

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

**Present:**

A Cooper	P Campbell
A Duncan	J Fraser
S Leask	A Priest
T Smith	

**Apologies**

M Burgess  
P Campbell (for lateness)  
A Manson

**In Attendance (Officers):**

N Grant, Director of Development Services  
J Belford, Executive Manager – Finance  
D Irvine, Executive Manager – Economic Development  
A Jamieson, Executive Manager – Housing  
I McDiarmid, Executive Manager – Planning  
V Simpson, Executive Manager – Community Planning and Development  
S Shearer, Team Leader – Development Plans and Heritage  
K Nicolson, Project Manager  
J Macleod, Performance and Improvement Adviser  
A Tait, Solicitor  
B Kerr, Communications Officer  
L Adamson, Committee Officer

**Chair:**

Mr A Cooper, Chair of the Committee, presided.

**Circular:**

The circular calling the meeting was held as read.

**Declarations of Interest**

None

**Minutes**

The Committee approved the minutes of the meeting held on 5 February 2018 on the motion of Mr Leask, seconded by Mr Priest.

06/18     **Development Services Directorate Performance Report –  
9 Month/3rd Quarter 2017/18**

The Committee considered a report by the Director of Development Services (DV-02-18-F), which presented progress against Council priorities from the Council's Corporate Plan by the Development Services Directorate.

In introducing the report, the Director of Development Services advised on the significant progress at Quarter 3 in terms of a number of high level targets, in the Council as a whole, and through this Committee. In that regard, he referred to the work undertaken on Fair Funding for Ferries, and advised that meetings have been arranged in March to discuss both revenue and capital funding for the nine island routes and inter island air service. In terms of broadband, he reported that the outcome is awaited following the submission of a full business case to Government for fibre network to Unst and Yell. He advised that the consultation response to the Shetland Partnership Plan will be reported to Council later this week. He also reported on the projects being taken forward to encourage more house building in Shetland, and he gave updates on Promote Shetland, the skills survey, College merger and the Islands Deal.

In response to a question, the Director of Development Services confirmed that the Strategic Housing Investment Plan (SHIP) includes proposals for house building in the Sandwick area. He reported that the projects in Northmavine and Sandness/Walls areas have been driven by the communities, with external funding secured to support the projects. It was hoped further similar projects could be progressed in other areas of Shetland.

In response to a question, the Director of Development Services advised on the progress being made on the Digital Strategy, which will provide a better understanding of the future requirements for digital users, particularly in the care and education sectors.

In responding to a question relating to Performance Indicator “OP1-4E-G - Overtime Hours – Development Directorate”, the Executive Manager – Housing reported that the annual trend for an increase in overtime hours worked at Quarter 3 would mainly relate to additional call outs to the Housing Repairs Team in responding to reports of storm damage.

Reference was made to Risk C0021, where clarity was sought on the proposals to achieve the £20m reduction in resources over the next four years. The Director of Development Services said that in terms of Development Services, it was important to have focused plans on specific services, rather than a general reduction across all areas. He advised on the work going forward to identify projects for the current and future years, to achieve the £20m savings, aligned with the priorities of the Community Plan and Corporate Plan. The Executive Manager – Finance added that a programme of proposed savings will be developed following the strategic outline case model over the next three months, and will be reported to Council after the summer recess.

Reference was made to Performance Indicator “GP-01 - Average days taken to obtain a building warrant”, where concern was expressed that the Quarter 3 figure had been skewed by one application, where progress had been delayed as an applicant would not provide the necessary information. The Executive Manager – Planning advised on the obligation to report on all applications, and he provided the Committee with an overview of the circumstances relating to the delayed application. He reported that there is an option in the planning process when further information is sought on an application, where in agreement with the applicant the clock can stop. This provides a more realistic timescale in terms of the Planning Service determination of an application. He added that there has been some discussion as to whether that option could be applicable to the building warrant process.

In responding to a question relating to Performance Indicator “GD-04 - Number of people moving into employment through Employability Pathway”, in terms of the number of people staying in employment, the Executive Manager – Community Planning and Development advised that the information would be included in the detailed report on the Employability Pathway reported annually to Committee.

In response to a request, the Director of Development Services provided an account from his attendance at a recent North Isles Digital Forum meeting. The Committee noted that national representatives in the telecoms industry had been complimentary of the Council’s business case for fibre to the North Isles. Assurance had also been given that there will be no duplication, and recognition that the infrastructure would be used by all parties.

In responding to questions relating to Performance Indicator “GH-08 - Number of Homeless Applications made”, the Executive Manager – Housing reported on the significant decrease from the average of 250 applications in previous years, down to 120 applications. She added that while the waiting list for housing and the number of homeless presentations have both reduced, and there has been movement in stock and new builds, there is still an issue with tenants in temporary housing moving to permanent solutions.

Reference was made to Appendix C, where clarity was sought on the outcome of complaint ID COM-17/18-702. The Director of Development Services confirmed that the complaint had been upheld.

During debate, the Chair reported that British Telecom have worked with communities in Shetland to provide broadband fibre into the home. In that regard, he said that communities need to work with BT for solutions in rural areas.

**Decision:**

The Committee NOTED the report.

07/18

**Development Services Directorate Plan 2018-2021**

The Committee considered a report by the Director of Development Services (DV-04-18-F), which presented the Development Services Directorate Plan for 2018-21, setting out the strategic action to be taken to deliver the Council’s Corporate Plan and Medium Term Financial Plan.

In introducing the report, the Director of Development Services reported that the key priority and focus for the coming year continues to be the shortage of skilled workforce in Shetland. He advised on the challenge to get appropriate student accommodation, which he said will need to be resolved in the coming year. In reporting on the priority to increase housing in Shetland, he advised on the importance to involve communities in developing the master plans for Staney Hill, the Knab and Scalloway, and on proposals to work together with developers, builders and utility companies to encourage housing development.

In responding to questions, the Director of Development Services advised on proposals to encourage private housing development, including the development of a mortgage scheme, and through providing and sharing more information on land and suitable sites for development. He added that a report will be presented to

Committee on actions to get housing numbers increased. The Executive Manager – Housing advised from the reference in the Strategic Housing Investment Plan (SHIP) to a revolving self-build fund, and she referred to a scheme currently being piloted in the Highland area. She explained that the Scottish Government had announced the intention to roll out this scheme and that guidance and further information was awaited. She added that the scheme will be aimed at individual self-builds rather than development companies. During the discussion, the Director of Development Services confirmed that formal meetings are to be arranged with developers, builders and utility companies to deliver on the new house building targets over the next 10 years.

In responding to a question on proposals to increase the number of modern apprenticeships, the Director of Development Services advised on the challenge over the next year to identify different types of apprenticeship opportunities across more job types and through different routes. In that regard, he advised on the move in terms of funding where apprenticeship courses can now be provided remotely.

Reference was made to the progress statement at Project “DP205 - Provide sustainable and affordable internal and external transport links”, where clarity was sought on the business case for the Whalsay route. The Director of Development Services advised on the proposal for a Five Case Model to be undertaken on each of the routes, which will take account of all options including fixed links. He confirmed that the Fair Isle and Whalsay routes will be the first two analysed.

On the motion of Mr T Smith, seconded by Mr Leask, the Committee approved the recommendation in the report.

#### **Decision:**

The Committee **RESOLVED** to endorse the Directorate Plan, recognising that the Director of Development Services will make any adjustments required to ensure it is fully aligned with the Council’s Corporate Plan.

08/18

#### **Management Accounts for Development Committee: 2017/18 – Projected Outturn at Quarter 3**

The Committee considered a report by the Executive Manager – Finance (F-18-F), which enabled the Committee to review the Management Accounts showing the projected outturn at Quarter 3.

In introducing the report, the Executive Manager – Finance advised on the outturn position on Revenue and Capital at Quarter 3 and the main variances as presented in Appendices 1 and 2. In referring to the HRA position, as reported in Appendix 3, the Executive Manager – Finance highlighted the increased contribution to the HRA balance as a result of additional capital expenditure funded from capital receipts from final house sales.

In response to a question relating to the delayed take up of economic development grants, the Executive Manager – Economic Development provided an update on the Fair Isle electricity project advising that although tenders came in well over budget, additional funding had been sourced which has allowed the project to

remain on track. He added that the project has now claimed half their economic development grant allocation, and is in a more positive position going forward.

**Decision:**

The Committee NOTED the report.

09/18

**Local Development Plan – Development Plans Scheme 2018**

The Committee considered a report by the Team Leader – Development Plans and Heritage (DV-09-18-F) which presented the Development Plan Scheme 2018, for approval.

The Team Leader – Development Plans and Heritage summarised the main terms of the report.

During a brief discussion, the Chair commented that while it is recognised that the masterplans for the Knab site, Staney Hill and Scalloway will have a more immediate impact, the LDP is however a necessary document. He added, that while recognising the constraints, it is important the timescale for the LDP is kept on track and does not slip beyond 2020 for submission to Ministers.

The Director of Development Services commented on the importance for engagement with developers, builders, stakeholders and the community on the development of the LDP.

**Decision:**

The Committee **RESOLVED** to approve the Development Plan Scheme.

*(Mr Campbell attended the meeting).*

10/18

**Local Development Plan Supplementary Guidance  
North Staney Hill Masterplan**

The Committee considered a report by the Team Leader – Development Plans and Heritage (DV-10-18-F) which presented the supplementary guidance (SG) for North Staney Hill Masterplan.

In introducing the report, the Team Leader – Development Plans and Heritage advised on the 28 representations received during the consultation on the Supplementary Guidance, detailed at Appendix 1. She also reported on a particular issue in terms of land ownership relating to a piece of land at the rear of Burgess Street, which it is proposed would not form part of the North Staney Hill Masterplan at this time.

In responding to questions, the Team Leader – Development Plans and Heritage confirmed that the comments relating to roads provision and housing design would form part of the brief at the detailed application stage. She confirmed that while a response would not be provided to each respondent on their comments made on the Supplementary Guidance, the consultation document is made public.

On the motion of Mr Leask, seconded by Mr Fraser, the Committee approved the recommendation in the report.

**Decision:**

The Committee **RECOMMENDED** that the Council resolve to approve the Supplementary Guidance – North Staney Hill Masterplan as supplementary guidance to the Local Development Plan.

**In order to avoid the disclosure of exempt information, Mr Cooper moved, Mr Leask seconded, and the Committee agreed to exclude the public in terms of the relevant legislation during consideration of the following items of business.**

11/18     **SSQC Ltd – Funding 2018/19**

The Committee considered a report by the Project Manager, concerning grant funding towards activities of SSQC Ltd for the financial year 2018/19.

The Project Manager summarised the main terms of the report.

Following discussion, Mr Leask moved that the Committee approve the recommendations in the report. Mr Priest seconded.

**Decision:**

The Committee **RESOLVED** to approve the recommendations in the report.

*(Mr T Smith declared an interest in the following item, as a Board Member of Hjalmland Housing Association (HHA). Mr T Smith left the meeting).*

*(Mr Fraser declared an interest as a tenant of an HHA property, member of the Tenants Forum, and a shareholder. Mr Fraser left the meeting).*

*(Mr Campbell declared an interest as a shareholder in HHA, and a former Member of the HHA Board).*

12/18     **Hjalmland Housing Association – Bridging Finance**

The Committee considered a joint report by the Executive Manager – Housing and the Executive Manager – Finance, which presented proposals for bridging finance arrangements to Hjalmland Housing Association (HHA).

The Executive Manager – Housing summarised the main terms of the report, and the Executive Manager – Finance advised on the proposed financial arrangements.

Following discussion, Mr Priest moved that the Committee approve the recommendation in the report. Mr Leask seconded.

**Decision:**

The Committee **RESOLVED** to approve the recommendation in the report.

The meeting concluded at 12.50pm.

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Chair