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To: Councillor Dean, Convener; Councillor McCaig, Vice-Convener; and Councillors Adam, Allan, Boulton, Clark, Corall, Cormie, Crockett, Greig, Jaffrey, Milne, Penny, Robertson and Kevin Stewart.

Town House,
ABERDEEN 12 April 2010.

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

The Members of the **ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE** are requested to meet in Committee Room 2 - Town House on **TUESDAY, 20 APRIL 2010 at 2.00 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

1 ITEMS WHICH THE COMMITTEE MIGHT WISH TO CONSIDER WITH THE PRESS AND PUBLIC EXCLUDED

The Committee is requested to determine that the business listed under Item 10 of this agenda be considered with the press and public excluded.

2 PRESENTATION

2.1 Scottish Enterprise - Outcome of the City Square Public Consultation Exercise

3 MINUTE, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

3.1 Minute of Previous Meeting of 23 February 2010 (Pages 1 - 30)

3.2 Committee Business Statement (Pages 31 - 56)

3.3 Motions List (Pages 57 - 58)

4 MOTION

4.1 Councillor Young

“That this Council fully explores the perceived need by the residents of Clashieknowe extra care housing for a suitable crossing or other means of assistance to allow them to cross the road safely to and from the bus stop which is situated opposite their housing complex.”

5 PERFORMANCE MANAGEMENT

5.1 Performance Monitoring and Target Setting - Report by Director of Enterprise, Planning and Infrastructure (Pages 59 - 80)

6 FINANCE

6.1 2009/2010 Revenue Budget Monitoring - Joint Report by Director of Enterprise, Planning and Infrastructure and the City Chamberlain (Pages 81 - 88)

6.2 Capital Budget Progress Report - Joint Report by Director of Enterprise, Planning and Infrastructure and the City Chamberlain (Pages 89 - 102)

7 ENTERPRISE

7.1 Applications for Funding from the International Twinning Budget 2010/2011 - Report by Director of Enterprise, Planning and Infrastructure (Pages 103 - 116)

7.2 City Events - 50+ Programme - Report by Director of Enterprise, Planning and Infrastructure (Pages 117 - 124)

7.3 City Events - Winter Festival 2009/2010 - 2010/11 - Report by Director of Enterprise, Planning and Infrastructure (Pages 125 - 136)

7.4 City Events - 2009/2010 and 2010/2011 - Report by Director of Enterprise, Planning and Infrastructure (Pages 137 - 152)

- 7.5 Links with Nagasaki - Report by Director of Enterprise, Planning and Infrastructure (Pages 153 - 158)
- 7.6 North Sea Commission, Conference of Peripheral Maritime Regions of Europe (CPMR) and European Funding Update - Report by Director of Enterprise, Planning and Infrastructure (Pages 159 - 166)
- 7.7 SURF (Sustainable Urban Fringes) Project Update - Report by Director of Enterprise, Planning and Infrastructure (Pages 167 - 174)
- 7.8 Aberdeen City & Shire Film Office - Report by Director of Enterprise, Planning and Infrastructure (Pages 175 - 178)
- 7.9 Supplier Development Programme - Report by Director of Enterprise, Planning and Infrastructure (Pages 179 - 184)

8 PLANNING

- 8.1 Strategic Development Planning Authority - Minute of Agreement / Amendments (Pages 185 - 216)
- 8.2 Local Designated Sites Review Project - Report by Director of Enterprise, Planning and Infrastructure (Pages 217 - 244)
- 8.3 Open Space Audit - Report by Director of Enterprise, Planning and Infrastructure (Pages 245 - 270)
- 8.4 Cove Masterplan and Charrette Report - Guide for Future Development at Cove - Report by Director of Enterprise, Planning and Infrastructure (Pages 271 - 276)

9 INFRASTRUCTURE

PROPOSED TRAFFIC ORDERS COMING TO COMMITTEE FOR THE FIRST TIME

- 9.1 Various, Small Scale Traffic Management and Development Associated Proposals (New Works) - Report by Director of Enterprise, Planning and Infrastructure (Pages 277 - 300)
- 9.2 Justice Mill Lane - Traffic Management Proposals - Report by Director of Enterprise, Planning and Infrastructure (Pages 301 - 306)

- 9.3 Prohibition of Driving, Old Pitmedden Road - Report by Director of Enterprise, Planning and Infrastructure (Pages 307 - 314)

TRAFFIC ORDERS AT THE MIDDLE STAGE OF THE PROCEDURE

- 9.4 College Bounds Traffic Management Proposals - Report by Director of Enterprise, Planning and Infrastructure (Pages 315 - 328)
- 9.5 Initial Statutory Responses - Proposed 30mph on a Section of the Lang Stracht - Report by Director of Enterprise, Planning and Infrastructure (Pages 329 - 336)

TRAFFIC ORDERS AT THE LAST STAGE (WHERE THE MAIN STATUTORY OBJECTION PERIOD IS OVER)

There are no reports under this heading.

OTHER INFRASTRUCTURE, TRANSPORTATION, ROADS AND PARKING ISSUES

- 9.6 Roads Transport Related Budget Programmes - Report by Director of Enterprise, Planning and Infrastructure (Pages 337 - 356)
- 9.7 Roads Asset Management Plan - Report by Director of Enterprise, Planning and Infrastructure (Pages 357 - 362)
- 9.8 Newhills Road Improvements - Phase 2B - Report by Director of Enterprise, Planning and Infrastructure (Pages 363 - 368)
- 9.9 Progress Report for The Green Townscape Heritage Initiative, Public Realm Streetscape Works - Report by Director of Enterprise, Planning and Infrastructure (Pages 369 - 372)
- 9.10 Contractors Permit Scheme - Report by Director of Enterprise, Planning and Infrastructure (Pages 373 - 378)
- 9.11 Disabled Persons' Parking Places - Joint Report by Director of Corporate Governance and Director of Enterprise, Planning and Infrastructure (Pages 379 - 384)

REPORTS NOT FOR PUBLICATION

10 REFERRAL

- 10.1 Air Quality Action Plan and Air Quality Update - Report by Director of Housing and Environment - (recommendation for the Housing and Environment Committee on 13 April to refer this report to the Committee for information) (Pages 385 - 448)

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Agenda Item 3.1

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 23 February, 2010. – Minute of Meeting of the ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor Dean, Convener; Councillor McCaig, Vice-Convener; and Councillors Adam, Allan, Boulton, Clark, Corall, Cormie, Crockett, Greig, Jaffrey, Milne, Penny, Robertson and John West (as a substitute for Councillor Kevin Stewart).

Councillor Hunter was in attendance for articles 1 to 5 only, as a substitute for Councillor Crockett.

The Lord Provost was in attendance for articles 1 to 5 only.

AGENDA

1. The Convener requested that the Committee agree to consider an additional item of business entitled “Planning Conveners’ Event”, following item 7.1 (Aberdeen Local Development Plan: Scheme 2) on the agenda. She also proposed that item 6.2 (South Aberdeen Coastal Regeneration Project – Next Steps) be considered following the first item of business on the agenda (South Aberdeen Coastal Regeneration Project (SACRP) Presentation).

The Committee resolved:-

- (i) that an additional item entitled “Planning Conveners Event” would be considered later on the agenda; and
- (ii) that item 6.2 (South Aberdeen Coastal Regeneration Project – Next Steps) be considered following the presentation by Professor Ritchie on this matter.

REQUEST FOR DEPUTATION

2. The Committee had before it a request for deputation in relation to item 8.1 (Request for 30mph Speed Limited – Section of Old Lang Stracht) (article 5 refers) from Mr. Alastair Gibb.

The Committee resolved:-

to hear the deputation from Mr. Gibb, and to consider item 8.1 (Request for 30mph Speed Limited – Section of Old Lang Stracht), following item 1.1 (South Aberdeen Coastal Regeneration Project (SACRP) Presentation), along with the accompanying report.

SOUTH ABERDEEN COASTAL REGENERATION PROJECT PRESENTATION

3. The Convener welcomed to the meeting Professor Bill Ritchie, University of Aberdeen, who delivered a presentation wherein he highlighted the progress to

date with the development of the South Aberdeen Coastal Regeneration Projects (SACRP) and outlined the steps to be undertaken in the future.

Professor Ritchie provided an extensive overview of the vision for the regeneration of the area wherein he advised that the feasibility study for the project which had now been completed had focused on a series of sub-projects to help regenerate Nigg Bay and adjacent areas. He also provided an explanation of the aim, application, general conclusion and next steps for each of the following six main sub-projects:- 1. Coastal Processes, 2. Marine Facilities, 3. Geological/Geomorphological Coastal Trail, 4. East Tullos Burn Wetland, 5. Coastal Re-Shaping and Landscaping, and 6. Local Information System. Finally, in terms of moving forward with the project he emphasised the importance of the following aspects, namely:- commitment, leadership, expert project groups, more detailed design, external//internal funding, and maintain community interest.

The Committee resolved:-

to thank Professor Ritchie for his informative presentation.

DECLARATION OF INTEREST

During consideration of the following article Councillor John West declared an interest in the subject matter of by virtue of being the Master of Mortifications. Councillor John West did not consider it necessary to withdraw from the meeting.

SOUTH ABERDEEN COASTAL REGENERATION PROJECT (SACRP) – NEXT STEPS – EPI/10/010

4. With reference to article 5 of the minute of the meeting of the former Area Committee South of 28 May, 2009, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the completion of the academic and scientific work identified in the scoping and feasibility study undertaken by the University of Aberdeen for the development of the South Aberdeen Coastal Regeneration Project (SACRP), and proposed the next steps for the development of the project and sub-projects as linked to existing city initiatives to assist in promoting sustainable economic development and green tourism, and alignment to social regeneration initiatives in Aberdeen and the North East.

The report provided a detailed overview of the aims of the study and provided an update on the current status and proposed a way forward for the following aspects of the study, namely:- Coastal Park, the East Tullos Burn, developing the Marine and Geoscience study centre, the environment of Torry Bay, and the Torry Battery.

Firstly, it was highlighted that a Coastal Park remained as a central development, which could encapsulate most of the other sub-projects, and to a degree, it could be argued that the “Park” as such exists already but needs to be developed to higher levels of landscape, educational use and amenity provision. With regards the development of a ‘Coastal Park’, it was advised proposed that a formal Project

Steering Group be established to take forward the implementation of the Coastal Park itself, along with five identified sub-projects.

Details of the role and proposed membership of the Steering Group were presented as were the following proposed terms of reference for the Group:-

- The Project Steering Group (PSG) would operate as a high level consultation group, addressing strategic issues and major points of difficulty and ensuring that all other stakeholders were committed to the project;
- The PSG would not have any powers that cut across the project owner's accountability and authority of the Council's Finance and Resources Committee as the Investment Decision Maker in this project;
- If a major issue could not be resolved with the Project Owner, PSG members should have recourse through their own structure of governance to the Finance and Resources Committee;
- The cycle of PSG meetings would be agreed to support the main project reporting requirements; and
- Should the PSG agree to make alterations to their remit, these would be included in a future report to the Finance and Resources Committee.

With regards the East Tullos Burn, it was advised that the SACRP Steering Group, with approval from the Council submitted at short notice a bid for future funding via the Department for the Environment, Farming and Rural Affairs (DEFRA), with the active support of the Scottish Government, to develop the Torry Community Wetland Project. However, officers had been advised that the project did not meet the eligibility criteria for funding in the current round of bidding, but the bid could be modified and re-submitted in time for the next submission deadline of September 2010.

Finally, in relation to the development of the Marine and Geoscience Study Centre it was advised that this long-standing commitment was being progressed for a facility at or near Nigg Bay and was regarded as a distinct sub-project within the proposed formation of a Coastal Park. The current design proposal envisaged the construction of a purpose-built building with educational, community and demonstration functions. It would have field-centre capacity and was deemed to be part of a re-awakening of interest in the Torry Community in its maritime heritage and its future potential.

In summary, the report endorsed the completion of the study undertaken by the University of Aberdeen and recognised that sustainable development and green tourism potential could be achieved once core funding streams could be secured. The information within the report could be regarded as a benchmark to begin the process to assess capital and recurrent costs and to determine the optimal phasing of the subprojects as detailed in the report. It was considered that there was value in engaging with all levels of education and in a wide range of disciplines, some of which were not exclusively environmental in the development of projects and sub-projects that had been identified in the study through the formation of a structured Project Steering Group with a broad interest of stakeholder organisations. It was also importance that further links be developed with the higher education sectors for the benefits that could accrue to schools and their communities.

The Committee resolved:-

- (i) to note the successful completion of the scoping and feasibility study as endorsed by the SACRP Steering Group at its meeting held on 26 November, 2009, and to record appreciation to all those organisations that provided support and assistance towards the completion of this work as referred to in Section 6.1 of the report;
- (ii) to agree to the creation of a formal, multi-agency Project Steering Group with proposed terms of reference, to re-affirm in principle the implementation of the Nigg Bay Coastal Park as a key project with special reference to the Community Wetlands Project, as set out in the main considerations of the report;
- (iii) to appoint the Vice-Convenor, Councillor McCaig, as the Council's member on the proposed Project Steering Group;
- (iv) to note the present stage for the development of the Torry Community Wetlands Project in the St. Fitticks Community Park and the on-going need to continue to attract external funding for the implementation of this project;
- (v) to note that a report on the proposed land use issues was to be presented to a future meeting of the Guildry and Mortifications Board as a land owner in the vicinity of the Bay of Nigg;
- (vi) to endorse the present stage with the development of external funding bids for conservation works for the Torry Battery, with a progress report on the identified funding to date to be presented to the June/July cycle of the Enterprise, Planning and Infrastructure Committee;
- (vii) to note that at no additional cost to the Council, commitment to some of the outcomes of the study would continue until 31 March, 2010 by the University of Aberdeen; and
- (viii) to request officers to submit a report back to the Committee from the Project Steering Group on the development of the sub-projects for the June/July cycle of the Committee.

OLD LANG STRACHT – REQUEST FOR 30MPH SPEED LIMIT – EPI/10/063

5. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure describing the background to concerns expressed by residents regarding the speed of traffic on the Old Lang Stracht, formerly the main link between Kingswells and Aberdeen.

This length of road had been bypassed in 1999 and was now rural in nature with a current combined daily traffic flow of the order of 200 vehicles a day (in comparison with the several thousand that would have used it previously).

A significant percentage of this vehicular presence was accountable to public service vehicles, these being the only category exempt from the prohibition of driving at the location, implemented by means of a bus gate on Lang Stracht.

There were 18 houses along the length of road in question, and access to these properties was permitted only via the junction with Fairley Road.

Access was restricted by a bus gate at the east end. This had originally been enforced by means of a fixed position red light camera, but, having been damaged, this had been out of use for some time. The report held out the hope that, in the

event that enforcement of bus lanes was eventually decriminalised, as was being pursued at the present time, it would be possible to convert the bus gate to a bus lane, thereby allowing the Council to assume responsibility for enforcement of the traffic regulation at the location.

With reference to Article 1 hereto, the Committee then heard from Mr. Alastair Gibb who was a resident at the Old Four Mile near Kingswells, and who went on to advance a series of arguments in support of a 30mph speed limit at this location instead of the 40mph limit being recommended by the roads officials in response to the aforementioned complaints about vehicular speeds.

The Committee also heard from the Lord Provost, who was one of the local members, in support of the introduction of a 30mph limit, albeit in the face of central government guidelines which indicated the suitability of a 40mph limit at most.

Discussion ensued on the status of central government guidelines, which were not mandatory but highly persuasive, and also the concern that adducing a special case here might create a difficult precedent to future requests for speed limits not supported by the guidelines.

The Committee resolved:-

to request the officials to take the necessary steps to promote a traffic order providing for the introduction of a 30mph speed limit at this location, notwithstanding the advice of officers that such a limit was unlikely to be an effective or viable solution to perceived problems on a rural section of carriageway, but to approve the officers' recommendation that the current bus gate be changed to a bus lane to allow for future enforcement by the Council if decriminalisation of bus lanes were to be secured as was intended.

At this juncture, the Convener left the meeting and the Vice Convener took the Chair.

MINUTE OF PREVIOUS MEETING

6. The Committee had before it the minute of its previous meeting of 12 January, 2010.

The Committee resolved:-

to approve the minute as an accurate record.

COMMITTEE BUSINESS STATEMENT

7. The Committee had before it a statement of pending and outstanding Committee Business, which had been prepared by the Head of Legal and Democratic Services.

The Committee resolved:-

- (i) to delete items 11 (Community Transport, Taxicard and Passenger Fleet Operations), 14 (Property Sales Investigation – Follow-up Report), 15 (Festive Lighting/Winter Festival), and 25 (2009/2010 Revenue Budget Monitoring) subject to the matter being dealt with later on the agenda;
- (ii) to delete item 12 (AECC Funding); and
- (iii) to note the updates contained within the statement.

The Convener rejoined the meeting at this point, and resumed the Chair.

MOTIONS LIST

8. The Committee had before it an update on the current status with the one outstanding motion under the Committee's remit, which had been prepared by the Head of Legal and Democratic Services. The list contained one motion at this tie

The Committee resolved:-

to note the update.

MOTION BY COUNCILLOR BOULTON – POTHoles CAUSED BY POOR ROAD REPAIRS CARRIED OUT BY UTILITY COMPANIES

9. The Committee had before it the following motion by Councillor Boulton, for consideration:-

“That a report be brought to the Enterprise, Planning and Infrastructure Committee on the number of potholes caused by poor road repairs carried out by utility companies. The report should outline the number of potholes created by poor repairs to the area dug up by utility companies, the cost to the Council and suggestions on how monies could be redeemed from the utility companies.”

Councillor Boulton was in attendance and spoke to her motion, explaining the rationale behind her request.

The Committee heard from Mr. Cheyne, Roads Manager, who provided an overview of the activities carried out by the roads inspection team as well as the current challenges experienced by the service, in particular highlighting the requirement for additional inspectors and advising that a report seeking to address this matter would be considered by the Finance and Resources Committee in due course. With regards the actual number of potholes caused by poor road repairs carried out by utility companies, Mr Cheyne provided details of the inspection process and explained that to date information on the performance issues from road repairs carried out by third parties, or information on the cause of the pot hole had not been recorded, however this information could now be recorded.

The Committee resolved:-

- (i) to note the information, and in particular that a report seeking approval for additional staff for the roads inspection service was to be considered at a future meeting of the Finance and Resources Committee; and
- (ii) to request officers to submit a report on the process by which road repairs undertaken by third parties were inspected and monitored to a future meeting of the Enterprise, Planning and Infrastructure Committee.

PEFORMANCE, MONITORING AND TARGET SETTING, 2009/2010 – EPI/10/061

10. The Committee had before it an update by the Director on the Enterprise, Planning and Infrastructure Service performance up to December, 2009.

The report presented the key management information and performance indicators for the Enterprise, Planning and Infrastructure Service which consisted of the following four sections:- (1) a progress report from the Directors; (2) a summary in the format of a performance indicators balance scorecard and detailed information supporting those indicators being considered this cycle; (3) a monitoring statement for the Non Housing Capital Programme 2009/2010 as at 31 December, 2009; and (4) a table providing additional information on performance of road defect repairs.

The Committee resolved:-

to note the performance to date.

TIED HOUSING WITHIN THE FACILITIES MANAGEMENT SERVICE – EPI/10/058

11. With reference to article 5 of the minute of the meeting of the Audit and Risk Committee of 8 September, 2009, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided information regarding the existence, location and present occupation status of tied housing within the service; and provided confirmation as to any requirement for the provision of tied housing within the service.

Historically tied housing was provided to janitorial and school ground staff within the Council, where predominately, janitors took up occupancy of the lodge house attached to the school to which they were appointed as janitor and provided the services required to that building. However, over time this practice had changed to meet evolving needs, most recently, with the establishment of a city wide Facilities Management Service. In light of this change janitorial staff were no longer appointed to a single school site, and therefore it was less likely that the members of facilities staff resident in any particular lodge house would be required to have specific duties only with regard to the school the lodge was attached to. Despite this it was highlighted that many of the facilities staff resident in tied houses across the city remained on call out lists and/or hold keys for, and provided a first contact emergency response with respect to, the education property to which the tied house was attached. It was also noted that janitorial staff who did not reside in tied houses were also required to undertake on call and response duties. As such it

was no longer deemed necessary that houses and their occupancy be tied to the adjacent buildings. Details of the existent and present occupation status of tied housing within the service was provided.

The report recommended:-

that the Committee-

- (a) note the contents of the report;
- (b) concur that there was little future service need for the list of properties to be tied to the services provisions;
- (c) instruct officers to include this information along with that of other services in a future report to the Finance and Resources Committee on the overall future of the tied houses policy;
- (d) forward the minute of this item and the report to the Education, Culture and Sport Committee, as they requested, for their information; and

The Convener, seconded by the Vice-Convener, moved that the recommendations be approved.

As an amendment, Councillor Boulton, seconded by Councillor Adam, moved:-
that the Committee approve recommendations (a), (c) and (d).

On a division, there voted:- for the motion (10) – the Convener, the Vice-Convener, and Councillors Clark, Corall, Cormie, Grieg, Jaffrey, Penny, Robertson and John West; for the amendment (5) – Councillors Adam, Allan, Boulton, Crockett and Milne.

The Committee resolved:-

- (i) to adopt the motion; and
- (ii) to request the Director of Enterprise, Planning and Infrastructure to advise Councillor Allan directly of the current status of the Victoria Road school lodge.

2009/2010 REVENUE BUDGET MONITORING – EPI/10/065

12. With reference to article 10 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 12 January, 2010, the Committee had before it a joint report by the Director of Enterprise, Planning and Infrastructure and the City Chamberlain advising of the revenue budget performance for the current financial year to date as at 31 December, 2009. The paper confined itself to services relating to this Committee, outlined areas of risk that were immediately identifiable, and explained the responses to these.

Appended to the report was a summary monitoring statement for the revenue budget 2009/2010 which outlined the budget for the year, detailed the actual spend to 31 December, 2009, and explained variances. The current position reflected a projected overspend of £576,000, representing a deterioration of £98,000 since the last update to Committee. The balance incorporated the expected additional cost of winter maintenance and was subject to further savings being identified by the Service. Since the last report, additional savings of £266,000 had been identified by the Head of Resources Development and Delivery. In particular the report highlighted that, in light of the current downturn in building work within the city,

income from building applications was not expected to meet the budget for the year. Similarly, planning application income had shown a significant downturn to date. The current forecast income for the year for these two elements combined was £1.5 million, compared with a budget of £3.1 million. To offset the impact of the reduction of building and planning income, the management of vacant posts was being actively pursued as a source of savings and the service was continuing to work with other Heads of Planning and COSLA to lobby the Government for increases in planning fees. Also, it was highlighted that the prolonged adverse weather conditions over the three week period from 17 December 2009, had necessitated an exceptional winter maintenance effort; the current estimate was that this had resulted in additional unbudgeted expenditure of approximately £500,000. Any further winter maintenance over the remainder of the year would increase this figure.

The Committee resolved:-

- (i) to instruct officers to continue to review budget performance and report on service strategies as required to ensure a balance budget; and
- (ii) to otherwise note the information on management actions and risks that was contained in the report.

CAPITAL BUDGET PROGRESS REPORT – EPI/10/066

13. With reference to article 11 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 12 January, 2010, the Committee had before it a joint report by the Director of Enterprise, Planning and Infrastructure and the City Chamberlain provided an update on the progress made on various projects in the non Housing Capital Programme previously approved by the Council (now aligned to the Enterprise, Planning and Infrastructure Services).

Appendix A to the report outlined the Non Housing Capital Programme Projects aligned to the services and provided, for each project, the budget for 2009/2010, spend to date to the end of December 2009, and the forecast outturn position. Comments on particular projects, where appropriate, were included in the narrative.

The report advised that the spend to the end of December 2009 only reflects payments made and processed and therefore excluded any commitments that had been made which would be due to be paid by the end of the year. Such commitments would be reflected in the forecast position.

It was highlighted that as a direct result of the adverse weather conditions experienced during December 2009, and January 2010, work on a number of projects had been delayed; as a result the timing of expenditure had had to be reviewed, resulting in these projects having to carry forward expenditure into 2010/2011. The outturns for the current year had been updated to reflect the revised position.

The Committee resolved:-

to note the content of the report in relation to the project outlined at appendix A.

MITHER KIRK PROJECT – CG/10/038

14. The Committee had before it a report by the City Chamberlain which advised of the background to a request for financial support of £200,000 to assist with the completion of Phase 1 of the Mither Kirk project.

By way of background the report advised that the Mither Kirk Project aimed to transform the former East Kirk building into a multi-purpose facility named Open Space which would include a cafe and retail outlets along with other facilities. The initial design and development work was supported by the Council, through the City Growth Fund, to the extent of £100,000. The Fund had also allocated £300,000 towards the predevelopment archaeological excavation works required. Following the completion of the archaeological works, it was the Board's intention to complete the project in two phases, with phase 1 making the building safe from the elements and phase 2 focusing on developing the Open Space facility. In terms of funding both phases it was advised that previously funding of £200,000 and £300,000 respectively from the City Growth Fund had been earmarked to assist with each phase, however due to delays in the project neither was provided before the Scottish Government discontinued this form of support.

With regard to Phase 1, it was advised that the Mither Kirk Project Board had advised that funding of £1.4m was required for this phase. To date funding of the sums of £389,000 and £372,000 had been allocated by from Historic Scotland, and the Heritage Lottery Fund respectively, however this both sums was dependant on £200,000 being provided by the Council as was originally envisaged. If the funding was not provided then it was likely that the project would stop leaving the building, which was a Category A listed building, in a state which was likely to deteriorate over time. Finally, it was advised that this work would still be required whether Phase 2, developing Open Space, proceeded or not.

Further details of Phase 2 were provided wherein it was advised that a detailed business case for the proposal had been produced, however this was developed before the recent financial downturn, and recent development suggested that some expected funding was no longer likely to be received. At this time there was no commitment by the Council to provide any funding for Phase 2 and the need for Phase 1 was not dependent on Phase 2 proceeding.

With regards the request for funding of £200,000, members were reminded that City Growth Fund/Energising Aberdeen had ceased to receive support from the Scottish Government with effect from 2009/2010, and therefore funding for this item, if approved, would require to be found elsewhere. The funding could be met from unallocated elements of the budget for the City Development Company.

The Committee resolved:-

to approve the request for financial assistance of the sum of £200,000 from the Mither Kirk Project.

MATTER OF URGENCY

The Convener intimated that she had directed in terms of Section 50 (B) (4) (b) of the Local Government (Scotland) Act 1973 that the following item of business be considered as a matter of urgency to enable the Committee to consider an elected members attendance at the Planning Convener's meeting as a substitute for the herself as Convener.

PLANNING CONVENERS' MEETING

15. The Committee heard from the Convener who advised that in accordance with the terms of Standing order 37 (10) (2) regarding attendance of Conveners at meeting within the UK convened by or with other local authorities, government departments, other statutory bodies or organisations of the European Union at which matters relevant to the interests of that Committee would be considered, she was due to attend the next Planning Conveners' meeting in Edinburgh on 22 and 23 February 2010. However, as a result of the scheduling of the Appointments Panel and also with the Committee meeting today, it was not possible for either herself, or the Vice-Convener to attend. In light of this, she had asked Councillor Cassie to substitute for myself on this occasion, and therefore now sought homologation from the Committee for Councillor Cassie attendance at the event.

The Committee resolved:-

to homologate Councillor Cassie's attendance as a substitute for the Convener at the Planning Conveners' Meeting in Edinburgh on 22 and 23 February 2010.

DECLARATIONS OF INTEREST

The Convener and Councillors Allan and Clark declared an interest in the subject matter of the following article by virtue of being the Council's appointed representatives on the International Football Festival Board. None of the Councillors felt it necessary to withdraw from the meeting.

APPLICATIONS FOR FUNDING FROM THE INTERNATIONAL TWINNING BUDGET 2009/2010 – EPI/10/030

16. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure outlining an application for financial assistance from the 2009/2010 International Twinning Budget.

The report recommended:-

that the Committee:-

- (a) decline the request for £29,640 to cover the travel costs from the Gomel team and the cost of accommodation and meals for the teams from Gomel,

- Regensburg, and Stavanger to participate in the 2009 Aberdeen International Football Festival; and
- (b) approve an award of £7,250 to the Aberdeen International Football Festival to cover the cost of bringing one of the teams to the 2010 Festival, or as a contribution towards the cost of bringing more than one team.

The Committee resolved:-

- (i) to approve recommendation (b) as detailed above; and
- (ii) to defer consideration of the remaining amount of funding (22,390) requested by the Aberdeen International Football Festival until after the International Twinning Budget for 2010/2011 had been set by the Finance and Resources Committee.

DECLARATIONS OF INTEREST

During consideration of the following article Councillor John West declared an interest in the subject matter of by virtue of being the Master of Mortifications. Councillor Crockett also declared an interest by virtue of being the Councils appointed representative on the Guildy and Mortifications Fund Board. Neither of the Councillors felt it necessary to withdraw from the meeting.

THE DEE CATCHMENT PARTNERSHIP FUNDING REPORT – EPI/10/029

17. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval to continue the Council's membership and report of the Dee Catchment Partnership, and consideration as to whether the Council wished to continue to fund the Partnership.

A detailed overview of the aims and role of the Partnership was provided wherein details of the activities undertaken by the Partnership to date was highlighted.

It was highlighted that if the Council was unable to commit to the Partnership, this could have an effect on the overall impact of the Dee Catchment Management Plan, the objectives linked to it, and the sustainable development of the River Dee catchment area. A copy of the Dee Catchment Business Plan was attached as an appendix to the report.

With regards to the financial implications it was advised that Council contributions to the Partnership had averaged at £334,000 per annum over the past six years. An annual contribution of £3,000 had been identified from Environmental budget to contribute to the Partnership for the next three years. These were specifically £1,500 Environmental Awareness Budget and £1,500 Environmental Policy Budgets. Overall, this reduced the original allocations within the current budget plan by £2,000. This funding would also be fixed for three years. It was also advised that the Interreg IVB Project Sustainable Urban Fringes (SURF) was contributing £3,000 per annum specifically concerning Urban Fringe Catchment management, community engagement and outputs from projects. This would benefit trans-national learning as the Partnership demonstrated excellent

community and stakeholder engagement and excellence in collaboration which had been both nationally and internationally recognised. However, this contribution could only be made with match funding from the Council either in kind or financially or a mix of both.

The Committee resolved:-

to continue membership of the Dee Catchment Partnership and to endorse the annual contribution of £3,000 for the next three years to be matched by a further £3,000 per annum from the Interreg IVB Sustainable Urban Fringes Project (SURF).

INTERNATIONAL TRADE PLAN 2010 – 2011 – EPI/09/045

18. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval for the Council's planned international trade development activities for 2010/2011.

The report advised that it was the vision of ACSEF was for Aberdeen City and Shire "to be recognised by 2025 as one of the most robust and resilient economies in Europe with a reputation for opportunity, enterprise and inventiveness that would attract and retain world-class talent of all ages". To achieve this vision, and ensure sustainable growth and prosperity for the region Aberdeen City and Shire's public and private sector organisations needed to work in partnership to deliver on the following seven strategic priorities in the four key industry sectors of energy, life sciences, tourism and food and drink:-

1. Deliver a fully integrated transport network
2. Maximise our intellectual capital – people and expertise
3. Anchor the oil and gas industry
4. Deliver city centre redevelopment
5. Attract and develop skilled people
6. Improve the efficiency of planning decision-making
7. Location of choice for company headquarters

The report outlined how the Council's international trade team would contribute to the delivery of these priorities, particularly items 2, 3, 5 and 7.

A table outlining the key international trade development activities and corresponding budget for 2010/2011 was appended to the report. It was highlighted that as a result of the current staffing resource for the team, market prioritisation had been considered carefully to ensure that the resources were targeted where they could deliver most value and benefit to local companies. A detailed overview of the activities to be undertaken within each of the four sectors was provided.

With regards the proposed international trade plan 2010/2011, attached as appendix one to the report, and specifically in relation to member attendance at events on behalf of the Council, Councillor Allan requested that only the Lord Provost attend the events on the Council's behalf. In response the Convener advised that of the three overseas events included in the Plan, the Committee had already approved attendance of both the Lord Provost and the Leader of the Council at two of thee, namely:- the Offshore Technology Conference (OTC), in Houston in May 2010, and the Offshore Northern Seas Conference in Norway on 24-27 August, 2010. That left one remaining overseas event, the WECF AGM and

trade mission in Perth, Australia on 27 October 2010, where it was being proposed that one elected member attend on behalf of the Council. At this juncture the Committee heard from Mrs. Scott, Events Manager, who advised that in relation to the latter event, the Lord Provost had intimated his intention of attending this on behalf of the Council, subject to the Committee's approval, and that if he could not attend due to diary commitments another member would attend as a substitute on his behalf. Councillor Allan intimated that she was content with the information provided by the Events Manager.

The Committee resolved:-

- (i) to approve the report, including the 2010/2011 international trade plan, attached at Appendix 1 to the report, subject to its approval by the Scottish Government in the normal manner; and
- (ii) to request officers to submit a bulletin report to the Enterprise, Planning and Infrastructure Committee on each event undertaken in the plan.

INTEGRATION OF THE TAXI INSPECTION TEAM INTO FLEET MANAGEMENT SERVICE – EPI/10/075

19. With reference to article 40 of the minute of the meeting of the former Resources Management Committee of 26 August, 2008, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought reaffirmation of the transfer of the Council's Taxi Inspection team to be integrated into the Fleet Management service, in order to provide an improved service to customer through having a wider resource available and to generate efficiencies, and also provided additional clarity in relation to various aspects of the service redesign queried by affected staff and their union representatives during the consultation process.

The report advised of the previous decision of the Council's former Resources Management Committee regarding this matter, and provided an update on progress made to date on implementing the decision and on the ongoing dialogue between management and staff within both legal and fleet services on the details of the job content, the structure of the service taking on board the additional staff, and the task to be undertaken by the current inspection team. Details of the job matching policy and the new terms and conditions for the three employees affected were provided as were details of the negotiations and differences of opinion between management and the individual employees and their trade union representatives in this regard. It was advised that every effort would be made by management to reach a conclusion prior to the Committee, however in the event that a negotiated position was not reached, the Committee was asked to reaffirm the original decision in regard to the integration of the Taxi Inspection Team to Fleet Services, that the job matching policy would apply to enable the Taxi Inspection Team to move to Fleet Services, and works on the MOT station were to proceed as a matter of urgency in order to optimise the potential income to the Council.

Finally, the comments/suggested amendments received from the employees and their trade union representatives during consultation of the report were presented in full along with a response to the comment from management.

The Committee resolved:-

- (i) to reaffirm the original decision in regard to the integration of the Taxi Inspection Team into Fleet Management;
- (ii) to agree that the job matching policy would apply to enable the Taxi Inspection Team to move to Fleet Services; and
- (iii) to instruct the works on the MOT station to proceed as a matter of urgency in order to optimise potential income to the Council.

TOWN CENTRE REGENERATION FUND – SAFER PLACES, IMPROVED SPACES –EPI/10/038

20. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure providing an account of the latest position vis-à-vis works being carried out through the Town Centre Regeneration Fund (TCRF) by means of the grant awarded by the Scottish Government to Aberdeen City Council in November 2009 to support improvements to the District Centres in Rosemount, Cults, Peterculter and Mastrick.

On that occasion, the Council had been awarded £686,031 (revised later to £678,700) from the TCRF monies for expenditure on projects in the four town districts in question. This funding was bound to be spent in the current financial year (2009/2010) and the recipient of the grant was obliged to provide evidence of expenditure (or submit a legal commitment to pursuing the works) by 17 March, 2010, the date of submission of the final claim form. A full breakdown of the projects and expenditure was provided in the central part of the report.

The Committee resolved:-

- (i) to approve the works to be carried out as detailed in the report;
- (ii) to approve costs being aligned to existing budgets where similar works had been authorised, on condition that these would be reimbursed by the TCRF funding;
- (iii) to approve the formalisation of a project team to monitor and co-ordinate the works associated with the grant; and
- (iv) to request the Director of Corporate Governance to issue a letter to the Scottish Ministers confirming that the funds would be utilised in this way, as required by the funding rules.

ABERDEEN BUSINESS IMPROVEMENT DISTRICT – EPI/10/064

21. With reference to the minute of meeting of the Committee of 26 November, 2009 (Article 11 refers), there had been circulated a report by the Director of Enterprise, Planning and Infrastructure providing an account of the most recent progress made towards the establishment of the Aberdeen Business Improvement District (BID) and outlining anticipated commitments from existing budgets and resources.

A Business Improvement District was a partnership between a local authority and the local business community established with the objective of developing and implementing projects services to benefit the trading environment within the

commercial area in question. Aberdeen BID operated through a private company limited by guarantee with no share capital (Company No. SC352258) in the light of the Council's approval of this company's formation (see Minutes of Meetings of the Council on 13 August, 2008 – Article 12 refers). The Board of Directors consisted of the Director, Councillor Kevin Stewart, John Michie of Aberdeen City Centre Association and Barry Matheson, the Managing Director of John Lewis Aberdeen and Edinburgh.

The Board of Directors was advised by a Steering Group partnership consisting of a majority of representatives drawn from the local business community and a limited number of senior officers from Aberdeen City Council.

The Steering Group's function was to provide advice and guidance to a BID development team during the developmental stages of the project up to and beyond the ballot point (the Planning Etc. (Scotland) Act 2006 – Part 9 : Business Improvement Districts – gave the Council a power of veto over a BID proposal, which effectively determined whether or not a ballot was held.

The Council was required to submit such a proposal within a prescribed period (70 days) and give notice that it would or would not veto it. If exercising a veto, the local authority was bound to set out the reason for so doing, and to give details of the right of appeal. If the authority did not intend to exercise a veto, it was again bound to set out its reasons.

In the present case, upon receipt of the BID proposal document, the Committee would be asked to consider it in terms of these powers. Other statutory deadlines included a requirement for Aberdeen BID Development Company to notify the Council of its intention to go to ballot (not less 154 days), the submission of a BID proposal document (not less than 98 days), the option to go to veto (not less than 70 days), and the request to hold a ballot (not less than 56 days).

The Energising Aberdeen Board of 26 March, 2008 had approved the award of £200,000 (subject to a £15,000 clawback provision in the event of Aberdeen BID Development Company securing additional funding from the Scottish Government) and the overall funding requirement was supported by evidence from other BID projects throughout Scotland that suggested that total funding in excess of this amount was generally required to take such projects up to the point of ballot.

At the time, it had been known that this level of funding was not considered sufficient for this purpose, and that additional funding would be needed to meet the objective. Whilst the initial funding allocation had not yet been fully exhausted, Aberdeen City Council had identified further support, both in terms of staff and also in terms of monies up to a maximum of £200,000 from the Enterprise, Planning and Infrastructure Directorate Budget allocated towards the City Development Company project to meet the anticipated current and future requirements of the BID. Accordingly, financial resources would be transferred from Aberdeen City Council to Aberdeen BID Development Company subject to the achievement of specified performance deliverables and under the authority and approval of the Director for Enterprise, Planning and Infrastructure.

It had been identified that £1.5m would be required for the first three years' operating costs of the City Development Company, and a total of £1.9m had been

allocated leaving a balance of £400,000 which was proposed to fund the BID (together with a separate project).

In this respect, it had been identified that the Aberdeen BID Development Company would require to be provided with some assistance with cash flow, as there would be various activities that the Company would wish to undertake early in its life, before the proceeds of the BID levy collection had been passed from the Council to the BID Company. The proposed financial allocation of £200,000 from Enterprise, Planning and Infrastructure Directorate - relating to money allocated to the South of the City Regeneration Company and now transferred to the City Development Company – would cover this requirement in the event that a successful ballot was realised, as well as operational expenses in the lead up to this event.

The Committee resolved:-

- (i) to note the progress made towards the establishment of an Aberdeen BID; and
- (ii) to approve the proposed financial transfer of £200,000 from the Enterprise, Planning and Infrastructure Directorate's Budget to Aberdeen Business Improvement District Company Limited, subject to agreed performance outcomes.

RETAIL ROCKS! – ABERDEEN PROPERTY ACQUISITIONS – EPI/10/025

22. The Committee had before it a remit from the Finance and Resources Committee of 28 January, 2010 (Article 24 of the Minute refers) concerning a report by the Director of Enterprise, Planning and Infrastructure seeking authority to enter into negotiations for property acquisitions relating to the project known as "Retail Rocks! Aberdeen", an innovative project supported by the Scottish Government directed towards the regeneration of town centres by focusing on the creation of successful local retail businesses.

The Finance and Resources Committee had heard from the Economic and Business Development Project Director who had advised that he had been in discussions with the Scottish Government and that they had intimated that they would accept this project as legally committed as soon as it had been approved by two standing committees of the Council. Accordingly, the matter had been referred to the Enterprise, Planning and Infrastructure Committee in this regard.

The Committee resolved:-

to approve the original report, and support the decision of the Finance and Resources Committee to authorise the use of up to four empty retail units in Torry (owned by the Council) as an "in kind" match funding to the town centre regeneration fund, and to authorise the Head of Resources, Development and Delivery to undertake immediate negotiations for the acquisition (through lease and/or purchase) of up to five additional privately-owned properties, all in connection with the project to be known as Retail Rocks! Aberdeen.

ABERDEEN LOCAL DEVELOPMENT PLAN SCHEME 2 – EPI/10/041

23. The Committee had before it a report presenting the second Development Plan Scheme, a detailed timetable and programme for the preparation of the Local Development Plan. This was a requirement of the Planning, Etc. (Scotland) Act 2006 and had to be reviewed and produced annually, and submitted to the Scottish Ministers. The current report sought approval of the second scheme which would then be published (including electronic publication), sent to the Scottish Ministers, and also placed in public libraries, all in accordance with the act.

Also, the report suggested that it would be beneficial to send it to the key agencies and consultees listed in Appendix 2 of the Aberdeen Local Development Plan Scheme, or at least that it be drawn to the attention of those parties.

The Committee resolved:-

- (i) to approve the adoption of the Aberdeen Local Development Plan Scheme 2, its publication (including electronically) and sending it to Scottish Ministers, and
- (ii) to request officers to send the document to, or inform, the key agencies and consultees listed in the Aberdeen Local Development Plan Scheme.

ABERDEEN CITY COUNCIL (STREETS IN THE VICINITY OF MILE END PRIMARY SCHOOL) (20MPH SPEED LIMITS) ORDER 2010 – CG/10/016

24. The Committee had before it a report by the Director of Corporate Governance dealing with a single objection received after the statutory advertisement of the above-named order, which provided for the establishment of a wider part-time 20mph speed limit zone in the vicinity of Mile End Primary School (i.e. Midstocket Road, Raeden Park Road, Woodstock Road, Cairnaquheen Gardens, Richmondhill Road, Richmondhill Place, Richmondhill Gardens, Camperdown Road, Harcourt Road and Raeden Avenue).

The order was also drafted so as to provide for the revocation of 20mph speed limits in Gordondale Road, Hosefield Avenue, Rosebery Street and (different parts of) Midstocket Road.

The objector, Mr. James D. Ferguson, lived at 19 Rosebery Street. He had suggested that the boundary of the new zone be moved so that it was approximately thirty-seven metres west of the west arm of Richmondhill Gardens. The significance of this was that it would result in a reduction of three part-time 20mph flashing signs, a proposal attractive to local residents who would then have to contemplate significantly less visual intrusion, and attractive also to the Council because of the consequent financial saving of (between £6,000 and £8,000).

The original boundary of the zone was to have been at a point thirty-six metres east of the east arm of Richmondhill Gardens, this being the former boundary of the former zone outside the old Mile End School. Retaining the former boundary had looked arguably sensible but was perhaps an idealised proposal, and, in the light of an objection, the reasonableness of its content, and the financial saving, the recommendation was to implement the order with the amended zone boundary.

The Committee then heard from Councillor Cormie, one of the local members, who expressed his strong resistance to this recommendation, stressing that, notwithstanding what the officials might have believed, it was by no means a consensual proposal, and that, in particular, the parent council of Mile End Primary School was fiercely opposed to.

The Committee resolved:-

that the objection be overruled and the order made as originally envisaged, with no amendment to the zone boundary.

COMMUNITY TRANSPORT SCHEME – EPI/10/059

25. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure advising members of the implementation plans for community transport services in the city that were due to come into operation on 29 March, 2010.

The Committee on 1 September, 2009 (Article 20 of the minute refers) had noted plans for introducing community transport schemes, and also an assessment at that time of the impact of changes to the TaxiCard scheme. In particular, this had drawn attention to discussions with the Red Cross and the Scottish Ambulance Service on the possibility of providing joint transport services, and those discussions were still continuing with a view to establishing shared schedules to increase utilisation and reduce costs.

The TaxiCard scheme would cease to operate on 28 March, whereupon 2500 people would be looking towards other modes of transport, and the model of taxicard use (outlined in the earlier report) had guided plans for the community transport schemes now being advanced.

In particular, the previous report had proposed a survey of taxicard users who had lost entitlement. This had been requested by the Civic Forum, and the Forum had been given a copy of the resultant report which drew attention to changes in travel patterns. This again had helped to shape the development of the new community transport initiatives.

Also, a group set up with the assistance of the Disability Advisory Group had met on 30 November, 2009, and this too had had an input.

In particular, it had been agreed that future initiatives should progress as planned prior to the decision to end taxicard arrangements, but that the strong feeling remained that carers should travel free.

Work also continued on introducing greater potential for connection between all areas in the city.

The five operating areas were shown on plans circulated with the report, and were as follows:-

Route 1: Kingswells – Hazlehead – Ashley/Queen’s Cross – Airyhall – Broomhill – Garthdee

- Route 2: Northfield – Mastrick – Sheddocksley – Summerhill – Aberdeen Royal Infirmary – Berryden – Midstocket – Rosemount
- Route 3: Dyce – Bucksburn – Woodside – Old Aberdeen – Tillydrone
- Route 4: Bridge of Don – Danestone – Tillydrone – Seaton – Old Aberdeen
- Route 5: Kincorth – Torry – Ferryhill

Bus Service 93 (Peterculter/Garthdee/City Centre) was supported by Aberdeen City Council, Asda and Sainsburys (through development contributions at Garthdee) and served the Lower Deeside area. This service had been launched to replace a First Aberdeen service in July, 2009. Funding would be reviewed in 2010 to establish whether a community transport scheme would be more cost effective here than the current arrangement.

The report recommended:-

that the Director for Enterprise, Planning and Infrastructure go ahead and implement the schemes as set out in the report and report back.

The Committee resolved:-

to approve those recommendations, to request that the report back be within six months, and to emphasise in particular the importance of smooth and transparent administrative arrangements and good marketing measures, and to add sheltered housing to the eligibility list.

MULTI-OPERATOR AND THROUGH TICKETS FOR ABERDEEN CITY – EPI/10/060

26. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of discussions with First Aberdeen, Stagecoach Bluebird and Aberdeenshire Council in relation to the introduction of a multi-operator ticketing scheme and through ticketing scheme for bus services within Aberdeen City.

Firstly regarding the introduction of a through ticket scheme it was proposed that this scheme be implemented on the route 14 (Buchan/King Street corridor to the Aberdeen Royal Hospital. It was anticipated that the scheme would promote through travel from the Buchan/King Street corridor at St Machar Drive to Aberdeen Royal Infirmary, thus reducing the journey time for passengers from the North to ARI by avoiding the City Centre. details of the potential journey time benefits for the passengers was demonstrated on a diagram, namely:- St. Machar to ARI, 12 minutes; St. Machar to Union Street, 6 – 8 minutes; and Union Street to ARI, 12 – 19 minutes. Details of the interchange plans for the route were also provided and it was highlighted that a number of the elements required had been funded by Nestrans. The cost of the ticket would be set by the operators at a commercial level.

Secondly, in relation to the implementation of a multi-operator ticket it was highlighted that within Aberdeen there were two major bus operators: First Aberdeen and Stagecoach Bluebird and that purchasing a ticket on a bus service in Aberdeen, only allowed you to travel on the services provided by that operator. To travel on another operator's bus services would require the purchase of a second ticket from the other operator, and for many individuals, this could be a barrier, an inconvenience or a financial disincentive to bus use. In light of this position it was recognised that the travelling public could benefit by being able to purchase one ticket to travel on both networks. This could be a day ticket allowing unlimited travel all over the City on any bus or a season ticket allowing unlimited travel anywhere within Aberdeen City and a corridor within Aberdeenshire, such as to Stonehaven. As such it was proposed that the following multi-operator ticket schemes be introduced:- (a) Aberdeen City boundary, unlimited travel on all bus services within Aberdeen City; and (b) unlimited travel on all operators services on each radial corridor and within the City. The Council would manage agreement between bus operators that would reimburse revenue from the ticket, which would be charged at a commercial rate ideally lower than the total cost of the two constituent tickets. The reimbursement for the City ticket scheme (a) (as detailed above) was currently proposed to be based upon the mileage operated by services within the city boundary. This would initially allow for a fair and measurable methodology for reimbursing revenue to operators.

In terms of progressing the multi-operator ticket it was advised that discussions with operators and Aberdeenshire Council were ongoing, and a progress report would be submitted to the next meeting of the Enterprise, Planning and Infrastructure Committee. It was anticipated that such schemes could be operational in 2010 with annual reviews of the reimbursement mechanisms. In addition the Local Authority Bus Operators Forum (LABOF) had formed a Task and Finishing Group to assist with the progression of the schemes and to look at the wider remit of smart cards, electronic ticketing and other schemes.

The Committee resolved:-

- (i) to approve the establishment of a through ticketing scheme on the Buchan/King Street corridor to the Aberdeen Royal Hospital site (Route 14);
- (ii) to agree, in principle, to the establishment of a multi-operator ticketing scheme subject to a more detailed report on the operation of the scheme being submitted to the Enterprise, Planning and Infrastructure Committee in due course; and
- (iii) to instruct the Director of Enterprise, Planning and Infrastructure to progress the negotiations on ticketing schemes as set out in the report.

DECLARATIONS OF INTERESTS

During consideration of the following item the following members declared an interest in the matter by reason of their involvement with the North East of Scotland Transport Partnership (Nestrans):- the Convener and Councillor Boulton as Board members of Nestrans, and Vice-Convener and Councillor John West as substitute Board members of Nestrans. None of the members involved considered it necessary to

leave the meeting during the Committee's deliberation on the report before it.

The Vice-Convenor also declared an interest during consideration of the following report by virtue of his employment as a researcher for Maureen Watt, MSP.

ABERDEEN WESTERN PERIPHERAL ROUTE – PROGRESS REPORT – EPI/10/046

27. With reference to article 22 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 26 November, 2009, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which discussed progress of the Aberdeen Western Peripheral Route (AWPR) and the next steps following the Scottish Ministers' decision to authorise the construction of the road.

The report provided a detailed background to the AWPR which included an overview of the statutory process undertaken to date.

Thereafter, it was advised that on 21 December, 2009, following consideration of the Reporters Report of the Public Local Inquiry, the Scottish Ministers' decision on the AWPR was announced. The decision being to proceed with the AWPR and make the Schemes and Orders subject to a number of detailed modifications to the published draft Schemes and Orders. The decision was a significant step forward in the progress towards delivery of the AWPR and had been welcomed by both Councils and the business community.

With regards to moving forward and the next steps in the process for the AWPR, it was advised that the relevant Schemes and Trunk Road Orders were now subject to an affirmative procedure in the Scottish Parliament, which required them to be laid before Parliament for forty parliamentary days. Thereafter, the Schemes and Orders would be subject to scrutiny by the Transport, Infrastructure and Climate Change Committee and ultimately a Parliamentary vote. Subject to a favourable outcome, the Parliament would publish a notice stating that the Orders had been approved by resolution and when the Orders would come into force.

Finally, it was highlighted that in making their decision on the AWPR the Scottish Ministers' stated that, subject to completing the necessary statutory procedures, it was planned to seek suitably qualified contractors in 2010/2011 with an expectation that construction would start in 2011. Assuming Parliamentary approval was given, there would be a need to review the remaining stages of the project, to produce a definitive timetable. Details of the procurement procedure for the AWPR were provided.

Appended to the report were:- (1) the Memorandum of Understanding; (2) the report to Scottish Ministers on this matter on 30 June, 2009; (3) the Scottish Ministers' decision letter to the Chief Executive of Transport Scotland dated 21 December, 2009; and the Ministerial Statement on the matter on 13 January, 2010.

The Committee resolved:-

- (i) to welcome the Scottish Ministers' decision to proceed with the AWPR; and
- (ii) to instruct officers to provide a further report to the appropriate Committee during the procurement process providing an updated cost estimate and programme.

LOW EMISSIONS ZONE FEASIBILITY AND ASSOCIATED PROJECT – EPI/10/040

28. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval for a process for public consultation on the Low Emissions Zone (LEZ) Feasibility Scheme and associated projects, and also to report on progress with establishing a car club for the city and finally to appoint a Councillor to champion the Care North Project in Aberdeen.

The report reminded members that the Economic Development Sub-Committee had approved the Council's participation, along with seven partners, in CARE North, a European project. The project brief was to 'develop innovative carbon reduction strategies for urban transport to maintain and improve accessibility in a more carbon responsible way, and to make the NSR a leader in carbon-efficient accessibility'. The particular work package the city was involved in was an assessment of ecological and economic impacts / calculation of CO₂-reduction for which The Robert Gordon University was the lead partner. The primary project the University would study for this work package was allied to Aberdeen's submission to Interreg which was a feasibility of a Low Emissions Zone (LEZ) for the City Centre. A detailed definition and description of an LEZ was provided including details of other areas where LEZ's operated. It was highlighted that in tandem with the LEZ Feasibility Study there were a number of other associated projects and studies currently ongoing, including the consideration of a car club, electric car bays, emissions based charging, bicycle rental, off-bus ticket machines, clean vehicle goods distribution and the feasibility for a consolidation centre which was being explored under the Stratmos project.

In particular in terms of the Aberdeen Car Club it was advised that in October 2009 the Council commissioned its term consultant, AECOM, to establish whether a Car Club was feasible for the City. A Car Club was an organisation that owned and maintains a fleet of cars from which its members could book a car for however long they need it. The Club pays for all tax, insurance, servicing, cleaning and fuel, whilst members usually paid a joining fee and for each journey they made. The benefits of a car club were outlined. The feasibility study had now been completed and had found that:- the conditions for a successful car club existed within Aberdeen; a number of car clubs had expressed informal interest in operating in Aberdeen; there were a number of suitable on and off-street locations within the City for a car Club; the Council would have to provide promotional support, and would initially have to be a main customer of the scheme for any growth to occur; a model of using pool cars would reduce initial capital investment and act as a catalyst to allow faster growth; and finally that the Council as the local authority would need to provide the on-street infrastructure including the progression of a traffic regulation order, lining and signing (an application for funding was currently with Nestrans and the Scottish Government to cover these costs).

With regards financial implications it was advised that the proposed model limited the amount of investment required by the Council. Revenue 'costs' would be in the form of a loss to the annual parking income of one or two on-street parking spaces. There might be some potential to off-set some of the revenue implications of the free on-street parking namely through the procurement of vehicles through the Council and then release at market value back to the Car Club. The Council already had up to 7 pool vehicles available for participation in such a scheme without any requirement to purchase vehicles through procurement. Further detail on the models considered was attached as Appendix 2 to the report.

Given the number of benefits, and the ability to minimise and then off-set costs to the Council, authorisation was sought for officers to proceed with a tender exercise in order to establish commercial interest and then engage a provider for a Car Club in the City. Details of the proposed public engagement to be undertaken was provided wherein it was advised that the results, findings and recommendations would be presented to the Enterprise, Planning and Infrastructure Committee in 2011 in a report produced by the University. Given the transnationality of the project and the work being undertaken by the University, it was proposed that a steering group, with representatives from across Scotland was set up. Given the Council would be leading on the LEZ it was recommended that a Councillor be appointed to champion the project.

The Committee resolved:-

- (i) to approve the programme of public engagement developed with the Robert Gordon University to engage with residents, businesses and other stakeholders with regards to a potential Low Emissions Zone and associated projects for the city centre, which would include workshops and potentially a conference;
- (ii) to give authorisation for officers to proceed with a tender exercise in order to establish commercial interest and then engage a provider for a car club in the city; and
- (iii) to appoint the Convener, whom failing the Vice-Convener, to represent the Council at the Care North Partners meeting in mid-September 2010, to be hosted by the Robert Gordon University, represent the City on a potential Steering Group for the project and champion the Low Emissions Zone and associated projects.

COMPLEMENTARY USES OF EXISTING AND FUTURE PARK AND RIDE / CHOOSE SITES – EPI/10/045

29. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the opportunities and challenges in increasing the patronage of bus based Park and Ride services at the current and future planned Park and Ride/Park and Choose sites, and balancing this with the need to effectively and efficiently manage these considerable assets by maximising their usage and where possible minimising the associated cost to the Council. The balance must continue to recognise, support and promote the primary function of these assets which was to support the provision of Park and Ride / Park and Choose services.

By way of introduction the report advised that the Council had been approached by external organisations, both commercial and non-commercial, with requests to use the Park and Ride car parking facilities. Prior to discussing the opportunities and challenges of such approving such requests details of the current ownership, management and operation status of the Kingswells and Bridge of Don Park and Ride sites was provided wherein it was advised that as the Park and Ride facility at the Bridge of Don was not in the full control of the Council it was suggested that at this time it was not considered relevant for the purposes of the remainder of the report. Should of course, the facility be relocated at some point in the future and be within the ownership and control of the Council, then any processes in place at that time for the consideration of any complementary uses would become applicable. An overview of the current role and aims of the existing and planned Park and Ride/Park and Choose sites was also provided.

Turning to consideration of the opportunities and challenges in increasing the patronage of bus based Park and Ride services, it was firstly advised that the future A96 and A90(s) Park and Ride/Park and Choose facilities were both being designed for around 1000 spaces each. Aberdeenshire Council were designing the A90(s) site and were including consideration of an HGV overnight parking facility to replace the one currently operating at Altens, as well as a possible weigh station in discussion with VOSA. From this it was clear that there was an opportunity to utilise these facilities for complementary uses, and where this was built in from the start the associated planning, legal and procurement considerations could be addressed from the outset. For existing facilities, and the new uses being requested more recently, processes would be required to be followed.

It was highlighted that there might be two distinct categories of complementary uses which would require to be addressed separately, as follows:-

- (1) temporary, ad hoc events which required no permanent set up e.g. promotional, community, special events, training and awareness;
- (2) permanent facilities and/or routine events which would require fixed or invasive set up, or which would require lease arrangements.

In both of the above categories, there should at the very least be no additional costs to the Council in supporting, facilitating or enabling any agreed complementary uses. A recent request for the use of the lower car park at Kingswells had been received to undertake cycle training which, if considered appropriate, could be used as a trial for developing a process for category 1 uses, as well as to inform a process for category 2 uses.

In conclusion, it was advised that the Council and partner organisations had clear transportation strategies which supported the key element of Park and Ride/Park and Choose facilities, which the Council would continue to delivery, promote and support. Complementary uses could be accommodated when the car park sites were not fully utilised which would further the objectives of the respective organisations in promoting awareness of the facilities, as well as encouraging increasing use of sustainable modes of transport. It was also important that the process for the consideration of applications for complementary uses must be transparent, equitable and in accordance with all necessary legislations. The Council should also ensure that whatever might or might not be developed in terms of a process, that it took into account that these sites were part of a network of local and regional facilities, with the future locations considered to be of national

importance. A trial as suggested above could be used to inform a draft process for the consideration of Category 1 and 2 uses.

The Committee resolved:-

- (i) to instruct the appropriate officers to develop a draft process for the consideration of Category 1 uses in the first instance, similar if possible to the school lets system; and
- (ii) to instruct the appropriate officers to explore and report back to the Committee on the possibilities associated with Category 2 uses; and
- (iii) in assisting in the development of a draft process to agree a trial 'cycle training' event at Kingswells Park and Ride Site in May 2010 with feedback on this to be included within a future report to the Committee.

COMMUNITY FESTIVE LIGHTING – EPI/10/068

30. With reference to article 9 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 27 October, 2009, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which informed of the decision regarding the installation, maintenance and storage of community festive lighting in Aberdeen.

By way of background the report outlined the previous arrangements for the installation, maintenance and removal of community light fittings and advised that in light of current budget constraints, along with the high number of features, the cost for erection and removal and the ever increasing costs in maintenance meant that it was no longer feasible to carry these costs within the lighting services budget. Accordingly, Community Councils etc were advised of the position, following which a number of issues had arisen including the change in ward boundaries, members past and present using ward budgets to purchase lighting but having no additional monies available for ongoing maintenance, installation, removal and storage, members inheriting lights they did not want, some community councils buying their own lights but the Council paying for installation, some community councils buying, installing and storing their own lights and community councils being left with lights they didn't buy and could not afford to install, maintain or store. From these discussions it was clear that a blanket approach to payment for ward lighting could not be applied as every ward approached community festive ward lighting differently.

In light of this, the Committee at its meeting on 27 October 2009, agreed to support the Community Festive lighting for the season 2009/2010 and to store the lights until their erection in October/ November 2010. Following this decision, a letter was issued to all Community Councils etc, advising of the position and an attempt was made to establish current allocation/ownership of the various features. It was intended to write to all community councils/relevant members again to advise them of the current position and the requirement for them to take control of the features themselves.

In terms of the current and future storage of the Council's and potentially community festive light fittings it was advised that along with the Council's festive illuminations, the existing 250 plus ward features were currently occupying the same storage facility paid for by the Common Good Fund that required to be

vacated as it was earmarked for demolition. A short term alternative site had been identified but in the longer term the Council needed to know which Communities wish the Council to store costs festive/ward lighting in order that suitable arrangements could be made.

The Convener, seconded by the Vice-Convener, moved that the Committee:-

- (a) confirm that going forward the Council would no longer fund the installation, maintenance and storage of community festive lights;
- (b) confirmed that the Council would store the features up to November, 2010 and thereafter that the communities must make alternative arrangements for their future storage, maintenance and erection;
- (c) agree that a fee for the erection, the removal, storage, maintenance and energy of £100 plus VAT per feature or part thereof dependant on the Council involvement be paid for by the community councils and community groups; and that this cost be reviewed on an annual basis;
- (d) that any festive light not maintained by the Council required an electrical safety inspection certificate prior to erection;
- (e) to request officers to circulate a letter to all Councillors, community councils and community groups reminding them of the future implications of erection, removal, storage, maintenance and energy costs;
- (f) to extend the opportunity, outlined at recommendation (c) to local businesses if possible; and
- (g) to request officers to alert community councils and community groups that the Council might not be the only contractor who could deliver this service.

As an amendment, Councillor Crockett, seconded by Councillor Allan, moved:-

That the Committee confirm the provision of the erection, removal, storage, maintenance and energy of community festive lighting in 2010 the same as provided in 2009 with the funding to come from the Winter Festival Budget.

On a division, there voted:- for the motion (8) – the Convener; the Vice-Convener; and Councillors Corral, Cormie, Greig, Jaffrey, Robertson and John West; for the amendment (6) – Councillors Adam, Allan, Boulton, Crockett, Milne and Penny; and declined to vote (1) – Councillor Clark.

The Committee resolved:-

to adopt the motion.

PAN GRAMPIAN RADIO NETWORK - TENDER FOR THE REPLACEMENT OF THE TWO WAY RADIO SYSTEM – EPI/10/069

31. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the current state of the radio network within the roads services.

The report provided a detailed background to the development of the current radio network which was created to provide voice communications between frontline road maintenance staff and also voice and telemetry communication for Water Services

within the Grampian Area. An overview of the changes to the network since its installation was provided.

Thereafter, it was advised that the radio network now only provided voice communications principally for the operational staff who provided the road and winter maintenance services for the three local authorities who are now responsible for the system. There was also limited use by Landscape Services in Aberdeenshire. The estimated useful life of the system was now limited as more of the equipment became obsolete and spares were no longer available. As such alternative ways to provide communication between operational staff would be required in 2010. Whilst mobile telephone networks now provide more comprehensive coverage they were often jammed in a major emergency and retention of the privately operated radio network would provide continuity in the circumstances. In light of this position, Howard Martin Consultancy Limited was commissioned to prepare a report reviewing the current system and providing advice on how the service could be improved and, if possible, extended in the future. The report recommended that a tender be issued for the replacement of the existing mobile radio network. Subsequently the consultants were instructed to prepare, in consultation with the Central Procurement Unit, tender documents for the future management, maintenance and service provision of a replacement for the current network jointly owned by Aberdeen City, Aberdeenshire and Moray Councils. The contract documents invited bids for a replacement radio system which would be capable of linking to existing software applications.

Following a tender process in 2009 only three firms were assessed as complying with all the requirements of the specification and contract documents. The consultants assessed the returned tenders and advised on one that best met the future needs for the radio telephone communications within an overall communications strategy. The cost to carry on the Pan Grampian Radio were excessive for Aberdeen as some of the additional benefits of the system were already being provided by other systems such as Broadband links to schools. As the development of technology and the potential applications of the systems moved with such speed there were likely alternatives using wi-fi or other mobile devices that could be more cost effective. In the circumstances officers believed that the costs involved in the system far outweighed the benefits and therefore the Council should explore the other technical solutions which could be applicable to a wider group of services.

The Committee resolved:-

- (i) to note the contents of the report, but not to progress any further with the purchase of this radio system; and
- (ii) to request the Director of Enterprise, Planning and Infrastructure to examine options for improving overall communications through the use of either a replacement microwave network or the provision of suitable mobile phone technology.

WINTER MAINTENANCE – SALT STOCKS

32. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which informed of the use of salt during the current winter operation, the Council's current stock holding and future supplies.

Although current salt stocks across the UK were very low, and with the amount of salt available from suppliers being restricted to the daily output from their mines, the Council working with its supplier, Cleveland Potash, had managed to maintain a working stock of salt throughout the Christmas and New Year period up to its last delivery on 17 January, 2010. Up to December 2009 with the management of daily uses salt stocks had been sufficient, however with the heavy snow showers at the end of January/start of February requiring almost continual ongoing treatment of the priority routes had resulted in a drop in the Council's salt stocks of more than 50% to 1,900 tonnes. (Further details were attached as Appendix 1 to the report.)

In light of this and with the current forecast was for the North East corridor to continue with cold weather, snow showers and overnight frosts, a delivery of 900 tonnes of salt had been programmed for the city on 4 February (as part of a joint delivery for the Council, Aberdeenshire Council and Bear Scotland) but after that date there were no further programmed deliveries. However, on 29 January, Aberdeen City and Shire managed to secure an order for delivery of 3,500 tonnes of salt from Spain with a delivery date expected to be the 13 February. The city's share of this delivery was 1,500 tonnes.

With regard to the financial implications it was advised that the salt from Spain would have the increased cost of £9.16 per tonne, therefore an additional £13,750. In addition use of a salt/sand mix or pure sand onto roads and footpaths would increase the costs of sweeping and gully cleaning operations. The additional costs of disposing of the sand to landfill following street sweeping and gully cleaning operations would be £80 per tonne.

The Committee resolved:-

- (i) to note the current position with respect to salt stocks;
- (ii) to note that in order to keep a supply a salt, a delivery of 3,500 tonnes of salt has been ordered from Spain and this would be shared with Aberdeenshire Council; and
- (iii) to approve the decision under the circumstances, to order salt outwith the current contract to ensure supplies were available to treat roads given the weather pattern over the past nine weeks.

- COUNCILLOR DEAN, Convener.

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ENTERPRISE, PLANNING AND INFRASTRUCTURE

COMMITTEE BUSINESS

20 April, 2010

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Area Committee Central 16/04/08 article 9 & 19/11/08 article 11	<u>University of Aberdeen – Old Aberdeen Campus – Informal Consultation on Controlled Parking Zone</u>	<p>The detailed design of the controlled parking Zone will be completed by the end of May 2009 and then the scheme requires to go out for Public Advert.</p> <p>Further consultation is still required to be carried out with the key stakeholder groups before the scheme goes out to Public Advert.</p> <p>Consultation with the key community groups has been completed and the Public Advert will be going out from 4/11/09 to 9/12/09. The final report on the proposals will go back to Committee in early 2010. However this will depend on the level of objections received.</p>	Head of Legal and Democratic Services	27.05.09	31.05.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
2.	Area Committee Central 27/05/09 article 8	<p><u>Old Aberdeen Traffic Management – College Bounds/University Road – Junction options</u></p> <p>The Committee resolved to note the options, to request officers to carry out further consultation (with local residents, affected businesses, Old Aberdeen Community Council, and the University of Aberdeen), to report back after the summer recess, but, at this stage, to express an initial preference for a camera system.</p>	<p>Further consultation is still required to be carried out with the key stake holder groups and local businesses.</p> <p>The deadline for objections to the public advert stopped on 8 December 2009, and it is anticipated that a final report would be submitted to the Committee at its meeting on 20 April 2010.</p> <p>A report is on the agenda.</p>	Head of Asset Management and Operations	27.10.09	20.04.10
3.	Area Committee South, 17.04.08 Article 8	<p><u>The Aberdeen City Council (Various Roads in Aberdeen) (Area South) (Traffic Management) Order 2008</u></p> <p>The Committee resolved to approve the order for implementation with the exception of Bingham Crescent consideration of which was deferred until the next meeting.</p>	<p>Bingham Crescent is being kept for a future order; the roads officials will negotiate with local residents to achieve a new, more propitious balance for the location. This item requires direct consultation with local residents which has not yet been possible to advance.</p> <p>The public advert is now complete and officers are currently dealing with a number of objections. These objections will be presented to the Committee at its meeting on 31 May 2010.</p>	Head of Legal and Democratic Services	20.11.08	31.05.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
4.	Area Committee South, 28.05.09 Article 12	<p><u>South College Street Improvement Traffic Management Associated Proposals</u></p> <p>The Committee resolved to note the preliminary consultative responses and to instruct officers to progress to public advertisement and report back thereafter.</p>	The traffic management proposals and public advert for this scheme have been put on hold due to the recent changes to the non housing capital budgets.	Director of Enterprise, Planning and Infrastructure	27.10.09	Dependent on the allocation of capital funding
5.	Environment and Infrastructure 27.09.04 Article 56	<p><u>Golden Square, Aberdeen – Car Parking Arrangements</u></p> <p>The Committee agreed to request officials to develop consultation and negotiation with all those affected by this matter, in conjunction with the preparation of more detailed possible plans, these to include an assessment of the impact of extending pay and display charges at the location, but that it would not be appropriate to go as far as the preliminary advertisement of a traffic order at this stage, and that a report back be placed before the Committee at its next meeting on the outcome of discussions with local residents and businesses, and also the Royal British Legion.</p>	<p>On 2 September 2008, the Policy and Strategy Committee resolved: - to take no further action with regards to the feasibility of providing an underground car park at Golden Square; instructed the Head of Shelter and Environment, Neighbourhood Services (Central Area) to carry out a review of the parking arrangements at Golden Square as part of the forthcoming car park review, in conjunction with the Head of Planning and Infrastructure and report back; and instructed the City Solicitor to negotiate with the British Legion with regard to their interest in Golden Square and report back.</p> <p>At its meeting on 26 November 2009, the Committee resolved amongst other things to:-</p>	Head of Asset Management and Operations	20.04.10	31.05.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>(i) to approve the advertisement of a traffic order to bring within existing controlled parking regimes the central area of Golden Square; and</p> <p>(ii) that officers continue discussions with the Royal British Legion on a range of issues arising from their traditional (but informal) involvement with parking arrangements at this location, and to report back on these, but otherwise to prepare a bid for capital funding from the 2010/2011 capital plan on the basis of a spend to save to cover the cost of carrying out works to allow the enforcement of a traffic order.</p> <p>A report on the initial statutory consultation (item (i)) above, will be submitted to the Committee at its meeting on 31 May 2010.</p> <p>With regards (ii) above, officers have met with representatives of the RBL Aberdeen Branch to discuss a number of matters. Clarification has been received that State Aid would not apply in this situation and this will be conveyed to RBL in due course. Meetings are being planned for</p>			

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			<p>April to seek clarification of income levels and to start to consider possible 'Heads of Terms' for the legal agreement. Officers have agreed to attend a special Meeting of the Branch to explain in more detail the timescales and steps to be taken.</p>			
6.	Resources Management Committee 28.08.07 article 48	<p><u>Energy Futures Centre</u></p> <p>The Committee authorised officers to work with the Aberdeen Renewable Energy Group to develop an options appraisal and outline business case, and instructed a report to a future meeting on the outcome.</p>	<p>The outline business case is currently being updated due to current economic conditions. An industry support team is being developed to promote and raise finance for the project.</p> <p>An outline business case has been prepared but not yet accepted. We are of the opinion that A) the business case can be improved by some more innovative thinking/a different perspective B) that the involvement of the oil and gas industry will be critical to the project and also could bring the different perspective that could improve the business case.</p> <p>We are therefore taking a period to engage with representatives of the oil and gas industry in the expectation that although this delays reporting, it will improve the deliverability of the project.</p>	Economic/ Business Development Project Director	04.12.07	07.09.10

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			<p>An information bulletin on this matter was submitted to the Committee at its meeting on 27 October, 2009.</p> <p>Work is ongoing to understand and respond to evolving local development priorities, to engage with the oil and gas industry and reliably establish the level of demand for accommodation given changes in the commercial property market.</p>			
7.	Enterprise, Planning and Infrastructure Committee 01.09.09 article 4	<p><u>Aberdeen City and Shire Film Office</u></p> <p>The Committee resolved to approve funding at a reduced amount of £10,000 (formerly £20,000), this to be vired from a vacancy in Economic Development, and to request that a full business case for the work of the office be submitted in relation to future proposals for its financial support.</p>	<p>Discussions with Aberdeenshire Council are ongoing and a report on the outcome of such discussions will be reported to the Committee at its meeting on 20 April 2010.</p> <p>A report is on the agenda.</p>	Economic/ Business Development Project Director	26.11.09	20.04.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
8.	Enterprise, Planning and Infrastructure Committee 01.09.09 article 12	<p><u>Guild Street – Church Street (Woodside) – Powis Place – Urquhart Place – Wellington Road – Craigshaw Road – Shepherd Place – Maberly Street</u></p> <p>The Committee resolved to request the officials to carry out preliminary statutory consultation on legislation to provide for these schemes, to move straight to substantive statutory advertisement if there were no significant preliminary responses, and thereafter to report back.</p>	<p>These proposals are still going through the legal process and the results will, at the earliest, be reported back to the Committee at its meeting on 12 January, 2009.</p> <p>The scheme for Maberly has already been out to public advert and officers are currently dealing with a number of objections. These objections will be presented to the Committee at its meeting on 31 May 2010.</p> <p>The remainder of the schemes are continuing through the legal process and will also be submitted back to committee in May 2010.</p>	Head of Asset Management and Operations	26.11.09	31.05.10
9.	Enterprise, Planning and Infrastructure Committee 01.09.09 article 17	<p><u>Disabled Persons' Parking Places (Scotland) Act 2009</u></p> <p>The Committee resolved:-</p> <p>(i) that the Council's obligations under the legislation be pursued as outlined in the report, with a further report back in October, 2009 ; and</p> <p>(ii) that Aberdeen City Council write to the Minister for Transport, Infrastructure and Climate Change at Holyrood, and also to COSLA, NESTRANS and</p>	Guidance is being sought from Scottish Government & SCOTS as to whether a method of introducing mandatory bays without traffic orders may be possible and if the current bay signs and markings could be formalised temporarily. A decision is also awaited as to the markings and signs which will be required as a national standard. Until such information is at hand more detailed costs could only be a rough estimate.	Head of Legal and Democratic Services Head of Asset Management and Operations	27.10.09	20.04.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>SCOTS (the Society of Chief Officers for Transportation in Scotland), outlining its serious concern about this situation, calling for significant financial support to enable local authorities to deal with their new obligations, and exploring lines of enquiry that could ameliorate some of the worst difficulties now being confronted.</p>	<p>In the meantime applicants' eligibility is checked and site visits made. Applicants are notified that implementation is delayed pending the further information required.</p> <p>The Head of Democratic Services wrote to the Minister for Transport, Infrastructure and Climate Change – Stewart Stevenson MSP – setting out a range of arguments reflecting the concerns expressed at the previous meeting of this Committee. Just recently we have had sight of a response from the Minister – not actually to us, but to SCOTS – in which there is significant cause for optimism the Senior Committee Services Officer (Roads Legislation) will elaborate on this at the meeting. However, this is not to say that all concerns are being allayed.</p> <p>A letter from the Minister for Transport, Infrastructure and Climate Change to the Convener regarding this mater was included in the information bulletin for the Committee's meeting on 27 October, 2009</p>			

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>As of 3 November 2009 currently still awaiting guidance from Scottish Government & SCOTS working group set up to assist with the implementation of the DPPPA</p> <ul style="list-style-type: none"> ➤ It is still to be clarified what road markings & signage are required for the DPPPA (it is expected that the road markings will be yellow to highlight the new status under the Act thus removing the previous advisory bays) until this is clarified no new or re-lining of disabled bays can be progressed. ➤ Mandatory disabled parking spaces can provided without the need for a Traffic Regulation Order (TRO) or the associated regulatory sign. This will be significant in implementation as the TRO process is lengthy and expensive. <p>A report is on the agenda.</p>			

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10	Enterprise, Planning and Infrastructure Committee 01.09.09 article 18	<p data-bbox="439 233 965 300"><u>Midstocket and Rosemount Public Transport Review</u></p> <p data-bbox="439 344 965 703">The Committee resolved, amongst other things, to write to First Aberdeen, Stagecoach Bluebird, and all other operators considered by the Public Transport Unit to be likely to be interested, with a view to drawing attention to the apparent commercial viability of the old 22 route or some variation of it and all other routes in the city.</p>	<p data-bbox="1003 233 1491 336">We have written to bus operators and have since met with Stagecoach and First. Stagecoach have provided a proposal for an off-peak bus service in the area. This is to tie in with a contract they currently have with ACC providing school transport for Kaimhill Primary School. They would be seeking financial input from the Council for this, we are not likely to be able to provide any subsidy but will discuss further with Stagecoach.</p> <p data-bbox="1003 791 1491 959">It had previously explained that First had removed their proposal to improve the 25, this has since been reintroduced and will take effect from the 21st March.</p> <p data-bbox="1003 1015 1491 1437">First Aberdeen and the Council have been working closely to bring about a number of improvements to services in this and other services. As a result, the service 25 will see a frequency increase to every 30 minutes (currently every hour) and will access Union Square and will extend into Sheddocksley also. It will no longer serve Morrisons on West North Street.</p> <p data-bbox="1003 1493 1491 1517">Officers have undertaken surveys</p>	Head of Asset Management and Operations	26.11.09	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>on the current service and found a minority of passengers who travel to Morrisons, this will be monitored closely and feedback from passengers will help guide future development of the service.</p> <p>Recommended for removal.</p>			
11	Corporate Policy and Performance 10.09.09 Article 9	<p><u>Achieving Our Potential: Tackling Poverty and Income Inequality in Aberdeen City</u></p> <p>The Committee agree to remit the draft strategy to the other committees of the Council for consideration and comment, accompanied by the service Director's advice on action from the service to address poverty.</p>		Director of Enterprise, Planning and Infrastructure	12.01.10	31.05.10
12	Enterprise, Planning and Infrastructure Committee 27.10.09 article 11	<p><u>Schoolhill Area – Wellington Road – Holburn Street – Arran Avenue</u></p> <p>The Committee resolved to request officers to carry out preliminary statutory consultation on legislation to provide for these schemes, to move straight to substantive statutory advertisement if there were no significant preliminary responses, and thereafter to report back.</p>	These schemes are still progressing through the required legal process for the Traffic Regulation Order and officers propose to submit the results of the public advert to the Committee at its meeting on 31 May 2010.	Head of Legal and Democratic Services	12.01.10	31.05.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
13	Resources Management Committee 30/09/08 Article 37	<p><u>Peacock Visual Arts Centre/ Northern Light</u></p> <p>The Committee resolved, amongst other things, to instruct officers to present final recommendations for the Council's services that will be developed within the project to a future committee.</p>	<p>Per the Committee Business Statement of the Education, Culture and Sport Committee of 24 November 2009, the Corporate Management Team have decided that future updates relating to this item be reported to the Enterprise, Planning & Infrastructure Committee.</p> <p>An Information Bulletin Report on ACSEF's proposals for public consultation and community engagement on its vision for the re-development of Union Terrace Gardens and Denburn Valley was presented to November 26 2009's Enterprise, Planning & Infrastructure Committee. It was subsequently announced by ACSEF that consultation will commence on 11 January 2010 until end March 2010.</p> <p>Officers will report to a future the Committee, once the outcomes of the consultation are known.</p>	Director of Enterprise, Planning & Infrastructure	05.02.09	31.05.10 (TBC)

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
14	Enterprise, Planning and Infrastructure Committee 26.11.09 article 9	<u>Aberdeen City and Shire Economic Future Project Update</u> The Committee resolved to receive reports on developments achieved by ACSEF at future meetings of the Committee.		Economic/ Business Development Project Director	31.05.10 Six monthly update report	
15	Enterprise, Planning and Infrastructure Committee 26.11.09 article 15	<u>Grampian Road/Glenbervie Road – Accomodation Road/Beach Esplanade – Park Brae, Cults – Queens Road/Hazledene Road – Inchgarth Road – Kingswells Bypass/Access Road to Fairley Road – Adelphi Lane – North Deeside Road, Cults</u> The Committee resolved to request the officials to carry out preliminary statutory consultation and legislation to provide for these schemes, to move straight to substantive statutory advertisement if there were no significant preliminary responses, and thereafter to report back.	These schemes are still progressing through the required legal process for the Traffic Regulation Order and officers propose to submit the results of the public advert to the Committee at its meeting on 31 May 2010.	Head of Legal and Democratic Services	20.04.10	31.05.10
16	Enterprise, Planning and Infrastructure Committee 26.11.09 article 17	<u>Strategic Transportation Projects</u> The Committee resolved, amongst other things, to instruct officers to provide regular updates on the progress of the future operation of Park and Ride, including referral to the Finance and Resource Committee as soon as the detail of	Definitive dates for the major transportation projects are difficult to provide as much of the work required to get to the next key stage for reporting will either be several months away or at least more than 12 months - in which case we don't have committee dates, and as always	Head of Planning and Sustainable Development	Indicative Date 2011/2012	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		any financial implications had become known.	<p>subject to budget and resource availability. Strategic Transport Projects reports which contain updates on all these projects are provided to the Committee by way of a report or bulletin as and when necessary. Provisional timescales, have been indicated, for the reporting of next key decision stages.</p> <p>An information bulletin report was submitted to the committee at its meeting on 23 February 2010.</p>			
17	Enterprise, Planning and Infrastructure Committee 26.11.09 article 18	<p><u>Berryden Corridor – Transport Infrastructure Improvements</u></p> <p>The Committee resolved to approve the preferred option for progression to detailed design (i.e. the so-called “Do Something” option for the corridor, in association with a bus gate at Bedford Road/Powis Terrace), and that the officials report back on detailed design, costs and programming.</p>	<p>Definitive dates for the major transportation projects are difficult to provide as much of the work required to get to the next key stage for reporting will either be several months away or at least more than 12 months - in which case we don't have committee dates, and as always subject to budget and resource availability. Strategic Transport Projects reports which contain updates on all these projects are provided to the Committee by way of a report or bulletin as and when necessary. Provisional timescales have been indicated, for the reporting of next key decision stages.</p>	Head of Planning and Sustainable Development	Indicative Date 2011/2012	Indicative Date 2011/2012

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
18	Enterprise, Planning and Infrastructure Committee 26.11.09 article 19	<p><u>(1) Access from the North – An Integrated Transport Solution - (2) Access from the North Proposals “Third Don Crossing”</u></p> <p>The Committee resolved, amongst other things to request a regular report back on progress in these matters, including the development of a Delivery Programme.</p>	Definitive dates for the major transportation projects are difficult to provide as much of the work required to get to the next key stage for reporting will either be several months away or at least more than 12 months - in which case we don't have committee dates, and as always subject to budget and resource availability. Strategic Transport Projects reports which contain updates on all these projects are provided to the Committee by way of a report or bulletin as and when necessary. Provisional timescales have been indicated, for the reporting of next key decision stages.	Head of Planning and Sustainable Development	Indicative Date 09.11.10	Indicative Date 09.11.10
19	Enterprise, Planning and Infrastructure Committee 26.11.09 article 20	<p><u>Flood Risk Management (Scotland) Act 2009</u></p> <p>The Committee resolved, amongst other things to request a further report in due course with details of staffing and other resource implications.</p>	We are still waiting guidance from the Scottish Government regarding details of the implications of the Act on the Council. Once this has been received we will report back to the Committee.	Head of Planning and Sustainable Development	Indicative Date 07.09.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
20	Enterprise, Planning and Infrastructure Committee 12.01.10 article 17	<p><u>Auchinyell Gardens - Broomhill Road - Cairnvale Terrace - Glenhome Terrace - Grove Crescent - Riverside Drive - Sheddocksley Road - Stockethill Multi-Storey Flats – Sunert Road - Howes Road - Huntly Street - Pitmedden Road</u></p> <p>The Committee resolved to request the officials to carry out preliminary statutory consultation on legislation to provide for these schemes <i>except</i> for the intended prohibition of driving at Pitmedden Road, which it was agreed be deferred for a cycle to allow the officials to report back on Councillor Clark's suggestion that the regulation at this location might instead be a prohibition of left turns.</p>	<p>A report on the outstanding aspects relating to Pitmedden Road is on the agenda.</p> <p>The remainder of the schemes are still progressing through the required legal process for the Traffic Regulation Order and officers propose to submit the results of the public advert to the Committee at its meeting on 31 May 2010.</p>	<p>Head of Asset Management and Operations</p> <p>Head of Legal and Democratic Services</p>	<p>23.02.10</p> <p>20.04.10</p>	<p>20.04.10</p> <p>31.05.10</p>
21	Enterprise, Planning and Infrastructure Committee 12.01.10 article 9	<p><u>Performance, Monitoring and Target Setting 2009/2010</u></p> <p>The Committee resolved to request officers to submit a detailed report detailing the spend to date with the capital programme, and outlining the programmes that would and would not be completed in the financial year.</p>	<p>A report is on the agenda.</p>	<p>Head of Asset Management and Operations</p>	<p>20.04.10</p>	<p>20.04.10</p>

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
22	Enterprise, Planning and Infrastructure Committee 12.01.10 article 18	<p><u>Controlled Parking Areas Working Party – Minute of Meeting of 10 December, 2009</u></p> <p>The Committee resolved, amongst other things:-</p> <p>(i) to request officers to report back to the Committee on a trial variation of Edinburgh City Council's system of releasing trades parking permits which, in Aberdeen, would cost £50 a month (£100 in Edinburgh) and, (again unlike Edinburgh) would require neither vehicle-specificity nor that vehicles be liveried;</p> <p>(ii) to request officers to take steps and report back on the following matters:-</p> <p>(a) to adjust the charges in the forthcoming zones M and X to bring them into line with other zones nearby;</p> <p>(b) to re-engage with local retailers in Foresterhill to re-establish easy availability of vouchers for that zone;</p> <p>(c) to review the priority of future controlled parking areas and report back to the Committee on this, with particular reference to the impact of Union Square on the Palmerston area, which</p>	<p>A report on item (i) regarding trades parking permits is on the agenda.</p> <p>The remainder of the outstanding issues will be investigated and will form part of a report which officers intend submitting to the Committee at its meeting on 31 May 2010.</p>	Head of Asset Management and Operations	31.05.10	20.04.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>might well now be able to be adduced as the highest priority;</p> <p>(d) to investigate afresh existing zone boundaries and examine the implications of changing them;</p> <p>(e) to review price structures throughout the zone;</p> <p>(f) to investigate the possibility of introducing differential charging between zones; and</p> <p>(g) to examine the implications of introducing emission-based charging.</p>				
23	Enterprise, Planning and Infrastructure Committee 12.01.10 article 20	<p><u>Glashieburn Flood Prevention Scheme</u></p> <p>The Committee resolved, amongst other things, to request officers to report back on damages received from that company, either by negotiation or as a result of legal proceedings.</p>		Head of Asset Management and Operations	23.11.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
24	Housing and Environment Committee 16.02.10 article 20	<p><u>Furnishings Contract</u></p> <p>The Committee resolved to request officers to submit a report to the Enterprise, Planning and Infrastructure Committee exploring the possibility of the overall amendment of the Council's procurement procedures to take account of social enterprises etc.</p>		<p>Director of Housing and Environment</p> <p>Legal Manager (Policy and Advice)</p>	31.05.10	
25	Enterprise, Planning and Infrastructure 23.02.10 article 4	<p><u>South Aberdeen Coastal Regeneration Project (SACRP) – Next Steps</u></p> <p>The Committee resolved, amongst other things:-</p> <p>(i) to endorse the present stage with the development of external funding bids for conservation works for the Torry Battery, with a progress report on the identified funding to date to be presented to the June/July cycle of the Committee; and</p> <p>(ii) to request officers to submit a report back to the Committee from the Project Steering Group on the development of the sub-projects for the June/July cycle of the Committee.</p>		Director of Enterprise, Planning and Infrastructure	31.05.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
26	Enterprise, Planning and Infrastructure 23.02.10 article 5	<p><u>Old Lang Stracht – Request For 30mph Speed Limit</u></p> <p>The Committee resolved:- to request the officials to take the necessary steps to promote a traffic order providing for the introduction of a 30mph speed limit at this location, notwithstanding the advice of officers that such a limit was unlikely to be an effective or viable solution to perceived problems on a rural section of carriageway, but to approve the officers' recommendation that the current bus gate be changed to a bus lane to allow for future enforcement by the Council if decriminalisation of bus lanes were to be secured as was intended.</p>	<p>A report will be submitted this cycle on the results of the Initial Statutory consultation.</p> <p>A report is on the agenda.</p>	Head of Asset Management and Operations	20.04.10	20.04.10
27	Enterprise, Planning and Infrastructure 23.02.10 article 12	<p><u>2009/2010 Revenue Budget Monitoring</u></p> <p>The Committee resolved:-</p> <p>(i) to instruct officers to continue to review budget performance and report on service strategies as required to ensure a balance budget; and</p> <p>(ii) to otherwise note the information on management actions and risks that was contained in the report.</p>	A report is on the agenda.	Director of Enterprise, Planning and Infrastructure Head of Finance	20.04.10	20.04.10

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
28	Enterprise, Planning and Infrastructure 23.02.10 article 16	<p><u>Applications for Funding from the International Twinning Budget 2009/2010</u></p> <p>The Committee resolved:-</p> <p>(i) approve an award of £7,250 to the Aberdeen International Football Festival to cover the cost of bringing one of the teams to the 2010 Festival, or as a contribution towards the cost of bringing more than one team; and</p> <p>(ii) to defer consideration of the remaining amount of funding (22,390) requested by the Aberdeen International Football Festival until after the International Twinning Budget for 2010/2011 had been set by the Finance and Resources Committee.</p>	A report is on the agenda.	Economic/ Business Development Project Director	20.04.10	20.04.10
29	Enterprise, Planning and Infrastructure 23.02.10 article 25	<p><u>Community Transport Scheme</u></p> <p>The Committee resolved that the Director for Enterprise, Planning and Infrastructure go ahead and implement the schemes as set out in the report and to request that officers report back within six months, and that the report should emphasise in particular the importance of smooth and transparent administrative arrangements and good marketing</p>		Head of Asset Management and Operations	31.08.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		measures, and to add sheltered housing to the eligibility list.				
30	Enterprise, Planning and Infrastructure 23.02.10 article 26	<p><u>Multi-operator and Through Tickets for Aberdeen City</u></p> <p>The Committee resolved:-</p> <p>(i) to approve to the establishment of a through ticketing scheme on the Buchan/King Street corridor to the Aberdeen Royal Hospital site (Route 14);</p> <p>(ii) to agree, in principle, to the establishment of a multi-operator ticketing scheme subject to a more detailed report on the operation of the scheme being submitted to the Enterprise, Planning and Infrastructure Committee in due course; and</p> <p>(iii) to instruct the Director of Enterprise, Planning and Infrastructure to progress the negotiations on ticketing schemes as set out in the report.</p>	<p>A meeting with operators took place in February 2010.</p> <p>There was agreement on the process proposed by the Council, whereby a multi-operator ticket for Aberdeen City can be developed to be sold on and off bus for adults and children on a daily and weekly basis. Reimbursement would be co-ordinated through the Council who would administer the scheme and retain 2% of income for marketing and management costs. Operators would be reimbursed at a ration of miles operated within the scheme boundary (Aberdeen City initially).</p> <p>Rather than develop a through ticket for the King Street interchange point, it was agreed to expand the multi-operator ticket into the Ellon and Buchan Corridors as two further products. This will be developed jointly with Aberdeenshire Council who have a supported bus network in the area.</p> <p>A further meeting is scheduled for 7th April 2010 to discuss possible</p>	Head of Asset Management and Operations	31.05.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>fares and design/marketing issues.</p> <p>A working group will be set up through the Local Authority Bus Operators Forum to further develop ticketing and look at the wider issue of payment methods such as Oyster and Smart Cards.</p> <p>Once bus operators have agreed to the costs and an implementation schedule for the Multi-Operator ticket for Aberdeen City, a report will be prepared seeking approval to sign off on the agreement.</p>			
31	Enterprise, Planning and Infrastructure 23.02.10 article 27	<p><u>Aberdeen Western Peripheral Route – Progress Report</u></p> <p>The Committee resolved to instruct officers to provide a further report to the appropriate Committee during the procurement process providing an updated cost estimate and programme.</p>		Head of Planning and Sustainable Development	Date cannot be determined until the completion of the statutory procedures and the commencement of the formal procurement process	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
32	Enterprise, Planning and Infrastructure 23.02.10 article 29	<p><u>Complimentary Uses of Existing and Future Park and Ride / Choose Sites</u></p> <p>The Committee resolved:-</p> <ul style="list-style-type: none"> (i) to instruct the appropriate officers to develop a draft process for the consideration of Category 1 uses in the first instance, similar if possible to the school lets system; and (ii) to instruct the appropriate officers to explore and report back to the Committee on the possibilities associated with Category 2 uses; and (iii) in assisting in the development of a draft process to agree a trial 'cycle training' event at Kingswells Park and Ride Site in May 2010 with feedback on this to be included within a future report to the Committee. 		Head of Planning and Sustainable Development	07.09.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
33	Enterprise, Planning and Infrastructure 23.02.10 article 31	<p><u>Pan Grampian Radio Network - Tender for the Replacement of the Two Way Radio System</u></p> <p>The Committee resolved:-</p> <ul style="list-style-type: none"> (i) to note the contents of the report, but not to progress any further with the purchase of this radio system; and (ii) to request the Director of Enterprise, Planning and Infrastructure to examine options for improving overall communications through the use of either a replacement microwave network or the provision of suitable mobile phone technology. 		Head of Asset Management and Operations	07.09.10	

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ENTERPRISE, PLANNING AND INFRASTRUCTURE

MOTIONS LIST

20 April, 2010

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p><u>Motion by Councillor Cassie</u></p> <p>"In view of the increasing parking problems arising as a result of student numbers at Robert Gordon University, the Council considers extending the existing Controlled Parking Zone across the entire Garthdee Ward as originally discussed"</p>	23/03/05	<p><u>Environment & Infrastructure</u> <u>23/03/05</u></p> <p>To instruct the Corporate Director for Environment and Infrastructure to report in greater detail to the next meeting, addressing the various areas of concern raised.</p> <p>On 24th May 2005, the Committee having considered a further report, resolved to support the view of Councillor Cassie and request the officials to revisit all aspects of this matter.</p>	<p>A report was submitted to Council on 30 May which provided an update on parking surveys in Garthdee and up-to-date information for 2007. The Council resolved to note the continuing concern of Councillor Cassie, to request officials to continue to monitor the displacement effect at this location and to report back if and when significant parking issues attributable to the University were sufficient to invoke the agreement whereby the latter was obliged to finance an extension to the existing zone.</p> <p>RGU are in the process of submitting a further planning application to expand the campus. The Development Control Team within roads are in discussions with the university and Councillors Cassie's motion will form</p>	Head of Asset Management and Operations	Report due if and when significant parking issue attributable to RGU invoked the agreement with them.	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
				part of these discussions.			
2.	<u>Emergency Motion by Councillor Adam</u> – condition of pavements during adverse weather conditions.		<u>Enterprise, Planning and Infrastructure 12.01.10</u> The Committee resolved, amongst other things, to instruct officers to bring back a full report in due course, detailing any suggested alterations to the winter maintenance plan and benchmarking this Council against other local authorities.		Head of Asset Management and Operations	31.05.10	No
3.	<u>Motion by Councillor Boulton</u> – Potholes caused by poor road repairs carried out by utility companies.		<u>Enterprise, Planning and Infrastructure 23.02.10</u> The Committee resolved to request officers to submit a report on the process by which road repairs undertaken by third parties were inspected and monitored to a future meeting of the Enterprise, Planning and Infrastructure Committee.		Head of Asset Management and Operations	31.05.10	No

ABERDEEN CITY COUNCIL

COMMITTEE Enterprise, Planning and Infrastructure

DATE 20 April 2010

DIRECTOR Gordon McIntosh

TITLE OF REPORT Performance Report

REPORT NUMBER: EPI/10/101

1. PURPOSE OF REPORT

The purpose of this report is to provide Members with an update on Enterprise, Planning and Infrastructure Performance as at February 2010.

The report details a range of performance measures across the service, supported by additional information provided in Appendices 1 and 2.

2. RECOMMENDATION(S)

It is recommended that the Committee review the performance data and underlying trends, providing comments and observations thereon.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications, although adherence to revenue and capital budgets is a performance measure for each function across the service.

4. SERVICE & COMMUNITY IMPACT

There are no direct implications arising from this report but performance measurement and reporting should be viewed as a means to managing improvement in services to the community. The report also links to the Single Outcome Agreement.

5. OTHER IMPLICATIONS

There no other direct implications arising from this report.

6. REPORT

The report comprises:

1 A brief written overview by the Corporate Director

2 A “scorecard” listing the key performance measures, detailing:

- recent performance (trends)
- targets
- a “traffic light”

3 “Drill Down” performance measure sheets corresponding to those measures on the “scorecard” being considered this cycle (indicators available on an annual basis only have been excluded), detailing:

- a definition of the measure
- a graphical representation of the performance
- longer term trends of performance
- analysis of what the performance means
- recommended actions to be taken for improvement

4 Appendices 1 and 2 providing fuller information to support the “headline” detail provided in the main body of the report, namely in relation to Capital Expenditure (Appendix 1) and Road Defects in Appendix 2.

7. REPORT AUTHOR DETAILS

Mike Hearn, Team Manager
mhearns@aberdeencity.gov.uk
01224 522476

8. BACKGROUND PAPERS

Not applicable.

Corporate Director's Overview (Enterprise, Planning and Infrastructure)

This month's Performance Report follows our usual format, incorporating a high level Scorecard with indicators grouped by category, supported by detailed reports and analysis on each reportable indicator.

Colleagues in Human Resources are confident that we will soon be in a position to report on Sickness Absence in terms of average time lost, as detailed testing of the new calculation methodology draws to a conclusion.

Work also continues in developing our recording of Health and Safety compliance within our establishments and it is anticipated that full reporting will be available for the next Committee cycle.

Although our performance in dealing with Householder Planning Applications met targets during February, the extreme weather conditions experienced during January and continuing through February had an adverse effect on our ability to carry out pothole repairs, where low temperatures prevented remedial work being carried out.

The appointment of our new Heads of Service will see various re-alignments to the team structure and this is expected to have a positive impact on our Appraisal figures in the coming months.

We have again excluded from the main body of the report those indicators reported on an annual basis and those which we are unable to report on at this time at an Enterprise, Planning and Infrastructure level, namely Written Queries and Priority Training.

Meanwhile we continue to develop our internal Performance Management System, with the ongoing introduction of key performance indicators across our range of services.

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Enterprise Planning and Infrastructure Committee Scorecard

Report Type: Scorecard Report

Report Author: Kenny Easton

Generated on: 24 March 2010



Enterprise Planning and Infrastructure Committee Scorecard



1. Resource Management

Traffic Light Icon	PI Code & Short Name	Last Update	Current Value	Current Target	Short Term Trend Arrow	February 2010
						Value
	EPIP011 % spend against Revenue Budget (cumulative)	February 2010	67.31%	91%		67.31%
	EPIP021 % spend against Capital Budget (cumulative)	February 2010	46.4%	91%		46.4%
	EPIP101 Average sickness absence - Enterprise Planning and Infrastructure	April 2009		10		No data available for this indicator currently
	EPIP104 % of savings on target to be delivered	February 2010	100%	100%		100%
	EPIP116 Score for compliance with Health & Safety Matrix	November 2009	70%	100%		No data available for this indicator currently





2. Impact

Traffic Light Icon	PI Code & Short Name	Last Update	Current Value	Current Target	Short Term Trend Arrow	February 2010
						Value
	EPIP202 % of Carriageway condition that should be considered for maintenance treatment	2008/09	24.6%	20%		Annual Indicator
	EPIP203 % of Street Lighting columns that are over 30 years old	2008/09	27.2%	28.7%		Annual Indicator
	EPIP204 % of the total number of Bridges assessed as failing to meet the European standard of 40 tonnes	2008/09	4.1%	3.6%		Annual Indicator
	EPIP207 % non-householder planning applications determined within 2 months	February 2010	45.5%	55%		45.5%
	EPIP208 % householder planning applications determined within 2 months	February 2010	90.7%	88%		90.7%
	EPIP209 % planning applications determined within 2 months	2008/09	59.8%	80%		No data available for this indicator currently

3. Business Processes

Traffic Light Icon	PI Code & Short Name	Last Update	Current Value	Current Target	Short Term Trend Arrow	February 2010
						Value
	EPIP301 % of success in dealing with written queries and complaints within 15 working days (cumulative)	March 2009		100%		No data available for this indicator currently
	EPIP302 % of Road Category 1 defects repaired within 2 working days	February 2010	0%	92%		0%
	EPIP303 % of Traffic Light Repairs completed within 48 hours	February 2010	92%	98%		92%
	EPIP304 % of Street Light Repairs completed within 7 days	February 2010	85.7%	92%		85.7%

4. Organisational Learning and Improvement

Traffic Light Icon	PI Code & Short Name	Last Update	Current Value	Current Target	Short Term Trend Arrow	February 2010
						Value
	EPIP113 % of eligible staff appraised in the past year	February 2010	51.1%	100%		51.1%
	EPIP402 % of identified Senior Staff who have undergone training in priority areas	April 2009		100%		No data available for this indicator currently

Enterprise Planning and Infrastructure Performance Report


Generated on: 24 March 2010




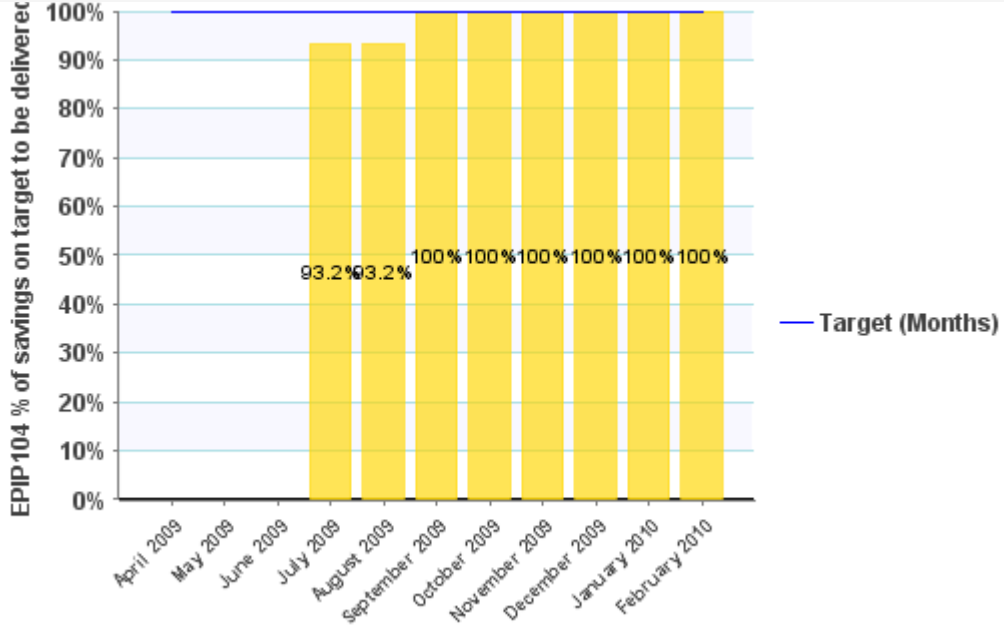
EPIP011 % spend against Revenue Budget (cumulative)

Paper Ref	% spend against Revenue Budget (cumulative)																												
Current Period	67.31%	Target 09/10	100%	Traffic Light																									
Chart Trend	<table border="1"> <caption>EPIP011 % spend against Revenue Budget (cumulative) - Chart Data</caption> <thead> <tr> <th>Month</th> <th>% Spend</th> </tr> </thead> <tbody> <tr><td>April 2009</td><td>-1.17%</td></tr> <tr><td>May 2009</td><td>5.47%</td></tr> <tr><td>June 2009</td><td>11.59%</td></tr> <tr><td>July 2009</td><td>13.03%</td></tr> <tr><td>August 2009</td><td>18.74%</td></tr> <tr><td>September 2009</td><td>27.88%</td></tr> <tr><td>October 2009</td><td>42.4%</td></tr> <tr><td>November 2009</td><td>53.47%</td></tr> <tr><td>December 2009</td><td>57.15%</td></tr> <tr><td>January 2010</td><td>60.81%</td></tr> <tr><td>February 2010</td><td>67.31%</td></tr> </tbody> </table>					Month	% Spend	April 2009	-1.17%	May 2009	5.47%	June 2009	11.59%	July 2009	13.03%	August 2009	18.74%	September 2009	27.88%	October 2009	42.4%	November 2009	53.47%	December 2009	57.15%	January 2010	60.81%	February 2010	67.31%
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January 2010	60.81%																												
February 2010	67.31%																												
Latest Note	By the end of February indicative spend should be around 91%, our figure of 67% is considerably below this. This is primarily attributable to the transfer of costs from trading accounts to the client account not yet taking place. This will remain the case until such time as a move to a single account takes occurs.																												


EPIP021 % spend against Capital Budget (cumulative)

Paper Ref	% spend against Capital Budget (cumulative)																												
Current Period	46.4%	Target 09/10	100%	Traffic Light																									
Chart Trend	<table border="1"> <caption>EPIP021 % spend against Capital Budget (cumulative) - Chart Data</caption> <thead> <tr> <th>Month</th> <th>% Spend</th> </tr> </thead> <tbody> <tr><td>April 2009</td><td>0%</td></tr> <tr><td>May 2009</td><td>0%</td></tr> <tr><td>June 2009</td><td>0%</td></tr> <tr><td>July 2009</td><td>9.4%</td></tr> <tr><td>August 2009</td><td>12.1%</td></tr> <tr><td>September 2009</td><td>12.5%</td></tr> <tr><td>October 2009</td><td>21%</td></tr> <tr><td>November 2009</td><td>26.4%</td></tr> <tr><td>December 2009</td><td>34.6%</td></tr> <tr><td>January 2010</td><td>40.6%</td></tr> <tr><td>February 2010</td><td>46.4%</td></tr> </tbody> </table>					Month	% Spend	April 2009	0%	May 2009	0%	June 2009	0%	July 2009	9.4%	August 2009	12.1%	September 2009	12.5%	October 2009	21%	November 2009	26.4%	December 2009	34.6%	January 2010	40.6%	February 2010	46.4%
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December 2009	34.6%																												
January 2010	40.6%																												
February 2010	46.4%																												
Latest Note	As can be seen from the chart, expenditure at this stage stands at a lower level than expected. Fuller details, including projected outturns, are provided on a project by project basis at Appendix 1.																												


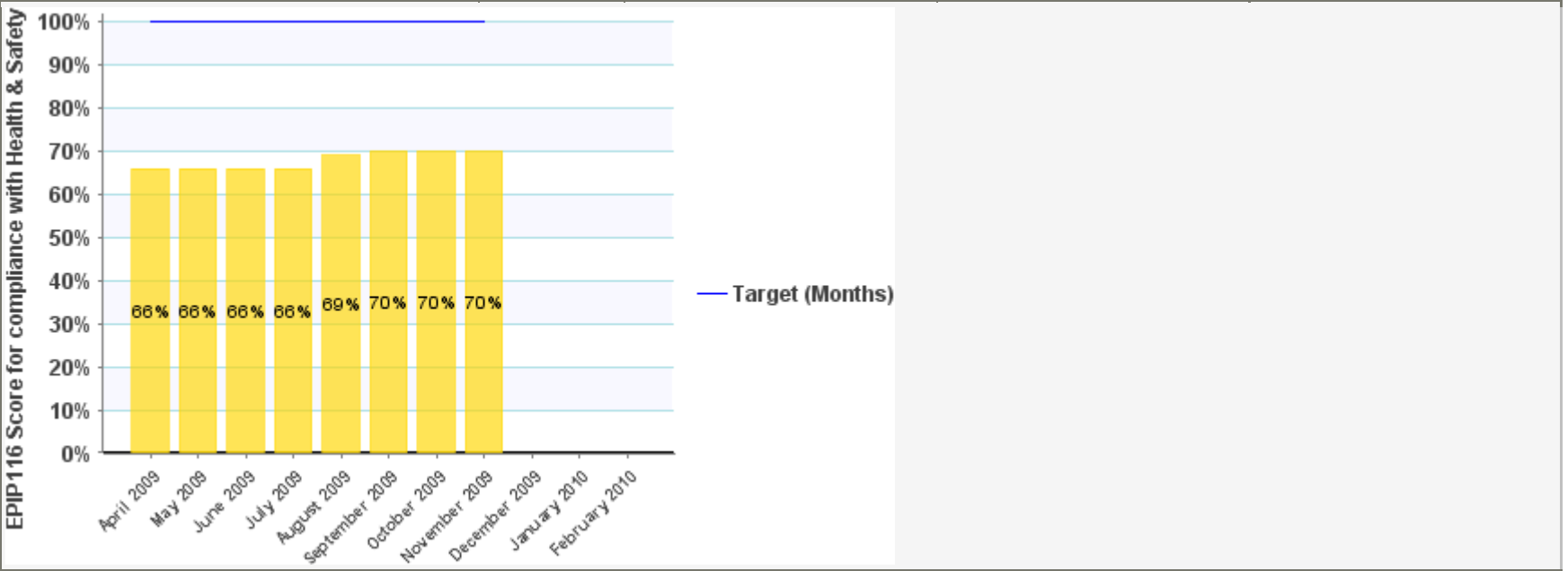
EPIP104 % of savings on target to be delivered

Paper Ref	% of savings on target to be delivered																												
Current Period	100%	Target 09/10	100%	Traffic Light																									
Chart Trend	 <p>The chart displays the percentage of savings on target for EPIP104 from April 2009 to February 2010. A horizontal blue line represents the 100% target. Yellow bars show the actual performance for each month. The data points are: April 2009 (100%), May 2009 (100%), June 2009 (100%), July 2009 (93.2%), August 2009 (93.2%), September 2009 (100%), October 2009 (100%), November 2009 (100%), December 2009 (100%), January 2010 (100%), and February 2010 (100%).</p> <table border="1"> <thead> <tr> <th>Month</th> <th>% of savings on target</th> </tr> </thead> <tbody> <tr><td>April 2009</td><td>100%</td></tr> <tr><td>May 2009</td><td>100%</td></tr> <tr><td>June 2009</td><td>100%</td></tr> <tr><td>July 2009</td><td>93.2%</td></tr> <tr><td>August 2009</td><td>93.2%</td></tr> <tr><td>September 2009</td><td>100%</td></tr> <tr><td>October 2009</td><td>100%</td></tr> <tr><td>November 2009</td><td>100%</td></tr> <tr><td>December 2009</td><td>100%</td></tr> <tr><td>January 2010</td><td>100%</td></tr> <tr><td>February 2010</td><td>100%</td></tr> </tbody> </table>					Month	% of savings on target	April 2009	100%	May 2009	100%	June 2009	100%	July 2009	93.2%	August 2009	93.2%	September 2009	100%	October 2009	100%	November 2009	100%	December 2009	100%	January 2010	100%	February 2010	100%
Month	% of savings on target																												
April 2009	100%																												
May 2009	100%																												
June 2009	100%																												
July 2009	93.2%																												
August 2009	93.2%																												
September 2009	100%																												
October 2009	100%																												
November 2009	100%																												
December 2009	100%																												
January 2010	100%																												
February 2010	100%																												
Latest Note	Total Full Year Budget Saving for Enterprise, Planning and Infrastructure is £3,538,000, it is anticipated that this will be met in full.																												


EPIP113 % of eligible staff appraised in the past year

Paper Ref	% of eligible staff appraised in the past year																												
Current Period	51.1%	Target 09/10	100%	Traffic Light																									
Chart Trend	<table border="1"> <caption>EPIP113 % of eligible staff appraised in the past year (Monthly Data)</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>April 2009</td><td>49.6%</td></tr> <tr><td>May 2009</td><td>41.1%</td></tr> <tr><td>June 2009</td><td>33.3%</td></tr> <tr><td>July 2009</td><td>31.6%</td></tr> <tr><td>August 2009</td><td>40.3%</td></tr> <tr><td>September 2009</td><td>44.1%</td></tr> <tr><td>October 2009</td><td>49.1%</td></tr> <tr><td>November 2009</td><td>52.1%</td></tr> <tr><td>December 2009</td><td>52.3%</td></tr> <tr><td>January 2010</td><td>53.5%</td></tr> <tr><td>February 2010</td><td>51.1%</td></tr> </tbody> </table>					Month	Percentage	April 2009	49.6%	May 2009	41.1%	June 2009	33.3%	July 2009	31.6%	August 2009	40.3%	September 2009	44.1%	October 2009	49.1%	November 2009	52.1%	December 2009	52.3%	January 2010	53.5%	February 2010	51.1%
Month	Percentage																												
April 2009	49.6%																												
May 2009	41.1%																												
June 2009	33.3%																												
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September 2009	44.1%																												
October 2009	49.1%																												
November 2009	52.1%																												
December 2009	52.3%																												
January 2010	53.5%																												
February 2010	51.1%																												
Latest Note	The current score of 51.1% represents a slight decrease from the previous month. The breakdown by area of service is as follows : Roads 37.3%, Facilities Management 55.4%, Planning and Infrastructure 40.1%, Economic and Environmental Sustainability 79.4%, Corporate Communications 48.3%, Asset Management 38.4% and Support Services 34.1%.																												


EPIP116 Score for compliance with Health & Safety Matrix

Paper Ref	Score for compliance with Health & Safety Matrix																												
Current Period	70%	Target 09/10	100%	Traffic Light																									
Chart Trend	 <table border="1"> <caption>EPIP116 Score for compliance with Health & Safety</caption> <thead> <tr> <th>Month</th> <th>Score (%)</th> </tr> </thead> <tbody> <tr><td>April 2009</td><td>66%</td></tr> <tr><td>May 2009</td><td>66%</td></tr> <tr><td>June 2009</td><td>66%</td></tr> <tr><td>July 2009</td><td>66%</td></tr> <tr><td>August 2009</td><td>69%</td></tr> <tr><td>September 2009</td><td>70%</td></tr> <tr><td>October 2009</td><td>70%</td></tr> <tr><td>November 2009</td><td>70%</td></tr> <tr><td>December 2009</td><td></td></tr> <tr><td>January 2010</td><td></td></tr> <tr><td>February 2010</td><td></td></tr> </tbody> </table>					Month	Score (%)	April 2009	66%	May 2009	66%	June 2009	66%	July 2009	66%	August 2009	69%	September 2009	70%	October 2009	70%	November 2009	70%	December 2009		January 2010		February 2010	
Month	Score (%)																												
April 2009	66%																												
May 2009	66%																												
June 2009	66%																												
July 2009	66%																												
August 2009	69%																												
September 2009	70%																												
October 2009	70%																												
November 2009	70%																												
December 2009																													
January 2010																													
February 2010																													
Latest Note	Our procedures in relation to the matrix are currently subject to review with colleagues in the Human Resource, Health and Safety team.																												


EPIP207 % non-householder planning applications determined within 2 months

Paper Ref	% non-householder planning applications determined within 2 months																		
Current Period	45.5%	Target 09/10	55%	Traffic Light															
Chart Trend	<table border="1"> <caption>207 % non-householder planning applications determined</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>September 2009</td> <td>50.7%</td> </tr> <tr> <td>October 2009</td> <td>38.1%</td> </tr> <tr> <td>November 2009</td> <td>28.6%</td> </tr> <tr> <td>December 2009</td> <td>54.39%</td> </tr> <tr> <td>January 2010</td> <td>42.86%</td> </tr> <tr> <td>February 2010</td> <td>45.5%</td> </tr> </tbody> </table>					Month	Percentage	September 2009	50.7%	October 2009	38.1%	November 2009	28.6%	December 2009	54.39%	January 2010	42.86%	February 2010	45.5%
Month	Percentage																		
September 2009	50.7%																		
October 2009	38.1%																		
November 2009	28.6%																		
December 2009	54.39%																		
January 2010	42.86%																		
February 2010	45.5%																		
Latest Note	Although falling short of target during February, performance shows improvement compared with January.																		


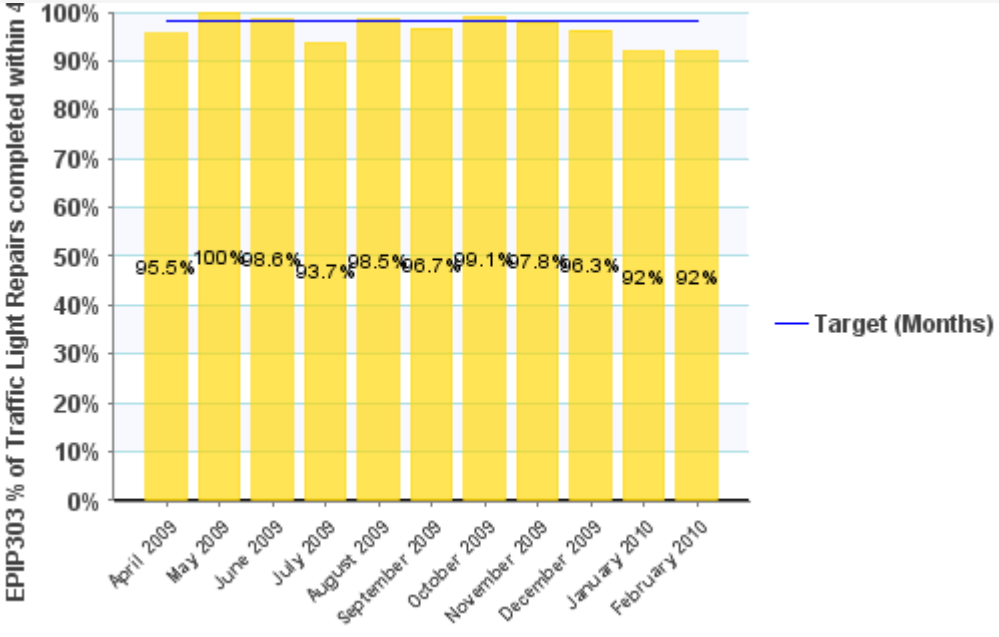
EPIP208 % householder planning applications determined within 2 months

Paper Ref	% householder planning applications determined within 2 months																		
Current Period	90.7%	Target 09/10	88%	Traffic Light															
Chart Trend	<table border="1"> <caption>IP208 % householder planning applications determined within 2 months</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>September 2009</td> <td>86.4%</td> </tr> <tr> <td>October 2009</td> <td>77.1%</td> </tr> <tr> <td>November 2009</td> <td>83.3%</td> </tr> <tr> <td>December 2009</td> <td>88.16%</td> </tr> <tr> <td>January 2010</td> <td>82.35%</td> </tr> <tr> <td>February 2010</td> <td>90.7%</td> </tr> </tbody> </table>					Month	Percentage	September 2009	86.4%	October 2009	77.1%	November 2009	83.3%	December 2009	88.16%	January 2010	82.35%	February 2010	90.7%
Month	Percentage																		
September 2009	86.4%																		
October 2009	77.1%																		
November 2009	83.3%																		
December 2009	88.16%																		
January 2010	82.35%																		
February 2010	90.7%																		
Latest Note	The February performance shows considerable improvement compared with January and meets the set target.																		


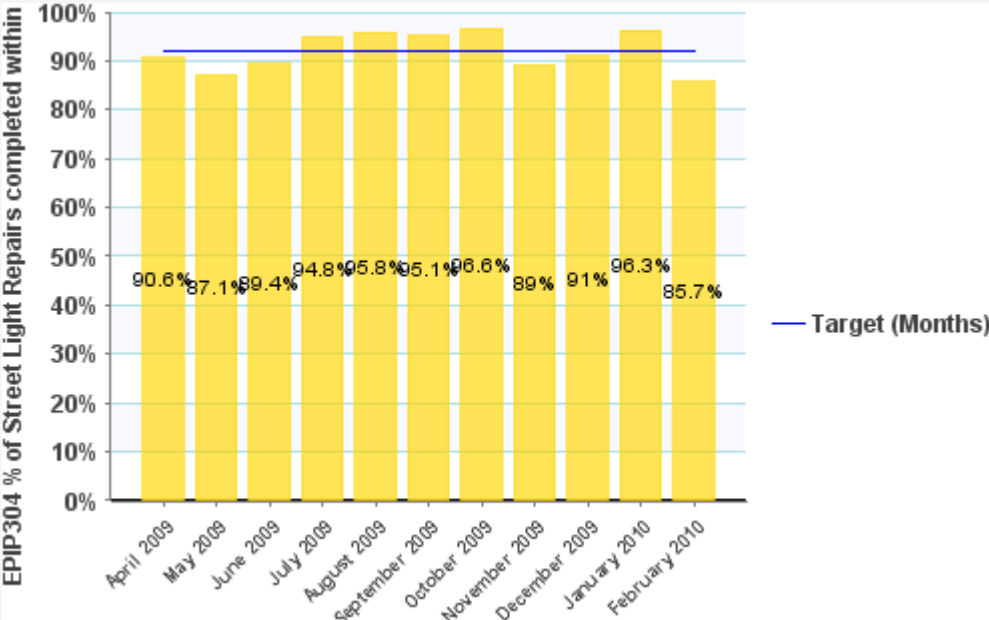
EPIP302 % of Road Category 1 defects repaired within 2 working days

Paper Ref	% of Road Category 1 defects repaired within 2 working days																												
Current Period	0%	Target 09/10	92%	Traffic Light																									
Chart Trend	<table border="1"> <caption>Data for Chart Trend</caption> <thead> <tr> <th>Month</th> <th>% of Road Category 1 defects repaired within 2 working days</th> </tr> </thead> <tbody> <tr><td>April 2009</td><td>87.5%</td></tr> <tr><td>May 2009</td><td>68.2%</td></tr> <tr><td>June 2009</td><td>79.4%</td></tr> <tr><td>July 2009</td><td>94.7%</td></tr> <tr><td>August 2009</td><td>79%</td></tr> <tr><td>September 2009</td><td>100%</td></tr> <tr><td>October 2009</td><td>96.1%</td></tr> <tr><td>November 2009</td><td>81.8%</td></tr> <tr><td>December 2009</td><td>98%</td></tr> <tr><td>January 2010</td><td>50%</td></tr> <tr><td>February 2010</td><td>0%</td></tr> </tbody> </table>					Month	% of Road Category 1 defects repaired within 2 working days	April 2009	87.5%	May 2009	68.2%	June 2009	79.4%	July 2009	94.7%	August 2009	79%	September 2009	100%	October 2009	96.1%	November 2009	81.8%	December 2009	98%	January 2010	50%	February 2010	0%
Month	% of Road Category 1 defects repaired within 2 working days																												
April 2009	87.5%																												
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July 2009	94.7%																												
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September 2009	100%																												
October 2009	96.1%																												
November 2009	81.8%																												
December 2009	98%																												
January 2010	50%																												
February 2010	0%																												
Latest Note	Adverse weather conditions during February resulted in no repair work being carried out within the prescribed period. (See Appendix 2)																												

EPIP303 % of Traffic Light Repairs completed within 48 hours

Paper Ref	% of Traffic Light Repairs completed within 48 hours																												
Current Period	92%	Target 09/10	98%	Traffic Light																									
Chart Trend	 <table border="1"> <caption>EPIP303 % of Traffic Light Repairs completed within 48 hours (Monthly Data)</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>April 2009</td><td>95.5%</td></tr> <tr><td>May 2009</td><td>100%</td></tr> <tr><td>June 2009</td><td>98.8%</td></tr> <tr><td>July 2009</td><td>93.7%</td></tr> <tr><td>August 2009</td><td>98.5%</td></tr> <tr><td>September 2009</td><td>96.7%</td></tr> <tr><td>October 2009</td><td>99.1%</td></tr> <tr><td>November 2009</td><td>97.8%</td></tr> <tr><td>December 2009</td><td>96.3%</td></tr> <tr><td>January 2010</td><td>92%</td></tr> <tr><td>February 2010</td><td>92%</td></tr> </tbody> </table>					Month	Percentage	April 2009	95.5%	May 2009	100%	June 2009	98.8%	July 2009	93.7%	August 2009	98.5%	September 2009	96.7%	October 2009	99.1%	November 2009	97.8%	December 2009	96.3%	January 2010	92%	February 2010	92%
Month	Percentage																												
April 2009	95.5%																												
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October 2009	99.1%																												
November 2009	97.8%																												
December 2009	96.3%																												
January 2010	92%																												
February 2010	92%																												
Latest Note	<p>There were 87 faults recorded in February with 13 of these being "all dark", the most serious category. An overall performance level of 92% was achieved with 7 faults requiring longer than 48 hours to resolve. Two of these faults were completed late due to the civil contractor not being available for excavation works. Two of the faults was due to investigation works, one required traffic management for completion and the other two were due to parts being required. The largest single fault group is again lamp failures with 53% of recorded faults in this category. "All darks" make up 15% of faults, RTA's make up 11% of faults, while age issue related faults contribute a further 3%, miscellaneous faults made up the other 28%.</p>																												

EPIP304 % of Street Light Repairs completed within 7 days

Paper Ref	% of Street Light Repairs completed within 7 days																												
Current Period	85.7%	Target 09/10	92%	Traffic Light																									
Chart Trend	 <table border="1" data-bbox="425 438 1411 1061"> <caption>EPIP304 % of Street Light Repairs completed within 7 days (Monthly Data)</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>April 2009</td><td>90.6%</td></tr> <tr><td>May 2009</td><td>87.1%</td></tr> <tr><td>June 2009</td><td>89.4%</td></tr> <tr><td>July 2009</td><td>94.8%</td></tr> <tr><td>August 2009</td><td>95.8%</td></tr> <tr><td>September 2009</td><td>95.1%</td></tr> <tr><td>October 2009</td><td>96.6%</td></tr> <tr><td>November 2009</td><td>89%</td></tr> <tr><td>December 2009</td><td>91%</td></tr> <tr><td>January 2010</td><td>96.3%</td></tr> <tr><td>February 2010</td><td>85.7%</td></tr> </tbody> </table>					Month	Percentage	April 2009	90.6%	May 2009	87.1%	June 2009	89.4%	July 2009	94.8%	August 2009	95.8%	September 2009	95.1%	October 2009	96.6%	November 2009	89%	December 2009	91%	January 2010	96.3%	February 2010	85.7%
Month	Percentage																												
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September 2009	95.1%																												
October 2009	96.6%																												
November 2009	89%																												
December 2009	91%																												
January 2010	96.3%																												
February 2010	85.7%																												
Latest Note	<p>An increase in fault numbers during February and this together with loss of operatives to Winter Maintenance and sickness has resulted in a reduced performance. Year to date figure is around 93%. We are still looking to employ additional electricians to enable us to repair the faults timeously. We're still running reports twice a week to monitor the fault tickets about to go out of spec. and endeavouring to repair them in time.</p>																												

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MONITORING STATEMENT - TO FEBRUARY 2010

		2009/2010			
Project ID	Project Description	Revised Budget 2009/10 £'000	Projected Outturn P10 09/10 £'000	Actual Spend to Feb 2010 £'000	Percentage Spend to Budget %
Enterprise, Planning and Infrastructure					
Corporate Accommodation					
663	Corporate Office Accommodation	21,724	10,735	9,490	43.68%
		21,724	10,735	9,490	43.68%
Roads/Pavements/Bridges					
86	Lighting Improvements	200	193	103	51.50%
88	Traffic Calming & Road Safety	160	160	41	25.63%
217	MTS Associated Road Improvements - Wellington Rd Phase 5	430	380	115	26.74%
296	Roads Maintenance Resurfacing	1,723	1,090	372	21.59%
413	Footway Improvements	632	350	131	20.73%
470	Road Network - Weak Bridges	118	90	44	37.29%
471	Road Network - Bridge Major Maintenance Programme	50	50	0	0.00%
550	Signage	92	92	28	30.43%
551	Cycling, Walking & Safer Streets (CWSS)	365	365	102	27.95%
587	Access from the North	200	200	111	55.50%
627	Western Peripheral Route	3,949	3,949	3,325	84.19%
647	Newhills Manse T Junction	10	5	0	0.00%
660	Central Aberdeen Transport Infrastructure	1,030	1,030	291	28.25%
703	Traffic Signal Safety Upgrade	575	490	174	30.26%
715	MTS - Berryden Road Improvements	385	190	156	40.52%
716	A96 Park & Ride/Dyce Drive Link Road	100	0	3	3.00%
721	Wellington Bridge - Preservation Works Phase 2-4	171	10	4	2.34%
724	Roads Safety ITS Unit Schemes	60	60	0	0.00%
743	Upgrade of Footpaths at Heathryfold	15	5	0	0.00%
757	Union Street Cable Support System for Banners & Festive Lights	18	6	3	16.67%
		10,283	8,715	5,003	48.65%
Car Parking					
216	Car Parking: Extend Pay & Display	566	350	38	6.71%
735	Car Parking: Extend Pay & Display - Zone M Rosemount Area	145	135	101	69.66%
739	Replacement Programme for Pay & Display Machines	100	0	0	0.00%
		811	485	139	17.14%
Drainage/Flood Prevention					
646	Glashieburn Flood Protection	175	25	16	9.14%
734	Flood Prevention	94	50	15	15.96%
		269	75	31	11.52%
Waste					
233	Waste Disposal Facilities (Mill of Dyce)	0	0	0	0.00%
497	Ness Landfill Restoration	8,000	6,448	3,945	49.31%
720	Gully Waste Recycling - Reed Bed at Ness	20	46	7	35.00%
766	Hill of Tramaud Landfill - Change of Law Costs	3,106	2,800	58	1.87%
		11,126	9,294	4,010	36.04%
Other Infrastructure					
362	Railings/Metalwork - Repairs & Maintenance	139	100	1	0.88%
363	Improve City Gateways/Appearance of Routes In	76	76	0	0.00%
462	Council Travel Plan	25	25	0	0.00%
563	Vehicle Replacement	1,500	1,500	1,268	84.53%
567	Memorials in City Cemeteries	65	65	34	52.31%
662	Wifi Infrastructure	33	36	38	115.15%
758	Upgrade of MOT Station	35	35	0	0.00%
765	Nestrans - Capital Grant	1,411	1,411	1,411	100.00%
		3,284	3,248	2,752	83.81%
Planning					
746	Application Processing System	73	47	10	13.70%
768	Energising Aberdeen	1,700	1,700	1,670	98.24%
		1,773	1,747	1,680	94.75%
Asset Management					
294	Corp Property Replacement/Renewal Programme	5,696	4,966	2,521	44.26%
371	School Development Plans	300	300	2	0.67%
680	3R's Temporary Accommodation	18	18	2	11.25%
759	School Estates Strategy	306	186	179	58.50%
		6,320	5,470	2,704	42.79%
Total - Enterprise, Planning and Infrastructure		55,590	39,769	25,809	46.43%

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APPENDIX 2

Road Defects

	April			May			June			July			August			September			October		
	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time
Potholes																					
Priority 1	34	33	97.06%	30	16	53.33%	21	14	66.67%	20	20	100.00%	26	25	96.15%	24	24	100.00%	19	18	94.74%
Priority 2	367	362	98.64%	234	194	82.91%	248	235	94.76%	150	147	98.00%	109	100	91.74%	369	336	91.06%	118	97	82.20%
Slabs																					
Priority 1	14	9	64.29%	11	11	100.00%	9	9	100.00%	14	12	85.71%	31	19	61.29%	22	22	100.00%	29	28	96.55%
Priority 2	46	46	100.00%	61	59	96.72%	54	53	98.15%	38	38	100.00%	70	67	95.71%	73	73	100.00%	30	30	100.00%
Gullies																					
Priority 1	0	0	0.00%	3	3	100.00%	4	4	100.00%	4	4	100.00%	5	5	100.00%	1	1	100.00%	3	3	100.00%
Priority 2	55	55	100.00%	94	94	100.00%	71	71	100.00%	78	75	96.15%	87	80	91.95%	87	86	98.85%	9	9	100.00%
Total Priority 1	48	42	87.50%	44	30	68.18%	34	27	79.41%	38	36	94.74%	62	49	79.03%	47	47	100.00%	51	49	96.08%
Total Priority 2	468	463	98.93%	389	347	89.20%	373	359	96.25%	266	260	97.74%	266	247	92.86%	529	495	93.57%	157	136	86.62%
Total	516	505	97.87%	433	377	87.07%	407	386	94.84%	304	296	97.37%	328	296	90.24%	576	542	94.10%	208	185	88.94%

	November			December			January			February			Year to Date		
	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time	Number of Defect repair tickets issued	Number repaired on time	% repaired on time
Potholes															
Priority 1	16	14	87.50%	21	20	95.24%	0	0	100.00%	0	0	100.00%	211	184	87.20%
Priority 2	122	117	95.90%	93	83	89.25%	0	0	100.00%	0	0	100.00%	1,810	1,671	92.32%
Slabs															
Priority 1	3	3	100.00%	2	2	100.00%	0	0	100.00%	0	0	100.00%	135	115	85.19%
Priority 2	58	54	93.10%	87	84	96.55%	18	17	94.44%	0	0	100.00%	535	521	97.38%
Gullies															
Priority 1	3	1	33.33%	2	2	100.00%	2	1	50.00%	0	0	100.00%	27	24	88.89%
Priority 2	47	46	97.87%	38	34	89.47%	18	16	88.89%	0	0	100.00%	584	566	96.92%
Total Priority 1	22	18	81.82%	25	24	96.00%	2	1	50.00%	0	0	100.00%	373	323	86.60%
Total Priority 2	227	217	95.59%	218	201	92.20%	36	33	91.67%	0	0	100.00%	2929	2758	94.16%
Total	249	235	94.38%	243	225	92.59%	38	34	89.47%	0	0	100.00%	3302	3081	93.31%

Definition

Priority 1 (2 day response) and Priority 2 (7 day response) are categorised mainly by the Inspectors judgement and expertise. There are criteria which he should look at for example location, volume of traffic, number of pedestrians and in the case of potholes the size.

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ABERDEEN CITY COUNCIL

COMMITTEE: Enterprise, Planning and Infrastructure

DATE: 20 April 2010

REPORT BY: Director and City Chamberlain

TITLE OF REPORT: 2009/10 Revenue Budget Monitoring

REPORT NUMBER: EPI / 10 / 114

1. PURPOSE OF REPORT

1.1 The purpose of this report is to:

- i) bring to Committee members notice the current year revenue budget performance to date for the services which relate to this Committee; and
- ii) advise on any areas of risk and management action.

2. RECOMMENDATION(S)

2.1 It is recommended that the Committee:

- i) note this report on the forecast out-turn and the information on risks and management action that is contained herein; and
- ii) instruct that officers continue to review budget performance and report on service strategies as required to ensure a balanced budget.
- iii) instructs officers to report, in due course, on the actual out-turn compared to budget following completion of the 2009/10 financial statements.

3. FINANCIAL IMPLICATIONS

3.1. The total Enterprise, Planning and Infrastructure budget currently amounts to £27.167 million net expenditure.

3.2. Based upon present forecasts it is anticipated that the financial performance of the service will result in an adverse movement on the Council finances overall of £406,000. This position will be reflected in the overall financial monitoring for the Council when it is reported to Finance and Resources Committee at the end of this Committee cycle. The latest position reflects an improvement in the expected outturn of £170,000 as a result of further savings having been identified.

- 3.3. Further details of the financial implications are set out in section 6 and the appendices attached to this report.

4. SERVICE & COMMUNITY IMPACT

- 4.1. As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore Committees and services are required to work within a financial constraint. Every effort is being focused on delivering services more efficiently and effectively.

5. OTHER IMPLICATIONS

- 5.1. Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Members. This report is part of that framework and has been produced to provide an overview of the current operating position.

6. REPORT

- 6.1 This report informs Members of the current year revenue budget performance to date, for the service's budget and provides high level summary for the consideration of Members, to period 11 (to the end of February 2010). It also outlines whether or not there are any cost pressures that are immediately identifiable from the expenditure incurred to date and actions being undertaken to manage these.

- 6.2 The service report and associated notes are attached at Appendix A

Financial Position and Risks Assessment

In overall terms at this stage, analysing Appendix A, the position reflects a projected net overspend of £406,000, representing an improvement of £170,000 since the last update. This balance incorporates the expected additional cost of roads winter maintenance.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

Financial ledger data extracted for the period.

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

AS AT	28 February 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%
HEAD OF ASSET MANAGEMENT AND OPERATIONS		18,825	17,256	10,301	(6,955)	18,951	126	0.7%
HEAD OF PLANNING AND SUSTAINABLE		760	697	321	(376)	1,436	676	89.0%
OPERATIONAL SUPPORT MANAGER		1,021	936	1,226	290	872	(149)	-14.6%
ECONOMIC DEVELOPMENT PROJECT DIRECTOR		6,561	6,014	5,788	(226)	6,314	(247)	-3.8%
TOTAL BUDGET		27,167	24,903	17,636	(7,267)	27,573	406	1.5%

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

AS AT 28 February 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END			CHANGE FROM LAST REPORT
		PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	%	
ACCOUNTING PERIOD 11	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	14,970	13,722	12,957	(765)	13,794	(1,176)	-7.9%	57
PROPERTY COSTS	6,423	5,887	5,288	(599)	6,168	(255)	-4.0%	(54)
ADMINISTRATION COSTS	1,388	1,272	3,375	2,103	4,127	2,739	197.3%	1,055
TRANSPORT COSTS	4,022	3,687	2,729	(959)	3,945	(77)	-1.9%	(51)
SUPPLIES & SERVICES	11,580	10,615	12,515	1,900	12,038	458	4.0%	694
TRANSFER PAYMENTS	3,751	3,438	3,340	(98)	3,512	(239)	-6.4%	(189)
CAPITAL FINANCING COSTS	10,286	9,429	0	(9,429)	10,279	(7)	-0.1%	(7)
GROSS EXPENDITURE	52,420	48,051	40,204	(7,848)	53,863	1,443	2.8%	1,505
LESS: INCOME								
GOVERNMENT GRANTS	0	0	0	0	0	0	0.0%	0
OTHER GRANTS	(196)	(180)	(1,152)	(972)	(454)	(258)	131.6%	(258)
FEES & CHARGES	(17)	(16)	(13)	3	(14)	3	-17.8%	3
RECHARGES	(10,119)	(9,276)	(7,908)	1,368	(10,782)	(663)	6.6%	(445)
OTHER INCOME	(14,921)	(13,678)	(13,495)	183	(15,040)	(119)	0.8%	(974)
TOTAL INCOME	(25,253)	(23,149)	(22,568)	581	(26,290)	(1,037)	4.1%	(1,675)
NET EXPENDITURE	27,167	24,903	17,636	(7,267)	27,573	406	1.5%	(170)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Savings will be realised across a number of services from not filling current vacancies.

PROJECTED VARIANCE £'000	CHANGE £'000
(1,176)	57

Property Costs

Savings in electricity costs for street lighting are expected to be realised during the remainder of the year.

(255)	(54)
-------	------

Administration Costs

Roads staff allocate their time to specific projects and it is recharged to the admin expense of each project. The recharges income contains a level of income that offsets this expense. The movement since the last forecast reflects updated information on the amount of work being done on each project.

2,739	1,055
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Transport Costs

The level of expenditure on travelling expenses is expected to be below budget for a number of services.

(77)	(51)
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Supplies & Services

Savings are being targeted in a number of areas, the two main ones being expenditure on events and in the use of external consultants within Technical Services. The additional cost of roads winter maintenance has resulted in a reduction in the savings expected. The movement since the last forecast reflects revised estimates for road salt and internal consultancy work done for Roads services.

458	694
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Transfer payments

A reduction in commitments within Economic and Environmental Sustainability is expected to yield savings.

(239)	(189)
-------	-------

Capital Financing

A small movement is expected in the charge for the year

(7)	(7)
-----	-----

Other Grants

A grant of £117k was received in March from the Scottish Government to assist with the cost of pothole repairs.

This category of expenditure includes roundabout sponsorship

(258)	(258)
-------	-------

Fees & Charges

A small movement is expected in the amount received for the year

3	3
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Recharges

A small reduction in income from advertising and public notices is expected to be offset by increased income from fees for Housing work.

(663)	(445)
-------	-------

Other Income

Income from Roads consultancy fees amounting to £1.2 million has been added to the outturn in line with the expenditure included within administration costs. Both building fee income and planning application income are expected to be lower than budgeted for due to the prevailing economic conditions, with a combined shortfall of £1.509 million currently being predicted. Internal consultancy income from non-housing work is expected to be below budget by £100k because of restrictions on non-housing expenditure.

(119)	(974)
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406	(170)
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**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010**

**DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
HEAD OF ASSET MANAGEMENT AND OPERATIONS**

AS AT	28 February 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		7,887	7,230	6,675	(555)	7,126	(761)	-9.6%
PROPERTY COSTS		6,402	5,869	5,146	(723)	6,102	(300)	-4.7%
ADMINISTRATION COSTS		705	646	2,419	1,773	3,000	2,295	325.5%
TRANSPORT COSTS		3,908	3,582	2,640	(942)	3,844	(64)	-1.6%
SUPPLIES & SERVICES		8,848	8,111	6,798	(1,313)	9,518	670	7.6%
TRANSFER PAYMENTS TOTAL		501	459	319	(140)	394	(107)	-21.4%
CAPITAL FINANCING COSTS		9,793	8,977	0	(8,977)	9,786	(7)	-0.1%
GROSS EXPENDITURE		38,044	34,874	23,997	(10,877)	39,770	1,726	4.5%
LESS: INCOME								
OTHER GRANTS & CONTRIBUTIONS		0	0	(364)	(364)	(117)	(117)	0.0%
INTEREST		0	0	0	0	0	0	0.0%
RECHARGES		(9,189)	(8,423)	(4,417)	4,006	(10,247)	(1,058)	11.5%
OTHER INCOME		(10,030)	(9,194)	(8,915)	279	(10,455)	(425)	4.2%
TOTAL INCOME		(19,219)	(17,617)	(13,696)	3,921	(20,819)	(1,600)	8.3%
NET EXPENDITURE		18,825	17,256	10,301	(6,955)	18,951	126	0.7%

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Savings are expected to arise in Roads staffing from a number of outstanding vacancies that will not be filled.

(761)

Property Costs

Savings in electricity costs are expected to arise in street lighting as the result of the negotiation of the new electricity contract.

(300)

Administration Costs

Charges for Roads salaries are included here and recovered through income. No other significant variance is

2,295

Transport Costs

Travelling expenses and car parking charges are below budget for the roads, construction consultancy and asset management teams.

(64)

Supplies and Services

This variance represents the expected overspend in the winter maintenance budget as the result of the recent adverse weather.

670

Agencies and Other Bodies

Payments through the Public Transport Unit are below budget in line with savings initiatives implemented to date.

(107)

Capital Financing Costs

A budget was included for capital financing charges for Bridge Works but no charge is expected to be received for the current year.

(7)

Income

£117k has been received from the Scottish Government towards pothole repairs. Income from internal consultancy work for Roads and Buildings Management is expected to be below budget by £880k as a result of a reduced workload.

Similarly, recoveries of architectural fees for capital works has been significantly reduced and income is expected to be £800k below budget.

(1,600)

126

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
HEAD OF PLANNING AND SUSTAINABLE DEVELOPMENT

AS AT	28 February 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END	
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		3,158	2,895	2,968	73	2,978	(180) -5.7%
PROPERTY COSTS		0	0	88	88	8	8 0.0%
ADMINISTRATION COSTS		113	104	550	446	630	517 457.5%
TRANSPORT COSTS		65	60	52	(8)	53	(12) -18.5%
SUPPLIES & SERVICES		725	665	4,505	3,840	896	171 23.6%
TRANSFER PAYMENTS TOTAL		152	139	283	144	142	(10) -6.6%
CAPITAL FINANCING COSTS		481	441	0	(441)	481	0 0.0%
GROSS EXPENDITURE		4,694	4,303	8,446	4,143	5,188	494 10.5%
LESS: INCOME							
OTHER GRANTS & CONTRIBUTIONS		0	0	(568)	(568)	0	0 0.0%
INTEREST		0	0	0	0	0	0 0.0%
RECHARGES		0	0	(3,491)	(3,491)	0	0 0.0%
OTHER INCOME		(3,934)	(3,606)	(4,066)	(460)	(3,752)	182 -4.6%
TOTAL INCOME		(3,934)	(3,606)	(8,125)	(4,519)	(3,752)	182 -4.6%
NET EXPENDITURE		760	697	321	(376)	1,436	676 89.0%

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

A number of posts remain vacant across several areas and the outturn has been updated to reflect these.

(180)

Property Costs

Costs to date include charges associated with the AWPR. These costs are not included in the budget as a recharge is made to the capital project at the year-end to cover these costs. The Council's share of the capital financing cost of the project is the only revenue burden.

8

Administration Costs

The cost of Roads' staff time charged to Transportation projects was not originally budgeted for under this service. The corresponding income is included under the Head of Asset Management and Operations.

517

Transport Costs

Travelling expenses associated with Building standards applications is below budget as a result of the reduced level of economic activity within the city.

(12)

Supplies and Services

The overspend against budget to date is mainly associated with the AWPR project and these costs will be recharged to the capital project at the year end. The remaining overspend is associated mainly with The Green THI Streetscape project £100K) and development plans (£60K).

171

Agencies and Other Bodies

This saving is the result of the contribution to NESTRANS being lower than budget.

(10)

Income

Building application fee income is expected to be £690K below budget and planning application income is expected to be £650k below budget, both as a result of reduced economic activity over the past year. Contributions towards the development plan and The Green THI project are expected to exceed budget by £1.2 million.

182

676

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
OPERATIONAL SUPPORT MANAGER

AS AT	28 February 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END	
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		1,395	1,279	1,166	(113)	1,291	(104) -7.4%
PROPERTY COSTS		1	1	0	(1)	0	(1) -100.0%
ADMINISTRATION COSTS		86	79	51	(28)	67	(19) -22.1%
TRANSPORT COSTS		5	5	2	(3)	3	(2) -43.7%
SUPPLIES & SERVICES		30	28	7	(21)	13	(17) -56.7%
TRANSFER PAYMENTS TOTAL		0	0	0	0	0	0 0.0%
CAPITAL FINANCING COSTS		0	0	0	0	0	0 0.0%
GROSS EXPENDITURE		1,517	1,390	1,226	(165)	1,374	(143) -9.4%
LESS: INCOME							
OTHER GRANTS & CONTRIBUTIONS		0	0	0	0	0	0 0.0%
INTEREST		0	0	0	0	0	0 0.0%
RECHARGES		(496)	(455)	0	455	(502)	(6) 1.2%
OTHER INCOME		0	0	0	0	0	0 0.0%
TOTAL INCOME		(496)	(455)	0	455	(502)	(6) 1.2%
NET EXPENDITURE		1,021	936	1,226	290	872	(149) -14.6%

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Savings are anticipated in salaries due to vacant posts not being filled. Budgets for staff advertising and training are also expected to be underspent as a result.

(104)

Property Costs

No significant variance from budget is anticipated

(1)

Administration Costs

Savings are anticipated in stationery, postages and disclosure checks. The budget provision for these items was greater than current requirements.

(19)

Transport Costs

Savings are anticipated in travelling expenses as a result of the budget provision exceeding the requirement.

(2)

Supplies and Services

Savings are anticipated in the purchase of equipment, catering provisions and computer costs as the result of a review of current expenditure and requirements.

(17)

Income

The level of recharge is expected to exceed budget in line with the anticipated level of expenditure.

(6)

(149)

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2009 / 2010

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
ECONOMIC DEVELOPMENT PROJECT DIRECTOR

AS AT	28 February 2010	ANNUAL BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
			PLANNED	ACTUAL	VARIANCE	PROJECTED TOTALS	PROJECTED VARIANCE	
ACCOUNTING PERIOD 11		£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS		2,530	2,319	2,148	(171)	2,399	(131)	-5.2%
PROPERTY COSTS		20	18	54	36	58	38	190.0%
ADMINISTRATION COSTS		484	444	355	(89)	430	(54)	-11.2%
TRANSPORT COSTS		44	40	35	(5)	45	1	2.3%
SUPPLIES & SERVICES		1,977	1,812	1,205	(607)	1,611	(366)	-18.5%
TRANSFER PAYMENTS TOTAL		3,098	2,840	2,738	(102)	2,976	(122)	-3.9%
CAPITAL FINANCING COSTS		12	11	0	(11)	12	0	0.0%
GROSS EXPENDITURE		8,165	7,485	6,535	(950)	7,531	(634)	-7.8%
LESS: INCOME								
OTHER GRANTS & CONTRIBUTIONS		(196)	(180)	(220)	(40)	(337)	(141)	71.9%
INTEREST		(17)	(16)	(13)	3	(14)	3	-17.6%
RECHARGES		(434)	(398)	0	398	(33)	401	-92.4%
OTHER INCOME		(957)	(877)	(514)	363	(833)	124	-13.0%
TOTAL INCOME		(1,604)	(1,470)	(747)	723	(1,217)	387	-24.1%
NET EXPENDITURE		6,561	6,014	5,788	(226)	6,314	(247)	-3.8%

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

Savings are expected from a number of vacant posts not being filled during the year.

PROJECTED
VARIANCE
£'000

(131)

Property Costs

The service has been charged with £24K of rates for accommodation at Spring Garden that was not budgeted for under this budget head. It is also expected to be charged with £12K of costs for hire of accommodation in relation to ACSEF that was also not budgeted for.

38

Administration Costs

Printing and advertising costs are expected to be below budget as services have cut back on their expenditure in these areas.

(54)

Transport Costs

No significant variance is expected in any single item of expenditure within this budget.

1

Supplies and Services

Expenditure has been reduced on a number of items to try to meet the budget savings targets. Significant savings made include £162K on Festive Aberdeen, £137K on Hogmanay celebrations and £88K on costs associated with the Energy Futures centre.

(366)

Agencies and Other Bodies

Contributions to a number of external bodies have been reduced in order to meet budget savings requirements.

(122)

Income

Recoveries from other services and from the Common Good Fund are expected to be below budget in line with the reduced expenditure on supplies and services.

387

(247)

ABERDEEN CITY COUNCIL

COMMITTEE:	Enterprise, Planning and Infrastructure
DATE:	20 April 2010
REPORT BY:	Director and City Chamberlain
TITLE OF REPORT:	Capital Budget Progress Report
REPORT NUMBER:	EPI / 10 / 115

1. PURPOSE OF REPORT

- 1.1 This report provides an update to Committee of the progress being made on the various projects within the Non-Housing Capital Programme, previously approved by Council, which are currently aligned to Enterprise, Planning and Infrastructure services.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee notes the content of this report in relation to the projects outlined at Appendix A.

3. FINANCIAL IMPLICATIONS

- 3.1 The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income. The General Fund has adequate resources available to finance the capital spend in 2009/2010.
- 3.2 The overall cost of Capital is calculated on a Council-wide basis and therefore the impact on the Council will be included within the summary report to Finance and Resources Committee. It is important that approved projects are managed and monitored in a robust way to ensure there is accuracy in relation to expenditure projections and thereby enable the Council to calculate and evaluate the overall need for, and cost of, borrowing

4. SERVICE & COMMUNITY IMPACT

- 4.1 The Council operates within overall capital control mechanisms laid down by the Scottish Government as well as recommended accounting practice and policies in accordance with the Prudential Code.

5. OTHER IMPLICATIONS

- 5.1 Failure to invest adequately in the Council's asset base may lead to the Council not complying with current health and safety requirements nor capturing the benefits that can be derived from, for example, improved design and construction practices.
- 5.2 If the continuation of close budgetary control is not exercised and maintained the Council may operate out-with the capital control mechanisms laid down by the Scottish Government in relation to the Prudential Code for the 2009/2010 Non Housing Capital Programme.

6. REPORT

- 6.1 Appendix A outlines the Non-Housing Capital Programme projects aligned to Enterprise, Planning and Infrastructure services and provides for each project the budget for 2009/10, spend to the end of February 2010 and forecast out-turn. The appendix also outlines future years' budget profiles and any current project forecast variance.
- 6.2 The spend to the end of February 2010 only reflects payments made and processed. It excludes commitments that have been made which will be due to be paid by the end of the year. Such commitments will be reflected in the forecast position.
- 6.3 Comments on particular projects, where appropriate, are included in the narrative.
- 6.4 As a result of the adverse weather conditions experienced during December and January, work on a number of projects has been delayed. Expenditure on a number of projects will have to be carried forward into 2010/11. The outturns for the current year have been updated to reflect the revised projections.

7. AUTHORISED SIGNATURE

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8. REPORT AUTHOR DETAILS

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9. BACKGROUND PAPERS

Financial ledger data, extracted for the period.

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
663 Corporate Office Accommodation	67,928	12,703	21,724	9,490	1,245	10,735	34,693	8,470	1,327	67,928	0
Project Description/Project Cost											
For the acquisition and renovation of Marischal College for Corporate Office Accommodation.											
86 Lighting Improvements	1,393	Rolling	200	103	90	193	300	400	500	1,393	0
Project Description/Project Cost											
Replacement and enhancement of street lighting columns.											
88 Traffic Calming & Road Safety	610	Rolling	160	41	119	160	150	150	150	610	0
Project Description/Project Cost											
A large number of these schemes have just completed the final stage of the legal process for the required traffic regulation orders and were reported to the EP&I committee in October and November 2009. These schemes are planned to be implemented in the last quarter of the financial year.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
217 MTS Associated Road Improvements - Wellington Rd Phase 5	5,813	5,423	430	115	265	380	10	0	0	5,813	0
Project Description/Project Cost											
Work is progressing on finalising the contract with snagging work, settlement of variations and retention monies being paid prior to the end of March 2010.											
296 Roads Maintenance Resurfacing	3,073	Rolling	1,723	372	718	1,090	983	450	550	3,073	0
Project Description/Project Cost											
Reconstruction and resurfacing of roads throughout the City. Expenditure has been reprofiled due to weather-related delays											
413 Footway Improvements	1,382	Rolling	632	131	219	350	532	250	250	1,382	0
Project Description/Project Cost											
Reconstruction and resurfacing of footways throughout the city. Expenditure has been reprofiled due to weather related delays.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
470 Road Network - Weak Bridges	268	Rolling	118	44	46	90	78	50	50	268	0
Project Description/Project Cost											
Programme for upgrading or protecting of bridges to bring the structures up to an acceptable load bearing standard.											
471 Road Network - Bridge Major Maintenance Programme	200	Rolling	50	0	50	50	50	50	50	200	0
Project Description/Project Cost											
Major maintenance work.											
550 Signage	242	Rolling	92	28	64	92	50	50	50	242	0
Project Description/Project Cost											
It has always been planned that the majority of this budget would be spent towards the end of the financial year once staff resources become available from completing other capital budget projects.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
551 Cycling, Walking & Safer Streets (CWSS)	730	Rolling	365	102	263	365	365	0	0	730	0
Project Description/Project Cost											
The schemes are currently ongoing or completed and awaiting internal re-charging.											
587 Access from the North	9,330	Rolling	200	111	89	200	1,000	3,200	4,930	9,330	0
Project Description/Project Cost											
Study work and designs are being updated by in house staff and specialist consultants with a view to re-submitting the planning application at the end of the calendar year. Bulk of expenditure expected December 2009 to February 2010. The profile of expenditure has been amended to reflect the current estimate of land purchases.											
627 Western Peripheral Route	14,749	5,600	3,949	3,325	624	3,949	4,200	800	200	14,749	0
Project Description/Project Cost											
Estimated Aberdeen City Council contribution towards the construction of the Western Peripheral Route. Profile changed to reflect not for profit distribution model of funding but with current cost estimates and timescales. Will require to be updated following completion of the statutory procedures.											
647 Newhills Manse T Junction	290	280	10	0	4	5	5	0	0	290	0
Project Description/Project Cost											
Residual payments in relation to improvements to the T Junction at Newhills Manse and surrounding road networks.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
660 Central Aberdeen Transport Infrastructure	1,305	Rolling	1,030	291	739	1,030	60	60	155	1,305	0
Project Description/Project Cost											
To develop and progress the various traffic management and infrastructure improvements necessary to achieve the pedestrianisation of Union Street.											
703 Traffic Signal Safety Upgrade	2,197	507	575	174	316	490	400	400	400	2,197	0
Project Description/Project Cost											
Replacement of traffic signal equipment with low voltage units.											
715 MTS - Berryden Road Improvements	2,903	608	385	156	204	360	125	600	1,210	2,903	0
Project Description/Project Cost											
Construction of a new dual carriageway road in Berryden which will make a substantial contribution to the reshaping of traffic systems within the City Centre.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
716 A96 Park & Ride/Dyce Drive Link Road	9,034	14	100	3	0	0	1,500	3,000	4,500	9,034	0
Project Description/Project Cost											
It has now been confirmed that all of the spend to date this year will be recharged to NESTRANS.											
721 Wellington Bridge - Preservation Works Phase 2-4	1,121	950	171	4	150	154	161	0	0	1,121	0
Project Description/Project Cost											
Preservation work & architectural lighting. Estimated £150k tender went out for works end of November. Spend reprofiled between 09/10 and 10/11 due to need to re-tender works											
724 Roads Safety ITS Unit Schemes	167	107	60	0	60	60	0	0	0	167	0
Project Description/Project Cost											
Carried forward from 2008/09.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
743 Upgrade of Footpaths at Heathryfold	5	0	15	0	5	5	0	0	0	5	0
Project Description/Project Cost											
To undertake improvements to remote footpaths/car parks/drainage in part of Heathryfold to a suitable standard to allow their adoption by the Council.											
757 Union Street Cable Support System for Banners & Festive Lights	40	22	18	3	3	6	82	0	0	110	0
Project Description/Project Cost											
To undertake an assessment of the support system. £70k added to 10/11 per report to Finance & Resources Committee 10/12/09											
216 Car Parking: Extend Pay & Display	575	Rolling	566	38	322	360	215	0	0	575	0
Project Description/Project Cost											
Work on this scheme has been delayed due to the adverse weather conditions during December – February and the timing of the expenditure has been reprofiled between 2009/10 and 2010/11 as a result.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
735 Car Parking: Extend Pay & Display - Zone M Rosemount Area	135	Rolling	145	101	34	135	0	0	0	135	0
Project Description/Project Cost											
This scheme was completed during December 2009 and the controlled parking area went live on 1 January 2010.											
739 Replacement Programme for Pay & Display Machines	100	0	100	0	0	0	100	0	0	100	0
Project Description/Project Cost											
A replacement programme for pay and display machines as they reach the end of their working life. Weather-related delays have resulted in the spend for this project having to be carried forward into 2010/11.											
646 Glashieburn Flood Protection	327	152	175	16	9	25	165	20	0	362	0
Project Description/Project Cost											
To prevent the flood of properties at Lochside Drive, which entails the construction of attenuation ponds. £35k has been added to the estimate for 10/11 but this may be recoverable.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
734 Flood Prevention	406	206	94	15	35	50	50	50	50	406	0
Project Description/Project Cost											
Improvement to various sections of open watercourses and culverts throughout the city.											
362 Railings / Metalwork - Repairs & Maintenance	103	Rolling	139	1	0	1	0	0	0	1	(102)
Project Description/Project Cost											
To be used to replace various railways and metalwork in the City. It is now estimated that further work on this project will not proceed at least until AWPR is operational.											
462 Council Travel Plan	89	54	25	0	25	25	10	0	0	89	0
Project Description/Project Cost											
This budget is being used to provide facilities to support the Council's staff travel plan.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
563 Vehicle Replacement	6,000	Rolling	1,500	1268	232	1,500	1,500	1,500	1,500	6,000	0
Project Description/Project Cost											
Annual vehicle replacement programme. All orders for the current year's requirement have now been placed.											
662 Wifi Infrastructure	508	472	33	38	0	38	0	0	0	510	2
Project Description/Project Cost											
This relates to the implementation of the wireless network across the city's regeneration areas											
758 Upgrade of MOT Station	35	0	35	0	35	35	0	0	0	35	0
Project Description/Project Cost											
For the upgrading of the MOT station with an automatic test lane.											
765 Nestrans - Capital Grant	5,644	Rolling	1,411	0	1,411	1,411	1,411	1,411	1,411	5,644	0
Project Description/Project Cost											
Amount included within the Council's General Capital Grant, which must be paid to Nestrans.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2009/10 for Rolling Projects) £'000	Previous Years Project Spend £'000	2009/10				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Total Budget 2009/10 £'000	Spend as at 28/02/10 £'000	Commitments £'000	Forecast Out-turn £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000		
768 Energising Aberdeen	1,700	Rolling	1,700	1,670	30	1,700	0	0	0	1,700	0
Project Description/Project Cost Outstanding commitments of a capital nature from the previously ring fenced grant.											
294 Corp Property Replacement/Re newal	29,696	Rolling	5,696	2,521	2,445	4,966	7,780	7,975	8,975	29,696	0
Project Description/Project Cost Ongoing property renewals and replacements. Expenditure has been reprofiled for 09/10 and 10/11 due to weather-related delays and slippage in building programmes.											
Total Enterprise, Planning and Infrastructure	168,098	27,098	43,626	20,161	9,851	30,011	55,975	28,886	26,258	168,103	(100)

Notes:

Spend as at 28/02/10 reflects payments made only and not the costs of commitments made for orders placed or work in progress for accepted tenders which will be reflected in the forecast position.

Future Years Budget Profiles are subject to further review and then approval by Council.

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure Committee
DATE	20 April 2010
CORPORATE DIRECTOR	Gordon McIntosh Enterprise, Planning and Infrastructure
TITLE OF REPORT	Applications for Funding from the International Twinning Budget 2010/2011
REPORT NUMBER:	EPI/10/033

1. PURPOSE OF REPORT

The purpose of the report is to bring before the Committee applications for financial assistance from the 2010/2011 International Twinning Budget and to make recommendations. A report on the use of the International Twinning Budget for the financial year 2009/2010 is provided separately as a bulletin.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- 6.1 Approve paragraphs 6.1. a-d reaffirming the criteria for twinning applications and the monitoring of funded projects.
- 6.2.1 It is recommended that the Committee approve a grant of £9,486 to the Aberdeen International Youth Festival including £3,934 towards the cost of an inward visit to participate in AIYF by 6 members of the rock group Kaifa from Clermont-Ferrand and £5,552 towards the cost of an inward visit to participate in AIYF by 6 members of the music group Bifolk from Gomel.
- 6.2.2 Approve a contribution of £4,200 from the 2010/2011 international twinning budget towards the cost of an outward visit to Regensburg by 12 members of the board of YMCA Aberdeen to develop their partnership.
- 6.2.3 Approve a contribution of £3,000 towards the travel costs for the Scouts' project to help teach English and deliver books and equipment to the schools and orphanage in Gomel.
- 6.2.4 Approve a grant of £3,125 to bring the Mayor of Gomel, his spouse and an interpreter to Aberdeen to mark the 20th anniversary of the twin city partnership between Aberdeen and Gomel.

- 6.2.5 Approve a grant of £2,400 to enable a delegation of up to 6 people, including the Lord Provost and an officer from the international team, to accept Regensburg's invitation to mark the 55th anniversary of the twin city partnership in Regensburg.
- 6.2.6 Approve a grant of £1,830 towards the travel and accommodation costs for the Gordon Highlanders' Museum's curator and an officer from the international team to visit Gomel to develop the joint exhibition project.
- 6.2.7 Approve a contribution of £190 to cover the full cost of local transport for the visit to Aberdeen by the Stavanger Scouts Group.
- 6.2.8 Approve a grant of £12,500 towards the cost of the tri-city youth theatre project for performances at AIYF 2010.
- 6.2.9 Decline the application from Aberdeen International Football Festival for £22,390 (deferred from EP&I Committee 23 February 2010) and
- 6.2.9a Decline the alternative award of £20,548 towards the cost of bringing a third twin city team (Gomel) to the 2010 Aberdeen International Football Festival.

3. FINANCIAL IMPLICATIONS

The Finance and Resources Committee approved the International Twinning Budget for 2010/2011 at its meeting of 11 March 2010m. The approved budget, which is from the Common Good Fund, earmarked £72,000 in grants available for financial year 2010/2011. £10,000 of this budget has already been committed to supporting Aberdeen's presence at the festival that accompanies the Offshore Northern Seas exhibition in Stavanger in August 2010, since 2010 is the 20th anniversary of the twinning link between Aberdeen and Stavanger.

4. SERVICE & COMMUNITY IMPACT

The use of the International Twinning Budget to support international activity links closely to several of the Community Plan Challenges, for example, Learning; Arts, Heritage and Sport; Aberdeen's Image; Getting Involved; Being Informed and Leading the City. In the policy statement "Vibrant, Dynamic and Forward Looking", the Council sets out how it aims to make Aberdeen an even better place to live and work. Promoting and supporting international exchanges, involving various communities of interest, contributes to this aim and to the actions of the Single Outcome Agreement. Aberdeen's twin city partnership initiatives:

- foster international understanding and friendship and an appreciation of cultural diversity,

- provide Aberdeen's citizens with an awareness of, and insight into, international issues and perspectives and their impact on Aberdeen and Scotland,
- promote the image and raise the profile of the City overseas; and
- provide a forum for the exchange of knowledge, expertise, skills, ideas and best practice in any given field.

Opportunities for City groups and organisations to access twin city projects and possible funding are advertised through the Council's website, press releases, school circulars where appropriate and the ACVO e-bulletin.

5. OTHER IMPLICATIONS

Health and Safety: The health and safety implications of all visits are taken into account during planning, with any exceptional implications to be addressed at the time of application. Officers regularly review the travel advice provided by the Foreign and Commonwealth Office and are in close contact with counterpart officers in the twin cities to ensure information provided to participants is accurate and up-to-date. Participants are offered comprehensive pre-visit briefings by the International Strategist and have the opportunity to ask questions and request support. When participating in overseas visits, Council employees are covered by the Council's insurance policy while non-Council employees are advised to obtain comprehensive travel insurance. The International Strategist carries out a risk assessment process for officer and Elected Member travel on twin city initiatives.

Risk Management: Long-established community links will not be maintained without support from the international budget and people in Aberdeen would lose a wide range of opportunities to engage effectively with the international community. In addition, incoming visitors to the city on twin city projects support the local economy through their use of the hospitality and retail sectors in particular, and it is important to maintain and build on this added value.

Human Rights, Equalities and Diversity: Aberdeen City Council has in place a range of statutory and discretionary plans, schemes and policies to promote equality. Officers endeavour to target groups and communities which have not previously had experience of international visits or exchanges, or which have been under-represented in twin city activities. Applicants complete an equal opportunities monitoring form as part of the application process.

6. REPORT

- 6.1. Proposal to reaffirm the criteria for twinning applications and the monitoring of funded projects
 - a. Given the limited size of the International Twinning Budget and the significant increase in applications at the start of the financial year 2010-2011, a tighter focus will be given to the promotion of

international twinning opportunities within Aberdeen's communities to foster the participation of new groups. The monitoring and evaluation of funded projects will also be reinforced by making feedback from participants and partners in the twin cities a condition of award.

- b. In the context of the 2010 European Year for Combating Social Exclusion and the 2011 European Year of Volunteering, promotion of the twinning grants will be particularly targeted at third sector and voluntary organisations.
- c. Where relevant, incoming applications will be supported to seek match funding from external sources. The service will take a proactive approach to this.
- d. The criteria for processing applications and the monitoring of funded projects will be stated more explicitly to potential applicants:
 - Applications are processed on a "first come, first served" basis,
 - Priority is given to new applicants (or new participants within the groups which have previously received funding),
 - Funding recommendations will take into account the need to balance the funding attributed between inward and outward twinning projects
 - For outward visits, applicants will be asked to adapt the numbers of participants to the nature of the project and activities involved
 - The requirement to report on return from twinning visits will be implemented systematically and compliance thereof will be a condition for eligibility for future applications.

6.2- Applications

Applications marked with an asterisk in the table below are those recommended for approval.

Ref	Balance of Budget available 2010/2011	£62,000
6.2.1.*	Aberdeen International Youth Festival (AIYF) 2010 – request to support participation from Clermont-Ferrand and Gomel *	£9,486
6.2.2.*	YMCA board members' visit to Regensburg 2010 *	£4,200
6.2.3*	Aberdeen Scouts to Gomel Oct 2010 *	£3,000
6.2.4.*	Visit to Aberdeen by new Mayor of Gomel for 20 th anniversary of twinning *	£3,125
6.2.5.*	Lord Provost's visit to Regensburg Sep 2010 for 55 th anniversary of twinning *	£2,400
6.2.6.*	Gordon Highlanders' Museum joint project visit to Gomel *	£1,830

6.2.7.*	Visit from Stavanger Scouts hosted by Cults Scouts Group *	£190
6.2.8.*	Arts Development Team/AIYF Theatre Project *	£12,500
6.2.9	Aberdeen International Football Festival 2010 – request to support participation from Gomel	£22,390
	Total of funds applied for	£59,121
	Budget balance if all applications are funded	£2,879
	Total of funds recommended for approval (marked with *)	£36,731
	Budget balance if only those applications recommended for approval are approved	£25,269

6.2.1. Aberdeen International Youth Festival (AIYF) 2010 – request to support participation from Clermont-Ferrand and Gomel

It should be noted that the requests for twinning grants for participation in AIYF from Clermont-Ferrand and from Gomel initially came as separate applications. So as to reduce costs and with the intention to be able to invite both music groups, the AIYF, in negotiation with the music groups, have reduced the length of Kaifa's visit by one day and that of Bifolk by 3 days compared to their initial plan. The invitation to both groups was then presented as one application totalling £9,486 (£3,934 for Kaifa + £5,552 for Bifolk)

Participation of rock group Kaifa from Clermont-Ferrand

The Aberdeen International Youth Festival (AIYF) is inviting the rock band Kaifa from Clermont-Ferrand to participate in concerts and workshops as part of the Festival's programme of performances and related activities engaging with Aberdeen's public. The group Kaifa proactively submitted their application/audition for the Festival as early as November 2009 and obtained funding from the Mission des Relations Internationales (MRI) in Clermont-Ferrand for their travel costs. The Festival then accepted their audition in principle (subject to availability of funding).

From 27 July to 7 August, the group are to perform both in music venues (Tunnels, Lemon Tree) and community settings, linking in with the work of AIYF's partners in Aberdeen, such as SHMU, Foyer Music and Transition. Small-scale concerts at affordable prices will be organised to attract a new audience to AIYF and city centre venues.

The total cost of the group's visit is £9,604. The amount applied for is £3,934. The City of Clermont-Ferrand (through MRI) has already approved a grant of £3,720 to cover the group's travel costs (air fares for 6 persons with equipment). The AIYF, through its own resources and sponsorships, will contribute another £1,950.

AIYF is applying to the International Twinning budget to cover the balance for accommodation, subsistence and technical assistance costs for the artists' activities in Aberdeen.

The funds applied for would cover the following;

	£
1. Full board and lodging at the University of Aberdeen's halls of residence (£34 per participant/day x 6 for 11 nights)	2,244
2. Local transport	400
3. Global fee for their workshops and performances*	750
4. Per diems*	990
5. Venue Hire, Staff and courier	700
6. Production costs	800
Total costs of invitation (travel covered by C.F.)	5,884
Total costs of invitation – AIYF funding (1,950) = Balance applied for	3,934

* The reason for these fees – which are well under the usual professional rates – is that the AIYF has an objective to support young semi-professional artists at the start of their artistic trajectory; the rock group Kaifa falls within this category. Lesley Thomson, Strategist for Arts, Culture, Heritage and Sport has been consulted regarding the payment of per diems to confirm that this was usual practice and that the rates are well below professional rates.

In the past, the AIYF has received varying amounts of funding from the International Twinning budget (£2,068 in 2005 for a group from Stavanger, £1,383 in 2006 for a group from Clermont-Ferrand, £5,733 in 2007 for a group from Gomel; £18,788 in 2009 for inviting 2 groups, one from Stavanger and the other from Bulawayo). AIYF underline that they have not had participation from Clermont-Ferrand in recent Festivals which, combined with the group's quality, is why the organisers are particularly keen on inviting Kaifa.

Participation from music group Bifolk from Gomel

To mark the 20th anniversary of the twinning links with Gomel, the Aberdeen International Youth Festival (AIYF) is inviting the music group Bifolk from Gomel to participate in concerts and workshops as part of the festival's programme of performances and related activities from 27 July to 5 August.

The invitation came as an initiative from the Friends of Gomel and the Gomel Trust. In reply to an inquiry from the international team, the Director of Culture from Gomel City selected the group Bifolk to represent Gomel at the AIYF. The Festival then accepted their audition (subject to availability of funding).

The total cost of the group's visit is £8,502. The amount applied for is £5,552 or 65% of the total cost (which is not atypical for projects with Gomel where, due to

very low comparative income, participants are unable to raise funds/contribute themselves).

AIYF is applying to the International Twinning budget to cover the balance for travel, accommodation, subsistence and technical assistance costs for the artists' activities in Aberdeen. The friends of Gomel have committed to support the visit by making a contribution of £1,300. The AIYF, through its own resources and sponsorships, will contribute an additional £1,650, thus covering £2,950 or 35% of the total cost.

The funds applied for would cover the following;

	£
1. Travel costs	<u>4,500</u>
2. Full board and lodging at the University of Aberdeen's halls of residence (£34 per participant/day x 6 for 8 nights)	1,632
3. Local transport	400
4. Per Diems (£15 per day for 8 days x 6 people)	720
5. Venue Hire	350
6. Festival courier, venue staff and administration	<u>850</u>
7. Production costs	<u>400</u>
Total costs – funds from AIYF and Friends of G. (8,502-2,950) = balance applied for	5,552

Recommendation:

It is recommended that the Committee approve a grant of £9,486 to the Aberdeen International Youth Festival including £3,934 towards the cost of an inward visit to participate in AIYF by 6 members of the rock group Kaifa from Clermont-Ferrand and £5,552 towards the cost of an inward visit to participate in AIYF by 6 members of the music group Bifolk from Gomel.

6.2.2. YMCA board members' visit to Regensburg 2010.

Aberdeen YMCA are planning a visit of 12 board members to their partners in Regensburg from 3 – 8 July 2010. Aberdeen YMCA and the YMCA (CVJM) Regensburg have sustained a partnership since 1994. Whereas previous visits have involved youth and accompanying volunteers, this visit will engage board members to consolidate their partnership strategically.

Aberdeen YMCA has 4 international partnerships with YMCAs in Europe (Berlin and Regensburg in Germany, Kolosovar in Romania and Vitebsk in Belarus), working together to strengthen youth leadership, provide health education and skills training. These partnerships have the aim of “fostering a sense of responsibility to each other (...) fostering a sense of global citizenship through global awareness, education programmes, international youth exchanges and volunteer training events” (Aberdeen YMCA, annual report 2009).

The total cost of the visit is of £7,839, including £4,059 for travel (£338 per person), £2,400 for accommodation and £1,200 for meals and programme costs. The group is contributing £3,639, half of which in fundraising and the other half from the participants' direct contribution. YMCA Aberdeen is applying for the balance of £4,200, just over half the total cost of the visit.

Recommendation: It is recommended that the Committee approve a contribution of £4,200 from the 2010/2011 international twinning budget towards the cost of an outward visit to Regensburg by 12 members of the board of YMCA Aberdeen to develop their partnership.

6.2.3. Aberdeen Scouts to Gomel Oct 2010

To mark the 20th anniversary of the twinning link with Gomel, the Aberdeen Scouts have been invited to Gomel by Schools Nr.10 and 71. It is also the 18th anniversary of the Scout Group's link with Gomel.

The Group, which includes 11 participants (8 scouts, 3 adults) from 21st Aberdeen-Cults Scouts and Aberdeen Scout District, is to visit Gomel from 6 to 13 October 2010 to help teach conversational English in schools 10 and 71 and at the University as well as to deliver books and equipment requested by the schools and an orphanage. 9 out of the 11 participants are taking part for the first time. The visit will help maintain links and build on the success of their visit in 2009. It is estimated the visit will benefit 64 people in Aberdeen, through direct and indirect participation in the project.

The total cost of the visit is estimated at £7,650 and includes £4,400 of air fares (via Kiev), £1,500 for accommodation, £900 for visas and £500 for meals. Further costs are for local transport and interpreters. The Scouts' Group is seeking to raise £4,650 (£600 through fund raising events, £2,050 through contributions by the participants and £2,000 from other sources, which included a request for £900 from the Gomel Trust, which the Trust declined on 6th April). The application to the International Twinning budget is to cover the anticipated shortfall of £3,000.

Recommendation: It is recommended the Committee approve a contribution of £3,000 towards the travel costs for the Scouts' project to help teach English and deliver books and equipment to the schools and orphanage in Gomel.

6.2.4. Visit to Aberdeen by new Mayor of Gomel for 20th anniversary of twinning

Aberdeen and Gomel celebrate 20 years of twin city partnership in 2010 and, as a new Mayor of Gomel came into office in late 2009, it is also an opportune time for him to visit Aberdeen (as the Mayor of Stavanger will do in August, also to mark the 20th anniversary of its twin city partnership with Aberdeen).

The visit would be used not only to mark the anniversary but also to show the Mayor examples of current projects between Aberdeen and Gomel (involving the twinning links, Aberdeen Gomel Trust and Friends of Gomel) and progress discussions on future projects, particularly those that may attract external funding.

The estimated cost to bring over the Mayor, his spouse and an interpreter for a 3-day visit (visit length determined by availability of direct flights from Minsk to London) is approximately £3,125, based on estimates of £400 per person for flights, £400 per person for accommodation and meals, £75 per person for visas and £500 for a civic dinner.

Dates will be agreed in due course with the Lord Provost's Office, Civic Administration and the Mayor's Office.

Recommendation: It is recommended that the Committee approve a grant of £3,125 to bring the Mayor of Gomel, his spouse and an interpreter to Aberdeen to mark the 20th anniversary of the twin city partnership between Aberdeen and Gomel.

6.2.5. Lord Provost's visit to Regensburg Sep 2010 for 55th anniversary of twinning

The Lord Provost has been invited to visit Regensburg in September 2010 to mark the 55th anniversary of the twin city partnership between Aberdeen and Regensburg. Aberdeen hosted a delegation of 9 people from Regensburg, including the Oberbürgermeister, Herr Hans Schaidinger, for the 50th anniversary in 2005.

The timing of the visit is designed to coincide with the launch of a photo exhibition which representatives from the two cities have been working on over the last 2 years. A similar exhibition took place in Aberdeen last year.

Regensburg has also asked the Aberdeen delegation to bring a small group of traditional musicians to perform alongside Bavarian musicians.

Costs are estimated at £400 per person. It is anticipated that Regensburg will cover the cost of accommodation and meals.

Recommendation: It is recommended that the Committee approve a grant of £2,400 to enable a delegation of up to 6 people, including the Lord Provost and an officer from the international team, to accept Regensburg's invitation to mark the 55th anniversary of the twin city partnership in Regensburg.

6.2.6 Gordon Highlanders' Museum joint project visit to Gomel

The Gordon Highlanders' Museum (GHM) is planning a visit by their curator to their partners at the Museum of Military Glory in Gomel from 23/05 to 30/05/2010 to organise their joint project for an exhibit at GHM about Gomel's experience during the Second World War.

The exhibit is to be held in spring 2011 to mark the commemoration of the 70th anniversary of the invasion of Belarus by National-Socialist Germany, a hugely significant date for the countries of the former Soviet Union. The exhibit, which will focus on civilians' and common soldiers' experience of the war in Gomel, will allow Aberdeen's public to learn more about the history of Gomel and create awareness of both shared and contrasting experiences as allies during the war. The Gordon Highlanders' Museum aims to work with schools in Aberdeen to tie the exhibit into the pupils' curricular activities and would like to link this with similar activities in Gomel, building on the already existing school twinning ties between both cities.

The visit is to allow the curator of the Gordon Highlanders' Museum to make direct contact with his equivalent in Gomel so as to organise the exchange, to review in person which exhibit materials could be borrowed for the 2011 exhibit in Aberdeen, and to learn about the school and community engagement programmes developed by the museum in Gomel. The visit and face to face work sessions will facilitate the collaboration, with the aim of developing future projects and possible joint bids for external European funding.

The Gordon Highlanders' Museum's curator has expressed his wish to be accompanied by an international officer, given that this would be his first visit to Gomel and given the nature of the museums' collaboration, which requires a high degree of co-operation with Aberdeen's official partners in Gomel City Executive Committee.

Participation in this visit would also be a useful opportunity to further develop relationships with Gomel City Executive Committee and Gomel Regional Executive Committee, as well as to visit further partner institutions with which Aberdeen's community groups are working (schools, local orphanage, university). On this occasion the international officer would also have the opportunity to gauge interest in preparing joint applications for European funding with the objective of generating income to support and enhance the exchanges between Gomel and Aberdeen, particularly as the International Twinning budget is in such high demand.

The estimated total cost of the visit is £1,830 for both the Gordon Highlanders' Museum's curator and an international officer. This includes air travel (£400), accommodation (£210 per person); meals (£46 daily rate per person) and the rest for visas (£75 each). Interpreters are to be provided by Gomel City at their

cost. The Gordon Highlanders' Museum will contribute to the visit in kind, through their officer's salary. The Museum will also cover the costs of the shipment of the exhibit items to be sent from Gomel to Aberdeen.

Recommendation: It is recommended the Committee approve a grant of £1,830 towards the travel and accommodation costs for the Gordon Highlanders' Museum's curator and an officer from the international team to visit Gomel to develop the joint exhibition project.

6.2.7. Visit from Stavanger Scouts hosted by Cults Scouts Group

To celebrate the 20th anniversary of the twinning link with Stavanger, Cults Scouts Group will host a group of members of Stavanger's Scouts Group and members of their families from 29 – 31 October.

The Norwegian participants will meet the costs of their travel and Aberdeen Cults Scouts will cover the costs for meals and home hospitality.

The Cults Scouts Group is applying for £190 towards the cost of local transport for the Scouts from Stavanger during their visit to Aberdeen.

Recommendation: It is recommended the Committee approve a contribution of £190 to cover the full cost of local transport for the visit to Aberdeen by the Stavanger Scouts Group.

6.2.8. Arts Development Team/Aberdeen International Youth Festival Theatre Project

18 young people who currently attend drama workshops in Aberdeen, Regensburg and Stavanger will be given the opportunity to work with highly skilled practitioners to produce a joint piece of theatre for the 2010 Aberdeen International Youth Festival (AIYF). It will be the first project of its kind involving young people from Aberdeen and its twin cities, working together to participate in and perform at the 2010 AIYF, having been given very prominent timing slots.

The project includes organising visits to Regensburg and Stavanger for the young participants and hosting the Regensburg and Stavanger groups for their participation in AIYF from 28th July to 7th August 2010. The theatre piece will challenge national stereotypes from and about the three countries of the participants.

The Aberdeen group will visit Regensburg, where they will meet with the young people from Stavanger and Regensburg to share their short pieces and start to discuss ideas and break down national stereotypes. They will then travel to Stavanger and further develop and expand on ideas. The final period will be in Aberdeen where the groups will come together and deconstruct the stereotypes

and dramatically visualise the reality of young people in their country. This piece will be premiered during the 2010 AIYF.

The Arts Development Team will work with their partners at Aberdeen Performing Arts (APA), Aberdeen International Youth Festival (AIYF), and directors in the twin cities of Stavanger and Regensburg to produce pieces of theatre on the theme of cultural identity for the 2010 Aberdeen International Youth Festival.

The Arts Development Team will work with Aberdeen Performing Arts (the Lemon Tree) to enable young people from Northfield, Torry and the city centre to work outside their formal drama groups to create pieces of theatre to share with groups of young people from Stavanger and Regensburg. The group and their tutors will spend three days at a school in Regensburg, sharing work and delivering drama workshops to students from Regensburg and Stavanger. This will be followed with three days at Rogaland Theatre in Stavanger with brainstorming, critical analysis and workshops with the young people from Stavanger and Regensburg.

The project will raise the profile of Vibrant Aberdeen as a place to première new and exciting youth theatre. It will promote Aberdeen's cultural venues and cultivate new and lasting partnerships. The project also fits well with the Single Outcome Agreement objective 13: "We take pride in a strong, fair and inclusive national identity".

Aberdeen's young people will become more directly involved with AIYF. The staff involved in this project will also benefit from their involvement through skills sharing and professional development. The young people will gain many skills throughout the duration of the project and will perform during Festival in the City, and two high profile performances at AIYF, attracting audiences of up to 600 people.

The total cost of the project is estimated at £43,801 (including £21,020 in in-kind contributions of officer time and contributions to cover accommodation from Stavanger and Regensburg). The grant requested is £12,500 towards the cost of transport to Regensburg, and Stavanger, meals, insurance and the cost of accommodation in Aberdeen during AIYF for 18 young people.

The grant is also required to engage Colin Bradie to work with the group. Colin Bradie is a highly regarded theatre practitioner, and currently the CEO for Promote Youth Theatre Scotland.

A similar grant was awarded to the Arts Development Team in 2009/2010 to do a similar project with Regensburg, which attracted significant audiences and positive media coverage in Regensburg.

Recommendation: It is recommended that the Committee approve a grant of £12,500 towards the cost of the tri-city youth theatre project for performances at AIYF 2010.

6.2.9. Aberdeen International Football Festival 2010 – request to support participation from Gomel

The Enterprise, Planning and Infrastructure Committee of 23 February 2010 approved an award of £7,250 (out of a request for £29,640) from the 2009/2010 International Twinning budget to the Aberdeen International Football Festival (AIFF) towards the cost of bringing one or more teams to the Festival in July 2010.

Both Regensburg and Stavanger proactively registered their interest in late 2009 in participating in the 2010 Festival. AIFF has now advised it will use the grant to bring over a team from Stavanger, and AIFF will be able to use its own resources to bring over a team from Regensburg.

The Enterprise, Planning and Infrastructure Committee of 23 February 2010 also deferred consideration of the remaining balance of AIFF's request (£22,390) until the 2010/2011 International Twinning budget had been agreed at Finance and Resources Committee on 11 March.

Therefore this application deals with the balance of £22,390. AIFF has advised that they would wish to invite a team from Gomel as a third twin city representative for the 2010 Festival. The cost of this is estimated at £20,548 for 20 players and 2 adults (a total of £934 per person, broken down into £539 per person for flights; £320 per person for full board accommodation; £75 per person for visas). Therefore it is suggested that consideration of the balance of £22,390 should simply be noted for no further action. Instead, Committee is asked to consider an alternative award of £20,548, in line with AIFF's request to bring a third twin city (Gomel) to the 2010 AIFF.

It is suggested that this application should be declined for the following reasons:

- AIFF has already been awarded £7,250 from the 2009/2010 budget to bring one twin city (Stavanger) to the 2010 AIFF
- AIFF has indicated it is able to fund from its own resources the participation of a second twin city team (Regensburg)
- the significant number of other applications to this budget, submitted earlier
- to keep some funding available for other community groups, organisations and events in Aberdeen
- to balance the funding appropriately between inward and outward twinning projects

Recommendation: It is recommended that the committee decline the AIFF's application for £22,390 and decline the alternative award of £20,548 towards the cost of bringing a third twin city team (Gomel) to the 2010 AIFF.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

None

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	20 April 2010
DIRECTOR	Gordon Macintosh
TITLE OF REPORT	City Events - 50+ Programme
REPORT NUMBER:	EPI/10/084

1. PURPOSE OF REPORT

This report provides a summary of the 50+ events programme designed and implemented by the 50+ Events Officer from 1 April 2009 to 31 March 2010. It also outlines the proposed programme for 2010/2011.

2. RECOMMENDATION(S)

The Committee is asked to note the 2009/2010 programme and approve the proposed programme for 2010/2011.

3. FINANCIAL IMPLICATIONS

The 2009/2010 programme was funded by the Common Good Fund and has been delivered within the agreed budget of £195,000. The 2010/2011 programme funding has been agreed and it will be delivered within the agreed budget. The funding level has not increased for the last 5 years however the numbers of those living longer has; the programme has therefore been tailored to meet the needs of as many as possible within budget.

4. SERVICE & COMMUNITY IMPACT

The programme aims to meet the needs of the Community Plan & Single Outcome Agreement -2008-2011 by delivering the following benefits:

- Valuing our people in the city
- Supporting and celebrating cultural diversity
- By valuing our identity
- Aberdeen's 50+ Festival presents a strong positive image of itself locally and nationally
- Promoting lifelong learning
- Supporting local business to grow
- Health Policies integrated into events
- Waste Aware into events
- Community Safety Issues
- Delivery of financial information
- Employment related issues - retire or not (Business Enterprise)
- Intergenerational events
- Social Inclusion

The 50+ activities also assist in ensuring that this age group remain active contributors to society supporting economic growth and civic pride. They will also maintain better health by continuing to be active in society therefore reducing the overall burden on public funds.

5. OTHER IMPLICATIONS

The 50+ programme is delivered by 1 full time Officer with part time administration support.

All council policies are adhered to in the delivery of the programme.

6. REPORT

The 50+ Events Officer is responsible for the delivery of a high quality programme of activities to the 50+ age group in Aberdeen. This age group has seen a steady growth in numbers in recent years and is predicted that life expectancy will continue to increase*. (47 years in 1900, 77 years in 2000, and forecast at 85 years in 2030).

- We now have an extra lifetime to work, play, learn, and develop
- The current generation of over-60s is the healthiest and most active on record
- In 1975 28% of the workforce was over 50 years, by 2025 this figure will rise to 33%
- With an 'extra lifetime' comes opportunities for:
 - Second homes
 - Second families
 - Second degrees
 - Multiple careers
- Workforce implications alongside the consumer implications
 - (employment pool is getting older)
- Senior markets will be regarded as increasingly important across the economy

* 'Future Trends in Lifestyles and Leisure' by Muriel Muirden & Ben Martin, Economics Research Associates, Scottish Enterprise.

It is therefore vital that a wide variety of activities are available which keep this age group active and therefore reduce the burden on the health service and other agencies.

The wide choice of events and activities provided throughout the year attracts both new and repeat participants and users with different abilities from aged 50 to 90.

The Aberdeen directory of 50+ activities is produced by the 50+ Events Officer and is a compilation of opportunities available all over Aberdeen City including social, education, culture, sport and leisure activities. This essential guide to "get out and about" in Aberdeen provides a valuable resource to the 50+ age group and ensures they know what they can do when and how to book.

The popular 50+ 'Out and About' outdoor activities programme, now in its 14th year, introduced people to a range of adventurous activities in the unique sea, river and mountain environments of the area. Three different challenge levels ensure we cater for all abilities.

Other regular events featured include the Older Peoples Festival, a Community Choir, Arts Classes, Tea Dances, Dinner Dances for blind, deaf and special needs and fitness and exercise classes.

Appendix 1 lists all the events and activities that were included in the 2009/2010 programme.

In order to deliver the programme, we have built up trust and good relationships with both internal and external partners, individuals, groups, organisations, agencies, educational bodies, and the medical profession who offer specialist services allowing for diversity and best value.

Appendix 2 lists the partner agencies and organisations.

Listed below are some highlights of the events calendar in the 2009/2010 programme.

Aberdeen's 50+ Festival

The festival was a resounding success with over 5000 people attending activities throughout the city. The events department was inundated with calls to book on to one of the 121 activities offered over the three week festival period. It is proposed to transfer the festival bookings for 2010 to Aberdeen Box Office to improve the booking service for our customers which will be more efficient and provide a smoother process.

Tea Dances

All 4 tea dances were sold out with a total attendance of 1440. All dances were held in the Beach Ballroom where a strong sense of community was evident.

Dinner Dances

Dinner Dances were held for Grampian Society for the Blind, Aberdeen and North East Deaf Society and people with physical and learning disabilities. Total attending was 1440. All these dances are well attended with healthy waiting lists.

Special Needs and Arts Programmes

These programmes were delivered city wide by the Council's Arts Development Team. The improvements to mental health and wellbeing are measured along with social inclusion levels by bringing together communities to express their culture and identity through the arts.

Special Educational Needs classes were delivered to 207 citizens with 5936 points of contact.

50+ Arts programmes/classes were delivered to 562 citizens with 4181 points of contact.

Aberdeen's Singing Chorus

The 300 strong community choir celebrated their 10th Anniversary after 10 weeks of rehearsals finishing with a concert at the Music Hall on 18th November 2009. The concert was a sell out with 1400 people attending. The Lord Provost was in attendance. A DVD and CD of the concert was produced and has been sent all over the world.

We regularly receive feedback at all events and take on board the valuable and constructive comments that are supplied by many of our users and participants to further develop the events programme

Proposed Programme of Events for 2010/2011

Events proposed for this year include:

The 50+ Outdoor Programme April – November 2010

New activities will be included in the programme aimed at the less confident or physically less able. (This will be highlighted by new challenge levels in the brochure)

The 50+ Directory will be printed and be in circulation for a two year period.

Three Tea Dances to be held at the Beach Ballroom.

Deaf Dinner Dance at the Beach Ballroom.

Special Needs Dinner Dances will have a change of format to a Carvery meal with a Disco and hire of a large Glitter Ball for sensory stimulation.

The Blind Society Dinner Dance will be held at a city hotel.

Aberdeen's 50+ Festival - 13 September to 6 October 2010

The launch of the festival will comprise a fashion show event held at the Beach Ballroom 25 August. Auditions were held on the 10th March to find 20 residents aged over 50 to act as models for the wellbeing and lifestyle event. Local department stores will be exhibiting and providing products on the day.

The festival dinner for 200 people will be held in a local hotel. Entertainment will be provided in the hotel with special room rates available. The hotel will also provide a widescreen television for a Chocolate making workshop to be held for 100 people.

Last year's links with the University of Aberdeen continue this year with additional educational talks to be held over two days instead of one in the Town House. A new link with the Astronomer's Society will provide an interesting element to an already fun, interactive and informative Festival.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

“Future Trends in Lifestyles and Leisure” by Muriel Muirden & Ben Martin,
Economics Research Associates, Scottish Enterprise.

APPENDIX 1 List of Events and Activities – 2009/2010 Programme

'Out and About' Outdoor Activities Programme - January to October 2009

Easter Tea Dance - April - Beach Ballroom

Grampian Society for the Blind Annual Dinner Dance - May - Beach Ballroom

50+ Directory published and circulated - June

Summer Tea Dance – June - Beach Ballroom

North East Deaf Society Annual Dinner Dance – August - Beach Ballroom

Aberdeen's 50+ Festival - 14 September to 7 October 2009

Aberdeen's 50+ Festival Tea Dance - 7 September - Beach Ballroom

Aberdeen's Singing Chorus – September/October rehearsals - Cowdray Hall

'Special Needs' Annual Dinner Dances - 21/22 October – Beach Ballroom

Aberdeen's Singing Chorus Concert - 18 November - Music Hall

Entertainment for Senior Citizens across the city from April 09 to March 10

Arts and Special Needs Classes – all year – City Wide

Exercise and Fitness classes (Cardiac Rehabilitation) – all year – City Wide

APPENDIX 2 Partner Agencies and Organisations

Aberdeen City Council - City Moves
Aberdeen City Council - City Archivist
Aberdeen City Council - Arts Development Team
Aberdeen City Council - Education, Culture and Sport
Aberdeen City Council - Torry Library
Aberdeen City Council - Central Library
Aberdeen City Council - Maritime Museum
Aberdeen City Council - Duthie Park
Aberdeen City Council - Cowdray Hall
Aberdeen City Council - Adventure Aberdeen
His Majesty's Theatre
Aberdeen College
Scottish Ballet
Royal Scottish National Orchestra
Aberdeen Sports Village
Robert Gordon University
School of Psychology, University of Aberdeen
Department of Archaeological Studies, University of Aberdeen
Department of Physics and Science, University of Aberdeen
Techfest (Science & Technology Festival)
Scottish Culture & Tradition (SCaT)
The National Trust for Scotland
The Suttie Centre, Foresterhill Hospital
Alzheimer's Scotland
Grampian Food Producers
Aberdeen Forward
Salvation Army
Broomhill Activity Centre
Inchgarth Community Centre
Balnagask Community Centre
Jamie Hutcheon, Chocolatier of 'Cocoa Ooze'
Dobbies Garden Centre
Aberdeen and North East Family History Society
Aberdeen Volunteer Centre
Granite City Chorus
Aberdeen Arts Centre
British Red Cross
Gordon Highlander's Museum
Aberdeen Childline
British Heart Foundation
Station House Media Unit (SHMU)
BBC Radio Scotland

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	20 April 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Events – Winter Festival 2009/2010 – 2010/11
REPORT NUMBER:	EPI/10/083

1. PURPOSE OF REPORT

This report provides a summary of the Winter Festival programme of events that were planned, co-ordinated and delivered by the City Events team from 5 November 2009 to 25 January 2010. It also outlines the proposed programme for 2010/2011.

2. RECOMMENDATION(S)

The Committee is asked to note the 2009/2010 Winter Festival programme and to approve the proposed programme for 2010/2011.

3. FINANCIAL IMPLICATIONS

The annual budget for the winter festival and hogmanay event comes primarily from the revenue budget. In 2009/2010 the total budget was £370,000, £250,000 was allocated for Hogmanay and £120,000 for the winter festival. Following the decision taken to reduce the scale of the Hogmanay event a saving of £100,000 was realised. The remainder was spent on a smaller scale Hogmanay event, community Hogmanay events and community festive lighting. In 2010/11 the total budget is £270,000 and it is planned to deliver a broadly similar programme of events to those that took place in 2009/10. The reduction in budget is 27%.

SERVICE & COMMUNITY IMPACT

The winter festival programme assists in fulfilling the ambition within the Council's policy statement for Aberdeen to be a culturally vibrant city with a range of excellent festivals and events that promote the City as a tourist destination. In addition the events team continue to support the City's best festivals and work with sport and culture officers to ensure the contribution of Sport, Culture and Arts is recognised when promoting the area as a tourist destination as stated under the Single Outcome Agreement. The festivals and events that are delivered also assist in presenting a strong positive image of Aberdeen both nationally and internationally.

It is vital for cities to offer a range of activities to attract visitors during the winter period. This is a traditionally quiet time of year for visitors and it is therefore necessary to offer interesting activities to attract extra visitors. A significant number of Scandinavian visitors, particularly Norwegians choose to visit Aberdeen during the winter period primarily for shopping. The winter festival is a

key element in ensuring those visiting the city centre during the winter period have an experience to remember. The marketing activity to promote the festival extended across Scotland through the Tourist Information Centres, this assisted in attracting additional visitors from other parts of Scotland. The opening of Union Square prior to the festive period also assisted in retaining local shoppers and will have reduced the leakage to other cities.

Many of the events delivered have significant economic impact by increasing visitors to the city, other events offer an opportunity to promote civic pride.

4. OTHER IMPLICATIONS

The events programme is delivered by a 3 full time events officers with part time administrative support. All council policies and procedures are adhered to in the safe delivery of the events programme.

5. REPORT

Aberdeen's Winter Festival ran from 5 November 2009 to 25 January 2010. The Festival contributed to an increase in the economic activity in the City and created a buzz for visitors and residents alike.

The major events featured in the festival were:

Thursday 5 November – Fireworks Night

Aberdeen's Winter Festival commenced with the City's annual Fireworks Display at Aberdeen Beach. It featured a spectacular 20 minute high aerial fireworks display full of colour and noise. Prior to the start of the fireworks, CLIC Sargent organised a firewalk to raise much needed funds to help children with cancer. The display vantage points were around the Beach Boulevard, Beach Esplanade and Torry Battery. Catering, toilet, park and ride and medical facilities complemented the event.

Thursday 5 November – The Lord Provost's Variety Show

Starring George Donald and Steve Robertson of Scotland The What, the show celebrated the best professional entertainment from the Granite City in a fast moving feast of music, comedy and dance. Held at His Majesty's Theatre.

Friday 13 to Sunday 15 November – Aberdeen's Ghost Walks

Taking a walk through the streets of historic Aberdeen exploring the dark events that left a ghostly footprint. Started at the Castlegate. These events were fully booked

Sunday 15 November – Christmas Lights Switch On

Over 15,000 people joined Aberdeen's Lord Provost who led a 12 days of Christmas themed parade on Union Street. The parade included of Notting Hill Carnival style characters, a pipe band, musical and street entertainers and community groups along the main thoroughfare in the city to celebrate the switching on of the City's Christmas Lights. This event drew a significant number of additional visitors to the city centre.

Sunday 15 November – Santa and his Reindeer Parade

Santa arrived in his sleigh at the Castlegate. Thousands watched him travel up Union Street pulled by his real reindeer to The Mall Aberdeen Shopping Centre where children could get up real close to Rudolph and his friends. This event drew a significant number of additional visitors to the city centre.

Wednesday 18 November – Aberdeen’s Singing Chorus Concert

A packed Music Hall saw the 10th anniversary concert by Aberdeen’s Singing Chorus who performed songs over the past 10 years.

Friday 20 to Sunday 22 November – International Street Market

This hugely popular market attracted thousands of visitors over the weekend. It offered a wide range of products from around the UK and Europe including crafts, leather, foods, fruit and vegetables.

Saturday 21 November to Thursday 24 December – Aberdeen’s Snow Globe

The first ever giant snow globe came to Aberdeen where children and adults went inside to enjoy a snowball fight and pose for a photo. Sited at The Academy Shopping Centre, Schoolhill. The first snowball exchange was held between the Lord Provost of Aberdeen Peter Stephen, Santa and characters from Aladdin, this year’s panto by the Attic Theatre Group. There was also a weather forecast done by Sean Batty from the globe.

Sunday 29 November – Christmas Tree Switch On

The Lord Provost and a representative from The Royal Norwegian Consulate joined together to switch on the City’s Christmas tree at the Castlegate. Once again, the tree was very kindly donated by the people of Stavanger, one of Aberdeen’s twin cities.

Saturdays 5, 12 and 19 December – Aberdeen Country Fair

The fair provided local farmers and crafters the opportunity to showcase quality home-grown and handcrafted products on Belmont Street.

Saturdays and Sundays 5,6,12,13,19 and 20 December – City Centre Entertainment

Festive entertainment featured in and around the City Centre – Union Square, Bon Accord Shopping Centre, St Nicholas Street, The Mall Aberdeen and the Academy courtyard. Acts featured were Pipe Bands, Drumming Group, Punch and Judy, balloon modellers, magicians, singing groups and Scottish Cultural and Traditional music. This activity helps to improve the shopping experience for those visiting the city centre at this busy time.

Sunday 6 December – Aberdeen Santa Run

This annual festive and charity run featured hundreds of Santas leaving Aberdeen FC’s stadium and along the beach front.

Monday 7, Wednesday 9, Monday 14 and Wednesday 16 December – Provost Skene’s House Candlelight Tours

Experience the magic of this historic house by candlelight and find out how Christmas was celebrated in the past. A special tour for children was held on Wednesday 9 December. These events were sold out.

Wednesday 9 December – Christmas Tea Dance

A full house listened and danced away the afternoon to the sounds of The Garioch Blend in Aberdeen's renowned Beach Ballroom.

Thursday 10 and Sunday 13 December – New Winter's Trails

This tour explored the dark history of the Tolbooth, Aberdeen's 17th century prison and a chance to meet in person the Tolbooth gaoler and the Town's minister. These tours were sold out

Thursday 2 December to Tuesday 5 January – Nativity Scene

A traditional nativity scene was unveiled by Vice Convener of Education, Culture and Sport Councillor Martin Greig and Councillor Jennifer Stewart at the former site of The Pier at The Academy Shopping Centre. The nativity scene included Jesus in his crib, Mary, Joseph, the Three Kings, an observer and a shepherd. There was a reading by Captain David Alton, of the Salvation Army and Chair of the Regional Ecumenical Team [RET], a blessing of the crib by Right Reverend Robert Gillies, Bishop of Aberdeen and Orkney and Benediction by Reverend Stephen Taylor, Minister Kirk of St Nicholas Uniting.

Friday 11 to Sunday 13 December – Aberdeen's Ghost Walks

Taking a walk through the streets of historic Aberdeen exploring the dark events that left a ghostly footprint. Started at the Castlegate. These walks were sold out.

Saturday 19 December – Christmas Carol Concert

The annual popular Christmas Carol Concert returned to the David Welch Winter Gardens. All the favourite carols were sung to the accompaniment of the Bon Accord Band and rounded off with a visit from Santa. This year, because of high demand, there were 2 concerts at 1.00pm and 4.00pm. Both concerts were free to attend and despite the weather were well attended.

Wednesday 31 December – Hogmanay Ceilidh

The New Year was rung in at our ever popular Hogmanay Ceilidh at the Beach Ballroom. The well known ceilidh band Shindig entertained a capacity audience.

Wednesday 31 December and Thursday 1 January – City of Aberdeen Hogmanay Fireworks

Once again the City of Aberdeen celebrated the coming of the New Year by providing a 15 minute high aerial display of fireworks off the roof of His Majesty's Theatre. Despite the snowy conditions and bad weather in the run up to Hogmanay, a healthy crowd turned out.

Community Hogmanay/Festive Events

Funding including £4k from the Common Good Fund was also provided to communities throughout Aberdeen who wished to arrange and celebrate the Festive and/or Hogmanay period. Grants of up to £500.00 were awarded to help with costs towards hire of buildings, entertainment, food (no alcohol) and staffing. 29 communities covering community centres, community councils, youth projects, community associations, church groups and individual streets were

awarded grants. All communities were very appreciative of the grant and helped to raise spirits within their community.

Marketing and Publicity

In order to successfully deliver Aberdeen's Winter Festival, an intensive marketing campaign was required and was implemented by the Economic Promotions team. The purpose of the campaign was to attract those visitors from Aberdeenshire, Moray and the rest of Scotland to the City at a time when they might otherwise choose to visit Edinburgh or Glasgow for shopping. In addition efforts were made to attract overseas visitors from Norway.

Central to the campaign was a website competition with monthly prizes running over the length of the Festival in conjunction with our City partners such as Aberdeen City Centre Association, Aberdeen Hotels Association, Shopping Centres and Attractions. Information was gathered from visitors and participants to the Festival and comments invited on the success or otherwise of the festival. This information will allow the Economic Promotions team to use as a database for future campaigns and marketing and events activity. Appendix 1 lists a selection of comments received.

A media campaign using publicity tools such as press releases, magazine editorials, newspaper adverts, TV and radio adverts, lamp-post banners, posters, leaflets and City dressing for particular events was also implemented.

The City was also promoted within the Aberdeen City and Shire Winter Festival Guide. The Guide is a fundamental part of ensuring that citizens and visitors alike are fully aware of all that is on offer. It highlighted all the Winter Festival events and retail shopping throughout the region. The Guide was distributed all over the region plus the rest of Scotland and in particular all VisitScotland outlets. Appendix 2 highlights some of the testimonials received from an invitation to comment on the effectiveness of the Guide.

2010/2011 Winter Festival Programme

In line with agreed budget lines for the 2010/2011 financial year, it is proposed to deliver the following programme:

November

5 November	Fireworks Night at Aberdeen Beach.
21 November	Christmas Lights Switch On and Santa and his Reindeer Parade at Union Street. Based on feedback, the switch on date has been moved to a week later than in previous years
24 November	Aberdeen's Singing Chorus Concert at the Music Hall.
26 to 28 November	International Street Market at Union Terrace.
27 November	Unveiling of Nativity Scene for display until 5 January. Venue to be confirmed
27 to 28 November	St Andrew's Day Celebrations. City Centre entertainment and ceilidh at the Beach Ballroom.
28 November	Christmas Tree Switch On at Castlegate. The switch on is planned on the nearest Sunday to the start of Advent.

December

4 December	Aberdeen Country Fair at Belmont Street.
4/5 December	Weekend Street Entertainment in City Centre
9 December	Christmas Tea Dance on at Beach Ballroom
11 December	Aberdeen Country Fair at Belmont Street.
11/12 December	Weekend Street Entertainment in City Centre
18 December	Aberdeen Country Fair at Belmont Street
18 December	Christmas Carol Concerts at Winter Gardens
18/19 December	Weekend Street Entertainment in City Centre.
31 December	Hogmanay celebrations will include a fireworks display from the roof of HMT and street entertainment.

Winter Trails will also be included in the programme. Dates and venue to be confirmed.

It is intended to repeat the Festive and Hogmanay Community Fund where grants will be awarded on the same basis as in 2009/10 to help provide financial support to individual community groups within the City who wish to organise a festive or Hogmanay celebration for their local community.

6. REPORT AUTHOR DETAILS

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7. BACKGROUND PAPERS

No background papers were used for this report.

APPENDIX 1 WINTER FESTIVAL COMMENTS

1. Comments on what you would like to see in the future

- ICE SKATING PROVISIONS, FOODIE TYPE EVENTS
- CHRISTMAS MARKET
- OUTDOOR ICE RINK
- BETTER STREET MARKETS SELLING GIFTS & CHRISTMAS THINGS NOT FOOD
- ICE RINK!
- ICE SKATING IN UNION TERRACE GARDENS
- MORE EVENTS SUITABLE FOR UNDER 5s
- MUSIC AND MORE EVENTS DIRECTED AT TEENAGERS/YOUNGER
- HOGMANAY STREET PARTY AND MORE USE OF UNION TERRACE
- ICE SKATING
- ICE SKATING AND FERRIS WHEEL
- ICE SKATING FOR FAMILIES
- UNION STREET CLOSED OFF WITH MARKET AND STREET ENTERTAINMENT EVERY THURS EVE AND SAT
- GERMAN MARKETS
- CRAFT MARKETS
- IT IS GOOD THAT THERE ARE NUMEROUS EVENTS IN ABERDEEN CITY, IT BEING SO CENTRAL. HOWEVER, IT IS EXPENSIVE TO GET THERE AND PARK FOR THE DAY. IN THIS ECONOMIC CLIMATE. IT WOULD BE NICE IF THERE WERE MORE EVENTS IN RURAL AREAS
- OUTDOOR SKATING
- COUNTRYSIDE WALKS (WITH DOGS, LOCAL FAIRS)
- OUTDOOR SKATING RINK AT CASTLEGATE PERHAPS? SOME SMALL KIDS RIDES-MERRY GO ROUND, CHRISTMAS FOOD VENDORS-ROASTED CHESTNUTS ETC SIMILAR TO PRINCESS STREET GARDENS IN EDINBURGH
- JUGGLING, A PROPER BONFIRE ON GUY FAWKES NIGHT
- HUSKY DOGS, MAYBE A CHANCE TO TRY DOG-SLEDDING?
- HOGMANAY CELEBRATIONS BACK ON! I WILL REALLY MISS THEM THIS YEAR
- WE ENJOY WHAT THERE ALREADY IS IN PLACE
- ICE RINK
- SLEIGH RIDES ROUND DUTHIE PARK
- SKATING RINK
- ICE SKATING RINK
- EVENTS THAT CATER TOWARDS PARENTS AND YOUNG FAMILIES TO ENABLE US TO SHARE THESE TRADITIONAL EVENTS WITH OUR CHILDREN AND MAKE THEM FEEL INCLUDED
- EVERYTHING IS WELL COVERED A TOURING CIRCUS ACT MAYBE
- MEET AND GREET WITH SANTA
- ICE SKATING OPEN TO THE PUBLIC
- FAMILY EVENTS AND SOME FOR ADULTS TOO. FOOD EVENTS WOULD BE NICE AND TRADITIONAL SCOTTISH THINGS-
- MORE LARGER EVENTS FOR HOGMANAY

- MORE FOR THE CHILDREN...REALLY LIKED THE REINDEERS ON THE SANTA PARADE. MORE DURING THE DAY FOR THE LITTLE ONES. THANK YOU.
- EVENTS FOR CHILDREN
- ICE RINK
- MORE LOCAL TALENT SHOWS
- RETURN OF THE SKATING RINK AT CASTLEGATE CHRISTMAS MARKET STALLS/FAIR
- A BIT MORE FOR YOUNGER CHILDREN (UNDER 5s)
- MORE CHILD RELATED EVENTS. MAYBE A STREET CARNIVAL LIKE THERE USED TO BE ON UNION STREET. TAKE A LOOK AT EDINBURGH, PRINCES STREET GARDENS ARE FANTASTIC AND FULL OF CHRISTMAS SPIRIT
- ICE SKATING
- MORE TRADITIONAL SCOTTISH EVENTS FEATURING TRADITIONAL MUSIC AND DANCE BUT WITH A FESTIVE THEME
- OUTDOOR CONCERTS, PREFERABLY IN UNION TERRACE GARDENS. OUTDOOR SKATING RINK. LARGE HOGMANAY STREET PARTY
- WHY NOT BRINGBACK THE ICE SKATING OR EVENT ROLLER SKATING. ALSO MORE USE OF THE GARDENS FOR ACTIVITIES WHY NOT HAVE A XMAS CAFÉ
- HOGMANAY PARTY IN THE CASTLE GATE WITH LOCAL BANDS TO GIVE YOUNG PEOPLE A SAFE VENUE TO BRING IN THE NEW YEAR- DOESN'T HAVE TO COST THE EARTH! OR TEEN DISCOS OVER THE FESTIVE TIME. THE LASER SHOW A FEW YEARS BACK WAS POPULAR. ICE SKATING AT THE CASTLE GATE.
- WHEN ABERDEEN CITY COUNCIL IS MORE FINANCIALLY SECURE, I WOULD LIKE TO SEE THE RETURN OF THE HOGMANAY CELEBRATION AT THE CASTLEGATE
- MY KIDS LOVE THE SNOW GLOBE - IT'S A GREAT IDEA AND ONE THAT SHOULD DEFINITELY RETURN IN THE FUTURE
- CHRISTMAS MARKET, OUTDOOR ICE RINK
- RETURN OF ICE RINK TO ABERDEEN CITY CENTRE
- CHRISTMAS MARKET WITH STALLS- SIMILAR TO ONE IN EG EDINBURGH IN PRINCES STREET GARDENS. CHRISTMAS THEME AT THE ART GALLERY SUITABLE FOR CHILDREN- HANDS ON

2. Additional Comments

- I think a festival such as this is a great thing both for city and shire residents and for those visiting from further field
- It is good that there are Festivals as this gets people together socially
- I attend every year I can and post pictures on my website for the whole world to get a chance to see the beauty that is Aberdeen!
- I feel that Aberdeen City and Shire are pretty well catered for within the existing Winter Festival. We are very lucky.
- So excited to attend some of the winter festivities! Sounds like a good year!
- Good to see a collective publicity for a main holiday period

- My daughter adores the life size seagulls, dog and princess that went about the City last year. Any amount of money could not have equalled the expression on her face: wonder/awe was amazing and allowed us to talk about so many traditional values which unfortunately are so lacking in modern society. Please! Please! Keep this theme up
- The kids loved the Santa parade
- Loved the inflatable Snow Globe
- Great to see things going on in this corner of Scotland
- I had a great time so far. Got the whole family especially Thank You I would like to be involved more in the festivities next year if possible. Kind Regards.
- Praise to the Council for continuing to provide these events in the current economic climate
- The lights being turned off overnight is a smart idea
- Attended the Xmas lights switch on parade last night and thought it was very colourful and enjoyed the music from the pipe band, drums(walking) and the lorry with the steel drums. The decorated Minis and dogs were a fun inclusion also
- The lights switch on parade was lovely, we really enjoyed it
- Good effort on such a low budget
- All events were well organised
- It's really good to see Aberdeen and Aberdeenshire promoting the area and giving locals and visitors things to do!
- Change the location of the fireworks to other areas on a rotational basis as the Beach is a nightmare to get to, especially if you can't make your way there until after work

APPENDIX 2 WINTER FESTIVAL GUIDE TESTIMONIALS

What was your general opinion of the overall appearance and layout of the guide?

- Very good and informative. Colourful and eye-catching.
- Very good well presented and produced
- Very good and looked interesting so would be picked up.
- The guide was clear and concise with enough information
- Good
- White cover did not attract enough attention.
- Excellent and a top quality publication and design
- Very good, bright and looked very design led.
- It looked good, but we needed more information to be included.

Did you find the guide useful? Why was this the case?

- Excellent for guests visiting the area as all the information in one booklet
- Yes, very good for advertising our own event and for our regular clientele to know what other events were on.
- Useful for guests & staff to ensure the hotel were aware of what's going on.
- Yes, we handed it out to all visitors and telephone enquiries.
- Yes, a big improvement on previous City Christmas Festival guides. It benefitted greatly from being widened to include Aberdeenshire events.
- It was useful because it was the only publication that showed what's on over the Christmas and new year period.
- The guide was a good reference guide, and residents used it as a valuable source of information.
- I am sure our guests found it useful.
- Not really – because more information needed to be included on items.

Would you like a similar guide to be produced next year? If not, what would you like to see produced instead?

- Yes
- Same/similar next year
- Yes another guide would be useful, but also one for the summer listing all events – we had a Homecoming guide this year so it could replace that for the high season.
- Similar guide, but produced a month or two in advance.
- Yes
- Something similar but more local advertising
- Yes, publish next year and have an enhanced distribution plan linked to a PR campaign.
- Yes – it would be great.
- Yes, but a corresponding website too, linked by the area of the City and Shire.
- Yes

Question 6. If available, would you be interested in advertising in the guide in future years?

- No
- Yes

- Possibly
- Yes
- Possibly
- Yes
- No
- Up to our management
- Yes, depends upon costs and contract deals as a hoteliers association we could help to promote Aberdeen in December and January by allocating sponsored accommodation or prizes.
- Possibly not (internet and website is a preferred source)
- No

Do you have any suggestions or changes for future guides that you feel would make it better?

- Produce in a smaller size so easier to carry
- Just on timing (produce earlier), presentation was very good.
- Notify ACSHA earlier of advertising opportunities so they can sell w/e breaks to coincide with their winter promotion.
- Do not use generic Christmas and Festive photos, could be anywhere in the world.
- Add vouchers and promotions to get improved value and interaction – this will also assist in monitoring the effectiveness of the initiative.
- Earlier production would be better.
- They should include more information on events. They could include glossy covers but have cheaper inside pages.

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	20 April 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Events 2009/2010 and 2010/2011
REPORT NUMBER:	EPI/10/082

1. PURPOSE OF REPORT

This report provides a summary of the events programme planned, co-ordinated and delivered by the City Events team from 1 April 2009 to 31 March 2010. It also outlines the proposed programme of events for 2010/2011.

The Winter Festival is not included and is covered in a separate report.

2. RECOMMENDATION(S)

The Committee is asked to note the 2009/2010 events programme and approve the programme of events for 2010/2011.

3. FINANCIAL IMPLICATIONS

The 2009/2010 and 2010/2011 programmes are funded annually from the Council's allocated budget for City Events. The events are funded both from the Revenue Budget and the Common Good. Many of the events attract grant funding or sponsorship, for example, MOD funding of £10,000 for British Armed Forces and Veterans Day and EventScotland funding of £5,000 for the St Andrew's Weekend Celebrations. Other events bring in significant income such as the Highland Games which assists in reducing the overall cost to the council.

4. SERVICE & COMMUNITY IMPACT

The festivals and events programme assists in fulfilling the ambition within the Council's policy statement for Aberdeen to be a culturally vibrant city with a range of excellent festivals and events that promote the City as a tourist destination. In addition the events team continue to support the City's best festivals and work with sport and culture officers to ensure the contribution of Sport, Culture and Arts is recognised when promoting the area as a tourist destination as stated under the Single Outcome Agreement. The festivals and events which are delivered also assist in presenting a strong positive image of Aberdeen both nationally and internationally.

It is recognised that the events in the programme either support improvements to civic pride or have a direct economic impact. The events do this by engaging local communities in activities to raise the profile of their area or by attracting visitors to the area who would not have otherwise chosen to visit. The diverse nature of the events calendar ensures that there is something for everyone throughout the year and it is vital to continue to attract visitors to the area because of the economic impact of their visit.

5. OTHER IMPLICATIONS

The events programme is delivered by a 3 full time events officers with part time administrative support. All council policies and procedures are adhered to in the safe delivery of the events programme.

6. REPORT

A high profile, popular and quality events programme was delivered during 2009/10. This includes planning, programming, client and contractor liaison, securing sponsorship/finance, marketing, health and safety and on site event delivery.

The programme contributed to an increase in the numbers of people visiting the city centre during 2009/10 and therefore have a significant economic impact. It is not possible without extensive research to provide economic impact figures for the activities however numbers attending are monitored on an annual basis and we are seeing a increase year on year. This can be attributed to more comprehensive marketing activity by working in partnership with the City Centre Association, the Hotels Association, VisitScotland and other agencies.

As well as delivering the Council's Festivals and Events Programme, the team was also involved in the provision of event support to a number of external organisations, agencies and individuals who wished to organise events within the city. These ranged from a partner based delivery approach in events such as Free, BP Summer Screens, Wallace 700, British Armed Forces and Veterans Day and the Aberdeen International Youth Festival to basic help, support and advice for a wide range and array of individuals, groups and event organisers both within the community and private sectors. This in turn promotes economic activity and supports civic pride improvements.

In order to ensure effective promotion of Aberdeen's Festival and Events Programme, support was provided by Economic Promotions to ensure the widest possible exposure within the limited budgets available. For individual events, a media campaign was carried out using a variety of methods such as press releases, newspaper adverts, TV and Radio adverts, lamp-post banners, posters, leaflets and City dressing for particular events.

The work of the City Events team includes the following areas

- Delivery of Aberdeen City Council's Festivals and Events Programme
- Supporting the delivery of Partner Agency and Organisation Events
- Managing the hire of Parks and Open Spaces
- Managing parades and processions
- Supporting the delivery of Community Galas

Aberdeen City Council's Festivals and Events Programme (See Appendix 1 for a list of events in 2009/2010)

City Events has delivered a full and varied Festivals and Events Programme within an approved budget. The 50+ programme was delivered by a dedicated events officer and there is a separate report outlining this programme. All other events have a dedicated lead Events Officer whose remit and responsibilities were to plan, co-ordinate and deliver within agreed budget lines. Most of these events relied on a multi partner agency approach which involved other Council Services, Grampian Emergency Planning Unit, Grampian Police, Scottish Ambulance Service, Grampian Fire and Rescue Service, First Aid Providers, Security/Steward Companies, Transport Providers and Media Partners.

Partner Agency and Organisation Events (See Appendix 2 for a list of events in 2009/2010)

These events are arranged and delivered with a joint partnership approach. Some of them were self financing in terms of budget allocation and where the Council provided the site along with dedicated Event Officer resources. Other events in this category were supported by Council match funding or part funding and complemented by Event Officer support and resources. This approach ensured that we delivered safe and successful events throughout the year.

Hire of Parks and Open Spaces

City Events are responsible for the administration of all requests to host an event within the Council's parks, open spaces, squares and/or roads. Events Officers will contact organisations, groups or individuals in order to assess, administer and process the application and to offer advice throughout the process. All sizes of events are catered for, and in many cases, the team will meet with event organisers to ensure they are fully aware of their requirements to deliver safe and successful events in the City. This process covers pre, during and post event planning. Over 60 such applications were administered in the financial year 2009/2010.

Organisations involved included RNLI, The Army, Marine Conservation Society, Aberdeen and District Motor Club, Craigdon Mountain Sports, Wildcat Cruisers, Aberdeen Kayak Club, Special Olympics Aberdeen, Voluntary Services Aberdeen, Bling Fling Charity, Bon Accord Rotary Club, Methodist Church, Macmillan Cancer Support, UCAN, Grampian Orienteering Club, Active Schools Aberdeen, NE Scotland Disabled Veterans Association, Aberdeen Amateur Radio Society, Caledonian Concepts, Diabetes UK Scotland, Grampian Research in to Orthopaedics, Banchory and St Ternan West Church, WildDay Out Ltd, Aberdeen Canine Training Society, Bon Accord Kennel Association, Bearded Collie Club, Aberdeen Sports Council, Metro Aberdeen Running Club, Aberdeen Model Boat Club, Foursquare Church, Children 1st, British Military Fitness, Aberdeen Deeside Rotary Club, DAWGS, Royal Horticultural Society, Girl Guiding Aberdeen, The Anthony Nolan Trust, Juvenile Diabetes Research Foundation, Pituitary Foundation, Radiate, RGU Students Association, Aberdeen Lions International, Chest Heart and Stroke Scotland, Big Fun Run, Aberdeen University Amnesty International Society, Royal Navy, Cancer Link Aberdeen and North, Wildhearts, European Entertainment Corporation (Circus) and Aberdeen Trades Council.

Parades and Processions

(See Appendix 3 for a list of parades and processions for 2009/2010)

City Events are involved with applications for parades or processions from a wide range of organisations and groups. This usually entails face to face meetings with the organiser together with the Events Planning Team from Grampian Police. Applications are discussed in terms of proposed routes, risk assessment and emergency planning issues and will make recommendations to the Licensing section before approval. Event Officers also attend some of these parades and processions on the day. A method has been developed between Aberdeen City Council and Grampian Police that does not allow live traffic to mix with those in the parade. This is implemented either through a full road closure or a rolling road closure assisted by Grampian Police.

Community Galas

There were a number of galas and fun days held over the summer months. The team was able to support these events through a budget allocated to grant aid Community Galas. Most grants were spent on hire of equipment and entertainment. The value of grant awarded was dependent on the size of the gala. There was Event Officer support in terms of advice, help, site and office based meetings and the dispersal of grants.

Listed below are the galas and fun days that took place in 2009/2010.

Culter Gala	30 May	Culter School Playing Field
Torry Gala	6 June	Tullos School Playing Field
Cove Gala	13 June	Loirston School Playing Field
Kincorth Gala	20 June	Kincorth FC Playing Field
Danestone Gala	4 July	Danestone Community Area
Gallowgate Festival	1 August	St Margaret's Church
Northfield Community Fun Day	8 August	Allan Douglas Park
Dyce Rotary Family Fun Day	22 August	Central Park, Dyce

2010/2011 Event Programme

(See Appendix 4 for an updated events list for 2010/2011)

Work is well underway to organise, deliver and support the 2010/2011 events programme. Again there is a wide and varied programme covering festivals, large and small events, gala and community days, parades and processions and small community group based events. Favourites such as Highland Games, Tartan Day, British Armed Forces and Veterans Day, Torch Parade, Moscow State Circus, Aberdeen International Football Festival, Aberdeen International Youth Festival and the International Street Market return to the City.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

No background papers were used in this report.

APPENDIX 1 Council Festivals and Events Programme 2009/2010

Friday 24 to Sunday 26 April – International Street Market

Held on Union Terrace over 3 days, this hugely popular and well established market made a return to the City and attracted large numbers of visitors and shoppers offering a wide array of products from the UK and Europe. This event has direct economic impact.

Saturday 25 April – 4th Battalion Royal Regiment of Scotland

The pipes and drums entertained shoppers and visitors in the City on St Nicholas Street. Warmly and enthusiastically received, the Battalion raised over £200 which was donated to The Lord Provost's Charitable Trust. This event supported civic pride.

Sunday 24 May - City of Aberdeen/Baker Hughes 10k and Fun Run

This popular 10k and Fun Run was held in and around the Harbour, Aberdeen Beach, Donmouth and Seaton/Pittodrie areas. The start and finish was at the Queens Links. Prizes were awarded in a number of categories for men, women and teams. Over 3000 runners took part. This event has economic impact and supports civic pride.

Sunday 21 June – Aberdeen's Highland Games

The ever popular and traditional Highland Games was held at a sunny Games Field in Hazlehead Park. A record attendance of over 20,000 people was achieved. The Games featured a number of activities, competitions and attractions including Pipe Band Competitions, Highland Dancing, Heavy and Light Events, Track and Field Events, Solo Piping, Trade and Charity Stands, Beer Tent, Children's Entertainment, EcoCity, SCaT and a Funfair. This event has significant economic impact and also promotes civic pride. Several visitors were from overseas.

Friday 3 to Sunday 5 July – International Street Market

Held on Union Terrace over 3 days, this hugely popular and well established market made a return to the City and attracted large numbers of visitors and shoppers offering a wide array of products from the UK and Europe. This event has direct economic impact.

Sunday 5,12,19 and 26 July – Bands in the Park

Live music was organised in both Hazlehead and Duthie Par featuring music from local pipe bands, singing groups, brass, silver and jazz. A free event supporting civic pride.

Sunday 19 July to Saturday 25 July – Aberdeen's Bowling Tournament

The City of Aberdeen once again hosted its very own popular and long standing annual Bowling Tournament. The Tournament attracted bowlers from all over Scotland. Sections included men and women singles and pairs, junior singles and pairs, mixed pairs and senior singles. Play was featured at Westburn Park and various Council bowling greens throughout the City. This event has economic impact from those competing in the event staying in the city. The event also supports civic pride.

Sunday 2 August – Homecoming Tartan Day

A celebration of the culture, language and traditions of the North East of Scotland, the ever popular Tartan Day celebrated the Year of Homecoming by presenting a full and exciting programme, culminating in the once in a lifetime gathering of the Gordon Highlanders International Beating Retreat on Union Terrace, where they took the salute from Lord Provost Peter Stephen and invited guests. This event has economic impact for the city centre and helps to promote pride in Aberdeen and Scotland.

Sunday 9 and 16 August – Bands in the Parks

Live music was organised in both Hazlehead and Duthie Par featuring music from local pipe bands, singing groups, brass, silver and jazz. A free event supporting civic pride.

Friday 2 to Sunday 4 October – International Street Market

Held on Union Terrace over 3 days, this hugely popular and well established market made a return to the City and attracted large numbers of visitors and shoppers offering a wide array of products from the UK and Europe. This event has direct economic impact.

Sunday 25 October – Aberdeen Funolympics

The Beach Ballroom hosted an afternoon of fun and games featuring clubs, organisations and individuals of people with a learning and/or physical disability. Over 100 attended and the day was rounded off with the presentation of medals and trophies by the Lord Provost followed by a buffet and disco. Very generously supported by the Aberdeen City and Shire Hotels Association. Supports civic pride.

Sunday 8 November – Remembrance Day

The City hosted the annual remembrance day featuring veteran associations, youth organisations, cadet organisations, members of Aberdeen City Council and other guests. Parade of veterans from Belmont Street to Cowdray Hall and return. Supports civic pride.

Friday 20 to Sunday 22 November – International Street Market

Held on Union Terrace over 3 days, this hugely popular and well established market made a return to the City and attracted large numbers of visitors and shoppers offering a wide array of products from the UK and Europe. This event has direct economic impact.

Saturday 28 to Monday 30 November – St Andrew's Day Celebrations

The Council provided an opportunity for all citizens to celebrate our nation's patron saint. In conjunction with the grand finale of Homecoming Scotland, a weekend of events took place across Aberdeen and supported by the Scottish Government. Traditional Scottish street entertainment was played live at venues across the city centre including the Mall Aberdeen, Union Square, The Academy and the Bon Accord Centres. Aberdeen Country Fair was held on Belmont Street on Saturday providing local farmers and crafters the opportunity to showcase home grown and handcrafted products. Aberdeen's Lord Provost switched on the City of Aberdeen's Christmas Tree gifted by the people of our twin city of Stavanger. A short carol service was held prior to the switch on.

A traditional Scottish ceilidh was held in the Beach Ballroom on St Andrew's Day featuring popular band Shindig and celebrated the Grand Finale to Homecoming Scotland 2009. The Snow Globe had a St Andrew's theme and operated throughout the weekend at the Academy Shopping Centre. Supports civic pride and had an economic impact.

APPENDIX 2 Partner Agency and Organisation Events 2009/10

Saturday 25 April Granite City Rally

The start of the North East's most prestigious rally was held at the Duthie Park where spectators could get close up and personal with the competitors and their cars. Over 80 cars took part. This event has economic impact and promotes civic pride.

Saturday 2 May Aberdeen University Students Torch Parade

The largest torchlight parade in Europe featuring around 50 themed floats and over 1500 students from Aberdeen's 3 further educational establishments returned to the City after the 2008 parade was cancelled due to a criminal incident at Union Street/Chapel Street. Promotes civic pride.

Sunday 21 June Cancer Research Race for Life Aberdeen 2009

The annual women and girls 5k fun run/walk along Aberdeen Beach organised by Cancer Research UK. The race attracted over 5000 participants. All monies raised went direct to Cancer Research UK. Promotes civic pride.

Saturday 27 June British Armed Forces and Veterans Day

This event was delivered by the Council in partnership with Aberdeen Universities Officer Corps. Over 15000 spectators witnessed a parade of approximately 800 participants featuring massed pipes and drums, modern and vintage vehicles, active service personnel, veterans representing all organisations, cadets from all the services along with Robert Gordon's College and Aberdeen University Officer Training Corps, uniformed youth organisations and schoolchildren. The event allowed the City of Aberdeen to celebrate and embrace its Armed Forces: raise the awareness about how current and past members are contributing to our communities: help us to educate our younger generation about the role of our Armed Forces and the part they play in our society. There was also a fly past by a nimrod and a tornado.

The parade started at 11.00am from Albyn Place, down the whole length of Union Street and finished at King Street. The salute was taken outside the Town House by the Lord Provost and the 3 most senior commanding officers from the Army, Air Force and Navy. The event was augmented by a formal reception in a marquee at Aberdeen Beach, followed by an informal get together for all participants. An evening ceilidh was also arranged in the marquee. On the following night, a war time sing a long concert was held in the Beach Ballroom. This event had economic impact and promotes civic pride.

Sunday 28 June Airborne Forces Day (Scotland)

Arranged by the Parachute Regiment Association (Aberdeen) and supported by the Council, the day featured a parachute display, pipe band, mobile climbing wall and other stands. Promotes civic pride.

Tuesday 30 June BP Summer Screens

Delivered by BP and Aberdeen City Council, Verdi's classic opera "La Traviata" was beamed live from Covent Garden's Royal Opera House to a big screen in Duthie Park as part of the BP Summer Big Screens Programme 2009. This free evening event was one of 19 screenings around the country in summer as

thousands of people enjoyed world-class opera and ballet in their own local area. Over 2000 people attended. This event has economic impact and promotes civic pride.

Monday 20 to Saturday 25 July Aberdeen International Football Festival

A week long festival of football and fun featured boys and girls from local and international teams. The sections included girls (15 and under), boys (16 and under) and boys (14 and under). This well established and popular festival was in its 29th year. All sectional games and games up to and including the semi finals were held in Seaton Park while all finals were held at Chris Anderson Stadium. This event has significant economic impact and promotes civic pride

Thursday 23 July to Monday 3 August Moscow State Circus

The internationally recognised and renowned Moscow State Circus returned to Aberdeen featuring an array of talent. This 2009 production featured the Russian character of Grigory Rasputin - mad monk or healer, sinner or saviour and presented the story of 'Legenda'- a mysterious tale passed down from generation to generation. How much is real, how much is fable will always remain open to debate, but this only adds to the overall mystery surrounding Grigory Rasputin. This event has economic impact with visitors coming from outwith the city to attend.

Wednesday 29 July to Saturday 8 August Aberdeen International Youth Festival

We welcomed the ever popular Aberdeen International Youth Festival back to the City - the world's leading festival of youth arts. The Festival was a unique platform for young talent and a celebration of youthful creativity and innovation. It attracted an astonishing array of talent from across the world and offered an unmissable chance to experience a range of high quality and diverse performances in and around the City. This event has economic impact and promotes civic pride.

Saturday 22 August City of Aberdeen Clydesdale Horse Show

These wonderful gentle giants of the horse world returned to the beautiful setting of Duthie Park. Adults, foals and colts took pride of place in the rings. There were also harness and ridden classes on show. This event has economic impact and promotes civic pride.

Sunday 23 August Aberdeen Highland Pony Show

Organised by NESHPEs, the Aberdeen Highland Pony Show is now one of the most prestigious and best supported Highland pony shows in Scotland and is held in the Duthie Park. Highland ponies came from all over Scotland to compete in In-Hand, Ridden, Dressage, Young Handlers, Working Harness and Fancy Dress Classes. This event has economic impact and promotes civic pride.

Saturday 29 and Sunday 30 August RHS Aberdeen Flower Show

The annual Royal Horticultural Society of Aberdeen Summer Flower Show returned to Hazlehead Park. A fun filled family event featured with a wide range of exhibits and entries from all over Scotland. This event promotes civic pride.

Sunday 13 September JDRF Walk to Cure Diabetes

The Council supported the Juvenile Diabetes Research Foundation to deliver their annual fundraising walk at Hazlehead Park. This event promotes civic pride.

Saturday 28 November Aberdeen TUC St Andrew's Day Rally

A rally was held in the Castlegate to celebrate Scotland's patron saint as a national unity day. This event promotes civic pride

Wednesday 9 to Saturday 12 December European Curling Championships

Held at the Linx Ice Arena and Curl Aberdeen, Aberdeen welcomed curling teams from all over Europe. The A team competition was held at the Linx Ice Arena where healthy attendances witnessed Sweden taking the honours and crowned European Champions. This event had significant economic impact borne out in a recent study and also promoted civic pride.

APPENDIX 3 Parades and Processions

Date(s)	Organisation	Name	Route
Sunday 5 April	Peterculter Parish Church	Palm Sunday Parade	Coronation Road and North Deeside Road
Friday 10 April	Roman Catholic Church	Walk of the Cross	Union Street to Kincorth Hill
Saturday 2 May	Aberdeen University Students Association	Torcher Parade	Schoolhill/Skene Street/Albyn Place/Union Street
Saturday 2 May	Aberdeen Trades Council	May Day Parade	Union Street
Saturday 17 May	47 th Culter Boys Brigade	Centenary Parade	Culter
Saturday 30 May	Culter Gala	Opening Parade	Coronation Road
Saturday 13 June	Cove Gala	Opening Parade	Altens CC to Loirston School
Saturday 27 June	Aberdeen City Council	British Armed Forces and Veterans Day	Union Street
Sunday 28 June	Parachute Regiment Association	Airborne Scotland 2009	Union Street
Sunday 2 August	Aberdeen City Council	Tartan Day	Union Street
Sunday 2 August	Wallace 700 Association	Wallace 700	Schoolhill/Rosemount Viaduct
Saturday 22 August	Dyce Rotary	Opening Parade for Fun Day	To Central Park
Sunday 20 September	47 th Culter Boys Brigade	Enrolment Parade	North Deeside Road
Thursday 24 September	Robert Gordon's College	Founder's Service Parade	Schoolhill
Thursday 29 October	Union Square	Opening/Lantern Parade	The Green/Guild Street
Sunday 8 November	Peterculter Parish Church	Remembrance Day Parade	North Deeside Road
Sunday 8 November	AUOTC	Remembrance Day Parade	High Street, Old Aberdeen
Sunday 8 November	Aberdeen City Council	Remembrance Day Parade/Service	Belmont Street, Cowdray Hall
Sunday 15 November	Aberdeen City Council	Christmas Lights Switch On	Union Street
Sunday 15 November	The Mall, Aberdeen	Santa and his Reindeer	Union Street

Aberdeen City Events 2010	
March	
Sunday 07/03/10	Sponsored 3K Space Hop
Sunday 07/03/10	Scottish Endurance Horse Event
Wednesday 10/03/10	West Cults Bridge Formal Opening
Wednesday 10/03/10	HMS Diamond Glasgow to Aberdeen Relay Run
Sunday 14/03/10	CLAN Mother's Day Walk
Sunday 21/03/10	Sports Relief Mile 2010
Sunday 28/03/10	Palm Sunday Parade
April	
Saturday 03/04/10	D33 Deeside Half Way Ultra Marathon
Sunday 04/04/10	RNLI Easter Sunday Fun Day
Saturday 17/04/10	Station Garage Mitsubishi Granite City Rally 2010
Monday 19/04/10	Cleaning Day Donmouth Local Nature Reserve
Saturday 24/04/10	Run Balmoral 10k
Friday 30/04/10 to Sunday 02/05/10	International Street Market
May	
Saturday 01/05/10	Aberdeen Student's Charity Parade
Saturday 01/05/10	May Day Parade
Sunday 09/05/10	Wildhearts Wee Walk
Sunday 16/05/10	VSA Day
Sunday 16/05/10	Bling Fling
Friday 14/05/10 to Sunday 16/05/10	Word 2010 University of Aberdeen's Writers Festival
Wednesday 19/05/10	May Tea Dance
Sunday 23/05/10	City of Aberdeen Baker Hughes 10k and Fun Run
Saturday 29/05/10	The Big Run 2010
Saturday 29/05/10	Culter Gala
June	
Saturday 05/06/10	Cadet 150 Open Day
Sunday 06/06/10	Grand Fun Day
Saturday 12/06/10	Cove Gala
Saturday 19/06/10	Torry Gala
Sunday 20/06/10	Aberdeen's Highland Games
Saturday 26/06/10	British Armed Forces and Veterans Day
Saturday 26/06/10	Hilton Gala

July	
Friday 02/07/10 to Sunday 04/07/10	International Street Market
Saturday 03/07/10 and Sunday 04/07/10	Aberdeen Canine Training Society Open Obedience Show
Saturday 03/07/10	Danestone Gala
Sunday 04/07/09	Race for Life
Sunday 11/07/10	Big Fun Run
Wednesday 14/07/10 to Sunday 18/07/10	North Atlantic Fiddle Convention 2010
Saturday 17/07/10 and Sunday 18/07/10	Bearded Collie Club (Scottish Branch) Agility Show
Sunday 18/07/10 to Saturday 24/07/10	City of Aberdeen Bowling Tournament
Monday 19/07/10 to Saturday 24/07/10	Aberdeen International Football Festival
Thursday 22/07/10 to Sunday 08/08/10	The Chinese State Circus
Wednesday 28/07/10 to Saturday 07/08/10	Aberdeen International Youth Festival
Saturday 31/07/10 and Sunday 01/08/10	Granite City Dog Agility Club Show
August	
Saturday 21/08/10	Dyce Rotary Family Fun Day And Parade
Saturday 28/08/10	City of Aberdeen Clydesdale Horse Show
Sunday 29/08/10	Aberdeen Pony Show
September	
Saturday 04/09/10 and Sunday 05/09/10	Aberdeen Canine Training Society Open Agility Show
Monday 13/09/10 to Wednesday 06/10/10	50+ Festival
October	
Friday 01/10/10 to Sunday 03/10/10	International Street Market
Wednesday 06/10/10	50+ Festival Tea Dance
Sunday 24/10/10	Aberdeen's Funolypics
November	
Friday 05/11/10	Aberdeen's Winter Festival Fireworks Night

Sunday 21/11/10 (tbc)	Aberdeen's Winter Festival Christmas Lights Switch On
Wednesday 24/11/10	Aberdeen's Winter Festival Singing Chorus Concert
Friday 26/11/10 to Sunday 28/11/10	International Street Market
Sunday 28/11/10	Aberdeen's Winter Festival Christmas Tree Switch On
December	
Thursday 09/12/10	Aberdeen's Winter Festival Christmas Tea Dance
Saturday 18/12/10	Aberdeen's Winter Festival Christmas Carol Concert
Sunday 26/12/10	Aberdeen's Winter Festival "Nippy Dipper" Boxing Day Dip
Friday 31/12/10 and Saturday 01/01/11	Aberdeen's Winter Festival Hogmanay Celebrations

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ABERDEEN CITY COUNCIL

COMMITTEE Enterprise, Planning and Infrastructure Committee

DATE 20 April 2010

CORPORATE DIRECTOR Gordon McIntosh
Enterprise, Planning and Infrastructure

TITLE OF REPORT Links with Nagasaki

REPORT NUMBER: EPI/10/076

1. PURPOSE OF REPORT

The purpose of the report is to recommend an appropriate response to the request from Nagasaki to consider “forming a Citizens’ Friendship City link-up – a way of forming free and relaxed relationships between cities, with citizens and citizens’ groups as the main actors and without the formality of a sister city link-up”.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- 1 Agree to form a Citizens’ Friendship City link-up with Nagasaki
- 2 Instruct the International Strategist to work with interested parties to create an action plan to put the link into practice
- 3 Agree to continue using the criteria listed in section 6 to consider such requests in future, pending a review of international partnerships in 2010

3. FINANCIAL IMPLICATIONS

There is no budget available to directly support the Citizens’ Friendship City link-up. However, a limited amount of officer time on the part of the International Strategist and/or the International Partnerships Officer can be made available to support interested parties to develop links and, where possible, support projects that attract external funding support.

4. SERVICE & COMMUNITY IMPACT

Impact on the service of this proposal will be limited to the use of officer time. It is intended that the proposal, if approved, would impact positively on communities in Aberdeen, by providing opportunities for local people to learn about Japanese culture and society and in particular Nagasaki's historic trading links with Aberdeen and the north-east.

5. OTHER IMPLICATIONS

Health and Safety: None

Risk Management: The risk of declining the request from Nagasaki would potentially damage the existing friendship and links between people and organisations in both cities.

Human Rights, Equalities and Diversity: An Equality and Human Rights Impact Assessment would be undertaken on any action plan to develop links between the two cities.

6. REPORT

This report has been produced in response to the request from Nagasaki to consider "forming a Citizens' Friendship City link-up – a way of forming free and relaxed relationships between cities, with citizens and citizens' groups as the main actors and without the formality of a sister city link-up".

Background to Nagasaki's request

Nagasaki's international affairs section states:

"Nagasaki City has sister-city link-ups with six cities around the world, based on historical relations with those cities. This is amongst the highest number of link-ups for a city of our size (450,000 people).

Sister Cities conduct exchange not just in a specific field but across a wide range, against the backdrop of a shared history and culture. However in recent years these kinds of link-ups have not been increasing much in Japan. Instead, new kinds of inter-city link-ups have been on the rise.

In our city also, as part of the 'Nagasaki City Internationalization Promotion Plan,' we are engaged in free and informal citizens' friendship city link-ups, focusing on citizens' groups, outside the formality of a sister city link-up.

In the future, with the aim of developing our historic city as a site of international cultural tourism, we will continue to promote Citizens' Friendship City link-ups. We wish to link up with cities that have connections to Nagasaki across a wide range of fields, such as history, culture and economics. Based on such

connections, we aim to promote exchange and friendship between the people of both cities, contributing to the internationalization of Nagasaki.”

Current context for twinning in Aberdeen

The current Aberdeen City Council policy is that it will not form any new twin city relationships unless increased resources are made available. This is to avoid diluting the activity currently undertaken with Aberdeen’s existing five twin cities and supported financially through the Common Good Fund.

While a formal twinning cannot take place, there are nevertheless many other, informal and formal ways to link with other international cities and regions, for example through European-funded transnational programmes, exchanges of good practice, school links etc.

There are only two known twinings between Scotland and Japan – between Edinburgh and Kyoto and between East Dunbartonshire and Yoichi.

Current links between Aberdeen and Nagasaki

The main basis for links between Aberdeen and Nagasaki is the historic connection involving Thomas Blake Glover. Many of the existing links between Aberdeen and Nagasaki focus on this important part of the cities’ joint heritage, such as the work of the Grampian Japan Trust (which has links with Mitsubishi, which is headquartered in Nagasaki) and the scholarship exchange supported by the Rotary Clubs of Aberdeen Balgownie, Fraserburgh and Aberdeen and the University of Aberdeen.

Recent events have included a seminar on Doing Business in Japan at The Robert Gordon University and the Land of the Samurai exhibition at Aberdeen Art Gallery.

There are historical and other links between the wider North East of Scotland and Japan, with Scots bringing innovations to the latter.

Opportunities for future links

A number of actions (suggested below) could be undertaken to support the development of the relationship between the two cities, and these would require consultation with the relevant bodies.

1. Possible extension of Glover scholarship

Consideration could be given to whether there is scope to extend the Glover scholarship. Early discussion would be required with the Rotary Clubs and the

University of Aberdeen to ascertain if they were willing to explore this in principle, and the corresponding funding implications.

2. Promote Nagasaki and Japan on GLOW

Information on the City of Nagasaki and Japan as a whole, and their connections with Aberdeen, could be uploaded onto GLOW – the national intranet for schools. This could provide useful resources for teachers (materials are available to download from the Japan Society) and stimulate inter-school links. The Curriculum for Excellence specifically refers to young people “developing a knowledge and understanding of the world and Scotland’s place in it”.

3. A season of Japanese films at the Belmont

The Japan Foundation provides financial assistance towards international film festivals, art festivals and screenings of special series of Japanese films. A season of Japanese films could be a valuable part of a package of measures to promote Aberdeen-Japanese links.

4. Festivals and Events

Information on key events and festivals in Aberdeen, such as the Aberdeen International Youth Festival and the Aberdeen International Football Festival among others, could be passed to Nagasaki to circulate among their local population in an effort to stimulate participation by Japanese groups in some of Aberdeen’s most popular and prestigious events.

5. Promote the JET (Japan Exchange and Teaching) Programme to young Aberdonians

The 22 year old JET programme is aimed at promoting grass-roots international exchange between Japan and other nations. In 2009, the programme welcomed 4682 participants from 38 countries, of whom only 440 were from the UK and even this figure is in decline. Raising awareness of the programme among local young people may encourage them to apply for this well-established and highly-regarded programme.

6. Ask the universities to consider opportunities for strengthened links with Nagasaki.

7. There may be opportunities to host reciprocal arts and cultural events in both cities, perhaps including showcasing works of art and art forms in respective art galleries, museums and cultural venues.

Both universities already have good connections with Japan and it would be useful to know if they have any particular plans to strengthen links, for example, through research, exchanges etc.

Staffing and budget implications

The ability to deliver activities that will enhance the relationship between Aberdeen and Nagasaki will depend to a considerable extent on the availability of staffing and budget resources in the relevant organisations.

There is no City Council budget directly available to support the link, however individual projects could apply for certain grants for which they were eligible (eg cultural grants). A limited amount of staff time could be made available from the international team to support external organisations and community groups in developing their links and activities.

There are also a few organisations that provide grants towards projects between the UK and Japan (The Japan Foundation; The Japan Society; The Great Britain Sasakawa Foundation etc) and officers from the international team would undertake to support interested parties in developing appropriate projects and funding bids.

Next steps

Further to brief consultation with relevant local partner agencies, there is clear interest in principle in opportunities to develop closer active links with Nagasaki.

Therefore it is suggested that the appropriate next step would be for an officer in the international team to approach the organisations mentioned above, including the City of Nagasaki itself, to get their views on the practical aspects of developing closer links between Aberdeen and Nagasaki, with the aim of agreeing a realistic and achievable action plan.

Responding to similar requests in future

A full review of the City Council's existing international partnerships is to be carried out within the next six months and this will include a review of criteria and scoring to be applied to future requests for international partnerships. The current criteria are

- Capacity of existing budgets to resource a new partnership
- Capacity of existing staff time to resource a new partnership
- Clear objectives, common areas of interest and desired outcomes
- Socio-economic conditions including population size, geography, accessibility, trade and investment exchange potential
- Political and financial commitment from both sides

- Current level of economic and diplomatic co-operation between the UK and proposed partner country
- Identify the most appropriate type and duration of partnership agreement (for example twin city partnership, Memorandum of Understanding, one-off technical co-operation)

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

None

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning and Infrastructure Committee
DATE	4 March 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	North Sea Commission, CPMR and European Funding Update
REPORT NUMBER:	EPI/10/039

1. PURPOSE OF REPORT

This report provides an update on the Council's membership of the North Sea Commission (NSC), Conference of Peripheral Maritime Regions of Europe (CPMR) and seeks approval for Member and Officer travel to the General Assembly of the NSC (Stavanger from the 16th of June to the 18th of June 2010) and Project Development meetings for the development of new transnational projects. Committee are also asked to note the success of the External Funding Unit in drawing down £2,285,702 in external money.

RECOMMENDATION(S)

That the Committee:

1. Approves travel and attendance by an Elected Member and up to 2 officers to the NSC General Assembly (Stavanger, Norway) in June 2010.
2. Approves Member and Officer travel and attendance to relevant NSC meetings (NSC Executive meetings in April and October / November) and CPMR meetings (Political Bureau 11th June – TROMS, Energy Group in October) and Officer travel to European Project development meetings within Europe Member States in 2010/2011. Locations and timings of project development meetings will vary in the year as and when the lead partners call for the meetings.
3. Approves the Council's participation in the following European projects and officer travel to project meetings:
 - Age Sustainable Communities (Interreg IVB North West Europe)
 - Torry Community Wetlands Project (Life+)
 - Greenspace Infrastructure (GIN) (Interreg IVB North Sea Region)
 - Creative Spaces (Interreg IVB North West Europe)

- Lively Cities (Interreg IVB North West Europe)
 - European crossed exchanges intra Europe and Mundi (Intelligent Energy)
 - Renewable Public Transport Enterprise (REPUTE)
 - The Torry Point Battery
4. Notes the success of the Council drawing down £2,285,702 in 2009/10 of external monies to be utilised in EU projects over a period of three years

2. FINANCIAL IMPLICATIONS

The programme has been developed in line with a broadly similar level of funding as in 2009/2010.

- Costs for the Elected member attending various meetings of the NSC will be met from the Elected Members travel Budget and will cost approximately £2,000
- Costs for the Officer accompanying Elected Members (Approximately £2,000) and officers attending NSC and project development meetings will be met from the relevant Service's Budget. 50% of these costs will be recovered from the projects if successful. Where the Manager for EU Policy and External Funding has to travel on NSC thematic group work all costs are covered by the North Sea Commission
- Match funding to partner EU funded projects will be met from existing budgets, from the relevant Services. Any new projects will be forwarded to Committee for consideration, subject to budgets being available.

4. SERVICE & COMMUNITY IMPACT

European policy, representation and best practice supports the Council's objective of representing the interests of the people and organizations of Aberdeen within North East Scotland, the UK, and Europe. It also facilitates greatly the promotion of Aberdeen's City Vision, to be "a city which is vibrant, dynamic, forward looking – an even better place to live and work, where people can expect high-quality services that meet their needs".

Several of the challenges of the Community Plan are also supported, such as: Leading the City, Being Informed, Getting Involved, Land Use and the Environment and Clean City, Transport and Connections, Prosperity and Jobs, and Aberdeen's Image.

5. OTHER IMPLICATIONS

- Travel

There will inevitably be some risks associated with overseas travel. As far as possible, measures relevant to the destination will be taken to reduce any risks in line with Council Policy.

- Risk Management

It is important that Aberdeen is fully represented in all European matters and that all opportunities for influencing policy and the development of transnational projects for the City's benefit are grasped in order that opportunities are maximised. This level of participation will help to increase the understanding of the new programmes and will assist in developing the capacity to successfully develop new projects and work with other European cities that will benefit Aberdeen City.

- Human Rights/Equalities/Diversity

European Policy takes full account of the Equal Opportunities Policy of the Council.

- Sustainability

Aberdeen City Council has a clear contribution to make to sustainable development with an emphasis on enhances productivity through improved resource efficiency, new business opportunities in the developing market for sustainable technologies and delivering better and more efficient Council services. By attending these events, it will give us the opportunity to look at the possibilities of best practice and drawing down more funds from EU programmes to raise the quality of life through increasing economic opportunity for all on a socially and environmentally sustainable basis.

- Environmental

European activities are implemented in line with the aim of achieving a quality and sustainable environment.

- Social

The principles of Social inclusion underpin European cohesion policy.

- Economic

European representation and inter-regional; networking contributes to the City's overall effort to maximize opportunities and to promote its interests, both at home and overseas with the aim of creating a vibrant and sustainable economy.

6. REPORT

- **Travel and attendance at NSC and Project Development meetings**

In order for the Council to take full advantage of our role in influencing European Policy, and drawing down EU funds it is important that the Council, where possible, is well represented on the Executive Committees of the Council of Peripheral Maritime Regions, North Sea Commission and on the various EU funding programmes in order that we are kept fully informed of all new European Policy and funding opportunities through its continuing attendance and input into the Conference of Peripheral Maritime Regions (CPMR), NSC, the various

thematic groups and project development meetings. Such activity will also contribute in us being able to draw down external monies to develop and deliver projects for the Council.

The meetings that we know to date are:

- NSC Executive Meeting in April and October/November
- CPMR Political Bureau on 11th June

The advisor to the Sustainable Development Group of the NSC will be travelling to various meetings at various times on behalf of the NSC and all costs are covered by NSC.

Participation in projects will require travel to project development meetings, which are hosted, usually, in the lead project partner member state or a mutually agreed location across Europe. Where possible, Aberdeen City Council will host partner meetings in order to keep costs to a minimum. The number of meetings per project will vary.

- **Participation in EU Funded Projects**

The Council has been invited to participate in the following projects:

1. Age Sustainable Communities

The project's aim is to increase the engagement on a social level, support integration and create effective and functional structures in urban districts in order to develop a life cycle proof neighbourhood.

This project will aim to integrate young migrants in the community and will form partnerships with younger and older people within the community, focusing on recently arrived migrant workers and their families in the Tullos area of Aberdeen.

Intergenerational and intercultural programmes will be developed which address the community's priorities and will be tailored to need local needs and build upon local assets. Through this working programme older and younger residents will be encouraged to work together with agencies to develop Aberdeen City local solutions to resolve local challenges including interaction with future resident and the local environment.

2. Torry Community Wetlands Project

This project aims to create a 4.5 Ha area of wetlands and woodlands around the line of the East Tullos Burn within the St Fitticks Community Park, Torry. It aims to achieve a Local Nature Conservation Site (LNCS) designated status and create a Sustainable Urban Drainage System (SUDS) close to the coast and tackle the problem of diffuse pollution and run off.

This project will aim to create opportunity for educational activities in the park, including academic research and school visits. Approximately 10,000 trees will be planted within the Community Park, enhancing its recreational use and the attraction for wildlife.

St Fitticks Community Park is currently underused within the City and the creation of Wetlands and Woodlands will enhance this greenspace and have significant impact on the City.

3. Greenspace Infrastructure

This project is in-keeping with the Sustainable Urban Fringes (SURF) project funded 2009/10 and aims to take SURF to a higher, more political level. GIN aims to recognize the importance of greenspaces as an essential component of more sustainable communities in both urban and rural environments.

Green Infrastructure will aim to improve North Sea Region (NSR) competitiveness for investment, enhance quality of life through increase health and wellbeing, and promote biodiversity and more sustainable use of natural resources. This project will be both practical and policy based.

A free to use GIS based decision support tool will be provided for planners and other users which can be used during the development process. This will also be used in the implementation stages of the Torry Community Wetlands Project.

This project will provide the council with more utilised greenspaces and will build upon the work that SURF is undertaking.

4. Creative Spaces

This project aims to develop new and innovative European urban policies for strengthening the creative spaces in medium-sized cities. As a partner, the city will cooperate transnationally in order to create exemplary spaces for the creative and knowledge economy.

The project also aims to increase the number of creative businesses in the region and to create a better link between the creative and knowledge economy in Europe.

5. Lively Cities

The aim of this project is to improve the environmental quality and attraction of towns and cities including the sustainable use of the cultural heritage, tourism, the creative economy and sustainable and innovative energy practices.

6. European crossed exchanges intra Europe and Mundi

This project aims to bring together digital content on maritime areas from European regional libraries and cultural institutions to address aggregation of exiting digital cultural content in order to increase the quantity of quality content available in Europeana.

The digital content will include a variety of materials including maps, film materials, paintings, books, archives, photos etc. These will be taken from the different project partners and can cover any time period.

This will benefit the City due to the vast maritime heritage that is embedded within it and will impact upon researchers of maritime to the city.

7. Renewable Public Transport Enterprise (REPUTE)

REPUTE is aimed at accelerating and expanding the potential to change to renewable energies in public transport vehicles by exploring all possible avenues, and by enabling the commercial realization of the potential. It will endeavour to link with many other initiatives in the field, especially those funded by the CIVITAS programme dealing with the sustainable development of cities.

8. The Torry Point Battery

The Torry Point Battery, which has commanded the entrance to Aberdeen harbour since 1860, is one of the best-loved historical monuments in the City. It has had a long and varied history - as a coastal defence battery, emergency post-war housing and latterly as a sanctuary for migratory birds. Its varied and valued history led in 2000 to its scheduling by Scottish Ministers as a monument of national significance. That led in turn to recognition that such an important structure deserved the best of physical care and protection, to ensure its long-term preservation as a source of pride and enjoyment for the people of Torry, Aberdeen and beyond.

Funding is currently being sought from Historic Scotland to ensure the architectural preservation of the Torry Battery and raise its profile by making it more attractive and accessible for locals, visitors and tourists. As this will only provide part of the funding required, we will approach the Landfill Communities Fund (via Aberdeen Forward and the Veolia Trust) for additional support.

Conservation works on the Battery site will look to improve the extent of wear and vandalism that the site has encountered over the years. An ashlar and rubble construction featuring a main gate, un-roofed buildings and various armaments, the site has been loosely repaired over the years, but requires some attention if it is to be a safe and accessible visitor site. The conservation will entail the consolidation of wallheads, repointing of masonry and minor landscaping works to the periphery of the site to enable better visitor access. A full architectural report has been commissioned to identify the extent of works required. In addition, new interpretation boards, depicting the site from a post conservation phase will be commissioned and there will be a need to improve the car parking facilities to accommodate for additional visitors.

- **Past success in drawing down £2,285,702 in external monies to be utilised in EU projects over a period of three years.**

The Council in 2009/2010 had a success rate of over 90% in the submission of applications for the development of projects from different EU funding programmes. As such the Council was successful in drawing down £2,285,702 in 2009/2010. These funds are for the following projects, which cover a period of up to three years.

	ACC Money	EU Money
SURF – North Sea Programme	£190,607	£190,607
SURF Management Costs		£318,284
Care North – North Sea Programme	£186,364	£186,364
North Sea Sustainable Energy Planning – North Sea Programme	£200,425	£200,425
EU Direct Centre – European Commission	£24,773	£19,545
PeriUrban – Interreg IVC	£29,587	£88,764
Eco Schools Net – Comenius Regio		£22,182
Total	£631,756	£1,026,171

	ACC Money	Scottish Government Money
Safer Places Improved Spaces - Town Centre Regeneration Bid	£418,000	£686,031
Retail Rocks – Town Centre Regeneration Bid	£307,500	£573,500
Total	£725,500	1,259,531

Sustainable Urban Fringes (SURF) – To enhance underused greenspaces on the Urban Fringe

Care North – to develop regional transport strategies approved by Scottish Government and improve transport within the City

North Sea Sustainable Energy Planning – Developing a city wide strategy in Aberdeen for low carbon developments

EU Direct Centre – One of the main tools used by the European Commission to offer information on the EU to citizens at local level and to give feedback to the EU institutions

Peri Urban – to increase community involvement in managing suburban parks and greenspaces

Safer Places Improved Spaces – To enhance the town centre’s in the areas of Mastrick, Rosemount, Peterculter and Cults

Retail Rocks – To make use of the empty shop spaces in the Torry area and allow local’s to set up new businesses.

Eco Schools Net – to allow teachers to develop and share approaches and skills on environmental education

It must be noted that most European Funding programmes require the Council to put up match funding and the rate of match funding can vary from programme to programme.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

None

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	20 April 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	SURF (Sustainable Urban Fringes) Project Update
REPORT NUMBER:	EPI/10/095

1. PURPOSE OF REPORT

The purpose of this report is to provide Elected Members with a progress update on the SURF (Sustainable Urban Fringes) project that Aberdeen City Council are Lead Beneficiary for and seek representation at the SURF 2010 conference.

2. RECOMMENDATION(S)

It is recommended that the Committee:

1. Notes the progress to date of the SURF project, with specific acknowledgement of the signing of the partnership agreements between Aberdeen City Council as Lead Beneficiary and the project partners;
2. Approves the attendance of the Convener of Enterprise, Planning and Infrastructure, or her delegate, at the SURF Annual Conference in Enschede, The Netherlands on 27-28 May 2010.

3. FINANCIAL IMPLICATIONS

The SURF project is a three year European project that is funded through a combination of the Interreg IV B programme and match funding from the Council. SURF is the only EU project that Aberdeen City Council is Lead Beneficiary for and project managing. In addition Aberdeen City Council is a project partner within SURF.

The likely cost for each attendee at the SURF Annual Conference is approximately £600. This covers travel, accommodation and subsistence. As the Council is leading this project, the costs for the officers attending will be fully met and reimbursed from the project's budget. Any travel and accommodation costs for an Elected Member will be met from the Lead Partner Budget.

1. SERVICE & COMMUNITY IMPACT

The SURF project enables Aberdeen to realise the City's Vision, to be "a city which is vibrant, dynamic, forward looking – an even better place to live and work, where people can expect high-quality services that meet their needs".

This project supports the City's Community Plan and the priority Outcomes within the City's Single Outcome Agreement; in particular Outcome 12 "we value and enjoy our built and natural environment and enhance it for future generations".

2. OTHER IMPLICATIONS

There are risks associated with national and overseas travel. As far as possible, measures relevant to the destination will be taken to reduce any risks in line with Council Policy.

The Council benefits from leading the SURF project through enhanced productivity via improved spatial planning guidelines and transnational learning with the SURF project partners; which will assist to deliver better and more efficient Council services.

Attendance at the SURF Annual Conference will give the Council the opportunity to examine areas it can positively influence within European policy, discuss the possibilities of best practice and plan for the next stages of the SURF project. The Council can learn from this and put this learning into practice locally. The SURF activities are implemented in line with the aim of achieving a high quality and sustainable environment and make better use of our urban fringe areas.

It is important that Aberdeen is fully represented in European matters and can take advantage of all opportunities to influence policy and developing transnational projects for the City's benefit. European Policy takes full account of the Equal Opportunities Policy of the Council. This report does not require an Equalities and Human Rights Impact Assessment.

This project supports the Council's commitment to sustainable development with an emphasis on better land use opportunities in the developing market for sustainable urban fringes and delivering better and more efficient Council services. By attending the Annual Conference, it will give the Council the opportunity to look at best practice models that can raise the quality of life through increasing economic opportunity for all on a socially and environmentally sustainable basis.

European activities are implemented with the aim of achieving a high quality and sustainable environment and SURF will specifically address this through the project outcomes. The principles of social inclusion underpin European cohesion policy. European representation and inter-regional networking contributes to the City's efforts to maximise opportunities and to promote its interests, both at home and overseas, with the aim of creating a vibrant and sustainable economy.

3. REPORT

3.1. SURF Project Background

Aberdeen City Council is the lead beneficiary in a three year (2009 – 2012) European Union (EU) Interreg IVB SURF (Sustainable Urban Fringes) project which aims to develop new approaches for the urban fringes that strengthen the link between the services provided by these areas and city region

competitiveness. The project will analyse and test innovative applications of new policy and governance tools and will identify good practice for dissemination to other regions. This project will also put Sustainable Urban Fringe development higher on the political agenda in all partner regions, the national and regional governments and at EU policy level.

By taking the lead partner role in the SURF project the Council will have control on what happens in this project and how we would like to see policies and tools developed.

The Council is leading 15 partners from 6 other European North Sea Region countries (Belgium, Denmark, Germany, Sweden, The Netherlands, the UK).

There are four main Work Packages (WPs) to the project:

**WP1: Project Management
Aberdeen City Council**

WP1 has overall project management responsibility of the SURF project and manages the additional work packages in line with delivering the project's objectives and deliverables.

**WP 2 – Publicity & Communications
Aberdeen City Council**

WP2 has overall responsibility for developing the communications strategy for SURF in line with Interreg IVB practices to promote the SURF project and raise the profile of the activities that the project partners are entering into.

WP 3 – Review & Analysis

School of the Built Environment Leeds Metropolitan University

WP3 has overall responsibility of reviewing and analysing urban fringe functions and devising analytical functions for WP4 testing and implementation with the project partners.

**WP 4 – Testing & Implementation
City of Enschede**

WP4 has overall responsibility of working closely with WP3 to test and implement the analytical functions devised through the review and analysis stage of the project.

3.2 Aberdeen City Council: Progress to date

The Council is leading WP1 Project Management and WP2 Communications & Publicity and has responsibility for managing the other work package leaders. Significant progress has been made since the 'kick off conference' hosted in Aberdeen in December 2009.

The project has commenced with the work package leaders communicating regularly to progress the project in the lead up to the first full SURF conference in Enschede.

The significant milestones that have been achieved to date are:

- The creation of the SURF project plan and risk register
- The signing of the SURF partnership agreements
- The first stage of WP3 and WP4 activities – the first SWOT analysis has taken place with project partners to identify the strengths, weaknesses, opportunities and threats to urban fringes
- WP3 are creating the analytical framework for their work package ready to distribute to all partners before the Enschede conference
- The SURF communication plan has been drafted and the initial kick off communication activities, such as the creation the SURF logo and message and the progress towards initiating the SURF website, are in progress
- The March claim period has passed and was the first major claim period for project partners
-

The signing of the SURF partnership agreements is of particular significance as this creates a legally binding obligation between the Council as the Project's lead beneficiary and each individual partner. These agreements have been undertaken to ensure that they are in Scots Law and meets the Council's Standing Orders for procurement and contracting.

3.2.1 SURF Annual Conference

The Annual Conference will take place from 27-28 May 2010, in Enschede, The Netherlands. Due to the position of Aberdeen City Council leading the SURF project, it is recommended that a number of attendees from the organisation should attend this conference. Attendees will include the Interim SURF Project Manager Jan Falconer, WP2 Leader Alison Leslie, the SURF External Funding Officer Susan Fraser, and Aberdeen's Local Project Leader Sinclair Laing.

The Programme is being designed (see attached Appendix I Draft Programme) to be suitable for the wide range all partners and a learning experience for Politicians. It is planned on Day 2 of the conference to be a ceremonial signing of the Partner's Commitment to the Project. There is a commitment from Partners from the Netherlands that Politicians will be in attendance, therefore it is requested that the Convener of this Committee, or her delegate also attend the conference to demonstrate the Council's commitment and support for leading the project and managing the delivery of its objectives

The agenda is spread over three days. An Elected Member is invited to attend the relevant sessions. This level of participation is aimed at increasing awareness, understanding, building trans-national and national relationships as well as enabling shared learning of best practice from our North Sea partners which will benefit Aberdeen City and the SURF project.

4. REPORT AUTHOR DETAILS

Jan Falconer, Interim SURF Project Manager and Strategist Sustainable Development

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Emma Watt, SURF Project Manager, (Currently on Maternity Leave)

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5. BACKGROUND PAPERS

Economic Development Sub-Committee Minutes, 23rd February 2009, Approval of Aberdeen City Council to lead the SURF project

<http://committees.aberdeencity.gov.uk/CeListDocuments.aspx?Committeeld=323&MeetingId=702&DF=23/02/2009&Ver=2>

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Sustainable
URBAN FRINGES
SURF

Enschede Conference May 2010

Venue: De Grolsch Veste – the official stadium for FC Twente

26 May	
	Arrival reception in the evening & informal evening programme
8 p.m.	WPL meeting with Saxion, IFUL and CUDEM
27 May	
9am – 9.15am	Welcome by Mayor or Alderman Enschede
9.15am – 9.45am	Opening by Project Manager (Or interim Project Manager) Summary of SURF project, aim of the conference and what we hope to achieve throughout the project life.
9.45am – 9.55am	Ceremonial signing of partners to the project - Photo opportunity
9.55am – 10.30am	SURF Partner Project Presentation Updates <ul style="list-style-type: none"> • Status and achievements of partner projects to date – limit to 5 minutes per presentation
10.30am – 10.50am	Coffee Break
10.50am – 12.10pm	SURF Partner Project Presentation Updates (continued)
12.10pm – 13.15pm	Lunch
13.15pm – 15.15pm	WP3 Session <ul style="list-style-type: none"> • The Analytical Framework outlined • Key SURF concepts and themes briefly explained • Panel Question & Answer session on the framework and themes • Partner's sign up to their specialist analytical focus within SURF
15.15 -15.45 pm	Coffee Break
15.45pm – 17.15pm	WP4 Session <ul style="list-style-type: none"> • Explanation of the influence of SURF within the projects • The SWOT-instrument, the peer reviews, the toolkit • The results of the first SWOT <ul style="list-style-type: none"> ▪ Overall presentation Rolf ▪ The Bradford experiment ▪ Saxion going Dutch and Belgian ▪ Villy about Hamburg, Kolding and Härryda
17.15pm -17.45pm	Reflection on SURF by expert Wil Zonneveld
17.45pm – 18.00pm	Closing of the first conference day by Project Manager
19.00pm	Dinner

28 May	
9am – 9.30am	Project Manager (Interim Project Manager) Summary of day 1, highlights from presentations and actions discussed from WP 3 & 4 session
9.30am – 9.45 am	WP2 Session Clarify communications plan going forward and what is expected from partners
9.45am – 10.30am	Finance Session <ul style="list-style-type: none"> ○ Learning from the March claim period ○ What the Lead Beneficiary learnt and can share with partners ○ Opportunity for partners to share their learning of claim period ○ Share how to streamline future claim periods
10.30am – 10.45am	Coffee Break
10.45am – 11.15am	Open Partner discussion on project progression
11.15am – 12.00 pm	Clarification of project plan going forward with clarification of WPL actions and deadlines and actions and deadlines for all partners
12.00pm – 13.00pm	Lunch
13.00pm – 16.00 pm	Excursion - in the urban fringes or visit Grolsch beer brewery



European Union



European Regional Development Fund

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure Committee
DATE	20 th April 2010
DIRECTOR	Gordon McIntosh Enterprise, Planning and Infrastructure
TITLE OF REPORT	Aberdeen City & Shire Film Office
REPORT NUMBER:	EPI/10/089

1. PURPOSE OF REPORT

This report will justify the reason for withdrawal of financial support to the Aberdeen City & Shire Film Office

2. RECOMMENDATION(S)

- a) It is recommended that committee give approval to the withdrawal of financial support for the Aberdeen City & Shire Film Office for the financial period of 2010
- b) It is recommended that committee agree to review any future requests for funding of a similar initiative in the future based on sound economic impact assessment.

3. FINANCIAL IMPLICATIONS

Approval of this paper will have no financial implications on the council

4. SERVICE & COMMUNITY IMPACT

The continued delivery of the Aberdeen City & Shire Film Office if successful would have supported the delivery of **Vibrant Dynamic & Forward Looking** via the Culture Sports and Arts strand by “recognising the contribution of Sport, Culture and Arts to promote the area as a tourist destination” Prosperity & Jobs: Economic promotion of Aberdeen locally, nationally and internationally, promoting all aspects of city life, wherever the City is represented.

Partnership for Aberdeen: Co-operate with neighbouring authorities and others to promote inward investment in the North-East.

Work with other agencies, including Visit Scotland, to encourage tourism and the provision of facilities for tourists.

Single Outcome Agreement:

The continued delivery of the Aberdeen City & Shire Film Office will also assist in delivery against the following outcomes within the Single Outcome Agreements.

National Outcome 1: We live in a Scotland that is the most attractive place for doing business in Europe

National Outcome 2: We realise our full economic potential with more and better employment opportunities for our people

National Outcome 12: We value and enjoy our built and natural environment and enhance it for future generations.

National Outcome – 13 We take pride in a strong, fair and inclusive national identity.

However as there has been little positive economic impact attributed to this initiative over the last year we have failed to meet the above objectives.

The impact of withdrawing the services provided by the Aberdeen City & Shire Film office has been assessed in relation to Equalities and Human Rights.

5. OTHER IMPLICATIONS

Risk Management

Given the current global economic environment, and future economic uncertainty there has been a marked downturn in the number of film related media activities within the UK, many film makers are now actively seeking locations within the former eastern bloc countries, where filming costs are greatly reduced in addition to local governments offering cash incentives to film co-operations. Continuation of the Aberdeen City & Shire Film Office in its current manner would not generate sufficient local economic impact to merit an annual investment of £ 20,000, which in the current climate could be more effectively spent on the delivery of other services and initiatives.

Personnel

As Aberdeen City & Shire Councils jointly manage this initiative, withdrawal of this service will free up officers' time to deliver other economic development activities.

6. REPORT

Introduction

The Aberdeen City & Shire Film Office (Formerly Grampian Film Office) was established in March 2003 in a partnership between Aberdeen City & Shire Councils and the then Scottish Enterprise Grampian, this was after Scottish Enterprise Grampian carried out research into the feasibility of establishing a film office in Grampian.

The resulting report made it clear that there were opportunities to develop a service that will support the development of the industry in Grampian and also attract business that the area may currently be missing out on.

A report sent to Enterprise Planning and Infrastructure committee on the 1st September 2009 highlighted that there was a distinct downturn in the number of film shoots across the whole area in 2008/2009 and of this the City only received a small percentage. This report resulted in a reduction of funding of annual funding from £20,000 per annum to £ 10,000 per annum. It was also recommended in this report that the funding agreement be reviewed on an ongoing annual basis against outcomes and economic impact.

Since September 2009 there has only been 4 filming activities notified within the city, with a notified economic impact of £10,155. This is a further decrease from the economic impact of £34,000 reported in the September 2009 paper. The declining amount of film activity in Scotland as a whole appears to be reflected in the new Creative Scotland structures where Scottish Screen locations has effectively disappeared.

Joint evaluation of the project by Aberdeen City & Shire officers has resulted in the decision to withdraw the Aberdeen City & Shire Film Office services. The current Film Officer will be redeployed within the Education and Leisure services of Aberdeenshire council, removing the need for any redundancy payments or redeployment support. The website which has been a useful tool to promote the region will remain active and monitored for usage on a regular basis. If site traffic increases and the demand for information on potential film locations increases then discussions will be held with Aberdeenshire council to evaluate the benefits and costs of potentially offering a reduced service in the future.

7. REPORT AUTHOR DETAILS

Heather Farquhar
Skills & Business Training Manager
Enterprise Planning & Infrastructure

8. BACKGROUND PAPERS

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure Committee
DATE	20 th April 2010
DIRECTOR	Gordon McIntosh Enterprise, Planning and Infrastructure
TITLE OF REPORT	Supplier Development Programme
REPORT NUMBER:	EPI/10/088

1. PURPOSE OF REPORT

This report will highlight the benefits of participating within the national “Supplier Development Programme” and the potential benefits to the local business and third sector communities.

2. RECOMMENDATION(S)

- a) It is recommended that committee give approval to the funding of the Supplier Development Programme (delivered by SDP Scotland) to the amount of £7,000 for the year 2010/2011. It is recommended that committee agree to review this funding agreement against outcomes and economic impact for the year 2010/2011
- b) It is recommended that committee approve residual funding from the Commercial Training Budget for 2009/10 be utilised to provide the service for 2010/2011

3. FINANCIAL IMPLICATIONS

On the approval of Committee residual funds from within the Commercial Training Budget will be utilised to pay for the pilot 12 months of this programme, and if the programme receives a positive evaluation continuation funding would be sought from the Economic and Business Development Budget.

Aberdeen City council will be expected to contribute to the cost of refreshments at events in addition to the £ 7,000 fee. Aberdeenshire Council are also supporting the programme in 2010/11 with a view to evaluating the benefits for Aberdeenshire companies, if a favorable evaluation is concluded then both Aberdeen City and Aberdeenshire will be expected to continue with this programme in following years so that local businesses across both the City and Shire, can continue to access an increased programme of events across the City/Shire region designed to improve their chances of winning work available via public sector tenders.

By joining the SDP initiative, all companies within Aberdeen City will have free and immediate access to the services of SDP Scotland, whereas companies located in areas where their Council is not a participating member are unable to access any aspects of the programme

4. SERVICE & COMMUNITY IMPACT

The delivery of the Supplier Development Programme will support the delivery of **Vibrant Dynamic & Forward Looking** via the Economic Development strand by: Ensuring sustainability of the successful economy of Aberdeen City and Shire. This will be achieved by making it easier for public sector entities to buy goods and products locally (where this is possible) and encourage other organisations and businesses in the city to adopt a similar approach

Partnership for Aberdeen: Co-operate with neighbouring authorities and others to promote inward investment in the North-East.

Single Outcome Agreement:

The delivery of the Supplier Development Programme will also assist in delivery against the following outcomes within the Single Outcome Agreements.

National Outcome 1: We live in a Scotland that is the most attractive place for doing business in Europe

National Outcome 2: We realise our full economic potential with more and better employment opportunities for our people

National Outcome 3: We are better educated, more skilled and more successful

All activities performed by the SDP have been assessed in relation to Equalities and Human Rights.

5. OTHER IMPLICATIONS

Risk Management

Given the current economic environment, and future economic uncertainty, one critical feature of the immediate future will be the importance of the public sector procurement spend for our business and third sectors. Failure to provide the appropriate tools for these sectors to participate effectively in this process will reduce their opportunities for sustainability and business growth.

Personnel

The Supplier Development Programme will be delivered by SDP staff, however, support from staff within ACC Business Support and Development service will be required to promote events, help recruit participating companies and identify suitable venues.

6. REPORT

Introduction

- 6.1 Given the economic uncertainty, one critical feature of the immediate future will be the importance of the public sector procurement spend for our

business and third sector communities. Undoubtedly the public sector spend will be a major driver to revive much of our small and medium sized businesses. Projects including the 2014 Commonwealth Games; Western Peripheral Route, Planned expansion at RGU, NHS Grampian Developments and other ongoing public sector funded projects will all present a significant business opportunity for our businesses but only if they are fit to tender.

- 6.2 The **Supplier Development Programme** already works with 15 Local Authority Economic Development units across Scotland to help them support local business and social enterprise access public sector procurement opportunities by delivering a tender ready support programme. This seeks to improve the competitiveness of our SME base in the area of public sector procurement. This paper outlines a proposal to extend this service to Aberdeen.

Localised delivery of the Supplier Development Programme will play a significant role in developing all our participating SMEs to realise their business potential.

Background

- 6.3 During a 2005 business needs survey, it was uncovered that many SME's were expressing their interest in the public sector marketplace. However, a number of barriers were evident which prevented them from taking this interest further:

- Lack of awareness on contract opportunities
- Lack of knowledge of the tender application processes, and
- Concern over the scale of contracts and perception that this was a market for 'big' businesses'.

Consequently, SDP was created as a response to address these issues.

The programme has a company reach of in-excess 10,000 firms, with an active engagement of some 2,500 SME's and Social enterprise firms. SDP have recently launched a new marketing strategy and redeveloped their web site, largely in response to market research which disclosed a need for SDP to clearly present itself to the business community, as the dedicated programme on public sector procurement excellence.

Currently, the Programme receives support from 15 local authority areas and the Scottish Government's Social Enterprise team.

The main programme activities are to build business capacity within participating firms and assist them to achieve their business potential. The support activities are divided into 4 areas:

- 1) Awareness Level – basic entry level. Allowing new potential business suppliers to learn and understand this market and the tender submission requirements.
- 2) Diagnostic Level –all businesses interested in this market are encouraged to complete a self assessment form on the website www.sdpscotland.co.uk This allows SDP to determine businesses tender readiness and identify any skill gaps.

- 3) Readiness Training –a programme of free-to-attend training workshops are offered to enable more local businesses become ‘business ready’ and able to compete for the public/private sector contract opportunities. (Introductory Workshops, Love me Tender, Submission Impossible and Policy Workshops)
- 4) Opportunities – this extends our businesses to look for collaboration to bid for contracts of scale, to look at international opportunities and to ensure they are fully engaged in the opportunities available from 2014 and the Scottish Government portal.

6.4 In terms of programme engagement and influence, participating councils are:

- Represented on the board of SDP Ltd
- Represented on the SDP Steering group, which meet approximately 8 times per year to discuss and co-ordinate the implementation of the objectives and strategies
- Receive regular statistical reporting

In addition, the SDP will:

- continue to develop new activities to reflect changing customer needs.
- position itself to influence the procurement policy to be more aligned with small and medium sized business requirements.

6.5 **Evidence of demand**

Aberdeen City Council hosted two “Meet the Buyer” Events in November 2009 to give a brief insight into public procurement and the opportunities it may bring to local businesses, the event targeting construction companies attracted 39 local businesses and the event targeting the Third sector attracted representation from 42 organisations. This high level of attendance highlighted the interest in and need to understand public procurement processes, which was further reinforced via the event evaluation.- an example of one of the feedback comments being as follows;

“Informative, fuller understanding, now have full understanding of requirement to register our company for service opportunities. Provision of web links to various procurement bodies. Need to understand local process in a company very successful in rest of UK tender process”.

Attendees were also shown a short DVD highlighting the services of the SDP, which again received favorable feedback as a potential business development tool.

Economic Development also hosted a “Construction Showcase” event in February 2009 which highlighted the high level of public capital spend planned over the next 5 years. This event attracted over 60 construction companies which again highlights the needs to continually promote locally accessible business opportunities.

We are therefore convinced that demand exists for this type of assistance and that SDP are the premier provider of this type of service in Scotland.

Rather than try to duplicate this service it makes economic and operational sense to “buy into” the SDP service in order to give local companies free access to their services and on-going support. In this way we will maximize the impact of our own economic development service and leverage in additional expertise in an area (participating in public sector procurement opportunities) that is becoming increasingly important to most small and medium sized businesses.

7. REPORT AUTHOR DETAILS

Heather Farquhar
Skills & Business Training Manager
Enterprise Planning & Infrastructure

8. BACKGROUND PAPERS

Supplier development website www.sdpscotland.co.uk

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STRATEGIC DEVELOPMENT PLANNING AUTHORITY

FRIDAY, 26 MARCH, 2010

CORPORATE GOVERNANCE – MINUTE OF AGREEMENT AND PERFORMANCE INDICATORS

1. With reference to the meeting of the Authority of 3rd December, 2008, the Authority had before it a report by the Strategic Development Plan Manager which proposed amendments to the Minute of Agreement between Aberdeen City Council and Aberdeenshire Council which governs the operation of the Aberdeen City and Shire Strategic Development Planning Authority (SDPA). The report also proposed a series of performance indicators which would monitor the performance of the SDPA.

The report explained that over the past eighteen months, the Minute of Agreement has been put into practice and this has highlighted a range of issues which mean that it is appropriate to review the Agreement, and propose amendments to it, for the approval of the SDPA and subsequently both Councils.

The report explained that there are a total of six amendments proposed to the Minute of Agreement as follows (further details were set out in Appendix 1 to the report):-

- Aims and Objectives – the Minute of Agreement includes 16 specified aims and objectives for the SDPA. Due to the establishment of the SDPA during the preparation of the Structure Plan, Aim 3 was to complete the Structure Plan which was being prepared pending the preparation of the Strategic Development Plan. The preparation of the Structure Plan is now complete and this Aim can therefore be deleted.
- ACSEF – the Regional Economic Development Partnership changed its name in 2008. It is proposed to update references to its new name, “Aberdeen City and Shire Economic Future”.
- Preparation of Accounts – the original Minute of Agreement had been prepared on the basis that the SDPA’s accounts would not be audited independently of the two Councils. However, in early 2009 the SDPA received notification that Audit Scotland had decided to treat all four SDPAs as independent public bodies for audit purposes. Rather than the timetable set out in the Minute of Agreement, draft accounts now need to be prepared, agreed by the SDPA and submitted to Audit Scotland by the end of June each year.
- Freedom of Information – the Minute of Agreement currently requires the SDPA to publish a “Publication Scheme” under the Freedom of Information (Scotland) Act 2002. However, discussions have taken place with the Scottish Information Commissioner and have concluded that such a requirement is unnecessary. It is therefore proposed to remove this obligation from the Minute of Agreement.
- Financial Regulations – the Minute of Agreement specified the use of Aberdeenshire Council’s financial regulations by the SDPA. However, the audit position of the SDPA and the opinion of Audit Scotland as expressed in

its "Report to Members 2008/09" means that the SDPA's own regulations are required. The SDPA agreed its own set of financial regulations at its meeting of June, 2009 and this now needs to be reflected in the Minute of Agreement.

- Data Protection – matters relating to data protection were not covered in the original Agreement but it is important that the position of the SDPA is clarified. Given the joint nature of the SDPA, it is necessary that Aberdeen City Council and Aberdeenshire Council both act as Data Controller and Data Processor for the purposes of the legislation.

The report explained that the Minute of Agreement which established and guides the operation of the SDPA is between Aberdeen City Council and Aberdeenshire Council. Section 8.2 of the Agreement allows for modifications to be proposed and agreed should the need arise. It is therefore proposed to refer this report for ratification by both Aberdeen City Council and Aberdeenshire Council at the following meetings:-

- Aberdeen City Council – Enterprise, Planning and Infrastructure Committee (20th April, 2010); and
- Aberdeenshire Council – Infrastructure Services Committee (13th May, 2010).

The report explained that the outcome of these meetings will then be reported back to the next meeting of the SDPA on 18th June, 2010.

The report explained that at its meeting of 17th June, 2009, the SDPA considered a draft annual report for 2008/09 and the report proposed the development of a set of performance indicators to be reported in the second and subsequent annual reports.

The report explained that a set of sixteen indicators has been developed for the SDPA (these were attached at Appendix 2 to the report). The indicators cover statutory performance indicators; staffing and personnel; transparency and accountability; plain English/equalities in human rights; and environmental responsibility.

The report explained that the other three SDPAs do not yet have performance indicators, although TAYplan are proposing to develop some in the near future. The SDPA will continue to work with the other SDPAs to enable the benchmarking of performance and facilitate strategies for improvement. In the meantime, these indicators were developed taking the experience of NESTRANS into account.

The report advised that with one exception, data will be able to be reported for all sixteen indicators in 2009/10 annual report. The indicator that will not be able to be reported until 2010/11 relates to office paper consumption. One additional indicator (website usage) can only be reported for the second half of the year due to the implementation of new monitoring software following the review of the website carried out during 2009.

The report recommended:-

that the SDPA –

- (a) agree to propose the seven changes to the Minute of Agreement (outlined in Appendix 1 to the report), to the two Councils and refer this report and the associated draft minute extract for the agreement of Aberdeen City Council's

Enterprise, Planning and Infrastructure Committee on 20th April, 2010 and Aberdeenshire Council's Infrastructure Services Committee on 13th May, 2010; and

- (b) agree the performance indicators as detailed at Appendix 2 to the report.

The Authority resolved:-

to approve the recommendations contained in the report.

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**ABERDEEN CITY & SHIRE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

Date: 26 March 2010

**Title: Corporate Governance – Minute of Agreement and
Performance Indicators**

1 Purpose of Report

1.1 The purpose of this report is to propose amendments to the Minute of Agreement between Aberdeen City Council and Aberdeenshire Council which governs the operation of the Aberdeen City and Shire Strategic Development Planning Authority (SDPA). In addition, a series of performance indicators are proposed to monitor the performance of the SDPA.

2 Background

- 2.1 The first meeting of the Aberdeen City and Shire SDPA took place in September 2008 following the coming into force of a Scottish Government designation order on 25 June 2008.
- 2.2 The SDPA was set up and operates under the terms of a Minute of Agreement between Aberdeen City Council and Aberdeenshire Council.
- 2.3 Over the past 18 months experience has been gained through putting the agreement into practice. This had highlighted a range of issues which mean that it is appropriate to review the agreement and propose amendment to it for the approval of the SDPA and subsequently both councils.
- 2.4 In December 2008 an amendment was agreed by the SDPA to the standing orders to alter the timescales for the circulation of reports to Members, bringing it into line with the timescale used by both councils.

3 Review of the Minute of Agreement

- 3.1 Since the inception of the SDPA and its first meeting, a considerable amount of work has been done, as well as operational requirements being clarified.
- 3.2 This period has included the submission and approval by Scottish Ministers of a new structure plan, a change of chair and vice-chair, new Members and substitute Members being appointed by the two councils and eight meetings of the SDPA to date.
- 3.3 The Minute of Agreement between the two councils has proved to be robust over this period. However, progress with the work of the SDPA and decisions made by Audit Scotland, among others, mean that the agreement no longer reflects the current work and requirements of the SDPA.

3.4 In light of this, and to keep the agreement up-to-date and meaningful, a small number of amendments are now required.

Proposed Amendments

3.5 A total of six amendments are proposed to the agreement. These are each explained below and set out in Appendix 1.

- a) Aims and Objectives – the Minute of Agreement includes 16 specified aims and objectives for the SDPA. Due to the establishment of the SDPA during the preparation of the structure plan, aim 3 was to complete the structure plan which was being prepared pending the preparation of the strategic development plan. The preparation of the structure plan is now complete and this aim can therefore be deleted.
- b) ACSEF – the regional economic development partnership changed its name in 2008. It is proposed to update references to its new name, “Aberdeen City and Shire Economic Future”.
- c) Preparation of accounts – the original Minute of Agreement had been prepared on the basis that the SDPA’s accounts would not be audited independently of the two councils. However, in early 2009 the SDPA received notification that Audit Scotland had decided to treat all four SDPAs as independent public bodies for audit purposes. Rather than the timetable set out in the Minute of Agreement, draft accounts now need to be prepared, agreed by the SDPA and submitted to Audit Scotland by the end of June each year.
- d) Freedom of Information – the Minute of Agreement currently requires the SDPA to publish a ‘publication scheme’ under the Freedom of Information (Scotland) Act 2002. However, discussions have taken place with the Scottish Information Commissioner and have concluded that such a requirement is unnecessary. It is therefore proposed to remove this obligation from the Minute of Agreement.
- e) Financial regulations – the Minute of Agreement specified the Use of Aberdeenshire Council’s financial regulations by the SDPA. However, the audit position of the SDPA and the opinion of Audit Scotland as expressed in its ‘Report to Members 2008/09’ means that the SDPA’s own regulations are required. The SDPA agreed its own set of financial regulations at its meeting of June 2009 and this now needs to be reflected in the Minute of Agreement.
- f) Data protection – matters relating to data protection were not covered in the original agreement but it is important that the position of the SDPA is clarified. Given the joint nature of the SDPA, it is necessary that Aberdeen City Council and Aberdeenshire Council both act as data controller and data processor for the purposes of the legislation.

3.6 These amendments will bring the Minute of Agreement up-to-date and resolve a number of issues which emerged during the SDPA’s first 18 months.

Implementation of Proposed Amendments

- 3.7 The Minute of Agreement which established and guides the operation of the SDPA is between Aberdeen City Council and Aberdeenshire Council. Section 8.2 of the agreement allows for modifications to be proposed and agreed should the need arise.
- 3.8 It is therefore proposed to refer this report for ratification by both Aberdeen City Council and Aberdeenshire Council at the following meetings:
- a) Aberdeen City Council: Enterprise, Planning and Infrastructure Committee (20 April 2010); and
 - b) Aberdeenshire Council: Infrastructure Service Committee (13 May 2010).
- 3.9 The outcome of these meetings will then be reported back to the next meeting of the SDPA on 18 June 2010.

4 Proposed Performance Indicators

- 4.1 At its meeting of 17 June 2009 the SDPA considered a draft Annual Report for 2008/09. The report proposed the development of a set of performance indicators to be reported in the second and subsequent Annual Reports.
- 4.2 Performance indicators are important because they enable performance to be measured over time and compared with other organisations, providing a platform for service improvement.
- 4.3 Monitoring information is presented to the SDPA at three distinct levels:
- a) Corporate Governance – the monitoring of performance indicators set out in this report;
 - b) Actions – the monitoring of tasks and timescales against the development plan scheme and action programme; and
 - c) Outcomes – the monitoring of the structure plan and the targets it contains.
- 4.4 A set of 16 indicators has been developed for the SDPA and are attached at Appendix 2. The indicators cover statutory performance indicators (3), staffing and personnel (1), transparency and accountability (6), Plain English / equalities and human rights (3) and environmental responsibility (3). These reflect the development plan scheme's commitments relating to how we will work.
- 4.5 The other three SDPAs do not yet have performance indicators, although TAYplan are proposing to develop some in the near future. The SDPA will continue to work with the other SDPAs to enable the benchmarking of performance and facilitate strategies for improvement. In the meantime, these indicators were developed taking the experience of Nestrans into account.
- 4.6 With one exception, data will be able to be reported for all 16 indicators in the 2009/10 Annual Report. The indicator that will not be able to be reported until 2010/11 relates to office paper consumption. One additional indicator (website usage) can only be reported for the second half of the year due to the

implementation of new monitoring software following the review of the website carried out during 2009.

- 4.7 In line with previous commitments, performance against these indicators will be reported to the next meeting of the SDPA and on an annual basis thereafter, as well as being published in the Annual Report.

5 Financial Implications

- 5.1 There are no financial implications arising from this report.

6 Recommendations

- 6.1 It is recommended that the SDPA:

- a) Agree to propose the seven changes to the Minute of Agreement outlined in Appendix 1 to the two councils and refer this report and the associated draft minute extract for the agreement of Aberdeen City Council's Enterprise, Planning and Infrastructure Committee on 20 April 2010 and Aberdeenshire Council's Infrastructure Service Committee on 13 May 2010; and
- b) Agree the performance indicators attached at Appendix 2.

David Jennings
Aberdeen City & Shire Strategic Development Plan Manager

Dr Margaret Bochel
Head of Planning & Infrastructure
Aberdeen City Council

Dr Christine Gore
Director of Planning & Environmental Services
Aberdeenshire Council



Report prepared by: David Jennings, Aberdeen City & Shire Strategic Development Plan Manager

Appendix 1: Proposed Amendments to the Minute of Agreement

Minute of Agreement

Among

Aberdeenshire Council and Aberdeen City Council (The Parties)

1. In terms of the Strategic Development Planning Authority Designation (Scotland) Order 2008 and the Planning etc. (Scotland) Act 2006 the Districts of the Parties are designated as the Strategic Development Planning Authority.
2. In accordance with Part 2 of the Planning etc. (Scotland) Act 2006 ("the 2006 Act"), the Parties have agreed to form a Joint Authority for the purpose of carrying out the functions conferred upon them under the 2006 Act and have each passed the necessary resolution for giving effect to this agreement.
3. The Parties have agreed to enter into this Agreement for their respective interests.

NOW THEREFORE it is hereby agreed and declared:-

1. Interpretation

- 1.1 In these standing orders the following words and expressions shall have the following meanings:
 - Words importing the masculine gender only shall include the feminine gender and vice versa.
 - Words importing the singular number only shall include the plural number and vice versa.
 - "Joint Committee" means the joint committee of the Strategic Development Planning Authority.
 - "Chair" means the person presiding over a meeting or relevant part of a meeting of the Strategic Development Planning Authority
 - "Clerk" means the Clerk of the Strategic Development Planning Authority
- 1.2 The Interpretation Act 1978 shall apply to the interpretation of these standing orders as it applies to the interpretation of an Act of Parliament.

2. Constitution of the SDPA

Constitution

- 2.1 The Parties hereby agree to combine for the purpose of jointly carrying out the functions conferred on them under the Strategic Development Planning

Authority Designation (Scotland) Order 2008 and Part 2 of the 2006 Act and for this purpose agree to set up a new authority which shall be known as the Strategic Development Planning Authority (SDPA). The SDPA shall consist of an equal number of representatives from the Parties and there shall be 12 Members.

Appointment of Members and Officers by the Member Councils

2.2.1 Each of the Councils shall appoint Members to the SDPA in accordance with the provisions of this clause.

2.2.2 Each of the Councils shall appoint the first Members before or at the meeting at which approval is given to this agreement and such Members shall, subject as hereinafter provided, continue in office until they are re-appointed or replaced by the Councils. Each of the Councils, following an Ordinary Election, shall, as soon as practicable thereafter, appoint or reappoint Members to the SDPA who shall hold office until they are re-elected or replaced by the Councils.

2.2.3 A Member shall cease to be a member of the SDPA when he ceases to be a Member of the Council which appointed him or on the appointment by that Council of another Member in his place, whichever shall occur first.

2.2.4 Members shall be appointed for such terms as each Council may determine having regard to the desirability of continuity; but representatives may only remain Members of the SDPA while they continue to be Members of the appointing Council.

2.2.5 Each Member so appointed by the Parties hereto present at a Meeting of the SDPA shall have one vote. In the case of an equality of votes the Chair of the meeting, whether or not he or she voted in the first instance, may be given a casting vote.

2.2.6 Each of the Council's shall nominate a lead Manager of Planning (or their officer representatives) to act as non-voting professional advisors to the SDPA. Other advisers may be appointed as required by the agreement of the SDPA.

2.2.7 Each constituent Council may also appoint 6 substitute members.

Chairman and Vice Chair

2.3 The Chair and Vice Chair of the SDPA shall be elected by the Members attending the first Meeting of the SDPA. The Chair and Vice Chair shall not be from the same Council and they shall hold office for a period of 2 years from the date of the first meeting. At the end of the Chair's term of office the Vice Chair will automatically assume the role of Chair and a new Vice Chair will be elected.

Casual Vacancies

2.4.1 Where a casual vacancy occurs in the case of a Member of the SDPA, the Council which appointed the Member shall appoint a new Member.

2.4.2 When a vacancy occurs in the case of the Chair, the Vice Chair shall assume the office of Chair in succession to the previous Chair, shall continue in office until the previously anticipated expiry of the outgoing Chair's term of office

and thereafter shall continue as the new Chair for a period of 2 years in accordance with para. 2.3 above.

2.4.3 Where a vacancy occurs in the case of the Vice-Chair, the SDPA shall appoint a new Vice Chair at the next or subsequent meeting of the SDPA who shall continue in office until the previously anticipated expiry of the outgoing Vice-Chair's term of office or in the case where the Vice-Chair has been appointed Chair under 2.4.2 above, then the new Vice-Chair shall continue as the Vice-Chair until the previously anticipated expiry of the outgoing Vice Chairs term of office and thereafter shall continue for a period of 2 years.

2.4.4 Other members and advisers may resign their membership at any time by giving written intimation to that effect to the Clerk. The SDPA, in consultation with, and with the agreement of the parties, may remove other members or observers from office if one of the conditions set out in Section 7 below are met, namely bankruptcy, serious illness, has been absent from Partnership meetings for a period longer than three consecutive meetings without permission, or inability or unsuitability for the role.

2.4.5 A Chair or Vice Chair may resign from that post at any time.

Quorum

2.5 The quorum of the SDPA shall be 4 members or substitute members, subject to 2 members or substitute members being present from each Council.

Procedures

2.6 The SDPA shall adopt Standing Orders relating to proceedings at its meetings.

Clerk and Treasurer

2.7.1 The SDPA shall invite the Councils to appoint an appropriate senior officer to act as Clerk to the SDPA at each meeting. Unless otherwise agreed between the Councils, the senior officer acting as Clerk to the SDPA will rotate between the Councils. Similarly, the SDPA shall invite Aberdeenshire Council to appoint an appropriate senior officer to act as Treasurer to the SDPA. The relevant employing Councils shall bear their own officer costs in the execution of these duties.

2.7.2 The procedures to be established under Clause 2.6 of this agreement shall include Standing Orders with respect to contracts made on behalf of the SDPA for the supply of goods and the provision of services. Such Standing Orders shall be the subject of consultation and approval by the Parties.

SDPA Meetings

2.8 The SDPA shall meet as required but not less than 4 times during each year. The Chair of the SDPA, in consultation with the Strategic Development Plan Manager, and with lead Managers of Planning from each Council (or their officer representatives) shall fix the date, time and place of meetings, subject to any previous agreement by the SDPA.

3. Terms of reference - aims & objectives

3.1 The aims and objectives of the SDPA shall be as follows:-

- 1 To prepare a “strategic development plan” for an area known as a “strategic development plan area” and to keep under review the plan so prepared.
- 2 Prepare and keep under review a plan, for submission to Scottish Ministers, showing the boundary which the authority propose as the boundary of the strategic development plan area.
- 3 Set out in the strategic development plan a vision statement, a spatial strategy, and an analysis of the relationship between the vision statement, the spatial strategy and general development land use proposals in the plan area.
- 4 To monitor changes in the principal physical, economic, social, and environmental characteristics of the strategic development plan area.
- 5 To monitor the principal purposes for which land is to be used in the area.
- 6 To monitor the size and distribution of the population of the area.
- 7 To monitor the infrastructure of the area (including communications, transport and drainage systems and systems for the supply of water and energy) and to monitor how that infrastructure is used.
- 8 To monitor the impact of the policies and proposals contained within the strategic development plan.
- 9 To comment on nationally and regionally significantly planning applications.
- 10 To provide appropriate input to the Regional Transport Strategy, the Aberdeen City and Shire Economic Future Strategies, the Local Development Plans and any other significant issues which may arise from time to time and have a bearing on the Strategic Development Plan.
- 11 To prepare an implementation programme for action.
- 12 Prepare such maps, diagrams, illustrations and descriptive matter as may be prescribed by Government or thought appropriate by the SDPA.
- 13 From time to time, and when main issues and other principal reports are prepared, publish a statement as to the carrying out of those documents and make such documents available by various means including electronic means such as by means of the internet.
- 14 Other matters as may be prescribed by Government
- 15 Any other matter which the SDPA consider it appropriate to include.

4. Delegation of Functions

4.1 Both member Councils shall make appropriate arrangements under the Strategic Development Planning Authority Designation (Scotland) Order 2008

and Part 2 of the 2006 Planning Act to allow the formation and ongoing functioning of the SDPA in discharging its said functions on behalf of the Parties.

5. Financial Arrangements

Allocation of Expenditure

5.1 Each of the Parties shall pay a one half share of the whole expenditure and costs under this agreement.

SDPA Budget and Financial Plan

5.2. Not later than the Thirtieth September in each year, the treasurer and SDP Manager shall prepare a budget for consideration by the SDPA, and thereafter submit recommendations to each Council of any capital expenditure and net expenditure on revenue accounts including staffing and other matters mentioned within the agreement for the year from First April following. In determining to approve or otherwise the budget of income and expenditure the SDPA shall take into account any observations by the Parties on the said estimates. Such observations shall be made before Thirteenth November in each year. When the budget has finally been approved by the SDPA, the SDPA shall so inform the Member Councils in accordance with the provisions of Clause 5.1 hereof. Each of the Member Councils shall, during each yearly period from First April to Thirty First March of the following year, pay to the SDPA instalments in accordance with a Scheme to be prepared by the Treasurer and approved by the SDPA. Both Councils shall ensure transfer of their proportion of the budget timeously.

Accounts

5.3 The Treasurer shall prepare un-audited accounts of the SDPA annually to the thirty first of March and submit them to the SDPA no later than the Thirtieth June following. The accounts shall be audited in accordance with the provisions of Section 96 of the Local Government (Scotland) Act, 1973 and the accounts shall be submitted to the Parties after formal submission to and approval by the SDPA after completion of the audit.

Financial Plan

5.4 From, and including, the second financial year (2009/2010) the SDPA shall be entitled to submit to the Parties a Financial Plan setting out a proposed programme of capital and revenue expenditure for the following three years (or other appropriate period), and the Parties shall have regard to it when preparing their own Financial Plans.

6. Administrative Arrangements

Strategic Development Plan Manager

6.1.1 The nominated lead Managers of Planning, or their representatives from each Council shall have power to appoint a strategic development plan manager to act as an advisor to the SDPA. The Chair or his Vice Chair in the case of the Chair being unavailable can, at his discretion, sit on the interview panel for the post of Strategic Development Plan Manager. The Strategic Development Plan

Manager, in consultation with the nominated lead Managers of Planning, or their representatives from each Council shall have power to appoint such supporting staff as is considered appropriate to comprise the “Support Team”.

Management Group

6.1.2 A Management Group comprising the nominated lead Managers of Planning or their representatives from each Council and the Strategic Development Plan Manager shall prepare and monitor annual work programmes for the Strategic Development Plan Manager and his support team and shall monitor progress and amend the work programme as appropriate to take into account changing circumstances.

Support Team

6.1.3 The Support Team shall provide a strategic planning service in consultation with the after mentioned Officers Group.

Officers Group

6.2 An Officers Group, comprising the lead Managers of Planning (or their officer representatives) of each Council and the Strategic Development Plan Manager (or his representatives), shall be formed. The Officers Group will be chaired by the Strategic Development Plan Manager. The Group will meet regularly (at least 4 times each year) to consider appropriate consultations and reports to be presented to the SDPA and the work programme to be undertaken by the Support Team on behalf of the SDPA. The Officers Group shall, as appropriate, invite technical representatives and officials from other partnership organisations such as the Aberdeen City and Shire Economic Future (ACSEF), the Regional Transport Partnership (NESTRANS) and others to attend the Officers Group in order to ensure proper consideration of and integration between other strategic organisations and groups.

Secondment of Staff

6.3.1 The Parties shall use their reasonable endeavours to meet any request from the Strategic Development Plan Manager or the SDPA for the secondment of appropriate/relevant staff for the purpose of assisting in the preparation of the Strategic Development Plan, its updates, and review. Secondments from the Strategic Development Plan Manager’s support team to both Councils will be encouraged in order to give staff an appropriate breadth of experience and knowledge to assist in advising on the planning of the area. Any such secondments shall be on terms as may be agreed between the Parties and the SDPA.

6.3.2 The Transfer of Undertakings (Protection of Employment) Regulations 1981 shall apply to any function transferred in terms of Section 2, 10 or 13 of the 2005 Act.

Employing Authority and Other Administrative arrangements

6.3.3 Aberdeenshire Council shall employ and provide Finance and Personnel staffing services to the support team. Aberdeen City Council shall provide legal,

graphics, public relations, publicity and promotional staffing services and shall also make provision for all necessary office accommodation, ancillary services and insurance, the running costs of which will be borne by the SDPA. Other administrative staffing services will be carried out by the Council whose employee for the time being has been appointed as Clerk to the SDPA. Both Councils will bear their own costs in the provision of the aforementioned staffing services. However, the SDPA shall pay the respective Councils the total costs reasonably incurred by the Councils in connection with the employment of the Support Team, including costs arising from termination of employment, or termination of the SDPA including, without prejudice to the foregoing, any costs arising on redundancy or any unfair dismissal.

6.3.4 The SDPA shall comply with the requirements of the Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. In terms of the Data Protection Act, Aberdeen City Council and Aberdeenshire Council will act as both 'data controller' and 'data processor' for the SDPA .

Arrangement of Services

6.4 When considering the arrangement of services, the SDPA shall have regard to the capabilities of the service departments of the Parties and in the event of the SDPA seeking the assistance of the Parties, the Council concerned shall not unreasonably withhold such assistance. The SDPA shall pay appropriate fees for any such assistance given, if so required.

Annual Report

6.5 The SDPA shall prepare an annual report on its work.

7. Standing Orders

7.1 Commencement

These standing orders shall apply and have effect on and from [insert date] subject to such amendments as may from time to time be made by the SDPA in terms of the Minute of Agreement

7.2 Notice of Meetings

- (1) Six clear days at least before a meeting of the SDPA:
 - (a) notice of the time and place of the intended meeting shall be published by the Clerk to the SDPA (at the SDPA Office and the Offices of both Councils) and, where the meeting is called by members of the SDPA, the notice shall be signed by those members and shall specify the business proposed to be transacted thereat; and
 - (b) a summons to attend the meeting, specifying the business to

be transacted thereat and signed by the Clerk, shall be left at or sent by post to the usual place of residence of each member of the SDPA.

- (2) The summons shall include a note of the business in the order in which it is proposed to be transacted at the meeting and no business, other than that so specified, shall be transacted except business brought before the SDPA as a matter of urgency under paragraph 7.20 hereafter or under the following paragraph of this standing order 7.2 (3), always provided that, at a meeting called upon a requisition, only the business specified in the requisition shall be transacted.
- (3) An item of business of which six clear days' notice has not been given may be considered at the meeting provided that the Chair of the meeting is of the opinion that there are special reasons, which will be specified, why it is a matter of urgency. Such business must be intimated at the start of the meeting when the order of business is determined and, if the Chair so rules, the item shall be considered at the start of the meeting or at such other point in the agenda as may be appropriate. If the Chair is of the opinion that the matter is not urgent, it shall be included as an item of business for the next ordinary meeting of the SDPA unless in the interval it shall have been disposed of otherwise. The reason for urgency shall be recorded in the minutes.
- (4) Want of service of a notice of meeting on any member shall not affect the validity of the meeting.

7.3 Sederunt

- (1) The Clerk shall record the names of the members and substitute members present at each meeting of the SDPA.

7.4 Quorum

- (1) A quorum of the SDPA shall be one third of members or substitute members (that is, four members) and those members present shall include at least two representatives of each Council. If, at any time during a meeting of the SDPA, a quorum of members or substitute members be not present, the Chair shall, after allowing an interval of five minutes, cause a count to be taken of members then seated. If it is shown after the count that a quorum is not present, the meeting shall stand adjourned to such other time or day and hour as the Chair may then or may afterwards fix.

7.5 Less than a Quorum

- (1) No item of business shall be transacted at a meeting of the SDPA, if less than one third of the total voting membership is present.

7.6 Reference to an Official

- (1) Any reference to a specified official of the SDPA in these standing orders shall include any member of staff under his or her direction.

7.7 Admission of Public and Press

- (1) By virtue of the provisions of Section 50A of the Local Government (Scotland) Act 1973 meetings of the SDPA shall be open to the public except to the extent (a) that the public shall be excluded under Section 50 A (2) of the 1973 Act during consideration of an item of business whenever it is likely that, if they were present, confidential information, as defined in Section 50 A (3) of the 1973 Act, would be disclosed to them, or (b) that the public may be excluded by resolution under Section 50 A (4) of the 1973 Act during consideration of an item of business whenever it is likely that, if members of the public were present, exempt information as defined in Section 50 J of the 1973 Act, would be disclosed to them. On a motion for adoption of such a resolution being duly moved and seconded, the Chair shall put the same to the meeting without speeches or discussion and, on such a motion being carried, all members of the public present (including representatives of the press) shall be directed to leave the meeting.
- (2) Notwithstanding the exclusion of the public as aforesaid, the SDPA may permit any person to remain in attendance at any meeting for so long as they consider necessary and on the basis that such persons respect the confidentiality of the proceedings.
- (3) Information as to the proceedings at any meeting from which the public and press are excluded shall not be given to representatives of the press or to any other person except by the Chair of the meeting or by a person or persons authorised by him or her so to do.
- (4) The provisions of the foregoing paragraph shall be without prejudice to the powers of exclusion by the Chair in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting and the SDPA may exclude or eject from a meeting a member or members of the public whose presence or conduct is

impeding or is likely to impede the work or proceedings of the SDPA. Without prejudice to the foregoing generality, if a member of the public interrupts the proceedings at any meeting, the Chair may warn him/her. If the member of the public continues the interruption, the Chair may order his/her removal from the SDPA meeting.

7.8 Order and Conduct of Business at SDPA meetings

- (1) The business of the SDPA at ordinary meetings shall proceed in the following order, except that any item of business in the agenda may be taken out of its order:-
 - (a) by the direction of the Chair; or
 - (b) with the consent of the meeting on the motion of any member or substitute member;
 - (i) minutes of last meeting and of any intervening special meeting;
 - (ii) motions of which notice has been intimated at the start of the meeting, provided the Chair is of the opinion that it is a matter of urgency;
 - (iii) motions of which notice has been given in terms of standing order 2;
 - (iv) deputations, if any, to be received;
 - (v) ordinary business;
 - (vi) business determined to be of a confidential or exempt nature in terms of Schedule 7 (A) of the Local Government (Scotland) Act 1973.

7.9 Chair - Powers and Duties

- (1) Deference shall at all times be paid to the authority of the Chair, and on all points of order his ruling shall be final but, whenever so requested, she/he must give an explanation of the reasons for his ruling. When she/he speaks, the member of the SDPA, if any, who is addressing the meeting, shall refrain from speaking. It shall be the duty of the Chair to preserve order and secure that members obtain a fair hearing. she/he shall decide all matters of order, competency and relevancy arising at meetings of the SDPA. She/he shall also decide between two or more members who have indicated a desire to speak by calling on the member, whom she/he

may first observe, to speak. She/he shall be entitled, in the event of disorder arising at any meeting of the SDPA, to adjourn the meeting to such other time or day and hour as may then or afterwards be fixed and his/her quitting the Chair in such circumstances shall, without further procedure, have the effect of a formal adjournment of the meeting.

7.10 Adjournment

- (1) The SDPA may adjourn any meeting to such other time or day and hour as the Chair may then or Chair may afterwards fix.
- (2) The SDPA may adjourn any meeting for a reasonable interval and such adjournment may be made on the direction of the Chair or, failing such direction, on the motion of any member, the vote on which motion, on being seconded, shall be taken without amendment or discussion.

7.11 Order of Debate

- (1) Any member wishing to speak may do so with the Chair's permission; the Chair shall regulate the order of debate. The mover of a motion shall always have the right of reply.

7.12 Concluding Debate

- (1) The Chair may determine, if need be, when debates should be drawn to a close.

7.13 Duration of Speeches

- (1) The mover and seconder of a motion or an amendment shall not speak for more than five minutes except with the consent of the SDPA. All other speakers taking part in the discussion on the motion or amendment shall not speak for more than three minutes. The mover of the original motion shall have the right to speak for five minutes in reply, and that reply shall not introduce any new matter into the debate. Thereafter the discussion shall be held closed and the Chair shall call for the vote.

7.14 Obstructive or Offensive Conduct

- (1) In the event of any member or substitute member at any SDPA meeting disregarding the authority of the Chair, or being guilty of obstructive or offensive conduct, a motion may thereupon be moved and seconded to suspend such member for the remainder

of the sitting. The motion shall be put without discussion and, if it be carried, the Chair shall require the member or substitute member forthwith to retire from the meeting and, if necessary, remove the member if she/he fails to do so.

7.15 Rescinding of Resolution

- (1) A resolution of the SDPA shall continue to be operative and binding, so that no motion inconsistent therewith shall be considered or passed for at least six months; provided that it shall be competent to deal with the subject matter of such resolution afresh where the majority of the SDPA are satisfied that a material change of circumstances has occurred or that the resolution so taken cannot be implemented and that notice has been given in the summons that such resolution may be rescinded.

7.16 Minutes of Meeting

- (1) All minutes of the proceedings of meetings of the SDPA, in which shall be recorded the names of the members, substitute members and officials who attended the meeting, shall be drawn up by the Clerk, printed, and, so far as practicable, circulated among members of the SDPA not later than the third day before the next ensuing ordinary meeting of the SDPA at which they shall be submitted, held as read, corrected if need be and, where held to be a true record of the proceedings of the meeting to which they relate, shall be signed by the person presiding at that next ensuing meeting.

7.17 Validation of Proceedings

- (1) If the proceedings at a meeting of the SDPA are open to challenge on the ground that the meeting has not been duly convened, such proceedings shall be validated by confirmation of the minutes of the meeting at the subsequent meeting, duly convened, of the SDPA.

7.18 Deputations

- (1) Every application for the reception of a deputation must be in writing and received by the SDP Manager at least 5 working days prior to the meeting at which the subject matter is to be considered. The application must state the subject matter on which the deputation wishes to be heard and the action which it is proposed that the SDPA should take.
- (2) Only requests relating to matters falling within the remit of the

SDPA will be competent.

- (3) If the subject matter relates to a decision taken by a committee under delegated powers, the request shall not be competent.
- (4) No deputation shall consist of more than six people, no more than two members of any deputation shall speak, and they may speak for no more than a total of ten minutes.
- (5) Any member or substitute member may put any relevant question at the conclusion of the deputation. The time available for such questions shall not exceed ten minutes.

7.19 Items of Urgent Business to be Considered at Meeting

- (1) An item of business not relating to the business before the meeting and of which notice has not been given will be considered at the beginning of the meeting provided that the Chair of the meeting is of the opinion that there are special reasons, which she/he should specify, why it is a matter of urgency. Such items must be lodged with the Clerk before the start of the meeting and read to the meeting by him when the order of business is determined. If the Chair is of the opinion that the matter is not urgent then it shall be included as an item of business for the next ordinary meeting of the SDPA unless in the interval it shall have been disposed of otherwise.

7.20 Motions intended for Consideration at Next Meeting

- (1) Notices of motion intended for consideration at a meeting of the SDPA (other than one concerning a matter of urgency submitted in terms of these standing orders) shall be given in writing, signed by the member or members (of the SDPA) giving notice and delivered to the Clerk at least seven clear working days before the next ordinary meeting of the SDPA, the Chair shall decide as to its competence or relevance. All such competent and relevant motions of which notice has been duly given shall be included in the summons for that next meeting in the order in which they are received.
- (2) If more than one such motion, in the opinion of the Chair, deals with the same subject matter and is substantively identical, only the motion first lodged shall be considered.
- (3) If a member who has given a notice of motion is absent when it falls to be considered in the first instance it shall be put on the agenda of

the next meeting. If at that next meeting, the member is again absent, the notice of motion shall fall.

- (4) Notwithstanding the terms of Standing Order 7.22(6) hereof any notice of motion which is included on the summons and which is moved but not seconded shall be recorded in the Minutes.

7.21 Motions – Procedure

- (1) The import of all motions and amendments shall be stated immediately on their being proposed to the meeting by the mover before being spoken to.
- (2) Every amendment shall be relevant to the motion on which it is moved.
- (3) No Member shall be at liberty to move or second (a) more than one amendment to any motion or (b) an amendment, if he or she has moved or seconded the motion. If an amendment is withdrawn, the mover and seconder thereof shall be at liberty to move or second another amendment or to speak in support of such amendment.
- (4) A motion or amendment may be withdrawn by the mover with the consent of his or her seconder and the SDPA.
- (5) A motion for the approval of a minute of a committee shall be considered as an original motion and any motion involving alteration or rejection of such minute or any part of such minute shall be dealt with as an amendment.
- (6) The Chair of a committee shall, if present, have the right to move the approval of the minute of that sub-committee.
- (7) Motions or amendments which are not seconded shall not be discussed or inserted in the minute. Except when the vote is taken by roll call, any member who is in a minority of one shall, if she/he so requests, have his dissent recorded in the minute of the meeting.
- (8) When a motion or amendment has been moved but not seconded, the mover may require his or her dissent in respect of a decision taken on the item of business to which the motion or amendment relates to be entered in the minute.

7.22 Method of Voting

- (1) Subject to the provisions of these standing orders, the vote on any matter shall be taken in a meeting of the SDPA by roll call. It shall, however, be competent for the SDPA to resolve (following a vote by roll call if not unanimous) that the vote on any matter shall be taken in any other manner.
- (2) Where a vote has been taken and the accuracy of the count is immediately challenged, it shall be in the discretion of the Chair to direct a recount. Such recount may be taken by a show of hands or by roll call as the Chair may determine.
- (3) Save as otherwise provided by statute, or by these standing orders, all questions coming or arising before the SDPA shall be decided by a majority of the members of the SDPA present and voting thereon at a meeting of the SDPA.
- (4) However, any question pertaining to requisitions and to requests for the transfer of powers shall require a majority of two thirds of those present and voting.
- (5) In the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote except where the matter which is the subject of the vote relates to the appointment of a member of the SDPA to any particular office in which case the decision shall be by lot.

7.23 Taking a Vote

- (1) After the Clerk has announced the question on which the vote is to be taken and has commenced to take the vote, no member shall be permitted to offer an opinion, or ask a question, or otherwise interrupt the proceedings until the result of the vote has been intimated.

7.24 How Motions to be put

- (1) When there is only one amendment to the motion, the vote shall be taken between the motion and the amendment and whichever is carried shall become the finding of the meeting and the SDPA shall be deemed to have resolved accordingly.
- (2) When there are more amendments to the motion than one, then, unless the Chair decided otherwise, in order to avoid inconsistency in voting, the last amendment shall be put against that immediately

preceding and then the amendment which is carried shall be put against the next preceding and so on until there remains only one amendment, between which and the motion the Committee shall divide, and whichever is carried shall become the finding of the meeting and the Committee shall be deemed to have resolved accordingly.

- (3) If, however, one of a number of amendments is in any form a proposal which clearly indicates negation of the motion, the first division shall be taken between it and the motion. If the amendment is carried, the Committee shall proceed to the next business. If the amendment is not carried, it shall be eliminated from the amendments which, with the motion, shall be voted on in the usual way.

7.25 Right of Minority to Require Decisions to be Referred to the Joint Committee

- (1) It shall not be competent to submit to the SDPA under this standing order a decision by a committee acting with delegated powers on a matter relating to:-
 - the appointment of or retirement of staff.
 - grievance or disciplinary appeals by staff.
 - any reference which would have the effect of depriving the SDPA of the opportunity to make any meaningful or effective determination on the subject matter of the committee's decision.

7.26 SDPA Business - Responsibility of the Clerk

- (1) Summonses for meetings of the SDPA shall be prepared by the Clerk who shall place on such summonses all matters of business arising for consideration by the SDPA. Reports from officials intended for a meeting of the SDPA must be lodged with the Clerk at least two days before the issue of the summons

7.27 Suspension or Alteration of Standing Orders

- (1) No standing order enacted by the SDPA shall be suspended, amended or dispensed with at any meeting except by consent of half of the members present, entitled to vote and voting.

- (2) It shall not be competent to rescind or alter any standing order except upon a resolution to that effect passed upon notice given at a previous ordinary meeting of the SDPA. The Clerk shall submit to any meeting of the SDPA a note of any new, or alteration of any existing, standing order which may seem to either to be required because of any resolution on the conduct of business adopted by the SDPA during the preceding year. The SDPA may then amend standing orders.

7.28 SDPA Business - Common Seal

- (1) The Clerk shall have the power to affix the Common Seal from both Council's to deeds or other documents where such deeds or other documents give effect to decisions of the SDPA.
- (2) All deeds and formal documents to which the SDPA is a party shall be sealed and signed by either the Clerk or the proper officer for financial matters (the Treasurer).

7.29 Contracts and Financial Regulations

- (1) The standing orders pertaining to contracts and financial regulations adopted by the SDPA shall be those of the constituent council providing financial support to the Partnership until such time as SDPA specific regulations are agreed.

7.30 Expenses of Members and Advisers

- (1) Only the SDPA officials are in paid employment; the SDPA shall approve arrangements for the payment of expenses, if not otherwise accounted for, to members and advisers which are transparent and of a reasonable rate and the current regulations and levels of expenses to be paid by local authorities will be observed.

7.31 Ethical Standards

- (1) The Ethical Standards in Public Life, Etc. (Scotland) Act 2000 will apply to the members of the SDPA and, as that Act requires, the SDPA will adopt the following code of conduct itemised in para. 7.32 hereafter with which all members must comply at all times in their duties.

7.32 Protocol for Conduct of Meetings

1. It is the intention that all meetings of the SDPA shall be conducted in an informal manner and it is not intended under normal circumstances that the standing orders be used to regulate proceedings.
2. The Chair of any meeting will ensure that all members or substitute members present are able to give their opinions freely and openly and will only intervene to prevent this when there is undue repetition or to assist the meeting in concluding the determination of business before it.
3. All members or substitute members should address the Chair when they wish to contribute to the debate.
4. The SDPA acknowledge and will seek to follow the guidance given in Scottish Government Circular 2/2008.
5. In the unlikely event of a formal vote, the time limits set out in standing orders shall apply but under normal circumstances, the Chair will allow free discussion.
6. It is intended that officers and advisers, whether or not they are co-opted members of the SDPA will be able to speak freely, with the permission of the Chair.
7. Business will be conducted in public as far as possible and the SDPA will encourage public accessibility at all times.
8. Members and Officers are required to comply with the terms of the Councillor's Code of Conduct issued by the Standards Commission for Scotland.

8. Miscellaneous

Commencement and Variation

- 8.1** This agreement shall be deemed to have commenced and taken effect on [insert date] and may be varied only by supplementary written agreement by the Parties.

Modification to Agreement

- 8.2** Modification may be proposed and agreed between the parties should unforeseen circumstances arise which require the terms of the agreement to be reassessed.

Arbitration

- 8.3** Any dispute among the Parties shall be determined by an arbiter mutually agreed whom failing by an arbiter appointed by the sheriff on the written

application of either Council. The decision of the arbiter shall be final and binding on the parties.

Legal conclusion/dates/signatories ...[insert as appropriate].....

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Appendix 2: Proposed Performance Indicators

Statutory Targets

1. Development Plan Scheme published within the last 12 months

	Achieved	Date
Development Plan Scheme Publication		

2. Strategic Development Plan submitted to Scottish Ministers within 4 years of approval of last plan

	Target	On Track?
Strategic Development Plan Submission		

3. Action Programme published within the last two years

	Achieved	Date
Action Programme Publication		

Staffing / Personnel

4. Days lost (Sickness, Vacancies, Secondment, Special Leave)

	Sickness	Vacancies	Secondment	Special Leave	Total
Days					
Percentage					

Transparency and Accountability

5. Invoices processed for payment

	Number	Percentage
Invoices processed for payment within 21 days		

6. Freedom of Information requests received and responded to within deadline

	Number	Response within deadline	Percentage
Fol requests received			

7. Complaints received (and upheld)

	Number	Upheld	Percentage
Complaints received			

8. SDPA reports to Clerk 10 days and on website 4 days prior to meeting

	Number	Percentage
Reports to Clerk 10 days prior to meeting		
Reports on website 4 days prior to meeting		

9. Press releases issued and website news items placed

	Number
Press Releases	
Website news items	

10. Unique website visitors (and visits)

	Number
Unique visitors	
Unique visits	

Plain English / Equalities and Human Rights

11. Use of Plain English

	Current Crystal Marks	New Crystal Marks	New Reviews
Plain English			

12. Equalities and Human Rights

	Number
Equalities and Human Rights Impact Assessments	

13. Accessible event venues

	Number	Percentage
Accessible event venues		

Environmental Responsibility

14. Recycled paper content of publications

Publication	Copies	Pages	Recycled Content
Approved Structure Plan			
Annual Report			
Development Plan Scheme			
Total			

15. Office paper used and recycled content

	Sheets	Recycled Content
Office paper used		

16. Modal split of work transport by officers (trips, distance, cost and CO2)

	Trips	%	Miles	%	Cost	%	CO2 Emissions	%
Air								
Car								
Passenger								
Train								
Bus								
Cycle								
Walk								
Total								

Performance Indicators – Commentary

STATUTORY PERFORMANCE INDICATORS

Three targets emanate from the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc (Scotland) Act 2006.

- (1) s20B requires the publication of a development plan scheme at least annually.
- (2) s10(8) requires the submission of a proposed strategic development plan to Scottish Ministers within 4 years of the date on which the current plan was approved. [Although legally this would only apply to the second and subsequent strategic development plans, it would represent good practice to apply it for monitoring purposes straight away.]
- (3) s21(9) requires the publication (or re-publication) of an action programme within 2 years of the date on which it was last published. [Although legally this would only apply to action programmes prepared on the back of a strategic development plan, it would represent good practice to apply it for monitoring purposes straight away.]

STAFFING / PERSONNEL

Staffing costs account for around 75% of the expenditure of the SDPA on an ongoing basis. Ensuring the efficiency with which the SDPA's resources are used is critical to its proper functioning.

- (4) Days lost over the year to sickness, vacancies, secondments and special leave will be presented, showing the percentage of time lost in each category.

TRANSPARENCY AND ACCOUNTABILITY

The development plan scheme makes a commitment to act in a transparent and accountable way. The following six indicators recognise the key areas of performance in this area.

- (5) The prompt processing of invoices is an important measure of internal processes and impacts on the cash flow of suppliers.
- (6) Freedom of Information requests come to the SDPA through both councils. The legislation contains a statutory deadline for responding to such requests of 28 days.
- (7) It is important that the SDPA works in such a way as to minimise the potential for justifiable complaints to be made about the level of service provided. This indicator will monitor the level of official complaints made.
- (8) Making reports available promptly to Councillors and members of the public via the website in advance of meetings of the SDPA is vital to encourage transparency.

- (9) Keeping stakeholders and the public aware of the ongoing work of the SDPA is important and monitoring the frequency of press releases and news items on the SDPA website will help to measure this.
- (10) The SDPA website is an important communication tool. The number of unique visitors and visits will help to gauge the effectiveness of the site.

PLAIN ENGLISH / EQUALITIES & HUMAN RIGHTS

The Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc (Scotland) Act 2006 required that the SDPA perform its functions in a manner which encourages equal opportunities.

- (11) Communicating in a way which is easy to understand is important. Although it will not be possible to obtain 'crystal marks' for all publications due to cost and time constraints, it is important that considerable efforts are made on key publications.
- (12) Equalities and Human Rights Assessments help to evidence the consideration of equalities issues in the plan-making process.
- (13) It is important that the SDPA does not discriminate against people with a disability as a result of the accessibility of consultation and engagement venues. Accessibility by wheelchair will be the measure used.

ENVIRONMENTAL RESPONSIBILITY

The development plan scheme makes a commitment to seek to minimise the environmental impact of our operations, while the Town and Country Planning (Scotland) Act 1997 (as amended by the Planning etc (Scotland) Act 2006) places a duty on the SDPA to perform its functions with the objective of contributing to sustainable development.

- (14) Although all documents are published electronically and are available from the SDPA website, there is still a need for hard copies of various publications to be made available. By minimising the print run of hard copies and maximising their recycled content, the environmental impact will be minimised.
- (15) The quantity and recycled content of office paper used in the printer / photocopier / fax machine will be monitored to seek to minimise potentially wasteful usage.
- (16) Travel carried out for business purposes by officers has a potentially significant environmental as well as financial cost. The structure plan encourages walking, cycling and public transport rather than the use of the private car and this indicator seeks to monitor the SDPA's performance in this area.

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	20 April 2010
CORPORATE DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Local Designated Sites Review Project
REPORT NUMBER:	EPI/10/087

1. PURPOSE OF REPORT

The purpose of this report is to present the proposal for the non-statutory Local Designated Sites Review Project and seek its approval, plus, to request approval for the Council to become a UK partner in the 'International Year of Biodiversity: 2010' campaign.

2. RECOMMENDATION(S)

That the Committee:-

- a) Supports the aim of the project proposal;
- b) Notes the outcomes of the project proposal;
- c) Notes the project costs as outlined in section 13.0 of the project proposal;
- d) Gives approval for the project to take place; and
- e) Approves the request for the Council to be a UK partner in the 'International Year of Biodiversity: 2010' campaign.

3. FINANCIAL IMPLICATIONS

Costs for the project, including savings, are predicted to total £6,100 and have been accounted for within the Environmental Planning budget which sits within the Enterprise, Planning and Infrastructure directorate. See following Table 1 for breakdown of costs (see also section 13.0 of the project proposal in Appendix A).

Table 1: Project Costs

Activity	2010/2011 (£)
Habitat Surveyors	4,000

IT - map preparation, data upload/download, GIS data editing	1,500
NESBReC manager - project management and participation in panels	900
Collate existing data	SLA
Input new data on to database	SLA
Create new GIS layer to replace old DWS layer	SLA
TOTAL	6,100

Some costs for this project will be covered under the existing Service Level Agreement (SLA) between the Council and the North East Scotland Biological Records Centre (NESBReC). The services provided through the NESBReC SLA include maintaining and managing a record database of habitats and species on behalf of the Council; providing advice on methodology on biological recording to the Council; providing training to assist the Council with biological recording; and providing biological data for the Council from NESBReC's database. The SLA, however, does not cover detailed site or species surveys and, therefore, costs for this part of the work will be covered separately within the Environmental Planning budget. Some relevant sites associated with this project are already included in the current Sites of Interest to Natural Science (SINS) Review Project which is being led by Aberdeenshire Council. This has reduced the number of sites to be surveyed within this project, thereby making further cost savings.

Costs incurred as a UK partner in the 'International Year of Biodiversity: 2010' campaign are anticipated to be included in the work linked to the tasks from the Implementation Plan for the recently approved and adopted Nature Conservation Strategy 2010-2015. These exact costs have not yet been established and will be identified during the development of the relevant project plans for these tasks. Costs and resources for this work will also be included in existing budgets within the Enterprise, Planning and Infrastructure directorate. Approval for these further projects will be sought from the appropriate committee at the appropriate stage.

4. SERVICE & COMMUNITY IMPACT

The non-statutory Local Designated Sites Review Project and the International Year of Biodiversity: 2010 campaign have direct links with the Council's Vibrant, Dynamic & Forward Looking requirement to 'adopt and implement policies which safeguard Aberdeen's green belt and green wedges'.

The project and campaign will also assist the Council in delivering a number of Single Outcome Agreement National Outcomes including: -

- 1 – 'We live in a Scotland that is the most attractive place for doing business in Europe';
- 10 - 'We live in well-designed, sustainable places where we are able to access the amenities and services we need'; and
- 12 - 'We value and enjoy our built and natural environment and enhance it for future generations'.

Both the project and campaign have direct and indirect positive impacts on the quality of life for the citizens of Aberdeen. The project has been borne out of the recently adopted Aberdeen City Council Nature Conservation Strategy 2010-2015 where an 'Equalities and Human Rights Impact Assessment' has already been conducted. The campaign is also linked to the recently approved strategy and a further assessment is, therefore, not required as part of this report.

5. OTHER IMPLICATIONS

The Nature Conservation (Scotland) Act 2004 states that 'it is the duty of every public body and office holder, in exercising any functions, to further the conservation of biodiversity so far as is consistent with the proper exercise of those functions.'

The Council's recently adopted Nature Conservation Strategy 2010-2015 has been developed to assist the Council in meeting its legal duty. This project is one of a number of tasks required to implement the Nature Conservation Strategy. If this project does not go ahead, the Council will not be able to fully implement the strategy and, therefore, will be unable to meet its statutory obligations.

Being a UK partner of the 'International Year of Biodiversity: 2010' campaign is an opportunity to show the Council's commitment to conserving nature for the benefit of biodiversity and our current and future generations. It will also help to support and strengthen the work that is planned for conserving nature within Aberdeen City through the adoption of the Council's Nature Conservation Strategy 2010- 2015.

6. REPORT

6.1 Background

Aberdeen City's natural heritage is a key element of the City's character and is vital to its citizen's enjoyment and quality of life. It helps create the City's identity and makes it a pleasant and attractive place to live, work and visit. It is important that we protect, preserve, enhance and promote the City's natural heritage in order to ensure a wildlife-rich environment for the benefit of biodiversity and our current and future generations.

At the Housing & Environment Committee meeting of 11 January 2010, the Council approved its new Nature Conservation Strategy 2010-2015. This strategy will help the Council, through delivering all its functions, comply with the requirements of the United Nations (UN) Convention of Biological Diversity (CBD) 1992 which commits the UK to help protect and restore the functioning of natural systems and to halt the loss of biodiversity in the European Union. The Council will also be more able to comply with the Nature Conservation (Scotland) Act 2004 which imposes a duty on every public body to further the conservation of our natural environment. This Strategy will also assist the Council deliver the requirements of the North East Local Biodiversity Action Plans which have been

developed to meet the commitment of the CBD by taking action to conserve locally important species and habitats.

6.2 Non-Statutory Local Designated Sites Review Project

The proposal to review non-statutory local designated sites (Appendix A) is one of the tasks from the Strategy's Implementation Plan.

The need for the project is due to the fact that non-statutory local designated sites have not been reviewed since they were first designated in the 1990s. Changes may have occurred in the habitats and species present, plus, boundaries may have changed due to land use development. The criteria to assess such sites have also recently been updated through the Scottish Government's new Scottish Planning Policy (SPP) which was published in February 2010. Some sites may no longer meet the new criteria set within this SPP.

This project will assist the Council in establishing the current ecological condition of its non-statutory local designated sites and re-affirm their designation and boundaries. The outcomes of the project also include informing future land-use planning policies, plus, assisting planning officers in where appropriate justifying the continued protection of such sites from development through the Local Development Plan. The outcomes of this project will also provide baseline data for further tasks noted within the Strategy's Implementation Plan.

This project will focus on non-statutory local designated sites situated on both Council and privately owned land.

6.3 'International Year of Biodiversity: 2010' campaign.

The Council has adopted its new Nature Conservation Strategy 2010-2015 at a time when the UN has declared 2010 as the International Year of Biodiversity. This campaign, which is headlined with the 'Biodiversity is Life' logo, is linked to the UN's Convention on Biological Diversity. Roseanna Cunningham, Minister for the Environment, has recently launched the International Year of Biodiversity in Scotland and the Scottish Government has approached, among others, all local authorities including Aberdeen City Council, to request them to consider signing up as a UK partner during this campaign.

The Council's Nature Conservation Strategy, which refers to the International Year of Biodiversity: 2010, considers all the main points addressed in the Scottish Government's covering letter (Appendix B), such as the need to have healthy ecosystems and biodiversity to provide a platform for economic growth, plus, for our own health and wellbeing. The Council's strategy also promotes many if not most of the actions noted within the additional Key Messages Document (Appendix C) received along with the covering letter. These include actions to get others involved starting with the local council, businesses, schools and local communities; encouraging wildlife into gardens and allotments; to improving communication.

The Scottish Government has asked the Council to consider the following: -

- Signing up to the International Year of Biodiversity UK Partnership and consider where you can use the logo and messages www.biodiversityislife.net;
- How biodiversity issues cut across a range of different activities and how they can be effectively integrated with other business or responsibilities e.g. grounds maintenance, land management, outdoor learning;
- Building the key messages and 6 'things to do' from the communications plan into existing or new campaigns and activities; and
- Playing a full role in Scottish Biodiversity Week (15-23 May, 2010).

A commitment to the 'International Year of Biodiversity: 2010' campaign will complement and further strengthen the work already planned for the City of Aberdeen (in this and the next five years) as part of the work associated with the Council's Nature Conservation Strategy 2010-2015.

7. REPORT AUTHOR DETAILS

Anne-Marie Gauld

Environmental Planner

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8. BACKGROUND PAPERS

1. Listed in Appendix A, 'Non-Statutory Local Designated Sites Review' project proposal;
2. Listed in Appendix B, the Scottish Government's covering letter; and
3. Listed in Appendix C, the Scottish Government's Key Messages Document.

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1.0 PROJECT TITLE

Non-statutory Local Designated Sites Review Project.

2.0 PROJECT BACKGROUND

2.1 Introduction

Aberdeen City's natural heritage is diverse. It provides us with the natural resources we depend on for food, energy and tourism for example. It also benefits our health and wellbeing; our overall quality of life. We, therefore, need to conserve our natural heritage so that we can continue to enjoy and benefit from it well into the future.

Aberdeen City Council's Nature Conservation Strategy has been updated to meet the increased recognition of the need to conserve nature, plus changes in local policies and nature conservation legislation. It has also been updated to consider current pressures and challenges, such as the increasing need for land for housing and businesses, plus the effects of climate change.

The overall aim of Aberdeen City Council's Nature Conservation Strategy 2010-2015 is: -

'To protect, preserve, enhance and promote Aberdeen City's natural heritage for the benefit of our biodiversity, citizens and visitors for current and future generations.'

There are four objectives to help meet the overall aim: -

1. *Protect, conserve and enhance Aberdeen's natural heritage;*
2. *Sustainably manage Aberdeen's natural heritage;*
3. *Involve communities in caring for Aberdeen's natural heritage; and*
4. *Promote a greater understanding, appreciation and enjoyment of Aberdeen's natural heritage.*

There is an Agenda for Action to help guide the implementation of the strategy. This project has been borne out of the Agenda for Action and has been designed to contribute to nature conservation action at ground level.

2.2 The Need for the Project

This project is required to help establish the current state of the natural heritage within non-statutory local designated sites in the Aberdeen City area. That is, establish the quality and variety of habitats, plus the number of individual or range of species found at each site. The project will concentrate on local designated sites which can be found both on Council and private land.

It has been some time since reviews were conducted on all local designated sites and the information on these sites is now out of date. For example,

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alterations to site boundaries and the interests for which the sites were designated could have changed from the time they were originally surveyed. This makes it difficult to continue to protect such sites effectively and it also makes it more difficult to defend such sites in the planning system. It is, therefore, important to understand if these sites have changed much, if at all, since they were first surveyed. The outcomes of the project will show whether the integrity of designated sites has remained the same, has been reduced or lost, or even increased over a period of time.

The outcomes from this project are required before a number of other actions can be taken for implementing the Nature Conservation Strategy 2010-2015. Some of these actions have been incorporated into this project.

Firstly, it is hoped that the outcomes from this project will help to identify the causes of any negative impacts to designated sites and so that possible resolutions can be established and/or measures implemented to help return those sites back to the level of integrity that made them designated sites in the first place.

Secondly, opportunities where required, will be taken to maintain the level of integrity of sites where there is no evidence of degradation.

Thirdly, opportunities will also be taken to identify sites where the integrity has increased to a level that it could be considered for increasing its designated status. For example, a site currently designated as a Local Nature Conservation Sites could meet the criteria required for a Local Nature Reserve.

As well as improving nature conservation, accurate information on local designated sites, including site boundaries and integrity, will help to continue and improve their protection in a land use context. The outcomes from this project will, therefore, help to inform future Local Development Plans and land use policies.

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2.3 Designated Sites

Aberdeen City has a number of designated sites (site protection systems) both statutory and non-statutory. There are 88 in total. Table 1 below notes the site protection systems present in the City of Aberdeen.

Table 1: Site Protection Systems in the City of Aberdeen.

Designation	Status & Source	Number
<ul style="list-style-type: none"> • Special Area of Conservation (SAC) 	<ul style="list-style-type: none"> • Statutory - Habitats Directive (92/43/EEC) & the Conservation (Natural Habitats &C) Regulations 1994 	1
<ul style="list-style-type: none"> • Site of Special Scientific Interest (SSSI) 	<ul style="list-style-type: none"> • Statutory - Wildlife and Countryside Act 1981 & the Nature Conservation (Scotland) Act 2004 	3
<ul style="list-style-type: none"> • Local Nature Reserve (LNR) 	<ul style="list-style-type: none"> • Statutory - National Parks and Access to the Countryside Act 1949 	4
<ul style="list-style-type: none"> • Local Nature Conservation Site (LNCS) <i>Includes both District Wildlife Sites (DWS) and Sites of Interest to Natural Science (SINS)</i> 	<ul style="list-style-type: none"> • Non-Statutory - Local authority 	80

Scottish Planning Policy has recently been updated and proposes to simplify and make consistent all local non-statutory designations in terms of their qualifying criteria and title. Designations, including District Wildlife Sites (DWS) and Sites of Interest to Natural Science (SINS), will be known in the future as Local Nature Conservation Sites (LNCS). Protection is afforded to all local non-statutory designated sites through Local Plan Policy. Protection for Sites of Special Scientific Interest (SSSI) is afforded at UK level through the Wildlife and Countryside Act 1981 and Local Nature Reserves through the National Parks and Access to the Countryside Act 1949, whereas, Special Areas of Conservation (SAC) are afforded protection at EU level via the Habitats Directive.

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2.4 Legislation & Obligations

The Nature Conservation (Scotland) Act 2004 places a legal duty on local authorities through delivering any functions to further the conservation of biodiversity, enhance natural features and protect wildlife. Therefore, Aberdeen City Council has to consider nature conservation in everything that it does.

The Act also states that in complying with the duty imposed, local authorities must have regard to Scotland's Biodiversity Strategy 'It's in Your Hands', 2004 and the Convention on Biological Diversity 1992. The aim of The Convention on Biological Diversity is to achieve: -

'... a significant reduction of the current rate of biodiversity loss at the global, regional and national level as a contribution to poverty alleviation and to the benefit of all life on Earth'.

This project meets these (and other) legislative requirements.

3.0 AIM

To obtain up to date information on the ecological health and value of Aberdeen City Council's non-statutory local designated sites.

4.0 PROJECT SCOPE

To review non-statutory local designated sites within Aberdeen City Council boundary. This will include DWS only, which will be known as Local Nature Conservation Sites (LNCS) in the future.

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5.0 KEY MILESTONES

MILESTONE	START DATE	END DATE
Resources to undertake work established and agreed	Jan 2010	Mar 2010
Sites selected and prioritised	Jan 2010	Feb 2010
Existing baseline data on all site protection systems gathered	Apr 2010	Sep 2010
Site surveys conducted	Apr 2010	Sep 2010
Data input	Sep 2010	Dec 2010
Review of sites using existing and new data conducted	Sep 2010	Dec 2010
Degraded sites and sites where there is loss of integrity identified	Jan 2011	Feb 2011
Sites for restoration identified	Jan 2011	Feb 2011
Sites where ecological value meets criteria for new designation identified	Jan 2011	Feb 2011

6.0 SCOPE EXCLUSIONS

- This project will not review non-statutory Sites of Interest to Natural Science (SINS) within the City as this is already being conducted as part of a separate project led by Aberdeenshire Council.
- District Wildlife Sites (DWS) only which have been included in the SINS Review Project will not be included in this project.
- Local Nature Reserves (LNR) will not be reviewed against the different criteria set for LNR.
- Sites of Special Scientific Interest (SSSI) plus the Special Area of Conservation (SAC) will not be included in this review as responsibility for this task lies with Scottish Natural Heritage.
- Areas which are not designated will not be included in this project. The Open Space Audit, which is currently being conducted, includes biodiversity quality. Information from the Open Space Audit can be used to assess some non-designated sites separate to this project.

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7.0 SOURCES OF DATA OR INFORMATION

As part of other current projects, data will have recently been gathered for a number of local non-designated sites either as part of a desktop exercise to gather existing data or as part of new site surveys. Data available for these relevant sites will be drawn into this project which will **help prevent duplication of effort, time and costs**. This data should be available from the following current projects:-

- Sites surveyed as part of the SINS Review Project; and
- Existing data gathered for some DWS as part of a desktop exercise for the Open Space Audit.

Other information can be gathered from Countryside Rangers based on their expert knowledge and experience with relevant sites. This information can help to establish some of the outcomes of this project.

The Council's Geographical Information System (GIS) can provide information required for some of the outcomes of this project.

8.0 DWS ON PRIVATE LAND

- Contact will need to be made with landowners to seek approval for access to DWS on their land so that survey work can take place.
- In return, landowners will be provided with information on the state of the ecology on their land.
- A letter highlighting the project along with the benefits should be designed and sent to each landowner.

9.0 OUTCOMES

1. Provides up to date information on non-statutory local designated sites.
2. Identifies sites which meet the new LNCS criteria.
3. Identifies areas where there is degradation and loss of integrity of designated status.
4. Identifies areas where restoration is both practical and feasible.
5. Identifies sites where designation could be upgraded.
6. Identifies sites which do not meet the new LNCS criteria but would be afforded some protection through open space policies.
7. Provides more accurate and up to date site boundaries.
8. Provides important information for other actions required to be taken for implementing the Nature Conservation Strategy 2010-2015.
9. Provides data for next Local Development Plan.

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10.0 POTENTIAL CONSTRAINTS

- Lack of funding to carry out the work required.
- Lack of resources within the Council to carry out work.
- Lack of experience required within the Council for surveying, analysing data and making recommendations.
- NESBReC – potential lack of resources to meet level of work required.
- Holiday commitments, thus, having an impact on limited time to complete project.
- Participants own workload, and time constraints.
- Timing issues with next Local Development Plan.
- Unable to identify owner of sites on privately owned land.
- Unable to obtain agreement for access to sites from Private Landowners.

11.0 RESOURCES

11.1 Project Coordination

Project coordination will be conducted by the Environmental Planner within Planning and Sustainable Development. This will include liaising with the NESBReC Manager who will be managing habitat surveyors, coordinating and chairing meetings. The role will also include project administration including taking minutes from meetings, preparing papers and arranging meetings etc. This work will be included within existing staff time and costs.

11.2 Habitat Surveyors

The habitats surveyors will be required to conduct the actual sites surveys, plus, gather existing data, data input, assist in the reviewing of sites using both existing and new data. Some costs for this work can be covered under the existing Service Level Agreement (SLA) between the Council and NESBReC.

11.3 Other Staff

Further staff may be required to assist with the gathering of existing data, particularly data that is currently held within the Council, and review of data to identify changes, trends etc. It is expected that this work will be included within existing Council staff time and costs.

12.0 REVIEW PROCESS

A panel of experts will be required to review the data gathered from the surveys. It is proposed that there will be two phases in the process involving firstly a Sub Panel, and secondly, a Review Panel.

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12.1 Sub Panel

The Sub Panel will consist of a few individuals and will include the following members: -

ACC Environmental Planner;
ACC Countryside Ranger;
NESBReC Manager; and
NESBReC surveyor.

The Sub Panel will carry out the initial assessment of the data. It will be the role of the Sub Panel to establish those sites which: -

1. Clearly meet LNCS criteria;
2. Clearly do not meet LNCS criteria; and
3. Sites where there is uncertainty over whether a site meets the LNCS criteria or not.

The Sub Panel will prepare the information linked to points 1 and 3 for the Review Panel to examine further.

12.2 Review Panel

The Review Panel will consist of a large number of experts covering many different backgrounds. This may include: -

- Geology;
- Geomorphology;
- Entomology;
- Biology;
- Botany;
- Ecology; and
- Ornithology etc.

The Review Panel will examine those sites (recommended as LNCS plus those sites where it is unclear if they meet the criteria or not) for discussion or approval.

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13.0 PROJECT COSTS

Activity	2010/2011 (£)
Habitat Surveyors	4,000
IT - map preparation, data upload/download, GIS data editing	1,500
NESBReC manager - project management and participation in panels	900
Collate existing data	SLA
Input new data on to database	SLA
Create new GIS layer to replace old DWS layer	SLA
TOTAL	6,100

As noted in section 11.2, some costs can be covered under the existing SLA between ACC and NESBReC.

14.0 BUDGET SOURCE

Funds exist within the 'Environmental Planners' budget, however, approval will need to be sought from the relevant Council Committee to use these funds from the budget for the purpose of this project.

15.0 SERVICE & COMMUNITY IMPACTS

This project links into a number of the Council's Single Outcome Agreement National Outcomes including: -

- 1 – 'We live in a Scotland that is the most attractive place for doing business in Europe';
- 10 - 'We live in well-designed, sustainable places where we are able to access the amenities and services we need'; and
- 12 - 'We value and enjoy our built and natural environment and enhance it for future generations'.

It also has links with the Council's Vibrant and Dynamic & Forward Looking requirement to 'adopt and implement policies which safeguard Aberdeen's green belt and green wedges'.

This project has indirect positive benefits on Aberdeen citizen's quality of life. The outputs from this project provide baseline information from which action can be taken to improve nature conservation. People benefit from having access to nature. It encourages physical activity, provides places to relax and improve our overall health and well being.

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16.0 STAKEHOLDER INFORMATION

Organisation/Group	Involvement
Aberdeen City Council	Project lead & coordination, plus, desktop review & evaluation after survey work complete.
NESBReC	Habitat surveys & review of data.
Private Landowners	Agreement to be sought to allow access to their land for survey work.

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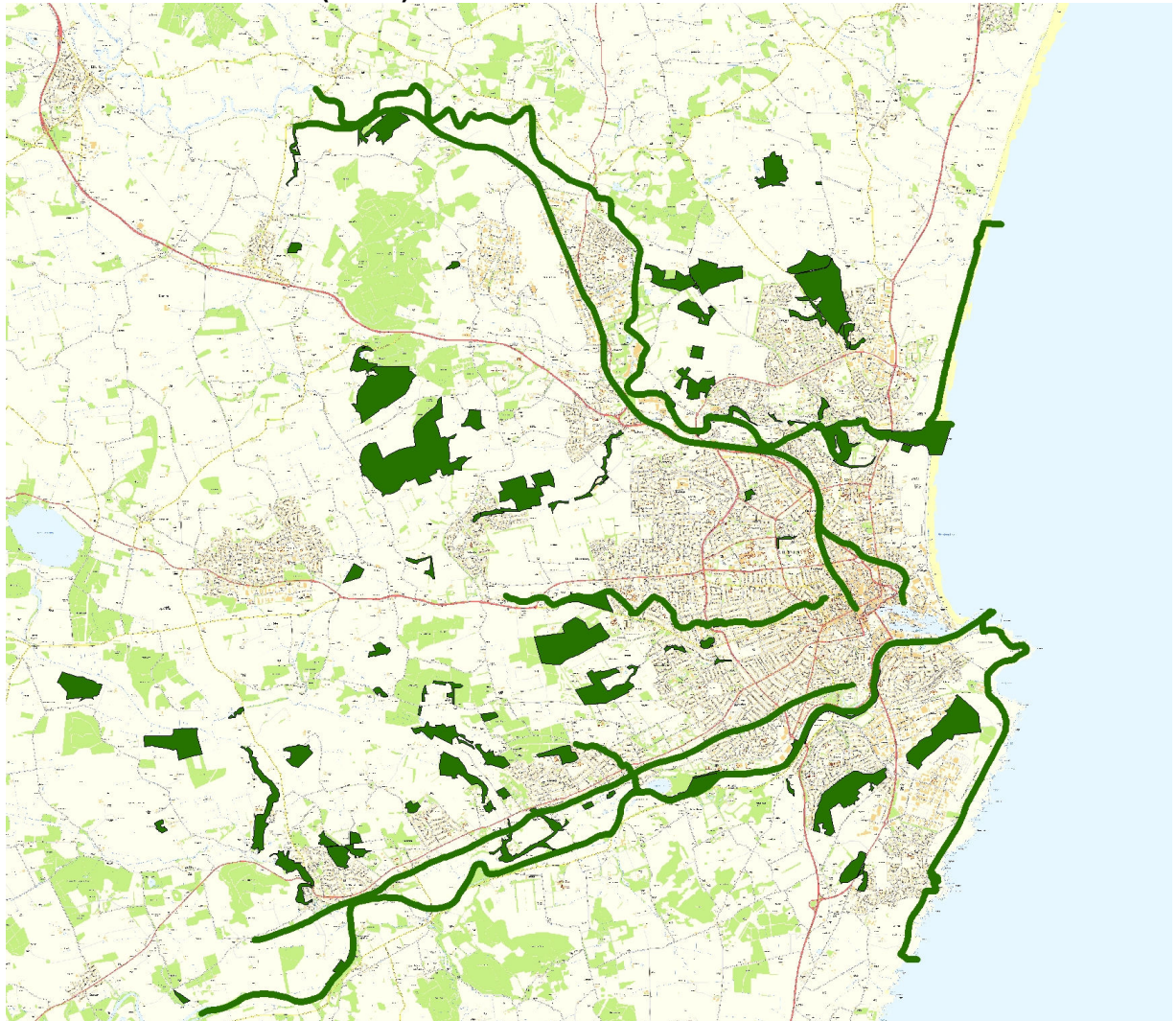
17.0 SELECTED SITES

NO:	SITE	NO:	SITE
1	2. Tullos Hill	26	38. Hillhead Road
2	5. Charlestown Wood	27	39. Burnbrae Moss
3	8.1 Kincorth	28	40. Farburn Wood
4	8.2. Bridge of Dee	29	42. Den of Moss-side
5	8.3. Pitfodels Castle	30	43. Foggieton
6	8.4. Garthdee	31	46. Binghill Wood
7	8.5. Morison Island/Shakkin Briggie	32	47. West Hatton
8	8.6. Lover's Walk to St Maiks Well	33	50. Tyrebagger Hill
9	10. Kinta Valley	34	51. Woodlands Wood, Beidleston
10	11. Lochside/Denmore	35	52. Moss of Auchlea
11	13. Newton of Shielhill	36	53. Rotten of Gairn
12	16. Danestone House	37	54. Guttrie Hill
13	17. Cornhill Hospital	38	55. Culter House Woods
14	18. Den of Leggert	39	56. Hill of Ardbeck
15	19. Westburn of Rubislaw	40	57. Culter Burn
16	21. Hilton Wood	41	58. Woodend Woods, Peterculter
17	24. Stoneyhill Wood	42	59. Little Hill, Caskieben
18	27. Walker Dam & Rubislaw Link	43	62. Old Manse Wood
19	28. Allan Park Pond	44	63. Baads Moss
20	29. Deeside Old Railway	45	64. Mid Anguston Quarry
21	31. Den Wood	46	66. Southlasts Mire
22	32. North Burn of Rubislaw	47	67. Aberdeen-Inverness & Kittybrewster Railway Line
23	34. Den of Maidencraig	48	68. Woodland Walks, Foggieton
24	35. Cults Den	49	69. Cairdhillock, Kingswells
25	36. Cults Quarry	50	70. Rubislaw Quarry

NATURE CONSERVATION STRATEGY 2010-2015
IMPLEMENTATION
Appendix A - PROJECT PROPOSAL

18.0 MAP (please also refer to DWS booklet for individual sites)

District Wildlife Sites (DWS)



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Rural Directorate
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Chief Executives of Local Authorities and SEARS Bodies

Ar faidhle/Our ref: B3590382
18 February 2010

Dear Colleague

The International Year of Biodiversity: 2010

As you may know, the United Nations has declared 2010 as International Year of Biodiversity with the slogan "Biodiversity is Life". Later this year the 10th Conference of Parties to the UN Convention on Biological Diversity will discuss the extent to which the agreed targets for reducing global biodiversity loss have been met and set future targets and objectives.

Roseanna Cunningham, Minister for the Environment, launched the International Year in Scotland on 13 January 2010. At that launch she was clear that we have the opportunity and should have the ambition to maintain and further develop our reputation for biodiversity conservation. She also emphasised that to achieve this we would need to secure public support through the engagement of partners across the private, public and voluntary sectors.

It is now widely understood that healthy ecosystems and biodiversity underpin healthy societies. In Scotland alone, the natural environment is worth over £17 billion to our economy, supports more than 240,000 jobs and provides the basis for many things which we can too easily take for granted like flood protection, soil formation and carbon storage. As well as being integral to our economy and to social well-being, our relationship with the natural world is also an important building block of our cultural identity. The International year of Biodiversity gives us a unique opportunity to build on these themes and embed ecosystem thinking in our policies and initiatives. To do this we need a greater appreciation at all levels within government and wider society of the importance of biodiversity conservation.

Taigh Naomh Anndrais, Rathad Regent, Dùn Èideann EH1 3DG
St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.scotland.gov.uk



Under the Nature Conservation (Scotland) Act 2004, it is the duty of all public bodies in exercising their functions to further the conservation of biodiversity. The International Year of Biodiversity provides an opportunity to work towards this by tapping into the resources that have been developed to support it. To that end, I am attaching the Key Messages Document for International Year of Biodiversity 2010 and encourage you to consider how your authority can contribute to the aims and objectives. You may wish to consider:

- Signing up to the International Year of Biodiversity UK Partnership and consider where you can use the logo and messages www.biodiversityislife.net
- How biodiversity issues cut across a range of different activities and how they can be effectively integrated with other business or responsibilities e.g. grounds maintenance, land management, outdoor learning
- Building the key messages and 6 'things to do' from the communications plan into existing or new campaigns and activities
- Playing a full role in Scottish Biodiversity Week (15-23 May, 2010)

Part of the rationale behind the International Year of Biodiversity is the understanding that if we are to conserve the values delivered by the biodiversity and ecosystems around us for the benefit of future generations, we must act now. I hope you will be able to support the approach endorsed by the Minister for Environment which emphasises that conserving our biodiversity is fundamental to future prosperity and well-being in Scotland and that your authority will do all it can to support the International Year of Biodiversity in 2010.

If you would like any further help or advice on what your authority can do to support 2010 activities in Scotland please contact Gareth.Heavisides@scotland.gsi.gov.uk.

Yours sincerely



PETER RUSSELL

SCOTTISH CELEBRATION OF 2010 INTERNATIONAL YEAR OF BIODIVERSITY

Summary

The Minister for Environment launched a Scottish celebration of 2010 International Year of Biodiversity on 13 January 2010. A [communications plan](#) has been developed, through an external coordination group, to deliver this celebration across the biodiversity sector. It recommends that communications should:

- be positive and connect people with nature;
- celebrate the wonderful biodiversity that we have in Scotland, the good work that's already being done and explain why biodiversity is important;
- focus on why healthy biodiversity matters to Scotland (emphasise the benefits to Scotland from healthy biodiversity - jobs, wealth, food, fresh water, flood control, enjoyment, health) and why we need to act to look after it
- encourage everyone in Scotland to do one thing to support biodiversity in 2010 and tell someone about it;
- promote messages through existing, planned communications and campaigns;
- encourage use of the messages across the sector.

Communications will focus on six actions that people can take:

- buy seasonal;
- experience nature on your doorstep;
- garden for life;
- help with a wildlife survey;
- tell someone about it;
- get others involved – encourage businesses, schools and Councils to do more.

The key tactic is to use existing, planned communications and campaigns to promote key messages and the six actions that people are being encouraged to take.

Organisations in Scotland are encouraged to sign up to a UK partnership that allows the widespread use of a logo and strapline produced by the Convention on Biological Diversity:

Biodiversity is Life



Action 1 – Buy seasonal

Healthy biodiversity is vital for growing the food we eat.

Key messages

- We all need food to keep us going. Growing this food depends on biodiversity.
- Scotland produces an amazing range of foods – soft fruits, vegetables, cereals, meat, fish, mushrooms, etc. Food production makes a huge contribution to Scotland’s economy and is currently worth £7.3billion and accounts for 1 in every 5 manufacturing jobs.
- Growing this food requires insects (such as bees for the fertilisation of crops), clean water, fresh air, healthy soil – these all make up our biodiversity. This biodiversity has to be kept healthy for it to support food production in the future.
- Many farmers and landowners are working to improve biodiversity on their land.
- People can help by doing things like buying local, seasonal food (supporting Scottish farmers, reducing the carbon footprint, better for biodiversity), growing some of our own food (allotments, vegetables in your own garden), reducing the use of pesticides, and encouraging and supporting wildlife.

Key tactics

- Promote this action and wider International Year of Biodiversity and environmental issues through the new “eat fresh, eat seasonal” initiative launched by the Scottish Government on 27 January 2010.
- Promote the benefits of growing your own food through Garden for Life and the production of seed packs for growing vegetables in your own garden/allotment.
- Promote the links between seasonal food and biodiversity in corporate communications, including magazines and press releases.
- Investigate tie-ins with key food retailers to highlight local / seasonal food in-store.
- Focus promotional peaks on the four seasons and the links to a healthy biodiversity (for example, honey in summer (link to bees and planting native wildflowers), mushrooms in the autumn (link to healthy forests)).

What can your organisation do?

- Promote seasonal food grown in your local area.
- Encourage your building canteens/caterers to serve seasonal food.
- Encourage local retailers to promote seasonal produce.
- Build messages about buying seasonal food, and the links between farming and biodiversity into your communications/campaigns work.

Action 2 – Experience Nature On Your Doorstep

Nature can be found everywhere – even on your doorstep. So why not get outdoors more often and discover Scotland’s wonderful nature close to where you live?

Key messages

- Simply enjoying and appreciating nature will raise people’s awareness and interest in nature/biodiversity.
- Experiencing nature on your doorstep is local, can be done by bus, train, foot or cycle, has a low carbon footprint, is good for your health, and you can see some great wildlife.
- There are opportunities for everyone throughout the year to enjoy the surprising variety of nature in their local area on their own, with their family, or with organised groups.
- It’s easy and fun to do, good for your health and well-being, and can fit in well with people’s busy lives.

Key tactics

- SNH are launching an Enjoying Scotland’s Outdoors campaign. The first phase of this will be to encourage people to experience nature on their doorsteps. The campaign will involve publications, advertising, social media, public relations, events and sponsorship over a set period of time, starting in spring 2010.
- Focus walks and events already planned for 2010 on biodiversity issues and exploring local places.

What can your organisation do?

- Use your promotional activities to encourage people to visit the outdoors in their local areas during 2010.
- Focus your ranger-led walks and events on the International Year of Biodiversity and on helping people to explore their local places.
- Promote greenspaces and manage these for the benefit of biodiversity.
- Promote the Enjoying The Outdoors campaign.

Action 3 – Garden For Life

Our gardens can be great for birds, insects and other animals. It's easy to help wildlife to thrive in your garden, allotment or even window box. You can help by doing things like growing your own fruit and vegetables, planting wildlife-friendly flowers or by not clearing leaves and weeds so quickly.

Key messages

- What you do in your garden can help protect and improve biodiversity for future generations.
- Plants can be used to create havens for wildlife and other actions can help such as clearing up leaves and weeds later in the year, leaving woodpiles over the winter, etc. This can help attract a variety of wildlife all year round for you to enjoy.
- By choosing locally available materials (such as timber, stone and gravel) you can reduce your carbon footprint while using recycled or sustainable source materials can reduce environmental impact.
- Your garden can be a source of food. As well as being healthy, home-grown food reduces the pollution caused by transporting food hundreds of miles.
- Your garden can also impact positively on the biodiversity of your local area – birds dropping seeds, pollination by bees and other insects, etc.

Key tactics

- Garden For Life Forum are considering biodiversity through all their relevant activities.
- Creating a biodiversity-themed garden for the Gardening Scotland exhibition.
- Produce up-to-date, themed information leaflets: Garden For Food; Garden For Butterflies; Garden For Birds.
- Produce IYB-branded vegetable seed packs with an on-pack explanation of the importance of biodiversity.
- Produce IYB-branded native wildflower seed packs with an on-pack explanation of their importance to biodiversity.
- Promote action through appropriate television/radio programmes.
- Encourage garden centres to promote Garden for Life messages.

What can your organisation do?

- Take advantage of the materials and messages developed by Garden for Life.
- Promote Garden for Life materials and seed packs at local and national events that you're organising for 2010.
- Make sure grounds maintenance works are biodiversity friendly (for example, using peat free compost or cutting grass less frequently).
- Encourage and support allotment use.

Action 4 – Help with a wildlife survey

How healthy is biodiversity in your area? Want to find out more about nature in your local area? You can help us by getting involved in wildlife surveys and finding out more about your local area and its amazing biodiversity.

Key messages

- Wildlife surveys are essential to finding out how well our biodiversity is doing.
- Wildlife surveys are a fun, easy, immediate and personally rewarding way for everyone (individuals, families, schools, groups) to get involved with biodiversity in your local area (even in your own garden).
- We can all help to build a picture of the health of Scotland's animals and plants, providing vital information that allows us to see what actions we need to take to protect the nation's wildlife.
- No matter where you live or what wildlife you're interested in, you'll find a range of surveys that you can help with.
- Wildlife surveys support professional conservation work. Many common wildlife species are good indicators of the state of our countryside. We also need to monitor non-native wildlife species and the problems they create for our native wildlife.
- Wildlife surveys are organised by many different organisations and rely on public support to gather the information.

Key tactics

- Promote relevant surveys (and the results of surveys) on websites, in The Nature of Scotland and in magazines of NGOs and other partner publications, making links to International Year of Biodiversity.
- Promote surveys that are being conducted on NNRs in 2010. Encourage NNR staff to explain about wildlife surveys and the challenges through planned events.
- When people hear about a survey or get involved, encourage them to tell someone about it (strong link to Action 5: tell someone about it).
- Encourage schools involvement (promote curricular links) - promote information on wildlife surveys and events through Grounds for Learning, Royal Highland Education Trust, Ecoschools, Learning & Teaching Scotland and other NGOs.
- Promote schools involvement through BBC Breathing Places, which is being extended to summer 2010.

What can your organisation do?

- Promote local surveys through your communications work.
- Encourage LBAP officer and partnerships to carry out wildlife surveys in 2010 and involve the public and schools in these.
- Help to promote wildlife surveys that are already planned for 2010.
- Help to circulate information from wildlife surveys.

Action 5 – Tell someone about it

Seen an exciting bird, animal or insect? Made a meal using Scottish seasonal food? Got involved in a wildlife survey? Planted some wildlife-friendly plants in your garden? Know someone who has inspired you about nature? Gone to a local event? Tell someone about it! Encourage them to get involved!!

Key messages

- People are part of biodiversity – it's in your hands! To improve our biodiversity we should all get involved in some way.
- People can get involved in lots of ways, but if they don't tell anyone about it then their impact is not as great as it could be. Telling people about what they've done is really important.
- Getting involved in biodiversity is inspirational, fun, visual.

Key tactics

- Use the social media campaign being organised by the UK partnership.
- Set up an on-line biodiversity image bank with 50 stunning images that can be downloaded for free use and send links to this image bank to all our partners and encourage its use. Set up a Flickr, Facebook or YouTube page using the image bank and encourage others to contribute their own pictures.
- Promote features in national and local papers about the six actions and local heroes.
- Get local schools involved through Eco-Schools and Grounds for Learning.

What can your organisation do?

- Encourage Ministers and senior staff to promote their pledges to "do one thing".
- Promote the campaign through your own website and social media sites.
- Think about how the biodiversity messages link with other events you are running in 2010.
- Run a photographic competition and make use of the best images in subsequent communications.
- Promote interesting biodiversity stories in your area through the local press.

Action 6 – Get others involved: encourage businesses, schools and Councils to do more

You've made a difference, so why not get your employer, your local school or your local Council to do a bit more?

Key messages

- Scotland's economy depends on our biodiversity being healthy, so why not ask your employer, your local school or your local Council to do something to support local biodiversity?
- It's not just physical work. There are various levels to get involved as local groups require a range of skills including administration, marketing, fundraising, etc. It's a great way of learning and developing new knowledge, skills and experience.
- Sharing your experience and helping others to take the first step into volunteering is personally rewarding too.

Key tactics

- Produce a leaflet showing businesses why biodiversity is important, how it helps them, how it helps to ensure that Scotland continues to be a good place to do business. The leaflet should also encourage businesses to make their grounds wildlife-friendly, buy local food and supplies, reduce their energy and water requirements, and encourage their staff to work on local biodiversity projects.
- Promote awareness of volunteer opportunities and direct people to places where they can find out about activities within their local community e.g. volunteerscotland.org.uk
- Develop the biodiversity communications toolkit so that it has relevant information and resources targeted at businesses, schools and local groups.
- Encourage all local authorities to get involved with Eco-Schools (particularly its biodiversity module), improve their school grounds (through Grounds for Learning and other initiatives) and support much more outdoor learning.
- Promote existing award and accreditation schemes (such as Green Tourism Business Scheme, VIBES).
- Use the recent Audit Scotland review of the biodiversity duty on public bodies to encourage more action.

What can your organisation do?

- Review how your business or organisation works and how it impacts on biodiversity, including the procurement process and making sure suppliers are "biodiversity-friendly".
- Public bodies should consider how to mainstream biodiversity throughout their activities in line with the statutory biodiversity duty to further the conservation of biodiversity.
- Encourage your employees to volunteer their time to a biodiversity conservation project.
- Provide more support for work to improve school grounds, to encourage take-up of the biodiversity module of Eco-Schools and to mainstream teaching through outdoor learning.

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COMMITTEE	Enterprise, Planning and Infrastructure
DATE	20 th April 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Open Space Audit
REPORT NUMBER:	EPI/10/042

1. PURPOSE OF REPORT

This report presents the results of an Open Space Audit carried out for the City during 2009 and 2010 and proposes that these results are used to inform the development of an Open Space Strategy. A review of the adopted Open Space standards for residential development on greenfield sites has also been undertaken and revised standards are presented in this report for approval for consultation with stakeholders.

2. RECOMMENDATION(S)

It is recommended that Members:

- a) Note the results of the Open Space Audit
- b) Support the recommendations arising from the Audit, which are:
 - i) To prepare an open space strategy and detailed action plan.
 - ii) To update the Open Space Audit database annually and carry out a full review five years from now to coincide with the review of the Local Development Plan.
 - iii) Involve stakeholders in the development of the open space strategy and action plan, through workshops or other forums as appropriate.
 - iv) Develop new standards for the provision of open space in future developments, including appropriate requirements for developer contributions where on-site provision is not possible.
- c) Approve the new proposed draft Open Space Development Standards for consultation

3. FINANCIAL IMPLICATIONS

The Open Space Audit 2010 was funded through existing revenue budgets, mainly taking the form of staff time. The Audit does not have significant resource implications, however the forthcoming Open Space Strategy may. The Strategy could offer an opportunity to reduce revenue expense by reviewing open space provision and management in line with the Audit findings and customer satisfaction information. Such financial implications will be reported to Committee in due course and discussed with stakeholders throughout the Strategy's development. Maintenance of future sites will be considered as part of

the consultation on the new standards and through the preparation of the Open Space Strategy.

4. SERVICE & COMMUNITY IMPACT

The Open Space Audit, and the Strategy that it will be used to inform, link with the Vibrant, Dynamic and Forward Looking commitment to “adopt and implement policies which safeguard Aberdeen’s green belt and green wedges”. It will also assist the Council in delivering the Single Outcome Agreement’s National Outcome 12 - “We value and enjoy our built and natural environment and enhance it for future generations” and contributes to several other outcomes such as No. 6 – “We live longer, healthier lives”, No. 7 – Tackling inequalities, No. 10 – “We live in well-designed, sustainable places where we are able to access the amenities and services we need” and No. 11 – Strong, resilient and supportive communities.

5. OTHER IMPLICATIONS

The Audit has taken equalities issues into consideration and an Equalities and Human Rights Impact Assessment will be undertaken during the development of the Open Space Strategy.

6. REPORT

Background

Planning Advice Note (PAN) 65, Scottish Planning Policy and the Aberdeen Local Plan 2008 require that an audit of open or green space is undertaken. A comprehensive audit should be used to take a strategic approach to the management, enhancement and development of open spaces.

The data gathered throughout the Open Space Audit will inform the development of an Open Space Strategy and the Local Development Plan. A draft Open Space Strategy will be prepared, with input from key stakeholders through a number of workshops, with the intention being to report this to Committee by summer 2010.

In May 2009 a working group was established, made up of key internal and external interests, to take forward a comprehensive Open Space Audit. The approach that was adopted focused on making the most of relevant data that had already been collected as part of previous projects, identifying any gaps and seeking resource-efficient means to fill these gaps while following national best practice guidelines and meeting the requirements of national and local policy.

The Open Space Audit assesses the quantity, quality and accessibility of the open spaces of Aberdeen, which have been digitally mapped using GIS (Geographic Information System) and assigned a land use type, in accordance with PAN 65 guidance. The quality of each site has been assessed against criteria developed in accordance with guidance from Greenspace Scotland. A community engagement exercise was undertaken from December 2009 to January 2010, aiming to capture the public’s views on open space provision, quality and accessibility. A questionnaire was promoted on the Council’s website, and paper copies were distributed to all of the city’s public libraries and

The Point. Posters advertising the project were put up at public events and in park notice boards. The survey ran for seven weeks and a total of 125 responses were received. This fairly small sample size does present a limitation to the interpretation of the results, however the responses are useful and give some indication of public opinion. Further details are provided in the draft Open Space Audit 2010, which is included in appendix A. Due to their size, the Audit Report's appendices are available by email or in the Members' Library for financial and environmental reasons.

Results

The Audit has identified 3471 hectares of open space. The largest category of open space is woodland (801Ha or 23%), followed by open, semi-natural ground (760Ha or 22%). Amenity open space is third largest, covering 649Ha or 19%.

Dyce, Bucksburn and Danestone (768ha) and Lower Deeside (677ha) wards have the most open space while Hilton and Stockethill (50ha) and George Street and Harbour (47ha) have the least. The average across all of the wards is 289 hectares. The community engagement carried out as part of the Audit showed that the greatest demand for more open space related to the city centre, with 14% of respondents indicating that more open space is required there. Of those respondents who indicated that more open space was required in their area, the second highest, after the city centre, was the Sunnybank / Froghall / Powis area, which falls within the Tillydrone, Seaton and Old Aberdeen and George Street and Harbour wards. Community engagement also highlighted that there is a demand for more green corridors, play spaces and allotments throughout the city. The consultation indicated that natural or woodland areas have the highest level of use, public parks and gardens second, and green corridors third. Those who responded to the consultation use allotments least, tennis and bowling greens second least and golf courses third least.

Major and neighbourhood parks are not equally distributed across the city, with central, historic parts of the city generally having very good access to these open spaces. Households in wards around the outside of the urban area are further than the recommended 1500 metres from major parks and 600 metres from neighbourhood parks.

The city's public parks and gardens score highest in terms of quality. Amenity open spaces score poorly. The community engagement carried out as part of the Audit broadly concurs with this conclusion. 60% of respondents rated public parks and gardens as good or excellent, whereas respondents were least satisfied with amenity open space – 35% rated it poor or fair.

The highest quality open spaces are found in Hazlehead, Ashley and Queens Cross and Torry and Ferryhill wards, whereas Northfield and Hilton and Stockethill have the poorest quality open space sites.

Conclusions and recommendations

The areas of the city where the quantity of open space is lowest tend to be densely developed areas where the scope for creating new open space is likely

to be limited. The protection of existing spaces here is therefore particularly important and there may be opportunities to enhance their quality.

Northfield has amongst the least amount, as well as poorest quality, open spaces of all of the city's wards and could therefore be seen as a priority for action. The Audit results are being used to inform a community-led project in partnership with Aberdeen Greenspace to improve the open spaces in the area, utilising external grant funding. The project will take the form of a pilot, which could then be rolled out to other areas lacking in and/or with poor quality open space.

Much of the city's open space, particularly in the more recently developed areas, takes the form of amenity open space. This type of open space also scores poorly in terms of quality and achieves a poor level of customer satisfaction. Amenity open space tends to consist of areas of grass with few features and facilities and is costly to maintain. There may be an opportunity through the forthcoming open space strategy to review the management of amenity open spaces and consider the possibilities for developing amenity open space into alternative, and more publicly desirable types of open space.

Development of amenity open space could be addressed in future through the alteration of the adopted standards for open space in greenfield sites. Revised standards for open space in new developments could also encourage the creation of more green corridors, play spaces and allotments, demand for which was apparent in the community engagement. The Scottish Government's new Designing Streets policy statement may be of relevance in relation to the development of transport amenity open space.

The distribution of major and neighbourhood open spaces should also be addressed by revised standards for development. Large open spaces may need to be taken forward through masterplanning, in line with the Local Development Plan.

Where it is not possible to increase the amount of open space in areas of the city where the Audit has shown that the provision of open space is low for example, where land is densely developed, developer contributions from brownfield development will be sought to enhance the quality of nearby open spaces.

As a result of the Open Space Audit, it is recommended that:

- a) An open space strategy and detailed action plan is prepared.
- b) The Open Space Audit database is updated annually and a full review carried out five years from now to coincide with the review of the Local Development Plan.
- c) Stakeholders are involved in the development of the open space strategy and action plan, through workshops or other forums as appropriate.
- d) New standards for the provision of open space in future developments, including appropriate requirements for developer contributions where on-site provision is not possible, are developed.

Revised standards for the development of new open spaces

Proposed new standards for the development of open space in new residential developments on greenfield sites are included as appendix B.

The existing open space standards and associated guidelines, adopted in 2001, require 2.8 hectares of open space per 1000 people and include a suggested breakdown of 1.6 hectares of sports pitches and playing fields, 0.3 hectares of equipped children's play space, 0.5 hectares of informal / amenity open space and 0.4 hectares of natural wildspace per 1000 population.

In more recently developed areas of the city the current quantity of open space appears to be adequate but the types of open space that have been developed and their quality is not always appropriate or adequate. Therefore the proposed revised standards do not suggest altering the 2.8 hectare per 1000 people total but include quality and accessibility standards in addition to quantity. The proposed revised standards refer to a hierarchy of major, neighbourhood and local open spaces. Standards are also provided for specific types of open space - Play Space, Outdoor Sports Areas, Natural Greenspace and Green Corridors and Allotments or Community Gardens. The aim of the revised standards is to encourage the development of some larger parks, as well as the types of open space that people want to see provided and less (usually small areas of) amenity open space.

The quality standards proposed in appendix B refer to Green Flag 'good' standard. Green Flag is a quality standard for parks and open spaces recognised and in use throughout the UK. The accessibility standards proposed have been established through a combination of best practice guidelines, benchmarking with other local authorities and considering the results of the community engagement undertaken as part of the Open Space Audit.

Key maps from the Audit, an example of which is provided in appendix B, will also be supplemented to the standards, which will take the form of Supplementary Guidance in the Local Development Plan. This will encourage the provision of new open spaces in new developments that are relevant to existing provision in the surrounding area and local demand.

Where it is not possible to meet the standards for the provision of new open space within a development site, a contribution from the developer towards the provision of new open space in the vicinity of the site, or the enhancement of existing open spaces will be necessary. Developer contributions in relation to the provision of open space will be expanded upon in Supplementary Guidance. Similarly, the provision of open space in brownfield developments is more likely to necessitate contributions towards the enhancement of open space.

It is proposed that consultation on the revised open space standards takes place over the coming months with key internal and external stakeholders, before being integrated with the Local Development Plan through Supplementary Guidance.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

Draft Open Space Audit Report 2010 (Appendix A)
Proposed Revised Open Space Standards in Residential Development on
Greenfield Sites (Appendix B)
Draft Open Space Audit Report 2010 Appendices (Members' Library or available
by email)

ABERDEEN OPEN SPACE AUDIT 2010

1.0 INTRODUCTION

This report presents the key findings of an audit of Aberdeen's open spaces and explains how these were obtained. The purpose of the project was to gain an understanding of the quantity and quality of the city's open spaces and how accessible they are to the communities who use them. Open Space Audits are required by national planning policy guidance and Aberdeen City Council committed to carry one out in the Aberdeen Local Plan 2008. In 2009 a small working group was set up to advise on, assist with and oversee the audit process. The group included external partners Aberdeen Greenspace and Scottish Natural Heritage. In total 479 sites across the city covering an area of 3471 hectares were audited.

The audit will help inform future decision making relating to the planning and management of the city's open spaces and will be used to develop an Open Space Strategy.

1.1 What is open space?

'Open space' is the open, usually green land within and on the edges of settlements. Parks, public gardens, allotments, woodland, play areas, playing fields, green corridors and paths, churchyards and cemeteries, natural areas, institutional land as well as 'civic space' such as squares or other paved or hard surfaced areas with a civic function are all forms of open space.

1.2 What is an open space audit?

An open space audit is an assessment of how much open space exists, how it is distributed and how accessible it is to the communities around it. An open space audit also measures the quality of open spaces.

1.3 Why have we done one?

The audit and assessment is being carried out to provide up to date information on open space within Aberdeen. Its purpose is to:

- develop a clear and robust understanding of open space in Aberdeen;
- see whether Aberdeen's communities have enough open space, or enough of the right types of open space;
- gather information on the quality of Aberdeen's open space.

The audit will be used to support the implementation of policies in the forthcoming Local Development Plan and also to inform the preparation of an Open Space Strategy, which will seek to maximise the contribution that open space can make to people's quality of life. The Open Space Strategy will provide a framework for the management and development of Aberdeen's open space which will enable the whole community - residents, businesses, community organisations, voluntary and statutory agencies - to work in partnership towards achieving the maximum benefit from our open spaces.

Evidence shows that quality, accessible open space delivers a wide range of social, environmental and economic benefits, which are priorities for communities, the Council and the government. Open spaces can help communities to be: **healthier**, through opportunities to be physically active and supporting mental health and wellbeing; **safer and stronger**, through building skills, cohesion, confidence and pride in communities; **wealthier and fairer**, through providing places where people want to live and work, attracting and retaining

investment and sustainable growth; **smarter**, through opportunities for environmental education, lifelong learning and links with Curriculum for Excellence; **greener**, through green networks, supporting biodiversity, air quality, flood management and connecting people and places for sustainable travel opportunities.

Local and national policies provide a strong context for open space audits and the requirement for local authorities to take a strategic approach to open space. The key policies that are relevant to this project are explained further in appendix A.

1.4 How have we done it?

This Open Space Audit has been carried out according to national best practice guidance from Greenspace Scotland¹ and the Scottish Government². It combines the information collected by earlier relevant projects along with site assessments and community engagement carried out in 2009 and 2010. The quantity, quality and accessibility of Aberdeen's open spaces have been established through the following assessments:

- Greenspace Characterisation & Mapping Study 2007 – Funding was provided by Greenspace Scotland to develop a comprehensive digital map of all of Aberdeen's greenspace. The project involved analysing aerial photographs and identifying the land use category, or type (see Figure 2), of all of the urban land in Aberdeen plus a 500 metre buffer around the built up areas.
- Greenspace Audit 2007 – As a recommendation of Aberdeen's Parks and Open Space Strategy 2005 an audit of the city's parks and greenspaces was undertaken. The 2007 audit provided an assessment of publicly managed greenspace, at least 0.4 hectares in size.
- Open Space Audit 2009/10 – Site assessments, community engagement and a review of existing information took place in order to expand the 2007 data to fulfil the requirements of national guidance on Open Space Audits. This meant adding to the assessment the types of open space that are defined in Planning Advice Note (PAN) 65 that had not been part of the 2007 audit, such as churchyards, school grounds and private grounds, as well as incorporating the views of local communities. The biodiversity value of open spaces was another factor that was included in the 2010 assessment that had not previously been taken into account. In order to ensure that best use was made of information that was already available through other related studies and projects, a review was undertaken of relevant documents, such as Neighbourhood Community Action Plans and relevant local strategies and plans. Relevant information gathered through this review was incorporated into the audit.

¹ Greenspace Quality: A Guide to Assessment, Planning and Strategy Development; Greenspace Scotland & Glasgow & Clyde Valley Green Network Partnership <http://www.greenspacescotland.org.uk>

² Planning Advice Note (PAN) 65: Planning and Open Space; The Scottish Government; 2008
<http://www.scotland.gov.uk/Publications/2008/05/30100623/0>

TABLE 1: DOCUMENTS CONSIDERED AS PART OF THE INFORMATION REVIEW

- Aberdeen City and Shire Structure Plan	- Aberdeen Local Plan 2008
- Community Plan Update 2008	- Core Paths Plan 2008
- Sports Pitch Strategy 2003	- Forestry and Woodland Strategy 2005
- Joint Health Improvement Plan 2006-08	- Landscape Strategy - Part 1
- Local Transport Strategy 2008-12	- Neighbourhood Community Action Plans
- Parks and Greenspace Strategy 2004-09	- Single Outcome Agreement
- Fit for the Future - Sport and Physical Activity Strategy 2009-15	- Woodland In And Around Towns - Woodland Audit

1.4 How have local communities contributed?

Community engagement was undertaken as part of this project from December 2009 to January 2010. This was mainly done through a questionnaire and relevant results are referred to throughout this report. More information on this is available in appendix B.

2.0 THE QUANTITY AND DISTRIBUTION OF OPEN SPACE IN ABERDEEN

2.1 How has the quantity and distribution of open spaces been measured?

All of Aberdeen’s open spaces were identified and mapped digitally using a Geographic Information System (GIS). The PAN 65 land use typology of each individual piece of open space, or polygon, was added to the GIS, and verified through site surveys. This allows us to analyse the provision across the city – we can see the amount of open space on the whole, the amount in each area of the city, as well as the amount of each type of open space. There are limitations in looking purely at the quantity of open space, as this does not reflect how or whether people can access spaces, or the ‘fitness for purpose’ of the site. It is also important to take into account the quality of the space – how it is managed and maintained, the uses for the space and how the community values it.

TABLE 2: PAN 65: Types of Open Space

PAN 65 Type	Description
Public parks and gardens	Areas of land normally enclosed, designed, constructed, managed and maintained as a public park or garden.
Private gardens or grounds	Areas of land normally enclosed and associated with a house or institution and reserved for private use.
Amenity greenspace (Residential, Business and Transport-related)	Landscaped areas providing visual amenity or separating different buildings or land uses for environmental, visual or safety reasons and used for a variety of informal or social activities such as sunbathing, picnics or kickabouts.
Playspace for children	Areas providing safe and accessible opportunities for teenagers and children’s play, usually linked to housing areas.
Sports areas	Large and generally flat areas of grassland or specially designed surfaces, used primarily for designated sports (including playing fields, golf courses, tennis courts and bowling greens) and which are generally bookable.
Green corridors	Routes including river corridors and old railway lines, linking different

	areas within a town or city as part of a designated and managed network and used for walking, cycling or horse riding, or linking towns and cities to their surrounding countryside or country parks. These may link green spaces together.
Natural/semi-natural	Areas of undeveloped or previously developed land with residual natural habitats or which have been planted or colonised by vegetation and wildlife, including woodland and wetland areas.
Allotments and community growing areas	Areas of land for growing fruit, vegetables and other community growing plants, either in individual allotments or as a community spaces activity.
Civic space	Squares, streets and waterfront promenades, predominantly of hard landscaping that provide a focus for pedestrian activity and can make connections for people and for wildlife.
Burial grounds	Includes churchyards and cemeteries.

In addition to the amount of land covered by each type of open space, it is important to consider its distribution through measuring how far people must travel to reach certain types of open space. This has been done by identifying the maximum distance that people are likely to travel from home to each type of space. National guidelines, benchmarking against other local authorities and the results of the community engagement carried out as part of the audit have been used to establish these distances. These are applied to the GIS mapping to show where there may be deficiencies or over-provision.

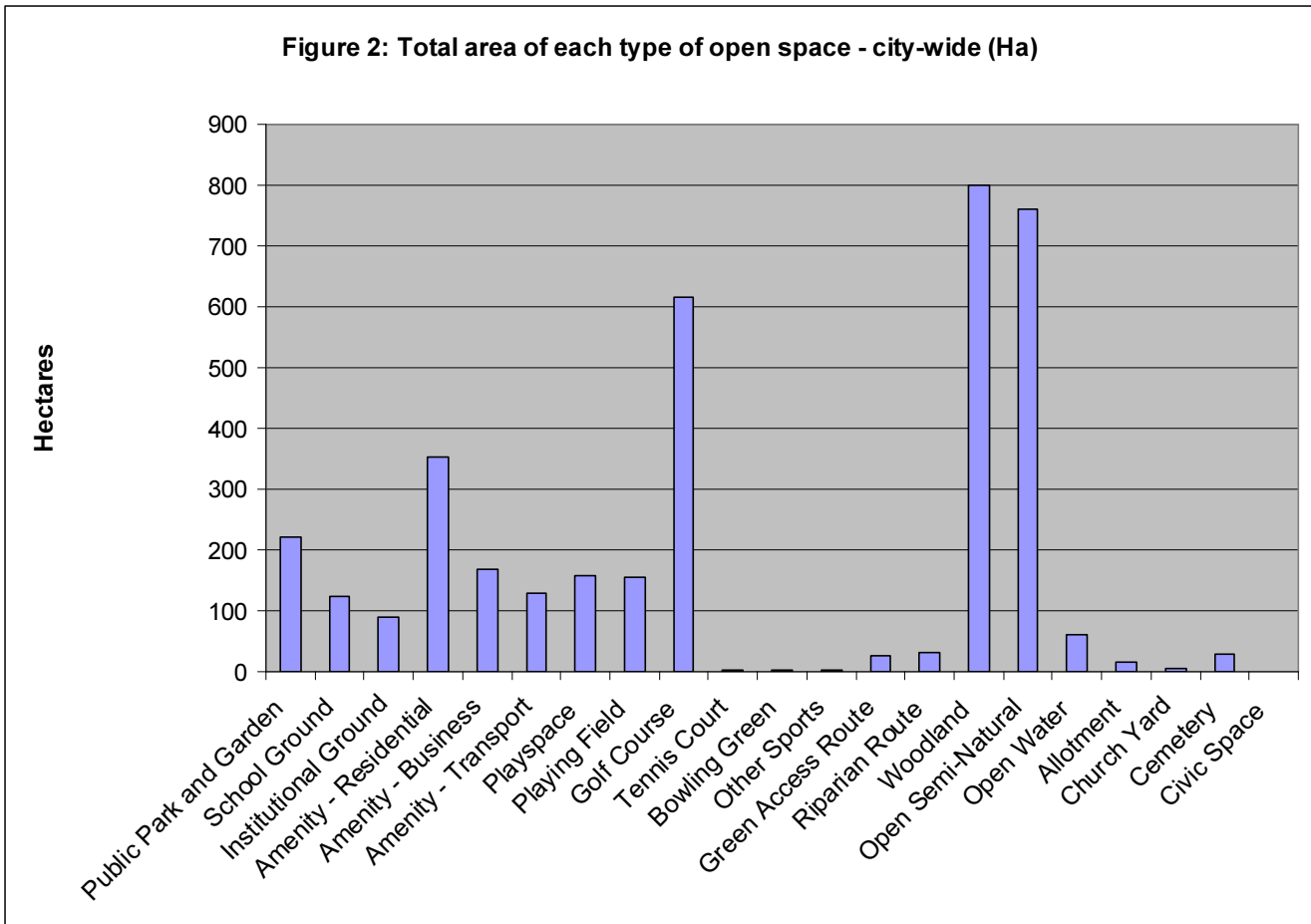
TABLE 3: MINIMUM ACCESSIBILITY STANDARDS

Type of Open Space	Distance Catchment (metres)
Major Park (Town / Heritage Park)	1500
Neighborhood Park	600
Local Park	400
Natural/ Semi-Natural Greenspace	500
Play Space for children & young people	400

3.2 Findings

The audit has identified 3471 hectares of open space (not including private gardens or sites under 0.2 hectares). This equates to 16.6 hectares per 1000 people (based on a population of 209,260 as estimated in 2007 by General Register Office for Scotland).

The figure below shows the overall provision of audited open spaces in Aberdeen according to the PAN 65-defined types of open space.

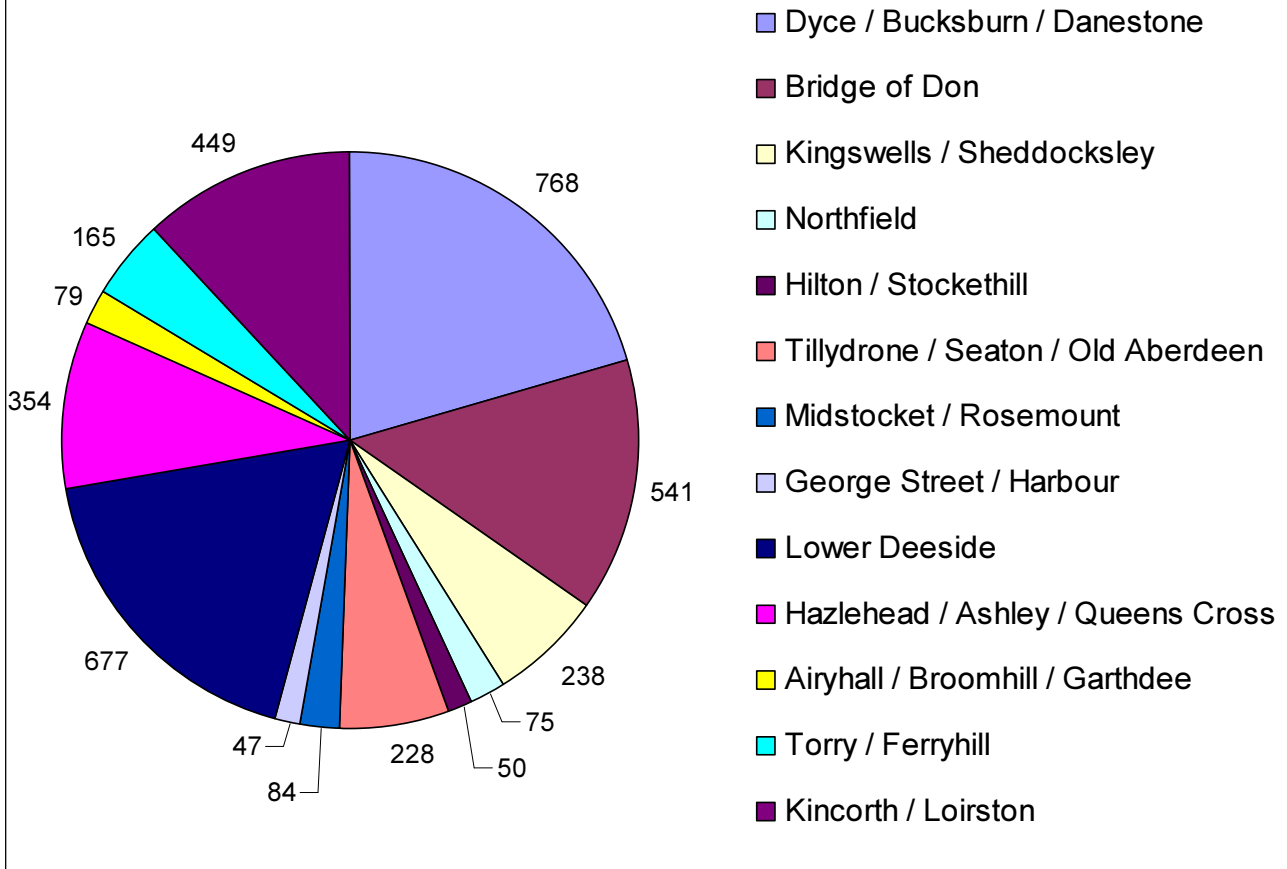


The largest categories of the city’s open spaces are woodlands (801Ha or 23%) and open, semi-natural grounds (760Ha or 22%). The third largest type is golf courses. However when the three types of amenity open space – residential, business and transport – are combined, they are third largest, covering 649Ha or 19% of the city’s open spaces.

A limitation to this information is where an open space site may serve more than one function. The data above is based on the primary function of each open space site. In some cases secondary functions are attached to a site, such as where a public park contains a play space or tennis court for example. The play space or tennis court will be identified as a secondary function and therefore will not be counted as such in the findings presented above.

See Appendix D for more detailed information on the quantity of open space.

Figure 3: Total Open Space per Ward (Ha)



The chart above shows that Dyce, Bucksburn and Danestone and Lower Deeside have the most open space while Hilton and Stockethill and George Street and Harbour have the least. The community engagement carried out as part of the audit showed that 14% of respondents felt that more open space is required in the city centre, which is largely made up of the George Street and Harbour ward. Of those respondents who indicated that more open space was required in their area, the second highest answer, after the city centre, was the Sunnybank / Froghall / Powis area, which falls within the Tillydrone / Seaton / Old Aberdeen and George Street / Harbour wards.

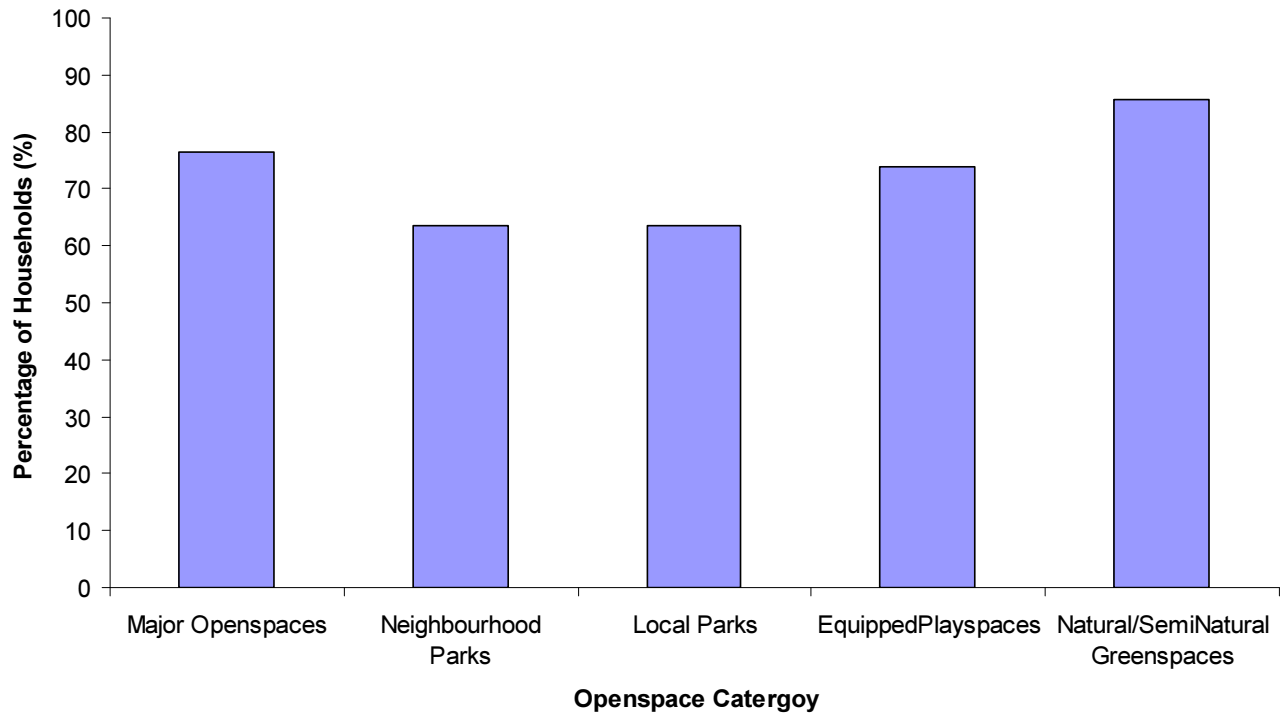
Dyce / Bucksburn / Danestone has some large areas of woodland at Parkhill, Kirkhill and Craibstone, as does Lower Deeside, with Foggieton, Denwood and Countesswells Woods. Bridge of Don has the third highest amount of open space, which is largely made up of the golf courses along the coast and Scotstown Moor / Perwinnes Moss District Local Nature Reserve.

Although it is useful to consider the distribution of open space across each area of the city, a limitation with this is that the position of ward boundaries can lead to an incomplete picture. For example, the Northfield ward has the third least amount of open space of all the wards, however immediately outside this ward's boundary is a large area of playing fields, a community woodland, and golf course. Figures 6 to 10 provide an additional way in which to

consider the provision and distribution of open space, based on the minimum accessibility standards presented in Table 3.

The percentage of households meeting the minimum accessibility standards was determined for each key open space type across the city. Figure 4 below shows that 70% of households in the city are within the 1500 metres of major parks, 60% are within 600 metres of a neighbourhood park, 60% are within 400 metres of local parks, 70% are within the 400 m of play spaces and 90% are within 500 metre of natural / semi-natural open space.

Figure 4: Percentage of households within accessibility thresholds



The maps below show the distribution of and accessibility to each key category of open space.

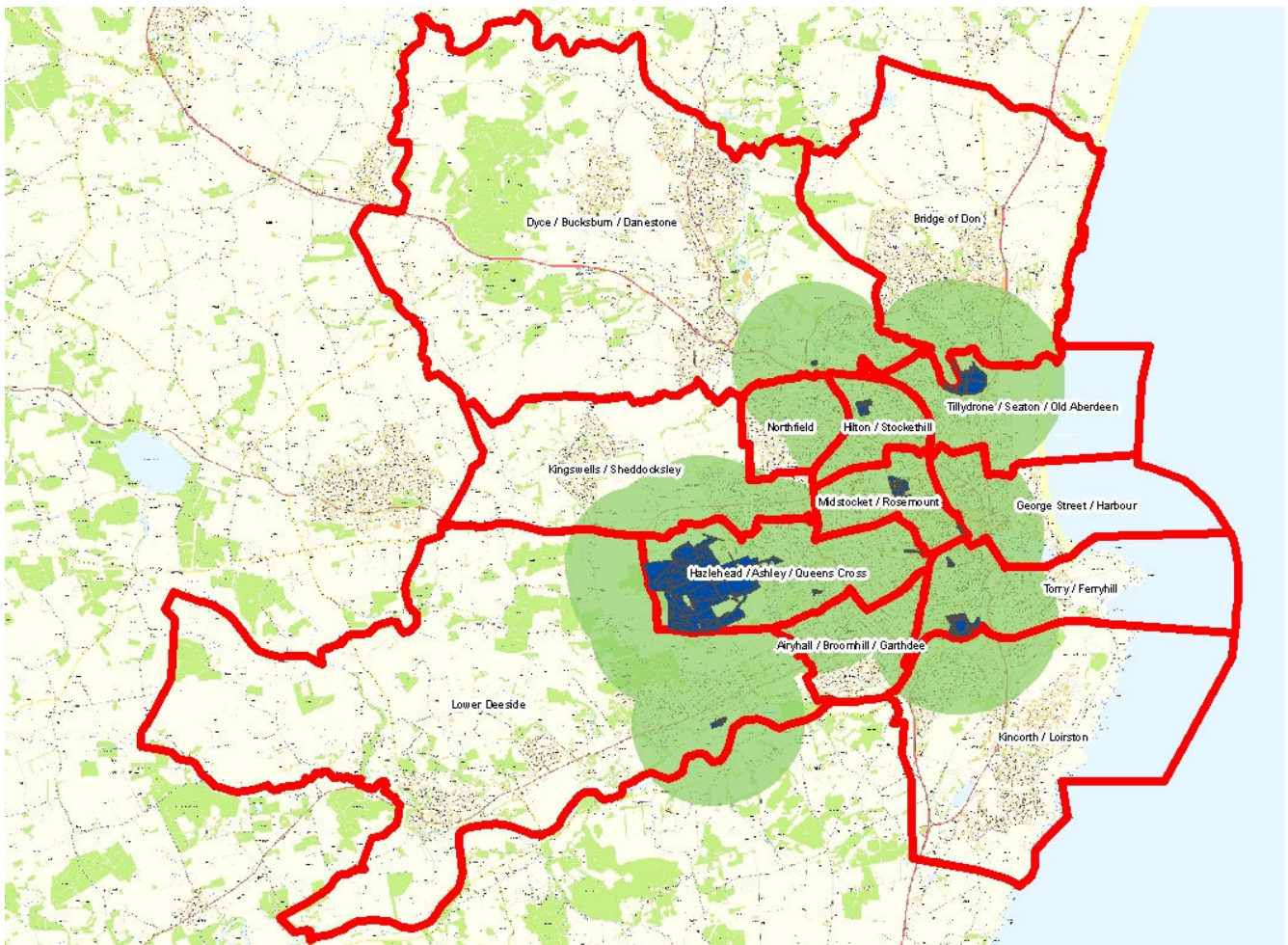


FIGURE 5: DISTRIBUTION OF MAJOR PARKS

The map shows that major parks such as Town and Heritage Parks are not equally distributed across the city. This distribution reflects the concentration of town and heritage parks around the older residential areas of the urban centre. Hilton / Stockethill, Tillydrone / Seaton / Old Aberdeen, Rosemount / Midsocket, George Street / Harbour and Hazelhead / Ashley / Queens Cross have adequate provision of Town and Heritage Parks according to the recommended distance thresholds. Dyce / Bucksburn / Danestone, Lower Deeside, Bridge of Don and Kincorth / Loirston are lacking in major parks, with only 33%, 43% and 43% of the residents living within the recommended 1500 metres respectively.

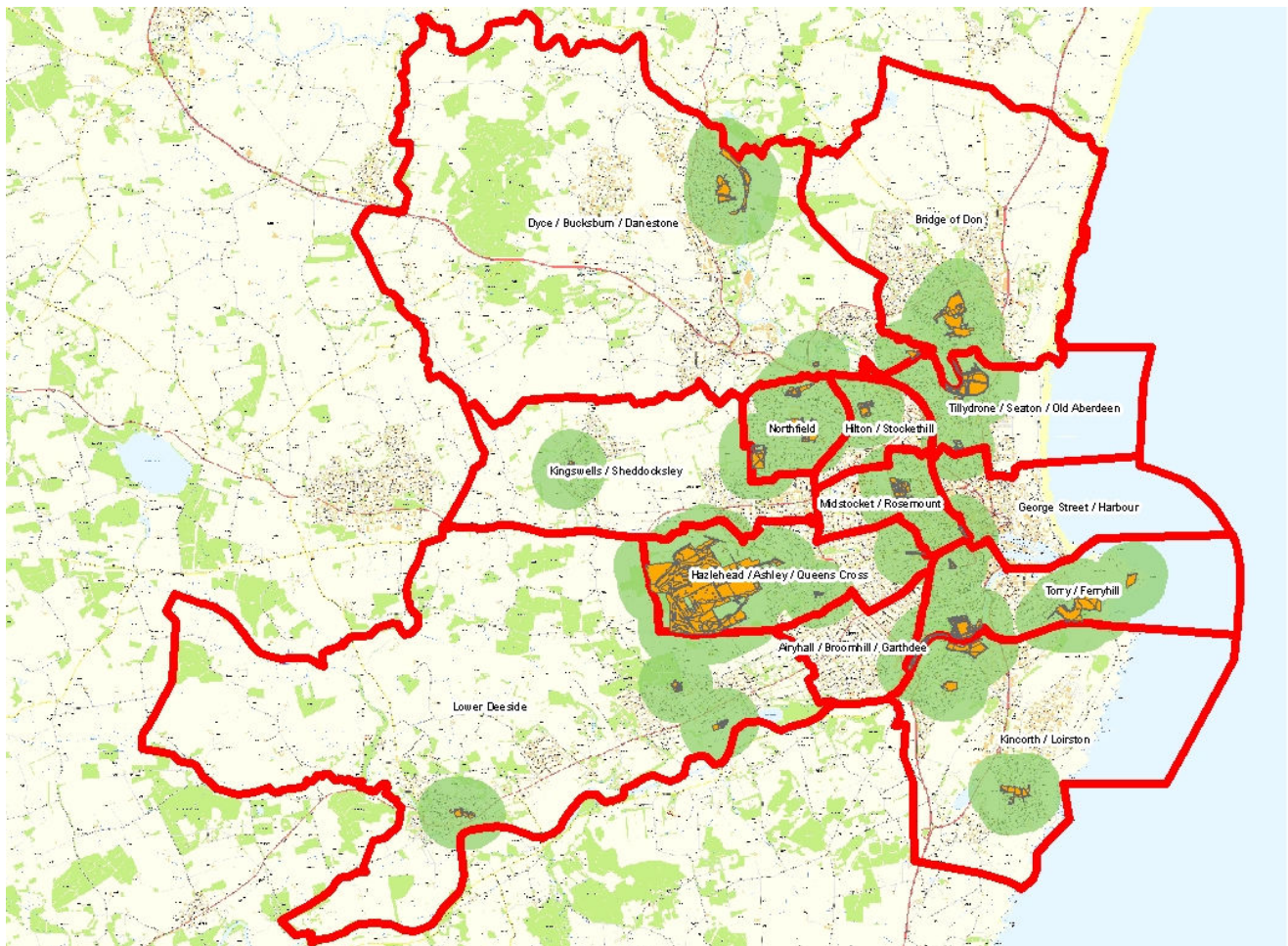


FIGURE 6: DISTRIBUTION OF NEIGHBOURHOOD PARKS

The map above shows that neighbourhood parks are not equally distributed across the city. Residents of Northfield, Midstocket / Rosemount and Torry / Ferryhill have the greatest level of provision of neighbourhood parks. Airyhall / Broomhill / Garthdee, Dyce / Bucksburn / Danestone and Kingswells / Sheddocksley are lacking in neighbourhood parks, with only 30%, 43% and 52% of their residents living within the recommended 600 metres.

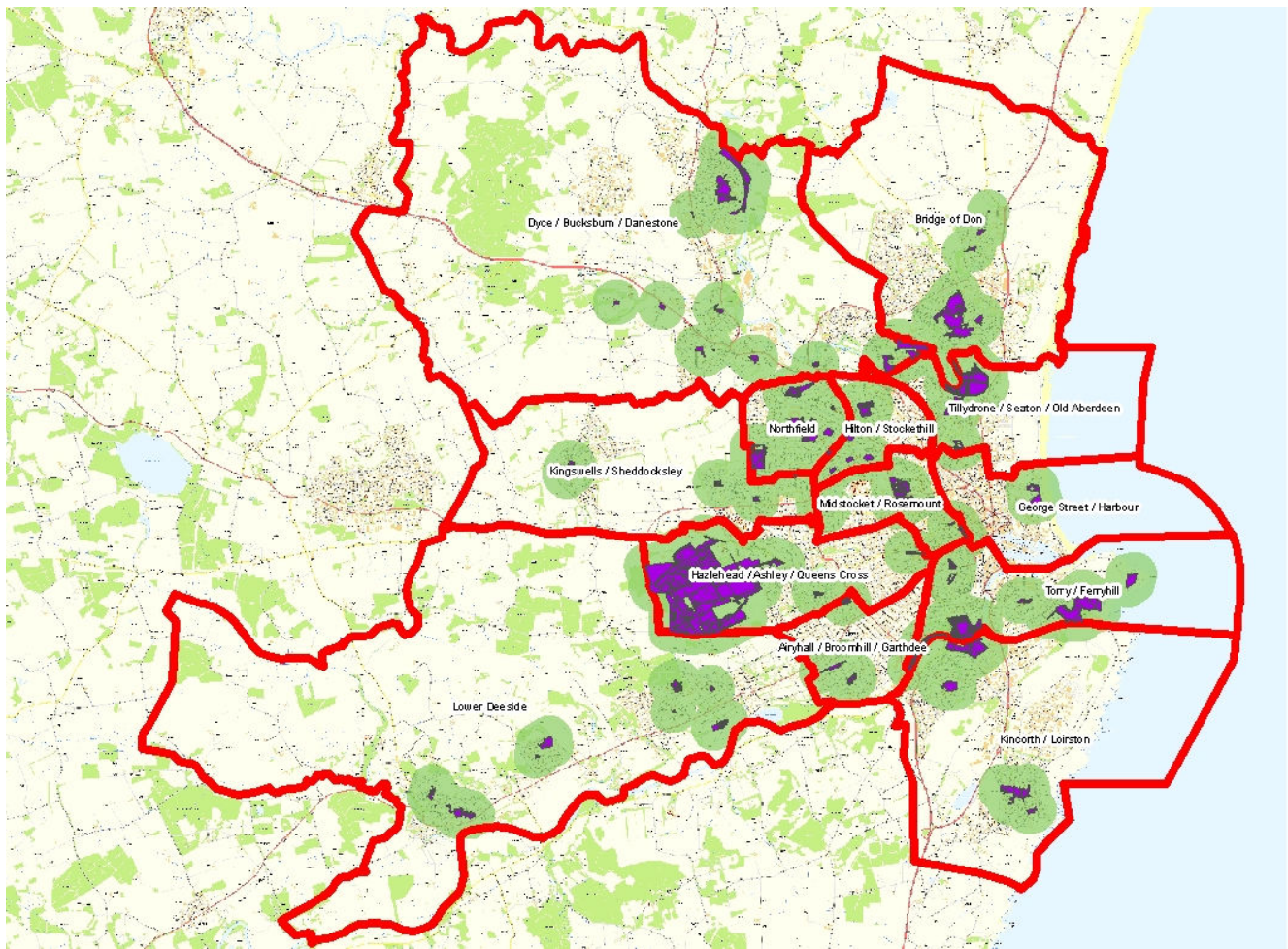


FIGURE 7: DISTRIBUTION OF LOCAL PARKS

The audit shows that some areas are lacking in local parks. Northfield, Torry / Ferryhill and Midstocket / Rosemount have the greatest level of provision of local parks with 87%, 88% and 79% of their residents living within the recommended 400 metres. Large areas within the George Street / Harbour, Airyhall / Broomhill / Garthdee and Dyce / Bucksburn / Danestone wards are outside of the 400 metres recommended for local parks.

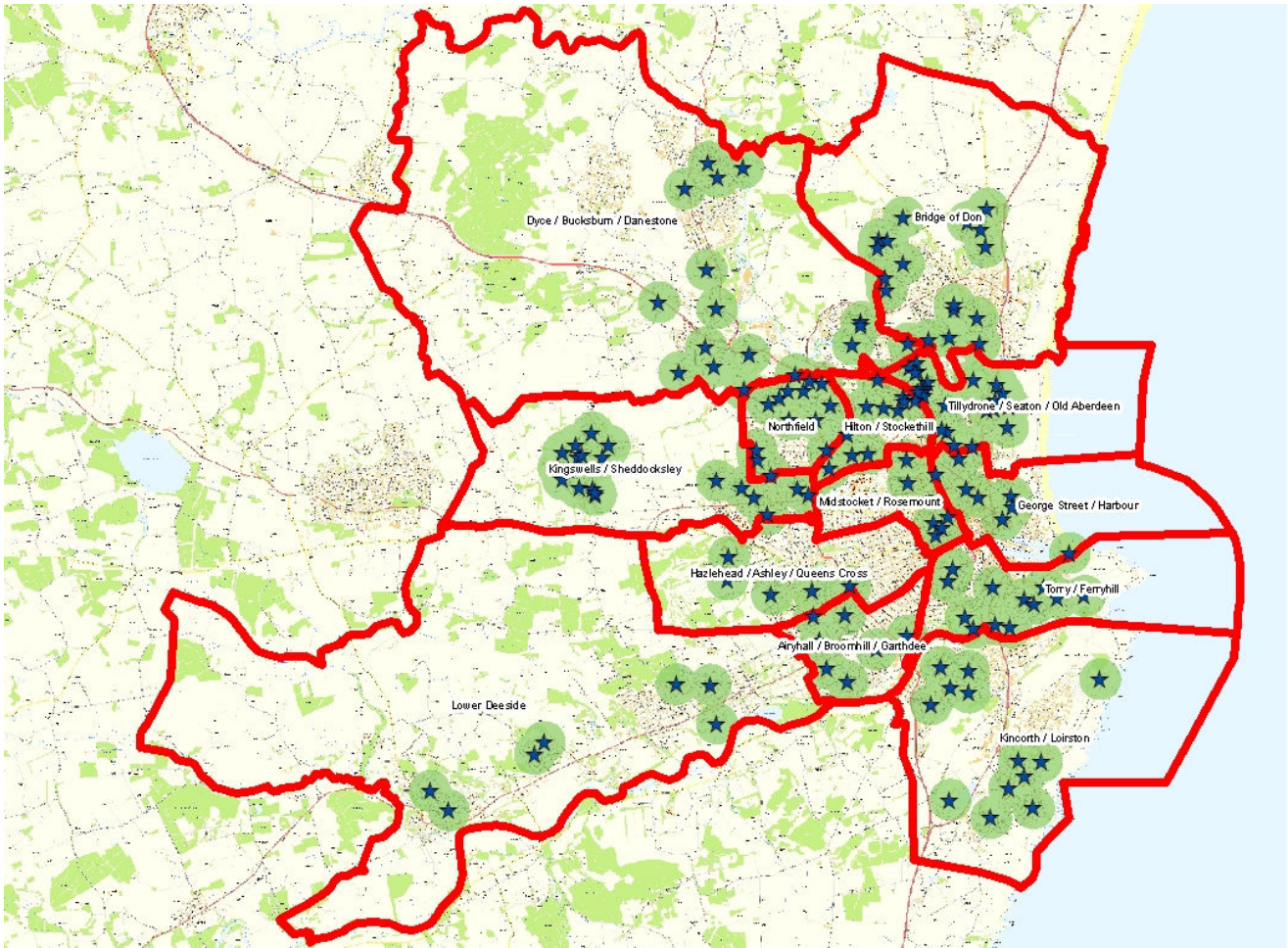


FIGURE 8: DISTRIBUTION OF EQUIPPED PLAYSPACES

There are 160 equipped play spaces across the city. Tillydrone / Seaton/ Old Aberdeen (91.8%) and Hilton / Stockethill (91.3%) have the greatest level of provision, with 92% and 91% of their residents within the recommended 400 metre threshold respectively. Hazlehead / Ashley / Queens Cross and Lower Deeside have the least access to equipped play spaces, with 29% and 46% respectively.

The wards around the outside of the built up area contain on average twice as many equipped play spaces as the more central wards. Many of the play spaces assessed in the audit are small sites containing very few items of play equipment.

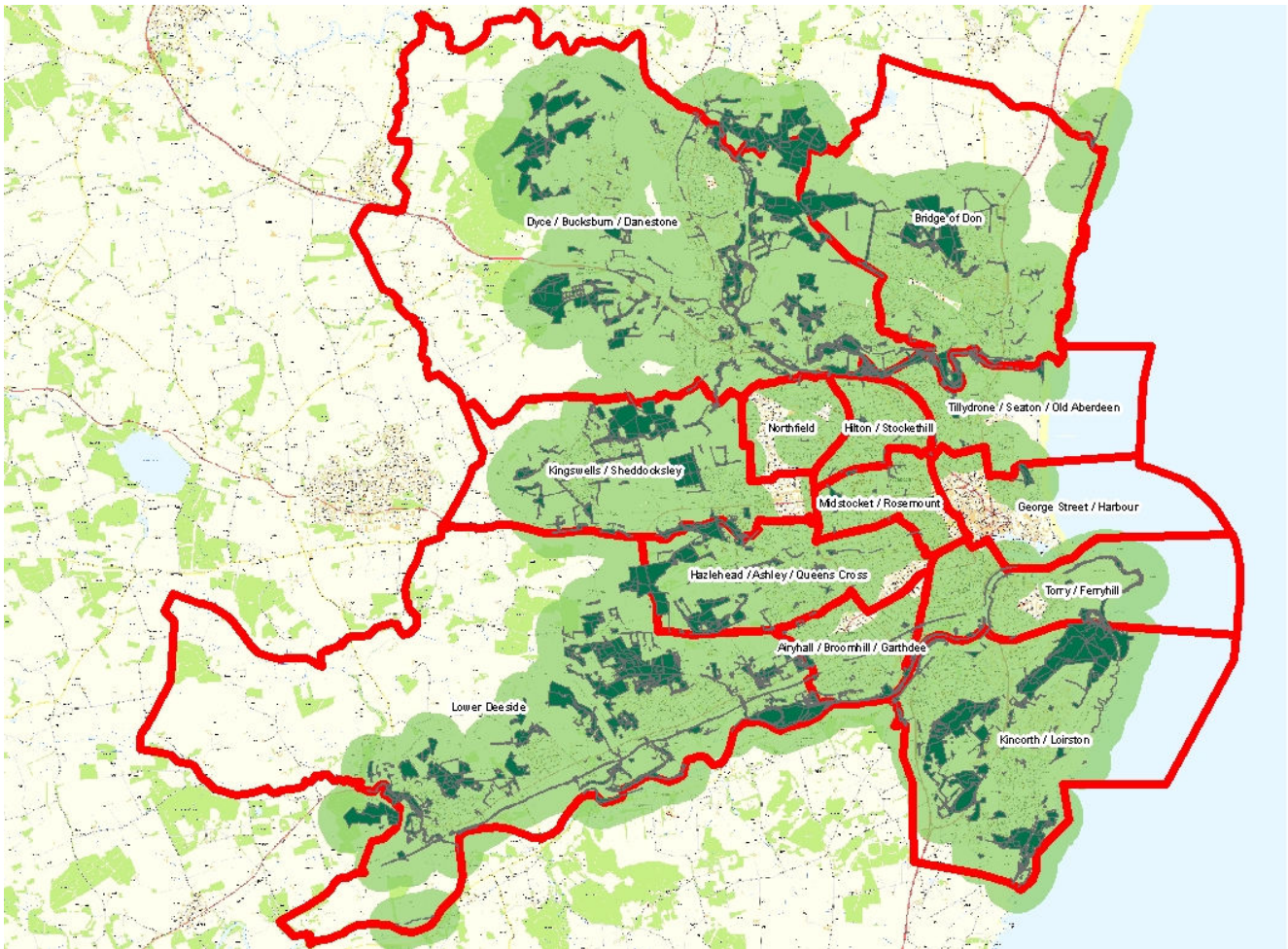


FIGURE 9: DISTRIBUTION OF NATURAL AND SEMI NATURAL OPENSACES

The map above shows that most of the city's residents are within 500 metres of natural open spaces. Hilton / Stockethill, Kincorth / Loriston and Dyce / Bucksburn / Danestone have the greatest level of provision of natural open space, with close to 100% of their residents within the recommended distance. George Street / Harbour has the least access to natural open spaces with 45% of residents within 500 metres of these sites. It is important to note that while over 86% of all households in the city are with 500m of natural and semi-natural open space, not all sites are easily accessible to the public.

The community engagement exercise concluded that natural or semi-natural greenspace or woodland is the most well used type of open space, with 73% of respondents indicating that they use these spaces more than a few times a month. They were also rated second highest in terms of satisfaction, with 51% rating them good or excellent.

3.0 THE QUALITY OF OPEN SPACE IN ABERDEEN

3.1 How has the quality of open spaces been measured?

The quality of each of Aberdeen's open space sites has been assessed using a set of criteria based on guidance from Greenspace Scotland. The assessment criteria fall under the following headings:

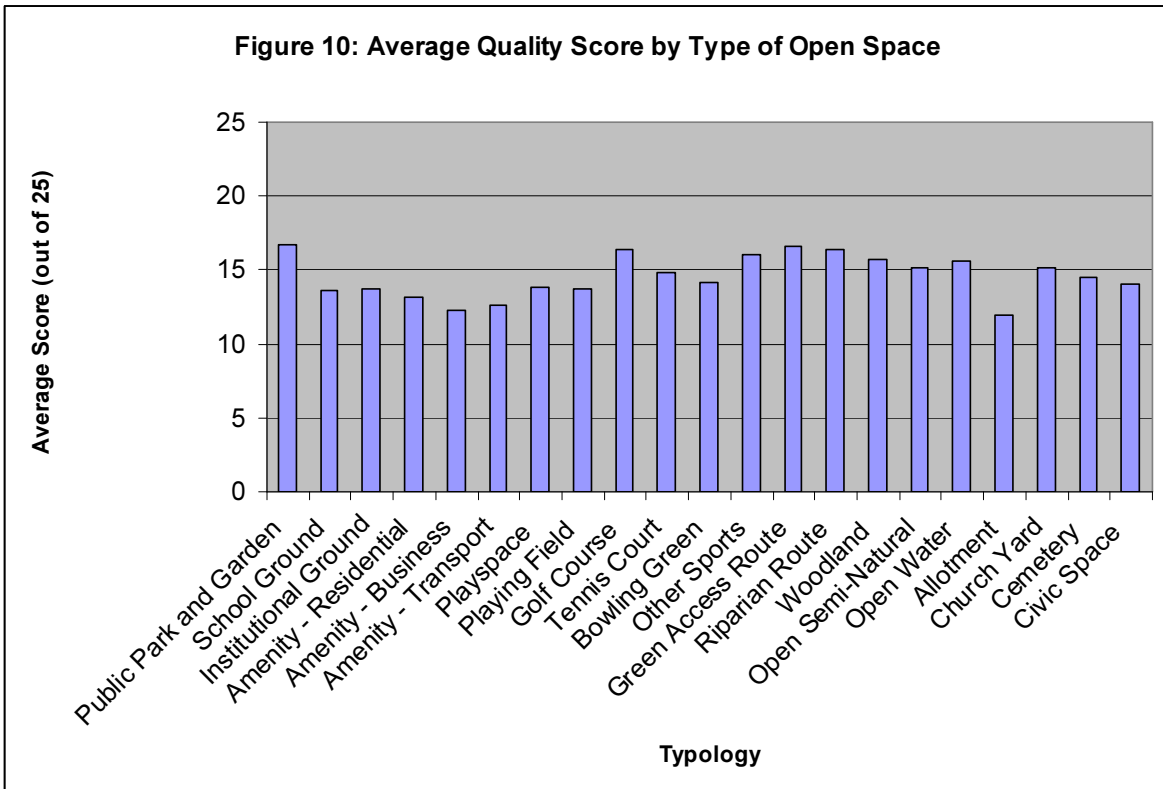
- Accessible and well connected,
- Attractive and appealing place,
- Active, supporting health and well being,
- Community support, or
- Biodiversity.

Each site was given a score out of five for each of these headings. There are limitations to this approach, such as the fact that the score is based on the surveyor's impression of the site on the day it was visited, but it should provide us with a consistent picture of the quality of open space across the whole city. An example of the survey sheet used in the assessments is available in appendix C. The Northeast Biological Records Centre (NESBREC) assisted with the assessment of biodiversity value.

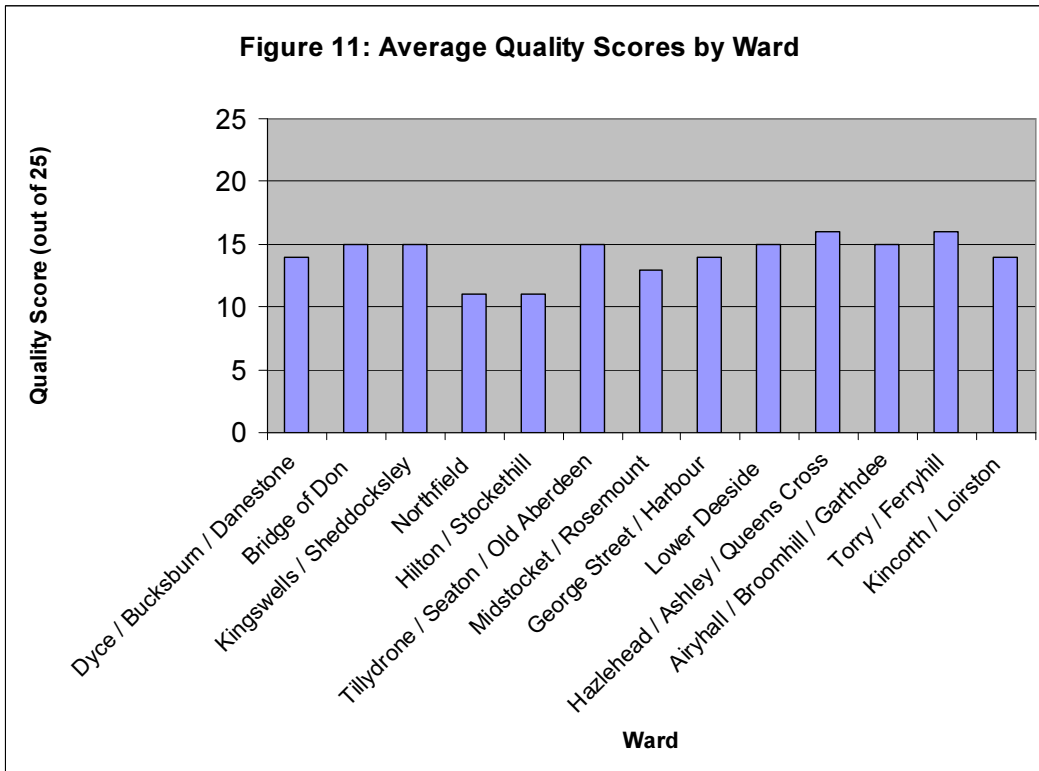
3.2 Quality Findings

The chart below shows the average overall quality scores across the city for each type of open space. The city's public parks and gardens and green access routes score highest in terms of quality (17 out of 25). This is reflected in the community engagement undertaken as part of the audit as respondents were most satisfied with the city's public parks and gardens, with 60% rating them as good or excellent. Natural green space and green corridors were rated second and third in terms of customer satisfaction.

Allotments and business amenity open space score most poorly (12 out of 25). When considering the three types of amenity open space – residential, business and transport – together, they also score poorly, with a total average score of 13 out of 25. The community engagement carried out as part of the audit broadly concurs with this conclusion – the type of open space that respondents were least satisfied with was amenity open space, with 35% of respondents rating it poor or fair.



The chart below shows that the average quality scores vary across the city. The audit found that Hazlehead / Ashley / Queens Cross and Torry / Ferryhill wards have the highest quality open spaces, both having an average quality score of 16 out of 25. Northfield and Hilton / Stockethill have the poorest quality sites with an average quality score of 11 out of 25.



4.0 CONCLUSIONS

The audit results show that open spaces across the city are not evenly distributed due to the historic and often random nature of open space provision. The poorest quality parks and open spaces tend to be found within the regeneration priority areas. Northfield and Hilton and Stockethill are lacking in provision of open space and the spaces that do exist in these wards have been assessed as poor quality.

While the central areas of the city are lacking in the amount of open space, often the higher quality, public parks and gardens are located in these areas. The areas lacking in open space tend to be densely developed areas where the scope for creating new open space is likely to be limited. However, in some areas there may be opportunities to enhance the quality of existing spaces.

The post-1960s residential developments around the outside of the city have the greatest quantities of open space. Much of this takes the form of amenity grounds. This type of open space scores poorly in terms of quality and achieves a low level of customer satisfaction. Amenity open space tends to consist of areas of grass and is costly to maintain. The Open Space Strategy may offer opportunities to increase the quality of open space in these areas, review the management of them and consider the possibilities for developing existing amenity open space into alternative, higher quality and more publicly desirable types of open space. Equipped play space provision and management could also be reviewed as part of the Open Space Strategy. The audit suggests that there are many small play spaces – consideration could be given to an alternative approach of providing fewer but bigger and better play spaces.

Revised standards for open space in new developments could encourage the development of more useful, publicly desirable and efficient types of open space, such as natural areas, green corridors, play spaces and allotments – demand for these was apparent in the community engagement. The Scottish Government's new Designing Streets policy statement may be of relevance in relation to the development of transport amenity open space.

The distribution of major and neighbourhood open spaces should also be addressed by revised standards for development. Such large open spaces may need to be taken forward through masterplanning, in line with the Local Development Plan.

Where it is not possible to increase the amount of open space in areas of the city where the audit has shown that the provision of open space is low for example, where land is densely developed, developer contributions from brownfield development should be sought to help enhance the quality of nearby open spaces.

5.0 NEXT STEPS AND RECOMMENDATIONS

- a) Prepare an open space strategy and detailed action plan.
- b) Update the Open Space Audit database annually and carry out a full review five years from now.

c) Involve stakeholders in the development of the open space strategy and action plan, through workshops or other forums as appropriate.

d) Develop new standards for the provision of open space in future developments, including appropriate requirements for developer contributions where on-site provision is not possible.

APPENDIX B - DRAFT STANDARDS FOR OPEN SPACE IN RESIDENTIAL DEVELOPMENT ON GREENFIELD SITES

A hierarchy of open space sites is explained in Figure 1. Indicative sizes for sites, accessibility standards and quality standards are provided, the aim being to ensure appropriate levels of provision of good quality and accessible open space. In order to deliver larger open space sites, it is important that these guidelines are taken into account during the masterplanning of development allocations.

A minimum of 2.8 hectares of open space per 1000 population is required within residential, greenfield development. This should comprise the categories of open space listed in Figure 2, although a degree of flexibility will be required in terms of the nature of the development.

The development of new open space should take into account the Open Space Audit's maps which show the provision of each type of open space. The maps should be used to identify the current level of provision of each type of open space in the surrounding area, so that new open space provision relates to the needs of the area.

FIGURE 1: HIERARCHY OF OPEN SPACE SITES

Open Space Type	Description	Indicative Site Size	Accessibility Standard	Quality Standard
Major Open Spaces	Large areas of open space attracting visitors from Aberdeen City and Shire, often offering a wide range of uses, including informal recreational, sport, large scale equipped play facilities, walking routes, seating, lighting, toilets, car parks etc. There may be a diversity of habitat/landscapes. Receives regular maintenance.	>5 hectares	All residents within 1500 metres (around 20 minute walk) of a Major Open Space.	Green Flag 'good' standard*
Neighbourhood Open Spaces	Open spaces that provide a range of recreational uses, attracting users from more than one neighbourhood. These spaces could include equipped play facilities, natural areas, seating, paths/ access, community event space, some formal landscape features, car park etc. Receives regular maintenance.	2-5 hectares	All residents within 600 metres (around 10 minutes walk) of a Neighbourhood Open Space.	Green Flag 'good' standard*
Local Open Space	Smaller spaces that provide a more limited range of local recreation uses, and are spread throughout a local area. As most users will reach them on foot, they are well connected by paths to community facilities and surrounding areas. Receives regular maintenance.	0.4-2 hectares	All residents within 400 metres (around 5 minutes walk) of a Local Open Space.	Green Flag 'good' standard*

FIGURE 2: CATEGORIES OF OPEN SPACE				
Open Space Type	Description	Indicative Quantity	Accessibility	Quality
Play space	Areas designed primarily for play and social interaction involving children and young people. E.g. Equipped play areas, ball courts, outdoor basketball hoop areas, skateboard areas, teenage shelters.	0.3ha per 1000 population	All residents within 400 metres of a Local Equipped Area for Play (LEAP)	National Playing Fields Association (NPFA) LEAP Standards
Outdoor Sports Areas	Natural or artificial surfaces used for sport and recreation. E.g. playing fields, pitches, tennis courts, bowling greens, athletics tracks, water sports facilities.	1.6ha per 1000 population	All residents within 1200 metres of Outdoor Sports facilities.	NPFA Standards
Natural Greenspace and Green Corridors	Includes woodland, heathland, scrub, grassland, wetland, coastal areas, riverbanks, disused railway lines, green access routes and open water. Also includes designated areas such as Local Nature Conservation Sites (LNCS), Local Nature Reserves (LNR), Sites of Special Scientific Interests (SSSI) and Special Areas of Conservation (SAC). The primary purposes include nature conservation, walking, cycling, horse riding, leisure, non-motorised travel, environmental education.	1ha minimum Natural Greenspace per 1000 population	All residents within 400 metres of a natural greenspace >2ha and 2000 metres of a natural greenspace >5ha	**Based on principles explained further in guidance below: Natural Appearance, Enable Contact With Wildlife, Recognisable Features, Sense of Seasonality, Explore, Priority Habitats and Species
Allotments or Community Gardens	Areas or plots which are mainly cultivated by the occupier or community group for the purpose of producing fruit or vegetables for personal consumption.	0.3 hectares per 1000 properties with less than 60m ² private green spaces, cultivatable according to the health quality standards set out below.	Allotments should be no more than 800m from peoples' homes, and that the (minimum) size/number of plots at a site will be determined through a mix of the quality standards below and the number of people within the allotment catchment area.	***Based on principles explained further in guidance below: Safe & Secure, Biodiverse, Services, Inclusive, Access, Community, and Health.

***Green Flag 'Good' Standard:**

The Green Flag Award® scheme is the benchmark national standard for parks and green spaces in England and Wales and is becoming more widely used in Scotland. There are eight key criteria used in judging open spaces put forward for Green Flag Awards, which are similar to the quality criteria used in Aberdeen's Open Space Audit 2010. They relate to: A welcoming place; Healthy, safe and secure; Clean and well maintained; Sustainability; Conservation and heritage;

Community involvement; Marketing; and Management. Although it is not necessarily being suggested that sites should be put forward for the award, the standards of quality defined in the scheme are regarded as appropriate measures of quality to work towards.

More information is available at <http://www.keepbritaintidy.org/GreenFlag/AboutUs/Default.aspx>

****Natural Greenspace and Green Corridors**

All natural greenspace and green corridors should meet the following quality criteria: -

Natural Appearance- sites should be 'natural' in appearance and include minimal manmade artificial features so that people can be provided with a sense of nature and tranquillity.

Enable Contact - sites should enable contact with wildlife.

Recognisable Features - important features should be present including recognisable habitats and wildlife such as birds, butterflies, wildflowers, open water etc.

Sense of Seasonality - sites should allow people to get a real sense of what season it is.

Explore - sites should provide opportunities for exploration or 'nature play' through the existence of varied habitats.

Priority Habitats and Species - sites should consist of at least local-level priority habitats and species as per the North East Local Biodiversity Action Plan

*****Allotments or Community Gardens:**

Allotments and community gardens should meet the following quality criteria: -

Safe, Secure: Appropriate measures to ensure a safe site, i.e. natural surveillance, lockable communal storage area / meeting space. Design should meet Grampian Police 'Secure by Design' standards.

Biodiverse: Include native, secure, productive living fencing; other peripheral / communal planting / wildlife schemes (i.e. ponds and beekeeping) and consider Aberdeen City Council and other local and national nature conservation guidelines.

Services: One compost bin per plot; community composting facility for general use; dedicated burning area; metered water supply with turn taps on stand pipe(s) - one standpipe per 10-15 plots; sites should make use of water efficiency opportunities, i.e. ground water, rain water capture; at least one communal Disability Discrimination Act (DDA) compliant toilet - one per 50 plots. Natural / low maintenance systems preferred, i.e. off the main water network – soakaway / septic tank.

Inclusive: At least one disabled friendly plot with wheelchair access and raised beds.

Access: One plot per site located close to entrance, toilet and standpipe, with a minimum of one per 50 plots; car access to gate, with appropriate turning/parking/etc – determined by location / distance from homes; appropriate parking - disabled parking spaces should match number of disabled plots, and where parking desired, one additional parking space per ten plots. Design should meet DDA guidelines and provide best drainage solutions, i.e. reduction of hard surfaces.

Community: A flexible mix of plots sizes, from 50m² to 200m²; community / group plots size as appropriate, through discussion with local community / stakeholders; weather and vandal proof notice board inside site; name sign outside; set aside area in site for potential future communal meeting space, other initiative for decision of plotting community, i.e. demonstration beds, wildlife initiatives, etc.

Health: Ground cultivatable to a minimum depth of 60cm (100cm ideal standard); tested / known to be safe for the growth of consumable products (as determined by local authority potentially contaminated land records); away from areas that pose risks of contamination, i.e. busy roads, industry and flood risk.

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure Committee
DATE	20 April 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Cove Masterplan and Charrette Report
REPORT NUMBER	EPI/10/096

1. PURPOSE OF REPORT

- 1.1 This report outlines the Cove Masterplan and Charrette Report prepared as a guide for the future development at Cove.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- 2.1 Approve the Cove Masterplan and Charrette Report as Supplementary Planning Guidance for the sites identified as Opportunity site OP8 and Opportunity site OP9 in the Aberdeen Local Plan 2008.

3. FINANCIAL IMPLICATIONS

- 3.1 There is a small area in the north of the OP9 site which is understood to be held in the Housing Revenue Account. The site immediately to the north of OP8 is also in Council ownership. No agreement is in place between the developer and the Council as landowner to include this area in the developer's masterplan.

4. SERVICE & COMMUNITY IMPACT

- 4.1 The Cove Masterplan supports the Aberdeen City and Shire Structure Plan policies and targets for housing allocations in the North East until 2030.
- 4.2 The Cove Masterplan seeks to contribute towards encouraging a higher range of new house building types in the City, including affordable housing provision. Affordable housing will be provided in line with Policy 42 of the Aberdeen Local Plan 2008 in that 10% of the development will be affordable.

- 4.3 The Cove Masterplan requires a mix of uses on the site, including business, open space, leisure and retail. This will aid improving quality of life for the newly created and adjacent neighbourhoods through the enhanced provision of and access to community facilities. The Cove Masterplan follows national design guidance and aims to create a place with an interconnected walkable neighbourhood.
- 4.4 In accordance with Policy 83 of the Aberdeen Local Plan 2008, Developer Contributions will be sought. This will include, but not be limited to, community facilities, drainage, recreational and amenity open space, sports facilities and providing for a choice of transport modes.
- 4.5 An Equalities and Human Rights Impact Assessment has been prepared, the results of which are attached to the masterplan for consideration and used with the masterplan, and during assessment of future planning applications.

5. OTHER IMPLICATIONS

- 5.1 There are no property, legal and equipment implications arising from this report.
- 5.2 The Cove Masterplan reduces the risk of piecemeal and inappropriate development in the Opportunity Sites. The efficient use of land will contribute towards the Council's aim of promoting sustainable development.
- 5.3 Approving the Masterplan will contribute to efficiencies in determining future planning applications made in accordance with the plan. By encouraging acceptable forms and uses of new development to be agreed publicly, it allows more informed decision making to be made earlier, saving time and resources for staff, applicants and the public.
- 5.4 A Strategic Environmental Assessment has been undertaken on OP8 and OP9 sites as part of the preparation for the forthcoming Aberdeen Local Development Plan (see Section 9 for reference).

6. REPORT

Background

- 6.1 Scotia Homes and Stewart Milne Homes commissioned the Prince's Foundation for the Built Environment, and an American urban design consultancy Urban Design Associates, to conduct a participatory planning process with the Cove Community Council and Aberdeen City Council. This process set out to find the most appropriate form of development for the identified Opportunity Sites, and to develop design concepts.
- 6.2 The participatory planning process has included two key design efforts:
 - Enquiry by Design: 13-15 May 2008

- Site Design and Modelling Charrette: 22-26 September 2008

6.3 Scotia Homes and Stewart Milne Homes have subsequently met with Aberdeen City Council, to present and discuss the development of the masterplan and receive feedback. The Cove Masterplan and Charrette Report is the product of this process.

Policy Considerations

6.4 A planning policy review has been prepared to inform and complement the Cove Masterplan and Charrette Report, and details the relevant National, Regional and Local policies to be considered.

6.5 The sites are zoned as suitable for residential use in the current Aberdeen Local Plan 2008 as Opportunity Site OP8 and Opportunity Site OP9. Appendix 5 of the Local Plan states that the

“Cove brief needs re-visiting and a new masterplan required incorporating housing, community uses and greenspace”

6.6 The City Council adopted Housing Land Release Supplementary Planning Guidance in October 2008 (article 11, Policy and Strategy Committee Minutes, 11/10/08), which allows the OP8 site to be released for development subject to planning approval and masterplan preparation.

6.7 The Masterplan has been prepared following the Aberdeen Masterplanning Process, approved in November 2008, and contributes to the Aberdeen City Council Design Campaign’s aims of raising design quality in new development (see Section 9 for references).

6.8 A waste management licence still exists over part of the OP9 site. Discussions are ongoing between the Scottish Environment Protection Agency (SEPA) and the developer to resolve such issues. This is a legal process separate to the planning process.

Public Consultation

6.9 As outlined above, the public consultation process included two key events. Both events were advertised in the local press and within the community with the distribution of 1000 flyers as well as an article in the Cove Chronicle. Invites were also distributed to interest groups including the community councils, schools, churches and the Blue Horizon Youth Project. The proposed masterplan was also on display in Loirston School during the 2009 Cove Gala. In total over all the events, attendance was in excess of 100. The results of the two key events are summarised below.

Enquiry by Design

This experience helped provide a vision for the future of Cove by means of community meetings and individual interviews. People were asked to comment on what they valued most about Cove, the main problems and the aspirations they had for the future. The results of this process are

contained within the Cove Masterplan and Charrette Report; however three key themes emerged which have been incorporated into the final Cove Masterplan and Charrette Report.

- (1) **Open Space** – protect, enhance and interconnect proposed and existing open space.
- (2) **Street Network / Traffic** – improve vehicular circulation in, to and from Cove.
- (3) **Centres** – create walkable neighbourhoods emphasising links to the key proposed and existing centres in Cove.

Site Design and Modelling Workshop

The second stage in the public participation process concentrated on the sites themselves, how the 3 identified themes could work in the final layout design, and inform key principles of the masterplan.

6.10 Principles of the Cove Masterplan

The Masterplan and Charrette Report detail a number of key design principles that must be adhered to in future planning applications. These are:

- provide a variety and choice of housing – semi-detached, detached terrace housing, and flats;
- create walkable and interconnected neighbourhoods;
- provide clearly defined open space, including parks of various clearly defined types and sizes;
- concentrate development around a high street with a mix of commercial uses in a traditional Scottish form;
- provide an additional connection to Wellington Road;
- ensured minimum density of 30 units per hectare across the site, with higher density towards the neighbourhood centre, in accordance with the Structure Plan;
- create more efficient use of land;
- reserve land for a train halt at OP8 (Stationfields);
- clearly define architectural styles as determined by the Cove Masterplan and Charrette Report, e.g. Victorian, Scots Baronial, Coastal Vernacular, and, Arts & Crafts.

6.11 Key Issues

The Cove Masterplan and Charrette Report highlights options for the way in which Loirston Green could be used to connect the OP9 site to the existing Cove centre. It should be made clear that following public response to this issue this connection will be a pedestrian footpath only.

An option is illustrated highlighting improvements to the existing Cove civic centre. Although the developer has no control over the existing civic centre area, the proposals remain as an aspiration to improve the quality and organisation of what is currently a disparate group of buildings with poor public realm.

6.12 Next steps

The following information is not covered by the Masterplan and Charrette Report, but will be required to support future detailed design and planning application processes:

- Noise and air quality assessments;
- Phasing programme and strategy;
- Transport assessment, including evaluation of new intersection at Wellington Road, impact on local road network, allowances for service access to commercial buildings, and public transport routes;
- Landscape and Visual Impact Assessment, along with ecological and habitat appraisal;
- Evaluation of setbacks and appearance along Wellington Road;
- Sustainable Urban Drainage Systems to meet the requirements of PAN 61: Planning and Sustainable Urban Drainage Systems;
- Coordination with Scottish Water and SEPA regarding foul drainage.

7. REPORT AUTHOR(S) DETAILS

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8. BACKGROUND PAPERS

- 8.1 The Cove Masterplan and Charrette Report (Mach 2010) (*available in Members Library*)
- 8.2 Planning Policy Review and Community Engagement Analysis – Background Information to the Cove Masterplan and Charrette Report. (*available in Planning and Sustainable Development*)
- 8.3 Aberdeen Local Plan 2008 (8.3 – 8.8 *available on ACC Website*)
- 8.4 Aberdeen Local Development Plan: Interim Environmental Report October 2009
- 8.5 Aberdeen City and Shire Structure Plan 2009
- 8.6 Housing Land Release (2006-2010) Supplementary Planning Guidance (October 2008).

- 8.7 Aberdeen Masterplanning Process November 2008 (article 22, Planning Committee Minute, 6/11/08).
- 8.8 Aberdeen City Design Campaign (article 20, Planning Committee Minute, 10/07/08).

ABERDEEN CITY COUNCIL

COMMITTEE **Enterprise, Planning and Infrastructure**

DATE **20th April 2010**

DIRECTOR **Gordon McIntosh**

TITLE OF REPORT **Various, Small Scale Traffic Management and Development Associated Proposals (New Works)**

REPORT NUMBER **EPI/10/081**

1. PURPOSE OF REPORT

This report is to advise Committee of the need for various small scale traffic management measures identified by officers, residents, Local members, emergency services etc and verified as necessary through surveys by officials. It also brings forward proposal associated with new development as part of the development management process.

2. RECOMMENDATION(S)

That the Committee:

1. Approve the proposals in principle
2. Instruct the appropriate officials to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in this report. If no significant objections are received, then progress with the public advertisement and report the results to a future meeting of this Committee.

3. FINANCIAL IMPLICATIONS

Currently there is a rolling programme for the Non-housing Road Safety and Traffic Calming capital budget and, due to the length of time taken for the legal process required for the Traffic Regulation Order, funding for these schemes will come from the 2010/2011 "Non-housing Road Safety and Traffic Calming" capital budget or some other future budget.

Developer associated traffic management proposals are only included in this report once the developer or their agent has agreed in writing to fund the costs of the legislative process. When the legislative process is completed, and the appropriate

Committee has approved the Traffic Regulation Order, it is the developer who implements and funds the scheme.

4. SERVICE & COMMUNITY IMPACT

This report is in accordance with the administration's Vibrant, Dynamic and Forward Looking, under the heading of Transport and highlighted in Paragraph 7.

It also meets with the local Community Plan objectives to continually improve road safety and maximise accessibility for pedestrians and all modes of transport.

The proposals are in line with the Councils Transportation Strategy to improve safety for all road users by continuing to reduce the number of casualties in traffic collisions.

5. OTHER IMPLICATIONS

There is a risk that any approved traffic regulation orders may have to re-enter the legislative process if they are unable to be implemented within the statutory implementation time of 2 years from the start of public consultation if funding is insufficient.

6. REPORT

There are traffic management proposals for twelve locations brought forward during the course of routine examination of road safety, traffic flows and three proposals resulting from a planning application:

KEY:

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Funded from the Non-housing Road Safety and Traffic Calming 2010/2011 capital budget❖ Funded by developer |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- **Albyn Terrace** – revocation of “At Any Time” waiting restrictions.

Representation was made by the businesses within Albyn Terrace requesting that the “At Any Time” waiting restrictions be removed from the short section at the exit from Albyn Terrace. The area was checked to ensure that refuse vehicles could still access these properties and, as this is still possible, we recommend that this short section be removed to allow additional parking within this privately maintained area.

The proposals are indicated on the plan below.

- **Canal Road** – replacement of 30 cwt weight restriction to a 2.1m width restriction

The existing signage is not now prescribed and it requires to be removed. It could be replaced with a prescribed weight limit but, in discussions with Grampian Police, they intimated that a weight restriction is very difficult to enforce, as a vehicle’s weight is not immediately obvious and there are now limited public weighbridges within the City to check vehicle weights accurately.

Where the actual weight is not a real safety issue but is in place purely to remove HGVs from a particular road due to its layout (as in this case), a width restriction may be preferred as it can be checked and enforced instantly.

The proposals are indicated on the plan below.

- **Dee Street** – Proposed “At any time” waiting restrictions and “Pay and Display” parking

Following requests from local residents to try and increase the amount of on-street parking, three additional spaces have been acquired. Two Pay and Display bays that can be used at any time and one on the single yellow line (Mon – Sat; 8am – 6pm) that can be used after 6pm Mon – Sat and all day Sunday.

However, we have also had requests to have “At any time” waiting restrictions extended at the lower end of the street to cover driveways where the existence of sub-standard parking bays has meant that vehicles overhang their driveways making access to their property difficult.

It is proposed to extend these double yellow lines by a short distance to mitigate this practice and this will result in a net gain of two parking spaces over the length of the street.

The proposals are indicated on the plan below.

- **Don Terrace** – Proposed waiting restriction; Mon – Fri. 8:00am – 5:00pm

The Road Safety and Traffic Management Team have received correspondence from the Waste Collection Team indicating that refuse vehicles could not negotiate the narrow section of Don Terrace between its junction with Don Street and its junction with Don Gardens due to parked vehicles on the carriageway. The Waste Collection Team requested that some form of parking restriction be implemented along this section to allow safe passage of refuse vehicles whilst carrying out refuse uplifts.

As a result, observational parking surveys were undertaken during the week beginning 8th February 2010. Two surveys were carried out during the afternoon and one after 7pm in the evening. The daytime surveys revealed that only one vehicle was parked in the section in question on both occasions. The evening survey showed six vehicles parked on the carriageway.

Following further discussion with the Waste Collection Team it was revealed that refuse vehicles do not typically access this area until after 8am, therefore it is proposed to implement waiting restrictions which will operate between the hours of 8am and 5pm, Monday to Friday, thus maintaining the existing residential parking provision during the evening hours where there is most demand. Alternative on-street parking is available in Don Street and Don Gardens during the period when the proposed restrictions will be in force.

The proposals are indicated on the plan below.

- **Esslemont Avenue** – Proposed revocation of “School Keep Clear” zig-zags and replacement with “Pay and Display” parking bay

The Aberdeen Grammar Parent Council recently questioned, via their local member Councillor Laing, the relevance of the “School Keep Clear” markings on Esslemont Avenue. The markings had been in place to provide for the eastern entrance to the Grammar School from Esslemont Avenue, which is now closed. The Headteacher has been contacted and has confirmed that this gate has been permanently closed and the road markings are now redundant. As a result, it is proposed to revoke these waiting restrictions and to reinstate “Pay and Display” parking bays.

The proposals are indicated on the plan below.

- **Harriet Street** – Weight Limit Order to exempt refuse vehicles.

The current weight limit on Harriet Street was introduced because of the layout of the road and to prevent long vehicles becoming stuck at the sharp bends on Crooked Lane, an extension to Harriet Street.

It has been highlighted recently, through the Environmental Service, that there is no exemption within the Traffic Regulation Order to allow refuse vehicles access to Harriet Street. Although the refuse vehicles are HGVs they can easily negotiate Harriet Street and Crooked Lane and therefore it is proposed to include an exemption only for Aberdeen City Council HGV refuse collection vehicles to access these streets.

The proposals are indicated on the plan below.

- **Holland Place** – Proposed revocation of “At any time” waiting restrictions and replace with “Pay and Display” parking

A local business in the area has queried the requirement for “At Any Time” waiting restrictions on both sides of Holland Place. A review of these restrictions would suggest that the provision of a short section of residents only parking would be permissible.

The proposals are indicated on the plan below.

- **Powis Circle** – Proposed One-Way (clockwise direction)

Requests have been received from local residents, through their local councillor , for consideration to be given to making Powis Circle a one-way street . This would obviously have a benefit in that additional parking could be accommodated on-street and as the street is already traffic-calmed by means of speed reducing tables and so an increase in speeds should not be a side effect of this proposal.

The proposals are indicated on the plan below.

- **Rubislaw Terrace** – Revocation of “At anytime” waiting restrictions and replace with “Pay and Display” parking

Recent proposals for the implementation of a section of one way on Rubislaw Terrace have been approved by this committee and these are now due to be implemented. An additional benefit of this proposal is the ability to allow parking on both sides of the carriageway, rather than the current allowance of one side only. It is therefore proposed to revoke a section of “At Any Time” waiting restrictions on the east side and to introduce “pay and display” parking bays.

The proposals are indicated on the plan below.

- **Westburn Road (Drwg 1)** and the
- **Lane to the west of Loanhead Terrace (Drwg 2)** – Proposed “At any time” waiting restrictions and timed (Mon to Sat; 8:00am to 6:00pm) waiting restrictions.

Following the recent implementation of the extension to the on-street parking controls zone M (Rosemount) it has been highlighted that there are two areas of unrestricted kerbside remaining within the area.

The southern side of Westburn Road on the approach to the Watson Street traffic lights is currently unrestricted. It is proposed to introduce a section of “At Any Time” waiting restrictions and a short section of “residents only” parking bay, this will allow unobstructed traffic flow at the signalised junction, whilst regulating the remaining kerbside for residential parking.

The unnamed lane to the west of Loanhead Terrace is a narrow lane allowing access to the garages at rear of Watson Street. Due to its limited width virtually any vehicle parking on the lane would obstruct vehicular movement. As a result, it is proposed to implement a daytime waiting restriction in line with the zone M operational hours (Monday to Saturday 8am – 6pm).

The proposals are indicated on the plan below.

- **Whitemyres Avenue** – Revocation Of “At Any Time” Waiting Restrictions
A request was made from the occupier of retail unit to have the “At any time” waiting restriction removed from the front of the property as it was curtailing his business operations. The parking that once occurred there no longer impeded the business and there were no safety issues with the restrictions therefore it is now recommended that these restrictions be revoked.

The proposals are indicated on the plan below.

- ❖ **Loanhead Terrace, Rutherford Church** – Proposed “At any time” waiting restrictions and Pay and Display parking bays.

As part of the development at Rutherford Church a new access was formed with “At any time “ waiting restrictions proposed to protect access and visibility to this access. A short section of “At any time” waiting restrictions will be replaced by extending the Pay and Display parking

The proposals are indicated on the plan below.

❖ **Union Square, Guild Street** – Proposed At any time waiting restrictions

As part of the Union Square planning application "At any time" waiting restrictions are required to keep the lanes and junctions clear of parked vehicles to maintain the flow of traffic in this busy area of the City.

The provision of a drop-off point for **Blue Badge holders only** visiting the bus station has been discussed with the Disability Advisory Group through Councillor Kiddie and Councillor Kevin Stewart and is proposed to be located between the entrances to the bus and train stations

The proposals are indicated on the plan below.

❖ **Union Square, Palmerston Road** – Proposed "At any time" waiting restrictions, timed waiting restrictions and waiting restrictions with exemptions for taxis.

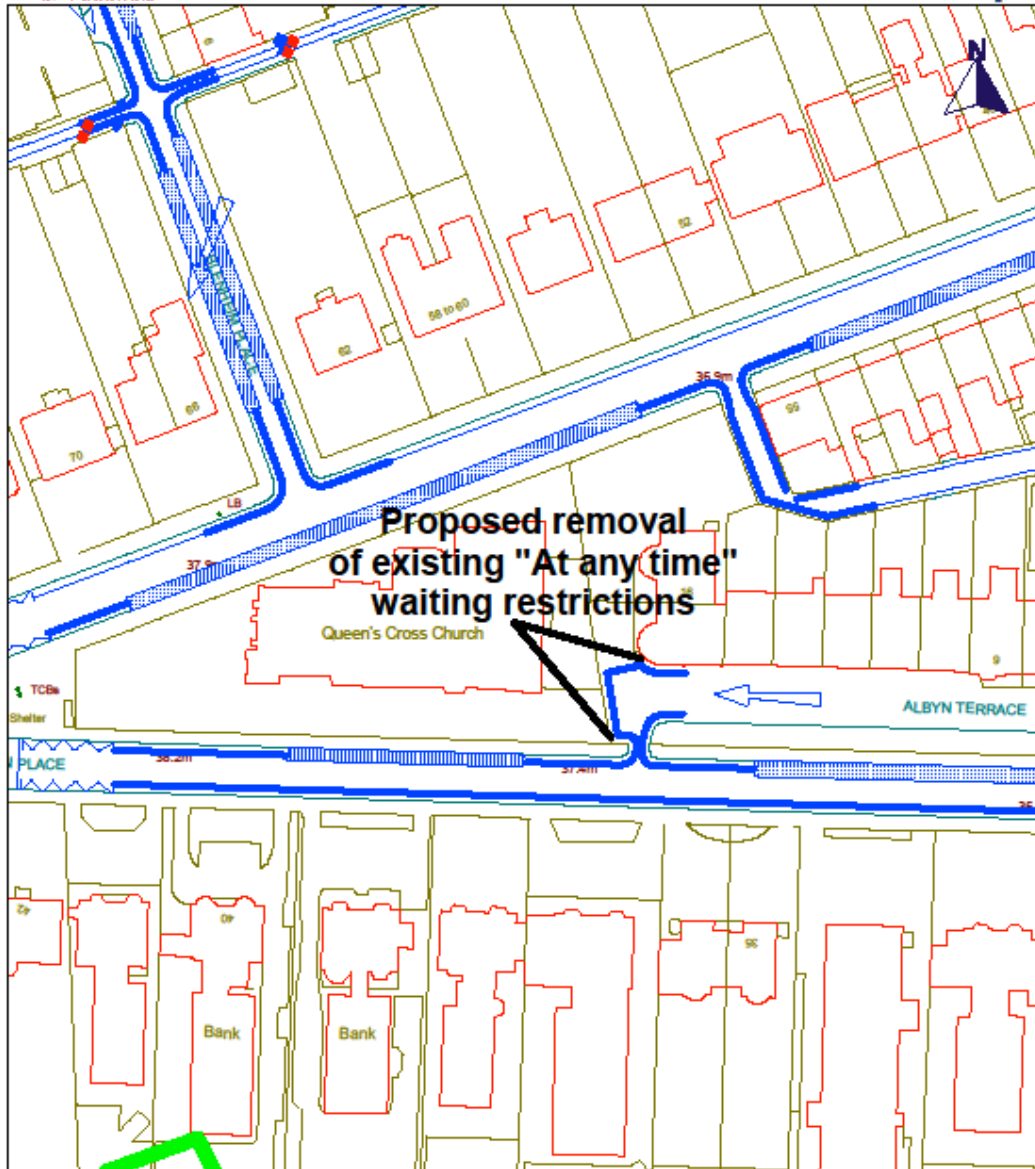
As part of the Union Square planning application these restrictions are proposed to maintain the flow of traffic surrounding the development and allow access to taxis serving the public.

The proposals are indicated on the plan below.

- **Albyn Terrace** – revocation of “At Any Time” waiting restrictions



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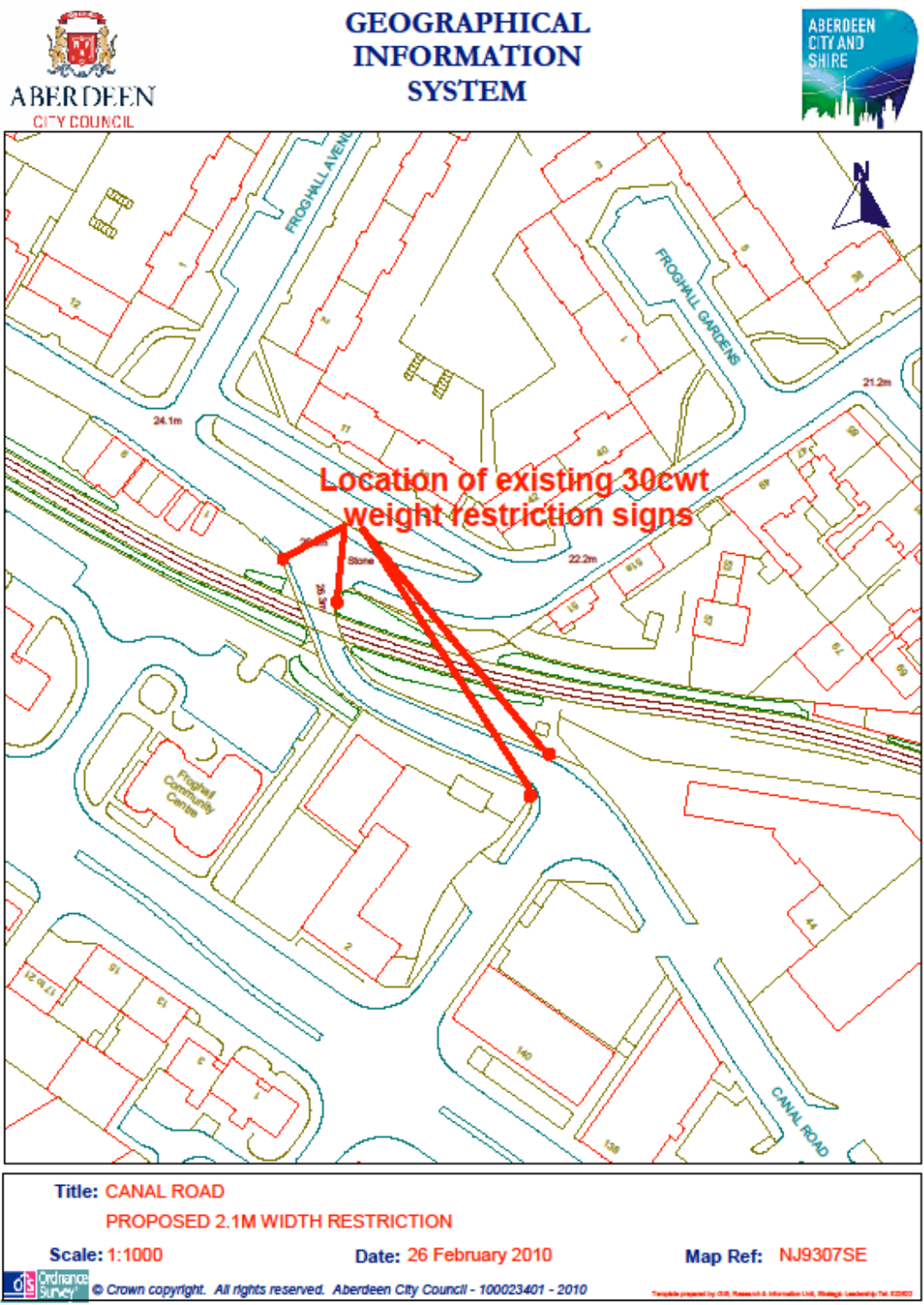


Title: PROPOSED removal of "At any time" waiting restrictions

Scale: 1:1000 **Date:** 03 March 2010 **Map Ref:** NJ9205NE

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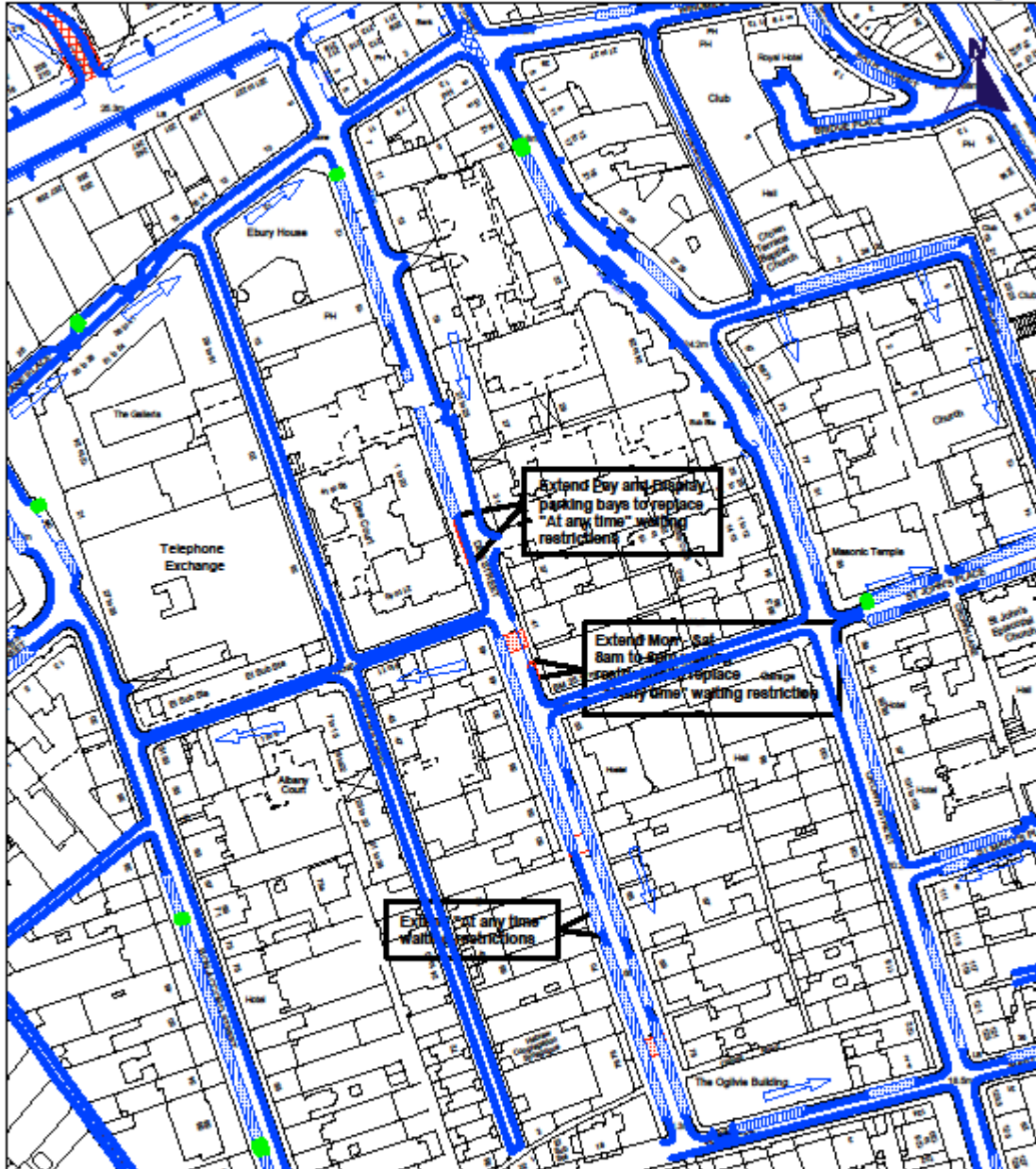
- **Canal Road** – replacement of 30 cwt weight restriction to a 2.1 m width restriction



Dee Street – Proposed “At any time” waiting restrictions and consolidation of existing “Pay and Display” parking



**GEOGRAPHICAL
INFORMATION
SYSTEM**



Title: Dee Street - Proposed changes to waiting restrictions and Pay and Display bays

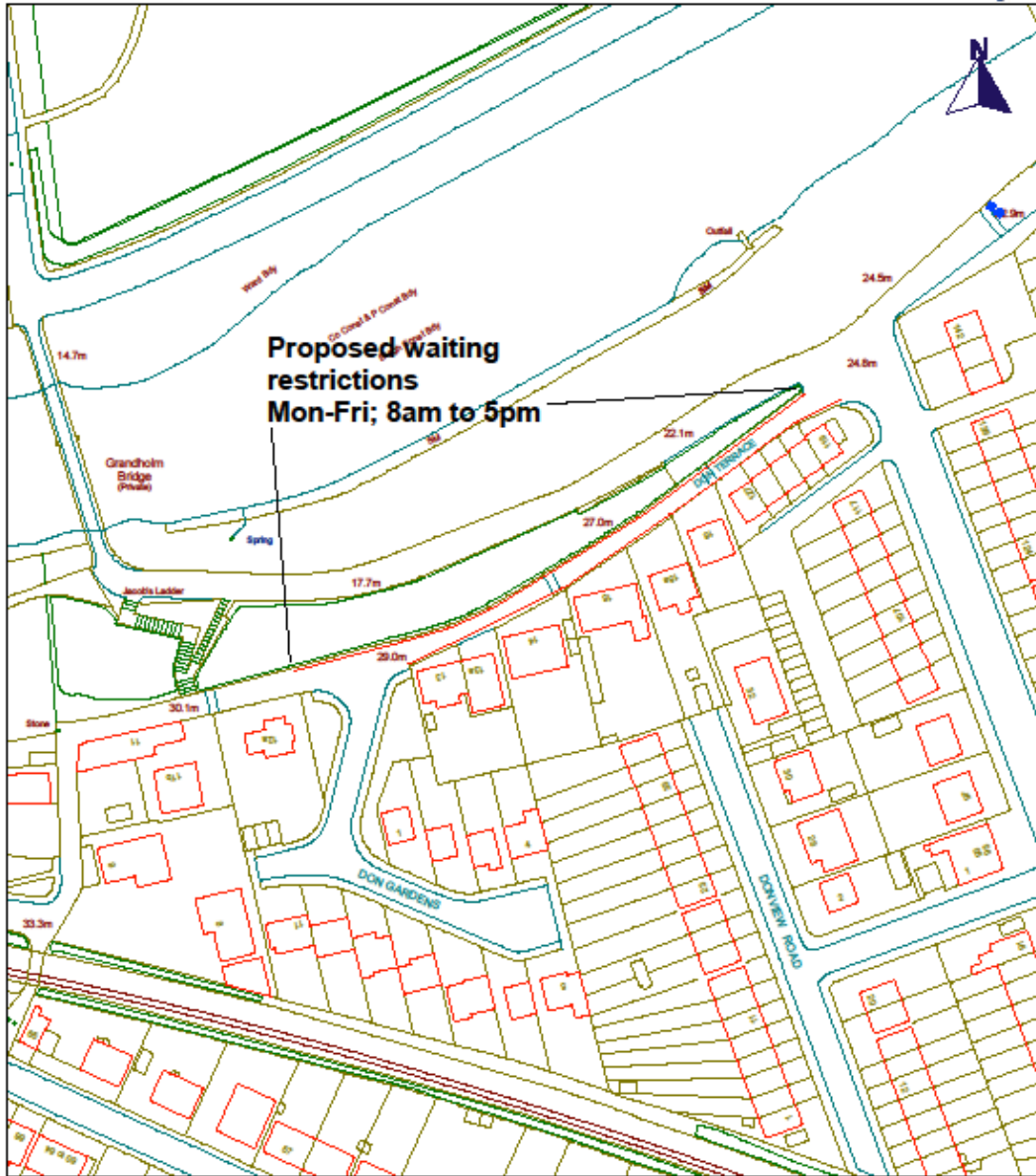
Scale: 1:1548 **Date:** 12 March 2010 **Map Ref:** NJ9305NE

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- **Don Terrace** – Proposed waiting restriction; Mon – Fri. 8:00am – 5:00pm



**GEOGRAPHICAL
INFORMATION
SYSTEM**



**Title: PROPOSED WAITING RESTRICTION
MON - FRI 8:00AM - 5:00PM**

Scale: 1:1250

Date: 24 February 2010

Map Ref: NJ9209SW



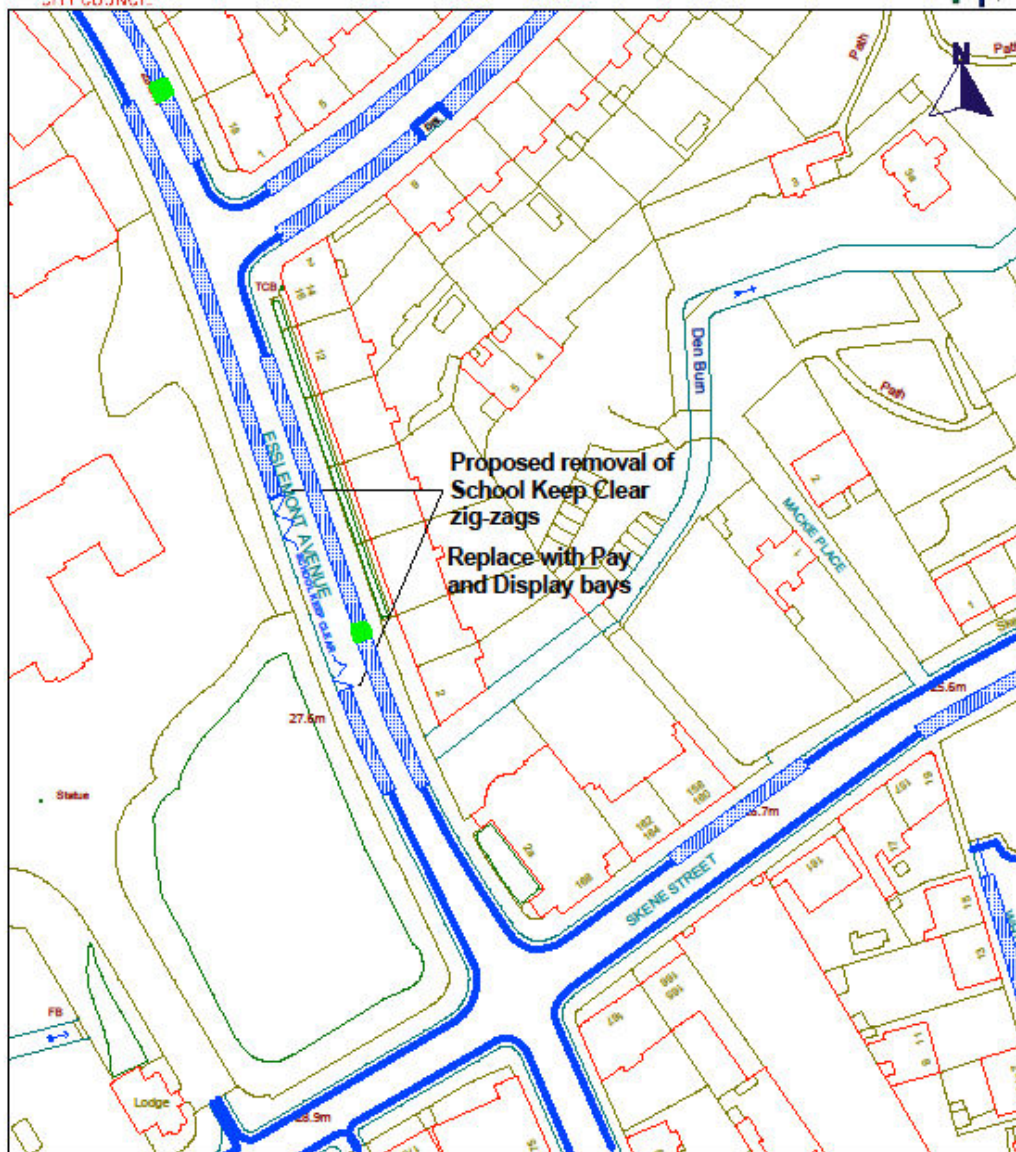
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Template prepared by GIS, Research & Information Unit, Strategic Leadership Unit 2008

- **Esslemont Avenue** – Proposed revocation of “School Keep Clear” zig-zags and replacement with “Pay and Display” bays



**GEOGRAPHICAL
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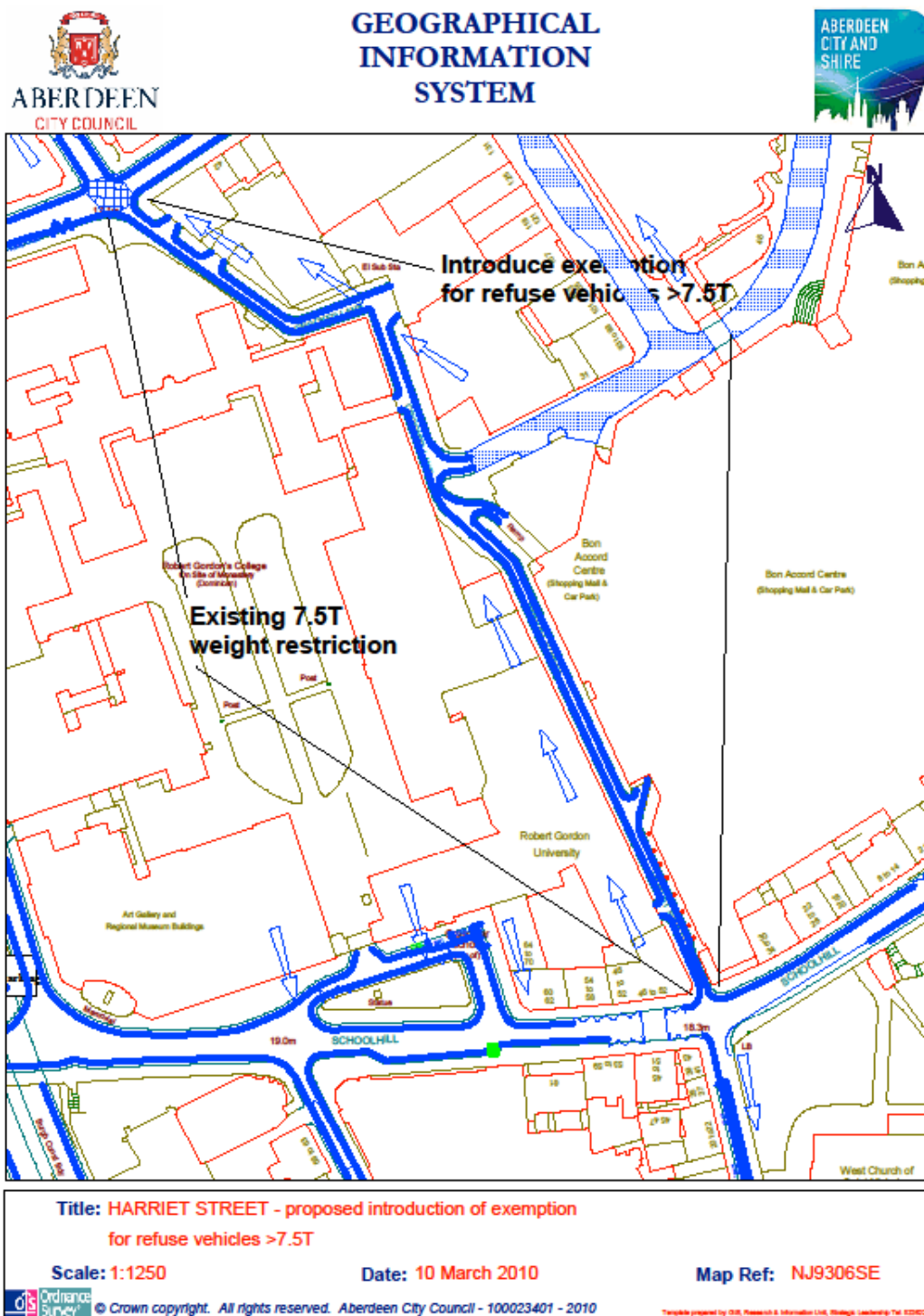


**Title: PROPOSED REMOVAL OF SCHOOL KEEP CLEAR ZIG-ZAGS
AND REPLACE WITH PAY AND DISPLAY BAYS**

Scale: 1:1000 Date: 10 March 2010 Map Ref: NJ9306SW

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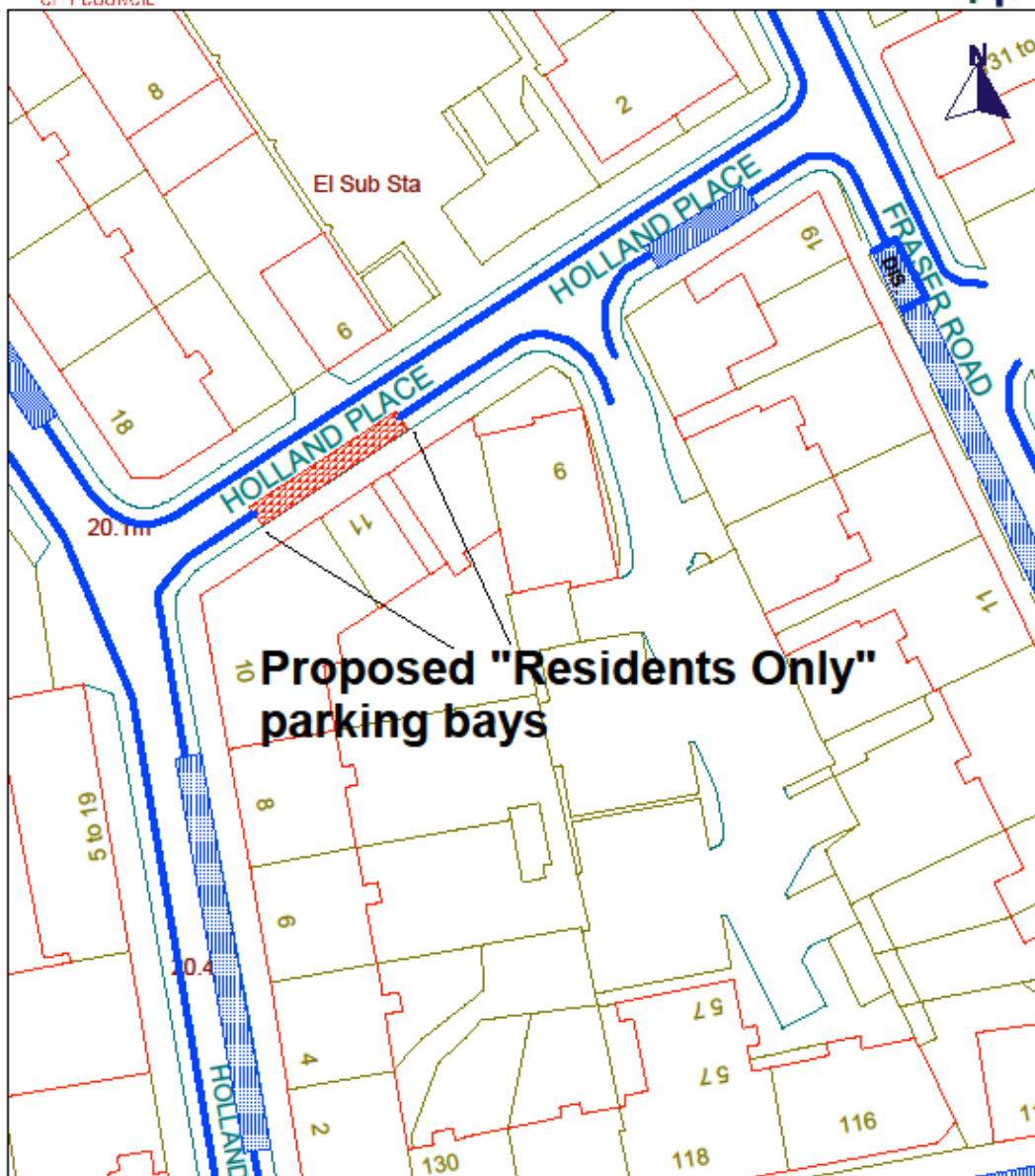
- **Harriet Street** – Weight limit alteration to exempt refuse vehicles >7.5T



- **Holland Place** – Proposed revocation of “At any time” waiting restrictions and replace with “Pay and Display” parking



**GEOGRAPHICAL
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Title: HOLLAND PLACE - Proposed Residents Only parking bays

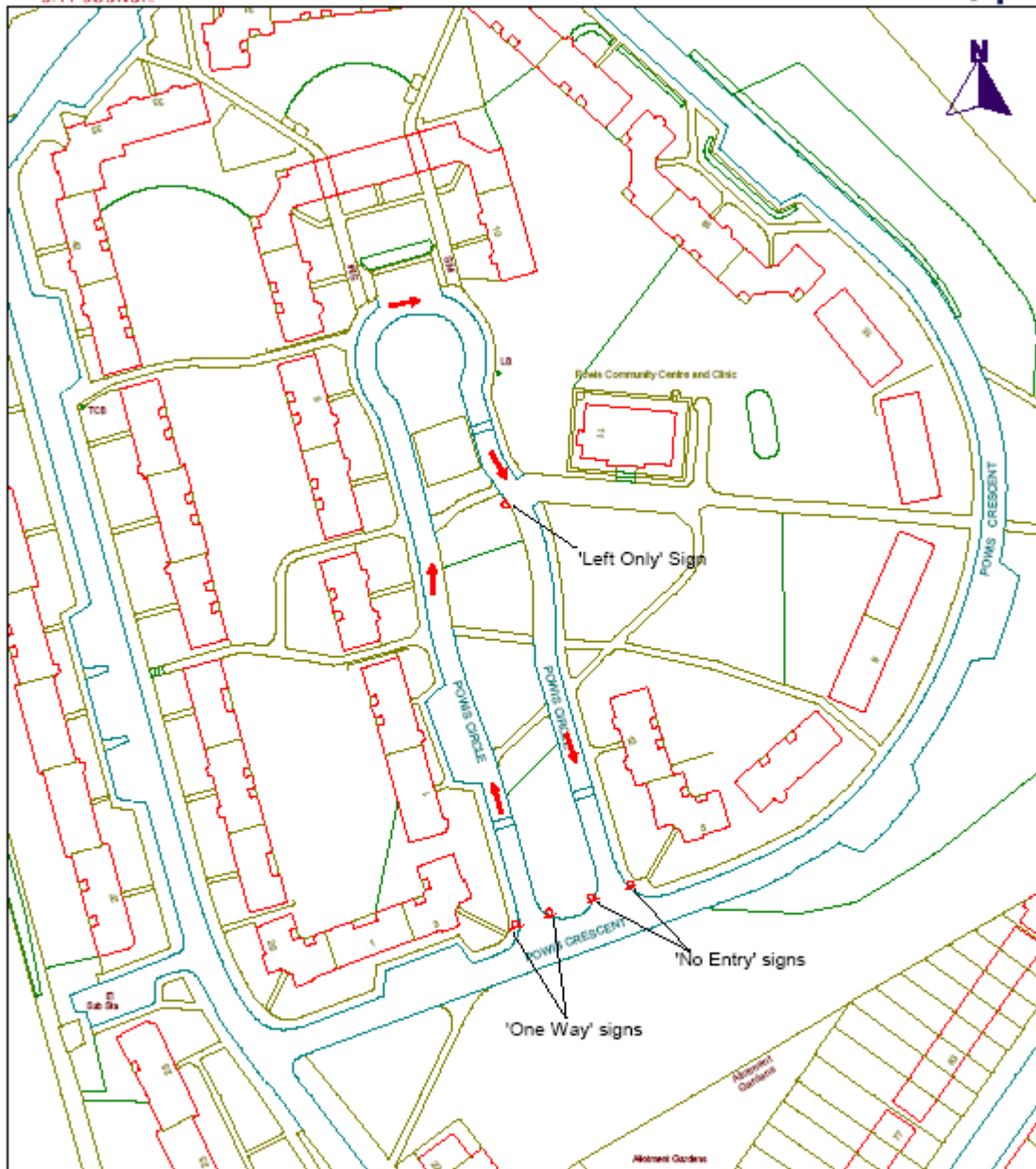
Scale: 1:500 **Date:** 10 March 2010 **Map Ref:** NJ9307SE

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- **Powis Circle** – Proposed One-Way (clockwise direction)



**GEOGRAPHICAL
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**Title: POWIS CIRCLE
PROPOSED 'ONE WAY' SYSTEM**

Scale: 1:1250

Date: 10 March 2010

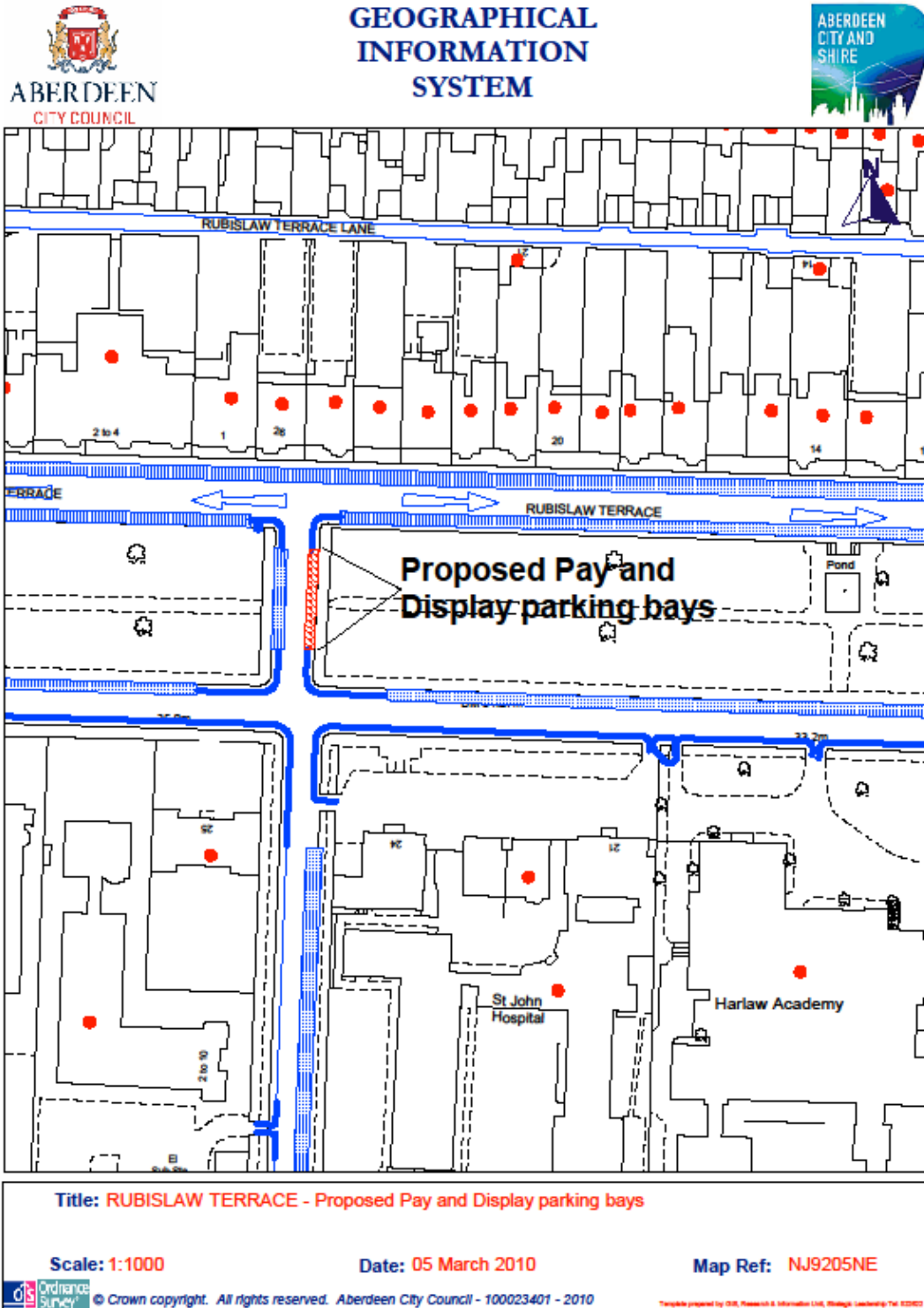
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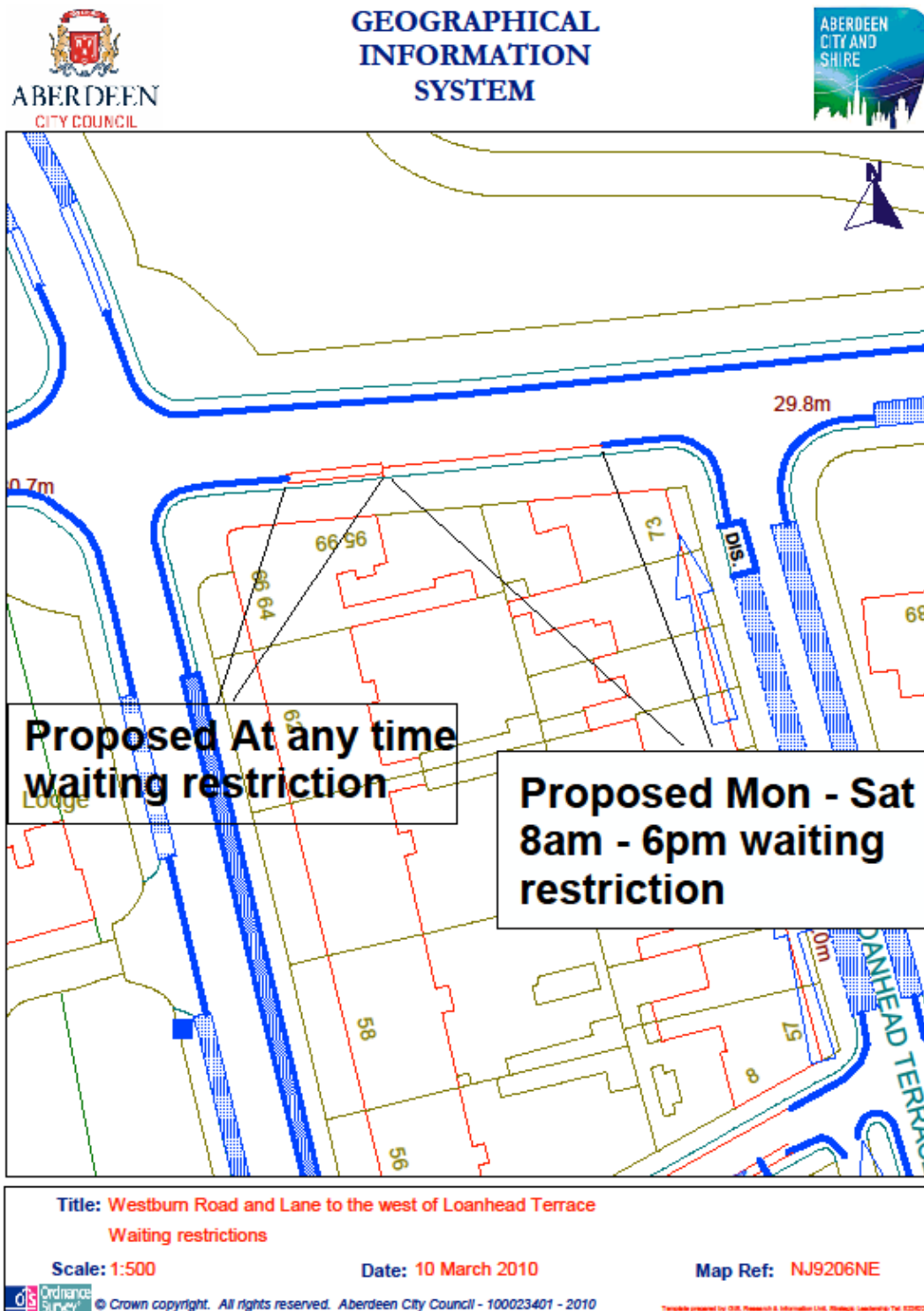
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- **Rubislaw Terrace** – Revocation of “at anytime” waiting restrictions and replace with “Pay and Display” parking



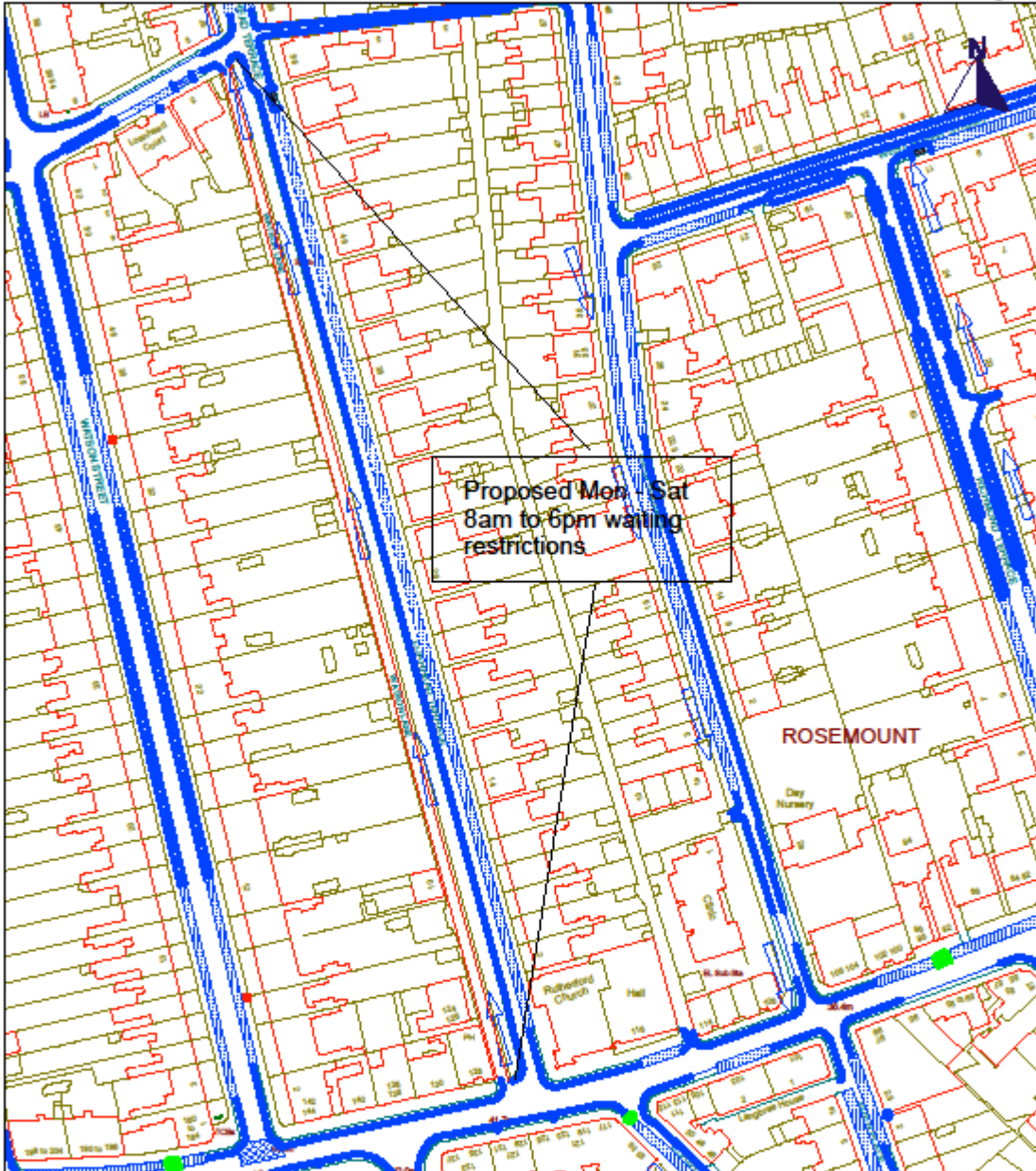
- **Westburn Road (Drwg 1)** – Proposed “At any time” waiting restrictions and Mon – Sat 8am to 6pm waiting restrictions



- **Lane to the west of Loanhead Terrace (Drwg 2)** – Proposed Mon – Sat; 8am to 6pm waiting restrictions



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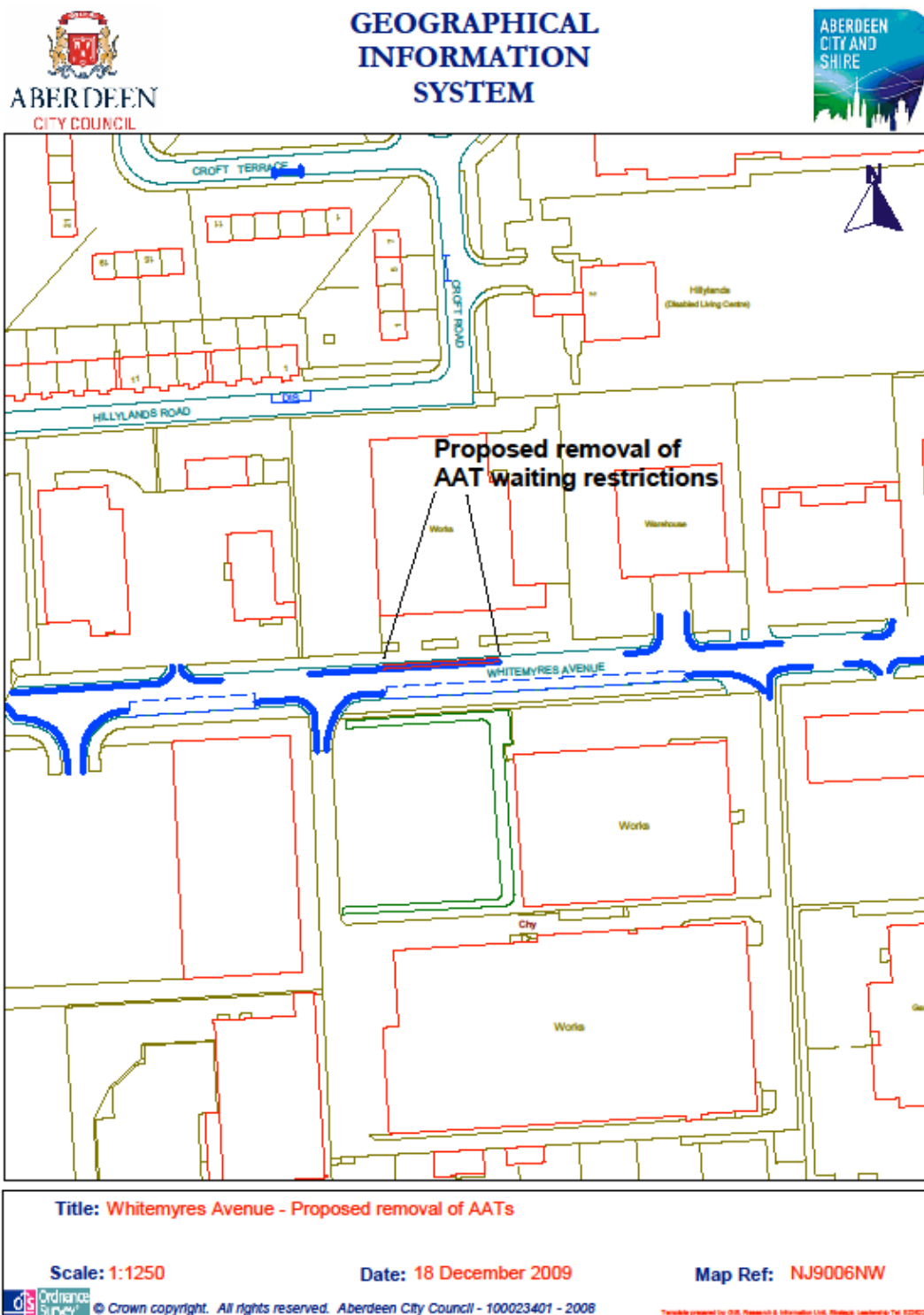


Title: Westburn Road and Lane to the west of Loanhead Terrace
Waiting restrictions (Drwg 2)

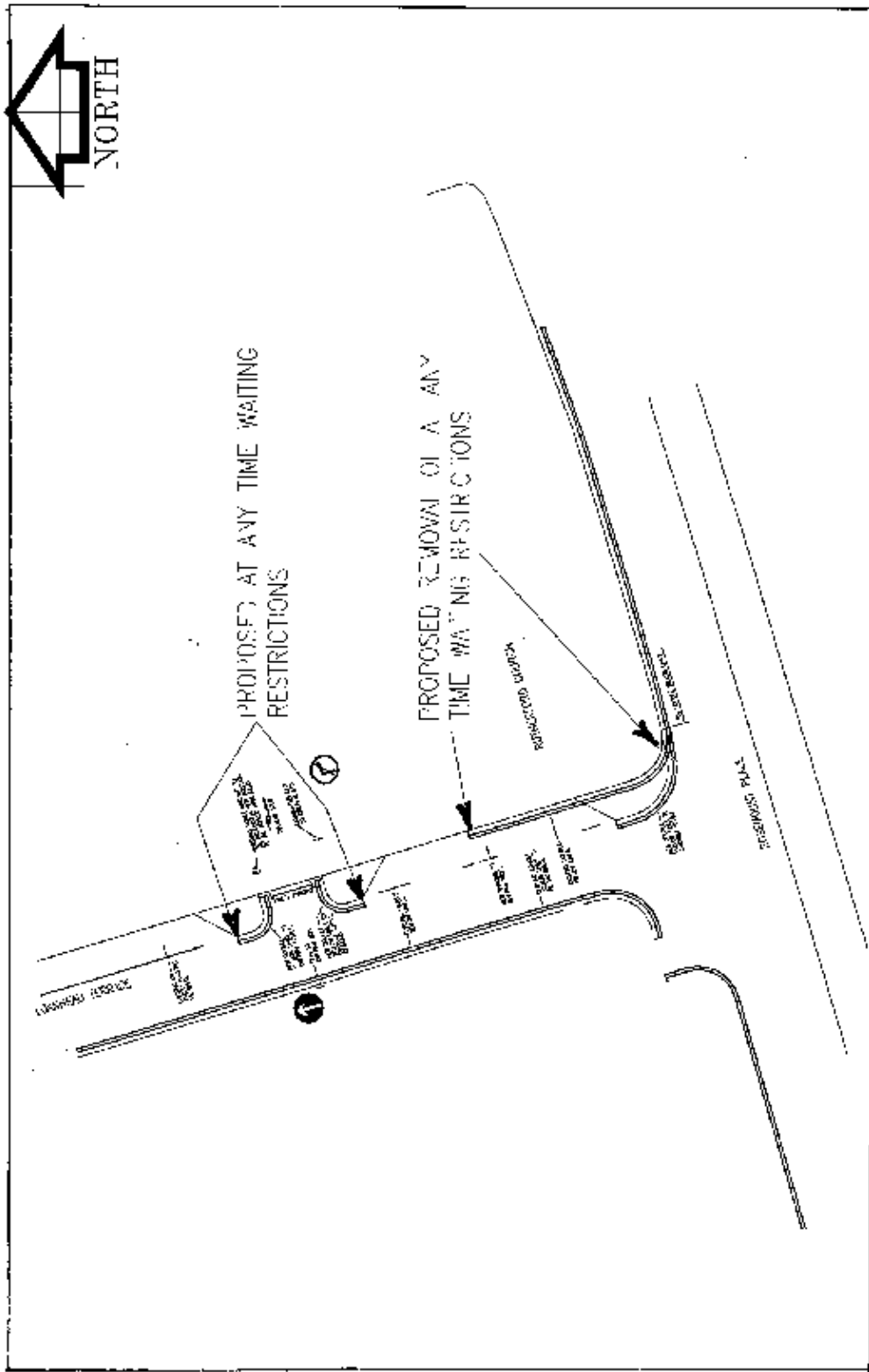
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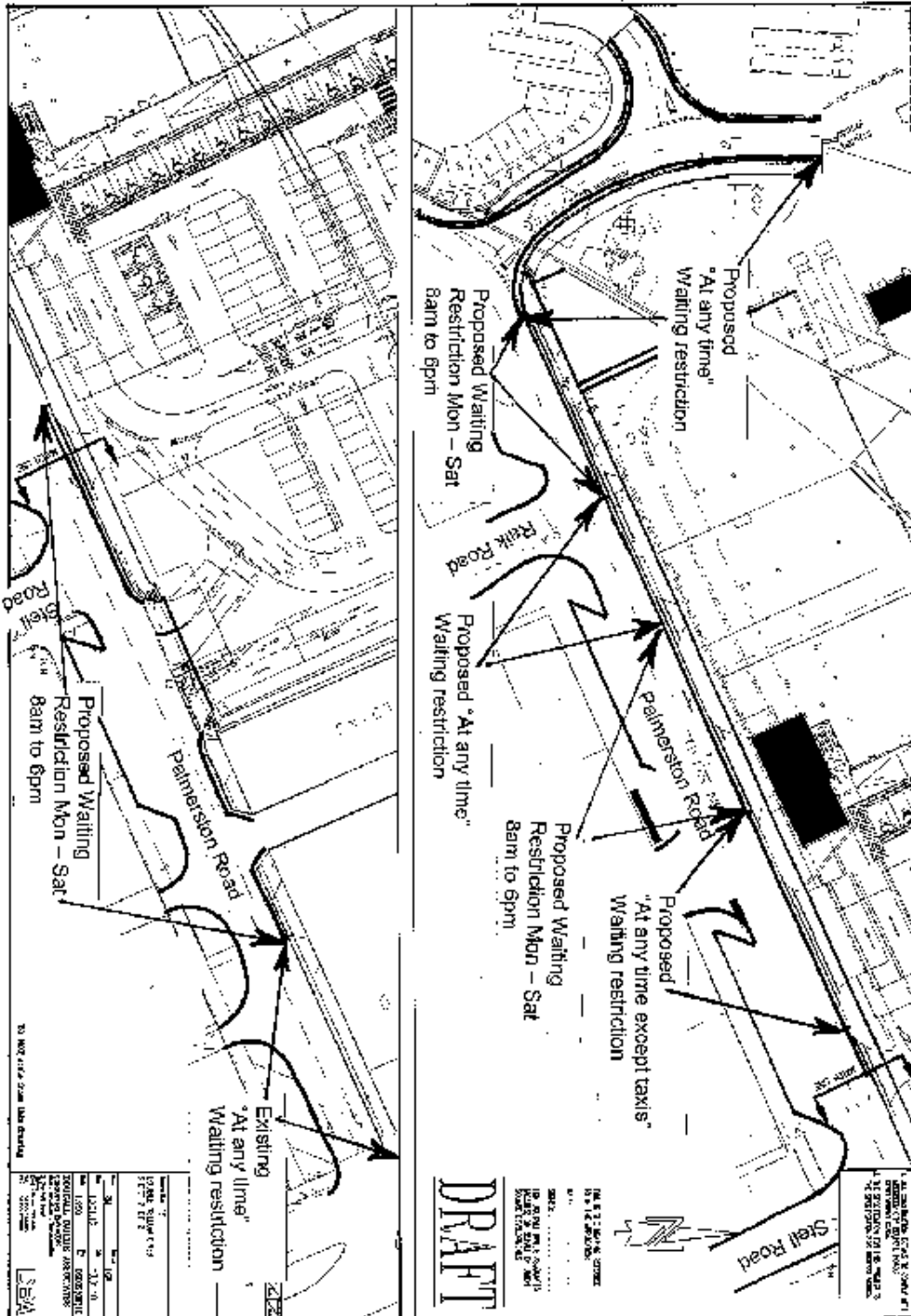
- **Whitemyres Avenue** – Revocation of “At any time” waiting restrictions



❖ Loanhead Terrace, Rutherford Church – Proposed At any time waiting restrictions



❖ Union Square, Palmerston Road – Proposed waiting restrictions



Consultees comments

Council Leader – **Councillor John Stewart** - has been consulted and made no comment

Enterprise, Planning and Infrastructure Committee

Convener: Councillor Kate Dean - has been consulted and has made no comment

Vice Convener: Councillor Callum McCaig - has been consulted and made no comment;

Local Members

Councillor John Stewart	Has been consulted and has no comment
Councillor George Adam	Has been consulted and has no comment
Councillor Yvonne Allan	Has been consulted and has no comment
Councillor Marie Boulton	Has been consulted and has no comment
Councillor Ronald Clark	Has been consulted and has no comment
Councillor John Corall	Has been consulted and has no comment
Councillor Bill Cormie	Has been consulted and has no comment
Councillor Barney Crocket	Has been consulted and has no comment
Councillor Martin Greig	Has been consulted and has no comment
Councillor Muriel Jaffrey	Has been consulted and has no comment
Councillor Alan Milne	Has been consulted and has no comment
Councillor George Penny	Has been consulted and has no comment
Councillor Richard Robertson	Has been consulted and has no comment
Councillor Kevin Stewart	Has been consulted and has no comment
Councillor Jim Farquharson	Has been consulted and has no comment
Councillor Jennifer Stewart	Has been consulted and has no comment
Councillor Jonh West	Has been consulted and has no comment
Councillor Andrew May	Has been consulted and has no comment
Councillor James Hunter	Has been consulted and has no comment
Councillor Irene Cormack	Has been consulted and has no comment
Councillor Allan Donnelly	Has been consulted and has no comment
Councillor James Kiddie	Has been consulted and has no comment
Councillor Norman Collie	Has been consulted and has no comment
Councillor James Noble	Has been consulted and has no comment
Councillor Jennifer Laing	Has been consulted and has no comment
Councillor Len Ironside	Has been consulted and has no comment
Lord Provost Peter Stephen	Has been consulted and has no comment
Councillor Wendy Stuart	Has been consulted and has no comment

Susan Cooper, City Chamberlain, Resources Management - **I have no additional comments to add on basis that costs are met from within budget or through developers contributions**

Jane MacEachran, City Solicitor, Continuous Improvement has been consulted and has no comment

Ciaran Monaghan, Head of Service, Office of Chief Executive has been consulted and has no comment

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure has been consulted and has no comment

Hugh Murdoch, Head of Service, Shelter and Environment has no comment to make on these proposals

Margaret Bochel, Head of Planning & Infrastructure, Strategic - **has no comment to make on this report**

Mike Cheyne, Roads Manager has been consulted and has no comment

Elaine Hourston, Account Manager, Service Design and Development

Neil Carnegie, Community Safety Manager has been consulted and has no comment

Margaret Jane Cardno, Community Safety Manager has been consulted and has no comment

Colin Walker, Community Safety Manager has been consulted and has no comment

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

N/A

ABERDEEN CITY COUNCIL

COMMITTEE	ENVIRONMENT, PLANNING & INFRASTRUCTURE
DATE	23 APRIL 2010
DIRECTOR	GORDON McINTOSH
TITLE OF REPORT	Justice Mill Lane- Traffic Management Proposals
REPORT NUMBER:	

1. PURPOSE OF REPORT

To advise members of the proposed traffic management proposals for Justice Mill Lane and to seek approval for the promotion of the associated Traffic Regulation Orders

2. RECOMMENDATION(S)

- 2.1 That the committee instructs the appropriate officers to progress the Statutory Consultation for the proposed traffic management scheme
- 2.2 That the committee instructs the appropriate officers to advertise the order provided no objections are received from Statutory Consultation.
- 2.3 That the committee instructs the appropriate officers to carryout a detailed design and cost estimate and report back to the committee.

3. FINANCIAL IMPLICATIONS

Developer contributions in the order £300,000 is available for the implementation of the proposed traffic management scheme and subject to the preparation of an appropriate detailed design would fund the works. A detailed design and estimate would be the subject of a future report and presented to committee for consideration and approval. The proposed improvements whilst enhancing the environment will potentially reduce future road revenue maintenance costs

4. SERVICE & COMMUNITY IMPACT

Within the Community Plan, City Centre redevelopment is identified as a strategic priority, and within the Single Outcome Agreement, two national outcome objectives identified are that "We live in well designed, sustainable places" and that "We value our natural and build environment and protect it and enhance it for future generations."

In its document, “Vibrant, Dynamic and Forward Looking,” the City’s Partnership states in the Economic Development Section, that it will “Implement master plans, working with partners, including those in the private sector,” and that it will “Continue to drive regeneration and take advantage of regeneration opportunities city wide, as they present themselves”

5. OTHER IMPLICATIONS

None

6. REPORT

- 6.1 The environment and nature of Justice Mill Lane has substantially altered in recent years following significant redevelopment of much of the properties fronting both Justice Mill Lane and Union Street. The immediate and surrounding area of Justice Mill Lane is recognised as an area in need of traffic management improvements to meet the current changing requirements of the area which include ongoing large scale mixed use developments. The redevelopment of Justice Mill Lane has resulted in the need for improvements to address the current vehicle and pedestrian conflicts that occur, particularly during the evening and at weekends.
- 6.2 The uses of and nature of the environment of Justice Mill Lane varies significantly between the daytime and evening period. The first is as a city centre road that is used by a substantial amount of motorists during peak periods to bypass the western section of Union Street. During this daytime period, Justice Mill Lane is also used as an access to service businesses on Union Street and Justice Mill Lane.
- 6.3 The second is a vibrant area of the city used for evening leisure facilities whereby large amounts of pedestrians can spill from the existing narrow footways onto the carriageway and conflict with vehicular traffic. Safety concerns have been consistently raised by Grampian Police, particularly in the late evening with the current traffic management system in place. Justice Mill Lane continues to see significant frontage development of vacant properties, the most recent being the redevelopment of the former Satrosphere/Justice Mill Lane Car Park site into a mixed use site with hotel office and leisure uses. The increasing vehicle and pedestrian conflict are an ongoing cause for concern due to the increased frontage activity. These aforementioned characteristics bring with them their own traffic management issues which need to be addressed.
- 6.4 A traffic management and road safety scheme has been developed which proposes a one way system with vehicles exiting onto Holburn Street. The exit from Justice Mill Lane onto Holburn Street is proposed to be left out only and would reduce traffic conflicts, at the busy staggered cross roads with Union Grove. The introduction of a one way system would also benefit the movement of pedestrians by allowing additional space to

- increase the width of the existing substandard footways at either side of the road which will contain the influx of pedestrians at peak periods of the day. These measures are seen as being a means of reducing the potential for vehicle/pedestrian conflict and enhancing road safety.
- 6.5 As noted earlier substantial redevelopment is anticipated for Justice Mill Lane and three hotels, together with mixed use development, have been given planning permission. Given the need to provide service access for the proposed new developments and to improve the current traffic/pedestrian environment it is seen as necessary to also review the existing on street parking arrangements.
- 6.6 In order to accommodate the proposed widening of the existing narrow footways and associated traffic management measures it will be necessary to remove some of the existing on street parking. In connection with the proposed new developments on street service bays are needed to facilitate loading and unloading. These will be available for existing businesses and will avoid obstruction of the carriageway. The development of the former Satosphere site includes for some 70 public parking spaces and to a degree compensates for the loss of on street parking spaces. During the construction of this new development parking spaces have been suspended for an extended period to accommodate construction works and this does not appear to have had a significant impact on the local area.
- 6.7 In order to reinforce the changing traffic environment in the area it is proposed to introduce raised table entry and exit points at the terminal points of Justice Mill Lane along with four other raised tables interspersed between them. One of the raised tables will include a zebra crossing to enhance safe pedestrian provision. The raised tables will assist in restricting the speed of the vehicles along Justice Mill Lane.
- 6.7 A footway extension/build out is also proposed at the junction of Justice Mill Lane at Holburn Street. This is to prohibit vehicles entering Justice Mill Lane while also forcing vehicles leaving to turn left. This will ease any potential conflict between vehicles crossing an additional lane of traffic at the Holburn Junction. Within the design process street lighting will be subject to review and consideration given to the need to upgrade the existing provision at that time. A plan of the proposed traffic management is attached in Appendix A.
- 6.8 The implementation and construction of the proposed scheme will be funded by developer contributions that are related to planning application approvals and have been secured to improve the environment of Justice Mill Lane. To date a significant level of developer contributions in the order of £300,000 has been secured, which it is estimated will enable the delivery of the proposed traffic management scheme at no cost to the Council. A preliminary design has been prepared to consider the proposed traffic management scheme however a detailed design and estimate will

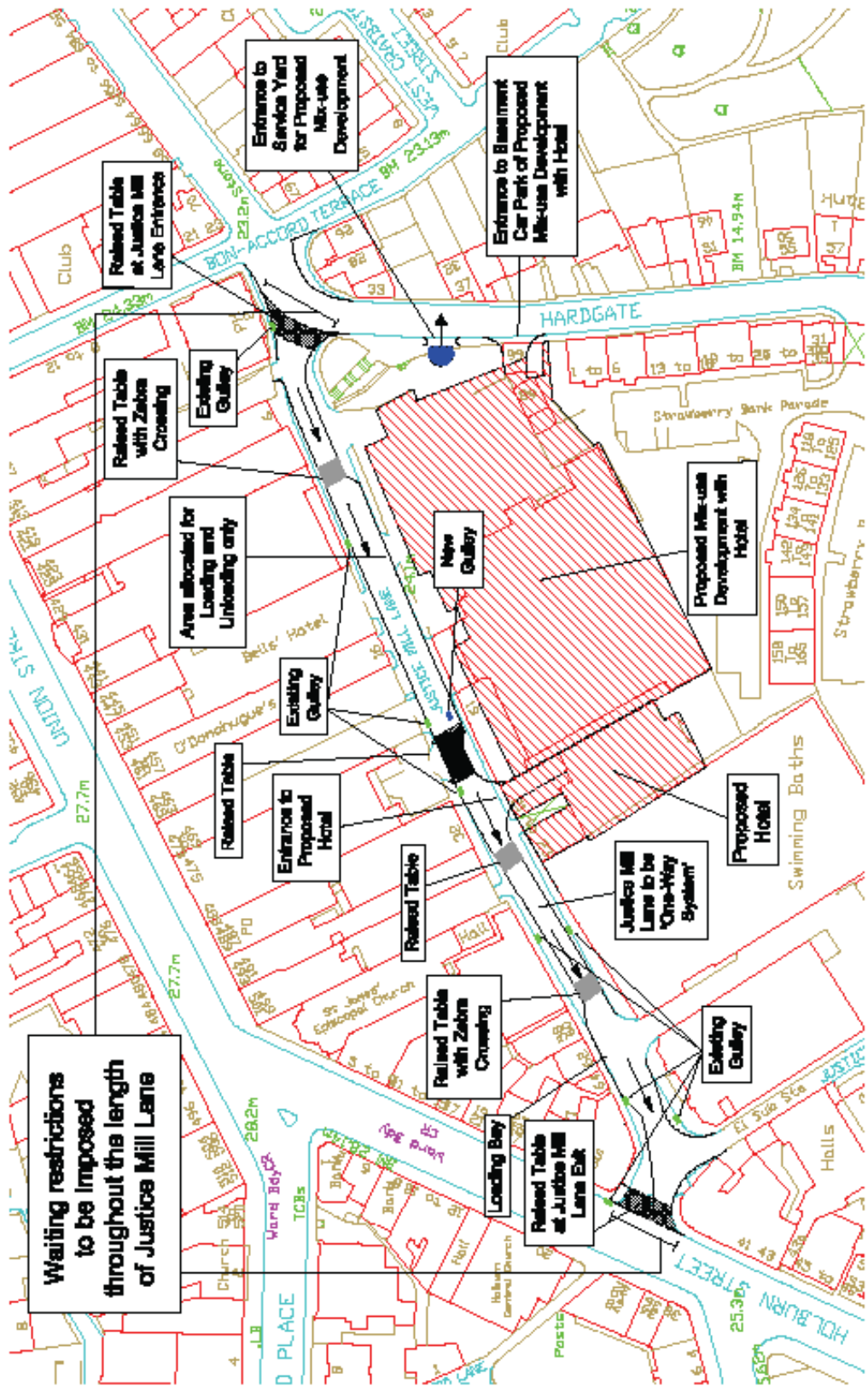
require too be prepared prior to final approval to ensure the costs can be contained once more details are available on utility costs etc.

7 AUTHORISED SIGNATURE

8 REPORT AUTHOR DETAILS

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9 BACKGROUND PAPERS
None



COMMITTEE **Enterprise, Planning & Infrastructure** DATE **20 April 2010**

DIRECTOR **Gordon McIntosh**

TITLE OF REPORT **Prohibition of Driving, Old Pitmedden Road**

REPORT NUMBER: **EPI/10/092**

1. PURPOSE OF REPORT

At the Enterprise, Planning & Infrastructure committee on 12 January 2010, a report was put before the committee which recommended the introduction of a prohibition of driving to address traffic problems on old Pitmedden Road. The committee resolved to defer the item to allow officers to explore the alternative option of implementing a prohibition of left turns at the location. This report sets out the impact of the comparative options

2. RECOMMENDATION(S)

It is recommended that the committee:

- (i) Note the contents of this report; and
- (ii) Instruct the appropriate officials to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders for a Prohibition of Driving on Old Pitmedden Road. If no significant objections are received, then progress with the public advertisement and report the results to a future meeting of this Committee.

3. FINANCIAL IMPLICATIONS

Currently there is a rolling programme for the Non-housing Road Safety and Traffic Calming capital budget and, due to the length of time taken for the legal process required for the Traffic Regulation Order, funding for these schemes will come from the 2010/2011 "Non-housing Road Safety and Traffic Calming" capital budget subject to funding being allocated.

4. SERVICE & COMMUNITY IMPACT

This report is in accordance with the administration's Vibrant, Dynamic and Forward Looking, under the heading of Transport and highlighted in Paragraph 7.

It also meets with the local Community Plan objectives to continually improve road safety and maximise accessibility for pedestrians and all modes of transport.

The proposals are in line with the Councils Transportation Strategy to improve safety for all road users by continuing to reduce the number of casualties in traffic collisions.

5. OTHER IMPLICATIONS

There is a risk that any approved traffic regulation orders may have to re-enter the legislative process if they are unable to be implemented within the statutory implementation time of 2 years from the start of public consultation if funding is insufficient.

6. REPORT

6.1 Introduction

The Lord Provost has raised concerns on behalf of residents relating to volumes of traffic and road safety on old Pitmedden Road on the section between the northern section of Dyce Drive and Pitmedden Road (see attached plan). Drivers, in the evening peak flows, are reportedly 'rat-running' from the northern end of Dyce Drive, under the railway bridge, to join Pitmedden Road avoiding the long queues waiting to access the A947. It is reported that a number of drivers cross the centre-line and drive round the blind bend on the opposite side of the carriageway creating a road safety issue during the evening peak flows. To remove this safety problem it is proposed to prohibit driving over this section of road at all times.

The proposals were put before the Enterprise, Planning and Infrastructure Committee on 12th January 2010. The committee resolved to defer the item to allow officers to explore an alternative option of a prohibition of left turns at the junction.

This report discusses officers' findings and highlights the issues for consideration.

6.2 Surveys

Surveys were conducted at the junction of Old Pitmedden Road and Pitmedden Road on 2nd March 2010. These included queue length observations and turning counts of vehicles turning from Old Pitmedden Road.

Between 16:45 and 17:45, 90 vehicles turned left and 81 vehicles turned right from old Pitmedden Road. The average length of the queue during this time was to a point 20 metres west of the railway bridge. While officers did not observe vehicles overtaking under the bridge, a large number of vehicles turning right were found to over take the queue just after passing under the bridge. At the location, there are solid double white lines from the bridge to the junction and it is an offence to overtake on such lines.

The poor driver behaviour witnessed during the surveys is a cause for concern. Grampian Police have advised that they do not have the resources to enforce violations of such offences on a daily basis therefore alternative methods may be investigated to address this safety issue.

6.3 Prohibition of Driving

A prohibition of driving will prevent commuters from using Old Pitmedden Road as a short cut and remove the safety issues arising from vehicles overtaking on the solid lines.

The closure of Old Pitmedden Road will redistribute approximately 170 vehicles causing queue lengths to increase on the section of Dyce Drive beside Overton Garage. The queue lengths on Pitmedden Road however are likely to reduce as they are largely attributed to drivers giving way to those wishing to turn left from Old Pitmedden Road.

It is proposed that the prohibition of driving be implemented over the stretch of Old Pitmedden Road that is highlighted on the plan at the end of this report. Bollards would be installed to prevent vehicles passing this section. Vehicles to the east of the prohibition are able to use the access to the caravan park to turn while vehicles to the west are able to use the junction with the old section of Dyce Drive as a turning point.

Some residents may be inconvenienced by the closure however residents at the farm to the west of the prohibition have close access to Dyce Drive while owners and tenants of the caravan park have close access to Pitmedden Road.

6.4 Left Turn Ban

An alternative proposal to a prohibition of driving on this section of Pitmedden Road is to ban left turns on to the major arm of Pitmedden Road. Under ideal circumstances, this would indeed solve the issue of motorists using the route to beat the queue for the A944. There are however a number of issues that must be considered.

A left turn ban only remains effective so long as adequate enforcement is maintained. This remains the responsibility of Grampian Police and it must be acknowledged that the Police do not have the resources to sustain this level of enforcement on a day to day basis. If drivers were to observe the ban, there would be a resultant distribution of approximately 90 vehicles per hour on the section of Dyce Drive beside Overton garage.

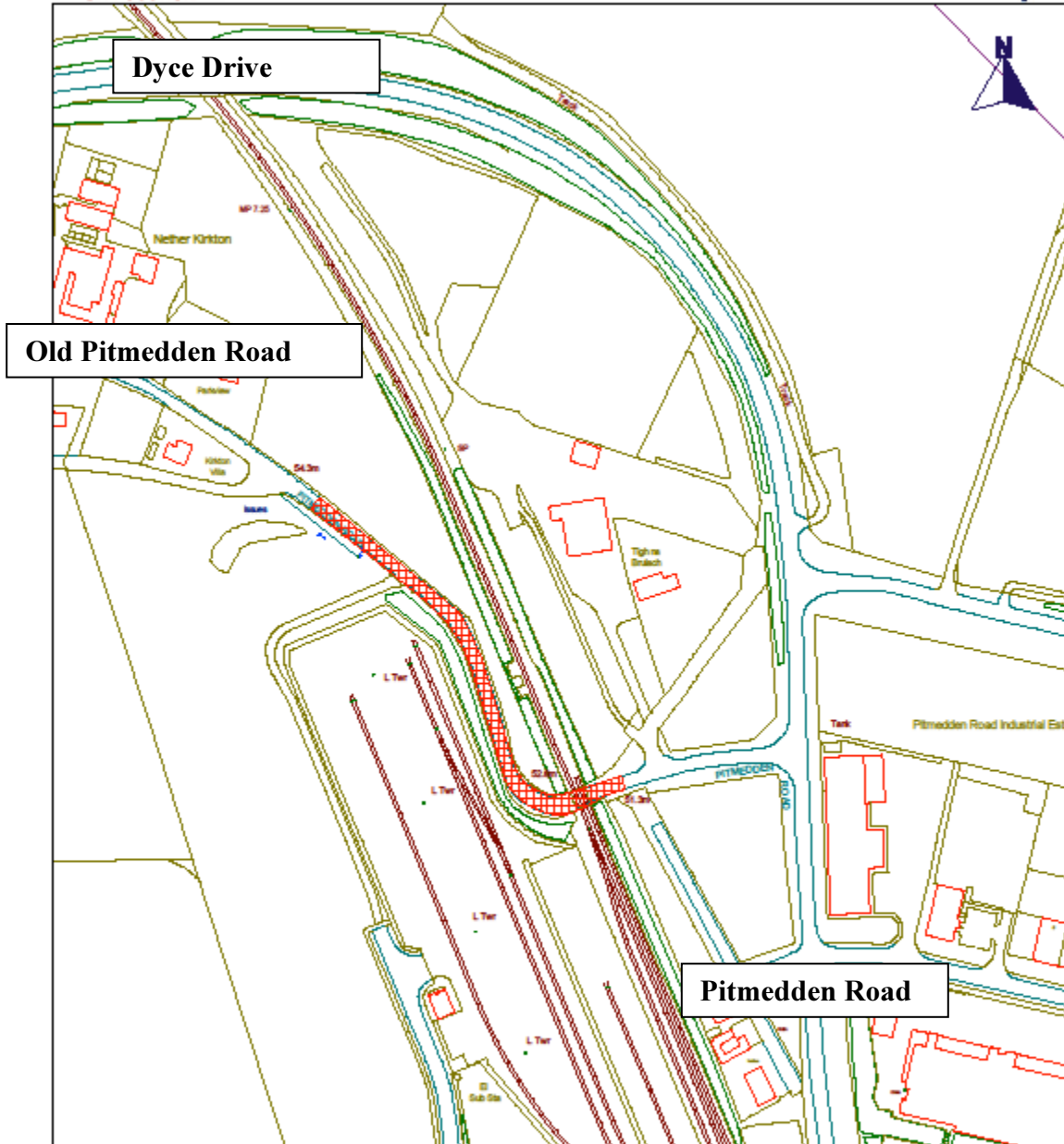
Residents on Old Pitmedden Road, particularly occupants of the Caravan Park would be inconvenienced by a left turn ban as this is the most frequent movement made by guests and delivery vehicles to the site. Furthermore, the road safety risks caused by vehicles overtaking on the blind bend by the railway bridge would not be resolved by the proposed left turn ban.

A self-enforcing measure is required to remove the road safety hazard associated with through traffic using the route. It is therefore proposed that a prohibition of driving on Old Pitmedden Road be consulted on with a view to implementation.

- **Pitmedden Road** – Proposed Prohibition of Driving



**GEOGRAPHICAL
INFORMATION
SYSTEM**



Title: Pitmedden Road - Proposed "Prohibition of Driving"

Scale: 1:2500 **Date:** 25 November 2009 **Map Ref:** NJ8714SE

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Consultees comments

Council Leader – **Councillor John Stewart** - has been consulted and made no comment

Enterprise, Planning and Infrastructure Committee

Convener: Councillor Kate Dean - has been consulted and has made no comment

Vice Convener: Councillor Callum McCaig - has been consulted and made no comment;

Local Members

Councillor Ronald Clark	As I proposed at Committee that instead of "Prohibition of Driving, Old Pitmedden Road" we should implement no left turns from the part of road on to the current Pitmedden Road therefore stopping rat running through this road but still allowing traffic going to Dyce Village thus reducing the tail back on Dyce Drive waiting to get on to the A947 North and South. All this will do is put more traffic for Dyce on to Wellheads Drive and extend that tailback.
Councillor Barney Crockett	Has been consulted and has no comment
Councillor Mark McDonald	Has been consulted and has no comment
Councillor George Penny	Has been consulted and has no comment
Lord Provost Peter Stephen	Has been consulted and has no comment

Susan Cooper, City Chamberlain, Resources Management has been consulted - **and has no additional comments to add.**

Jane MacEachran, City Solicitor, Continuous Improvement has been consulted and has no comment
Ciaran Monaghan, Head of Service, Office of Chief Executive has been consulted and has no comment

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure has been consulted and has no comment

Hugh Murdoch, Head of Service, Shelter and Environment has no comment to make on these proposals

Margaret Bochel, Head of Planning & Infrastructure, Strategic - **has no comment to make on this report.**

Mike Cheyne, Roads Manager has been consulted and has no comment

Elaine Hourston, Account Manager, Service Design and Development has been consulted **and has advised there are no SDD implications.**

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

Various, Small Scale Traffic Management and Development Associated Proposals (New Works), Ruth Milne, Technical Officer, Enterprise, Planning & Infrastructure, 12 January 2010.

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ABERDEEN CITY COUNCIL

COMMITTEE **Enterprise, Planning and Infrastructure**

DATE **20 April 2010**

DIRECTOR **Gordon McIntosh**

TITLE OF REPORT **College Bounds Traffic Management Proposals**

REPORT NUMBER **EPI/10/091**

1. PURPOSE OF REPORT

This report is to advise Committee of the results of a consultation exercise undertaken with the residents and businesses of High Street with regard to restricted access arrangements to High Street via College Bounds.

2. RECOMMENDATION(S)

That the Committee:

1. Approve the progression of the installation of a bus lane camera following decriminalisation of bus lane enforcement in Aberdeen City subject to available funding.
2. Instruct the appropriate officials to commence the necessary legal procedures of preliminary statutory consultation for the traffic regulation orders required as described in this report.

3. FINANCIAL IMPLICATIONS

No budget provision has been made to date to fund any measure approved for the College Bounds / University Road junction. It is estimated that for the preferred solution, Option 4 (camera enforcement), to supply, install, commission and bring to service an unmanned camera enforcement solution with an adjacent cabinet containing the monitoring equipment, router and firewall, plus the installation of the evidential record and control unit with a review station at an appropriate office would be £70,000. This cost assumes provision of the power source and communication line by the Council which are assumed to be in place as these are used for the traffic signals.

Currently there is no budget allocation for the proposed measures and this will have to be considered in the future as the traffic order progresses.

It should be noted that there will be an income stream associated with the implementation of an enforcement camera following the decriminalisation of bus lane enforcement. A summary of costs, based upon figures contained within the Detailed Business Case for the Civil Enforcement of Bus Lanes for a proposed camera at College Bounds / University Road is outlined in the tables in Appendix A.

4. SERVICE & COMMUNITY IMPACT

It also meets with the local Community Plan objectives to continually improve road safety and maximise accessibility for pedestrians and all modes of transport.

The proposals are in line with the Councils Transportation Strategy to improve safety for all road users by continuing to reduce the number of casualties in traffic collisions.

5. OTHER IMPLICATIONS

There is a risk that any approved traffic regulation orders may have to re-enter the legislative process if they are unable to be implemented within the statutory implementation time of 2 years from the start of public consultation if funding is insufficient.

6. REPORT

6.1 A report to the former Central Area Committee on 27 May 2009 outlines the possible options for access control at College Bounds / University Road and officers were instructed to undertake a consultation exercise with local residents, local businesses and Old Aberdeen Community Council outlining the various options and to report back to a future committee. The possible options consulted upon and their various implications are detailed below:

1. Status Quo;
2. Complete Vehicular Ban;
3. Installation of a Rising Bollard System;
4. Installation of a Camera Enforcement System.

Status Quo

The status quo would, of course, result in the continual use of College Bounds by prohibited traffic. In order to reduce the number of vehicles passing through the junction regular visible enforcement is required from Grampian Police at a level which they are unable to sustain. Occasional purges may be undertaken by Grampian Police; however, experience has shown that, whilst short bursts of enforcement reduce the numbers of vehicles transgressing the existing restrictions, in the longer term there is very little effect.

Complete Vehicular Ban

The implementation of a complete vehicular ban would necessitate the removal of the existing traffic signals at the College Bounds / University Road junction and the installation of four to six static bollards across the carriageway. A

complete ban would necessitate a re-routing of the First Bus's No. 20 service and alternative access arrangements for tourist buses and delivery vehicles bound for the business premises on High Street.

Installation of Rising Bollard System

The intention of a rising bollard system would be to provide access for permitted vehicles only e.g. buses whilst preventing general traffic from accessing High Street from College Bounds. A rising bollard system would consist of a pair of hydraulically operated rising bollards placed in the centre of the carriageway of College Bounds and a pair of static bollards on either side to prevent passage of unauthorized vehicles. In order to allow the bollards to operate, magnetic loops would be placed underneath the road surface on either side of the bollard. Vehicles permitted to access High Street would require to be fitted with a chassis or windscreen mounted tag which would cause the bollards to be lowered when the vehicle passes over the carriageway loops. The bollards would then rise again once the vehicle has safely passed.

Again, as with option 2 above, this option would result in the need for alternative access arrangements for tour buses and delivery vehicles to be found. The responses received from businesses located on High Street have indicated that large delivery vehicles require access via College Bounds as some of these vehicles cannot negotiate the left turn manoeuvre from Meston Walk into College Bounds safely.

Installation of Camera Enforcement System

An option exists to alter the legislation at College Bounds to be comparable to a bus lane to allow camera enforcement to be used. The provision of camera enforcement would allow automated enforcement whilst still providing limited access for permitted vehicles such as service buses, tour buses and delivery vehicles.

A table indicating the pros and cons associated with each option is contained within the appendices to this report.

- 6.2 A consultation exercise was carried out initially with the business premises located on High Street during late 2009 and then followed in February and early March 2010 by a letter drop and reply form upon which residents and businesses were asked to indicate which of the four options they preferred and to provide comments. From the initial consultation exercise with the business premises located on High Street it has been determined that there are particular vehicle types which cannot access High Street via Elphinstone Road and Meston Walk due to their size and the tight turns which these vehicles must attempt to negotiate. The businesses have made it clear that the prevention of access to High Street via College Bounds would result in severe disruption to their operation and therefore the camera option or the status quo would be the most suitable options.
- 6.3 With regard to the consultation undertaken with the residential properties in the area, the 124 letters issued generated a total of 32 responses. It should be noted that three respondents selected more than one possible option. The preferred options are tabulated below:

Option	1. Status Quo	2. Complete Vehicular Ban	3. Rising Bollard System	4. Camera Enforcement
No of Responses	4	6	4	21

A summary of the comments received in addition to the option choices is contained in the appendices to this report.

6.4 Old Aberdeen Community Council's response commented on all possible options outlined in the consultation letter, and also tabled a fifth possible option for consideration. The comments received from the Community Council and officers' comments on the fifth option are tabulated in Appendix D.

6.5 The majority of respondents wished to see a camera enforcement system in place which would allow access to High Street via College Bounds for buses and approved delivery vehicles that could be actively enforced.

6.6 **Further Consultee Comments**

Enterprise Planning & Infrastructure Committee

Convener: Councillor Kate Dean has been consulted;

Vice Convener: Councillor Callum McCaig has been consulted;

Other Elected Members

Councillor Norman Collie has been consulted;

Councillor Jim Noble has been consulted;

Councillor Richard Robertson has been consulted;

Key Responsibility – Transport & Environment

Lead Councillor: Councillor Ron Clark has been consulted;

Other Consultees

Susan Cooper, City Chamberlain, has been consulted and has no additional comments as the recommendations clearly outline that progression is subject to available funding;

Jane MacEachran, City Solicitor, has been consulted;

Gordon McIntosh, Director of Enterprise, Planning & Infrastructure, has been consulted;

Ciaran Monaghan, Head of Service – Office of Chief Executive has been consulted;

Hugh Murdoch, Head of Service – Shelter & Environment, has been consulted;

Mike Cheyne, Roads Manager, has been consulted;

Margaret Bochel, Head of Planning and Infrastructure, has been consulted and is in agreement with the content of the report;

Louise Scott, Marketing and Events Manager, has been consulted;

Neil Carnegie, Community Safety Manager, has been consulted;

Elaine Hourston, Account Manager, has been consulted.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

N/A

APPENDIX A

Summary of Costs from Detailed Business Case for Civil Enforcement of Bus Lanes

	Year 1	Year 2	Year 3
New Digital Equipment	£70,000	£0	£0
Equipment Maintenance	£3,664	£3,847	£4,039
Penalty Rate	£60	£80	£80
Offences / Month	50	10	10
Offences / Year	450*	120	120
Gross Revenue	£27,000	£9,600	£9,600
Non-Payment	£270	£100	£100
Legal Costs	£6,055	£1,615	£1,615
Net Revenue	-£52,989	£4,038	£3,826

* Year 1 revenue is based on a 9 month period, as offences could potentially take 3 months to process, thereby they would not be included in Year 1 revenue and this follows for subsequent years.

** Staff costs and consumables have not been incorporated into these costs for the single camera unit. It is has been assumed that no additional staff time and consumables would be associated with including an additional camera unit alongside the existing 8 units in the city.

APPENDIX B

The table below outlines the pros and cons associated with each of the options consulted upon.

Option	Pros	Cons
<u>Option 1</u> Status Quo	<ul style="list-style-type: none"> • No additional obtrusive street furniture; • No disruption to tourist coaches, service buses or delivery vehicles; • Removal of existing traffic signals could be considered. 	<ul style="list-style-type: none"> • Lack of continual enforcement; • No reduction in traffic transgressing existing restriction;
<u>Option 2</u> Complete Vehicular Ban	<ul style="list-style-type: none"> • Traffic order enforced by physical barrier preventing vehicles entering restricted area; • No requirement for Police enforcement; • Existing traffic signals removed. 	<ul style="list-style-type: none"> • Re-routing of No 20 bus service required; • Re-routing of tourist coaches required; • Re-routing of delivery vehicles required; • Additional street furniture and signage required on all approaches.
<u>Option 3</u> Rising Bollard System	<ul style="list-style-type: none"> • Allows access through restricted area for service buses; • No requirement for Police enforcement; • Existing traffic signals removed. 	<ul style="list-style-type: none"> • Difficult to accommodate tourist coaches and delivery vehicles; • Additional street furniture and signage required on all approaches; • CCTV monitoring desirable to ensure operational integrity and diagnose faults; • Failure of bollards in the “up” position would result in delays and detours for public transport vehicles; • Tailgating vehicles could result in accidents causing damage to the road surface and equipment and also injuries to motorists. • Loop detection not reliable beneath cobbled road surfaces.
<u>Option 4</u> Camera Enforcement	<ul style="list-style-type: none"> • Allows access through restricted area for authorised vehicles (service buses, tourist coaches, delivery vehicles, emergency services etc); • No requirement for Police enforcement; • Existing traffic signals removed. 	<ul style="list-style-type: none"> • Additional street furniture and signage required on all approaches;

APPENDIX C – Comments Received From Consultees

<u>Selected Option</u>	<u>Comments</u>
4	Difficult to agree with the suggestion that tour buses and larger delivery vehicles require access from College Bounds as other larger vehicles appear to be able to negotiate the turn from Meston Walk to High Street successfully. The many vehicles approaching High Street from College Bounds present a danger to pedestrians and vehicles entering High Street from Meston Walk sometimes take less care than necessary as the assumption is that there will be no vehicles coming from College Bounds. A number of vehicles travel against the one-way restriction on Meston Walk and Elphinstone Road.
4	Don't see any reason why northbound traffic is prohibited for residents. Additional detour via King St & St. Machar Drive and Elphinstone Rd and Meston Walk (which are in an appalling condition) is a considerable waste of time and petrol. If a camera system is installed, would like to see residents issued with permits to allow access.
2	Bus route 20 is outdated as the University have sold Marischal College. There is no need for tourist coaches to access High Street as they can easily access and park on Elphinstone Road.
1	Bought a shop on High Street but have not opened due to bad access. This is a public highway which should have one way traffic with no restricted access. The University has ample space to provide parking on High Street and The Chanonry but chooses to do nothing. The University have 4 sites unoccupied on High Street.
4	Option 4 appears the least intrusive solution; however the status of taxis is to be called into question. It is difficult to call a taxi as they cannot access High Street.
4	Business deliveries render options 2 and 3 unworkable.
2	Complete vehicular ban is necessary because residents of College Bounds suffer from excessive noise due to the cobbled road surface. Excessive traffic on College Bounds is ruining the cobbled street. Cars can easily use King Street, there is no need to access College Bounds except for access. The 20mph speed limit is currently ignored.
2	There should be a site visit with regard to waste disposal vehicles and delivery vehicles not being able to access via Meston Walk. Have seen this happen in the past. As the Council own many vehicles of this size this manoeuvre could be tested rather than just listening to the businesses. Double yellow lines should be implemented opposite this junction.
4	The consultation with businesses indicates that options 2 and 3 are not really options. Option 1 has failed for decades. Option 4 must be attempted and will only work if there are penalties incurred by those detected on camera.
4	This is the only option which would satisfy businesses and residents. On no account should the No. 20 bus be re-routed.
4	<u>Comments from Grampian Police</u> The favoured option from a Police perspective is option 4 as this will be self enforcing. This will tie in naturally with the ongoing decriminalisation of bus lanes in the city.
3 or 4	<u>Comments from First Aberdeen</u> First supports restriction of unauthorised vehicles and would be satisfied with either option 3 or 4. Do not support any option requiring a re-routing of service 20.

4	Option 4 is the best but cameras must be associated with very clear and unambiguous signage. Access to 53 College Bounds must be available from College Bounds. This can either be achieved both by turning south from Meston Walk into College Bounds or by travelling north up College Bounds.
4	As a resident, suggests that residents be included as authorised vehicles as they have a strong interest in observing speed limits. From a pedestrian safety point of view the No. 20 bus should be re-routed. Bollards could be placed at the Town House which would reduce through traffic but allow unauthorised access.
4	Possible amalgamation of proposals but it is believed that the existing signage and traffic lights cause confusion. The road signs are overhung by trees and not visible enough. A standard no entry sign would be better. The traffic lights give the indication to motorists that access is OK as they show green when a vehicle approaches. See no reason why a rising bollard could not work here but do accept it could prevent legal access. Taking away some of the street furniture to erect a camera would be better but the whole traffic use in the area needs to be thought through.
4	One important issue which has not been addressed is that of vehicles not respecting the 20mph speed limit, especially bus drivers. The noise and disruption caused to residents of College Bounds is high.
4	It would be a pity to re-route the bus as No 20 is the quickest route into the city. Option 4 is the least obtrusive.
2	This option is the only way to stop illegal rat run traffic entering High Street. It will still be possible for delivery vehicles to enter from the correct access. As a long term resident I am fed up of the large numbers of cars, vans and lorries taking illegal short cuts on their way to Bridge of Don.
1	The status quo of the Police not attempting to enforce strictly the "No Access Except Buses" policy is currently working well so far as traffic level is concerned both on College Bounds and High Street itself. Fully supportive of the interests of businesses in High Street in terms of access. Old Aberdeen needs it's businesses as it is already a less vibrant centre than it was or should be. Ideally, access to High Street from College Bounds should not be restricted so as to divide Old Aberdeen into two halves. Consideration might be given to making College Bounds / High Street a "No Through Road" with some camera enforcement system at the Town House and junction with St. Machar Drive.
3	<u>Comments from University of Aberdeen</u> Option 1 isn't really an option as there is a clearly identified problem with vehicles dangerously ignoring the current road layout. Option 2 would be an almost certain solution but would cause serious disruption to the No. 20 bus route. It would also slow and restrict emergency service vehicles. Option 3, although not ideal, does balance the need for access with a physical restriction to prevent unauthorised access. It is appreciated that loop detection through cobbled surfaces can be problematic but has been overcome in many situations by installing a speed cushion before the bollards. This serves to both slow vehicles before the hazard preventing bollard jumping and allows the loop to be installed within the cushion. Tourist vehicles and delivery vehicles can turn left up High Street, to suggest otherwise is unreasonable. With regard to option 4, no mention is made of the fact that the cameras must be monitored and require administrative back office support. With no physical measures, drivers will continue to ignore the restriction. This therefore would be a costly and ineffective system.
1	The considerable costs of options 2-4 plus the resulting inconvenience outweighs the advantages of the status quo. Occasional transgressions of the current prohibition are a small price to pay compared to options 2-4. As a regular user of College Bounds, I see few prohibited vehicles driving through the traffic lights at the Bounds / University Rd junction.

2 or 4	Living in College Bounds we find it impossible to separate the question of access to High Street from the wider question of the use of College Bounds as a rat run. It is recognised that there are serious disadvantages to the 1st preference of option 2 so option 4, camera enforcement, is a fall back which would have a deterrent effect if rigorously monitored.
3 or 4	For quite some years the fact that the bus gate has been created around traffic signals which turn green to any approaching motorist has been challenged. A simple "No Entry" sign may be a more viable option and there are examples of "No Entry Except Buses" signage on Menzies Road and Charlotte Street. Why could this not be adopted here? It is suggested that this is attempted in the first instance at College Bounds. It is not understood why the rising bollard option was offered due to the operational problems described unless there was fresh evidence that this would be a workable solution. Camera enforcement seems to be the best idea only if it is used and enforced. If the traffic lights were removed it does not seem that there would be a large increase in street furniture.
2	Status quo is completely unacceptable. Vehicles drive at speed through College Bounds onto High Street and ignore all signs. Complete ban would be best but rising bollard is next best. Must remove useless traffic lights at all cost. Buses are too large for the road anyway.
4	Delighted that this problem is being further addressed. College Bounds route is almost continuously being used as a short cut, encouraged by the presence of the traffic lights. This builds up after football matches and allows cars to build up considerable momentum so that they hurtle past the houses in High Street. This generates a lot of noise. The 20mph speed limit is ignored and 5mph with better signage. Whatever the outcome of the consultation, something should be done; a complete ban would be preferred to nothing at all.
4	Option 4 most likely to achieve the required ends, the passage of prohibited vehicles through College Bounds in both directions. Have learned over the years to be extremely cautious of vehicles entering Meston Walk from High Street, most of them having illegally entered the system through College Bounds. If this were to be made one way in an easterly direction, thus closing access from High Street, few drivers would choose to hazard an illegal entry through College Bounds. Delivery vehicles do not need to use the section of road in a westerly direction; access to University properties including the rear of Crombie Hall is more easily accessed and safely gained from Elphinstone Road.

APPENDIX D – Comments From Old Aberdeen Community Council

Old Aberdeen Community Council provided comments on all possible options and tabled a fifth alternative option. Officers met with a representative of Old Aberdeen Community Council to discuss the content of the letter and to provide clarification on a number of points. The comments by OACC are summarised below along with roads officers' comments which are in italic font.

Old Aberdeen Community Council Comments

Option 1

Acknowledge that the existing system does not work as the no entry sign is ignored, the traffic signals give conflicting messages and the number of infringements is impossible to police. Suggest that a series of simple measures such as removing traffic signals and replacing the "Pedestrian Zone" signage with "No Entry Except Buses" signage could make a difference.

Comment from Roads Officers

The traffic signals have previously been bagged over and the problem of prohibited traffic passing through was still observed. Replacement of the signage would result in the prohibition of pedal cycles which is undesirable given that National Cycle Route 1 passes through the section in question. Replacement of signage would also mean that enforcement duties remained with Grampian Police who do not have sufficient resources to carry out effective enforcement.

Option 2

Consider that a fixed barrier would be too inflexible and the re-routing of buses would bring about a different set of problems.

Option 3

This option was favoured at the last meeting of the Old Aberdeen Traffic Management Group. OACC recognise the problems of reliability, maintenance and possible vandalism, however this should remain an option as it combines the need for access with the barrier effect of preventing prohibited traffic. OACC understand from the University that there are ways around the loop detection but also recognise that the costs associated with this option are high and it may necessitate the re-scheduling of the No. 20 bus service.

Option 4

If the section of road is to become a bus lane to permit camera enforcement there are a number of issues which OACC are extremely concerned about.

1. This would involve the painting of the words "Bus Lane" on the cobbles and, as this is a Grade 1 Conservation Area, this is not at all desirable.

Comment from Roads Officers

It should be possible to cover the proposed restriction using signage only. Guidance from the Scottish Government would be sought on this matter.

2. This would involve a great deal of road signage in a very short distance in a street of national historical importance.

Comment from Roads Officers

Whilst there would be a requirement for additional signage, the existing traffic signals would be removed.

3. This would give access to taxis and open up a parallel route to King Street. As the intention is to avoid through traffic, this is not acceptable.

Comment from Roads Officers

The traffic order could be written to prohibit taxis from using the route.

4. OACC were unaware that delivery vehicles could use this route. The existing sign does not permit this. To afford access for delivery vehicles apparently required for the High Street is surely opening up the route to any delivery vehicle. How are they distinguished? OACC would contend that the delivery vehicles associated with the newspaper shop, café, bakery and bookshop could negotiate the turn from Meston Walk into College Bounds with no difficulty. The beer delivery lorry may have to negotiate with care.

Comment from Roads Officers

Consultation with the businesses on High Street revealed that a number of large vehicles made deliveries to High Street on a regular basis. The details of any traffic order including the vehicle types which would be permitted passage through the junction would be consulted upon if and when an order is to be promoted.

OACC have concerns over the effective enforcement of and camera installation. For the option to be an effective deterrent there would have to be a permanent camera with infringements rigorously enforced and there are serious concerns that the area would be landed with all the required furniture and signage but with little effect.

Comment from Roads Officers

Following the decriminalisation of bus lane enforcement which, it is hoped, will be approved by the Scottish Government later this year, Aberdeen City Council will assume the role of enforcing bus lanes. The enforcement would be far more rigorous than that carried out at present by Grampian Police and it is proposed to upgrade the equipment over time to digital units.

Option 5

The suggested fifth option involves making College Bounds one way only for southbound traffic i.e. traffic would have access to College Bounds by turning left from University Road with no access from Spital. Buses would still be permitted to travel northbound with "No Entry Except Buses" signage established at the Spital / Orchard Street / Sunnybank Road junction. Signalisation of the junction is also suggested. It is felt by OACC that this option would divert traffic speeding down College Bounds, remove the need for traffic calming measures, improve an unsafe junction for road users and increase pedestrian safety along the length of College Bounds and the junctions at either end.

Comment from Roads Officers

This suggestion would create a contraflow bus lane which would need to be signed accordingly to ensure that southbound vehicles were made suitably aware that they may encounter a bus travelling north. As a result a thick white line down the centre of College Bounds would be required along with additional repeater signage along the length of College Bounds and also at the junctions at Sunnybank Road, Spital Walk and University Road.

It is also felt that if this proposal were to be taken forward, additional work would be required to determine the effect on the King Street / Orchard Street / Linksfield Road signalised junction.

The “No Entry Except Buses” signage also prevents cyclists from using the route, this would result in a need to re-route the National Cycle Route 1 which runs in both directions along College Bounds.

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ABERDEEN CITY COUNCIL

COMMITTEE Enterprise, Planning and Infrastructure DATE 20 April 2010

CORPORATE DIRECTOR Gordon McIntosh, Enterprise Planning and Infrastructure

TITLE OF REPORT Initial Statutory Responses - Proposed 30mph on a Section of the Lang Stracht

REPORT NUMBER - EPI/10/098

1. PURPOSE OF REPORT

The purpose of the report is to advise the Committee of the results of the initial statutory consultation process for the proposed introduction of a 30mph speed limit

2. RECOMMENDATION(S)

It is recommended that the committee note the responses received from the statutory consultees and request that officers proceed to the Public Advertisement stage of consultation

3. FINANCIAL IMPLICATIONS

Currently there is a rolling programme for the Non-housing Road Safety and Traffic Calming capital budget and, due to the length of time taken for the legal process required for the Traffic Regulation Order, funding for these schemes would come from the 2010/2011 "Non-housing Road Safety and Traffic Calming" Capital budget subject to the limit of funding approved. As some of the budget will effectively already be committed the detailed timing of implementation would be reported at a future date to reflect the availability of monies.

4. SERVICE & COMMUNITY IMPACT

This report is in accordance with the administration's Vibrant, Dynamic and Forward Looking, under the heading of Transport and highlighted in Paragraph 4.

It also meets with the local Community Plan objectives to continually improve road safety and maximise accessibility for pedestrians and all modes of transport.

5. OTHER IMPLICATIONS

These proposals do not comply with national guidance on the setting of local speed limits. There is a risk that the speed limits will not be adhered to and speed limits in the wider area will be brought into disrepute.

6. REPORT

During the Statutory Consultation Process no substantial comments have as yet been received with regard to the proposals. (Please be aware that the consultation period ends 8 April 2010 and thus any substantial comments yet to be received will be brought to the attention of the Committee.) A plan of the area concerned is shown below.

The responses from the various parties consulted appear in the table below:

<u>Consultee</u>	<u>Response</u>	<u>Comments</u>
Grampian Police	<p>Grampian Police adopt an intelligence led approach to all aspects of daily business. In respect of a proposal to reduce an existing speed limit, evidence to support or otherwise such a proposal, would be routinely gathered. Initially a speed survey would be sought to establish the volume, speed and frequency of traffic currently using the road in question. In addition, other factors, for example the collision history, complaints from local residents and the disregarding of road traffic legislation, would also be considered.</p> <p>I have been furnished with the results of the speed survey which our partners in Aberdeen City Council have already obtained. I have also been provided with the collision history and have other available evidence and background information at hand.</p> <p>The result of the speed survey established a relatively low traffic flow, with some 200 vehicles using the route per day. The 85%ile speed of east and westbound traffic was found to be 40 and 39 miles per hour respectively with the mean speed being just over 30 miles per hour. The national speed limit of 60 miles per hour is currently in force.</p> <p>Having researched the route our Road Policing Analyst found there was no collision history in the past 5 years and there have been no complaints regarding speeding, careless or dangerous driving reported during the years 2009/10 to date.</p> <p>A "standing complaint" has existed at the location for some 3 years and this relates entirely to the flagrant disregard by motorists of the "no entry" signs, except for buses and local access.</p>	-

	<p>Irrespective of any changes made, Grampian Police would seek a long term "self policing" traffic management solution for this stretch of road. It is my view, that by simply changing the current bus gate arrangement to a bus lane, would prove hugely beneficial. This measure alone would address the main issue of motorists ignoring the existing signs, appease the strong local feeling and negate the requirement for ongoing police enforcement activity.</p> <p>In our experience it is unusual to consider a proposal for such a significant reduction of an existing speed limit. I appreciate local opinion advocates the introduction of a 30 miles per hour speed limit but supporting evidence to justify same is lacking.</p> <p>On this occasion and in the absence of sound evidence to the contrary, Grampian Police do not support the proposal to introduce a 30 miles per hour speed limit which in our opinion is unrealistically low. From experience and also from a road safety and casualty reduction perspective, the implementation of a 30mph speed limit in circumstances such as this, may well prove counter productive.</p> <p>However I am aware of Aberdeen City Council's Report to Committee, report number EPI/10/063. Whilst the report does not appear to support the introduction of a 30 miles per hour limit, I acknowledge that the vast majority of drivers appear to be naturally driving at approximately 40 miles per hour. Giving consideration to all parties and the available evidence I both echo and endorse the recommendations detailed at number 2, items a), b) and c) in the report.</p>	
Freight Transport Association		-
Scottish Ambulance Service		-
Stagecoach Bluebird		-
Public Transport Unit		-
The Access Panel		-

Grampian Fire Brigade	Offer no objection	-
First Aberdeen Ltd		-
Automobile Association		-
RAC Foundation		-
Federation of Small Businesses		-
Road Haulage Association		-
Aberdeen Cycle Forum	<p>The Aberdeen Cycle Forum supports the introduction a 30mph speed limit on the section of the Lang Stracht, as specified in your letter 15 March 2010.</p> <p>This route is well used by cyclists, and walkers, for both utility and recreation purposes. A national speed limit on this section is completely inappropriate for the way the road is now used, by a variety of users, and a 30mph limit would be welcomed.</p>	-
Cyclist Touring Club	Strongly in favour. This is a road that many cyclists take from the Kingswells area & beyond	-
Kingswells Community Council		

Consultees comments

Council Leader – **Councillor John Stewart** - has been consulted and made no comment

Enterprise, Planning and Infrastructure Committee

Convener: Councillor Kate Dean - has been consulted and has made no comment

Vice Convener: Councillor Callum McCaig - has been consulted and made no comment;

Local Members

Councillor Kate Dean	Has been consulted and has no comment
Councillor Callum McCaig	Has been consulted and has no comment
Councillor Len Ironside	Has been consulted and has no comment
Councillor Wendy Stuart	Has been consulted and has no comment
Lord Provost Peter Stephen	I have fought long and hard for this improvement and absolutely approve.

Susan Cooper, City Chamberlain, Resources Management - I've no comments to make on your report.

Jane MacEachran, City Solicitor, Continuous Improvement has been consulted and has no comment

Ciaran Monaghan, Head of Service, Office of Chief Executive has been consulted and has no comment

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure has been consulted and has no comment



Hugh Murdoch, Head of Service, Shelter and Environment has no comment to make on these proposals



Margaret Bochel, Head of Planning & Infrastructure, Strategic - This would be against national guidelines and would set a precedent for other rural locations with clusters of residents properties seeking amendments to speed limits to level below that recommended.



Mike Cheyne, Roads Manager has been consulted and has no comment



Elaine Hourston, Account Manager, Service Design and Development

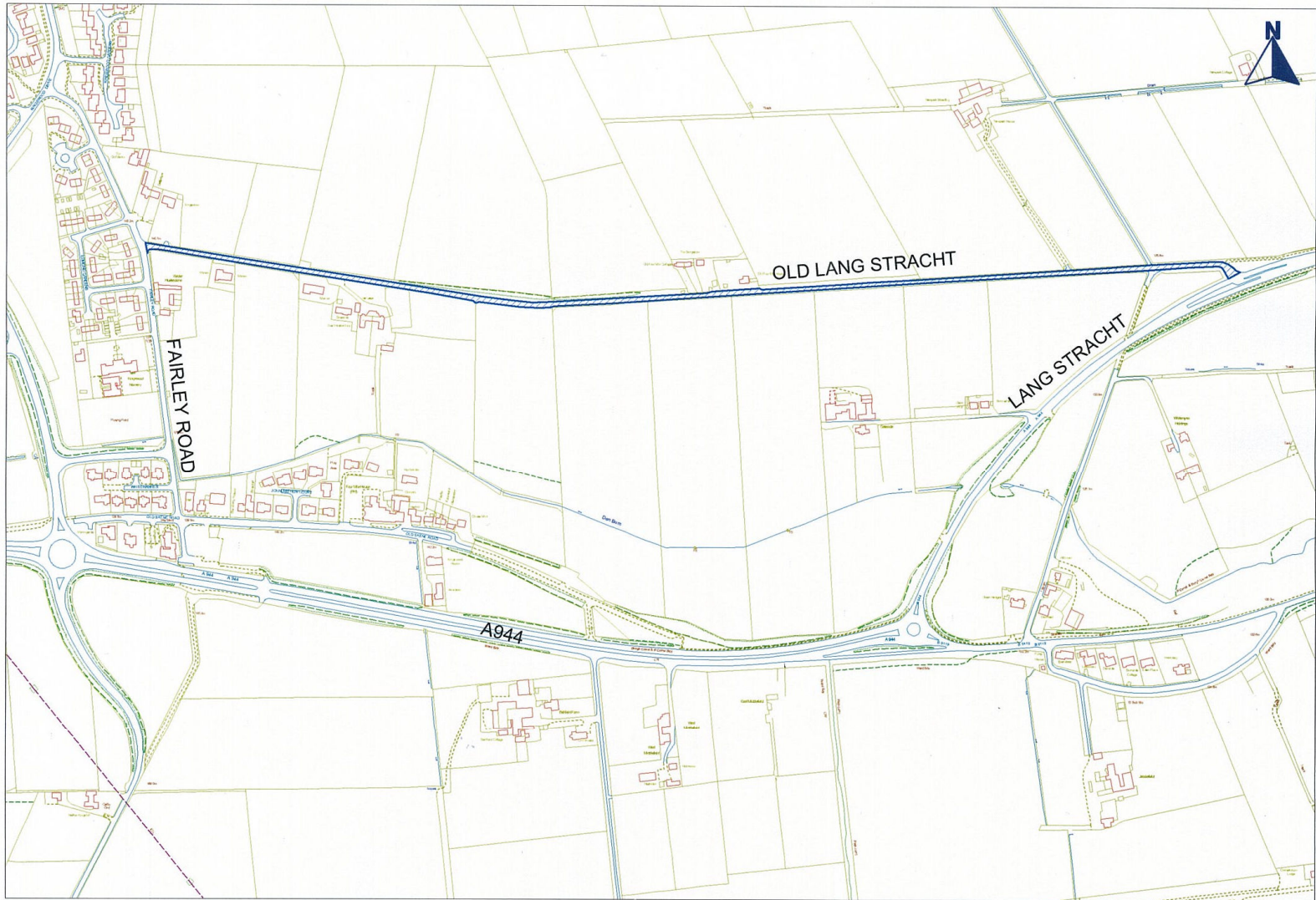
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COMMITTEE Enterprise, Planning & Infrastructure DATE 23 April 2010

DIRECTOR Gordon McIntosh

TITLE OF REPORT Roads and Transport Related Budget Programmes

REPORT NUMBER:

1 PURPOSE OF THE REPORT

This report brings together the proposed roads and transportation programme from the approved Revenue and Capital budgets for 09/10. This is presented as a provisional programme. Members are asked to approve the specific schemes where detailed and the budget headings for the remainder. In addition provisional programmes for 2010/11 and 2011/12 are also included where possible.

2 RECOMMENDATIONS

1. The Committee approves the schemes listed in the Appendices as the detailed proposals for expenditure within budget headings.
2. Instruct appropriate officials to implement the detailed programme.
3. Agree for officers to amend the programme in consultation with local members should priorities change during the year.
4. Where traffic legislation is necessary, to approve the proposals in principle and instruct the appropriate officials to progress the necessary legal procedures.

Where no significant objections have been received at the statutory consultation or public advertisement stages to instruct the appropriate officials to implement the scheme, otherwise these would be reported back to future committee.

- 5 Grant approval to appropriate officers to award contracts on receipt of a valid tender submission subject to necessary funding in the approved revenue and capital budget

3. FINANCIAL IMPLICATIONS

Expenditure will be in accordance with the Council's approved Revenue and Capital budgets for 2010 - 2011.

4. SERVICE & COMMUNITY IMPACT

This report has no direct implications in relation to Equalities & Human Rights Impact Assessment.

The implementation of the programme will assist roads and footways within the City being maintained to an acceptable standard thus reducing the risk of injury to members of the public.

The proposals are in line with our Transportation Strategy to provide safe crossing, cycling and walking facilities and reduce traffic speeds thereby contributing to accident reduction across the City and improve safety for all road users.

5. OTHER IMPLICATIONS

There are risks in promoting Traffic Regulation Orders due to possible public objection and this may delay some of the proposed schemes.

Aberdeen is an even more attractive place in which to do business (VD&FL).

Continue to invest in proper maintenance of roads, pavements and street lights (VDFL);

Single Outcome Agreement, National Outcomes 5,6,10,12,&14

6. REPORT

This report brings together, for members' information, the proposed programme for Capital Funding spend for both Roads and Transportation for 2010/2011 together with provisional reserve list programmes for 2011/2012.

The provisional programmes for 2011/2012 will allow substitution of schemes should it not be possible to implement any of the 2010/2011 schemes.

The appendices set out the proposed programme of works which will be funded through the approved Capital budgets of the Council together with linkages to the neighbourhood community action plans

A Capital budget of £400,000 has been allocated to allow the continued upgrade of the traffic lights and pedestrian crossing across Aberdeen, corridor delays are reduced by the upgrading of these outdated systems ensuring that there are no delays in obtaining outdated parts. This proposed programme of works is set out in **Appendix A**

Planned lighting improvements has been allocated a capital budget of £300,000.. This will be used, in the majority, for the replacement of lighting columns that have

been identified as potentially dangerous or beyond their design life. All new street lights are being designed with energy reduction being a major consideration this reduces the energy bill and also lowers Aberdeen City Council's carbon footprint. Proposed programme for Street Lighting is in **Appendix B**.

A grant of £365,000 has been awarded by the Scottish Government for Cycling Walking Safer Streets (CWSS) projects in Aberdeen. The programmes for these works are detailed in **Appendix C** and will provide significant road safety benefits in an effort to achieve accident reduction as well as reduce the number and severity of injuries sustained in road traffic accidents across the city. All schemes will be implemented as soon as possible subject to the successful promotion of any required legislation. A new requirement for this budget is that the spend on cycling schemes should be a minimum of 36% of the grant.

It should be noted that the current Cycling Walking Safer Streets budget ends this year; it is one of the few remaining ring fenced budgets for roads from the Scottish Government. It is thought that this budget will continue, but it is not possible to confirm this at present and therefore no future programme of works.

A Capital Budget of £150,000 has been allocated for Road Safety Schemes. This budget is primarily used for the implementation of small scale traffic schemes, lining and signing which assists in the provision of safer streets for all the traveling public. Also within this budget it the financial support for the Pass Plus Scheme, the Safe Drive, Stay Alive scheme etc all of which is designed to assist the younger road user in their understanding of traffic, speed and its potential outcomes. The proposed programme of spend for this budget is in **Appendix D**

Footway resurfacing in has been allocated a budget of £532,000. The programme has been formulated on the basis of detailed surveys and targeted at footways categorised as being in a bad or poor condition. The condition of sections of footway included in the programme are shown in the report under **Assessed Condition**, in order to maintain a standard level of comparison all footways have been assessed by the same person The detailed programme is set out in **Appendix E**.

The full capital budget could not be spent last year due to the lateness of the award and the weather encountered during the latter part of the year, the carry forward schemes are in **Appendix F** and the reserve list of works is given in **Appendix G**


The Capital carriageway resurfacing programme has been allocated a budget of £983,000. The programme is generally prepared on the basis of the results of the road condition surveys of the existing infrastructure. The survey identifies sections of road as falling into one of three categories, Green – acceptable condition, Amber – causing concern and should be considered for treatment and Red – of concern and requiring treatment. (A copy of the Road Condition Index is attached as **Appendix L**)

The condition of sections of carriageway included in the programme are shown in the report under **Assessed Condition**, in order to maintain a standard level of comparison all roads surfaces have been assessed to the same criteria. The detailed programme is set out in **Appendix H**. Due to the severity of the weather

from the floods in September and October through to the snow and extremely low temperatures from December to March many road surfaces have suffered significant deterioration since the Road Condition Survey was carried out and staff have and are currently reassessing these roads and changes to the proposed programme may be necessary during this financial year.

The full capital budget could not be spent last year due to the lateness of the award and the weather encountered during the latter part of the year, the carry forward schemes are in **Appendix J** and the reserve list of works is given in **Appendix K**

7. REPORT AUTHOR DETAILS

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Appendix A
ITS Programme

ITS Capital Programme – Proposed Programme 2010/11			Estimated Costs
1	VICTORIA STREET / FARBURN TERRACE	Refurb' Junc	£42,000.00
2	. WELLINGTON ROAD / CRAIGSHAW DRIVE	Refurb' Junc	£51,000.00
3	WHINHILL ROAD / FONTHILL ROAD	Refurb' Junc	£49,000.00
4	GEORGE STREET / HUTCHEON STREET	Refurb' Junc	£60,000.00
5	NORTH DEESIDE ROAD near STATION BRAE	Refurb' Pelican	£26,000.00
6	ROSEMOUNT PLACE / THOMSON STREET	Refurb' Pelican	£30,000.00
7	ST MACHAR DRIVE near KING STREET	Refurb' Pelican	£40,000.00
8	SCOTSTOWN ROAD / JESMOND DRIVE	Refurb' Junc	£80,000.00
9	ELLON RD / HUTCHEON GARDENS	Reurb' Pelican	£20,000.00
			Total
			£398,000.00

Appendix B
Street Lighting Programme

Proposed Capital Programme 2010/11

Scheme	Estimate £'000	Area	Height	No.
Summerhill Rei Lux Failures	25	N	6/10m	29
Forest Road / Forest Av - Column Replacements	25	C	10m	20
Elmbank Area - Column Replacements	24	C	6/8m	40
Davidson Drive Area - Column Replacements	25	N	6m	30
Braehead Way - Column Replacements	33	N	8m	32
Abbotswell Drive - Column Replacements	25	S	8m	25
Albury Road - Column Replacements	18	S	6m	15
Cove, Langdykes Road - Column Replacement	22	S	10m	15
Inchgarth Road - Column Replacement	32	S	8m	30
Kincorth Area - Column Replacements	40	S	6/8m	40
Kirk Brae - Column Replacements	13	S	6m	10
Union Grove Lane - Column Replacements	18	S	6m	15

£300

301

Appendix C
CWSS Proposed Programme

LOCATION / PROPOSALS	DESCRIPTION OF WORK	JUSTIFICATIONS TO CWSS	ESTIMATED COSTS
Schemes C/F from 09/10			
At the time of writing this report there are a number of outstanding contracts from financial year 09/10 that have yet to be completed and which may extend into financial year 10/11. This may have an effect on the schemes identified below.			
Proposed Programme of works for 2010/11			
Various locations across the City. Item No. 7500	Implementation of cycle lanes through all traffic islands. Cycle lanes to be defined by textureflex surfacing.	Safety to cyclists.	£30,000
Various locations across the City. Item No. 6100	Small scale improvements to pedestrian crossing / Disabled Crossing points / Core Paths - Dropped kerbs and pedestrian guard-rails.	Pedestrian/ Child Safety	£36,000
Various locations across the City. Item No. 6400	Publicity in relation to Promotion of Bike Week / Cycle Map / Other Cycling Initiatives across the City / Green Transport Week / European Mobility week.	Pedestrian/ Child Safety + Safety to Cyclists	£1,500
Various locations across the City. Item No. 6300	Cycling Facilities /Links / Parking / Lining & Signing throughout the City to provide missing Links on the road network	Pedestrian/ Child Safety + Safety to Cyclists	£36,000
Rosemount Viaduct / Schoolhill / Blackfriars Street junction Item No.	Implementation of new traffic signals with full pedestrian phase on all legs. (Remove existing puffin crossing)	Improved pedestrian access and safety	£100,000
Elphinstone Road / Meston Walk area Item No.	Mandatory 20mph Zone with speed cushions	Pedestrian / Student Safety. Improvements to driver safety. Speed reduction measures.	£21,000
Ashwood Grange to Jesmond Drive Item No.	Complete Lighting scheme to existing cycle Path and pedestrian link between Ashwood and Church / Asda / Academy	Improved pedestrian access and safety Pedestrian/ Child Safety.	£10,000
Great Southern Road Slip Road Item No.	New footway provision - missing link.	Improved pedestrian safety and access.	£1,500
Jesmond Drive on approach to Scotstown Road Junction (Phase 2) Item No.	Kerb line improvement to allow two lane approach to the junction - remove minor obstruction	Improvements to bus route / driver safety	£3,000

LOCATION / PROPOSALS	DESCRIPTION OF WORK	JUSTIFICATIONS TO CWSS	ESTIMATED COSTS
Station Road East - Culter Item No.	Mandatory 20mph Zone with Traffic Calming	Pedestrian / Child Safety. Improvements to driver safety and speed reduction.	£8,000
Hazledene Road from Queens Road to existing Zebra crossing Item No.	Mandatory 20mph Zone with Traffic Calming	Pedestrian / Child Safety. Improvements to driver safety and speed reduction.	£17,000
Queens Road from Hazledene Road to Hazlehead roundabout. Item No.	Change existing footpath to shared use.	Improvements to Cycle safety	£3,000
Jesmond Avenue - Junction adjacent to No. 2 & 22 Item No.	Junction scheme to improve visibility - reduce vehicle speeds	Improvements to driver safety	£4,000
Cove Road Item No.	Implementation of (two) pedestrian refuge Islands.	Pedestrian/ Child Safety.	£34,000
Pitfodels Station Road Item No.	Improve existing Lighting	Improved pedestrian access and safety Pedestrian/ Child Safety.	£11,000
Various Schools across the City. Item No.	Improvements to street lighting around various school entrance routes	Improved pedestrian access and safety Pedestrian/ Child Safety.	£15,500
Deeview Road South Item No.	Implementation of safety barrier	Pedestrian / Child Safety. Improvements to driver safety.	£6,000
Don Street / Don Terrace junction Item No.	Permanent improvements to the junction to stop over-running of the junction	Improvements to driver safety	£4,000
Cairnaqueen Gardens Item No.	Provide missing footpath links (Two sections - 5 metres each)	Improved pedestrian access and safety Pedestrian/ Child Safety.	£2,500
Langdykes Road - Cove Item No.	Implementation of a new Zebra crossing or Traffic Island	Improved pedestrian access and safety Pedestrian/ Child Safety.	£18,000
Beach Esplanade Item No.	Improvements to existing lining, implementation of centre line and studs (North end only at bend in carriageway)	Improvements to driver safety	£3,000
	Overall Allocated Non-Housing Capital Budget		£365,000

Appendix D
Proposed Traffic Safety Programme

LOCATION / PROPOSALS	DESCRIPTION OF WORK	IMPLICATIONS	ESTIMATED COSTS
Schemes C/F from 09 / 10			
At the time of writing this report there are a number of outstanding contracts from financial year 09 / 10 that have yet to be completed and which may extend into financial year 10 / 11. This may have an effect on the schemes identified below.			
Schemes for 2010/11			
Various locations throughout the City Item No. 7500	Vehicle activated signs at gateways and various mobile sites and schools.	No detrimental implications.	£25,000
Various Safety Campaigns throughout the City (not site specific) Item No. 7600	Publicity in relation to Road Safety Campaigns & Community Safety Safe Drive - Stay Alive Campaign. Pass Plus Scheme.	No detrimental implications.	£9,000
Various locations throughout the City Item No. 6100	Small scale improvements to signing & lining, bollards, barriers and all new works associated with traffic management and road safety.	Some of this work will require the promotion of legislative procedures which may effect implementation.	£64,500
Aberdeen City Council Road Safety Plan Item No. 7800	Bi-annual review and publication of the Road Safety Plan. (Statistical update only)	No detrimental implications.	£1,500
Route Action - Unclassified Road between Dyce Drive and Bendauch Farm / Caskieben (Phase 2) Item No. 4010	Hazard marker posts, and improvements to signing / lining	No detrimental implications.	£17,000
Replace worn manhole covers with new anti skid type. Item No.	ACC manholes at junctions and where key turning and braking movements are carried out.	No detrimental implications.	£3,000
Springhill Road near Kingsford School Item No.	Signalised Puffin Crossing	Improved pedestrian access and safety	£18,000
Whitestripes Road Item No.	Feasibility study, initial design and purchase of land for road improvement scheme to widen the existing road and improve forward visibility.	Improvements to driver safety	£5,000
School Road - Seaton Item No.	Mandatory 20mph Zone (No Traffic Calming)	Pedestrian / Child Safety. Improvements to driver safety and speed reduction.	£7,000
	Overall Allocated Non-Housing Capital Budget		£150,000

Appendix E
Capital Footway Programme 2010-2011

Name of Road	Location and Description of Works	Assessed Condition	Length (m)	Estimated Cost
IVANHOE WALK	Gardner Drive to Gardner Road.(South Side)Renew edging kerbs and resurface footways with bitmac.	10	10	£1,955
CRAIGSHAW ROAD	North Side, at junction with Craigshaw Crescent. Renew kerb and resurface footway with bitmac	10	21	£4,410
VICTORIA STREET	Outside Spar.Renew kerbing and resurface footway in bitmac.	10	20	£3,500
HARDGATE	In front of no 216(Planet Bathroom)Relay stone kerbs and resurface footway with precast concrete slabs.	10	26	£7,735
PROVOST FRASER DRIVE	o/p Kettlehills Crescent.Renew edge kerbing and resurface footway in bitmac.	10	130	£11,200
WESTBURN ROAD	North Side.Mile-End Avenue to un-named lane.Relay stone kerbs and resurface footway with precast concrete slabs.Instal bollards.	10	21	£6,715
SPRINGHILL ROAD	Hallfield Road - Gate of 2 -12.Renew edge kerbing and resurface footway in bitmac.	10	83	£10,710
TOLLOHILL DRIVE	Tollohill Place East to Tollohill Crescent (North Side) Renew kerb and resurface footway with bitmac	9	271	£43,750
COUNTESSWELLS ROAD	West side, Countesswells Road to Countesswells Crescent (south end). Renew kerb and resurface footway with bitmac	9	95	£20,860
MURRAY TERRACE(Phase 2 of 6)	Renew stone kerbs and resurface section of footway with precast concrete slabs.	9	100	£25,000
GRAY STREET(Phase 2 of 8)	Renew stone kerbs and resurface section of footway with precast concrete slabs.	9		£25,000
SEAFIELD CRESCENT	East side from Seafield Road to Seafield Avenue.Renew kerbs and resurface footways with bitmac.	9	222	£37,800
MASTRICK DRIVE	North side from New Park Road to East Main Avenue. Renew kerb and resurface footway with bitmac.	9	102	£19,530
NORTH DEESIDE ROAD	South Side from Golf Road to Post Office.Resurface footway with bitmac.	9	60	£9,100
SPEY ROAD	Spey Terrace - Entrance to Council Offices(South Side) Renew kerb and resurface footway with bitmac.	9	90	£12,600
FOREST AVENUE	West Side from Harlaw Road to Queens Lane South. Relay stone kerbs and resurface footway with precast concrete slabs	8	53	£16,320

Name of Road	Location and Description of Works	Assessed Condition	Length (m)	Estimated Cost
GREAT NORTHERN ROAD	St Machar Drive - no152(North Side)	8	161	£62,560
ABOYNE GARDENS	East Side from Craigievar Place to new lamppost outside no 10/11. Renew kerbs and resurface footways with bitmac	8	82	£11,550
SIMPSON ROAD	Nos 67 - 143 at flats. Renew kerb and resurface footway with bitmac.	8	75	£9,450
DEANSLOCH CRESCENT	Kettlehills Road to no 17. Renew kerbs and resurface footways with bitmac	8	84	£13,300
HARDGATE	Gairn Terrace to no 357. Relay stone kerbs and resurface footways with bitmac	8	67	£11,900
HOLBURN STREET	East Side. Willowbank Road to Howburn Place. Relay stone kerbs and resurface footway with precast concrete slabs. Instal bollards.	8	57	£14,025
HOLBURN STREET	West Side. Entrance to Panasonic Shop to Entrance to Gillies Car Park. Relay stone kerbs and resurface footway with precast concrete slabs. Instal bollards.	8	20	£5,355
HOLBURN STREET	West Side from Cuparstone Lane to Ashvale Place. Relay stone kerbs and resurface footway with precast concrete slabs. Instal bollards.	8	91	£25,075
HOLBURN STREET	West Side from Ashvale Place to Union Grove. Relay stone kerbs and resurface footway with precast concrete slabs. Instal bollards.	8	78	£30,940
HETHERWICK ROAD	Gardner Drive to Gardner Road. (South Side) Renew kerbs and resurface footways with bitmac.	8	185	£30,450
YTHAN ROAD	South Side from Isla Place to Deveron Road. Renew kerb and resurface footway with bitmac.	8	168	£29,050
ST DEVENICK'S PLACE*	North Deeside Road to Deevie Road South. Renew kerb and resurface footway with bitmac.	N/A	220	£28,000
Capital Footway Programme 2010-2011				£527,840

Appendix F
Carry Forward Footway Programme 2009-2010

Name of Road	Location and Description of Works	Assessed Condition	Length (m)	Estimated Cost
YTHAN ROAD	South Side from Springhill Road to Isla Place. Renew kerb and resurface footway with bitmac.	9	56	£9,170
RAEDEN PARK ROAD	West Side from Westburn Road to Mid Stocket Road Renew edge kerbing and resurface footway in bitmac.	9	243	£38,920
GARDNER ROAD	Hetherwick Road to Entrance to flats at 145(North side) Renew kerb and resurface footway with bitmac.	9	130	£21,000
BIRKHALL PARADE	Nos 49 -106. Renew kerb and resurface footway with bitmac.	9	319	£44,170
FORBESFIELD ROAD	West Side, No 7 to No.43. Relay stone kerbs and resurface footway with precast concrete slabs.	7	148	£37,740
Carry Forward Footway Total				£113,260

Total Capital Spend
Footways 2010-2011

Summary

	Budget	Estimate
10/11 budget	£527,840	£529,000.000
c/f 09/10	£108,590	£113,260.00
TOTAL	£636,430	£642,260.00

Appendix G
Footpath Reserve List

Name of Road	Location and Description of Works	Assessed Condition	Length (m)	Estimated Cost
NORTH DEESIDE ROAD	Renewal of Footway Crossing at the Rowans.	7	10	£3,500
HOLBURN STREET	West Side from 560 - 570. Relay stone kerbs and resurface footway with precast concrete slabs. Install bollards.	7	22	£7,225
TOLLOHILL GARDENS	North Side – West (Long) Section. Renew kerb and resurface footway with bitmac.	7	135	£20,090
GLADSTONE PLACE	Along front of no 32. Renew kerbs and resurface footways with bitmac	7	24	£3,500
STRONSAY DRIVE	East side from Stronsay Place to Stronsay Crescent. Renew kerbs and resurface footways with bitmac.	7	156	£29,050
TOLLOHILL GARDENS	North Side - East (Short) Section. Renew kerb and resurface footway with bitmac.	7	58	£9,240
BURNIEBOOZLE CRESCENT	West Side from no 69 to no 105. Renew kerb and resurface footway with bitmac.	7	175	£27,720
FARBURN TERRACE	South Side . Renew kerbs and resurface footways with bitmac	7	100	£7,770
HALLFIELD ROAD	North side, Springhill Road to Hallfield Crescent. Renew kerb and resurface footway with bitmac.	7	125	£18,550
ARDBECK PLACE, PETERCULTER	South Side . Renew kerbs and resurface footways with bitmac	7	161	£23,520
AULDEARN ROAD	Unnamed lane to Auldearn Gardens. Renew kerb and resurface footway with bitmac.	7	51	£10,290
FORBESFIELD ROAD	West side No7- No43 Relay stone kerb and resurface footway with precast slab	7	148	£37,740
FORBESFIELD ROAD	East Side, No 4 to No 32. Relay stone kerbs and resurface footway with precast concrete slabs.	6	102	£26,775
SEAFIELD GARDENS	West Side . Renew kerbs and resurface footways with bitmac	6	265	£35,000
STEWART CRESCENT	South side, Whin Park Road to Longlands Place. Renew kerb and resurface footway with bitmac.	6	161	£21,000
MOIR DRIVE	Nos 1 -23. Renew kerbs and resurface footways with bitmac	6	125	£21,000
SPRINGHILL TERRACE	No 24 - Springhill Terrace. Renew kerbs and resurface footways with bitmac	6	67	£9,940
KINCORTH CIRCLE	Deevale Gardens to Margaret Clyne Court. Renew kerb and resurface footway with bitmac.	6	115	£16,800
Current Footpath Reserve List Total				£328,710.00

Appendix H
Capital Works Resurfacing Programme 2010-2011

Name of Road	Location and Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
Ellon Road Northbound	Balgownie Crescent to North Donside Road Resurface Carriageway	10	3100	£100,000
Ellon Road Northbound	Roundabout at North Donside Road Resurface Carriageway	10	1200	£60,000
Wellington Road Southbound	Junction Greenbank Road Resurface Carriageway	10	800	£32,000
Holburn Street	Junction Willowbank Road Resurface Carriageway	10	600	£30,000
King Street	Esplanade junction Resurface Carriageway	10	500	£20,000
King Street	Lord Hay Road to Lidl Resurface Carriageway	10	2400	£60,000
King Street	Junction at Don Street Resurface Carriageway	10	1000	£30,000
A93 North Deeside Road	B979 Malcolm Road Junction Resurface Carriageway	10	200	£10,000
A93 North Deeside Road	West of Malcolm Road Resurface Carriageway	10	600	£21,000
A93 North Deeside Road	Junction School Road Peterculter Resurface Carriageway	10	240	£12,000
A93 North Deeside Road	Golf Road to Baillieswells Road Resurface Carriageway	10	200	£10,000
B979 Malcolm Road	Aberdeenshire Boundary Southwards Resurface Carriageway	10	2050	£55,000
B979 Malcolm Road	West Lasts to North Lasts Quarry Resurface Carriageway	10	2110	£48,000
B979 Malcolm Road	North Last Quarry Southwards Resurface Carriageway	10	2200	£55,000
B979 Malcolm Road	Leuchar Den to Denmill Resurface Carriageway	10	1300	£42,000
C89C Chapel of Stoneywood - Fairley Road	Overhills Farm Road Edge Reconstruction	10	600	£40,000
C89C Chapel of Stoneywood - Fairley Road	Sunnybank Cottages Resurface Carriageway	10	1200	£36,000
B979 Clinterty Road	At junction C93C Borrowstone road Resurface Carriageway	10	400	£25,000

Name of Road	Location and Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
C55C Pitmedden Road (Bendauch)	Bendauch to Guildhall various locations Resurface Carriageway	10	600	£62,000
C127C Blacktop Road	Various locations Resurface Carriageway	10	600	£40,000
Balgownie Road	Scotstown Road to Denmore Gardens Resurface Carriageway	10	1800	£50,000
Fairview Street	From Fairview Road to Fairview Brae Resurface Carriageway	10	2800	£67,000
Riverside Drive	Roundabout at South College Street Resurface Carriageway	10	180	£18,000
A947 Stoneywood Road	Junction old Stoneywood Road Resurface Carriageway	10	1200	£34,000
U53C Chapel of Stoneywood to Dyce Drive	Newton to Dyce Drive Resurface Carriageway	10	600	£28,000
Don Street	Don Place to Railway Bridge Resurface Carriageway	10	1000	£28,000
Coast Road	Traffic lights at Railway Bridge Resurface Carriageway	10	800	£30,000
Palmerston Road / Poynerook Road	Various locations Resurface Carriageway	10	200	£10,000
Raeden Park Road	At Junctions Resurface Carriageway	10	400	£15,000
Westburn Road	Various locations Resurface Carriageway	10	400	£10,000
Dyce Drive	Various locations Resurface Carriageway	10	500	£30,000
Wellington Road Northbound	Junction at Tesco Resurface Carriageway	10	1100	£24,000
George Street	Junction Hutcheon Street Resurface Carriageway	10	400	£10,000
Capital Resurfacing Programme 2010-2011 Total				£1,143,000

Note: This programme is dependant on NESTRANs providing finance for Ellon Road operations which will not be agreed until 14/04/10

Appendix J
Carry Forward Programme from 2009-2010

Name of Road	Location and Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
St Devenick's Place	Resurface Carriageway	10	450	£25,000
U58C Caskieben	Various locations Resurface Carriageway	10	600	£30,000
Contlaw Road	Various locations Resurface Carriageway	10	200	£10,000
Arbroath Way	Abbotswell Crescent to Arbroath Place Resurface Carriageway	10	1800	£72,000
Holburn Street	Northbound lane, Great Western Road to Union Grove Resurface Carriageway	10	1300	£46,000
Beach Esplanade	Redesign and Resurface of roundabout to form junction	10	2000	£60,000
Beach Esplanade	Resurface Approach Roads to redesigned junction	10	2000	£60,000
Ellon Road Northbound	North Donside Road to Parkway Resurface Carriageway	10	4100	£130,000
Capital Resurfacing Carry Forward Programme 2010-2011 Total				£433,000

Note: NESTRANs may be providing finance for Ellon Road operations which will not be agreed until 14/04/10, if this is approved this will allow another scheme from the reserve list to be brought forward

Appendix K
Resurfacing Works Reserve Programme

Name of Road	Location and Description of Works	Assessed Condition	Area (Sq m)	Estimated Cost
Old Wellington Road	Junction of Cove Road Resurface Carriageway	10	350	£12,000
Old Wellington Road	At Moss' side Farm	10	350	£12,000
C88C Newhills Road	Newhills Church Resurface Carriageway	10	1800	£45,000
Wellington Road Northbound	Craigshaw Road to Abbotswell Road Resurface Carriageway	10	640	£32,000
Balgownie Road	Bodachra Road to Harehill Road Resurface Carriageway	10	1600	£40,000
Balgownie Road	Harehill Road to Tarbothill Road Resurface Carriageway	10	2000	£50,000
Balgownie Road	Tarbothill Road to Denmore Gadens Resurface Carriageway	10	2000	£50,000
Summerhill Drive	Rear of Shops Summerhill Court Resurface Carriageway	10	900	£32,000
Walker Place	Walker Road to Craig Place Resurface Carriageway	10	750	£30,000
A93 North Deeside Road	Brighton Place to Station Road East Resurface Carriageway	10	3750	£131,000
Riverview Drive, Dyce	Todlaw Walk to Asda Roundabout Resurface Carriageway	10	4200	£105,000
B979 Malcolm Road	Crombie Circle Northwards Resurface Carriageway	10	1440	£50,000
U131C Bishopdams Road	Bishops Court Resurface Carriageway	10	800	£24,000
Countesswells Road	Various locations Resurface Carriageway	10	600	£30,000
Old Wellington Road	Junction of Cove Road Resurface Carriageway	10	350	£12,000
Current Resurfacing Reserve List Total				£655,000

Authority	Network				A Roads				B Roads				C Roads				U Roads		
	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green	RCI	Red	Amber	Green
1	8.6	32.0	59.4	40.6	8.0	29.4	62.7	37.3	8.1	30.0	61.8	38.2	5.4	28.7	66.0	34.0	9.5	33.8	56.6
2	7.3	25.2	67.5	32.5	5.4	25.6	69.0	31.0	5.5	25.2	69.3	30.7	4.3	22.1	73.6	26.4	10.0	26.7	63.3
3	7.8	35.1	57.2	42.8	4.6	26.6	68.8	31.2	8.2	40.2	51.6	48.4	8.1	36.1	55.8	44.2	8.1	34.6	57.4
4	5.4	27.1	67.5	32.5	7.6	27.6	64.7	35.3	5.7	29.3	65.0	35.0	4.1	27.6	68.3	31.7	5.3	25.7	69.1
5	6.2	26.2	67.6	32.4	6.4	23.5	70.0	30.0	6.1	22.9	71.0	29.0	5.3	21.7	73.0	27.0	6.4	28.0	65.6
6	9.2	35.5	55.2	44.8	6.4	28.6	65.1	34.9	5.0	29.6	65.4	34.6	7.6	34.3	58.2	41.8	13.0	40.9	46.0
Aberdeen	7.5	23.7	68.8	31.2	5.5	19.4	75.1	24.9	5.7	21.2	73.0	27.0	6.7	24.1	69.2	30.8	7.9	24.3	67.8
8	9.5	37.4	53.1	46.9	9.9	35.9	54.2	45.8	10.7	31.1	58.2	41.8	5.3	42.2	52.5	47.5	10.3	38.9	50.8
9	4.6	29.0	66.4	33.6	2.7	21.2	76.1	23.9	4.4	26.7	68.9	31.1	3.0	26.5	70.4	29.6	6.5	34.8	58.7
11	6.9	25.6	67.5	32.5	3.3	19.0	77.7	22.3	2.5	16.9	80.6	19.4	5.0	23.4	71.5	28.5	8.1	27.6	64.3
12	6.6	31.5	61.9	38.1	3.7	21.6	74.7	25.3	5.7	33.4	60.8	39.2	5.0	31.5	63.6	36.4	9.4	34.5	56.1
13	11.1	32.8	56.1	43.9	6.1	18.1	75.8	24.2	6.9	35.2	57.9	42.1	8.9	28.3	62.8	37.2	13.0	35.3	51.7
14	17.3	38.0	44.7	55.3	12.6	31.6	55.7	44.3	15.6	45.9	38.6	61.4	12.6	44.1	43.3	56.7	25.3	32.4	42.2
15	4.6	21.3	74.1	25.9	4.0	20.2	75.8	24.2	3.7	19.9	76.4	23.6	3.2	18.7	78.2	21.8	6.0	23.8	70.2
16	6.7	26.2	67.1	32.9	4.9	22.8	72.3	27.7	6.6	22.0	71.4	28.6	7.2	23.4	69.4	30.6	6.9	27.3	65.8
17	9.4	30.6	60.0	40.0	14.3	26.8	58.9	41.1	7.0	27.6	65.4	34.6	14.6	40.6	44.8	55.2	7.0	28.2	64.8
18	8.2	31.9	59.9	40.1	8.2	26.0	65.9	34.1	7.0	29.7	63.3	36.7	9.4	34.7	55.8	44.2	8.1	32.9	59.0
19	3.7	23.7	72.7	27.3	3.3	23.0	73.7	26.3	4.0	23.5	72.5	27.5	1.1	14.6	84.3	15.7	4.6	27.2	68.3
20	10.3	34.2	55.5	44.5	7.8	27.9	64.3	35.7	9.0	34.9	56.1	43.9	9.4	37.5	53.1	46.9	12.4	35.6	51.9
21	7.1	32.2	60.7	39.3	1.9	20.0	78.2	21.8	3.7	30.2	66.1	33.9	4.3	31.6	64.1	35.9	12.1	39.1	48.8
22	3.8	23.3	72.9	27.1	2.6	14.7	82.7	17.3	3.9	26.1	70.0	30.0	3.0	22.3	74.7	25.3	4.5	25.0	70.5
23	7.9	30.1	61.9	38.1	3.8	22.7	73.5	26.5	7.4	31.6	61.0	39.0	6.1	30.9	63.1	36.9	9.2	31.3	59.5
24	11.7	32.4	55.9	44.1	11.1	27.1	61.8	38.2	9.6	25.0	65.4	34.6	7.2	24.4	68.4	31.6	12.5	35.0	52.5
25	6.5	26.2	67.3	32.7	5.0	18.2	76.7	23.3	3.5	22.9	73.6	26.4	6.2	27.0	66.7	33.3	7.8	28.8	63.4
26	5.6	26.6	67.7	32.3	2.6	16.0	81.4	18.6	5.7	26.4	67.9	32.1	9.2	35.7	55.0	45.0	5.7	27.8	66.5
27	11.1	35.0	53.9	46.1	4.4	20.6	75.0	25.0	5.2	20.9	73.9	26.1	9.6	29.0	61.4	38.6	12.7	39.3	48.0
28	7.6	29.8	62.5	37.5	5.6	23.3	71.1	28.9	5.1	24.6	70.3	29.7	8.1	33.3	58.6	41.4	8.4	31.1	60.5
29	13.1	31.0	55.9	44.1	4.6	19.7	75.7	24.3	5.1	28.6	66.4	33.6	9.9	31.6	58.6	41.4	15.2	32.1	52.7
30	3.7	22.0	74.4	25.6	3.7	17.1	79.1	20.9	3.8	21.0	75.2	24.8	1.9	15.9	82.2	17.8	4.2	24.6	71.1
31	7.3	30.5	62.2	37.8	4.3	19.6	76.1	23.9	5.6	26.9	67.5	32.5	7.9	25.6	66.5	33.5	8.6	35.8	55.6
32	5.1	24.6	70.3	29.7	5.1	20.5	74.5	25.5	3.7	20.3	76.0	24.0	3.0	15.1	81.9	18.1	5.6	27.2	67.3
33	3.9	20.5	75.6	24.4	3.2	18.7	78.0	22.0	3.0	17.4	79.7	20.3	2.8	18.8	78.4	21.6	5.1	23.2	71.7
Scotland LA	7.1	28.9	64.0	36.0	5.6	24.0	70.4	29.6	6.2	28.7	65.1	34.9	5.4	27.9	66.6	33.4	8.4	30.9	60.6

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COMMITTEE	Enterprise, Planning & Infrastructure
DATE	20 th April 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Roads Asset Management Plan
REPORT NUMBER	EPI/10/111

1. PURPOSE OF REPORT

This report presents the progress on the production of an Asset Management Plan for the Council in its role as Local Roads Authority, this plan being produced in accordance with the nationwide project by the SCOTS group.

2. RECOMMENDATION(S)

That the Committee note the content of the initial draft Roads Asset Management Plan and agree to continue to participate in the SCOTS project.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The Roads Asset Management Plan is being progressed using existing staffing resources in accordance with a budget that has already been presented and agreed. The principle of Roads Asset Management is to seek to improve the stewardship of Transportation Assets and to deploy resources more effectively.

4. SERVICE & COMMUNITY IMPACT

There is no specific statement in the Single Outcome Agreement requiring Roads Asset Management neither is there any conflict between the SOA and the principles of Roads Asset Management, which is one of the tools that can be used to ensure the objectives of Transportation service provision are met by the most cost effective means, in line with the aim of the Corporate Business Plan to do better in the management of our physical resources.

There is no impact on Equalities and Human Rights issues.

5. OTHER IMPLICATIONS

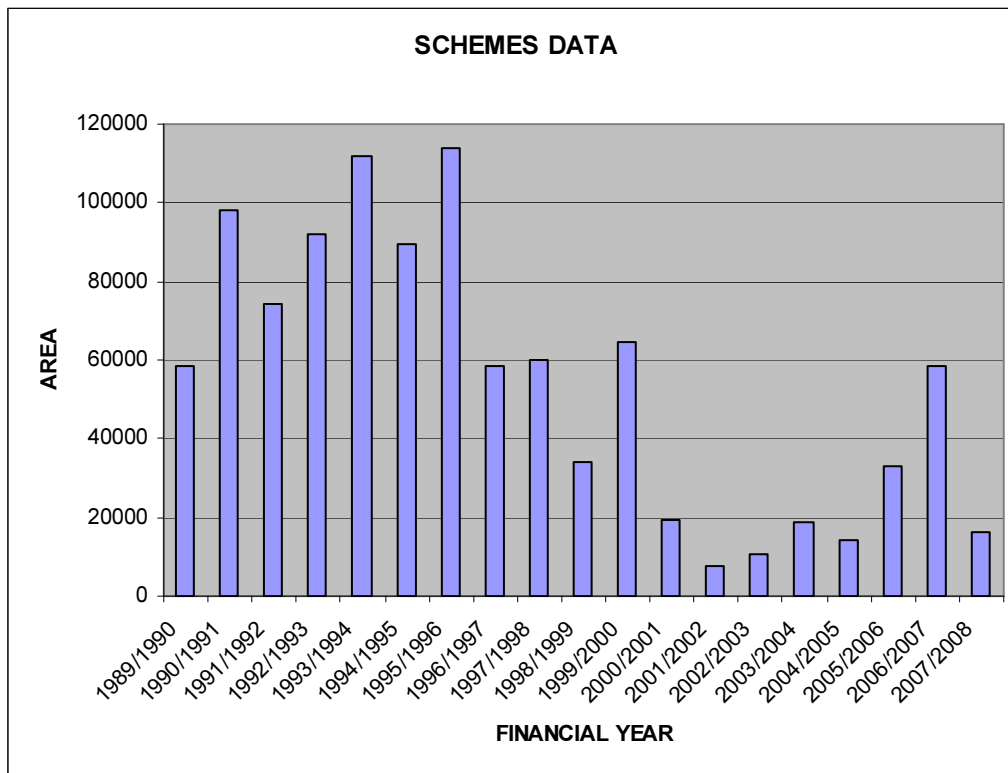
Roads Asset Management Plans are construed as a means by which Roads Authorities discharge their obligations under the Roads (Scotland) Act 1984

and specifically the duty to manage and maintain adopted roads under Section 1(1) of that Act.

6. REPORT

The amount of money spent on Roads Maintenance has been declining in recent years. The amount of road has been increasing, albeit slowly (less than 0.5% p.a.), but the volume of traffic, and therefore wear and tear, has been increasing faster and road construction materials have seen higher than average cost increases. The conclusion that must be drawn from this is that Roads Maintenance has been significantly underfunded for at least the last twenty years.

The chart below shows the area of road resurfaced each year between 1989 and 2008. The investment in 1990 represented a rate of resurfacing of carriageways about once every 60 years. The comparable figure in 2010 is once in 300 years.



The recent two winters have shown just how much of our road surfaces are at or beyond the end of their useful life. In many parts of the City they are no longer able to stand up to the use, weather, and regular disturbance from utilities operations to which they continue to be subject beyond the period of normal life expectancy of 20 years for which they were originally designed.

Roads Asset Management presents a best value approach to the safeguarding of the most valuable and vital asset in the Council's remit and without which our city would not be able to support our economic wellbeing. The methodology of property management is applied in this engineering context to ensure the various assets we are responsible for are managed and

maintained in as cost effective manner as possible to make best use of limited resources.

Experience in New Zealand and Wales has shown that Roads Asset Management Plans can achieve savings of 5% in roads maintenance budgets. It must, however, be emphasised that while the Asset Management approach can lead to more effective use of funds under funding of budgets will still fail to achieve results expected by citizens and road users.

The assets are identified, quantified and valued at Gross Replacement Cost, (the investment that would be required to replace the assets should they be lost or irrevocably damaged). This approach, which has been recommended by Cipfa and approved by the Treasury, represents a fundamental re-evaluation of our transportation assets resulting in an upward re-appraisal of the assets book value by an order of magnitude.

The current asset value calculated on historical investment is close to £100M. The value calculated on the GRC basis is nearly £1000M.

Asset Management is seen as a vital element of the application of Construction Design and Management to Transportation Assets and thus to Whole Life Costing as a key contributor to the principle of Whole Government Costing and Single Outcome initiatives.

A project under the stewardship of SCOTS and in partnership with EXP Consulting has been running for two years and is continuing for a further two years to establish a common approach for all the authorities across the country and to seek best practice methods for providing a methodology that is fully fit for purpose and meets the expectations of transport users as expressed through their elected representatives.

By the end of this period the Asset Management approach will have been integrated into the Council's Roads Management function and will represent the basic tool not merely for reporting the annual budget process but for carrying out all aspects of Roads Management and Maintenance.

Life-cycle plans will be established in a spreadsheet format permitting different spending profiles to be analysed for long and short term implications for levels of funding required to meet customers' expectations of the network.

Appendix 1 gives an indication of the current state of progress with the SCOTS project. The Headings are the main subjects into which the nationwide project is divided and which will form the principal chapter headings of the finalized plan..

Councils across Scotland are at different stages of development of their plans depending on the level and quality of information they hold.. The next stage of the project is for authorities to submit their rudimentary drafts for discussion and comparison at the workshops with a view to completing all Council's Plans to a comparable format.

At this stage the Plan is in preliminary form, existing data bases are investigated and proposals made for extending and completing these to

ensure adequate information is always readily available to enable strategies to be analyzed and decisions to be taken on the basis of full knowledge of possible outcomes.

It is anticipated that a further Report will be submitted early in 2011 informing the Council of progress with the Plan and presenting the first full draft as a method for establishing and evaluating the budget for Roads Maintenance.

By the Autumn of 2011 the Plan should be finalized and will form the basis for the budget process for Roads Maintenance for 2012/13.

Thereafter the Plan will be up-dated annually and will become the routine Roads Maintenance management tool.

7. REPORT AUTHOR DETAILS

Angus Plumb, Engineer
e-mail: angusp@aberdeencity.gov.uk
Phone: (01224 52)2970

8. BACKGROUND PAPERS

All sources for this report are quoted in the Initial Draft Roads Asset Management Plan.

APPENDIX 1

	Heading	%	action	time-scale
1	Introduction	50	dependent on completion of 2 - 9	
2	Asset Description	90	refine data	late 2010
3	Community Requirements	0	establish with reference to Community Plan	late 2010
4	Future Demands	0	investigate	late 2010
5	Levels of Service	30	develop with City Voice	2011
6	Lifecycle Planning	40	continue work in progress	late 2010
7	Financial Summary	10	investigate	late 2010
8	Risk Management	30	continue work in progress	late 2010
9	Improvement Plan	10	to be developed	2011
10	Management and Control of the Plan	10	dependent on completion of 2 - 9	2011

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ABERDEEN CITY COUNCIL

COMMITTEE Enterprise, Planning and Infrastructure

DATE 20th April 2010

DIRECTOR Gordon McIntosh

TITLE OF REPORT Newhills Road Improvements – Phase 2b

REPORT NUMBER: EPI/110/093

1. PURPOSE OF REPORT

- 1.1 This report is to update the Committee on the progress of this project and seeks support for the resources necessary to progress the scheme to completion.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- a) Agree that it is desirable to progress the scheme to completion subject to finances being available.
 - b) refer the report to the next Finance and Resources Committee to consider the scheme relative to Council priorities and available Capital funding.

3. FINANCIAL IMPLICATIONS

- 3.1 The sum of £95,000 is required to complete the scheme.

4. SERVICE & COMMUNITY IMPACT

- 4.1 This report links with National Outcomes 14 of the Single Outcome Agreement.
- 4.2 In terms of “Vibrant, Dynamic & Forward Looking” the policy of “Improving Aberdeen’s transport Infrastructure” applies. It also meets the objective within the Local Transport Strategy and the Road Safety Plan with regard to improving road safety.
- 4.3 This proposal has a neutral impact on Equality and Human Rights.

5. OTHER IMPLICATIONS

- 5.1 A detailed risk register will be developed as part of the project management of this scheme.

6. REPORT

- 6.1 At its meeting on 7th September 2004 the Environment & Infrastructure committee instructed improvements to the C88C and C89C in and around Newhills Junction. The scheme was separated into three parts to be undertaken in two phases.
- 6.2 Phase 1 of the scheme involved widening the C89C on its approach to the junction with the C88C, improving the junction, and widening the C88C to the limits of Council owned land in the vicinity of Newhills House. This was completed in September 2005.
- 6.3 Due to difficulties in securing land to construct the approved scheme it was not possible to implement the full extent of the proposed works. Therefore at its meeting on 22nd March 2007, the Area Committee North approved that the City Solicitor promote the necessary compulsory purchase orders.
- 6.4 In November 2009, the Scottish Government approved the "Aberdeen City Council (Newhills Road Phase 2B) Compulsory Purchase Order 2007". Officers are proceeding with the purchase arrangements.
- 6.5 To reduce costs, the length of the road improvement has been reduced by 50 metres as shown on the attached plan. The revised proposals do not affect the overall safety gain derived from the overall scheme.
- 6.6 The estimated cost of completing the project is £95,000. Currently there is no provision in the Non-housing Capital Plan for this project.
- 6.7 Subject to funding being made available, the scheme could commence on site later this year.

7.0 Consultees comments

Enterprise, Planning and Infrastructure

Convener: Councillor Kate Dean – *has been consulted and has made no comment*

Vice Convener: Councillor Callum McCaig – *has been consulted and has made no comment*

Local Members

Councillor Len Ironside	Has been consulted and has no comment
Councillor Wendy Stuart	Has been consulted and has no comment
Lord Provost Peter Steven	Indicated his full support for the proposals

Internal

Gordon McIntosh, Has been consulted and has no comment

Director of Enterprise, Planning and Infrastructure.

Ciaran Monaghan, Has been consulted and has no comment
Head of Service, Office of Chief Executive.

Jane MacEachran, Has been consulted and has no comment
Head of Legal and Democratic Services.

Susan Cooper, Has been consulted and has no comment
City Chamberlain, Corporate Governance


Hugh Murdoch, Has been consulted and has no comment
Head of Asset Management and Operations.

Elaine Hourston, Has been consulted and has no comment
Account Manager, Corporate Governance.

8. REPORT AUTHOR DETAILS

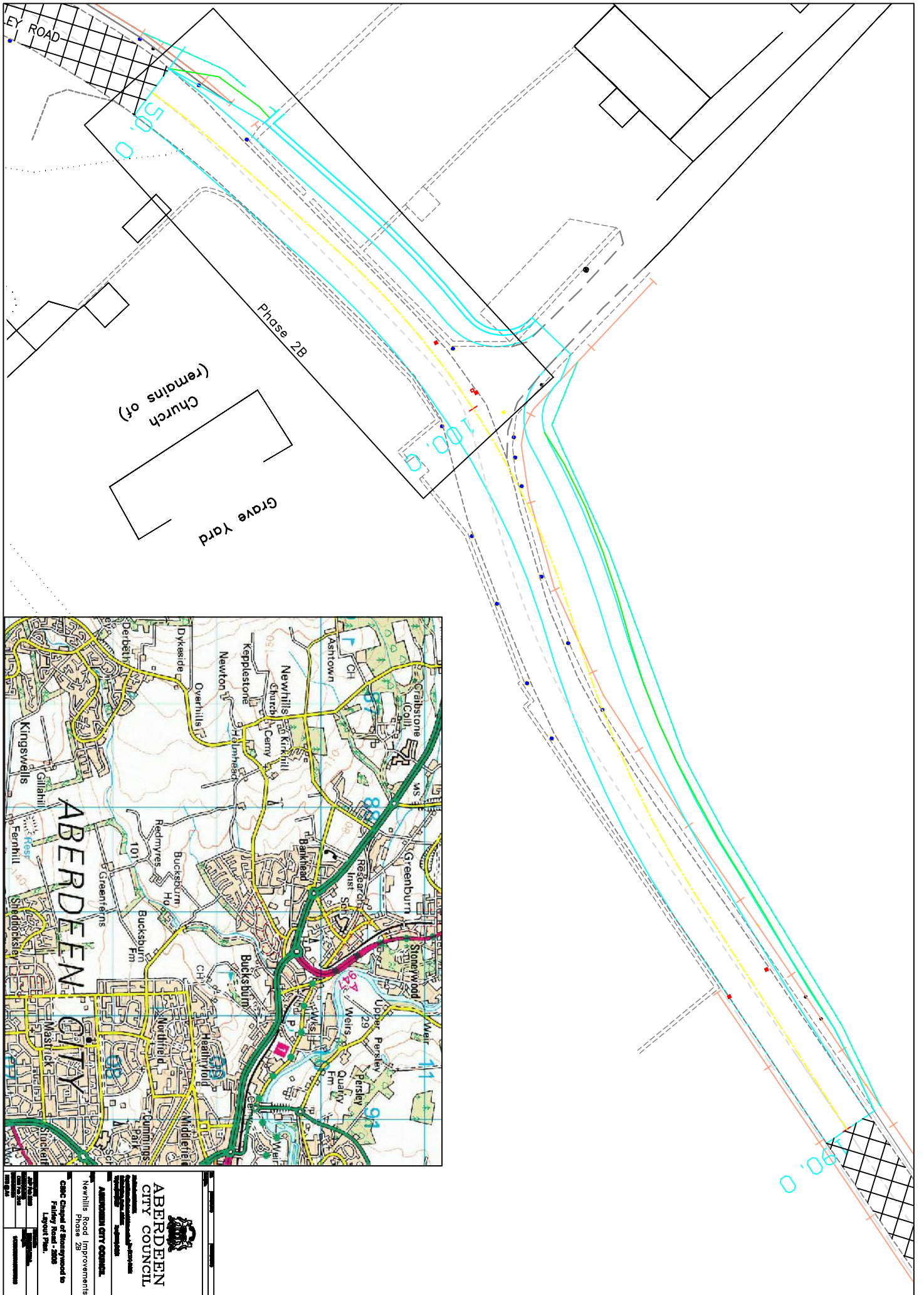
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Appendix 1:- Newhills Road Improvements, Phase 2b

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ABERDEEN CITY COUNCIL

COMMITTEE: *Enterprise, Planning and Infrastructure*

DATE: *20th April 2010*

DIRECTOR: *Gordon McIntosh*

TITLE OF REPORT: Progress Report for 'The Green Townscape Heritage Initiative, Public Realm Streetscape Works'

REPORT NUMBER: EPI-10-100

1. PURPOSE OF REPORT

To advise the Committee on the progress of works at The Green Townscape Heritage Initiative, Public Realm Streetscape works, as verbally requested by the Finance and Resources Committee at a meeting on 11th March 2010.

2. RECOMMENDATION(S)

It is recommended that the Committee note the contents of the report.

3. FINANCIAL IMPLICATIONS

3.1 The public realm improvement aspect of The Green Townscape Heritage Initiative has approved funding of £1.065 million from the former Energising Aberdeen Fund, whilst partner funding of £825,000 has been received from Scottish Enterprise and £525,000 from The Green THI Common Fund.

3.2 This funding covers the design and implementation of the public realm improvements within phases A and B of the original Townscape Heritage Initiative Agreement.

4. SERVICE & COMMUNITY IMPACT

4.1 Within the Community Plan, City Centre redevelopment is identified as a strategic priority, and within the Single Outcome Agreement, two national outcome objectives identified are that 'We live in well-designed, sustainable places' and that 'We value our built and natural environment and protect it and enhance it for future generations'.

- 4.2 'Vibrant, Dynamic and Forward Looking', states in the Economic Development Section, that it will 'Implement master plans, working with partners, including those in the private sector', and that it will 'Continue to drive regeneration and take advantage of regeneration opportunities city wide, as they present themselves'. In the Environment Section, it states that it will 'Protect Aberdeen's unique granite heritage'.

5. OTHER IMPLICATIONS

- 5.1 None, existing staff resources are being utilised to undertake the required work. However, on carrying out the work associated with this project, other projects may be impacted upon due to the reallocation of time.

6. REPORT

6.1 Introduction

- 6.1.1 This report outlines the progress made by the contractor on The Green Streetscape works to date with particular reference to; Programme, Temporary Traffic Management and Communication.

6.2 Programme

- 6.2.1 Although the initial progress was slower than anticipated, following extensive discussions between the contractor and ACC, progress has now reached an acceptable level and substantial completion should be achieved in July 2010. This is approximately six weeks later than originally planned as a result of the initial slow progress and the extreme winter conditions. Nonetheless, this still represents a rate of progress on this type of work that is as good, if not better, than any similar schemes constructed in recent decades.

- 6.2.2 A summary programme for the scheme is attached for the information of Committee members. Given the weather sensitive nature of some of the construction activities and the potential impact of utility issues there may be a need for some variation to the programme. However, it is expected that substantial completion of the overall works should nonetheless be achieved by the indicated mid July date.

6.3 *Temporary Traffic Management*

6.3.1 Temporary traffic management arrangements are routinely monitored by Council staff. As a result of this, and comment from the public and local businesses, various issues have been identified with the Contractor's handling of this matter. These have included:

- a. Inadequate signing,
- b. Some areas of the works not being adequately barriered off,
- c. Concerns over temporary footway surfaces.

It should also be noted however, that not all of the issues are attributable to the contractor and there have also been instances of third parties moving cones and other traffic management items and this is compounding the traffic management problems.

6.3.2 In a similar manner to programme issues, there have been extensive discussions between ACC and the contractor on this matter and improvement measures agreed. Some of these measures are already in place and others should be completed by the time of this Committee's meeting. Once in place, the effect of these measures will continue to be monitored and additional measures will be put in place as necessary.

6.4 *Communication*

6.4.1 The following means of communication are currently in place to ensure that all interested parties (internal and external) are kept up to date on the progress of the streetscape works:

- Weekly brief published on the Council website and distributed to businesses,
- Weekly internal meetings chaired by Gordon McIntosh and attended by relevant Council staff from various services including; roads, parking, environment, marketing and events,
- Weekly and monthly progress meetings held between the contractor and ACC engineering staff,
- Regular business meetings held at the Carmelite Hotel with representatives of the contractor, ACC and local businesses,
- Monthly meetings between the contractors and ACC chaired by Gordon McIntosh and the contractor's Chief Executive.

There have also been discussions with individual residents and businesses on matters specific to their particular interests.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

None referred to.

ABERDEEN CITY COUNCIL

COMMITTEE Enterprise, Planning and Infrastructure DATE 20 April 2010

CORPORATE DIRECTOR Gordon McIntosh, Enterprise Planning and Infrastructure

TITLE OF REPORT Contractors Permit Scheme

REPORT Number EPI/10/097

1. PURPOSE OF REPORT

To advise the committee on the proposed detail of the Contractors Permit scheme recommended by the Controlled Parking Working Group based on a variation of the system operated by the City of Edinburgh Council.

2. RECOMMENDATION(S)

It is recommended that the committee approve the following detail for the proposed scheme

- a)
 - i. The monthly permit system
 - ii. The vehicles do not have to be liveried
 - iii. There is no requirement for the businesses to be paying business rates
 - iv. The associated trade must be one of, or related to one of, the trades in the enclosed list of qualifying trades and they must be able to demonstrate that they have a requirement to operate from a vehicle.
 - v. The permit allows parking within both the "Residents / Permit holders only" and the "Pay and Display" parking bays.
 - vi. The permit allows parking in the said bays only between 9am and 4.30pm
 - vii. The scheme be reviewed after one year of operation and indications of abuse be monitored
- b) The committee approves the proposed monthly charge of £50 in principal and refers the charge to the Finance and Resources Committee for approval, and instruct officers to commence with the year trial.

3. FINANCIAL IMPLICATIONS

The financial implications connected to this report relate to income generation, efficiency savings and staff costs incurred from establishing and monitoring the system. It is not envisaged that there will be any impact on current income from the current system for contractors

Commserve/admin/committee formats/new report template

4. SERVICE & COMMUNITY IMPACT

This report links with National Outcomes 10, 11, 12 and 14 of the Single Outcome Agreement.

In terms of 'Vibrant, Dynamic & Forward Looking' the following policy commitment applies 'Only introduce further on-street parking controls where there is local support or a requirement for traffic management or road safety reasons.'

5. OTHER IMPLICATIONS

There is a risk that the proposed system could be open to abuse from businesses and commuters particularly because the cost of the permits is less than £2 per day. The proposed charge is significantly less than the existing monthly permit for off-street car parks

6. REPORT

Introduction

6.1 At the Council meeting of 25 June 2008 Councillor Alan Donnelly raised a Notice of Motion regarding the contractors daily parking permits

Calls on this Administration to introduce a levied "Trades Annual Parking Permit" to assist the city's plumbers, electricians and joiners, etc. to carry out their work unhindered in the city's parking areas. This would not apply to parking in no parking areas."

This was reported to the Policy and Strategy Committee on 2 September 2008 and subsequently discussed at the Controlled Parking Working Party of 18 May 2009.

6.2 A further report on value judgments and benchmarking comparisons with other cities was reported to the Controlled Parking Working Group in December 2009. The report detailed the potential options and recommended the introduction of a monthly / annual permit scheme similar to the system operated by the City of Edinburgh Council. The working group approved this recommendation and the minute was subsequently approved by the Enterprise, Planning and Infrastructure Committee which requested a further report on the proposed detail of the scheme

6.3 The City of Edinburgh Council scheme operates as follows:-

Tradesmen may buy a Trades Parking Permit for £100 per month or £1000 per year. Tradesmen qualifying to buy a permit are defined and must pay non-domestic (or business rates) for their business premises. There is no limit on the number of permits that may be purchased and more than one vehicle can be registered to each permit (but only one vehicle can use the permit at any one time). The vehicle must be registered to the business, be

insured and be liveried. The permits may only be used between 9am - 4.30pm (because outside these times demand from residents is highest).

6.4 There are a number of potential benefits for the adoption of the City of Edinburgh scheme; however, the working group recommended a couple of deviations.

- It is considered that the cost of £50 per month is a more acceptable charge, particularly when considered in respect to smaller businesses and the self employed who could otherwise be disadvantaged.
- The requirement for a liveried vehicle is considered unduly restrictive as a significant number of tradesmen within Aberdeen City do not use liveried vehicles.
- The requirement to pay business rates to qualify for a permit could disadvantage the self employed.

6.5 It is proposed that the parking permits are non-vehicle specific and businesses will be able to transfer permits between vehicles as and when necessary. If accepted the business will be placed on an approved register and will not be required to demonstrate their requirement on every application. Registered businesses will be able to purchase either monthly permits when required at the cost of £50 per month or annual permits at £550 per year.

6.6 The enforcement and administrative burden are two of the main difficulties with the existing system and the proposed scheme has similar issues. Initially businesses will be required to demonstrate that their vehicle is essential to their business operation. This business will then be able to register for the scheme. In order to minimise the administrative burden, it is recommended that the criteria be reduced to contractors proving their involvement with one of the following qualifying trades as listed below. This list is not exclusive and closely related trades may also be considered.

- Aerial installation
- Bathroom fitting
- Building
- Carpentry
- Carpet fitting
- Painting & Decorating
- Electrical installation and maintenance
- Insulation installation
- Joinery
- Kitchen fitting
- Masonry
- Painting
- Plumbing
- Roofing
- Tiling
- Window fitting

6.7 Whilst it is difficult to assess whether a company must operate directly from a vehicle on every occasion, it is proposed that the City Wardens can, at their discretion, request post dated evidence that a permit was being used appropriately. Companies must be able to demonstrate within 24 hours that their permits were being used for the purpose of operating within a parking zone. Failure to comply could result in permits being cancelled and the company removed from the register permanently.

6.8 The City of Edinburgh scheme allows contractors to use permits between 9.00am and 4.30pm; these being the hours when residential parking demand is at its lowest. A similar system could be adopted in Aberdeen as this could address some concerns regarding the abuse of permits for all day parking. However, this could add an additional complication to enforcement. It is recommended that this timed restriction is adopted as part of the trial.

6.9 A further consideration must be the entitlement given by the contractor's permits. Parking on waiting restrictions could not be justified, but should the permit allow use in "Pay and Display" parking bays and in "Permit holders / residents only" parking bays. It could be said that "Residents / Permit holders only" parking must be kept exclusively for use by residents, contractors permits could be made purely as an exemption to "Pay and Display" requirements. The Pay and Display areas are distributed throughout the parking zones but officers believe that the purpose of the permit is to allow for close proximity parking because a vehicle is necessary to operate. It is therefore recommended that the contractors permit exempts parking in both types of parking bay.

Consultee Responses

Councillor Ron Clark	Would suggest that contractor start time on site would be more like 8 am to 5 pm the normal working for trades people Why vary from recognized start times
Councillor Kate Dean	Has been consulted and has no comment
Councillor Callum McCaig	Has been consulted and has no comment
Councillor Alan Donnelly	Has been consulted and has no comment
Councillor Andrew May	Has been consulted and has no comment
Councillor Bill Cormie	Has been consulted and has no comment
Councillor George Adam	Has been consulted and has no comment
Councillor Irene Cormack	Has been consulted and has no comment
Councillor Jim Hunter	Has been consulted and has no comment
Councillor James Kiddie	Has been consulted and has no comment
Councillor Jennifer Laing	Has been consulted and has no comment
Councillor Jennifer Stewart	Has been consulted and has no comment
Councillor John West	Has been consulted and has no comment
Councillor Kirsty West	Has been consulted and has no comment
Councillor Martin Greig	Has been consulted and has no comment
Councillor Neil Fletcher	Has been consulted and has no comment
Councillor Yvonne Allan	Has been consulted and has no comment

Susan Cooper, City Chamberlain, Resources Management - I've no comments to make on your report.

Jane MacEachran, City Solicitor, Continuous Improvement has been consulted and has no comment

Ciaran Monaghan, Head of Service, Office of Chief Executive has been consulted and has no comment

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure has been consulted and has no comment

Hugh Murdoch, Head of Service, Shelter and Environment has no comment to make on these proposals

Margaret Bochel, Head of Planning & Infrastructure, Strategic -

Whilst P&SD agree with the principle behind the Contractors Permit Scheme we believe that as it is proposed it is will be abused given the cost and width of the scheme. In consequence it will likely result in a reduction in provision of parking spaces for residents, shoppers and visitors, and the Council subsidising parking for businesses - as outlined in the Other Implications section of the report. There is no clear evidence as to why Contractors Permits would be provided at an arbitrary figure of £50.00 a month when a cost of £100 in line with Edinburgh already represents a significant saving and benefit to any existing contractor. We would recommend that the cost of the parking permit is increased so that it is consistent with other authorities in Scotland and that consideration be given to the permits being allowed on a maximum number of vehicles, as well as a restriction on number of permits allocated to any business.

Mike Cheyne, Roads Manager has been consulted and has no comment

Neil Carnegie, Community Safety Manager - £50 is a low charge per month in comparison with all other permit types.

There is substantial potential for abuse due to a combination of factors. This includes the low charge and their flexibility of use (ie not being vehicle specific).

Many contractors require parking before 9am.







Removal companies are amongst the most frequent requesters of dispensation but aren't on the approved list. An officer should be empowered to use discretion to allow other trades onto the list and deal with exceptional cases.

The option to feed the meter must be formalised through the report.

Confirmation of arrangements for the current scheme during the trial needs is required.

Elaine Hourston, Account Manager, Service Design and Development

7 REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE : Enterprise, Planning and Infrastructure Committee DATE : 20th April 2010

CORPORATE DIRECTOR: Director of Corporate Governance and Director of Enterprise, Planning and Infrastructure

TITLE OF REPORT : Disabled Persons' Parking Places (Scotland) Act 2009 Implementation Update

REPORT NUMBER EPI/10/113

1. PURPOSE OF REPORT

To update Members on implementation of the Disabled Persons' Parking Places (Scotland) Act 2009, in particular tackling fraud or abuse in relation to the Blue Badge scheme, streamlining the application process and the enforcement of off-street Disabled Person's Parking Places.

2. RECOMMENDATION

That the Committee instructs the Director of Enterprise, Planning and Infrastructure to:

- a) Develop and consult on a policy and process with respect to detection and prosecution of fraud and abuse of the Blue Badge scheme and report back with views of stakeholders and the potential resource implications of this and the implementation of the new legislation.
- b) Advertise, via public notice, requests for private land owners to notify the Council that they wish to create statutory Disabled Persons' Parking Places within their establishments or off-street parking areas.
- c) Directly contact persons or entities suggested by representatives of Blue Badge holders, particularly the Disability Advisory Group, with regards to off-street parking spaces in relation to b).
- d) Note the progress to date on streamlining the application process and implementation of the increased charges for Blue Badges.
- e) Develop a policy with respect to the proportion of kerbside parking for the Disabled Persons' Parking Places, in consultation with the Disability Advisory Group, and to report back with a formal proposal.
- f) Report back after the recess with an update on the ongoing discussions with regards to the standardisation of the design of the places and implementation of a traffic order for on and off-street places.

3. FINANCIAL IMPLICATIONS

The 2010/11 budget of £40,000 is expected to allow for up to 30 spaces to be implemented, depending upon the final design of the space and whether or not a traffic order is required. This is not expected to meet demand for new spaces or to upgrade existing spaces so further estimates of expenditure will be developed as we have a greater understanding of systems, road marking requirements and likely take up.

4. SERVICE & COMMUNITY IMPACT

The implementation of the new Act is intended to benefit Blue Badge holders and the further steps suggested within this report are specifically aimed at identifying and tackling fraud and abuse of the scheme. The Single Outcome Agreement sets out a priority of tackling inequalities in society, the provision of the Blue Badge scheme and parking places provides an advantage to people with mobility difficulties with respect to access around the City.

5. OTHER IMPLICATIONS

Streamlining the application process for both the badge and parking space into one process will make better use of existing resources and reduce administrative costs of the scheme.

6. REPORT

6.1 Background

The Enterprise, Planning and Infrastructure Committee on the 1st September 2009 considered a report entitled 'Disabled Persons' Parking Places (Scotland) Act 2009' that set out, broadly, the implications of the new Act. The Committee resolved:

(i) that the Council's obligations under the legislation be pursued as outlined in the report, with a further report back in October, 2009;

(ii) that a £15,000 saving previously allocated to on-street disabled parking for 2009/2010 (i.e. the proposed introduction of charges for providing advisory on street bays) be made not by introducing charges but by reducing the budget for making the provision, with the effect that, when funds had been used up for the current year, subsequent applicants would then have to wait until further finance became available; and

(iii) that Aberdeen City Council write to the Minister for Transport, Infrastructure and Climate Change at Holyrood, and also to COSLA, NESTRANS and SCOTS (the Society of Chief Officers for Transportation in Scotland), outlining its serious concern about this situation, calling for significant financial support to enable local authorities to deal with their new obligations, and exploring lines of enquiry that could ameliorate some of the worst difficulties now being confronted.

Recommendation (ii) has been implemented. This report updates the work to date and current position with respect to (i) and (iii).

6.2 Disabled Persons' Parking Places and Traffic Orders

One of the principal concerns about the legislation that was highlighted in the previous report related to the requirement for Traffic Orders to be processed for a Disabled Persons' Parking Place – this has significant cost and resource implications for the Council.

Through SCOTS (the Society of Chief Officers for Transportation in Scotland), local authorities are working with the Scottish Government and the Department for Transport with respect to a solution that would not involve a traffic order or the lengthy consultation process, similar to Bus Stop Clearways.

At the time of writing the previous report in September 2009, there was an expectation that the matter would have been resolved swiftly. However the Department for Transport have advised SCOTS that the issue of an updated Traffic Signs Regulations and General Directions (the road signs and lines statutory instrument) has been delayed.

A future report will be submitted when the matter is resolved. Until this time any new spaces will be implemented through the specified traffic order process.

The physical design on the new spaces is expected to comprise a yellow box with the word 'Disabled' and a wheelchair logo.

6.3 Fraud / Abuse of the Blue Badge Scheme and Disabled Persons' Parking Places

The implementation of this new legislation provides an opportunity to develop the Council's policy with regards to detection and prosecution of fraud and abuse.

The new legislation may actually make abuse and fraud more attractive as spaces that were previously personalised will be open to anyone who displays a badge.

There are currently around 10-20 registered complaints per year with respect to Blue Badge fraud or abuse and 70 names on an abuse register. Complaints usually result in a letter being sent to the badge holder where it has been used outwith the rules or officers may refer a complaint to the Department for Work and Pensions with respect to their eligibility for Disabled Persons' Living Allowance. In an extreme case we would ask that the holder undertake an independent medical assessment. Where someone is proven to not be eligible, the badge is removed.

Other local authorities' experiences would support the claim that without significant pro-active steps to detect and prosecute fraudulent use and abuse of the spaces and badges the true extent will never be fully understood.

Training is provided to the Council's City Wardens in this respect, however they have a wide range of responsibilities and are limited in the capacity of their resources to undertake significant levels of enforcement. It is therefore difficult for them to systematically detect any fraud or abuse.

Research of other authorities' policies and practices have identified how different scales of abuse and fraud can be managed. However there is a significant difference in the scale of resources deployed.

It would be fair to assume that whilst the Council is aware of abuse it has not been tackled in such a high profile manner as has been done in other areas. As such there is not a substantial evidence base on the level of fraud or abuse within the City and therefore the resources that would be required to effectively tackle it.

Many Local Authorities in the UK provide significant financial and staffing resources to the detection and prosecution of Blue Badge fraud and abuse. It is proposed to develop a suitable policy, recognising the new legislation, in conjunction with key stakeholders (Police, Procurator Fiscals Office, representatives of Blue Badge holders) who would be integral in effectively tackling fraud or abuse with a view to adapting it to be implemented in the City. A further report will be submitted on the proposed policy and what it would mean in terms of resourcing.

6.3 Off Street Disabled Persons' Parking Places

A requirement of the Act is to have started procedures for traffic orders for off-street spaces, such as those in supermarkets, doctors surgeries, offices etc, by October 2010.

Given the obvious resource challenges with regards to identifying and then contacting all landowners of such spaces, it is proposed to advertise, via public notice, asking interested land owners to contact the Council with respect to the formalisation of their blue badge parking spaces.

It is further proposed to liaise with representatives of Blue Badge holders, particularly the Disability Advisory Group, to identify any establishments or particular locations where they feel the Council should contact the relevant person or entity directly with a view to making them aware of the opportunity for the blue badge spaces to be made enforceable.

Internal discussions with regards to Council owned off-street places such as those in parks, housing, and recreation centres etc, (which spaces are currently marked but not enforceable) are ongoing on a case by case basis. As agreement is reached, such places will form part of a future list for a draft traffic order.

6.5 Application Process & Charges for Blue Badges and administrative matters

In order to reduce administration costs and to streamline the process for applicants, the application forms for the badge and space have been combined and a single database is being adapted.

This will reduce administrative costs and give the applicant one point of contact within the Council, where there are currently two separate processes.

Once a decision has been made upon the final design of the spaces, new or renewal applications which are approved for both a badge and space will be implemented where financial resources allow.

Existing places that are of the currently personalised type will be updated upon renewal (currently every 3 years).

Surveys have shown a significant number of current on-street spaces are occupied regularly by vehicles not displaying a Blue Badge. As the new spaces are introduced this will be addressed.

Where the National Fraud Initiative has identified badge holders that are deceased where badges have not been returned, letters are to be sent out to ascertain that the badge has been destroyed or if not returned to the Council. This will be a one-off exercise for badges approved pre 2009.

Since 2009, information sharing within the Council has allowed officers to quickly identify deceased badge holders and to then contact the estate with a view to having the badge returned or confirmation that it has been destroyed. This tightening of the procedure will be rolled out more fully during 2010 as part of the renewal of badges and spaces.

6.6 Developing a Policy on the Proportion of Kerbside Space to Blue Badge Parking

Officers expect that with the implementation of the legislation there will be pockets of streets where the potential demand from blue badge holders will affect the availability of parking for other residents. This is further complicated by the need to consider whether a blue badge holder with a driveway or indeed a person who has no car should be eligible.

There needs to be some further work done on these and other issues to develop a robust policy which has been through an Equalities and Human Rights Impact assessment in order that the Council can be satisfied that it has considered all aspects and a measured way forward.

It would be intended that representatives of DAG would be offered the opportunity to participate in such a review and this would be reported along with other outstanding issues raised earlier in this report after the summer recess.

As any policy will influence the content of any traffic orders to introduce the spaces a full list of proposed new places will be brought back to members after the recess and in time to meet the deadlines set within the 2009 Act.

7. REPORT AUTHOR DETAILS

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Exempt information as described in paragraph(s) 8, 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

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