1,325	1,367
0	Capital Charges - Dwellings	1,711	1,711	0
888	Total: Expenditure	7,299	5,962	1,337
	Income:			
0	Interest on Revenue Balances	(2)	(2)	0
0	Rents - Dwellings	(6,622)	(6,622)	0
31	Rents - Other ie garages/sites etc	(191)	(210)	19
(919)	Contribution to/(from) Housing R & R Fund	(484)	872	(1,356)
(888)	Total: Income	(7,299)	(5,962)	(1,337)
0	Overall Total	0	0	0

Included in the above table are the projected variances presented as at Quarter 2. The main differences are explained as follows:

- Capital Funded from Current Revenue (CFCR) - £418k difference: additional Capital Receipts are being used to fund the Capital Programme as an alternative to CFCR.
- Contribution to/(from) the Housing Repairs and Renewal (R&R) Fund - £437k difference: we budgeted that there would be a requirement of funding from the Housing R&R fund but we are now projecting a contribution to the Housing R&R fund, due the reduced requirement of CFCR as a result of Council House sales.

Explanations for the main outturn variances in the HRA at quarter 3 are set out below:

1.1 Supervision & Management – projected outturn underspend £59k (7%)

The projected underspend relates mainly to vacant posts of Senior Housing Officer and Quality Standards Officer which are under review and not expected to be recruited to in 2017/18, £48k.

1.2 Repairs & Maintenance- projected outturn overspend (£123k) (7%)

The main reasons for the projected variance are:

- An expected underachievement of Internal Income in the Repairs Service due to the use of subcontractors during the year as a result of vacancies in the service and also more planned maintenance being carried out which has reduced reactive repairs (£150k);
- Projected overspend on subcontractors as a result of vacant posts (£59k);
- Underspending projected in employee costs due to vacancies, which are to be reviewed by the new Asset Management Team Leader, £83k.

1.3 Capital Funded from Current Revenue (CFCR) – projected outturn underspend £1,367k (51%)

The main reason for the projected variance is

- Funding the Capital Programme from additional Capital Receipts from housing sales income instead of CFCR.

1.4 Contribution to Housing R&R Fund – projected outturn underspend £1,356k (280%)

The projected reduction in contribution from the R&R Fund is due to the reduction in requirement of CFCR, as a result of higher than expected capital receipts from housing sales being utilised to fund the Capital Programme. We are now projecting to make a contribution to the R&R Fund of £872k, rather than drawing on the Housing Repairs and Renewals Reserve.

Projected Capital Outturn Position 2017/18

Budget v Projected Outturn Variance at Quarter 2 (Adv)/ Pos £000	Service	2017/18 Revised Annual Budget £000	Projected Outturn at Quarter 3 £000	Budget v Projected Outturn Variance at Quarter 3 (Adv)/ Pos £000
0	Heating Replacement Program	660	660	0
0	Housing Quality Standard	2,153	2,153	0
0	Vehicle Replacement Programme	100	61	39
0	Total Controllable Costs	2,913	2,874	39

An explanation for the significant outturn variances by service is set out below.

2.1 Vehicle Replacement Programme – projected outturn underspend £39k (39%)

- The projected underspend is due to less new vans being required in year than budgeted.



Meeting(s):	Development Committee	5 March 2018
Report Title:	Local Development Plan - Development Plans Scheme 2018	
Reference Number:	DV-09-18-F	
Author / Job Title:	Team Leader - Development Plans and Heritage	

1.0 Decisions / Action Required:

- 1.1 That the Development Committee RESOLVE to approve the Development Plan Scheme attached at Appendix 1.

2.0 High Level Summary:

- 2.1 Section 20B of the Planning Etc. Scotland Act (2006) requires each planning authority to prepare a Development Plan Scheme (DPS) at least annually. The DPS sets out the authority's programme for preparing and reviewing its Local Development Plan (LDP).
- 2.2 Development Plans are spatial land use plans. Their purpose is to guide the future use of land by addressing the spatial implications of economic, social and environmental change. Development Plans should set out realistic long-term land use visions for the Council. The LDP should indicate where development should and should not happen, thereby providing confidence to both communities and investors.
- 2.3 The LDP must complement other policies and strategies across the Council. The Development Plans and Heritage Team therefore continue to need significant levels of input from other Council services.
- 2.4 The Council is required to engage in meaningful consultation and engagement during the preparation of the LDP; the participation statement, which forms part of the DPS, states when and how the Planning Authority intends to consult during the various stages of the LDP.
- 2.5 The Current LDP was adopted in September 2014. The Development Plans & Heritage Team are currently engaged in the evidence gathering stage for the next LDP (LDP2). The main statutory stages in the preparation and delivery of the LDP and the timeline for achieving them are detailed in Appendix 2 of this document. At the same time, work continues on completion of the agreed list of Supplementary Guidance documents associated to the LDP adopted in 2014. It should be noted that this is only one of many workstreams for the Development Plans & Heritage team.

3.0 Corporate Priorities and Joint Working:	
3.1	When complete, the next LDP will become the strategic tool for the Council's development priorities. In conjunction with other Council Policies (including the Local Housing Strategy), it will contribute to meeting the spatial aims of the LOIP and the Corporate Plan.
4.0 Key Issues:	
4.1	<p>Slippage in delivery of the LDP2 has occurred due to a number of factors –</p> <ul style="list-style-type: none"> • Staffing – The Development Plans and Heritage team has been understaffed in various posts for the past 2 years. Currently 1 Planning Officer is on maternity leave and that position is yet to be temporarily filled. We currently have 1 vacant Planning Officer post. • Other priority workloads including Masterplanning sites in Lerwick have taken up a significant amount of officer time. It is now a requirement for LDP Planning Officers to enable and facilitate delivery of the sites included within the LDP, this means additional input at the Masterplanning and Development stages of sites included in the LDP. • Additional short term workload resulting from the Review of Planning.
4.2	The LDP is dependent on the evidence provided in a number of other strategic documents, most prominently the Housing Needs and Demands Assessment and the Community Plan - Locality Profiles. Neither of these documents have been completed, and progression beyond the evidence gathering stage of the LDP cannot happen until they are completed.
4.3	The DPS presented today is subject to change as the Review of Planning progresses. The Scottish Government is recommending a number of proposals which, if they are adopted, are likely to significantly change the Plan making process. The Council will be kept up to date of these changes and an updated DPS may be presented to the Council within the 12 month lifetime of this DPS.
5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	There is a requirement for extensive consultation through the Plan, particularly at the early stages (Pre Main Issues Report (MIR) & MIR). The Development Plans & Heritage Team is committed to achieve this, as set out in the Participation Statement, and will seek to work with the Community Planning and Development Service and the Communication Section to maximise these opportunities.

6.2 Human Resources and Organisational Development:	All workload relating to the Plan making process will be met within the resources of the existing Development Plans & Heritage Team.	
6.3 Equality, Diversity and Human Rights:	The Council is obliged to address its obligation to comply with equalities legislation and policies when preparing the LDP, and all policies, guidance and actions are being analysed and assessed in these terms. A full assessment will be completed for submission alongside the LDP.	
6.4 Legal:	None.	
6.5 Finance:	There are no direct financial implications arising from this report.	
6.6 Assets and Property:	None.	
6.7 ICT and new technologies:	None.	
6.8 Environmental:	The LDP is subject to strategic environmental assessment with a draft Environmental Report to accompany the MIR and a revised environmental report to accompany the LDP, this will show how environmental implications have been considered and impacts mitigated. The Planning Authority is also subject to the overarching requirement to exercise the function (of preparing development plans) with the objective of contributing to sustainable development imposed by The Planning etc. (Scotland) Act 2006. A Habitats Regulations Appraisal must be undertaken (to comply with the Conservation (Natural Habitats &c.) regulations 1994) in order to determine whether the LDP is likely to have a significant effect on any European site.	
6.9 Risk Management:	The lack of an up to date Development Plan could prevent the Council from supporting developments that are in line with its priorities, and result in more challenges to Council decisions. The LDP is formulated to reflect the Council's priorities.	
6.10 Policy and Delegated Authority:	In accordance with Section 2.3.1 of the Council's Scheme of Delegations, the Development Committee has delegated authority to implement decisions within its remit.	
6.11 Previously considered by:	None.	

Contact Details:

Suzanne Shearer

Team Leader Development Plans and Heritage

Suzanne.shearer@shetland.gov.uk

16 Feb 2018

Appendices:

Appendix 1 – The Local Development Plan Development Plans Scheme 2018
Appendix 2 – The Main statutory stages in Plan Preparation Delivery

Background Documents:

END

Development Plan Scheme 2018

Introduction

Shetland Islands Council is required to prepare and keep under review a Local Development Plan (LDP) that guides how and where places can be developed and improved across Shetland. The LDP includes Local Development Plans that set out policies and site allocations and Supplementary Guidance (SG) that contain more detailed guidance and, in some instances policy, on specific issues or places. The Council adopted the Shetland LDP in September 2014 and some of the associated Supplementary Guidance has been adopted since then. The Planning Service has been working on the next LDP (LDP2) since 2015.

Planning Applications for all types of development in Shetland are determined against the Local Development Plan.

The current Local Development Plan and Supplementary Guidance can be viewed online here: <http://www.shetland.gov.uk/planning/LDP>

Purpose of the Development Plan Scheme

The Development Plan Scheme (DPS) sets out the Council's proposed timetable for review and replacement of the LDP, setting out the steps the Council will take to prepare the LDP. It also shows where there are opportunities for consultation and participation – by stakeholders, the general public and for everyone with an interest. The DPS must include a participation statement, which explains in detail the proposed arrangements and opportunities for involvement in the various participation and consultation stages.

The DPS must be reviewed at least annually and the Council is ultimately judged on whether or not it has sufficiently adhered to the participation statement.

This DPS provides details of:

- An update on the work programme, including current progress and future priorities
- The Supplementary Guidance List
- The Participation Statement showing the key pieces of work we propose to undertake in the coming year

The Current Position

LDP2:

The Council adopted the Shetland LDP in September 2014 and the Scottish Government's target is for it to be replaced by autumn 2019; we refer to the next LDP as LDP2.

We commenced work on LDP2 in January 2015; this initial work requires the Development Plans team to engage with key stakeholders and communities to assemble the data and information needed to inform the Main Issues Report (MIR), set the strategic vision and the spatial strategy for the LDP. All of this requires an up

to date, detailed and credible evidence base. This is the most labour intensive part of the LDP process and takes the largest percentage of the plan preparation time. Gathering an evidence base requires us to thoroughly update our understanding of key areas of service and infrastructure provision throughout the isles, in the context of changing social, environmental and economic objectives.

During 2017 we engaged in a number of stakeholder engagement sessions in order to inform our LDP Vision. This Vision was adopted by Council in 2017 and is now used to inform the direction of our plan.

We still await the publication of the replacement Housing Need and Demand Assessment (HNDA), which will form the evidence base for the Local Housing Strategy and also for the housing land requirement for the LDP; the HNDA was due to be published in 2017 and is now expected to be published in 2018 (date to be confirmed). After the publication of the HNDA we will continue to work with the Council's Housing Service during the development of the Local Housing Strategy which also informs the LDP.

We have made good progress on our Spatial Strategy, this has involved engaging with key stakeholders, other Council departments and undertaking site visits to all the key settlements throughout Shetland.

To progress our Spatial Strategy we need to work with the Council's Housing Service to agree the Housing Land Requirement figures for Shetland. Once this has been agreed we can progress towards a draft Spatial Strategy which we will then consult on as part of the Plan preparation process.

Preparatory work for the Call for sites process is well underway. It is anticipated that we will open our call for sites May/June 2018 with advance publicity commencing prior to April.

As part of the work relating to both our Spatial strategy and Call for Sites we have been successful in receiving funding from Scottish Government's Making Places Initiative. This project will focus on developing a future vision for the village of Scalloway and the outcomes will be used to inform LDP2.

LDP 1 Associated Supplementary Guidance Documents:

During 2017 the Council adopted the SG Aquaculture, Non Statutory SG Works Licence and approved the SG Wind Energy. The SG on Wind Energy was recently submitted to the Scottish Ministers and has now been adopted by the Council as statutory supplementary guidance to the LDP.

For progress on all SG see table 2.

Table 1. The LDP 2 Work Programme

Key Stage	Details	Timeline
Evidence Gathering	<ul style="list-style-type: none"> • Publish Development Plan Scheme • Engage with Key Agencies and Shetland Community • Gather Evidence Base • Call for Sites • Prepare Monitoring Statement • Prepare Main Issues Report • Prepare draft Environmental Report 	Quarter 1 2015 to Quarter 3 2018
Main Issues Report	<ul style="list-style-type: none"> • Publish Main Issues Report • Publish Monitoring Statement • Publish Draft Environmental Report • Consultation on Main Issues report 	<ul style="list-style-type: none"> • Quarter 2 2018 to quarter 4 2018 (dependent on the publication date of the LHS)
Proposed Plan	<ul style="list-style-type: none"> • Consider Representations on MIR • Prepare Proposed Plan (LDP2) • LDP2 SEA Scoping • Prepare Action Programme • Prepare revised SEA Environmental Report • Report Proposed Plan to Committee • Publish and consult on Proposed Plan, Action Programme and Environmental Report • Consider Representations on Proposed Plan, Action Programme and Environmental Report • Prepare Summary of unresolved issues & report of conformity with Participation Statement. • Prepare Report to Council of Representations and suggested modifications on the Proposed Plan. • Preparation of a Summary of unresolved Issues for Examination 	<ul style="list-style-type: none"> • Quarter 4 2019
Submission to Ministers	<p>Submit the following to Scottish Ministers:</p> <ul style="list-style-type: none"> • Proposed Plan • Proposed Action Programme • Report of Conformity • Note of representations and how taken in to account • Publish Submission of Plan 	2020
Examination	<p>Examination of Proposed Plan</p> <ul style="list-style-type: none"> • Examination report Published and submitted to Planning Authority 	2020

Table 2. Supplementary Guidance

	Adopted by SLIC as: (1) Statutory Guidance; or (2) Non Statutory Guidance	Sent to Scottish Government for Adoption	Approved for submission to Scottish Government	Review Consultation responses & redraft Consultation	Approved for consultation	Research (1), Draft (2), Pre-Consultation inc consider responses, Committee Draft (4)	
Supplementary Guidance							Additional Information
Marine Spatial Plan	1						
Local Nature Conservation Sites	1						
Onshore Wind Energy	1						Adopted 2018
Placemaking							
Parking Standards & Residential Access	1						
Aquaculture	1						Adopted 2017
Works Licence	2						Adopted 2017
Local Landscape Areas							Draft consulted 2013, presently on hold
Open Space							As above
Natural Heritage							As above
Business and Industry							As above
Water and Drainage							As above
Historic Environment							As above
Lerwick Town centre							As above
Minerals							As above See: Interim Planning Policy Minerals December 2009.

PARTICIPATION STATEMENT

How to get involved in preparing the next Local Development Plan

It is essential that everyone living, working and investing in Shetland has the opportunity to be involved in the preparation of the Local Development Plan and we encourage you to get involved from the start. This Participation Statement sets out the opportunities for you to have your say and how and when the Planning Authority intends to consult on the various stages of the LDP.

Purpose of Participation Statement

Shetland Islands Council is committed to ensuring that all consultation is carried out in a constructive and respectful manner and as such any consultation carried out by the Council will adhere to the National Standards for Community Engagement details of the National standards can be found here: <http://www.scdc.org.uk/what/national-standards/>

The Shetland Local Development Plan

The production of the next LDP is a continuous process with a number of key stages and opportunities for engagement. The key stages have decreasing levels of opportunity for influencing change as the Plan progresses towards conclusion, which means you can have more impact on the outcomes the sooner you get involved. In summary the 3 key stages can be summarised into one of the three groups below:

Engagement	<div style="width: 100px; height: 15px; background-color: #c6e0b4; border: 1px solid black;"></div>
Consultation	<div style="width: 100px; height: 15px; background-color: #ffcc00; border: 1px solid black;"></div>
Informing	<div style="width: 100px; height: 15px; background-color: #e69999; border: 1px solid black;"></div>

Diagram 1 illustrates the different stages of plan preparation and the proportionate level of opportunity for engagement at each stage.

Diagram 1

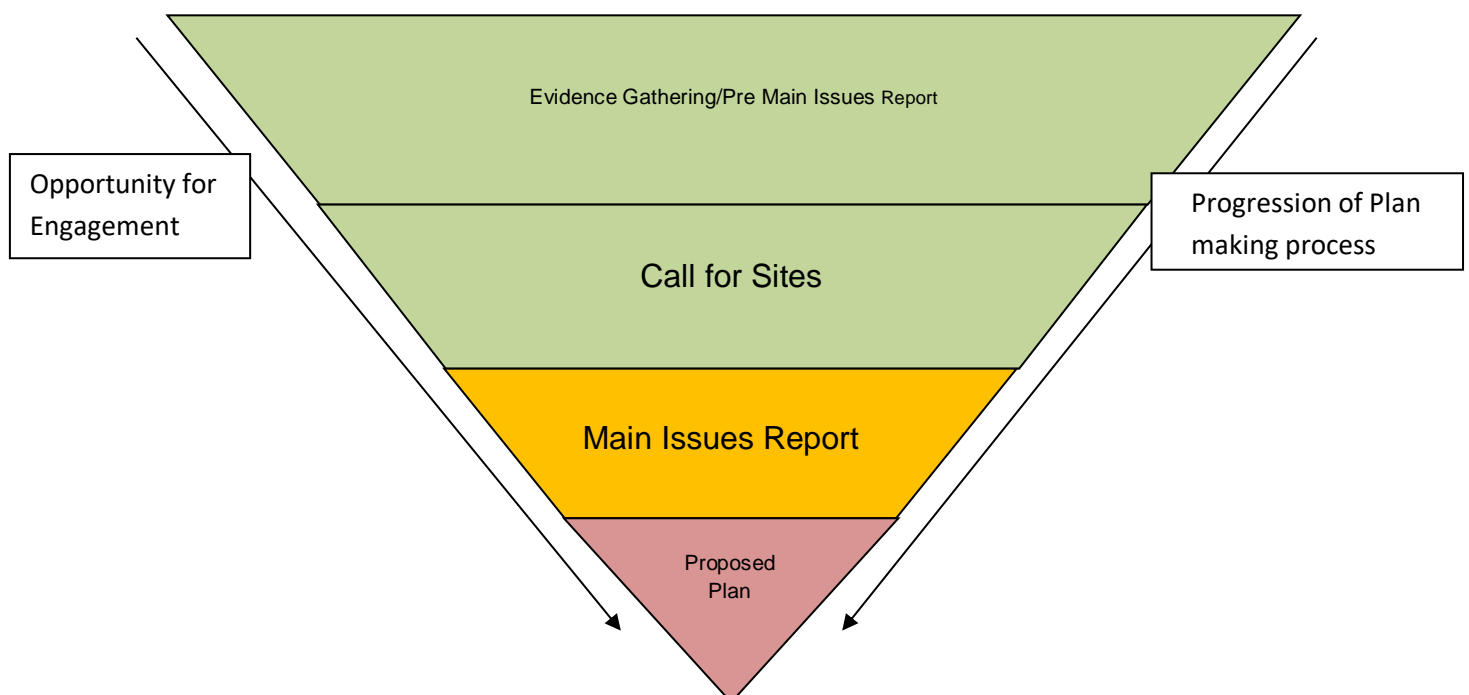


Table 3 focuses on the 4 key stages of the Plan preparation process and the key methods for engagement to illustrate the actions the Planning Service will take in order to engage with stakeholders throughout the process. The Planning Service will endeavour to build on these methods as resources and local circumstances allow.

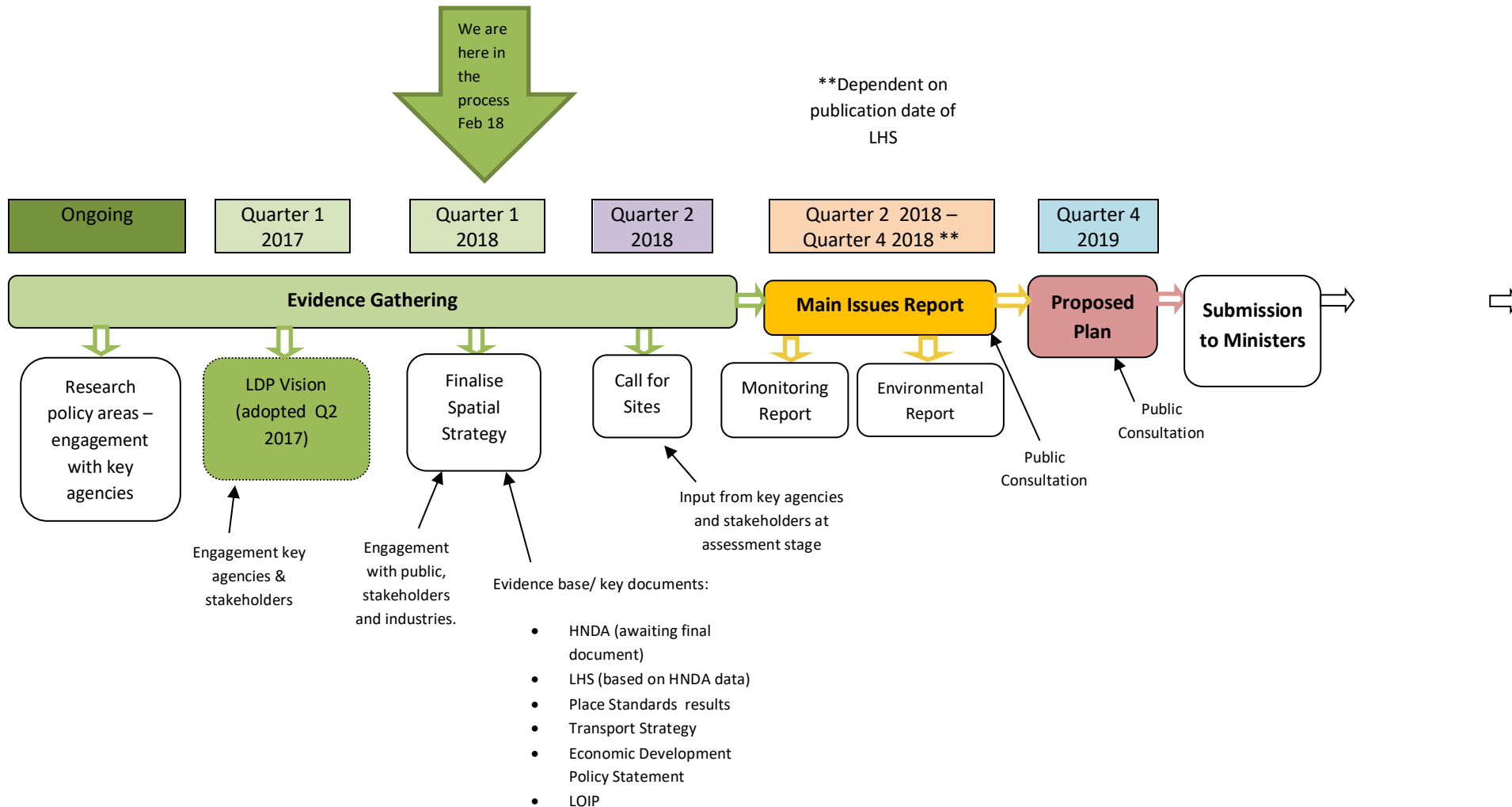
Table 3 Participation in the Shetland Local Development Plan

Key Stage	Who	Key methods	Timescale
Evidence Gathering & Pre – Main Issues Report	<ul style="list-style-type: none"> Community Groups Key Agencies Public Sector Organisations Private sector stakeholders General Public with an emphasis on ensuring underrepresented groups are given the opportunity to engage in the process e.g. Young people 	<ul style="list-style-type: none"> Newsletter Newspaper articles Radio Community Road show/ workshops Targeted workshops Youth workshops with schools/youth clubs Social Media Focus groups SIC Planning Service website updates 	Quarter 1 2015 to Quarter 3 2018
Call for Sites - Promotion	<ul style="list-style-type: none"> Community Groups Land Owners Developers General Public 	<ul style="list-style-type: none"> Newsletter Developers workshop Newspaper articles Availability of Duty Officer drop in/appointments SIC Planning Service website updates 	Promotion Quarter 1 2018 to Quarter 3 2018
Call for Sites Submissions	<ul style="list-style-type: none"> Land Owners Developers General Public 	<ul style="list-style-type: none"> Newsletter Newspaper articles Radio Availability of Duty Officer drop in/ appointments SIC Planning Service website updates 	Submissions Quarter 2 2018 & Quarter 3 2018
Main Issues Report – preparation and engagement	<ul style="list-style-type: none"> Community Groups Key Agencies Public Sector Organisations Private sector stakeholders General Public with an emphasis on ensuring underrepresented 	<ul style="list-style-type: none"> Newsletter Availability of Duty Officer drop in/ appointments SIC Planning Service website updates 	Preparation Quarter 2-4 2018

	groups are given the opportunity to engage in the process e.g. Young people		
Main Issues Report - Consultation	<ul style="list-style-type: none"> • Community Groups • Key Agencies • Public Sector Organisations • Private sector stakeholders • Land Owners • Developers • General Public with an emphasis on ensuring underrepresented groups are given the opportunity to engage in the process e.g. Young people 	<ul style="list-style-type: none"> • Newsletter • Availability of Duty Officer drop in/ appointments • Newspaper articles • Radio • Attendance at Community Council Forum Groups • Deposit of MIR in Council HQ, Libraries, Inter-Island Ferries • SIC Planning Service website updates • Statutory publicity (adverts etc) 	Consultation Quarter 4 2018 & Quarter 1 2019
Proposed Plan	<ul style="list-style-type: none"> • All parties involved in the previous Plan development stages. 	<ul style="list-style-type: none"> • Newsletter • Letter to respondents of MIR • Deposit of Proposed Plan in Council HQ, Libraries, Inter-Island Ferries • SIC Planning Service website updates • Statutory publicity (adverts etc) 	Quarter 4 2019

Local Development Plan (LDP2) – process and timeline diagram

Shetland's Local Development Plan seeks to guide development and ensure we continue to build successful places for present and future generations. We are currently in the process of taking forward LDP2 which will replace our 2014 plan





Shetland Islands Council

Agenda Item

5

Meeting(s):	Development Committee Shetland Islands Council	5 March 2018 7 March 2018
Report Title:	Local Development Plan Supplementary Guidance – North Staney Hill Masterplan	
Reference Number:	DV-10-18-F	
Author / Job Title:	Team Leader Development Plans and Heritage	

1.0 Decisions / Action Required:

- 1.1 That the Development Committee RECOMMEND to the Council that it RESOLVE to adopt the Supplementary Guidance – North Staney Hill Masterplan as supplementary guidance to the Local Development Plan.

2.0 High Level Summary:

- 2.1 The purpose of this report is to provide a brief summary of the supplementary guidance (SG) North Staney Hill Masterplan. If adopted by Council the document will provide policy context and guidance for future development on the North Staney Hill Site. The SG will form a material consideration in any subsequent Planning Applications submitted on this site.
- 2.2 The North Staney Hill Masterplan Site is included in the Adopted Shetland Local Development Plan 2014 as a site with development potential. It forms part of Site Ref. LK012. The proposed use identified is housing.
- 2.3 A Masterplan was commissioned by the landowners Hjaltland Housing Association (HHA). Work began on the Masterplan in early 2016. Community and stakeholder engagement was undertaken throughout the masterplan development process with specific public engagement events being held in May and June 2016 with first draft proposals being presented to the public in December 2016. In Autumn 2017 a final draft was presented to the public and a seminar was held presenting the final draft to Members and stakeholders prior to the launch of the final consultation which ran from November 2017 to January 2018.
- 2.4 There have been no significant amendments to the Masterplan as a result of the most recent consultation.
- 2.5 The Planning Service has worked closely with the Masterplanning team throughout the process and has benefitted from the support of Architecture and Design Scotland who facilitated a Design Forum process which ran parallel to the Masterplan development process.

3.0 Corporate Priorities and Joint Working:

- 3.1 The LDP is the strategic tool for the Council's spatial development priorities and underpins sustainable development. In conjunction with other Council policies it also contributes to the spatial aims of the Community Plan and the Corporate Plan.
- 3.2 In providing additional policy context and guidance SG supports a high standard of governance by ensuring the Council operates effectively and decisions are evidence based and supported by effective assessments of options and potential effects.

4.0 Key Issues:

- 4.1 The draft North Staney Hill Masterplan has been subject to a public and stakeholder consultation running from November 2017 to January 2018. Twenty-eight responses were received, Appendix 1 summarises those representations, and the modifications sought, a summary of the recommended responses (including reasons) by the Planning Authority and the conclusions and / or actions in respect of changes to the SG that the Planning Service recommends.
- 4.2 The Planning Authority has not recommended any significant changes at this time. A number of issues relating to detailed design aspects of the development have been highlighted in the responses, the Planning Authority acknowledges these and requests that as is appropriate they be resolved at the detailed planning application stage by the applicant.
- 4.3 A number of responses were received regarding concern about the removal of Archaeology, specifically wartime Military remains. There is no intention to remove any archaeology on site and the wartime archaeology will remain in situ. The landowners have indicated a willingness to work with the public to provide some interpretation for the on-site archaeology.
- 4.4 Historic Environment Scotland (HES) had expressed concerns regarding the impact any new development on the site may have on the setting of Clickimin Broch prior to work on the Masterplan commencing. The Masterplanning team have been engaging with HES throughout the Plan development process. HES have responded to the Consultation and they are now content with the Masterplan proposals
- 4.5 One of the respondees to the consultation has highlighted an area of land (see Appendix 2) which they state is in their ownership not that of HHA. This area is identified in the Masterplan base map, and other plans included in books 1, 2, 3, and 4 of the Masterplan as being in the ownership of HHA and part of the Masterplan development site. Whilst this is legal matter the adopted masterplan needs to reflect proposed development on land which is either in the ownership or control of the developer. Due to the timescales involved the Masterplanning team have been unable to amend all the Masterplanning documents, it is therefore proposed that the Masterplan be adopted minus the area of 'dispute' (highlighted in Appendix 2) thereby removing the landownership issue from the Masterplanning process.
- 4.6 The content of the Final Draft Masterplan can be accessed at the link to background papers.

5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	<p>Versions of the document now presented have been subject to public consultation.</p> <p>The Masterplan furthers certainty amongst service users, developers and other interested parties when subsequent development proposals are brought forward.</p>
6.2 Human Resources and Organisational Development:	All workload relating to supporting the Masterplan making process will be met within the resources of the existing Development Plans and Heritage team
6.3 Equality, Diversity and Human Rights:	None.
6.4 Legal:	None.
6.5 Finance:	There are no direct financial implications arising from this report.
6.6 Assets and Property:	None.
6.7 ICT and New Technologies:	None.
6.8 Environmental:	Supports sustainable development of the proposed development site such that environmental effects are managed and/ or mitigated including those associated with climate change and carbon management.
6.9 Risk Management:	Council policy documents underpin good decision making and are integral to good governance. A lack of such policy documents clearly undermines this and would be ineffective in supporting sustainable development and could increase costs and time to both applicants and the Council when preparing and determining planning applications
6.10 Policy and Delegated Authority:	In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations, the Development Committee has delegated authority to implement decisions within its remit. However determining matters of Policy is reserved to the Council.

6.11 Previously Considered by:	None.	
---	-------	--

Contact Details:

Suzanne Shearer
Team Leader Development Plans and Heritage
Suzanne.shearer@shetland.gov.uk
26 February 2018

Appendices:

Appendix 1 - **North Staney Hill Masterplan Supplementary Guidance Consultation Responses**

Appendix 2 - Map Extract Relating to Ref 05 of Appendix 1

Background Documents:

North Staney Hill Final Draft Masterplan Documents:

<http://www.shetland.gov.uk/planning/LocalDevelopmentPlan.asp>

END

North Staney Hill Masterplan Supplementary Guidance Consultation Responses

Ref.	Respondent & date	Summary of Representations	Modification sought by those submitting representations	Summary of responses (including reasons) by the Planning Authority	Conclusion/Action
01	Yell Community Council 12/12/17	<p>Yell CC discussed the North Staney Hill Masterplan at their meeting last night. The plans were noted but YCC would like to further appeal for houses to be built in other areas too and not just in and around Lerwick.</p> <p>Building more houses in the town is assisting in the depopulation of the isles/outer areas and it is also adding to the strain of already overstretched services within the town.</p>	<p>None.</p> <p>Seeking more housebuilding outwith Lerwick.</p>	<p>The Comments are noted.</p> <p>The adopted Shetland Local Development Plan (2014) encourages sustainable housing growth throughout the whole of Shetland in line with the demand identified in the current Local Housing Strategy.</p>	No modification required.
02	D and B Garriock 13/12/17	<p>On viewing the draft Masterplan recently at the Staneyhill Hall, we were concerned that there appears to be a through road from the existing roads accessing the Staneyhill scheme to the new proposed houses. We attended the first meeting of the proposal at Clickimin and aired our concerns on that occasion. The front road of the Staneyhill housing scheme passes in front of our house, this road is very narrow and at present carries a lot of traffic. The area is a busy residential area with most houses having at least 2 cars parked on the road. There is also</p>	<p>Seek to see proposed road layout amended.</p>	<p>SIC Roads Department have been consulted throughout the development of the masterplan and they have made comments on this consultation.</p> <p>The Masterplanning team have discussed the concerns raised as a result of this consultation and confirm that while the existing Staneyhill scheme roads are fairly narrow, in relative terms they carry very little traffic and operate well within the bounds of any nominal traffic capacity.</p> <p>The points raised have been considered on various occasions, and additional traffic calming features were installed on the North Road as a result ensuring that all</p>	<p>No Modification required.</p> <p>The points raised have been considered and will be considered further during the detailed design stage of the development.</p>

		<p>the business of Heatwise operating in this area and this also adds to the traffic in this area with several large vans running back and fore daily. The traffic situation of this road has on several occasions been brought to the attention of local councillors and also the SIC Roads Department. There is also a very dangerous junction just in front of our house. The from Staneyhill Road leads on and from the Old North Road and traffic joining the Gremista Brae from the Old North Road have to contend with an almost blind junction. In our opinion the road from the new proposed housing scheme at the Staneyhill should not be opened on to the existing roads servicing the present Staneyhill housing scheme. If this were allowed to happen we can only envisage the roads being used as a "rat run".</p>		<p>approaching traffic in that area maintained an appropriate speed.</p> <p>There is little expectation of the new routes being used for 'rat running' as the overall scheme layout is designed to make this unattractive due to the number of junctions and turns and through the use of narrow road widths with occasional on-street parking.</p> <p>The intention is that these connections are largely for the benefit of existing residents in the area and to integrate the new residential areas into the existing areas and their facilities. There is, therefore, little doubt that additional local traffic will be generated along the various Staneyhill housing scheme roads that are connected into the new Staneyhill development, but this is fully expected to be well within normal levels for the road types present.</p> <p>. It is acknowledged however that there will be issues that need to be addressed at detail design stage for each of the construction phases. It is recommended therefore to append the comments from SIC Roads to provide additional guidance for the design teams who will progressing each one of these phases</p>	
03	SNH 21/12/17	Thank you for consulting us on the	None.	Comments Noted.	No modification

		<p>above masterplan. The masterplan appears to be well considered, responding to the landscape and local needs to provide a positive example of placemaking.</p> <p>In relation to our interests, we welcome the proposals for green space (including retention of the existing moorland habitats), robust species selection for the proposed tree planting and the intention to create natural features for SUDS and flood management. This should all benefit both people and biodiversity. We also welcome the active travel routes and footpaths for recreation that should create connectivity between locations. This should reduce reliance on the private car, reducing carbon emissions and contributing to tackling climate change. We note the inclusion of a preliminary peat management plan. We would expect SEPA's advice on this, SUDS and flood management to be followed, to minimise the impacts on interests within our remit.</p>			required.
04	Shetland Amenity Trust Archaeology Service. 03/01/18	In our response to Planning Application 2014/197, we stated that we concurred with the "Further Evaluation" section of chapter 7 in the Farningham Planning Statement. The archaeology section was	Further survey work to be undertaken prior to any development taking place.	Comments noted and agreed. The Planning Service is aware of the additional requirements needed at the design stage, this will be dealt with during the detailed planning permission process.	Comments noted, required future action agreed. No modification to the masterplan

		<p>prepared by EASE, and the report compiled by Natural Capital.</p> <p>A WSI was subsequently prepared for work which was carried out by ORCA in 2016. We had not seen the report arising from this work until it appeared on line as part of this guidance. The WSI clearly stated that a photographic survey would be completed for a number of upstanding features, listed in the WSI. This has either not been carried out or not reported on, although the report includes 3 snaps of the Observation Post and associated Air Raid Shelters.</p> <p>What is required for this area, and also for the area to the east of the development which is currently depicted on the online map as the location for the drainage system pool and (existing) woodland, is a full photographic survey. This would comprise a photogrammetric survey of the upstanding remains (inside and out) linked to accurate mapping of the features. This would be required in order to assess whether or not preservation in situ was required or, if not, what the appropriate form of mitigation would be.</p> <p>Other areas are outlined in the ORCA report as requiring preservation in situ. All of this requires further discussion</p>	<p>Developer to Liaise with SAR Archaeology service to ensure appropriate mitigation measures are put in place prior to development.</p>	required.
--	--	--	--	-----------

		<p>and a course of mitigation agreed with me, in my role as the Regional Archaeologist, on behalf of the Planning Service.</p> <p>In addition to the foregoing, it will also be necessary to consider the views from Clickimin Broch into account. I suggest that you consult with Historic Environment Scotland about this if you have not already done so.</p> <p>We note that you plan viewpoints/public art space amongst the development. We would be happy to feed into these plans in terms of the archaeology, particularly in terms of the military remains, of the area.</p>			
05	V and A Watt.05/01/18	<p>Please find attached a plan illustrating our boundary at 9 Burgess Street. We would be grateful if this could be used to correct all future plans for the Staneyhill development. Current plans show the correct shape of boundary but in the wrong place. It is important that this is corrected as this boundary will need to be considered when planning the road scheduled for the initial stages of development of the area.</p>	<p>Seeking to ensure landownership and boundaries are agreed prior to the next stages of development commencing.</p>	<p>Comments noted and both landowners need to agree correct boundaries. Whilst this is a legal matter the adopted Masterplan needs to reflect the agreed boundaries.</p>	<p>The Masterplan is adopted minus the currently disputed area.</p>
06	F Valente. 05/01/18	<p>There is an obvious need for more housing in and around Lerwick, so in that respect I am supportive of the scheme; however, I would like to know</p>	<p>None. Seeking background to the site selection</p>	<p>The Staney Hill Site is a site included within the Local Development Plan as a site with development potential, this is a site where the Council would like to see development</p>	<p>No modification required.</p>

		<p>whether there was any other sites considered instead of North Staney Hill for a scheme of this size. It seems an inhospitable place to build housing, and the landscape will need some serious and expensive engineering in order to create safe homes, adequate drainage, services and roads. A flatter site would have been less expensive in terms of construction costs, and might be a little bit nicer to live in for the residents. There are swathes of flatter ground around the town, or at least close enough to Lerwick to be desirable, which might have been better for housing. With so little money available for social housing I, personally, would like to have seen better value for money.</p>	process.	<p>occur. In order to be included in the LDP the site was submitted as part of the Call for Sites process during the preparation stages of the currently adopted Local Development Plan. Submitted sites are assessed for their suitability and deliverability and only included if they meet this criteria. All sites were also subject to public and stakeholder consultation.</p>	
07	P Moar	<p>"Dear Sir/Madam, I was wondering if I could put forward a small submission in relation to the proposed new housing scheme(s) at North Staney Hill.</p> <p>I'm sure many angles will be and have been covered with the new schemes relating to layout, access, roads etc.</p> <p>However, I'm just a little concerned about the actual design of the housing and hope that we don't see another area of Shetland being tarnished by</p>	<p>None.</p> <p>Requesting that the use of colour in design be considered during the detailed design stage of the development process.</p>	<p>Within the documents there is a design code for materials for each of the four character areas. Colour is an important part of this design coding and The Masterplanning team have recommended brightly coloured buildings where they have deemed it to be appropriate. In Book 1 there is a review of the existing housing examples in and around Lerwick from which, Page 39, there is a summary of key parameters derived from the positive and negatives of the various schemes (including the Quoys). A key aspect of the parameters</p>	No modification required.

		<p>bland, lifeless, harl clad houses such as Norstane or Voder View etc.</p> <p>The Hjaltland Housing Association have shown over recent years what can be achieved with new, vibrant housing such as at Quoys in Lerwick.</p> <p>I would like to encourage a similar approach to the new schemes and trust that we'll see colourful, timber clad housing being built</p>		for future housing design includes the use of appropriate good quality materials and colour.	
08	S Dennis Archaeology	<p>In response to the Draft North Staney Hill Masterplan Supplementary Guidance, I would like to draw attention to the importance of the World War I and World War II remains situated on the proposed development site.</p> <p>I am a freelance archaeologist, with ten years experience living and working in Shetland.</p> <p>I disagree with the recommendations in Appendix 2 – Archaeological Report with regards specifically to the Observation Post and bunker (sites 28, 29 and 30 - HU 46417 41993), and more generally to the military earthworks, gun placements, and fire trenches surrounding the Observation Post.</p> <p>The Report calls for preservation by</p>	Retain Archaeological remains on site.	It is not the intention of the Masterplan to remove the WWII observation post which will lie within the public open space at the centre of the site. The Masterplanning team have suggested the area around this relic and the gun emplacement which sits above Burgess street should be retained and enhanced as a viewpoint or public art. We recognise there can be public safety issue with relics such as these and it is hoped a strategy can be worked out between HHA and the local community to the satisfaction of all parties.	No modification required. The Masterplan does not propose to remove Archaeological remains.

		<p>record only (Appendix 2 page 28), however these features are of great national, as well as local, significance and should be preserved in situ. The vast majority of World War defences in the UK were decommissioned and demolished shortly after World War II. More military sites were destroyed during housing booms and urban developments in subsequent years. Due to its 'remote' location and unfavourable terrain, the Staney Hill military infrastructures have survived intact.</p> <p>These archaeological remains are within the Moorland (LT8), and on the fringes of the Bowl and the Plateau (development areas LT1 and LT2). However there is currently no mention of these remains within your current proposal. Preserving these tangible connections with our recent past is an integral part of the character of the greater landscape, and measures could be taken to incorporate these features into the detailed design phase of the housing development.</p> <p>Its proximity to the high school, as well as the town centre, lends itself to forming a powerful asset for education, tourism, and the local community</p>			
--	--	--	--	--	--

		identity.			
09	Lerwick Community Council	<p>Lerwick Community Council supports the plan to provide much needed housing for the town.</p> <p>There are some concerns about the style of proposed housing which looks as if they deviate from the Shetland Style House Guidance as published by SIC and we would prefer the new housing to stick to the approved guidance.</p> <p>We would like to ensure that the new scheme did not have a negative impact on existing housing by blocking out light in areas where they are already in the shadow of the hill for much of the day.</p> <p>We would like to ensure that the need for some larger family homes are taken into account, and that as each phase is progressed that the housing needs are reassessed to accommodate larger families, which might include families who are needing to look after elderly relatives and not just for those with young children.</p> <p>We welcome the green public spaces and the new network of footpaths which we believe will make it easier for pedestrians and cyclists to access the</p>	<p>Request housing siting and design that is compliant with the Shetland House document and does not have a detrimental impact on the light available to existing residential developments in the area.</p> <p>Wish to see more larger family homes included in the Plan.</p>	<p>The actual final design for the housing scheme will be submitted as part of the detailed design for each phase. The masterplan intends to give a degree of flexibility to these final designs however we recognise that this is an urban site which needs careful consideration of the topography, microclimate, accessibility and appropriate massing and materiality.</p> <p>The brief for the masterplan is based on existing known housing need as identified in the current HNDA and LHS. It is the decision of the Landowner (HHA) what they would seek to see built. At present the majority of the housing need identified is for single bedroom accommodation. Larger family houses are included within this brief in line with demand. Again the Masterplan recognises that this need may change with time and this may influence the proposals for the latter phases on the site.</p>	<p>No modification needed. Details of siting and design of individual houses and schemes will be dealt with during the next stages of the development which will include the submission of Applications or detailed planning permission.</p>

		new housing. We would prefer the paths to be paved in due course, once the ""natural"" paths have been established.			
10	S Sjoberg. 15/01/18	The World War 2 Observation Post on top of the North Staney Hill should be preserved. It is an important part of local history and is the standout structure in a wider military environment. It is a unique building to Shetland -if not the whole of the UK - and is worthy of preservation to remind future generations of the dark times endured by our ancestors.	Retain Archaeological remains on site.	It is not the intention of the Masterplan to remove the WWII observation post which will lie within the public open space at the centre of the site. The Masterplanning team have suggested the area around this relic and the gun emplacement which sits above Burgess street should be retained and enhanced as a viewpoint or public art. We recognise there can be public safety issue with relics such as these and it is hoped a strategy can be worked out between HHA and the local community to the satisfaction of all parties.	No Modification required. The Masterplan does not propose to remove Archaeological remains.
11	B Moncrieff & C Edwards 16/01/18	We are concerned that the road extension going past our house (number 4, Staneyhill) will be used as a short cut by people wanting to by-pass the main routes. The road is already practically a one way system due to the cars parked along its length. We are also concerned that the corner where this road meets the Old North Road is too tight and wouldn't cope with the increase in traffic. Unless specific traffic calming measures were in place to	Seek to see proposed road layout amended.	SIC Roads Department have been consulted throughout the development of the masterplan and they have made comments on this consultation. The Masterplanning team have discussed the concerns raised as a result of this consultation and confirm that while the existing Staneyhill scheme roads are fairly narrow, in relative terms they carry very little traffic and operate well within the bounds of any nominal traffic capacity. The points raised have been considered on	No modification required. The points raised have been considered and will be considered further during the detailed design stage of the development.

		<p>deter people from using this as a through road rather than an access road we will be objecting to its extension.</p>		<p>various occasions, and additional traffic calming features were installed on the North Road as a result ensuring that all approaching traffic in that area maintained an appropriate speed.</p> <p>There is little expectation of the new routes being used for 'rat running' as the overall scheme layout is designed to make this unattractive due to the number of junctions and turns and through the use of narrow road widths with occasional on-street parking.</p> <p>The intention is that these connections are largely for the benefit of existing residents in the area and to integrate the new residential areas into the existing areas and their facilities. There is, therefore, little doubt that additional local traffic will be generated along the various Staneyhill housing scheme roads that are connected into the new Staneyhill development, but this is fully expected to be well within normal levels for the road types present.</p> <p>. It is acknowledged however that there will be issues that need to be addressed at detail design stage for each of the construction phases. It is recommended therefore to append the comments from SIC Roads to provide additional guidance</p>	
--	--	---	--	---	--

				for the design teams who will progressing each one of these phases	
12	HES 16/01/18	<p>The proposed development, which is located c. 690m to the north of Clickimin Broch on an elevated area of ground called North Staney Hill, would be visible in views to the north. As you are aware, we have previously commented that further encroachment of development in this area constitutes a significant change to the setting of the monument, and we have highlighted our concerns about the need to mitigate the impact in line with the advice contained in our Setting Guidance</p> <p>Figure 5.2 (Development Framework) shows the area where development is preferred, and other areas not considered to be suitable in relation to the Staney Hill ridgeline. This ridgeline is highlighted in the document as being a key feature in relation to the setting of the broch, and in terms of the wider landscape.</p> <p>Figure 5.2 and Figure 4 (Design Objective Layout) indicate that development would be restricted to the lower slopes of North Staney Hill,</p>	None	Comments noted	No modification required.

		<p>meaning that it would not break the ridgeline. Figures 5.2 and 4 also show that development would be restricted to the area directly behind and east of the new Anderson High School and Halls of Residence, rather than it spreading west of the building.</p> <p>Conclusion</p> <p>While we consider that there will be an impact on the setting of the broch, we welcome that consideration has been given to the design of the development to mitigate this impact by ensuring that it would not break the skyline, or spread development further to the west of the new Anderson School buildings. In light of this, we are content with the draft Masterplan.</p>			
13	SIC Environmental Health. 17/01/18	<p>Thank you for consulting with Environmental Health regarding the draft North Staney Hill Masterplan Supplementary Guidance. Having reviewed the Draft I can confirm that the Environmental Health department will only be able to make formal comment once a detailed planning application has been submitted.</p> <p>Due to the identified areas for development being in close proximity to</p>	None	Comments noted	No modification required.

		<p>existing residential housing schemes, the department will require to see detailed proposals to mitigate, manage and control any possible statutory nuisances that may be generated during the ground works and construction phases of this development, with particular reference to noise and vibration, air quality etc. (and littering) resulting from associated works.</p> <p>Should the developers wish to discuss any of the issues detailed above they should contact the department for formal discussions</p>			
14	J Sandison. 17/01/18	<p>I was very disappointed to hear recently that Hjatland Housing Association, with proposed plans for Development on the Stanley Hill, are intending to demolish the Observation Tower. I feel it is vital that this Tower should be kept, with a suitable community, heritage area linked to it. I feel that Hjatland are not full aware of the importance of this building in relation to the history of Lerwick, its unique WW2 Archaeology, and also the town sky-line. It is clear from Hjatland's proposals that they are unaware of how important the Observation Tower is historically is. It is not just a 'lump of concrete'.</p> <p>It is important that this structure is</p>	Retain Archaeological remains on site.	It is not the intention of the Masterplan to remove the WWII observation post which will lie within the public open space at the centre of the site. The Masterplanning team have suggested the area around this relic and the gun emplacement which sits above Burgess street should be retained and enhanced as a viewpoint or public art. We recognise there can be public safety issue with relics such as these and it is hoped a strategy can be worked out between HHA and the local community to the satisfaction of all parties.	No modification required. The points raised have been considered.

		<p>maintained for the following reasons:-</p> <p>(1) It has been proven by experts from Historic Scotland, that - in terms of WW2 Home Defence - Lerwick is the best preserved fortified town in the UK with the Post as a unique site. Many towns have lost such sites due to development.</p> <p>(2) The Observation Post has community history. There are people living today who can relate to its original use during WW2, and also recognise it as an integral part of the towns social history.</p> <p>(3) Archaeology Shetland have spent many hours cataloging the various fortifications around Lerwick. The Observation Tower, is part of that work, but it only the tip of the iceberg. There is much more examples of defence being clarified bringing out the true extent of the 'Robertston Line' which surrounded Lerwick. This stretches from the Gremista side of town, to Sandy Loch, finishing at Trebbister. This important modern archaeology, upon which more information is being gathered the whole time. It should be protected rather than destroyed.</p> <p>(4) In line with this history/heritage trail proposal has been put forward though still in its infancy. This will gather pace as more information is discovered in</p>			
--	--	--	--	--	--

		relation to (3). All important historical local heritage should be protected, whether it is from the Viking Era, or from the modern era.			
15	Whalsay CC. 18/01/18	<p>"Point 1/. The Loch runs nearly dry nearly every summer, where will the 300 extra houses get their water? Point 2/. Is the sewage treatment works able to cope with 300 extra houses waste or will this require to be upgraded, at what cost? Point 3/. 300 more houses will house possibly 1000 people or more, where will the extra residents work, are there plans for investment in industry that we are not aware of? Point 4/. Is the SIC going to provide more car parking areas around the town to cope with the extra cars from 300 more houses? Point 5/. Can the present medical service provision in Lerwick cope with 1000 more Lerwick residents? Point 6/. There will be a lot more roads and paths and street lights to be maintained, are there enough vehicles</p>	No Change to Masterplan sought. Answers to questions relating to capacity of existing infrastructure requested.	<p>The Masterplanning team have been in consultation with Scottish Water throughout the masterplan process. SW confirm there is capacity for this size of development in Lerwick.</p> <p>The Masterplanning team have been in consultation with Scottish Water throughout the masterplan process. SW confirm there is capacity for this size of development in Lerwick. Costs will be met by the developer and Scottish Water.</p> <p>The development will be phased over a 10 year period. Most of the housing will accommodate people who are already resident and working in Shetland. A significant proportion of those will be people already living or working in Lerwick already.</p> <p>The Masterplanning team recognise there are pressures on Lerwick Health Centre however the development will be phased over a 10 year period therefore any impact will be negligible.</p> <p>Shetland Islands Council Roads service has</p>	No modification sought.

		<p>for road and path clearing and gritting, refuse collection and road sweepers which follow the refuse collection vehicles in Lerwick to cope with the extra houses and streets/roads?</p> <p>Point 7/.</p> <p>Is the town power grid capable of coping with the extra power consumption of the extra houses or will this require an upgrade?</p> <p>And then are there another 100 houses proposed for the Knab to add to this?"</p>		<p>been engaged in the Masterplanning process throughout its development. There comments and the required actions are included in this table.</p> <p>We have been in consultation with SSE during the process and they confirm there is capacity within their system.</p>	
16	SIC Roads Service. 18/01/17	<p>The efforts of the team producing the masterplan should be commended as it is clear that most of the varied inputs gathered throughout the consultation phase have been taken on-board and applied to what is undoubtedly a difficult site.</p> <p>Following through on the work produced to date should help to deliver a collection of high quality developments with an obvious synergy between them and the relevant surrounding areas.</p> <p>However, there a couple of areas where I think the masterplan falls a little short, and has failed to carry through at the final stage considerations that were highlighted from the outset. These are</p>	Seek further detail and some layout amendments to be considered at the detailed design stage.	<p>All points noted and will be addressed at detailed design stage.</p> <p>HHA are interested in pursuing sustainable car fee developments. These will be considered at detail design stage however the principal of car free developments where there is no, or very little car parking provision should be an option in this day and age considering the location within the confines of the urban area of Lerwick. This will allow the potential of developing more inaccessible parts of the site.</p> <p>In general, the points highlighted by SIC Roads department do not fundamentally change the overall proposals for the masterplan. It is acknowledged however that there will be issues that need to be addressed at detail design stage for each of the construction phases. It is recommended therefore to append the</p>	Append Roads comments to the Masterplan Documents.

		<p>the need to minimise/ negate the need for cul-de-sacs, and the strategic travel and connectivity benefits of tying the new road network into the Voderview road end.</p> <p>Sheet #1 attached to this response highlights at 'A' two of the proposed cul-de-sacs that could be connected with a minimal standard vehicular link to aid movement and servicing. This approach was used in similar circumstances at the Grodian's scheme at Quoys, Lerwick. The link location is also highlighted on sheets #8 and #9.</p> <p>Highlighted at 'B' on sheet #1 is the missing vehicular link into the Voderview road. While it has been identified as a pedestrian link in the final notes (sheet #7) it was always advised that this link should form a higher function (sheets #2 – #4). The standard for this link does not need to be high as it will primarily be for local access. The location and routing shown on sheets #5 and # 6 would not preclude a nominal route for vehicles with sufficient passing and meeting provision, while also providing a good quality route for pedestrians and cyclists.</p>		<p>comments from SIC Roads to provide additional guidance for the design teams who will progressing each one of these phases</p>	
--	--	--	--	--	--

		<p>Providing the link described above would also benefit access between the new development area and the existing Staneyhill shop (shown on sheet #10 but omitted from destinations on #11) and the local Staneyhill Hall resource (also omitted from sheet #11).</p> <p>Another area of comment is identified on sheet #1 at 'C' and relates to the proposed car-free development areas in the valleys above the terrace area.</p> <p>While the Heddle's Park and Water Lane developments (see sheets #12 and #13 as attached) are highlighted as being car free and with quality public space, they both suffer from a severe lack of parking anywhere on their periphery. It is important to recognise that adequate parking needs to be provided for these developments in appropriate locations within the terrace development area below the 'car free' areas. There is a general note to this effect within Section 8 of the Masterplan Framework (sheet #14) but we need to be sure that the parking issues as seen at Voderview and Norstane (sheet #15) are not replicated in this development.</p>			
--	--	---	--	--	--

		<p>I would therefore recommend a fuller explanation of parking provision for the 'car free' areas in Section 8 of the Masterplan Framework as identified on the attached sheet #16.</p> <p>Further considering the terrace area, I think that it would be prudent to highlight that no link has been proposed or identified from the innermost end towards the Staneyhill Hill Road and Westerloch areas. While I do not underestimate the difficulties currently related to such a link I would advise that a suitable gap be left in the development pattern to permit this in the future. I have highlighted this on sheets #17 to #19. Like the Voderview Road link this need not be to a high standard.</p> <p>Within Section 8 there are also a couple of points that could do with more comment from us. You may wish to see these incorporated into the Masterplan as they will be relevant at the design stage due to Road Construction Consent and Traffic Order considerations.</p> <p>At the southern entrance to the Escarpment area there is likely to be change in speed limit from 30mph to 20mph. This is because while 20mph</p>			
--	--	--	--	--	--

		<p>will be the default for the development the road link between the Terrace and Escarpment areas has no development frontage and is relatively straight due to the topography constraints. As such it will likely be a section of 30mph road. I have noted this on the sheet attached as #20.</p> <p>The spine road through the Bowl area is also relatively straight and a narrowing/ chicane traffic calming feature is proposed and a sketch provided by the masterplan (sheet #21 as attached). It must be noted that the selection of traffic calming features is based on a number of factors such as prevalent or expected speeds, target speeds, and traffic flows and composition. As such any traffic calming feature used within the development will require proper consideration at the detailed design stage. It may be that the identified narrowing/ chicane detail is not appropriate.</p> <p>Section 11 of the Masterplan Framework deals with guidance for roads and drainage. A couple of points contained within that section need some additional explanation or information provided by the applicant. Sheet #22 highlights the note regarding</p>			
--	--	--	--	--	--

		<p>retaining structures along lower embankment slope. This note requires to explain that the provision of such structures may then lead to a requirement for vehicle restraint barriers to protect against the resulting vertical drop.</p> <p>Sheet #23 highlights that the SuDs drainage strategy for roads within the development will use road edge discharge to filter drains. More information on how this very specific detail is to be employed should be provided as it is not one normally associated with dense urban/ hard landscaped developments such as planned for the majority of this development area.</p>			
17	J Williamson. 18/01/18	<p>The proposed through road extending from the road where Heatwise is located</p> <p>This road is already congested and busy causing challenging parking issues for residents.</p> <p>Making the road a through road will</p>	Seek to see proposed road layout amended.	SIC Roads Department have been consulted throughout the development of the masterplan and they have made comments on this consultation. The Masterplanning team have discussed the concerns raised as a result of this consultation and confirm that while the existing Staneyhill scheme roads are fairly narrow, in relative terms they carry very	No modification required. The points raised have been considered and will be considered further during the detailed design stage of the

		<p>increase the traffic flow and cause more congestion and safety issues for pedestrians and motorists.</p> <p>The road at upper Staney Hill is in the same situation and extra parking spaces would be required to ensure safety for motorists and pedestrians</p>		<p>little traffic and operate well within the bounds of any nominal traffic capacity. The points raised have been considered on various occasions, and additional traffic calming features were installed on the North Road as a result ensuring that all approaching traffic in that area maintained an appropriate speed.</p> <p>There is little expectation of the new routes being used for 'rat running' as the overall scheme layout is designed to make this unattractive due to the number of junctions and turns and through the use of narrow road widths with occasional on-street parking.</p> <p>The intention is that these connections are largely for the benefit of existing residents in the area and to integrate the new residential areas into the existing areas and their facilities. There is, therefore, little doubt that additional local traffic will be generated along the various Staneyhill housing scheme roads that are connected into the new Staneyhill development, but this is fully expected to be well within normal levels for the road types present.</p> <p>. It is acknowledged however that there will be issues that need to be addressed at detail design stage for each of the construction phases. It is recommended</p>	development.
--	--	---	--	---	--------------

				therefore to append the comments from SIC Roads to provide additional guidance for the design teams who will progressing each one of these phases	
18	SEPA.18/01/18	<p>. Surface water drainage</p> <p>1.1 Details of the surface water provision are provided in Section 11 – Detailed Design for Roads and Drainage. The outline proposal is to provide storm water attenuation utilising two SUDS detention basins (although ponds are also referred to and this should be clarified) located on the east and south areas of the site and filter strips where necessary with filter drains to convey the flow to the main attenuation ponds. Please provide a demonstration (brief statement) showing how the SUDS proposals are designed in accordance with the CIRIA SUDS manual C753 www.susdrain.org/resources/SuDS_Manual.html and that appropriate treatment of water quality is provided.</p> <p>1.2 We have a record of flooding in the residential area adjacent to the site caused by drainage issues. As the proposed development site has a steep gradient sloping towards existing residential properties, please provide a demonstration that the proposed development will not increase flood risk elsewhere.</p>	Additional information to demonstrate the compliance of the proposed SUDS with the CIRIA design manual. Highlighting a variety of additional information which will be required at the detailed design stage	<p>It should be noted that the incorporation of catch drains and bio-strips, as well as drainage of new development areas in to new SUDS measures running through the site from north to south, would help to minimise the amount of existing surface and below surface water run-off from the site currently experienced by neighbouring properties.</p> <p>More precise and detailed information relating to Surface water drainage, blanket bog and acid flush points and peat management will be provided during the detailed design stages of the Development.</p>	No Modification required. More information will be provided at the detailed design stages of the development.

		<p>2. Blanket bog & acid flush points</p> <p>2.1 The NVC mapping with the masterplan layout overlaid (Malcolmson architects September 2017) provided directly to us shows the impacts of the proposal on areas of blanket bog and acid flush points. In relation to the three M6 acid flushes (or possible watercourses /peat pipes) on the south eastern slopes directly impacted by the proposed layout, please identify mitigation for the impacts in accordance with our guidance in LUPS-GU31. The other two acid flush points in 'The Green Corridor' appear to be avoided by the proposed development. Please confirm measures to ensure their protection and enhancement including any groundwater egress at the surface. Flushes may have direct connection to groundwater so it is important to maintain groundwater quantity and quality and avoid groundwater contamination, hence the need for buffers to works, and appropriate pollution control measures.</p> <p>2.2 The 4 of the 5 areas of bog on site are directly impacted by the proposed development. However, these are considered unlikely to be groundwater dependent. Nevertheless more information on the groundwater</p>			
--	--	--	--	--	--

		<p>dependency of the M15 wet heath should be provided and any mitigation identified for the loss of mire vegetation.</p> <p>3. Peat Management Plan (PMP)</p> <p>3.1 The 0.5 – 1 metre peat depth in small isolated pockets is not a major concern. The Preliminary Peat Management Plan (Waterman Group Issue A02 June 2014) is required to be revised and updated in line with the current masterplan. The final PMP should include an interpolated peat depth map, overlaid with proposed infrastructure, in addition to details of proposed reuses.</p> <p>4. Regulatory advice for the applicant</p> <p>4.1 Details of regulatory requirements and good practice advice for the applicant can be found on the Regulations section of our website. If you are unable to find the advice you need for a specific regulatory matter, please contact a member of the operations team in your local SEPA office at:</p> <p>The Esplanade, Lerwick, Shetland ZE1 0LL 01595 696926</p>			
19	Dr E Renwick. 18/01/18	I am writing to express my concern at the possibility of the observation tower	Retain Archaeological	It is not the intention of the Masterplan to remove the WWII observation post which	No modification required. The

		<p>at the top of Staneyhill being destroyed in the process of new building. This tower is the best preserved remains of an extensive and uniquely surviving wartime landscape on Staney Hill. The tower would lend itself to acting as a focal point for interpreting this landscape to both local residents and tourists - enhancing the sense of place for the new builds and embedding them within the community as well as providing a perfect location to encourage tourists to move out into the landscape. The proposed paths, road network and viewing point would make this an ideal location. Shetland held a key strategic position during WWII and Lerwick stands as probably the best preserved example of a defended town from this period in the whole of the UK. Preserving and stabilising the tower at the heart of this redevelopment would help to foster pride in the town's heritage and increased interpretation of this period in its history would potentially attract a new demographic in terms of tourists, as has been seen with the WWII developments at Sumburgh Head and Scalloway Museum. Very little would need to be done to preserve and stabilise this building and shift the proposed viewpoint very slightly to locate them at</p>	<p>remains on site.</p>	<p>will lie within the public open space at the centre of the site. The Masterplanning team have suggested the area around this relic and the gun emplacement which sits above Burgess street should be retained and enhanced as a viewpoint or public art. We recognise there can be public safety issue with relics such as these and it is hoped a strategy can be worked out between HHA and the local community to the satisfaction of all parties</p>	<p>Masterplan does not propose to remove Archaeological remains.</p>
--	--	---	-------------------------	---	--

		<p>the same position - the tower doesn't need to be open to the public if this cannot be realistically managed but can stand as a focal point with interpretation panels explaining the wartime archaeology across the hill and looking out across Lerwick and Bressay. There is a very substantial archive of original wartime material held in the Archives which provides an exciting opportunity to present a site complete with original archive material that ranges from the minute everyday details of despatch riders and communications networks to the bigger picture preparing for potential invasion. The interpretation side of the project could even be a grant funded community project if there are inadequate funds elsewhere for this sort of development, the community interest is already there and organised, as evidenced by Archaeology Shetland's work on recording Staney Hill sites over the past year. It would be a great shame to not take advantage of this opportunity since it barely impacts at all on the development strategy and could be beneficial to Lerwick and wider Shetland. The Royal Commission for Historic Sites and Monuments and Historic Environment Scotland have both confirmed the unique nature of</p>			
--	--	---	--	--	--

		<p>this landscape and are returning to the site to work with Archaeology Shetland to record more sites across Staney Hill and further out amongst the other defensive lines. Some of these remains will naturally be lost during development but it would not be difficult to retain the observation tower as a central point to understand the landscape and would be a huge shame to lose a symbol of Shetland's vital role during the war. The significant community interest that has surrounded the work of Archaeology Shetland on Staney Hill just confirms the attachment of the local community to the site as both a piece of archaeology and a nostalgic part of many childhoods spent playing across the area.</p> <p>My own work in my recent PhD supported strongly the importance of engaging with standing architecture and human stories to effectively present heritage - here we have an ideal opportunity to use one building to present a important facet of the story of wartime Shetland and contribute to the Lerwick economy by encouraging visitors to spread out within the town and thus maximise the potential tourism spend. Orkney has great</p>			
--	--	---	--	--	--

		<p>examples of using wartime archaeology to promote tourism - Shetland's wartime archaeology is less dramatic but equally important and potentially valuable as a tourism asset - destroying it wholesale rather than retaining key sites would be a short sighted policy to pursue. The observation tower may not be much to look at but provides an all important authentic piece of this human drama on which to pin a whole narrative. I would be very happy to discuss further ideas on a positive combination of development and heritage on Staney Hill, this is something I have experience of elsewhere both academically and in terms of practical planning and management on the ground.</p>			
20	AM & G Robinson. 19/01/18	<p>We welcome plans coming forward in respect of developing this site. Having moved to Burnside over twelve years ago, it was always our expectation that this site would be developed.</p> <p>However, we're very disappointed by the apparent lack of consideration given to existing properties in Burnside and Norstane to the North of the proposed new scheme. We're also very disappointed at the apparent lack of reference to the established principles</p>	<p>Request that consideration be given to the design of the new development to take into account the amenity of the existing neighbouring residents.</p>	<p>The housing in this area will form part of the final phase of the development. The masterplan design at present recognises the need to create shelter and usable public spaces utilising the massing of the housing. The actual final design for the housing scheme will be submitted as part of the detailed design for each phase and will be subject to the usual Planning Permission process. The masterplan intends to give a degree of flexibility to these final designs however we recognise that this is an urban site which needs</p>	<p>No modification needed.</p> <p>Details of actual siting and design of individual houses and schemes will be dealt with during the next stages of the development which will include the submission of Applications or</p>

		<p>for good development set out in ""The Shetland House - Guidance for Housing Development in Shetland"".</p> <p>We will reference our comments to the area described as LT1 in Workbook 3 as those are most likely to impact on our property and those of our neighbours.</p> <p>Our biggest concern is the location, scale and density of the houses proposed in area LT1. The sections shown on page 16 of Workbook 3 fail to take into account the potential impact on properties in Burnside. Indeed the three sections shown miss out Burnside entirely. One section goes from the North-West to the South-East while two go from the South-West to the North-East thus avoiding the Burnside houses.</p> <p>If sections were shown from North to South and East to West then these would show how very much higher the houses proposed to the South of Burnside really are and the fact that the the density is such that daylight and solar gain would be severely affected for an extended period each year. The two storey ""street"" at the North side of the proposed development will overlap and combine with the proposed three storey development on the</p>		<p>careful consideration of the topography, microclimate, accessibility and appropriate massing and materiality.</p>	<p>detailed planning permission</p>
--	--	--	--	--	-------------------------------------

		<p>highest part of the site to form a solid wall of houses South of Burnside. This goes against almost all of the principles described in Section 2 - the ""Early Stages"" section of The Shetland House document.</p> <p>The proposed two and three storey houses are out of keeping with the adjoining properties and most of those on the North-facing slope of the Staney Hill - the vast majority of which are either single storey with low-pitched roofs or storey and a half. Such a development is described as a ""Bad Neighbour"" development in section four of The Shetland House and is perfectly illustrated on page 20 therein.</p> <p>Section four of The Shetland House also deals with daylight and sunlight blocking and Figure 18 on page 26 shows the likely effect of building on the skyline to the south of Burnside. For a time around the mid-winter solstice the sun doesn't rise above the ridge to the South of Burnside and remains low above the ridge for a few months each year. Any development on the ridge will extend these periods but a three storey development of the density proposed will have a significant negative effect in terms of passive and active solar gain</p>			
--	--	--	--	--	--

		<p>and daylight.</p> <p>We recently installed solar panels using permitted development rights after an assessment showed that options to improve the energy efficiency of our home were very limited. Following survey, the resulting energy performance certificate recommended photo-voltaic panels, solar water heating and the addition of room thermostats - all of which we have implemented. We're pleased to say that even in January the panels can provide a very useful 2.5KW of energy but again any development that breaks the skyline will negatively impact on this at a time of year when it's most needed.</p> <p>Burnside is very exposed to any Westerly winds. Missing roof tiles and chimney pots in the scheme at any given time bear witness to this. Again, the height and the density of the proposed development to the South of Burnside is likely to have a funnel effect that makes this situation worse. We lost six roof tiles in storm Caroline last December and many of our neighbour's properties also suffered damage. The proposed new development on such an exposed site vastly increases the risk of wind-blown debris impacting on</p>			
--	--	--	--	--	--

		<p>surrounding properties.</p> <p>We have attached a photograph taken from our dining room window at midday on the 20th of December last year which illustrates the fact that the sun doesn't rise above the ridge of the hill in mid-winter.</p>			
21	Archaeology Shetland.19/01/18	<p>We are writing to express concern at the possible destruction of the WWII Staney Hill observation tower as part of the new housing development.</p> <p>In our work as a local community group over the last year we have been undertaking detailed surveying and recording the wartime sites on Staney Hill and have identified that Lerwick as the best preserved WWII fortified town in the UK. This has been confirmed by wartime experts from Historic Environment Scotland.</p> <p>While this does not mean every tiny piece of archaeology on Staney Hill can or should be preserved for perpetuity, we would argue strongly that the observation tower in particular should be retained as a unique structure and a point from which to understand the key role of Shetland in WWII.</p>	Retain Archeological remains on site.	It is not the intention of the Masterplan to remove the WWII observation post which will lie within the public open space at the centre of the site. The Masterplanning team have suggested the area around this relic and the gun emplacement which sits above Burgess street should be retained and enhanced as a viewpoint or public art. We recognise there can be public safety issue with relics such as these and it is hoped a strategy can be worked out between HHA and the local community to the satisfaction of all parties.	No modification required. The Masterplan does not propose to remove Archaeological remains.

		<p>We have spent many hours across the hill with our members cataloguing the fortifications, planning them and using GPS to build up a GIS map of the archaeology and many more in the archives working out how they relate to each other, to Lerwick and to the defence of Shetland. This is an immense resource which is just crying out to be used for the benefit of the local community and to boost tourism.</p> <p>We have already proposed a heritage trail across Staney Hill and down into the town with the Observation Tower at its heart as a key point from whence to look out across Lerwick and Bressay to place the various defences in their context. This is planned to be a community project and grant funding applications are already being drafted for the Heritage Lottery Fund and similar national funding bodies. This would work very happily with the proposed footpaths across Staney Hill and would integrate the new housing into the story of Lerwick.</p> <p>There is very strong community feeling about these sites; they formed part of many childhoods playing on Staney Hill, retaining the observation tower would make virtually no difference to the</p>			
--	--	---	--	--	--

		proposed development plans, be an asset to the area and respect and value the community memories and stories around the hill.			
22	Scottish Water	<p>Thank you for the invitation to participate in the North Staney Hill Masterplan consultation. Scottish Water would like to comment on the following sections of the document:-</p> <p>3.38 - Engagement between the Developer and Scottish Water has been ongoing during the development of this Masterplan and will continue throughout the delivery of the full site. Scottish Water is currently undertaking modelling of both the water and sewer network to identify what mitigation the Developer must carry out to support the full development and protect existing customers.</p> <p>3.39 Until very recently changes were still being made to the route of the new water main being installed in the area, but this is now near completion. This work has been done in collaboration with the Developer and their consultants to ensure the route is mutually agreeable.</p> <p>3.40 Like the WWTW, Sandy Loch WTW currently has sufficient capacity to serve</p>	<p>Add a paragraph at point 3.40 to ensure both water and waste water capacity is covered. Agree the final drainage solution for the development at the detailed design stages</p>	<p>Comments Noted, paragraph to be inserted at 3.40 which states “Sandy Loch WTW currently has sufficient capacity to serve this development, although it will be nearing capacity in the next few years, depending on how much new development takes place within the Sandy Loch catchment. The development of a Water Strategy for Shetland is already underway to support future growth in the area. Finalised drainage design details will be discussed during the detailed design stages of the development”</p>	<p>Requested modification to para 3.40 added. Finalised drainage design details will be discussed during the detailed design stages of the development.</p>

		<p>this development, although it will be nearing capacity in the next few years, depending on how much new development takes place within the Sandy Loch catchment. The development of a Water Strategy for Shetland is already underway to support future growth in the area. Can a comment to this effect please be added to this paragraph to ensure both water and wastewater capacity is covered?</p> <p>3.41 Taking foul drainage through Clickimin will require it to be pumped twice: first through Grantfield Pumping Station and then Gremista Pumping Station. A more sustainable solution would be to go via the surrounding infrastructure and then gravitate directly to Gremista. The drainage solution for the development still needs to be finalised so further discussion on this will be required."</p>			
23	HIE. 19/01/18	<p>HIE "Highlands and Islands Enterprise welcomes the development of the draft North Staney Hill Masterplan. The Masterplan provides a clear ""blueprint"" of the housing possibilities</p>	None	Comments Noted.	No Modification required.

		<p>on this challenging site and, if adopted as Supplementary Guidance, will reduce the complexity of the planning process for future developers.</p> <p>HIE is a full and active partner in Shetland's Community Planning Partnership and we recognise that significant housebuilding will be required in Lerwick and across parts of Shetland to meet housing demand. Housing demand is particularly acute in Lerwick and as the North Staneyhill site could accommodate up to 300 homes, this will make a major contribution to the demand for housing in Lerwick.</p> <p>HIE work with a significant number of growing businesses based in Lerwick and the central mainland of Shetland. Many of these businesses are keen to expand and grow but the current tight labour market is impacting on their growth aspirations. The need to attract and retain young people is critical to Shetland's long term prosperity and therefore the provision of more housing in areas that young people wish to live is essential. Our view is bolstered by independent research which HIE commissioned in 2015 which investigated the attitudes and aspirations of young people to living</p>			
--	--	---	--	--	--

		and working in Shetland. This survey clearly shows that the majority of young people with Shetland connections see that there are significant employment opportunities available locally and there is a strong desire amongst this demographic to work and have their careers in Shetland. However, their major concern was the prospect of being able to find and secure affordable accommodation. The adoption of this masterplan will therefore send a strong signal that the Shetland community is committed to the significant development of mixed tenure housing in Lerwick to address demand, as well as a wider commitment to future economic growth and prosperity - right across the isles			
24	RSPB Scotland. 19/01/18	RSPB Scotland notes the consultation by Shetland Islands Council on the draft North Staney Hill Masterplan Supplementary Guidance. The ecological mitigation recommendations set out in the Ecology and Nature Conservation Report (Appendix 3) should be delivered in full as part of the future development of the site and the detailed design stages will need to demonstrate 'how to incorporate some areas of semi-natural habitat into the development in a positive way' as recommended in the NVC report	None	Comments Noted	No modification required. Further information relating to ecology and nature will be provided at the detailed design stage of the development.

		(Appendix 1). In addition any opportunities to demonstrate biodiversity enhancement in line with policy NE3 of the Local Development Plan should be investigated and incorporated in the detailed design. Thank you for consulting us on this Supplementary Guidance.			
25	ZeTrans.19/01/18	<p>ZetTrans commends the inclusion of a through road connecting the proposed development to the existing road network. This will make it far more practical, both operationally and financially, for potential public transport services through the proposed new development.</p> <p>ZetTrans assumes that all eventual infrastructure will be fully inclusive and will take proper account of the needs of all members of society, at all stages of their lives. Such consideration will require special attention to the types of vehicle which may need to access the proposed development.</p> <p>Mindful of the ageing population, the topography of the site and the requirement to encourage active and sustainable travel, ZetTrans recommends consideration of the needs of walkers and cyclists moving within, to and from the proposed</p>	None	Comments noted	No Modification required.

		<p>development. Paths should include elements to reduce the impact of gradient, such as steps and 'zig-zags'. The use of personal mobility scooters and electric wheelchairs should also be accommodated.</p> <p>The need for shelter from the elements is acknowledged in the proposals. This consideration must extend to the eventual siting and design of public transport infrastructure such as bus stops and shelters where, by definition, people will be standing for a period of time. ZetTrans respectfully requests that it be consulted on this issue as and when the development moves forwards.</p>			
26	TV Young & E Young. 19/01/18	<p>We would like to object to the area known as "The Bowl" in the Development Framework Book 3. We note that the houses that are built behind our house at Burnside will be 2 storey and overlooking our house. These houses will be much taller than those that they are overlooking and will block daylight and direct sunlight from reaching us. (as per Shetland Islands Council, The Shetland House, Guidance for Housing Development in Shetland, 2008). The Guidance clearly states that "4.44. A Proposed new development must respect the right of its neighbours</p>	<p>Request that consideration be given to the design of the new development to take into account the amenity of the existing neighbouring residents.</p>	<p>The housing in this area will for part of the final phase of the development. The masterplan design at present recognises the need to create shelter and usable public spaces utilising the massing of the housing. The actual final design for the housing scheme will be submitted as part of the detailed design for each phase and will be subject to the usual Planning Permission process. The masterplan intends to give a degree of flexibility to these final designs however we recognise that this is an urban site which needs careful consideration of the topography, microclimate, accessibility and appropriate</p>	<p>No modification needed. Details of actual siting and design of individual houses and schemes will be dealt with during the next stages of the development which will include the submission of Applications or detailed planning permission</p>

		to have a reasonable amount of daylight into all its windows and direct sunlight into its main rooms." We still have concerns regarding the drainage and impact on our houses from the natural springs and water run off from the hill		massing and materiality.	
27	I Henderson. 19/01/18	I am a guardian to my brother who has cerebral palsy and is a wheelchair user. Our property is a upstairs flat which has about fifty steps to the entrance around the back, We would be ever so gratefull if you would consider some sort of disabled access from the new development of houses in the "escarpment" area into the garden which is quite near the planned road joining into the lower staney hill road in the NE corner. Overall, think your plans look great and hopefully will sort out the drainage for all the houses in the North Road Area that get so much into their property	Request consideration of disabled access into and throughout the development site.	Comments noted. The Masterplanning team recognise that the topography makes level access challenging however they have endeavoured to ensure level access can be achieved for the vast majority of housing on the site. The sustainability implications are unquestionable therefore housing where level access is impossible should be minimised through design	No modification required.
28	SLAP (Agent A Farningham Ltd) 19/01/18 including amendments received on 21/01/18	On Page 4 of Book 1: Evolution of Masterplan it states that the purpose of the document is to discharge conditions relating to a Planning Permission in Principle Reference No.2014/197/PPP granted on 11 March, 2015 by Shetland Islands Council for proposed houses at North Staney Hill, Lerwick. Condition 4 of the said permission requires the submission of a masterplan	Seeking links to the rea of land adjacent to the Masterplan site owned by SLAP to be included within the Masterplan.	The planning permission in principle (PPP) expires on the 10 th March 2018. No planning submissions in pursuance of the discharge of conditions have been made to date. Once the expiry date passes the PPP will from part of the planning history of the site and will be viewed as a "material consideration" during the consideration of future applications for housing development on the site.	No modification required.

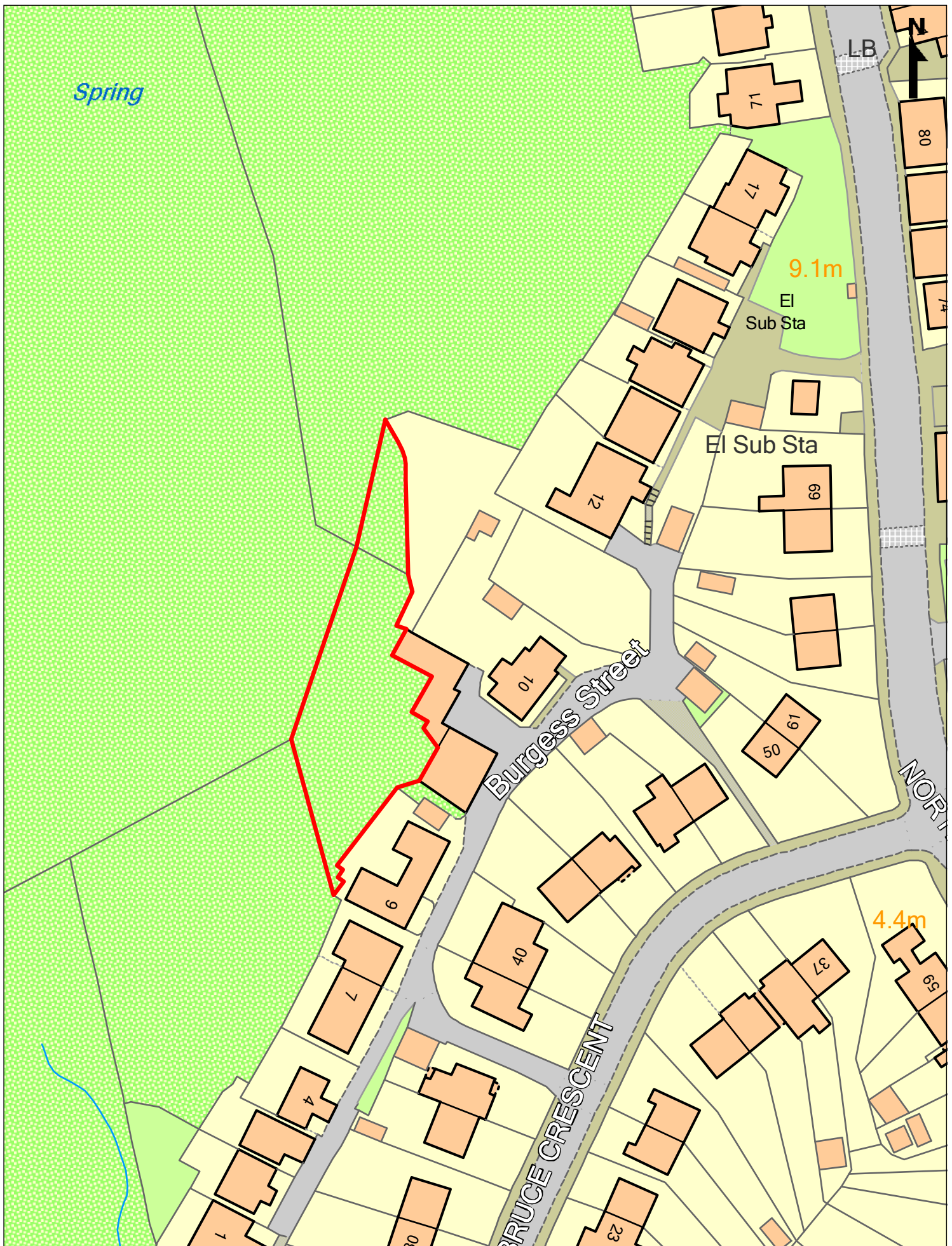
		<p>for the site to be submitted and approved in writing by the Planning Authority. The extant planning permission was accompanied by a Development Framework (Figure 5.2) referred to in Condition 4 which on the basis of the information available at the time of consideration of the planning application and following responses from Statutory Consultees such as Historic Scotland (now Historic Environment Scotland), identified areas within the 'red-line' boundary which either had preferred status for development; areas where development should proceed with caution; and, no development zones. The latter was largely constrained by potential visual impacts on the setting of the Clickimin Broch and surrounding landscape as advised by Historic Environment Scotland.</p> <p>With respect to the position that Historic Environment Scotland adopted at the time of consideration of the original planning application, the new Anderson High School had not yet been constructed. In this regard, as outlined in Paragraph 6.10 on Page 44 of Book 1: Evolution of Masterplan, there is a recognition that on account of the school now being in situ and forming an integral part of the</p>		<p>Historic Environment Scotland have made comment on the Draft Masterplan and are content with the proposals contained within it. Their response can be seen earlier in this table.</p> <p>The Requirement to provide access is a legal matter between HHA and SLAP as adjoining landowners and not for consideration as part of this Masterplan.</p>	
--	--	--	--	--	--

		<p>urban landscape, Historic Environment Scotland's viewpoint is that development behind the new school can now be considered on its merits. It is acknowledged that the overall constraint to development in relation to the area behind the school and to the north, as articulated in Paragraph 6.12 on Page 44 of Book 1: Evolution of Masterplan is that any development should not break the skyline when viewed from the Clickimin Broch.</p> <p>Following the grant of planning permission, a significant area of the land forming the original planning application boundary was sold to Hjaltland Housing Association by the then owners Shetland Leasing Property and Development Ltd (SLAP), all as per the attached plan. In this respect, SLAP retained an area of land contained within the red line site boundary covered by the Planning Permission in Principle, all as outlined in blue on the attached plan. In comparing both the Ownership Plans with the Development Framework Figure 5.2, it will be noted that the south-west corner of the site which was retained in the ownership of SLAP, falls within an area which allows for development to proceed with caution.</p> <p>As Shetland Islands Council will be</p>			
--	--	--	--	--	--

		<p>aware, as per Condition 4 of the extant planning permission, the Masterplan is required to cover the whole of the area within the 'red-line' site boundary.</p> <p>In reviewing the Masterplan documentation, it is acknowledged that the area covered by the Masterplan considers all of the site and not only that within the control of Hjaltdland Housing Association which is outlined on Figure 4, Page 10 of Book 1: Evolution of Masterplan. Furthermore, it is also recognised in Paragraph 6.5, Page 42 of Book 1: Evolution of Masterplan, there is reference to the fact that Hjaltdland asked the project consultant design team to investigate developing the area to the south of their boundary and the new school road.</p> <p>It is noted that within the Masterplan Framework, the areas considered suitable for development primarily fall within land wholly within the control of Hjaltdland Housing Association and include none of the land retained by SLAP, particularly the area in the southwest corner of the site. Representation to North Staneyhill Masterplan A review of the Masterplan documentation does not identify any</p>			
--	--	--	--	--	--

		<p>obvious constraint to development in this area, particularly with respect to potential impacts on the Clickimin Broch given the south-west corner's topographical position behind the school which obscures views from the Broch. There also appears to be no physical constraint to development.</p> <p>In the circumstances, it is felt that an opportunity has been lost to maximise the development potential of the site. Furthermore, in relation to vehicular and pedestrian connectivity between the Hjaltland land and that retained by SLAP, the Masterplan Framework does not provide any such links nor provide any reason(s) for not doing so.</p> <p>It is also brought to the attention of the Council that as part of the land sale between SLAP and Hjaltland Housing Association, there is a legal requirement for Hjaltland to provide both a vehicular and pedestrian link between the land in its ownership and that retained by SLAP. It is acknowledged that this is a legal matter. However, SLAP would have thought that such links would have been in the best interests of the overall planning of the area as part of the Masterplan.</p> <p>A copy of the legal documents requiring such links can be provided on request.</p>			
--	--	--	--	--	--

		Notwithstanding the above comments, overall, it is considered that the Masterplan for North Staney Hill has been carefully, comprehensively and sensitively prepared for what is an extremely difficult site to develop that is not without its challenges. Please acknowledge receipt of this representation."			



Land to rear of 9 Burgess St, Lerwick

Planning Service - Development Services

Reproduced by permission of Ordnance Survey on behalf of HMSO.
 © Crown copyright and database right 2018.
 All rights reserved. Ordnance Survey Licence number 100024344.

Paper size: A4
 Date: 20/02/18

Scale: 1:800
 PB: JC