

THE CITY OF EDINBURGH COUNCIL

MEETING 4

24 AUGUST 2017

QUESTIONS AND ANSWERS

Item no 5.1

QUESTION NO 1

By Councillor Lang for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 24 August 2017

Question

How much money has been raised from the traffic camera in Kirklands Park Street/ Eilston Road in each year since it was installed?

Answer

The table below provides the number of Charge Notices issued from the bus lane camera in Kirklands Park Street in each financial year since it was installed and also the income received from those Charge Notices (to date):

Financial Year	Charge Notices Issued	Total Income
2013/14 (from 23/09/13)	1,911	£56,633.00
2014/15	4,174	£124,653.60
2015/16	3,130	£95,263.30
2016/17	2,830	£80,010.90
2017/18 (up to 31/07/17)	983	£21,960.00

Item no 5.2

QUESTION NO 2

By Councillor Lang for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 24 August 2017

Question

What action is being taken to improve swimming facilities in the city?

Answer

Both James Gillespie's and Portobello High Schools are four lane, 25m pools which replaced existing but shorter pools in 2017.

The new Queensferry High School is planned as a four lane 25m pool replacing a shorter existing pool. However, as part of the pre-planning consultation on the new school project, there is strong community desire being expressed to make this a six lane pool and to allow dual use. This is currently being considered.

Recent investments Edinburgh Leisure have made in the physical assets include:

- Lifecycle maintenance work at Gracemount Leisure Centre in 2015, including improvements to the wet change / shower areas
- Lifecycle maintenance work to Drumbrae Leisure Centre in 2016, including improvements to the wet change / shower areas
- Maintenance work currently being carried out at Glenogle Swim Centre to the pool tank tiling (re-grouting) and full replacement of the tiles in the pool hall

Item no 5.3

QUESTION NO 3

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

Question (1) What traffic studies have been carried out on the 40mph stretch of Glasgow Road in Ratho Station over the last five years?

Answer (1) Within the past three years, there have been three studies undertaken involving the Ratho Station location on the A8:

- The West Edinburgh Transport Appraisal
- Assessment on the potential installation of Vehicle Activated Speed Signs
- Assessment of potential improvements for pedestrians crossing in this area
- Feasibility study for public transport improvements along the length of the A8 from West Lothian to Maybury Road

In addition, Transport Scotland's trunk road operating company, Amey, are currently consulting on proposals to improve traffic flow from the southbound off-slip road from the M9 onto the A8 at Newbridge Junction, immediately adjacent to Ratho Station. Council officers are engaged in this consultation.

Question (2) How many vehicles were recorded as having breached the 40mph speed limit on Glasgow Road at Ratho Station in each of the last five years?

Answer (2) This information is recorded by Police Scotland. Council Officers are liaising with them to identify if this information is publicly available or can be provided. Any information received will be provided to Elected Members.

Item no 5.4

QUESTION NO 4

**By Councillor Neil Ross for answer
by the Convener of the Education,
Children and Families Committee at a
meeting of the Council on 24 August
2017**

Question

Given that funding for the new Morningside Primary School was secured earlier this year, can you please confirm if the process leading up to demolition of Oaklands Care Home is proceeding to plan and, if so, when the demolition might begin?

Answer

Communities and Families are in discussions with Health and Social Care about the transfer of the Oaklands Care Home site. In order for the new primary school to be delivered for August 2020, the care home requires to be vacated and transferred to Communities and Families. Timescales are still to be agreed as further options appraisal work need to be carried out by Health and Social Care to determine impact on current service users.

Item no 5.5

QUESTION NO 5

**By Councillor Neil Ross for answer
by the Convener of the Education,
Children and Families Committee at a
meeting of the Council on 24 August
2017**

Question

Given that the new Boroughmuir High school building was originally planned to open in August 2016, can you please confirm that the new building will be ready for staff and pupils to occupy at the start of the new term in January?

Answer

Until the contractor has completed the project and all the necessary handover procedures have been finalised it is impossible to give an absolute guarantee. However, the project team has put in place every possible monitoring and engagement procedure with the contractor and are confident that the new school will open in January. Weekly updates are provided to the Council Leader and Depute Leader and there is full and open engagement with the school management team and parent council representatives to ensure they are kept up to date with progress. If there is any change to the current estimated timescale for the opening of the new school then local elected members will be informed immediately.

Item no 5.6

QUESTION NO 6

By Councillor Corbett for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 24 August 2017

Question (1) For the current year 2017-18 what specific plans are there for participatory budgeting projects and what is the anticipated budget in each case?

Answer (1) The following projects are proposed for 2017/18:

Portobello/Craigmillar Neighbourhood Partnership – allocation of Community Grants Fund of £21,737

Leith Decides – allocation of Community Grants Fund of £44,184

City Centre, South Central and Liberton/Gilmerton Neighbourhood Partnerships – allocation of Neighbourhood Environment Programme budget (final figure still to be confirmed)

Your Choice: Youth Projects (Activity Agreements) led by Economic Development Service – allocation of £40,000

Locality Employability Initiative led by Economic Development Service – allocation of £40,000 (£20,000 Council and £20,000 match funding sought from Scottish Government Community Choices Programme – decision anticipated September 2017)

Funding for 2017/18 has been allocated under the Choose Youth Work Initiative of £60,000.

Question (2) What progress has been made in planning for the expansion of participatory budgeting in line with the SNP manifesto commitment?

Answer

- (2)** The programme of work to develop participatory budgeting is continuing, recognising the importance this has in achieving both City and National aspirations for increasing local democracy, empowering citizens and communities.

The City of Edinburgh Council has been successful in securing additional financial and development support in the last two years through the Scottish Government's Community Choices Programme. A further bid has been submitted for 2017/18. This is recognition of the innovative and leading approach taken in the city. Examples of this include Leith Decides which has been identified as a model of best practice in Scotland. This experience is also used to inform and influence activity at a National level through officer participation in the Participatory Budgeting Scotland Advisory Group.

We intend to build on this progress throughout this council period as a key commitment. The identification of appropriate budgets to be allocated using a participatory budgeting approach is an ongoing process and will continue to develop, on a phased basis, as this programme of work progresses.

Item no 5.7

QUESTION NO 7

By Councillor Main for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 24 August 2017

Question

To list all council properties that have been sold in the last 5 years, detailing the capital receipt in each case, where planning permission has subsequently not been granted by Development Management Sub-committee, including any subsequently approved by the Scottish Government Report.

Answer

Property	Capital Receipt	Comments
Boroughmuir HS	£14,525,000	Refused planning permission on 28 April 2017 and 14 August 2017 at appeal
Canaan Lane	£1,218,000	Refused planning permission on 3 August 2017.
Pentland View	£1,319,000	Refused planning permission on 28 April 2017.
Lutton Court	£6,297,771	Refused planning 13 March 2014. Approved on Appeal
154 McDonald Road	£306,709	Refused planning 26 November 2013. Approved on Appeal

Item no 5.8

QUESTION NO 8

By Councillor Bruce for answer by the Leader of the Council at a meeting of the Council on 24 August 2017

Question

Can the minority administration provide the following information

- a) Council tax revenue collected for bands E to H for 2016/2017.
- b) The projected council tax revenue for bands E to H for 2017/2018.
- c) State the difference in monies collected between the two financial years?

Answer

- a) The Council tax revenue collected for bands E to H for 2016/2017 was £127,946,929 (99.25% collection rate - actual).
- b) The projected council tax revenue for bands E to H for 2017/2018 is £151,945,020 (based on 99.25% collection).
- c) The projected difference between monies collected in the two financial years is £23,998,091.

Item no 5.9

QUESTION NO 9

By Councillor Brown for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

Question (1) Please confirm the number of recorded incidents involving fly-tipping by Ward during the last five years.

Answer (1) Table 1 provides a breakdown of the number of recorded incidents of fly-tipping by Ward as extracted from the Confirm Reporting System.

The recording of Dumping and Fly-tipping service requests on Confirm was introduced in Spring 2014 and the data provided covers the period from the system introduction to mid-August.

Question (2) Please confirm the number of 'bulky waste item' requests during the last five years

Answer (2) Table 2 provides a breakdown of the number of bulky waste item requests (Special Uplift) as extracted from the Confirm Reporting System.

The recording of Special Uplifts requests was introduced on Confirm late 2013 and the data provided therefore runs from this time to mid-August 2017

Question (3) Please confirm the total income received in relation to fees charged for 'bulky waste item' uplifts during the last five years.

Answer (3) Table 3 provides a breakdown of the fees charged for bulky waste items requests (Special Uplifts).

Question (4) Please confirm how many persons have been caught in the act of fly-tipping during this period?

Answer

- (4) Fixed Penalty Notices are issued for domestic or trade dumping/fly-tipping. The number of Fixed Penalty Notices issued for these offences from 17 August 2012 until 16 August 2017 were as follows:

Trade

17/8/12 – 31/3/13 = 432

2013/2014 = 1,225

2014/2015 = 860

2015/2016 = 356

1/4/16 – 16/8/17 = 414

TOTAL = 3,287

Domestic

17/8/12 – 31/3/13 = 154

2013/2014 = 757

2014/2015 = 492

2015/2016 = 325

1/4/16 – 16/8/17 = 137

TOTAL = 1, 865

Question

- (5) Please confirm how many prosecutions have been made in relation to fly-tipping during this period?

Answer

- (5) Non-payment of Fixed Penalties are reported to the Procurator Fiscal under the same offence (either domestic or trade waste offences). Information is not available to determine how many prosecutions have taken place in the period.

Table 1 - Number of recorded incidents involving fly-tipping by Ward over the last five years.

Subject & Ward	2013	2014	2015	2016	2017	Grand Total
Dumping and Fly Tipping						
01-Almond		98	146	124	83	451
02-Pentland Hills		109	139	230	195	673
03-Drum Brae/Gyle		123	201	167	90	581
04-Forth		692	1,008	773	327	2,800
05-Inverleith		220	333	312	157	1,022
06-Corstorphine/Murrayfield		75	96	131	65	367
07-Sighthill/Gorgie		538	725	1,045	671	2,979
08-Colinton/Fairmilehead		88	135	209	104	536
09-Fountainbridge/Craiglockhar	1	225	289	411	230	1,156
10-Meadows/Morningside		267	333	307	191	1,098
11-City Centre		525	534	733	149	1,941
12-Leith Walk		1,011	1,294	1,029	259	3,593
13-Leith		543	642	627	189	2,001
14-Craigtinny/Duddingston		242	378	442	146	1,208
15-Southside/Newington		216	211	254	124	805
16-Liberton/Gilmerton		148	189	223	111	671
17-Portobello/Craigmillar		276	373	419	199	1,267
No code allocated		2	12	3		17
Dumping and Fly Tipping Total	1	5,398	7,038	7,439	3,290	23,166

Table 2- Number of 'bulky waste item' requests during the last five years.

	2013	2014	2015	2016	2017	Grand Total
WS Request Special Uplift Total	389	13,970	14,454	10,175	11,977	50,966

Table 3 - Income from fees charged for bulky waste items requests (Special Uplifts)

Year	Income
2012/13	£234,200.75
2013/14	£248,281.67
2014/15	£259,770.62
2015/16	£247,879.97
2016/17	£211,943.22

Item no 5.10

QUESTION NO 10

By Councillor Brown for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

Road Surfacing Works

Question

Notwithstanding the issues over dust from said works, can the Transport Convener confirm why Contractors have failed to instigate the removal of unauthorised parked vehicles during works and have simply worked round them resulting in leaving areas of road surfacing incomplete?

Cited examples include East Fettes Avenue & Davidson Road

Answer

The contractor has been instigating the removal of unauthorised vehicles at locations across the city throughout the duration of the surfacing works which are being carried out. However, there have been occasions where, for operational reasons, vehicles have not been able to be removed by our Parking Enforcement contractor while the works have been taking place.

A record has been retained of the locations which have not yet been treated and the contractor will return to these locations before the end of the surface dressing period to complete the works. There are no significant maintenance or safety issues from leaving these areas unfinished.

Item no 5.11

QUESTION NO 11

By Councillor Cook for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

Question

Please can you provide an update on efforts to ensure pay and display parking meters accept the new bimetallic twelve sided one pound coin, which entered circulation in March 2017. Specifically:

- 1) How many parking meters have been adapted to accept the new coin and how many still require such adaption?
- 2) What is the timescale for ensuring all parking meters accept the new pound coin?

Answer

All parking ticket machines now accept the new one pound coin. The last of the ticket machines was upgraded on 22 May 2017.

Item no 5.12

QUESTION NO 12

By Councillor Douglas for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

In relation to the Carriageway Surface Treatments Programme 2017/18, and the planned surface dressing commonly known as 'spray and chip', can the Convener confirm:-

- Question** (1) Whether any report was carried out to discover the full impact of the works the last time they were conducted, when a cloud of white dust was created, affecting nearby residents, their vehicles, houses and pets ?
- Answer** (1) A full investigation and report into the dust issues last year was prepared, including a summary of the lessons learned.
- A copy of this report is attached for information
- Question** (2) What the council's reaction had been to reports that dust clouds are still being created by the latest works, and that measures taken to prevent this have failed to deal with the problem?
- Answer** (2) There was minimal dust created by this year's works. Out of 23 sites, dust was noted or reported at two locations and only within the first 24 hours after dressing, which is normal. These were dealt with immediately by deploying a water sprayer to dampen down surfaces and once the first sweep was carried out after 24 hours there were no further dust issues. Compared to last year, the amount of dust experienced was almost negligible.
- Question** (3) What the tendering process for the works was, and what were the reasons behind appointing the same contractor for the works.
- Answer** (3) These works were procured through the SCAPE National Civil Engineering and Infrastructure Framework which was procured under OJEU tendering rules and awarded to Balfour Beatty. They undertake a competitive sub-contract tendering process for the specialist elements of work (i.e. surface dressing).

- Question** (4) How much compensation was given to local residents who were affected by the dust clouds?
- Answer** (4) Compensation claims have been handled by the contractor and their insurance company as they indemnify the Council against claims resulting from their works.
- Question** (5) What provisions have been made for offering compensation to those residents affected by further dust clouds?
- Answer** (5) Dust this year is considered minimal and within acceptable limits. No compensation will be offered unless the contractor is deemed to have been negligent. We have no evidence that this is the case.
- Question** (6) Whether residents' previous complaints about the lack of communication and compensation that was offered by the contractor following the previous works were taken into account?
- Answer** (6) To improve communications prior to the preparatory works commencing this year, letters were delivered by the contractor to alert residents of the upcoming works. A separate information leaflet was delivered approximately one week before commencement of surface dressing. As well as circulating these to residents in the immediate vicinity of the works, these letters were also provided to residents and businesses in the wider local area. An information leaflet was also published on the Council's website. (Copies of the contractor's letter and information leaflet together with the Council's information leaflet are attached for information.)
- In respect of compensation, arrangements remain in place to deal with compensation claims when the contractor is deemed to be negligent.

Report into Dust Nuisance Following Surface Dressing

1. The Council implemented a programme of Carriageway Surface Dressing in Wards 1, 2 and 6 from 15 – 21 August 2016.
2. Towards the end of the programme complaints began to arrive about the amount of loose chippings left behind and more particularly, the amount of dust created by the process. The bulk of complaints came from residents in Saughton Road North, Ravelston Dykes, Johnsburn Road and Lochend Road. These are the routes with the highest volumes of traffic.
3. Immediate instructions were issued to the contractor to wet the surface of the roads and undertake more sweeping. The wetting of the surface was carried out using the spray bar on the front of the sweepers. This had limited success partly due to the amount of water that can be applied by the sweeper and also to the very dry weather experienced at that time (ie. the road surface was drying out very quickly).

Whilst the amount of loose chippings had reduced, the dust was still a significant problem and complaints continued to be received.

4. On Thursday 25 August, an information leaflet was prepared for local councillors and local Neighbourhood Offices. This was also published on the Council website on Friday 25 August.
5. On Saturday 27 August, the contractor deployed a water bowser to wet the road surfaces more fully whilst continuing with the sweeping operations. In addition, they began cleaning of the footways, adjacent walls and vegetation which had become coated in a layer of dust, using a power washer.
6. By Monday 29 August the dust nuisance was significantly reduced but, as a contingency, the water bowser and sweepers continued for a further 2 days to ensure there was no re-emergence of the problem. Following recent periods of heavy rain, the dust nuisance is no longer a problem.
7. A number of customers have enquired about the health risks from inhaling the dust.

A copy of the COSHH data sheet for the aggregate was obtained from the contractor. Stephen Williamson of the Council's Community Safety Team was consulted and advised that there was very little risk to public health from short term exposure to the dust. A few customers with asthma or other breathing difficulties complained that their conditions had been exacerbated by the presence of the dust, some having to seek medical advice.

8. Contractors undertaking surface dressing are required to be Certified in accordance with "National Sector Schemes for Quality Management in Highway

Works – Scheme 13 for The Supply and Application of Surface Treatments to Road Surfaces”. The specialist contractor, Kiely Bros, have provided evidence of their certification to this standard.

The Road Surface Treatments Association (RSTA) have also produced a Code of Practice for Surface Dressing which sets out how the process should be undertaken. The contract conditions issued to the contractor required them to comply with this standard.

9. Factory Production Control certification has been provided demonstrating compliance with the Construction Product Regulation (CPR).
10. Aggregates used in the process require to be CE marked (similar to the old Kitemark certification) and Kiely Bros have provided copies of certification which confirms all aggregates comply. The overall process also requires to be CE marked which is done through a Type Approval Installation Trial (TAIT). Evidence of certification has been provided confirming that each of the different types of surface dressing systems used by the contractor have been CE marked.
11. With regard to the cause of the dust, initially suspicion was directed at the cleanliness of the aggregate. The grading standard for aggregate used in surface dressing requires the amount of fines passing a 65 micron sieve to be less than one percent. Samples of the aggregate were taken from the contractor’s stockpile at Ratho and tested by a NAMAS accredited laboratory. Test results provided and show that the aggregate complied with the standards. The Flakiness Index, which is a measure of the shape of the aggregate, also complied.
12. I am pursuing one other test (Los Angeles Test) which is a measure of the aggregate’s resistance to fragmentation but don’t yet have the results.
13. Subsequently, Kiely Bros, has stated that they were initially slow to remove loose chippings and that the action of traffic over the loose chippings coupled with excessive speed has resulted in fragmentation of the aggregate, releasing more dust than would be considered normal into the atmosphere. Given that the aggregate appears to comply with the required standards (see 8. Above), this seems to be the only reasonable explanation for the dust issues that were experienced.
14. Going forward, we will be undertaking a full review of the contract documents and, where required, incorporate additional requirements to ensure there is no repeat of this problem.

APPENDIX 1

Lessons Learned

Topic	Issue	What We Did	Effect	Future Mitigation
Communication	Perceived lack of advanced information for Councillors	Standard letter to Councillors advising them of forthcoming works	Due the number of complaints received by Councillors there were complaints that they had not been provided with enough information in advance	Provide Councillors with Information Leaflet and/or hold briefing with affected Councillors to raise awareness of the process
	Complaints from residents that no advanced notice was given	Standard letter of notification issued to residents directly fronting the works and advanced signage to inform other residents and motorists of forthcoming traffic restrictions	Residents who lived close to the works but were not direct frontagers complained that they had not received any notification	Widen the catchment areas for notification. Also include information leaflet to raise awareness of the process.
Dust	Lack of action from Council and contractor in dealing with the issue	Instructed contractor to wet road surfaces and increase the frequency of sweeping. Instructed contractor to carry out cleaning of footways and adjacent walls/vegetation	Limited success initially due to the amount of water that can be applied by the sweeper and also very dry weather. Improved once water bowser and additional sweepers were employed Footway conditions improved significantly after pressure washing	Include additional contract conditions to increase no. and frequency of sweeping and to have water bowsers and pressure washers on standby.
	Cleanliness of aggregates	Specified minimum requirements for fines in the contract documents	Contractor was required to provide aggregates to the required standard	As the test results on the aggregates demonstrated that they were within the grading limits there is not much more could be done

Topic	Issue	What We Did	Effect	Future Mitigation
Dust (cont)	Delay to sweeping of chippings	Specified that sweeping should be undertaken in accordance with the Code of Practice.	The contractor has accepted that there were delays in commencing sweeping operations and that this is the most likely cause of the excessive dust.	Ensure that the contractor has well maintained sweepers available and specify an increased frequency of sweeping
Loose Chippings	Complaints of excessive loose chippings	Instructed the contractors to increase frequency of sweeping	Some loose chippings were still present after initial sweepings but this is a normal part of the process and reduced to minimal after around 14 days	Information leaflets will help to raise awareness of the process and that loose chippings are part of the normal process

The Occupier

Our ref: CRSC0002/01/CP
Your ref:

06th July 2017

City of Edinburgh Surface Treatment Works 2017

To the Owner/Occupier

Balfour Beatty Regional Civil Engineering has been appointed by The City of Edinburgh Council to carry out a programme of surface dressing works within the **Almond Ward. Crammond Road North** on which you live has been identified as requiring treatment. Working hours will generally be between 0800hrs and 1800hrs Monday to Friday. There is no planned weekend working, however should it become necessary to carry out works on the weekend, the working hours will be 0800hrs to 1600hrs on Saturdays and 1000hrs to 1800hrs on Sundays.

The works are split in to two phases. The first phase is patch repairs to the existing surfacing. This is programmed to be carried out on your street in the next fortnight. The second phase of the works is the **Surface Dressing** operation which has been planned for the beginning of August. Each phase of works in your street should take no more than 1-2 days to complete.

The works are very much dependent on the weather and are subject to change. Due to this, advance signage will be placed within the street advising the proposed closure dates. Please take the time to read them as they may be subject to change. You will also receive a leaflet from our specialist sub-contractor shortly before the surface dressing works commence which will provide more information about the process and aftercare measures.

Due to the nature of the works it will be necessary to implement traffic management which may include road closures with a signed diversion route. Local access to properties will be granted where possible.

On-street parking will also be suspended during the works and you should find an alternative place to park after 0700hrs on the morning of the works. If you leave your vehicle on the road you may receive a parking ticket and/or your vehicle may be removed by the Council's parking enforcement contractor. If you require access to your property for deliveries, please contact **Chris Penman on 07824 431374** to make suitable arrangements. We will try to assist where possible. These works are essential as part of the on-going maintenance programme and we apologise in advance for any inconvenience that these works may cause. Please contact **Chris Penman 07824 431374/chris.penman@balfourbeatty.com** with any queries or if you wish to discuss these works with a Council Officer please contact **Ken McKenzie on 0131 469 3758/ken.mckenzie@edinburgh.gov.uk**

Yours sincerely

Chris Penman, Sub Agent, Balfour Beatty.

Surface Dressing – The Facts

A well designed surface dressing applied at the right time can prolong the life of a road by up to 10 years.

Surface dressing is quicker than other maintenance techniques and causes less disruption to traffic.

All preparation work, including potholes are repaired before surface dressing takes place.

Surface dressing increases the skid resistance of the road's surface which makes it safer. Main roads as well as cul-de-sacs can be surface dressed.



Surface dressing seals the road surface and prevents water getting down into the structure of the road which could cause long term damage.

Surface dressing can only be carried out in good weather conditions.

DANGER WARNING

This work involves the use of heavy plant and machinery. Please do not allow your children to play near this equipment whether or not work is in progress.

General Advice – After Completion

The new surface can be driven on immediately after completion.

There will be an excess of loose chippings on the road for a period of time after completion. This is normal. **Please drive slowly and observe the temporary signs that will have been left in place for your safety.**

The road will be swept within 48 hours to remove surplus chippings and again within seven days. Further sweeping may be necessary subject to weather conditions.

For a short time, particularly if the weather is warm, there may be small areas of bitumen that are still soft. Please take great care. **If you have to walk on the new surface please check your shoes before entering the house or getting in the car.**

The company (Kiely Bros.) can accept no liability for damage to property, soft furnishings, vehicles or clothing if the advice given in this leaflet is ignored or not followed.



HELP AND ADVICE

Telephone Shannon Sanders or Lisa Beasley on our customer care line:
0121 772 3800
or email info@kielybros.co.uk

KIELY
BROS.

Carriageway Surface Dressing



135 Cherrywood Road, Birmingham B9 4XE

What is Surface Dressing

The roads in your area are inspected regularly by Highway Engineers to determine whether any maintenance work is required by your local authority.

It is important that road surfaces are sealed to prevent water seeping in and to prevent detriment of the road surface. It is also important to have the correct surface texture to ensure adequate grip and skid resistance. Your road has been identified as requiring such treatment.

Surface dressing will seal the surface, improve surface texture and prolong the life of the road by many years. It is a speedy, efficient and economic method of preventative maintenance.

Due to the nature of the process it can only be carried out in dry weather from April to early September, hence the reason for carrying out the work now.

Notification of work

Work will commence **within** 3 days of receipt of this leaflet but could also be delayed due to weather conditions.

We ask you to ensure that you do not leave your car parked on the road or verges when the work is due to start.

Notices will be erected in the road stating exactly when the work will start. Please look out for these notices in order to ensure work is not delayed because of parked cars.

At the start of the work, traffic control measures will be put in place to create a safe working environment for our operatives.

The Surface Dressing Process



Step 1

A calibrated tanker sprays a thin film of hot bitumen onto the road.



Step 2

A metered spreader puts hard stone chippings onto the hot bitumen.



Step 3

These chippings are then lightly rolled and pressed into the bitumen to form an interlocking surface. The road can then be driven over with care. Any loose chippings on the surface are swept away and the road markings replaced.

What you need to do during the works

Generally, work will be carried out between 7.00am and 7.00pm.

On-street parking will not be possible during these times other than for very short durations.

Vehicle access to your properties may be restricted when the equipment train is in the vicinity of your property. We apologise for any inconvenience caused and appreciate your patience.

Please make sure that any vehicles belonging to you or your visitors are removed from the road by 7.00am on the day of the work.

Do not drive or walk on wet bitumen. This can mark vehicles and driveways. It will stick to your shoes and could be carried on to carpets and floors in your home.

Please ensure your pets are kept indoors during the work.

Please drive slowly and with care whilst travelling through the site and keep to any temporary speed limits. This is to protect our employees and your vehicle. Be prepared to be guided by one of our operatives if necessary.

You can drive on the road with care immediately after the surface dressing work. We will sweep the road of loose chippings within 48 hours and again within 7 days of the resurfacing work.

Pedestrian access to your property will be maintained throughout the works.

Please do not hesitate to enlist the help of one of our operatives if you are in need of any assistance.

The work may take more than one day to complete. Please be prepared to ensure the road is kept clear of vehicles the following day.

On no account attempt to access or exit your property by driving or walking over the newly laid material until the operation has been completed.

Surface Dressing

Overview

'*Surface Dressing*' is a preventative treatment that has been in existence for many years, and is used nationally. It provides added protection to the carriageway surface, sealing it from the ingress of water while also enhancing skid resistance. This added protection can extend the life of the carriageway surface by up to 10 years. The process entails spraying the road with bitumen and covering it with stone chippings. The 'dressing' is then rolled, which together with the actions of slow moving traffic, embeds the stone chips into the surface.

Frequently Asked Questions

Why is the road not being resurfaced?

Surface Dressing is a preventative treatment which is used on roads where only minor defects are apparent. By treating the road before major defects appear, the life of the road can be extended by up to 10 years. Resurfacing is a more extensive maintenance treatment which involves removing layers of a worn out road surface and replacing this with new material. Resurfacing roads causes increased traffic congestion and is much more expensive and time consuming. Surface Dressing and similar treatments allow for roads to be maintained to a safe standard for longer period of time.

How do you determine which roads are to be surface dressed each year? Roads that are in relatively good condition will be treated with this preventative maintenance treatment to enhance longevity of the surface. Roads requiring more extensive treatments due to a worn out or damaged surface would require to be resurfaced or receive more extensive works.

When does the work take place and how long does the work take? This type of work is weather dependent and thus Surface Dressing is generally undertaken from June to September. Works are usually completed at each site within the day, however larger sites may take 1-3 days to complete. Sweeping is completed at given intervals for each site for approximately 10-14 days afterwards, followed by the replacement of any lining on the carriageway.

How will I be informed about the proposed works before you arrive on site? A letter is delivered to properties that immediately front the works and the surrounding area prior to the start of preparatory works and an information leaflet is delivered shortly before the surface dressing commences. Signs are erected on site at least 24 hours prior to works commencing. The short notice of the works is due to the process being so weather dependent, this means in periods of changeable weather the planned start dates for the works can change several times. In periods of good weather we aim to put up advance

notice boards up to 7 days in advance.

Why are there so many loose stone chips? Additional chips are purposely laid to ensure that the whole surface is covered and there are no patches. Loose chips are left for a short period to be embedded by the action of slow moving traffic, after which any surplus are swept clear. Advisory speed limit signs are left out until most of the loose chips have been removed.

Last year there were problems with dust. How will you address this issue? It is generally expected there will be an element of dust after a road is surface 'dressed' due to the nature of the works. However, the dust experienced in the Corstorphine/Murrayfield, Almond and Pentland Hills Wards last year was greater than would reasonably be expected. To ensure there is no repeat of this issue, we have changed the source of the aggregate. We will also have available additional sweepers, water bowsers and jet-washers should there be any issues with dust. Only pneumatic tyred rollers will be permitted. This should reduce the possibility of the aggregate being crushed and creating more dust.

Transport Design and Delivery, Place Place Management, C1, Waverley Court,
4 East Market Street, Edinburgh EH8 8BG Tel 0131 200 2000 transport.designservice@
edinburgh.gov.uk



QUESTION NO 13

**By Councillor Hutchison for answer
by the Convener of the Finance and
Resources Committee at a meeting
of the Council on 24 August 2017**

Question (1) Can the Convener provide details of the reasons for the Council's prior refusal to discuss options for the land currently used for car parking at the Muirhouse Medical Group, to allow for replacement of the current temporary extension, which has already outlived its projected lifetime; and for additional car parking for the surgery?

Answer (1) There has been a lease agreement on this land between the Council and Muirhouse Medical Centre since 2007. This continues on an annual rolling basis.

A long term decision on this land has not been taken as the Council have been developing masterplans within this area wishing to maximise regeneration outcomes for the community.

Question (2) Will the Convener agree to re-visit this decision with a view to entering into dialogue with the Muirhouse Medical Group, so that options can be identified including possible sale of the land, to enable the Group to ensure their premises continue to meet the demands of an ever growing patient list?

Answer (2) The regeneration of the Pennywell and Muirhouse area is now well under way, including new homes, a high school and an additional medical centre. Officers would welcome further discussions with the surgery to explore future options.

QUESTION NO 14

By Councillor Laidlaw for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

Question

Can the Leader confirm what steps the Administration is taking to increase and improve electric vehicle charging infrastructure and incentivise residents to choose electric and plug-in hybrid vehicles as a measure to reduce emissions across the city centre and the suburbs?

Answer

The Council recognises the need to both encourage the uptake of electric vehicles across the city as well as ensuring that appropriate charging infrastructure is in place for a range of users.

An Electric Vehicle (EV) Strategy is currently being developed and will be presented to Committee later in the year. The draft strategy includes actions to address a range of technical issues as well as outlining options for introducing incentives for residents who own a plug-in vehicle.

At December 2016 there were 141 EV charge points sited at 60 locations in the city, for a mix of public and non-public use however it is recognised that there is a need to significantly increase the number of on street charging points as a key enabler to increasing the uptake of plug-in vehicles across Edinburgh.

The Council is currently tendering for the installation of five new charging points and the upgrade of eight charging points across five locations in the city. These new installations are 100% grant funded through a ChargePlace Scotland grant. In addition, officers seeking funding to develop a better understanding of the future requirements for EV charging infrastructure in the city.

A map showing the current location of all the charging points in the city is available at [Charge Your Car](#).

QUESTION NO 15

By Councillor Mitchell for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 24 August 2017

Question

(1) In relation to the area of land on Gloucester Street which was leased by the council as the car park for Stockbridge Health Centre until termination of the lease on 30 October 2011, please can the Convener confirm

- (a) the annual rental which was received under the lease by the council;
- (b) the reasons for termination of that lease; and
- (c) the current use of that land and any income received since 2011

Answer

- (a) Annual rental which was received under the lease was £29,000.
- (b) The lease was terminated by the tenant (NHS Lothian) who decided against redevelopment of a new health centre.
- (c) The land is used for parking by local residents and businesses and is currently being considered for disposal for development. There has been no income received since 2011.

QUESTION NO 16

By Councillor Mowat for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

Question (1) How many parking permits were issued for each parking zone in the central and peripheral parking zones each year from 2010 to present?

Answer (1) Table 1 provides the number of zone specific permits issued in each zone requested from 2011/12 onwards. These figures include permits issued for three month and six month periods as well as permits issued for a full year.

Unfortunately, due to a migration of data onto a new IT system, we do not hold accurate permit data for the 2010/11 financial year.

Question (2) The number of residents parking spaces available in each parking zone in the central and peripheral parking zones each year from 2010 to present?

Answer (2) Table 2 below provides the number of permit and shared use parking spaces in each zone requested from 2011/12 onwards. The data for 2010/11 has not been provided as the information held is not considered to be fully accurate.

Question (3) What is the timescale for the completion of actions in the Parking Action Plan and when is the estimated completion date?

Answer (3) The Parking Action Plan covers a five year implementation period, from June 2016 to June 2021 and the timescale for implementation for actions varies depending on the action. Some actions have already been completed.

The Parking Action Plan is a dynamic document that will be reviewed biannually, allowing existing actions to be updated and new actions to be added. The most recent update on the Parking Action Plan was presented to Transport and Environment Committee on 10 August 2017.

It is anticipated that a new Parking Action Plan will be developed when the Council releases a new Local Transport Strategy document and any outstanding actions are likely to be carried over into the new Parking Action Plan at this time.

Question (4) Could the Convener detail which parking infractions are the responsibility of:

- (a) Parking wardens contracted to enforce parking regulations by the Council;
- (b) Police Scotland: and
- (c) Whether parking wardens are instructed to ignore any type of infraction or whether there are any areas which are exempt from parking regulations either intentionally or unintentionally.

Answer (4) Parking Attendants are responsible for the enforcement of all decriminalised parking restrictions within the Edinburgh Special Parking Area, including greenway parking restrictions. The Police retain powers to enforce against obstructive parking and all moving traffic offences. Parking Attendants are expected to enforce all restrictions in accordance with the Council's Parking Enforcement Protocol (please see attached).

Question (5) How much money is raised from issuing parking permits in each of the last five years?

Answer (5) Table 3 provides the permit income over the past five years.

Question (6) How much money was paid to the parking contractors enforcing parking regulations in each of the last five years?

Answer (6) Table 4 provides the total contract costs over the past five years.

Question (7) How much was raised in fines for parking incorrectly in each of the last five years?

Answer (7) Table 5 provides the total income from parking tickets (PCNs) over the past five years

Question (8) How many parking tickets were cancelled in each of the last five years?

Answer (8) Table 6 below provides the total number of cancelled parking tickets from each of the past five years

Table 1 – Parking Permits by Zone

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
Central Zone 1	1,779	1,761	1,891	1,886	1,798	1,776
Central Zone 1A	893	858	970	992	1,052	1,070
Central Zone 2	459	439	460	485	445	433
Central Zone 3	1,043	1,113	1,116	1,129	1,186	1,167
Central Zone 4	1,843	1,838	1,941	2,021	2,017	1,925
Peripheral Zone 5	1,512	1,479	1,653	1,692	1,665	1,575
Peripheral Zone 5A	1,878	1,787	1,990	1,996	1,859	1,796
Peripheral Zone 6	2,431	2,409	2,562	2,482	2,538	2,546
Peripheral Zone 7	1,626	1,560	1,618	1,648	1,711	1,739
Peripheral Zone 8	1,866	1,844	1,917	1,880	1,977	1,870
Retailers' Permits Zone 5	0	0	0	0	1	1
Retailers' Permits Zone 5A	3	6	8	7	11	10
Retailers' Permits Zone 6	13	16	16	32	29	22
Retailers' Permits Zone 7	3	4	7	10	9	7
Retailers' Permits Zone 8	8	8	12	11	12	11

Table 2 – Number of Permit and Shared Use Parking Spaces

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
Central Zone 1	739	756	753	751	755	755
Central Zone 1A	628	628	628	628	622	622
Central Zone 2	304	305	305	305	307	307
Central Zone 3	445	441	441	457	459	459
Central Zone 4	788	808	812	800	846	861
Peripheral Zone 5	666	669	679	669	700	700
Peripheral Zone 5A	783	779	781	781	788	788
Peripheral Zone 6	1149	1171	1171	1171	1171	1171
Peripheral Zone 7	765	772	779	776	776	776
Peripheral Zone 8	797	796	796	796	794	794

Table 3 – Permit Income

Financial year	Residents' Permits	Visitors' Permits	Trades Permits	Health Care Permits	Business Permits
2016-17	£2,787,692.54	£69,517.85	£548,295.80	£11,220.60	£39,148.60
2015-16	£2,634,086.09	£45,648.33	£418,998.10	£4,179.90	£46,802.00
2014-15	£2,393,461.17	£53,533.91	£391,730.44	£12,170.00	£46,077.08
2013-14	£2,177,129.50	£51,124.14	£278,413.91	£13,230.00	£37,185.65
2012-13	£2,034,813.56	£55,317.24	£244,040.00	£12,170.00	£33,946.00

Table 4 – Contract Costs

Financial Year	Contract cost
2016-17	£5,974,901.81
2015-16	£5,720,490.36

2014-15	£5,761,214.95
2013-14	£6,232,214.29
2012-13	£6,094,131.70

Table 5 – Total Income from Parking Notices

Financial year	Income from parking tickets
2016-17	£5,610,506.72
2015-16	£5,317,502.94
2014-15	£5,127,331.56
2013-14	£5,261,836.17
2012-13	£5,432,626.34

Table 6 – Cancelled Parking Tickets

Financial year	Parking tickets cancelled
2016-17	40,326
2015-16	41,823
2014-15	44,967
2013-14	47,027
2012-13	48,934

**PARKING
ENFORCEMENT
PROTOCOL**

Date	Version	Update notes
20 March 2017	Version 1	

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INTRODUCTION

This document details the parking enforcement procedures in the City of Edinburgh. The purpose of the Enforcement Protocol document is to:

- ensure that enforcement requirements and policies are clear to members of the public, Parking Attendants and all members of the Parking Operations team;
- have a centrally held document where enforcement policy is documented and can be easily updated when necessary; and
- have a single point of reference for the City of Edinburgh Council, the parking enforcement contractor, and members of the general public.

Each type of parking restriction is covered by a separate section which clarifies the associated restrictions and also lists each of the exemptions to enforcement (e.g. Section 1 covers yellow lines). Each section also includes a graphical representation, showing how the restrictions are indicated on the streets of Edinburgh.

Exemption Notes

The exemptions listed in this document will not be applied to vehicles which are considered to be persistent evaders of Penalty Charge Notices (i.e. vehicles which have five or more unpaid Penalty Charge Notices outstanding).

Parking Attendants will issue a Penalty Charge Notice (PCN) to any broken down vehicles which are parked in contravention of the regulations, however the PCN may then be cancelled upon appeal to the Council if proof of the breakdown is provided.

No Penalty Charge Notices should be issued until the parking restrictions have been in force for a full five minutes. i.e. no Penalty Charge Notice should be issued prior to 08:35 in the controlled parking zone (CPZ).

Any vehicle issued with a Penalty Charge Notice can be removed to the Council's car pound. Section 11 of this document outlines the relevant procedures and exemptions.

The only days on which parking restrictions will not be enforced are Christmas Day, Boxing Day*, New Years Day and Easter Monday.

*The Boxing Day holiday will carry over to 27th December should 26 December fall on a Sunday.

Section 1 – YELLOW LINES

Restrictions

fig 1 – syl

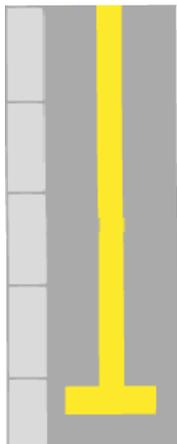
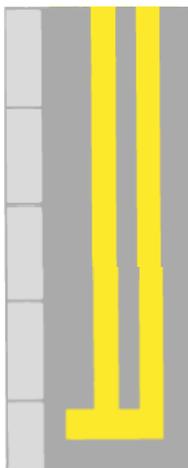


fig 2 – dyl



Enforcement Protocols

1) Yellow Line areas outwith any loading restrictions

PCN Code 01 –

'Parked in a restricted street during prescribed hours'

Single Yellow Line (syl) (fig 1)

- No waiting during the restricted hours (as displayed on the associated time plate).
- Time plates are not required at single yellow line areas within a controlled parking zone unless the times of restrictions differ from those of the controlled parking zone, shown on zone entry plates.
- The hours of restriction within the central controlled zone are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri.

Double Yellow Line (dyl) (fig 2)

- No waiting at any time.
- Time plates are not required at double yellow line areas with no loading restrictions.

NOTES

- Loading / Unloading of a vehicle is permitted for periods of up to 30 minutes provided it is necessary for the vehicle to be waiting at the location.
- Vehicles can be granted longer periods to carry out loading and unloading activities by applying for a dispensation (see Appendix 1).
- Parking Attendants will observe a private vehicle on a yellow line for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN).
- Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation.
- Vehicles are not permitted to return to a location to load and unload again until 30 minutes have elapsed since the termination of the last period of waiting.
- Goods should not be deposited on the carriageway, except immediately at the rear of the vehicle, and no goods should be permitted to remain on the carriageway before the arrival or after the departure of the vehicle.

Exemptions to Enforcement

- (1) vehicles while being used for fire and rescue, ambulance or police force purposes
- (2) vehicles, not being passenger vehicles, while being used in the service of the local roads authority in pursuance of statutory powers or duties: provided that in all the circumstances it is reasonably necessary in the exercise of such powers or duties or the performance of such duties for the vehicle to wait or stop at the place in which it is either waiting or

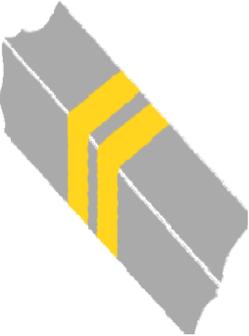
Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
	<p>stopped.</p> <p>(3) taxis while:</p> <p>a. waiting upon a duly authorised taxi stance;</p> <p>b. and the driver is within the vehicle;</p> <p>c. and the vehicle is available for immediate hire.</p> <p>(4) invalid carriages or motor vehicles which are being driven or used by disabled persons and which conspicuously display, so as to be clearly visible from the front of the vehicle, a valid disabled persons badge</p> <p>(5) vehicles waiting while goods are being sold or offered for sale by a person who is licensed by the Council to sell goods from a stationary vehicle on an approved pitch and which is waiting for such purpose on a pitch</p> <p>(6) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any:</p> <p>a. building operation; or</p> <p>b. demolition; or</p> <p>c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or d. excavation, provided that, in the case of any of the operations described in sub- paragraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.</p> <p>(7) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any: a. cleansing or lighting of any restricted road; or</p> <p>b. removal of any obstruction to traffic on any restricted road; or</p> <p>c. maintenance or improvement or reconstruction of any restricted road; or</p> <p>d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road.</p> <p>(8) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes;</p> <p>(9) when the person in control of the vehicle is:</p> <p>a. required by law to stop; or</p> <p>b. is obliged to stop in order to avoid an accident; or</p> <p>c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</p> <p>(10) if the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(11) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:</p> <p>a. are being unloaded from the vehicle; or</p> <p>b. having been unloaded from the said vehicle, are being delivered;</p> <p>or</p>

Section 1 – YELLOW LINES

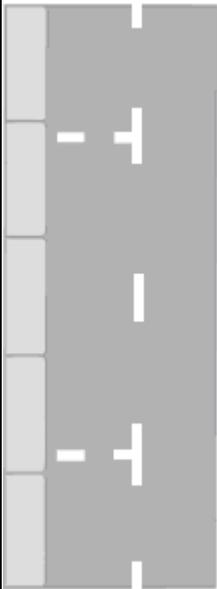
Restrictions	Enforcement Protocols
	<p>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</p> <p>d. having been collected from the said premises, are being loaded onto the vehicle.</p> <p>(12) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:</p> <p>a. addressed to premises adjacent to that road are being unloaded from the vehicle; or</p> <p>b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or</p> <p>c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or</p> <p>d. are being loaded onto the vehicle.</p> <p>(13) The vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.</p>

Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
<p>fig 1 – skm</p>  	<p>2) Yellow Line areas with loading restrictions</p> <p>PCN Code 02 – ‘Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force’.</p> <p>Single Kerb Marking (skm) (fig1)</p> <ul style="list-style-type: none"> • No loading / waiting during hours of loading prohibition (as displayed on time plate). • Loading restrictions are usually found on main traffic routes or near to schools, prohibiting drivers from waiting at the roadside during hours of peak traffic flow. <p>Double Kerb Marking (dkm) (fig2)</p> <ul style="list-style-type: none"> • No loading / waiting at any time (as displayed on time plate). <p>NOTES</p> <ul style="list-style-type: none"> • Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked at a yellow line during a loading prohibition. • Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice.
<p>fig 2 – dkm</p>  	<p>Exemptions to Enforcement</p> <p>(1) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any:</p> <ol style="list-style-type: none"> building operation; or demolition; or laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or excavation, <p>provided that, in the case of any of the operations described in sub- paragraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.</p> <p>(2) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any:</p> <ol style="list-style-type: none"> cleansing or lighting of any restricted road; or removal of any obstruction to traffic on any restricted road; or maintenance or improvement or reconstruction of any restricted road; or placing, maintenance or removal of any traffic sign or parking meter on any restricted road. <p>(3) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes;</p> <p>(4) when the person in control of the vehicle is:</p>

Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
	<p>a. required by law to stop; or</p> <p>b. is obliged to stop in order to avoid an accident; or</p> <p>c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</p> <p>(5) if the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(6) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:</p> <p>a. are being unloaded from the vehicle; or</p> <p>b. having been unloaded from the said vehicle, are being delivered;</p> <p>or</p> <p>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</p> <p>d. having been collected from the said premises, are being loaded onto the vehicle.</p> <p>(7) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:</p> <p>a. addressed to premises adjacent to that road are being unloaded from the vehicle; or</p> <p>b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or</p> <p>c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or</p> <p>d. are being loaded onto the vehicle.</p>

Section 2 – PUBLIC PARKING BAYS	
Restrictions	Enforcement Protocols
	<p>1) Pay and Display</p> <p>PCN Code 05 ‘Parked after the expiry of paid time’</p> <ul style="list-style-type: none"> In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Attendant will wait until five minutes after the printed expiry time on the voucher or until five minutes after the RingGo session has expired before issuing an instant Penalty Charge Notice (PCN). <p>PCN Code 11 ‘Parked without payment of the parking charge’</p> <ul style="list-style-type: none"> If a vehicle is not clearly displaying a valid pay and display voucher or other permitted identifier/permit and does not have a valid cashless parking session, then a Parking Attendant will observe the vehicle for a full five minutes before issuing a Penalty Charge Notice (PCN). This five minutes observation is used to determine whether or not the driver is in the process of purchasing a voucher from a nearby ticket machine. If a vehicle is displaying a valid residents’ permit for the zone but has no valid pay and display voucher or cashless parking session, then a Parking Attendant will issue a PCN but the vehicle should not be authorised for removal. If a vehicle is displaying an obscured pay & display voucher, or if the voucher is face down, the Parking Attendant should issue a PCN but should not authorise the vehicle for removal. A Parking Attendant should not issue a PCN if the pay & display voucher is slightly obscured but the relevant details can still be verified. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher, purchased from an appropriate ticket issuing machine, has another permitted identifier/permit or has a valid cashless parking session. <ul style="list-style-type: none"> The hours of restriction within the central controlled zone are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri. Time plates situated adjacent to the public parking place will display the appropriate times of restriction and permitted length of stay for that place. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the place or individual bay, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that place. Should a motorist find a ticket issuing machine to be faulty and therefore be unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same tariff or to move their vehicle to another public parking place with a fully functioning ticket machine. If the vehicle is displaying a valid pay and display voucher - In

Section 2 – PUBLIC PARKING BAYS

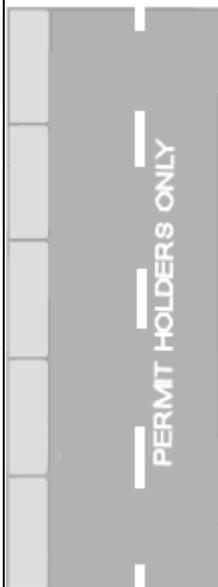
Restrictions	Enforcement Protocols
	<p>general, a pay and display ticket purchased from a ticket issuing machine in the immediate vicinity (e.g. opposite side of the road), providing tariff and maximum stay are identical a parking ticket should not be issued.</p> <ul style="list-style-type: none"> • If the vehicle is displaying a valid resident's permit for the zone in which it is parked, it can be parked free of charge in the pay and display parking places from 8:30am to 9:00am (all zones). It can also be parked free of charge from 8:30am to 9:00am and from 5:30pm to 6:30pm Mondays to Fridays and after 1:30pm on Saturdays in central parking zones (zones 1-4). • If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled blue badge and is not causing an obstruction, it can park without limit of time. • If the vehicle is parked in a public bay located in the peripheral or extended parking zone and is clearly displaying a valid Essential Users Parking Permit (EUP), it can park for up to two hours. If a vehicle is displaying an EUP whilst parked in the central controlled zone, then the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal; • Motorcycles are exempt from payment of charges in pay and display parking places within the Extended Controlled Parking Zones (Zones S1-S4 and N1-N5). Specific, motorcycle only, parking bays are provided in the central and peripheral controlled zones. • Vehicles displaying a valid trade's permit may park in a pay and display parking place without limit of time. <p><u>Exemptions to Enforcement</u></p> <p>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle;</p> <p>(2) the vehicle is waiting owing to the driver being:</p> <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</p> <p>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</p> <p>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</p> <p>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:</p> <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been

Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<p>unloaded from the said vehicle, are being delivered; or</p> <p>c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or</p> <p>d. are being loaded onto the vehicle.</p> <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <p>a. any building operation, demolition or excavation in or adjacent to the parking place;</p> <p>b. the maintenance, improvement or reconstruction of the parking place; or</p> <p>c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or</p> <p>d. the placing, maintenance or removal of any traffic sign or parking meter.</p> <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <p>a. are being unloaded from the vehicle; or</p> <p>b. having been unloaded from the said vehicle, are being delivered; or</p> <p>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</p> <p>d. having been collected from the said premises, are being loaded onto the vehicle.</p>

Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions



Enforcement Protocols

1) Permit Parking Places / Mews Areas

PCN Code 16

'Parked in a permit space or zone without clearly displaying a valid permit'

- Permit parking places can be identified by white road markings with an associated legend stating 'PERMIT HOLDERS ONLY' and also a related time plate indicating the permit zone.
- Residential Mews areas can be identified by appropriate time plates situated at all entrances to the mews areas.
- The hours of restriction within the central controlled zone (permit zones 1-4) are 8:30am to 6:30pm Mon to Sat. The hours of restriction within the peripheral controlled zones (permit zones 5-8) and extended controlled zones (permit zones with prefix S or N) are 8:30am to 5:30pm Mon to Fri.
- The times of restriction within the Priority Parking Areas varies from area to area and is displayed on the relevant permit bay time plates.

NOTES

- A vehicle may be parked in a permit parking place provided it is clearly displaying a valid residents' permit, retailers' permit, business permit or visitor permit for the zone in which it is parked
- A vehicle may be parked in a residents' mews area provided it is clearly displaying a valid permit specific to the mews area in which it is parked.
- Between the hours of 9.00am and 4.30pm, vehicles displaying a valid trades' parking permit are also allowed to park within permit holders parking places.
- Parking Attendants will issue an instant Penalty Charge Notice to any private vehicles parked in a permit parking place which are not displaying a valid permit for that zone.
- Parking Attendants will give vehicles a five minute observation period if they are parked in a residents mews area but not displaying a valid permit for that zone. This is to determine whether or not the vehicle is being used for loading or unloading purposes.
- A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place
 - If a vehicle flags up on the Parking Attendants Hand Held Computer Terminal (HHCT) as having a valid permit but there is no valid permit displayed on the vehicle, the Parking Attendant will issue an instant PCN but will not authorise the vehicle for removal. All Parking Attendants are aware that virtual permits may be issued to motorcycles and temporary vehicles.
- If a vehicle is displaying a valid pay and display voucher for the street in which it is parked then the vehicle should be issued with an instant PCN but the vehicle should not be authorised for removal until at least 15 minutes after the expiry time of the voucher
- When a Parking Attendant is instructed by the Council to take enforcement action as a result of a permit being altered, the vehicle can be issued with an instant PCN and authorised for removal.

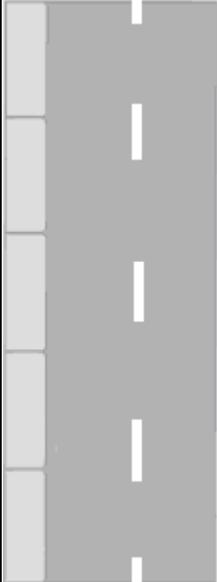
Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions	Enforcement Protocols
	<p>Details of this action must be forwarded to the Council's Corporate Fraud team at the earliest opportunity</p> <ul style="list-style-type: none"> • In instances where the vehicle is displaying an expired permit for the zone in which it is parked, the Parking Attendant should only issue a PCN if the permit has expired by fifteen days or more. The vehicle can be removed if the permit has been expired for over 1 month. <p><u>Exemptions to Enforcement</u></p> <p>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle;</p> <p>(2) the vehicle is waiting owing to the driver being:</p> <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</p> <p>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</p> <p>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</p> <p>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:</p> <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle. <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the parking place; b. the maintenance, improvement or reconstruction of the parking place; or c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or d. the placing, maintenance or removal of any traffic sign or parking meter. <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the</p>

Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions	Enforcement Protocols
	<p>said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ul style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; <p>or</p> <ul style="list-style-type: none"> c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle. <p>(12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.</p>

Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p>1) Shared Use Parking Places</p> <p>PCN Code 05 ‘Parked after the expiry of paid time’</p> <ul style="list-style-type: none"> In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Attendant will wait until five minutes after the printed expiry time on the voucher before issuing an instant Penalty Charge Notice (PCN). <p>PCN Code 11 ‘Parked without payment of the parking charge’</p> <ul style="list-style-type: none"> If a vehicle is not clearly displaying a valid parking permit or visitor permit for the zone in which it is parked, or is not displaying a valid pay and display voucher and does not have a valid cashless parking session, a Parking Attendant will observe the vehicle for a full five minutes before issuing a Penalty Charge Notice. This five minutes observation is used to determine whether or not the driver is in the process of purchasing a voucher from a nearby ticket machine. If a vehicle is displaying an obscured permit or pay & display voucher, or if the voucher is face down, the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal. A Parking Attendant should not issue a Penalty Charge Notice if the permit or pay & display voucher is slightly obscured but the relevant details can still be verified. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher (purchased from an appropriate ticket issuing machine), a valid cashless parking session, or a valid parking permit, issued for the zone in which it is parked. The hours of restriction within the central controlled zones are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri. Time plates situated adjacent to the parking place will display the appropriate times of restriction for that place. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that parking place. Should a motorist find a ticket issuing machine to be faulty and therefore be unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same charge or to move their vehicle to another parking place with a fully functioning ticket machine. In instances where the vehicle is displaying an expired permit for the zone in which it is parked and has no other payment for parking, the Parking Attendant should only issue a PCN if the permit has expired by fifteen days or more. The vehicle can be removed if the

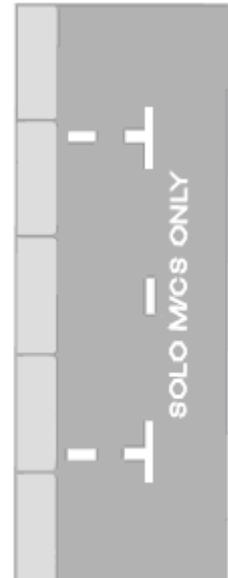
Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p>permit has been expired for over 1 month.</p> <ul style="list-style-type: none"> • If the vehicle is displaying a valid pay and display voucher - In general, a pay and display ticket purchased from a ticket issuing machine in the immediate vicinity (e.g. opposite side of the road), providing the charge and maximum stay are identical; a PCN should not be issued. • If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled blue badge and is not causing an obstruction; a PCN should not be issued. • If the vehicle is parked in a shared use parking place located in the peripheral or extended controlled parking zones and is clearly displaying a valid Essential Users Parking Permit (EUP) then the vehicle is permitted to remain for up to two hours. If a vehicle is displaying an EUP whilst parked in the central controlled zones then the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal; • Motorcycles are exempt from payment of charges in shared use parking places within the Extended Controlled Parking Zones (Zones S1-S4 and N1-N5). Specific, motorcycle only, parking bays are provided in the central and peripheral controlled zones. <p><u>Exemptions to Enforcement</u></p> <p>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle;</p> <p>(2) the vehicle is waiting owing to the driver being:</p> <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</p> <p>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</p> <p>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</p> <p>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:</p> <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle. <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as</p>

Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p>may be reasonably necessary to enable it to be used for the purpose of:</p> <ul style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the parking place; b. the maintenance, improvement or reconstruction of the parking place; or c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or d. the placing, maintenance or removal of any traffic sign or parking meter. <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ul style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle. <p>(12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.</p>

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>1) Doctors' Parking Places</p> <p>PCN Code 16 'Parked in a permit space without displaying a valid permit'</p> <ul style="list-style-type: none"> Doctors parking places can be identified by white bay markings with an associated road legend stating 'DOCTOR' and also a related time plate There are currently only two Doctors' parking places in Edinburgh; Casselbank Street (which is restricted from 8:00am to 6:00pm Mon to Fri and from 8:00am to 12:00 noon on Saturdays) and Hermitage Terrace (which is restricted from 8:30am to 6:00pm Mon to Fri). <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted provided the vehicle is clearly displaying a valid doctors' permit for the place in which the vehicle is parked. Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a doctors parking place which is not displaying a valid doctors permit for that bay.
	<p>2) Solo Motorcycle Parking Places</p> <p>PCN Code 23 'Parked in a parking place not designated for that class of vehicle'</p> <ul style="list-style-type: none"> Solo Motorcycle parking places can be identified by white bay markings with an associated road legend stating 'SOLO M/Cs ONLY' or 'SOLO M/Cs'. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted for any bicycle which is propelled by mechanical power (without a sidecar attachment). Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a solo motorcycle parking place which is not a solo motorcycle. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>3) City Car Club Parking Places</p> <p>PCN Code 23 ‘Parked in a parking place not designated for that class of vehicle’</p> <ul style="list-style-type: none"> City Car Club parking places can be identified by white bay markings with an associated road legend stating ‘CITY CAR CLUB ONLY’ and also a related time plate. <p>NOTES</p> <ul style="list-style-type: none"> Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a City Car Club place which is not owned (and clearly liveried) by the City Car Club. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.
	<p>4) Loading Place</p> <p>PCN Code 25 ‘Vehicle waiting in a loading place without loading taking place’</p> <ul style="list-style-type: none"> Loading places can be identified by white bay markings with an associated road legend stating ‘LOADING ONLY’ and also a related time plate. Greenway loading places are governed by different legislation and are covered separately within this document (section 10). <p>NOTES</p> <ul style="list-style-type: none"> Loading / Unloading of a vehicle is permitted for periods of up to 30 minutes in a loading place. Parking Attendants will observe a private vehicle in a loading place for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN). Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>4) Disabled Parking Place</p> <p>PCN Code 40 'parked in a designated disabled persons' parking place without displaying a valid disabled persons' parking badge'</p> <ul style="list-style-type: none"> Disabled parking places can be identified by white bay markings with an associated road legend stating 'DISABLED' and also an associated time plate. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted provided the vehicle is clearly displaying a valid blue disabled badge. Parking Attendants will issue an instant Penalty Charge Notice to any vehicle not displaying a valid blue disabled badge. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay. Any vehicles displaying an altered blue disabled badge should be issued with an instant PCN and be authorised for removal. Details of this action must be forwarded to the Council's Corporate Fraud team at the earliest opportunity.
	<p>5) Diplomatic Parking Places</p> <p>PCN Code 41 'Parked in a parking place designated for diplomatic vehicles'</p> <ul style="list-style-type: none"> Diplomatic parking places can be identified by white bay markings with an associated road legend stating 'DIPLOMAT' and also an associated time plate. <p>NOTES</p> <ul style="list-style-type: none"> Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a diplomatic parking place without the necessary vehicle registration plates (i.e. registration plates containing X, D, or CD as follows : 123 X 456, 123 D 456 or CD 123 456). Parking Attendants will not authorise a vehicle for removal unless a specific request is received from the Embassy / High Commission / Consulate. Where confirmation is given that a vehicle is to be removed, a Parking Attendant must make full notes.

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions



Enforcement Protocols

6) Police Parking Places

PCN Code 42

'Parked in a parking place designated for Police vehicles'

- Police parking places can be identified by white bay markings with an associated road legend stating 'POLICE' and also an associated time plate.

NOTES

- Parking Attendants will issue an instant Penalty Charge Notice to any vehicle which is not a clearly marked Police car or is not displaying a recognised Police identifier.

Section 5 – OTHER DESIGNATED PARKING PLACES

	Exemptions to Enforcement
	<p>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle;</p> <p>(2) the vehicle is waiting owing to the driver being:</p> <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</p> <p>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</p> <p>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</p> <p>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:</p> <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle. <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the parking place; b. the maintenance, improvement or reconstruction of the parking place; or c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or d. the placing, maintenance or removal of any traffic sign or parking meter. <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in</p>

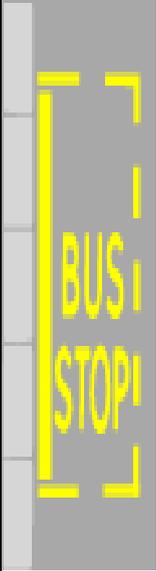
Section 5 – OTHER DESIGNATED PARKING PLACES

	Exemptions to Enforcement
	<p>the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ul style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle.

Section 6 – PARKING OUTSIDE SCHOOLS

Restrictions	Enforcement Protocols
	<p>1) School Keep Clear Markings</p> <p>PCN Code 02 – 'Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force'</p> <ul style="list-style-type: none"> School keep clear markings can be identified by a single yellow line along the roadside, the road legend 'SCHOOL KEEP CLEAR' (as shown in fig 1) and also an associated time plate indicating the hours of restriction. <p>NOTES</p> <ul style="list-style-type: none"> Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked at school keep clear markings. Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice. <p><u>Exemptions to Enforcement</u></p> <p>(1) to enable the vehicle, if it cannot conveniently be used for such purpose in any other road to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of any of the lengths of road so referred to, or the execution in any of the said lengths of road of road works as defined in the New Roads and Street Works Act 1991;</p> <p>(2) to enable the vehicle, if it cannot conveniently be used for such purposes in any other road to be used in pursuance of statutory powers and duties;</p> <p>(3) to enable the vehicle to be used for fire brigade, ambulance or police force purposes; or</p> <p>(4) to enable the vehicle to be used as a contractual bus.</p>

Section 7 – BUS STOP CLEARWAYS

Restrictions	Enforcement Protocols
	<p>1) Bus Stop Clearways</p> <p>PCN Code 47 – ‘Parked on a restricted Bus Stop’</p> <ul style="list-style-type: none"> Bus Stop Clearways can be identified by yellow bus stop bay markings, a thick (150mm) single yellow line through the bus stop and also an associated road legend stating ‘bus stop’. There will also be a time plate at the location stating ‘no stopping except buses’. Bus Stop Clearways are in operation 24 hours a day, 365 days a year unless the time plate states otherwise. <p>NOTES</p> <ul style="list-style-type: none"> Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked at a Bus Stop Clearway. Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice. <p><u>Exemptions to Enforcement</u></p> <p>(1) the driver of a bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary:</p> <ol style="list-style-type: none"> to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes); to enable passengers to board or alight from the bus; or to enable the crew of the bus to be changed. <p>(2) the driver of a bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary:</p> <ol style="list-style-type: none"> to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes); to enable passengers to board or alight from the bus; or to enable the crew of the bus to be changed. <p>(3) a vehicle being used for fire brigade, ambulance or police purposes;</p> <p>(4) anything done with the permission or at the direction of:</p> <ol style="list-style-type: none"> a constable in uniform; a traffic warden; or where the clearway is in a special parking area designated under Part II of the Road Traffic Act 1991 or Schedule 3 to that Act, a parking attendant appointed under section 63A of the 1984 Act(1); <p>(5) a vehicle which is prevented from proceeding by circumstances beyond the driver’s control or which has to be stopped in order to avoid injury or damage to persons or property;</p> <p>(6) a taxi which is stationary only for so long as may be reasonably necessary for a passenger to board or alight and to load or unload any luggage of the passenger;</p> <p>(7) a marked vehicle which, whilst used by a universal service provider in the</p>

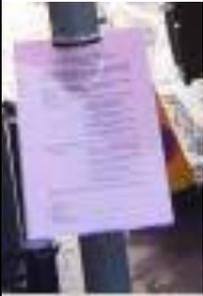
Section 7 – BUS STOP CLEARWAYS

Restrictions	Enforcement Protocols
	<p>course of the provision of a universal postal service, is stationary only for so long as may be reasonably necessary for postal packets to be collected;</p> <p>(8) a vehicle driven by a person whilst being trained to drive a bus operating local services who, as part of his training, stops the vehicle within a clearway for no longer than necessary to simulate the stopping of a bus at a bus stop for the purpose of picking up and setting down passengers;</p> <p>(9) a vehicle which is stationary in order that it may be used for one or more of the purposes specified below and which cannot be used for such a purpose without stopping in the clearway.</p> <p>a. any operation involving building, demolition or excavation;</p> <p>b. the removal of any obstruction to traffic;</p> <p>c. the maintenance, improvement or reconstruction of a road;</p> <p>d. constructing, improving, maintaining or cleaning any street furniture including bus stop infrastructure; or</p> <p>e. the laying, erection, alteration, repair or cleaning of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.</p>

Section 8 – SUSPENDED PARKING BAYS

Restrictions	Enforcement Protocols
<p>fig 1</p>  <p>fig 2</p> 	<p>SUSPENDED PARKING PLACES</p> <p>PCN Code 21 – 'Parked in a suspended bay or space or part of bay or space'</p> <ul style="list-style-type: none"> Bay suspensions are denoted by bay suspension signs (fig 1) located along the length of the suspension, no parking cones (fig 2) positioned in each of the suspended bays. No loading / waiting is permitted during hours of loading prohibition (as displayed on suspension sign – (fig 1)). <p>NOTES</p> <ul style="list-style-type: none"> If a vehicle was parked in a suspended place prior to the suspension coming into effect then the Parking Attendant will issue a Warning Notice and authorise the vehicle for relocation in order to clear the suspended place. Parking Attendants will issue an instant Penalty Charge Notice to any vehicle which parks in a suspended parking place after the suspension has come into effect. Vehicles should be moved on if the driver is present. If the driver is not present, or the driver refuses to move, the Parking Attendant will issue a Penalty Charge Notice. <p><u>Acceptable reasons for suspending parking places (and exemptions to enforcement)</u></p> <p>(1) for the purpose of facilitating the movement of traffic or promoting its safety;</p> <p>(2) for the purpose of:</p> <ol style="list-style-type: none"> any building operation, demolition or excavation in or adjacent to the place; the maintenance, improvement or reconstruction of the road in or adjacent to the place; or the maintenance or cleansing of gullies in or adjacent to the place; the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or the placing, maintenance or removal of any traffic sign or parking meter; <p>(3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;</p> <p>(4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or</p> <p>(5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.</p>

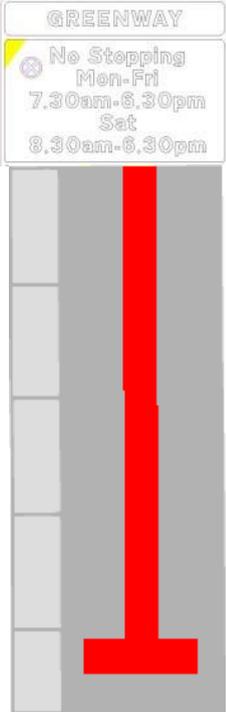
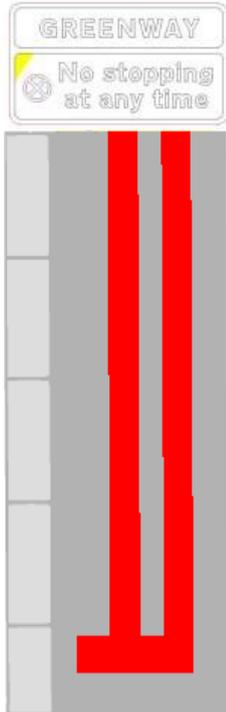
Section 9 – TEMPORARY TRAFFIC REGULATION ORDERS

Restrictions	Enforcement Protocols
<p>fig 1</p>  <p>fig 2</p>  <p>fig 3</p> 	<p>TEMPORARY TRAFFIC REGULATION ORDERS</p> <p>PCN Code 01 – ‘Parked in a restricted street during prescribed hours’</p> <p>PCN Code 02 – ‘Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force’</p> <ul style="list-style-type: none"> • Temporary Traffic Regulation Orders (TTROs) are indicated by street bills (fig 1), corex suspension signs (fig 2) and no parking cones (fig 3) positioned along the length of the TTRO. • No loading and/or waiting is generally permitted during hours of the Temporary Traffic Regulation Order as denoted on the associated street bills located along the length of the TTRO (fig 1). Some TTROs allow for vehicles to load and unload. <p>NOTES</p> <ul style="list-style-type: none"> • If a vehicle was parked in an area affected by a TTRO prior to the TTRO coming into effect then the Parking Attendant will issue a Warning Notice and authorise the vehicle for relocation in order to clear the TTRO. • Parking Attendants will issue a Penalty Charge Notice as appropriate to any vehicle which parks in an area affected by the TTRO after it has come into effect. • Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice. <p><u>Acceptable reasons for suspending parking places (and exemptions to enforcement)</u></p> <p>(1) for the purpose of facilitating the movement of traffic or promoting its safety;</p> <p>(2) for the purpose of:</p> <ol style="list-style-type: none"> any building operation, demolition or excavation in or adjacent to the place; the maintenance, improvement or reconstruction of the road in or adjacent to the place; or the maintenance or cleansing of gullies in or adjacent to the place; the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; <p>or</p> <ol style="list-style-type: none"> the placing, maintenance or removal of any traffic sign or parking meter;

Section 9 – TEMPORARY TRAFFIC REGULATION ORDERS

Restrictions	Enforcement Protocols
	<p>(3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;</p> <p>(4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or</p> <p>(5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.</p>

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
<p>fig 1 – srl</p>  <p>fig 2 – drl</p> 	<p>1) Red Line restrictions</p> <p>PCN Code 46 – ‘Stopped where prohibited (on a red route or clearway)’</p> <p>Single Red Line (srl) (fig 1)</p> <ul style="list-style-type: none"> No stopping or loading during the restricted hours (as displayed on the associated time plate). <p>Double Red Line (drl) (fig 2)</p> <ul style="list-style-type: none"> No stopping or loading at any time. <p>NOTES</p> <ul style="list-style-type: none"> Stopping and loading are prohibited on Greenway routes during controlled hours unless the vehicle is in a designated parking or loading bay during the operational hours of the bay. Any vehicle incorrectly parked on a red line will be issued with an instant Penalty Charge Notice (PCN) using the 46 contravention code. Vehicles should be moved on by a Parking Attendant if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice. <p><u>Exemptions to Enforcement</u></p> <p>(1) If the vehicle is a public service vehicle while being used in the provision of a local service (Such vehicles may wait at any bus stop situated on the greenway for the period of time necessary for taking up and setting down passengers and for an additional period of time not exceeding one half of one minute for other operational reasons pertaining to such a vehicle).</p> <p>(2) If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage.</p> <p>(3) If the vehicle is displaying a disabled person’s badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle.</p> <p>(4) If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait.</p> <p>(5) If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle .</p> <p>(6) If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in</p>

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
	<p>premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.</p> <p>(7) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit.</p> <p>(8) If the vehicle is being used for fire brigade, ambulance or police purposes. (9) If the vehicle is being used for the removal of any obstruction to traffic.</p> <p>(10) If the vehicle is being used in connection with emergency works. (11) If the vehicle is required by law to stop or not to proceed.</p> <p>(12) If the vehicle is obliged to stop in order to avoid an accident.</p> <p>(13) If the vehicle is prevented from proceeding by circumstances outwith the drivers control.</p> <p>(14) A taxi whilst plying for hire in a taxi stance.</p> <p>(15) If the vehicle is a security vehicle being used in the transit of money or valuables.</p> <p>(16) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</p> <p>(17) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop.</p> <p>And, between the hours of 09.30 and 16.00 on Single Red Lines and between the Hours of 18.30 and 07.30 on Double Red Lines</p> <p>(18) If the vehicle is being used in connection with the placing, maintenance or removal of any lighting column, lantern or lamp; traffic sign, traffic bollard, guardrail or any other item of street furniture ; bus shelter; bus stop flags and information notices or any traffic signals.</p> <p>(19) If the vehicle is being used in connection with the cleaning or lighting of any bus shelter, traffic sign or traffic bollard adjacent to the restricted road.</p> <p>(20) If the vehicle is being used in connection with the maintenance, improvement or reconstruction of any gully or road service adjacent to the road or any waste management activities.</p>

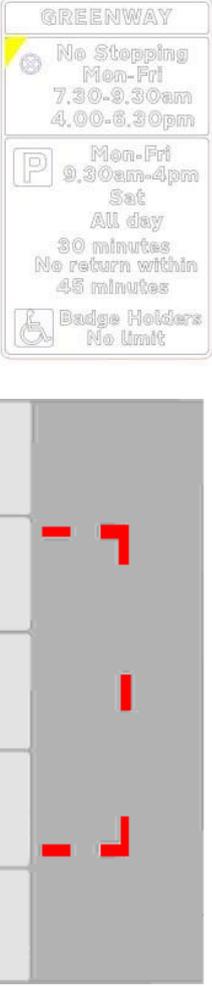
Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
 <p>The image shows a 'GREENWAY' sign with a 'No Stopping' symbol. The sign text reads: 'No Stopping Mon-Fri 7.30am-6.30pm Sat 8.30am-6.30pm'. Below this, it says 'Except for' followed by icons for 'Loading' and 'Badge Holders'. To the right is a road marking with red dashed lines forming a bay and the text 'LOADING ONLY' written vertically in red.</p>	<p>2) Greenways Loading Places</p> <p>PCN Code 25 'Vehicle waiting in a loading place without loading taking place'</p> <ul style="list-style-type: none"> • Loading places can be identified by bay markings with an associated road legend stating 'LOADING ONLY' and also a related time plate. <p>NOTES</p> <ul style="list-style-type: none"> • Loading / Unloading of a vehicle is permitted in Greenway loading place during the hours of operation of the bay. • The hours of operation and the maximum loading period will be displayed on a time plate next to the bay. • Vehicles displaying a valid disabled badge are permitted to park in loading places during their hours of operation, provided the wheelchair user symbol is displayed on the sign. • Parking Attendants will observe a private vehicle in a loading place for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN). • Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation <p><u>Exemptions to Enforcement</u></p> <p>(1) If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage</p> <p>(2) If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle</p> <p>(3) If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait</p> <p>(4) If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle</p> <p>(5) If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing</p>

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
	<p>at the front or the nearside of the vehicle.</p> <p>(6) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit</p> <p>(7) If the vehicle is being used for fire brigade, ambulance or police purposes</p> <p>(8) If the vehicle is being used for the removal of any obstruction to traffic</p> <p>(9) If the vehicle is being used in connection with emergency works</p> <p>(10) If the vehicle is required by law to stop or not to proceed</p> <p>(11) If the vehicle is obliged to stop in order to avoid an accident</p> <p>(12) If the vehicle is prevented from proceeding by circumstances outwith the drivers control</p> <p>(13) A taxi whilst plying for hire in a taxi stance</p> <p>(14) If the vehicle is a security vehicle being used in the transit of money or valuables</p> <p>(15) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</p> <p>(16) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop</p>

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
 <p>The image shows two types of parking signs and markings. The top sign is a 'GREENWAY' sign with a yellow triangle and a 'No Stopping' symbol, indicating restrictions from Monday to Friday, 7.30-9.30am and 4.00-6.30pm. The bottom sign is a 'P' parking sign with a '30 minutes' limit, 'No return within 45 minutes', and 'Badge Holders No limit'. Below the signs is a diagram of a road with red markings indicating a limited waiting parking place: a red 'L' shape at the edge of the road, a red vertical line in the center, and another red 'L' shape at the edge.</p>	<p>3) Greenways Limited Waiting Parking Places</p> <p>PCN Code 30 'parked for longer than permitted'</p> <ul style="list-style-type: none"> Limited waiting places can be identified by bay markings on street and an associated time plate indicating the operational times and maximum stay period of the parking place. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted for up to the maximum stay period as stated on the time plate. Vehicles displaying a valid disabled badge do not have to adhere to the maximum stay periods and are permitted to remain parked for the duration of the operational hours of the parking place. Parking Attendants will issue an instant Penalty Charge Notice to any vehicle which has overstayed the maximum stay period. Vehicles will not be permitted to return to a limited waiting place within 1.5*M (where M is the maximum stay period) minutes of leaving the parking place. <p><u>Exemptions to Enforcement</u></p> <p>(1) If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage</p> <p>(2) If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle</p> <p>(3) If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait</p> <p>(4) If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle</p> <p>(5) If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.</p> <p>(6) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit</p> <p>(7) If the vehicle is being used for fire brigade, ambulance or police purposes</p>

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
	<p>(8) If the vehicle is being used for the removal of any obstruction to traffic</p> <p>(9) If the vehicle is being used in connection with emergency works</p> <p>(10) If the vehicle is required by law to stop or not to proceed</p> <p>(11) If the vehicle is obliged to stop in order to avoid an accident</p> <p>(12) If the vehicle is prevented from proceeding by circumstances outwith the drivers control</p> <p>(13) A taxi whilst plying for hire in a taxi stance</p> <p>(14) If the vehicle is a security vehicle being used in the transit of money or valuables</p> <p>(15) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</p> <p>(16) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop</p>

Section 11 – VEHICLE REMOVALS AND CLAMPING

VEHICLE REMOVALS AND RELOCATIONS

- Any vehicle may be authorised for removal after the issue of a Penalty Charge Notice.
- The Council prioritises the removal of certain contraventions over others. The removal priorities are outlined in Appendix 3.
- In certain cases, the vehicle will be left in position, or possibly relocated to a nearby area if it is deemed to be causing an obstruction, rather than be removed to the car pound; for example:
 - If the vehicle is displaying a valid disabled badge.
 - If the vehicle is displaying a valid Essential Users Parking Permit.
 - If the vehicle is parked in a pay and display parking place and displaying a valid permit for the zone in which it is parked.
- Any vehicles displaying an altered blue disabled badge should be issued with an instant PCN and be authorised for removal. Details of this action must be forwarded to the Council's Corporate Fraud team at the earliest opportunity
- Should a vehicle which has been authorised for removal be deemed too large to be lifted by a Council removal truck, then arrangements may be made to have the offending vehicle towed to the car pound through a private contractor.

PERSISTENT EVADERS

- Any vehicle which has five or more outstanding parking tickets (parking tickets which have not been paid), is considered to be a Persistent Evader.
- Vehicles classed as Persistent Evaders are deemed to be high priority removals after being issued with a Penalty Charge Notice.
- Persistent Evader vehicles which have high levels of debt (above £500) are classed as High Value Debtors.
- Vehicles classed as Persistent Evaders and High Value Debtors are not entitled to the standard observation periods, with instant Penalty Charge Notices issued in most circumstances.

CLAMPING

- Any vehicle which is classed as a Persistent Evader or High Value Debtor and has more than 20 Penalty Charge Notices outstanding may also be clamped.
- Vehicle owners must provide the Council with current address details and pay the clamp release fee in order to have their vehicle unclamped.
- Any vehicle which remains clamped through the day will be removed or towed to the car pound. In such cases the clamping fee will be waived and the higher removal fee will become payable.

APPENDIX 1 – DISPENSATIONS AND SUSPENSIONS

Dispensations

A dispensation is if you need to load or unload on a single yellow line for longer than 30 minutes. There is a £10 administration charge for each dispensation request per vehicle and location which must be paid in full by debit or credit card before a dispensation request can be processed.

You can apply for a dispensation by calling us on 0131 557 6941 between the hours of 8:30am and 5pm, Monday to Friday, or by emailing us at edinburghdispensation@nslservices.co.uk or by completing and faxing the downloadable form provided on our website.

You should give as much notice as possible if you need a dispensation for:

- delivering heavy goods
- furniture or home removals
- vehicle with generators

To set up a dispensation we require

- the location address
- the start and end time
- the company name
- the vehicle registration.

Suspensions

From 8 June 2015 all parking bay suspensions will be charged at the appropriate pay and display rate for the street/area. There will no longer be a lower charge for the suspension of permit parking bays or for suspensions involving 'essential works' and all charges must be paid in full by debit or credit card before a suspension request can be processed.

You can apply for a suspension by calling us on 0131 5541751 between the hours of 8:30am and 3pm, Monday to Friday, or by emailing us at edinburghsuspensions@nslservices.co.uk or by completing and faxing us the downloadable form provided on our website.

For suspensions we require three days notice excluding the weekends for resident permit parking spaces and two days notice excluding the weekends for public parking bays. Charges will vary depending on the area.

To set up a suspension we require the location address

1. fax or email details
2. date or dates required
3. reason for the suspension.

APPENDIX 2 – PARKING PERMIT SCHEMES

Residents Parking Permit Scheme for Controlled Parking Zones (CPZ)

- Residents parking permits are available to any resident residing at a qualifying address within the Controlled Parking Zone (CPZ) in Edinburgh as defined by the CPZ Traffic Regulation Order.
 - Residents parking permits allow residents to park within permit holders or shared use parking place within their zone.
 - The hours of operation are as follows:
 - Central Zones (Zones 1 - 4) – 8.30am to 6.30pm Monday to Saturday
 - Peripheral & Extended Zone (Zones 5 - 8 & N1- N5 & S1 – S4) – 8.30am to 5.30pm Monday to Friday
- Residents must supply proof of residence and a copy of the vehicle registration document showing that the vehicle is owned by them. If the vehicle is not registered in the applicants name then the applicant must produce:
- A letter from the registered keeper declaring that they are the main user and keeper of the vehicle
 - The insurance certificate detailing their name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by them at an address within the Controlled Parking Zone
 - If the vehicle is owned by a leasing or hire company, the applicant must provide a written declaration from the hirer or leaser of the vehicle advising that the vehicle is for the applicant's sole use.
- Charges for residents parking permits are based on the zone in which the applicant's property is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
 - A maximum of two permits can be issued to a household; however each person is only eligible for a single permit.
 - Residents can apply for a merged residents permit, two vehicles will be registered to the permit, however, only one vehicle can use the permit to park at any one time.
 - Blue badge holders and motorcyclists are entitled to an exempt (free) residents parking permit, please see section 10 – Virtual Parking Permits.
 - Trailers, vehicle carrying more than 12 passengers and vehicles over 2.5m in height are not eligible for residents parking permits.
 - Residents parking permits do not guarantee the resident a parking place, however, it does give them priority over people without permits during the operating hours.

Residents Parking Permit Scheme for Priority Parking Areas

- Residents Parking Permits are available to any resident residing at a qualifying address within a Priority Parking Area in Edinburgh as defined by the CPZ Traffic Regulation Order.
- Residents parking permits allow residents to park within permit holders parking place within their zone.
 - The hours of operation are as follows:
 - Buffer Area B1 – 10.00am - 11.30am Monday to Friday
 - Buffer Area B2 – 1.30pm - 3pm Monday to Friday
 - Buffer Area B3 – 10.00am - 11.30am Monday to Friday
 - Buffer Area B4 – 11.30am - 1pm Monday to Friday
 - Buffer Area B5 - 11.30am - 1pm Monday to Friday
 - Buffer Area B6 – 11.00am -12.30pm Monday to Friday
 - Buffer Area B7 – 9.30am - 11am Monday to Friday
 - Buffer Area B8 – 12.30pm - 2pm

APPENDIX 2 – PARKING PERMIT SCHEMES

- Buffer Area B9 – 1.30pm - 3pm
- Buffer Area B10 – 1.30pm - 3pm
- In a Priority Parking Area only the residents parking places are controlled, the remaining kerbside space is generally uncontrolled, with the exception of yellow line restrictions.
- Residents must supply proof of residence and a copy of the vehicle registration document showing that the vehicle is owned by them. If the vehicle is not registered in the applicants name then the applicant must produce:
 - A letter from the registered keeper declaring that they are the main user and keeper of the vehicle
 - The insurance certificate detailing their name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by them at an address within the Controlled Parking Zone
 - If the vehicle is owned by a leasing or hire company, the applicant must provide a written declaration from the hirer or leaser of the vehicle advising that the vehicle is for the applicant's sole use.
- Charges for residents parking permits are based on the zone in which the applicant's property is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
- A maximum of two permits can be issued to a household; however each person is only eligible for a single permit.
- Residents can apply for a merged residents permit, two vehicles will be registered to the permit, however, only one vehicle can use the permit to park at any one time.
- Blue badge holders and motorcyclists are entitled to an exempt (free) residents parking permit, please see section 10 – Virtual Parking Permits.
- Trailers, vehicle carrying more than 12 passengers and vehicles over 2.5m in height are not eligible for residents parking permits
- Residents parking permits do not guarantee the resident a parking place, however, it does give them priority over people without permits during the operating hours.

Trades Parking Permit Scheme

- Trades permits are available to qualifying tradespeople such as plumbers, joiners, roofers etc.
- Trades parking permits allow the vehicle to park in a pay and display parking place at all times and in permit holders parking places from 9.00am to 4.30pm. Trades permits can also be used in residential mews if dispensation is obtain beforehand.
- Applicants must sign a declaration confirming that their vehicle is fully liveried and essential for business use.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- There is no limit to the number of permits that a business can apply for and no limit to the number of vehicles that can be registered to use a trades parking permit. All vehicles must meet the requirements of the scheme.

Retailers Parking Permit Scheme

- Retailers parking permits are available to retailers in peripheral (zones 5 – 8) and extended (zones N1 – N5 & S1 – S4) zones only.
- Retailers' parking permits allow the vehicle to park in permit holders or shared use parking places within the zone in which the business is located.

APPENDIX 2 – PARKING PERMIT SCHEMES

- The business must be carrying out a class 1 retail activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Peripheral Retailers Parking Permits
 - Applicants must declare that their vehicle is fully liveried and essential for business use.
 - Only 1 permit is permitted per business, there is no limit to the number of vehicles that can be registered to use a retailers' parking permit. All vehicles must meet the requirements of the scheme.
 - The permit will display the business name
- Extended Retailers Parking Permits
 - Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
 - There is a maximum of 2 permits permitted per business, with a maximum of 2 vehicles per permit.
- The permit will display the registration numbers of the registered vehicles

Business Parking Permit Scheme

- Business parking permits are only available to businesses located in the extended controlled parking zones (zones N1 – N5 & S1 – S4)
- Business parking permits allow the vehicle to park in permit holders or shared use parking places within the zone in which the business is located.
- The business must be carrying out a class 2 business activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
- There is a maximum of 2 permits permitted per business, with a maximum of 2 vehicles per permit.
- The permit will display the registration numbers of the registered vehicles

Essential User Permits Scheme

- Essential User Permits (EUPs) are provided to Healthcare professionals to allow them to park more easily whilst carrying out domiciliary visits across Edinburgh.
- The EUP allows parking on a single or double yellow line provided there is no loading prohibition and in pay and display bays within the Peripheral and Extended Controlled Parking Zones.
- There are 3 types of Essential User Permits (EUPs):
 - Those provided to NHS Lothian. The permit number is prefixed by a number 1.
 - Those provided to GP practices. The permit number is prefixed by a number 2.
 - Those provided to the Royal Hospital for Sick Children (RHSC). The permit number is prefixed by a number 3
- EUPs are only valid for a maximum period of 2 hours in any one location.
- EUPs are not vehicle specific. The permit number and the expiry date are printed on the permit.

APPENDIX 2 – PARKING PERMIT SCHEMES

Visitors Parking Permit Scheme

- Residents residing in the Extended Controlled Parking zones N1 – N5 & S1 – S4 are entitled to purchase visitors parking permits.
- Visitors parking permits can be used to park in permit holders or shared use parking places within the appropriate zone. Visitor permits are not valid in mews areas.
- Visitors parking permits are sold in books of 10. A maximum of 15 books (150 visitor permits) can be purchased per annum.
- Residents meeting disability criteria can purchase a book of 10 permits at a reduced cost of 50%. A maximum of 30 books (300 visitor permits) can be purchased per annum.
- Residents residing in Priority Parking Areas can purchase visitor permits on a pro rata basis. A maximum of 3 books (30 visitor permits) can be purchased per annum. Residents meeting disability criteria can purchase a maximum of 6 books (60 visitor permits) per annum.
- Residents do not need to own a vehicle to purchase these permits.
- A single visitors' parking permit allows 90 minutes of parking.
- Visitors' need to scratch out the details on the permit including the day, date, month, year, hour and time of arrival. More than one permit can be displayed. The same 6 boxes should be scratched out on each permit.

Doctors Parking Permit Scheme

- Doctors are eligible to apply for a residents parking permit if the surgery is located within the Controlled Parking Zone (CPZ).
- Residents parking permits allow parking within permit holders or shared use parking place within the specified zone.
- Charges for residents parking permits are based on the zone in which the surgery is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
- A maximum of 5 residential parking permits can be issued to the surgery.

Daily Scratch Cards

- Daily scratch cards are available to residents residing in the Central (zones 1 - 4) and Peripheral (zones 5 – 8) parking zones.
- The scratch card allows the vehicle to park within a residents parking place and in public parking places between 8.30am and 9.00am in the specified zone. In addition permit holders resident within zones 1 to 4 can also park in public parking places between 5.30pm and 6.30pm Mondays to Fridays and between 1.30pm and 6.30pm on Saturdays.
- Daily scratch cards are intended for use by those residents who do not require to park regularly in residents' parking places in their zone of residence.
- The scratch card is valid for one day of parking only.

Temporary Residents Parking Permit Scheme

- A temporary, virtual residents parking permit is available to residents when they have a temporary vehicle, for example a courtesy vehicle or to a resident when they are moving home.
- The temporary permit allows a resident the same concessions as an ordinary permit holder.

APPENDIX 2 – PARKING PERMIT SCHEMES

- Temporary permits are issued free of charge for either 5, 10 or 14 days
- In order to obtain a temporary residents permit the customer must already be in possession of a valid residents parking permit and will have met the eligibility criteria in order to obtain said permit.
- The permit holder must produce proof that a temporary permit is required, for example proof that repairs are to be carried out on the existing vehicle etc.

Virtual Parking Permits

- Virtual permit were introduced in July 2011 to reduce the problems associated with the owner finding a suitable place to display a permit and for the Parking Attendant if the motorcycle has a cover which needs to be removed to check for a valid permit.
- Virtual permits are available to residents who own motorcycles and reside in the Controlled Parking Zone.
- A virtual permit allows a motorcyclist the same concessions as an ordinary permit holder without having to display a physical permit.
- Motorcyclists are eligible for an exempted residents parking permit, which means the permit is free of charge.
- The virtual permit reduces the problems associated with displaying a residents parking permit on a motorcycle as all the relevant details are recorded in the Parking Attendant's handheld computer.

APPENDIX 3 – VEHICLE REMOVAL PRIORITIES

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VEHICLE REMOVALS PRIORITIES

Vehicles can be removed if they are parked in contravention of the regulations, irrespective of the actual contravention committed. The Council does, however, prioritise vehicles for removal in the following order:

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Priority	Manner of Parking
HIGH	Where the vehicle presents a risk to safety and/or is obstructing traffic flow, such as Greenways and Bus Stop Clearways.
	Persistent Evaders
	Applies to all vehicles with 5 or more open tickets on the High Value Debtor list. For all persistent evaders with a monetary value of £500 or more awaiting payment , in such circumstances, there is no restriction on the number of times a vehicle can be impounded. This should continue until the monetary value is reduced to £150 or until otherwise advised by Parking Services.
	Foreign Vehicles
	Applies to all foreign vehicles with 5 or more open tickets on the High Value Debtor list
MEDIUM	Where the vehicle is parked in a disabled bay without displaying a valid blue badge
	Where the vehicle is parked in a permit parking bay (e.g. residents' or doctors bay), without displaying a valid permit * (see note below)
	Where the vehicle is parked on a double yellow line when loading or unloading is prohibited ** (see note below)
	Where the vehicle is parked on a single yellow line when loading or unloading is prohibited ** (see note below)
	Where the vehicle is parked in a bay for which it is not designed or approved, e.g. motor cycle or City Car Club bays
	Where a vehicle is parked on a length of street where loading and unloading is prohibited due to a Temporary Traffic Regulation Order (TTRO) and Suspended Bays
	Where a vehicle is parked on a double yellow line, outwith any loading prohibition (arrangements must be made to remove the offending vehicle on the same day the PCN is issued)
	Where the vehicle is parked in a public parking bay and upon issue of the 2 nd PCN for the same contravention.
LOW	Where the vehicle is parked on a waiting restriction (single yellow line where loading is permitted but the vehicle is not being loaded or unloaded). The vehicle should not be removed until 1 hour has elapsed since the issue of the PCN.

* Where a vehicle is parked in a residents' bay, solo motorcycle bay or on a waiting restriction, but is also displaying a valid voucher, it should not be removed until 15 minutes after the voucher has expired **(unless the vehicle belongs to a persistent offender)**.

Non City Car Club vehicles parked in a City Car Club Bays should be removed regardless of the fact that it may be displaying a valid voucher.

** For vehicles issued with a PCN for an O2, arrangements to be made to remove the offending vehicle prior to the offence changing to a O1 offence

APPENDIX 4 – GUIDELINES FOR OUTWITH THE BAY MARKINGS



bay markings



bay where vehicle should be parked



Within bay markings –
Do not PCN.



Two wheels on line-
within bay markings
– Do not PCN.



Two wheels outside
bay- outside bay
markings and causing
an obstruction to other
vehicles. Issue PCN.
This would also apply
if the vehicle had two
wheels on a length of
yellow line.



Two wheels spanning gap
between two bays. Not
encroaching on other bay – do not
PCN.



Two wheels outside bay spanning gap
between two bays. Encroaching on
other bay, outside bay marking and
causing an obstruction to other
vehicles. Issue PCN. This would also
apply if the vehicle had two wheels on
a length of yellow line.



Within bay markings –
Do not PCN.



Two wheels on the white
line – within bay
markings – Do not PCN.



Two wheels outside bay.
Outside bay markings and
causing an obstruction to
other vehicles. Issue PCN.
This would also apply if the
vehicle had two wheels on a
length of yellow line.



Two wheels spanning gap between
two bays. Not encroaching on other
bay – Do not PCN.



Two wheels outside bay, spanning gap
between two bays. Encroaching on other
bay. Outside bay marking and causing
obstruction to other vehicles. Issue PCN.
This would also apply if vehicle had two
wheels on a stretch of yellow line.

Item no 5.17

QUESTION NO 17

By Councillor Mowat for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

Question

When will the pedestrian crossing at Hope Street be installed given that this was identified as required in August 2014?

Answer

There is no date set for the installation of the pedestrian crossing at Hope Street.

A working group is currently progressing a range of options to introduce signal controlled pedestrian facilities on Queensferry Street. Implementation of any changes will require alternations to the existing road layout and traffic signal configurations in Hope Street and Queensferry Street, which could impact on traffic flows through Princes Street, Lothian Road, Shandwick Place and Queensferry Street junctions and therefore require a significant amount of investigatory work prior to any changes being made.

In addition, a road safety review of the whole west end junction area is currently underway. This review is looking at measures which could be introduced in the short term, and more significant changes, to improve safety for all users. A package of short term measures are being considered currently for introduction in late September.

Item no 5.18

QUESTION NO 18

By Councillor Rust for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 24 August 2017

Question (1) In relation to the Scottish Government's Education Governance Review published in June, what contact has the Convener or other member of the minority Council Administration had (a) with Scottish Government Ministers or officials and (b) with COSLA?

Answer (1) The Education Vice Convener has attended an informal discussion with the Cabinet Secretary for Education and Skills. The matter has also been previously discussed at the COSLA Leaders Meeting and COSLA Education, Children and Young People Executive Meeting

Question (2) How does the Convener view the attempts by the Scottish Government to roll back 10 years of decline in Scottish Education by offering Head Teachers new Statutory Powers over attainment, staffing, curriculum and funding and by establishing new "regional improvement collaboratives/boards" which will impact on the powers and functions of Education Authorities?

Answer (2) All efforts to provide more effective, efficient services should be welcomed in this time of increased financial pressure. The nationwide moves to regional collaboratives mirrors the approach taken to provide best value in other service areas, so must be considered.

In City of Edinburgh, attainment has been improving in the majority of measures for years now, so we are extremely keen to ensure that the significant strengths in our system are not lost or diluted in any move. The council already devolves a substantial part of the school budget to Head Teachers as well as providing support to ensure that attainment continues to rise. It is important the local authority continue to scrutinize performance and schools remains accountable to the communities they serve.

The implications of the Governance Review will require that Head Teachers will need to be further supported as autonomy increases and that many of the functions relating to finance, procurement and Human Resources cannot be completely remitted to Heads.

In conclusion, we must carefully investigate all possible means of narrowing the poverty related attainment gap and demonstrating efficiency and would welcome the opportunity to do this in collaboration with our neighboring authorities.

Question **(3)** Will a report in relation to this significant area be brought to the next meeting of the Education, Children and Families Committee?

Answer **(3)** Yes a report is scheduled for discussion for October Committee.

Item no 5.19

QUESTION NO 19

By Councillor Rust for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 24 August 2017

Question Why have the self-service kiosks at Oxfangs Library been non-operational for weeks and how many self-service kiosks situated in City of Edinburgh Council Libraries are currently 'out of use'?

Answer (1) The original request for this work was not carried out as quickly as it should have been, due to communication around the process and a change in personnel responsible. This has prompted a review of the process. A new self-service kiosk has been purchased and this is being connected week beginning 21 August 2017.

Question (2) What steps have been/are being taken to ensure all libraries have self-service kiosks which can be utilised by borrowers?

Answer (2) Many kiosks are beyond end of life and the service would wish to refresh and modernise the estate, in line with the development of Open Plus technology. Work is underway to scope out Open Plus technology and £350k has been allocated to take this work forward.

Question (3) How many borrowers have been impacted by the implementation of changes to the libraries reservations system since IT changes?

Answer (3) Unfortunately it isn't technically possible to produce a precise figure from the computer system. However, a significant proportion of borrowers who made reservations have been impacted since IT changes but this proportion has reduced as Axiell (the IT Supplier) has implemented fixes. There is still work to do and Axiell, CGI and the Council IT team are committing additional resources to address this and the stock supply issue.

Question (4) For how long have library staff been unable to acquire new stock and why is this the case?

Answer (4) Since February. The reason for this is that the Electronic Data Interchange (EDI) needed to be configured in partnership with library stock suppliers, Axiell, CGI and the library Resources team. Axiell and CGI have committed additional staff resources to accelerate this process and there will be new stock into libraries by mid September. Staff are planning to promote the availability of new stock to customers while apologising for loss of service and thanking them for their patience during this challenging time.

Question (5) Please provide a brief synopsis of the technical and or project management issues that have prevented the cataloguing/ reservations library IT system not providing library staff or library users the expected service?

Answer (5) As part of the transition to CGI in March this year a new ICT system was introduced into Libraries to support the management of stock circulation, reservations, catalogues, and book acquisitions. The product supplied by Axiell, an established libraries management system provider, was selected by CGI as part of their ICT transformation programme.

The implementation is being project managed by CGI and involves close cooperation between Libraries management, the Council ICT team, and Axiell.

In accordance with standard governance the project is led by a Board including senior stakeholders and supplier representatives. The Board meets monthly and is supported by a weekly working group to oversee delivery activities.

Due to the complexity of the programme a phased delivery approach was adopted with the planned launch of the core library management system in March followed by the implementation of the book acquisitions module.

The phased approach reduced technical risk, lessened the potential impact on business change and allowed lessons learned in first phase to be incorporated in the planning for the acquisitions rollout.

Technical constraints precluded operating the Axiell and legacy databases together and a joint decision was reached

to invoke a managed process to defer book acquisition activities until phase 2 was complete.

By May the system was fully configured and unit tested, extensive activity was underway to link the acquisitions module to the book suppliers via their standard EDI (Electronic Data Interface) and work commenced to complete end to end testing.

The supplier EDI testing however revealed several system issues impacting invoice processing which were immediately escalated to CGI and Axiell as a matter of highest priority. Accordingly, special measures were put in place to track and expedite the resolution of these issues. Subsequently a number of single orders have been successfully processed however work remains underway to process bulk orders.

As a result of the extended delays the Axiell Managing Director attended a meeting with the Council on the 14 of August 2017, and committed to providing additional support and resources at no cost to the Council.

Plans are now in place to support trial orders in August with the Council's largest books supplier, Bertrams, and subject to successful testing, bulk orders will commence shortly after.

These orders will be closely supervised by the project team in cooperation with Axiell and Libraries staff.

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|-----------------|---|
| Question | (6) What recourse is available to the Council in relation to the technical issues over the period since implementation, against the new IT system supply company, the Council's ICT contractor and other partners involved in implementation? |
| Answer | (6) Given the issues over the period since implementation, the ICT provider has committed to providing extended service support up to December 2017 at no additional cost to the Council. The supplier's performance will also be reviewed through the terms of the ICT contract obligations |
| Question | (7) What steps have been put in place to avoid the Council finding itself in a similar position with any future IT implementations? |

Answer

- (7)** A lessons learned review will be undertaken as part of the project closure phase. This will ensure experiences and issues encountered in the course of the implementation are captured, and recommendations developed will be applied on future projects.

Item no 5.20

QUESTION NO 20

By Councillor Webber for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 August 2017

Question (1) How many Living Landscapes are there in each Council Ward?

Answer (1) Living landscapes take many forms and are of very variable size. If the definition is limited to just grassland maintained as meadow, there are a total of 226 locations in the city, broken down by Ward:

Ward	LL Sites
Morningside	0
City Centre	4
Southside/Newington	4
Craigtinny/Duddingston	5
Inverleith	7
Leith	9
Portobello/Craigmillar	9
Corstorphine/Murrayfield	10
Forth	11
Colinton/Fairmilehead	12
Fountainbridge/Craiglockhart	12
Drum Brae	14
Leith Walk	14
Liberton/Gilmerton	15
Sighthill/Gorgie	28
Almond	32
Pentland Hills	40
Total City Wide	226

Question (2) How many gardeners are currently employed in each Ward to maintain and manage the upkeep of living landscapes?

Answer (2) There are currently 84 gardeners employed by the Council and operating across 18 multi-ward squads. Their duties include a range of horticultural tasks, including maintaining meadow and amenity grasslands.

- Question** (3) What resident consultation was carried out prior to assignation of each area as a Living Landscape?
- Answer** (3) Over the last three years a series of consultations have taken place with Community Councils, Neighbourhood Partnerships, Elected Members, schools, friends of parks groups, resident groups, park users and individuals as well as through Local Improvement Plan exhibitions and via social media. We estimate that over 1,000 people have engaged in consultation exercises to date.
- Question** (4) What level of investment (sowing flowering plants & bulbs) has been required to quicken the biodiversity in each Living Landscape area?
- Answer** (4) Over the last two years the Council has invested £20,970 in purchasing wildflower seed and bulbs for the city. It is not possible to break down this investment to individual areas.
- Question** (5) What capital budget is available for investment and replacement of equipment (e.g. Lawn mowers, strimmers etc.) to allow for adequate long term maintenance of the City of Edinburgh's green spaces?
- Answer** (5) The cost of investment and replacement of equipment is contained within the Parks, Greenspace and Cemeteries revenue budget.
- Question** (6) How many Living Landscapes have been reverted to full Council maintenance?
- Answer** (6) All publicly accessible green spaces in Council ownership are maintained. Different landscape features have different maintenance requirements.

It is estimated that over the last three years around ten grasslands maintained as meadow have been returned to amenity grassland maintenance. Others have been re-shaped to the needs of users and adjacent residents.

Item no 5.21

QUESTION NO 21

By Councillor Whyte for answer by the Leader of the Council at a meeting of the Council on 24 August 2017

- Question** The Council Leader gave an unequivocal commitment at Full Council on 29th June to release the agreement and yet as at the date of submission of this question (15th August) this has not been published/made available publicly. Why?
- Answer** (1) The coalition agreement was widely publicised in the press on the 16th of June. The agreement was uploaded to the respective party websites of the signatory parties prior to the papers for this Council being published.
- Question** (2) Please provide the exact copy of the document which was signed by Councillor Adam McVey and Councillor Cammy Day on 16th June 2017 before the media and as advertised the day before by the City Council here:
http://www.edinburgh.gov.uk/news/article/2306/leaders_sign_coalition_agreement_to_run_the_capital
- Answer** (2) This agreement has no official standing in Council decision making until its content is ratified. The political management arrangements in the document are a matter for the parties themselves and not the Council. The pledges contained in the agreement are being put before the Council on 24th August 2017 as the Administration's "Programme for the Capital".
- Question** (3) Please provide a copy of the Full coalition agreement between the Edinburgh SNP and Edinburgh Labour Groups, including all schedules and appendices and if not available, please explain why.
- Answer** (3) This is available in full on the respective party websites.
- Question** (4) What subsequent discussions have there been by either of the two minority coalition partners with the Green Group regarding support by that group for the minority coalition administration?

Answer

- (4)** As Council Leader I've frequently met with a number of Green, Liberal Democrat and Conservative members to discuss Council business. I will continue to engage constructively with any elected member willing to engage positively.

Item no 5.22

QUESTION NO 22

By Councillor McLellan for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 24 August 2017

Question (1) Can the Convener provide a list of all the organisations in receipt of Council funds over the previous year to support residents in the North East Locality.

Answer (1) A summary analysis of grant expenditure in 2016/17 that is specific to the North East (NE) Locality is attached at Appendix 1. Total expenditure during 2016/17 is £1,149,941.

The [Youth Work Participatory Budgeting Project](#), agreed at Education, Communities, and Families Committee on 15 August 2017, can be broken down by locality.

In addition, information on Neighbourhood Partnership Community Grants for 2016/17, which can be analysed by the NE Locality, is provided at Appendix 2. A total of £90,121 was spent in NE locality during 2016/17.

In addition contract awards and grants awarded on a city-wide basis will indirectly support residents in the NE Locality. A list of the contracts awarded is available on the Council's [Contract Register](#) and a register of Grant Funding will be available on the Council website by the end of 2017.

Question (2) Can the Convener include a brief outline of the purpose of the organisation, the funding objectives, the amount and the Department budget from which the funds originated.

Answer (2) The information supplied in appendices 1 and 2 together with the published information on the Youth Work Participatory Budgeting Project and the Contract Register shows all the information held in relation to the funding allocated. In relation to Appendix 3, the Edinburgh Voluntary Organisations Council '[red book](#)' provides information on many third sector organisations across the city.

Grant Recipient - Organisations full Name	Brief Description of Grant Purpose (including programme name if different from organisation)	Area Provided for e.g. City wide or specify locality/neighbourhood	Grant Start Date	Grant End Date (including any extensions e.g +1)	Grant Annual Value	Budget Owner (Division / Service Area if applicable)
Alma Project (The)	Arts Project for people with mental health issues	North East	01/04/2015	31/03/2018	£ 30,400.00	Health and Social Care
Calton Welfare Services Project	Older people's day service	North East	01/04/2015	31/03/2018	£ 13,763.00	Health and Social Care
Caring in Craigmillar	Older people's phonelink	North East	01/04/2015	31/03/2018	£ 59,135.00	Health and Social Care
Children 1st	East Early Years Parents Group	Portobello/Craigmillar	01/04/2016	31/03/2017	£ 9,483.00	Communities and Families / Schools & Lifelong Learning
Citadel	Families Project	Leith	01/04/2016	31/03/2019	£ 34,500.00	Communities and Families / Schools & Lifelong Learning
Citadel Youth Centre	Community Based Youth Work Service	Leith	01/04/2016	31/03/2019	£ 48,840.00	Communities and Families / Schools & Lifelong Learning
Craightinny Duddingston Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	Craightinny Duddingston Neighbourhood Partnership	01/04/2016	31/03/2017	£ 22,810.00	Communities & Families
Craightinny Playgroup	Playgroup	Craightinny & Duddingston	01/04/2016	31/03/2017	£ 2,500.00	Communities & Families - Early Years

Craigmillar Books for Babies	Family Support at Home programme (families with young children)	Portobello/Craigmillar	01/04/2016	31/03/2019	£ 9,165.00	Communities and Families / Schools & Lifelong Learning
Craigmillar Business Incubator Project (CBIP)	Specialist advice and training to support individuals to get their business off the ground, tailored to specific needs and provided prior to business start up or expansion and prior to engagement with Business Gateway	Craigmillar	01/04/2016	31/03/2017	£ 14,021.00	IJB, Social Justice Fund
Dr Bells Family Centre	Community Creche	Craightinny/Duddingston, Leith	01/04/2016	31/03/2019	£ 47,123.00	Communities and Families / Schools & Lifelong Learning
Edinburgh Voluntary Organisation Council (EVOC)	(East Holiday Programme) Youth Work Services	Portobello/Craigmillar	01/04/2016	31/03/2019	£ 27,500.00	Communities and Families / Schools & Lifelong Learning
Holyrood Abbey Wednesday Centre	Older people's day service	North East	01/04/2015	31/03/2018	£ 600.00	Health and Social Care
Home Start - Leith & North East Edinburgh	Support to families with young children	Craightinny/Duddingston, Leith Portobello/Craigmillar	01/04/2016	31/03/2019	£ 99,750.00	Communities and Families / Schools & Lifelong Learning

Jack Kane Centre Comm Wing - 208 Youth State	Youth Work Services	Portobello/Craigmillar	01/04/2016	31/03/2019	£ 67,560.00	Communities and Families / Schools & Lifelong Learning
Jack Kane Community Centre -	The Drop In Youth Work Services (disabled young people)	Portobello/Craigmillar	01/04/2016	31/03/2017	£ 9,771.00	Communities and Families / Schools & Lifelong Learning
Leith Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	Leith Neighbourhood Partnership	01/04/2016	31/03/2017	£ 44,184.00	Communities & Families
Leith St Andrews Playgroup	Playgroup	Leith	01/04/2016	31/03/2017	£ 2,000.00	Communities & Families - Early Years
MECOPP	Asian Carer Support	North East	01/04/2016	31/03/2018	£ 20,722.00	Health and Social Care
Northfield & Willowbrae Community Services Group	Older people's day service	North East	01/04/2015	31/03/2018	£ 14,300.00	Health and Social Care
PASDA	Carer Communication Worker	North East	01/04/2016	31/03/2018	£ 24,857.00	Health and Social Care
Pilmeny Development Project	Day Services	North East	01/04/2015	31/03/2018	£ 50,829.00	Health and Social Care
Pilmeny Development Project	NEECAG Leith Older Men's Project	North East	01/04/2015	31/03/2018	£ 8,200.00	Health and Social Care
Pilmeny Development Project	Youth Work Services	Leith	01/04/2016	31/03/2019	£ 32,259.00	Communities and Families / Schools & Lifelong

						Learning
Pilmey Youth Centre	Youth Work Services	Leith	01/04/2016	31/03/2019	£ 21,700.00	Communities and Families / Schools & Lifelong Learning
Portobello Monday Centre	Older people's day service	North East	01/04/2015	31/03/2018	£ 2,090.00	Health and Social Care
Portobello Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	Portobello Neighbourhood Partnership	01/04/2016	31/03/2017	£ 21,737.00	Communities & Families
Portobello Older People's Project	Older people's day service	North East	01/04/2015	31/03/2018	£ 13,952.00	Health and Social Care
Ripple Project (The)	Various services for older people	North East	01/04/2015	31/03/2018	£ 39,269.00	Health and Social Care
Shelter Scotland	Edinburgh Gypsy/Traveller Children and Families Project	Portobello/Craigmillar	01/04/2016	31/03/2017	£ 9,989.00	Communities and Families / Schools & Lifelong Learning
The Junction	Drug Education Initiative - Young People's Worker	North East	01/04/2016	31/03/2018	£ 23,406.00	Health and Social Care
The Junction - Nested Provision	Activities to support young people aged 12 - 21 at risk of engaging in harmful behaviour to make positive choices that promote their	Craightinny/Duddingston, Leith	01/04/2016	31/03/2019	£ 93,202.00	Communities and Families / Schools & Lifelong Learning

	health and wellbeing.					
The Ripple	Youth Work Services	Craigtinny/Duddingston	01/04/2016	31/03/2019	£ 101,207.00	Communities and Families / Schools & Lifelong Learning
Venchie	Breakfast Club	Portobello/Craigmillar	01/04/2016	31/03/2018	£ 36,132.00	Communities and Families / Schools & Lifelong Learning
Venchie Children and Young Peoples' Project	Youth Work Services	Portobello/Craigmillar	01/04/2016	31/03/2018	£ 91,015.00	Communities and Families / Schools & Lifelong Learning
WPC Residents' Association	Running cost grant for tenants and residents' group	North East	15/03/2016	15/03/2017	£ 1,970.00	Jennifer Hunter, Tenant & Resident Services Manager, Place

North East Locality - Community Grants

NAME OF GROUP	PURPOSE OF GRANT	AWARD
Northfield Willowbrae Community Centre Asscn	Family summer event Here comes summer	£ 1,795.00
Lochend Community Growing Project	For toddlers group forgaing workshops Open Pizza days Secret Garden project	£ 1,370.00
Craigentenny Lochend Social Centre	Activity for older peole	£ 1,862.00
St Ninians School Community Council	Bike racks & playground paint	£ 2,000.00
Craigentenny Garden Allotments Asscn	Allotments project	£ 1,363.00
Hermitage Park School Asscn	Community playground improvement	£ 2,000.00
Royal High Primary School Parent Council	Vandal proof signs for garden growing area	£ 1,560.00
St Johns RC School Parent Council	Play in a Pod programme	£ 2,000.00
Link up womens Support Centre	Feel Good Fridays activity for people with mental health issues	£ 1,973.00
Northfield Willowbrae Community Centre Asscn	Trips activities for mothers toddlers carers	£ 1,346.00
Cavalry Park Sport Club	Football training equipment	£ 1,052.00
Ripple Project	Pool equipment and coaching	£ 821.00
Craigentenny Lochend Playgroup	Art materials for playgroup	£ 976.00
Upward mobility	Music & artistic equipmenti	£ 1,346.00

Craigentenny Primary School PTA	Install mile marking in playground	£ 1,346.00
Kids in the Street	Football school July 2016	£ 1,500.00
Towerbank Parent School As	Exercise track in open playground	£ 1,500.00
Portobello Toddler Hut	Sand water tables art island	£ 1,500.00
Full Circle	Circus theatre day for families	£ 1,475.00
Lifecare Vintage Vibes	Tea Party to recruit new volunteers	£ 1,263.00
Edinburgh Beach Volleyball Club	Install 2 permanent volleyball courts on the beach	£ 1,400.00
Tribe Party Youth Theatre	Make a feature film	£ 1,500.00
Art Walk Party	Three day art festival in Portobello	£ 1,500.00
Venchie	Residential for disadvantaged children Hopscotch Ardgour	£ 1,500.00
Bingham 50 Plus	Day trip to Dumfries including meals	£ 1,015.00
Breadshare Community Bakery	Baking events for local people	£ 1,500.00
Jack Kane Community Centre older People	Constantly connecting older people events	£ 1,500.00
Jack Kane CC	Summer residential trip for children prep for High Schol	£ 830.00
Bridgend Inspiring Growth	Cafe training for BME young people	£ 1,500.00

St Teresas Youth Club	Youth programme dance archery, bowls	£ 1,390.00
Shindigs Scottish Artspace	Promotion of poetry spoken word as well	£ 255.00
East Edinburgh Older Peoples Forum	Hold a tea dance and a healthy living day	£ 500.00
Hunters Hall Community Development Group	Gardening tools for garden project	£ 500.00
Joppa Tennis Court	Tennis ball feeder machine	£ 500.00
Newcraighall Parent School Asscn	Create an outdoor learning space and a green space in the playground	£ 499.00
North Edinburgh Dementia Care	Improving overall health & wellbeing	£ 650.00
Leith St Andrews Play Group	For outdoor educational equipment for the children	£ 1,000.00
Stanwell Nursery Parents Council	For resources for children with additional needs	£ 755.00
Dr Bells Family Centre	Nature Connection sessions for children & families in Leith	£ 1,000.00
Pilrig St Paul's Leith Community Cinema	Community Cinema for leith	£ 1,000.00
Newhaven Heritage Cent Community Garden	Improve the environment	£ 955.00
North Edinburgh Childcare 1	Fun activities for children aged 5 to 12	£ 1,000.00
Leith Primary Parent Council	After school drama at Leith Primary	£ 400.00

Bethany Christian Trust Dry Dock	Recovery for those with drink misues issues	£ 404.00
Friends of Pilrig Park	For a mural in Pilrig Park	£ 836.00
North Edinburgh Dementia Care	Help people stay active provision of Podiatrist service	£ 2,880.00
Lifecare	Respite for carers	£ 2,990.00
Friends of Prospect Bank School	Transform outdoor play area for children with special needs	£ 1,726.00
Edinburgh Tool Library	Building a community workshop for the benefit of all leith	£ 2,924.00
Milan Senior Welfare Organisation	Active fun for older people in Leith	£ 1,930.00
Dr Bells Family Centre	Summer programme of activities for familes in Leith	£ 3,000.00
Citadel Youth Centre	Intergenerational cafe for young and older people in Leith together	£ 2,998.00
Leith Community Crops in Pots	A week long child led play village an increased growing spaces	£ 3,000.00
Hermitage Park School Asscn 1 astro turf	Astroturf pitch for community playground	£ 3,000.00
ELREC	To raise awareness of Hate Crime and support available	£ 2,380.00
YMCA Edinburgh	Free after school play for Leith primary school children	£ 3,000.00
Hermitage Park School Asscn 2 Play objects	Purchase loose play objects and sports equipment for playground	£ 3,000.00
Leith Theatre Trust	Art and oral history at Leith Theatre	£ 2,360.00

Central leith After
School Project

Challenging project for older
children

£
996.00

Total

£90,121.00

Item no 5.23

QUESTION NO 23

By Councillor Jim Campbell for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 24 August 2017

Question (1) Can the Convener provide a list of all the organisations in receipt of Council funds over the previous year to support residents in the North West Locality.

Answer (1) A summary analysis of grant expenditure in 2016/17 that is specific to the North West (NW) Locality is attached at Appendix 1. Total expenditure during 2016/17 is £1,955,512.

The [Youth Work Participatory Budgeting Project](#), agreed at Education, Communities, and Families Committee on 15 August 2017, can be broken down by locality.

In addition, information on Neighbourhood Partnership Community Grants for 2016/17, which can be analysed by the NW Locality, is provided at Appendix 2. A total of £114,414 was spent in NW locality during 2016/17.

In addition contract awards and grants awarded on a city-wide basis will indirectly support residents in the NW Locality. A list of the contracts awarded is available on the Council's [Contract Register](#) and a register of Grant Funding will be available on the Council website by the end of 2017

Question (2) Can the Convener include a brief outline of the purpose of the organisation, the funding objectives, the amount and the Department budget from which the funds originated.

Answer (2) The information supplied in appendices 1 and 2 together with the published information on the Youth Work Participatory Budgeting Project and the Contract Register shows all the information held in relation to the funding allocated. In relation to Appendix 3, the Edinburgh Voluntary Organisations Council '[red book](#)' provides information on many third sector organisations across the city.

Grant Recipient - Organisations full Name	Brief Description of Grant Purpose (including programme name if different from organisation)	Area Provided for e.g. City wide or specify locality/neighbourhood	Grant Start Date	Grant End Date (including any extensions e.g +1)	Grant Annual Value	Budget Owner (Division / Service Area if applicable)
Almond Mains Initiative	Older people's day service	North West	01/04/2015	31/03/2018	£ 37,532.00	Health and Social Care
Almond Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	Almond Neighbourhood Partnership	01/04/2016	31/03/2017	£ 21,904.00	Communities & Families
CIRCLE - Haven/ISSEP	Individual and groupwork family support	Forth	01/04/2016	31/03/2019	£ 137,310.00	Communities and Families / Schools & Lifelong Learning
Cramond Playgroup	Playgroup	Almond	01/04/2016	31/03/2017	£ 300.00	Communities & Families - Early Years

Drylaw Neighbourhood Centre	Drylaw Neighbourhood Centre (DNC) is a local community centre managed by local people. Provides educational, social, recreational classes & activities for all in Inverleith and surrounding area e.g. clubs for the elderly and vulnerable, adult keep fit classes, adult computer classes, healthy cooking class, community café, gardening group and junior and senior youth clubs. Hosts a breakfast club at Ferryhill Primary School and delivers Duke Edinburgh award Scheme and Youth Achievement Awards. Other partner organisations that use the centre include Stepping Stones, Community Employability, NW Carers, Edinburgh Support Services, Community Council, parent toddler groups.	5	01/04/2016	01/03/2017	£ 45,759.00	Wendy Dale - Health & Social Care
Drylaw/Telford Community Association	Breakfast Club	Forth, Inverleith	01/04/2016	31/03/2018	£ 18,726.00	Communities and Families / Schools & Lifelong Learning
Drylaw/Telford Community Association - Neighbourhood Centre	Community centre offering youth work provision & work with families	Forth, Inverleith	01/04/2016	31/03/2018	£ 37,205.00	Communities and Families / Schools & Lifelong Learning

Feniks	Feniks delivers three 'Conversation Café's' encouraging cultural bridging in Leith and bringing together people from different ethnic backgrounds for mutual support on immigration and health issues. The part time Volunteer Coordinator (two days per week) recruits, supervises and provides prevention training suitable to the needs of 10 - 15 volunteers. The volunteers deliver the conversation sessions in a welcoming, safe spaces for people to participate in activities relating to health and wellbeing depending on their needs. This project also provides 3 workshops per month for people at risk of low mood, depression or isolation and complements Feniks's 'See Me'-funded project tackling stigma and mental health within the Polish community by training Polish Community Champions.	6	01/04/2016	01/03/2017	£ 9,413.00	Wendy Dale - Health & Social Care
Forth Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	Forth Neighbourhood Partnership	01/04/2016	31/03/2017	£ 26,444.00	Communities & Families

Granton Information Centre	Provision of welfare rights and debt advice	Forth ward focus	01/04/2016	31/03/2017	£ 50,160.00	Homelessness and Assessment Support
Granton Information Centre	The project provides responses to problem levels of debt, including establishment of debt repayment programmes and court representation; responses to enquiries relating to income maximisation, income maintenance, health benefits and other issues, including casework and tribunal representation; Crisis Drop in' enquiries, including the provision of emergency food parcels where required	3,4,5	01/04/2016	01/03/2017	£ 138,239.00	Wendy Dale - Health & Social Care
Granton Youth Centre	Youth Work Services	Forth	01/04/2016	31/03/2017	£ 107,207.00	Communities and Families / Schools & Lifelong Learning
Inverleith Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	Inverleith Neighbourhood Partnership	01/04/2016	31/03/2017	£ 26,301.00	Communities & Families
Kirkliston Playgroup	Playgroup	Almond	01/04/2016	31/03/2017	£ 2,000.00	Communities & Families - Early Years

Link Up	<p>Provide a women only support group in the evening for women living with a mental health condition or illness for a minimum of 6 and a maximum of 12 registered members. Delivery of a weekly 'Saturday Coffee Morning' aimed at women living with a mental health condition or illness. Creche provision provided. The 'Saturday Coffee Morning' provides a socially connecting, safe space during weekend hours when access to other services is restricted. The following examples have all been taken from recent programmes within the Centre: emotional wellbeing – positive affirmation work, mindfulness meditation, life management skills, laughter workshop, physical wellbeing – food and it's relation to mood, walking activities, opportunities to try things such as 'armchair pilates', badminton and zumba as a group, opportunities to learn new skills, try new things and build confidence – creative writing, craft based workshops such as stained glass window work using</p>	3	01/04/2016	01/03/2017	£ 14,814.00	Wendy Dale - Health & Social Care
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	paper and card making , knitting and crochet.					
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Muirhouse Millenium Centre	<p>The project provides training in numeracy /literacy /computing /Internet and life skills and job placements & college placements to motivate and help self development. Provides access for Community Employability/Community Renewal, Telford/Stevenson College to see clients and also make referrals. Enables children to access healthy snacks at no cost on a regular basis. Provides cooking classes for all ages producing low cost nutritional healthy meals. Provides opportunities for local residents to access various health and fitness programmes and live in a healthy environment and have access to green space and information and support for local residents from the Chest Heart & Stroke Association Scotland whom we are affiliated to. The project aims to improve mental health and well-being of older people. It offers support to single parents from the Muirhouse area through social and group work sessions and provides a safe and secure environment</p>	5	01/04/2016	01/03/2017	£ 49,659.00	Wendy Dale - Health & Social Care
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	for counselling/mediation sessions. It also provides weight management and exercise groups.					
Muirhouse Youth Development Group	Youth Work Services	Forth	01/04/2016	31/03/2019	£ 81,905.00	Communities and Families / Schools & Lifelong Learning
Murrayfield Dementia Project	Older people's day service	North West	01/04/2015	31/03/2018	£ 54,815.00	Health and Social Care
North Edinburgh Arts Centre	Cultural Grant	Wards 1, 4 and 5	01/04/2016	31/03/2017	£ 153,574.00	Cultural Strategy
North West Carers Centre	Alternatives to Day Care	North West	01/04/2016	31/03/2018	£ 25,000.00	Health and Social Care
Pilton Community Health Project	Young people's counselling service	Forth	01/04/2016	31/03/2017	£ 7,398.00	Communities and Families / Schools & Lifelong Learning

Pilton Community Health Project	<p>PCHP is a generic community health project. It provides a range of activities including support to volunteers, providing the Women Supporting Women project which delivers interventions to vulnerable women living in the North Edinburgh area experiencing ranging mental health issues and abuse related issues including individual therapeutic and group supports with a high quality crèche service to allow parents access to the services. The project offers individual and group Parenting Early Education Programme (PEEP) sessions to mothers and children to improve their attachment and strengthen the bonding. The project also provides healthy eating services which aims to overcome identified barriers to healthy eating. It delivers outreach work with food stalls and cooking demonstrations and 'taster' cooking sessions. The project follows this outreach work up with in house cooking sessions, food hygiene and food nutrition courses.</p>	4,5	01/04/2016	01/03/2017	£ 74,741.00	Wendy Dale - Health & Social Care
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Pilton Community Health Project -	Growing Together - range of activities to children and their families aiming to prevent family breakdown	Forth	01/04/2016	31/03/2019	£ 23,319.00	Communities and Families / Schools & Lifelong Learning
Pilton Equalities Project	Day Services	North West	01/04/2015	31/03/2018	£ 53,885.00	Health and Social Care
Pilton Equalities Project	Neighbourhood Group	North West	01/04/2015	31/03/2018	£ 81,506.00	Health and Social Care
Pilton Equalities Project	Preventative Services	North West	01/04/2015	31/03/2018	£ 82,598.00	Health and Social Care
Pilton Equalities Project	Day Services	North West	01/04/2015	31/03/2018	£ 37,373.00	Health and Social Care
Pilton Youth and Children's Project - Intensive Support	1 to 1 support for young people	Forth	01/04/2016	31/03/2019	£ 78,106.00	Communities and Families / Schools & Lifelong Learning
Reindeer playgroup	Playgroup	Almond	01/04/2016	31/03/2017	£ 2,500.00	Communities & Families - Early Years
Royston Wardieburn Community Centre	Breakfast Club	Forth	01/04/2016	31/03/2019	£ 25,874.00	Communities and Families / Schools & Lifelong Learning
Scottish Veterans Garden City Association	Part fund housing for disabled veterans	Forth	21/08/2014	31/11/2016	£ 250,000.00	Place / Housing and Regulatory Services
Stepping Stones (North East)	support services to young parent families, children and pregnant women	Forth, Inverleith	01/04/2016	31/03/2019	£ 83,434.00	Communities and Families / Schools & Lifelong Learning

The Ripple	<p>The project aims to improve health & wellbeing for all ages in Restalrig, Lochend, Craigentenny. It runs a daily Lunch Club and weekly Social Clubs for older people; Toddler groups; Children's performing arts group; range of youth services including Drop in Youth Café; Mobile Youth Facility; Restalrig Open Spaces for targeted young people in partnership with police; Sexual Health Clinic; Detached Streetwork; Ripple Buddies (referred children linked with supported youth mentors); Listening support for adults in crisis; Gentle exercise; Creative writing; Knitting network and Walking groups; Community newspaper and Community café. It is managing and developing the Restalrig Lochend Community Hub as a vibrant community venue for health and wellbeing accommodating appropriate agencies and support services for adults with learning difficulties; Tenants' arrears advice; Employment projects; Benefits advice, Food co-op; Creche, Third Age computer classes;</p>	3	01/04/2016	01/03/2017	£ 36,092.00	Wendy Dale - Health & Social Care
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	<p>English language classes; Zumba Public meetings, Restalrig Festival. The project works with 80+ volunteers and numerous partnerships.</p>					
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Volunteer Centre Edinburgh	<p>This project supports Timebanks which is an assets-based approach in which individuals and communities share skills for reciprocal benefit. This builds social capital & strong community networks, reduces isolation & health inequalities, & improves health and wellbeing. VCE supports a timebank in North Edinburgh. The project supports 100 timebank members to use/share their skills and talents to help other timebank members through Individual “good neighbour” activities such as shopping, helping to move furniture, booking train tickets on-line, small DIY tasks; Collective activities such as community meals, reflecting the diversity of North Edinburgh, a community choir, a knitting Group which provides multicultural interaction and inter-generational learning, and the Community Chat Café which acts as a cultural bridging project where BME women are able to practice conversational English, and make local connections.</p>	4	01/04/2016	01/03/2017	£ 26,899.00	Wendy Dale - Health & Social Care
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West Granton Community Trust	Playgroup	Forth	01/04/2016	31/03/2017	£ 9,520.00	Communities & Families - Early Years
West Granton Community Trust - The Prentice Centre	Playgroup/Supporting Young People at Risk	Forth	01/04/2016	31/03/2019	£ 44,000.00	Communities and Families / Schools & Lifelong Learning

North West Locality - Community Grants

NAME OF GROUP	PURPOSE OF GRANT	AWARD
Corstorphine Fair	Develop annual fair to encourage and support wider community participation	£ 5,000.00
Polish Family Support Centre	Support activities and youth based development aimed at Polish residents	£ 840.00
North West Carers Centre	Provision of carer support and respite for carers across NW locality	£ 2,933.00
Places for People Scotland Care & Support	National organisation providing care and support in communities	£ 2,600.00
Sutherland Street Tenants Asscn	Supporting activities for local residents to engage in community life	£ 2,580.00
Rannoch Centre West edin C & Family Programme	Community centre supporting activities aimed at all age groups - in receipt of CEC core funding	£ 2,000.00
Youth Decides initiative	Supporting local young people to help identify and decide on projects using Participatory budgeting approaches	£ 4,500.00
Rannoch Centre	Community centre supporting activities aimed at all age groups - in receipt of CEC core funding	£ 323.00
Craigmount HS Pipe Band	Supporting and encouraging young people to get involved with traditional music	£ 3,200.00
Carrickknowe Parish Church	Church based activities aimed at all age groups and communities	£ 2,620.00
Friends of Roseburn Park	To develop and support activities that will enhance the park and increase park use	£ 1,000.00

Salveson Comm Football Club	Football club	£ 2,000.00
Craigmount Comm Wing	Community resource attached to Craigmount high school providing services for all age groups	£ 4,279.00
Munro Centre	Independent and volunteer run organisation providing a range of community based activities	£ 2,410.00
Edinburgh Park Leisure	Supports activities in a small facility using a small pool to support community active lifestyle	£ 3,336.00
North West Carers Centre	Several projects for carers groups Barge Trips and taking part in Kirkliston Gala Day	£ 1,660.00
Priory Church South Queensferry	Portacabins for community services foodbank counselling activity space storage	£ 2,000.00
South Queensferry Rosebery Hall CE Centre	Summer activities	£ 1,500.00
Cramond Asscn	For fingerposts waymarkers for Cramond Heritage Trail	£ 2,472.00
Queensferry Mosaic Mural	Mural in the grounds of Priory Church South Queensferry	£ 2,000.00
Christmas in Queensferry	Electrics for Xmas Lights	£ 1,000.00
Kirkliston Comm Centre	Contribute to Spirit of Adventure Programme	£ 3,550.00
Queensferry High School Parent Council	Extra curricular activity bridge 8 centre	£ 1,500.00

Davidsons Mains District Pipe Band	Drum harnesses and stands	£ 2,592.00
Kirkliston Scout Group	Tents	£ 400.00
Queensferry Library	Guest speaker reading workshop	£ 300.00
SQ Rosebery hall CE Centre	Games console	£ 500.00
Kirkliston Library	Guest speaker reading workshop	£ 300.00
SQ Rosebery hall CE Centre	All weather basketball stands	£ 500.00
Queensferry Churches Care in the Community	Day trips for day care users of the Haven inc staff and volunteers	£ 1,631.00
Granton Community Gardeners	Develop two back greens	£ 2,650.00
North Edinburgh Chldcare	Physical & outdoor activities Forthview Primary out of sch	£ 2,270.00
Granton Youth Centre North Edin Alcohol Initiative	Provide three pronged prog risk reducing young people	£ 3,500.00
Royston Wardieburn Community Centre	Provide 6 week hol programme for children low income families	£ 2,741.00
Royston Wardieburn Community Centre	Provide 6 month spring chickens activity older adults	£ 2,730.00
North West Carers Centre	Produce carers info pack and newsletter	£ 3,400.00
North Edinburgh Arts Centre	Arts crafts group environmental thmem	£ 2,996.00
Muirhouse Youth Dev Group	Support North Edinburgh Youth Work Games	£ 2,850.00

Friends of Granton Library	Enhanced learning experience increase comm use	£ 500.00
Lauriston Thistle Football Club	Rode on mower line marker	£ 500.00
Muirhouse Millenium Community Centre	Residential trips for local childreb	£ 500.00
West granton Comm Trust	range of cultural educational recreational activities	£ 500.00
Wardie bay Residents Asscn	Notice Board Display boards	£ 500.00
Friedns of West Pilton Park group	Marquee and run engagement events	£ 807.00
Granton Community Gardeners	Develop two back greens	£ 2,650.00
North Edinburgh Chldcare	Physical & outdoor activities Forthview Primary out of sch	£ 2,270.00
Granton Youth Centre North Edin Alcohol Inititative	Provide three pronged prog risk reducing young people	£ 3,500.00
Royston Wardieburn Community Centre	Provide 6 week hol programme for children low income families	£ 2,741.00
Royston Wardieburn Community Centre	Provide 6 month spring chickens activity older adults	£ 2,730.00
North West Carers Centre	Produce carers info pack and newsletter	£ 3,400.00
North Edinburgh Arts Centre	Arts crafts group environmental thmem	£ 2,996.00
Muirhouse Youth Dev Group	Support North Edinburgh Youth Work Games	£ 2,850.00
Friends of Granton Library	Enhanced learning experience increase comm use	£ 500.00

Lauriston Thistle Football Club	Rode on mower line marker	£	500.00
Muirhouse Millenium Community Centre	Residential trips for local childreb	£	500.00
West granton Comm Trust	range of cultural educational recreational activities	£	500.00
Wardie bay Residents Asscn	Notice Board Display boards	£	500.00
Friedns of West Pilton Park group	Marquee and run engagement events	£	807.00
	Total		£114,414.00

Item no 5.24

QUESTION NO 24

By Councillor Mowat for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 24 August 2017

Question (1) Can the Convener provide a list of all the organisations in receipt of Council funds over the previous year to support residents in the South East Locality.

Answer (1) A summary analysis of grant expenditure in 2016/17 that is specific to the South West (SW) Locality is attached at Appendix 1. Total expenditure during 2016/17 is £655,545.

The [Youth Work Participatory Budgeting Project](#), agreed at Education, Communities, and Families Committee on 15 August 2017, can be broken down by locality.

In addition, information on Neighbourhood Partnership Community Grants for 2016/17, which can be analysed by the SE Locality, is provided at Appendix 2. A total of £139,135 was spent in SE locality during 2016/17.

In addition contract awards and grants awarded on a city-wide basis will indirectly support residents in the SE Locality. A list of the contracts awarded is available on the Council's [Contract Register](#) and a register of Grant Funding will be available on the Council website by the end of 2017.

Question (2) Can the Convener include a brief outline of the purpose of the organisation, the funding objectives, the amount and the Department budget from which the funds originated.

Answer (2) The information supplied in appendices 1 and 2 together with the published information on the Youth Work Participatory Budgeting Project and the Contract Register shows all the information held in relation to the funding allocated. In relation to Appendix 3, the Edinburgh Voluntary Organisations Council '[red book](#)' provides information on many third sector organisations across the city.

Grant Recipient - Organisations full Name	Brief Description of Grant Purpose (including programme name if different from organisation)	Area Provided for e.g. City wide or specify locality/neighbourhood	Grant Start Date	Grant End Date (including any extensions e.g +1)	Grant Annual Value	Budget Owner (Division / Service Area if applicable)
Art On Scotland	To create a public art installation made in close collaboration with local community participants, incorporating 3D sculpture and 2D painted murals, to transform the underused Arches site into a striking attraction, which will pose as the perfect setting for the continued development of the Arches.	City Centre	25/10/2016	30/06/2017	£ 2,107.50	Economic Development
Broomhouse Strategy Group	The aim of the B&SCHH is to reduce health inequalities and improve the health and well-being of residents of Broomhouse and Sighthill. The B&SCHH offers a drop-in service of advice and signposting from Tuesday to Friday, co-ordinates an advisory group for local people to address opportunities and put into action health initiatives for the area. The Hub also organises classes and activities to encourage health and well-being, healthy eating and preventive measures. The B&SCHH has health groups, organises open days and had a Time Bank which provides opportunities for volunteering and mentor/supervise volunteers.	11	01/04/2016	01/03/2017	£24,735.00	Wendy Dale - Health & Social Care

CAE	Deliver practical and emotional support to clients seeking advice. Refer clients appropriately for ongoing support with mental/emotional health. Refer clients appropriately for specialist debt advice. Deliver advice on income maximisation and financial capability. Deliver welfare rights advice to protect individual rights (tackling discrimination). Promote availability of advice to relevant agencies, particularly those working with minority groups, and to potential service users (reducing stigma).	11	01/04/2016	01/03/2017	£17,100.00	Wendy Dale - Health & Social Care
Centre for Moving Image (EIFF & Filmhouse)	Cultural Grant	City-wide (Wards 10 and 11)	01/04/2016	31/03/2017	#####	Cultural Strategy
Chessels Court Area Association (CCAA)	To enhance the appearance of Pirrie's Close through creation of a community-themed mural decoration. The mural design will be developed in consultation with local residents.	City Centre	25/10/2016	30/04/2017	£ 5,750.00	Economic Development
City Centre Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	City Centre Neighbourhood Partnership	01/04/2016	31/03/2017	£21,878.00	Communities & Families

Community One Stop Shop (COSS)	COSS addresses Health Inequalities through the positive work of the Foodbank plus model. The Broomhouse Foodbank plus model is part of the three main services available at COSS which provide a holistic approach to clients using the foodbank including foodbank provision, Citizen's Advice Broomhouse outreach and an employability service. The client base is predominantly people in poverty and at risk of homelessness and debt. The service has a wide impact on clients and helps them through a particularly vulnerable period in their lives. This in turn helps reduce the risk of further health issues due to lack of nutrition, and improves their financial situation. The project works with an average 130 foodbank clients per month and Citizens Advice see around 110 clients per month. There are on average 30 employability visits per month		11	01/04/2016	01/03/2017	£ 6,659.00	Wendy Dale - Health & Social Care
Craigour Drive & Green Residents & Owners' Association	Running cost grant for tenants and residents' group	South East		02/08/2016	02/08/2017	£ 1,150.00	Jennifer Hunter, Tenant & Resident Services Manager, Place
Edinburgh Art Festival	To commission an established contemporary artist to create a piece of work that responds directly to the environment of the New Waverley Development at the railway bridge situated at New Street/Calton Road	City Centre		05/10/2015	02/02/2017	£12,500.00	Economic Development

Edinburgh Art Festival - New Waverley Commission 2017 project	To create a piece of work that responds directly to the environment of the New Waverley Development. As Edinburgh celebrates the 70th anniversary of the Edinburgh International Festival, and the founding of Edinburgh as a festival city, the 2017 programme will engage with the founding principles of the festival, and champion the role of culture as a tool to heal in the wake of a devastating conflict, and to promote a 'reflowering of the human spirit'.	City Centre	25/10/2016	30/09/2017	£ 5,000.00	Economic Development
Edinburgh Old Town Development Trust	To develop a community garden within the Waverley Valley on Calton Road beside Jacob's Ladder.	City Centre	05/10/2015	-	£ 2,500.00	Economic Development
Edinburgh UNESCO City of Literature Trust	To install a series of bespoke lightboxes on windows of the Canongate, inspired by Edinburgh's literary heritage, with a print map, digital app and extensive online research supporting the project.	City Centre	30/10/2016	30/04/2019	£12,500.00	Economic Development
Edinburgh UNESCO City of Literature Trust	To increase footfall to, and engagement with, New Waverley by illuminating the area with light installation inspired by Edinburgh's literary heritage	City Centre	05/10/2015	06/10/2016	£12,500.00	Economic Development

Edinburgh World Heritage	To undertake enhancement work to Jacob's Ladder, making the path useable outside daylight hours for the first time, safer and more pleasant to use at all times. The project aims to enhance connectivity and increase footfall between the New Waverley development site and the surrounding area, providing a direct route to Calton Hill and the New Town.	City Centre	25/10/2016	30/06/2018	£12,500.00	Economic Development
Edinburgh World Heritage (on behalf of volunteer group)	To create a planting and educational project in the Calton Burial Ground, maintained by a "friends of" group	City Centre	05/10/2015	12/07/2016	£ 4,538.00	Economic Development
Edinburgh World Heritage Trust	EWB provides support to the historic environment through the conservation and repair of historic buildings in partnership with communities across the World Heritage Site	City Centre Neighbourhood	01/04/2016	31/03/2017	£46,000.00	Planning & Transport
Eric Liddell Centre	Short Breaks/Day Trips/Information and Advice	South East	01/04/2016	31/03/2018	£23,744.00	Health and Social Care

Health All Round	Health All Round (HAR) is a Community Health Project situated in the Gorgie Dalry area of Edinburgh. Using a Community Development approach HAR seeks to improve and maintain health and well-being in Gorgie Dalry and surrounding areas and to contribute to the reduction of health inequalities within the city of Edinburgh. HAR averages around 5000 visits (service episodes) per year and sees 100-150 people per week. Activities include: exercise and walking groups; gardening, cookery & healthy eating/weight management; a range of activities to improve mental wellbeing, cultural bridging and employability.	10,11	01/04/2016	01/03/2017	£58,142.00	Wendy Dale - Health & Social Care
Inch Golden Years	Older people's day service	South East	01/04/2015	31/03/2018	£ 508.00	Health and Social Care
Liberton Gilmerton Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	Liberton Gilmerton Neighbourhood Partnership	01/04/2016	31/03/2017	£29,595.00	Communities & Families
Libertus Services	Older people's support service	South East	01/04/2015	31/03/2018	£25,684.00	Health and Social Care
Lung Ha Theatre Company	Cultural Grant	City-wide (Ward 11 City Centre)	01/04/2016	31/03/2017	£16,990.00	Cultural Strategy
National Trust for Scotland	Provide assistance to the formulation of planning policies, and/or advice on development proposals	City Centre Neighbourhood	01/04/2016	31/03/2017	£ 2,850.00	Planning & Transport
Newington Nursery	Playgroup	South Central	01/04/2016	31/03/2017	£ 400.00	Communities & Families - Early Years
NKS	Playgroup	South Central	01/04/2016	31/03/2017	£ 9,500.00	Communities & Families - Early Years

OPEN CLOSE Edinburgh – select Royal Mile Closes transformation project	To transform select series of Edinburgh Royal Mile Closes into culturally rich routes during the summer 2017 festival period, using sound, light, and visual art. The project seeks to promote better circulation of pedestrians through the fabric of the Old Town, helping to make these spaces feel cleaner, more interesting, safer, and vibrant.	City Centre	25/10/2016	31/01/2018	£ 5,000.00	Economic Development
Pakistan Society Advice and Information Service	Older people's day & information service (BME)	South East	01/04/2015	31/03/2018	£36,100.00	Health and Social Care
SABRO	Running cost grant for tenants and residents' group	South East	07/08/2016	07/08/2016	£394.50	Jennifer Hunter, Tenant & Resident Services Manager, Place
Safe Zone	Provision of support and advice during the night time economy	City Centre	01/04/2016	30/06/2016	-	Community Justice
South Central Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	South Central Neighbourhood Partnership	01/04/2016	31/03/2017	£57,373.00	Communities & Families
Spectrum Arts	To create community art projects, installations, murals and workshops around the New Waverley site, primarily utilising the hoardings	City Centre	05/10/2015	10/11/2016	£11,370.00	Economic Development
St Mary's playgroup	Playgroup	City Centre	01/04/2016	31/03/2017	£ 2,000.00	Communities & Families - Early Years
The Arches collective	To lighten up the 10 Arches during the winter/ festive period using festoon lights. The winter months will be dark, and the purpose for this project is to draw more footfall and attraction to this area of city.	City Centre	25/10/2016	30/03/2018	£ 4,000.00	Economic Development

The Friends of Calton Old Burial Ground'	To undertake a Graveyard Planting scheme, a Repointing project, a Sign at the Calton Road entrance, and other public engagement activities to enhance the current appearance of the New Calton Burial Ground. The New Calton Burial Ground is a nationally important heritage, and local community asset. The project will run for 10 months between September 2016 and June 2017	City Centre	25/10/2016	30/06/2017	£ 5,993.00	Economic Development
VOCAL	Carers Support Project South Edinburgh	South East	01/04/2016	31/03/2018	£24,994.00	Health and Social Care
WHALE	WHALE Arts delivers a range of creative activities to engage and inspire people who live in an area which is in the lowest 5% on the SIMD Health rank and who experience a wide range of health inequalities. The project runs regular groups and classes in Drama, Dance, Visual Arts, Textiles, Creative Gardening, Music, Book Groups, and supports people to access creative/cultural events outwith their own community. All activities are part of an integrated approach to local issues; engage and empower the community; and relate to Nationa/City of Edinburgh/Local Neighbourhood priorities to reduce Health Inequalities.	11	01/04/2016	01/03/2017	£41,357.00	Wendy Dale - Health & Social Care

South East - Community Grant
Fund

NAME OF GROUP	PURPOSE OF GRANT	AWARD
6VT Youth Cafe	Targeted youth work at Princes Mall and Waverley station	£ 2,467.00
Edinburgh Old Town Development Trust	Consultation & workshops for Stevenlaws Close-Up Project	£ 3,615.00
Edinburgh Street Pastors	Recruitment & training of additional team	£ 5,000.00
Grassmarket Community Project	Activities for isolated people	£ 4,850.00
Muslim Womens Asscn Edinburgh	Multicultural celebration event	£ 904.00
Royal mile Primary School Parent Council	Playground & outdoor classroom equipment	£ 3,000.00
Tron Square Comm Asscn	Summer gala weekend	£ 1,786.00
Gilmerton Comm Centre	Older & Wiser bus trips	£ 2,600.00
South Edinburgh Youth Cluster Group	Adventure Camp Lagganlia	£ 2,000.00
Gilmerton Comm Centre	Summer holiday programme	£ 5,000.00
Inch Comm Centre Mgt Cttee	Summer event	£ 750.00
Bridgent Allotment Asscn	Bee project	£ 1,353.00
Gilmerton Comm Centre	Xmas Programme & Fair	£ 2,700.00
Friends of Seven Acre Park	Extension of nature trail	£ 2,770.00
Liberton After School Club	Develop community choir	£ 2,422.00
VOCAL Carers organisation	Create & support Conversation cafes Lib Gil	£ 1,113.00

Homelink Family Support	Stay & Play for vulnerable parents healthy eating	£ 925.00
Gilmerton Community Centre	Cross generational art project	£ 2,400.00
Bridgend Inspiring Growth	Workshops make own cosmetics and beauty product all ages	£ 1,936.00
LOOPs Phonenumber Project	Intergenerational events workshops	£ 2,209.00
Inch Community Education Centre	Intergenerational garden project	£ 2,231.00
Goodtrees Neighbourhood Centre	Older & younger service users new prog inc Tea Dance	£ 2,359.00
Valley Park Community Centre	Vintaged themed events arts crafts make do mend	£ 2,100.00
Transition South Edinburgh	Open day future planning Gracemount Mansion link	£ 1,680.00
TEENS Transition Extra Needs Support	Adults complex comm issues Activity group	£ 800.00
Liberton Vaulters	Gymnastics on a horse Open day	£ 1,748.00
Vintage Vibes Broomhouse Centre	Activity intergenerational	£ 2,499.00
Cameron House Comm Centre	Summer activity programme young people	£ 4,500.00
Canongate Youth	Summer activity programme young people	£ 2,480.00
Southside Cc 3ms Youth Group	Summer activity programme young people	£ 5,000.00
Southside Community Centre	Summer youth theatre	£ 997.00

Meadows Festival	Festival 2016	£ 5,000.00
Royal Blind Forward Vision	Purchase instrall birds nest swing	£ 2,500.00
Access to Industry Transitions	Tutors for Dumbiedykes Garden Project	£ 2,276.00
Homelink Family Support Antenatal Project	Train volunteers to support families	£ 2,100.00
Tap Into It Where ever you are	Sheltered housing classes in I pads etc	£ 2,500.00
Crags Sports Centre	Sports equipment	£ 2,000.00
Canongate Youth Old School Cafe group	Intergenerational project run by young people	£ 2,400.00
Friends of Meadows Bfield Links Bandstand Garden	Improve bandstand area at top of Midle Meadow Walk	£ 2,263.00
Grange Prestonfield Comm Council	Re - erect angel in roundel Newington Cemetery	£ 2,191.00
Friends of Sciennes Primary	Create willow tunnel on derelict site	£ 2,310.00
Old Edinburgh Club	Reerect flattended gravestones in Grange Cemetery	£ 2,450.00
Priestfield Parish Church	Clear site around church for garden	£ 1,010.00
Space Artworks	Supported weekly art club	£ 1,909.00
Meadows Exploreres	Camping equipment	£ 1,930.00
Braids Bowling Club	Junior bowling Club	£ 1,160.00
Cheyne Gang Choir	Tutor musican venue hire advertising	£ 3,300.00

Falcon Bowling & tennis Club	Disabled facilities	£ 2,800.00
Eric Liddell Centre	Interactive music group for the elderly	£ 907.00
Friends of Meadows & Bruntsfield Links	Information Lectern at Prince Albert Victor Sundial	£ 1,026.00
Tower Power	Create stock of energy saving items	£ 2,000.00
Broomhouse Centre Vintage Vibes	Activities with older & younger people together	£ 2,499.00
Canongate Youth	Celebration 40 years with intergen film project memories of project	£ 2,400.00
LOOPS Phone line project	Intergen events recipe swap, etcc	£ 915.00
Access to Industry	Community garden in Dumbiedykes	£ 2,000.00
The Open Door	Music therapy for Saturday Break Club cross generational	£ 1,215.00
Grange Pfield Comm Council Newington Cemetery	Create nature trail around Cemetery for all ages	£ 1,500.00
Mayfield Salisbury Playgroup	Invite local people to music session	£ 651.00
Shrub Swap & Reuse Hub	Develop work with older people workshops new from old	£ 2,400.00
Braidwood Bikepark group	Create new community garden	£ 2,500.00
Greening our Street Friends of Meadows & Bruntsfield Links	Develop orchard and allotment project in the Meadows	£ 1,920.00
25th Braid Scouts	For four shelter tents and flagpole	£ 909.00
	Total	£139,135.00

Item no 5.25

QUESTION NO 25

By Councillor Webber for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 24 August 2017

Question (1) Can the Convener provide a list of all the organisations in receipt of Council funds over the previous year to support residents in the South West Locality.

Answer (1) A summary analysis of grant expenditure in 2016/17 that is specific to the South West (SW) Locality is attached at Appendix 1. Total expenditure during 2016/17 is £927,388.

The [Youth Work Participatory Budgeting Project](#), agreed at Education, Communities, and Families Committee on 15 August 2017, can be broken down by locality.

In addition, information on Neighbourhood Partnership Community Grants for 2016/17, which can be analysed by the SW Locality, is provided at Appendix 2. A total of £103,372 was spent in SW locality during 2016/17.

In addition contract awards and grants awarded on a city-wide basis will indirectly support residents in the SW Locality. A list of the contracts awarded is available on the Council's [Contract Register](#) and a register of Grant Funding will be available on the Council website by the end of 2017

Question (2) Can the Convener include a brief outline of the purpose of the organisation, the funding objectives, the amount and the Department budget from which the funds originated.

Answer (2) The information supplied in appendices 1 and 2 together with the published information on the Youth Work Participatory Budgeting Project and the Contract Register shows all the information held in relation to the funding allocated. In relation to Appendix 3, the Edinburgh Voluntary Organisations Council '[red book](#)' provides information on many third sector organisations across the city.

Grant Recipient - Organisations full Name	Brief Description of Grant Purpose (including programme name if different from organisation)	Area Provided for e.g. City wide or specify locality/neighbourhood	Grant Start Date	Grant End Date (including any extensions e.g +1)	Grant Annual Value	Budget Owner (Division / Service Area if applicable)
Balgreen Playgroup	Playgroup	South West	01/04/2016	31/03/2017	£ 2,500.00	Communities & Families - Early Years
Bingham & District 50+ Project	To deliver a service of educational adult learning classes, health / fitness classes/activities and social events for local people aged 50+. Employing trained tutors to teach and guide participants and structure their classes to suit a mixed ability group situation. Use community transport of to take older and disabled participants to and from their chosen class and activities.	9	01/04/2016	01/03/2017	£ 9,536.00	Wendy Dale - Health & Social Care
Broomhouse Centre	Lunch club/befriending/advice	South West	01/04/2015	31/03/2018	£45,200.00	Health and Social Care
Broomhouse Centre	Young carers, youth befriending and youth counselling services	Pentlands, South West, Western Edinburgh	01/04/2016	31/03/2019	£15,805.00	Communities and Families / Schools & Lifelong Learning

Carr Gomm	<p>Carr Gomm delivers an enhanced model of community referral (social prescribing) in Craigmillar, to improve the health, wellbeing and life chances of local people. The project takes a person-centred approach to identify issues, and offers 1-to-1 support to attend relevant services or groups. This funding integrates evidence-based psychological training into existing work and further develops the project's community catalyst approach. The project takes referrals from a wide range of local agencies, including Primary Care (the Craigmillar Medical Group (CMG); Niddrie Medical Practice (both Deep End practices); the Minority Ethnic Health Inclusion Service (MEHIS)), statutory services (including Housing and Social Work), Third Sector organisations and self-referrals. Support provided is diverse - attending specialist health appointments; accessing therapeutic activities such as arts or music groups; getting support to return to work or help with sorting benefits or debt issues. The service is tailor-made for the individual, depending on their needs, wishes and barriers.</p>	9	01/04/2016	01/03/2017	£29,009.00	Wendy Dale - Health & Social Care
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Community Ability Network (CAN)	To facilitate and signpost individual members to improve quality of life and to empower local residents to move on from lives impaired by disability, poverty and disadvantage. Provide information, advice and guidance on opportunities for training, education, skills development and employment for people with disabilities. Provide opportunities and support for disabled people and others to adopt healthier more active lifestyles. Provide volunteering opportunities and encourage volunteering. Provide money and debt advice to disadvantaged groups. Provide employment advice and support.	9	01/04/2016	01/03/2017	£97,035.00	Wendy Dale - Health & Social Care
Compass Playgroup	Playgroup	Pentlands	01/04/2016	31/03/2017	£ 2,000.00	Communities & Families - Early Years
Crossreach	To provide a Postnatal Depression Counselling Service to parents/carers of babies who are affected by Postnatal Depression and living in Burdiehouse, Southhouse, Gracemount, Liberton, Moredun, and the Inch, where a high instance of PND has been identified. To provide Creche facilities for clients attending the PND Counselling sessions to ensure they can have time away from their baby to talk in a counselling setting. To offer support and counselling near to where people live to ensure ease of access.	7	01/04/2016	01/03/2017	£ 9,513.00	Wendy Dale - Health & Social Care
Currie Day Centre	Older people's day service	South West	01/04/2015	31/03/2018	£ 8,595.00	Health and Social Care
Dove Centre (The)	Older people's day service	South West	01/04/2015	31/03/2018	£79,135.00	Health and Social Care

Forever Young Club	Older people's day service	South West	01/04/2015	31/03/2018	£26,120.00	Health and Social Care
Hailesland Neighbourhood Council	Running cost grant for tenants and residents' group	South West	01/07/2016	01/07/2017	£ 1,710.00	Jennifer Hunter, Tenant & Resident Services Manager, Place
Hailesland Park Neighbourhood Council	Running cost grant for tenants and residents' group	South West	29/07/2016	29/07/2017	£ 2,128.00	Jennifer Hunter, Tenant & Resident Services Manager, Place
Harlaw Monday Group	Older people's day service	South West	01/04/2015	31/03/2018	£ 5,353.00	Health and Social Care
Juniper Green playgroup	Playgroup	Pentlands	01/04/2016	31/03/2017	£ 2,000.00	Communities & Families - Early Years
Laichfield Residents Association	Running cost grant for tenants and residents' group	South West	01/03/2016	01/03/2017	£945.00	Jennifer Hunter, Tenant & Resident Services Manager, Place
Murrayburn Residents' Organisation	Running cost grant for tenants and residents' group	South West	12/05/2016	12/05/2017	£ 2,150.00	Jennifer Hunter, Tenant & Resident Services Manager, Place
North Merchiston Playgroup	Playgroup	South West	01/04/2016	31/03/2017	£ 2,000.00	Communities & Families - Early Years
Oxgangs Care	Befriending	South West	01/04/2015	31/03/2018	£56,169.00	Health and Social Care
Oxgangs Care	Community Resource - early intervention service	South West	01/04/2015	31/03/2018	£77,900.00	Health and Social Care
Oxgangs Care	Dementia Support	South West	01/04/2015	31/03/2018	£22,824.00	Health and Social Care
Oxgangs Care	Sure Start project - family support with children under 3	Pentlands	01/04/2016	31/03/2019	£45,607.00	Communities and Families / Schools & Lifelong Learning
Oxgangs Neighbourhood Centre	Community centre offering early years services & support to families.	Pentlands	01/04/2016	31/03/2017	£38,006.00	Communities and Families / Schools & Lifelong Learning
Pentlands Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	Pentlands Neighbourhood Partnership	01/04/2016	31/03/2017	£43,583.00	Communities & Families
Redhall Tenants and Residents' Group	Running cost grant for tenants and residents' group	South West	30/07/2016	30/07/2017	£ 1,500.00	Jennifer Hunter, Tenant & Resident Services Manager, Place
Riccarton playgroup	Playgroup	South West	01/04/2016	31/03/2017	£ 2,000.00	Communities & Families - Early Years
ScoreScotland	Youth Work Services	Pentlands, South West, Western Edinburgh	01/04/2016	31/03/2019	£38,000.00	Communities and Families / Schools & Lifelong Learning

<p>South Edinburgh CHI (Virtual Community Flat Network)</p>	<p>The South Edinburgh Virtual Community Flats Network provides a forum for local people and partner agencies to engage effectively with each other and to enhance partnership working between the local community and multi agency services. The project delivers local training sessions for partner organisations, provides health information sessions in the format of Drop-Ins via libraries and community centres and encourages increased access to NHS Inform and other appropriate health and social care resources. It works with volunteers and holds community events around health and well being themes. It supports a local Survivors group, the South Edinburgh Domestic Abuse Action group & THE Older Peoples Action Group. The project is also developing a social prescribing service with local GP practices.</p>	<p>7</p>	<p>01/04/2016</p>	<p>01/03/2017</p>	<p>£42,810.00</p>	<p>Wendy Dale - Health & Social Care</p>
<p>South Edinburgh Amenities Group (SEAG)</p>	<p>SEAG provides a with-driver transport service to 30 registered groups in South Edinburgh in specially adapted, mobility accessible minibuses. This allows groups of the elderly, disabled and those (of any age) living in areas of deprivation to access day centres, lunch clubs, and other social, leisure and health activities. This vital enabling service principally underpins the health inequalities work of our registered user groups in the Liberton Gilmerton and South Central Neighbourhood Partnership areas.</p>	<p>7</p>	<p>01/04/2016</p>	<p>01/03/2017</p>	<p>£74,165.00</p>	<p>Wendy Dale - Health & Social Care</p>

South West Neighbourhood Partnership	Neighbourhood Partnership (NP) Community Grants Fund	South West Neighbourhood Partnership	01/04/2016	31/03/2017	£50,249.00	Communities & Families
St Fillan's playgroup	Playgroup	Pentlands	01/04/2016	31/03/2017	£ 2,500.00	Communities & Families - Early Years
Stableroom playgroup	Playgroup	Pentlands	01/04/2016	31/03/2017	£ 2,500.00	Communities & Families - Early Years
The Big Project	Youth Work Services	South West	01/04/2016	31/03/2019	£25,500.00	Communities and Families / Schools & Lifelong Learning
Wester Hailes Youth Agency	Youth Work Services	Pentlands, South West, Western Edinburgh	01/04/2016	31/03/2019	£34,291.00	Communities and Families / Schools & Lifelong Learning
WHALE	Youth Work Services/Arts	Pentlands, South West	01/04/2016	31/03/2019	£29,000.00	Communities and Families / Schools & Lifelong Learning

NAME OF GROUP	PURPOSE OF GRANT	AWARD
Broomhouse Young Carers	Activities for young carers	£1,332
Pregnancy & Parent	Install small kitchen and redecorate	£1,598
Sighthill Broomhouse Parkhead Community Council	Purchase of IT equipment	£750
Wester Hailes Health Agency	Series of training courses publicity & directory production	£1,737
Sighthill Community Centre Management Cttee	Sports equipment	£2,000
Broomhouse Health Strategy Group	Duo exercise in pairs	£2,000
Foursquare	Healthy living programme	£1,609
Community One Stop Shop	Alleviate dependance on food banks over holiday period	£1,520
Friends of Craiglockhart Nature Trail	Nature improvements	£3,428
The Health Agency	Health classes	£2,000
St Martins Community Resource Centre	Dance Clases and events	£1,815
Good Morning Gorgie Health All Round	Programme of morning events activities for older people	£5,000
WHALE Without a Cause Drama group	Reduces social isolation and anxiety	£4,536
Health Agency Willow Garden Project	Friendships connections improved well being	£5,000
Broomhouse Centre Friendship Pools	New befriending service link isolated older people to each other	£4,736
Dalry Primary School Bus Project	To convert a double decker bus into an outdoor classroom and develop garden skills	£5,000
Dunedin Canmore Housng Bumps to Baby Group	New skills healthy cooking for young parents	£4,360
About Youth Choose Health	Ten week programme for unemployed young people develop sport, cookery, access	£2,938

Westerhaven Cancer Info Centre Care exchange	Match volunteers to cancer patients buddying service	£4,970
Reunion Canal Boats	Monthly walks to enhance well being & health	£2,650
EPIC Edinbrgh Girls Project	Mental health mentoring mindfulness	£810
West Edin Asian Womens Group APNA	Support Work & activities	£2,200
Clovenstone Boxing Club	Equipment & storage	£1,815
Currie Horticultural Society	Exhibition tables	£760
Pentland CC Mangt Cttee	Memorial bench	£1,500
51st Pentland Balerno Scout Group	Storage container lock shelving	£4,000
Oxgangs Neighbourhood Centre	Start up costs after school club	£2,100
Balerno CommC entre Mgt Cttee	Noticeboard	£585
Cheyne Gang Choir	Pilot to set up choir	£3,000
7TH Boys Brigade	Smoothie maker & materials	£300
Pentlands Probus Club	Printing a book	£500
Oxgangs Neighbourhood Centre Lunch Club	Dishwasher	£2,000
Friends of Buckstone Park and Woods	Plant a 20 to 30 tree orchard	£1,705
Firrhill High School Parent Teacher Council	Set up an event & carry out research	£1,400
Colinton Village Ventures	Start up costs trying to buy shop for comm use	£500
Ratho Childrens Gala Committee	Equipment & materials for this year's event	£3,448
Colinton Village Events	Planters for the village	£3,500
3rd Balerno Brownies	Trip to Perthshire for activity weekend	£910

Currie Fair & Common Good Fund	Equipment	£260
Clovenstone Community Centre	Employability cookery classes	£2,861
Green Team	Course & equipment	£1,449
Dove Centre	Day trips	£3,390
42nd Pentland Currie Scouts	Tents & equipment	£1,000
Girlguiding Currie District	Educational trip	£800
Edinburgh Lothina Greenspace Trust	Mapping exercise for skatepark	£1,500
Nether Currie Piper PC	Equipment & activities	£1,000
Girlguiding Fairmilehead District	Activities & transport	£1,100
	Total	£103,372