

1. HES BOARD MEETING PAPERS – 22nd February 2018

Paper: Draft 2018-2019 Budget and Investment Plan

Section: Annex - Investment Plan Context (Point 6)

Please note: only the relevant paragraph has been included.

6. Looking to year 2 (2018/19) the profile of investments continues to build on the first year, but also reflects the changing environment. It is recognised that the Investment Plan is not a fixed linear process through the 5 year period, but must be responsive to emerging issues which have pushed some sites and projects further up the prioritisation list: there is increasing visitor pressure on key sites like Doune, Urquhart and Craigmillar, while Kisimul Castle (the pier) and Jarlshof (the toilets) are opportunity sites with current health & safety issues to address. The prioritisation method is also being refined to capture the latest research, such as the January 2018 Climate Change Risk Assessment report.

2. EMAIL TRAIL REGARDING MACCS CASE 2018/0008390

A. INFORMATION REQUEST FROM CHED TO HES – MACCS case 2018/0008390

From: [redacted – exemption under 38(i)(b)]
Sent: 14 March 2018 08:50
To: [redacted – exemption under 38(i)(b)] Cc: [redacted – exemption under 38(i)(b)]
Subject: FW: MACCS: New case 2018/0008390 allocated.

Good morning.

Please see attached a recent MACCS correspondence from Tavish Scott MSP regarding the lack of bus park and toilet facilities at the archaeological site of Jarlshof in Shetland.

As this is an operational issue, could I confirm that HES will be willing to respond to the substance of this query in due course?
If so, I would be grateful if HES could send a background note regarding this case for the information of the Cabinet Secretary.

Please provide this information by close of play Wednesday 21st March.

If there are any issues with this request please let me know.

Best wishes

[redacted – exemption under 38(i)(b)]

Culture and Historic Environment Division Area 2G North | Victoria Quay | Edinburgh | EH6 6QQ

t: [redacted – exemption under 38(i)(b)]
e: [redacted – exemption under 38(i)(b)]
w: www.gov.scot/historicenvironment

B. INFORMATION REQUEST RESPONSE FROM HES TO CHED (Attachment at document 3)

From: [redacted – exemption under 38(i)(b)]
Sent: 26 March 2018 12:00
To: [redacted – exemption under 38(i)(b)]
Subject: RE: Update on Jarlshof mtg: MACCS: New case 2018/0008390 allocated.

Hi [redacted – exemption under 38(i)(b)],

Please find attached MACCS response as requested.

Many thanks,

[redacted – exemption under 38(i)(b)]

3. RESPONSE FROM HES - ATTACHMENT REGARDING MACCS CASE 2018/0008390

MACCS Case Jarlshof – March 2018

Tavish has outlined the background of the situation in his letter. [Redacted – exemption under 33(i)(b)]. More recently, as visitor numbers have increased, we have worked hard with [redacted – exemption under 38(i)(b)] to implement short-term operational improvements to alleviate the situation while longer term options were scoped. These include a timed-slot system for coaches using the hotel car park, a parking levy, structural improvements to the car park and retaining wall, and payments towards the upkeep of toilet facilities.

We began scoping longer term solutions about a year ago, and detailed plans and cost models have had to be considered prior to discussing the details of any solutions with external stakeholders. The situation on the ground in relation to visitor numbers has also continued to evolve over this time period and we needed to factor in information from the 2017 season to our thinking.

We have now appraised options and have a provisional internal consensus on the best way forward. Other options have not been entirely ruled out and further internal approvals at governance level are still needed, not least because other projects across the HES estate also need to be considered. [Redacted – exemption under 33(i)(b)].

[Redacted – exemption under 33(i)(b)]

Following on from this, a debrief between colleagues who would be involved in the process of [Redacted – exemption under 33(i)(b)] and planning permissions, and those who would direct the vision for the improved facilities (based on understanding of visitor flow around the site) is scheduled to take place in April. At this point next steps can be agreed to progress the project further.

Following this, [redacted – exemption under 38(i)(b)], plans to visit Shetland along with other appropriate colleagues in May. We will certainly meet with [redacted – exemption under 38(i)(b)] to keep him up to date with the project and seek his opinions.

I appreciate that this may seem slow moving, but [Redacted – exemption under 33(i)(b)], obtaining planning permissions and finally building and operationally delivering the improved facilities will undoubtedly take time. As highlighted above, further internal approval must also be sought. Although the option [Redacted – exemption under 33(i)(b)] from [redacted – exemption under 38(i)(b)], is more time-consuming and costly than some of the others options HES has appraised, colleagues involved in the process so far believe this option to be the best long-term solution both for Jarlshof and the Sumburgh Hotel.

In due course, we would also hope to share our proposed course of action with other stakeholders including the Shetland Islands Council and VisitScotland. [redacted – exemption under 38(i)(b)] is in contact with [redacted – exemption under 38(i)(b)] for VisitScotland, [redacted – exemption under 38(i)(b)].

We absolutely intend to stay in close contact with [redacted – exemption under 38(i)(b)] as our proposals develop and if necessary re-open discussions relating to the immediate operational challenges while the long-term solution is in development.

4. EMAIL TRAIL REGARDING THE DESK TOP VALUATION OF LAND AT JARLSHOF

A. From HES to CHED

From: [redacted – exemption under 38(i)(b)]

Sent: 03 April 2018 14:04

To: [redacted – exemption under 38(i)(b)]

Subject: FW: In Confidence - Desk Top Valuation- Land at Jarlshof, Sumburgh, Shetland

Hi [redacted – exemption under 38(i)(b)]

Hope you had a good weekend.

I enclose for your information. I enclose details , but only sent the bare bones to the DV.

[redacted – exemption under 38(i)(b)]

B. From HES to CHED

From: [redacted – exemption under 38(i)(b)]

Sent: 03 April 2018 14:13

To: [redacted – exemption under 38(i)(b)]

Subject: FW: In Confidence - Desk Top Valuation- Land at Jarlshof, Sumburgh, Shetland

Hi [redacted – exemption under 38(i)(b)]

Smaller version.

[redacted – exemption under 38(i)(b)]

5. JARLSHOF VISITOR FACILITIES OPTIONS APPRAISAL – ATTACHMENT TO DOCUMENT 4.

[redacted – exemption under 33(i)(b)]

6. HES BOARD MEETING PAPERS – 20th August 2018

Paper: Investment Plan update

Section: Visitor Facing Investment

Please note: only the relevant paragraph of this document has been included.

Visitor Facing Investment

PIC Toilet upgrades excluding Edinburgh Castle

Jarlshof £50,000

7. EMAIL TRAIL REQUESTING CONFIRMATION OF LAND ACQUISITION PROCESSES.

A. FROM HES TO CHED

From: [redacted – exemption under 38(i)(b)]

Sent: 04 October 2018 15:27

To: [redacted – exemption under 38(i)(b)]

Cc: [redacted – exemption under 38(i)(b)]; [redacted – exemption under 38(i)(b)]

Subject: 20181004 - Jarlshof - Proposed Land Acquisition Process - CHED guidance

Dear [redacted – exemption under 38(i)(b)]

I am looking for some clarification / advice please in respect of [redacted – exemption under 33(i)(b)] in Shetland, to facilitate improved staff messing facilities, visitor toilets and car parking at Jarlshof.

[redacted – exemption under 33(i)(b)] I have been involved in for HES, and have picked up the case from my colleague [redacted – exemption under 38(i)(b)], who I understand has already briefly mentioned the case to you.

My understanding is;

- [redacted – exemption under 33(i)(b)] Jarlshof site for improved staff and visitor services [redacted – exemption under 33(i)(b)].
- [redacted – exemption under 33(i)(b)].
- HES needs to then come to Scottish Ministers, through yourself, for approval – enclosing a short business case for approval by email (name of PIC, explanation of why transaction is required, financial implications and how it will be resourced from HES budgets, risks and benefits of not doing it, key dates and timescales for action).
- [redacted – exemption under 33(i)(b)].
- CHED will also require explicit assurance from the Accountable Officer (CEO) (or senior officer with the appropriate level of delegated authority) that HES has followed the correct processes, [redacted – exemption under 33(i)(b)] it will/does comply with the SPFM – i.e. a recommendation to proceed.

I would be most grateful if you could please confirm my understanding is correct. I have been speaking with [redacted – exemption under 38(i)(b)] regarding this process, further to her involvement with The Men's Shed licence at Stanley Mills which was approved.

Many thanks

[redacted – exemption under 38(i)(b)]

[redacted – exemption under 38(i)(b)]

Historic Environment Scotland | Àrainneachd Eachdraidheil Alba
Longmore House, Salisbury Place, Edinburgh, EH9 1SH

T: [redacted – exemption under 38(i)(b)]

E: [redacted – exemption under 38(i)(b)]

www.historicenvironment.scot

B. FURTHER CLARIFICATION FROM HES TO CHED REGARDING DOCUMENT 7(A)

From: [redacted – exemption under 38(i)(b)] HES

Sent: 04 October 2018 16:16

To: [redacted – exemption under 38(i)(b)] CHED

Cc: [redacted – exemption under 38(i)(b)]

Subject: FW: 20181004 - Jarlshof - Proposed Land Acquisition Process - CHED guidance

Hi [redacted – exemption under 38(i)(b)]

I assume if we are to progress with this that we follow same procedure as we did with Kilchurn and Seven Hills. I will pick up with [redacted – exemption under 38(i)(b)] and update her regarding what is required/process etc.

Kind regards

[redacted – exemption under 38(i)(b)]

C. CONFIRMATION FROM CHED OF 7(B) AS CORRECT PROCEDURE

From: [redacted – exemption under 38(i)(b)] CHED

Sent: 04 October 2018 16:21

To: [redacted – exemption under 38(i)(b)] HES

Cc: [redacted – exemption under 38(i)(b)]>

Subject: RE: 20181004 - Jarlshof - Proposed Land Acquisition Process - CHED guidance

Thanks, [redacted – exemption under 38(i)(b)]. Yes, that would be good.

Kind regards

[redacted – exemption under 38(i)(b)]

[redacted – exemption under 38(i)(b)]

Culture and Historic Environment Division

t: [redacted – exemption under 38(i)(b)]

m: [redacted – exemption under 38(i)(b)]

e: [redacted – exemption under 38(i)(b)]

w: www.gov.scot/historicenvironment

8. EMAIL FROM HES TO CHED WITH JARLSHOF LAND PURCHASE BUSINESS CASE ATTACHMENT

From: [redacted – exemption under 38(i)(b)]

Sent: 17 December 2018 10:46

To: [redacted – exemption under 38(i)(b)]

Cc: [redacted – exemption under 38(i)(b)]

Subject: Business Case for Land Purchase Land adjacent to Jarlshof, Shetland

Good morning [redacted – exemption under 38(i)(b)]

Please find attached a Business Case [redacted – exemption under 33(i)(b)], from [redacted – exemption under 38(i)(b)], for HES to create car, coach & campervan parking plus toilet facilities for the nearby Jarlshof PIC.

[redacted – exemption under 33(i)(b)]. I can also confirm that HES has followed the correct processes [redacted – exemption under 33(i)(b)] and that it complies with the SPFM.

HES Directors have approved [redacted – exemption under 33(i)(b)] and the cost is budgeted within HES current budget allocations.

Kind regards

[redacted – exemption under 38(i)(b)]

Historic Environment Scotland | Àrainneachd Eachdraidheil Alba
Longmore House, Salisbury Place, Edinburgh, EH9 1SH

T: [redacted – exemption under 38(i)(b)]

E: [redacted – exemption under 38(i)(b)]

9. BUSINESS CASE FOR PURCHASE OF LAND ADJACENT TO JARLSHOF – ATTACHMENT TO DOCUMENT 8.

[redacted – exemption under 33(i)(b)]

10. EMAIL TRAIL REGARDING JARLSHOF LAND BUSINESS CASE (DOCUMENT 9)

A. From CHED to HES

From: [redacted – exemption under 38(i)(b)] CHED
Sent: 18 December 2018 08:08
To: [redacted – exemption under 38(i)(b)] HES
Cc: [redacted – exemption under 38(i)(b)]
Subject: RE: Business Case for Land Purchase Land adjacent to Jarlshof, Shetland

[redacted – exemption under 38(i)(b)], thanks. [redacted – exemption under 33(i)(b)]

[redacted – exemption under 33(i)(b)]

[redacted – exemption under 38(i)(b)]

Culture and Historic Environment Division
t: [redacted – exemption under 38(i)(b)]
m: [redacted – exemption under 38(i)(b)]
e: [redacted – exemption under 38(i)(b)]
w: www.gov.scot/historicenvironment

B. From HES to CHED

From: [redacted – exemption under 38(i)(b)] HES
Sent: 18 December 2018 14:13
To: [redacted – exemption under 38(i)(b)]; [redacted – exemption under 38(i)(b)] CHED
Subject: RE: Business Case for Land Purchase Land adjacent to Jarlshof, Shetland

Hi [redacted – exemption under 38(i)(b)]

Discussions with [redacted – exemption under 38(i)(b)] to acquire land from him for car/coach parking and toilet facilities for the nearby Jarlshof PIC commences in early 2018. [redacted – exemption under 33(i)(b)]. [redacted – exemption under 38(i)(b)] very clearly understands the importance of this land to alleviate traffic and car parking issues in the area, concerns which have been raised several times by Tavish Scott, MSP for Shetland.

Tavish Scott requested a meeting with HES on site in early December to constituency concerns relating to the current pressure of coach and car parking in the area, and toilet facilities, around Jarlshof PIC, and indeed met with [redacted – exemption under 38(i)(b)] on site on 10 December. Tavish Scott MSP is aware of HES discussions with [redacted – exemption under 38(i)(b)] and [redacted – exemption under 33(i)(b)]. He is expecting the construction of the car park to be completed by May 2019, and awaits confirmation of the design and build of the toilet facilities. Toilets are currently available for visitors in the nearby Sumburgh Hotel, but with an estimated 14,000 visitors per annum to Jarlshof PIC, the pressures on the hotel and toilets are significant and have an ongoing cost implication to HES [redacted – exemption under 33(i)(b)]. It is worth noting in an email from Tavish Scott MSP to [redacted – exemption under 38(i)(b)], that a significant number of visitors to Jarlshof PIC came from the 92 cruise ships which visited Shetland this year, with 115 cruise ships booked for 2019 so far. This is likely to put further pressure on the coach and car parking, and toilet facilities, around Jarlshof PIC.

I hope this further clarifies [redacted – exemption under 33(i)(b)] and underlines the lack of alternatives [redacted – exemption under 33(i)(b)].

Kind regards

[redacted – exemption under 38(i)(b)]

11. EMAIL FROM CHED TO HES CONFIRMING COMMENTS FROM SG PROPERTY COLLEAGUES ON DOCUMENT 9.

[redacted – exemption under 33(i)(b)]

12. EMAIL FROM HES TO CHED ASKING FOR APPROVAL OF DOCUMENT 9.

From: [redacted – exemption under 38(i)(b)]

Sent: 16 January 2019 09:33

To: [redacted – exemption under 38(i)(b)]

Cc: [redacted – exemption under 38(i)(b)]

Subject: FW: Jarlshof

Hi [redacted – exemption under 38(i)(b)] – I will give you a call (& we are meeting tomorrow also) but it is the same view from when we chatted pre Christmas (know you indicated that may be a difficult one to approve) so in a nutshell as they say we are where we are.

[redacted – exemption under 33(i)(b)] Indications are that visitor numbers (cruise ships also) are expected to increase so the problem will only increase.

[redacted – exemption under 33(i)(b)].

Kind regards

[redacted – exemption under 38(i)(b)]

13. HES NOTIFICATION OF NOTES FROM MEETING NOTED IN DOCUMENT 12.

WE WOULD ASK YOU TO NOTE THAT THE ABOVE MENTIONED MEETING ON 17th JANUARY DID NOT TAKE PLACE; INSTEAD, THE NEXT MEETING OCCURRED ON 31st JANUARY; THE NOTES ARE BELOW:

FROM HES TO CHED

From: [redacted – exemption under 38(i)(b)]
Sent: 20 February 2019 11:19
To: [redacted – exemption under 38(i)(b)]
Subject:

Sorry [redacted – exemption under 38(i)(b)] for barrage of emails but thought best to try and update you on the conversations had regarding Jarlshof!

Final update – below is Jarlshof points section from my fortnightly meeting notes with [redacted – exemption under 38(i)(b)]:

[redacted – exemption under 38(i)(b)] **Forthnightly Catch up** **31st January 2019**

Jarlshof

[redacted – exemption under 33(i)(b)]

[redacted – exemption under 38(i)(b)]

[redacted – exemption under 38(i)(b)]

Historic Environment Scotland | Àrainneachd Eachdraidheil Alba
Longmore House, Salisbury Road, Edinburgh, EH9 1SH

T: [redacted – exemption under 38(i)(b)]

E: [redacted – exemption under 38(i)(b)]

14. HES BOARD MEETING PAPERS – 14th FEBRUARY 2019

Paper: Draft 2019-2020 Budget

Section: ANNEX 1 – HIGHLIGHTS OF 2018-2019 INVESTMENT PLAN PROGRAMME

Please note: only the relevant paragraph of this document has been included.

Site / project Forecast Details

Toilet upgrades £341k:

Year 2 of the upgrade programme. 13 PICs
including Jarlshof

15. NOTIFICATION TO HES OF CABINET SECRETARY'S DECLINE OF BUSINESS PLAN

From: [redacted – exemption under 38(i)(b)]

Sent: 29 January 2019 08:59

To: [redacted – exemption under 38(i)(b)]

Cc: [redacted – exemption under 38(i)(b)]; [redacted – exemption under 38(i)(b)]; [redacted – exemption under 38(i)(b)]

Subject: RE: Jarlshof

Hi, [redacted – exemption under 38(i)(b)]. Thank you for the business case you submitted in December 2018 seeking approval for a proposal [redacted – exemption under 33(i)(b)] establishing a new visitor centre and expanded car parking. [redacted – exemption under 33(i)(b)] the Cabinet Secretary has declined to give approval.

[redacted – exemption under 33(i)(b)]

[redacted – exemption under 33(i)(b)]

[redacted – exemption under 33(i)(b)]

[redacted – exemption under 33(i)(b)]

Kind regards

[redacted – exemption under 38(i)(b)]

[redacted – exemption under 38(i)(b)]

Culture and Historic Environment Division

t: [redacted – exemption under 38(i)(b)]

m: [redacted – exemption under 38(i)(b)]

e: [redacted – exemption under 38(i)(b)]

w: www.gov.scot/historicenvironment

16. HES/CHED FINANCE LIAISON MEETING MINUTES – 20TH MARCH 2019

Section: Corporate Performance

Please note: only the relevant paragraph of this document has been included.

[redacted – exemption under 33(i)(b)]