

City Chambers
DUNDEE
DD1 3BY

7th January, 2010

Dear Sir or Madam

CITY DEVELOPMENT COMMITTEE

I refer to the Agenda of Business issued in respect of the MEETING of the **CITY DEVELOPMENT COMMITTEE** to be held on Monday, 11th January, 2010.

I would advise that the Convener has agreed that the undernoted item 13 be considered as a matter of urgency in terms of Standing Order No 17(b) in view of the timescales involved.

Yours faithfully

DAVID K DORWARD

Chief Executive

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which might be perceived as influencing your opinion/vote on any matter.

CONFIDENTIAL ITEM

The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 6, 8 and 9 of Part I of Schedule 7A of the Act.

13 PROPERTY AT LYON STREET

City Chambers
DUNDEE
DD1 3BY

30th December, 2009

Dear Sir or Madam

CITY DEVELOPMENT COMMITTEE

You are requested to attend a MEETING of the **CITY DEVELOPMENT COMMITTEE** which will be held in the City Chambers, City Square, Dundee on Monday, 11th January, 2010 to follow the meetings of the City Council and the Education Committee called for 6.00 pm.

Yours faithfully

DAVID K DORWARD

Chief Executive

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which might be perceived as influencing your opinion/vote on any matter.

AGENDA OF BUSINESS

1 HISTORIC SCOTLAND JOINT WORKING AGREEMENT IN RELATION TO STATUTORY CASEWORK AND CONSULTATION

(Report No 9-2010 enclosed).

2 RESIDENTS PARKING SCHEME CONSULTATION

(Report No 22-2010 enclosed).

3 NEW HOUSING AT FORMER LARCHFIELD WORKS (AN5-2010)

Reference is made to Article I(g) of the minute of meeting of the Development Quality Committee of 19th June, 2006, wherein the members resolved to approve outline planning application 06/00258/OUT for the erection of eight new town houses on the site of the former Larchfield Works in Larch Street subject to the conclusion of a Section 75 Agreement prohibiting the use of the properties developed on the site as houses in multiple occupation.

Solicitors acting on behalf of Zulco Limited, as proprietors and developers of the eight houses in question, have indicated that this firm has been marketing the properties for sale for a number of months. There has been no demand or interest shown in the properties for normal residential use. The solicitors advise that while the state of the property market will be a factor in that, it is clear that the fact that the Section 75 Agreement exists, is an off putting factor to potential purchasers who may be interested in the purchase of one of these properties with a view to occupation by three or more unconnected persons.

The solicitors are of the view that taking into account the character of the area within which the development is situated and the demographics of the residents, and the current state of the housing market generally, the continued existence of the Section 75 Agreement and the term of that Agreement as so far as they relate to this particular development, are inappropriate and should be waived and discharged.

In November, 2006 Planning and Transportation Committee approved supplementary policy guidance for controlling Houses in Multiple Occupation within the city. The guidance was reviewed in February, 2008. The guidance states that in order to control multiple occupancy in new residential developments the Central Dundee Housing Investment Focus Area (as identified in the Dundee Local Plan 2005), the occupation of new houses by three or more unrelated persons will be prevented. The Council will secure this objective through agreements under Section 75 of the Town and Country Planning (Scotland) Act 1997.

During consideration of the outline planning application for the eight houses in 2006, it was considered appropriate by virtue of the size and type of the proposed houses and their proximity to the University of Dundee campus area, to restrict the use of the properties to mainstream housing only. This restriction was discussed and agreed with the applicants at that time and this acceptance was reported to the members of the Council's Development Quality Committee that approved the application on 19th June, 2006. It is considered that without this agreement being in place it is unlikely the outline application would have been offered the support of the Council.

It is considered that the terms of the Agreement are compliant with the Council's stated aims in the control of houses in multiple occupation in this part of the city. In this respect, the Committee is asked to reject this request to waive and discharge the terms of the Agreement.

4 DUNDEE PORT ACCESS - STANNERGATE BRIDGE REPLACEMENT ASSET PROTECTION AGREEMENT WITH NETWORK RAIL (AN6-2010)

As part of proposed improvements in accessing Dundee Port, the weight restricted bridge at Stannergate Roundabout requires to be strengthened or replaced. In order to progress the option appraisal and design of the project, Network Rail require Dundee City Council to enter into a legal Asset Protection Agreement for them to provide interface activities relating to the rail network, health and safety, industry standards, regulations and necessary approvals. This allows Network Rail to recognise the project and recharge Dundee City Council for agreed staff costs incurred in providing these services. The estimated cost for Network Rail providing these services for this project is £3,000. The Director of Finance advised that these costs can be met from the allowances within the City Development capital budget for Regional Transport Partnership projects 2009/2010 and 2010/2011.

Committee's authority is sought for terms and conditions to be agreed with Network Rail by the Depute Chief Executive (Support Services) in consultation with the Director of Finance and the City Engineer and to sign the Agreement on behalf of the Council.

5 DUNDEE CITY COUNCIL (HIGH STREET, LOCHEE, DUNDEE) (ONE WAY TRAFFIC AND VARIATION OF WAITING RESTRICTIONS) ORDER 2010 (AN13-2009)

Reference is made to Article VIII of the minute of meeting of this Committee of 28th September, 2009 wherein the Committee authorised the preparation of an Order to facilitate environmental improvements within High Street, Lochee to improve servicing arrangements and provide designated parking for the disabled.

It is reported that the proposed Order was duly drafted and during the statutory consultation period no objections were received. Comments were received from Dundee Access Group. (Copy correspondence has been sent to Group Leaders, the Lord Provost and Depute Lord Provost). As a result of these comments the Director of City Development has recommended the Order be amended for two spaces for the disabled to be provided in the northwestern section of the High Street adjacent to the crossing point at what was known as Sinclair Street.

The Committee is requested to authorise publication of the Order subject to the proposed amendment.

6 TENDERS RECEIVED BY CITY ENGINEER

(Report No 4-2010 enclosed).

The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 6, 8 and 9 of Part I of Schedule 7A of the Act.

7 COMMERCIAL LEASES

8 RENT REVIEWS

9 PROPOSED SALE OF LAND AT 64 PENTLAND AVENUE

10 PROPOSED SALE OF LAND TO THE SOUTH OF BERYL STREET

11 PROPOSED SALE OF LAND TO THE NORTH OF BERYL STREET

12 SALE OF GARDEN GROUND ADJACENT TO 75 GREENDYKES ROAD (AN7-2010)

REPORT TO: CITY DEVELOPMENT COMMITTEE - 11 JANUARY 2010

REPORT ON: HISTORIC SCOTLAND JOINT WORKING AGREEMENT IN RELATION TO STATUTORY CASEWORK AND CONSULTATION

REPORT BY: DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 9-2010

1 PURPOSE OF REPORT

1.1 The purpose of this report is to seek approval for Dundee City Council to enter into Historic Scotland's joint working agreement in relation to statutory casework and consultations.

2 RECOMMENDATION

2.1 It is recommended that the Committee:

- a remit the Director of City Development to enter into a joint working agreement with Historic Scotland and Dundee City Council in relation to statutory casework and consultations, as outlined within Appendix 1.

3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising as a result of this report.

4 BACKGROUND

4.1 Reference is made to Report 583-2008 which went before the Planning and Transport Committee on 8 December 2008. This outlined the draft joint working agreement between Historic Scotland and Planning Authorities in relation to casework and consultation. On completion of the consultation process Historic Scotland produced the finalised document.

4.2 The finalised Joint Working Agreement was launched by Historic Scotland in July 2009.

4.3 Scottish Ministers have stated that they expect Planning Authorities and Historic Scotland to work in partnership to deliver their objectives for the historic environment as part of their commitment to supporting the modernisation of the planning system. In this context, the joint working agreement sets out the basis for an effective partnership between planning authorities and Historic Scotland.

4.4 Historic Scotland have identified the main aims of the Joint Working Agreement as:

- a managing Scotland's historic environment effectively and efficiently;
- b improving performance in handling statutory casework;
- c empowering planning authorities to provide advice and make decisions locally;

- d adding value to the development planning and management processes by encouraging planning authorities to engage Historic Scotland where appropriate and as early as possible;
 - e protecting the outstanding universal values of Scotland's World Heritage Sites; and
 - f encouraging partnership between Historic Scotland and planning authorities.
- 4.5 Appendix 1 contains the Joint Working Agreement document. The Working Agreement identifies the roles of both Local Authorities and Historic Scotland and addresses a number of main themes: designations, Development Planning and Development Management. The Working Agreement also establishes the requirements for consultation of casework to Historic Scotland.

5 POLICY IMPLICATIONS

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6 CONSULTATIONS

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance, Assistant Chief Executive and the Director of Education have been consulted and are in agreement with the contents of this report.

7 BACKGROUND PAPERS

- 7.1 Dundee Local Plan Review 2005.
- 7.2 Report 583-2008 - Planning and Transport Committee on 8 December 2008.

Mike Galloway
Director of City Development

Ian Mudie
Head of Planning

IGSM/GK/KM

9 December 2009

Dundee City Council
Tayside House
Dundee

APPENDIX 1

A JOINT WORKING AGREEMENT BETWEEN HISTORIC SCOTLAND AND PLANNING AUTHORITIES IN RELATION TO STATUTORY CASEWORK AND CONSULTATION

The Purpose Of The Joint Working Agreement

- 1 Scottish Ministers expect planning authorities and Historic Scotland to work in partnership to deliver their objectives for the historic environment as part of their commitment to supporting the modernisation of the planning system. In this context, the joint working agreement sets out the basis for an effective partnership between planning authorities and Historic Scotland.
- 2 The Joint Working Agreement is separate from the Single Outcome Agreement that planning authorities have with the Scottish Government. Its purpose is to set out how the outcomes relating to the historic environment will be delivered by planning authorities and how Historic Scotland will help with this.
- 3 The aims of the joint working agreement are to:
 - manage Scotland's historic environment effectively and efficiently;
 - improve performance in handling statutory casework;
 - empower planning authorities to provide advice and make decisions locally;
 - add value to the development planning and management processes by encouraging planning authorities to engage Historic Scotland where appropriate and as early as possible;
 - protect the outstanding universal values of Scotland's World Heritage Sites; and
 - encourage partnership between Historic Scotland and planning authorities.

Managing Change in the Historic Environment

- 4 The historic environment is a dynamic one and its conservation relies on carefully managed change based on an understanding of cultural significance. It is also an important resource which can only be sustained through careful management.
- 5 For this to happen effectively, planning authorities need to have clear policies for the historic environment, access to specialist advice on the historic environment and an understanding of how and when to involve Historic Scotland. This will allow Historic Scotland to devote more of its resources to providing support in other ways, for example through pre-application discussions where appropriate, best practice guidance notes and working directly on significant cases. The Scottish Historic Environment Policy (SHEP) provides a framework for the day-to-day work of organisations that have a role and interest in managing the historic environment. Appendix 1 sets out the national legislation, policy and guidance for proposals affecting the historic environment. Appendix 2 provides more information on specialist advice.

The Role of Planning Authorities

- 6 Planning authorities are central to the effective management of Scotland's historic environment. Their key roles are to set a local policy framework which accords with national policy and to implement this through their development management and related functions. To fulfil these roles effectively requires planning authorities to have access to appropriate specialist advice (see Appendix 2), be aware of current national policy and legislative provisions (see Appendix 1) and to have systems in place to ensure these are adequately considered in decision making.

The Role of Historic Scotland

- 7 Historic Scotland is an executive agency of the Scottish Government responsible for discharging Scottish Ministers' functions in relation to the historic environment and advising them on historic environment policy. All functions performed by the agency are carried out on behalf of Scottish Ministers.
- 8 In the context of this joint working agreement Historic Scotland's role covers four main areas of work:
- statutory designation;
 - development planning;
 - development management; and
 - general advice.
- 9 In addition to its statutory casework and consultation role, Historic Scotland liaises with planning authorities on issues relating to its properties in care, grants, technical publications and advice. Further information on this is set out in Appendix 3.
- 10 In addition, the UK Government is the State Party to the World Heritage Convention. Historic Scotland carries out this role in relation to World Heritage issues in Scotland, both ensuring that our World Heritage Sites comply with the requirements of the Convention and identifying possible new sites (see Appendix 4 for more information).

Designations

- 11 There is currently a range of statutory and non-statutory designations relating to the historic environment, each dealing with a different aspect. Appendix 5 sets out how Historic Scotland and planning authorities liaise when carrying out designation.

Scheduling

- 12 Scheduled monuments are nationally important monuments protected under the provisions of the Ancient Monuments and Archaeological Areas Act 1979 (1979 Act). Once a monument is scheduled it becomes an offence to carry out certain works to it without written permission from Scottish Ministers.
- 13 Historic Scotland is responsible for scheduling monuments and determining applications for scheduled monument consent on behalf of Scottish Ministers. The selection of

monuments is guided by the policies set out in the SHEP. Planning authorities have no formal role in this process, but may nominate sites to be considered for scheduling.

Listing

- 14 Listed buildings are buildings of special architectural or historic interest protected under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. It is an offence to carry out works affecting their character without listed building consent. Applications for listed building consent are determined by planning authorities.
- 15 Listing is carried out by Historic Scotland on behalf of Scottish Ministers. The selection of buildings for listing is guided by the policies set out in the SHEP. Planning authorities are consulted on listing proposals within their area, are able to propose buildings for listing and, where development proposals are more advanced, have powers to serve Building Preservation Notices on buildings they consider to be eligible for consideration for listing (Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Section 3 refers). Planning authorities must also notify every owner, occupier and lessee of any amendment adding or removing a listing for their property, as soon as possible on the required form (Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Section 2(2)(b) refers).

World Heritage Sites

- 16 World Heritage status is determined by the UNESCO intergovernmental World Heritage Committee, cultural nominations are normally prepared by Historic Scotland working closely with planning authorities. While no additional statutory protection applies, World Heritage status is a material consideration within the planning system and planning authorities who have such sites should have specific policies for their protection within their development plans (see Appendix 4).

Wrecks

- 17 Wrecks of historic, archaeological or artistic importance can be protected under Section 1 of the Protection of Wrecks Act 1973 (1973 Act). Historic Scotland identifies wrecks for protection under this legislation. The 1979 Act may also be used to designate wrecks in territorial seas (see Scheduling), if not already protected by the 1973 Act.

Conservation Areas

- 18 Conservation areas are areas of special architectural or historic interest the character and appearance of which it is desirable to preserve or enhance (Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Sections 61 and 64 refers).
- 19 Conservation areas are designated by planning authorities in consultation with local residents, occupiers and other interested bodies. Historic Scotland should normally be consulted on proposals to designate a conservation area and be informed when a conservation area is designated or the boundary is amended (Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Section 61 and 62 refers).

Inventory of Gardens and Designed Landscapes

- 20 Sites included within the Inventory are defined as being of national importance. Where development is proposed on or near such a site, planning authorities should consult Historic Scotland and take account of the impact of the proposed development on the site (Town and Country Planning (General Development Procedure) (Scotland) Order 1992 (SI 1992/224), Article 15 (1)(j)(iv) (from 3 August 2009 revoked (with savings) by the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008/432); Town and Country Planning (General Development Procedure) (Scotland) Amendment Order 2007 (SI 2007/4) refers).
- 21 Historic Scotland is responsible for compiling the Inventory on behalf of Scottish Ministers. The selection of Gardens and Designed Landscapes is guided by the policies set out in the SHEP. Planning authorities are consulted on proposed sites within their area and may nominate sites to be considered for Inventory status.

Local Historic Environment Designations

- 22 Planning authorities can also identify locally important archaeological sites, monuments and areas of historical interest, for example through Sites and Monuments Records. These can then be protected and managed through the planning process.

Development Planning

- 23 Planning authorities are responsible for preparing local development plans and strategic development plans (Planning etc (Scotland) Act 2006, Part 2 refers). Planning authorities should involve Historic Scotland when they bring forward local and strategic development plans and related documents. Engagement with Historic Scotland when a planning authority is preparing their Main Issues Report will mean that the agency can help planning authorities ensure that their plans properly reflect national planning policy and guidance in relation to the historic environment. It will also reduce the potential for challenge through the subsequent stages of development planning. In this way Historic Scotland's role can help authorities to ensure the historic environment supports wider land-use planning objectives.
- 24 Historic Scotland is a consultee for Strategic Environmental Assessment (Environmental Assessment (Scotland) Act 2005, Section 3(1) refers). Early engagement in the development planning process will ensure cultural heritage issues are adequately addressed.

Development Management

- 25 Planning authorities are responsible for dealing with most development management casework relating to or affecting the historic environment. Historic Scotland, on behalf of Scottish Ministers, has a formal role in this process which is established by statute (Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Section 12, and Town and Country Planning (General Development Procedure) (Scotland) Order 1992 (SI 1992/224), Article 15 (1)(j)(iv) (from 3 August 2009 revoked (with savings)) by the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008/432) refers).

Requirements for Consultation on Casework

- 26 There are currently three main areas in which planning authorities must involve Historic Scotland before a decision can be issued - listed building consent, conservation area consent and planning permission.
- 27 Historic Scotland has put in place e-planning systems to allow it to receive e-consultations. Please see Appendix 6 for the address for hard copy consultations and contact details to arrange commencing e-consultation.

Listed Building Consent

- 28 Under Section 12 of the 1997 Act, planning authorities must notify Historic Scotland, on behalf of Scottish Ministers, where they intend to grant listed building consent. Under Circular 17/1987 this requirement relates only to Category A and B buildings and for the demolition of Category C(S) buildings (Scottish Development Department Circular No 17/1987: New Provisions and Revised Guidance Relating to Listed Buildings and Conservation Areas refers).

Conservation Area Consent

- 29 Section 66 applies section 12 of the 1997 Act which requires planning authorities to notify Historic Scotland on behalf of Scottish Ministers where they intend to grant conservation area consent for demolition.

Planning Permission

- 30 Under the current General Development Procedure Order (Town and Country Planning (General Development Procedure) (Scotland) Order 1992 (SI 1992/224) Article 15(1), as amended by the Town and Country Planning (General Development Procedure) (Scotland) Amendment (No 2) Order 1994 (SI 1994/3293)) planning authorities must consult Historic Scotland on any development proposal which:
- may affect a scheduled monument or its setting; or
 - may affect a Category A listed building or its setting; or
 - may affect a site on the Inventory of Gardens and Designed Landscapes.

Involving Historic Scotland in Development Management Casework

- 31 There are three stages in the life of an application at which planning authorities may involve Historic Scotland in a proposal for change affecting a historic asset or its setting:
- pre-application;
 - during the assessment of an application; and
 - post-determination.

- 32 In addition, there is a separate process which authorities should follow when dealing with applications by their own local authority for listed building consent and conservation area consent. This process is set out in Appendix 7.

Pre-application Consultation

- 33 It is not always necessary for planning authorities to consult Historic Scotland at the pre-application stage. In most cases planning authorities are able to provide sound pre-application advice to owners or developers. In complex or significant cases however, there may be a role for Historic Scotland and the agency should be involved as early as possible. This will enable Historic Scotland to use its expertise to contribute to the development of creative solutions in the long term interests of the historic environment and the wider community.

Consultation During the Assessment of an Application

- 34 Planning authorities are required to consult Historic Scotland on behalf of Scottish Ministers on certain applications under the GDPO (Town and Country Planning (General Development Procedure) (Scotland) Order 1992 (SI 1992/224) Article 15(1), as amended by the Town and Country Planning (General Development Procedure) (Scotland) Amendment (No 2) Order 1994 (SI 1994/3293).
- 35 Historic Scotland will provide a written assessment of the impact of the proposal on the listed building, scheduled monument or Inventory landscape, and where appropriate its setting, within 14 days of receiving the consultation. If the agency requires further time to consider the consultation an appropriate extension will be agreed with the planning authority. Where Historic Scotland formally objects to a proposal under the GDPO the agency will explain its reasons for doing so and, if appropriate, will set out how its objection can be overcome.
- 36 Planning authorities are not required to consult Historic Scotland on listed building consent applications until they are minded to approve them (see Post-determination Notification). However, where applications are more complex or raise significant issues, early consultation with Historic Scotland will allow it to provide planning authorities with advice to help inform their decision.
- 37 Where consulted, within 21 days of receiving the consultation Historic Scotland will aim to:
- provide a written assessment of the development proposal in light of the relevant national policy; or
 - contact the planning authority to agree any further action required for them to make their assessment, for example to arrange a site visit or request further information; or
 - confirm that the agency does not need to be involved in the case at the pre-determination stage.

The planning authority should take account of Historic Scotland's views in their decision.

- 38 Where Historic Scotland has concerns or formally object to a development proposal the opportunity exists to involve the agency in revising the proposal to overcome the objection.
- 39 Where development proposals are the subject of formal pre-application consultation under the Hierarchy (The Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 (SSI 2009/51) refers) and cultural heritage issues are identified as being significant, Historic Scotland should be involved at an early stage. This may also apply to those developments where an EIA is required (Environmental Impact Assessment (Scotland) Regulations 1999 and Environmental Assessment (Scotland) Act 2005 refers). Early contact is needed to establish if Historic Scotland can add value to the process.

Post-determination Notification

- 40 If a planning authority is minded to approve an application for listed building consent or conservation area consent they must notify Historic Scotland. On receipt of a formal notification from a planning authority, Historic Scotland will respond in one of two ways.

Formal Letter of Clearance

- 41 Where Historic Scotland is satisfied that the proposal does not raise any issues of significance the agency will send a clearance letter to the planning authority within 28 days of receiving the notification.

Confirmation of Extension

- 42 Where Historic Scotland consider that a proposal is unacceptable as presented and raises an issue of national significance, the agency will write to the planning authority explaining the reasons why it needs to extend its consideration of the proposal. In this letter the agency will give the timescale within which it intends to complete its assessment. If additional information is required before its consideration can be completed, the agency will set out the date by which this is required. Consent cannot then be issued by the planning authority until Historic Scotland has completed its assessment and written a clearance letter to the planning authority.
- 43 Where, having extended an application and carried out a further assessment, Historic Scotland considers that consent should not be issued, it will prepare a briefing for Scottish Ministers recommending the application be "called-in" for their determination. Scottish Ministers may accept this recommendation and written confirmation of the next step will be issued to the planning authority. Where Scottish Ministers do not accept this recommendation Historic Scotland will write to the planning authority confirming that they are now free to issue the consent.
- 44 Guidance on the information required for consultations with Historic Scotland on proposals affecting the historic environment can be found in Appendix 8.

World Heritage Sites

- 45 There is no legislative requirement for planning authorities to consult Historic Scotland on applications for planning permission purely because they lie within a World Heritage Site or impact on its setting. If, however, a planning authority believes that proposals

may threaten the authenticity and integrity of the outstanding universal value of a World Heritage Site it should seek the advice of Historic Scotland at an early stage.

Enforcement

- 46 Enforcement is an important element of development management and its effective use can contribute significantly to the proper management of our historic buildings and areas. Planning authorities are responsible for dealing with enforcement of unauthorised works under the Planning Acts. This includes listed buildings and conservation areas but not scheduled monuments or wrecks. Historic Scotland is able to advise on those cases which are within its locus and to provide support more broadly for authorities taking forward action in this area.

General Advice

- 47 Planning authorities are best placed to provide information and advice to local communities on works to listed buildings and within conservation areas. In addition, it falls to them to advise on the need for consent and to guide applicants on most proposals. Planning authorities should not normally need to seek general advice from Historic Scotland on these issues.
- 48 In considering more complex or significant issues it may be appropriate for planning authorities to seek general advice from Historic Scotland. In these cases Historic Scotland will endeavour to respond promptly to consultations and aim to deal with the majority of these within 21 days of receipt. For more information on what may constitute complex or significant issues please see Appendix 9.
- 49 In order to ensure a consistent standard of service Historic Scotland's responses will set out their locus in the case. Where appropriate, the agency will also provide an assessment of the impact the proposal will have upon the historic environment having regard to national policy and guidance.
- 50 Where there are issues that appear to a planning authority to be of more strategic significance, for example major developments within a World Heritage Site or a conservation area or proposals to masterplan areas within historic settlements, then Historic Scotland may be able to provide advice. In these circumstances, local authorities should approach Historic Scotland explaining what is proposed and what advice they are seeking (see Appendix 9).

Freedom of Information

- 51 Planning authorities and Historic Scotland are bound by the Freedom of Information (Scotland) Act 2002. The agency will therefore make all correspondence available to third parties if requested to do so, unless it falls within the exemptions outlined within the 2002 Act. For more information on Historic Scotland's approach to this please refer to the agency's Freedom of Information Policy 14 (www.historic-scotland.gov.uk/foi).

Strategic liaison between Historic Scotland and Planning Authorities

52 In addition to involvement in specific casework, Historic Scotland and planning authorities recognise the value of liaison on strategic issues. Historic Scotland and the planning authority should ensure that they:

- maintain a regular dialogue on wider historic environment issues;
- hold annual meetings to review the operation of the agreement and consider proposals for change; and
- examine ways to increase awareness of the historic environment among the planning authority's staff.

Removal of the Duty to Notify Scottish Ministers on Certain Types of Listed Building Casework

53 Section 55(2) of the Planning Etc (Scotland) Act 2006 (2006 Act) introduced the potential to extend the removal of the duty of planning authorities to notify Scottish Ministers on certain types of listed building consent applications, currently only in place for Category C(S) buildings (Scottish Development Department Circular No 17/1987 directed that applications for alterations or extensions to category C(S) listed buildings which are received by planning authorities on or after 1 January 1988 shall not be required to be notified to Scottish Ministers (then the Secretary of State) refers). Historic Scotland welcomes this opportunity to streamline the planning system and will work with planning authorities to implement a scheme where appropriate. The 2006 Act allows for separate schemes to be agreed with each planning authority according to their resources and needs. Any scheme which removed the duty to notify Scottish Ministers would be subject to the planning authority concerned being a signatory to the joint working agreement and having adequate resources and processes in place to deal with the casework (see Appendix 10).

APPENDIX 1

NATIONAL LEGISLATION, POLICY AND GUIDANCE FOR PROPOSALS AFFECTING THE HISTORIC ENVIRONMENT

Legislation

- Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.
- The Town and Country Planning (Scotland) Act 1997.
- Ancient Monuments and Archaeological Areas Act 1979
- Protection of Wrecks Act 1973.
- The Town and Country Planning (General Development Procedure) (Scotland) Order 1992 (SSI 1992/224). From 3 August 2009 revoked (with savings) by the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008/432).
- The Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987 (SSI 1987/1529).
- Planning Etc (Scotland) Act 2006.

Policy

- Scottish Historic Environment Policy (SHEP).
- Scottish Planning Policy.

Guidance and Advice

- Historic Scotland's guidance notes on managing change in the historic environment.
- Planning Advice Note PAN 42: Archaeology.
- Planning Advice Note PAN 71: Conservation Area Management.
- Scotland's Listed Buildings (Historic Scotland 2006).
- Scheduled Monuments (Historic Scotland 2008).
- Historic Shipwrecks (Historic Scotland 2009).
- Scheme to Apply Listed Building Control to Exterior of Churches in Ecclesiastical Use (Historic Scotland, 2006).
- Technical Advice Notes (Historic Scotland, various).
- Guides for Practitioners (Historic Scotland, various).

- Inform: Information for Historic Building Owners (Historic Scotland, various)
- The Conservation of Architectural Ancient Monuments (Historic Scotland, 2001).

APPENDIX 2

SPECIALIST CONSERVATION ADVICE

Planning authorities deal with a range of development proposals which affect the historic environment. In preparing development plan policies and assessing development proposals they should ensure that they have access to the appropriate expertise. Broadly, this will cover both archaeology and buildings issues but may include landscape, gardens, marine, urban design and other aspects relevant to the conservation of the historic environment.

There are many ways in which planning authorities can ensure that they have access to such expertise. These include employing specialists, such as archaeologists and/or conservation officers, to handle or provide comments on development applications and prepare policies for the local development plan; training development planning and development management staff to deal with such issues; using specialist external consultants or establishing shared services with adjoining planning authorities. The key issue is that whatever model is chosen it delivers the right advice and supports the best outcomes for the historic environment.

Generally staff employed in this area should be qualified in a relevant profession; have undertaken an appropriate postgraduate conservation course and be a member of the Institute for Archaeologists (IfA) or Institute of Historic Building Conservation (IHBC) depending on the role they are expected to fulfil. Where existing staff have developed a sound understanding of historic environment issues based only on experience this will also be recognised.

In addition to this it is recommended that authorities have access to an up to date historic environment record, such as the Sites and Monuments Record or equivalent.

APPENDIX 3

OTHER AREAS OF HISTORIC SCOTLAND LIAISON WITH PLANNING AUTHORITIES

Technical Conservation Group

Technical Conservation Group (TCG) seeks to inform and sustain the conservation, repair and maintenance of the built environment. It seeks to achieve this by:

- undertaking technical and scientific research;
- supporting the perpetuation and understanding of traditional building skills;
- understanding and promoting the use and availability of traditional building materials;
- provision of specialist technical and scientific advice;
- provision of applied specialist conservation services; and
- delivery of technical education and outreach activity.

TCG is producing a Technical Research Strategy which will inform both technical research and educational activity. Planning authorities will be consulted on this strategy and have an opportunity to contribute to it. Delivery of technical and education projects will draw on the expertise and experience of planning authorities where appropriate. TCG currently provides specialist technical advice and also technical seminars for planning authorities across Scotland on topical technical issues, and will continue to do so in partnership with Historic Scotland's Inspectorate.

For more information about TCG's work please phone 0131-668-8668.

Properties in Care

Historic Scotland manages an estate of 345 properties across Scotland, and liaises with planning authorities where appropriate. Further information on Historic Scotland's properties in care can be accessed at www.historic-scotland.gov.uk.

Investments and Projects Team - Historic Building Repair Grants

Historic Scotland provides financial assistance to owners of historic buildings to meet the cost of high-quality repairs using traditional materials and specialist craftsman; in order to conserve original features in buildings of special architectural or historic interest. In return, owners must insure and maintain the building and allow some access to visitors. Local authorities are open to apply for grant support for properties in their ownership. No assessment of financial need is made during appraisal of the applications, but grant support to councils is restricted to 25% of the eligible works costs. Local Authority applications are processed in exactly the same manner as any other.

Conservation Area Regeneration Scheme (CARS)

This is a £16m programme, run over an 8 year timeframe, which seeks to encourage heritage led regeneration in conservation areas throughout Scotland. It is run in conjunction

with local authorities, and there are currently 28 projects throughout Scotland, including Kilmarnock, Kelso, Wick and Stornoway.

As part of the Scottish Government drive to empower local decision making the CARS is a fully devolved funding programme, which enables local decisions to be taken as to the best use of funding that is allocated.

Funding is allocated for 4 primary purposes:

- to undertake repairs to key buildings within the conservation area;
- to offer a small grants programme to home owners and shopkeepers to enhance their properties;
- to carry out public realm works; and
- to provide education and training in a range of historic environment opportunities.

Town Schemes

Town Schemes are run jointly with 7 local authorities throughout Scotland, and they allow owners to apply for grant assistance for minor repairs to properties situated within conservation areas from a common pot managed by the local authority.

In order to run a Town Scheme each council bids for grant monies at the start of a financial year and then match funds Historic Scotland's level of funding.

During the year Historic Scotland acts in an advisory capacity for the scope of works and provides 25% of grant-eligible costs to applications that have been accepted by the council and Historic Scotland.

The application must adhere to the Town Scheme conditions set by the council and Historic Scotland, before it is put forward to the agency for advice. Once the application has been received by Historic Scotland it is reviewed and comments or conditions can be attached to the grant offer. Photographs are submitted of the completed works, which are signed off on site by the local authority.

City Heritage Trusts

City Heritage Trusts were created in 2003, and since then all six Scottish cities (Aberdeen, Dundee, Edinburgh, Glasgow, Inverness and Stirling) have received grant funding from Historic Scotland towards carrying out repairs to the historic fabric of each conurbation. This programme is run in conjunction with the local authority and provides another example of where Historic Scotland is devolving grant giving powers to local decision makers.

Each Trust operates with a Board, made up of a mixture of council representatives and local interested parties, who identify the priority areas and assess grant applications to deal with these.

A City Heritage Trust operates as a separate entity from both the council and Scottish Government, but is beholden to its funders.

Grant offers are made to the City Heritage Trust on a three year rolling system by both the council and Historic Scotland, and this funding covers both revenue and capital costs.

Thatched Building Maintenance Scheme

Historic Scotland provides grants to owners of traditional thatched buildings towards meeting the cost of maintaining the thatched roof structure.

Historic Scotland allocates an annual budget of £45,000 to this grant scheme. The administration of the scheme is devolved to Highland Council and Comhairle nan Eilean Siar (Western Isles Council) who have respective annual budgets of £10,000 and £30,000 although they are to consult Historic Scotland prior to making a grant offer towards projects where works cost more than £10,000.

To enable us to process grant applications from owners of thatched properties in all other local authority areas, they must first be counter-signed by the planning/development officer to confirm that the materials proposed for the thatching repair are traditional to the area.

Doors Open Day and Buildings at Risk

These are programmes of work which the Scottish Government funds through a third party, namely the Scottish Civic Trust. There are some elements of overlap with local authorities but these processes are managed by the Voluntary Sector body, and are thus outwith the control of central grants.

Archaeology Month

As above, this programme is funded through the Voluntary Sector Grants Programme and in this case it is managed by Archaeology Scotland.

For more information on Historic Scotland's grant schemes please call: 0131 668 8801

APPENDIX 4

WORLD HERITAGE SITES

World Heritage Sites are designated by the UNESCO World Heritage Committee as being of outstanding universal value under the terms of the Convention for the protection of the world cultural and natural heritage (the World Heritage Convention). They are deemed to be sites of such importance that they belong to all the peoples of the world, irrespective of the territory on which they are located.

Inscription is a high accolade but it brings responsibilities. Under the convention State Parties are expected to ensure “the identification, protection, conservation, presentation and transmission to future generations of the cultural and natural heritage situated on its territory.” To guide State Parties in meeting this obligation the World Heritage Committee has produced Operational Guidelines for the implementation of the World Heritage Convention.

In the UK the Department of Culture, Media and Sport (DCMS) acts as State Party. However, in Scotland most of this responsibility rests with Scottish Ministers. In practice, World Heritage Sites are protected through the planning system and their protection therefore falls to the relevant planning authority. Scottish Planning Policy provides that World Heritage Site status is a material consideration in determining planning applications and that they should be the subject of a specific planning policy within a clear planning policy framework such as a development plan or supplementary planning guidance.

Under the Operational Guidelines developments which have the potential to impact on the outstanding universal value of a World Heritage Site must be notified to the World Heritage Committee. This is done by Historic Scotland through DCMS. Historic Scotland would therefore be happy to provide advice on any significant development within or affecting a World Heritage Site. Any local authority which has a World Heritage Site within its area, should therefore agree the level of consultation that would be appropriate with Historic Scotland to ensure the effective management and protection of the Outstanding Universal Value of the site.

APPENDIX 5

DESIGNATIONS - HISTORIC SCOTLAND AND PLANNING AUTHORITY LIAISON

Historic Scotland and planning authorities are responsible for a range of statutory and non-statutory designations as outlined in paragraphs 11-22. In exercising these responsibilities it is important that Historic Scotland and planning authorities work in partnership. This appendix gives an overview of how this will happen.

Historic Scotland will discuss its future designation programmes with planning authorities as part of its regular liaison meetings. Planning authorities are encouraged to make Historic Scotland aware of any particular pressures or issues which may assist the agency when setting the priorities for area-based or thematic designation work. Planning authorities will identify and notify Historic Scotland of potential candidates for designation at the earliest opportunity.

As part of the designation process, planning authorities and Historic Scotland will share information held on the historic environment. Historic Scotland will continue to make designations available in electronic format (see below). Planning authorities will make the lists for their Council area available for inspection as required by Section 2(4) of the 1997 Act.

Historic Scotland will consult with planning authorities as part of the designation process and take account of these views in reaching a decision. When consulted, planning authorities will make Historic Scotland aware of any current planning consents or applications relating to the site or structure proposed for designation.

Further information on designation can be found on:

www.historic-scotland.gov.uk/index/heritage.htm and in the following publications:

www.historic-scotland.gov.uk/scheduled-monuments.pdf

www.historic-scotland.gov.uk/historic-shipwrecks.pdf

www.historic-scotland.gov.uk/scotlands-listed-buildings.pdf

www.historic-scotland.gov.uk/listing_proposal_form_updated.pdf

To view or download designation information please see:

Scheduled monuments:

www.historic-scotland.gov.uk/index/heritage/searchmonuments.htm

Listed buildings:

www.historic-scotland.gov.uk/index/heritage/historicandlistedbuildings.htm

Gardens and Designed Landscapes:

www.historic-scotland.gov.uk/index/heritage/gardens/gardenssearch.htm

www.historic-scotland.gov.uk/index/gardens/gardenssearch/gardens-inventory-documents

Designated Wrecks:

www.historic-scotland.gov.uk/index/heritage/wrecksites/scotlands-historic-wrecks.htm

World Heritage Sites:

www.historic-scotland.gov.uk/index/heritage/worldheritage/world-heritage-sites-in-scotland.htm

Geographic information data for all designations:

<http://hsewsf.sedsh.gov.uk/pls/htmldb/f?p=500:1:3972560081244137>

To also see information on the undesignated historic environment:

www.pastmap.org.uk (a joint initiative between Historic Scotland and the RCAHMS).

APPENDIX 6**ADDRESS FOR HISTORIC SCOTLAND CONSULTATIONS**

Historic Scotland is committed to reducing the need for paper based consultation wherever possible. As part of this, the agency has put in place the systems necessary to receive and send consultations electronically (e-consultations). If you want to consult Historic Scotland electronically on listed building consent, conservation area consent and planning permission, please call 0131-668-8716 or e-mail hs.inspectorate@scotland.gsi.gov.uk to set this up.

Please send hard copy consultations on listed building consent, conservation area consent and planning permission to:

Historic Scotland's Inspectorate
Room 2.31
Longmore House
Salisbury Place
Edinburgh
EH9 1SH

APPENDIX 7

PROCESS FOR HANDLING APPLICATIONS MADE BY LOCAL AUTHORITIES

If a local authority wishes to carry out work to a listed building or demolish a building within a conservation area which is in its ownership, it must first gain consent from Scottish Ministers. In these cases, it is Historic Scotland who is responsible for issuing listed building consent and conservation area consent on behalf of Scottish Ministers.

The procedures for submitting, advertising and determining applications made by a planning authority should be the same as those for applications by others. However, when considering works to a building, local authority departments are encouraged to:

- seek early confirmation of the need for consent from their Planning Service;
- involve the Conservation Officer or equivalent as early as possible when considering any works to a listed building in council ownership; and
- involve Historic Scotland as early as possible when considering complex or significant works to a listed building in council ownership.

When submitting an application to Historic Scotland, the level of information required should be as set out in Appendix 8. Historic Scotland will acknowledge receipt of the application and confirm the timescale for issuing a decision.

When Historic Scotland has reached a decision it will issue this in writing, setting out any conditions considered appropriate.

APPENDIX 8

GUIDE TO THE INFORMATION REQUIRED FOR CONSULTATIONS WITH HISTORIC SCOTLAND ON PROPOSALS AFFECTING THE HISTORIC ENVIRONMENT

In order to be able to assess any development proposal affecting the historic environment effectively and efficiently it is important that certain basic pieces of information are provided. The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Section 9(2) refers) and the Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987 (Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987 (SI 1987/1529), Regulation 3(1) and (2) refers) set out the information an applicant should include in a listed building or conservation area consent application, this includes any information the planning authority needs to enable them to determine the application. The planning authority should advise applicants and agents on the type and amount of information needed, which will vary according to the kind of development proposed, but in most cases the following will be required:

- application forms;
- a site plan to a scale of at least 1:2500;
- accurate, existing and proposed scale drawings comprising, where appropriate, relevant elevations, plans and sections;
- a statement of significance which demonstrates an understanding of the historical, archaeological or architectural interest of the site;
- a statement outlining the impact of the works proposed upon the special interest of the building; and
- Design and Access Statements as appropriate.

Drawings should be at a sufficient scale to show the impact of the proposals on the building, landscape or monument and its setting, usually 1:50. Larger scale drawings should be provided for detailed elements such as windows and door joinery, decorative plasterwork, ironwork etc. Plans, elevations and sections as existing should clearly indicate areas proposed for down-taking or demolition.

In addition, and depending upon the nature of the proposals, it may be helpful for applicants to submit the following:

- photographs showing the site, its context and the area of proposed change;
- perspectives, photomontages, models or computer visualisations to show the impact of new works; and
- landscape works, to include contours and planting schemes.

Demolition

Where the proposal involves the demolition of a listed building or an unlisted building in a conservation area, a statement of justification should be provided. This should set out the applicant's case based on one or more of the following:

- where the applicant believes the building is not of sufficient interest to be listed or, in the case of an unlisted building, fails to make a positive contribution to the character of the conservation area, a statement outlining the evidence to support this assertion should be provided;
- where the applicant believes the building is incapable of repair, a detailed survey should be provided highlighting the issue(s) which cannot be resolved;
- where the applicant believes that the building is capable of repair but that this is not economically viable to achieve, a detailed survey should be provided together with a priced schedule of works for the repair of the building and evidence of the value of the building once repaired. In addition it will normally be important to show that the building has been marketed for a reasonable period, normally not less than 6 months; and
- where the applicant believes that the replacement scheme offers significant community benefits a statement should be provided which explains the nature of these benefits and how they cannot be realised if the building is retained.

Further guidance on this is set out within the SHEP and related Historic Scotland guidance.

APPENDIX 9

WHAT CONSTITUTES A COMPLEX OR SIGNIFICANT ISSUE?

Planning authorities are able to deal effectively with most casework relating to the historic environment. Only where there are more complex or significant issues should it be necessary to involve Historic Scotland. In considering when to involve Historic Scotland planning authorities should decide when its advice on certain issues would add value.

Such issues should include:

- demolition of buildings;
- substantial alteration of Category A or B listed buildings;
- development affecting a scheduled monument;
- significant development within an Inventory landscape; and
- significant development within the setting of a Category A-listed building or a scheduled monument.

In addition, though not within their statutory locus, Historic Scotland may also usefully advise on:

- significant development within or affecting a world heritage site;
- major developments within a conservation area;
- buildings at risk; and
- local development strategies and briefs.

APPENDIX 10

WHAT DO PLANNING AUTHORITIES NEED TO DO TO DEAL WITH MORE HISTORIC BUILDING CASEWORK?

The opportunity to approve listed building consent and conservation area consent applications without first notifying Historic Scotland on behalf of Scottish Ministers now exists. To take advantage of this opportunity, planning authorities must be able to demonstrate that they have:

- signed up to this Joint Working Agreement;
- access to specialist conservation advice;
- appropriate policies; and
- supporting processes to operate effectively.

The success of removing the duty to notify will rely on ensuring that the quality of decision making is maintained. To realise this Historic Scotland will work with planning authorities to monitor and review the decisions taken on an annual basis. Whilst individual decisions will not be reversed, should an authority be unable to operate effectively without notifying Scottish Ministers, then Scottish Ministers could require notification to resume.

It is not mandatory for planning authorities to deal with more historic building casework without notifying Scottish Ministers. However, if they wish to do so then the terms for removing the duty to notify Scottish Ministers will be agreed with Historic Scotland on an individual basis. Historic Scotland's Principal Inspectors in the relevant area teams can provide planning authorities with more information. Their contact details can be found on Historic Scotland's website at www.historic-scotland.gov.uk/index/contact_us.htm.

REPORT TO: CITY DEVELOPMENT COMMITTEE - 11 JANUARY 2010

REPORT ON: RESIDENTS PARKING SCHEME CONSULTATION

REPORT BY: DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 22-2010

1 PURPOSE OF REPORT

- 1.1 To report back on the outcomes from the consultation process that was undertaken for the possibility of implementing Residents Parking Schemes (RPS) in five areas of the City and recommends that detailed design is progressed for the four zones that have been identified around the city centre.

2 RECOMMENDATION

- 2.1 It is recommended that;

- a the results of the preliminary consultation exercise are noted.
- b four out of the five zones are taken forward into detailed design stage and further consultation is undertaken with stakeholders. The zones identified to be progressed to detailed design stage are: Dudhope, Dundee West End, Hilltown and Princes Street areas. A phased approach is to be undertaken with Dundee West End and Princes Street areas to be progressed initially to detailed design with further consultation.
- c the Invergowrie Drive area is not progressed at present due to insufficient parking problems and lack of residents support.
- d the Committee notes that based on a cost neutral approach, it has been estimated that an individual Residents Permit could cost in the region of £77 per annum.

3 FINANCIAL IMPLICATIONS

- 3.1 The preparation of the detailed design and consultation will take an extended period of up to three years and this will be resourced by secondment of one of the Senior Engineers from within the Transportation Division. This work will follow on from substantial completion of disabled person parking places implementation which is currently progressing and it is likely that detailed design will begin in late summer 2010.
- 3.2 Any additional revenue expenditure and the capital expenditure incurred will be offset through income from parking enforcement and residents permits as detailed in Appendix 2.
- 3.3 A report will be brought back to Committee following the outcome of detailed design and consultation exercise.

4 BACKGROUND

4.1 In June 2007 the Committee approved the Central Dundee Car Parking Strategy which identified a 3 strand strategy for the greater city centre area. The strategy strands are:

- Sustainability, Parking Supply and Pricing
- Safety and Convenience
- Residential Amenity

The final strand of the strategy clearly recognised the requirements of providing for appropriate residential parking in the immediate surroundings of the City Centre and the strategy proposed an intervention to implement residential parking permit zones into appropriate areas of the city. Residents Parking Schemes (RPS) can be a method of managing on street parking supply and successful schemes can improve the liveability of neighbourhoods by ensuring a reasonable amount of on street parking is made available to be exclusively used by residents within a particular area. Parking is necessary to provide for bona fide visitors to the area, however restrictions can be placed upon it as to discourage commuters/workers using the restricted supply of on street parking as a free long stay 'car park'. RPS can assist in achieving sustainable transport policy objectives by encouraging people to use alternative modes of transport as their travel choices can be affected by the management of parking supply.

4.2 A further committee report (460-200) identified five areas that were to be considered for residents parking zones and that consultation was necessary to establish the level of support for any RPS within each area. The areas that were considered for a Residents Parking Scheme were:

- Dundee West End
- Dudhope
- Hilltown
- Princes Street
- Invergowrie Drive

The zone boundaries for each area were identified through complaints from the public and the logical determination of the extents to ensure each area is an appropriate size for a possible resident parking zone. The boundaries for each zone can be seen in Appendix 1 of this report.

4.3 As part of developing the case for implementing a RPS in the five areas it was necessary to undertake a large scale data collection exercise to ensure that a robust case can be made for implementing a scheme in any one of the five areas. The process involved consultation and data collection is briefly described below.

a Parking Beat Surveys

The beat surveys were used to quantify the actual demand for parking within each of the five areas and this allowed parking behaviour and patterns to be identified. This beat survey was undertaken on a typical week day and a Saturday over a ten hour period. It was recognised that it was important to distinguish between resident vehicles and non resident vehicles as any parking scheme would only displace non

resident's vehicles during the hours of operation of any RPS. A pre-survey was undertaken between 0200 hrs and 0600 hrs to establish the level of maximum residential demand. The overall parking demand was then compared against a level of parking supply for each street which was based in general on current parking patterns and on site measurement and estimations. This allowed demand against capacity analysis to be undertaken.

b Questionnaires

Questionnaire surveys were sent to all households and businesses within each area to establish the level of public support for a scheme and to obtain further information to assist in the justification and possible future detailed design of any RPS.

c Stakeholder Meetings

Key stakeholders were invited to stakeholder meetings for each of the five zones and these were held to discuss future Resident Parking Schemes and possible implementation. All relevant councillors and Residents groups were invited to attend these meetings.

The results of these three assessment processes for each of the five areas are given in Appendix 1.

5 OVERALL CONCLUSIONS

- 5.1 A RPS can benefit residents and improve the liveability of neighbourhoods by ensuring a reasonable amount of on street parking is made available to be exclusively used by residents within a particular area. In advancing the implementation of the four remaining schemes there are significant issues and obstacles that will arise as part of the process. A RPS will only provide benefits during the period of which it will be in operation eg 0800 hrs - 1800 hrs and high level of enforcement is required to ensure that the scheme is effective. The implementation of a RPS will not guarantee a resident a parking space immediately outside an individuals property as it is only designed to increase parking opportunities in the area. A RPS would not solve all parking problems within each area as locations of high density housing that is particular prevalent in the West End with limited kerb space will likely remain to be an issue as there is simply too many residents vehicles for the on street capacity.
- 5.2 In general there is a likelihood that the implementation of a RPS in each area will restrict parking supply as the tightening of Traffic Regulation Orders to ensure the viability of each scheme will formalise parking areas and remove any current inappropriate parking practices. However this reduction would not be identified until the detailed design has been completed. The detailed design of any RPS will also have to take full cognisance of all implications that relate to traders and businesses within each of the areas.
- 5.3 The conclusions of the parking surveys and consultation have identified that in four out of the five areas there is some evidence that there maybe merit in progressing Residents Parking Schemes to detailed design and further implementation stages. These stages should include additional public participation. The areas are to be progressed are:

- Dudhope
- Dundee West End
- Hilltown
- Princes Street

5.4 As far as the Invergowrie Drive area there is clear evidence from the parking beat surveys and the consultation that a Residents Parking Scheme is not appropriate for the area should not be progressed.

6 POLICY IMPLICATIONS

6.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. The major issues identified are:

Car parking policy decisions are aimed at achieving a balance of economic prosperity of the city and safe sustainable transport. Sustainability policy has been a significant consideration in arriving at the appropriate balance. Resident Parking Schemes raise significant issues on sustainability and equality for all residents and visitors in each area and these would have to be carefully considered in the design and operation of any scheme.

7 CONSULTATIONS

7.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Head of Finance and Assistant Chief Executive have been consulted and are in agreement with the contents of this report.

8 BACKGROUND PAPERS

- 8.1 Central Dundee Car Parking Strategy - Report 279-2007 - June 2007
- 8.2 Proposed Extension of Residents Parking Schemes - Report 460-2007

Mike Galloway
Director of City Development

Neil Gellatly
Head of Transportation

MPG/EG/MS

17 December 2009

Dundee City Council
Tayside House
Dundee

APPENDIX 1

ASSESSMENT OF PROPOSED AREAS FOR RESIDENT PARKING SCHEMES

1 Dudhope Area

The Dudhope area is located to the north of the City Centre and the Controlled Parking Zone (CPZ), beneath Dundee Law. Dudhope Terrace forms the southern boundary of the area and other main roads include Law Street, Drummond Street and Constitution Road. It is an entirely residential area with the exception of Dundee College located in the south of the area on Constitution Road.

The carriageways in the area are generally wide enough to comfortably accommodate on-street parking on one side of the carriageway. The majority of the area does not have waiting and loading restrictions, but there are some short sections that do. Constitution Terrace, Union Terrace, Prospect Place and Laurel Bank are particularly narrow and one-way only. Double yellow lines are on one side of these streets with on-street parking on the opposite side. However, this significantly reduces the available effective width of the carriageway.

The parking beat surveys confirmed that Dudhope area is experiencing parking difficulties on a significant proportion of streets within the area due to increases in non resident traffic. The parking difficulties primarily arise during the weekday working hours between 0800 hrs - 1800 hrs and this is likely to be attributable to parking demand from the staff and students of Dundee College and from city centre commuters. Parking on-site at Dundee College is limited and is for the use of staff and visitors only. Parking problems have been identified in Constitution Road, Constitution Terrace, Union Terrace, Prospect Place and Laurel Bank.

The pre-beat surveys that were undertaken to establish total residential parking demand indicated that there was no significant parking problems within the area due to residential demand. Therefore it can be reasonably concluded that a RPS would provide significant benefits in freeing up on street kerb space and provide more parking opportunities for residents during the main working hours (0800 hrs - 1800 hrs) of a weekday, although there would be no guarantee that a resident would have a parking space and be able to park immediately adjacent to their property.

In the area approximately 413 questionnaires were issued and distributed to households. The return rate was 33% which is a high return rate for this type of survey. The return rate indicates that there is a strong feeling of public interest in a RPS. The questionnaire surveys highlighted that 50% of the responses indicated that they were in favour of a Residents Parking Scheme with 40% against the implementation of one. Approximately 10% did not know whether they support one or not.

The questionnaires also asked residents of the area to highlight the time period when they had difficulty in parking and the results showed that more than 50% of the respondents frequently had difficulty in parking during the main working hours (0800 hrs - 1800 hrs) weekday and this reduced to less than 20% out with these hours. This supports the results coming from the beat surveys and clearly highlights that in the main the parking problem is caused by the non resident vehicles using the on street kerb space during the core working hours (08:00 hrs - 18:00 hrs).

The questionnaires asked the residents about the price of the permit and that it should reflect the administration costs of the overall scheme. 32% of the respondents indicated that this was a fair price for a permit however 53% indicated that this was unfair. The residents

were also asked their opinion about purchasing an £80 Parking Permit and it was clearly evident with 77% of the respondents who needed to buy at least one permit considered the cost too high.

The stakeholder meeting was attended by a local councillor as well as a representative of Dundee College. Discussion circulated around the acknowledgement that students and some staff of the Constitution street campus of Dundee College parked on neighbourhood streets whilst attending classes. This was primarily due to the lack of on-campus parking.

In conclusion there is some public support for the scheme through the questionnaire surveys and stakeholder meetings and therefore it is considered appropriate that detailed design progressed to enable additional public consultation and participation to facilitate a suitable Resident Parking Scheme to be implemented.

2 Dundee West End

This area lies immediately west of the City Centre CPZ. It is predominantly residential, largely composed of tenement and flatted townhouse accommodation. Perth Road, Blackness Road and Hawkhill are busy arterial routes which pass through the area. The eastern end of Perth Road bounds the south side of the University of Dundee's campus and the western end of Perth Road is a vibrant shopping area lined by a variety of small, distinctive shops serving both the local community, passing trade and visitors from further afield. Blackness Road forms part of the area's boundary which contains similar local shops and Blackness Avenue is the link between the main distributor routes. Apart from these main arterial routes, the streets in this residential area are very narrow. In many cases parking can only occur on one side of the carriageway and in some cases the carriageway is so narrow that parking is impossible.

Parking is available mainly on-street, with a limited amount of off-street parking. Parking on Perth Road is restricted to a maximum of 45 minutes with no return in 75 minutes. These restrictions promote a high turnover of vehicles which supports local business. A number of streets, including Hawkhill, have no waiting at any time restrictions. The vast majority of streets do not have any waiting or loading restrictions. A substantial part of the RPS area is within a conservation area and this designation has prevented the creation of off street parking facilities due to planning restrictions.

The parking beat surveys confirmed that West End area is experiencing parking difficulties on many of the streets in the area through out the entire day which is exacerbated during the weekday working hours between 0800hrs-1800hrs due to increases in non resident traffic eg Magdalen Yard Road, Step Row, Thomson Street, Corso Street.

The pre-beat surveys that were undertaken to establish the maximum residential demand identified that they were significant parking problems during periods out with the main working hours during a week day. These resident vehicle parking problems were particularly acute in areas where there was high density housing eg Bellfield Avenue, Seafield Road, Step Row, Corso Street.

The factors affecting parking problems in this area of the City is likely to be attributable to a high demand for parking related to the high density of housing coupled with demand for parking by staff/students from the University of Dundee and commuters destined for the City Centre. The mix of residential and retail properties in Blackness Road and Perth Road with the competing demands for kerb space make servicing difficult.

In the Dundee West End area approximately 3300 questionnaires were issued and distributed to households. The return rate was 16% which is typical for this type of survey and it highlighted that 55% of the responses indicated that they were in favour of a RPS with 29% against the implementation of one. Approximately 16% did not know whether they supported one or not.

The questionnaire also asked residents of the area to highlight the time period when they had difficulty in parking and the results showed that more than 50% of the respondents frequently had difficulty in parking during the main working hours (0800hrs - 1800hrs) and this reduced to approximately 40% out with the main working hours. This again indicates that while there are additional parking problems being created by commuters and staff / students to the University during the weekday hours there is still a significant parking problem caused by high resident demand and there is not sufficient kerb space to accommodate their vehicles. This again is very acute in high density housing areas such as Bellfield Avenue, Seafield Road and Thompson St areas.

The questionnaires asked the residents whether the price of the permit should reflect the administration costs of the overall scheme. 36% of the respondents indicated that this was a fair price for a permit however 44% indicated that this was unfair. The residents were also asked their opinion about purchasing an £80 Parking Permit and it was clearly evident with 69% of the respondents who needed to buy at least one permit considered the cost too high.

The Stakeholder meeting was well attended by a cross-section of councillors, resident groups and a representative of the University of Dundee. During the stakeholder session the on-street parking problem appears to be the result of large demand for on-street parking created externally by City Centre commuters and students of the nearby University of Dundee and internally by the high population density in the area. To compound the problem, the West End has many narrow streets that are currently over parked. It was acknowledged that implementing a residents' parking scheme may alleviate some of the parking problems in the area but addressing the problem of high internal resident demand will also need to be considered.

In conclusion, it is considered that there is some evidence that there is support for a Residents Parking Scheme within the Dundee West End area however there is significant caveats that have to be considered when implementing any scheme and these are:

- a A Residents Parking Scheme will not guarantee the availability of a parking space immediately adjacent to a resident's property and the implementation of a Traffic Regulation Order (TRO) to allow legal enforcement will inevitably restrict parking in the Dundee West area. The onsite observations it was clearly identified that illegal and inappropriate parking was occurring in Corso Street and Abbotsford Place. This would have to be prevented in with the installation of double yellow line no waiting restrictions and subsequent enforcement.
- b A RPS will bring benefits for residents where there is a significant level of non-residents occupying on street kerb space as these are the vehicles that can be expected to be displaced, thus providing additional parking opportunities for residential traffic. It is clear that there is evidence during the main working hours (0800hrs -1800hrs) that non-resident demand is exacerbating parking problems within the area. This demand is primarily created by individuals bound for Dundee University and the City Centre.
- c A RPS will have no impact in solving parking problems out with the operating hours of the scheme. It is important to note in areas of high residential demand with limited kerb space such as Bellfield Avenue Seafield Road, Step Row, Thompson Street, it is likely

that a RPS will have little benefit as there is simply too many resident's vehicles compared to the on street parking supply. This is primarily due to the combination of high density housing and high levels of car ownership. Additional off street parking may be required however there is limited land available and planning restrictions are likely to prohibit any significant increase in parking supply.

- d The Dundee West End area has a significant amount of businesses and it is recognised that facilitating their needs through a RPS is vitally important for economy of the area. From the business questionnaire it was identified that over 75% of the businesses required on street loading/unloading facilities. There are approximately 330 businesses within the Dundee West End area any scheme would have acknowledge their requirements without undermining the economy of the area. This is particularly relevant in Perth Road and Blackness Road areas.

While there are significant issues and obstacles involved in implementing a RPS in the Dundee West End area given the mix of different types of housing and businesses and their varying needs, there is some public support for the scheme through the questionnaire surveys and stakeholder meetings and therefore it is considered appropriate that detailed design is progressed to enable additional public consultation and participation to facilitate a suitable RPS to be developed for the area although there is a likelihood that a RPS will not address all parking problems within the area.

3 Hilltown area

The Hilltown area is located immediately north of the City Centre and next to and east of the Dudhope area. It is a largely residential area composed of tenement and high rise flatted accommodation together with a number of primary schools, churches and mosques.

Many of the streets are narrow and double yellow lines are in place on sections of most of the streets. Parking demand is high in certain areas of Hilltown such as Hilltown Terrace. The area is surrounded by high rise and tenement flats and lies immediately next to the boundary of the City Centre Controlled Parking Zone. The high demand is, therefore, related to the high density housing and commuters wishing to park without restrictions.

The parking beat surveys confirmed that Hilltown area is experiencing parking difficulties on a high proportion of streets within the area due to increases in non resident traffic. The parking difficulties primarily arise during weekday working hours between 0800hrs-1800hrs due and it is likely to be attributable to parking demand from the staff and students of Dundee College and from City Centre commuters. Parking problems have been identified in Macdonald Street and Hilltown Terrace areas. There is also evidence that there is a significant increase in non-resident vehicles creating parking problems on Rosebank Street and Rosebank Road and this could be related to staff at the nearby school using the adjacent streets to park their vehicles.

The pre-beat surveys that were undertaken to establish total residential parking demand indicated that there were parking problems mainly due to onstreet parking supply being very limited in the Bonnybank Road, Nelson Street, Forebank Road areas. These areas consist of high density housing and subsequent residential demand. It is also worth noting that Hilltown Terrace and Macdonald St were also approaching capacity during the pre-beat surveys. A RPS would provide some benefits in freeing up on street kerb space and provide more parking opportunities for residents during the main working hours (0800 - 1800) of a weekday in some streets within the area although there would be no guarantee that a resident would have a parking space and be able to park immediately adjacent to their property.

In the Hilltown area approximately 1698 questionnaires were issued and distributed to households. The return rate was 12% which is a typical return rate for this type of survey. The questionnaire surveys highlighted that 60% of the responses indicated that they were in favour of a Residents Parking Scheme with 25% against the implementation of one. Approximately 15% did not know whether they supported one or not.

The questionnaire also asked residents of the area to highlight the time period when they had difficulty in parking and the results showed that more than 40% of the respondents frequently had difficulty in parking during the main working hours (0800hrs - 1800hrs) and this reduced to about 35% out with the main working hours. This indicates that there is some evidence that there is non resident vehicles parking on street and gives some support for the results coming from the beat surveys although it is not as pronounced as what has been identified in the neighbouring Dudhope area. It also indicates that there is significant parking problems out with the main working time periods and this is likely to be due to the location of high density housing and limited kerb space.

The questionnaires asked the residents about the price of the permit and that it should reflect the administration costs of the overall scheme. 41% of the respondents indicated that this was a fair price for a permit however 41% indicated that this was unfair. The residents were also asked their opinion about the purchasing an £80 Parking Permit and it was clearly evident with 73% of the respondents who needed to buy at least one permit considered the cost too high.

At the Stakeholder meeting, it was suggested that some students and staff of Dundee College could be using neighbourhood streets in western Hilltown for parking whilst attending classes. This was in addition to commuters using the area for their vehicles.

In conclusion, there is some public support for the scheme through the questionnaire surveys and stakeholder meetings and therefore it is considered appropriate that detailed design is progressed to enable additional public consultation and participation to facilitate a suitable Resident Parking Scheme to be implemented.

4 Invergowrie Drive Area

This is a wholly residential area located immediately east of Ninewells Avenue which borders the east side of Ninewells Hospital. The residential area cannot be accessed by vehicle directly from Ninewells Avenue but instead via Perth Road and Invergowrie Drive or via Glamis Road and Glamis Drive leading to Invergowrie Drive. It is possible to access the residential area from Ninewells Avenue on foot using an access point at the west end of Glamis Drive or an access point at the west end of Menzieshill Road.

The majority of houses in the area have private parking facilities in the form of driveways. Some of the residents in the area have expressed concerns regarding the amount of on-street parking on Invergowrie Drive and adjoining streets. The main reason for this parking problem is that staff and visitors of the neighbouring hospital, are seeking to avoid parking charges and use Invergowrie Drive and adjoining streets as a place to park. Most of the area does not have any parking restrictions. However, waiting restrictions have recently been introduced in Invergowrie Drive in addition to those that already existed at Glamis Drive and the northern section of Hazel Drive.

The parking beat surveys highlighted that there are no significant parking problems within the Invergowrie Drive area throughout the entire day. There maybe very localised problems outside certain properties in the area however these type of problems are common to many streets in Dundee and do not warrant the implementation of a RPS.

In the Invergowrie Drive area approximately 417 questionnaires were issued and distributed to households within the area. The return rate was 40% which is a very high rate of return and indicates that there is a strong feeling of public interest in a RPS. Only 27% of the respondents indicated that they supported the implementation of a RPS while there was 60% who did not support a scheme. 13% of Residents did not know if they wanted a RPS or not.

The questionnaire also asked residents of the area to highlight the time period when they had difficulty in parking and the results showed that only approximately 15% of the respondents frequently had difficulty in parking during the main working hours (0800 - 1800) weekday and this reduced to less than 10% out with these hours. This supports the results coming from the beat surveys and clearly highlights that there no significant parking problems in the area.

The questionnaires asked the residents about the price of the permit and that it should reflect the administration costs of the overall scheme. 23% of the respondents indicated that this would be a fair price for a permit however 56% indicated that this was unfair.

The residents were also asked their opinion about purchasing an £80 Parking Permit and it was clearly evident with 85% of the respondents who needed to buy at least one permit considered the cost too high. The properties in the Invergowrie Drive area in general have their own driveways and the level of permits that residents who would have to purchase a permit would be few in number.

At the Stakeholder meeting it was acknowledged that some staff at nearby Ninewells Hospital parked on-street, particularly in the western Invergowrie Drive area, the problem was not seen as significant, primarily because most residents of the area have off-street parking and tend not to use on-street parking. In other words, people from outwith the area may be taking advantage of free on-street parking to avoid parking charges at Ninewells Hospital however, it would appear that this situation does not create a significant problem for area residents possibly because most residents can be accommodated along with the non-residents.

It can clearly be concluded that Invergowrie Drive area has no significant parking problems and there is a distinct level of public opposition to a RPS and therefore it is not considered appropriate that detailed design proposals are progressed for this area.

5 Princes Street

The Princes Street area lies to the east of the City Centre and the Controlled Parking Zone. The area encompasses the residential area to the north of Princes Street and the industrial area to the south of Princes Street. The residential area is predominantly composed of flatted accommodation together with some houses.

The main roads in the area (Princes Street, Lower Princes Street, Blackscroft, Foundry Lane, Victoria Street and Robertson Street) have double yellow lines along the majority of the carriageway. There are a few sections of the waiting and loading restrictions on the roads within the residential area.

Pre-beat surveys were undertaken to establish total residential parking demand and these indicated that there was no significant parking problems within the area due to residential demand. The parking beat surveys confirmed that Princes Street area is experiencing parking difficulties on a number of streets within the area due to increases in non resident traffic. The parking difficulties primarily arise during weekday working hours between

0800hrs -1800hrs and this is likely to be attributable to parking demand from City Centre commuters. Parking problems have been identified in Ladywell Avenue, Crescent Street , Crescent Lane, Lilybank and Ferguson Street Car Park.

Therefore it can be reasonably concluded that a RPS would provide significant benefits in freeing up on street kerb space and provide more parking opportunities for residents during the main working hours (0800hrs - 1800hrs) of a weekday, although there would be no guarantee that a resident would have a parking space and be able to park immediately adjacent to their property.

In the Princes Street area approximately 688 questionnaires were issued and distributed to households. The return rate was 13% which is a typical return rate for this type of survey. The questionnaire surveys highlighted that 73% of the responses indicated that they were in favour of a RPS with 18% against the implementation of one. Approximately 10% did not know whether they supported one or not.

The questionnaire also asked residents of the area to highlight the time period when they had difficulty in parking and the results showed that more than 50% of the respondents had frequent difficulty in parking during the main working hours (0800hrs - 1800hrs) and this reduced to approximately 30% out with the main working hours. This again indicates that while there are parking problems being created by commuters during the weekday hours however it also indicates that there may be isolated parking problems caused by the mix of businesses and high density housing in the area.

The questionnaires asked the residents about the price of the permit and that it should reflect the administration costs of the overall scheme. 38% of the respondents indicated that this was a fair price for a permit however 42% indicated that this was unfair. The residents were also asked their opinion about purchasing a £80 Parking Permit and it was clearly evident with 67% of the respondents who needed to buy at least one permit considered the cost too high.

At the Stakeholder meeting there was a strong belief that much of the area's parking problems were caused by non-residents who took advantage of free on-street parking to avoid paying for parking in the City Centre. It was anecdotally reported that these non-residents were either workers in the City Centre and possibly Hilltown who stayed for long durations throughout the day or they were shoppers who parked for several hours during the weekday and on weekends. This situation was particularly disappointing considering the large numbers of empty parking spaces within DCC owned car parks in the City Centre. Thus, the decision to park in the Princes Street area and shop or go to work in the city centre is not a decision of convenience but rather a financial decision. While there was acknowledgement that a residents' parking scheme with strong enforcement would correct the problem, opinion was equally strong that a parking permit scheme should be subsidised by other DCC revenue sources.

The Princes Street area has a significant amount of businesses and it is recognised that facilitating their needs through a RPS is vitally important for the area for economy of the area. From the business questionnaire it was identified that over 65% of the businesses required On street loading/unloading facilities. There are approximately 104 businesses within the Princes Street area and any scheme would have acknowledge their requirements without undermining the economy of the area.

In conclusion, there is some public support for the scheme through the questionnaire surveys and stakeholder meetings and therefore it is considered appropriate that detailed design is progressed to enable additional public consultation and participation to facilitate a

suitable RPS to be implemented. It is also recommended that the western section of Ladywell Avenue that is outwith the City Centre CPZ is included in the potential Princes Street RPS.

Financial Considerations

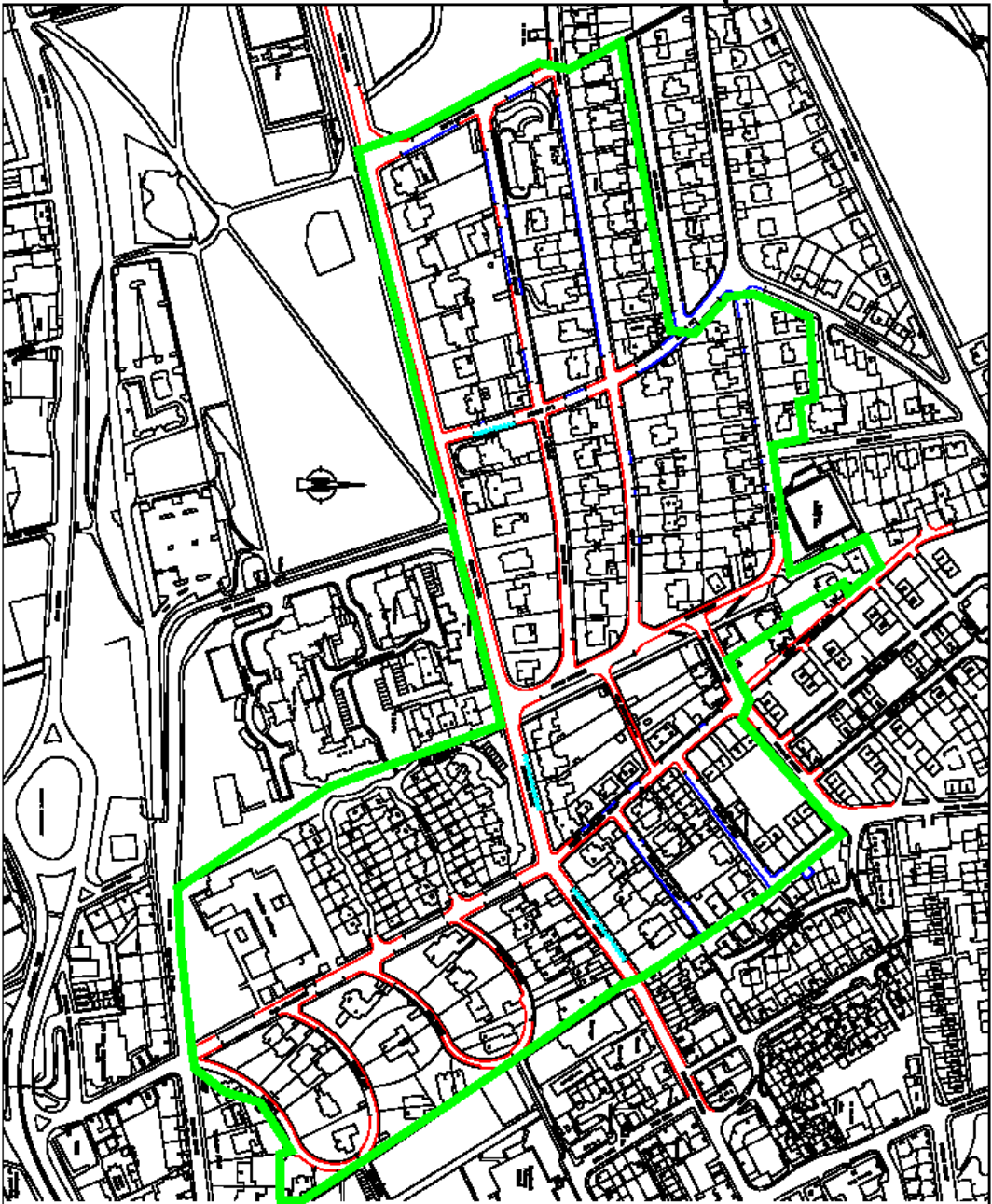
Residents supported the implementation of RPS however there was little support for a Parking Permit price of £80. In the 22nd of October 2007 a report informed the Committee that the permit price for each scheme varied from £68 to £188. These permit prices were calculated on a cost neutral basis i.e. each RPS would be self financing and no additional Council revenue would be required to support administration of the scheme. However the pre beat surveys have revealed that the number of permits that would be issued are substantially less than what was previously estimated.

To undertake detailed design, further in depth consultation and implementation will require the secondment of a dedicated Senior Engineer from within the Transportation Division. The initial capital estimates for implementation is in the region of £350,000 for the four schemes. The annual net revenue cost for operating all four schemes is in the region of £78,000.

The total costs of implementing RPS in the four areas can be seen in Appendix 2 of this report and it can be seen that permit prices based on a cost neutral basis is estimated to be £77. It can be concluded that there will be significant public opposition to introducing a RPS with such a high tariff and therefore to implement a scheme into each area would require significant support from current revenues of the council.

The four schemes that are proposed to be progressed are on the boundary of the City Centre Controlled Parking Zone that has its own RPS which has a permit price of £70 per annum. The Central Dundee Parking Strategy that was approved by Committee in June 2007 has identified that the City Centre Residents Parking Zone should be reviewed and this should include a review of the cost of permits to ensure they reflect the costs of administering the RPS. It is therefore recommended that a consistent approach is considered across all the RPS areas in and around the City Centre and that a single permit cost should be used for all RPS covering all capital, administration and enforcement costs of the schemes. The existing RPS in Menzieshill has an individual permit price of £5 per annum and consideration should be given to review this in light of the possible introduction of additional RPS throughout the City.

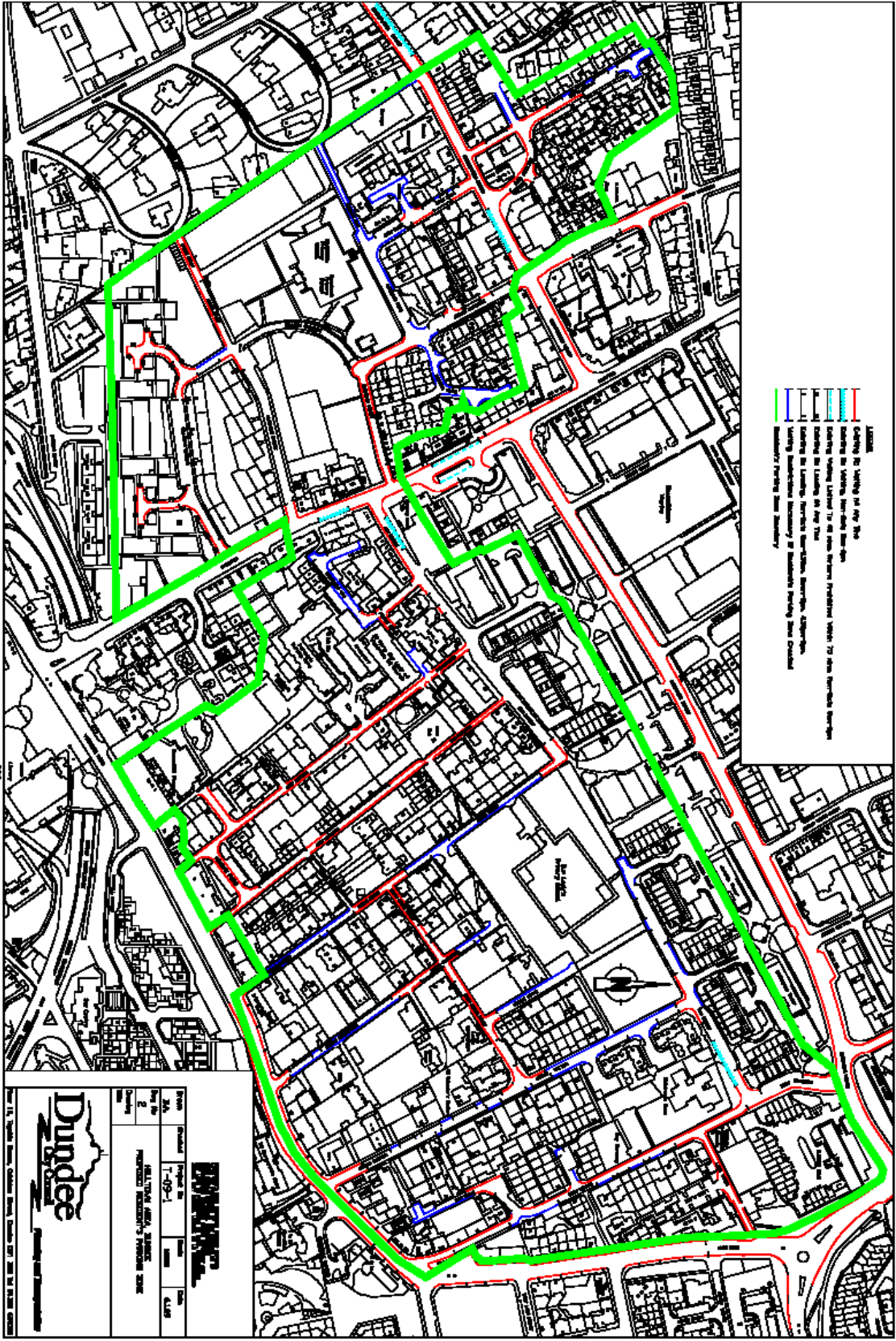




- LEGEND**
- Red line: Boundary for existing lot layout
 - Blue line: Boundary for existing lot layout
 - Cyan line: Boundary for existing lot layout
 - Green line: Boundary for proposed lot layout

NO.	DATE	DESCRIPTION	BY	CHKD.
1	1-10-01	ISSUED FOR PERMIT	JK	JK
2	1-10-01	REVISIONS	JK	JK

Dundee
 Planning & Engineering
 1111 11th Street, Suite 100, Denver, CO 80202
 Tel: 303.733.1111 Fax: 303.733.1112



- LEGEND**
- Red line: Existing 20' Width at Any Time
 - Blue line: Existing 20' Width, 20' Minimum Width
 - Green line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Yellow line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Black line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Grey line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Blue line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Green line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Yellow line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Grey line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Light Blue line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Light Green line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Light Yellow line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Light Grey line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Light Light Blue line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Light Light Green line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Light Light Yellow line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width
 - Light Light Light Grey line: Existing 20' Width, 20' Minimum Width, 20' Minimum Width

Dundee
Engineering and Construction

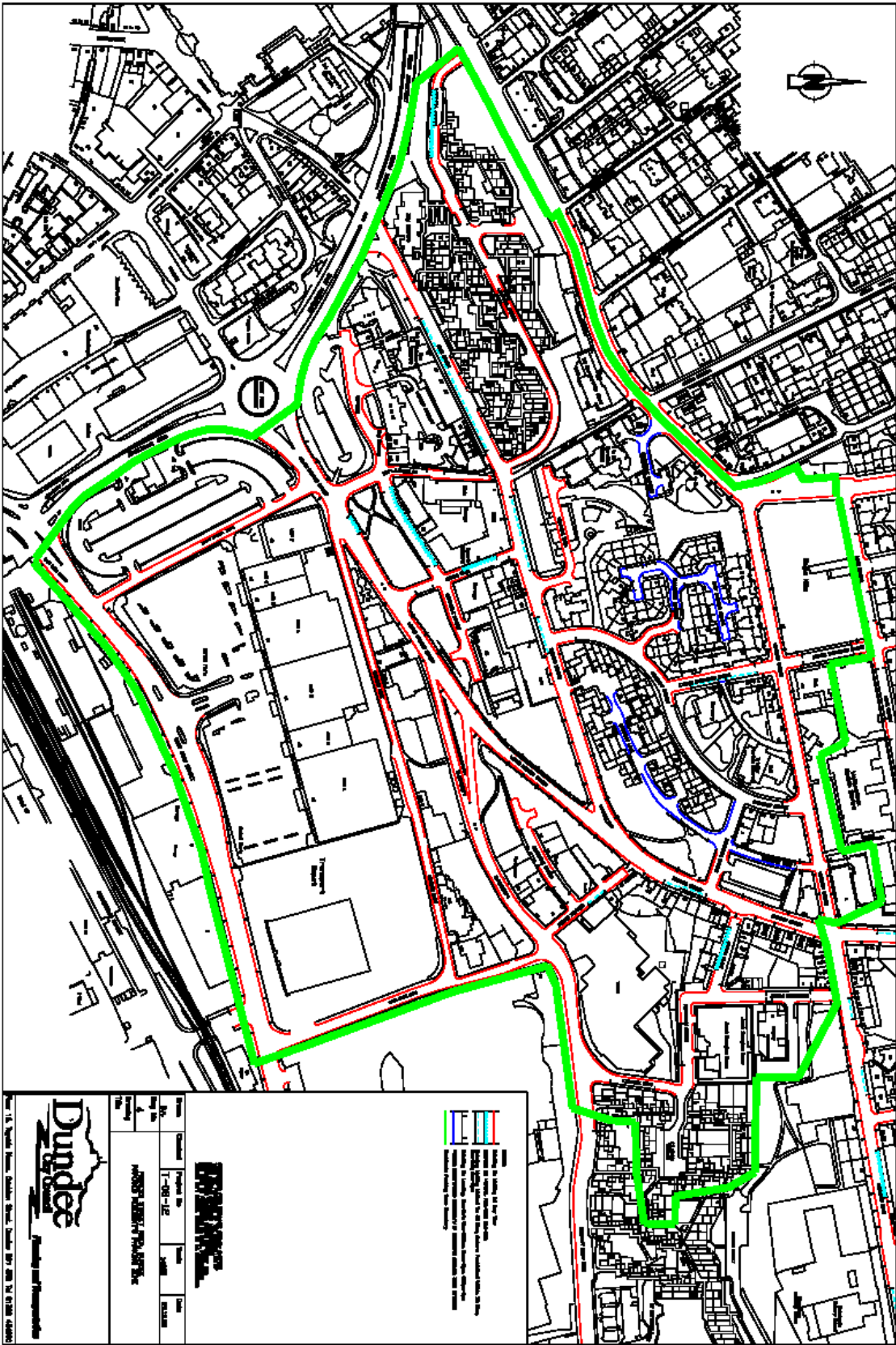
PROJECT NO. 1-09-1
PROJECT NAME: DUNDÉE CITY CENTER
DATE: 01/09

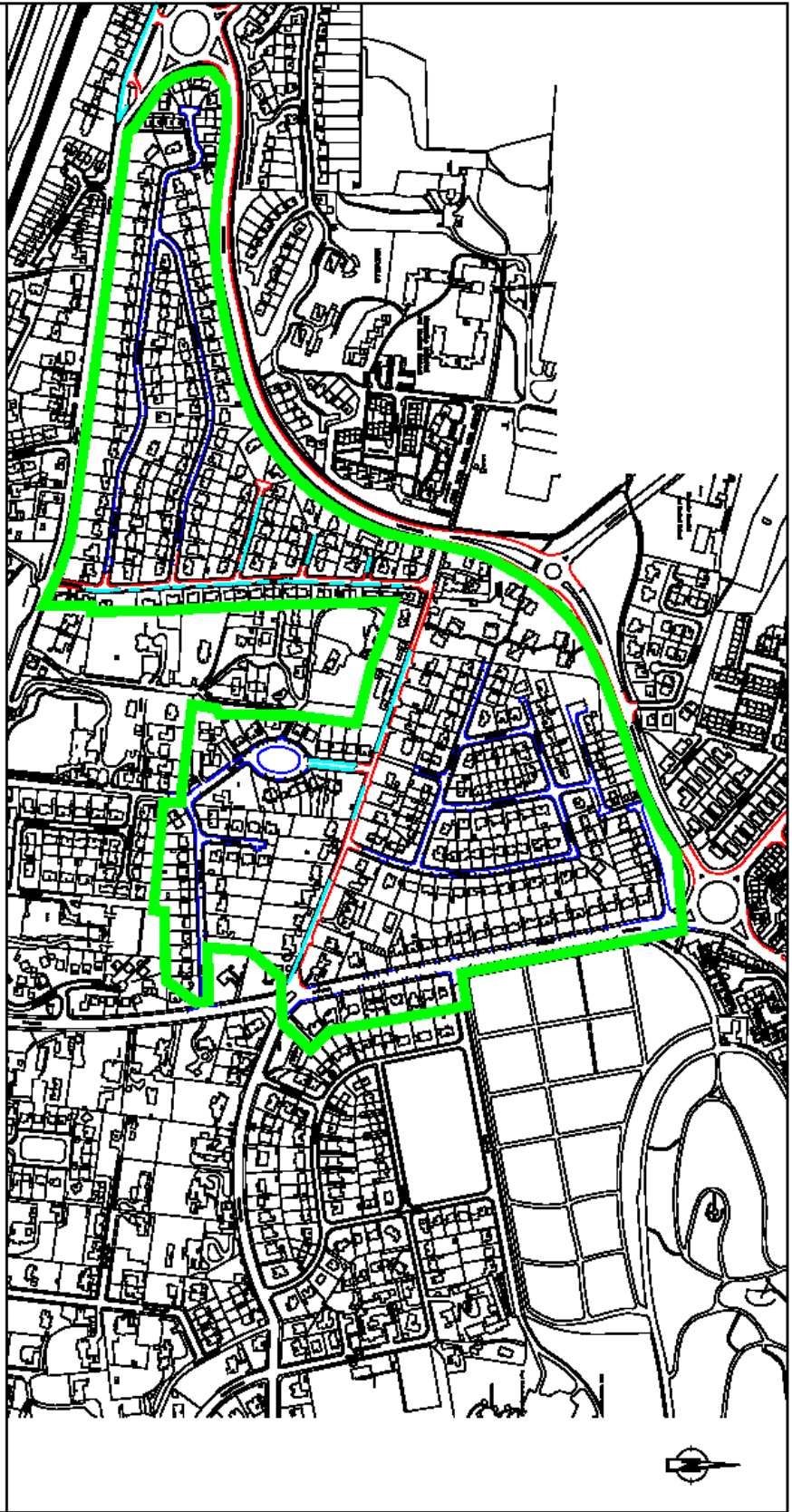
SCALE: AS SHOWN

DESIGNED BY: [Name]

CHECKED BY: [Name]

DATE: 01/09





— Boundary of Study Area
— Boundary of Study Area
— Boundary of Study Area
— Boundary of Study Area

DATE	7-10-01	SCALE	1:1000
DRAWN BY	6	PROJECT NO.	2001-01
CHECKED BY		CLIENT	
APPROVED BY		DATE	7-10-01

Dungee

1000 10th Street, Suite 100, San Francisco, CA 94103
 Tel: 415.774.1100 Fax: 415.774.1101
 www.dungee.com

APPENDIX 2

Permit Costs

Capital to be financed over 10 Years

Scheme	Capital Outlay	Annual Repayment	Annual Borrowing Charges	Total Annual Repayment
Dudhope	60,000	6,000	1,950	7,950
Dundee West End	160,000	16,000	5,150	21,150
Hilltown	80,000	8,000	2,600	10,600
Princes Street	50,000	5,000	1,600	6,600
	350,000	35,000	11,300	46,300

Maintenance Costs Per Annum

Scheme	Maintenance	Enforcement	Enforcement Income	Forecast Number Of Permits	Total Annual Revenue Cost
Dudhope	6,000	15,000	-10,000	200	11,000
Dundee West End	16,000	36,000	-20,000	1000	32,000
Hilltown	8,000	22,000	-12,000	260	18,000
Princes Street	5,000	22,000	-10,000	160	17,000
	35,000	95,000	-52,000	1,620	78,000

Combined Capital Repayment costs and annual maintenance

£124,300

Forecast Cost Of Permit to ensure cost neutral

£76.73

Notes

- On Street parking demand from pre-beat surveys
- Maintenance costs based on 10% of Capital Costs
- Any additional Administration costs absorbed by department

REPORT TO: CITY DEVELOPMENT COMMITTEE - 11 JANUARY 2010
REPORT ON: TENDERS RECEIVED BY CITY ENGINEER
REPORT BY: CITY ENGINEER
REPORT NO: 4-2010

1 PURPOSE OF REPORT

1.1 This report details tenders received and requests a decision on acceptance thereof.

2 RECOMMENDATION

2.1 Approval is recommended of (1) the acceptance of the tenders submitted by the undernoted contractors and (2) the undernoted total amount, including allowances, for these projects.

Project Reference	Project Description	Contractor	Tender Amount	Total Amount	Finance Available
P09049	Tay Road Bridge Site Offices Demolition	Safedem Ltd	£3,883.00	£10,383.00	£10,383.00
P09031	Dens Metals Site - Access Improvement and Signalisation	Tayside Contracts	£78,817.26	£128,000.00	£128,000.00
P09046	Demolition of Weavers Village, Lochee	D Geddes (Contractors) Ltd	£137,748.80	£201,129.00	£201,129.00
Total			£220,449.06	£339,512.00	£339,512.00

3 FINANCIAL IMPLICATION

3.1 The Director of Finance has confirmed that funding for the above projects is available as detailed on the attached sheet.

4 POLICY IMPLICATIONS

4.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

5 CONSULTATIONS

5.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance and Assistant Chief Executive have been consulted and are in agreement with the contents of this report.

6 BACKGROUND PAPERS

6.1 None.

7 FURTHER INFORMATION

7.1 Detailed information relating to the above Tenders is included on the attached sheet.

Mike Galloway
Director of City Development

Fergus Wilson
City Engineer

FW/JM/GN/EH
Dundee City Council
Tayside House
Dundee

21 December 2009

CLIENT	CITY DEVELOPMENT DEPARTMENT	CITY DEVELOPMENT DEPARTMENT																
PROJECT NUMBER PROJECT PROJECT INFORMATION	P09049 Tay Road Bridge Site Offices - Demolition Demolition of existing portacabin and associated hardstandings	P09031 Dens Metals Site - Access Improvement and Signalisation Formation of new access and improvements to traffic signals as part of future development at vacant site at Dens Road/Alexander Street Junction.																
TOTAL COST	<table> <tr> <td>Contract</td> <td>£3,883.00</td> </tr> <tr> <td>Non Contract Allowances</td> <td>£5,000.00</td> </tr> <tr> <td>Fees</td> <td><u>£1,500.00</u></td> </tr> <tr> <td>Total</td> <td>£10,383.00</td> </tr> </table>	Contract	£3,883.00	Non Contract Allowances	£5,000.00	Fees	<u>£1,500.00</u>	Total	£10,383.00	<table> <tr> <td>Contract</td> <td>£78,817.26</td> </tr> <tr> <td>Non Contract Allowances</td> <td>£43,182.74</td> </tr> <tr> <td>Fees</td> <td><u>£6,000.00</u></td> </tr> <tr> <td>Total</td> <td>£128,000.00</td> </tr> </table>	Contract	£78,817.26	Non Contract Allowances	£43,182.74	Fees	<u>£6,000.00</u>	Total	£128,000.00
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Non Contract Allowances	£43,182.74																	
Fees	<u>£6,000.00</u>																	
Total	£128,000.00																	
FUNDING SOURCE BUDGET PROVISION & PHASING ADDITIONAL FUNDING	Cities Growth Fund - Central Waterfront 2009/2010 None	Vacant and Derelict Land Fund (VDLF) 2009/2010 None																
REVENUE IMPLICATIONS	None	None																
POLICY IMPLICATIONS	Built environment - removal of vacant building will provide an opportunity to enhance the local environment through ongoing regeneration. Waste Management - demolition material will be re-used and recycled where possible, maximising economic opportunity arising from waste.	To adopt sustainable practices in the design construction and maintenance of Council infrastructure protecting the quality and diversity of City's built heritage and enhance local environment.																
TENDERS	<p>Tenders were invited from 3 contractors and the following tenders received:-</p> <table> <thead> <tr> <th><u>Tenderers</u></th> <th><u>Tender</u></th> </tr> </thead> <tbody> <tr> <td>Safedem Limited</td> <td>£3,883.00</td> </tr> <tr> <td>Dundee Plant Co Ltd</td> <td>£4,800.00</td> </tr> <tr> <td>Gowrie Contracts Ltd</td> <td>£7,200.00</td> </tr> </tbody> </table>	<u>Tenderers</u>	<u>Tender</u>	Safedem Limited	£3,883.00	Dundee Plant Co Ltd	£4,800.00	Gowrie Contracts Ltd	£7,200.00	<p>As part of a Partnering Project approved by the Chief Executive the following offer was received from Tayside Contracts:-</p> <table> <thead> <tr> <th><u>Tenderers</u></th> <th><u>Offer</u></th> </tr> </thead> <tbody> <tr> <td>Tayside Contracts</td> <td>£78,817.26</td> </tr> </tbody> </table>	<u>Tenderers</u>	<u>Offer</u>	Tayside Contracts	£78,817.26				
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Dundee Plant Co Ltd	£4,800.00																	
Gowrie Contracts Ltd	£7,200.00																	
<u>Tenderers</u>	<u>Offer</u>																	
Tayside Contracts	£78,817.26																	
RECOMMENDATION	To accept the lowest tender from Safedem Ltd	To accept the offer from Tayside Contracts																
ALLOWANCES	<table> <tr> <td>Contingencies</td> <td>£2,000</td> </tr> <tr> <td>Public Utilities</td> <td>£3,000</td> </tr> <tr> <td>Professional Fees</td> <td><u>£1,500</u></td> </tr> <tr> <td>Total</td> <td>£6,500</td> </tr> </table>	Contingencies	£2,000	Public Utilities	£3,000	Professional Fees	<u>£1,500</u>	Total	£6,500	<table> <tr> <td>Contingencies</td> <td>£2,182.74</td> </tr> <tr> <td>Signalised Equipment</td> <td>£41,000.00</td> </tr> <tr> <td>Professional Fees</td> <td><u>£6,000.00</u></td> </tr> <tr> <td>Total</td> <td>£49,182.74</td> </tr> </table>	Contingencies	£2,182.74	Signalised Equipment	£41,000.00	Professional Fees	<u>£6,000.00</u>	Total	£49,182.74
Contingencies	£2,000																	
Public Utilities	£3,000																	
Professional Fees	<u>£1,500</u>																	
Total	£6,500																	
Contingencies	£2,182.74																	
Signalised Equipment	£41,000.00																	
Professional Fees	<u>£6,000.00</u>																	
Total	£49,182.74																	
SUB-CONTRACTORS	None	None																
BACKGROUND PAPERS	None.	None.																

CLIENT	CITY DEVELOPMENT DEPARTMENT	
PROJECT NUMBER PROJECT PROJECT INFORMATION	P09046 Demolition of Weavers Village, Lochee Demolition of shops, housing and hardstanding	
TOTAL COST	Contract	£137,748.80
	Non Contract Allowances	£46,774.20
	Fees	£16,606.00
	Total	£201,129.00
FUNDING SOURCE	Vacant and Derelict Land Fund	
BUDGET PROVISION & PHASING	2009-2010	
ADDITIONAL FUNDING	Nil	
REVENUE IMPLICATIONS	Nil	
POLICY IMPLICATIONS	Built Environment - removal of vacant and derelict buildings will provide an opportunity to enhance the local environment through on-going regeneration. Waste management - demolition material will be reused and recycled where possible, maximising economic opportunities arising from waste.	
TENDERS	Tenders were invited from 6 contractors and the following tenders received:-	
	<u>Tenderers</u>	<u>Tender</u>
		<u>Corrected Tender</u>
	Geddes (Contractors) Ltd	£137,748.80
	Gowrie Contracts Ltd	£155,650.00
	Safedem	£169,961.00
	J R Masterton & Son (Demolitions) Ltd	£204,145.00
	Reigart Contracts Ltd	£227,500.00
	Dundee Plant Co Ltd	£182,090.00
		-
		-
		£169,861.00
		-
		-
		£212,060.00
RECOMMENDATION	To accept the lowest tender from Geddes (Contractors) Ltd	
ALLOWANCES	Contingencies	£16,774.20
	Public Utilities	£30,000.00
	Professional Fees	£15,684.00
	CDM Co-ordinator	£922.00
	Total	£63,380.20
SUB-CONTRACTORS	None	
BACKGROUND PAPERS	None	