Public Document Pack

zztestcommitteezz

Thursday, 1st February, 2018, 4.34 pm

Members:

Agenda

1. 01878S1Harmony (Pages 1 - 108)

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DEVELOPMENT & ENVIRONMENT SERVICES
PLANNING APPLICATION REPORT
Bute & Cowal Area Committee
18th April 2002

Local Member - Councillor McQueen
Date of Validity - 19th November 2001
Committee Date - 7th May 2002

Reference Number: **01/01878/DET**
Applicants Name: **DGM (Scotland) Ltd**
Application Type: **Detailed : Supplementary Report No1**
Application Description: **Erection of 24 Flats and Provision of Car Parking, Demolition of Offices and Modification & Relocation of Existing Car Parking**
Location: **Former Harmony Hotel Site, Alexandra Parade, Dunoon**

(A) INTRODUCTION

Further to the departments original report dated 24th December 2001 duly considered by Members on the 16th January 2002, it was resolved to grant planing permission subject to the conclusion of a section 75 agreement and planning conditions. The thrust of the Section 75 Agreement was to ensure that the public car park be provided prior to the commencement of work together with measures to ensure the provision of signage, ticket machines and lighting etc.

Subsequently, Corporate & Legal Services have recently advised that following a title search it has emerged that there is an additional right of title in respect of private parking and access for the owners of the former Royal Bank premises on Argyll Street. These were indicated on the approved plans as being public car parking spaces number 53 and 54.

In response the agent has submitted an amended plan which shows a modified car parking layout with the two affected car parking spaces i.e. number 53 and 54 being relocated elsewhere within the site, an area where it was originally proposed for motorbikes.

Consultations

Area Roads Manager : Views awaited.

CONCLUSIONS

Although the loss of space allocated for motor bikes is unfortunate this has to be balanced against the fact that there is no specific parking for motor bikes at present. It is therefore considered given that the revised layout that this will not result in the loss of any public car parking spaces and that that the amendment is acceptable in principle, providing always to the Area Roads Manager concurring with such views.

The agent has also advised that his client is currently negotiating with the affected party i.e. the owners of the former Royal Bank premises with a view to acquiring the right to utilise them. Should this prove successful then it is intended that they would revert to the originally submitted scheme.

(B) RECOMMENDATION

Subject to the views of the Area Roads Manager it is recommended that Members note the contents of this report and agree to such amended plans in respect of car parking provision.

Angus J Gilmour
Head of Development & Building Control
"In reaching my assessment on this application, I have had regard to the documents identified in brackets above which are available for public inspection in terms of the Local Government (Access to Information) Act 1985".
Author: Dafydd Jones : Area Planning Officer

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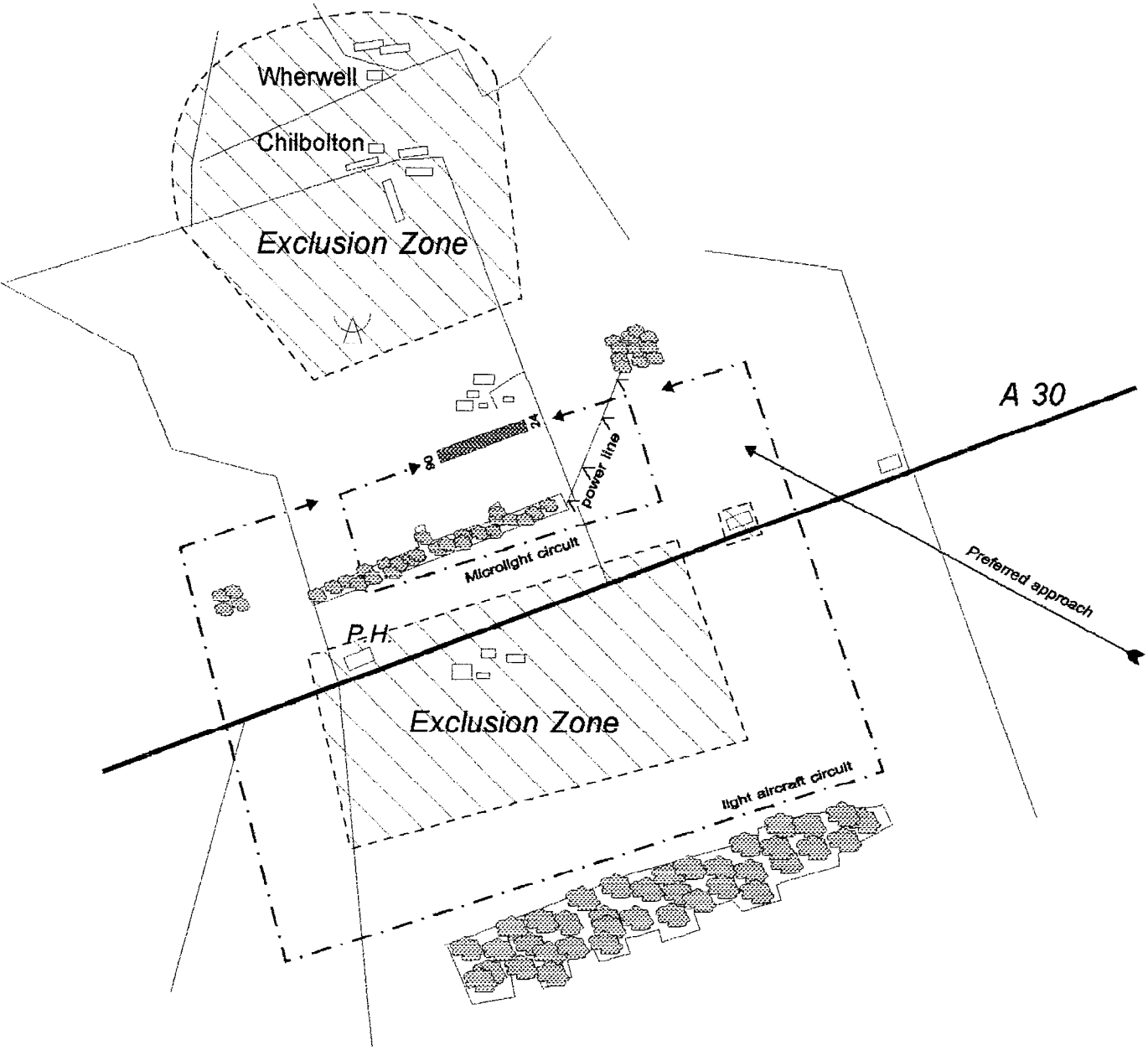
N 5108.33 W 00125.28
Non radio

Stonefield Park (Chilbolton)

5 nm SSE of ANDOVER
450 yd grass strip 24/06 Ht 292 ft

PPR
M. J Treveil
01428 723966



CIRCUIT REGULATIONS

Special circuit is in force owing to noise sensitive areas. All circuits to the South.
Light aircraft should make a large circuit, clear of the farm immediately south of the strip and the A30.
Microlights may make a tight circuit strictly North of the A30.
Aircraft should under no circumstances stray over any buildings other than the industrial units,
Do not, under any circumstances, overtly the farm on the South side of the A30.
Stay well clear of Chilbolton village and the radar dish.

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Programme 2002-03 Bute & Cowal Area

	Heading	Works programme		Additional funding		SE Additional funding	Cycling	Walking	Safer Streets
		Revenue	Capital 25% of £540,000	Revenue Part 100K	Capital part 100K	Part of 600K = £135K	5000	9000	10000
3.01	Surfacing	0	136000		65000	12000			
	Surfacing Rothesay					20000			
4.01	Surface Dressing	171000		48000		41600			
	S.D. Hafton					9000			
5.01	Patching	179649		19000		50000			
10.02	F/way patching	25000			7000	2400			
14.01	Drainage - culverts	126500							
14.02	Drainage - ditches	115000							
15.01	Verge maint	42228							
16.01	Scrub	32595							
18.01	Gully emptying	35910							
		727,882	136,000	67,000	72,000	135,000	5,000	9,000	10,000

Surfacing proposals

A815	Inverchapel-Coylet	80000	36000		Remainder impr incl fatality locus	160000 needed
A815	Nth. of Whistlefield-Dornoch Bay				Joins impr sections	
A886	Nth from 01/02 resurf.-phone box Cc	14000			Reshaping to shed water	
A886	Garvie north-River Ruel Br	23000			Reshaping to shed water	
A8003	North Lodge northwards-Mausoleum	19000				
B839	B828 junc-summit above Pole Farm			12000		
UC59	St Brides Road		23000		SIP area	
UC22	Gortans Rd		6000			
A844	Victoria St/Battery Pl, Rothesay			20000	Top sliced for Bute	
		136000	65000	32000		

Programme 2002-03 Bute & Cowal Area

Heading		Works programme Revenue	Works programme Capital 25% of £540,000	Additional funding Revenue Part 100K	Additional funding Capital part 100K	SE Additional funding Part of 600K = £135K	Cycling 5000	Walking 9000	Safer Streets 10000
Surface Dressing									
Additional surface dressing									
Bute	part of £33K			8000		24400			
A844	Ascog at Millbank						1100		
A844	Alternative Leopold Rd-Wellpark Rd						4000		
B881	Rothesay PS-south(Lochend Fm road)						7500		
B881	Miekle Grenach Fm-north						6200		
A844	junc. A886-start of ditch above old tramway walk						1600		
A886	Ardmaleish Brae						12000	32400	
West Cowal	part of £43K			10000		8400			
B8000	Otterhill C11 junc.-Kilfinan Br.						8900		
B8000	Kilfinan Br.-Tigh an rathaid						4700		
B8000	Lephinmore-change of surfacing at TP2						1600		
B8000	Largiemore (petrol pumps)-01/02 resurf. at Hydro Shed						3200	18400	
East Cowal	part of £124K			30000		8800			
A815	Creggans Hotel-Pole Village						19800		
A815	Toward Straight						8500		
A815	Garrell-Driep (forest entrance to the south)						8100		
UC25	Alternative Edward St (John St-William St)						2400	38800	
	A815 at Hafton						9000		
				48000			50600		
Patching									
to include									
A815	St Catherines shore side half c/way width						5000		
A844	Ascog at Millbank						1500		
A886	Duiletter culvert						3750		
A8003	A886 junc.						2500		
C5	Columshill Street						6000		
UC35	Tighnabruaich PS Road						5000		
Bute				9000			10000		
Cowal				10000			16250		
				19000			50000		
Footway Patching									
Footway construction at Toward					7000			outstanding commitment to dev.	
Footway patching Bute							2400	general	
Footway patching Cowal								general	
					7000		2400		

Programme 2002-03 Bute & Cowal Area

Heading		Works programme		Additional funding		SE Additional funding	Cycling	Walking	Safer Streets
		Revenue	Capital 25% of £540,000	Revenue Part 100K	Capital part 100K	Part of 600K = £135K	5000	9000	10000

Cycling

Cycle signage with Forest Enterprise	2000	delayed by FE from 2001-02
Cycle racks various locations B & C	3000	Rural continuation of provision
Total to summary =	5000	

Walking

Footway Ardbeg - Kilmun	5000	Local imp only as part of bigger scheme
Footway Wyndham Rd, Innellan	2000	Local imp only as part of bigger scheme
20mph zone - The Bush	2000	TM scheme
Total to summary =	9000	

Safer Streets (schools)

Pedestrian accees Rothesay Primary	9500	total £25K this year and next
Lochgoilhead PS	500	lining/fencing
Total to summary =	10000	

Page 7

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modern • gov

Issue Manager Course

How to use Issue Manager to manage plans, agendas and minutes

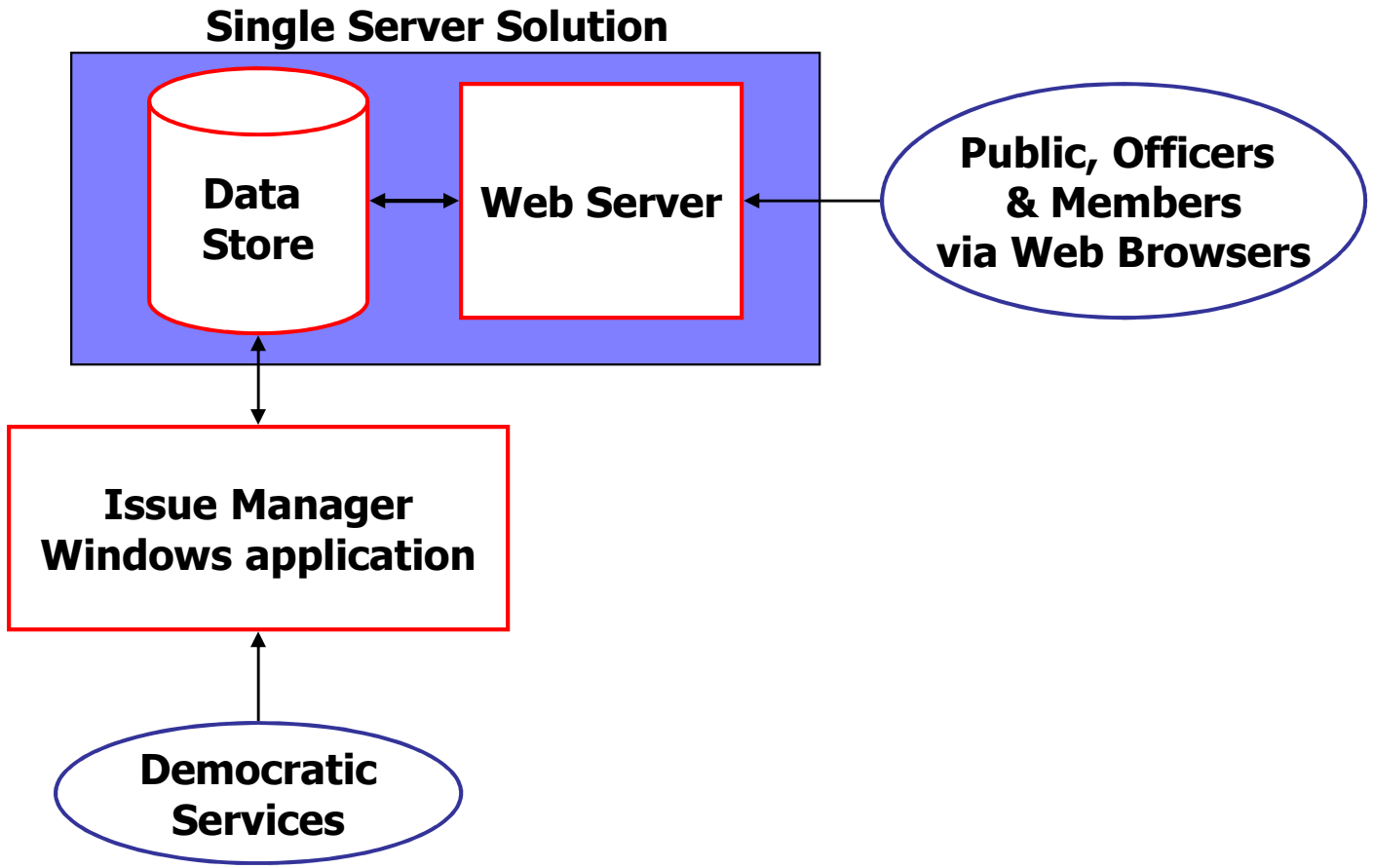
Contents

- Overview of modern.gov
- Forward Planning Tutorial
- Agenda and Minutes Tutorial
- Issue Manager in Detail

modern.gov What does modern.gov do?

- Manages database of political information
- Manages the forward plan document
- Builds agenda and minutes documents
- Publishes documents to the web
- Manages call-in process

modern.gov System Components



modern.gov Forward Planning Tutorial

- Understanding Issues
- Create a new plan
- Add an Issue
- Merge plan document
- Publish

What is an Issue ?

- … a topic of debate
- … the means of tracking discussions across the council
- … the items in a Forward Plan

What Makes Up an Issue?

- Title and description
- Reports
- Decision makers
- Agenda items
- Decisions
- Call-In history

Lifecycle of an Issue

- **Outstanding** Issues
  - Still being discussed
- **Completed** Issues
  - Decisions have been made

Issue 'Importance Types'

- **Key Issue**
  - appears in Plans
- **PFP**
  - Policy Framework Proposals
- **Normal**
  - usually Executive (delegated) Decisions
- **Low**
  - created automatically when you work directly with agendas

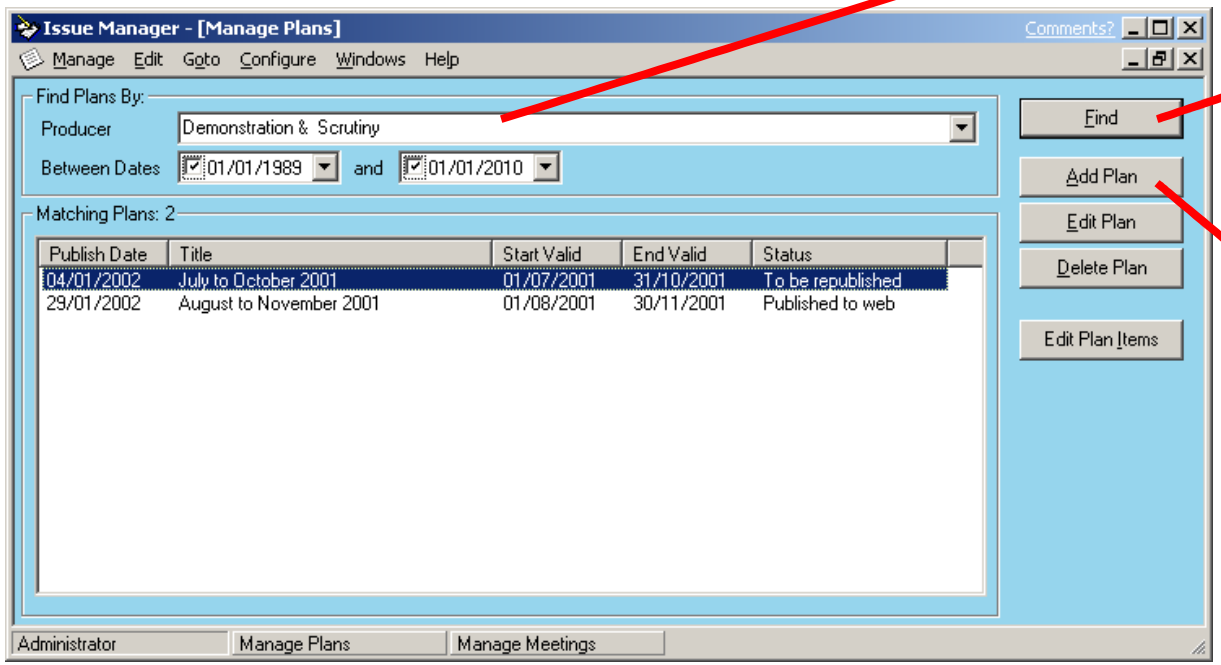
What is a Plan?

- A list of Key Issues and PFPs
- Window on all outstanding Key Issues
- An Issue can appear in many plans
- Produced by a Committee or group
- Valid for limited date period
- New plans usually carry forward outstanding Issues

modern.gov Step 1 – Add a Plan

1. Menu: Manage / Plans or F9

2. Select Producer



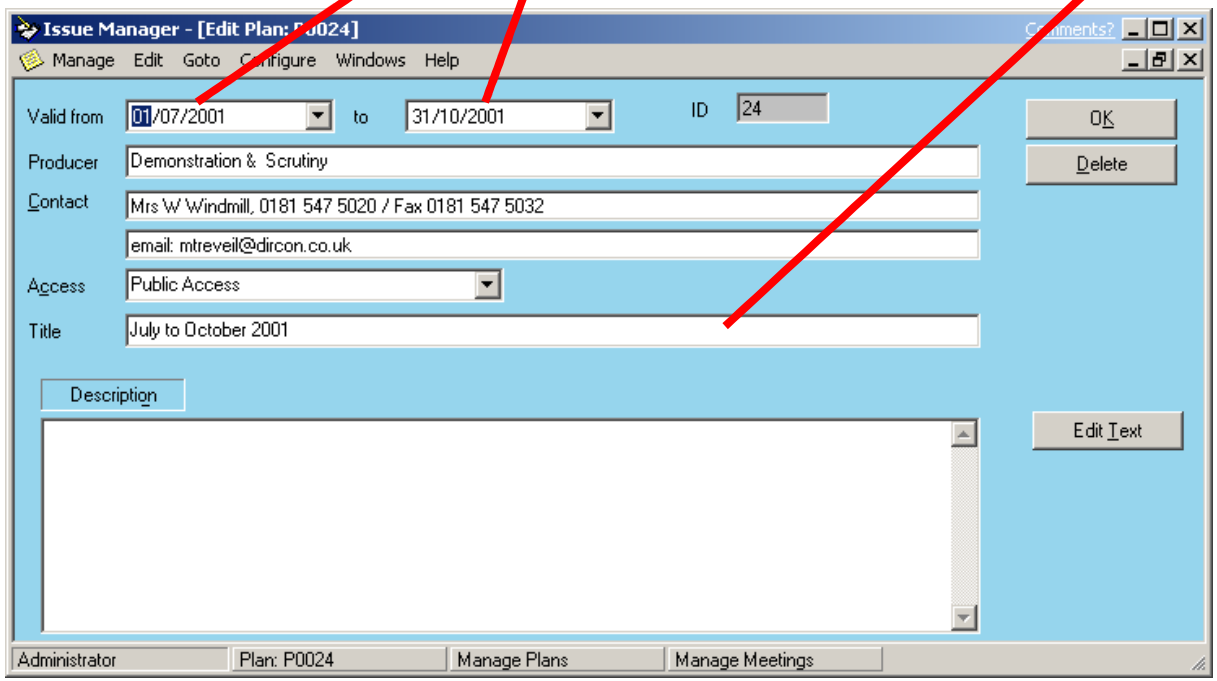
3. Press *Find*

4. Press *Add Plan*

modern.gov Step 2 – Save the Plan

1. Specify valid date range

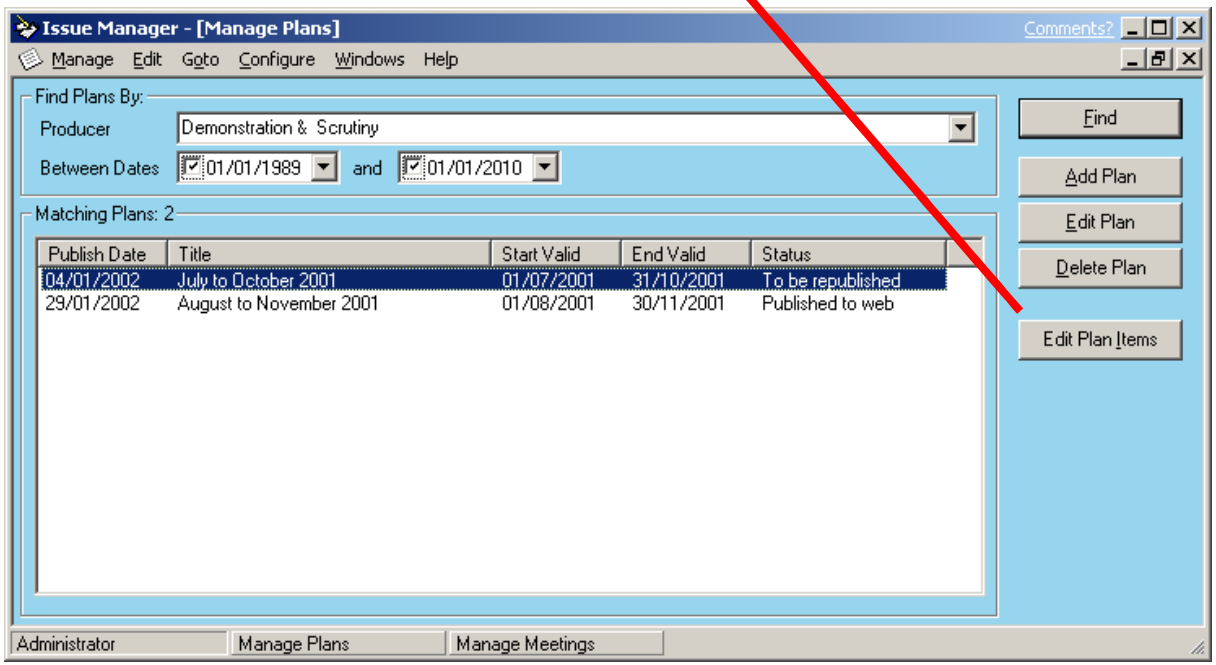
2. Add Title



3. Press *OK*

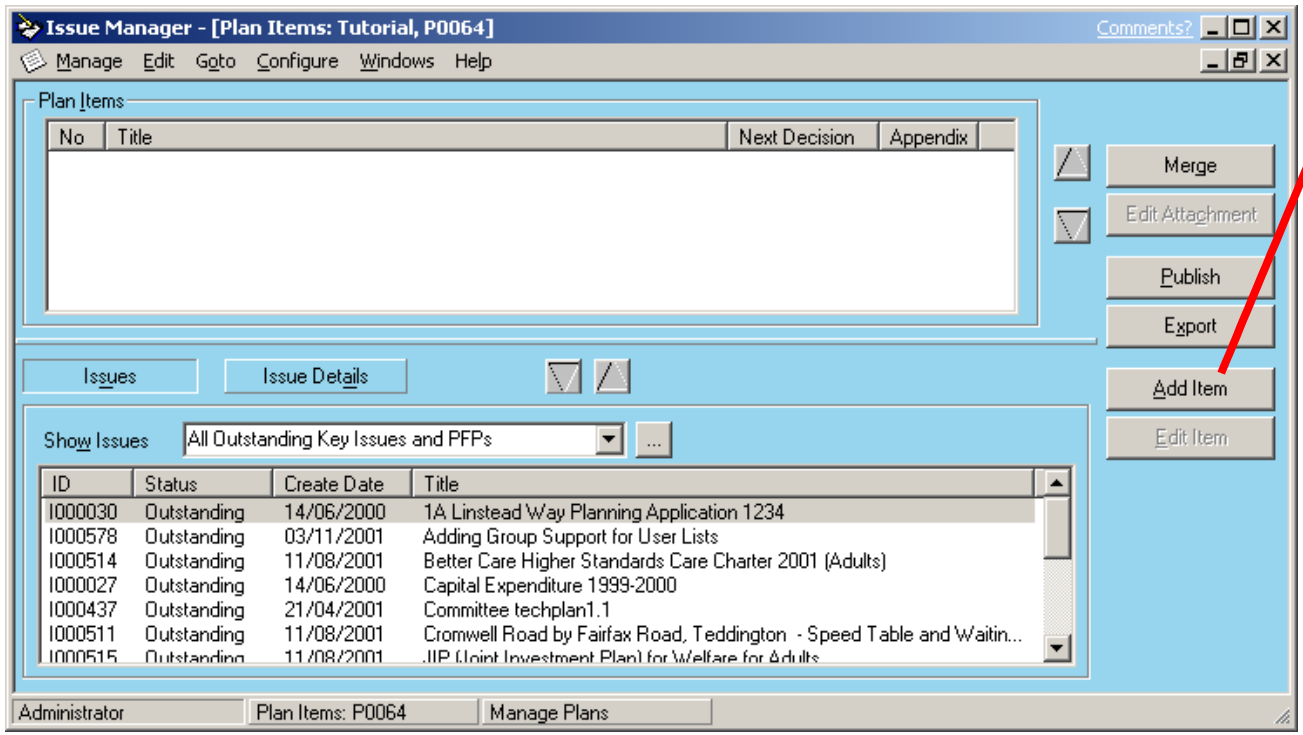
modern.gov Step 3 – Edit Plan Items

1. Select plan and press *Edit Plan Items*

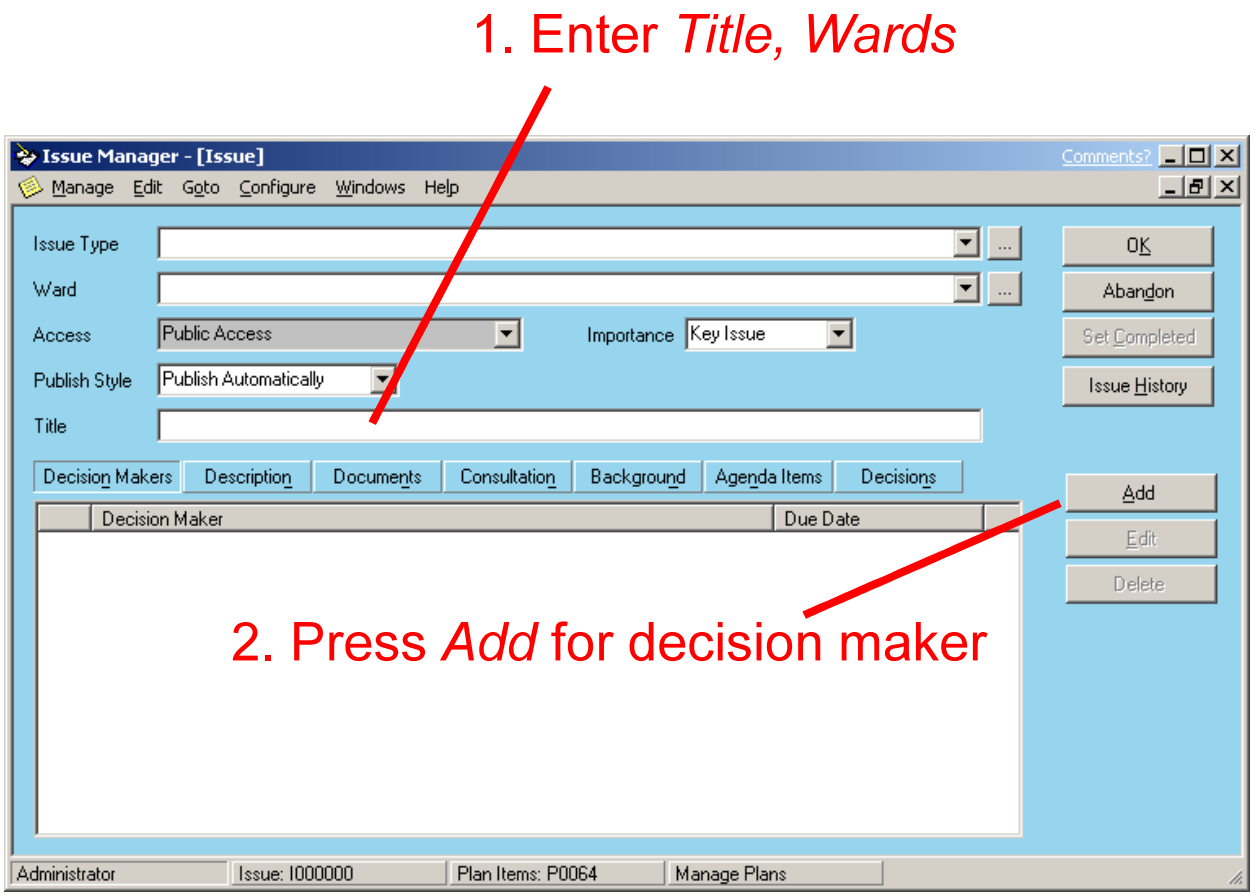


modern.gov Step 4 - Add Issue

1. Press *Add item..*

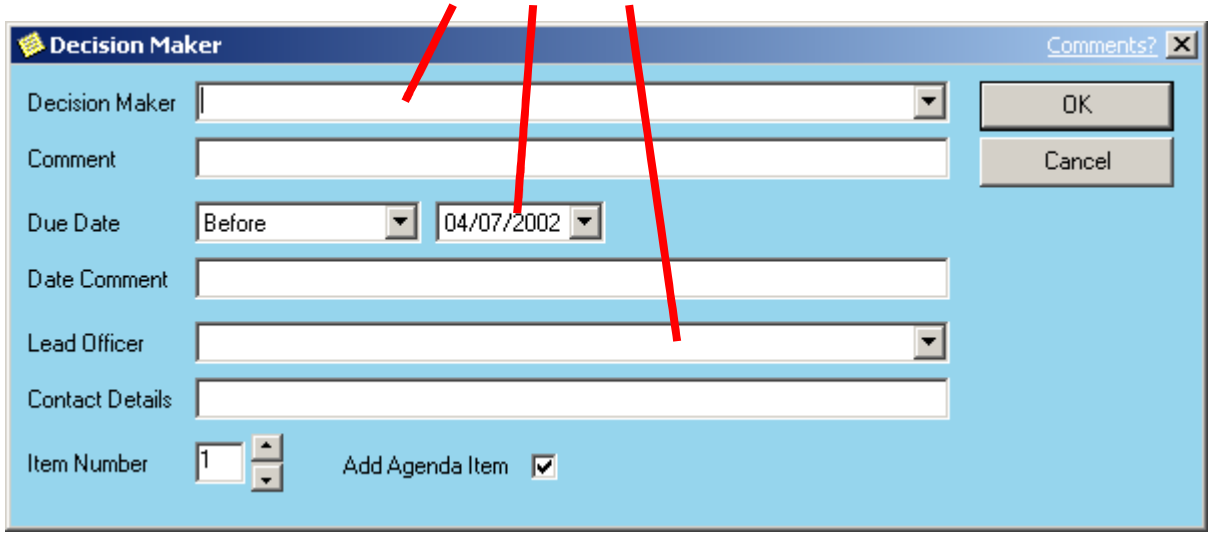


modern.gov Step 5 – Edit Issue



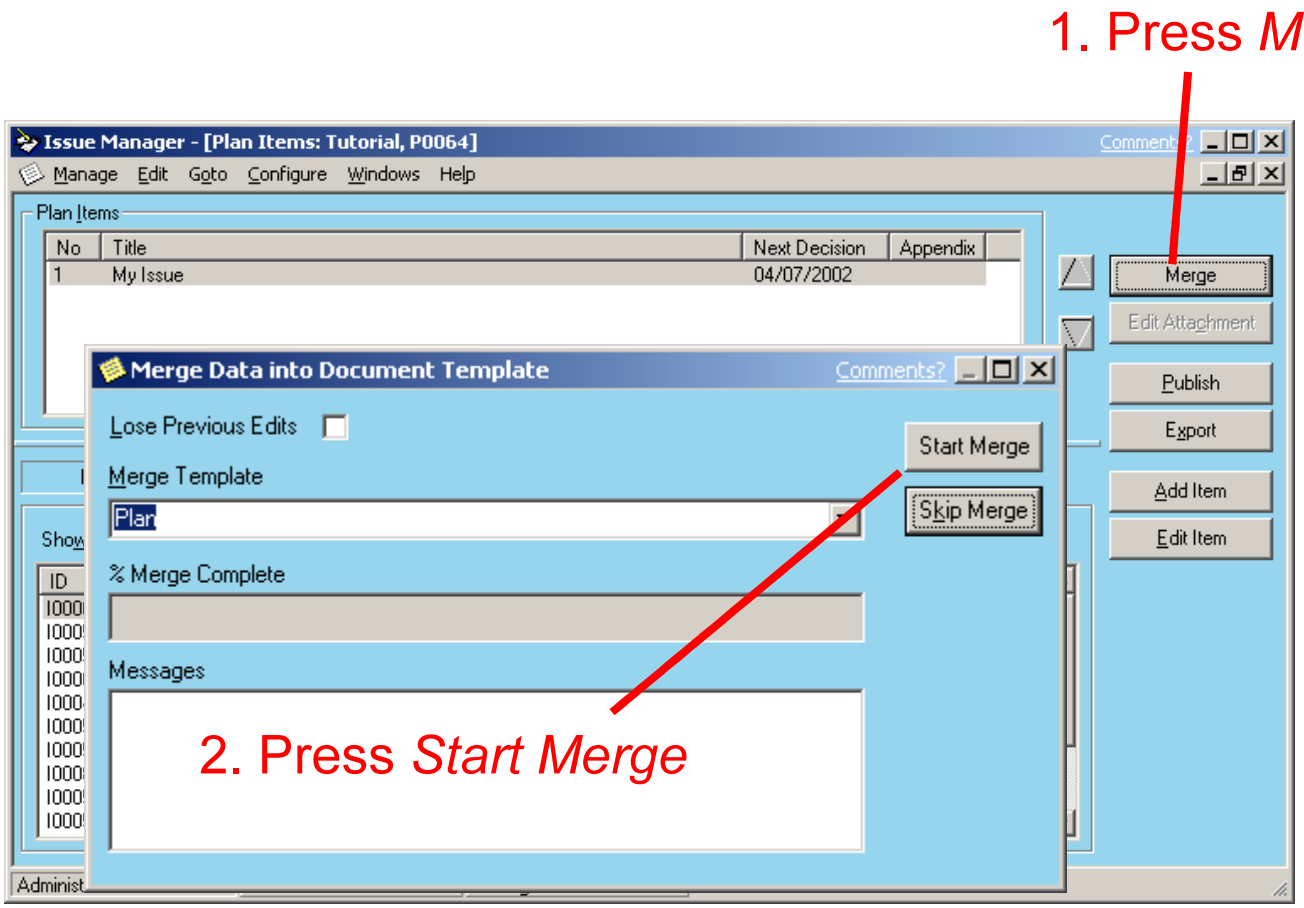
modern.gov Step 6 – Add Decision Maker

1. Select *Decision Maker,*
2. Set *Due Date,*
3. *Select Lead Officer*



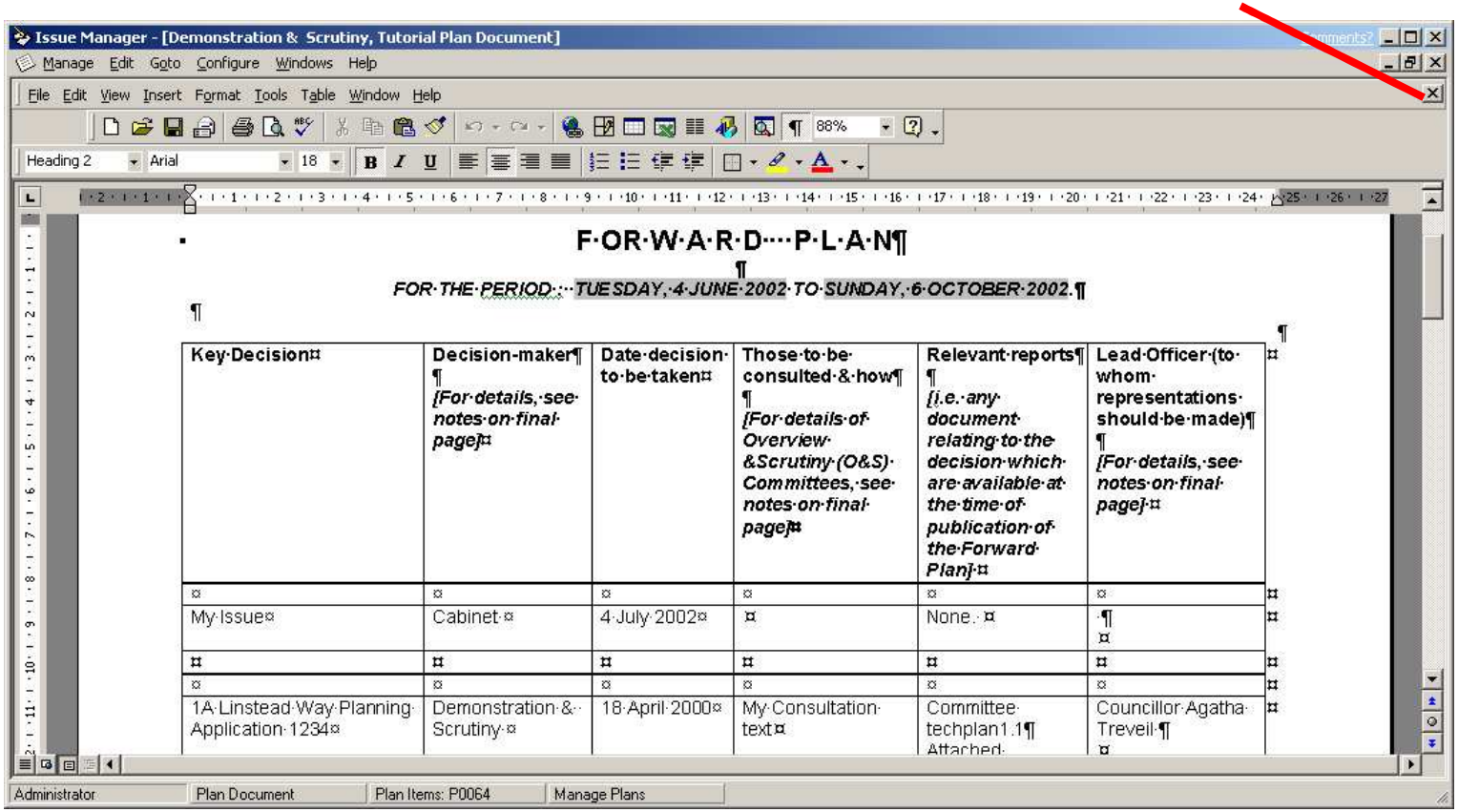
4. Press *OK*

modern.gov Step 7 – Create Plan Document

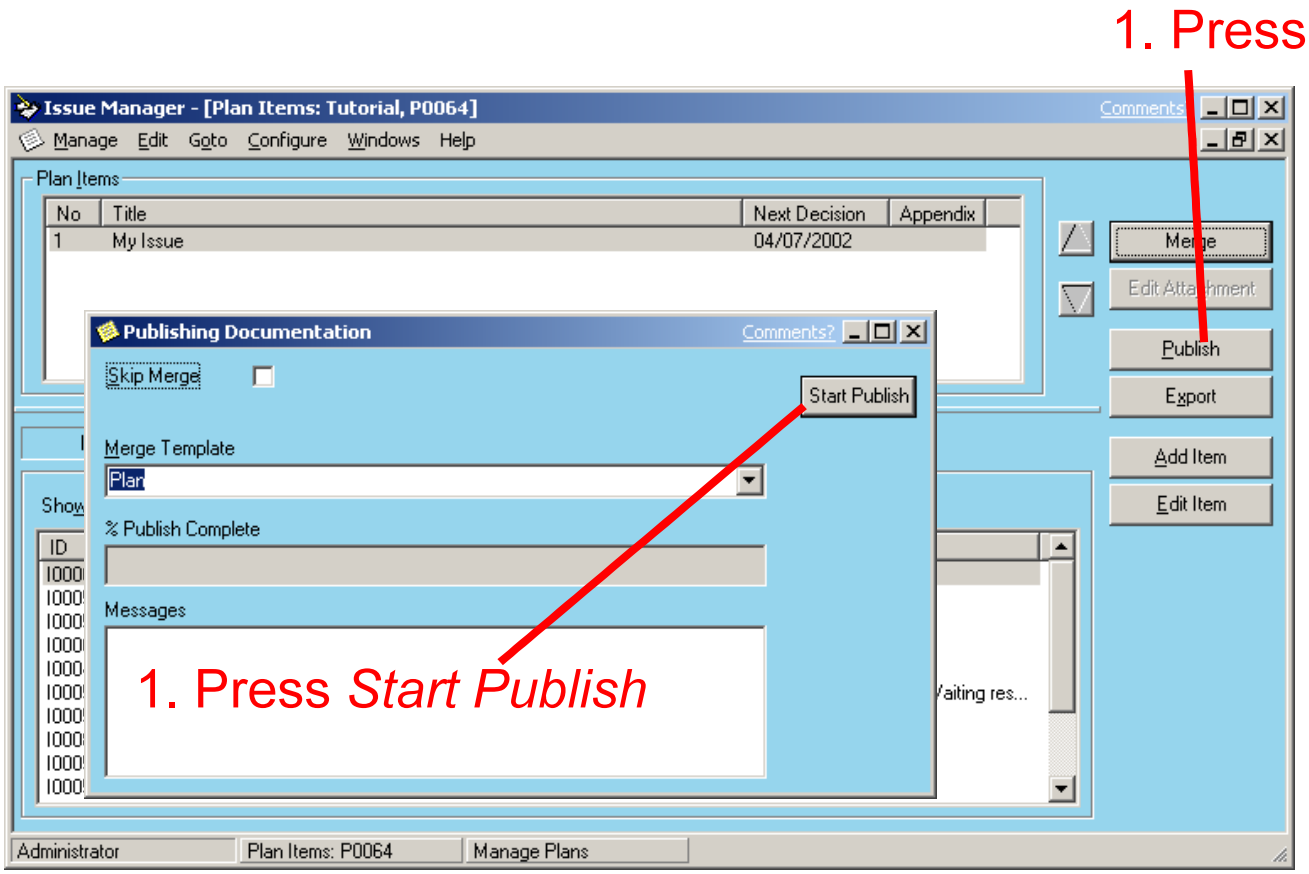


modern.gov Step 8 – Plan Document

1. Close Document



modern.gov Step 9 – Publish Plan



modern.gov Step 10 – Browse Web

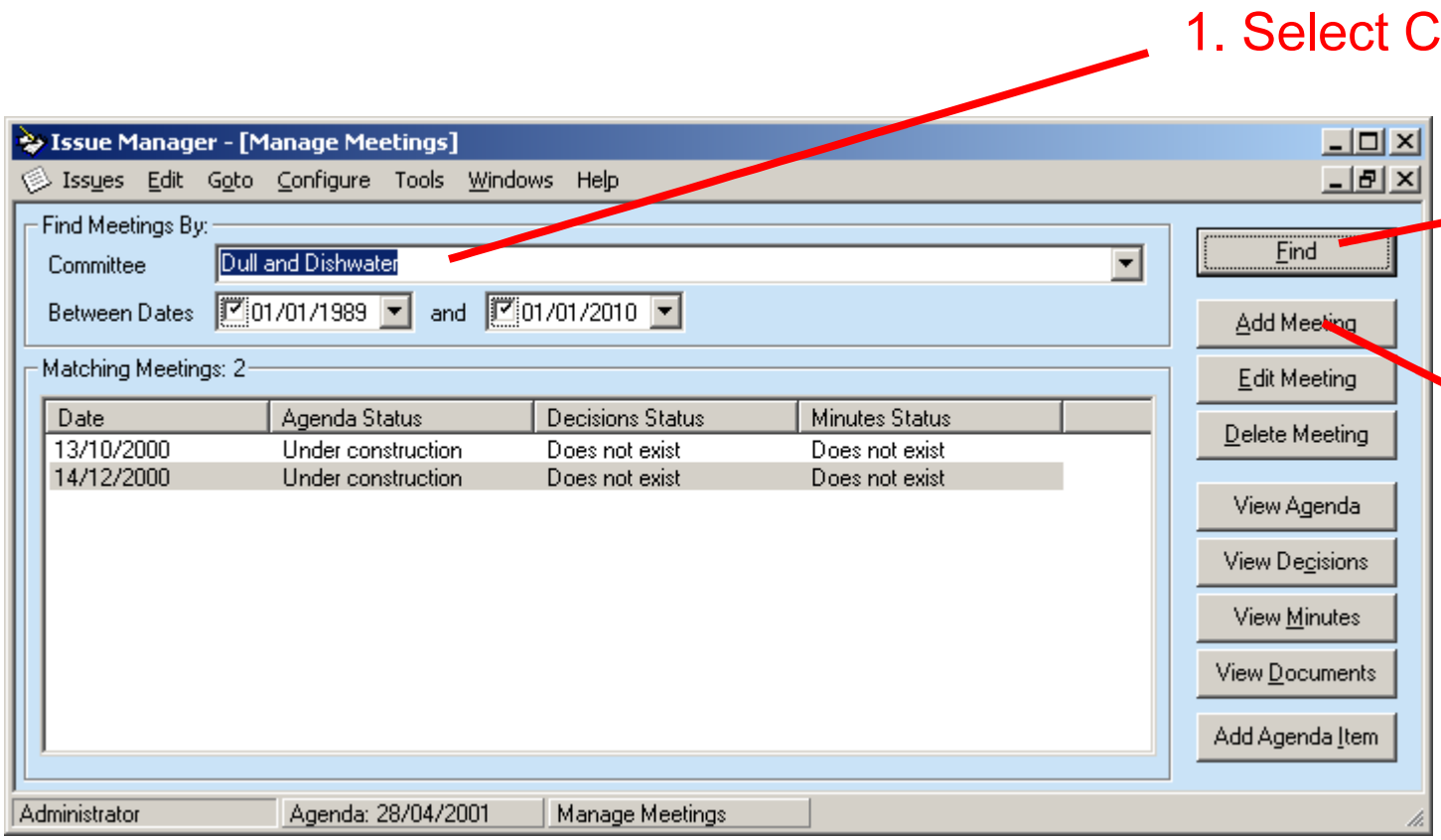
1. Browse Plans

modern.gov

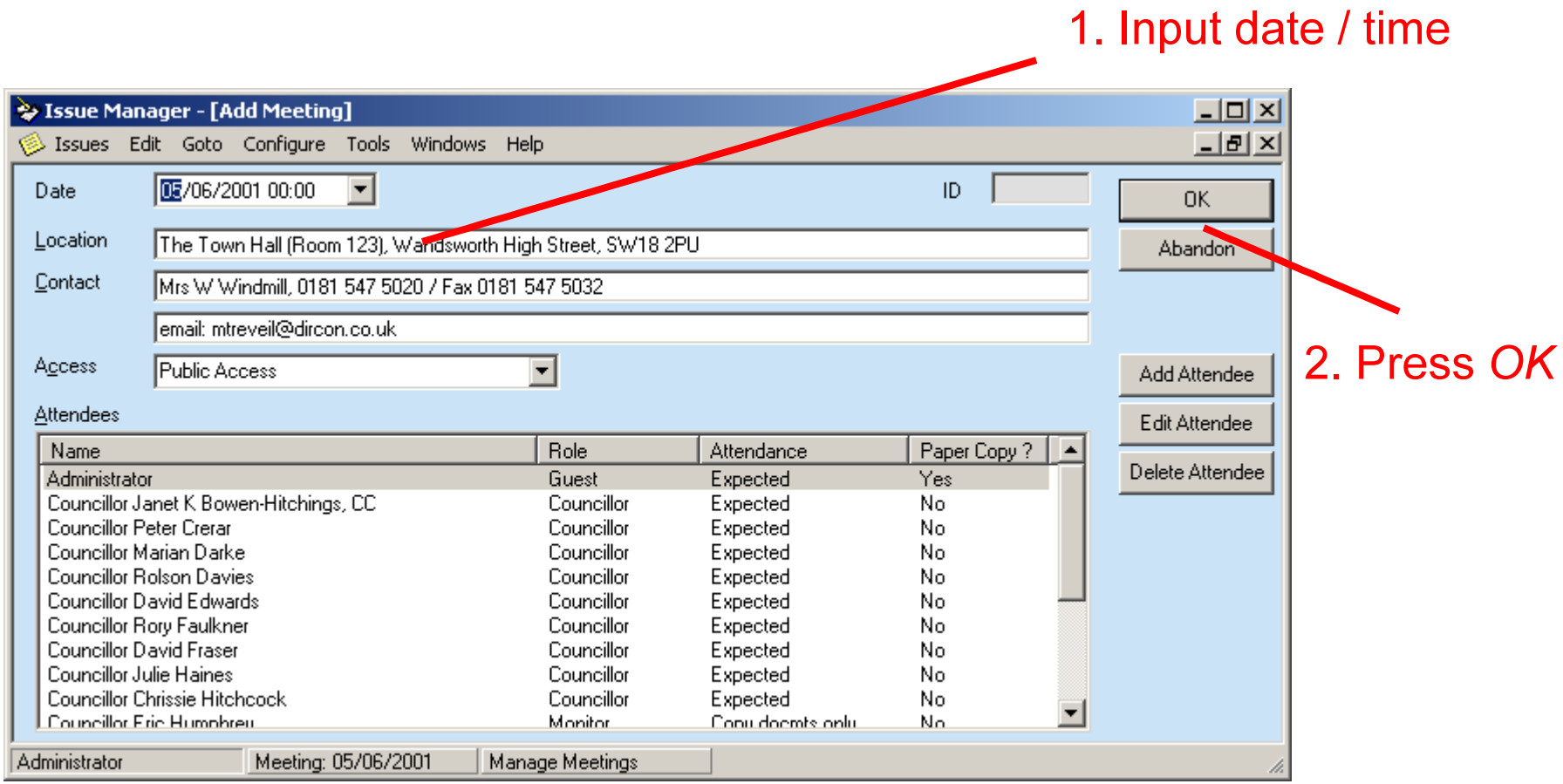
Agenda and Minutes Tutorial

- Create a meeting
- Edit agenda
- Add agenda item
- Merge the agenda document
- Publish agenda
- Create minutes
- Publish minutes

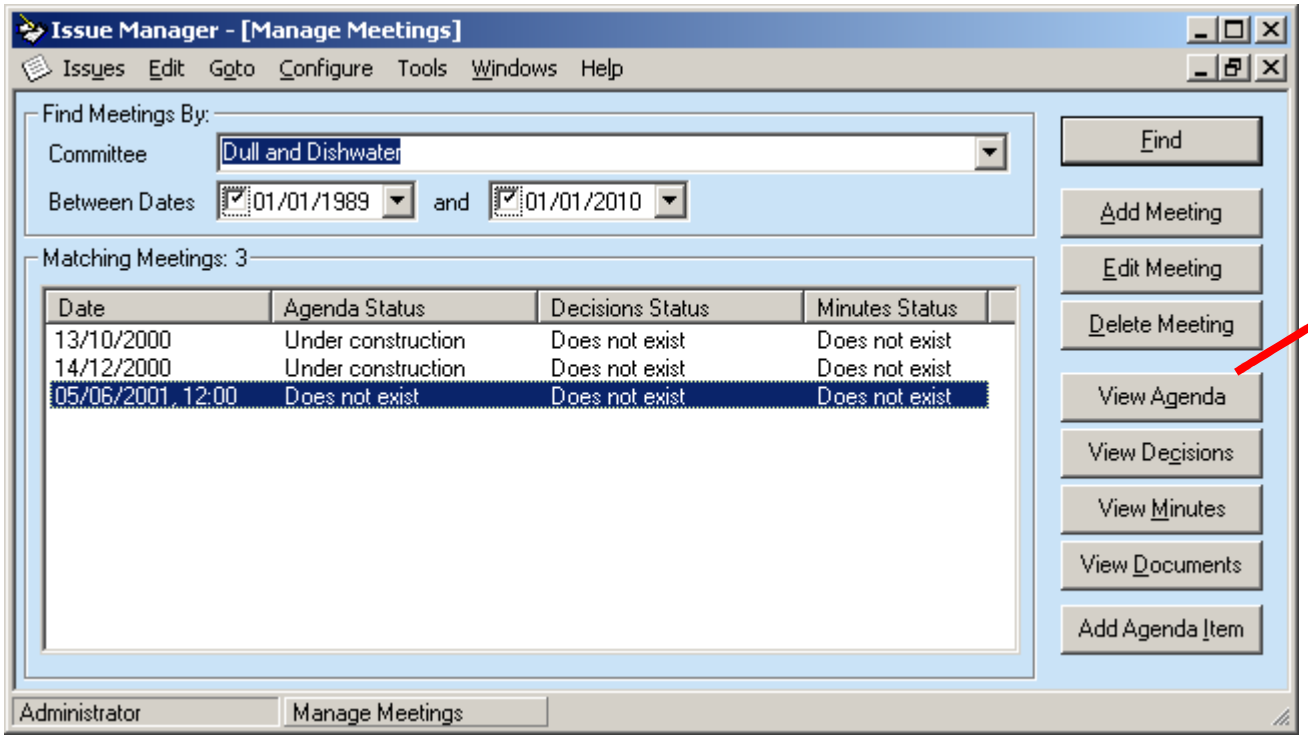
modern.gov Step 1 - Add a Meeting



modern.gov Step 2 – Save the Meeting

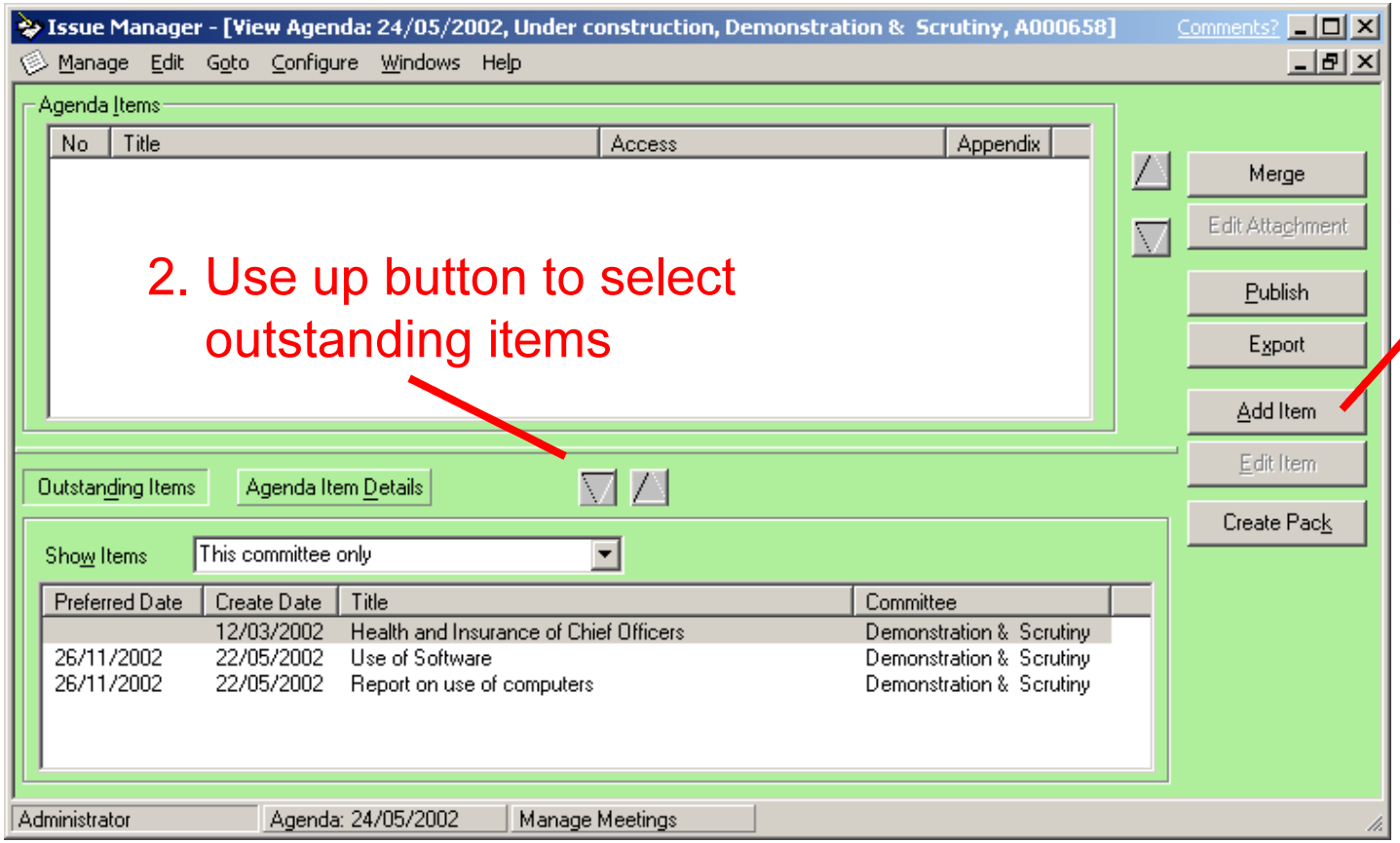


modern.gov Step 3 – Edit Agenda

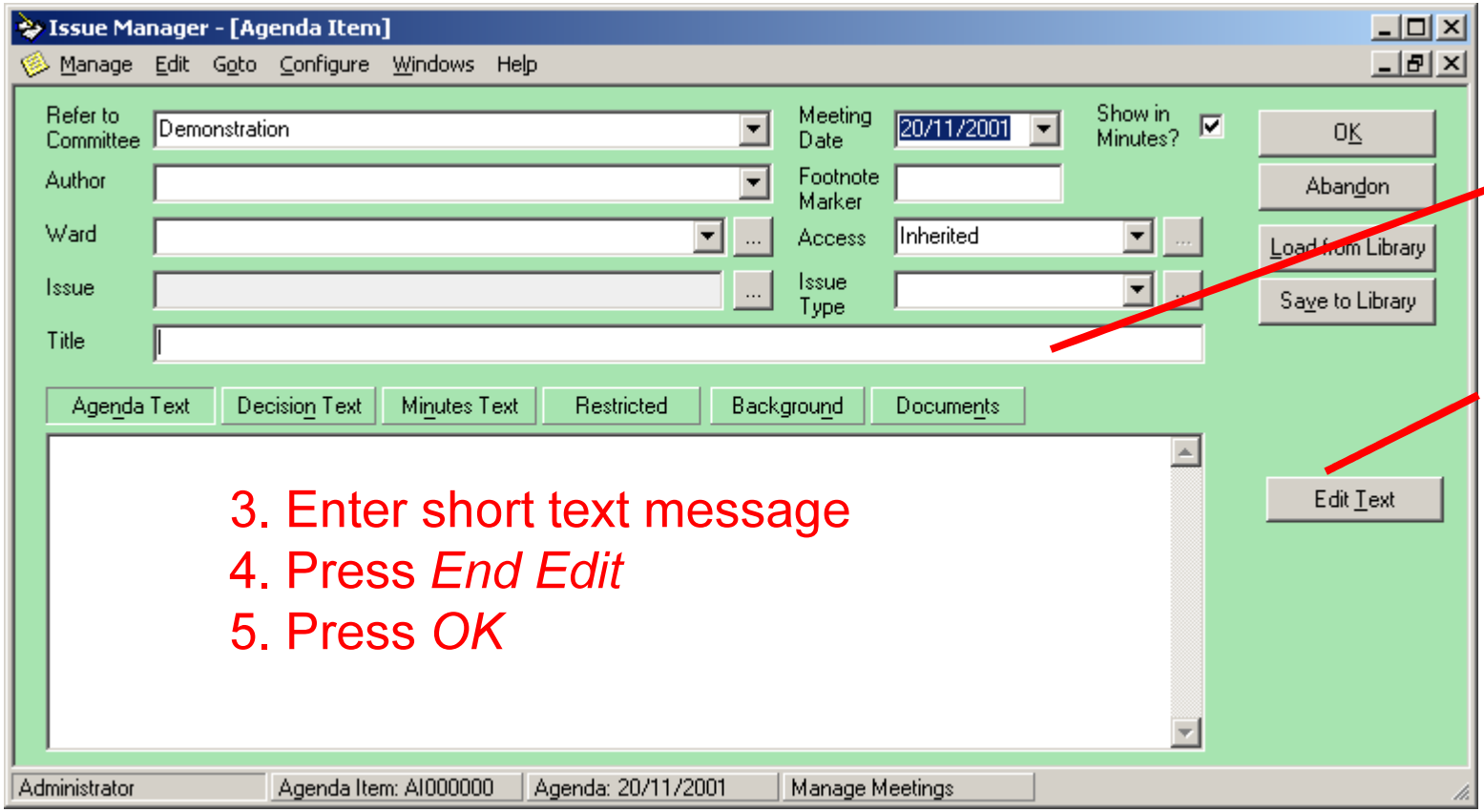


1. Press *View Agenda*

modern.gov Step 4 – Add Agenda Item



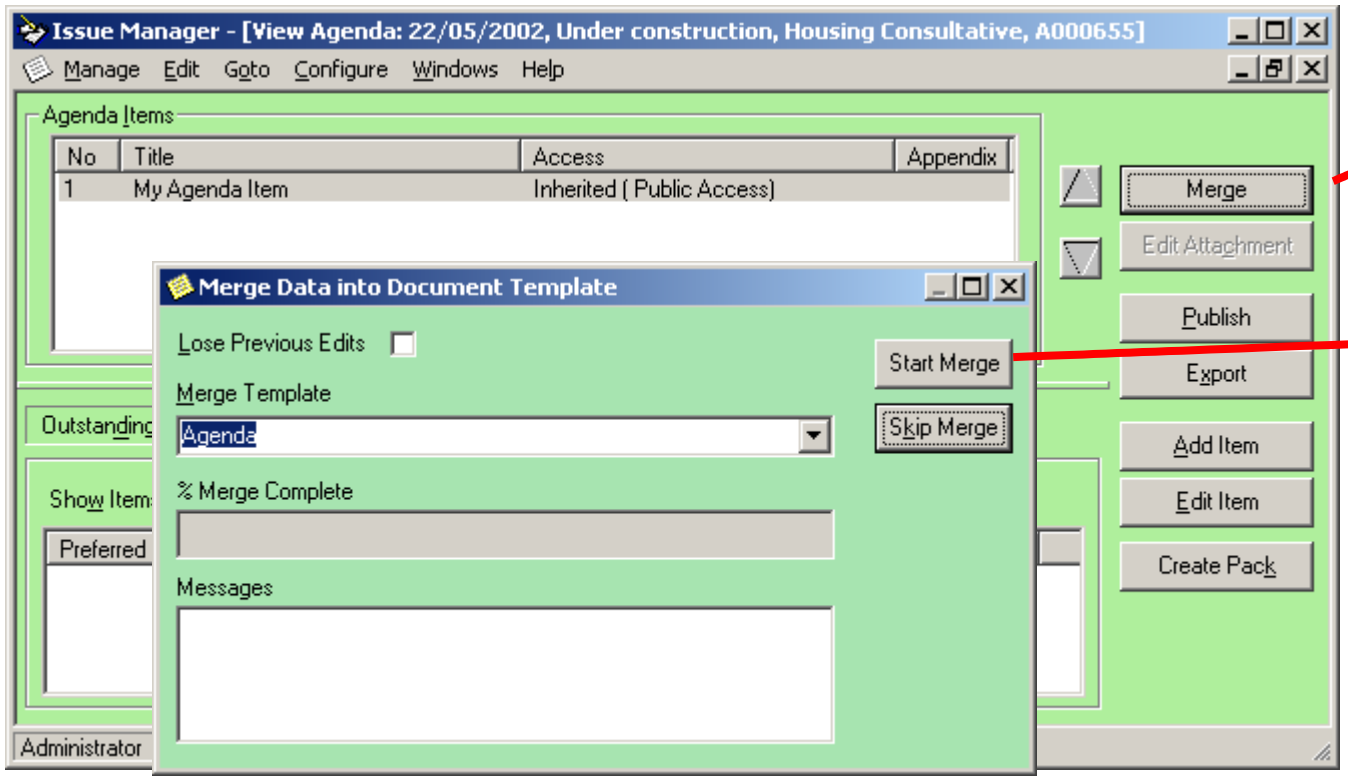
modern.gov Step 5 – Edit Agenda Item



1. Enter Title

2. Press *Edit Text*

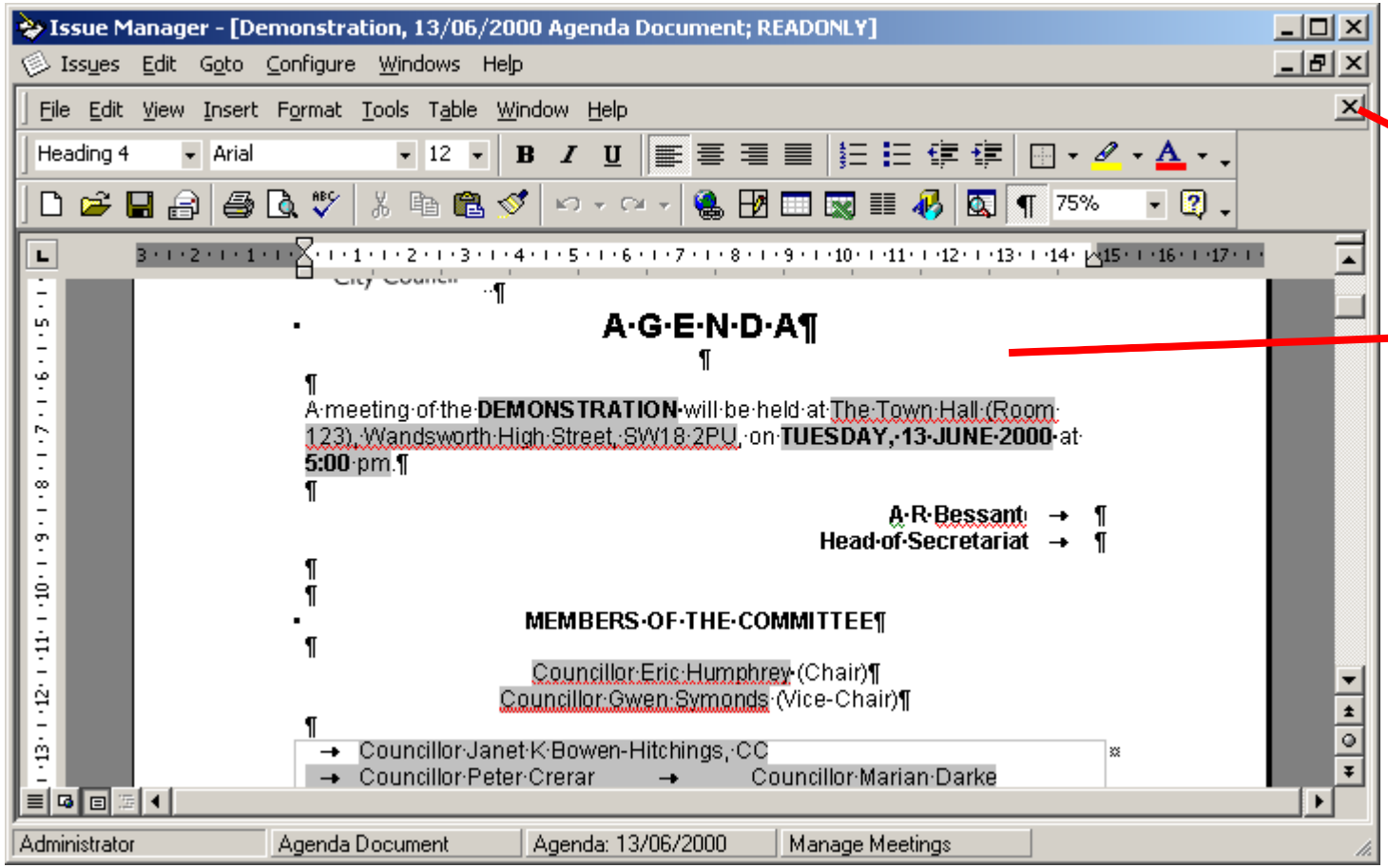
modern.gov Step 6 - Merging the Agenda



1. Press *Merge*

2. Press *Start Merge*

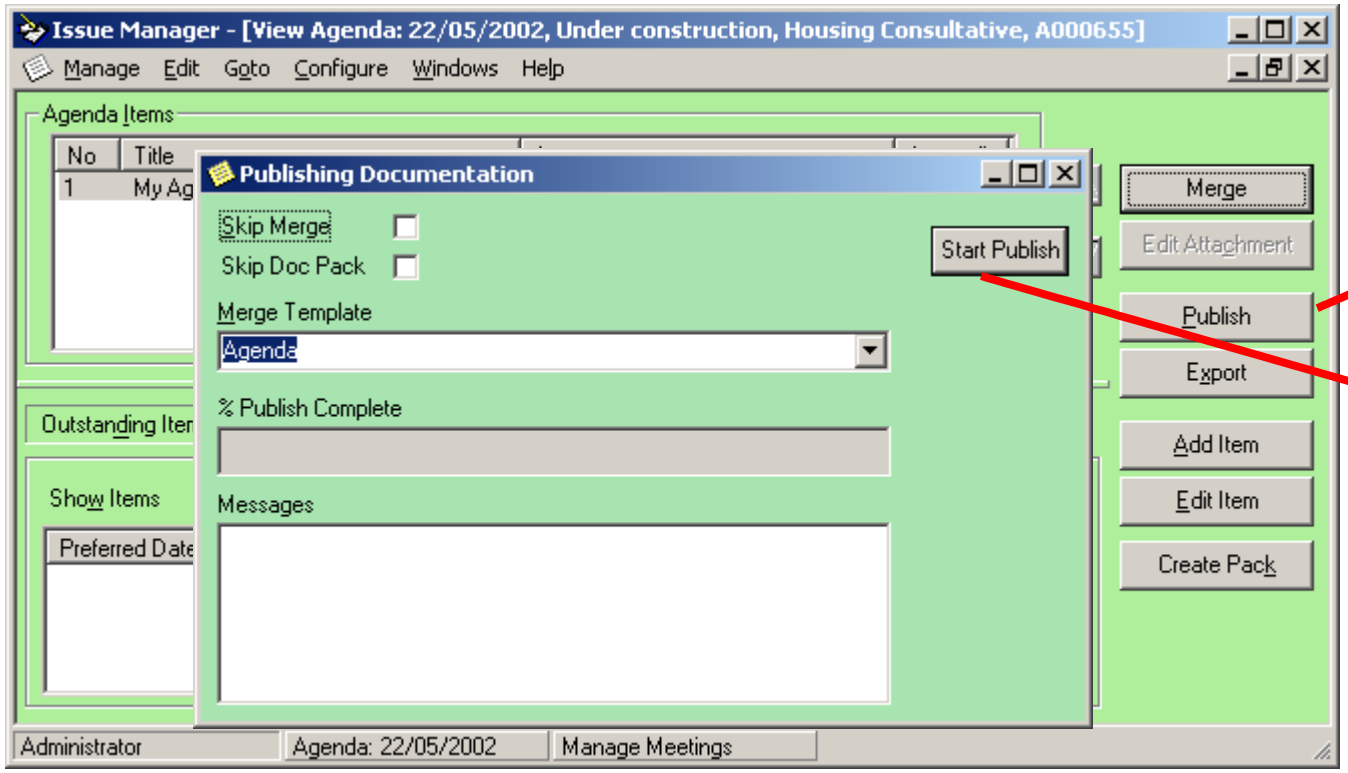
modern.gov Slide 7 – Agenda Document



2. Close Document

1. Add text to the front sheet.

modern.gov Step 8 – Publish the Agenda

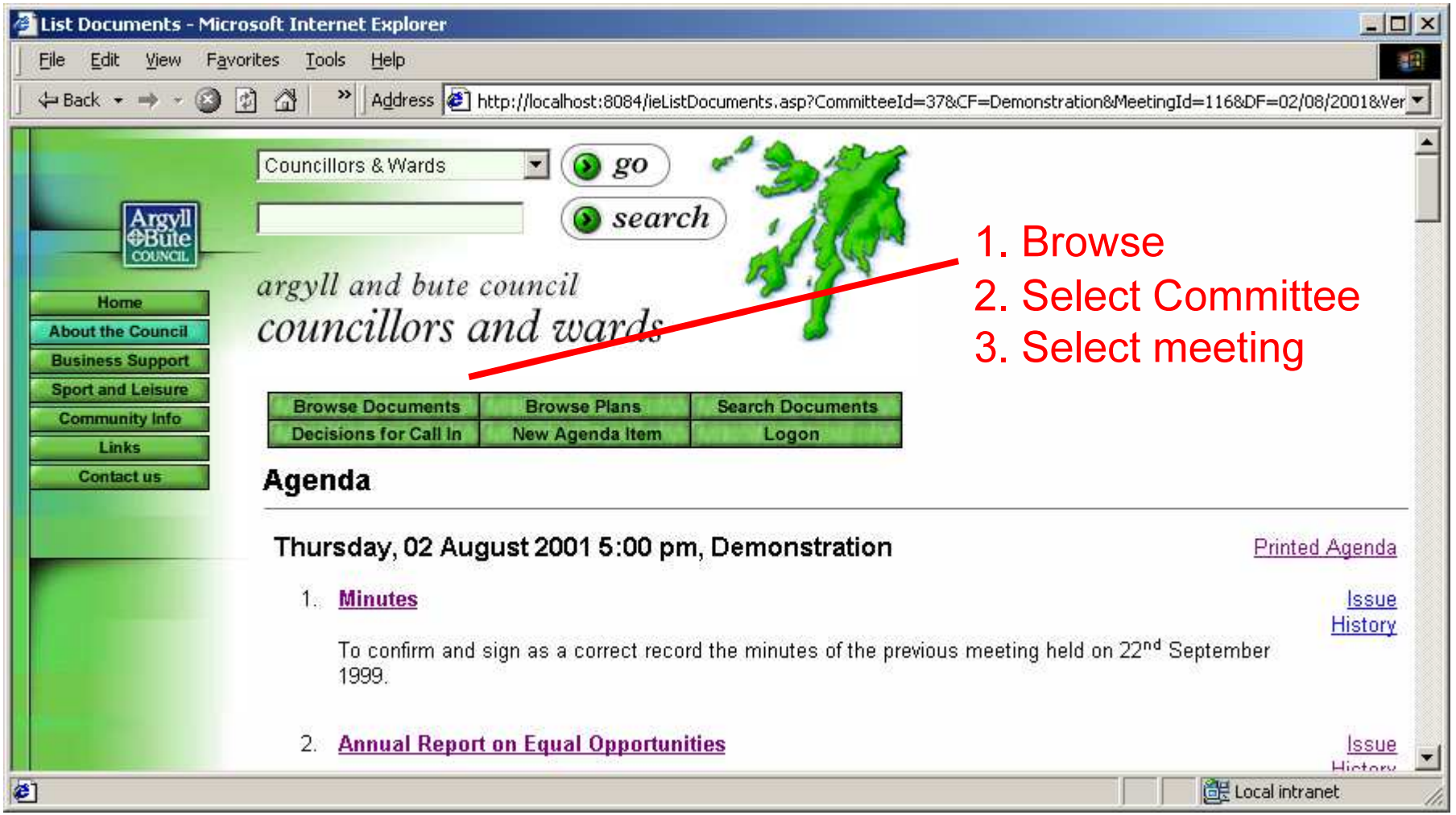


1. Press *Publish*

2. Press *Start Publish*

3. When complete press *Close*

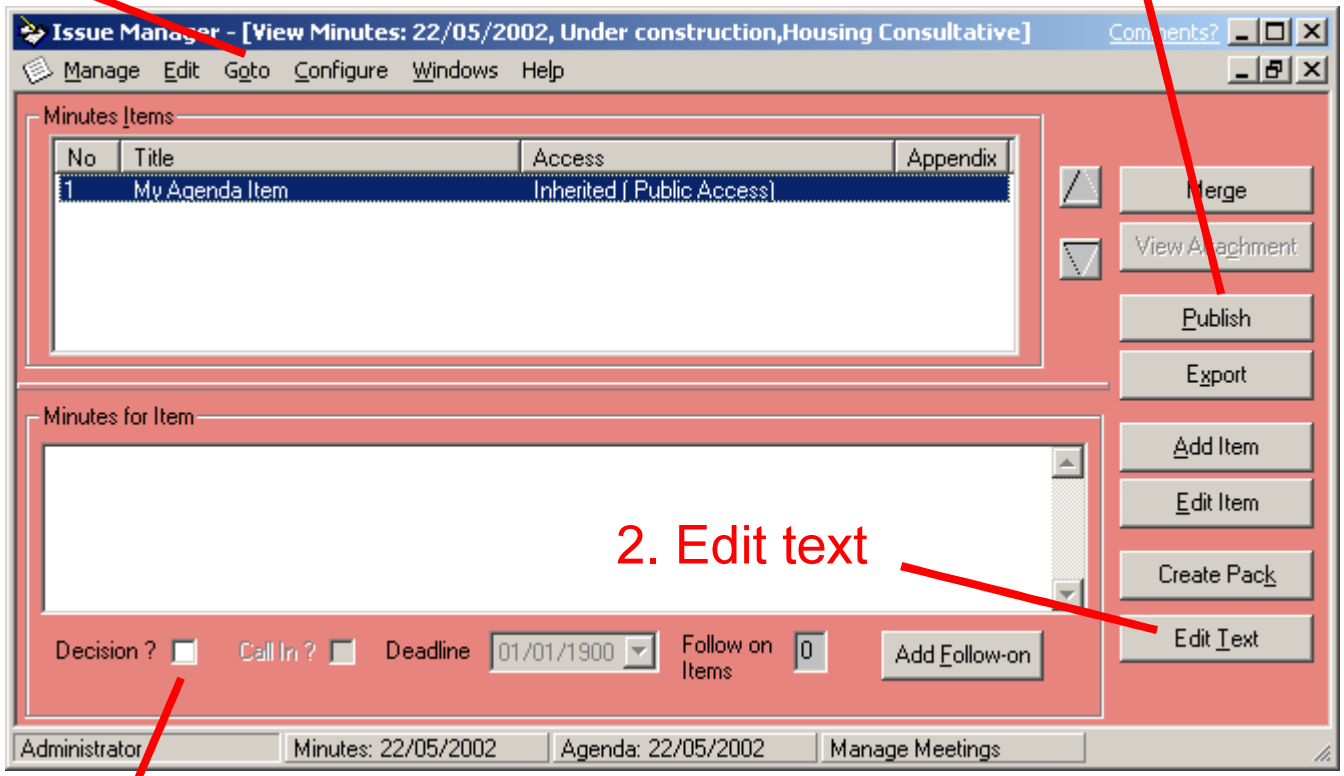
modern.gov Step 9 – Browse Internet



modern.gov Step 10 – Create Minutes

1. Menu *Goto / minutes*

4. Press *Publish*



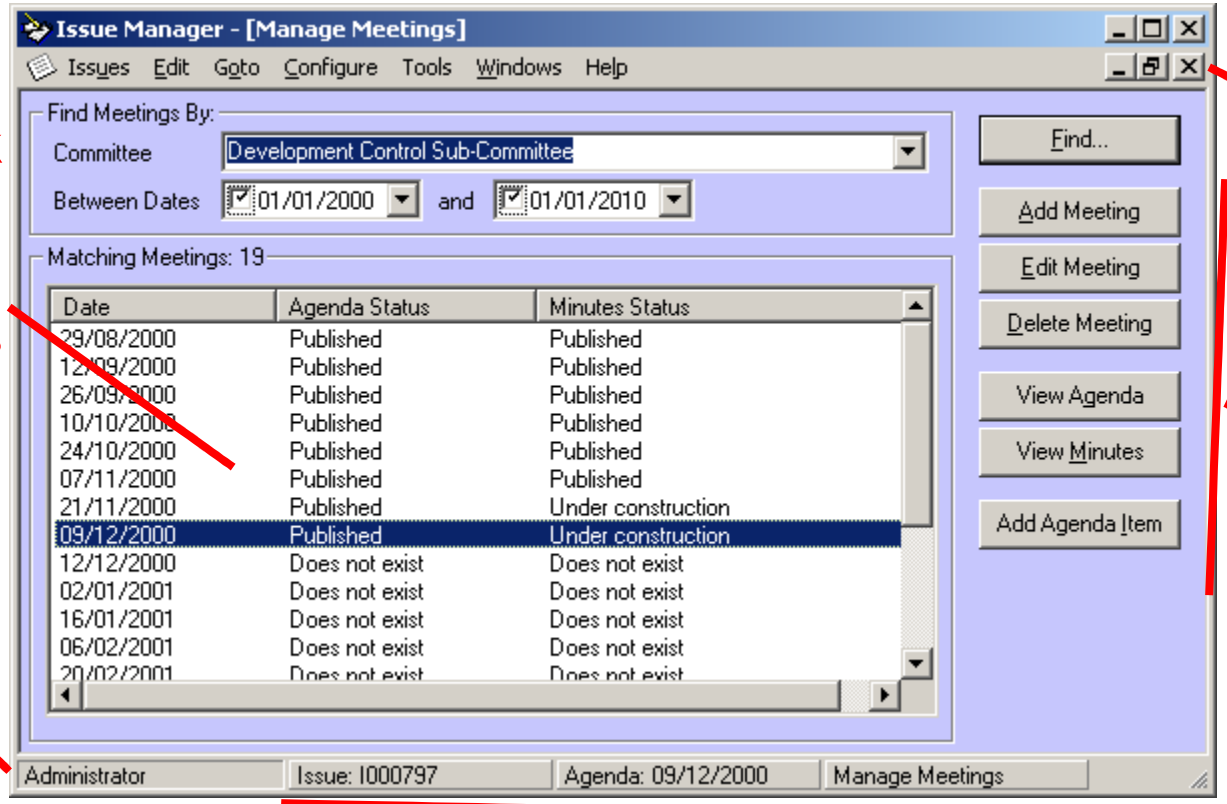
2. Edit text

3. Tick *Decision* box to flag a decision

modern.gov Issue Manager In Detail

- Basic layout of application
- Screens in detail

modern.gov Application Layout



Right-click here for menu options

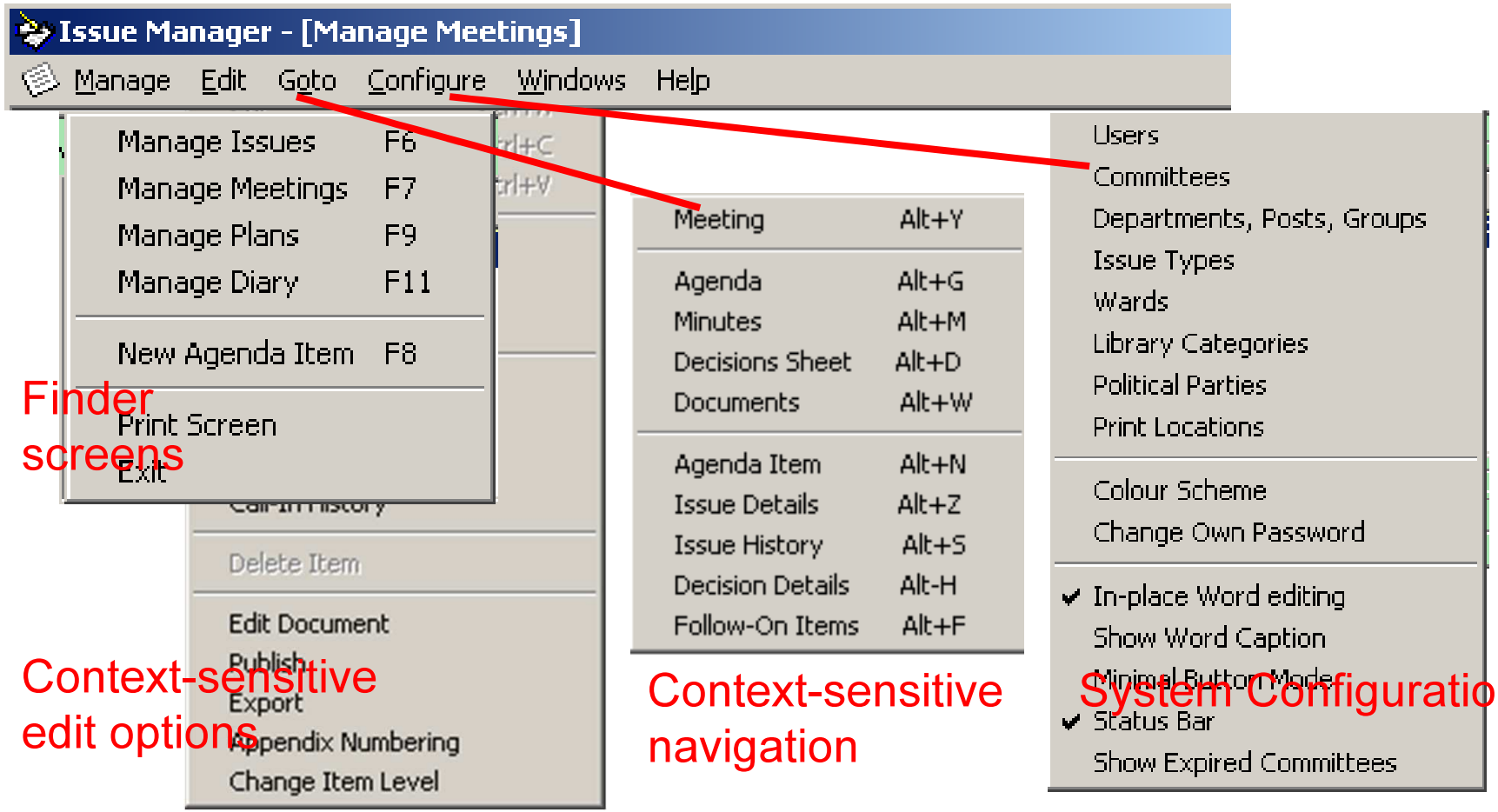
Close individual window

'Novice' Buttons can be turned hidden for more space

Current user

Quick-switch windows

modern.gov Menu Overview



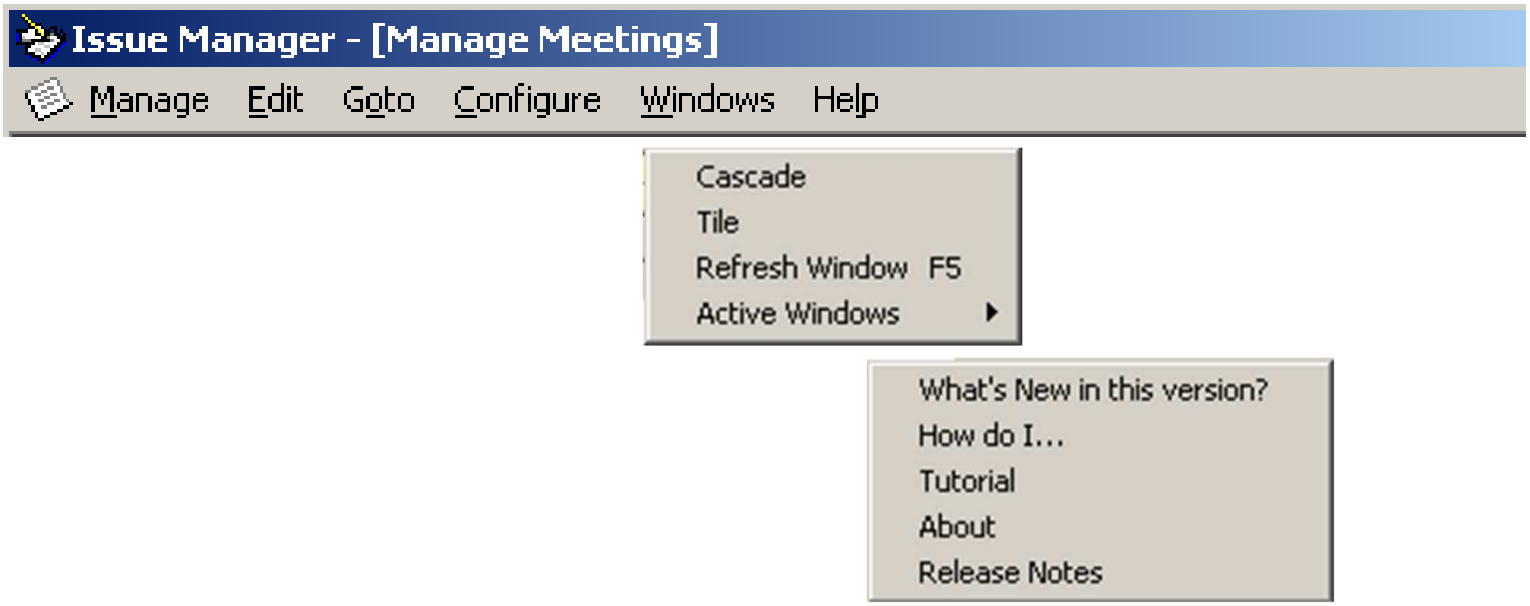
Finder screens

Context-sensitive edit options

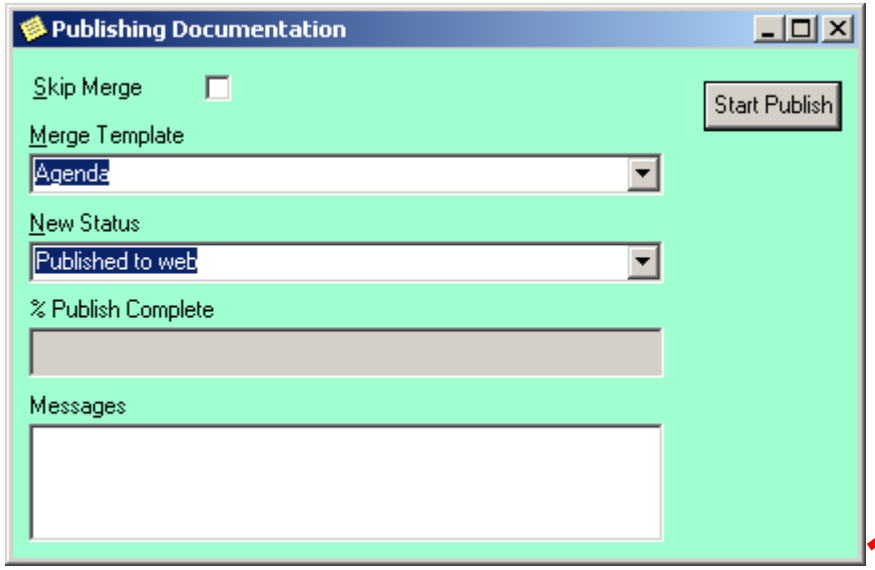
Context-sensitive navigation

System Configuration

modern.gov Menu Overview (contd)

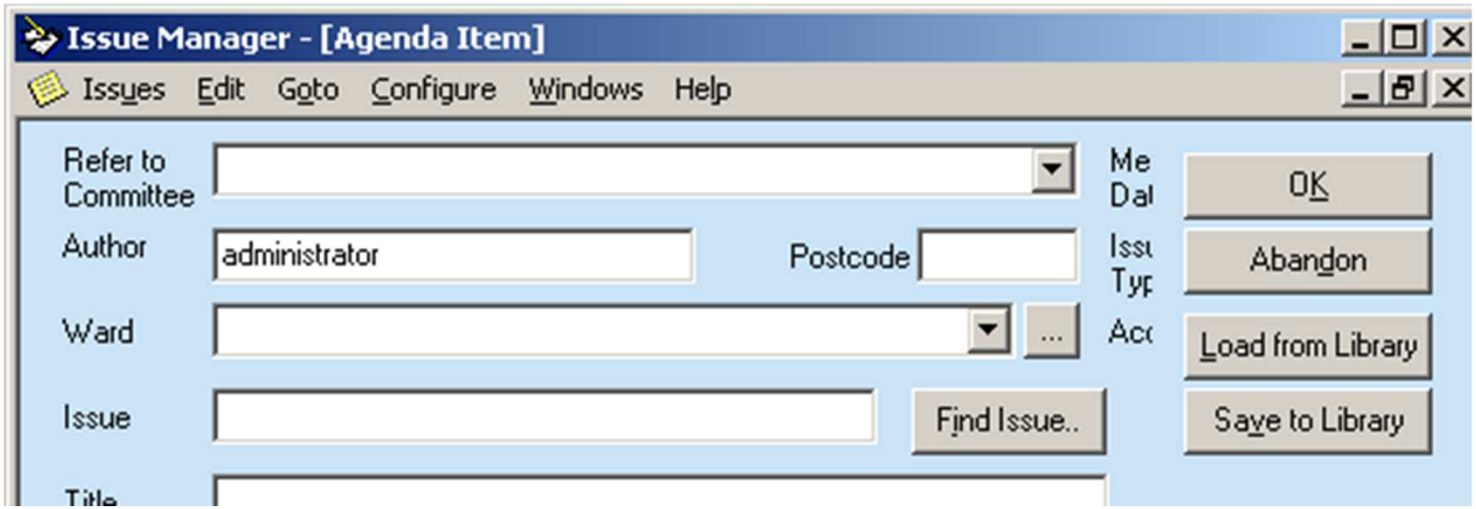


modern.gov Tips – Pop-ups



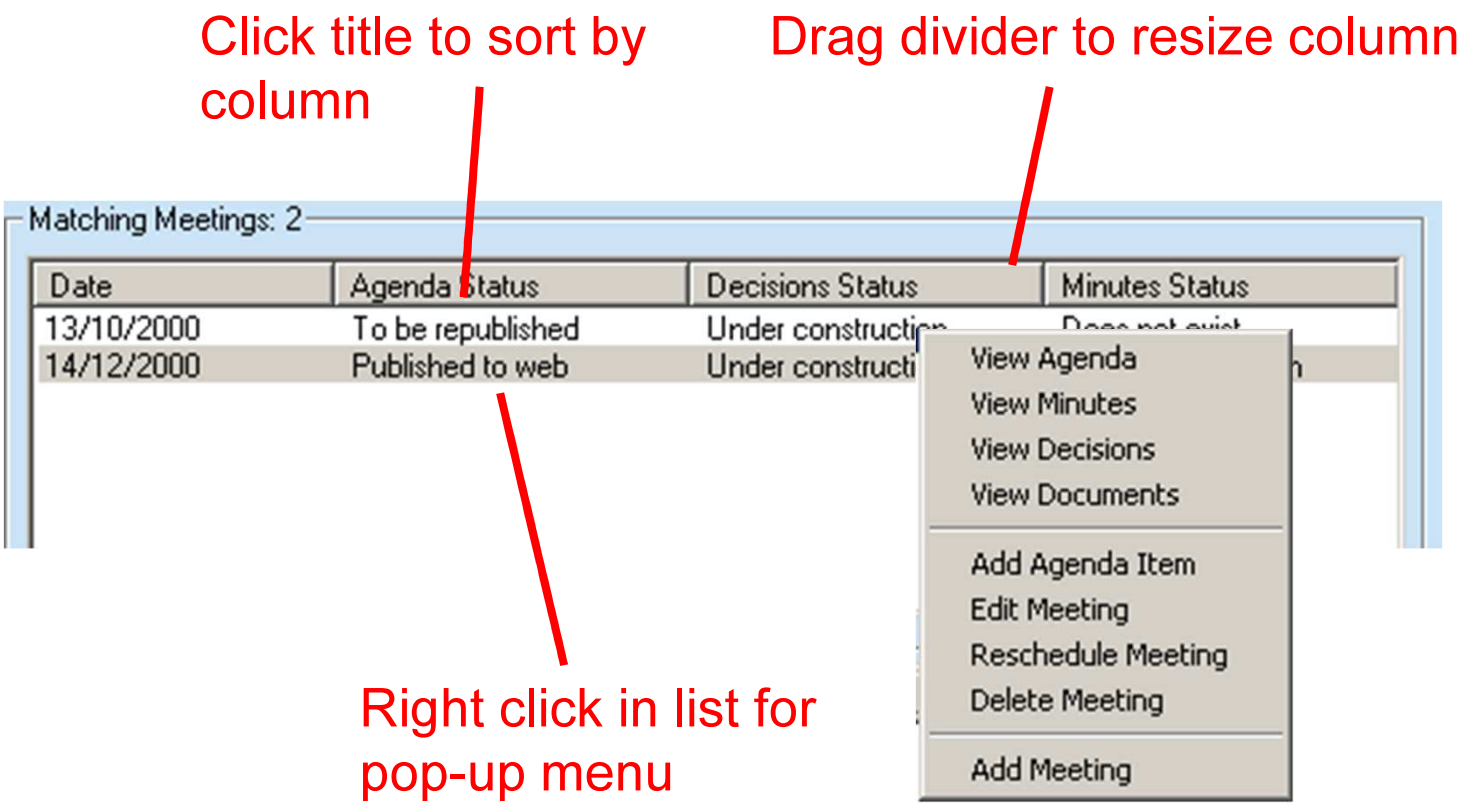
- Most pop-up (dialog) boxes are resizable
- Escape or Alt-F4 to cancel and close
- Use Alt + key to 'press' buttons with underscore

modern.gov Tips – Main Windows



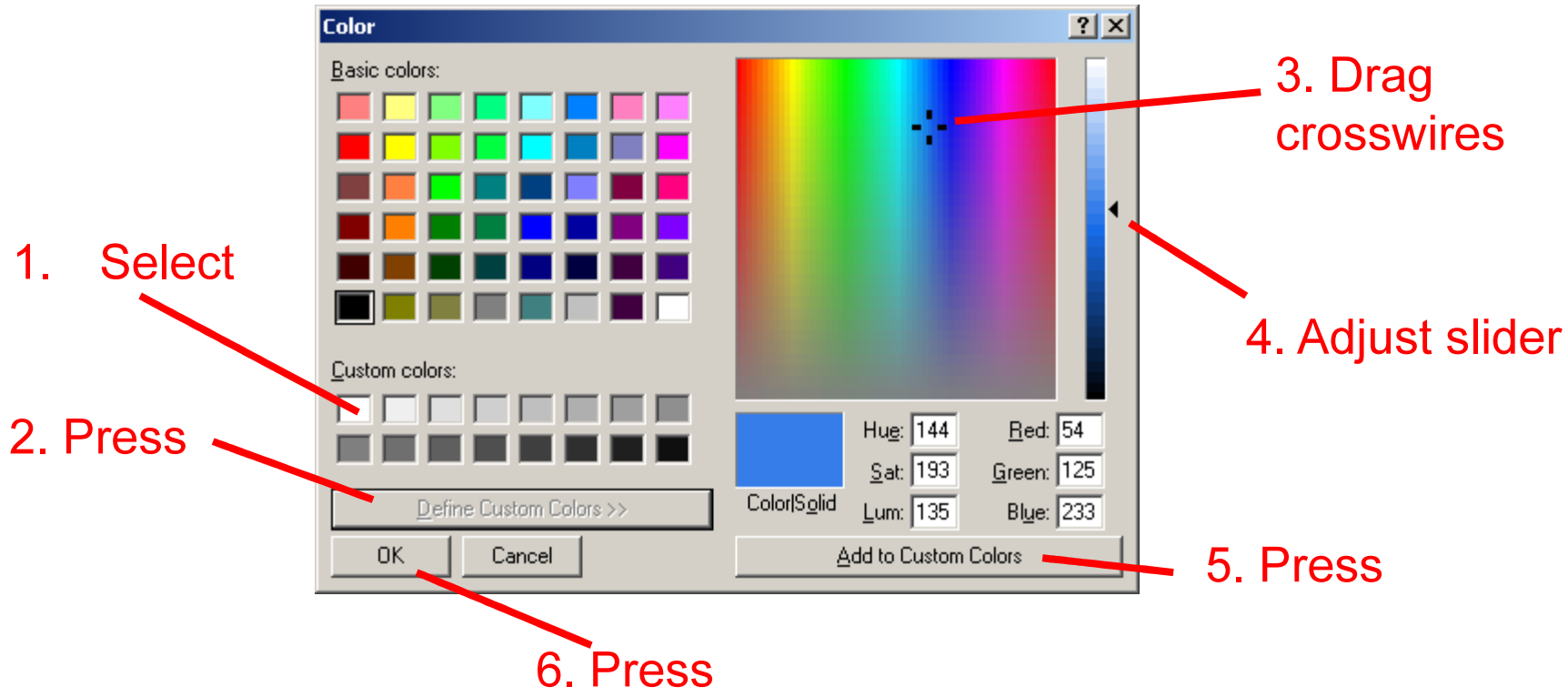
- All Main windows are boxes are resizable
- Fields get hidden when the window is too small
- Main windows save updates by default
- Alt-F4 closes a window

modern.gov Tips – List Views



modern.gov Essential aside - Colours

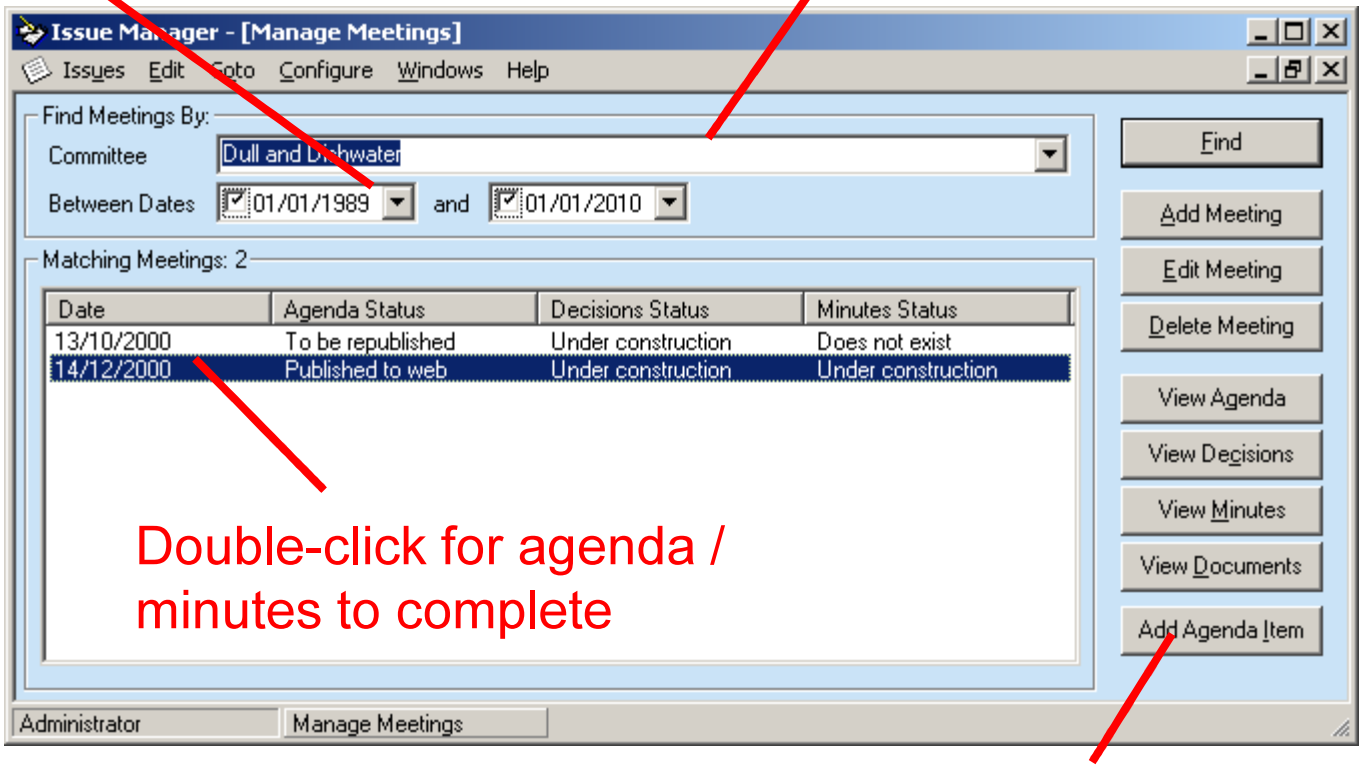
- Menu “Configure / Colour Scheme”



modern.gov Manage Meetings

Watch out for date filters!

Select committee and press Find



Double-click for agenda / minutes to complete

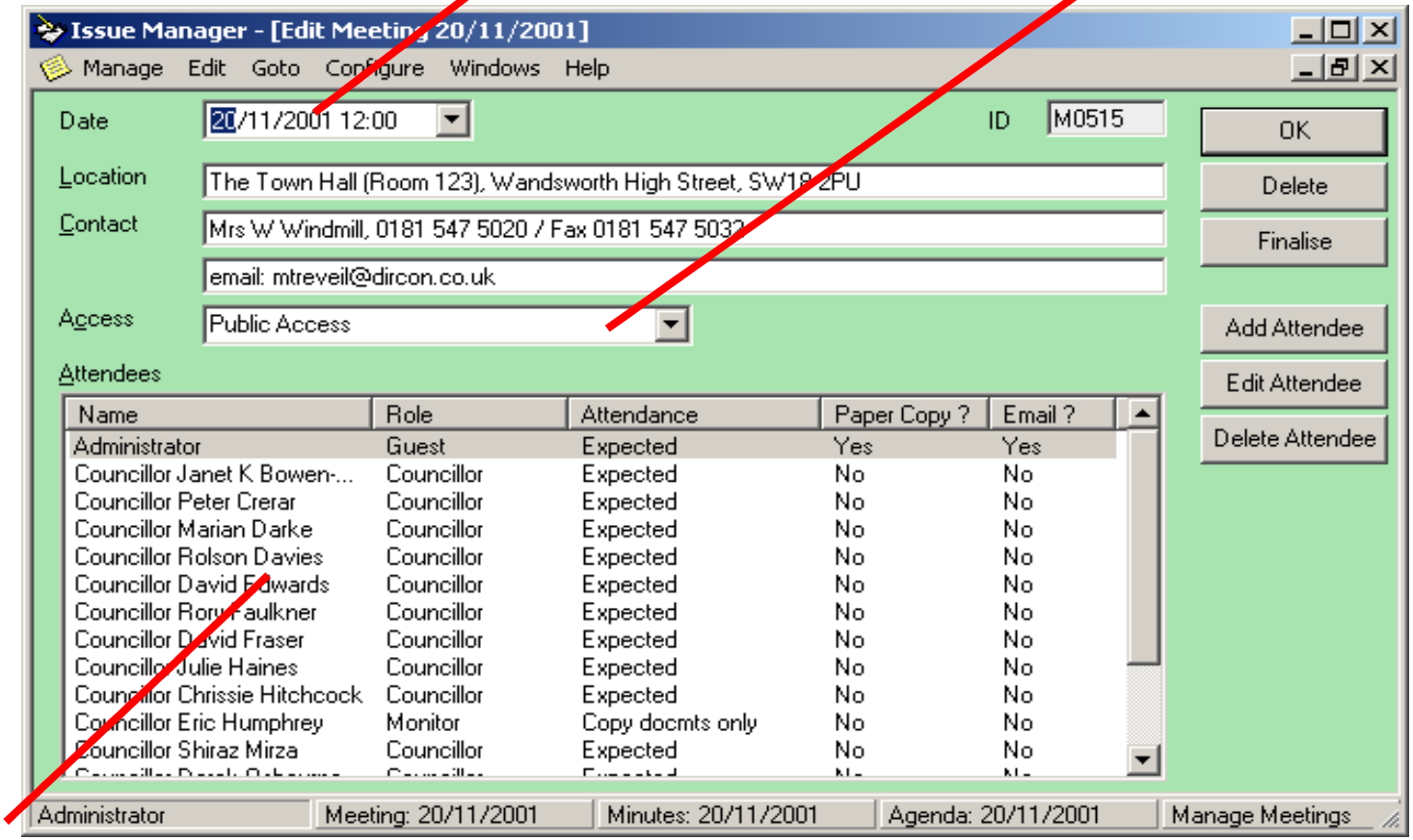
"Add" only pencils-in agenda item

modern.gov

Meeting

Date the only field you MUST fill in

Default security for each agenda item



Members inherited from committee definition

Add Meeting

- Details default from its committee
- All details modifiable
- All details can be merged into front sheet of agenda/minutes

Meeting Access Security

- Public
  - All documentation is available on the Intranet and Internet
- Intranet
  - Details of the meeting are published to the Intranet only
- Attendees – All documents
  - Only the meeting attendees can access the meeting.
- Attendees – Reports only
  - Only the meeting attendees can access the reports. The agenda item titles, text and minutes are public.
- Private
  - No details of the meeting are published
- Attendees and Ward -
  - As attendee, but give ward members access too

modern.gov Attendees

- Defaults to members of Committee
- Can add or remove any user or Group
- Can define non-council attendees
- Set roles for attendees so front sheet can be merged with names
- *Monitor* role for those with access but not attending

Attendance

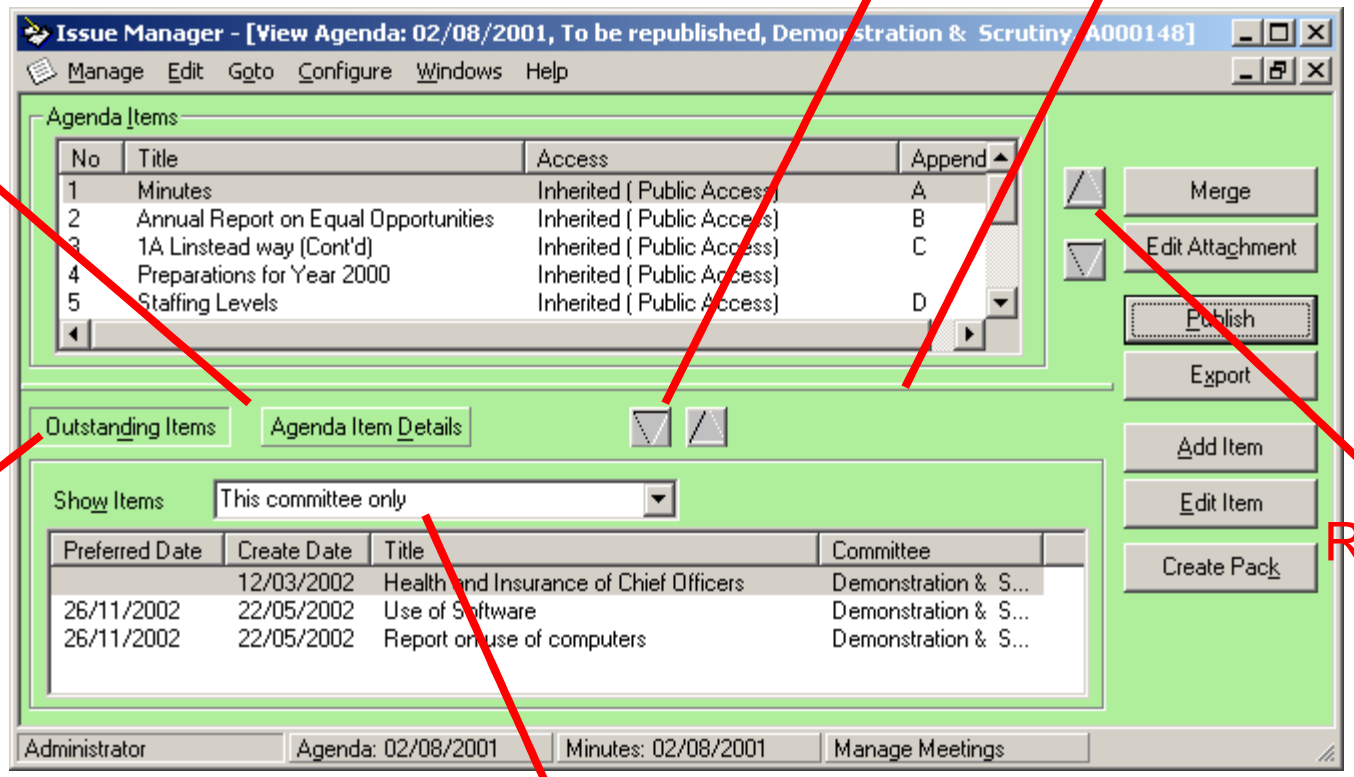
- Initially set to *Expected*
- Change attendance as more is learnt:
  - *Present, as Expected*
  - *Not present*
  - *Apologies*
- Multi-select attendees, right click to set attendance

Exercise – Create Meeting

- Create a new meeting for your Committee
- Specify:
  - Date / time
  - Intranet access
- Add a member of the public to the attendees list
- Mark two attendees as having given apologies

modern.gov

Agenda



View item text

Add/remove outstanding items

Drag to change window sizes

Reorder items

Items not yet in an agenda

Filter the outstanding items

modern.gov Managing Agenda Items

- Add outstanding items from bottom window using arrow buttons
- Press *Add Item* for new Agenda Item
- *Edit Item* or double click to edit
- Delete an item via right click menu
- Press *Agenda Item Details* to edit summary text while still viewing agenda

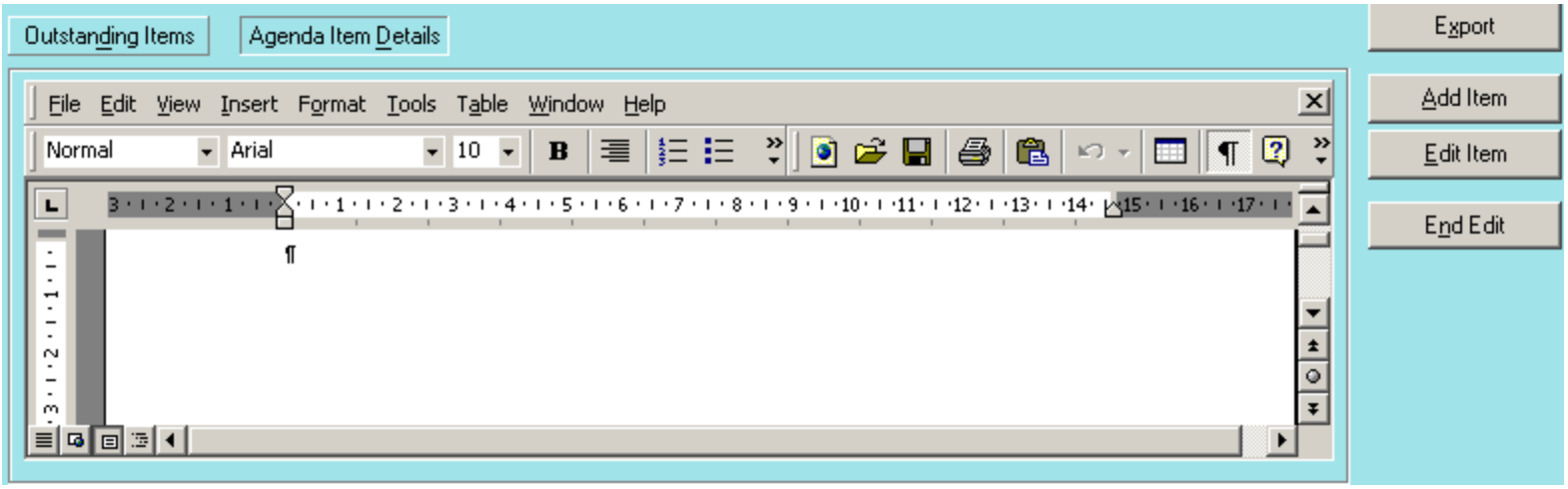
Export

- Export copies all files of an agenda into a directory of your choice
- Export if you want to e-mail a draft for review

modern.gov

Word Editing

- Double click to edit item text or press Edit Text
- Full copy of Word 2000
- Auto saves
- Press End Edit to finish



Tips - Word Editing

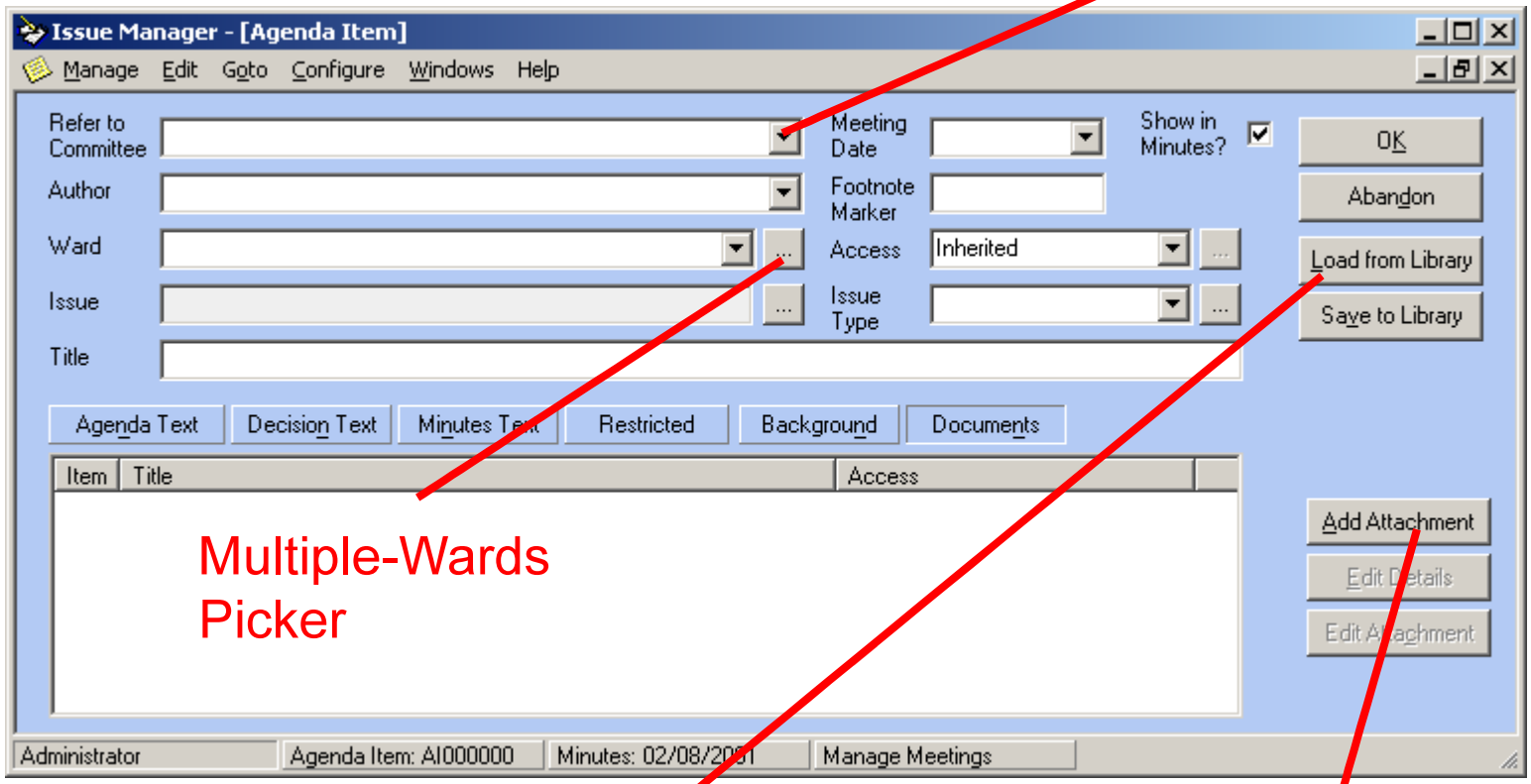
- Don’t add new styles
- OK to use:
  - Bold, italics, underline etc
  - Bullet/numbering buttons
- Avoid:
  - Margin settings
  - Aligning with tabs and spaces
  - Copying in new styles from other documents

modern.gov

Why is Formatting Important?

- Your text will appear:
  - Merged into a template to form an agenda document
  - Display as HTML on the web
- Agenda items from different agendas will be shown on the same web page
- Consistency is vital for professional results

modern.gov Adding Agenda Items



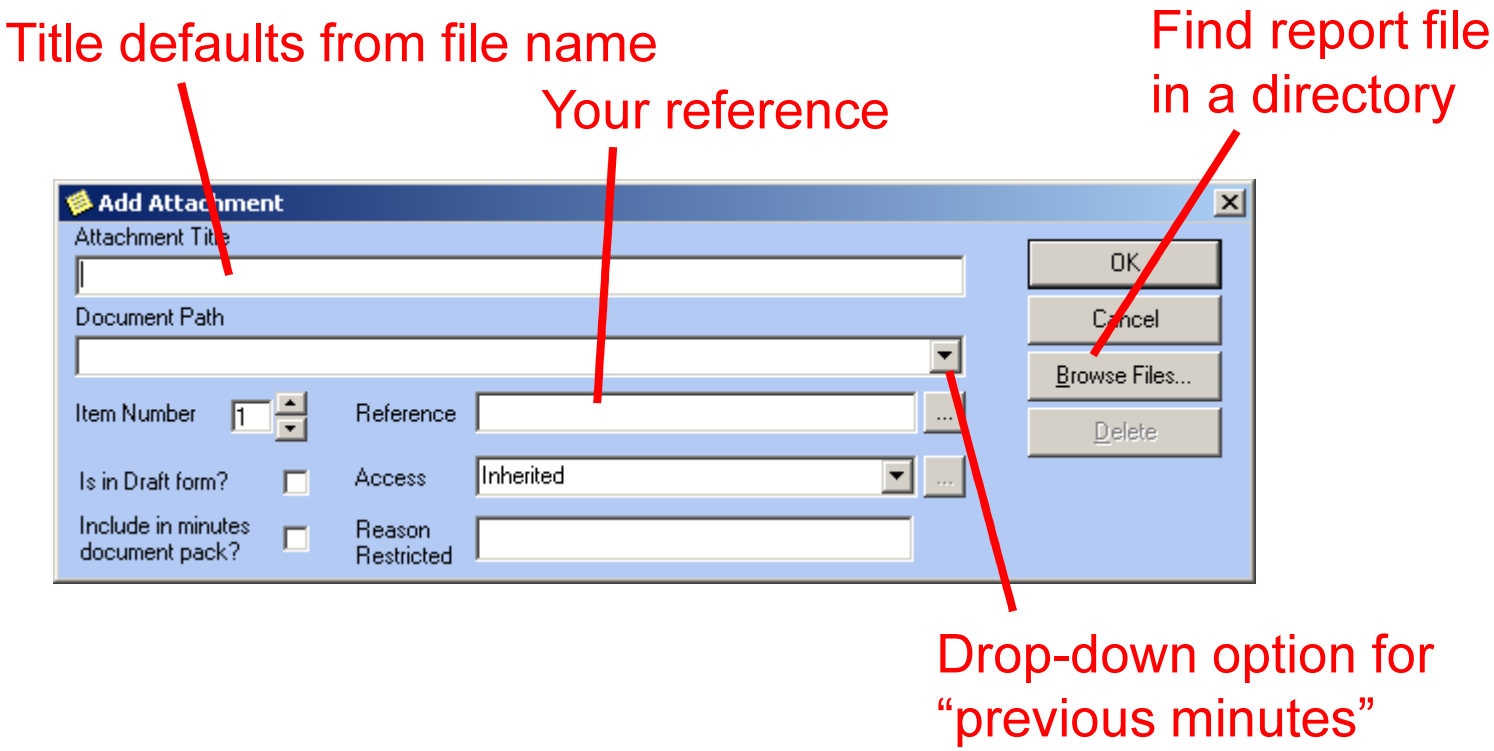
Pencil-in meeting

Multiple-Wards Picker

Load from standard item

Click to add reports

modern.gov Adding Attachments



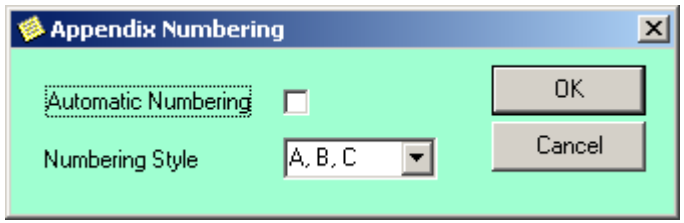
Attaching Reports

- Can attach any number of documents to one agenda item
- Give each a unique title!
- Best formats:
  - Word (any version)
  - Excel
  - PowerPoint
  - Acrobat (PDF) for scanned data/docs
  - HTML

Appendix Numbering

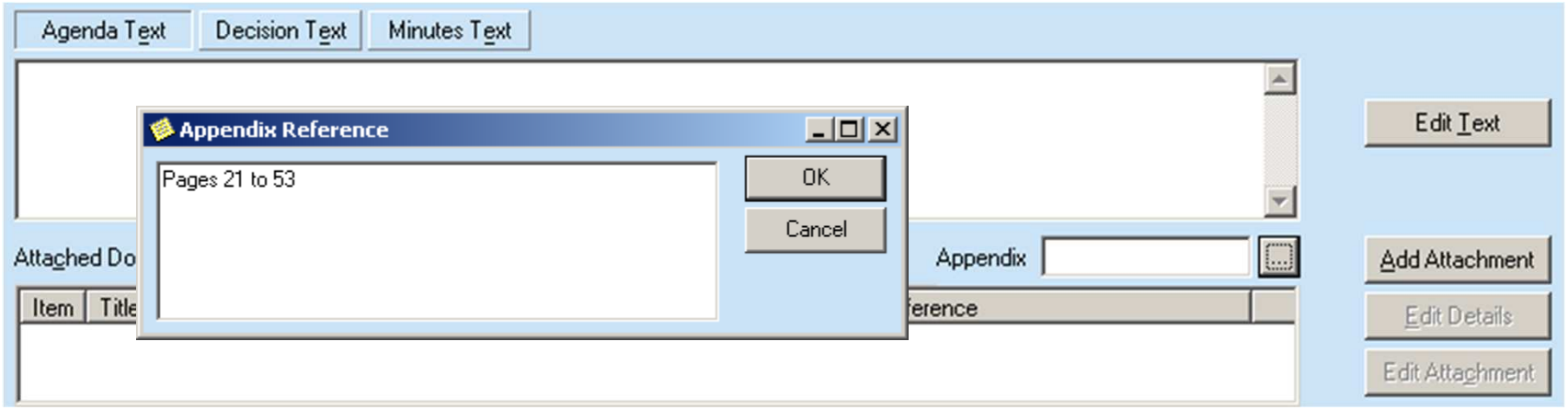
- Appendix numbers can be set-up for each agenda item with one or more attachment
- *Edit / Appendix Number* menu option from agenda, decision sheet and minutes screens
- Attached reports can be automatically updated with the appendix number

modern.gov Appendix Numbering Options



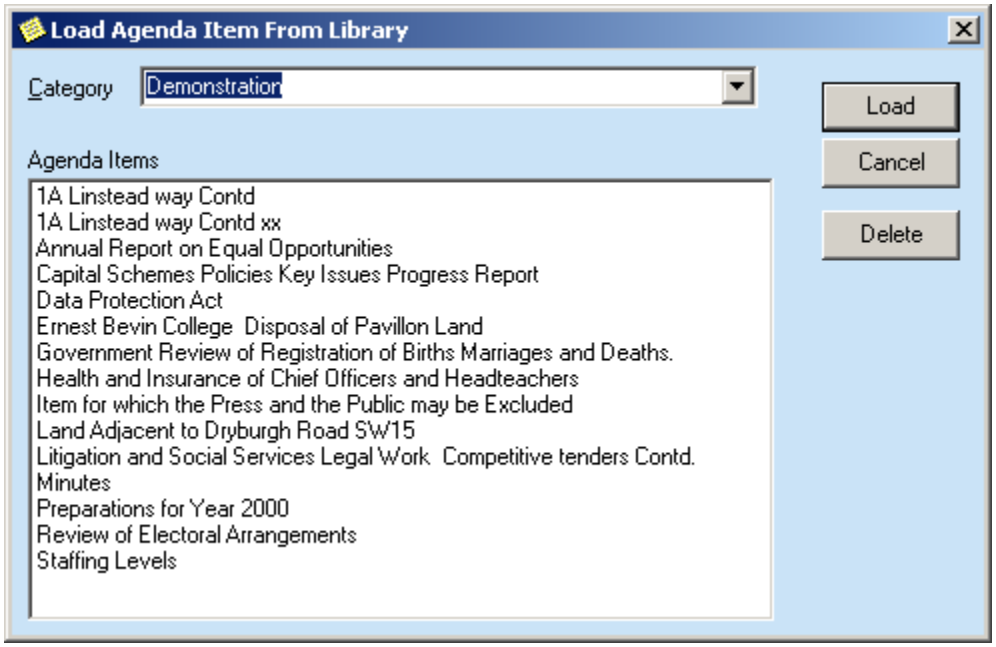
- Automatic number by default
- Switches to manual numbering when agenda is first published
- Styles: 1,2,3 or A,B,C

modern.gov Custom Appendix References



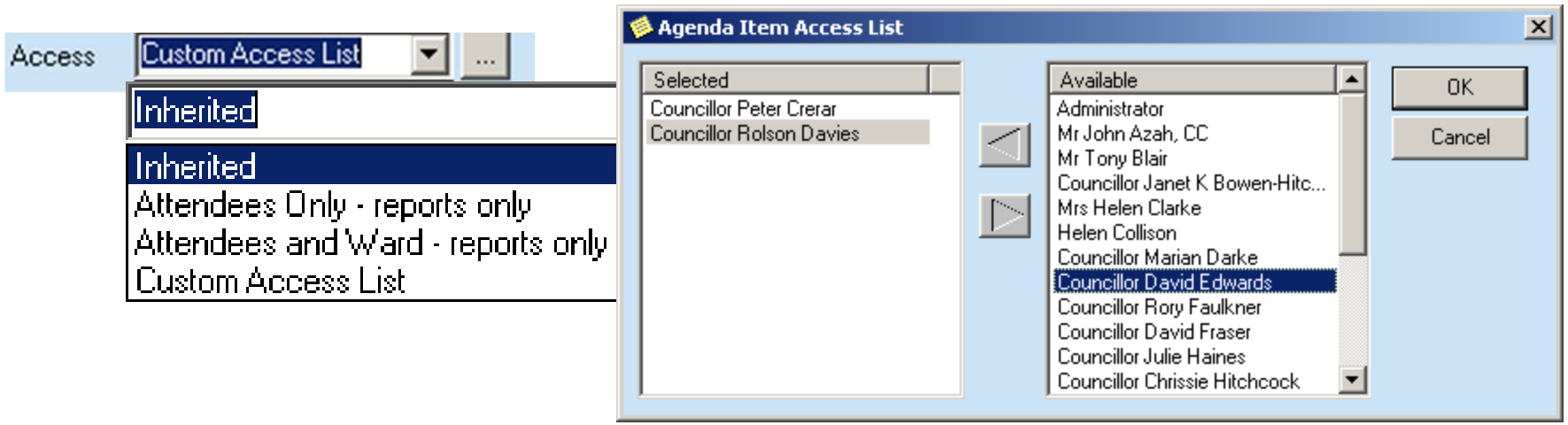
- Option from Agenda Item window when auto-numbering is off.
- Any string up to 200 characters long

modern.gov Load from Library



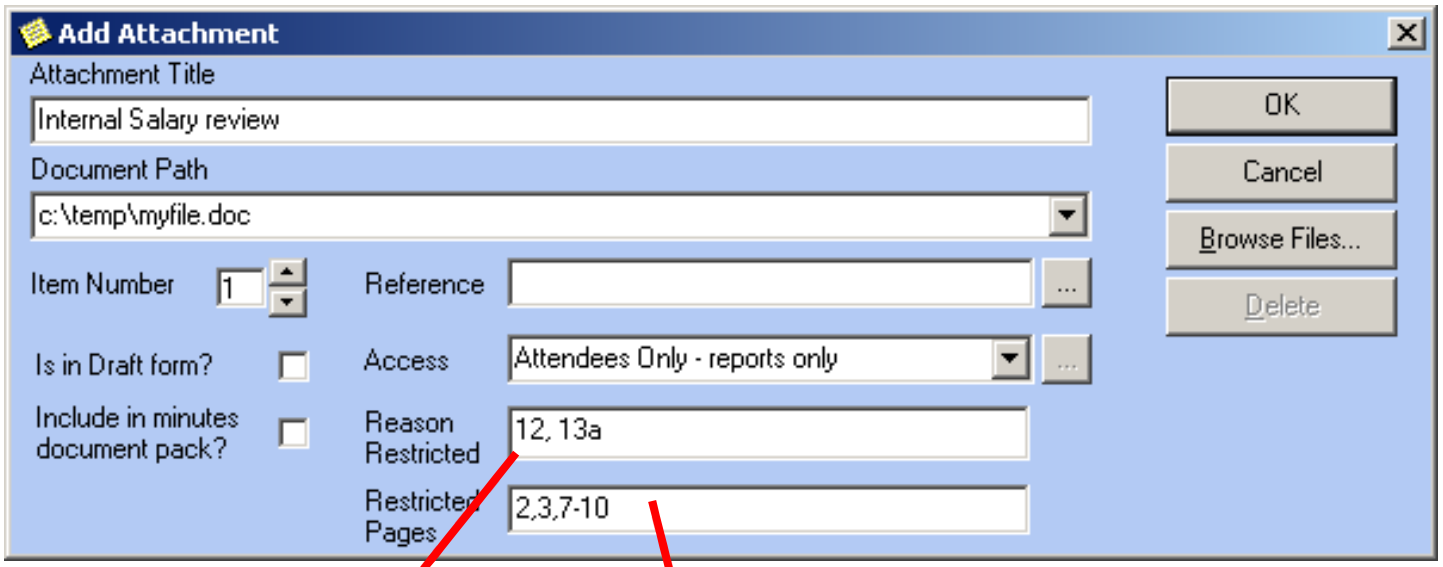
- Library holds commonly occurring agenda items
- Saves typing, improves consistency
- Add items into library using *Save to Library*
- Anyone can save or delete items in library

modern.gov Agenda Item Security



- Security applies to attached reports only
- Setting inherited from meeting by default
- Can override to another setting
- Can choose a custom list of users

modern.gov Securing Attachments



Text is inserted into
"By Virtue of …" header

Option to secure only some pages,
Specify pages like a print range in Word

modern.gov Comments and Sub-Heading

- Use menu *Edit / Add Comment* to add unnumbered Comments
- Comments comprise:
  - Title and / or
  - Word summary text
- Use Comments for:
  - Stage directions e.g.
    "it was agreed to change the order of items
  - Sub Headers between agenda items
- Can restart numbering at any comment

Exercise – Create Agenda

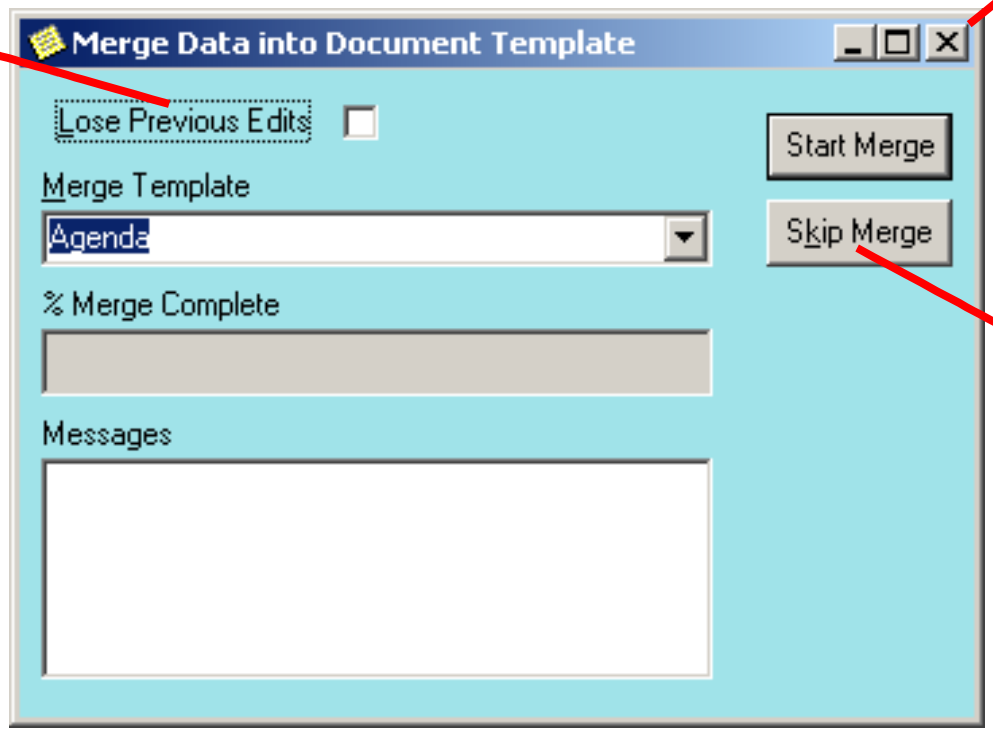
- Create and agenda comprising:
  - Three agenda items
  - A sub heading with restart numbering
  - A comment
  - Add an AOB agenda item that is not visible in the minutes
  - Save one of your agenda items to the library

Merging Agenda Documents

- Agenda documents are created by a *Merge* process
- A copy of Word template (.dot) for the Committee is merged with the agenda item details
- You can make some hand-edits to the resulting document – but only in the correct places!

modern.gov Starting a Merge

Tick if you want To take a new copy of the Template – so Losing and hand Edits to the doc



Quit

Just view Previously Merged document

modern.gov Sections in a Merged Doc

- Always use *View / Normal* mode to see section breaks
- Section layout:
  - Title page section, not protected
  - Agenda Item 1 section, protected
  - Agenda Item 2 section, protected
  - ….
  - Trailer section, not protected
  - Hidden layout section, protected
- You can remove protection using menu *Tools / Unprotect Document*

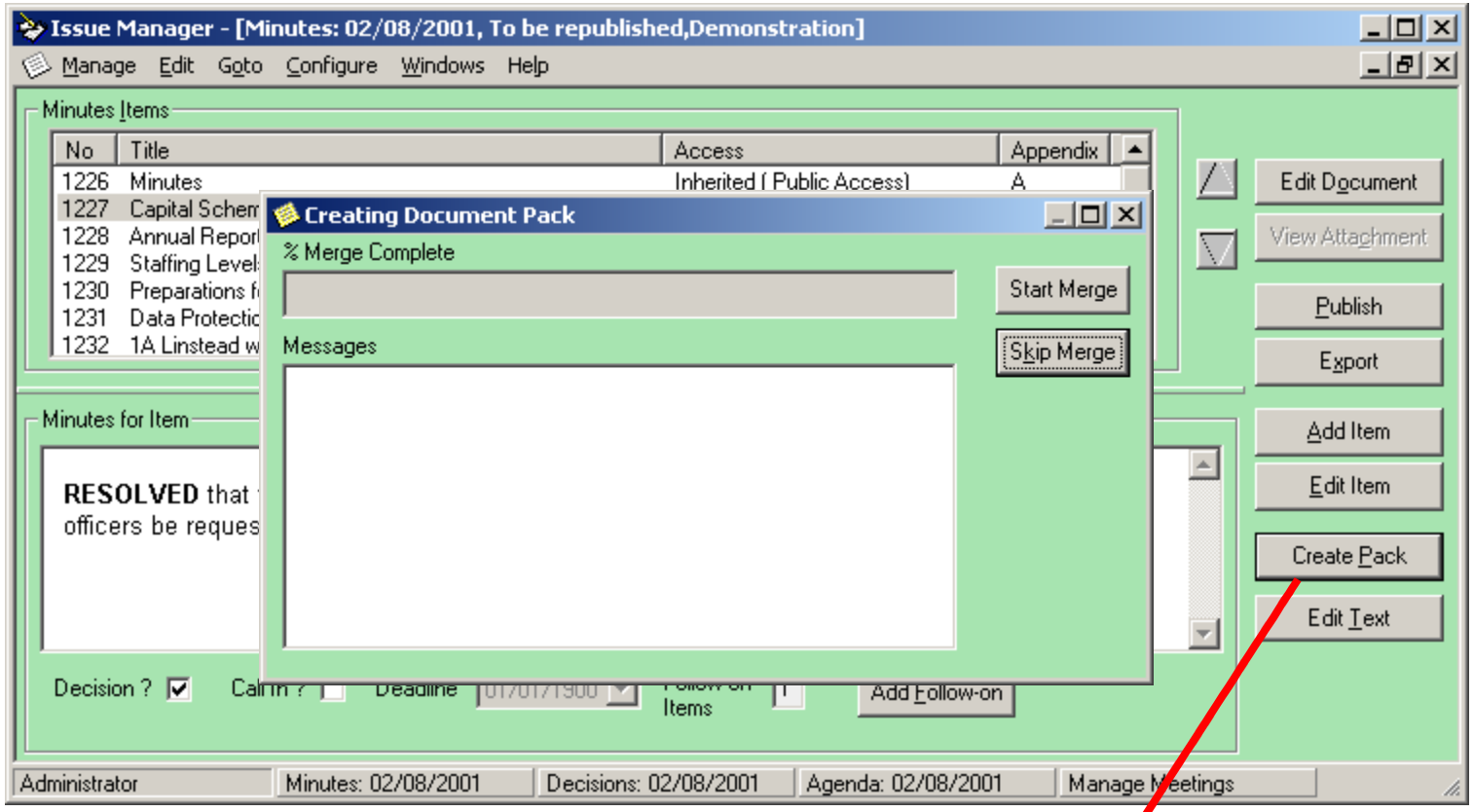
modern.gov Exercise – Merged Document

- Merge your agenda and view the document
- Switch to View / Normal mode
- Find the section breaks
- Add text between two agenda items
- Add text into the trailer section
- Unprotect the document

modern.gov Document Packs

- A single PDF file of agenda (or minutes) and all reports
- Twin packs: Public and Private
- All page header information added automatically
- Packs are automatically published to a public folder for printing at regional offices

modern.gov Creating the Document Packs



1. Press Create Pack

modern.gov

Publishing

- Press *Publish button* !
- Publish will always repeat the document merge first
- Agenda is immediately available on the web
- Press *Un-Publish* to make subsequent edits
- When unpublished, documents are removed from the web

modern.gov Document Pack Distribution

- On publishing, document packs are send to an email public folder
  modern.gov / docpack
- Packs can be printed for attendees from each Print Location
- An email is sent to each location listing the attendees to receive a pack

Email Notification

- Attendees can be notified once an agenda or minutes is published
- Use menu option

  Edit / Send Email Notification

Preparing Decision Sheets

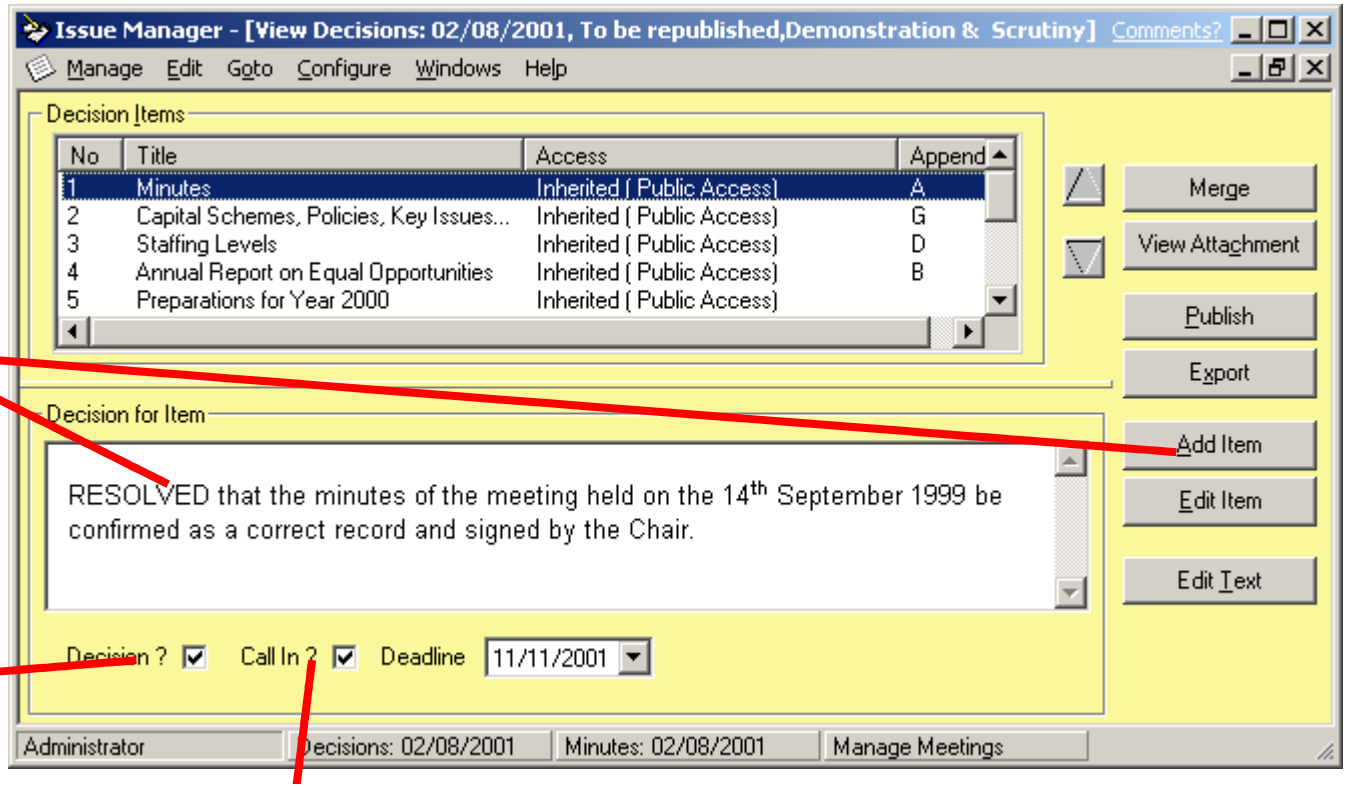
- Decision sheet list all the recorded decisions for a meeting
- Used as informal pre-minutes document
- Merge document shows only items with decision text
- Decision sheets are optional

modern.gov Decision Sheet Window

Add decision text either in place or via agenda item screen

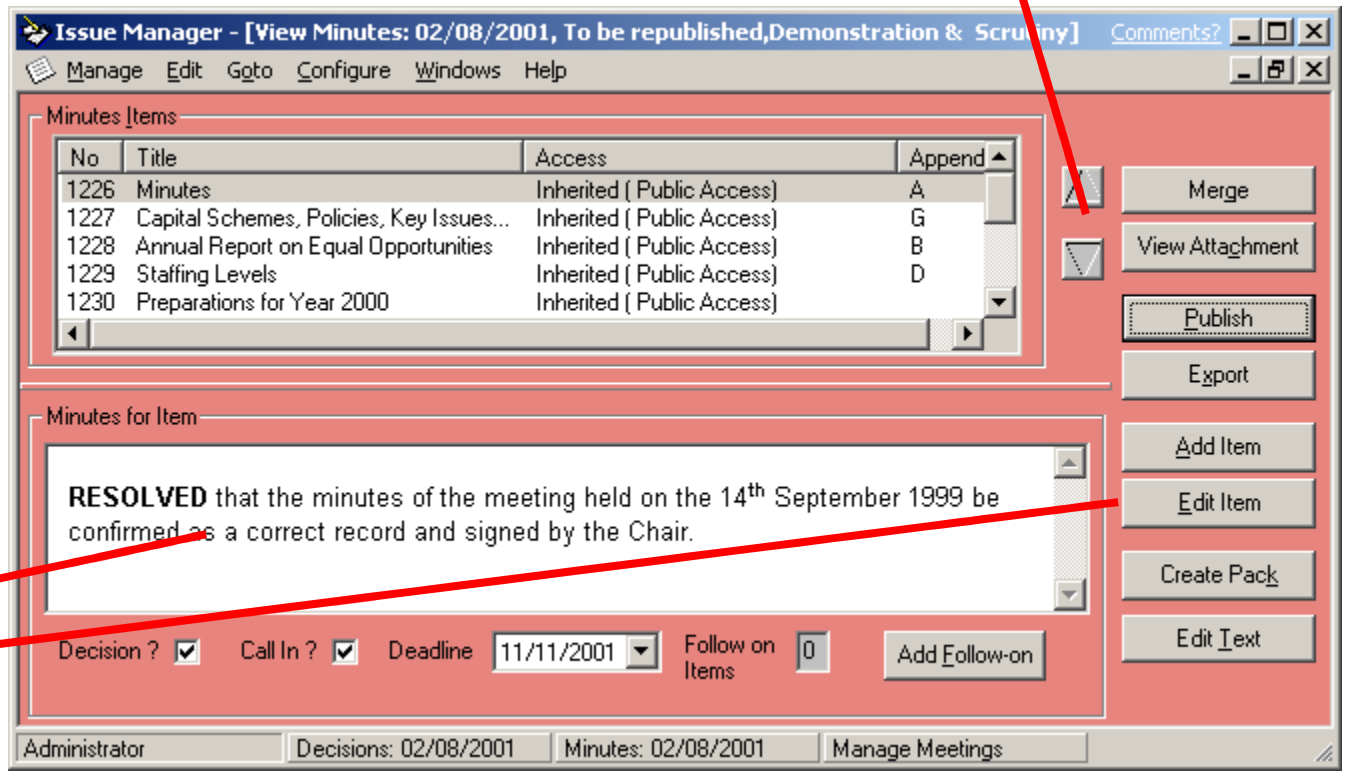
Ticked automatically when text added

Tick if call-in of decision allowed



modern.gov Adding Minutes Text

Can reorder minute items



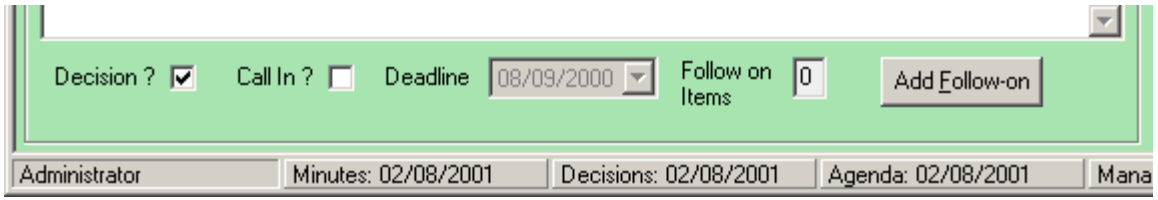
Add minutes text either in place or via agenda item screen

Minutes Features

- Can re-order items independent from agenda
- Agenda comments are not visible in minutes
- Minutes comments are not visible in agenda
- Use *Edit / Add Minute Item* to add extra items of business to minutes only
- Use *Show In Minutes* tick box on Agenda Item screen to hide agenda items from minutes e.g. AOB

modern.gov Decisions

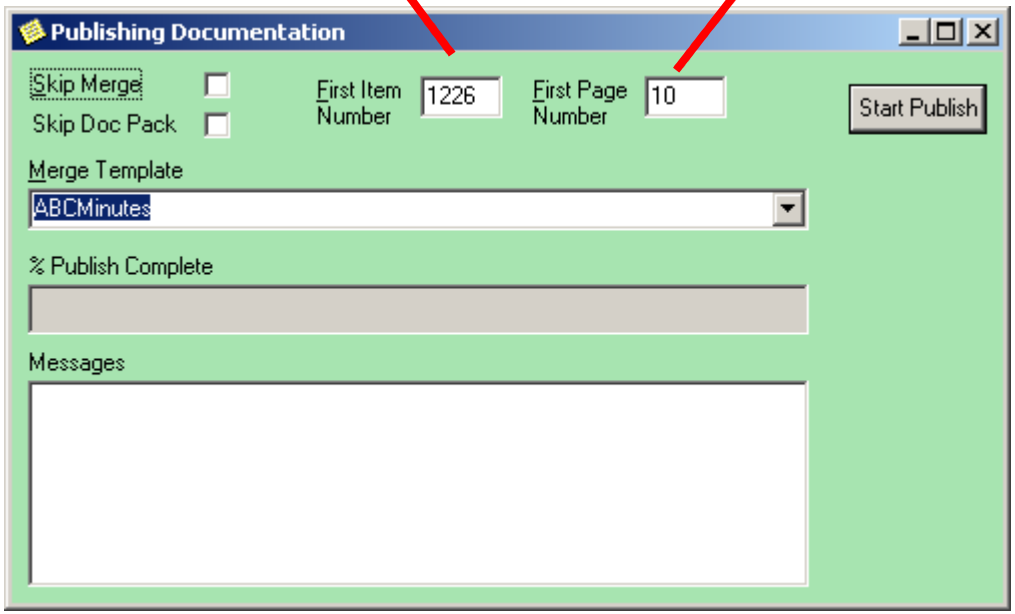
- Any minute item can be flagged as a decision
- Decision text defaults to minute item text
- Tick *Call In?* to be listed on web, and to allow call-ins via the web
- Deadline limits length of call-in period
- Can flag decisions after publishing (no republish needed)



modern.gov Publishing Minutes

For minutes item numbers consecutive across meetings

For page numbers consecutive across meetings



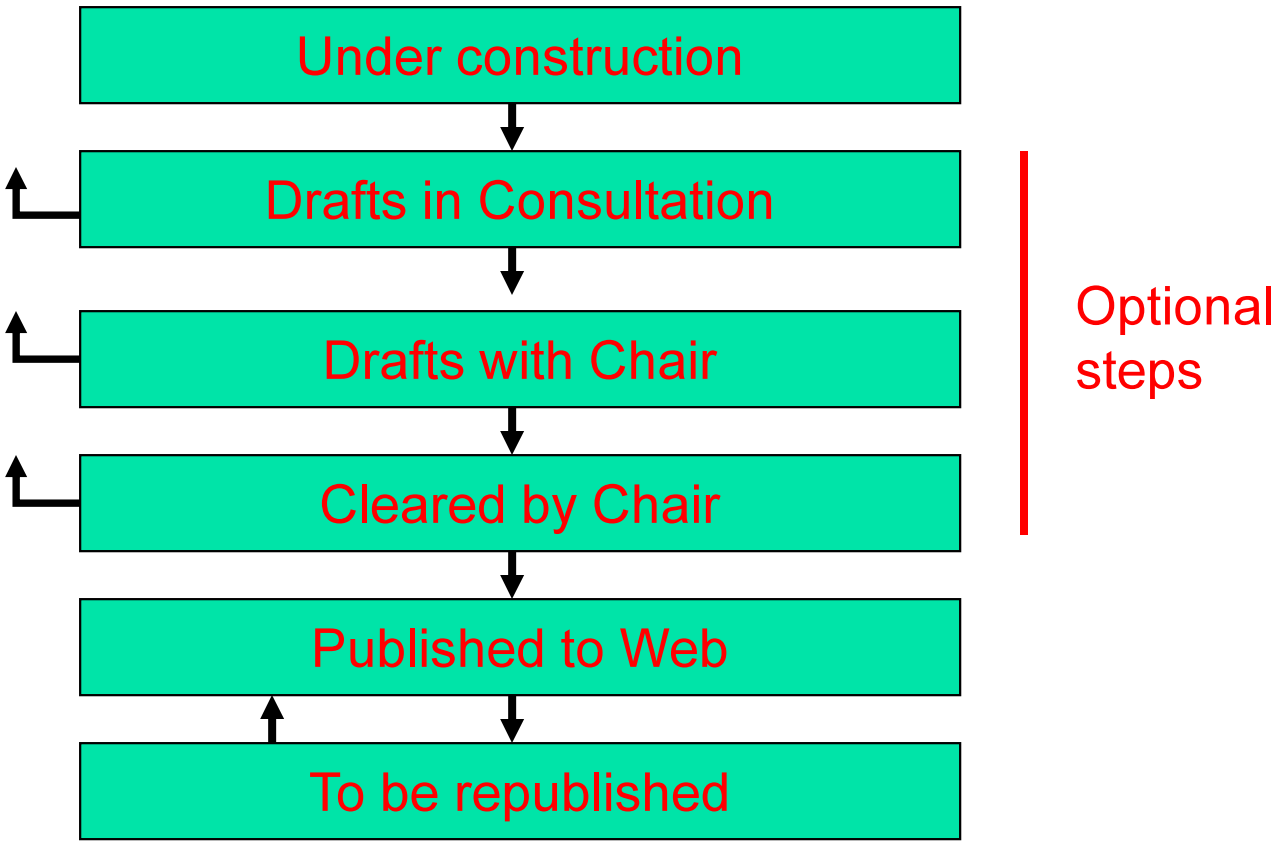
Exercise – Minutes

- Add minutes text for your agenda items
- Add a minute item, and provide agenda item text for it
- Add a comment
- Set up a decision for call-in
- Publish

Draft Consultation

- Integrates the existing Richmond public folder consultation process
- Issue Manager can publish to public folders and read back modifications made
- Issue Manager can manage the contents of the public folders
- Users can continue to work with public folders as before

modern.gov Steps in Publishing



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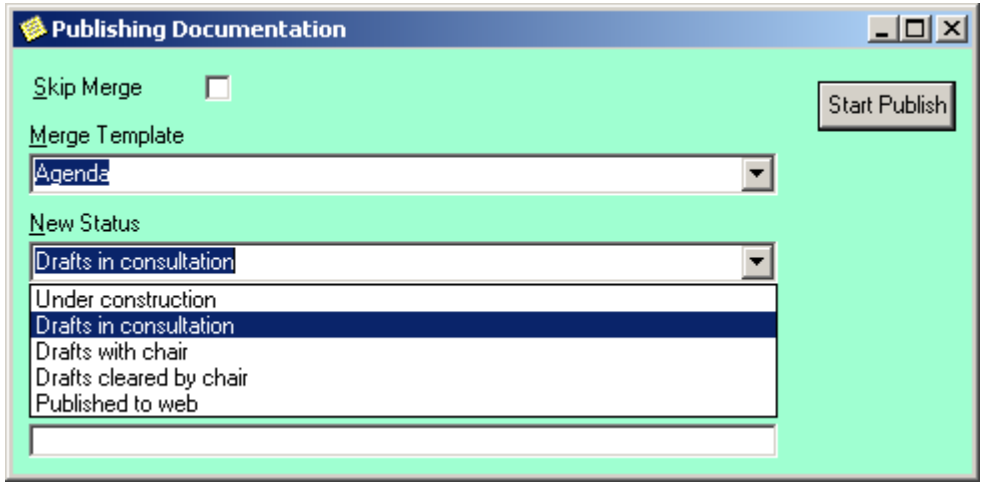
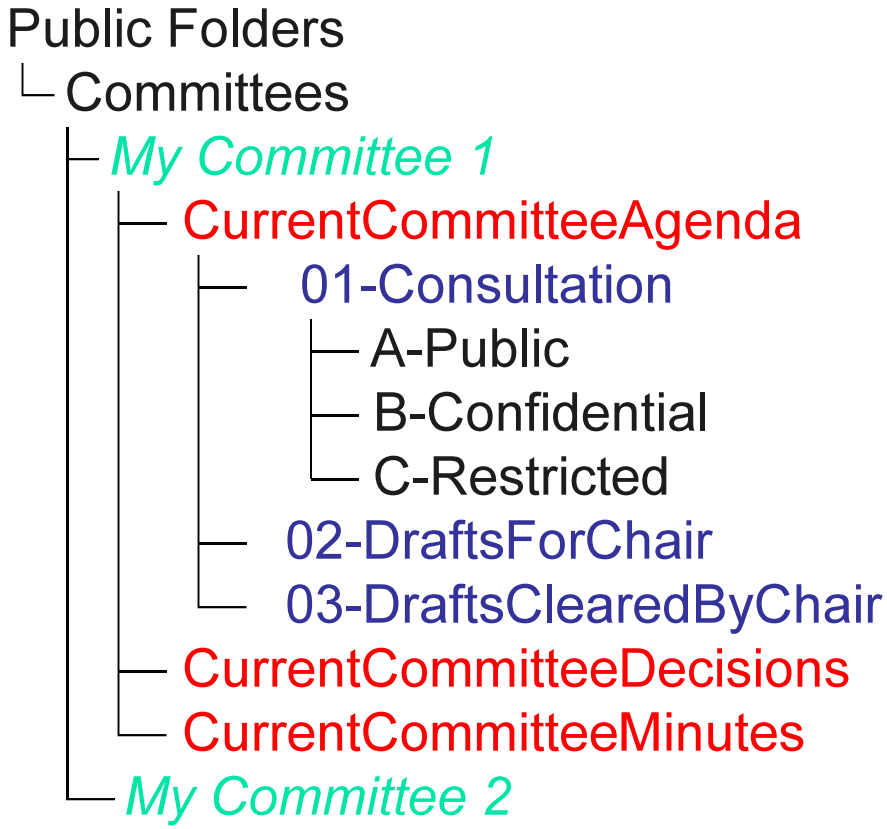
Moving between Steps



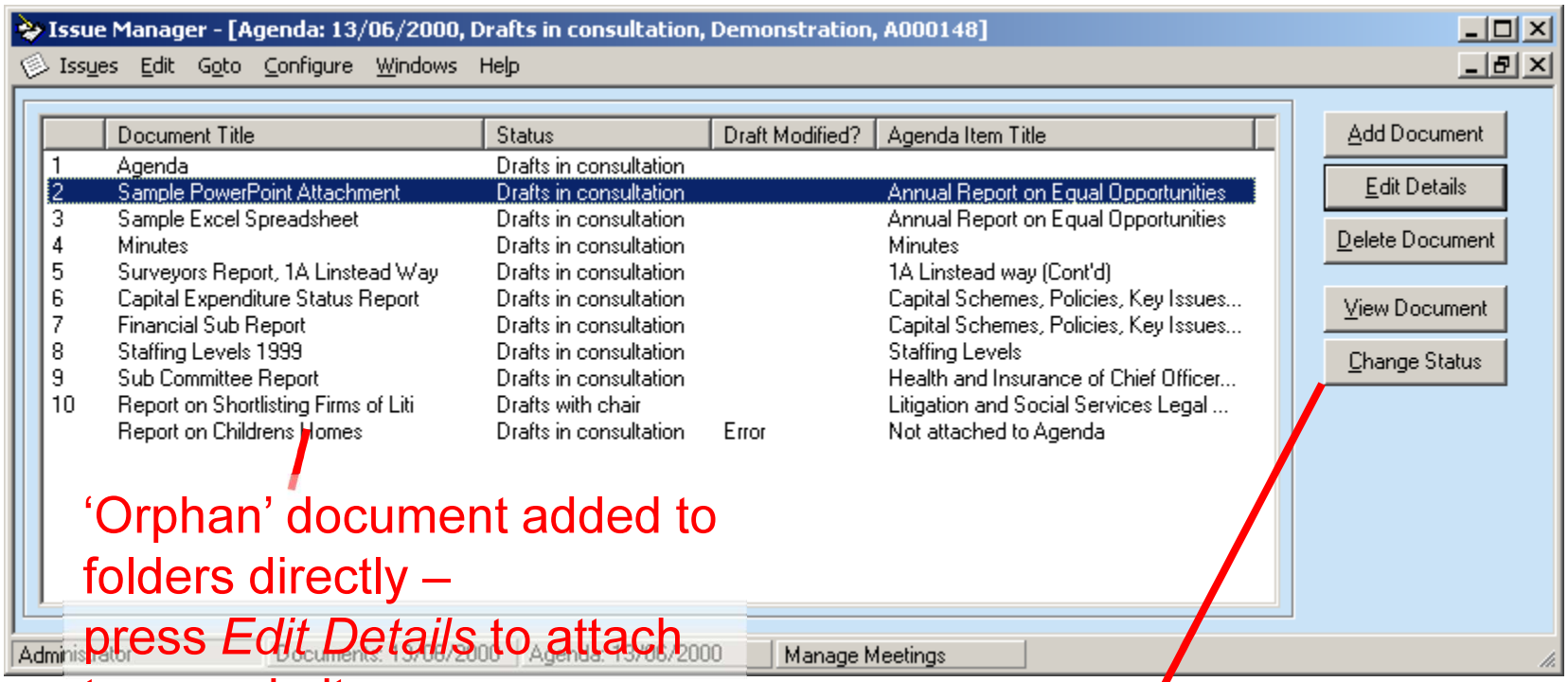
- Use the *Publish* button to move between steps
- *New Status* default to next in sequence – can set to any option

modern.gov Revised Public Folder Layout



modern.gov Documents Window

- Menu *Goto / Documents*

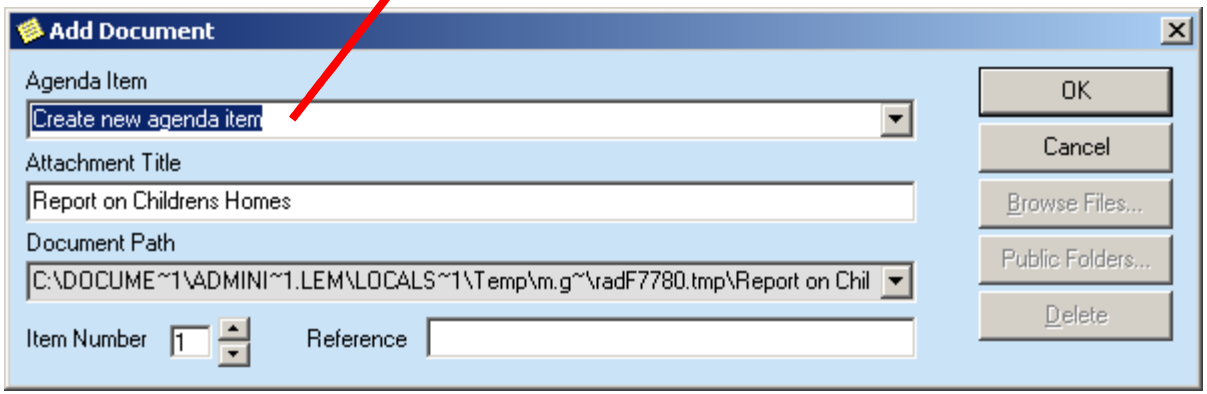


'Orphan' document added to folders directly – press *Edit Details* to attach to agenda item

Change status of one document

modern.gov Adding Orphan Documents

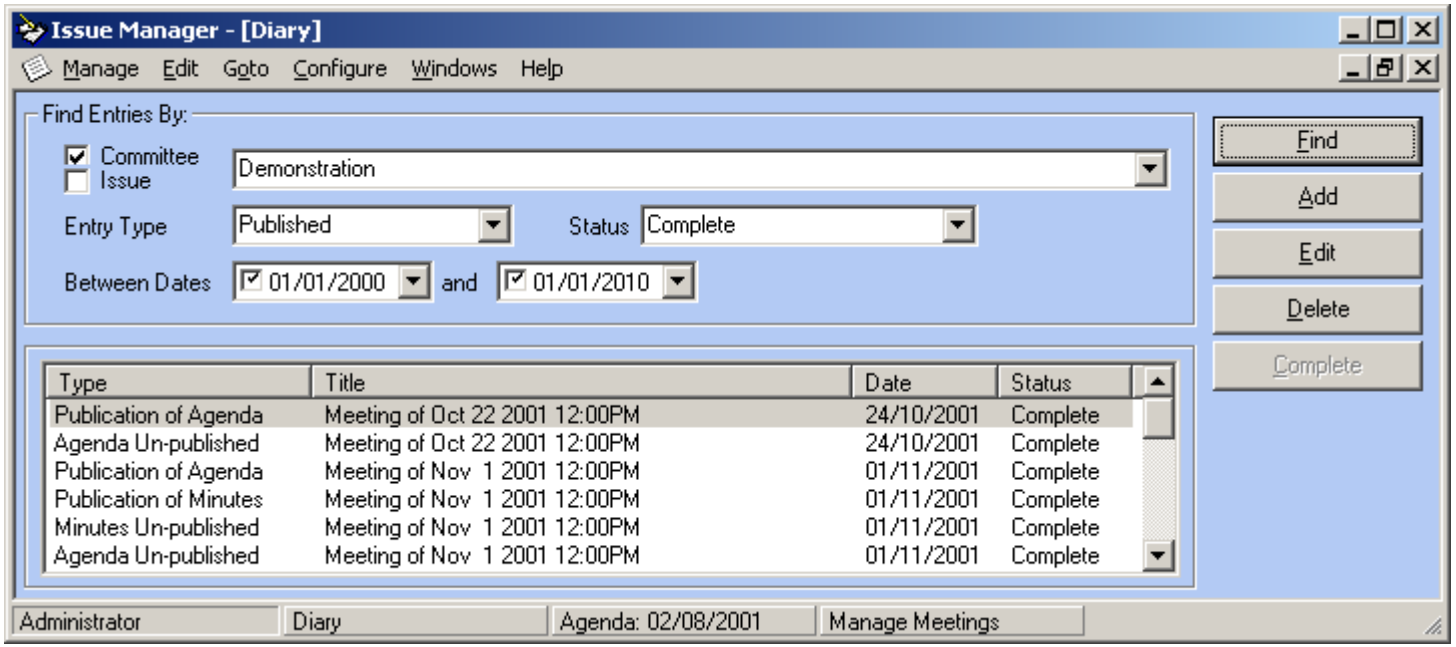
Create new agenda item or select from existing items



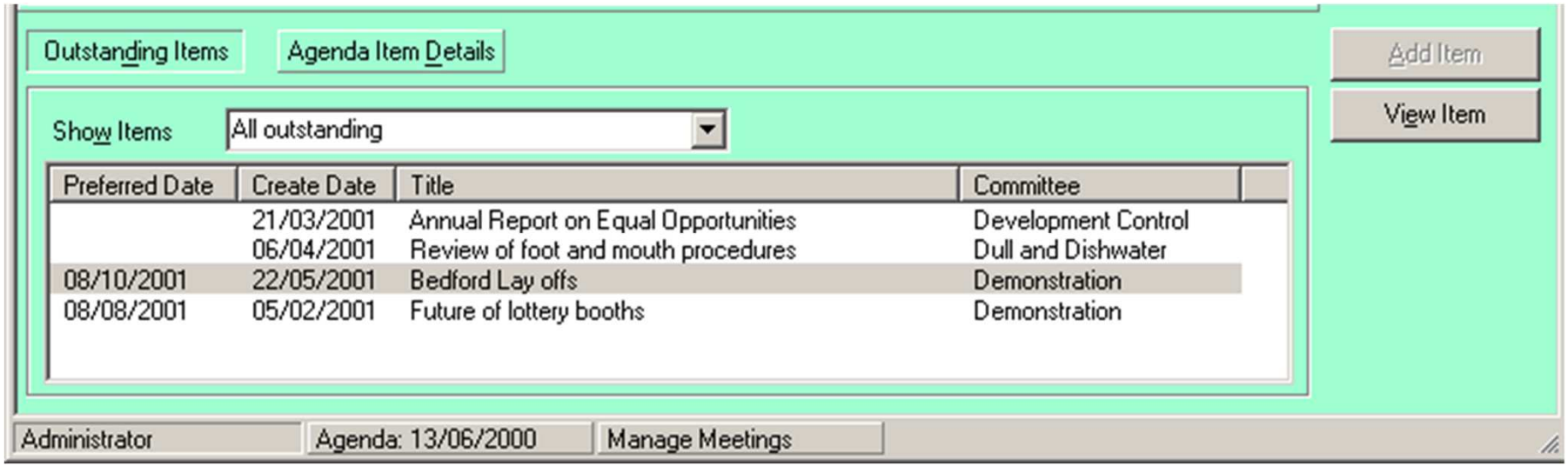
modern.gov

Diary

- New events, audit trial
- Free-format Notes



modern.gov Outstanding Agenda Items



- Items not added into an agenda yet
- Created:
  - As Follow-on item
  - Via Outlook agenda item form
  - Via web agenda item form
  - From New Agenda Item menu

Why Use Outstanding Items?

- Only Issue Manager users can add to an agenda !
- Safe way to keep track of work-to-do
- Web or Outlook form simplifies job of committee services

Outlook form

- Officers have access to an Outlook form to submit new agenda items
- Allows up to 5 attached reports
- Items are sent via email
- Will take up to 15 minutes to arrive in the Outstanding Items folder
- A notification message is added to the Diary

Follow-on Agenda Items

- An agenda item topic may be discussed:
  - Several times at different meetings of same committee
  - At several different committees
- One or more 'threads' of discussion can develop
- Create Follow-on agenda items to represent threads

Creating Follow-ons

- Use:
  - Menu *Goto / Follow-on Items*
  - *Add Follow-on* button on Minutes screen
- Can create an number of direct follow-ons to any agenda item
- Follow-ons can have their own follow-ons
- Follow-ons are Outstanding agenda items

modern.gov Follow-on Screen

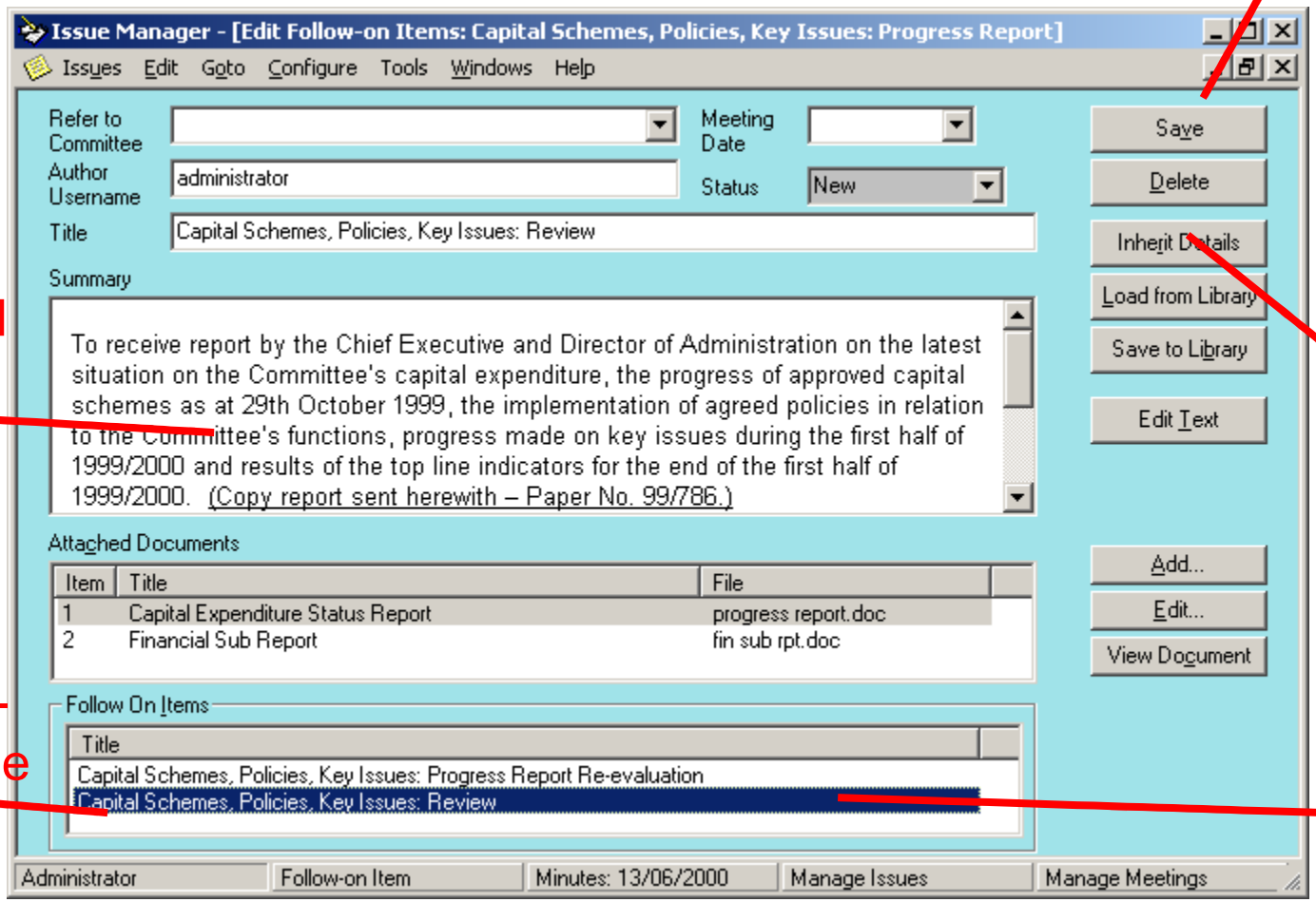
Save new follow-on

Combined minutes and agenda text

Copy details from parent

All follow-ons for the item

Double click to edit follow-on



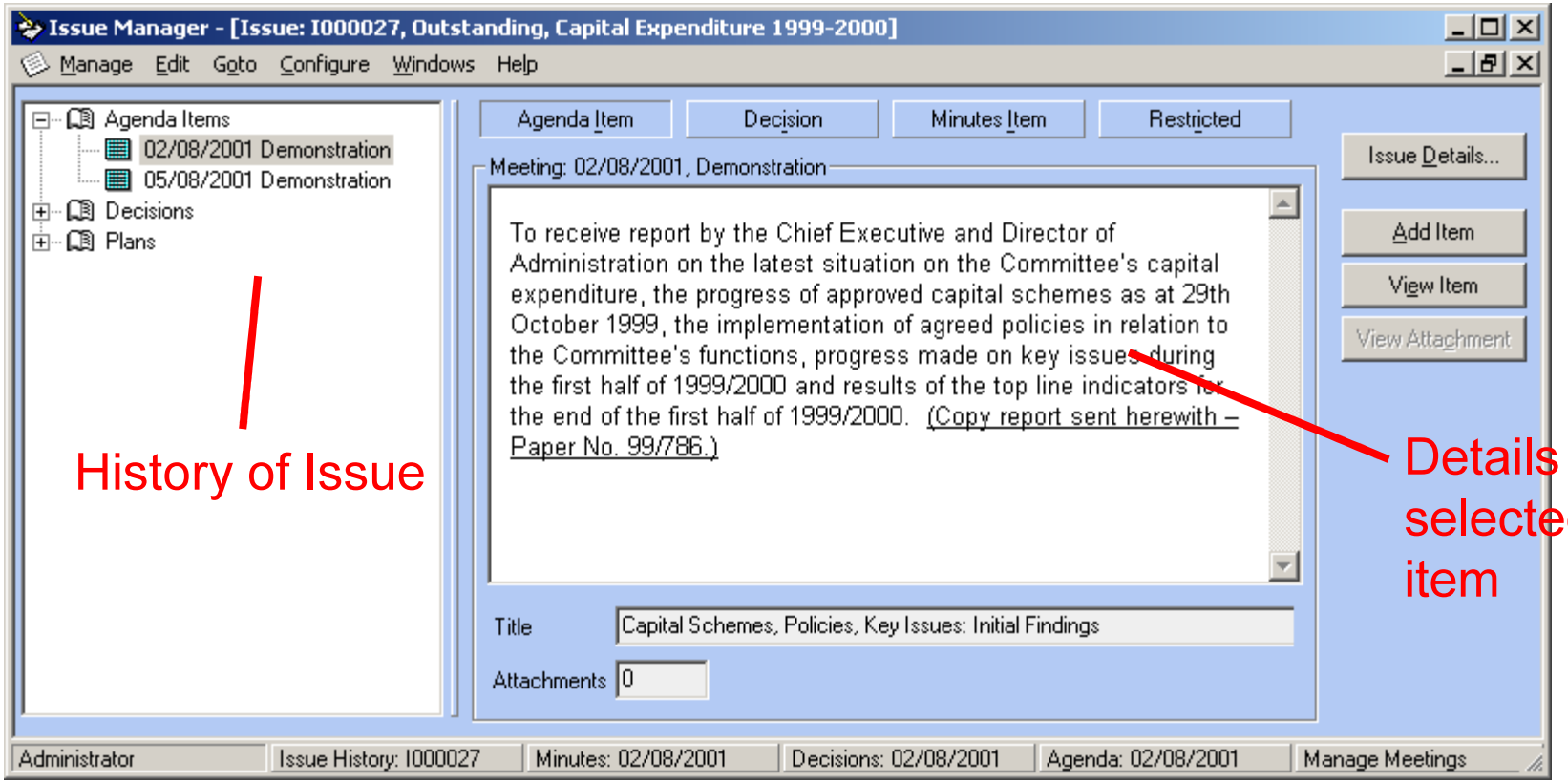
Exercise – Follow-ons

- Add three follows to one of your agenda items
- Find the follow-ons on the Outstanding Items window in the Agenda screen.

Threads and Issues

- The common link between an agenda item and its follow-ons is an Issue
- All agenda items are assigned to an Issue
- When you create an agenda item and don't assign an Issue, a new one is created for you
- By viewing the status of an Issue you can see the complete history of a debate

modern.gov Issue Status



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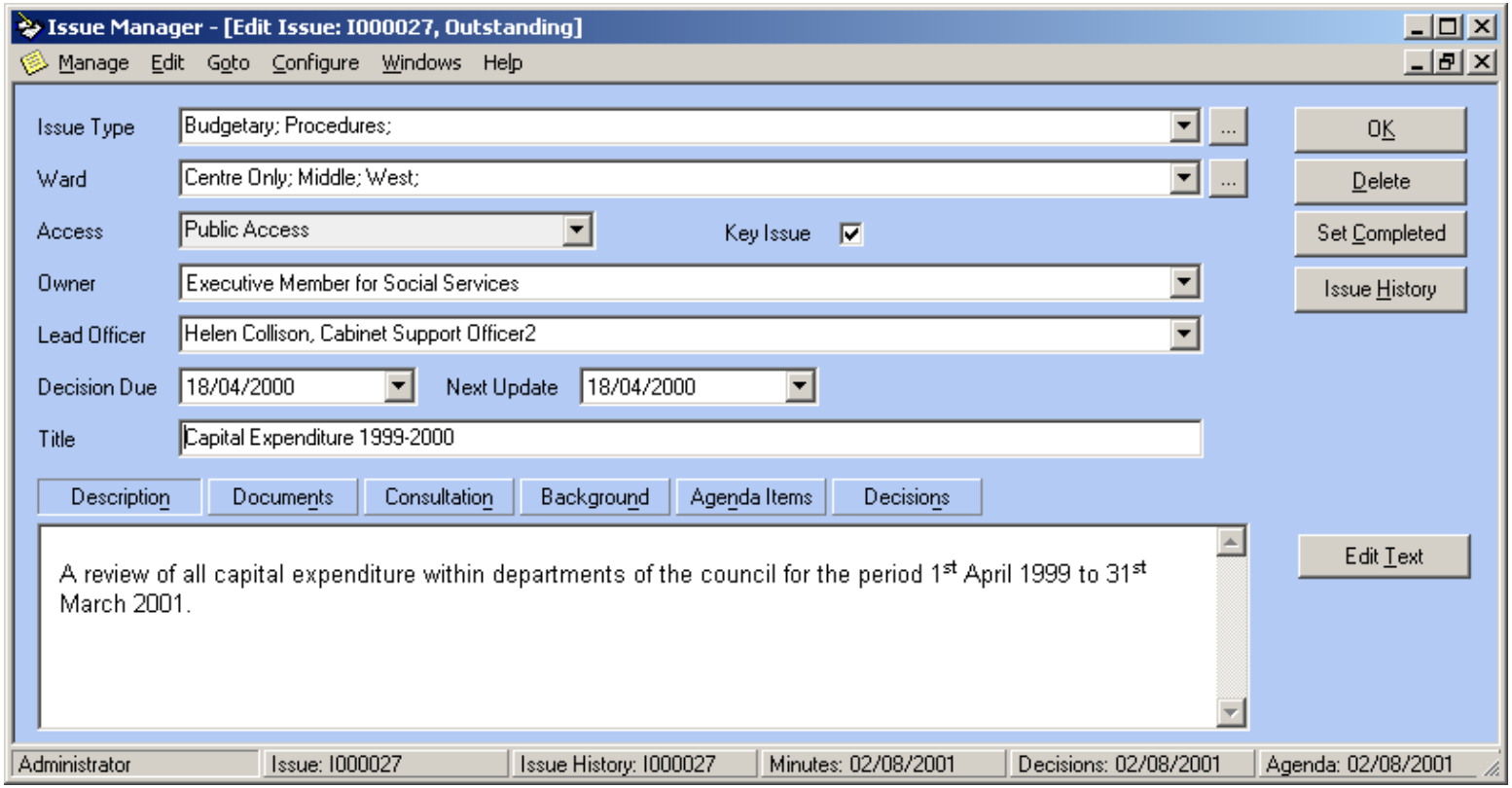
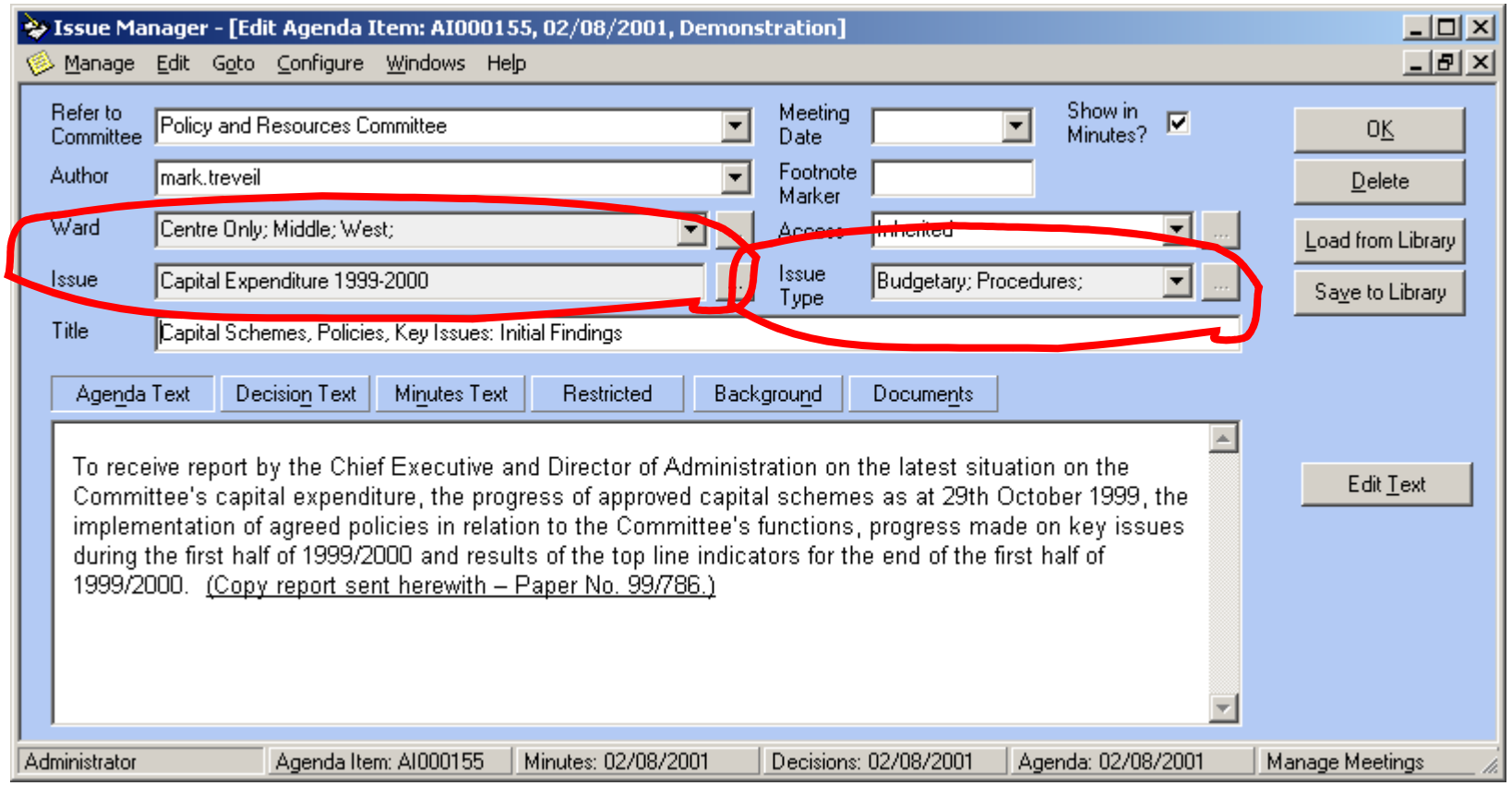
Issue Properties

- Ward, Issue Type and Postcode are properties of an Issue, not an agenda item



modern.gov Issue Fields on Agenda Item

- Menu Goto / Issue Properties to edit



Finding Issues

- Menu *Issue / Manage Issues*
- Filter by:
  - Party
  - Status
  - Ward
  - Issue Type
  - Date create range

modern.gov Exercise - Issues

- View the Issue Status that includes the three follow-ons you created
- Add a follow-on to one of the three follow-ons

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