

AYRSHIRE SHARED SERVICES JOINT COMMITTEE

2 SEPTEMBER 2022

Report by the Head of Ayrshire Roads Alliance

**SUBJECT: PROCEDURE RELATING TO THE INSPECTION OF AYR SOUTH
PIER**

PURPOSE OF REPORT

1. The purpose of this Report is to advise the Joint Committee on the proposed procedure relating to the inspection of Ayr South Pier.

RECOMMENDATIONS

2. **It is recommended that the Joint Committee:**
 - (i) **Agrees the proposed procedure regarding Ayr South Pier.**
 - (ii) **Otherwise, notes the content of this report.**

BACKGROUND

3. The British Transport Docks Board sold Ayr South Pier in 1971 to the Royal Burgh of Ayr for £33,000.
4. Disposition documents detail the legal agreement and the responsibilities of both parties in relation to the disposition including that the Royal Burgh of Ayr are responsible for maintenance.
5. As a result of The Local Government Act 1973, Strathclyde Regional Council was created in 1975 and they assumed responsibility for maintenance of piers, harbours and slips as dictated by the legislation.
6. Within The Local Government Act 1982 a differentiation was made between marine structures that had a transport, fishery or commercial function and those which generally fulfil a leisure orientated function with Ayr South Pier being classed as the latter. At this time SRC officers were instructed by senior management to enter into disposal of leisure orientated marine structures to District Councils or other interested parties.
7. SRC and Kyle and Carrick District Council entered into discussions regarding the disposal of the asset with Kyle and Carrick refusing to take ownership. SRC retained maintenance responsibility for the pier.

8. In 1996 the responsibilities for Kyle and Carrick and Strathclyde Regional Council transferred to the unitary authority South Ayrshire Council.
9. The Ayr South Pier currently sits within Ayr Common Good and Ayrshire Roads Alliance current responsibility is to inspect the supporting structure only and advise South Ayrshire Council of any defects and carry out repairs under instruction.
10. An insurance claim was raised by a pedestrian who tripped on a surface defect on the pier deck, this raised the issue of inspection which was brought to the attention of South Ayrshire Council in 2017 by Ayrshire Roads Alliance following correspondence with a former ward member, but was never acted upon by the administrators of the Ayr Common Good.

DETAIL

6. Following discussion with South Ayrshire Council, the Head of Ayrshire Roads Alliance agreed to take responsibility for all inspections and prioritise maintenance works which will be communicated to South Ayrshire Council Asset Management Team for formally instructing and to ensure this is recharged to Ayr Common Good.
7. The procedure relating to the inspection of Ayr South Pier is contained in Appendix 1 and details the following;
 - Responsibilities/ownership
 - Lifebuoy Inspections
 - Walking Surfaces and Fencing
 - Sub-Structure Inspection
 - Underwater Dive Survey
 - Special Emergency Inspections
 - Records Keeping

POLICY/COMMUNITY PLAN IMPLICATIONS

18. None.

LEGAL IMPLICATIONS

19. There are no legal implications.

HUMAN RESOURCES IMPLICATIONS

20. The inspection of the pier will be absorbed within existing resources.

EQUALITY IMPACT IMPLICATIONS

21. None

FINANCIAL IMPLICATIONS

22. South Ayrshire Council Asset Management Place Directorate are responsible for funding and instructing repairs by Ayrshire Roads Alliance.

RISK IMPLICATIONS

23. Failure to have a robust inspection and maintenance regime of the pier may result in further claims for injury.

TRANSFORMATION STRATEGY

24. None

BACKGROUND PAPERS

None

LIST OF APPENDICES

Appendix 1 – Procedure Relating to the Inspection of Ayr South Pier

Kevin Braidwood
Head of Roads - Ayrshire Roads Alliance
08 August 2022

Person to contact: Kevin Braidwood, Head of Roads - Ayrshire Roads Alliance
Tel No. 01563 503164
E-mail: kevin.braidwood@ayrshireroadsalliance.org

Implementation officer: Kevin Braidwood, Head of Roads - Ayrshire Roads Alliance
Tel No. 01563 503164
E-mail: kevin.braidwood@ayrshireroadsalliance.org

PROCEDURE RELATING TO THE INSPECTION OF AYR SOUTH PIER

1. PURPOSE

- 1.1 The procedure describes the requirements for the inspection regime for Ayr South Pier managed and maintained by Ayrshire Roads Alliance on behalf of South Ayrshire Council.
- 1.2 Inspection and routine maintenance is required in order to monitor condition, safeguard the public, maintain the South Pier such that it is in safe repair, and facilitate the planning and prioritisation of maintenance works.
- 1.3 The aim is to prevent defects in the South Pier developing to an extent where public safety is compromised, and emergency works may be required which can cause disruption.
- 1.4 The South Pier is considered to extend from the end of the public battery road defined by three bollards to the marine navigation light at the end of the pier.

2. RESPONSIBILITIES

- 2.1 The Ayrshire Roads Alliance, Design Section are responsible for managing and maintaining Ayr South Pier.
- 2.2 South Ayrshire Council, Asset Management and Community Asset Transfer- Place Directorate are the owner of the asset, responsible for liaison with the Ayrshire Roads Alliance and funding / carrying out repairs.
- 2.3 Associated British Ports (Ayr Harbour) are responsible for the maintenance of the Navigation Light at the end of the South Pier and also the power supply cable and cable track running the full length of the South Pier.
- 2.4 The ARA Design Section (Supervisory Engineer Bridges) shall examine the findings of all inspections and prioritise maintenance works which will be communicated to South Ayrshire Council, Asset Management and Community Asset Transfer- Place Directorate as quickly as practicable after examination of the findings.

3. PROCEDURE

3.1 General

- 3.1.1 All inventory information held by the Ayrshire Roads Alliance regarding Ayr South Pier are held as follows :

Paper

File No BR/AYR/1901 Ayr South Pier, General Correspondence (Ayr Town Hall Cabinet No STR/09).

File No BR/COASTAL/07 Coastal Protection, Inspection & Maintenance Ayr South Pier (Ayr Town Hall Cabinet No STR/09).

Electronic

i/structures&lighting/structures/projects/Ayr South Pier Management and Maintenance.

i/structures&lighting/structures/projects/Coastal Inspections.

- 3.1.2 The Ayrshire Roads Alliance, Design and Environment Section shall compile a Lifebuoy Inspections (3.2) Walking Surface Inspections (3.3) Structural Above Water Level (3.4) Structural Below Water Level (3.5) inspections to be carried out at the agreed frequency informed by a risk based structures inspection methodology. Special inspections (3.6) shall also be co-ordinated by Ayrshire Roads Alliance Design and Environment.
- 3.1.3 Inspections shall be carried out in accordance with the Condition Classification System detailed in CSS : Bridge Condition Indicators Vol2. Table 6 & 7.

3.2 Lifebuoy Inspections

- 3.2.1 A lifebuoy inspection shall be carried out on a weekly basis.
- 3.2.2 Design Manager/Team Leader is responsible for programming of the lifebuoy inspection to be carried out on a weekly basis.
- 3.2.3 The purpose of the inspection is to verify that the lifebuoys are in place and in serviceable condition.
- 3.2.4 The outcome of the inspection shall be recorded on form STRUCT- F09 (Lifebuoy Inspection Record Sheet).
- 3.2.5 The Supervisory Engineer Bridges will coordinate with South Ayrshire

Document	QUALITY PROCEDURES	Rev	0
STRUCT-05	Page 2 of 7	Date:	May 22

- 3.4.3 The inspectors carrying out a Sub-Structure Inspection shall inspect all structural support elements including deck soffit, bay floors, columns and beams.
- 3.4.4 Any defects noted on form STRUCT-F11 (Inspection Form Template) during the inspection that are of immediate concern shall be verbally reported to the Supervisory Engineer Bridges.
- 3.4.5 The Design Manager / Team Leader will decide appropriate action based on the information available.
- 3.4.5.1 If the defect is deemed an emergency, works will be instructed as Appropriate.
- 3.4.5.2 If the defect is not an emergency the inspection will be dealt with in 3.4.6
- 3.4.6 The Inspector shall compile the Inspection Report STRUCT-F11 (Inspection Report Template), indicating their conclusions and comments on the condition of the inspected elements within 3 weeks.
- 3.4.6.1 The Inspection Report shall detail any remedial works to be carried out.
- 3.4.6.2 The Design Section shall review the Inspection Report and prioritise remedial works. This information will be used when compiling the routine maintenance works programme.
- 3.4.6.3 The outcome of the inspection will then be discussed with South Ayrshire Council, Asset Management and Community Asset Transfer-Place Directorate to initiate the required repairs.
- 3.5 Underwater Dive Survey**
- 3.5.1 An underwater dive survey inspection shall be carried out on the South Pier every 5 years.
- 3.5.2 The Supervisory Engineer Bridges is responsible for programming of the dive survey inspection and ensuring the inspection is carried out.
- 3.5.3 The specialist diving / inspectors carrying out an underwater dive survey shall inspect all structural underwater support elements.
- 3.5.4 Any defects noted shall be recorded on dive survey specific form and digital video.
- 3.5.5 The Design Manager / Team Leader will decide appropriate action based on the information available.
- 3.5.5.1 If the defect is deemed an emergency, works will be instructed as Appropriate.

Council, Asset Management and Community Asset Transfer- Place Directorate for replacement of any missing or defective lifebuoys as quickly as possible and within 1 week of the inspection date.

3.3 Walking Surface and Fence Inspections

3.3.1 A walking surface and fence inspection shall be carried out on the South Pier every 6 months.

3.3.2 Design Manager/Team Leader is responsible for programming of the walking surface and fence inspections to be carried out in each calendar year.

3.3.3 The Inspector carrying out a walking surface and fence inspection shall inspect the walking surface to specifically identify any trip hazards and to verify the integrity of the fences.

3.3.4 Any defect noted on form STRUCT-F10 (Inspection Report Template) during the inspection that is of immediate concern should be verbally reported to the Supervisory Engineer Bridges immediately.

3.3.5 The Supervisory Engineer Bridges will decide appropriate action based on the information available.

3.3.5.1 If the Defect is deemed an emergency, works will be instructed as appropriate.

3.3.5.2 If the defect is not an emergency the Inspection will be dealt with in 3.3.6.

3.3.6 The Inspector shall compile the Inspection Report STRUCT-F10 (Inspection Report Template), indicating their conclusions and comments on the condition of the inspected elements within 1 week.

3.3.6.1 The Inspection Report shall detail any remedial works to be carried out.

3.3.6.2 The Design Section shall review The Inspection Report and prioritise Remedial works. This information will be used when compiling the routine maintenance works programme required.

3.3.6.3 The outcome of the inspection will then be discussed with South Ayrshire Council, Asset Management and Community Asset Transfer- Place Directorate to initiate the required repairs.

3.4 Sub-Structure Inspection

3.4.1 A sub-structure inspection shall be carried out on the South Pier every 2 years.

3.4.2 The Supervisory Engineer Bridges is responsible for programming of the sub-structure inspection and ensuring the inspection is carried out.

Document	QUALITY PROCEDURES	Rev	0
STRUCT-05	Page 3 of 7	Date:	May 22

3.5.5.2 If the defect is not an emergency the inspection will be dealt with in 3.5.6

3.5.6 The diving inspectors shall compile the Inspection Report indicating their conclusions and comments on the condition of the inspected elements within 6 weeks.

3.5.6.1 The Inspection Report shall detail any remedial works to be carried out.

3.5.6.2 The Design Section shall review the Inspection Report and prioritise remedial works. This information will be used when compiling the routine maintenance works programme.

3.5.6.3 The outcome of the inspection will then be discussed with South Ayrshire Council, Asset Management and Community Asset Transfer-Place Directorate to initiate the required repairs.

3.6 Special / Emergency Inspections

3.6.1 Special / Emergency inspections are those required out with the normal inspection schedule as a result of a third party report or concerns over storm damage.

3.4.1 The Design Section shall programme an inspection and assign an engineer or the Clerk of works inspector from the Design Section to inspect the structure as required.

3.4.2 The Inspector shall examine the elements of the South Pier that have been identified as requiring special inspection.

3.4.3 Any defects noted during the special inspection of immediate concern should be verbally reported to the Supervisory Engineer Bridges. The Supervisory Engineer Bridges will decide appropriate action based on the information available.

3.4.4 Bridge Inspector records all information relating to the condition of the inspected elements on form STRUCT-F10.

3.4.5 The Design Section shall review the inspection report and prioritise any remedial works required. This information will be used when compiling the routine maintenance works program.

3.4.6 The outcome of the inspection will then be discussed with South Ayrshire Council, Asset Management and Community Asset Transfer-Place Directorate to initiate the required repairs.

4. RECORDS

4.1 Records of all inspections shall be kept for a minimum of 10 years.

5. REFERENCES

- 5.1 CSS : Bridge Condition Indicators Vol 2. Table 6 & 7.
- 5.2 STRUCT-F09 (Lifebuoy Inspection Record Sheet Template).
- 5.3 STRUCT-F10 (Inspection Report Template).
- 5.4 STRUCT-F11 (Substructure Report Template).

Rev 1 May 22

Rev 1 May 22

[illegible]

Date of Inspection
Page No. 1.

Inspected by

Item No.	Item Description	Extent	Severity	Comment
1	Walking Surface 1 st ¼			
2	Walking Surface 2 nd ¼			
3	Fence South 3 rd ¼			
4	Fence North 4 th ¼ (Ends Navigation Light).			
5	Cable Track			
6	Fence south			
7	Fence North			
8	Fence Navigation Light			
9	General Comment			

Condition Classification from CSS : Bridge Condition Indicators Vol2. Table 6 & 7)

Extent		Severity	
A	No significant defect.	1	As new condition, no significant defects.
B	Slight (5% affected)	2	Early signs of deterioration, minor defect/damage, no reduction in functionality.
C	Moderate, (5% to 20% affected)	3	Moderate defect/damages some loss of functionality and/or is close to collapse.
D	Wide (20% to 50% affected)	4	Severe defect/damage, significant loss of functionality and/or is close to collapse.
E	Extensive (more than 50% affected)	5	The element is non-function/failed

AYR SOUTH PIER - CONDITION SURVEY AS AT :

CARRIED OUT BY :

WEATHER :

BAY No	BEAM 'A'	BEAM 'B'	SOFFIT OF DECK AND BAY FLOOR	ANGLED STRUT	MASONRY BACK WALL	FRONT EDGE BEAM	GENERAL
1							
2							
3							
4							
5							

AYR SOUTH PIER - CONDITION SURVEY AS AT :

CARRIED OUT BY :

WEATHER :

BAY No	BEAM 'A'	BEAM 'B'	SOFFIT OF DECK AND BAY FLOOR	ANGLED STRUT	MASONRY BACK WALL	FRONT EDGE BEAM	GENERAL
6							
7							
8							
9							
10							

AYR SOUTH PIER - CONDITION SURVEY AS AT :

CARRIED OUT BY :

WEATHER :

BAY No	BEAM 'A'	BEAM 'B'	SOFFIT OF DECK AND BAY FLOOR	ANGLED STRUT	MASONRY BACK WALL	FRONT EDGE BEAM	GENERAL
11							
12							
13							
14							
15							

AYR SOUTH PIER - CONDITION SURVEY AS AT :

CARRIED OUT BY :

WEATHER :

BAY No	BEAM 'A'	BEAM 'B'	SOFFIT OF DECK AND BAY FLOOR	ANGLED STRUT	MASONRY BACK WALL	FRONT EDGE BEAM	GENERAL
16							
17							
18							
19							
20							

AYR SOUTH PIER - CONDITION SURVEY AS AT :

CARRIED OUT BY :

WEATHER :

BAY No	BEAM 'A'	BEAM 'B'	SOFFIT OF DECK AND BAY FLOOR	ANGLED STRUT	MASONRY BACK WALL	FRONT EDGE BEAM	GENERAL
21							
22							
23							
24							
25							

AYR SOUTH PIER - CONDITION SURVEY AS AT :

CARRIED OUT BY :

WEATHER :

BAY No	BEAM 'A'	BEAM 'B'	SOFFIT OF DECK AND BAY FLOOR	ANGLED STRUT	MASONRY BACK WALL	FRONT EDGE BEAM	GENERAL
26							
27							
28							
29							
30							