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

Town House,
ABERDEEN 1 November, 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, 9 NOVEMBER 2010 at 2.00 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

1 Requests for Deputation

2 Determination of Exempt Items of Business

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

3 MINUTE, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

3.1 Minute of Previous Meeting (Pages 1 - 28)

3.2 Committee Business Statement (Pages 29 - 48)

3.3 Motions List (Pages 49 - 52)

4 MOTIONS

- 4.1 Motion by Councillor Graham - Conversion of the existing Zebra Crossing Facility on Provost Fraser Drive to a Puffin Crossing - EPI/10/237 (Pages 53 - 60)

Members: Please note that this report relates to item 3 of the Motions List (Motion by Councillor Graham – “That the Committee considers the conversion of the existing zebra crossing facility on Provost Fraser Drive to a Puffin crossing. The funding for the conversion to come from the 2010/11 Non-Housing Road Safety and Traffic Calming budget or some other future budget.”)

- 4.2 Motion by Councillor John West - Pavement Cafes - EP1/10/195 (Pages 61 - 74)

Members: Please note that this report relates to item 2 of the Motions List (Motion by Councillor John West - “In order to promote a café culture, the Council should organise a meeting with representatives of the restaurant and café trade, planning, licensing and road officials, with a view to identifying and removing barriers to successful pavement seating”.)

5 PERFORMANCE MANAGEMENT AND SERVICE ISSUES

- 5.1 Performance Report - EP1/10/216 (Pages 75 - 100)

6 FINANCE

- 6.1 Capital Budget Progress Report - EPI/10/268 (Pages 101 - 114)

- 6.2 2010/2011 Revenue Budget - EPI/10/269 (Pages 115 - 124)

7 ENTERPRISE

- 7.1 Applications for Funding from the International Twinning Budget 2010/2011 (Pages 125 - 130)

- 7.2 Aberdeen City and Shire Employment Support Scheme - ERDF Bid (Pages 131 - 148)

- 7.3 South Aberdeen Coastal Regeneration Project (SACRP) - Project and Programmes - EPI/10/217 (Pages 149 - 158)
- 7.4 'One Aberdeen' City Development Company - Business Planning - EPI/10/273 (Pages 159 - 200)
- 7.5 Digital Network Development - EPI/10/263 (Pages 201 - 208)

8 PLANNING

- 8.1 Supplementary Planning Guidance: Reducing Carbon Emissions in New Development - EPI/10/270 (Pages 209 - 222)

9 INFRASTRUCTURE

PROPOSED TRAFFIC ORDERS COMING TO COMMITTEE FOR THE FIRST TIME

- 9.1 Claremount Grove / Lane of Claremont Street - Craigton Road Lane - Greenbank Place - Elmbank Terrace - Elm Street - Marischal College Car Park - Mile End Primary School - South College Street - Cromwell Road - Blue Badge Parking Bays at Pennan Road (2), Powis Place and Rowan Road - EPI/10/235 (Pages 223 - 240)

TRAFFIC ORDERS AT THE MIDDLE STAGE

There are no reports under this heading.

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

- 9.2 The Aberdeen City Council (Pitmedden Road, Dyce) (Prohibition of Left Turns) Order 2010 - CG/10/189 (Pages 241 - 252)
- 9.3 The Aberdeen City Council (Lang Stracht Between Fairley Road and the A944 Lang Stracht Bus Gate) (30MPH Speed Limit) Order 2010 - CG/10/188 (Pages 253 - 254)

OTHER INFRASTRUCTURE, TRANSPORTATION, ROADS AND PARKING ISSUES

- 9.4 Night Time Bus Improvements - EPI/10/256 (Pages 255 - 256)

- 9.5 Strategic Public Transport - EPI/10/258 (Pages 257 - 272)
- 9.6 Bus Information Strategy Consultative Draft - EPI/10/260 (Pages 273 - 304)
- 9.7 Guild Street Pedestrian Improvements - EPI/10/261 (Pages 305 - 310)
- 9.8 Car Club Parking Bays in Aberdeen City Centre - EPI/10/262 (Pages 311 - 324)

10 ITEMS NOT FOR PUBLICATION

ENTERPRISE

- 10.1 Retail Rocks - The Competition Stages - EPI/10/238 (Pages 325 - 336)
- 10.2 hub North Territory - Appointment of a Private Sector Development Partner and establishment of hubco - EPI/10/259 (Pages 337 - 374)
- 10.3 Future Funding and Development of AECC - EPI/10/264

OTHER INFRASTRUCTURE, TRANSPORTATION, ROADS AND PARKING ISSUES

- 10.4 The Green Townscape Heritage Initiative Public Realm Streetscape Works Project Management - EPI/10/210 (Pages 375 - 386)

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Agenda Item 3.1

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

ABERDEEN, 7 September, 2010. – Minute of Meeting of the ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE. Present:- Councillor McCaig, Convener; and Councillors Adam, Boulton, Clark, Cormack (as a substitute for Councillor Dean) Cormie, Crockett, Greig, Hunter (as a substitute for Councillor Allan), Jaffrey, Milne, Penny, Robertson, Kevin Stewart and Yuill (as a substitute for Councillor Clark).

Councillor Graham was in attendance for article 6 only.

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

1. Prior to considering the matters before the Committee, the Committee resolved, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for article 26 only, so as to avoid disclosure of exempt information of the class described in paragraphs 8 and 12 of Schedule 7(A) to the Act.

REQUEST FOR DEPUTATION

2. The Committee had before it, in accordance with Standing Order 10(1), a request for deputation from Dr. Paul Arnell in relation to item 9.5 (Osborne Place culvert structural improvements) on the agenda.

The Committee resolved:-

to hear the request for deputation, along with the accompanying report.

MINUTE OF PREVIOUS MEETING

3. The Committee had before it the minute of its previous meeting of 31 May, 2010.

The Committee resolved:-

- (i) in relation to article 6 (Motion by Councillor Graham – Option for the Haudagain Roundabout) to replace Councillor Cormie with Councillor Crockett as voting for the motion; and
- (ii) to approve the minute as an accurate record.

COMMITTEE BUSINESS STATEMENT

4. 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 3 (Guild Street – Church Street (Woodside) – Powis Place – Urquhart Place – Wellington Road – Craigshaw Road – Shepherd Place – Maberly Street), 4(ii) and (iii) Disabled Persons' Parking Places (Scotland) Act 2009), 7 (Grampian Road/Glenbervie Road – Accommodation 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), 8 (Strategic Transportation Projects), 12 (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), 17 (Community Transport Scheme), 18 (Multi-operator and Through Tickets for Aberdeen City), 21 (Pan Grampian Radio Network - Tender for the Replacement of the Two Way Radio System), 22 (2009/2010 Revenue Budget Monitoring), 23(Albyn Terrace – Canal Road – Dee Street – Don Terrace – Esslemont Avenue – Harriet Street – Holland Place – Powis Circle – Rubislaw Terrace – Westburn Road – Lane to the west of Loanhead Terrace – Loanhead Terrace (Rutherford Church) – Whitemyres Avenue – Union Square (Guild Street) – Union Square (Palmerston Road), 25 (Financial and Performance Monitoring and Reporting to Committee), 27 (Aberdeen City Centre - Developing a Vision for the Future), 32 (Central Torry Parking Management Measures), 33 (Fonthill Road/Greenfern Drive (service road)/Greenfern Road/ Hareness Circle/Malcolm Road- Crombie Circle-Johnston Gardens/Margaret Street/Market Street/New Pier Road/Quarry Road-Cairnlee Crescent North/Schoolhill/Upper Kirkgate/Willowpark Crescent/Windmill Brae/Woodend Crescent/Whinhill Road), 35 (Winter Maintenance Operation 2009 – 2010) and 36 (Glashieburn Flood Prevention Scheme) subject to the matter being dealt with on today's agenda; and
- (ii) to otherwise note the updates contained within the statement.

MOTIONS LIST

5. The Committee had before it a statement of outstanding motions under the Committee's remit, which had been prepared by the Head of Legal and Democratic Services.

The Committee resolved:-

to note the updates contained therein.

OSBORNE PLACE – STRUCTURAL IMPROVEMENTS TO CULVERT

6. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure recommending a course of action to protect the structural integrity of a culvert in Osborne Place.

This was approximately 24 metres in length and carried the Denburn watercourse under Osborne Place. The structure comprised a 3.7 metre single span culvert and a steel beam and concrete jack arch deck with concrete abutments and a concrete culvert.

An assessment had been carried out in 2000 and had revealed corrosion of the steel beams which were no longer able to sustain heavier loading. Accordingly a three tonne weight restriction had been introduced on the road (between Blenheim Lane and Blenheim Place).

On 25 May 2004, the former Environment and Infrastructure Committee had considered a report on the matter and the officials had been requested to carry out preliminary statutory consultation on a proposal to establish two build-outs covering the culvert section of the road. However, this had been set aside in the face of objections from local residents who were concerned about the loss of car parking potential.

On 10 March 2009, a confined space inspection had been carried out which had identified significant delamination and separation of layers affecting approximately 50% of the main steel beams, particularly at the bearings, resulting in a loss of section.

Osborne Place was in one of the controlled parking zone and featured a mixture of residential and pay and display bays. In the relevant section between Prince Albert Street and Blenheim Place, there were approximately fifty-three exclusively residential spaces and eighteen pay and display ones.

The report recommended:-

the resumption of the plan to use build-outs, with one to be located on the south side of Osborne Place outside Nos. 109-111 and the other on the north side outside Nos. 152-154. This would cause the loss of three exclusively residential spaces in the first case and two in the second case. This could be ameliorated by redesignating five existing pay and display spaces as residential ones (between 113 Osborne Place and Blenheim Place and between 152 Osborne Place and Blenheim Place).

The estimated cost of this scheme was £18,000, for which there was sufficient funding in the 2010/2011 Weak Bridges Capital Budget.

However, the report also outlined two other options, one involving the replacement of the complete structure at an estimated cost of £160,000 and the other contemplating the removal of the fill and the construction of a thin reinforced concrete slab at an estimated cost of £120,000.

As agreed at the beginning of the meeting (see Article 2 above), the Committee then heard from Dr. Paul Arnell of 113 Osborne Place who emphasised that he understood why the Council might feel drawn towards the recommendation. Nevertheless he argued strongly that the construction of build-outs merely postponed the fateful day when larger-scale works would become inevitable, and that, notwithstanding the high cost at £160,000, the long term solution of replacing the structure altogether was a more responsible choice.

Councillor Jennifer Stewart, one of the local members, supported this view. A cheap option now might cost all the more later. Five important on-street car parking spaces were being lost.

After hearing from the officials that the recommended solution would increase the lifespan of the culvert, the Convener, seconded by Councillor Yuill, moved:-

that the recommendation be accepted and the build-outs be established in association with the designating pay and display parking spaces as exclusively residential ones.

As an amendment, Councillor Hunter, seconded by Councillor Crockett, moved that the scheme to replace the complete structure at a cost of £160,000 be referred to the Budget process.

On a division, there voted:- for the motion (10) – the Convener; and Councillors Corall, Cormack, Cormie, Greig, Jaffrey, Penny, Robertson, Kevin Stewart and Yuill; for the amendment (5) – Councillors Adam, Boulton, Crockett, Hunter and Milne.

The Committee resolved:-

to adopt the motion.

MOTION BY COUNCILLOR GRAHAM – CONVERSION OF THE EXISTING ZEBRA CROSSING FACILITY ON PROVOST FRASER DRIVE TO A PUFFIN CROSSING

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

“That the Committee considers the conversion of the existing zebra crossing facility on Provost Fraser Drive to a puffin crossing. The funding for the conversion to come from the 2010/2011 Non-Housing Road Safety and Traffic Calming budget or some other future budget.”

Councillor Graham was in attendance and spoke to his motion, explaining the rationale behind his request.

The Committee resolved:-

to request officers to submit a report on the terms of the motion to the next meeting of the Committee.

PERFORMANCE, MONITORING AND TARGET SETTING, 2009/2010

8. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the Enterprise, Planning and Infrastructure Service’s performance as at June, 2010.

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 Director; (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 25 June, 2010; and (4) a table providing additional information on the performance of road defect repairs.

In relation to EPIP101 (Average Number of Sickness Days Lost in the Past 12 Months), the Director advised that since the report had been compiled a section of the Service had been transferred the Housing and Environment Service and this had resulted in a reduction in sickness absence figures for the Service from 14.4days to 12.7days. The Service continued to work with Human Resources to develop a plan to address and reduce sickness absence. Members emphasised the importance of this area being addressed.

With regards EPIP302 (% of Road Category 1 Defects Repaired Within 2 Working Days), the Director was asked to clarify what category 1 defects included and advise why the divergence between the current value (42.2%) and the target value (92%) for this area was so great. The Director advised that category 1 road defects included all road defects and explained that the figure of 42.2% represented the position at the end of June, 2010 however, during July there had been a significant increase; as such the current value as of today was 92%. Thereafter, an explanation of the procedure for reporting, inspecting, prioritising and sorting potholes and other defects was provided.

The Committee resolved:-

- (i) to request that figures for long term sickness absence within the Service be included within future performance reports submitted to the Committee; and
- (ii) to otherwise note the information provided and the performance of the Service to date.

CAPITAL BUDGET PROGRESS REPORT - EPI/10/203

9. The Committee had before it a joint report by the Director of Enterprise, Planning and Infrastructure and the Head of Finance which provided an update on the progress made on various projects within the Non-Housing Capital Programme previously approved by 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 2010/2011, spend to date to the end of June, 2010 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 June, 2010 only reflected 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 at the time of writing, the carry forward position from 2009/2010 was the subject of a corporate exercise that was looking at potential slippage across all projects. Until this exercise was completed it was not possible

to confirm the total approved cost of the project. Once completed Appendix A would be updated with the final value for the next committee.

The Committee resolved:-

to note the contents of the report in relation to the projects outlined at Appendix A.

2010/2011 REVENUE BUDGET - EPI/10/197

10. The Committee had before it a joint report by the Director of Enterprise, Planning and Infrastructure and the Head of Finance, which highlighted the current year revenue budget performance to date for the services which related to the Committee and advised on any arrears of risk and management action.

Appended to the report was a summary monitoring statement for the revenue budget 2010/2011 which outlined the budget for the year, detailed the actual spend to end July, 2010, and explained variances. It also outlined whether or not there were any cost pressures that were immediately identifiable from the expenditure incurred to date and the actions being undertaken to manage these.

At this time the following areas of risk were highlighted together with the management action being taken. Planning application fee income was £76,000 below budget to date and was expected to remain below budget for the remainder of the year. The current estimated shortfall was £330,000 for the full year. In addition, a budgeted income of £187,000 from the Neighbour Notifications would not be realised due to the necessary increase in planning application fees not being implemented by the Scottish Government. Three of the budgeted savings proposals, totalling £320,000 had not yet been achieved. Managers were working to ensure that the savings were achieved but it was not yet certain that they would be realised to their full extent. To mitigate the effect of these risks, the management of vacant posts was being actively pursued and savings of £140,000 had been realised to date.

The Committee resolved:-

- (i) to request officers to include notes on anomalies within future finance reports submitted to the Committee;
- (ii) to note the forecast out-turn and the information on risks and management action that was contained herein;
- (iii) to instruct that officers continue to review budget performance and report on service strategies as required to ensure a balanced budget; and
- (iv) to instruct officers to report, in due course, on the actual out-turn compared to budget following completion of the 2010/11 financial statements.

DRAFT INTERNATIONAL TRADE PLAN 2010/2012

11. 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 2011/2012.

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.

The planned international trade development programme for 2011/2012, (which was appended to the report) detailed the key international trade development activities and corresponding budget for 2011/2012. 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.

The Committee resolved:-

- (i) that the Lord Provost only attend the Offshore Technology Conference (OTC) in Houston on 2-5May, 2011;
- (ii) to approve the report, including the 2011/2012 draft international trade plan, (attached at Appendix 1 of the report) subject to its approval by the Scottish Government in the normal manner;
- (iii) to request officers to submit a bulletin report to the Enterprise, Planning and Infrastructure Committee on each event undertaken in the international trade plan; and
- (iv) to receive a report on the fully detailed and finalised international trade plan 2011/2012 once budgets and staffing had been finalised, consultation had taken place with external partners and an approach to new ways of working in accordance with resource availability had been determined.

APPLICATIONS FOR FUNDING FROM THE INTERNATIONAL TWINNING BUDGET 2010/2011 – EPI/10/119

12. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented applications for financial assistance from the 2010/2011 International Twinning Budget.

The report recommended:-

that the Committee –

- (a) approve a contribution of £3,770 from the 2010/2011 International Twinning Budget towards the cost of Kincorth Silver Surfers' educational visit to Regensburg; and
- (b) to approve a contribution of £4,275 from the 2010/2011 International Twinning Budget towards the cost of an inward visit from Gomel's Museum Director and veterans for the Gordon Highlanders exhibition launch and further collaboration in February, 2011.

The Committee resolved:-

to approve the recommendations.

BI-ANNUAL SECTOR SKILL NEED AUDIT – EPI/10/121

13. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the "Draft 2010 Sector Skill Needs Audit".

The report advised that the audit had commenced in late spring 2010, and through a survey which had asked respondents to highlight problem areas, areas of predicted growth, impact of economic downturn on recruitment and general recruitment and skill issues, had identified the current and predicted skill shortages within the local economy, across thirteen key sectors. The audit had also provided an opportunity to evaluate how shortages in some sectors had increased/decreased since the last audit, and also provided an insight into the changing employment trends as well as the employment opportunities and restrictors for graduates and school leavers linked to the current economic climate.

To date fifty-three companies employing over 27,248 staff had responded to the survey.

The objectives of the audit were represented/defined under the following three main headings:- economic impact, skill shortages and sector trends, and utilisation of local skills. An overview of the objectives and information sought in relation to each of the three headings was provided.

A detailed overview of the findings of the audit was provided, wherein the following issues were identified as the main points:-

- Business confidence had decreased
- Only 28% predict an increase in employee numbers over the next 12 – 18 months
- 34% of businesses reported an increase in part-time working
- Dramatic increase in ratio of contract/temporary staff to permanent staff 2.15:1 (2010) from 5.44:1 (2006)
- Only 33.96% had recruited (May 2009 – May 2010) – 98% recruited in same period of the 2008 audit
- Key recruitment difficulties for Engineers, Technicians and Craft and skilled trades
- Increase in number of businesses recruiting graduates
- Decrease in number of businesses recruiting school leavers

Further details on each of the above were provided.

In conclusion, the audit had confirmed that the current economic climate had had a major impact on the majority of sectors across the city. This had manifested itself in reduction of vacancies, increased part-time working, increased contract working, increase in graduate opportunities and decrease in school leaver opportunities. The key skill shortage areas remained within engineering, technical and craft occupations, which would be further emphasised in the medium term by demographic change. Finally, sectors outwith the oil and gas sector were having difficulties recruiting and retaining appropriately skilled and qualified staff due to the high salaries attainable within the oil and gas sector. A copy of the Sector Skill Needs Audit was appended to the report.

The Committee resolved:-

- (i) to support the production and circulation of the audit as a robust tool that was reflective of the current local skill situation;
- (ii) to agree to the use of the audit to inform partners on the current position regarding skills locally,
- (iii) to support the use of the audit to develop future skills development and employability programmes;
- (iv) to request officers to circulate a breakdown of migrant workers arriving in the city to all members of the Committee;
- (v) to request officers to provide details of future meetings of the Inward Migration Working Group to Councillor Crockett; and
- (vi) to commend Heather Farquhar for her work in this area.

CITY CENTRE DEVELOPMENT FRAMEWORK – EPI/10/186

14. With reference to article 13 of the minute of the meeting of Council of 19 May, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the draft City Centre Development Framework for approval for public consultation as Supplementary Guidance to the new forthcoming Aberdeen Local Development Plan.

By way of background, the report advised that the draft City Centre Development Framework was informed by a number of national, regional and local documents, including the Scottish Government's Designing Places – A Policy Statement for Scotland. This stated that successful places had a distinct identity; were safe, pleasant and easy to move around; and welcoming to visitors, and as such these themes underpinned the draft Development Framework.

The Development Framework sought to:- complement and enhance Aberdeen's unique identity; develop clearly defined character areas; ensure future development understands the existing context; complement the wealth of existing urban design qualities; celebrate the quality of architecture present in the city centre; and ensure a co-ordinated and integrated approach to the future development of the city centre.

In doing that, the Framework was consistent with the guiding principles of the Council's Masterplanning Process adopted in November, 2008. These concentrated on understanding the key themes of context, identity and connection. An explanation of each of the key themes was provided. It was advised that based

on an analysis of these factors, the draft Development Framework was founded on the following five key objectives:-

1. The principal focus of the Framework was Union Street; as the most important and identifiable street in the city it should be promoted as the commercial, vibrant heart of the city centre;
2. Character areas and urban quarters were developed to capitalise on the distinctive merits of their surroundings and reinforce Aberdeen's unique identity;
3. Legible transport hubs were introduced to the central area with car parks on the approaches to ensure an efficient and understandable relationship between character areas, Union Street and public access to facilities in the city centre;
4. Street surfaces were of a high quality at first points of contact with the city centre (public transport hubs, rail station, car parks and around important public and historic buildings);
5. A range of vibrant connected squares were developed to ensure the best use of space to enhance city life.

The Framework proposed that the unique identity of the city centre be enhanced and reinforced through the clear definition of a number of urban quarters and character areas. Each of these had a distinct character and purpose and the Framework explored their context, identity and connection, along with a number of key issues and opportunities that must be considered when developing these Quarters. The key characteristics of each area were summarised.

Finally, in terms of consultation, it was advised that as part of the series of consultation events about the Main Issues Report 54 sources of comment on the City Centre and retailing topic had been received. Comments recognised the importance of the City Centre and the need for a plan-led response, and there was support to for a City Centre Development Framework and/or masterplan to guide development, with an emphasis on taking a joined up approach which looked at the City Centre as a whole.

As the draft Development Framework was expected to form supplementary guidance to the forthcoming Aberdeen Local Development Plan, it was proposed that public consultation relating to the Framework be carried out as part of the Aberdeen Local Development Plan – Proposed Plan consultation programme in the final quarter of 2010 as agreed by Council on 18 August 2010. This would be supplemented by contacting key stakeholder and community groups. Feedback from the public consultation will be evaluated and incorporated in the final Development Framework which will be reported to Committee in due course.

Councillor Hunter raised concerns regarding the current walking surface at the Castlegate Quarter and requested that walking surfaces be included within the Framework as part of the consultation.

The Committee resolved:-

- (i) to approve the final draft City Centre Development Framework Supplementary Guidance for public consultation as part of the Aberdeen Local Development Plan Proposed Plan consultation, the results of which to be reported back to Committee in due course; and

- (ii) to request officers to include and consider Councillor Hunter's comments regarding the Castlegate Quarter as part of the consultation.

RESOURCING A HIGH QUALITY PLANNING SYSTEM - EPI/10/205

15. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised that the Scottish Government had recently published a consultation document entitled "Resourcing a High Quality Planning System". The document explored how planning could be resourced more effectively in the context of public sector constraints and slower rates of development, as well as alternative delivery options and proposed fee structures that were more proportionate in the longer term. A proposed response to the consultation paper was provided.

By way of background the report advised that the Scottish Government recognised the importance of planning as a key driver to building economic success and to achieving its central purpose of increasing sustainable economic growth. Over the past two years the planning system in Scotland had undergone significant change with the implementation of the new Planning Act and the introduction of e-planning. In line with this the Scottish Government was working with CoSLA, local authorities, key agencies and the development industry to ensure there was a modern, future-facing planning system which was properly resourced to deliver quality outcomes. In addition the report provided an overview of the existing policy regarding planning application fees.

As part of that process the Scottish Government had recently published the above-named consultation paper. The consultation paper stressed the Government's commitment to ensuring that issues relating to resources and quality were linked and emphasises the expectation that planning authorities would continue to improve beyond their existing performance level (although it did not specify what this means). It also sought views on how the planning system should be best resourced to deliver a quality service that supported the delivery of sustainable economic growth.

The consultation document was presented in three sections relating to effective use of resources, reviewing performance and a review of the fee structure with a number of specific questions asked in relation to each of these. Thereafter, a brief summary of each of the consultation issues, along with a proposed response to the questions raised was outlined. It was also highlighted that the Heads of Planning Scotland had organised a meeting to help planning authorities formulate their responses to the consultation. This meeting would take place following today's meeting; therefore, it was proposed that any amendments to the response presented today, be reported to the Finance and Resources Committee along with this report.

The Committee resolved:-

to agree the response contained within the report and to refer it to the Finance and Resources Committee for approval for submission, along with any further comments made following the Heads of Planning Scotland workshop, to the Scottish Government.

DECLARATION OF INTEREST

Prior to consideration of the following article Councillor Corall declared an interest in the subject matter of by virtue of being the Council's appointed representative on KIMO. Councillor Corall did not consider it necessary to withdraw from the meeting.

KIMO INTERNATIONAL CONFERENCE AND ANNUAL GENERAL MEETING – 8 – 10 OCTOBER 2010 – LITHUANIA

16. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure seeking approval for an elected member to attend the forthcoming 20th anniversary of KIMO International Conference and Annual General meeting to be held in Palanga and Klaipeda, Lithuania from 8 – 10 October, 2010.

The report provided information on KIMO as an international association of local authorities working towards clearing up pollution in the North Sea, the Irish Sea, the North East Atlantic and the Arctic Sea. The report advised that the cost of attending this event would be approximately £1,000 which could be met from within existing budgets.

The report recommended:-

that the Committee grant approval for an elected member to attend the KIMO International Conference and Annual General meeting from 8 – 10 October, 2010.

The Committee resolved:-

- (i) to approve the recommendation and to authorise Councillor Corall to attend the event as the Council's representative on this body;
- (ii) to review elected member attendance at KIMO's International Conference and Annual General meeting in future years and to request officers to write to KIMO International asking them to consider changing their constitution to enable Council officers to attend and represent the Council at future AGMs.

VARIOUS TRAFFIC ORDERS – EARLY STAGE - ALBYN LANE (REPLACEMENT OF PAY AND DISPLAY WITH DOUBLE YELLOW LINES) – BEACH ESPLANADE (PROPOSED WIDTH RESTRICTION) – CLAYMORE DRIVE (PROPOSED PROHIBITION OF PARKING ON FOOTWAY) – DON STREET (PROPOSED DOUBLE YELLOW LINES) – HAZLEHEAD CRESCENT (REVOCATION OF ONE WAY) – HAZLEHEAD ROAD/MORTIMER DRIVE (PROPOSED DOUBLE YELLOW LINES) – HOLLYBANK PLACE AND HOWBURN PLACE AT THEIR JUNCTIONS WITH HOLBURN STREET (PROPOSED PROHIBITIONS OF WAITING, MONDAY – SATURDAY, 8.00AM – 6.00PM) – INTOWN ROAD (PROPOSED DOUBLE YELLOW LINES) – KIRKHILL ROAD, DYCE (PROPOSED DOUBLE YELLOW LINES) – MORNINGFIELD MEWS (PROPOSED DOUBLE YELLOW LINES) – MOUNT STREET (PROPOSED 45 MINUTE WAITING IN PARKING BAYS) – NETHERVIEW ROAD (PROPOSED DOUBLE YELLOW LINES) – VICTORIA STREET, DYCE (PROPOSED DOUBLE YELLOW LINES) – WEST BANK (PROPOSED RESIDENTIAL PARKING BAYS) – ELMBANK TERRACE (PROPOSED REVOCATION OF WAITING RESTRICTIONS) – NORTH DEESIDE ROAD (PROPOSED PART-TIME 20 MPH SPEED LIMIT IN THE VICINITY OF THE INTERNATIONAL SCHOOL) – FORMER MILE END PRIMARY SCHOOL (REMOVAL OF SCHOOL KEEP

CLEAR MARKINGS ON BEECHGROVE PLACE AND THEIR REPLACEMENT BY RESIDENTIAL AND VOUCHER PARKING BAYS) – FORMER MARCHBURN INFANT SCHOOL ON PROVOST RUST DRIVE (REMOVAL OF PART-TIME 20 MPH SPEED LIMIT ON PROVOST RUST DRIVE AND OF SCHOOL KEEP CLEAR MARKING ON MARCHBURN DRIVE) – FORMER SMITHFIELD PRIMARY SCHOOL (REMOVAL OF SCHOOL KEEP CLEAR MARKINGS) – FORMER BANKHEAD ACADEMY (REMOVAL OF SCHOOL KEEP CLEAR MARKINGS ON BANKHEAD AVENUE, AND THEIR REPLACEMENT BY DOUBLE YELLOW LINES) – FORMER BALGOWNIE PRIMARY SCHOOL (REMOVAL OF SCHOOL KEEP CLEAR MARKINGS ON TARBOTHILL ROAD) – FORMER BRAESIDE INFANT SCHOOL (REMOVAL OF SCHOOL KEEP CLEAR MARKINGS ON BRAESIDE PLACE AND BRAESIDE TERRACE) – FORMER BYRON PARK NURSERY INFANT SCHOOL (REMOVAL OF SCHOOL KEEP CLEAR MARKINGS ON SPRINGHILL ROAD AND CRUDEN PARK) – CONTROL ZONES X AND M extension (INCREASE IN PAY AND DISPLAY AND PERMIT CHARGES

17. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure providing an account of traffic management measures considered necessary at the above locations.

The Committee resolved:-

to request the officials to carry out the necessary legislative procedures for these schemes and report back (other than in relation to zones X and M where the procedure was merely notificatory). Also, arising from discussion of the report, and as suggested by Councillor Boulton, it was agreed to request a report back on the means by which existing speed limits on North Deeside Road might be regularised.

VARIOUS TRAFFIC ORDERS AND TRAFFIC MANAGEMENT SCHEMES – SUMMER 2010

18. The Committee had before it a report by the Director of Corporate Governance dealing with the objections received after statutory advertisement of the following traffic orders and traffic management schemes:-

The Aberdeen City Council (Various Roads in Aberdeen) (Citywide 1) (Traffic Management) Order 2010 – two objections

The Aberdeen City Council (Various Roads in Aberdeen) (Citywide 2) (Traffic Management) Order 2010 – no objection

The Aberdeen City Council (Various Roads in Aberdeen) (Citywide 3) (Traffic Management) Order 2010 – two objections

The Aberdeen City Council (Various Roads in Aberdeen) (Citywide 4) (Traffic Management) Order 2010 – three objections

20mph speed limit on Hazledene Road, with associated speed cushions – two objections

20mph speed limit on Elphinstone Road and Meston Walk, with associated speed cushions and speed table (also new build out at Meston Walk/Bedford Road) – no objection but constructive dialogue with Old Aberdeen Community Council was acknowledged in Section 6

The Aberdeen City Council (Torry Parking Management) Order 2010 – one objection

20mph speed limit on School Road and Golf Road – no objections

The Aberdeen City Council (Queen's Road between Hazledene Road and Hazlehead Avenue) (Redetermination of the Means of Exercise of Public Right of Passage) Order 2010 – no objections

The summer advertisement process had removed a great deal from the outstanding business statement and had brought the Committee largely up-to-date with traffic orders and traffic management schemes. The proposals had been advertised in the usual way and it was obviously pleasing that so many advertisements had attracted so few objections. However, those that had come in now had to be treated seriously.

(1) ***The Aberdeen City Council (Various Roads in Aberdeen) (Citywide 1) (Traffic Management) Order 2010 – two objections***

Mr. Alan Carter was a resident of Powis Circle who felt that the proposed one-way would be of no particular value but would present a great deal of inconvenience for some residents who would have to travel along the entire length of Powis Circle to exit at its eastern junction with Powis Crescent. The roads officials were of the opinion that this objection was well-intentioned, but that there could be no getting away from the fact that Powis Circle was a narrow street with a large volume of parking along its entire length, and that a one-way regulation would reduce vehicular conflict (and indeed increase parking potential for residents). The street was already traffic calmed and therefore Mr. Carter's concern about an increase in vehicular speed should not be an issue. The scheme had first emerged after an approach by Councillor Robertson to whom local residents had actually suggested a one-way. Under these circumstances, the recommendation was that the objection be overruled and the order made as originally advertised.

Keith Runcie and Lesley Fettes, residents of Don Terrace, had submitted an objection to intended waiting restrictions at that location (8am – 5pm, Monday – Friday). The restrictions were intended to apply on both sides of a narrow section of the road (between Don Street and Don Gardens) where refuse vehicles found difficulty negotiating parked vehicles. The roads officials had carried out observational parking surveys during the week beginning 8 February 2010 (two during the afternoon and one after 7pm in the evening), and one vehicle had been parked in the problematic section at the time of the afternoon surveys and six at the time of the evening survey. Accordingly, it seemed clear that such low numbers would be unaffected by the new proposals.

Also, the Waste Collection Team had indicated that refuse vehicles did not ordinarily enter this area until after 8am, and so the current proposal had been confined to 8am – 5pm on weekdays, thereby maintaining existing residential parking potential during evening hours when demand was highest. Otherwise, alternative on-street parking was available in Don Street

and Don Gardens. Taken together, these points suggested minimal difficulties for residents, and it was recommended that the objection in this case also be overruled, and the order made as originally envisaged.

(2) ***The Aberdeen City Council (Various Roads in Aberdeen) (Citywide 3) (Traffic Management) Order 2010 – two objections***

Dr. S.J. Cuddy of 378 North Deeside Road had written to the Head of Legal and Democratic Services to say that he believed it was an excellent idea to reserve part of the carriageway for loading and unloading between 7am and 8am (especially as a new nursery would be opening soon at the end of the row of shops) but that he would also like to ensure that the unloading did not start any earlier than 7am. At present, apparently, Tesco deliveries woke up local residents as early as 5am. The problem was one of moderate vehicular noise but unacceptable associated scraping noises (metal crates being dragged over metal interiors of lorries).

The objector did not oppose the traffic order – indeed, he saw it as well-intentioned and hoped it would encourage better practice – but he recognised that creating a loading bay for the one hour period between 7am and 8am did not actually prohibit activity earlier than that.

Operations at five in the morning would not contravene any planning condition, and so Tesco could theoretically look forward to their privileged hour at 7am but yet also do what they wanted earlier than that if they so choose.

However Tesco had now written to Legal and Democratic Services to say that they saw themselves as committed to being a good neighbour, and that, if the proposed loading bay were to be established as advertised, they would then have guaranteed access at 7am (which they did not have as things stood) and therefore would have no need to take the precaution of arranging much earlier deliveries because of the fear of inaccessibility later on. Of course this was not a contractual arrangement, but it was a public promise. Breaking it would hardly sit well with “a commitment to being a good neighbour”. Under the circumstances, this public undertaking, in conjunction with the operational weather window provided for by the order, looked reassuring. Clearly, the situation would be kept under close review, but, as things stood, the recommendation was that the order be made with the loading bay retained.

Mr. Andrew McKenzie, a resident of Fonthill Terrace, had objected to alterations in on-street parking provision on Whinhill Road, precipitated by the redevelopment of the property at 20 Whinhill Road. The objection had been founded upon the supposed loss of residential parking potential, a perceived reduction in visibility at the Fonthill Terrace junction, and the handing over of kerbside space to Grampian Police for on-street parking of police vehicles outside a police station.

However, parking surveys undertaken by consultants representing the developer in this case had indicated ample parking capacity during the day and in the evening, and so the loss of some residential parking bays was calculated to be unlikely to have much effect. As regards the issue of

visibility for traffic exiting Fonthill Terrace, technical analysis had confirmed that there would be no encroaching upon minimum permissible visibility splays at the location.

As regards the positioning of the intended police parking bays, the objector had suggested that they be located further south but, as one might expect, Grampian Police saw considerable merit as having them as close to the front door of the police station as possible, to improve response times and minimise the distance that detainees were required to walk (if being taken under duress from a police vehicle to the station).

Again, the report suggested that the objection be overruled and the order implemented as originally advertised.

(3) ***The Aberdeen City Council (Various Roads in Aberdeen) (Citywide 4) (Traffic Management) Order 2010 – three objections***

There were three quite separate objections to different aspects of this order: one relating to Shepherd Place, one relating to the intended prohibition of left turns from Esplanade into Accommodation Road, and one relating to Blackfriars Street/Schoolhill/St. Andrews Street. The recommendation here was to defer consideration of the Citywide 4 order until the November meeting, by which time it would have been possible to meet with the objectors in the first two cases. In the third case, the proposals for Blackfriars Street, Schoolhill and St. Andrews Street would be readvertised altogether as a small-scale order providing exclusively for those provisions (this to take account of concerns on the part of Robert Gordon's College that the recent statutory process had run during the summer, outside term-time).

(4) ***20mph speed limit on Hazledene Road, with associated speed cushions – two objections***

There were two objections to this proposal, these being from a local resident (Alison Fraser) and a non-resident (Mr. Eric Murdoch) who used the road on a regular basis.

An advisory 20mph speed limit was already in place in Hazledene Road but had had little effect on vehicular speeds. The 85 percentile speeds were still in excess of 30mph in both directions, and so the intended traffic calming features would make a significant difference.

It had been suggested that there might no longer be a significant problem here as a result of the recent closure of Dobbies Garden Centre, but the thoroughfare was still used by school children crossing towards Hazlehead Primary School, still bore the burden of significant commuter use during the morning peak, and also attracted traffic from the golf course (exiting Hazlehead Park). Accordingly, the recommendation was to overrule the objections and go ahead with the proposal.

One of the local members, Councillor Greig, agreed with this recommendation, emphasising that he knew of residents of Hazledene Road who were very supportive of the plan, but did draw the attention of the elected members to the objection from Mr. Murdoch, which, at his request,

had been circulated in its original form to all members of the Committee the previous Friday. Councillor Greig sympathised with Mr. Murdoch but concurred with the roads officials in seeing traffic calming at this location as being of clear virtue.

(5) ***The Aberdeen City Council (Torry Parking Management) Order 2010 – one objection***

The only objection here had been from King Foods, 15 Crombie Road, who had been concerned that allowing vehicles to park at the kerbside during business hours would have a detrimental impact on loading operations. The roads officials had agreed, and were now of a mind to abandon four new parking bays on the south side of the road, and also to reduce the proposed loading ban on the north side so that it would extend from Victoria Road for thirteen metres instead of thirty-eight metres. This cured the objection.

(6) ***20mph speed limit on Elphinstone Road and Meston Walk, with associated speed cushions and speed table (also new build out at Meston Walk/Bedford Road)***

There was no objection on file but there had been constructive dialogue with Old Aberdeen Community Council who were generally supportive of the proposal but felt the extended speed table could prove to be an undesirable feature for buses. As requested, the roads officials had checked that the arrangements were acceptable to First Bus, and the company had confirmed that they were indeed happy with the proposal and had no intention of cancelling the No. 20 route.

The Community Council had also noted that the number of speed cushions in Meston Walk had been reduced, but continued to feel that the eastmost cushion would serve no purpose because of its proximity to the Elphinstone and College Bounds junctions. However, this cushion was unavoidable in terms of the statutory specifications.

The Committee resolved:-

except where cured by relaxation or adjustment (or proposed for deferral as in the case of The Aberdeen City Council (Various Roads in Aberdeen) (Citywide 4) (Traffic Management) Order 2010), to overrule the objections, make the orders and implement the schemes.

COMMUNITY TRANSPORT SCHEME - EPI/10/207

19. With reference to article 25 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 23 February, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the progress of the Community Transport Services within the City which launched on 29 March, 2010.

The report provided an overview of the service provided and highlighted that since the service had commenced, it had grown from carrying 18 passengers in week one to 40 passengers in week 8. The service continued to increase in membership each week with currently 80 members.

In terms of marketing the service, it was advised that prior to the service commencing publicity materials were distributed to GP surgeries and other healthcare surgeries, community centres and sheltered housing complexes. Requests for publicity material regarding the service continues.

With regards feedback, it was advised that to date all feedback had been positive, with many indicating that they would feel isolated without it, primarily due to the high costs of taxi services in Aberdeen, which some pointed out was a barrier to the ability to get out and about. However, the only negative feedback received relates to the operating times of the service. A number of people have said the service would be more beneficial to them if it operated in peak times. Details of the limited teething problems were provided. The views of the Community Transport Steering Group, as well as the Disability Advisory Group were listed wherein it was highlighted that both Groups had aspiration that the operating period of the service could be extended into peak times and if possible at weekends.

Thereafter, the report advised of the key destinations and provided a route by route analysis wherein it was advised that Route 2 - Northfield / Mastrick / Sheddocksley / Summerhill / ARI / Berryden / Midstocket / Rosemount had been the busiest to date.

Finally, the report advised of the implications of further growth of the service, wherein it was highlighted that as the service continued to grow, more passengers would be declined whether due to time restrictions or due to capacity issues. It was highlighted that as the service grew and patronage increased there might be a need to review the scheme in the future. The report reminded members that the funding would be reviewed in 2010 to establish whether a community transport scheme would be more cost effective than the current arrangement with regards to bus service 93 (Peterculter/Garthdee/City Centre) which was supported by Aberdeen City Council, Asda and Sainsburys (through development contributions at Garthdee) and served the Lower Deeside area. On the basis that this service was performing well and continued to grow there would be little benefit of introducing a community transport scheme in its place which would be a less frequent service and would carry far fewer passengers.

The report recommended:-

that the Committee:-

- (a) request officers to report back progress with the Scheme to future meetings of the Committee, by way of bulletin; and
- (b) note the contents of the report.

The Convener moved, seconded by Councillor Yuill moved that the recommendations be approved.

As an amendment, Councillor Adam, seconded by Councillor Hunter, moved:-

That the recommendations be approved, and to request officers to explore all possible options to enable the expansion of the current operating hours of the service.

On a division, there voted:- for the motion (12) - the Convener; and Councillors Boulton, Corall, Cormack, Cormie, Grieg, Jaffrey, Milne, Penny, Robertson, Kevin Stewart, and Yuill; for the amendment (3) – Councillors Adam, Crockett, and Hunter.

The Committee resolved:-
to adopt the motion.

ABERDEEN CITY MULTI OPERATOR TRAVELCARD - EPI/10/208

20. With reference to article 26 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 23 February, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of discussions with First Aberdeen, Stagecoach Bluebird, Bains Coaches and Aberdeenshire Council in relation to a voluntary Multi-Operator Travelcard for bus services within Aberdeen City and sought approval to introduce the scheme.

The report provided a detailed overview of the discussion held to date regarding the introduction of a multi-operator travelcard and the decisions made by the Committee in this regard.

Further to the discussions held and the previous decision of the Committee, a secret vote regarding the prices of the Travelcard was held in June, 2010, and this had initially resulted in a tie. Following negotiations to resolve the tied vote, it was agreed by the operators to sell adult day tickets at £5.00. Under the terms of the agreement, ticket prices were subject to review after three months operation. The vote resulted in the following prices being set:

- Adult Weekly - £20.00 (not to be introduced initially)
- Child Weekly - £10.00 (not to be introduced initially)
- Adult Day - £5.00
- Child Day - £3.50

First Aberdeen at this stage advised of their unwillingness to sell weekly tickets at the introduction of the scheme, noting that this position would be reviewed at a later date. Officers from Aberdeen City Council, Aberdeenshire Council and Nestrans all noted their disappointment at these arrangements, highlighting that the proposed £5.00 fare and the omission of weekly tickets was not in line with what had been discussed and agreed previously. Aberdeen City Council made strong representations that support for the scheme from the Council might not be forthcoming as it would be extremely difficult to market a product of £5.00.

Council officers had since made numerous attempts to negotiate on the adult day ticket fare, however First Aberdeen had indicated that they were not prepared to take the commercial risk of selling the ticket at a lower price and indeed, on 2 August 2010 the company increased the cost of their own adult day tickets to £4.20 (all-day) and £3.50 (off-peak).

In conclusion, the report advised that it considered that the proposed multi-operator adult day ticket was priced too high to have any real benefit to the travelling public and was therefore unlikely to be popular. This negated the possibility to test the market, with a view to introducing similar products on cross-boundary corridors into Aberdeenshire. In addition, Aberdeen City Council had withdrawn the offer to administer the Travelcard from 16 August, 2010 pending Committee consideration of this report and had notified all operators that continued involvement would be subject to Committee approval.

The report recommended:-

that the Committee:-

- (a) introduce the Multi-Operator Travelcard with an adult day ticket fare of £5.00; and
- (b) that the scheme be reviewed after 3 months and the results reported back to the Enterprise, Planning and Infrastructure Committee.

The Committee resolved:-

- (i) to reject implementation of the Multi-Operator Travelcard with an adult day fare of £5.00 at this stage, on the basis that the £5.00 was prohibitive and the absence of any weekly ticket provision was unacceptable, and
- (ii) to request officers to hold further discussions with First Bus to negotiate the introduction of the travelcard on the basis of a reduced fare and the introduction of a weekly ticket, and to report back to the Committee in this regard, in due course.

DECLARATIONS OF INTEREST

Councillor Jaffrey declared an interest in the following matter by reason of her having one of the current Disabled Persons' spaces outside her home.

DISABLED PERSONS' PARKING PLACES (SCOTLAND) ACT 2009 - EPI/10/194

21. With reference to minute of meeting of the Committee of 1 September 2009 (Article 17 refers), there had now been circulated a new report by the Director of Enterprise, Planning and Infrastructure on the duties placed upon the Council as a result of the above-named legislation.

The narrative went into a great deal of close analysis, of which the central import was that the new Act contained much to welcome but other aspects that were of considerable concern.

First of all the legislation obliged local authorities to do something which Aberdeen City Council had actually done of its own accord several years ago; namely, inviting the owners of private off-street car parking areas (most obviously supermarkets and large shops) to consider allowing the Council to manage blue badge parking bays in those areas by including them in off-street car parking legislation, with the effect of making them enforceable by the City Wardens.

The Council had done this with the John Lewis car park, which had been given over exclusively to blue badge holders. John Lewis had invited the Council to manage the area by putting it into the off-street traffic order. Unfortunately, the car park had been obliterated subsequently in the course of road realignment.

Now, under the new Act, every local authority was obliged to approach not only major supermarkets and large shops but any owner of off-street car parking areas in which disabled spaces had been established.

Even if the Council's invitation was turned down, there was an obligation to go back every two years to try again.

The report now recommended a procedure for making contact with external agencies in this respect. This was modelled on the approach taken by Edinburgh City Council and would take as its point of departure the distribution of hundreds of questionnaires to businesses throughout Aberdeen. These questionnaires would clarify the implications and obligations involved, and the responses would allow the Council to have a much clearer picture of what it was dealing with in this respect.

Moving to the on-street aspects of the new legislation, the fundamental significance here was an alteration in the current position vis-à-vis the familiar individualised (but advisory) bays established outside the homes of people with disabilities. Aberdeen City Council had around 1,300 of these, but they were common in other cities and towns throughout Scotland. The new legislation would actively *outlaw* such bays in their current form.

In other words it would be illegal to continue to have advisory individualised bays; instead, there would be an obligation to replace them with non-individualised bays, accessible to any other blue badge holders, but regulatory.

An individual resident would still be the precipitant of the process to establish a bay. But he or she would not have privileged or individualised access to it once it had been established.

This meant that the Council would have to promote traffic orders to provide the authority for the new on-street spaces and the current report suggested that this change over be dealt with in a rolling programme in which a reasonable number of locations would be reported to Committee each cycle as part of the usual reports on small-scale traffic management.

This would of course be cumbersome, and would also beg questions about how realistically autonomous the Council would be able to claim to be if it had to hear statutory objections to orders. Broadly speaking, the Head of Legal and Democratic Services was of the view that this aspect of the new legislation was not really the stuff of traffic orders at all, and brought into disrepute the impartiality with which objections should be addressed.

Also, each on-street bay (and indeed all off-street arrangements set up under that aspect of the legislation) would have to be marked and signed in conformity with the statutory specifications, which would entail an enormous administrative and financial burden. Residents would have to be approached and a street-by-street audit would have to be carried out.

The existing budget for all of this was £40,000. This sum was sufficient to deal with the number of applications for on-street bays currently received annually, and did not cover off-street bays and car parks maintained by the Housing Department. These were funded from a separate budget. £40,000 was insufficient to allow the Council to carry out its duties outlined in the Disabled Persons' Parking Places (Scotland) Act 2009, and it would be insufficient to meet either the demand for new parking places *or* the promotion of traffic orders to shift existing on-street spaces from advisory to regulatory, and also from individualised to public. To date, no additional resources had been provided to carry out the duties set out in the Act and the mounting costs would place considerable pressure on the revenue budget. Early estimates of the real impact of the work outlined in the report were such that costs as high as £550,000 were feared quite realistically. Also, based on the figures given in the report, and assuming no new applications and no change in level of funding, the timescale to formalise the existing regime (again, to move it from advisory to regulatory and from individualised to public) would be in the order of 9-12 years. This did not take into consideration existing off-street parking arrangements in car parks operated by the Housing Department, the number of which was unquantified at the time of writing.

Also, the initial burden would be placed on the City Wardens as a great deal of the existing disabled persons' spaces were in residential areas with very few other restrictions attracting obvious enforcement needs. Finally, if supermarkets, etc. took up opportunities to enter into agreements with the Council, the wardens would have to turn their attention to parking bays in supermarket car parks, etc. which would result in more pressure in existing resources.

The Committee resolved:-

- (i) to reiterate its original view that, although some aspects of this legislation were well-intentioned and welcome, other aspects appeared to be misconceived, and likely to make things worse for people with disabilities rather than better; and
- (ii) to approve the overall approach and recommended procedures in the circulated report, and to approve the first batch of locations for new on-street spaces for incorporation within a traffic order (as outlined in the report).

DECLARATIONS OF INTEREST

Prior to considering 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):- Councillor Boulton as Board members of Nestrans, Councillor Kevin Stewart as Chair of Nestrans and a resident of the Middlefield area; and the Convener and Councillor Yuill 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.

STRATEGIC PUBLIC TRANSPORT - EPI/10/201

22. With reference to article 17 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 advised of recent progress in undertaking evidence based assessments to identify areas on the City's road network where adjustments might contribute to the reliability and punctuality of buses, thereby encouraging greater use of this more sustainable mode of transport. In addition, the report identified the need to progress the identification of a new location for the Bridge of Don Park and Ride facility.

By way of background the report reminded members that the Council had been successful in securing NESTRANS funding for 2010/11 to investigate reports of delays to buses on the routes 1 and 2, particularly at the north and south ends of this route at Bridge of Don and Holburn Street, respectively. The problems were identified by First Aberdeen as significant in reducing their ability to achieve appropriate reliability and punctuality as required by the Traffic Commissioner for all scheduled bus services. The locations and nature of the most concerning problems to the bus operators were as follows:

1. Balgownie Road / The Parkway (Northbound)
2. Scotstown Road / The Parkway (Northbound)
3. North Donside Road / Ellon Road (Eastbound)
4. Holburn Street (Northbound)
5. Broomhill Road / Holburn Street (Eastbound)
6. Holburn Street / Bridge of Dee roundabout (Southbound)

The King Street/Castle Street/Union Street section of the route had previously been identified as an area for potential bus priority measures and was the subject of a separate study., the findings of which are detailed below.

The findings of the study in relation to each of the above 6 routes as well as proposed alterations to the existing layouts were outlined.

In summary, it was advised that it had become apparent that, as a result of the current road geometry, carriageway width, residents' parking and the proximity to buildings, there was little that could be done in terms of implementing meaningful bus priority at the Broomhill Road/Holburn Street junction. It was also the view that there would be significant difficulties in extending the existing bus lane on North Donside Road and that initial consideration should be given to improvements at the other four locations (1,2,4 and 6 above), where it was considered that there was greater scope for implementing improvements. The proposed improvements and potential benefits at each of these locations were listed within the report. It was also advised that further reports on each of these would be submitted to the next meeting of the Committee.

Separately, in relation to the King Street/Castle Street/Union Street Bus Punctuality Improvements, the report advised that a recent study commissioned by the Council prior to the start of the Bus Punctuality Improvement Partnership (BPIP) corridor study had identified opportunities for public transport improvements through the East North Street / King Street junction. The report provided an overview of the characteristics of traffic behaviour over this area in both the AM and PM peak periods, as had been identified by the traffic model. From the model it was clear

however, that there was significant queuing and congestion over the model area, as well as significant variability of bus journey times.

A range of possible options were identified and tested and evaluated on the model, with the following two options providing significant benefit for public transport, and no adverse impact on all other traffic:

1. Creation of a peak time bus lane – King Street/Castle Street

This proposal sought to introduce a peak time south bound bus lane from south of the King Street/East North Street junction, within the existing kerb line to Castle Street, then localised widening as the bus lane turns into Castle Street, terminating on Union Street prior to the lane splits in advance of the junction with Broad Street. A provisional design for Option 1 was attached as Appendix A.

2. Union Street/Market Street Bus Lane Reduction

In this proposal, the west bound bus lane on Union Street would be curtailed before Adelphi Lane rather than close to the junction with Market Street. This was to provide more capacity for lane interchange which was perceived to cause inefficiencies at the junction for all traffic, including buses, trying to get into the appropriate lane.

In conclusion, the report advised that both options provided significant benefits to bus journey times and reliability at what were known key congestion hotspots. All bus companies operating on this corridor would benefit, including park and ride services as well as taxis and bicycles. It was also important to note that the model results showed no net detriment to other traffic as a result of these measures, in fact it shows that the average journey times for all traffic routing from King Street to Union Street were slightly improved with the bus lane scheme in place. Other than a localised widening around the corner at Castlegate, these options could be physically undertaken by simple adjustments to on street lining and signing, with no impact on bus stop locations.

In support of the options identified above, it was also proposed that work include the appropriate signing and road marking improvements required to support the improvements identified and the re-affirmation of the existing banned right turn out of Marischal Street. This was already in place, however road markings and signage here require refreshing. It was proposed that monitoring of any implemented scheme would take place over the period of a year and if improvements to bus journey times were confirmed then officers would expect the bus operators to provide matching improvements to services, such as increased service frequency. Based on the initial design, the estimated cost of options 1 and 2 detailed above and shown in Appendix A was approximately £200,000.

Councillor Yuill raised a query on behalf of Councillor Reynolds regarding the benefits of the works in relation to queuing buses at Castle Street.

The Committee resolved:-

- (i) to acknowledge the assessments undertaken to date on bus Routes 1 and 2 and instruct officers to report back to the Enterprise, Planning and Infrastructure Committee as soon as the remainder of this work was concluded;

- (ii) to agree, in principle, that there were journey time, punctuality and reliability benefits to be achieved by the installation of a new peak hour bus lane on the King Street/Castle Street/Union Street corridor (as indicated on the appended plan) and reduce the length of bus lane on Union Street as recommended in Section 2.10;
- (iii) to instruct the appropriate officials to commence the necessary legislation for the required Traffic Regulation Order to implement the proposals referenced in resolution (ii) above, and if no objections were received at the Initial Statutory stage then instruct officers to continue with the public advert;
- (iv) to acknowledge the lack of progress to date of possible development opportunities to deliver a new location for the Bridge of Don Park and Ride facility and the need to accelerate this;
- (v) to instruct the appropriate officers to commence the necessary work to identify a preferred location for a new Bridge of Don Park and Ride site, subject to the successful allocation of future Non-Housing Capital funding through the budget process;
- (vi) that none of the works listed within the report take place at the time of the Walker Cup and Offshore Europe; and
- (vii) to request officers to contact Councillor Reynolds regarding his queries in relation to the queuing of buses at Castle Street and the potential benefits of the works in that regard.

ROADS WINTER SERVICES PLAN - EPI/10/212

23. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the proposed Winter Service Plan and explained significant changes contained within the Plan for 2010/2011.

The report explained that the Council's Winter Maintenance Specification and Winter Maintenance Plan had evolved over many years and had been amended to reflect both national and local requirements. This year's amendments had been made to reflect:-

- (a) monitoring of salt use/stock;
- (b) resources available over the holiday period; and
- (c) provide information through the Zone

A detailed summary of the changes made for each of the above was provided.

The Committee resolved:-

- (i) to approve the Roads Winter Service Plan for 2010/2011;
- (ii) to request officers to ensure that a clear statement detailing the procedure for winter maintenance calls was placed on the Council's website and that a statement regarding the legality of residents clearing pathways also be made available; and
- (ii) to otherwise note the contents of the report.

PAN - GRAMPIAN RADIO NETWORK – TENDER FOR THE REPLACEMENT OF THE TWO WAY RADIO SYSTEM - EPI/10/211

24. With reference to article 31 of the minute of the meeting of the Enterprise, Planning and Infrastructure Committee of 23 February, 2010, the Committee had

before it a report by the Director of Enterprise, Planning and Infrastructure which presented a further option for improving overall communications throughout the Council by using a replacement radio network.

The report reminded members that the estimated useful life of the current radio system was now limited as more of the equipment became obsolete and spares were no longer available. At present, through the Pan Grampian tender, Grampian Fire and Rescue Services managed and maintained the Local Authorities Pan-Grampian Radio Transmission system. However, the Council had looked to obtain best value from the tender by forming a standalone system. By sharing the costs of the revised system between Roads and Waste the cost of the operation per service had been reduced.

The proposed new radio system would be a 4 channel system with vehicle tracking. This system would not be as sophisticated as currently used by the Council's winter maintenance and gully cleaning operations but would provide the time, location and emergency response. The radio system would have the provision for direct dialling to a Council establishment. This would increase the ability to communicate between the on site staff and the office without any further charges.

With regards requirement of such a system, it was advised that whilst mobile telephone networks now provided more comprehensive coverage they were often jammed in a major emergency and retention of a privately operated radio network would provide continuity in these circumstances. Therefore, it was felt that with current legislation on mobile phone usage and the Council's approved Policy on the use of mobile phones when driving meant the provision of mobile phones on vehicles could not be considered

In terms of finance, it was advised that the capital cost of providing the necessary hardware and radios for the replacement system was £191,000. There would be no ongoing site rental as it was proposed to site the aerial on the roof of a suitable tall Council building providing citywide coverage. However, running costs for the system would be £19,000 per annum, with costs shared equally between Waste and Roads. This cost would be met from existing budgets. Overall costs for the Council would therefore be £381,000 over 10 years. This was in comparison to the original tender costs of £909,601 over the same period.

The report recommended:-

that the Committee:-

- (a) refers the report to the Finance & Resources Committee for consideration as a project within next years Capital Programme; and
- (b) notes the contents of the report.

The Committee resolved:-

- (i) to take no action in this regard; and
- (ii) to request officers to report back on how the Council would now proceed without the replacement of the radio network.

OPTIONS FOR RELOCATION OF INTELLIGENT TRANSPORT SYSTEMS - EPI/10/199

25. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure intimating the measures that require to be put into place to facilitate the relocation of the Intelligent Transport Systems (ITS) Unit to a new office within a Council-owned building.

Office space had still to be identified for this and, also, a suitable location needed to be found for the Real Time Passenger Information (RTPI) radio antenna, radio base station, and system server.

The ITS Unit was at present located on the second floor of St. Nicholas House and was responsible for the operation, maintenance, design and installation of the city's traffic signal infrastructure. The Unit played a vital role in the daily management of the road network and also had responsibility for the RTPI system, the Car Park Guidance System (CPGS), and other Variable Message Signs (VMS).

Prior to the redevelopment of the St Nicholas House site, the Unit would have to be relocated within a Council-owned building, as would also be necessary for the Urban Traffic Control (UTC) systems which were of course highly important to the sufficient management of the city's road network, controlling as it did the majority of traffic signals in the city centre and consisting of a control PC located in the ITS office at St. Nicholas House (and connected to a communications hub in the basement of Woodhill House).

The report outlined in detail three options for relocating the UTC system and suggested that roads officials continue to liaise with First Aberdeen vis-à-vis the relocation of RTPI. CPGS and VMS would also have to be relocated from St. Nicholas House and the options here appeared dependent on decisions taken in relation to UTC and RTPI. As regards UTC, the report recommended option 2 (the installation of a new PC in-station in a new office facility, subject to funds being available in future capital budget allocations for the upgrading of traffic signal installations (a report back to Committee being necessary should such funding not be available) and, as regards RTPI, continue to liaise with First Aberdeen to identify a suitable location for the aerial and communications hub.

The Committee resolved:-

- (i) in relation to UTC, to approve option 2 (the installation of a new PC in-station within a new office (to be funded from the services capital budget 2010/2011); and
- (ii) to refer to the budget process continuing work in partnership with First Aberdeen to identify a suitable location for the relocation of the RTPI aerial and communications hub.

In accordance with the decision recorded under article 1 of this minute, the following item only (article 26) was considered with the press and public excluded.

GLASHIEBURN FLOOD PREVENTION SCHEME - EPI/10/192

26. With reference to the minute of meeting of the Committee of 31 May 2010 (Article 27 refers), there had been circulated a further report by the Director of Enterprise, Planning and Infrastructure on the flood prevention scheme to deal with a long-standing flooding problem in Lochside Drive. This scheme had now been put out to tender and it was now recommended that the lowest return (£200,415.05) be approved and accepted from Balfour Beattie Civil Engineering Limited (all as outlined in the circulated papers).

The Committee resolved:-

to approve the recommendation.

- **COUNCILLOR McCaig, Convener.**

ENTERPRISE, PLANNING AND INFRASTRUCTURE

COMMITTEE BUSINESS

9 November, 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 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
2.	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. We are therefore taking a period to</p>	Economic/ Business Development Project Director	04.12.07	18.01.11

<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>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> <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> <p>A report will be submitted to the Committee at its meeting on 9 November 2010.</p> <p>The report that was due this cycle cannot yet be completed and will therefore be submitted to the next committee cycle.</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>
3.	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 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>At its meeting on 20 April 2010, the Committee resolved, amongst other things to 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.</p> <p>The remaining outstanding matter detailed above will be reported back to a future committee in 2011.</p>	Head of Legal and Democratic Services Head of Asset Management and Operations	07.09.10	18.01.11
4.	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>	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.	Director of Enterprise, Planning & Infrastructure	05.02.09	18.01.11

<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>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> <p>A report on this matter will be considered by Council at its meeting on 19 May 2010, thereafter a report will be submitted to a future meeting of this Committee.</p> <p>At its meeting on 31 May 2010, the Committee requested officers to ensure that the report back on this matter included full details of the implications of Council's decision on the original proposals submitted by other parties as well as the current position with those other proposals.</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>
5.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 17	<p><u>Strategic Transportation Projects</u></p> <p>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 any financial implications had become known.</p>	<p>The report that was due this cycle cannot be completed until Peacock has clarified their immediate intentions with regard to their future priorities. A report will therefore be submitted to the next committee cycle.</p> <p>An information bulletin report was submitted to the Committee at its meeting on 20 April 2010.</p> <p>At its meeting on 7 September, 2010, the Committee resolved, amongst other things, to:-</p> <p>(i) to acknowledge the assessments undertaken to date on bus Routes 1 and 2 and instruct officers to report back to the Enterprise, Planning and Infrastructure Committee as soon as the remainder of this work was concluded; and</p> <p>(ii) to instruct the appropriate officials to commence the necessary legislation for the required Traffic Regulation Order to implement the proposals referenced in resolution (ii) above, and if no objections were received at the Initial Statutory stage then instruct officers to continue with the public advert.</p>	Head of Planning and Sustainable Development	18.01.11	

<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>
6.	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
7.	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>	<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</p>	Head of Planning and Sustainable Development	09.11.10	18.01.11

<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>necessary. Provisional timescales have been indicated, for the reporting of next key decision stages. A development programme is being prepared for the various smaller scales elements of these projects in coordination with Berryden Corridor Improvements and it is anticipated that this programme will be reported to Committee on 9/11/10.</p> <p>A report will be submitted to the Committee at its meeting on 18 January 2010.</p>			
8.	Enterprise, Planning and Infrastructure Committee 26.11.09 article 20	<p>Flood Risk Management (Scotland) Act 2009</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>	<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.</p> <p>Further information and guidance is still awaited, in particular information on the financing of this work is still awaited from the Scottish Government. There is unlikely to be any significant developments to be reported until next year.</p>	Head of Asset Management and Operations	Indicative Date 07.09.10	18.01.10

<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>
9.	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 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 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>This report requires a considerable degree of investigation and staff input to complete the report. It is anticipated that the final report will return to committee in November 2010.</p> <p>This report requires a considerable degree of investigation, survey work and staff input to complete the work. The surveys will only commence during October after the recently approved changes to the Off-Street operational hours have come in to effect and the overnight charging has been implemented.</p> <p>It is anticipated that the final report will return to committee in January 2011.</p>	Head of Asset Management and Operations	31.05.10	18.01.11

<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>(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>				
10	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>	At its meeting on 31 May 2010, the Committee resolved, amongst other things, to instruct officers within Corporate Governance to continue to work on the development of a robust corporate policy on the use of community benefit clauses within the Council's procurements, and that the policy be submitted to a future meeting of the Committee for approval.	Director of Housing and Environment Legal Manager (Policy and Advice)	09.11.10	18.01.11
11	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 the 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</p>	<p>A meeting of the Project Steering Group is scheduled for September, thereafter a report will be submitted to the Committee in November.</p> <p>A report is on the agenda.</p>	Director of Enterprise, Planning and Infrastructure	31.05.10	09.11.10

<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>
		<p>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>				
12	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 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>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 Planning and Sustainable Development	18.01.11	

<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> <p>Discussions with operators are ongoing and they have agreed to work towards an implementation date of the 16th August 2010.</p> <p>As the financial settlement on concessionary travel and Fuel Duty Rebate from the Scottish Government has changed for 2010/11, operators are unwilling to consider fare options for a Multi-Operator Ticket until they have fully understand the financial implications that these decisions have had on their operations. A meeting will be held in May/June 2010 to finalise a fare structure and work on publicity and marketing is being undertaken</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>concurrently.</p> <p>At its meeting on 7 September 2010, the Committee resolved:-</p> <p>(i) to reject implementation of the Multi-Operator Travelcard with an adult day fare of £5.00 at this stage, on the basis that the £5.00 was prohibitive and the absence of any weekly ticket provision was unacceptable, and</p> <p>(ii) to request officers to hold further discussions with First Bus to negotiate the introduction of the travelcard on the basis of a reduced fare and the introduction of a weekly ticket and to report back to the Committee in due course.</p>			
13	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 can't be determined until the completion of the statement of procedure & 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>
14	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>At its meeting on 20 April 2010, the Committee resolved to note the responses and to request the officials to proceed to substantive statutory advertisement.</p> <p>This scheme is still going through the required legal process for the required Traffic Regulation order. Officers have completed the initial statutory stage and the public advert will run between 29/9/10 and 20/10/10.</p> <p>The results will be presented to the committee at its meeting on 9th November 2010. However this will be dependant on the level of objections received.</p> <p>A report is on the agenda.</p>	Head of Asset Management and Operations	07.09.10	09.11.10
15	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> <p>(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</p> <p>(ii) to instruct the appropriate officers to explore and report</p>	<p>A report on this matter will be submitted to the Committee at its meeting on 18 January 2011.</p>	Head of Planning and Sustainable Development	07.09.10	18.01.11

<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>back to the Committee on the possibilities associated with Category 2 uses; and</p> <p>(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.</p>				
16	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> <p>(i) to note the contents of the report, but not to progress any further with the purchase of this radio system; and</p> <p>(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.</p>	<p>At its meeting on 7 September, 2010, the Committee resolved:-</p> <p>(i) to take no action in this regard; and</p> <p>(ii) to request officers to report back on how the Council would now proceed without the replacement of the radio network.</p>	Head of Asset Management and Operations	18.01.11	

<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>
17	Enterprise, Planning and Infrastructure 20.04.10 article 24	<p><u>Justice Mill Lane</u></p> <p>The Committee resolved to request officials to carry out preliminary statutory consultation where a traffic order to provide for the proposals outlined in the report, to move street to substantive statutory advertisement if there were no significant preliminary responses, and thereafter to report back on detailed design, cost estimates and substantive statutory objections.</p>	<p>This scheme is still progressing through the required legal process for the Traffic Regulation Order. Officers have completed the initial Statutory stage. It is anticipated that it will return to committee, early in 2011.</p>	Head of Asset Management and Operations	07.09.10	18.01.11
18	Finance and Resources Committee 11.05.10 Article 38	<p><u>Townscape Heritage Initiative</u></p> <p>The Committee resolved, amongst other things, to recommend that the Enterprise, Planning and Infrastructure Committee consider a report on the project management of the contract and, thereafter, whether this needs to be referred further to the Audit and Risk Committee for their consideration.</p>	<p>A meeting is being held with the main contractor on 17th August 2010 to review overall performance on the contract. It would be useful to take the discussions at this meeting into account when drafting the Committee report. It is therefore proposed to submit the report to the 9th November 2010 E P&I Committee.</p> <p>A report is on the agenda.</p>	Head of Planning and Sustainable Development	07.09.10	09.11.10

<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>
19	Enterprise, Planning and Infrastructure 31.05.10 article 9	<u>Enterprise, Planning and Infrastructure Directorate Business Plan 2010-2013</u> The Committee resolved, amongst other things, to request that the Director submit quarterly progress report to the Committee as part of the Directorate performance reporting framework.	The Service's Performance Report, which is on the agenda, incorporates updates on the Service's Business Plan. Updates will be recorded within the performance report reported to the Committee quarterly. Recommended for removal.	Director of Enterprise, Planning and Infrastructure	09.11.10	09.11.10
20	Enterprise, Planning and Infrastructure 31.05.10 article 10	<u>Enterprise, Planning and Infrastructure Senior Management Restructure Proposals</u> The Committee resolved, amongst other things, to request that the Director of Enterprise, Planning and Infrastructure report back to the Committee with the complete final structure and savings at the Committee's meeting on 9 November, 2010.	A bulletin report is available this cycle. A full report will be submitted to the committee's meeting on 18 January 2010.	Director of Enterprise, Planning and Infrastructure	09.11.10	18.01.11
21	Enterprise, Planning and Infrastructure 31.05.10 article 12	<u>Aberdeen and Grampian Chamber of Commerce Board</u> The Committee resolved, amongst other things, to request the Aberdeen and Grampian Chamber of Commerce to provide a presentation to a future meeting of the Committee, when the level of business on the agenda permits sufficient time.	Due to pressure of work at both the Council and the Chamber of Commerce, it has not yet been possible to arrange this presentation. This will be arranged for the next committee meeting.	Economic/ Business Development Project Director	09.11.10	18.01.11

<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 31.05.10 article 14	<u>VisitScotland Funding 2010/2011</u> The Committee resolved, amongst other things, to request officers to submit a report on the review of destination promotion services and on the establishment of a destination promotion unit for the city to the Committee at its meeting on 9 November, 2010.		Economic/ Business Development Project Director	09.11.10	18.01.11
23	Enterprise, Planning and Infrastructure 31.05.10 article 21	<u>Roads and Transport Related Additional £2.5 Million Capital Budget Programme</u> The Committee resolved, amongst other things, that the remainder of the roads and transportation programme for the £2.5 million additional capital budget for 2010/2011 be submitted to the Committee on 7 September, 2010, by way of bulletin report.	The Capital Budget is currently under review which includes the £2.5M, as such the bulletin report will be deferred until the Committee's meeting in November. A bulletin report is available.		07.09.10 Bulletin report	09.11.10 Bulletin Report
24	Council 18.08.10	<u>Future Funding and Development of AECC</u> The Council resolved, amongst other things, to:- (i) to agree to provide AECC with a grant of £568,000 to mitigate timeously the immediate cash-flow implications of having to write off costs incurred to date. These costs relate to	An update report will be submitted, to inform members of activity related to AECC since the Council meeting on 18.8.10.	Economic/ Business Development Project Director	09.11.10	09.11.10

<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>
		<p>professional fees associated with the production of plans, proposals and related legal, financial, investment and technical documentation connected with AECC's efforts to realise a new four star hotel development. AECC to provide the Council's Enterprise, Planning and Infrastructure Committee, or Council, with a full written detailed explanation and breakdown of the costs incurred with the aborted hotel development; and</p> <p>(ii) to instruct that reports be submitted to the Enterprise, Planning and Infrastructure and/or Finance and Resources Committees each cycle.</p>				
25	Enterprise, Planning and Infrastructure 07.09.10 article 10	<p><u>2010/2011 Revenue Budget Monitoring</u></p> <p>The Committee resolved, amongst other things, to instruct officers to report, in due course, on the actual out-turn compared to budget following completion of the 2010/11 financial statements.</p>	A report is on the agenda.	Head of Finance / Director of Enterprise, Planning and Infrastructure	09.11.10	09.11.10

<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>
26	Enterprise, Planning and Infrastructure 07.09.10 article 11	<p><u>Draft International Trade Plan 2011/2012</u></p> <p>The Committee resolved, amongst other things, to receive a report on the fully detailed and finalised International Trade Plan 2011/2012 once budgets and staffing were finalised, consultation had taken place with external partners and an approach to new ways of working, in accordance with resource availability, had been determined.</p>		Economic/ Business Development Project Director	18.01.11	
27	Enterprise, Planning and Infrastructure 07.09.10 article 14	<p><u>City Centre Development Framework</u></p> <p>The Committee resolved, amongst other things, to approve the final draft City Centre Development Framework Supplementary Guidance for public consultation as part of the Aberdeen Local Development Plan Proposed Plan consultation, the results of which to be reported back to Committee in due course.</p>		Head of Planning and Sustainable Development	15.03.11	

<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	Finance and Resources 28.09.10 article ...	<u>North Territory Hub Programme</u> The Committee resolved to agree that the outcome of the North Territory procurement process be reported to EPI on 9 November, 2010, in order for members of this Committee to decide on the level of participation the Council wishes to take in the hub.	A report is on the agenda.	Head of Planning and Sustainable Development	09.11.10	09.11.10

ENTERPRISE, PLANNING AND INFRASTRUCTURE

MOTIONS LIST

9 November, 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 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>
2.	<p>Motion by Councillor John West "In order to promote a café culture, the Council should organise a meeting with representatives of the restaurant and café trade, planning, licensing and road officials, with a view to identifying and removing barriers to successful pavement seating".</p>	19.05.10		<p>part of these discussions.</p> <p>A report in response to the motion will not be possible this cycle as discussion and consultation will be necessary with various internal services and external partners. An initial meeting with Councillor John West to clarify issues for consideration has taken place.</p> <p>Internal meetings have been made with external bodies but there have been difficulties with arranging suitable dates for meetings. However they have all shown a willingness to participate in the discussions but in order to incorporate their views it will be necessary to delay the presentation of a report to Committee until the meeting to be held on 9 November 2010.</p> <p>A report is on the agenda.</p>	Head of Asset Management and Operations	07.09.10	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>
3.	Motion by Councillor Graham "That the Committee considers the conversion of the existing zebra crossing facility on Provost Fraser Drive to a Puffin crossing. The funding for the conversion to come from the 2010/11 Non-Housing Road Safety and Traffic Calming budget or some other future budget."			At its meeting on 7 September, 2010, the Committee resolved to request officers to submit a report on the terms of the motion to the next meeting of the Committee. A report is on the agenda.		09.11.10	No

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9th November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Notice of Motion from Councillor Gordon Graham - "That the committee considers the conversion of the existing zebra crossing facility on Provost Fraser Drive to a Puffin crossing. The funding for the conversion to come from the 2010/11 Non-Housing Road Safety and Traffic Calming budget or some other future budget".
REPORT NUMBER:	EPI/10/237

1. PURPOSE OF REPORT

This report provides information to members of the Committee in relation to Councillor Gordon Graham's motion regarding the conversion of the existing zebra crossing on Provost Fraser Drive to a puffin crossing.

2. RECOMMENDATION(S)

It is recommended that the Committee:

1. Note the content of this report
2. Agree that no further action is required in relation to the conversion of the existing Zebra to a Puffin crossing on Provost Fraser Drive.

3. FINANCIAL IMPLICATIONS

There are no financial implications recommended as a result of this report. However should the committee approve the motion as proposed, funding of £30,000 would have to come from future budgets. The Non-Housing Road Safety and Traffic Management Capital Budget for 2010/11 has already been approved by this committee to implement specific schemes and officers are of the opinion currently that there is no available surplus in the budget for 2010/11.

4. OTHER IMPLICATIONS

There is a perception in the community (particularly from elderly residents of the nearby sheltered housing complex) of there being a road safety problem for pedestrians crossing Provost Fraser Drive at the existing zebra crossing.

5. BACKGROUND/MAIN ISSUES

5.1 Background

5.1.1 At its meeting on the 7th September 2010 the Enterprise, Planning and Infrastructure committee considered a motion raised by Councillor Gordon Graham "That the committee considers the conversion of the existing Zebra crossing facility on Provost Fraser Drive to a Puffin crossing. The funding for the conversion to come from the 2010/11 Non-Housing Road Safety and Traffic Calming budget or some other future budget".

5.1.2 Since the current zebra crossing was installed this topic has been raised on a number of occasions, particularly by the residents of the nearby sheltered housing complex asking for the crossing to be upgraded. On all occasions surveys have indicated that the existing crossing facility is adequate and it does not qualify for upgrading to a signalized Puffin crossing.

5.1.3 As the previous surveys had been carried out some time ago a further survey was carried out to ascertain the current levels of pedestrian and vehicular movements in the vicinity of the Zebra crossing on Provost Fraser Drive. A full detailed survey was undertaken on the 14th September 2010 between 7.45am and 5.00pm and covered approximately a 100m length of Provost Fraser Drive at this location. (See attached plan Appendix 1.)

5.1.4 The weather conditions at the time of the survey were dry, bright and sunny throughout the day.

5.1.5 In addition, an assessment of all reportable accidents for the length of road assessed was also undertaken, considering the normal time period of 3 years. This shows that there have been no reportable accidents recorded for this period. Officers then extended the time period to cover the last 5 years and only one accident was found this related to a damage only accident and did not involve a pedestrian.

5.1.6 When considering possible sites for a pedestrian facility, Council officers use methods outlined by the Department for Transport. This method not only measures both traffic and pedestrian flow, but also other factors such as carriageway width, accident history, and local facilities such as schools, shops etc. Various numerical factors are

obtained using this method and ultimately a final value combining these factors is used to ascertain whether or not there is justification for the installation of a facility.

The procedures and policies applied here have been in use for some time and were undertaken in accordance with the policies and procedures approved at national level as well as ratified by the Council April / May 1997 and detailed in some length in a report to committee in June 2003.

5.1.7 The survey which was undertaken was a PV^2 survey. The number of vehicles passing (V) is squared and multiplied by number of pedestrians (P) crossing the carriageway at the point in question. The figures are calculated for an hourly period, and typically the figures from the four highest hourly periods during a single day are averaged to provide the final PV^2 figure.

5.1.8 In accordance with the aforementioned approved policy a conflict value of 1.0×10^8 or above will qualify for the provision of a controlled crossing. A value of less than 0.7×10^8 will not qualify for any type of crossing facility but the location in question would continue to be monitored.

5.2 Existing Zebra crossing point on Provost Fraser Drive and Extended Survey Area

5.2.1 The 14th September 2010 survey results are summarised as follows:

- During the AM peak period 07.45am to 08.45am there was a total of 41 pedestrians crossing with 4 of these being elderly. This time period saw 28 pedestrian movements in the northbound direction and 13 in the southbound direction. The second half of this time period 08.45am to 09.45am there was 26 pedestrians crossing and 2 of these being elderly. This time period saw 14 pedestrian movements in the northbound direction and 12 in the southbound direction.
- During the AM peak period between 07.45am and 08.45am the vehicular flows were approximately 424 heading eastbound and 318 heading westbound direction. The second hourly period 08.45am to 09.45am there was 379 vehicles heading eastbound and 262 in the westbound direction.
- During the lunch time peak period between 12.00noon and 1.00pm there was a total of 40 pedestrians crossing with 10 being elderly. This period saw 28 crossing in the northbound direction and 12 in the southbound direction. The second hour of this peak period 1.00pm to 2.00pm there was 34 pedestrians crossing with 3 of them being elderly. There was 9 crossing in the northbound direction and 25 in the southbound direction.
- During the lunch time peak from 12.00noon to 1.00pm there was vehicular flows of 273 in the eastbound direction and 310 in the

westbound direction. The second hourly period 1.00pm to 2.00pm there was 305 vehicles heading eastbound and 326 heading southbound.

- During the first hour of the PM peak 3.00pm to 4.00pm there was a total of 46 pedestrian movements with only 1 of these being elderly. There was 18 pedestrians crossing in the northbound direction and 28 in the southbound direction. The second hourly period from 4.00pm to 5.00pm there was 24 pedestrian movements with again only 1 being elderly. This saw 7 pedestrians crossing in the northbound direction and 17 on the southbound direction.
- During the PM peak from 3.00pm to 4.00pm there were vehicular flows of 365 in the eastbound direction and 392 in the westbound direction. The second hourly period 4.00pm to 5.00pm there was 356 vehicles heading eastbound and 483 heading southbound.
- It was also noted that the majority of these movements were associated with the nearby academy with the others associated on crossing Provost Fraser Drive to the bus stops on both sides of the road.

Time Period	PV ² Counting All Peds
07:45 – 08:45	0.23 x 10 ⁸
13:00 – 14:00	0.14 x 10 ⁸
15:00 – 16:00	0.27 x 10 ⁸
16:00 – 17:00	0.17 x 10 ⁸

5.2.2 This results in a final PV² value of 0.20 x 10⁸. This figure falls well below the desired criteria of 1.0 x 10⁸ for a signalized Puffin crossing.

5.2.3 With regards to the issues raised regarding road safety, officers have not witnessed any problems on the site visits. At Zebra crossings a driver should stop at the crossing if a pedestrian is standing at the kerbside and likewise it is the responsibility of the pedestrian to remain on the kerbside until the vehicle has stopped and not progress further than the centre line if a vehicle is approaching in the other direction. At all crossings, instances of bad driver behavior will occur, however the pedestrian has also a responsibility at Zebra crossings to make sure it is safe to cross.

5.3 Conclusion

Given that there was a comparatively low number of pedestrian movements recorded at this location, the PV² value does not meet the criteria for a Puffin crossing no change to the existing Zebra crossing is justified. Similarly there have been no observed road safety problems and no recorded accidents associated with the existing crossing.

5.4 Further Consultee Comments

Enterprise, Planning & Infrastructure Committee

Councillor Kate Dean (Convener) has been consulted;
Councillor Callum McCaig (Vice Convener) has been consulted;
Councillor George Adam has been consulted;
Councillor Yvonne Allan has been consulted;
Councillor Marie Boulton has been consulted;
Councillor Ronald Clark has been consulted;
Councillor John Corall has been consulted;
Councillor Bill Cormie has been consulted;
Councillor Barney Crocket has been consulted;
Councillor Martin Greig has been consulted;
Councillor Muriel Jaffrey has been consulted;
Councillor Alan Milne has been consulted;
Councillor George Penny has been consulted;
Councillor Richard Robertson has been consulted;
Councillor Kevin Stewart has been consulted;

Other Elected Members

Councillor Gordon John Stewart (Council Leader) has been consulted;
Councillor Jackie Dunbar (Depute Provost) has been consulted;
Councillor Gordon Graham has been consulted;

Other Consultees

Barry Jenkins, Head of Finance, has been consulted;
Jane MacEachran, City Solicitor, has been consulted;
Ciaran Monaghan, Head of Service – Office of Chief Executive, has been consulted;
Gordon McIntosh, Director of Enterprise Planning and Infrastructure, has been consulted;
Hugh Murdoch, Head of Service – Shelter and Environment, has been consulted;
Margaret Bochel, Head of Planning and Infrastructure, has been consulted and has no further comments.
Mike Cheyne, Roads Manager, has been consulted;
Margaret-Jane Cardno, Community Safety Manager, has been consulted and asked her senior City Wardens who agree with the views in the notice of Motion saying “ I have noticed that with exception of school children fro the nearby Academy there is not a heavy flow of pedestrians crossing over at that point on the road. Myself and my team have not came across any safety implications regarding the existing zebra crossing. Looking at yur findings within the draft report and knowledge of the local community I have to agree with section 5.3.”
Dave Young, Account Manager, has been consulted;

6. IMPACT

This report is in accordance with the administration's Vibrant, Dynamic and Forward Looking, under the heading of Transport and highlighted in Paragraph 6.

It also meets with the local Community Plan objectives to continually improve road safety and maximize 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.

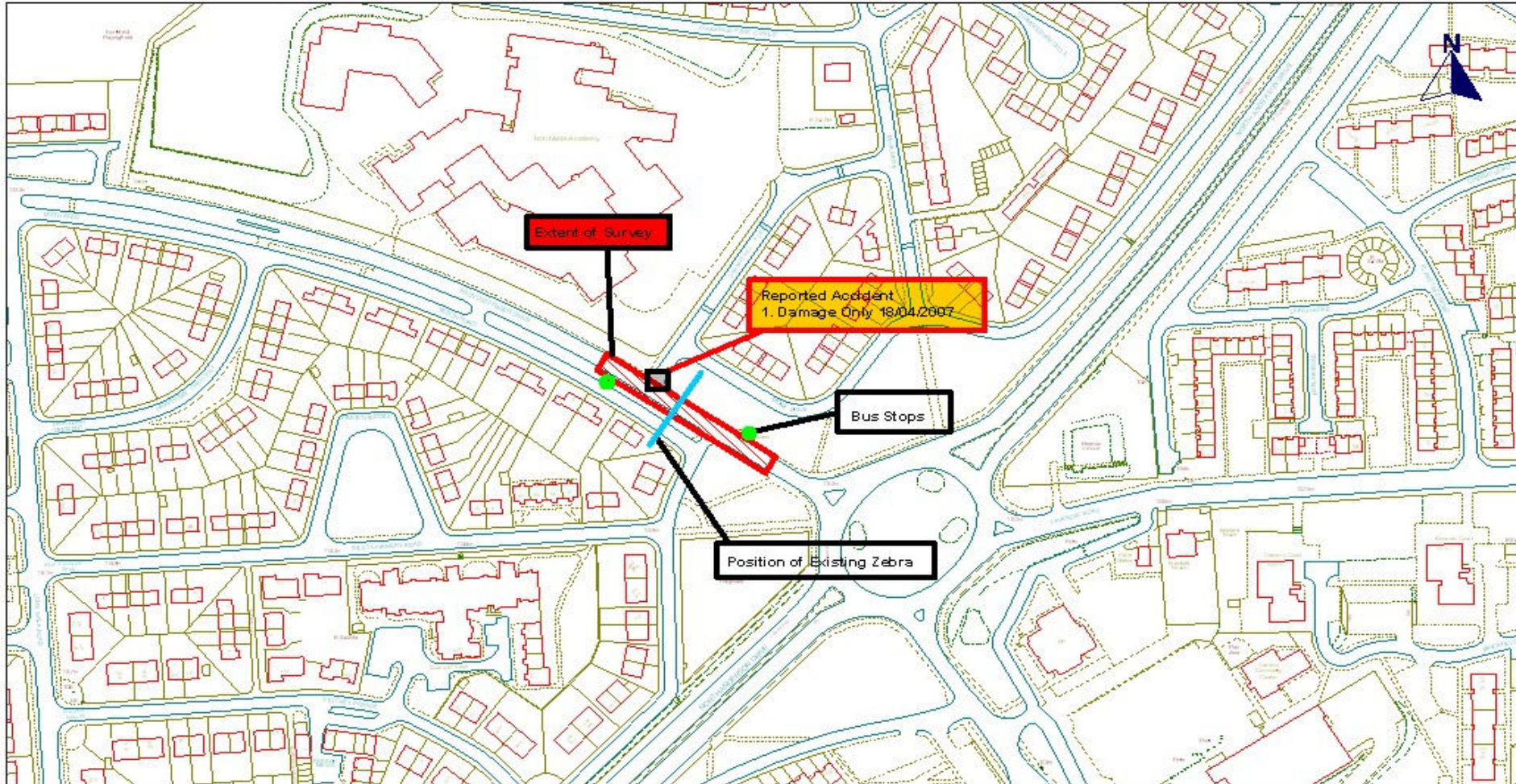
7. BACKGROUND PAPERS

Pedestrian/Volume survey
14th September 2010

Accident statistics from our MAAP system
(September 2006 – September 2010)

8. REPORT AUTHOR DETAILS

Michael Cowie
Assistant Engineering Officer
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Title : APPENDIX 1
PROVOST FRASER DRIVE

Scale: 1:2500

Date: 28 September 2010

Map Ref: NJ9107NW

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	09 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Pavement Cafés Notice of Motion by Councillor John West
REPORT NUMBER:	EPI/10/195

1. PURPOSE OF REPORT

At the Council Committee on 19 May 2010 Councillor John West raised a Motion that

“In order to promote a café culture, the Council should organise a meeting with representatives of the restaurant and café trade, planning, licensing and road officials with a view to identifying and removing barriers to successful pavement seating”.

This report is in response to that Motion.

2. RECOMMENDATION(S)

It is recommended that the Committee note the contents of this report and if considered necessary to instruct officers to review the policy document for the placing of tables and chairs on the public footway.

3. FINANCIAL IMPLICATIONS

There is a cost for an application for the placing of tables and chairs on the public footway. There is the cost of a planning application and also a cost for a road permit. These costs are explained further in this report.

4. OTHER IMPLICATIONS

It is an offence under the Roads (Scotland) Act to place an obstruction on the public footway without the permission of the Road Authority and the Road Authority must ensure that the obstruction is not causing any health and safety issues especially to people with a disability. People sitting at tables and chairs on the footway may also create a noise disturbance to neighbouring properties.

5. BACKGROUND/MAIN ISSUES

Aberdeen City Council supports and encourages the provision of pavement cafés in the City as they make a positive contribution by adding vitality, colour, life and interest to the street scene. They can help maximise the use of public spaces, aid the local economy and add to the facilities offered to people who visit, live and work in Aberdeen.

However while the provision of street cafés is encouraged it is important that they are properly administered and managed to ensure that they meet the high standards expected in Aberdeen City. They should not obstruct the footway or create a hazard for pedestrians especially for blind; partially sighted and other disabled people and they should also be attractive areas to sit in.

To assist in making decisions for granting permissions for chairs and tables to be placed outside premises on the public highway a Pavement Cafés Design Guide was developed and approved by Council which laid down the various conditions for operating a pavement café to ensure that the Council's standards are complied with for health, safety and environmental reasons. The design guide was introduced in 2001 and served the situation well at that time but had to be revised several times to reflect the changing conditions. Tables and chairs outside pubs and cafés for the serving of food and drink became increasingly popular especially during the summer months and various venues were seeking to meet the demands of the public for such facilities. The legislation banning smoking in confined public spaces further increased the number of applications. There were also a number of premises which operated pavement cafés which did not have the required permission from the Council and many of these were not in accordance with the policy document.

Following a Notice of Motion from Councillor R Clark a working group was set up to revise the policy document and the present document was approved by the Environment & Infrastructure Committee on 22 March 2007. It is understood that in the original policy document planning approval was not considered a requirement for pavement cafés and applications were processed only by Roads. However during consultation on the document at that time it was pointed out by Legal Services and Planning that planning was required and this was incorporated into the revised document.

Prior to operating a pavement café the policy document identifies two permissions that are required from the Council and these appear to be the main barriers identified by the Trade.

Planning Approval :

The Planning Service advise that a pavement café requires planning approval under the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Part 4 – Temporary Buildings and Uses (Class 15) which refers to permitted development for “the use of land (other than a

building or land within the curtilage of a building) for any purpose, except as a caravan site or open air market, on not more than 28 days in total in any calendar year, and the erection or placing of immovable structures on the land for the purpose of that use”

The Planning Service interprets this as planning permission is required for any of the following :

- a) Pavement cafés which comprise furniture which is permanent or not readily moveable.
- b) Pavement cafés which are in operation for more than 28 days in total in any calendar year.
- c) Pavement cafés which are stand alone activities and not associated with existing premises if in use for more than 28 days in total in any calendar year.

Planning permission is not required if the café is on private land which already has permission for the use.

The Legal Service confirms that in their opinion a planning application is required for the installation of tables and chairs on the public footway.

The cost for a planning application is at present £319 and there is an additional cost of £60 for an advert if the premises are licensed. Enquiries to other local authorities indicate that there is no consistent approach but the Planning Service maintain that the Council are unable to waive the requirement for planning and/or the application fee as this is national legislation and the Council are legally obliged to continue with this procedure.

Road Permit :

Following planning approval it is also necessary to obtain the approval of the Road Authority for the placing of tables and chairs on the public footway. This is to ensure that the layout of the tables and chairs do not cause an obstruction to pedestrians in accordance with Section 59 of the Roads (Scotland) Act.

The cost of obtaining a road permit is £150 annual administration fee plus £25 per chair paid annually. This cost was agreed by Committee when approving the policy document and also includes an element for the rental of part of the public footway in line with the Council’s rules on street trading.

It is estimated that an average application should take approximately 4-5 hours to progress including a site visit and so there is a cost implication to the Council of approximately £100 in salaries.

Trade Consultation

The Licence Trade and the traders at the Beach have been consulted and useful discussions took place.

Both organisations feel that the requirement for planning permission is unreasonable due to the expense involved. They are all willing to accept that planning permission should be required for a large outdoor area and suggest that if planning is deemed necessary then it should be relaxed so that applications for tables to accommodate up to 24 chairs do not require a planning application.

Consultees also feel that the cost of the Road Permit is excessive. However they acknowledge that there should be a cost and suggest an annual fee of £100 would be more appropriate for all applications.

Another issue raised by the Traders related to only allowing the name of the premises as advertising on the enclosures or parasols. They often receive offers from suppliers to provide these items but these will bear the name or logo of the supplier. If these offers can be accepted this will save the applicant a considerable sum of money and they would ask that this condition be removed. However they acknowledge that it should be restricted to discreet advertising by suppliers and not used for general advertising.

Whilst the Traders generally accept the rest of the policy document they consider it to be rather over officious and not user friendly. They feel that it could be condensed with less jargon but still carry the same authority. A copy of the policy is attached for information.

At present Roads officers are continually serving notices on pavement cafés without the required permission and advising the owners of the procedure to obtain approval. However this is generally ignored but to date Roads Service have not used the ultimate sanction of removing the tables and chairs from the area and charging the owner for the costs involved in accordance with the Roads (Scotland) Act due to the sensitive nature of the matter and adverse publicity that this may attract. The Trade feel that owners perhaps do not co-operate at present due to the reasons that they have identified but are confident that if a more reasonable cost is introduced they will be able to exert pressure on all their members to conform to the policy accordingly. This support by the Trade would also make it easier to enforce for Council officials and rationalise the system at present in operation where some premises are paying the full cost for tables and chairs whereas many are ignoring the existing policy.

Other Issues

The policy document requires that the layout of the pavement café must be agreed with roads officers and applicants are encouraged to discuss the layout prior to submitting a planning application. The size and layout of a pavement café depends on the characteristics of the site, the space available, the street furniture and type of premises. However there are a few fundamental principles to follow which generally relate to the passage of pedestrians in and around the area including wheelchair users and buggies and also ensuring that the pavement café does not obstruct the visibility for

drivers and road signs. The visual impact of the pavement café is also taken into consideration. However the Beach traders feel that there could be more flexibility at the beach where there is a wide footway in front of the premises and you would expect tables and chairs to be on the footway at this location.

Other conditions contained in the policy document generally refer to legal, safety, health and safety issues and include :

- The pavement café should not extend beyond the width of the frontage of the main property without the permission of the adjacent owners. It should also be located in an area directly in front of and visible from the main premises.
- Alcohol must be purchased from within the main premises and carried out to the pavement café by the customer. It is the responsibility of the applicant to ensure that the license held allows for the consumption of alcohol off the premises.
- The permit holder will be responsible for the control of customers using the pavement café and if there are breaches of this condition then the permit may be withdrawn. Music whether amplified or not will not be permitted to avoid any nuisance to any residents or businesses in the vicinity or to any other users of the footway.
- The permit holder is responsible for the cleanliness of the pavement café at all times. All tables must be cleared of all uneaten food, used crockery, etc and properly cleaned of spillage immediately customers vacate them. Any food spillage must also be removed and the area washed immediately. All tables and chairs and other equipment must be properly maintained and kept in a clean, tidy and safe condition at all times and removed overnight for storage off site.
- Pavement cafés will not be permitted to open later than 10.30 p.m. although this may be extended if the normal closing time of the premises has been extended with permission of the licensing board for a special event in the City.

These conditions are all considered reasonable for the safety and benefit of customers and the public and are generally accepted by the Trade.

The main issue is the cost of an application for a pavement café and the requirement to have to obtain planning permission. Where there is some flexibility to review and revise the charges for the roads permit, advice from Legal Services and Planning would indicate that the planning approval and cost cannot be avoided. The Trade representatives who were consulted have intimated their agreement to an annual fee of £100 for tables to accommodate up to 24 chairs and planning should only be required for larger areas.

6. IMPACT

The Council aims to deliver “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”. Pavement cafés make a positive contribution by adding vitality, colour, life and interest to the street scene. They can help maximise the use of public spaces, aid the local economy and add to the facilities offered to people who visit, live and work in Aberdeen.

7. BACKGROUND PAPERS

Copy of the existing Design Guide for Applicants for Pavement Cafés on the Public Footway

9. REPORT AUTHOR DETAILS

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Tel No : 523482

PAVEMENT CAFÉS ON THE PUBLIC FOOTWAY

ROADS (SCOTLAND) ACT 1984 – SECTION 59

A Design Guide for Applicants

1. Introduction

Aberdeen City Council supports and encourages the provision of pavement cafés in the City, as they make a positive contribution by adding vitality, colour, life and interest to the street scene. They can help maximise the use of public spaces, aid the local economy and add to the facilities offered to people who visit, live, and work in Aberdeen.

Whilst the provision of street cafes is encouraged, it is important that they are properly administered and managed to ensure that they meet the high standards expected in Aberdeen City. They should not obstruct the footway or create a hazard for pedestrians, especially for blind, partially sighted and other disabled people.

This guide is intended to help businesses understand where pavement cafés might be encouraged, the permissions needed from the Council and others and how applications will be assessed. Although each application will be considered on its merits this guide contains key points which must be considered in every case.

Should you wish to establish and operate a pavement café outside your premises please read this guide thoroughly to check that your proposal meets all the criteria. Council officers will also be pleased to offer advice with your application.

Pavement café permits will only be issued to cafes, restaurants, public houses or other catering establishments that serve food and drink within the premises, as covered by the existing licence, and employ sufficient staff to provide table management to the outside area. Alcohol may be consumed at the pavement café only if permitted under the terms of the applicant's liquor licence.

2. Legislative Requirements

For the purpose of this guide pavement cafés are considered to be tables and chairs placed on the footway where food and drink can be consumed by customers.

Before agreeing to permit a pavement café on a footway, the Council must ensure that the public's rights to use the footway are not detrimentally affected, and would also need to consider the impact of a pavement café on neighbouring activities, in particular whether there is likely to be an impact on residential amenities.

The Council's policies and standards also need to be complied with for health, safety and environmental reasons.

The guide relates only to the possible establishment of a pavement café on a footway (cafés on private land are not covered by this guide. They do not need a pavement café permit, although they will require planning permission). You should check with the Council to establish the status of the land in question. Land which you consider to be private may in fact have the status of a footpath if the public have enjoyed access over it for at least twenty years or if the Council have formally adopted the land.

Before proceeding it would be wise to check with Regulatory Services and if any permissions are necessary see Contacts Section at the end of the guide.

3. Permissions Required

Permissions to use the Footway for pavement cafes are granted by the issue of permits by the City Council as the Roads Authority under **Section 59 of the Roads (Scotland) Act 1984**. **Tables and chairs placed on the Footpath without permission are an illegal obstruction and the Council will take enforcement action in such cases.**

A proposal to extend the pavement café beyond the width of your own frontage also needs the express written consent of any other interested frontagers who are affected by the proposal.

Planning permission will also be required if the pavement café is to be in use for more than 28 days in any calendar year.

Permanent fixtures such as canopies will require planning permission.

4. Designing the Pavement Café - Size and Layout

To a large extent the size and layout of your proposed pavement café will depend upon the characteristics of the site outside your premises, the space available, the street furniture, the type of premises, etc. Ideally it should be seen as an integral part of the main premises rather than an unrelated after-thought. There are however a few fundamental principles to follow.

The pavement café should generally occupy an area **directly** in front of and be visible from your existing premises.

The needs of other users of the footway should be taken into account e.g. pedestrians, trades people, adjacent businesses etc. Be a good neighbour !

A clear pedestrian route of at least 2.0 metres must be maintained between the kerbline and the pavement café boundary. Where this is not possible applications will be deemed to be unsuitable and refused. In areas of very high pedestrian flow it may be necessary to leave a clear route of greater than 2 metres in width. It must be clearly understood that even when these dimensions are available the footway may not be suitable for occupancy as a pavement café.

Depending on the scale of the pavement café and its location, it may be necessary for an application to be accompanied by a pedestrian/disabled audit, which can be supplied by a qualified member of the Royal Society for the Prevention of Accidents.

In pedestrianised areas the pavement café boundary should be **a maximum** of 4 metres from the building line.

No structures or signs will be allowed outside the designated area, the presence of tables and chairs should never discourage pedestrians from using the footway.

Emergency exit routes from your own and adjacent buildings should not be obstructed by the street café and emergency service vehicles must have access along all streets at all times, even in pedestrianised streets.

It is not appropriate to set a standard size for pavement cafés. Each application will be evaluated on its merits taking account of the site characteristics, the space available and the proposed layout.

The layout of the café's furniture and means of enclosure must provide adequate access and circulation space for all customers including wheelchair users and those with push chairs, buggies, etc.

Tables and chairs should not be located where they will impede drivers, sight lines or obscure footway signs.

The area to be used must allow for other requirements such as kerbside parking, bus stops, pedestrian crossings and access to inspection chambers.

When designing the pavement café you should consider whether :

your existing toilet and washing facilities are adequate to accommodate any increased customer numbers;

and is the pavement café seating provision of appropriate proportions to that of the internal – it should ideally not be of a greater proportion than 25% of the interior seating provision.

The pavement café should not adversely affect the architectural or historic character of a listed building or its setting or the conservation area in which it is located.

If it is intended to operate the café during the hours of darkness the applicant should consider the level of lighting in the proposed café area. Whilst this may be perfectly adequate for a footway it may need supplementing to allow your café to operate safely. If it is proposed to attach the lighting to the building, consent may be needed if the building is listed.

5. Boundaries

Once the size and layout of a pavement café is agreed it is important that it is adhered to at all times. All activities associated with the café must be contained within the agreed boundary including all tables, chairs, parasols, planters, barriers/fencing etc.

In all instances, unless it is inappropriate or impracticable, you will have to provide a portable means of enclosure for the pavement café area such as barriers or planters. These should be stable and sturdy, e.g. colourful canvas separators on metal uprights, not contain protruding parts and have a tapping rail. Ropes or chains do not provide sufficient positive guidance for the blind and visually impaired and therefore are not considered suitable. Limited advertising may be permitted on the enclosures but will be restricted to the name of the café only. They must not be used to advertise services or products sold, but can contain the premises title and logo, and proposed details should be provided with the application.

When the area of a pavement café has been agreed a definitive plan of the area showing the boundaries and the dimensions will be attached to, and form part of, the Permit. **A copy of the Permit and plan must be kept on prominent display on the premises at all times and be available for inspection.**

6. Furniture

This guide does not wish to define a standard style of furniture for pavement cafes but **the furniture should be of a high quality, uniform in style, capable of being moved in and out of premises, and should not detract from the surrounding architecture.** Plastic, garishly coloured or picnic style equipment is not suitable and will not be approved. Only

furniture approved by the Council may be used. The Council reserves the right to reject applications where inappropriate furniture is proposed.

When choosing your furniture you should have regard to the footway surface on which it will stand. Uneven or sloping surfaces may require more sturdy styles of furniture and tables and chairs with narrow or thin legs may cause damage to certain paving.

Full details, including metric dimensions, materials and colours, of proposed furniture, ideally accompanied by photographs, illustrations or drawings, will be required as part of the application.

At least one children's high chair should be available for customers to use within the street café.

Please Note: If planters are to be used within your permitted area, these MUST be well maintained with a vibrant array of bedding plants/flowers. If planters are noted poorly maintained, without plants, or contain litter, cigarette stubs, glass products, the Roads Authority will request their removal with immediate effect.

If you intend to use parasols, they must not be attached to the building. You will be required to use the large heavy-duty commercial type, fitted with wind flaps, and be tested to withstand up to force 8 gales. Garden style umbrellas are not acceptable and bright, garish or reflective colours should be avoided. Their metric dimensions, materials and colour must be specified as part of the application and their proposed locations shown on the site layout plan. Parasols, when opened, should be safely secured and contained entirely within the boundaries of the pavement café to ensure they do not cause an obstruction or present a danger to any user of the pavement café or any other users of the footway. If heating or lighting is to be provided it is recommended that it should be electrical and attached to inside of the parasol, in a safe manner.

All items which constitute a Pavement Café must be readily portable by staff and are to remove at the close of business each day or at any time if required in an emergency.

The only advertising permitted on parasols is the name of the café. Such advertising must not be too dominant and should not detract from the appearance of the building and its setting, especially in conservation areas. Parasols advertising food, drink or other products will not be allowed.

Canopies, awnings, blinds etc. which are to be attached to the building will require advertisement consent or planning permission. Advice should be sought from Planning Services.

If you intend to use space heaters, their metric dimensions materials and colour must be specified as part of the application. **You will also be required to submit a formal risk assessment as required by the Management of Health and Safety at Work Regulations 1999 in support of your application.** This should be carried out by a competent person i.e. someone who has knowledge of the law, British Standards, and Health and Safety Executive Codes of Practice and Guidance. In considering an application, the Council will have regard to the inherent safety of the equipment, its location, storage of Liquid Petroleum Gas Cylinders, maintenance and training arrangements. The City Council will consider the adequacy of the risk assessment which must :

- Identify the hazards e.g. fire, explosions, burns, impact from falling equipment/cylinders
- Decide who may be harmed and how
- Evaluate the risks and decide whether proposed precautions will be adequate or whether more could be done
- Record findings, review assessment and revise on an annual basis or more frequently if the situation requires it e.g. a significant change in equipment, etc.

7. Managing the Pavement Café Service

Alcohol must be purchased within the premises for consumption outside. Advice on this may be sought from the Licensing Board, however it is the responsibility of the applicant to be aware of whether or not the licence held allows for the consumption of alcohol off the premises. The permit holder will be held responsible for the control of customers using the pavement café, discouraging disorder. They must ensure that their customers are informed that they must remain within the boundaries of the pavement café, when in possession of alcohol, otherwise they are in contravention of the bylaw that bans drinking alcohol in public places. Where there is evidence of continuous breaches of this, the permit will be withdrawn.

The crockery or cutlery used in pavement cafés should be of good quality and a uniform style. Menus should be readily available either at the tables or on request.

It is a requirement of the Council that customers are able to purchase **food only** at pavement cafes at all times. This is intended to create a relaxed and sociable European style of eating and drinking that will appeal to a wide range of customers.

The pavement café area is to be used only for the service and consumption of food and drink. Food and drink must not be stored or prepared outside the normal premises, as there may be difficulties with temperature control and a risk of contamination. It is imperative that good food hygiene practices are followed at all times.

The use of barbecues, rotisseries, ice cream machines, drinks machines or any other equipment for the preparation and/or sale of food and drink for consumption off the premises will not be permitted within the pavement café area.

All the food and drink which is consumed within the pavement café area should be ordered and purchased from within the existing premises.

All notices required in terms of Consumer Protection/Environmental Health legislation must be displayed in accordance with the requirements of the law. Further advice is available from the Commercial /Trading Standards Service.

All tables must be cleared of all uneaten food, used crockery, cutlery etc. and properly cleaned of any spillage immediately customers vacate them.

Any food spilt on the Footway must be removed immediately and the area washed immediately. This will minimise the likelihood of birds and/or vermin scavenging in the area.

If birds roost on buildings or in trees adjacent to the pavement café, applicants must provide parasols to cover the area of the tables and chairs in order to minimise the risk of food contamination.

8. Site Cleanliness

The permit holder will be responsible for the cleanliness of the pavement café area at all times. Care should also be taken to ensure that litter does not stray or get blown further afield. An area of approximately five metres around the site should be kept clear of any stray or wind blown litter from the café.

The area should be swept when necessary to keep it clear of litter and refuse. Spillage and breakage, especially of glass and crockery, should be cleared up immediately. Care must be taken to avoid nuisance to customers and to ensure that hazards are not created during this work. **The café area should be thoroughly washed at the end of each trading day.**

There must be at least one suitable litter bin and one suitable smoking bin provided within the café area at all times of operation. Wheelie bins are not suitable for this purpose.

If smoking is permitted in the pavement café each table should be provided with an ashtray which should be emptied each time the table is cleared. If smoking is not permitted a "No Smoking" sign should be placed on each table. **At the end of each day all discarded cigarette stubs must be cleared.**

All tables and chairs and other equipment must be properly maintained and kept in a clean, tidy and safe condition at all times, and removed overnight for storage off site.

Failure to comply with the cleaning requirements will jeopardise renewal of the permit. Failure to comply with them at the end of the day may result in the Council carrying out the work for which the permit holder will be charged.

9. Good Citizenship

It will be the responsibility of the permit holder to ensure that the pavement café is operated in accordance with these guidelines and the conditions of the permit. The pavement café should be managed and maintained to the same standards as the interior of the premises.

The pavement café must be operated in a safe and efficient manner ensuring that there is no safety risk or nuisance caused to other users of the footway or nearby premises.

The pavement café area should be kept under supervision at all times of its operation and all patrons/customers should be seated at all times. Patrons/customers are not permitted to drink whilst standing in the café area.

The Council will not permit any fixtures to or any excavation of any kind to the surface of the footway.

Every effort should be made to avoid causing damage to the Footway or adjacent property. The cost of rectifying any damage to the footway surface or to street furniture caused by any activity connected with the pavement café operation may be recharged to the permit holder. Grampian Police will be consulted on all pavement café applications.

The permit holder is responsible for the satisfactory conduct of people within the pavement café. Rowdy or unruly behaviour may lead to the suspension or termination of the permit.

Music, whether amplified or not, will not be permitted to avoid nuisance to any residents or businesses in the vicinity or to any other users of the footway.

The permit holder will be required to indemnify the Council against all actions, demands, costs, charges or expenses arising from using the footpath under the permission granted. The Council will, therefore, require the permit holder to take out third party public liability insurance in the sum of at least £5,000,000 with an insurance company of repute to be approved by the Council. **Details of the third party liability insurance should be enclosed with the pavement café permit application.**

Granting a permit to operate a pavement café does not imply an exclusive right to the area. The operator of the café should be aware that the Council reserves the right to gain access to the café area for cleaning, repairing and maintaining the footway or street furniture. Other organisations, such as statutory undertakers, may also require access for maintenance and repair of their equipment. The Council therefore reserves the right to suspend the permit temporarily if, for any reason, it becomes necessary.

The Council will not allow any wheeled refuse containers, beer kegs, bottle crates, A-boards or advertising signs or any other unsightly or unapproved items to be placed on or adjacent to the pavement café area. The Council will need to be satisfied that applicants have made satisfactory arrangements for the storage and collection of all refuse associated with their business. The Council reserves the right to refuse a permit to any applicant who has not

made suitable arrangements for the internal storage and collection of refuse and to withdraw the permit if the approved arrangements are not adhered to.

10. Hours of Operation

Pavement cafes will not be permitted to remain open later than 10:30pm. This may be extended if the normal closing time of the premises has been extended with permission from the licensing board for **a special event in the City**. The proposed hours of operation will need to be included on your application. **All furniture, etc is to be removed and the pavement café area swept and washed within 30 minutes of the pavement café closing.** This condition may be waived in pedestrianised areas with the proviso that the Council has the right to change its mind should circumstances change.

In certain pedestrianised areas the footway remains open to vehicular traffic during part of the working day; if the presence of a pavement café in such areas would obstruct the free flow of traffic it may be necessary to restrict the opening hours of cafes to between these times. In any case the Council reserve the right to stipulate the hours between which the pavement café can operate.

11. Getting the Permissions Needed from Your Neighbours

If you propose to extend the pavement café beyond the width of your own frontage the Council will need to be certain that agreement has been reached with any neighbour whose frontage is affected by the proposal before it can approve your application. Letters confirming these agreements should be forwarded with your application.

12. Footway Permission

It is recommended that you seek advice before you submit your application. Council officers will be pleased to provide advice on specific cases before the formal application is made. This does not guarantee approval of permissions being sought but it may help to minimise expenditure on preparing an application and save expenditure in cases where an application would be turned down. We are here to help.

To apply for your permission to use the footway for a pavement café you will need to complete an application form for a pavement café permit.

You should enclose with your application details of the furniture, parasols and the means of enclosure to be used. These details should include their metric dimensions, colours, materials, etc., as well as drawings, photos or pictures of the proposed items. City Council may refuse an application if it is felt that in our opinion, the location is generally unsafe for such reasons as:-

- Dangerously busy adjacent road
- Distraction to motorists approaching nearby junctions
- A particularly intensive pedestrian volume at the location
- etc

Applicants are reminded that no sales from the pavement are allowed and the use of unbreakable glasses and ashtrays is recommended.

13. How Long Will It Take

As each application is different, then the time taken to process them will inevitably vary. In general, it is estimated that it will take approximately one month to process an application from its receipt to issuing a permit. The application process will be expedited if your proposal complies with the good practice procedures contained in these guidelines, and your application is accompanied by all the required supporting information.

14. What Will It Cost?

The fee for processing an application for a pavement café permit covers the administrative and legal costs incurred in the preparation and issue of the permit, and the rental of part of the public footpath, in line with the Council's rules on street trading.

The cost is **£150 annual administration fee plus £25 per chair paid annually**.

Once your application has been processed and approved you will be invoiced for the relevant amount.

In addition the Planning Permission standard charge for change of use is £319.

The fees will only be charged once both approvals are given but all proposals need both permissions to proceed.

15. The Pavement Café in Operation

Pavement café permits issued by Aberdeen Council are not transferable and should not, therefore, be regarded as a transferable asset.

Permits are normally granted for a maximum of one year and are renewable annually at the discretion of the Council.

Permits and plans of the Pavement Café should be displayed in a prominent position.

The permit will include a number of terms and conditions based on these guidelines that must be complied with. **The Council will carry out periodic inspections to make sure that all the terms and conditions of the permit are being adhered to. These guidance notes and plans of the pavement café MUST be kept on your premises at all times.**

The Council/Police may suspend or terminate a permit if any of the conditions of the permit are breached.

In the event of streetworks requiring to be done in the area of a pavement café the Council will serve 3 days written notice to the pavement café owner/manager to remove all furniture/barriers etc.

16. Contact

Raymond Moffat: Direct Dial (01224) 522427, Direct Fax (01224) 523537

Email : raymondm@aberdeencity.gov.uk

Applications should be returned to: Aberdeen City Council, Enterprise, Planning and Infrastructure, Street Occupations, 2nd Floor, St Nicholas House, Broad Street, Aberdeen AB10 1BY

ABERDEEN CITY COUNCIL

COMMITTEE Enterprise, Planning and Infrastructure

DATE 9 November 2010

DIRECTOR Gordon McIntosh

TITLE OF REPORT Performance Report

REPORT NUMBER: EPI/10/216

1. PURPOSE OF REPORT

The purpose of this report is to provide Members with an update on the Enterprise, Planning and Infrastructure revised performance reporting requirements as instructed by the Corporate Policy and Performance Committee on 29th April 2010 and re-produced in section 6 of this report. Appendix 1 provides details of progress on key actions in relation to our Service Business Plan and a range of key performance measures across the service up to 31st August 2010.

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 provides progress against the Enterprise, Planning and Infrastructure Service Business Plan and also links to the Single Outcome Agreement.

5. OTHER IMPLICATIONS

There no other direct implications arising from this report.

6. REPORT

The Corporate Policy and Performance Committee on 29th April 2010 approved recommendations regarding Financial and Performance Monitoring and Reporting to Committee. This report complies with that resolution.

This now places a requirement on services to ensure:

“...Service Committee receive a consolidated Service performance report on a quarterly basis which monitors, as appropriate:-

- i. All Statutory Performance Indicators which fall within the committee’s remit;*
- ii. Other Key Performance Indicators which the Service and/or the Committee deem necessary to manage performance;*
- iii. Specifically, data showing actual and projected expenditure on revenue and capital budgets, as well as delivery of agreed savings;*
- iv. Progress with actions set out in the relevant Service Business Plan; and*
- v. The relevant Service Risk Register.”*

Elected Members are familiar with the information detailed above, but not with it being reported in one consolidated report.

Appendix 1, EP&I Service Business Plan – Progress and Performance has been created in Covalent and pulls together all EP&I Service Plan Priorities (Priorities 1 to 6) and within each of these groups the **actions** and relevant **key performance measures** (Statutory Performance Indicators, Single Outcome Agreement Indicators, VDFL Indicators, Performance Scorecard Indicators etc). We have also added a section ‘Management Information – Key Performance Indicators’ to include performance measures that do not fall under the 6 priorities within the Service Business Plan but still require to be reported to Committee eg, absence monitoring. This revised format should be viewed as ‘work in progress’ as the current priorities may be subject to change in the future.

Work is currently underway with colleagues in Finance Services to incorporate full **financial** reporting in the near future.

A review of **service risks** is currently underway and on completion the Service Risk Register will be added to the detail in Appendix 1 and reported to future committees.

Please note that all key performance measures previously reported to Elected Members via the performance scorecards is still contained within the new format.

To aid Elected Members with the review of this consolidated information, we have provided a Highlight Report detailing key areas of success or areas that require attention (similar to the previous Director's overview).

Key to Appendix 1: EPI Service Business Plan – Progress and Performance

Within the report, the following symbols are used to indicate progress as follows:

Actions





Progress = shows the % towards achieving actions within the agreed timescale and status note explaining current position

Performance Measures





Target = shows where we targets set and agreed by the Service

Value = current number/performance





Traffic Light Icon =

-  → on target
-  → within 5% of target and being monitored
-  → within 20% of target and being actively pursued
-  → data only PI as there is no target set

Long Trend – timeframe to be confirmed

-  → Improvement over 12 month period
-  → Reduction over 12 month period
-  → No change over 12 month period
-  → Unable to determine trend

Short Trend

-  → Improvement from last reporting period
-  → Reduction from last reporting period
-  → No change since last reporting period
-  → Unable to determine trend

7. REPORT AUTHOR DETAILS

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

8. BACKGROUND PAPERS

Not applicable.

Enterprise, Planning and Infrastructure Service Business Plan – Progress and Performance Highlight Report

Introduction

Appendix 1 contains the initial EP&I Service Business Plan – Progress and Performance Report, covering the period to the end of August 2010 in line with the new reporting requirements approved by Corporate Policy and Performance Committee on 29th April and detailed in section 6 of the main body of the report. This will ensure a more consistent approach being adopted to financial and performance monitoring across the Council's organisational and Committee structure.

Members will notice that this moves the focus onto gauging our progress against the priorities as identified in our Service Business Plan and adding context to our previously reported performance measures.

This has resulted in a reduction in the level of detail Members have been accustomed to receiving in relation to individual performance measures although it is emphasised that this should be viewed as a 'work in progress' and this information remains available should Members so wish.

Analysis

Overall progress towards achieving our objectives in relation to the Service Business Plan remains close to target with the majority of actions being on schedule and in some cases completed.

Although we are falling below target in relation to Road repairs most other areas of performance continue to meet or surpass targets.

In particular I would draw your attention to Energy Consumption where for 2009/2010, a target of 2% was set for the level of heat and light consumed within Council owned properties, compared with consumption in 2008/2009. This target was exceeded, realising a reduction of 14.3% - a considerable achievement.

I would also like to make mention of the work we have undertaken in relation to Managing Absence. Overall, we continue to fall short of the Council target of 10 days lost per annum per employee with a current score of 12.2 days. As instructed, we have provided a breakdown between short term absence (4.8 days) and long term absence (over 4 weeks) (7.4 days). Further analysis has indicated that although our score has consistently exceeded the target since April this only applies to Asset Management and Operations with all other service areas coming in at less than 10 days. We are now carrying out a more detailed analysis in relation to Asset Management and Operations focussing on categories of sickness, number of short term absences compared to long term absences and additional employee details in order to identify steps we might take to improve performance.

APPENDIX 1

EP&I Service Business Plan - Progress and Performance

Report Type: Actions Report
 Report Author: Kenny Easton
 Generated on: 07 October 2010







Priority 1: Encourage Future Economic and Business Development





1.1 Attract visitors, workers and investment





Action	Timescale	Progress	Status Note
Attract private sector investment into new development projects and physical regeneration	31 Mar 2013	17%	Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon
Amount of private sector investment in new development projects		£200m	Value £250m Long Trend Short Trend





Action	Timescale	Progress	Status Note
Attract new commercial investment into Aberdeen	31 Mar 2013	17%	Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon
Net number and rate of new businesses formed within the City		200	Value 305 Long Trend Short Trend








Priority 1: Encourage Future Economic and Business Development
1.2 Encourage the growth of local businesses














Action	Timescale	Progress	Status Note
Increase the GVA of Aberdeen businesses	31 Mar 2012	 25%	GVA per capita is only available at Aberdeen City and Shire level (2007). GVA does not include Oil and Gas sector. This is "extra-regio" data collected at UK level. Non-oil GVA is showing slower growth than Scottish or UK levels. Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon Long Trend Short Trend
GVA Per Head		24,500	Value 25,855   

Action	Timescale	Progress	Status Note
Maintain employment in the Oil and Gas sector within Aberdeen City and Shire	31 Mar 2012	 25%	Importance of Energy Sector, ACSEF 2010 Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon Long Trend Short Trend
Number of employees in the Oil and Gas sector (Direct employment)		23,000	Value 23,500   




Action	Timescale	Progress	Status Note
Increase employment in the Renewable Energy sector	31 Mar 2012	 25%	Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon Long Trend Short Trend
Companies (new or growing) developing renewable technologies		810	Value 830   




Action	Timescale	Progress	Status Note
Increase employment in the Life Sciences sector	31 Mar 2012	 25%	Aberdeen City and Shire – Economic Review 2009. Value is for City and Shire. Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon Value Long Trend Short Trend
Number of Jobs in Life Sciences		1,000	 1,900  

Action	Timescale	Progress	Status Note
Increase visitor spend in the City	31 Mar 2012	 25%	Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon Value Long Trend Short Trend
Number of annual leisure & business based visits to the City/Shire/ Region		2,016,000	 2,059,630  
Value of Tourism to Aberdeen		296,000,000	 294,290,000  

Action	Timescale	Progress	Status Note
Bring disadvantaged people into sustainable employment, education or training	31 Mar 2012	 25%	Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon Value Long Trend Short Trend
Number of claimants in receipt of incapacity benefit per 1,000		40.6	 42.2  
Number of claimants in receipt of Jobseeker Allowance per 1,000		7.7	 13.3  
Number of claimants in receipt of Income Support per 1,000		30.7	 29.3  
Number of hard to fill vacancies / Job Density		33	 33  











Priority 1: Encourage Future Economic and Business Development
1.3 Facilitate new development projects to improve Aberdeen's living and working environment


Action	Timescale	Progress	Status Note
Work with other Service Areas and Partners to encourage and support initiatives to strengthen the connectivity of the city region nationally and internationally	31 Mar 2012	<div style="width: 25%;"><div style="background-color: #0070C0; height: 10px;"></div>25%</div>	Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon Long Trend Short Trend
Number of City companies supported (by ACC) to internationalise their business		166	  





Action	Timescale	Progress	Status Note
Contribute to the economic regeneration of the city	31 Mar 2012	<div style="width: 25%;"><div style="background-color: #0070C0; height: 10px;"></div>25%</div>	Progress recorded relates to Timeline
Performance Measures		Target	Traffic Light Icon Long Trend Short Trend
Economic activity rate		82.3%	  

Action	Timescale	Progress	Status Note
Provide effective support to key public/private economic development/regeneration initiatives	31 Mar 2012	<div style="width: 25%;"><div style="background-color: #0070C0; height: 10px;"></div>25%</div>	Work ongoing to comply with target. Progress recorded relates to Timeline

Priority 1: Encourage Future Economic and Business Development
1.4 Provide effective marketing and graphic design services, attract major events and maintain international twinning links

Action	Timescale	Progress	Status Note
Promote Aberdeen as a highly desirable place in which to live, work, study and invest	31 Mar 2012	 25%	Progress recorded relates to Timeline
Performance Measures	Target	Value	Traffic Light Icon
Aberdeen City, place of work full time median values, hourly earnings, excluding overtime - Males	£14.28	£14.58	
Aberdeen City, place of work full time median values, hourly earnings, excluding overtime - Females	£12.17	£12.29	
Aberdeen City, place of work full time median values, hourly earnings, excluding overtime - Gender Gap	£1.89	£2.29	
			Long Trend
			
			
			
			Short Trend
			
			
			




Action	Timescale	Progress	Status Note
Provide effective marketing services on a council-wide basis	31 Mar 2012	 25%	Number of council-wide marketing jobs to be identified and reported for next report. Progress recorded relates to Timeline

Action	Timescale	Progress	Status Note
Attract major city events that project Aberdeen on a local, national and international basis and maintain meaningful Twinning Links with existing cities.	31 Mar 2012	 25%	3 major events scheduled for 2011 - Offshore Europe, Walker Cup and Visit Expo Progress recorded relates to Timeline
Performance Measures	Target	Value	Traffic Light Icon
Number of major events	3	3	
			Long Trend
			
			Short Trend
			

Priority 2: Deliver an up to date Development Plan for the City

Action	Timescale	Progress	Status Note
Prepare proposed plan for Public consultation	30 Sep 2010	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Progress is reported against the approved Development Plan Scheme

Action	Timescale	Progress	Status Note
Submit Proposed Plan, Action Programme and Statement of Conformity with Participation Statement with Note of Representations and how taken account of to Scottish Ministers	30 Apr 2011	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Currently on target to submit by 30 April 2011

Action	Timescale	Progress	Status Note			
Adopt Aberdeen Local Development Plan	30 Sep 2011	<div style="width: 71%;"><div style="width: 71%;"></div></div> 71%	Second Development Plan Scheme approved by EPand I Committee 23/02/10			
Performance Measures						
% of City covered by approved Local Plan		Target 100	Value 100	Traffic Light Icon 	Long Trend 	Short Trend 

Action	Timescale	Progress	Status Note
Prepare Structure Plan Main Issues Report for public consultation	31 May 2011	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Currently on target to publish Main Issues Report for 31 May 2011

Priority 3: Protect and enhance our high quality natural and built environment

Action	Timescale	Progress	Status Note
Deliver a programme of streetscape works for The Green Townscape Heritage Initiative	31 Oct 2011	100%	<ul style="list-style-type: none"> - full update available - Progress Report for THI Board 14th July 2010 - in summary : HLF confirmed that the clause requirement to demonstrate a viable and deliverable 'end game' for the theatre has been met - aiming for formal grant award assessment by end of August. - HLF has approved first main grant award on 46-50 Market Street - Writer in Residence appointment approved for autumn start and other complementary initiatives being implemented in line with Annual Activity Plan

Action	Timescale	Progress	Status Note
Prepare an Open Space Strategy for Public Consultation	30 Sep 2010	100%	Open Space Strategy currently out for public consultation

Action	Timescale	Progress	Status Note
Establish a joint masterplanning and communication approach with Aberdeenshire	31 Dec 2010	100%	Aberdeenshire adopted principles of City's masterplanning process.







Action	Timescale	Progress	Status Note
Complete preparation of Aberdeen City Centre Development Framework	31 Dec 2010	100%	On target for completion with Local Development Plan, currently out for public consultation.




Action	Timescale	Progress	Status Note
Implement the approved Nature Conservation Strategy	31 Mar 2013	0%	Work ongoing to comply with target.

Action	Timescale	Progress	Status Note
Ensure the Council meets the Marine (Scotland) Act 2010 requirements	31 Dec 2010	0%	Work ongoing to comply with target

Action	Timescale	Progress	Status Note
Undertake EU projects (Build with Care, Peri-urban parks and sustainable urban rural fringes)	31 Dec 2010	0%	Work ongoing to comply with target. Measures are contained within the project plans for each project

Action	Timescale	Progress	Status Note
Ensure the Council meets the requirements of the Flood Risk Management (Scotland) Act 2009.	31 Mar 2013	0%	Currently awaiting guidance from Scottish Government and indication of funding being provided.

Action	Timescale	Progress	Status Note			
Implement the Council's Carbon Management Programme	31 Mar 2013	17%	Progress recorded relates to Timeline			
Performance Measures		Target	Value	Traffic Light Icon	Long Trend	Short Trend
Carbon Footprint (Tonnes per capita)		12.93	12.81			
Number of council owned households connected to low energy technology		882	882			


Action	Timescale	Progress	Status Note			
Protect our granite heritage	31 Mar 2013	17%	Ongoing through consideration of Planning Applications, City Heritage Trust, Townscape Heritage Initiative etc Progress recorded relates to Timeline			
Performance Measures		Target	Value	Traffic Light Icon	Long Trend	Short Trend
Number of listed buildings at risk		10	10			


Action	Timescale	Progress	Status Note
Prepare and implement the River Basin Management Plan	31 Dec 2010	0%	Work ongoing to comply with target


Action	Timescale	Progress	Status Note
Undertake Internal & External Environmental Awareness Programmes including Internal Waste Campaign, Fair Trade and EcoCity Events	31 Mar 2011	50%	Progress recorded relates to Timeline


Action	Timescale	Progress	Status Note
Strategic Environmental Assessments	31 Mar 2011	50%	Progress recorded relates to Timeline


Priority 4: Support the delivery of a fully integrated transport network


Action	Timescale	Progress	Status Note
Continue to deliver the Local Transport Strategy	31 Mar 2012		The Local Transport Strategy continues to be delivered and a monitoring report on Key Indicators is currently being prepared.


Action	Timescale	Progress	Status Note
Progress the delivery of the following key infrastructure improvement: Third Don Crossing	31 Mar 2013		Subject to planning application decisions. Departure hearing in December.

Action	Timescale	Progress	Status Note
Progress the delivery of the following key infrastructure improvement : Access From The North	31 Mar 2013		A delivery programme is currently being developed by officers for consideration as a means of progressing the design and delivery of the approved sustainable transport measures. The delivery programme will be reported to the Enterprise Planning and Infrastructure Committee at a later date.


Action	Timescale	Progress	Status Note
Progress the delivery of the following key infrastructure improvement : A96 park and ride/Dyce Drive Link Road	31 Mar 2017		Approval was given by Aberdeen City Council in April 2008 for a recommended optimum location for the A96 Park and Ride site. A planning application was submitted at the beginning of May 2010 for the Park and Ride site and the associated link road and this was approved subject to conditions by the Development Management Sub Committee on 19 August 2010. Land acquisition is now underway.

Action	Timescale	Progress	Status Note
Progress the delivery of the following key infrastructure improvements : Berryden Corridor Improvements	31 Mar 2017	 36%	Progress has been halted on the design of the Berryden Corridor improvements pending decisions on the Non Housing Capital budget review. Progress continues on the purchase of one premises on the route as this has reached a legally committed point in the procurement process.













Action	Timescale	Progress	Status Note
Continue to lobby the Scottish Ministers on the delivery of the Council's preferred scheme option for improvements at the Haudagain junction	31 Mar 2013	 25%	The (STAG) report was sent to the Scottish Government along with a covering letter in June 2008 commending Option 5 as Aberdeen City Council's and Nestrans agreed optimum option. The Scottish Government announced on 23 August 2010 that they have decided to adopt Option 5 as the preferred option for improvements to the Haudagain. They further reiterated their commitment to starting improvements at the Haudagain immediately after the completion of the Aberdeen Western Peripheral Route (AWPR). The AWPR is at present subject to legal challenge, which makes the timescale for implementing the route uncertain at this time.






















Action	Timescale	Progress	Status Note
Implement the AWPR	31 Dec 2012	 00%	<p>19 August 2010.</p> <p>The Schemes and Road Orders for the AWPR were made in March 2010. As part of the statutory process for the AWPR's delivery, three legal challenges were submitted to the Court of Session in Edinburgh against the Scottish Ministers' decision on 21 December 2009 to proceed with the project and the making of the relevant Schemes and Orders.</p> <p>Legal Challenges</p> <p>Three challenges have been lodged in the Court of Session against the Scottish Ministers' decision to proceed with the project and the making of the</p>


<p>relevant Schemes and Orders.</p> <p>Following the formal service of the three challenges Answers have been lodged for each appeal by the Scottish Government. There is currently ongoing correspondence between the Scottish Government and the appellants agents in relation to further procedure for each appeal.</p> <p>Next Steps</p> <p>The Scottish Government are currently discussing further procedure with the appellants' agents however; at this stage it is uncertain when an appeal hearing will be heard. Once the appeals have been heard the Court will consider all of the submissions before it. The Court will issue its judgement some time after that.</p> <p>Subject to completing the necessary statutory procedures, it had been hoped to start construction in 2011. However, these challenges will significantly delay the construction of the AWPR. The legal challenges will delay the construction of the AWPR until they are heard in the Court of Session and resolved. However at this stage it is still difficult to be precise about the impact on the project timetable.</p> <p>We will not be in a position to estimate any delay to the AWPR until the challenges are heard in the Court of Session and resolved.</p> <p>This whole matter is now subject to legal proceedings and it would not be appropriate to comment further.</p> <p>International School of Aberdeen</p> <p>Following agreement with the International School of Aberdeen, construction of the replacement school at Pitfodells is nearing completion. The new school will be occupied on Monday 23 August 2010.</p>		
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Action	Timescale	Progress	Status Note
Fully implement and monitor the Council Travel Plan	31 Mar 2011		<p>10 cycle lockers have been installed at Kittybrewster. They are now fully booked out by Council staff. An electric bike and folding bike plus 4 normal bikes were purchased for any staff to book out/ use. 15 out of the 18 pool bikes are now on long term loan. Two Ford Fiesta Econetics were purchased raising the number of pool cars from 5 to 7. Aberdeen City Council took part in Bike Week, European Mobility Week and Liftshare Week. Ecodriving skills training is being progressed for all drivers of Council pool cars. The salary sacrifice scheme for bus and bikes is hopefully to be launched in the Spring once a provider has been determined (still going through Procurement). ACC has been offered over and above funding from a normal vehicle from the Scottish Government to purchase an electric car which we hope to do so before March. Car parking for Council staff is currently being reviewed. Recommendations will be reported to E, P and I Committee at a later date. Biennial Council Travel Plan Survey undertaken in April 2010 this shows that from 2008 to 2010 the percentage of individuals driving to work on their own has decreased but active travel ie. walking, cycling and public transport use has increased. This is significantly better than the results compared to Aberdeen City as a whole.</p>







Priority 5: Ensure the Council's physical assets are managed and maintained in a cost effective manner

Action	Timescale	Progress	Status Note
Develop Asset Management Plans for the Council's physical assets - Property	31 Mar 2011	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Plan approved by Finance and Resources Committee 28 September 2010 Service Asset Management being Developed.
Performance Measures		Target	Value Traffic Light Icon Long Trend Short Trend
Percentage of council buildings in which all public areas are suitable for and accessible to disabled people (SPI)		82%	84.21%   
Percentage of internal floor area of operational accommodation that is in a satisfactory condition. (SPI)		80%	83.78%   
The proportion of operational accommodation that is suitable for its current use. (SPI)		85%	83.09%   
The required maintenance cost of operational assets per square metre (SPI)		-	£155.61   







Action	Timescale	Progress	Status Note
Develop Asset Management Plans for the Council's physical assets - Roads Infrastructure	31 Mar 2011	<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%	Nationwide development co-ordinated by Scots
Performance Measures		Target	Value Traffic Light Icon Long Trend Short Trend
Percentage of street lighting columns that are over 30 years old (SPI)		28.7%	37.34%   
Percentage of council and private bridges assessed that failed to meet the EU standard of 40 tonnes (SPI)		4.6%	4.12%   
Percentage of road network that should be considered for maintenance treatment		-	31.2%   
Percentage of A class roads that should be considered for maintenance treatment		-	24.9%   
Percentage of B class roads that should be considered for maintenance treatment		-	27%   
Percentage of C class roads that should be considered for maintenance treatment		-	30.8%   
Percentage of unclassified roads that should be considered for maintenance treatment		-	32.2%   

Action	Timescale	Progress	Status Note
Develop Asset Management Plans for the Council's physical assets - Fleet	31 Mar 2011	 25%	Report being prepared for EP and I Committee in January 2011 setting out current position and indication of impact of current planned replacement cycle based on funding available.

Action	Timescale	Progress	Status Note
Roll out development of Capital Prioritisation system including: Whole life costing Option appraisal	31 Jul 2010	20%	The review of the current Capital Plan was agreed by the F&R Committee in September. The Corporate Asset Group has postponed the roll out of the system to ensure that the likely spending limits are understood and bids are not unnecessarily assessed if they are unlikely to be delivered at this time given demands to support the 5 Year Business Plan

Action	Timescale	Progress	Status Note
Develop Repair, Renewal, Alteration programme based on Condition, Suitability, Energy Saving, DDA etc	30 Jun 2010	 100%	Programme for 2010/11 approved as per Enterprise Planning and Infrastructure Committee June 2010
Performance Measures		Target	Traffic Light Icon
% reduction in energy consumption in Public Buildings (Annual Measurement 08/09 – 09/10)		2%	
Total Energy consumption in Public Buildings (kWhs)		-	
		14.3%	
		136,474,599	
			

Action	Timescale	Progress	Status Note
Review Car Parking Operations to fit with policies and asset management plan	31 Mar 2011	35%	A corporate group has been established to look at all aspects of parking operations from enforcement through recovery of income and PCNs and the assets. The group are looking at a number of options for the future to reduce costs as part of the 5 Year Business Plan.

Action	Timescale	Progress	Status Note
Ensure revenue and capital expenditure programmes are completed within budget	31 Mar 2011	<input type="text" value="50%"/>	Capital Plan reviewed to ensure that spending is kept within affordable limits - September 2010
Performance Measures		Target	Traffic Light Icon Long Trend Short Trend
Revenue Budget - % Spend to Date		100%	  
Non Housing Capital Programme - % Spend to Date		100%	  

Action	Timescale	Progress	Status Note
Complete construction and move to Marischal College	31 May 2011	<input type="text" value="72%"/>	Progress on Target




Action	Timescale	Progress	Status Note
Complete construction of and move into 10 new 3R's schools	31 Dec 2010	<input type="text" value="72%"/>	Manor Park and Seaton on target for completion in September 2010, Kaimhill due to open February 2011


















Priority 6: Deliver our statutory responsibilities effectively and efficiently

Action	Timescale	Progress	Status Note
Review unit costs for activities across the service where applicable to demonstrate Best Value	31 Mar 2011	1%	Will be progressed through Service Review

Action	Timescale	Progress	Status Note
Seek feedback on service levels from users and act upon areas where improvement required	31 Mar 2011	50%	Continue to use City Voice and other methods to gain feedback. Progress recorded relates to timeline.

Action	Timescale	Progress	Status Note
Deliver efficiencies from our internal waste through reduction, reuse and recycling	31 Mar 2011	30%	Task ongoing as part of the rationalisation of properties and the planned move to Marischal College.

Action	Timescale	Progress	Status Note			
Ensure delivery of savings and efficiencies as part of the revenue budget setting process	31 Mar 2011	77.7%	Progress recorded relates to Timeline			
Performance Measures		Target	Value	Traffic Light Icon	Long Trend	Short Trend
% of savings on target to be delivered		100%	77.7%			



















Action	Timescale	Progress	Status Note			
Deliver our statutory responsibilities in relation to planning, building standards, climate change, nature conservation, outdoor access, core paths, transportation, roads, health and safety, flooding etc.	31 Mar 2013	17%	Progress recorded relates to Timeline			
Performance Measures						
Score for compliance with Health & Safety Matrix		100%	91.7%		-	-
Percentage of householder and non-householder planning applications dealt with within two months		70%	71.59%		↑	↑
- Number of householder and non-householder applications		-	785		↑	↑
- Number of householder and non-householder applications dealt with within 2 months		-	562		↑	↑
Percentage of householder applications dealt with within two months		88%	80.73%		↑	↑
- Number of householder applications		-	492		↑	↑
- Number of householder applications dealt with within 2 months		-	419		↑	↑
Percentage of non-householder applications dealt with within two months		55%	55.36%		↑	↑
- Number of non-householder applications		-	293		↑	↑
- Number of non-householder applications dealt with within 2 months		-	143		↑	↑
% Income Received - Building Warrants		100%	46.44%		↑	↑
- Number of Building Warrants		-	188		↑	↑
% Income Received - Planning Application Fees		100%	33.75%		↑	↑
- Number of Planning Applications		-	161		↑	↑
Percentage of all traffic light repairs completed within 48 hours		98%	95.54%		↑	↑
- Number of Traffic Light Repairs completed within 48 hours		-	107		↑	↑
- Total number of traffic light repairs to be completed within 48 hours		-	112		↑	↑

Performance Measures	Target	Value	Traffic Light Icon	Long Trend	Short Trend
Percentage of all street light repairs completed within 7 days	92%	80.56%			
- Number of Street Light Repairs completed within 7 days	-	630			
- Total number of street light repairs to be completed within 7 days	-	782			
Percentage of Pothole repairs carried out within target time (Category 1 and 2)	92%	60.92%			
- Number of Pothole repairs carried out within target time (Category 1 and 2)	-	1,779			
- Total number of Pothole repairs to be carried out within target time (Category 1 and 2)	-	3,224			
% of Road Category 1 defects repaired within 2 working days	92%	77.3%			
% of Potholes Category 1 defects repaired within 2 working days	92%	76.8%			
% of Gullies Category 1 defects repaired within 2 working days	92%	0%			
% of Slabs Category 1 defects repaired within 2 working days	92%	100%			
Number of Potholes Category 1 defects repaired within 2 working days	82	63			
Number of Gullies Category 1 defects repaired within 2 working days	1	0			
Number of Slabs Category 1 defects repaired within 2 working days	5	5			
Number of Potholes Category 2 defects repaired within 2 working days	-	241			
Number of Road Category 1 defects repaired within 2 working days	-	68			

Action	Timescale	Progress	Status Note
Continue to progress the implementation of e-planning	31 Mar 2013	17%	Progress recorded relates to Timeline

Action	Timescale	Progress	Status Note
Undertake a review of our winter maintenance activities in light of the extreme weather conditions experienced during late 2009/early 2010.	30 Sep 2010	100%	Updated plan approved by EP and I Committee at its meeting on September 2010. Plan will be reviewed again in Spring 2011.

Management Information - Key Performance Indicators

Performance Measures	Target	Value	Traffic Light Icon	Long Trend	Short Trend
Average Sickness Absence	10	12.2			
- Average Number Short Term Days Sickness Absence	-	4.8			
- Average Number Long Term Days Sickness Absence	-	7.4			
Percentage of Members Enquiries dealt with within 15 days	100%	68.4%			
Percentage of Staff who have been Appraised	100%	53.3%			
Number of Staff who have undertaken Training Workshops/Online Modules	-	60			

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Capital Budget Progress Report
REPORT NUMBER:	EPI/10/268

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. Action will be taken to ensure that capital spend in 2010/11 is kept within the finances available and budgeted for.
- 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. OTHER IMPLICATIONS

- 4.1 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.

- 4.2 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 2010/2011 Non Housing Capital Programme.

5. BACKGROUND/MAIN ISSUES

- 5.1 Appendix A outlines the Non-Housing Capital Programme projects aligned to Enterprise, Planning and Infrastructure services and provides for each project the budget for 2010/11, spend to the end of September 2010 and forecast out-turn. The appendix also outlines future years' budget profiles and any current project forecast variance.
- 5.2 The spend to the end of September 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.
- 5.3 Comments from project managers are included in the narrative where appropriate.
- 5.4 A number of project budgets for 2010/11 have been updated to include amounts carried forward from 2009/10. These carry-forwards were agreed at the Finance and Resources Committee meeting of the 28 September 2010. The amounts carried forward against each project is noted in Appendix A.

6. IMPACT

Corporate – the projects considered in this report contribute to a number of the key priorities within the Community Plan and the Single Outcome Agreement in relation to improving the transport infrastructure, redeveloping the city centre and supporting the economic development of the city.

Public – this report is likely to be of interest to the public as a number of the projects covered by this report involve significant amounts of capital expenditure and have a high public profile.

7. BACKGROUND PAPERS

Financial ledger data extracted for the period.

8. REPORT AUTHOR DETAILS

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01224 814541

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
663 Corporate Office Accommodation	67,928	24,852	33,215	7,949	25,879	33,215	8,470	1,327	0	67,928	0
Project Description/Project Cost											
For the acquisition and renovation of Marischal College for Corporate Office Accommodation. Current commitments include those for works to be undertaken in 2011/12.											
86 Lighting Improvements	1,400	Rolling	500	29	153	500	400	500	0	1,400	0
Project Description/Project Cost											
Replacement and enhancement of street lighting columns. An additional £200k was committed to this project at the Finance and Resources committee of 11 May 2010.											
88 Traffic Calming & Road Safety	600	Rolling	166	6	67	166	150	150	150	600	0
Project Description/Project Cost											
Various initiatives throughout the city to improve road safety and meet transportation strategy objectives. The budget for 2010/11 includes £16k carried forward from 2009/10											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
217 MTS Associated Road Improvements - Wellington Rd Phase 5	5,813	5,734	79	118	22	140	0	0	0	5,835	22
Project Description/Project Cost											
Work is progressing on finalising the contract with snagging work, settlement of variations and payment of retention monies. The 2010/11 budget includes £69k carried forward from 2009/10. This project will be overspent because additional payments had to be made for the purchase of land that was omitted in the original Compulsory Purchase Order.											
296 Roads Maintenance Resurfacing	3,833	Rolling	2,833	431	949	2,833	450	550	0	3,833	0
Project Description/Project Cost											
Reconstruction and resurfacing of roads throughout the City. Expenditure was reprofiled early in 2010 due to weather-related delays and an additional £1.85 million was committed to the project at the Finance and Resources committee on the 11 May 2010.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
413 Footway Improvements	1,232	Rolling	732	73	217	732	250	250	0	1,232	0
Project Description/Project Cost											
Reconstruction and resurfacing of footways throughout the city. A further £200k was committed to this project at the Finance and Resources committee on the 11 May 2010.											
470 Road Network - Weak Bridges	178	Rolling	78	11	0	78	50	50	0	178	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	150	Rolling	50	0	0	50	50	50	0	150	0
Project Description/Project Cost											
Major maintenance works.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
550 Signage	173	Rolling	73	9	19	73	50	50	0	173	0
Project Description/Project Cost											
This budget is made up a number of schemes to improve existing and supply new signage throughout the city. This project includes £23k carried forward from 2009/10.											
551 Cycling, Walking & Safer Streets (CWSS)	365	Rolling	365	15	350	365	0	0	0	365	0
Project Description/Project Cost											
This budget is made up of a number of road improvement schemes and initiatives throughout the city to improve road safety and encourage cycling and walking. Grant funded by the Scottish Government.											
587 Access from the North	12,630	Rolling	1,000	56	47	1,000	3,200	4,930	3,500	12,630	0
Project Description/Project Cost.											
This project relates to the proposed 3 rd Don crossing. Study and design work has already been undertaken.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
627 Western Peripheral Route	14,949	8,831	4,200	0	550	4,200	800	200	200	14,949	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	385	282	103	1	24	103	0	0	0	385	0
Project Description/Project Cost											
Residual payments in relation to improvements to the T Junction at Newhills Manse and surrounding road networks. An additional £95k was committed to this project at the Finance and Resources committee on 10 May 2010. A further £3k was carried forward from 2009/10.											
660 Central Aberdeen Transport Infrastructure	5,840	Rolling	770	1	709	770	60	155	4,855	5,840	0
Project Description/Project Cost											
To develop and progress the various traffic management and infrastructure improvements necessary to achieve the pedestrianisation of Union Street. The revised budget for 2010/11 includes £710 carried forward from 2009/10.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
703 Traffic Signal Safety Upgrade	1,600	Rolling	400	50	240	400	400	400	400	1,600	0
Project Description/Project Cost Replacement of traffic signal equipment with low voltage units.											
715 MTS - Berryden Road Improvements	7,735	Rolling	335	26	99	325	400	1,210	5,800	7,735	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. The current year's budget for this project includes £10k carried forward from 2009/10. It was agreed at the Finance and Resources committee of the 11 March 2010 that £200k of budget be brought forward from 2011/12.											
716 A96 Park & Ride/Dyce Drive Link Road	11,500	Rolling	1,500	12	10	1,500	3,000	4,500	2,500	11,500	0
Project Description/Project Cost Works proposed to assist in the early delivery of employment land and to assist in the linkages between transport infrastructure in the area.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
721 Wellington Bridge - Preservation Works Phase 2-4	161	Rolling	161	3	0	161	0	0	0	161	0
Project Description/Project Cost Preservation work & architectural lighting.											
757 Union Street Cable Support System for Banners & Festive Lights	82	Rolling	82	6	0	82	0	0	0	82	0
Project Description/Project Cost To undertake an assessment of the support system.											
216 Car Parking: Extend Pay & Display	225	Rolling	225	70	45	225	0	0	0	225	0
Project Description/Project Cost Work on this scheme was delayed due to adverse weather conditions during December 2009 – February 2010 and the timing of the expenditure was reprofiled between 2009/10 and 2010/11 as a result.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
739 Replacement Programme for Pay & Display Machines	100	Rolling	100	0	0	100	0	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 over winter 2009/10 resulted in the spend being carried forward into 2010/11.											
781 Golden Square Car Parking	43	0	43	0	0	43	0	0	0	43	0
Project Description/Project Cost											
Purchase of parking ticket machines, signage and lining as part of the Council taking over the parking in the square.											
646 Glashieburn Flood Protection	185	Rolling	165	-30	165	165	20	0	0	185	0
Project Description/Project Cost											
To prevent the flood of properties at Lochside Drive, which entails the construction of attenuation ponds. £35k was added to the estimate for 10/11 but this has been recovered.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
734 Flood Prevention	200	Rolling	50	0	0	50	50	50	50	200	0
Project Description/Project Cost Improvement to various sections of open watercourses and culverts throughout the city.											
Drainage Works	250	0	250	13	172	250	0	0	0	250	0
Project Description/Project Cost It was approved at the Finance and Resources committee of 11 May 2010 that an amount be allocated to carry out various drainage improvements across the city.											
462 Council Travel Plan	89	79	10	0	10	10	0	0	0	89	0
Project Description/Project Cost											
563 Vehicle Replacement	6,000	Rolling	1,500	839	0	1,500	1,500	1,500	1,500	6,000	0
Project Description/Project Cost Annual vehicle replacement programme.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
666 Corporate Asset Management System	1,285	1,085	200	81	119	200	0	0	0	1,285	0
Project Description/Project Cost											
This project was transferred to EP&I from Corporate Governance. The 2010/11 budget includes £88k carried forward from 2009/10.											
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. The 2010/11 budget includes £35k carried forward from 2009/10.											
765 Nestrans - Capital Grant	5,644	Rolling	1,411	1,411	0	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 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
782 Biomass Heating – Duthie Park Winter Gardens	125	0	125	0	100	125	0	0	0	125	0
Project Description/Project Cost											
Replacement of existing oil and gas heating systems at Duthie Park Winter Gardens with a biomass system.											
783 Wifi Infrastructure (Communities)	170	0	81	3	0	81	89	0	0	170	0
Project Description/Project Cost											
This relates to the implementation of the wireless network across the city's regeneration areas.											

Non-Housing Capital Projects – Enterprise, Planning and Infrastructure

Project	Total Approved Project Costs (from 2010/11 for Rolling Projects) £'000	Previous Years Project Spend £'000	2010/11				Future Years Budget Profiles			Total Forecast Costs £'000	Project Forecast Variance £'000
			Revised Budget 2010/11 £'000	Spend as at 30/09/10 £'000	Commitments £'000	Forecast Out-turn £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000		
294 Corp Property Replacement/Renewal	29,696	Rolling	8,244	2,828	2,374	8,244	7,975	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. The 2010/11 budget includes £464k carried forward from 2009/10.											
Total Enterprise, Planning and Infrastructure	180,601	40,863	59,081	14,011	32,355	59,132	28,775	25,258	29,341	180,623	22

Notes:

Spend as at 30/09/10 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.

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	09 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	2010/11 Revenue Budget Monitoring
REPORT NUMBER:	EPI/10/269

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 along with forecast out-turns 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 performance to date and 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 2010/11 financial statements.

3. FINANCIAL IMPLICATIONS

- 3.1. The total Enterprise, Planning and Infrastructure budget currently amounts to £26.6 million net expenditure.
- 3.2. Based upon present forecasts it is anticipated that the Service will overspend its budget by £670k. 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.
- 3.3. Further details of the financial implications are set out in section 5 and in the appendix attached to this report.

4. OTHER IMPLICATIONS

4.1 None.

5. BACKGROUND/MAIN ISSUES

5.1 This report informs Members of the current year revenue budget performance for the Service to Period 6 (end of September 2010) and provides a high level summary for the consideration of Members. 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.

5.2 The Service report and associated notes are attached at Appendix A

Financial Position and Risks Assessment

The forecast out-turn as at Period 6 is a net overspend of £670k.

At this time the following areas of risk are highlighted together with the management action being taken.

Planning application income is £40k below budget to Period 6. This represents an improvement on the position reported previously and the outturn has been amended accordingly. There is a risk that the improving trend will not continue.

A budgeted income of £187k from Neighbour Notifications will not be realized due to the Scottish Government not implementing the increase in planning applications fees that was necessary to achieve this.

The service has two budget savings proposals that have not yet been met. The first relates to the closure of Summerhill and the second relates to defraying the maintenance cost of the Real Time Passenger Information system for public transport. Service managers have identified alternative means of achieving the required savings.

The Architectural Design service has seen a significant decline in its workload as a result of the reduced value of capital works being undertaken by the Council. It is anticipated that the Service will see a shortfall in income of £1.2 million and it is working to reduce costs to mitigate the impact of this shortfall.

It is assumed that the roads winter maintenance budget is adequate to cover the cost of a "normal" winter.

To mitigate the effect of these risks, the management of vacant posts is being actively pursued and savings of £700k are anticipated for the full year.

6. IMPACT

- 4.1. Corporate - 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.

Public – this report is likely to be of public interest due to the size of the budgets involved and the nature of the services provided by Enterprise, Planning and Infrastructure, a number of which are front line services delivered directly to citizens and the business community within the city.

7. BACKGROUND PAPERS

Financial ledger data extracted for the period.

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

AS AT	30 September 2010	ANNUAL BUDGET	YEAR TO DATE			OUT-TURN	
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE
ACCOUNTING PERIOD 6		£'000	£'000	£'000	£'000	£'000	%
HEAD OF ASSET MANAGEMENT AND OPERATIONS		17,866	3,368	2,918	(450)	18,553	687 3.8%
HEAD OF PLANNING AND SUSTAINABLE DEVELOPMENT		2,660	1,052	1,528	476	2,718	59 2.2%
OPERATIONAL SUPPORT MANAGER		808	399	399	(0)	808	0 0.0%
ECONOMIC DEVELOPMENT PROJECT DIRECTOR		5,245	2,617	2,266	(352)	5,172	(73) -1.4%
TOTAL BUDGET		26,578	7,436	7,111	(325)	27,252	673 2.5%

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE

AS AT 30 September 2010	ANNUAL BUDGET	YEAR TO DATE			OUT-TURN			CHANGE FROM LAST REPORT
		PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 6								
STAFF COSTS	21,810	10,905	10,497	(408)	21,109	(701)	-3.2%	(558)
PROPERTY COSTS	5,168	2,515	2,620	105	5,670	502	9.7%	502
ADMINISTRATION COSTS	1,300	548	428	(120)	1,288	(12)	-0.9%	(12)
TRANSPORT COSTS	3,856	1,928	1,790	(138)	3,841	(15)	-0.4%	(15)
SUPPLIES & SERVICES	13,360	6,675	6,412	(263)	13,382	22	0.2%	22
TRANSFER PAYMENTS	2,791	1,396	1,254	(141)	2,720	(71)	-2.6%	(71)
TOTAL								
CAPITAL FINANCING COSTS	11,699	0	273	273	11,699	0	0.0%	0
GROSS EXPENDITURE	59,984	23,967	23,275	(692)	59,710	(275)	-0.5%	(132)
LESS: INCOME								
GOVERNMENT GRANTS	(155)	(70)	(97)	(27)	(155)	0	0.0%	0
OTHER GRANTS	(41)	(20)	(21)	(0)	(41)	0	0.0%	0
FEES & CHARGES	(17)	(9)	(5)	3	(17)	0	0.0%	0
RECHARGES	(9,970)	(4,857)	(4,032)	825	(9,442)	528	-5.3%	528
OTHER INCOME	(23,223)	(11,575)	(12,009)	(434)	(22,803)	420	-1.8%	(106)
TOTAL INCOME	(33,406)	(16,531)	(16,164)	367	(32,458)	948	-2.8%	422
NET EXPENDITURE	26,578	7,436	7,111	(325)	27,252	673	2.5%	290

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

The Architectural Design, Surveying and Planning sections have identified a number of vacancies that will not be filled this year.

FORECAST
VARIANCE
£'000

CHANGE
£'000

(701) (558)

Property Costs

Rent for the AECC offices has been restated as a cost and recharge rather than being netted off.

502 502

Administration Costs

Revised estimated if internal recharges to Public Transport Unit based on 2009/10 actual costs

(12) (12)

Transport Costs

Travelling expenses within a number of sections have been reviewed and reduced in line with spend to date.

(15) (15)

Supplies & Services

Revised estimates for use of consulting engineers and for software support within Asset Management.

22 22

Transfer payments

The budget includes a contribution to Glencraft which will not now be made.

(71) (71)

Recharges

Rent for the AECC offices has been restated as a cost and recharge rather than being netted off. Recharges for Architectural Design work are expected to be significantly less than budget as the demand for work has continued to decrease.

528 528

Other Income

Recharges to outside parties for Architectural Design work is expected to be below budget due to weak market conditions. Planning application and building warrant income is expected to be similarly affected although the position shows some improvement since the forecast was last reviewed.

420 (106)

673 290

ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

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

AS AT	30 September 2010	ANNUAL BUDGET	YEAR TO DATE			OUT-TURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 6									
STAFF COSTS		14,950	7,475	7,001	(474)	14,400	(550)	-3.7%	(408)
PROPERTY COSTS		5,165	2,514	2,616	102	5,667	502	9.7%	502
ADMINISTRATION COSTS		748	277	206	(71)	736	(12)	-1.6%	(12)
TRANSPORT COSTS		3,744	1,872	1,745	(127)	3,742	(2)	0.0%	(2)
SUPPLIES & SERVICES		10,605	5,297	5,127	(170)	10,627	22	0.2%	22
TRANSFER PAYMENTS TOTAL		253	127	82	(45)	255	2	0.7%	2
CAPITAL FINANCING COSTS		11,116	0	0	0	11,116	0	0.0%	0
GROSS EXPENDITURE		46,581	17,561	16,775	(786)	46,543	(38)	-0.1%	104
LESS: INCOME									
GOVERNMENT GRANTS		0	0	(0)	(0)	0	0	0.0%	0
OTHER GRANTS & CONTRIBUTIONS		0	0	(0)	(0)	0	0	0.0%	0
INTEREST		0	0	0	0	0	0	0.0%	0
RECHARGES		(9,189)	(4,467)	(3,679)	788	(8,661)	528	-5.7%	576
OTHER INCOME		(19,526)	(9,727)	(10,178)	(451)	(19,329)	197	-1.0%	197
TOTAL INCOME		(28,715)	(14,194)	(13,857)	337	(27,990)	725	-2.5%	773
NET EXPENDITURE		17,866	3,368	2,918	(450)	18,553	687	3.8%	877

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

A further review of vacant posts has identified additional posts that will not be filled this year within Architectural Design and Surveying sections.

FORECAST VARIANCE £'000 CHANGE £'000

(550) (408)

Property Costs

Restatement of rent for the AECC offices, which was formerly set off against recharges to other services

502 502

Administration Costs

Revised estimated if internal recharges to Public Transport Unit based on 2009/10 actual costs

(12) (12)

Transport Costs

Updated estimate of travelling expenses

(2) (2)

Supplies and Services

Revised estimates for use of consulting engineers and for software support

22 22

Transfer Payments

Increase in support payments made by Public Transport Unit

2 2

Income

Estimated reduction in rechargeable works undertaken by Architectural Design Services is estimated to be £1.2 million. The restatement of recharge for AECC office rent, for which the cost and the recharge was formerly netted off, increases recharges by £530k.

725 773

687 877

**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011**

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

AS AT 30 September 2010	ANNUAL BUDGET	YEAR TO DATE			OUT-TURN			CHANGE FROM LAST REPORT
		PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
ACCOUNTING PERIOD 6								
STAFF COSTS	3,620	1,810	1,892	81	3,470	(150)	-4.2%	(150)
PROPERTY COSTS	0	0	3	3	0	0	0.0%	0
ADMINISTRATION COSTS	113	56	52	(4)	113	0	0.0%	0
TRANSPORT COSTS	69	35	27	(7)	56	(13)	-19.0%	(13)
SUPPLIES & SERVICES	1,084	542	513	(29)	1,084	0	0.0%	0
TRANSFER PAYMENTS TOTAL	165	83	113	31	165	0	0.0%	0
CAPITAL FINANCING COSTS	572	0	273	273	572	0	0.0%	0
GROSS EXPENDITURE	5,623	2,526	2,874	349	5,459	(164)	-2.9%	(163)
LESS: INCOME								
GOVERNMENT GRANTS	(32)	(8)	0	9	(32)	0	0.0%	0
OTHER GRANTS & CONTRIBUTIONS	0	0	0	0	0	0	0.0%	0
INTEREST	0	0	0	0	0	0	0.0%	0
RECHARGES	(41)	(20)	(9)	11	(41)	0	0.0%	0
OTHER INCOME	(2,890)	(1,445)	(1,338)	108	(2,668)	222	-7.7%	(303)
TOTAL INCOME	(2,963)	(1,474)	(1,346)	128	(2,741)	222	-7.5%	(303)
NET EXPENDITURE	2,660	1,052	1,528	476	2,718	59	2.2%	(466)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Employee Costs

There are a number of vacancies within the service that will not be filled this year.

(150) (150)

Transport Costs

The estimated cost of travelling expenses has been revised in line with spend to date.

(13) (13)

Income

Planning application fee income is expected to be £60k below budget and Building application fee income is expected to be £20k below budget. This represents an improvement on the previous forecast. No income will arise from Neighbour Notifications whereas the budget provided for £187k.

222 (303)

59	(466)
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ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011

DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
ECONOMIC DEVELOPMENT PROJECT DIRECTOR

AS AT	30 September 2010	ANNUAL BUDGET	YEAR TO DATE			OUT-TURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
ACCOUNTING PERIOD 6									
STAFF COSTS		2,014	1,007	1,008	1	2,014	0	0.0%	0
PROPERTY COSTS		2	1	1	0	2	0	0.0%	0
ADMINISTRATION COSTS		378	190	130	(59)	378	0	0.0%	0
TRANSPORT COSTS		41	21	17	(4)	41	0	0.0%	0
SUPPLIES & SERVICES		1,656	829	769	(61)	1,656	0	0.0%	0
TRANSFER PAYMENTS TOTAL		2,373	1,186	1,059	(127)	2,300	(73)	-3.1%	(73)
CAPITAL FINANCING COSTS		12	0	0	0	12	0	0.0%	0
GROSS EXPENDITURE		6,477	3,233	2,984	(249)	6,404	(73)	-1.1%	(73)
LESS: INCOME									
GOVERNMENT GRANTS		(124)	(62)	(97)	(35)	(124)	0	0.0%	0
OTHER GRANTS & CONTRIBUTIONS		(41)	(20)	(21)	(0)	(41)	0	0.0%	0
INTEREST		(17)	(9)	(5)	3	(17)	0	0.0%	0
RECHARGES		(244)	(122)	(115)	7	(244)	0	0.0%	0
OTHER INCOME		(806)	(403)	(480)	(77)	(806)	0	0.0%	0
TOTAL INCOME		(1,232)	(616)	(718)	(102)	(1,232)	0	0.0%	0
NET EXPENDITURE		5,245	2,617	2,266	(352)	5,172	(73)	-1.4%	(73)

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

Transfer Payments

A contribution to Glencraft was included in budget but won't be made

FORECAST VARIANCE	CHANGE
£'000	£'000

(73)	(73)
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**ABERDEEN CITY COUNCIL
REVENUE MONITORING 2010 / 2011**

**DIRECTORATE : ENTERPRISE, PLANNING AND INFRASTRUCTURE
OPERATIONAL SUPPORT MANAGER**

AS AT	30 September 2010	ANNUAL BUDGET	YEAR TO DATE			OUT-TURN			CHANGE FROM LAST REPORT
			PLANNED	ACTUAL	VARIANCE	FORECAST TOTALS	FORECAST VARIANCE		
		£'000	£'000	£'000	£'000	£'000	%	£'000	
ACCOUNTING PERIOD 6									
STAFF COSTS	1,224	612	597	(15)	1,224	0	0.0%	0	
PROPERTY COSTS	1	0	0	(0)	1	0	0.0%	0	
ADMINISTRATION COSTS	62	26	40	14	62	0	0.0%	0	
TRANSPORT COSTS	2	1	1	(0)	2	0	0.0%	0	
SUPPLIES & SERVICES	15	8	4	(4)	15	0	0.0%	0	
TRANSFER PAYMENTS TOTAL	0	0	0	0	0	0	0.0%	0	
CAPITAL FINANCING COSTS	0	0	0	0	0	0	0.0%	0	
GROSS EXPENDITURE	1,304	647	642	(5)	1,304	0	0.0%	0	
LESS: INCOME									
GOVERNMENT GRANTS	0	0	0	0	0	0	0.0%	0	
OTHER GRANTS & CONTRIBUTIONS	0	0	0	0	0	0	0.0%	0	
INTEREST	0	0	0	0	0	0	0.0%	0	
RECHARGES	(496)	(248)	(229)	19	(496)	0	0.0%	0	
OTHER INCOME	0	0	(13)	(13)	0	0	0.0%	0	
TOTAL INCOME	(496)	(248)	(243)	5	(496)	0	0.0%	0	
NET EXPENDITURE	808	399	399	(0)	808	0	0.0%	0	

VIREMENT PROPOSALS

None this cycle

REVENUE MONITORING VARIANCE NOTES

FORECAST VARIANCE	CHANGE
£'000	£'000
0	0

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Applications for funding from the international twinning budget 2010/2011
REPORT NUMBER:	EPI/10/124

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.

2. RECOMMENDATION(S)

It is recommended that the Committee:

A. Approve a contribution of £200 from the 2010/11 International twinning budget towards the cost of welcoming a representative of the City of Stavanger to Aberdeen to take part in the ceremony to light the Christmas tree gifted to Aberdeen by Stavanger.

B. Approve a contribution of £2800 from the 2010/11 International twinning budget towards the travel and accommodation costs for 12 members of Aberdeen Kilt Kickers to take part in the annual 'Protzenhopper' dance organized by Regensburg's Square Dance Club.

C. Approve a contribution of £3500 from the 2010/11 International twinning budget towards the travel of 6 delegates to Regensburg and towards translation and marketing costs involved in the delivery of the arts workshops at Regensburg's Social Initiatives Christmas market.

3. FINANCIAL IMPLICATIONS

The Finance and Resources Committee approved the International Twinning Budget for 2010/2011 at its meeting of 11 March 2010. The approved budget, which is from the Common Good Fund, earmarked £72,000 in grants available for financial year 2010/2011. There are no State Aid implications.

4. 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.

5. BACKGROUND/MAIN ISSUES

Ref	Balance of Budget available 2010/2011	£15,624
5a	Stavanger representative to visit Aberdeen for Christmas tree-lighting ceremony	200
5b	Aberdeen Kilt Kickers to Regensburg	2800
5c	Arts Development Team to Regensburg	3500
	Total of funds applied for	6500
	Budget balance if all applications are funded	9124

5a Stavanger representative to visit Aberdeen for Christmas tree-lighting ceremony

The City of Stavanger provides the gift of a large Christmas tree each year to the City of Aberdeen as a mark of the friendship fostered through the city twinning partnership.

The purpose of this application is to request £200 towards the cost of welcoming a representative of the City of Stavanger to Aberdeen to take part

in the tree-lighting ceremony that will be held on Sunday 28th November. The costs will contribute towards travel, accommodation and meals for an overnight stay.

Recommendation: It is recommended that the Committee approve a contribution of £200 towards the cost of welcoming a representative of the City of Stavanger to Aberdeen to take part in the ceremony to light the Christmas tree gifted to Aberdeen by Stavanger.

5b Aberdeen Kilt Kickers visit to Regensburg

The Aberdeen Kilt Kickers American Square Dance Club (AKK) are planning to respond to an invitation from Regensburg's Square Dance Club to visit Regensburg and participate in their annual 'Protzenhopper' dance event and to follow up and promote exchanges between Aberdeen and Regensburg square dancers. Fourteen members (twelve from Aberdeen) are therefore planning to visit Regensburg from 28/04/2011 to 1/05/2011. This visit would reciprocate the visit to Aberdeen from twenty-two people from the Regensburg Square Dancers in 2010.

Twelve members of AKK visited Regensburg in April 2009 for the first time for the same dance, and it is hoped that this second visit will help to ensure a commitment from their Regensburg partners to visit Aberdeen on a regular basis to participate to the AKK's International Square Dance Festival and other events.

Of the fourteen members traveling, four are travelling to Regensburg for the first time. Twelve are residents of Aberdeen City. Given the Aberdeen City Council's funding criteria for community grants only the costs of these twelve people are eligible for a twinning grant. The group's own contribution covers the full costs of the couple residing outwith Aberdeen City.

The breakdown of the costs is the following:

		£
1	Flights for 12 people @£172.60	2072
2	Accommodation for 3 nights @£120/person	1440
3	Local transport: minivan hire and fuel	850
4	Meals at £20/pp/day for 4 days	960
5	Dance Fees	83
	Total Cost	5405
	Participants contributions	2605
	Balance applied for	2800

Recommendation: It is recommended that the Committee approve a contribution of £2800 towards the travel and accommodation costs for 12 members of Aberdeen Kilt Kickers to take part in the annual 'Protzenhopper' dance organized by Regensburg's Square Dance Club.

5c Aberdeen Arts Development Team to Regensburg Christmas Market

Participation at Regensburg Social Initiatives Christmas market

The Arts Development Team has been working closely with partners in our twin city of Regensburg and have had a great impact on promoting the City of Aberdeen and the positive work of Aberdeen City Council in Regensburg as was just recently showcased on the occasion of the 55th anniversary celebration of the twinning link attended by the Lord Provost in September 2010.

The Arts Development Team have been invited again to take part in this year's Social Initiatives Christmas Market in the Cathedral Square over a weekend in December, 10 – 12th December to introduce the citizens of Regensburg to a new model of working with hard to reach and socially excluded citizens through Arts Engagement. On this occasion three members from Aberdeen Potters who the Arts Development Team support, their tutor, an arts tutor and a Community Arts Officer will travel to Regensburg to man an information and participatory workshop stall during the Cathedral market in Regensburg.

It is important to highlight that Regensburg's Cathedral market is not the city's commercial Christmas market. It is operated by Regensburg Social Initiatives which is supported by the city council. This market provides a platform for charitable organisations, social enterprise and for groups who are most socially disadvantaged to share the services they provide and sell items to raise funds for the organisation. There is representation from children's care homes, older peoples groups and disability groups as well as organisations such as Amnesty International and Save the Children.

The organisations in Regensburg use arts and crafts to make items to sell at the market to raise funds for their charity. However this work is of poor quality as the artists working for the charities are mainly self taught volunteers. The Arts Development Teams staff are fully qualified practicing artists and makers and will help raise the quality of the local craft. The group would not be selling any work only providing information on the service and allowing citizens to take part in a craft activity.

The Arts Development Team will organize translation of literature from English to German. The group travelling will put together a display promoting the work in which they participate and deliver throughout the city. The team will deliver a workshop on best practice to organizations in Regensburg highlighting the use of the arts to actively encourage social participation. During the period of the market the team will deliver drop in workshops to the citizens of Regensburg and promote Aberdeen as a vibrant cultural city.

The grant is also required to cover some translation costs for literature and marketing of the service (£380).

The benefits to the citizens of Regensburg will be measured by the success of a workshop which the team has been asked to deliver to organisations prior to the market opening. It is hoped this invitation will bring about more partnerships with groups from more socially deprived areas from both cities. The opportunity to showcase and highlight the Aberdonian arts and crafts skills and Aberdeen City Council's arts engagement work through its Arts Development Team can only have a positive impact on the city and

strengthen our twinning with Regensburg. It is important for Aberdeen as this will raise morale within the group participating, highlighting the quality of the work which the Arts Development team provides, and making the group proud to live and work for the city. It will also give the participants from Aberdeen some useful insights into how volunteers in Regensburg are attracted to working for organisations and retained to support the community groups, with possibly some lessons to be learned as to how to enhance voluntary participation here.

The total amount applied for is of £3,500. In kind contributions to this project from the Arts Development team (staff time, admin costs, materials and cash float) and the city of Regensburg (accommodation) are estimated at £12, 420.

The breakdown of the costs is the following:

		£
1	Flights and train for 6 people @£400	1,600
2	Accommodation for 3 nights @£100/person	1,800
3	Meals for 6	720
4	Materials for workshops, entrance to markets, insurance and emergency float	2,420
5	Translation of Arts Development information	380
6	Staff time	7,500
7	Administration Costs	700
	Total Cost	15,920
	<i>In kind or own contributions 2+4+6+7</i>	<i>-12420</i>
	Balance applied for	3500

Recommendation: It is recommended that the Committee approve a contribution of £3500 from the 2010/2011 international twinning budget towards the travel of 6 delegates to Regensburg and towards translation and marketing costs involved in the delivery of the arts workshops at Regensburg’s Social Initiatives Christmas market.

6. 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.

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.

7. BACKGROUND PAPERS

List any papers which you consulted in the preparation of your report, if they include facts on which your report is based, and which have been relied upon to a material extent. It is a statutory requirement to list these, although you should not list papers which are confidential as defined by the Access to Information Act, or published works ie books or magazines.

9. REPORT AUTHOR DETAILS

Nicolas Ellison, International Partnerships Officer,
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01224 52 3749

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Aberdeen City and Shire Employment Support Scheme – ERDF Bid
REPORT NUMBER:	EPI10232

1. PURPOSE OF REPORT

The report seeks approval to progress with the joint bid for ERDF (Priority 2 - LUPS) match funding to deliver a scheme to support Small scale business to move into the role of employer. The bid seeks to utilise current under spend in Business gateway financing of £300,000 (at £100,000 per annum) alongside Aberdeen City Council commitment of £5,000 per annum over years 2011/12 to 2013/14 (matched by Aberdeenshire Council) and, in kind, officer support.

The bid seeks to attract £240,000 of intervention funding (at 40% of £600,000 total project costs).

The Employment Support Scheme would support the Single Outcome Agreement, National Outcome 2 – “We realise our full economic potential with more and better employment opportunities for our people”, and Local Outcome “Aberdeen has high quality employment opportunities for citizens”.

It is proposed that the Employment Support Scheme give support to these small businesses installing processes and systems that will enable them to employ and train their first members of staff. Apart from assisting individual businesses the aim is to encourage the creation of new jobs in an attempt to generate business growth and employment in the region. The scheme will aim to address the fears and lack of knowledge of small businesses around the implications and work involved in taking on an employee. Advice and finance will be the main instruments used to achieve the employment of 360 individuals.

2. RECOMMENDATION(S)

It is recommended that Committee:

1. Approve Aberdeen City Council support for an ERDF intervention bid of £240,000
2. Approve allocation of £5,000 per annum from Economic and Business Development Budget over the financial years 2011/12 to 2013/14
3. Approve allocation of £100,000 per annum from Business Gateway Funding over the financial years 2011/12 to 2013/14

3. FINANCIAL IMPLICATIONS

Success in securing the ERDF bid will provide an enhancement of £240,000 over three years for a commitment of £15,000 from Aberdeen City Council. Council commitment will be met in equal instalments of £5,000 in the financial years 2011/12 to 2013/14.

Additional match funding will be drawn from existing under-spend in Business Gateway contract funding £300,000, from Aberdeenshire Council £15,000 and in kind officer support valued at £30,000.

The total proposed three year funding package is therefore as follows;

Funding Source	£
ERDF contribution	240,000
Business Gateway Under-spend	300,000
Aberdeenshire Council	15,000
Aberdeenshire Council Officer input	30,000
Aberdeen City Council	15,000
	600,000

ACC officer time is not claimed against the project and can be met by officers within existing business support commitments.

4. SERVICE & COMMUNITY IMPACT

Community: The contents of the report relate directly to delivering the economic development aspects of the Single Outcome Agreement:

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

Local Outcome – Aberdeen has high quality employment opportunities for citizens

Local Outcome – Diversification of the Economy

The contents of the report also relate directly to delivering the economic development aspects of the Administration's Policy Statement Vibrant, Dynamic and Forward-looking:

“The future prosperity of our city depends on ensuring that Aberdeen becomes an even more attractive place in which to do business and so ensure that high quality employment opportunities exist for citizens.”

Service: The ability of the economic and business development service to deliver this plan is dependent on the budget and resources allocated to this area of work following the Priority Based Budgeting exercise currently ongoing, and on the Council's 2011/2012 budget decisions.

5. OTHER IMPLICATIONS

Health and Safety:

The scheme will contract an employee for the three year duration of the project. This individual will be subject to a contract managed by Aberdeenshire Council under the Business Gateway contract. As such Health and Safety arrangements for this individual will be subject to standards set in their contract of employment.

Risk Management:

To ensure best value in the use of public funds strict criteria have been established to ensure that the scheme provides appropriate support to a key client group. Applications for financial support will require to meet these criteria and will be further subject to scrutiny by an experienced award panel.

6. REPORT

National Context

The current delivery mechanism for, public sector, business support in Scotland includes support for high growth businesses through Scottish Enterprise and for start-up and medium growth businesses through Business Gateway. There is an additional demand for support to other local businesses that have the potential to grow, develop and support the local economy.

One of the key priorities of the **Scottish Government's Economic Strategy** is to deliver a supportive business environment, which is responsive to the needs of business and leads to an increase in the number of highly successful, competitive businesses. The Strategy states that "national competitiveness depends critically on the competitiveness of our individual businesses. Increasing the size, competitive strength, productivity and ambition of Scotland's business base is a major challenge." This Scheme seeks to support the development of a competitive business base in Aberdeen City and Shire.

The Government Strategy also highlights the need for business support to be responsive, accessible and joined up and states that enterprise agencies should focus more strategically on maximising their impact on Scotland's sustainable growth, while Local Government focuses on local business support.

The new Business Gateway contracts are now being administered by Local Authorities, as opposed to local enterprise companies, however no additional funding has been forthcoming to allow local authorities to compliment the Business Gateway programme. Many of the local businesses will, given support, provide, real growth opportunities, and create new employment. It is therefore important for Local Authorities to access ERDF to ensure that the Councils' and the Business Gateway services and support for business growth is complimented and enhanced.

Market Research

The **Global Entrepreneurship Monitor** Scotland 2009 by the University of Strathclyde shows that Scotland continues to suffer from a "less dynamic" entrepreneurial culture. Scotland's Total Early-stage Activity (TEA) rate for entrepreneurial activity, in 2009, was 3.6% this is significantly below the UK rate of 5.8% and a 18% decline on the 2008 estimate. This shows a need to increase the sustainability of businesses in Scotland if even to just the UK level.

The proportion of people in Scotland not engaged in entrepreneurial activity, who agreed there were good opportunities to start a business in their local area, was 20% compared to an average for the Arc of Prosperity countries of 40%. This again shows the difference in attitude in Scotland to entrepreneurship which has to be changed.

The Strathclyde University study suggests that among prospective entrepreneurs what is needed is programmes of mentoring and training linked to funding. This fact supports the introduction of a first employee grant and employment support scheme.

There is also a concern that start-up intention rates have been significantly lower in Scotland than in the UK since 2004, and are about half the average rate across Arc of Prosperity countries over the 2002 – 2009 period. The percentage of TEA entrepreneurs that expected to

create more than 10 jobs and have growth of more the 50% in five years was 14.4% whereas the figure for “Arc of Prosperity” nations was 18.1%. The figure for the UK was 17.6% this shows that not only our start up rate is lower in Scotland but that the expectation to grow is also low. There is a need to support growth in businesses that may have opportunities but that cannot realise those opportunities without support or guidance.

In September 2009 the **Federation of Small Businesses** (FSB) published a report, “Small Business Big Employers” pointing out the importance of small businesses in the economic recovery and job creation and how legislation can be a hindrance. In relation to job creation, 60 per cent of businesses listed regulation as an obstacle to success in the BERR annual survey of small firms (2007). For 14 per cent, it was the single biggest obstacle. There is clearly a barrier here and a need for businesses to be guided through task of employing their first employee. It also pointed out that in the UK 13.5 million people work for small businesses and they employ 59% of the private workforce. Again support and guidance is needed to help businesses cope with the legal aspects of taking on an employee.

Local Context

The vision of **Aberdeen City and Shire Economic Future** (ACSEF) is 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 will attract and retain world-class talent of all ages.”

Vibrant, Dynamic and Forward Looking identifies that “The future prosperity of our city depends on ensuring that Aberdeen becomes an even more attractive place in which to do business and so ensure that high quality employment opportunities exist for citizens.”

This report outlines the opportunity to enhance the delivery of Business Gateway services enabling small and micro business in the City to become employee ready.

The objective of the scheme is to assist 360 businesses over 3 years in Aberdeen City and Aberdeenshire to take on their first employee. The businesses will receive £1,000 each to assist them in this major step. In addition the businesses will receive support and advice to encourage them to take their business through this important stage. The financial assistance will enable employers to set aside time and resources to train their first employee and thereby make the appointment more sustainable. In addition to the 120 businesses that receive the support and grant each year there will be about 20 businesses per year that receive only support and advice (total of 420 businesses receiving support over three years).

The project will give support to these small businesses to install processes and systems that will enable them to employ and train their first members of staff. Apart from assisting individual businesses the aim is to encourage the creation of new jobs in an attempt to lift the region out of recession. The scheme will aim to address the fears and lack of knowledge of small businesses around the implications and work involved in taking on an employee. Advice and finance will be the main instruments used to achieve the employment of 360 individuals.

Structure of Scheme

To deliver support and advice to small business an individual skilled in human resources and in advising small businesses will be employed for the 3 year period of the Scheme. This Employment Advisor will be supported by Council staff.

The Employment Support Scheme will be a 3 year project running from January 2011 to December 2013. The aim is to support 120 businesses in each of the 3 years with advice,

support and a £1,000 grant. It is also anticipated that in addition to the 120 businesses that receive the support and a grant each year there will be about 20 businesses that receive only support and advice. These businesses may not take on an employee because, for example, it is too early in the life of the business, they only need to take on a part time or temporary employee, or due to the costs involved there may be a reluctance to take on their first employee.

The Employment Advisor will advise businesses on:

- 1 The recruitment of staff.
- 2 Relevant legislation.
- 3 Processes for the payment of wages , NI contributions and P.A.Y.E.
- 4 The drawing up of a training plan taking into account industry norms.
- 5 Workplace issues including health and safety.

To administer the First Employee Grant the Employment Advisor will receive assistance from the Business Gateway Manager and the two Councils' Economic Development officers. Once the application for the £1,000 grant has been completed Economic Development officers will assess the application and present for approval.

Businesses applying for the £1,000 First Employee Grant will complete a short application form to ensure they meet the Grant Scheme criteria. The criteria will include the following:

- 1 The new employee will be permanent and full time (minimum of 30 hours per week).
- 2 Systems will be in place to deduct national insurance and P.A.Y.E.
- 3 This will be the business's first employee.
- 4 A new employee will not be a partner or investor in the business.
- 5 The business will have to prove it can afford to take on an employee.
- 6 The business is not in one of those industries disbarred from assistance through the State Aids scheme.
- 7 The awarding of the grant will not be detrimental to other local businesses.

The successful applicant will get £500 on proof of employment of an individual and £500 after 6 months on proof of an employee still being in place.

Appendices:

- 1) Employment Support Scheme – ERDF Bid Document
- 2) Employment Support Scheme – Job Roles
- 3) Employment Support Scheme – Application Process
- 4) Employment Support Scheme – Eligible Costs and Funding

REPORT AUTHOR DETAILS

Gordon Wright
Project development Executive
Enterprise, Planning and Infrastructure
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BACKGROUND PAPERS

Aberdeen City and Shire Export Survey
Scottish Government Economic Strategy and Recovery Plan/Update
The Economic Action Plan (2008) for Aberdeen City and Shire – ACSEF
Aberdeen City Council Single Outcome Agreement
Vibrant, Dynamic and Forward-Looking

ERDF BID Document

EUROSYS - Application LUPS/ERDF/2010/4/2/0086

Application for European Structural Funds

Please review this Application form, sign and date the declaration on the final page and return the Application form to;

ESEP
Centrum Building
38 Queen Street
Glasgow
G1 3DX

Application Information

Title	Employment Support Scheme
Reference	LUPS/ERDF/2010/4/2/0086
Version Number	1
Status	Stage 2 Submitted
Organisation	Aberdeenshire Council
Programme	LUPS (ESEP) - European Regional Development Fund
Fund Name	Competitiveness
IAB	ESEP
Area	Lowlands and Uplands Scotland
Application Type	European Regional Development Fund
Priority	Priority 2: Enterprise Growth
Expenditure Type	Revenue
Project Contact	Martin Brebner, 01224 665 225, martin.brebner@aberdeenshire.gov.uk

Part 1: Project Summary Statement

Project Contacts

Project Contact	Martin Brebner
Telephone	01224 665 225
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Address	Woodhill House Westburn Road Aberdeen AB16 5GB
Finance Contact	Morna Harper
Telephone	01224 665 218
Email	morna.harper@aberdeenshire.gov.uk

Project Timescale

Physical start date	01 Jan 2011
Physical end date	31 Dec 2013
Financial end date	30 Jun 2014
Contract Let Date	01 Jan 2011

Project location - Eligible

Aberdeen City	<input type="checkbox"/>
Aberdeenshire	<input type="checkbox"/>
Angus	<input type="checkbox"/>
Argyll & Bute	<input type="checkbox"/>
Clackmannanshire	<input type="checkbox"/>
Dumfries & Galloway	<input type="checkbox"/>
Dundee City	<input type="checkbox"/>
East Ayrshire	<input type="checkbox"/>
East Dunbartonshire	<input type="checkbox"/>
East Lothian	<input type="checkbox"/>
East Renfrewshire	<input type="checkbox"/>
Edinburgh City	<input type="checkbox"/>
Falkirk	<input type="checkbox"/>
Fife	<input type="checkbox"/>
Glasgow City	<input type="checkbox"/>
Inverclyde	<input type="checkbox"/>
Midlothian	<input type="checkbox"/>
Moray	<input type="checkbox"/>
North Ayrshire	<input type="checkbox"/>
North Lanarkshire	<input type="checkbox"/>
Perth & Kinross	<input type="checkbox"/>
Renfrewshire	<input type="checkbox"/>
Scottish Borders	<input type="checkbox"/>
South Ayrshire	<input type="checkbox"/>
South Lanarkshire	<input type="checkbox"/>
Stirling	<input type="checkbox"/>
West Dunbartonshire	<input type="checkbox"/>
West Lothian	<input type="checkbox"/>

Other Structural Funds Applications

Similar project seeking funding in another Structural Funds Programme area

EUROSYS - Application LUPS/ERDF/2010/4/2/0086

Project flexibility and duration

- Application to use up to 10% Geographical Flexibility ?**
- Application to use up to 10% Fund Flexibility**
- Application to use up to 10% Trans-national funding flexibility**

Project description

Project description

The Aberdeen City and Shire Employment Support Scheme aims to build upon existing business services across the region. The current delivery mechanism in Scotland includes support for high growth businesses through Scottish Enterprise and support for start-up activity and medium growth businesses through Business Gateway. There is an additional demand for support to other local businesses that have the potential to grow, develop and support the local economy. This project seeks to address this need and ensure that there is advice and financial support for those businesses taking on their first employee. The project will give support to these small businesses installing processes and systems that will enable them to employ and train their first members of staff. Apart from assisting individual businesses the aim is to encourage the creation of new jobs in an attempt to lift the region out of recession. The scheme will aim to address the fears and lack of knowledge of small businesses around the implications and work involved in taking on an employee. Advice and finance will be the main instruments used to achieve the employment of 360 individuals.

Project Aim

The aim of the Aberdeen City and Shire Employment Support Scheme is to encourage the creation of more jobs in the North East of Scotland and in turn increase the turnover of these businesses.

Project Objective

The objective of the scheme is to assist 360 businesses over 3 years in Aberdeen City and Aberdeenshire to take on their first employee. The businesses will receive £1,000 each to assist them in this major step. In addition the businesses will receive support and advice to encourage them to take their business through this important stage. This will mean assistance to the businesses to install processes and systems to ease their recruitment, training and induction of an employee. The financial assistance will enable employers to set aside time and resources to train their first employee and thereby make the appointment more sustainable. In addition to the 120 businesses that receive the support and a grant each year there will be about 20 businesses that receive only support and advice (total of 420 businesses receiving support).

Elements of the Employment Support Scheme

1. Staff

A member of staff will be recruited for the 3 years of the project to advise the businesses and assist with the processing of grant applications.

2. Marketing and Promotion

There will be two launch events - one in Aberdeen and one in Aberdeenshire - to promote the scheme and recruit businesses. The scheme will also be promoted through the Business Gateway Contractor, the Chamber of Commerce, Federation of Small Businesses and Council Officers. The Business Gateway contractor will contact all businesses one year on from start-up to see whether they need support with recruitment or other advice.

3. Advice and Assistance

The Employment Advisor will advise businesses on:

- (a) the recruitment of staff
- (b) relevant legislation
- (c) processes for the payment of wages, NI contributions and PAYE
- (d) the drawing up of a training plan taking into account industry norms
- (e) workplace issues including health and safety.

4. First Employee Grant Scheme

If appropriate the Employment Advisor will encourage the business to apply for a £1,000 first employee grant to enable the employer to set aside time to recruit, induct and train the new recruit as well as install the correct processes and systems.

Project Sector

Indicate the best fit Project Sector or Economic Activity Dimension

Project Theme

Indicate the best fit Project Theme Dimension

Part 2: Participation Characteristics (European Social Fund only)

Part 3: Core Indicators and Targets

Indicators and Targets

Type	Indicator	Project Target
Output	Number of enterprises receiving financial support.	360
Result	Increase in turnover in supported enterprises (£mn).	0
Output	Number of individuals and new enterprises receiving advice/consultancy.	420
Result	Number of new business starts resulting from support.	0
Output	Number of enterprises receiving support for e-commerce.	0
Output	Number of enterprises receiving support for energy-saving and resource-efficiency.	0
Result	Number of e-commerce strategies developed.	0
Result	Number of enterprises implementing environmental audits and energy-saving/resource-efficiency systems.	0
Result	Number of gross jobs created.	360

Part 4: Justification

4.1 Strategic Fit

4.1 STRATEGIC FIT

Overall Aim of Programme

The overall aim of the LUPS programme is to "encourage the region's economy within a sustainable development framework". The aim of this project is to encourage local, indigenous businesses to grow. In the current economic climate, supporting indigenous growth offers a more sustainable future. Utilising local people to develop the economy will hopefully offer greater opportunities for the sustainable development of the region, reducing dependency on businesses that do not have so many ties to the local area and will move as soon as incentives and markets in another area become more attractive. This project seeks to support small businesses at a critical stage of development which has not been targeted by existing business support bodies.

Fit with Priority

Priority 2 of the LUPS, Enterprise Growth, seeks to support new firms in the area and to support the growth of indigenous companies. It addresses a number of key issues, such as the need for a strong support environment for new and developing enterprises. To achieve this, the priority's objective is "to improve enterprise formation and growth rates by enhancing the enterprise support environment, particularly with regards to finance, entrepreneurship, e-commerce and resource efficiency".

The Employment Support Scheme in Aberdeen City and Shire seeks to address these key issues and encourage SMEs to grow. Working in conjunction with the Business Gateway contractor the Councils will deliver an additional service to businesses complementing the Business Gateway service, whilst addressing the needs identified in the Programme. This will ensure that there is a support framework for those businesses taking on their first employee which for the smaller businesses will not be at the start-up stage.

The project would carry out two eligible activities of the programme. Firstly it would provide entrepreneurship support by addressing a gap in post-start up provision of advice. Secondly, it would improve access to finance through the provision of a first employee grant.

Scottish Government Strategies

One of the key priorities of the Scottish Government's Economic Strategy is to deliver a supportive business environment, which is responsive to the needs of business and leads to an increase in the number of highly successful, competitive businesses. The Strategy states that "national competitiveness depends critically on the competitiveness of our individual businesses. Increasing the size, competitive strength, productivity and ambition of Scotland's business base is a major challenge." This Scheme seeks to support the development of a competitive business base in Aberdeen City and Shire. The Government Strategy also highlights the need for business support to be responsive, accessible and joined up and states that enterprise agencies should focus more strategically on maximising their impact on Scotland's sustainable growth, while Local Government focuses on local business support. The new Business Gateway contracts are now being administered by Local Authorities, as opposed to local enterprise companies, however no additional funding has been forthcoming to allow local authorities to complement the Business Gateway programme. Many of the local businesses will, given support, provide, real growth opportunities, and create new employment. It is therefore important for Local Authorities to access ERDF to ensure that the Councils' and the Business Gateway services and support for business growth is complimented and enhanced.

Scottish Enterprise

Scottish Enterprise will continue to engage with businesses across Scotland, but in a very targeted manner. Their business plan 2008-11 identifies a number of areas in which they will operate. It also states that Scottish Enterprise "will work proactively and selectively with a much smaller number of businesses, meaning that for the majority firms, including those serving mainly local markets, public sector device and/or guidance should be sought through the Business Gateway, overseen by Local Authorities". Scottish Enterprise will now focus on businesses it classifies as "high growth" (i.e. those who will increase turnover by at least £1,000,000 in three years). The plan states "within Scotland a relatively small proportion of companies account for most of the growth. Scottish Enterprise will therefore focus its support on those businesses with the potential to grow." The organisation plans to work with approximately 1,800 businesses across Scotland, a small proportion of all businesses. This project aims to support businesses which Scottish Enterprise cannot assist, adding value to the overall business support framework in Scotland.

Business Gateway

The Business Gateway activity, previously delivered by Scottish Enterprise, now resides with the Local Authorities. However, the activity delivered by the Business Gateway is strictly targeted by a standard contract. Delivery includes:

- Volume starts – only access to one-to-many events and website support.
- VAT plus starts – start ups who will achieve VAT status in 12 months.
- VAT pipeline – businesses that will take extra time to achieve VAT status.
- Growth Business support – businesses who will increase turnover by £400,000 in 3 years.

This still leaves gaps in delivery/support for businesses, including:

- Aftercare for volume start, non VAT businesses.
- Access to finance to support growth for businesses that don't meet Scottish Enterprise or Business Gateway criteria.
- One to one support for existing businesses on employment issues.

Business Gateway activity in Aberdeen City and Shire has been successful in meeting its growth pipeline targets using funds already allocated to the main contract. This project would seek to use unspent and uncommitted Business Gateway funds to augment existing provision and support businesses which may not qualify for one to one support under the current scheme.

Local Economic Development Business Plans

The economic development plans of the two Local Authorities that are participating in this project, Aberdeen City and Aberdeenshire, both recognise the need to provide appropriate business support to local companies to enhance sustainable economic development. This includes encouraging entrepreneurial dynamism supporting all businesses to grow and encourage the use of e-commerce opportunities. Aberdeen City and Shire Economic Future (a dynamic partnership of the public and private sector committed to delivering new economic opportunities for the benefit of Aberdeen City and Shire and its people) has produced an economic manifesto which sets out the aspiration "for Aberdeen City and Shire to be recognised as one of the most robust and resilient economies in Europe with the reputation for opportunity, enterprise and inventiveness", an objective which would be encouraged through the additional support provided by this Scheme. The project would also assist in the delivery of Local Outcome 1.5 in the Aberdeenshire Single Outcome Agreement – Aberdeenshire provides an environment which encourages the establishment of businesses and growth; and the "diversification of the economy" a Local Outcome in the Aberdeen City Single Outcome agreement. Both of these outcomes support the Scottish Governments Outcome 1 – "we live in a Scotland which is the most attractive place for doing business in Europe."

Lisbon Strategy

The Lisbon strategy seeks to ensure that the European economy is the most competitive in the world, whilst growing in a sustainable manner. The aim is to create jobs and offer employment opportunities for all. The Lisbon Strategy highlighted weaknesses in the European economy and seeks to address them. It stated that "if Europe is to become the world's most competitive economic area, it is also important to create a more favourable climate for entrepreneurship." The commission wishes to see a real spirit of entrepreneurship developing in Europe which this Scheme seeks to address directly through providing focused support to entrepreneurs. The Lisbon Strategy also seeks to increase employment opportunities, which is one of the main objectives of this project.

4.2 Evidence of Demand**4.2 Evidence of Demand****Market Failure**

The aim of the project is to create jobs, increase turnover of businesses and increase the survival rate of businesses. The survival rate for Scottish businesses over three years was 64% when last reported and is likely to have fallen since then (Office of National Statistics Business Demography 2008).

Business survival and growth is influenced by a number of factors, many of which impact on the local economy and which are not suitably addressed in the open market:

- General economic conditions: In the current economic climate it will be harder to establish a business and more support will be required to sustain business.
- Access to finance: New and growing businesses require finance and the difficulty in securing finance from conventional sources will impact on young and growing businesses.
- Entrepreneurial culture: The attitude of the population towards entrepreneurialism influences new business formation and survival and Scotland requires a cultural shift to make this more of a positive attitude.

There is a need to ensure access to advice, guidance, learning, support and finance for new business start up firms seeking to survive and grow. The market does not provide all of this. The assignment of the management of Business Gateway contracts to Local Authorities provides opportunities to deliver a more responsive, accessible and joined up business development service. This Scheme seeks to capitalise on Local Authorities role in the provision of the Business Gateway contract by attracting ERDF to provide additional activities to complement the Business Gateway offering and provide a truly realistic approach to business growth and sustainability.

Market Research

The Global Entrepreneurship Monitor Scotland 2009 by the University of Strathclyde shows that Scotland continues to suffer from a "less dynamic" entrepreneurial culture. Scotland's total early stage entrepreneurial activity (TEA) rate in 2009 was 3.6%, significantly below the UK rate of 5.8% and a 18% decline on the 2008 estimate. This shows a need to increase the sustainability of businesses in Scotland if even to just the UK level.

The proportion of people in Scotland not engaged in entrepreneurial activity who agreed there were good opportunities to start a business in their local area, was 20% compared to an average for the Arc of Prosperity countries of 40%. This again shows the difference in attitude in Scotland to entrepreneurship which has to be changed.

The Strathclyde University study suggests that among prospective entrepreneurs what is needed is programmes of mentoring and training linked to funding. This fact supports the introduction of a first employee grant and employment support scheme.

There is also a concern that start-up intention rates have been significantly lower in Scotland than in the UK since 2004, and are about half the average rate across Arc of Prosperity countries over the 2002 – 2009 period. The percentage or TEA entrepreneurs that expected to create more than 10 jobs and have growth of more the 50% in five years was 14.4% whereas the figure for Arc of Prosperity nations was 18.1%. The figure for the UK was 17.6% this shows that not only our start up rate is lower in Scotland but that the expectation to grow is also low. There is a need to support growth in businesses that may have opportunities but that cannot realise those opportunities without support or guidance.

In September 2009 the Federation of Small Businesses (FSB) published a report, "Small Business Big Employers" pointing out the importance of small businesses in the economic recovery and job creation and how legislation can be a hindrance. In relation to job creation, 60 per cent of businesses listed regulation as an obstacle to success in the BERR annual survey of small firms (2007). For 14 per cent, it was the single biggest obstacle. There is clearly a barrier here and a need for businesses to be guided through task of employing their first employee. It also pointed out that in the UK 13.5 million people work for small businesses and they employ 58% of the private workforce. Again support and guidance is needed to help businesses cope with the legal aspects of taking on an employee.

Project Activity – Evidence of Need

The Business Gateway contract gives additional help to high growth businesses and assists other businesses with workshops and web support. Businesses aiming to achieve VAT registration within the first 18 months of existence also receive additional support. The aim of this project is not to target businesses of a certain size but to target businesses going through an important stage in the growth of the business, namely, the recruitment of the first employee. If we are to encourage growth in businesses it is important that we concentrate on this important step so that it is carried out as smoothly as possible and encourages the business owner on to further growth.

Executing this project will entail publicising the availability of support. One way of doing this will be to contact every business assisted by the Business Gateway contractor one year after start up. Contacting businesses to see whether they are at the stage of taking on a new employee will not only assist the business in that process but at the same time there can be a check up on other assistance and support that is required by the young business. Evidence of the need for this Scheme has been gathered from local businesses, Business gateway contractor and Federation of Small Businesses.

Current Economic Climate

Additional activity is required to assist individuals in growing and sustaining their business. The Councils have assisted larger businesses through this recession by a project title Survive and Thrive that has been created within the Business Gateway contract. The one to one advice for businesses needing additional help through these times of economic downturn and tight credit will be complimented by the assistance for smaller businesses in taking on their first employee.

4.3 Need for Grant

4.3 Need for Grant

Offering a grant scheme over the wide area of Aberdeen City and Shire needs a project of a certain scale. The aim of this project is to intervene quickly and for a limited period to ensure the area does not drop into deeper recession. The ERDF funding will enable the project to be of the scale necessary, will increase the quality of provision, the number of businesses which can be supported and also help to provide support over a longer period of time.

The ERDF funding will not only help create the skill needed but it will also mean that in addition to grant assistance to businesses there is linked support, advice and guidance in training. Without this ERDF support it would not be possible to offer this comprehensive package to businesses. It is estimated that a further 120 grants and 120 businesses would be supported through ERDF intervention than would not otherwise have been possible over the three years of the Scheme.

Other sources of funding have been explored, but there are no grants of this type in Scotland linking HR advice, training and job creation.

Multiannual funding is requested for a number of reasons. Given the current economic climate there is the need to ensure continuity of delivery for business support mechanism, and the proposed timescale goes beyond the present Business Gateway contract period. Moreover, demand for the project is expected to be strong over the next three years as the economy hopefully emerges from the financial crisis. This expected demand is also the reason for the maximum intervention rate being requested as this will enable as many businesses to be supported as possible given limited resources.

4.4 Structure and Management

4.4 Structure and Management

The Employment Support Scheme will deliver support and training in addition to a £1,000 grant for taking on a first employee. This £1,000 grant is designed to enable the employer to set aside time to prepare for the new employee and train the new employee. The business will be given advice on installing processes and systems to pay, recruit, train and induct an employee.

To carry out this work an individual skilled in human resources and in advising small businesses will be employed for the 3 year period of the Scheme. This Employment Advisor will be supported by Council staff namely the Business Gateway Manager (Chartered Accountant with several years experience of delivering the Business Gateway contract), the Business and Community Support Manager (10 years experience of running ERDF projects and 15 years experience of managing a loans and grants scheme) and a European Project Support Officer (4 years experience of assisting with the financial management of ESF and ERDF projects). Please see Appendix 1: Financial Annex.

The Employment Support Scheme will be a 3 year project running from January 2011 to December 2013. The aim is to support 120 businesses in each of the 3 years with advice, support and a £1,000 grant. It is also anticipated that in addition to the 120 businesses that receive the support and a grant each year there will be about 20 businesses that receive only support and advice. These businesses may not take on an employee because, for example, it is too early in the life of the business, they only need to take on a part time or temporary employee, or due to the costs involved there may be a reluctance to take on their first employee.

The Employment Advisor will advise businesses on:

- 1 The recruitment of staff.
- 2 Relevant legislation.
- 3 Processes for the payment of wages , NI contributions and P.A.Y.E.
- 4 The drawing up of a training plan taking into account industry norms.
- 5 Workplace issues including health and safety.

To administer the First Employee Grant the Employment Advisor will receive assistance from the Business Gateway Manager and the two Councils' Economic Development officers. Once the application for the £1,000 grant has been completed Economic Development officers will assess the application and present it to the Aberdeenshire Council Support for Business Panel where it will be assessed by officers from both Councils. This Panel has been established for 15 years to assess applications to the Council's Support for Aberdeenshire Business Scheme.

Businesses applying for the £1,000 First Employee Grant will complete a short application form and the information in the form will help Council staff check on the Grant Scheme criteria. The criteria will include the following:

- 1 The new employee will be permanent and full time (minimum of 30 hours per week).
- 2 Systems will be in place to deduct national insurance and P.A.Y.E.
- 3 This will be the business's first employee.
- 4 A new employee will not be a partner or investor in the business.
- 5 The business will have to prove it can afford to take on an employee.
- 6 The business is not in one of the following industries disbarred from assistance through the State Aids scheme.
- 7 The awarding of the grant will not be detrimental to other local businesses.

The successful applicant will get £500 on proof of employment of an individual and £500 after 6 months on proof of an employee still being in place. Aberdeenshire Council already administers the Support for Aberdeenshire Business Scheme and so has experience of distributing funds and handling the financial aspects of awarding grants.

Under the ERDF funded Employment Support Scheme there will be funding to enable the Business Gateway Contractor to contact start-up businesses one year after start-up. At present the Contractor has no funding for this post start-up contact unless the business is deemed to be a growth business. As well as checking on health of the one-year old business, the Contractor will be able to check if the business is considering taking on a first employee.

Applicants to the Employment Support Scheme will also be referred from City and Shire Council officers, Princes Scottish Youth Business Trust, Chamber of Commerce, Federation of Small Businesses and from Business Gateway advisors.

Please see Appendix 3 for a description of "Job Roles".

Monitoring

Continuous monitoring will be carried out including recording number of businesses contacted, number of businesses assisted with advice, number of businesses applying for grant and number of businesses securing grant. The number of businesses still employing an employee after 6 months will also be recorded. There will be a survey of participants carried out in September 2012 for participants in 2011 in September 2013 for participants in 2012 and lastly in September 2014 for participants in 2013. In October 2014 there will be a summary report produced for the whole scheme. This will not just be a report based on the surveys but from the information gathered throughout the 3 year Scheme.

Table 1: Table of significant dates

November 2010	Advertise post of Employment Advisor
1 January 2011	Start of Scheme
10 January 2011	Employment Advisor starts
17 January 2011	Scheme officially launched
August 2012	Survey of Employment Support Scheme (ESS) participants in 2011
August 2013	Survey of ESS participants in 2012
December 2013	End of ESS
August 2014	Survey of ESS participants in 2013
October 2014	Summary Report produced on ESS

Capacity to Deliver

Aberdeenshire Council has over a number of years, and ERDF programmes, successfully delivered a wide range of structural fund projects with partners. During the 2002/08 programme the Council delivered over 51 Structural Funds projects, both revenue and capital. Robust procedures for managing the claims and compliance requirements have been put in place through the dedicated European Team within the Economic Development section.

Financial Management

The Scheme will maintain financial and client records, however, the Scheme's financial systems and controls will be administered by the finance section of the Economic Development unit and the Finance Service of Aberdeenshire Council and will follow the Council's procedures for the control and management of finances. The Council's Finance Service has over 10 years experience of managing all financial processes related to EU structural funds. Aberdeenshire Council also operates procedures for the delivery of European projects – a copy of which is set out as appendix 2 to this application.

Rigorous financial systems will be established with businesses receiving grants to make sure that there are no State aid issues. Any tendering will be carried out in keeping with Aberdeenshire Council Best Practice and all spend will be accounted for/invoiced and copies of transactions kept.

Any grant award letters will include reference to ERDF support. Evidence will be kept to show that any grant has been paid to an SME (eg Aberdeenshire Council bank statement) and received by an SME (SME bank statement).

Match Funder Role

Both Aberdeenshire Council and Aberdeen City Council are match funders for the Scheme. Aberdeenshire Council have developed the programme of activity to be delivered in conjunction with Aberdeen City Council.

4.5 Partnership**4.5 Partnership**

Through partnership working the scheme brings together a range of people and organisations best placed to assist with providing solutions to the issues faced by those seeking to grow their businesses. Aberdeen and Aberdeenshire Councils will deliver the scheme in partnership with input from the Business Gateway Contractor for Aberdeen City and Shire. The Business Gateway Contractor, Enterprise North East Trust (ENET), will not be contributing finance to the project but will be taking part in the delivery of the project. If any contracts are to be let Aberdeenshire Council's Financial Regulations will be followed.

Role of Aberdeenshire Council

Aberdeenshire Council is the leading Authority delivering the Business Gateway contract and so has a role in managing large Business Gateway funds. Match funding would be sourced from Business Gateway funds received from the Scottish Government, but unallocated to the main contract and uncommitted to other activities. There will be strong links with existing Business Gateway provision to ensure complementarity of activity and the avoidance of duplication. The effective steering group for the scheme will be the Council's Support for Aberdeenshire Business Panel with an additional officer from Aberdeen City Council. This Panel consists of representatives from Aberdeenshire Council's Finance Service, the Head of Economic Development, the Business Gateway Manager, the Business and Community Support Manager, three Business Development Executives, the Business Support Administrator and the Community Economic Development Co-ordinator. This Panel meets once every two weeks to consider applications to the Support for Aberdeenshire Business Scheme and will also consider applications for the £1,000 first employee grant as part of the Employee Support Scheme. Aberdeenshire Council will also employ and manage the Employment Advisor.

Role of Employment Support Scheme Steering Group

The Steering Group will be involved in decision making throughout the life of the Scheme. Members of the Steering Group have a long history of participation in business development activity and delivering ERDF projects.

Role of Aberdeen City Council

Officers in Aberdeen City Council will be involved in managing the scheme through the Steering Group. City Economic Development Officers will also identify potential clients.

Role of Business Gateway Contractor

The Business Gateway Contractor will help identify clients through their normal business as well as through a separate project mentioned above (Section 4.4) where ENET will contact every start-up after one year to find out whether they are at a stage where they need assistance to take on an employee or at least to look at the implications of taking on an employee.

Links to Business Organisations

Close links exist between Aberdeenshire Council and Prince's Scottish Youth Business Trust (PSYBT), Aberdeen and Grampian Chamber of Commerce and the Federation of Small Businesses. These organisations will be involved in referring potential clients to the Employment Support Scheme. All these organisations have been consulted for their expertise and input to the scheme.

Contracting Arrangements

All contracting within this project will be done in line with Aberdeenshire Council's tendering arrangements as laid down in the Council's Financial Regulations. The EU Official Journal will be used if any of the service contracts exceed the agreed limit.

4.6 Horizontal Themes**4.6 Horizontal Themes****Equal Opportunities**

Support will be open to entrepreneurs from a wide range of backgrounds and situations. The project will comply with the partners' Equal Opportunities Policies at all times. In addition, by focusing on smaller businesses, many of which will not be considered high growth and therefore covered by Business Gateway one-to-one services, there will be a wider range of entrepreneurs assisted than at present. In order to reach a wide range of participants £10,000 has been set aside for promotion and marketing of the scheme in each year. This will enable translation of marketing materials to ensure that ethnic minorities can also benefit from the scheme.

Environmental Sustainability

Developing the renewable energy sector is a priority for Aberdeen City and Shire and reflected in Aberdeenshire Council's economic development priorities which look for Aberdeenshire to "lead the UK in biomass/biofuels production and related technology" and "be known as the location for innovative energy related and hydrogen fuel technology". Through the delivery of this scheme it is anticipated that there will be several businesses in the renewables field.

Social Inclusion

Given that employment is a major route out of poverty and that this scheme has job creation at its heart it follows that the Scheme can be an important lever in the social inclusion. There are many pockets of deprivation in Aberdeen City and Shire - 16 in the worst 15% of the SIMD areas in Scotland (2009). There will be work carried out to ensure that businesses from these areas are targeted for Scheme assistance. Aberdeenshire's Community Planning Partnership has recently adopted an Employability Strategy which aims to assist disadvantaged individuals into and through employment. A bid for European Social Fund Priority 5 funding is being submitted which will complement this application. The Employment Support Scheme project would help support employability through increasing employment opportunities.

4.7 Outputs, Results, Impacts, Evaluation**4.7 Outputs, Results, Impacts, Evaluation****Outputs, results and outcomes**

This scheme looks to contribute to the long term growth and sustainability of the Aberdeen City and Shire and Scottish economies. Enterprise growth is recognised as a key requirement for a healthy economy and currently Scotland's total early stage entrepreneurial activity is significantly below the UK rate. (University of Strathclyde Global Entrepreneurship Monitor 2009). This project seeks to provide support to new and existing businesses to address this issue.

The Outcomes (i.e. the difference the project will make) include a higher percentage of businesses taking on employees; increased awareness of recruitment and training benefits; taking the fear out of employing a member of staff; bringing business into the enterprise support arena.

The projects quantitative outputs/results for the 3 year period include:

- 360 businesses will receive £1,000 over the three years to enable the business to put the mechanisms in place to take on an employee and to enable the business owner to set aside the tie to induct and train the employee.
- It is anticipated that the scheme will increase the turnover of most of the businesses that take part but as this information is very difficult to verify on a large scale it has not been put down as a target. In the annual survey of participants there will be a question on the estimated increase in turnover brought about by the first employee.
- 420 businesses will receive support in the form of advice and training. In addition to the 120 businesses that receive the support and a grant each year there will be about 20 businesses that receive only support and advice. These businesses, after getting advice and training, may not take on an employee because, for example, it is too early in the life of the business, they only need to take on a part time or temporary employee, or due to the costs involved there may be a reluctance to take on their first employee at this stage.
- The target is to create 360 jobs. Some of these jobs may have eventually been created by the business but the scheme will bring forward the employment and will make the jobs more sustainable by training and careful recruitment.

The targets have been developed in conjunction with the Business Gateway contractor, previous experience of supporting business development in the region and knowledge of the local economy. As the project develops there may need to be adjustments to the Scheme due to changes in the national economy and demands on the Scheme's resources. This will be monitored closely by the Employment Support Scheme Steering Group.

Timescales

Given the current economic climate there is the need to ensure continuity of delivery for business support mechanisms. This 3 year project will go beyond the end of the present Business Gateway contract and so will ensure some measure of continuity as the contract changes or even ceases. The 3 year period will hopefully see businesses supported over a difficult economic period and at the end of the period it is hoped that the Scheme will have contributed to the area rising out of recession.

Monitoring and Evaluation of Outputs, Results, Outcomes

The project will develop a monitoring system in line with the outputs, results and outcomes listed above. Monitoring will be carried out as per the monitoring described in Section 4.4, Structure and Management above. Monitoring of the impact on the wider economy will be more difficult as there are so many impacts on the wider economy. Trying to measure increase in businesses turnover has proved extremely difficult in the past and will not be used as a measure.

4.8 Past Performance

4.8 Past Performance

Aberdeenshire Council, as applicant of this Scheme, has a long history of successfully delivering structural funds projects with partners (over 50 delivered in the 2000-06 Programme). Most of the projects were delivered within budget and on target.

The Council and its partners in this Scheme have a track record of providing enterprise support, to a range of client groups and across a range of sectors. This support includes:

- Business development support for community enterprises.
- Encouraging growth in key sectors of tourism, energy and food and drink.
- Encouraging growth in renewable energy industry.

Previous experience of delivery has been taken into account when developing outputs and targets for this project as has knowledge of the local/regional economy, population and need for support. Aberdeenshire Council has been involved in partnership approaches to deliver ERDF projects before with organisations such as Scottish Enterprise, further and higher education providers, business organisations and social enterprises. Monitoring and financial mechanisms are in place to ensure that this scheme, with several different aspects and processes can be managed and delivered effectively. In the 2000-2006 programme, one of the projects managed by the team was the Aberdeenshire Towns Programme Co-ordinators (get reference) which was delivered on time and on budget and included employment of co-ordinators and a project fund.

Aberdeenshire Council's European Team has a proven track record of administering and monitoring structural fund projects. Procedures for the management of the ERDF claims process are set out as Appendix 2, "Internal Claims Procedure".

4.9 Innovation and Value Added

4.9 Innovation and Value Added

Innovation

Research was carried out to try and find similar projects to the Employment Support Scheme and none were found. Certainly in the North East there have been no similar schemes. In trying to create support that will reduce the fear of taking on a new employee, the team have produced a unique scheme.

Value Added

The Employment Support Scheme would not proceed without the ERDF grant. There is a possibility that a first employee grant scheme could have been delivered but this would be a significantly weaker scheme without the employment of the Employment Advisor to put in place training and processes to help the individual take on their first employee. The number of grants that could have been distributed through the scheme would have been considerably less than the 120 per annum in the ERDF supported scheme as not only would there be less finance for grants but much of the funding would have been used up to pay another organisation to run the grants scheme. A reasonable estimate would be that over the three year period an additional 120 grants will be delivered and 120 businesses assisted due to the ERDF intervention.

This Scheme aims to support an important stage in small businesses development that has not been targeted before. It is important that when the oil and gas sector declines there is a robust small business base in the North East that has the confidence to grow and develop. This Scheme will give the SME sector that confidence.

As demonstrated in section 4.1, the project would support and add value to a wide range of local, national and European strategies, as well as the ERDF programme. It would add value to the Scottish Government's Economic Development Strategy by helping to provide a supportive business environment through the provision of responsive and focussed enterprise support. It would add value to the ERDF programme by enhancing the enterprise support environment, by helping SMEs to access finance to grow their businesses, encouraging entrepreneurship.

List of Appendices

Appendix 1: Financial Tables

Appendix 2: Internal Claims Procedures

Appendix 3: Job Roles

Part 5: Project Finance

Financial Summary

Total Project Costs (£)	600,000.00
Total Eligible Project Costs (£)	600,000.00
Total Non Eligible Project Costs (£)	0.00
Project Income (£)	0.00
Net Eligible Project Costs (£)	600,000.00
Eligible Match funding (£)	360,000.00
Structural Funds grant required (£)	240,000.00
Intervention Rate Required (%)	40.00000000
An appropriate annex is attached	¹⁶

Private Sector Participation

Private Sector Participation (£)	0.00
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Expenditure Profile

Expenditure 2007 (£)	0.00
Expenditure 2008 (£)	0.00
Expenditure 2009 (£)	0.00
Expenditure 2010 (£)	0.00
Expenditure 2011 (£)	200,000.00
Expenditure 2012 (£)	200,000.00
Expenditure 2013 (£)	200,000.00
Expenditure 2014 (£)	0.00
Expenditure 2015 (£)	0.00

Expenditure Total (£) 600,000.00

Project Funding

Funders

Funder	Eligible Amount (£)	Non-Eligible Amount (£)	Funding Date	Funding Status
Aberdeenshire Council	345,000.00	0.00	19 Aug 2010	Confirmed
Aberdeen City Council	15,000.00	0.00	01 Jan 2011	Expected

Project Costs

Costs

Cost	Amount (£)
Salaries	136,620.00
Others	0.00
Consultancy Fees	30,000.00
Project Evaluation	10,000.00
Staff Travel	4,380.00
Premises Costs	0.00
Insurance	0.00
Marketing	20,000.00
Dependent Care	0.00
Repairs And Maintenance	0.00
Depreciation	0.00
Leasing	0.00
Grant Schemes	360,000.00
Other Eligible Costs	39,000.00
Total	600,000.00

An appropriate annex is attached ¹²

Part 6: Compliance and Declaration

To receive European funding for this project you must comply with the following terms and conditions. Once content that the project fully conforms you must sign the declaration at the end of Part 6. This will confirm that your organisation agrees to comply with all the conditions set out here within Part 6.

6.1 Compliance with State Aids

Applicants must ensure the project adheres to the State Aid Rules. Please see the attached website for further details -

- http://www.stateaidscotland.gov.uk/state_aid/SA_MainView.jsp?pContentID=334&p_applic=CCC&p_service=Content.show&

6.2 Compliance with EC Directives and UK Environmental legislation

The project must be compliant with EC Directives or UK legislation on the environment. More information regarding the Directives and legislation can be found by using the link below.

- http://europa.eu/pol/env/index_en.htm

6.3 Compliance on Procurement

Project contracts must be subject of competitive tendering as applicable. This means complying with the Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003. For further guidance please use this link, which provides a number of reference documents you should review to check compliance.

- <http://www.scotland.gov.uk/Topics/Government/Procurement/Selling/10615>

6.4 Compliance with Equal Opportunities

Your organisation must have an active Equal Opportunities policy, and a formal complaints procedure in place. If the project's target group is restricted to a single sex or particular racial group you must comply with all relevant Equal Opportunities legislation.

If your organisation has had any unlawful discrimination findings in the last 3 years you must disclose the outcome and response.

Applicants and their subcontractors must promote equality of opportunity without discrimination on grounds of ethnicity, disability, sex, faith or age.

6.5 Publicity requirements of funding

As a condition of grant the Structural Funds contributions to this project must be publicised as follows:

- prominent site signage during any works
- permanent plaque with official logo on the premises
- acknowledgment and official logo in all press and media releases
- acknowledgment and official logo in all project documentation and presentations
- acknowledgment and official logo on specific websites.

The relevant European Structural Funds Regulations are available via this link (type into your browser):

- [http://ec.europa.eu/regional_policy/sources/docoffic/official/regulation/pdf/2007/fsfc/ce_1828\(2006\)_en.pdf](http://ec.europa.eu/regional_policy/sources/docoffic/official/regulation/pdf/2007/fsfc/ce_1828(2006)_en.pdf)

6.6 Compliance with Programme requirements

- The project must meet the strategic aims of the Programme. The Programmes are available on both the Scottish Executive and IAB websites. Chapter 4 within each document sets out the strategic aims of each Programme.

- You must be able demonstrate a clear evidence of demand for any grant funding.
- By applying you accept the pre-condition that core information about the project can be used on the Scottish Executive website and those of the Intermediate Administration Bodies (IABs) and European Commission to publicise Structural Funds.

6.7 Compliance with information requirements

Freedom of Information

The Freedom of Information (Scotland) Act 2002 introduced important rights for all to access information held by Scottish public authorities - anyone asking for information will be entitled to receive it unless the information requested falls within an exempt category. And even where information falls within an exempt category, there may be a public interest in the information being disclosed.

Data Protection

The form contains information which is personal data for the purposes of the Data Protection Act 1998 and in respect of which the Scottish Executive is obliged to supply the following information:

- The data controller is the Scottish Executive.
- The information you provide will be used for the following purposes:
 - a.Processing your application. Your application will be made available to the Advisory Group for the relevant Priority of the European Structural Fund Programme and to the Intermediate Administration Body (IAB) contracted or sub-contracted to the Scottish Executive.
 - b.If your application is successful, we may publish this application in hard copy or on the internet.
 - c.Data may be used for statistical and Scottish Executive performance reporting and evaluation.
- Apart from a) to c) above, and subject to the surveys and evaluations paragraphs below, the information you provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) subcontractors or sub-contractors employed by the Scottish Executive for this purpose (ii) the European Commission (iii) the European Court of Auditors (iv) Audit Scotland and (v) law enforcement agencies.
- The Scottish Executives representative for the purpose of the Data Protection Act is the Departmental Record Officer, Scottish Executive, OPS: ISIS, Saughton House, Edinburgh, EH11 3XD, Tel: 0131 244 3728.

Surveys and Evaluations

- Follow-up surveys and evaluations will be held during the lifetime of the Programmes. Such surveys and evaluations may be carried out by the Scottish Executive or an appointed contractor.
- The selected projects will be asked to supply the Scottish Executive, IAB or appointed contractor with details about the project/course/activity, including participants' names and addresses from which the Scottish Executive, IAB, contractor or sub-contractor may select an appropriate sample.
- Where partners or contractors are undertaking the training/activity, project sponsors will be responsible for ensuring the contract or partnership agreement put in place ensures full access is available to all participants and project records. You will also be responsible for letting all participants know that they may be asked to take part in a research survey or evaluation.
- Participants' co-operation in the survey or evaluation will be voluntary and information given treated in the strictest confidence. The result of the survey or evaluation will not identify individual participants. You will have to give participants a letter explaining this and providing them with an option to opt-out of the survey if they so wish. If there is no evidence of an opt-out letter you must supply the details of participants as and when required.
- Applicants must retain documents relating to the implementation of the project and its financing until at least 31 December 2019.

6.8 Compliance with legal responsibilities

If you give information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

6.9 Compliance with planning rules

If planning permission has been obtained, details on the type of planning permission (full, outline, conditional, unconditional), should be provided showing the date of approval. If there are any outstanding planning procedures/appeals or if there are likely to be any further planning appeals, these should be clearly explained in the relevant parts of this application, stating the likely timescale for the resolution indicated.

6.10 Specific Conditions of Grant

If there are any specific conditions of grant for your approved project, these will be notified to you online, via the EUROSYS system. When returning your signed offer of grant acceptance, you are committing to all conditions, general and specific, contained therein.

6.11 Declaration

I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.
 I confirm that this organisation will undertake regular monitoring of the project to ensure that it conforms to the application and the Regulations and that adequate management and financial safeguards are in operation.
 I will inform the Intermediate Administration Body (IAB) and the Scottish Executive immediately of any changes to the project. I acknowledge that this project will be subject to regular monitoring, quarterly reporting and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, European Court of Auditors, the Scottish Executive's Intermediate Administration Bodies and/or the Scottish Executive may carry out on the spot checks at any time on the records of the project applicant, its partners or other parties involved in this project.
 I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application, National Rules and/or the European Structural Fund Regulations.
 I declare that the information on this form and any other information given in support of this entry is correct to the best of my knowledge and belief. I authorise you to make any enquiries you consider necessary (including checks with credit reference agencies) for my application as long as the data will not be used for any purpose or other means than the grant assessment. I agree that all or part of this application may be copied or stored by electronic or other means and copies made available. Any copies made for assessment purposes will be destroyed after the assessment is completed. I further agree that if this application is successful, information within can be published in hard copy and the internet.

Terms and Conditions Acknowledged and Agreed

Applicant Name	Aberdeenshire Council
Total Funding Commitment (£)	360,000.00
Name of Designated Officer	Colin Mackenzie
Position in Organisation	Chief Executive
Signature of Designated Officer	
Signature Date	

Employment Support Scheme (ESS)

Job Roles

Business and Community Support Manager

The Business and Community Support Manager will be responsible for the delivery of the ESS. She oversees the Business and Community Support Team (including the Business Gateway Manager). In that role she has managed a loans and grants scheme for over 10 years and several ERDF funded projects in previous ERDF Programmes. The Employment Advisor will be line-managed by the Business and Community Support Manager who will oversee the recruitment.

This Manager supervises a team of three Senior Business Development Executives (SBDE) and they will help recruit businesses to the Scheme and will also support the marketing and promotion of the ESS. The SBDEs will assist the Employment Advisor through visiting businesses where necessary and covering the Employment Advisor's annual leave.

This Manager's time spent on the project will not be charged to the ESS.
The SBDEs' time spent on the project will not be charged to the ESS.

Business Gateway Manager

The Business Gateway (BG) Manager will:

- (a) Arrange the initial promotion of the ESS.
- (b) Oversee the finances of the ESS and manage the payment of the First Employee Grants.
- (c) Verify the employment of the "First Employee" (the SBDEs will assist with the verifying) – this will be at recruitment and after 6 months.
- (d) Feed the financial information to the European Project Support Officer for claims.
- (e) Link with the Business Gateway contractor and pass leads from there to the Employment Advisor.
- (f) Be responsible for carrying out the annual monitoring and the final report on the ESS.

European Project Support Officer (EPSO)

The EPSO will be responsible for completing the quarterly ERDF claims.

Employment Advisor

Marketing: The Employment Advisor will be involved in the promotional events for the ESS. He/she will front the press campaign taking into account ERDF guidelines.

Advice: The Employment Advisor will advise businesses on;

- (a) The recruitment of staff
- (b) Relevant legislation
- (c) Processes for the payment of wages, NI contributions and PAYE
- (d) The drawing up of a training plan taking into account industry norms
- (e) Workplace issues including health and safety

The Employment Advisor will use business support organisations and membership organisations to advertise the Scheme and to also give specialist support and advice to individual businesses.

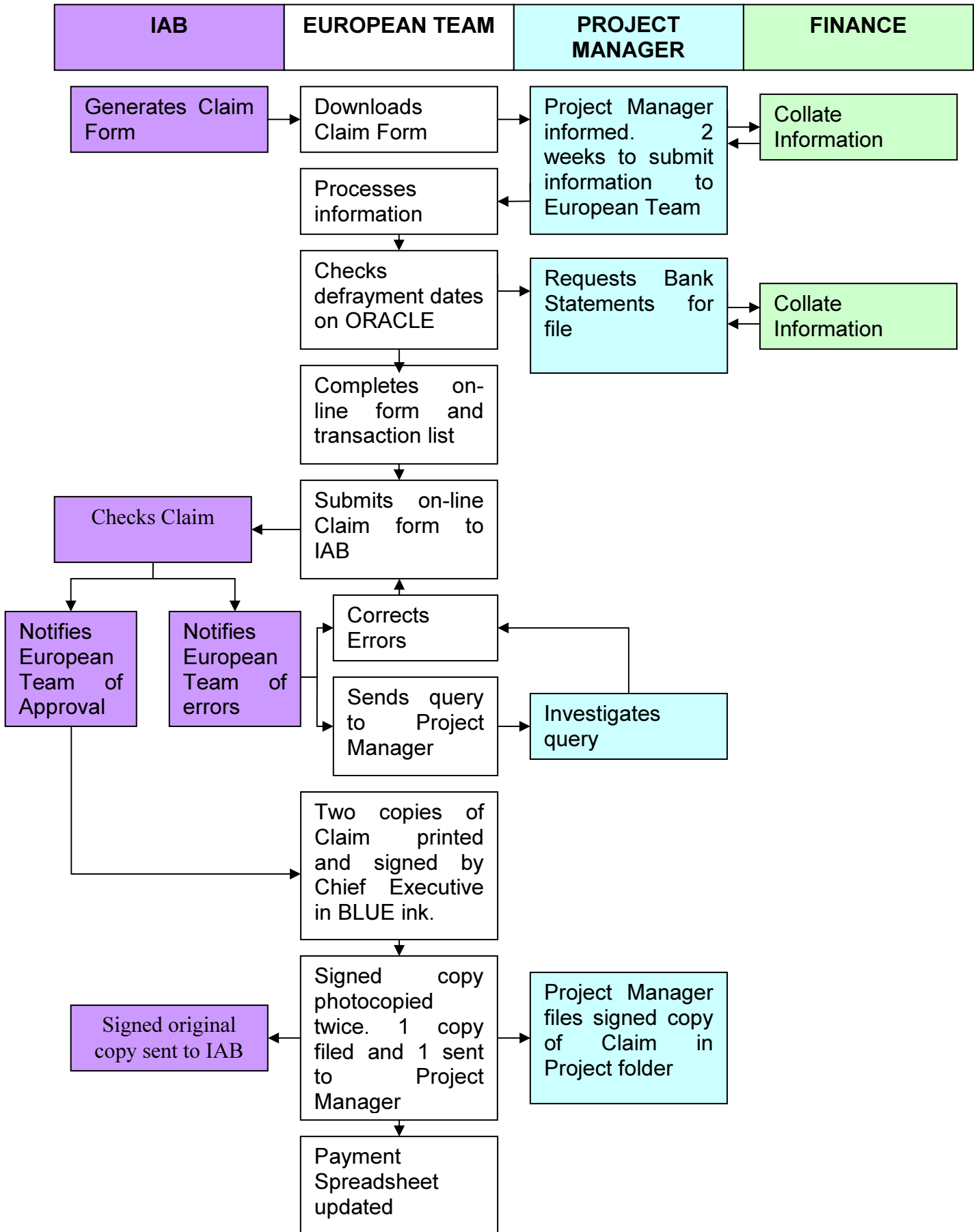
Grant:

The Advisor will encourage the businesses to apply for the first Employee Grant and supply the application forms. The Advisor will write a short report for each application comparing the

application against the Scheme criteria. He/she will present this to the fortnightly Employment Support Panel.

The Employment Support Panel

This Panel will be made up of the SBDEs, Business Gateway Manager, European Project Support Officer, European Officer, Finance Officer and an Economic Development Officer from Aberdeen City. The Panel will be chaired by the Business and Community Support Manager. This Panel will consider and approve applications for the £1,000 Employment Support Grant presented by the Employment Advisor.



ANNEX FOR ELIGIBLE COSTS FOR EMPLOYMENT SUPPORT SCHEME

Expenditure	2011 £	2012 £	2013 £	TOTAL £	
After-care follow up fee	10,000	10,000	10,000	30,000	*
Marketing	10,000	10,000	10,000	30,000	
Administration & Management	13,000	13,000	13,000	39,000	
Employment Adviser Staff Costs	47,000	47,000	47,000	141,000	
Grant Schemes	120,000	120,000	120,000	360,000	
TOTAL	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>600,000</u>	

* This fee is for following up new start businesses previously assisted by Business Gateway

Breakdown of Marketing Budget	TOTAL £
Launch events (one in City, one in Shire)	2,500
Production of Grant Applications and Flyers	2,500
Other marketing materials	2,500
Local advertising and promotion	15,000
Project evaluation via survey monkey etc.	10,000
	<u>30,000</u>

The above are estimated costs at this stage with any under-spend in this area being transferred to the grant scheme budget.

Breakdown of Admin & Management Staff Costs	TOTAL £
Project Support Officer - 776 hours@ £16.60	12,880
Business Gateway Manager - 755 hours@ £34.60	26,120
	<u>39,000</u>

**Breakdown of Employment
Adviser Staff Costs**

Salary (£36,000 per annum)
Employers National
Insurance
Employers Pension
Travel costs

TOTAL

£
108,000
8,100
20,520
4,380
141,000

**Breakdown of Grant
Scheme Budget**

Forecast 360 grants
awarded at £1,000 each

TOTAL

£
360,000
360,000

**ANNEX FOR FUNDING FOR EMPLOYMENT
SUPPORT SCHEME**

	2011	2012	2013	TOTAL
	£	£	£	£
Business Gateway Unallocated Funds	97,000	97,000	97,000	291,000
Aberdeenshire Council Staff Contribution	13,000	13,000	13,000	39,000
Aberdeen City Council Contribution	5,000	5,000	5,000	15,000
Aberdeenshire Council Contribution	5,000	5,000	5,000	15,000
ERDF Grant	80,000	80,000	80,000	240,000
TOTAL	200,000	200,000	200,000	600,000

INDICATORS AND TARGETS

Number of jobs created	120	120	120	360
Number of businesses receiving financial support	120	120	120	360
Number of businesses receiving advice	140	140	140	420
Number of start up businesses receiving check up at 12-month stage	1000	1000	1000	3000

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	9 th November 2010
CORPORATE DIRECTOR	Gordon McIntosh
TITLE OF REPORT	South Aberdeen Coastal Regeneration Project (SACRP) – projects and programmes

1. PURPOSE OF REPORT

To advise Members of the developments of projects and programmes following the completion in February 2010 of the feasibility work identified in the scoping report that was undertaken by the University of Aberdeen for the development of the South Aberdeen Coastal Regeneration Project. The SACRP work links to existing city-wide initiatives to assist in promoting sustainable economic development, green tourism and social regeneration initiatives in Aberdeen, and to the Climate Change and Adaptation of the IMCORE programme.

2. RECOMMENDATION(S)

Members are recommended to

- 1 Note the progress made to date on inter-agency support for the a range of projects and sub-projects through the leadership and co-ordination role undertaken by the Project Steering Group (PSG)
- 2 Endorse the continuing development of funding proposals in support for the restoration of the Torry Battery and enhancement of its environment, and agree to support the sponsorship a Torry Battery day to commemorate the 150th Anniversary of its construction, to be scheduled for the summer months of 2011 as set out in section 6.2.1 of the report
- 3 Agree in principle to the continuing development of a funding bid in 2011 for European and other funding streams or the creation of the Torry Community Wetland Project, as set out in section 6.2.2. of the report
- 4 Accept an invitation by the East Grampian Coastal Partnership and the University of Aberdeen to give a presentation to Members, Officers and Partners on emergent themes of Marine Spatial Planning that links to the new legislation of the Marine (Scotland) Act 2010. as set out in 6.2.4 of the report
- 5 Agree to receive a report back to this Committee in the April/May 2011 cycle, and a report for information to be submitted to the following meeting of the Housing and Environment Committee

3. FINANCIAL IMPLICATIONS

The costs for the development of the current phase of the SACRP projects are contained within the overall EP&I capital and revenue budgets agreed by full Council for the current financial year. Funding for any future projects/sub-projects will be reported back to Members and each report will assess all capital and revenue implications for the City Council.

The proposed bid for external funding for the Torry Battery from Historic Scotland is now seeking to secure funding for the financial year 2012-2013 at the earliest.

4. SERVICE & COMMUNITY IMPACT

The development of the SACRP project and sub-projects is regarded as one cornerstone linked to the promotion of sustainable development initiatives and the emergence of green tourism that will help uplift the perception and amenity of the South of the City. This can complement other economic development, social, environmental, and physical initiatives being undertaken; the Torry Battery is one example. Community involvement will continue through the work of the Project Steering Group, schools and local organisations.

5. OTHER IMPLICATIONS

The development of the SACRP project and sub-projects as envisaged will help address a number of environmental and land management issues, and will assist in seeking to secure external funding for the implementation for any projects.

Vibrant, Dynamic, Forward Looking Aberdeen (VDFL)

SACRP actively develops the delivery of VDFL under the aspects of Education, Economic Development, Culture, Arts and Sports, and the Environment as it will bring together key organisational and support staff from the partner and community organisations.

The development of the initiatives outlined in this report will be in accord with the Interim Business Plan as adopted by the City Council at its meeting on 16th December 2009.

Single Outcome Agreement (SOA)

SACRP also assists in delivering on the SOA related to National Outcomes 4, 7, 8, 9, 10, 11, 12, 13, 14 and 15.

Equality and Human Rights implications

A full equality and human rights impact was not required, as this proposal will have a positive impact for all the equality target groups.

6. REPORT

6.1 Context of the study

At the meeting of this Committee on 23rd February 2010 – article 4 refers, Members adopted a series of recommendations that included the creation of a formal Project Steering Group (PSG) that is chaired by the Vice-Convenor, Councillor Callum McCaig. The Group comprises of a range of organisations from all the sectors that share a community of interest in coastal zone issues in the south of the City, and has met three times; two formally and one informally to review the scope of projects that can be taken forward to help create the identity of a city coastal park

Note: A copy of the full scoping report of some 200 pages and prepared by the University of Aberdeen is available in the Members Library. A 20 page Executive Summary of the full study is regularly used to a working reference to the main study.

6.2 Wider Aim of the study

The identified regeneration proposals can be regarded as directly or indirectly related to sustainable development, through economic opportunities, environmental and amenity improvements. There will be future economic development benefits but they will assist in engendering more positive attitudes in the local community and further afield to the natural quality of the coastal area which is substantially under-utilised and, to some extent, is perceived by some as unattractive, polluted and neglected. Many aspects can be corrected over time through investment (financial and social) and complimented by localised management initiatives.

The formal creation of a Coastal Park remains as a central development which can encapsulate most of the other sub-projects, and to a degree, it could be argued that the “Park” as such exists (e.g., the earlier designation of the Loirston Country Park) but this needs to be developed to higher levels of landscape, educational use and amenity provision within a universally accepted boundary.

Whilst the recommendations in this report identify specific works to enhance the area as a whole, measures will need to be taken to ensure that these works do not have a negative impact on natural heritage and archaeological interests within the coastal zone, and should also comply with the Nature Conservation Scotland Act 2004 and the Council’s Nature Conservation Strategy 2010-2015.

To date, attention has been given developing or supporting work that has focused on six projects/themes: -

- The Torry Battery
- Torry Community Wetlands Project

- The SSSI at Nigg Bay
- Coastal Paths and interpretation points from the mouth of the Harbour to Cove
- The Marine and Coastal Resource Centre at Nigg Bay
- Climate Challenges and Marine Spatial Planning

6.2.1 The Torry Battery

The Torry Battery has significant importance in Torry and the City, and warrants special attention to address visible dilapidations in the remaining fortifications of this Scheduled Ancient Monument. The Torry Battery could be considered to be the Jewel in the Crown of the proposed city coastal park.

The Torry Battery has commanded the entrance to Aberdeen Harbour since 1860, and is considered to be one of the best-loved historical monuments in the City. It has had a long and varied history - as a coastal defence battery, emergency housing and latterly, a sanctuary for migratory birds, and an observatory point for dolphin watching. There are many rich sources of evidence about its past historical documents and maps, architectural and archaeological remains, photographs and oral reminiscences.

Research into these sources over recent years by City Council staff has highlighted many aspects of the Battery's fascinating history and 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 in an amenity area deserves 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.

Broadly, this dedicated project aims to

- ensure the preservation of the Torry Battery in an attractive amenity setting, and to raise its profile by making it more attractive and accessible for visitors and tourists, both local and global
- create a safe and accessible environment for school groups and those with disabilities to be able to access the site.
- seek out and assemble peoples' memories of the Battery in the period immediately prior to, during and after the Second World War, up to the present based on reminiscences and oral histories.
- develop capacity for volunteer opportunities within the Torry and the wider community

Officers are sourcing potential funding partners but the total cost of any conservation works will require up to a 10% local contribution (£40,000) towards the costs. Historic Scotland have indicated that they are willing to offer a grant (i.e. it has already been provisionally approved) from their Ancient Monument Grants programme however this offer is on the basis that the works will be funded over two financial years namely 12/13 and 13/14 at the earliest. Note: A formal bid will take up to a year for approval.

The following spend profile has been prepared as the basis of a budget estimate provided by Mantell Ritchie (Architects) to the City Council. Historic Scotland have indicated that they are willing to offer a grant from their Ancient Monument Grants programme however this offer is on the basis that the works will be funded over two financial years namely 12/13 and 13/14 at the earliest. Mantell Ritchie has provided a schedule of works split over two years that conforms to Historic Scotland's bid requirements.

Budget Estimate	£259,050.00
Corporate Charges (@15%)	£38,857.50
Archeological Costs	£6,750.00
Estimated Total Development Cost (excluding VAT)	£304,657.50

To help promote the profile of the Torry Battery in the development of funding bids, Officers are recommending that the City Council supports the holding a Torry Battery Anniversary Day in 2011 to commemorate the 150th Year of the construction of the Battery. To support this initiative, Members are asked to note that a sponsorship programme to create a budget not exceeding £3000.00 will be required to support a range of activities.

6.2.2 Torry Community Wetlands Project (TCWP)

It is anticipated that the Torry Community Wetlands Project will form part of a wider European funded project for the development of a Green Infrastructure Network (GIN) for the City of Aberdeen. A number of outputs are expected from a selected pilot area to help demonstrate the implementation of a GIN. Balnagask/St.Fitticks, where the proposed wetland is to be situated, is included in the pilot GIN area.

More specifically, the wetland will help to address water quality issues in the East Tullos Burn as well as help to meet the wider objectives of a number of strategies including the Council's Nature Conservation Strategy 2010-2015 and future Open Space Strategy.

6.2.3 The SSSI at Nigg Bay

There is scope and need for improvement, albeit with due attention to conserving biodiversity and habitat/species attributes in line with the Nature Conservation (Scotland) Act 2004. In general, this area appears to most visitors to be a nondescript, unattractive and untidy area between the beach and the existing road from Torry to Cove.

This coastal area is of prime concern as an integral part of the general proposal to make and to shape a more diverse and attractive landscape, including some areas of ridges and sand hills between the “beach” and the road (in the north) and the old cliffline in the south. In time, a fully –extended coastal trail could be made to integrate into the existing Core Paths for the City.

For decade’s large boulders, masonry and other materials have been dumped in this area which has been raised above its natural level. Most of the area was also surfaced by an extensive flat cover of tarmac up to 15cm thick. Now partly obscured by a veneer of vegetation, this layer is seen best along the coastal edge which is, in effect, a two-three metre high “cliff” of eroding rubble beneath a layer of tarmac.

The second level of “clean-up” requires much more substantial undertakings for the area in the southern half of the bay between the boulder beach and the base of the old cliff, which also contains the Site of Special Scientific Interest (SSSI). A dedicated multi-agency group is now being led by the University of Aberdeen to develop proposals to greatly enhance the attractive and importance of the SSSI, and to give prominence to the local work of earlier geologists such as Thomas Jamieson

6.2.4 Coastal Paths and interpretation points from the mouth of the Harbour to Cove

Most sites identified to date are owned by the City Council, however some are within the land ownership of the Guildry and Mortifications Board; a report to the Board will be required to be prepared for their consideration on possible future uses. An update on these developments of a series of discrete sub-projects is as follows: -

◆ Sea Bed Data.

Suitable sampling work to support projects was not undertaken this year but is expected to be completed by the summer of 2011 at no cost to the City Council through the kind services offered by Kelda Water who are obliged to undertake this survey. Both SEPA and Scottish Water have agreed to provide assistance in data analysis when necessary.

◆ The Local Information System (GIS) Database.

The Local Information System identified in the University of Aberdeen study is a G.I.S. based compilation of data and information for the Nigg Bay area. It was developed on the basis of testing its value to the project as a whole and ensuring a means by which partner organisations, especially the City Council, could access, extract and use the information in the L.I.S. Both these objectives were fulfilled by December 2009, and this part of the sub-project was also designed to ensure that additional layers of information could be added (and exchanged) into the foreseeable future for non-commercial use by both the University and the City of Aberdeen.

In addition, the L.I.S. continues to be a core element in further educational and research developments within the general scope of the SACRP project through three dimensional visualisation (and fly-throughs) that are linked to climate change scenarios. This is an important element in the “Expert Couplet” agreement between the City of Aberdeen and the University in the IMCORE European-funded research programme on best practice Coastal Zone Management. Practical arrangements are in place to ensure that access to all these ongoing and future uses can be guaranteed, i.e. the Coastal Atlas.

◆ Educational links.

These are continuing and now reach across half the City. These have include discussions with Primary as well as the Secondary Schools in the context of raising awareness but also to seek inputs on possible project experience within the range of school activities. Case studies have been undertaken by University level student projects, e.g., boat ramp, submerged breakwaters, beach mappings, data analysis linked to flood risk scenarios etc.

Seamanship courses are still deemed to be an unmet need and there is a need to link to the Curriculum for Excellence and the Learning for Change prospectus which can be included in the next progress report to this Committee.

◆ Landscaping East of Road from Torry to Cove.

This area is included within the scope of the City Council’s Nature Conservation Strategy (2010 – 2015) that was adopted by the Corporate, Policy and Performance Committee on 21st January 2010 - appendix C, Balnagask to Cove has three designations

- ◆ District Wildlife Site (Local Nature Conservation Sites)
- ◆ Site of Special Scientific Interest (SSSI)
- ◆ Site of Interest to Natural Science (SINS)

The beach, backshore and inland coastal platform have recorded ecological

interest, notably for the variety of coastal habitats and associated species including a nationally rare plant species. As discussed in 6.2.3, the inland fossil cliff is a geological SSSI site.

One critical conclusion from the work of the PSG to date is that interest and commitment to the development of projects and sub-projects within communities is required. In discussion with partner organisations, the East Grampian Coastal Partnership and the University of Aberdeen have offered to give a presentation on the emergent themes of Marine Spatial Planning within the provisions of the Marine (Scotland) Act 2010, and Members are recommended to accept this offer to enable the sharing of information to Members, Officers, Partners and Communities

Multi-sector support will also be essential preparation for the introduction to some of the key provisions of the Marine (Scotland) Act 2010. This includes the preparation of a Regional Marine Plan within the National Marine Plan. Although approval by Marine Scotland is necessary, significant local stakeholder input to each Regional Marine Plan will be expected and required by a new body, to be called a Regional Marine Planning Partnership. Further consultation from the Scottish Government on the formation of such Partnerships is expected shortly and will be reported to Committee in due course.

6.2.5 Developing the Marine and Coastal Resource Centre

As reported to Members at the meeting of the then South Area Committee on 19th February 2009, this long-standing aspiration is being progressed for a facility at Nigg Bay and is regarded as a distinct sub-project within the proposed formation of a Coastal Park. The current design proposal envisages the construction of a purpose-built building with educational, community and demonstration functions at the edge of the existing car park on Nigg Bay. It would have field-centre capacity and is deemed to be part of a re-awakening of interest in the Community in its maritime heritage and its future potential.

This facility is considered to be viable in its own right but it is also important for linkages to be made to the hydrographic and hydrodynamic studies as completed during the scoping study. Some years ago a proposal to construct an artificial multi-purpose submerged reef from recycled materials was put forward and received support in principle. This links well with the boat ramp and the Marine and Coastal Resource Centre by providing both protection and, in effect, a small harbour. The submerged reef will also create a rich habitat for marine life and thereafter be of educational or possible recreational value. It would also help improve the coastal zone for sea and flood defences.

Design work on the MCRC is at a feasibility stage and a full report on capital and

revenue costs will be submitted to Members once funding sources have been secured

6.2.6 Climate Challenge and Coastal Zone Management

A Pan-European project provides an overarching theme for the Coastal Regeneration Projects and is vested in the Innovative Management for Europe's Changing Coastal Resource (IMCORE) <http://imcore.eu> which aims to transfer good educational and environmental practice in integrated coastal zone management between European Nation states. There is also a full set of references that links the issue of climate change on a dedicated website www.aberdeencimatechange.net.

The City Council is a member of this project and is one half of an Expert Couplet Node (ECN) with the University of Aberdeen <http://imcore.wordpress.com/partners/aberdeen/>. This month, Aberdeen has hosted the quarterly programme meeting of IMCORE for some thirty delegates from north of Europe countries, and this ties into another Interreg project - the Living North Sea – which links rivers, fish migration to the sea (<http://www.livingnorthsea.eu>)

Work to date has developed these dedicated websites, with supporting literature and workshop scenarios that help give practical demonstration of the affects and impact of climatic change, globally and locally, and to developing a Coastal Adaptation Strategy via the ECN. One locally themed part of the programme week was to help to give a higher profile to the issues of climate change overall, and to support the continuation of the development of educational materials on Climate Change that will be used in conjunction with other curriculum material linked to the recent Scottish Government publication - Learning for Change (www.scotland.gov.uk/Publications/2010/05/20152453)

6.3 Summary.

The projects as envisaged would accumulate benefits that will be cumulative over a ten - twenty year timescale, enabling a turnaround in the degraded environmental conditions that have built up over a long period of time. Early commitment to projects and sub-projects could help bring forward these anticipated benefits, and will provide a rich backdrop to the heritage and changing climate conditions affecting the North East.

The current close association of the work of the PSG leads to a blend of expertise and outlook that is focussed on making the most of the natural assets in the South of Aberdeen, drawing on local knowledge and international awareness. These aptitudes have the potential to draw in local communities, schools, academic bodies and private sector support to realise a new role for this important part of Aberdeen, with its links to the North East coastline.

The principle focus for the work of the PSG is the development of projects that promote the goal of sustainability linked to offsets in climate change, and will also be well placed to attract external investment. In support of this goal, the Torry Community Council at a recent meeting agreed to form a fund raising group that would have the ability to bid for awards of funds that the statutory sector is unable to bid for. If any bids were successful, then a multi agency and community focused approach would be deployed in the creation of any such project, e.g., interpretation / seating / planting

Although the original scoping report produced by the University of Aberdeen focused on Nigg Bay and its surroundings, any developments will also respect proposals in adjacent areas, e.g. recording and promoting the heritage interests in Old Cove, wider Torry and Footdee.

It is also important that some of the proposals find suitable expression in the Aberdeen Local Development Plan and that the coastal path network to the South of Cove is shown to connect with the Aberdeenshire Coastal Path in the respective Core Path Plans.

7. AUTHORISED SIGNATURE

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9. BACKGROUND PAPERS

Report to South Area Committee on 29th November 2007 –article 16 refers

Report to South Area Committee on 19th February 2009 –article 3 refers

Report to South Area Committee on 28th May 2009 – article 5 refers

Report to Enterprise, Planning and Infrastructure Committee – 23rd February 2010 – article 4 refers

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	9 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	'One Aberdeen' City Development Company – Business Planning
REPORT NUMBER:	EPI/10/273

1. PURPOSE OF REPORT

The purpose of this report is to update Elected Members on progress towards the establishment of an Aberdeen City Development Company, as mandated by this Committee of 26 November 2009, and to seek Committee approval for the following recommendation. The approval of the recommendation contained within this report will allow officers to proceed with the establishment of a board of directors for the vehicle, and to assemble the required asset base by request to the Finance & Resources Committee of this Council.

2. RECOMMENDATION(S)

- (a) That this Committee commends and endorses the regeneration & economic development aims of the proposed City Development Company – 'One Aberdeen' Business Plan.

3. FINANCIAL IMPLICATIONS

The activities of One Aberdeen over its initial 5 year business plan are intended to be cost neutral to the Council, this includes the previously agreed £1.5 million delegated budget to the Director of Enterprise, Planning & Infrastructure. It is anticipated that surplus receipts can be generated by the business plan model, for dispersal to the Council as deemed appropriate. There are no State Aid Implications at this point.

4. OTHER IMPLICATIONS

None at this time.

5. BACKGROUND/MAIN ISSUES

5.1 Since the City Development Company (CDC) 'One Aberdeen' was last reported to this Committee in November 2009, there have been increasing pressures upon the Council's financial position, and the emerging Business Plan has been re-drafted in light of this. However the need for the delivery of our regeneration and economic development strategies and outcomes is as great as ever, if not even greater.

5.2 The business plan for 'One Aberdeen' is now operating on the basis that not only will this delivery vehicle be established without subsidy from Government, but that it will also place no burden upon City Council finances which is a shift from the initial expectation that resources would be made available at the vehicle's inception without a need for financial repayment, in keeping with previous local authority practice in Scotland.

5.3 The financially measurable outputs that could be expected from the involvement of the One Aberdeen any shortlisted assets will be reported to a future Finance and Resources Committee, however a broader set of indicators for outcome monitoring are detailed at the end of the business plan attached to this report.

5.4 Due to these financial constraints and following internal consultations, it is now intended that the asset and financial elements of this work will be taken to the Enterprise, Planning & Infrastructure Asset Management Group for consideration at their December 2010 and January 2011 meetings followed by the submission of an agreed short list of assets to the Finance & Resources Committee meeting of 21 April 2011. A refreshed timetable is provided below at Fig.1

	NOV 2010	DEC 2010	JAN 2011	FEB 2011	MAR 2011	APR 2011	MAY / JUNE 2011
Report to EP&I							
Shortlist to Asset Management Group							
Finalisation of Shortlist							
Creation of Board							
Charitable Status obtained							
Staff Recruitment							
Report to F&R							

Figure 1

6. IMPACT

The Single Outcome Agreement and Community Plan 2008 outline a vision for Aberdeen City which is welcoming to business (National Outcome 1) and Vibrant, Dynamic and Forward Looking.

The proposals in this report contribute to this ambition and help to create the conditions necessary for the delivery of the Aberdeen City and Shire Economic Future's 'Building on Energy- An Economic Manifesto for Aberdeen City and Shire' strategic vision of "*Aberdeen City and Shire to be recognised as one of the most robust and resilient economies in Europe with a reputation for opportunity, enterprise and inventiveness that will attract and retain world-class talent of all ages*".

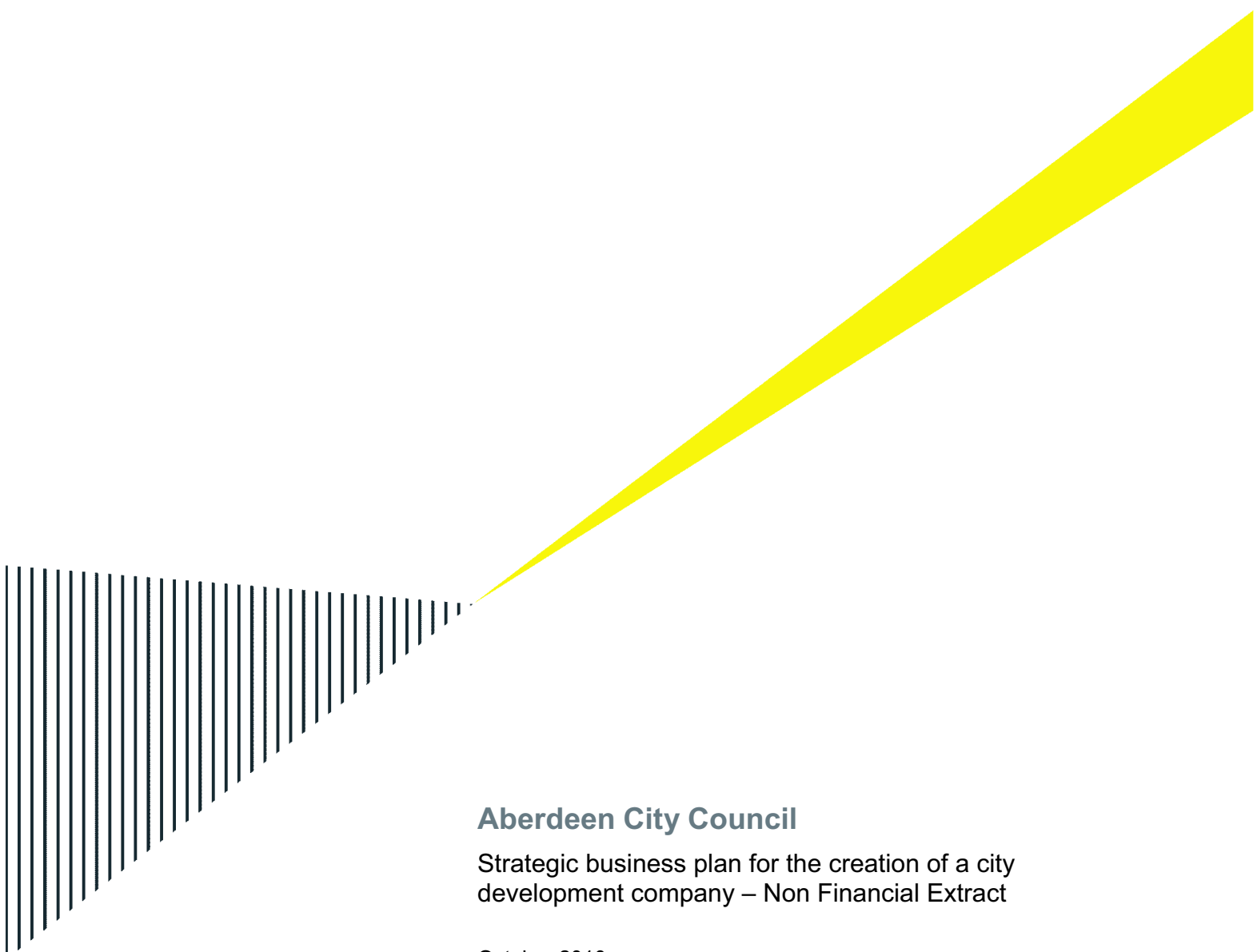
There are also linkages to the Economic Development theme of Vibrant Dynamic and Forward Looking through ensuring the sustainable development of the Aberdeen City and Shire economy and the pursuit of opportunities for regeneration and development shared with the City Regeneration Strategy, and thus a positive impact is anticipated in terms of the Equalities and Human Rights Impact Assessment.

7. BACKGROUND PAPERS

Appendix 1 – Draft 3 of the One Aberdeen Business Plan – Non Financial excerpt

9. REPORT AUTHOR DETAILS

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Aberdeen City Council

Strategic business plan for the creation of a city
development company – Non Financial Extract

October 2010

Ernst & Young LLP

Contents

1. Executive summary.....	1
1.1 Scope of review.....	1
1.2 The need for a city development company.....	1
1.3 Vision and objectives.....	2
1.4 Organisation structure.....	2
1.5 Transfer of surplus assets.....	3
1.6 Option appraisal.....	3
1.7 Financial projections.....	5
1.8 Risk, stakeholders and monitoring and evaluation.....	6
1.9 Exit strategy.....	6
1.10 Next steps.....	7
2. Strategic context.....	8
2.1 The area.....	8
2.2 The regeneration challenges.....	10
2.3 The policy context.....	12
2.4 The need for a development company.....	13
3. Vision and objectives.....	15
3.1 Charitable objects.....	15
3.2 Vision.....	15
3.3 Objectives.....	15
3.4 Activities.....	16
3.5 Summary.....	17
4. Organisation structure and taxation.....	18
4.1 Structure.....	18
4.2 Governance.....	18
5. Asset option appraisal.....	20
6. Project details.....	21
7. Financial projections.....	22
8. Managing risk.....	23
8.1 Introduction.....	23
8.2 Risks.....	23
8.3 Key risks and mitigating factors.....	24
9. Stakeholders.....	27
9.1 Stakeholder mapping.....	27
9.2 Stakeholder consultation and engagement.....	29
10. Monitoring and evaluation.....	31
10.1 Monitoring framework.....	31
Appendix H Risk register.....	34
Appendix I Mapping the risks.....	36

1. Executive summary

1.1 Scope of review

This business plan sets out the strategy for the creation of a city development company for the City of Aberdeen. The report has been prepared for Aberdeen City Council (“the Council”) by Ernst & Young LLP (“Ernst & Young”).

The scope of work was as follows:

- ▶ Review the strategic context and the value added proposition for establishing the development company
- ▶ Develop the vision, objective and activities for the company along with the organisation structure
- ▶ Undertake an option appraisal of surplus assets for potential transfer to the development company
- ▶ For shortlisted assets identified for transfer, develop a phased delivery programme and carry out an appraisal of each to identify the development potential for each site and related key issues
- ▶ Align the development programme with an economic and financial model, calculating the projected economic outputs and cashflows. Propose a staffing structure and develop the operating budget and sources of funding
- ▶ Develop a risk and performance management framework, identifying the key risks and mitigations and approach to performance monitoring
- ▶ Set out a stakeholder consultation strategy.

The work provided by Ernst & Young has been supplemented by Ryden LLP in relation to the provision of valuation advice and development appraisals.

1.2 The need for a city development company

Aberdeen boasts a dynamic and prosperous economy, centred on its influential position as the door to North Sea oil exploration, yet in contrast, the City is also home to a number of highly deprived areas. It is this dichotomy which presents the City with its greatest challenge, to ensure that the future prosperity of Aberdeen is extended to its entire people in all of its communities.

The report sets out the wider social, economic and environmental challenges facing the City and in particular those areas identified as ‘priority areas’ and ‘at risk neighbourhoods’. The creation of a city development company to address these challenges is considered within the wider national and local strategic context. Both existing national and local regeneration policies, and wider social programmes, have influenced the vision, objectives and proposed activities of the development company.

The earlier feasibility study carried out by the Council concluded that establishing a city development company had the potential to deliver sustainable regeneration across the City in a focused and coordinated way. Fundamentally this would be achieved through a dual role:

- ▶ Strategic coordination of public and private sector partners to achieve agreed regeneration and development objectives and outcomes

- ▶ The development vehicle taking responsibility for its own role within specific development projects.

1.3 Vision and objectives

The business plan process led to the development of a Vision for the city development company or ‘One Aberdeen’. The Vision is a strong and aspirational statement highlighting the need for a united, community approach to propel sustainable investment for the City.

“One Aberdeen: Maximising the development opportunities of our place for the benefit of all of our people through sustainable investment”

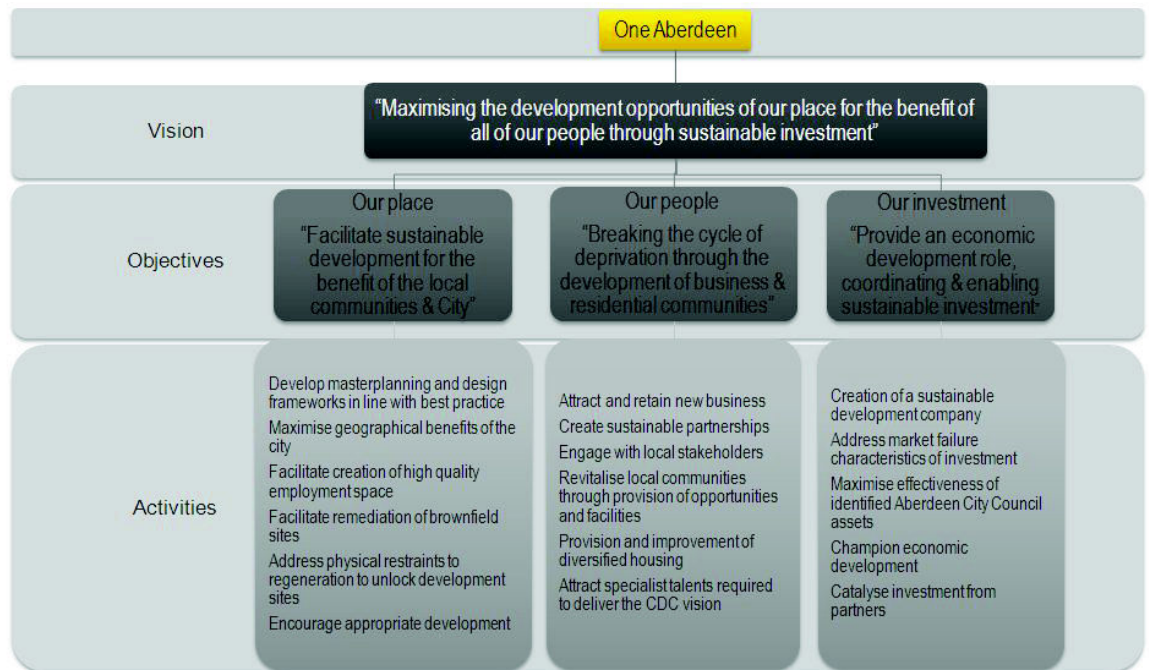
The Vision is underpinned by three key objectives which give a clear focus to the vision statement and crystallise how the vision will be achieved. Furthermore, the objectives will provide the means to measure the success of One Aberdeen in achieving the vision. The three objectives are:

Our place: facilitate development for the benefit of the local communities and City

Our people: breaking the cycle of deprivation through the development of business and residential communities

Our investment: provide an economic development role, coordinating and enabling sustainable investment.

Specific activities have been identified which will enable the objectives and ultimately the Vision of the development company to be achieved. The Vision, objectives and activities are presented below.

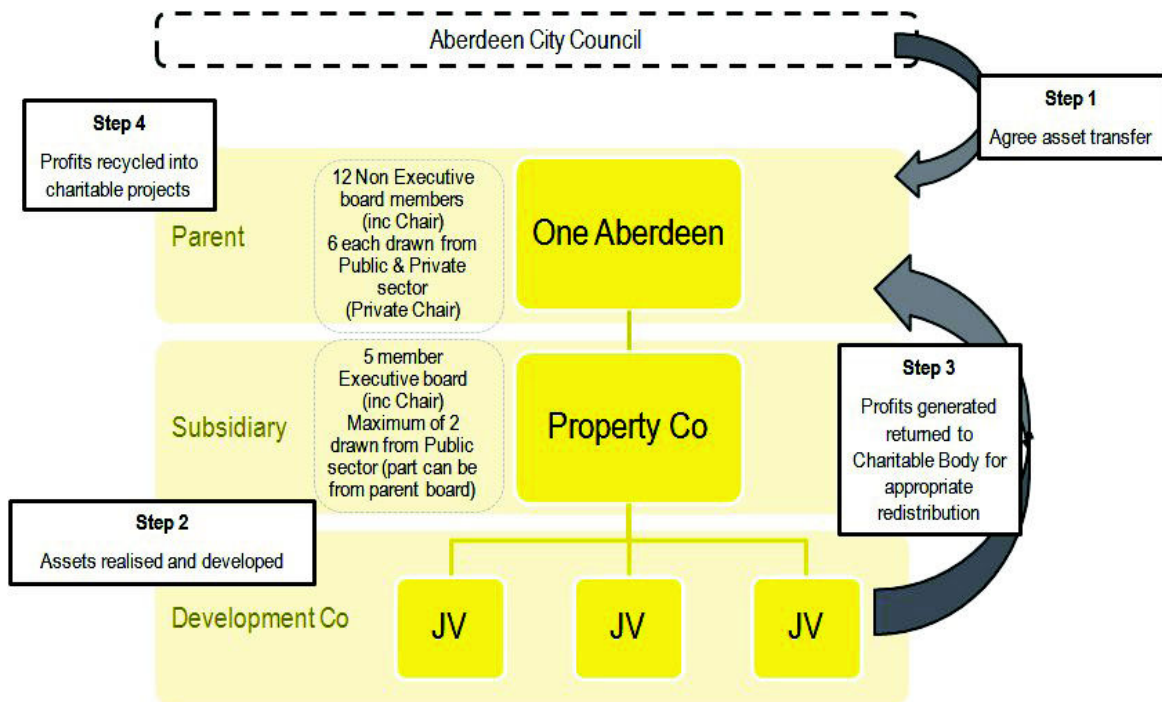


These activities are considered further within sections three and six of this report.

1.4 Organisation structure

Section four of the report details the structure and approach of the city development company. It is proposed that the vehicle will apply for charitable status and be a company limited by guarantee. It will be governed by a non executive board with up to a maximum of

12 directors. The composition of the board will be split between the public and private sector with 6 directors coming from each sector. The life of the company could span between 10 and 15 years. This will be determined by the projects and opportunities that are available. The proposed structure is outlined below.



The delivery approach to each commercial development will be influenced by the nature of the investment and identified partner. This could involve development through a series of joint ventures or other forms of public-private partnership for example, via a development agreement.

Section four also sets out a number of specific structural issues in relation to Stamp Duty Land Tax, Corporation Tax and VAT. Further tax planning work will be required.

1.5 Transfer of surplus assets

Section four sets out that the projects and opportunities to be undertaken by One Aberdeen will commence with the development of a number of surplus assets transferred from the Council (*omitted from this non-financial draft*). These were identified from an option appraisal exercise. Assets will be transferred in accordance with the *Disposal of Land by Local Authorities (Scotland) Regulations 2010* which came into force on 1 June 2010. The transfer of assets will be governed through a Memorandum of Understanding to be drafted between the Council and One Aberdeen.

The transfer of assets between the Council and One Aberdeen will be conducted under individual transfer agreements. The transfer agreement will set out the commercial details of the transfer and related obligations of each party, including appropriate clauses for profit share between the Council and One Aberdeen.

1.6 Option appraisal

Section five (*omitted from this non-financial draft*) sets out the methodology and results of the option appraisal exercise. The Council identified a long list of 59 assets for review. An option appraisal workshop was conducted with key Council officers in April 2010 in order to evaluate these assets in terms of suitability for One Aberdeen. Assets were evaluated in terms of deliverability and strategic importance:

- ▶ **Deliverability:** Assets with characteristics that do not present unwieldy barriers to One Aberdeen in the ability to deliver the agreed project outputs over the proposed life of the delivery vehicle
- ▶ **Importance:** Assets with development potential to make significant strategic contributions to the achievement of One Aberdeen’s vision and objectives.

The results of this evaluation process placed assets under one of four classifications:

- ▶ Council sell, no role identified from One Aberdeen to add significant value
- ▶ Tranche 1 asset transfer, development potential over the short to medium term
- ▶ Tranche 2 asset transfer, development potential over the medium to long term
- ▶ Council retain and review with potential future transfer should circumstances change.

A total of 14 assets were identified as priority projects under Tranche 1 and Tranche 2 developments. These assets were recognised as having a high strategic importance as development and regeneration projects. The assets were sub categorised as those having short to medium term potential to form a first tranche of projects and those having medium to longer term potential that would form a second tranche. The assets are summarised below.

Tranche 1 Developments	Tranche 2 Developments
<i>(omitted from this non-financial draft)</i>	<i>(omitted from this non-financial draft)</i>

In respect of each project within Tranche 1 and Tranche 2, Ryden was requested to describe the types of development that might take place in the future and to estimate the residual land values. The figures provided by Ryden were then used to populate a series of financial models constructed by Ernst & Young for the purpose of calculating the economic outputs of each of the projects and potential receipts to support the operating budget and for reinvestment.

Project level analysis and detailed commentary is summarised in section six *(omitted from this non-financial draft)*. There are a number of wider financial implications for the Council to consider, key matters are noted below.

Asset	Matters arising
	▶ <i>(omitted from this non-financial draft)</i>

The initial estimates of the economic outputs from the development activity are summarised below.

Economic Output Measurement	Tranche 1 Target	Tranche 2 Target
<i>(omitted from this non-financial draft)</i>		

The programme of projects is designed to make sure regeneration provides benefits for local people and businesses. This report sets out the approach for achieving wider community benefits from One Aberdeen's activities. The approach to community benefits involves two elements:

- ▶ Through the procurement and construction process - securing employment and training opportunities for local people, contracts for local firms and supporting local social enterprises
- ▶ Through ongoing economic and financial support.

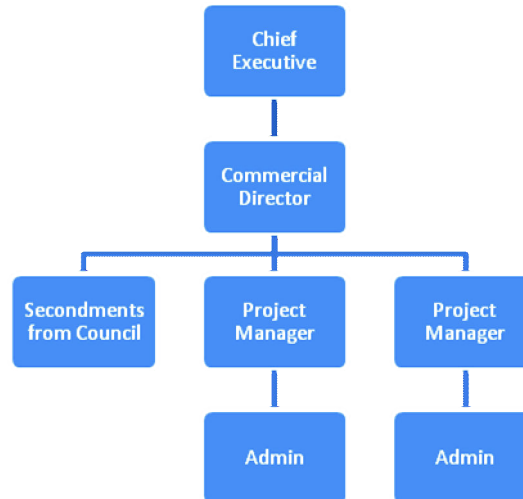
There are four main benefits from the procurement and construction process:

- ▶ targeted recruitment and training of priority groups and school leavers
- ▶ procurement opportunities for local businesses
- ▶ wider community engagement
- ▶ support for social enterprises.

1.7 Financial projections

(omitted from this non-financial draft).

The operating structure and funding proposals seek to ensure that a lean management structure and flexible resource is central to supporting the successful delivery of the development programme. The proposed staffing structure is outlined below.



It is assumed that a high profile post of Chief Executive will be recruited to proactively promote the work of One Aberdeen and provide strategic direction. It is proposed that the Chief Executive is supported by a Commercial Director with two Project Managers and Administrative Assistants. To ensure that the staffing establishment is streamlined and efficient it is proposed that One Aberdeen seeks to utilise the expertise of Council staff on a project by project basis. This may involve temporary secondments into One Aberdeen or other forms of joint working. The above staffing structure would be the optimal solution for One Aberdeen at full capacity. The organisational structure would likely evolve to this level over the first few years as the momentum of projects builds.

1.8 Risk, stakeholders and monitoring and evaluation

Section eight sets out the results of an initial risk identification and mapping exercise. Section nine outlines the key stakeholders and the work undertaken to date and future planned activities to ensure effective stakeholder consultation and engagement with the setting up of One Aberdeen.

Finally section ten sets out an initial suggested framework for monitoring and evaluation the performance of One Aberdeen.

1.9 Exit strategy

The end of the first five year period of operation represents a natural break point and would be suitable for a Council led review of the performance of One Aberdeen to assess its performance against the business plan objectives. This would be a natural exit strategy point with the potential return of assets to the Council on the grounds of non-performance. Similarly the end of the 10 year period represents a further natural break and another opportunity for review and potential exit. As a result of these exit points, the business plan illustrates the budget cash flow over a 5 year period and 10 year period in section seven *(omitted from this non-financial draft)*. The full 1 to 10 year budget is noted in Appendix G *(omitted from this non-financial draft)*.

1.10 **Next steps**

The key steps over the next six months for establishing the city development are as follows:

- ▶ Approval of business plan principles by Council committee (November 2010), including:
 - ▶ Vision, objectives and activities
- ▶ Appointment of Shadow Board to review and adopt the business plan
- ▶ Finalise Articles of Association and Directors' Agreement
- ▶ Establish the Memorandum of Understanding on asset transfer and commercial detail of each asset transferring under Tranche 1
- ▶ Application to OSCR for charitable status (circa 3 month process)
- ▶ Implement stakeholder engagement plan
- ▶ Recruitment of staff and location of premises.

The target date for the new company becoming operational is Spring /Summer 2011.

2. Strategic context

This section provides an overview of the Aberdeen City area and presents a summary of the regeneration challenges facing the City along with the rationale for establishing a city development company.

2.1 The area

Aberdeen is located on the North East coast of Scotland. Shaped by the river Don to the North and the river Dee to the South, the City is a flourishing, cosmopolitan port. Home to some 212,000 inhabitants, the City is Scotland's third largest and the central hub of the Grampian region.

Synonymous with the oil industry, the City hosts a unique and robust economy. The traditional industries of fishing and farming continue to contribute to the area, but it is the oil industry which has driven the City's fortunes over the past 30 years. The City houses some of the world's largest oil companies and boasts some of the world's leading oil exploration expertise. Other major employment sectors in the City include retail, wholesale, hotels, finance and business, health, education and local government services.

The City has two universities and a further education college which attract a substantial number of UK and overseas students. The City has good transport links and is easily accessed by road and rail as well as the international airport which has one of the world's busiest commercial heliports.

Aberdeen's position as the UK hub of the North Sea oil and gas industry has established it as an affluent, prosperous and economically resilient city. The local economy has historically outperformed the rest of Scotland, for example:

- ▶ Unemployment in April 2010 stood at 2.4% against a Scotland wide rate of 4.9%¹
- ▶ Gross Weekly Earnings rose from £610 in 2006 to £664 in 2009 and remains 20% higher than the rest of Scotland²
- ▶ Gross Domestic Product (GDP) grew by 1.5% in 2008 against a Scottish average of 0.7% growth²
- ▶ Gross Value Added (GVA) generated in the City and Aberdeenshire ranked 3rd in the UK in 2007 behind Inner London and Berkshire and Oxfordshire².

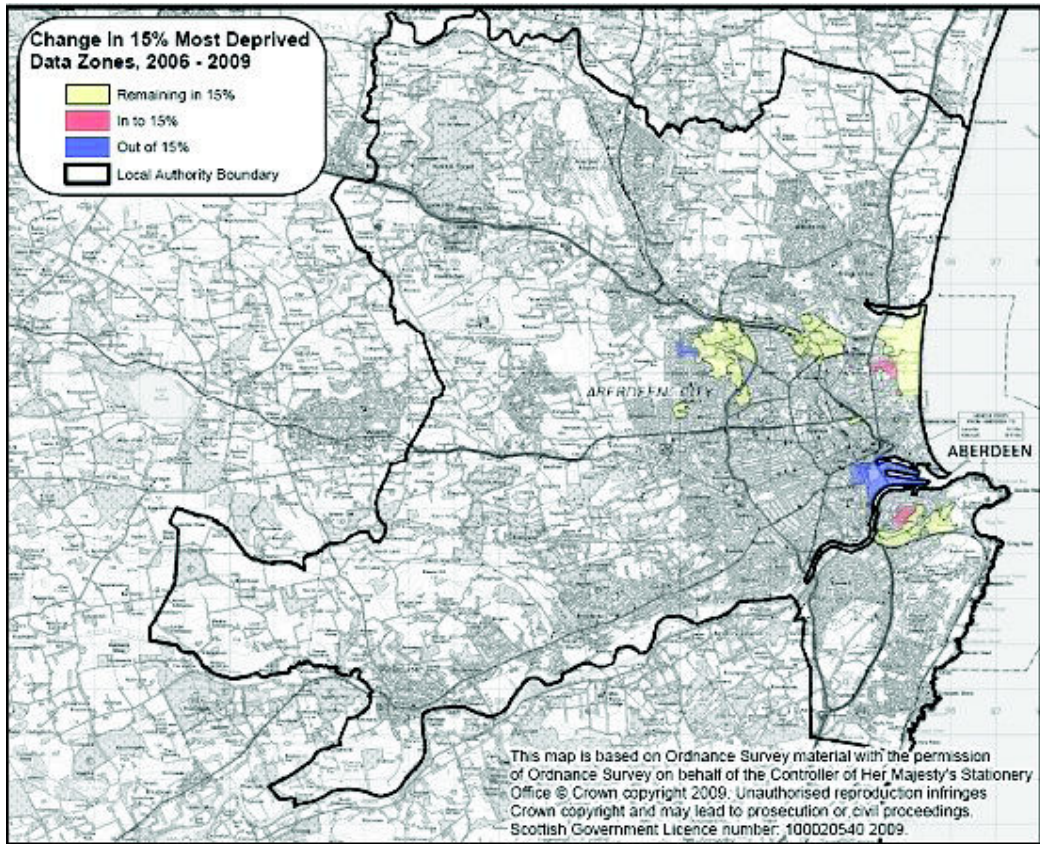
The oil and gas industry has been at the heart of this growth and the industry itself has proved resilient to the recent economic turbulence. There are a number of exciting development projects being advanced to help position Aberdeen at the continuing heart of the industry, key of which being the Energetic corridor proposals.

However, the economic statistics hide the fact that some of the City's other industries have proved less durable and the inequality gap in the City has continued to widen. The City contains a number of highly deprived areas. In the 2009 Scottish Index of Multiple Deprivation, 27 Aberdeen data zones were among the most deprived 15% of all Scottish data zones. These data zones have a population of almost 10% of the City's total population. Figure 1 overleaf shows the change in the 15% most deprived areas within the City between 2006 and 2009. While the Council has been successful in improving deprivation in some areas there is still a sizable area remaining in poverty.

¹ Source: www.scotland.gov.uk

² Source: www.ons.gov.uk

Figure 1: Aberdeen City: change in 15% most deprived areas 2006-2009



Source: www.scotland.gov.uk Crown copyright

The most deprived data zones are located in what the Council has classed as the “*priority neighbourhoods*” and the “*at risk neighbourhoods*”. These areas are summarised in Figure 2 below.

Figure 2: Priority and at risk neighbourhoods

Priority neighbourhoods	At risk neighbourhoods
Seaton	Stockethill
Tillydrone	George Street
Woodside	Mastrick
Torry	City centre
Middlefield	Froghall, Powis and Sunny bank
Cummings Park	Garthdee
Northfield	Old Aberdeen
	Heathryfold

Source: Aberdeen City Council

Whilst intervention is required in these neighbourhoods, there are also small pockets of deprivation outwith these neighbourhoods. A flexible approach is required to address inequality and meet the challenges in the identified neighbourhoods and across the City. Regeneration and economic development opportunities in these neighbourhoods have been at the forefront of the proposals for creating a regeneration and development company.

2.2 The regeneration challenges

In 2004 the Council commissioned a study³ on behalf of the Aberdeen City Alliance to identify the best means of ensuring that social inclusion and sustainable regeneration are considered when decisions are taken, and to implement a priority area focused programme. The resulting strategy summarised four main areas of challenge for the City:

- ▶ **Aberdeen's relationship with the rest of the Grampian region:** Aberdeen is the core of a major city region with the housing and employment markets extending beyond the City boundaries. It is vital to the wider City region that the core remains prosperous. While the surrounding area may achieve short term gains from the decline of the city centre, the long term impact will be detrimental to the wider region.
- ▶ **Citywide challenges:** like many city areas, Aberdeen faces a forecast of growth in the number of households due to a change in household structure. This combined with an imbalance in housing supply and demand presents city wide housing issues to be addressed. At a city level Aberdeen has above average crime rates and below average primary school attainment.
- ▶ **Economic and social structure of the City:** a striking feature of the City is that disadvantaged populations are heavily concentrated in the same neighbourhoods. The dimensions of poverty tend to be inter-related so a priority area based approach is needed to address these pockets of deprivation.
- ▶ **Changing demography in the City:** this problem is linked to the other three areas of challenge. An increase in the aging population, a decline in the working population and an increase in the number of households presents economic, social and housing challenges for Aberdeen.

The strategy was refreshed in 2007 and the key challenges of social, economic and environmental are outlined in Figure 3.

Figure 3: Social, economic and environmental challenges

Social	Economic	Environmental
Depopulation and changing demographics	Economic decline	Spatial concentration of deprivation
High levels of crime	Spatial concentration of high levels of unemployment	Existing housing stock not fit for purpose
Low levels of primary school attainment and variable educational and skills attainment	Spatial concentration of high levels of low income and wages	Impact of decentralised population increasing the length of journey to the city
Spatial concentration of poor health and well being	Changes in future employment in the energy sector	

Source: Ernst & Young LLP

2.2.1 Social

2.2.1.1 Changing demographics

With a population of 212,000 inhabitants, Aberdeen is the central hub of the Grampian region. However, the population declined by 2.4% between 2001 and 2006⁴. In contrast the outlying Aberdeenshire population increased over the same period. The perceived population drift from the City to the rural areas is symptomatic of the economic prosperity flowing from City to the outlying areas.

Although the population decline looks set to reverse, in reality the rise is largely attributable to the aging population as over the period from 2006 to 2031 the number of people over the age

³ Aberdeen Community Regeneration Strategy: Closing Our Gaps, Tribal HCH, 2004

⁴ Source: www.acsef.co.uk

of 65 will double and population loss is projected to be particularly concentrated in the main working age group between the ages of 30 and 44.

The impact of an aging population, falling working age group and population drift remains a concern to the City's economy. Whilst in the short term this would not adversely impact the wider region, the weakening of the City centre would lead to an eventual weakening of the sustainability of the whole region.

2.2.1.2 Crime

Crime rates across the City are high. The recorded crime rate per 10,000 population is 48% above the Scottish rate¹. Behind Glasgow, Aberdeen has the second highest rate of recorded crime.

2.2.1.3 Education

At a City wide level the educational achievement at primary school level is consistently below the Scottish average. In contrast, the achievement at secondary and higher education are higher, although this varies considerably across the city. The 2001 Census showed that 25% of the working population in Aberdeen had no qualifications. In some of the most deprived areas this rises to 50% of the working population. 1 in 10 school leavers in the City are classed as "unemployed and seeking employment or training". Progression to further and higher education is below the national average in 5 of the 12 City's secondary schools.⁵

The 2006 Scottish Index of Multiple Deprivation highlighted the neighbourhoods with the highest incidence of education deprivation in Aberdeen as the priority neighbourhoods of Tillydrone, Woodside, Torry, Middlefield, Cummings Park and Northfield.

2.2.1.4 Spatial concentration of poor health and well being

The 2006 SIMD also shows a stark contrast in the health of residents across the City. The neighbourhoods with the highest incidence of health deprivation are Tillydrone, Woodside, Torry, Middlefield, Cummings Park and Seaton with deaths from heart disease almost twice the Scottish average in some areas⁶.

2.2.2 Economic

2.2.2.1 Economic decline

Despite Aberdeen's recent economic prosperity, the City has been impacted by the current recession and is predicted to feel the repercussions for a number of years. Oxford Economics forecast that, in output terms, GVA is expected to fall by 2.8% in Aberdeen City in 2009, show very little growth in 2010, before growing by 1.6% and 2.1% in 2011 and 2012 respectively. It is further predicted that the recession will see a decline in total employment, with Aberdeen City set to lose around 9,500 jobs by 2011. Although there is a forecast return to jobs growth from 2012 onwards, it is not expected that the region will return to its 2008 employment levels until after 2018.

2.2.2.2 Spatial concentration of high levels of unemployment and income deprivation

The City population is split between those who have money and mobility and those without either. The wealth gap between the relatively high city average and those in areas of deprivation has continued to climb rapidly as the prosperity of the oil and gas industry carries those associated with it further and further away from those left behind. The male dominance of the energy sector has also led to Aberdeen having one of the highest pay gaps in terms of gender in the UK.

As has been shown in the areas of education and health, the variance in unemployment is also high. The neighbourhoods with the highest incidence of employment deprivation are Torry, Tillydrone, Middlefield, Woodside and Seaton¹. There is a wide variance in

⁵ Source: Census, 2001

⁶ Source: NHS Grampian, 2004

unemployment rates between areas. Statistics from the Office of National Statistics show an average unemployment rate of 1.5% across the City, but this varied from 7% in Tillydrone to less than 1% in a number of the more affluent neighbourhoods².

2.2.2.3 Future employment in the energy sector

While Aberdeen has grown with the oil industry over the past 30 years, the structure of the energy sector is changing. The rate of employment decline has been sheltered with an increase in oil and gas activity levels and high oil prices; however employment levels are expected to decline as UK Continental Shelf production declines. The City will need to compete with other areas of Scotland, the UK and internationally to attract new forms of activity within the energy sector as well as a more diverse range of employment sectors.

2.2.3 Environmental

2.2.3.1 Spatial concentration of deprivation

A striking feature of the City is the concentration of disadvantaged populations in the same neighbourhoods. The statistics have shown that the aspects of poverty tend to be inter-related and this geographical dimension of inequality is a major challenge. It creates unsustainable neighbourhoods which are unable to contribute to the city as a whole and limits the life chances of the people within those communities.

2.2.3.2 Existing housing stock not fit for purpose

There is an imbalance in the supply and demand of social rented housing which leaves the City unable to meet the housing needs of its residents. This imbalance is at an overall level and between particular property types. The housing tenure mix has altered with 'Right to Buy' sales of houses leaving the Council's remaining stock with three quarters of flatted properties. Many of these properties are in neighbourhoods where the demand is for family housing.

2.2.3.3 Decentralised population increasing the length of journey to the city

Population statistics have demonstrated that the population is moving from within the City to neighbouring local authorities. This migration from the City has a financial impact in that it is reducing council tax revenues to the Council. On an environmental front the shift of workers, visitors and shoppers to areas outwith the City increases the length of journeys. This threatens the environmental sustainability of the city region and could adversely impact on regional and national emission targets.

2.3 The policy context

It is important for any regeneration programme to be aligned to and actively supported by local, regional and national policies; not just policies specific to regeneration, but to ensure synergies across social housing, transport, commercial development and renewables. Understanding the political context will help to identify these synergies and ensure that there is no duplication or over-riding of policies, responsibilities and activities with the setting up of a city development company.

2.3.1 National

At a national level the Scottish Government promotes sustainable regeneration and economic development through enabling targeted action in the most disadvantaged areas and by devolving power locally. The Scottish Government's Purpose is:

“To focus the Government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable growth”

Five national priorities aim to deliver this Purpose to Scotland:

- ▶ **wealthier and fairer:** enabling business and people to increase their wealth and for more people to share fairly in that wealth
- ▶ **healthier:** helping people to sustain and improve their health, especially in deprived communities
- ▶ **smarter and stronger:** expanding opportunities to succeed from nurture through to lifelong learning and raising educational attainment
- ▶ **greener:** improving the natural and build environment and the sustainable use and employment of it.

National regeneration policy focuses on establishing cities as drivers of economic success, providing the opportunities for sustainable regeneration. The national Economic Strategy and the Housing (Scotland) Act 2010 support this direction and the rationale for using a development company as a flexible delivery vehicle.

2.3.2 Regional

As the challenges have highlighted, Aberdeen City is the core of the Grampian region and close working at a regional level is essential for sustainable regeneration. Aberdeen has a strong record of working in partnership with Aberdeenshire Council and Scottish Enterprise through the Aberdeen City and Shire Economic Forum (ACSEF) and the Aberdeen City Alliance. Relevant joint working includes the *Energetic Strategic Framework* which proposes creating a global technology corridor from Aberdeen to Peterhead, ACSEF's *Employment Land Audit 2009* which identifies the supply and availability of employment land in the North East of Scotland and *Building on energy* which presents the plan for building on the success of the oil and gas industry.

A programme of development and physical intervention delivered through a targeted vehicle will complement the regional priorities of the North East Joint Public Sector Group, in particular tackling the economy, changing demographics, housing, health and inequality.

2.3.3 Local

The public sector is increasing operating within a tightening fiscal environment. The wider economic situation has compounded budget restrictions. The recent difficulties experienced by the Council have been widely publicised and the need to reconnect with the people of Aberdeen and improve the Council's standing and reputation has been recognised.

In the community planning context, the plans for a new delivery vehicle are consistent with the regeneration priorities identified by the Aberdeen City Alliance, the community planning partnership that will deliver Aberdeen City's Community Plan. It would contribute significantly to the local outcomes identified within the Single Outcome Agreement.

There is also cohesion with the Council's local regeneration plans and other policies, including the Property Asset Management Plan, Local Housing Strategy, Green Spaces, Green Places Local Plan and the *Closing Our Gaps* Regeneration Strategy.

2.4 The need for a development company

Within this strategic and policy context, the Council investigated the feasibility of establishing a development company to contribute to meeting the regeneration needs of the City. The feasibility work demonstrated that it was both possible and beneficial to establish a vehicle for the delivery of sustainable regeneration across the City.

To effectively address the economic, social and environmental challenges the Council agreed that the main focus of the vehicle would be to focus on the aim that the future prosperity of Aberdeen is extended to all of its people in all of its communities. It was envisaged that this can be achieved through a dual role for the delivery vehicle:

- ▶ The strategic coordination of public and private sector partners in order to achieve the agreed regeneration and development objectives and outcomes
- ▶ The vehicle taking responsibility for its own role within specific development projects.

Through this dual role, the vehicle will seek to achieve the following:

- ▶ Unlock resources and help to release the economic potential of the City
- ▶ Effectively respond to the ongoing challenge of addressing regeneration objectives
- ▶ Better harness the entrepreneurial approach and timescales of the private sector
- ▶ Provide an economic leadership role
- ▶ Attract and develop the specialist talent and skills that are key to economic development
- ▶ Improve the quality of investment propositions generated by the City for external third party, public-private, and commercial financing
- ▶ Increase the capacity to bid for major projects that can have catalytic effects on economic performance
- ▶ Increase the fit between economic development delivery and economic reality
- ▶ Champion economic development needs in the development of strategies
- ▶ Increase potential for the creation and uplift of social, physical and economic value
- ▶ Help facilitate the desired growth of the City population.

These guiding principles formed the basis for development of the vehicle's Vision and Objectives and supporting activities and projects. These are summarised in section three.

3. Vision and objectives

It is proposed that the delivery vehicle will be created as a charity with the purpose of positively contributing to the regeneration challenges of the City. An application for charitable status will be made following approval of this business plan by elected members.

The vehicle will deliver a sustainable urban regeneration programme that will contribute to, creating local jobs, maximising economic development opportunities, meeting housing demand and tackling the spatial concentration of deprivation in Aberdeen. The geographical focus will be on the priority and at risk areas with reference to Figure 2. This section presents the vision and objectives for the vehicle, referred to as **One Aberdeen**.

3.1 Charitable objects

One Aberdeen aims to be established for charitable purposes to promote the benefit of the public of the City and elsewhere. Seven charitable objects are embedded in the draft Articles of Association and are summarised in Figure 4.

Figure 4: One Aberdeen charitable objects

Charitable objects

1	Urban regeneration
2	Advancement of community development including, maintenance or improvement of physical, social and economic infrastructure, and by assisting people who are at a disadvantage because of their social and economic circumstances
3	Relief of poverty and unemployment
4	Provision and improvement of housing for those who are in the conditions of need, excluding any statutory duty of any local authorities or other bodies
5	Provision, maintenance and/or improvement of public amenities
6	Creation of training and employment opportunities by providing, or assisting with the provision of, workspace, buildings and/or land for use on favourable terms
7	Protection, conservation and/or improvement of the environment, including the remediation of environmental damage to facilitate the use of such remediated land or assets, ensuring that the public benefit overrides the private benefit conferred on the owner

Within this charitable framework, a workshop was hosted by Ernst & Young with the Council's project team members in April 2010 to develop the vision and objectives of One Aberdeen. The vision and objectives set out below were formulated through that workshop together with a list of activities that feed into the proposed early years' projects.

3.2 Vision

A vision can be defined as a clear description of the desired outcome, providing a clear direction for the works. The Vision for One Aberdeen is:

“One Aberdeen: Maximising the development opportunities of our place for the benefit of all of our people through sustainable investment”

3.3 Objectives

The objectives of One Aberdeen will give a clear focus to the vision statement and crystallise how the vision will be achieved. Furthermore, the objectives will provide the means to measure the success of One Aberdeen in achieving the vision. In providing the detail of the objectives, One Aberdeen also has the opportunity to echo the regeneration themes of the Council and the Scottish Government, and embed the charitable objects within the objectives and activities of One Aberdeen.

The Vision is underpinned by three objectives:

- ▶ **Our place:** facilitate development for the benefit of the local communities and City
- ▶ **Our people:** breaking the cycle of deprivation through the development of business and residential communities
- ▶ **Our investment:** provide an economic development role, coordinating and enabling sustainable investment.

3.4 Activities

Specific activities have been identified which will enable the objectives and ultimately the vision of One Aberdeen to be achieved. These are set out below.

3.4.1 Our Place

“Facilitate development for the benefit of the local communities and City”

- ▶ Develop masterplanning and design frameworks in line with best practice
- ▶ Maximise geographical benefits of the City
- ▶ Facilitate creation of high quality employment space
- ▶ Facilitate remediation of brownfield sites
- ▶ Address physical restraints to regeneration to unlock development sites
- ▶ Encourage appropriate development.

These activities contribute towards meeting all of the charitable objects.

3.4.2 Our People

“Breaking the cycle of deprivation through the development of business and residential communities”

- ▶ Attract and retain new business
- ▶ Create sustainable partnerships
- ▶ Engage with local stakeholders
- ▶ Retain existing local communities through provision of opportunities and facilities
- ▶ Attract new residents through the promotion of good quality of life
- ▶ Provision and improvement of diversified housing
- ▶ Attract specialist talents required to deliver the Vision.

These activities contribute towards the charitable objects of:

- ▶ *urban regeneration*
- ▶ *assisting people who are at a disadvantage because of their social and economic circumstances*
- ▶ *relief of poverty and unemployment*
- ▶ *provision and improvement of housing for those who are in the conditions of need*
- ▶ *creation of training and employment opportunities.*

3.4.3 Our Investment

“Provide an economic development role, coordinating and enabling sustainable investment”

- ▶ Creation of a sustainable development company
- ▶ Address market failure characteristics of investment
- ▶ Maximise the effectiveness of identified Aberdeen City Council’s assets
- ▶ Champion economic development
- ▶ Catalyse investment from partners.

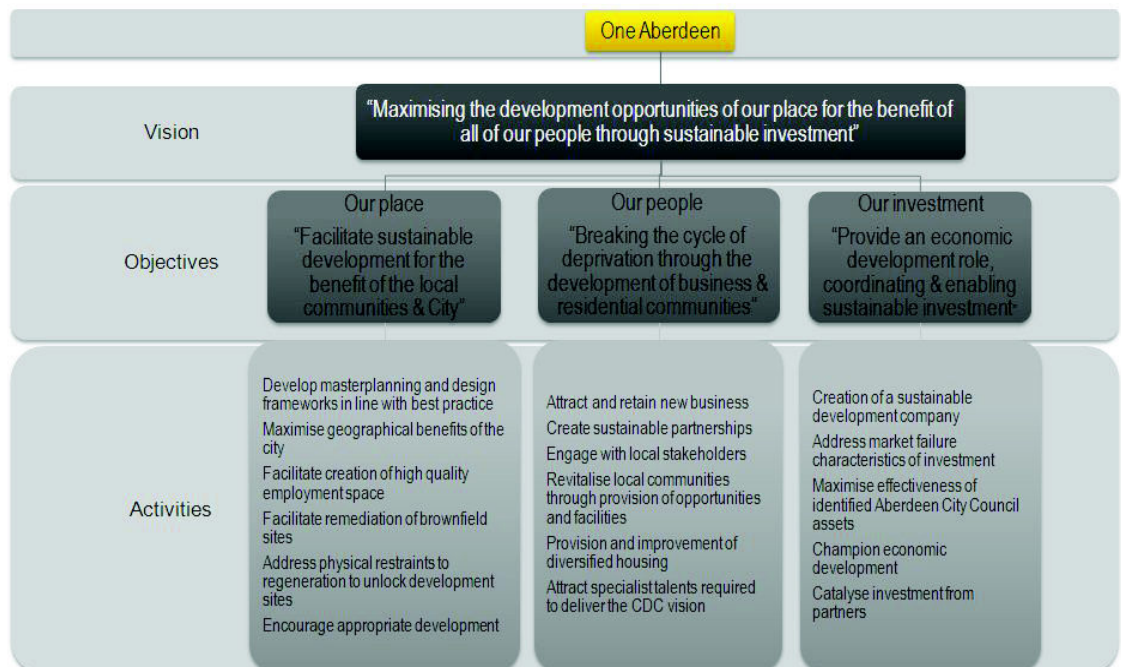
These activities contribute towards the charitable objects of:

- ▶ *urban regeneration*
- ▶ *advancement of community development including maintenance or improvement of physical, social and economic infrastructure*
- ▶ *provision and improvement of housing*
- ▶ *protection, conservation and/or improvement of the environment.*

3.5 Summary

The vision, objectives and activities are summarised in Figure 5.

Figure 5: One Aberdeen vision and objectives



4. Organisation structure and taxation

In June 2009, the Council's Policy and Strategy Committee approved the establishment of One Aberdeen as the delivery vehicle to focus regeneration and economic development in the City. This section sets out the proposed organisation structure and highlights specific taxation issues to be considered.

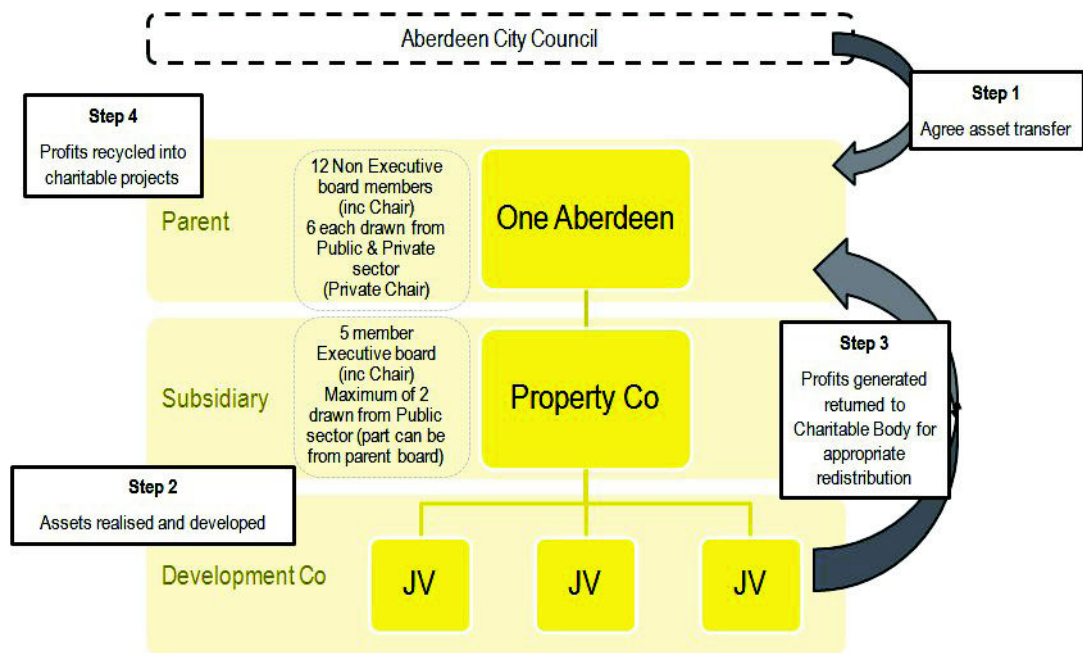
4.1 Structure

It is proposed that One Aberdeen will be a charitable company limited by guarantee. The life of the company could span between 10 and 15 years. This will be determined by the projects and opportunities that are available.

A wholly owned subsidiary will be established ("Property Company") with the purpose of undertaking riskier and more commercial projects and activities which do not fall within the charitable purposes and objects of One Aberdeen. Any projects which do not meet the charitable objects as defined within the Articles will be conducted through the Property Company.

The delivery approach to each commercial development will be influenced by the nature of the investment and identified partner. This could involve development through a series of joint ventures or other forms of public-private partnership for example, via development agreements. The organisation structure is shown in Figure 6.

Figure 6: One Aberdeen organisation structure



4.2 Governance

One Aberdeen will be governed by a non executive board with up to a maximum of 12 directors. The composition of the board will be split between the public and private sector with 6 directors coming from each sector. On the public sector side, the maximum number of directors that can be appointed by the Council will be 4, with 1 further member appointed by Scottish Enterprise and 1 appointed by the Aberdeen Civic Forum. 6 directors will be invited to join from the private sector. The chair will be from the private sector appointees and will have the casting vote, meaning that there is private sector control at parent board level. The appointment process for board members is scheduled to reach its conclusion in July 2010.

The board of the Property Company will comprise five executive directors with a maximum of two drawn from the public sector.

The issue of board control is of particular interest to determining Stamp Duty Land Tax (SDLT) payable in relation to the transfer of assets from the Council to One Aberdeen. This is considered below in the SDLT section.

5. **Asset option appraisal**

(Omitted from this non-financial draft)

6. Project details

(Omitted from this non-financial draft)

7. Financial projections

(Omitted from this non-financial draft)

8. Managing risk

8.1 Introduction

Successful delivery of One Aberdeen’s projects is reliant on the ability to proactively identify, control and mitigate corporate and project specific risks.

8.2 Risks

A risk register has been developed to consider the initial risks to One Aberdeen and plans to mitigate these risks. The register is included at Appendix H. The risk register, including mitigating factors, was discussed and agreed with the Council’s project team in April 2010. Clearly once the board is in place this should be reviewed and updated to reflect the operating plan.

The risks were given a score based on the adverse impact that they could have on One Aberdeen and the development programme and also the likelihood of the risks occurring. Each risk was mapped onto a matrix as shown in Figure 26 with “Impact” and “Likelihood” making up the axis. The quantitative aspects of the risk matrix are explained in Figure 26 with both “Impact” and “Likelihood” scored on a 1-10 basis. The colour coding of the graph indicates low risk/likelihood as green, moderate risk/likelihood as amber and high risk/likelihood as red.

Figure 26: Risk matrix mapping

High to critical impact Unlikely to moderately likely	High to critical impact Moderately likely to likely	High to critical impact Likely to highly likely
High to medium impact Unlikely to moderately likely	High to medium impact Moderately likely to likely	High to medium impact Likely to highly likely
Medium to low impact Unlikely to moderately likely	Medium to low impact Moderately likely to likely	Medium to low impact Likely to highly likely

The risk map is included at appendix I.

Risks within the register were split under a series of broader headings.

- ▶ **Strategic:** risks associate to the set up of One Aberdeen, its organisational structure and its overall vision and objectives.
- ▶ **Statutory:** organisational and project specific risks that may require additional legal advice or cause legal obstacles.

- ▶ **Political:** risks surrounding the initial political support for One Aberdeen but also changes in political focus as a result of the upcoming or any future elections and subsequent impacts on funding.
- ▶ **Financial:** Risks focus around predicted cuts in public sector funding and further volatility in macroeconomic metrics. More locally focused financial risks are also considered, primarily focusing on the ability of the Council to provide financial support.
- ▶ **Operational:** Risks mostly concern the set up of One Aberdeen and the appropriateness of its business plan and structure.
- ▶ **Development issues:** Project specific risks that are common in development projects. Risks like the inability to secure a development partner in the first place or risks like unforeseen site costs.
- ▶ **Stakeholders:** Recognised as a critical category, risks concern the failure to identify stakeholders and the failure to manage stakeholder expectations.
- ▶ **External factors:** Low likelihood risks that would have wider implications.

Figure 77: Impact and likelihood range

Range	Impact	Likelihood
6.7 – 10	High to critical impact on the achievement of objectives and overall performance of One Aberdeen. Very high impact on cost and reputation. Very difficult to recover from and possible long term recovery.	Highly likely or likely to occur
3.4 - 6.6	Medium to high impact on One Aberdeen costs, timing and objectives. Impact on output, quality and reputation. Medium to long term recovery and may be expensive.	Moderately likely or likely to occur
1 - 3.3	Low to medium impact on One Aberdeen. Minor loss, delay or inconvenience. May be easily remedied and mitigation easily identified and able to action.	Unlikely or moderately likely to occur

8.3 Key risks and mitigating factors

The risk register at appendix H indicates a number of high impact / high likelihood risks that One Aberdeen may face. The risks and the factors that may mitigate them assemble around three main areas detailed in the table overleaf.

Figure 88: Key risks and mitigating factors

Key risk areas	Summary of risks	Mitigating factors
Stakeholders	A failure to initially identify and subsequently successfully manage stakeholders and stakeholder expectations leads to dissatisfaction and diminishing support for One Aberdeen.	Through a series of workshops involving the Council's project team and key Council personnel, all internal and external stakeholders are identified culminating in a detailed, timely plan of engagement and consultation with each level of stakeholder.
Financial	Changes in political focus due to predicted pressures on local and national government budgets leads to a failure to secure capital receipts and / or initial funding to enable One Aberdeen to operate.	The creation of a robust programme and dynamic team for One Aberdeen will provide the necessary flexibility to cope with the predicted changing political and economic landscape. Effective internal governance and again effective relationships with stakeholders will minimise this risk.
Commercial risks and development issues	Control failures lead to unsuitable development partners and / or unsuitable project conditions which render One Aberdeen objectives unobtainable.	The implementation of a rigorous monitoring and evaluation framework by a skilled team will ensure the selection of suitable development partners who are aligned with the vision and objectives of One Aberdeen.

One Aberdeen is set to be established at a time of significant economic and political change. The full impact of the recent recession is not completely known but a realistic assumption is that public sector budgets will be under considerable pressure in coming years. Furthermore, the marketplace for potential development partners has been restricted and may continue to falter. With an assumed lifecycle for One Aberdeen of at least 10 years, it is essential the programmes in place have the flexibility and robustness to cope with tightened budgets

As well as economic constraints One Aberdeen's formative years will see a UK wide election in 2010 and a Scottish election in 2011. Changes in political focus may lead to economic constraints on One Aberdeen as new initiatives take precedence.

The creation of flexible programmes by a well informed and adaptable team is essential to One Aberdeen's ability to navigate potential changes in the economic and political environment. This stretches to the governance of One Aberdeen.

The individual development projects embarked upon by One Aberdeen may encounter a number of unforeseen problems as is common with any development project. One Aberdeen will develop and implement an effective monitoring and evaluation framework. The framework will provide a robust, practical way of managing One Aberdeen's activities, and will specifically:

- ▶ Enable well-informed strategic decision making including the selection of appropriate development partners
- ▶ Facilitate robust project appraisal
- ▶ Enable effective measurement of progress
- ▶ Facilitate evaluation of the initiative against objectives and targets
- ▶ Provide a framework for learning lessons and feeding them back into future decision making.

One Aberdeen will be governed by a board drawn from the private and public sector. The composition of the board will be equally split between the sectors with six members coming from the public sector and six from the private sector. On the public sector side, four members will be chosen by the Council, one by Scottish Enterprise and one further by the Aberdeen Civic Forum. The private sector will hold the chair and will therefore hold the casting vote. Each board member brings a set of skills, knowledge and experience.

9. Stakeholders

Effective stakeholder engagement is essential to the success of any project and requires an understanding of the issues and concerns of the interested parties in order to implement stakeholder management and communication.

Recent high profile development projects in the North East of Scotland have highlighted the importance of identifying and communicating with all stakeholders. A failure to do so can lead to a single stakeholder group or multiple stakeholder groups becoming isolated which in turn can lead to a backlash and negative public reaction.

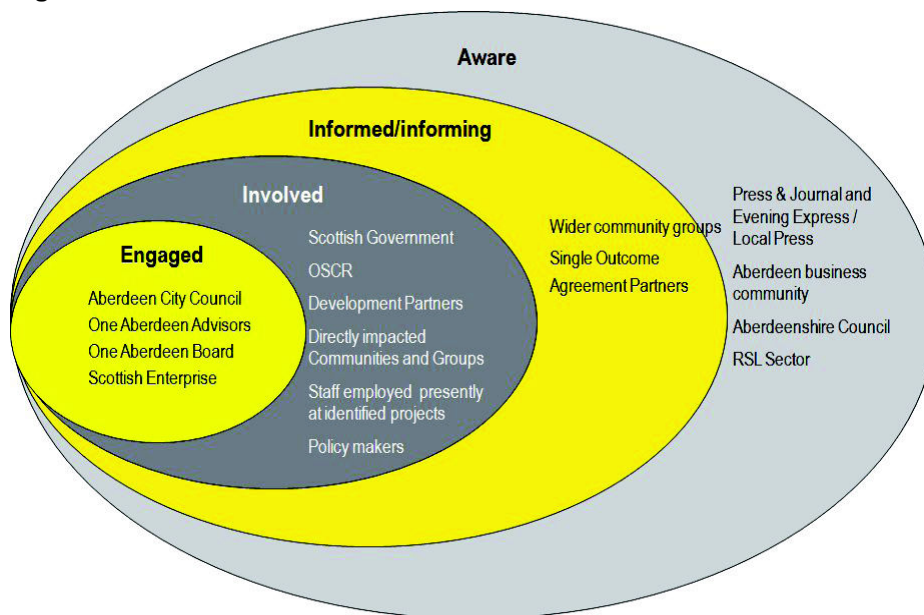
9.1 Stakeholder mapping

Stakeholders were identified by members of the Council's project team at the workshops in April 2010. Acknowledging that each stakeholder has a need for differing levels of engagement at this stage of the proposal, four levels of engagement were identified:-

- ▶ **Engaged:** Stakeholders that are engaged are integral to the operations of One Aberdeen. This group of stakeholders will work closely together in partnership to drive the objectives of One Aberdeen.
- ▶ **Involved:** Stakeholders that are involved are individuals and groups that will be directly impacted by One Aberdeen and its projects. This includes involving these individuals and groups in decision making processes.
- ▶ **Informed / informing:** This group of stakeholders needs to be informed of One Aberdeen's objectives and subsequent projects. The experiences and concerns of these stakeholders may be used to inform One Aberdeen's activities.
- ▶ **Aware:** This level of consultation will provide information on One Aberdeen's objectives and projects as they develop.

The diagram below summarises the stakeholders identified and the level of engagement required at this stage:

Figure 29: Stakeholder identification



The categorisation of stakeholders is explained in more detail overleaf:

9.1.1 Engaged

- ▶ Aberdeen City Council: The input of the Council officers and elected members is essential to the success of One Aberdeen.
- ▶ One Aberdeen Advisors: Professional and legal advisors have been instrumental in developing One Aberdeen's business plan and will continue to play an important role in establishing the vehicle.
- ▶ One Aberdeen Board: the board is to consist of six public sector members and six from the private sector with the private sector holding the chair. On the public sector side, four will be appointed by the Council, one by Scottish Enterprise and one from the Aberdeen Civic Forum. The board should set the tone for the organisation and drive its output. With board representation, Aberdeen Civic Forum and Scottish Enterprise will be engaged partners with One Aberdeen.
- ▶ Scottish Enterprise: Aside from board representation, the nature of One Aberdeen and its objectives is aligned with the role of Scottish Enterprise. A positive alliance based on timely communication and support is required.

9.1.2 Involved

- ▶ Scottish Government: Aligning One Aberdeen to Scottish Government objectives is a key consideration.
- ▶ Incorporating OSCR's themes and objectives was a key process in shaping One Aberdeen's vision and objectives.
- ▶ Potential Development Partners: Development partners will be critical to the success of the development projects. Fostering constructive and workable relationships with them will be a top priority for One Aberdeen.
- ▶ Directly impacted communities and groups: The success of One Aberdeen will be based on its ability to impact the communities and other groups within the geographical location of its development projects. Understanding their needs and expectations through effective communication and encouraging their input is a primary goal for One Aberdeen.
- ▶ Staff employed presently at identified projects: Communication with staff employed at surplus asset sites is important prior to the commencement of development. Open communication is likely to avoid negative reaction.
- ▶ Policy makers: One Aberdeen is set to be the first of its kind in Scotland. Working hand in hand with local and national policy makers is key in developing the vehicle and maximising its impact.

9.1.3 Informed / informing

- ▶ Wider community groups: A failure to consider the opinions of the wider community and halting to gauge public opinion has plagued a number of high profile developments in the North East of Scotland. One Aberdeen should be determined to ensure the wider community is not only informed of development projects but also given the opportunity to contribute to and ultimately get behind these projects.
- ▶ Single Outcome Agreement Partners: The second annual Single Outcome Agreement was published for 2009 and covered the work provided by Aberdeen City's community planning partners. The priorities and objectives of these organisations support the vision of One Aberdeen. The SOA contained the following: NESTRANS (North East of Scotland Transport Partnership), Grampian Police, Grampian Fire & Rescue Service,

9.1.4 Aware

- ▶ **Press & Journal / Local press:** A number of recent North East development projects have incurred negative criticism through the local press. Aberdeen's local press is central to the communication of the objectives of One Aberdeen to both the wider general public and business community. Building a positive image of One Aberdeen is essential.
- ▶ **Aberdeenshire Council:** Although One Aberdeen is targeted primarily at the City of Aberdeen; any development within the city will impact the wider North East region to some extent. An appreciation of the needs and desires of the Aberdeenshire Council is necessary.
- ▶ **Aberdeen business community:** Ensuring the wider business community is kept informed of One Aberdeen's objectives and developments is encouraged as partnership with other businesses will be essential in achieving the successful completion of projects. Furthermore, bringing business together will help in fostering a more positive image for One Aberdeen.
- ▶ **RSL Sector:** Specific development projects may involve collaboration with registered social landlords. Maintaining a presence within the business community and promoting the work of One Aberdeen should result in RSLs and similar potential project partners remaining aware of the vehicle.

9.2 Stakeholder consultation and engagement

Stakeholder needs should be fully understood as it is imperative to manage their communications and expectations. In order to remain effective, the communications plan must be updated regularly to reflect the changing lifecycle of the project and stakeholder issues. At April 2010 the consultation plan looks as illustrated in Figure 30. Many of the stakeholders identified in Figure 30 have been engaged to some extent in relation to One Aberdeen. Future planned activities have been added and the level of planned engagement would be expected to increase as One Aberdeen begins to form and progress.

Figure 30: Stakeholder consultation

Planned events

Completed

Ongoing communication and committee update May 2010
 Ongoing work with Advisors
 Board to be appointed May 2010

Workshops held April 2010
 Advisors have been appointed
 Board selection process identified.

Key personnel with Scottish Government recognised – meetings to take place.
 Application to OSCR to be made.
 More recent soft marketing to take place with potential development partners.
 Consultation with existing staff to take place.

Aberdeen City Council
 One Aberdeen Advisors
 One Aberdeen Board

Scottish Government
 OSCR
 Development Partners
 Directly impacted Communities and Groups
 Staff employed presently at identified projects
 Policy makers

OSCR visit conducted in July 2009
 Soft market testing has been carried out previously on potential development partners.

Further consultation with Single Outcome Policy stakeholders

ACSEF
 Scottish Enterprise
 Wider community groups
 NESTRANS
 Grampian Police / Grampian Fire & Rescue Service
 NHS Grampian
 Aberdeen City and Aberdeenshire Strategic Development Plan Team
 North East of Scotland Child Protection Committee

Meeting with Scottish Enterprise Development team in Nov2009
 Presentation to ACSEF in Nov 2009

Further press coverage as the CDC progresses

Press & Journal and Evening Express / Local Press
 Aberdeen business community
 Aberdeenshire Council
 RSL Sector

Articles within Press & Journal 2009

10. Monitoring and evaluation

The monitoring and evaluation framework will also enable an effective and timely evaluation of One Aberdeen's performance against its established objectives.

One Aberdeen will focus monitoring and measurement on targets for which it can be held directly accountable, however the wider results of the programmes interventions will be monitored and reported annually for most indicators or at least three yearly for the remaining.

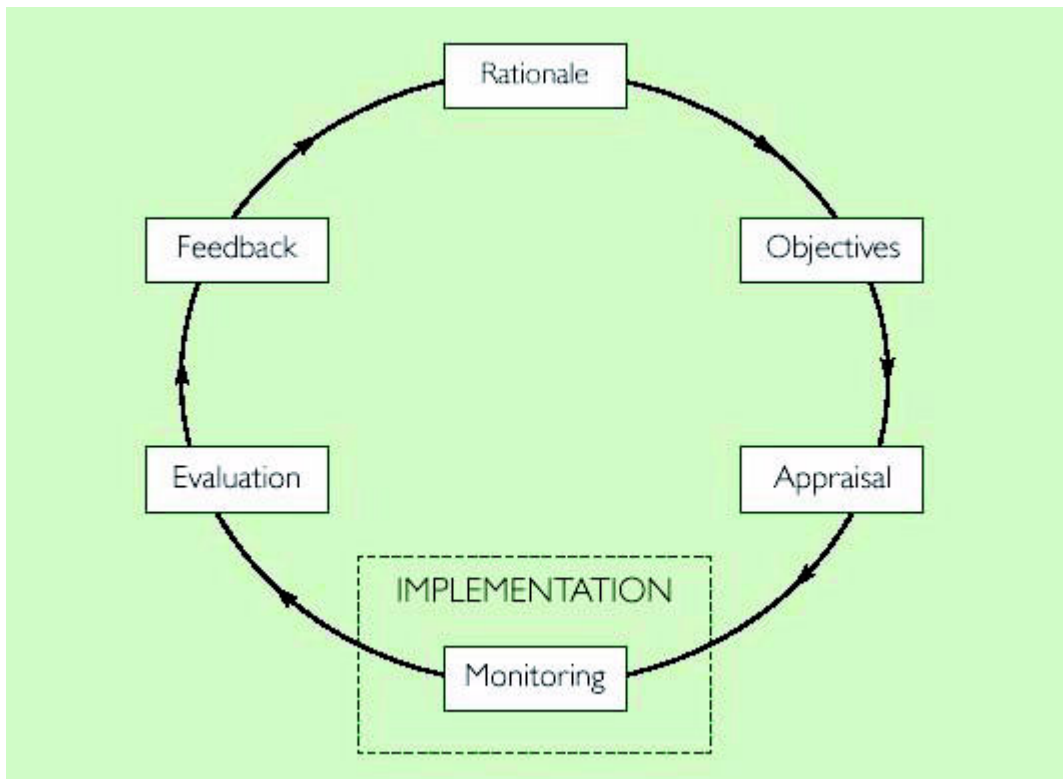
10.1 Monitoring framework

The framework will provide a robust, practical way of managing One Aberdeen's activity, and will specifically:

- ▶ Enable well-informed strategic decision-making;
- ▶ Facilitate robust project appraisal;
- ▶ Enable effective measurement of progress;
- ▶ Facilitate evaluation of the initiative against objectives and targets; and
- ▶ Provide a framework for learning lessons and feeding them back into future decision making.

The principles of the monitoring and evaluation framework for One Aberdeen will be based on those of the ROAMEF cycle:

Figure 319: Monitoring framework based on the ROAMEF cycle



Source: *The Green Book: Appraisal Evaluation in Central Government, HM Treasury, 2003*

Consequent outcomes/impacts will be established through a rolling programme of evaluation as implementation of each of the Tranche 1 projects proceeds. These evaluations will draw conclusions against the changes in baseline indicators and therefore the change in the economic performance of the area. The main part of the performance management system is project-level data on targets and actuals.

10.1.1 Outputs

Outputs are the gross results that flow directly from One Aberdeen’s activities: for example, new housing, job creation, commercial floor space completed and a reduced level of derelict land. Outputs are important interim measures which help to determine whether an intervention is doing what it sets out to do.

The key outputs for Tranche 1 are noted below and are derived from the project level information contained in section six.

Figure 3210: Tranche 1 outputs monitoring

Measurement	Target	Frequency of reporting
New affordable housing	[insert]	Annual by project
New private housing	[insert]	Annual by project
New office / industrial space	[insert]	Annual by project
New retail space	[insert]	Annual by project
New hotel bed spaces	[insert]	Annual by project
Increased GVA contribution	[insert]	Annual by project
New jobs created	[insert]	Annual by project
Local construction jobs secured	[insert]	Annual by project

10.1.2 Outcomes

Outcomes or net impact, which is the ultimate goal of One Aberdeen, can only be determined by ex post evaluation which will take place within a monitoring and evaluation framework. Outcomes are an indirect result of the One Aberdeen’s work in the City. Examples include increased education attainment, lower rate of benefit claimants and reduced crime. Trends for these types of measurements occur over a longer time period than the output measures.

A draft monitoring framework for outcomes is presented overleaf. Its purpose is to guide the ongoing collection of information and monitoring of One Aberdeen performance. The elements of the framework have been developed in accordance with best-practice guidance.

One Aberdeen outcomes monitoring

Figure 3311: Outcome monitoring

Data / indicator	Source	Frequency	Purpose
People			
Crime statistics/perceptions	Community Safety Partnership / local constabulary	Annual	trends in actual crime and fear of crime proxy for attractiveness / vitality of Aberdeen
Claimant count unemployment rate	National Statistics	Annual	proxy for performance on employment
Population estimates and projections	General Registrar of Scotland	Annual	assessment of trends in population
Place			
Total floor space by type and unit size	Property specialists	Annual	scale and supply of available floorspace
Commercial rental values (average values and values by street/ area)	Property specialists	Annual	demand for and attractiveness of, commercial space in Aberdeen
New leases signed and enquiry levels	Property specialists	Annual	indicator of demand/ attractiveness of the Aberdeen to businesses
Yield on commercial properties	Property specialists	Annual	indicator of the attractiveness of Aberdeen to investors
Publicity generated (e.g. local, regional, national, international)	Visit Scotland / Council / One Aberdeen	Annual	proxy evidence of successful marketing, trends in image / perception of Aberdeen
Tourism trends and survey work	Visit Scotland	At least every three years	trend in visitor numbers / types / purposes visitor needs from and satisfaction with the City
City centre accessibility	Council / Access Panel /	Annual	levels and trends in town centre car parking trends in public transport usage
Investment			
VAT registrations and stocks per 1,000 population	National Statistics	Annual	Proxy measure for business vitality / confidence
Earnings	Annual Survey of Household Earnings	Annual	income in catchment area use with house price data as proxy for disposable income in Aberdeen
Average house prices	HBOS Scottish House Price Index	Annual	proxy for desirability of area as a place to live and invest

Appendix H Risk register

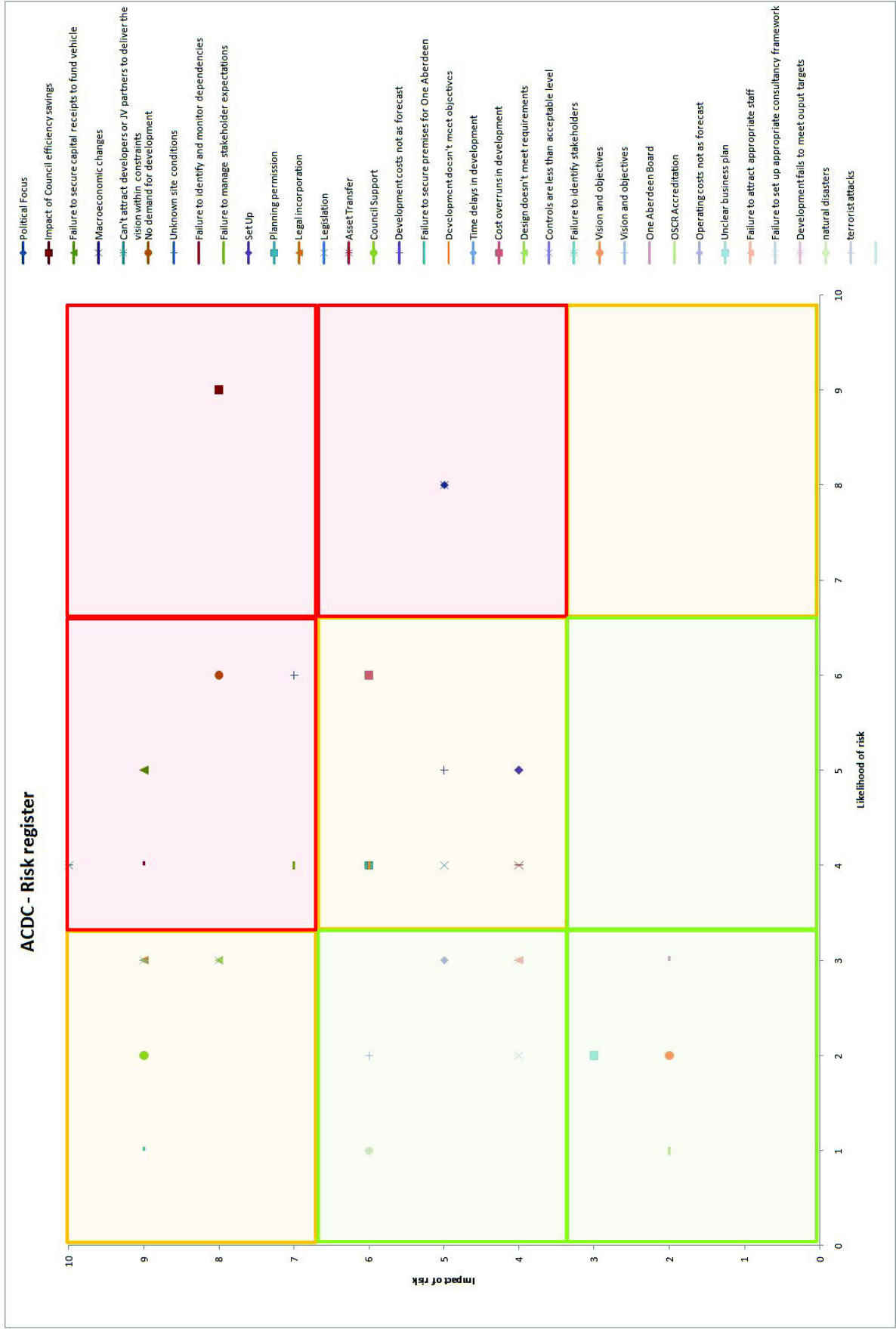
One Aberdeen risk register

Category	No.	Risk	Description	Potential Impact	Total risk		Potential Mitigation	Work undertaken to date
					Impact	Risk Score		
Political	1	Political Focus	Change in political focus as a result of UK or Holyrood election.	Objectives are not in line with political aspirations resulting in lack of support or funding.	5	8		
Financial	2	Impact of Council efficiency savings	Failure to sell the assets identified to fund the vehicle	Uncertainty of funding	8	9	Appropriate stakeholder engagement and project management	
Financial	3	Failure to secure capital receipts to fund vehicle	eg asset valuation, property values, RPI, interest rates	Uncertainty of funding	9	5	Develop a flexible programme that will be reviewed Consider alternative programmes through scenario analysis	
Financial	4	Macroeconomic changes		Changes to development programme eg priority, timing, number of projects	5	8	40	
Development issues		Can't attract developers or JV partners to deliver the vision within constraints		No projects are completed	10	4	40	
Development issues	5	No demand for development		Failure to attract occupants	8	6	48	
Development issues	6	Variable increased costs and delays		Impact on the programme, cost and time	7	6	42	
Development issues	7	Unknown site conditions	eg decontamination		9	4	36	
Development issues	8	Failure to identify and monitor dependencies						
Stakeholders	9	Failure to manage stakeholder expectations		Lose credibility May provoke dissatisfaction Delay in commencing development projects leads to delay in outputs. Financial costs are incurred due to delay in development projects or addressing reasons for delay.	7	4	28	One Aberdeen project manager appointed. Stakeholder engagement commenced.
Strategic	10	Set Up	Set up is delayed.		4	5	20	Strong project management to maintain momentum. Appropriate stakeholder engagement to identify potential delays in order to implement mitigation plans. Liaison with planning authority. Proposed developments align with appropriate planning Council Planning Team.
Statutory	11	Planning permission	Planning permission is not granted to undertake proposed development projects.	Development plans require amendments leading to delay in outputs and increase in costs. Delays to legal incorporation leads to delay in development project and outputs. Legal documentation is not approved and One Aberdeen cannot be set up. Objectives cannot be met due to legal constraints. New opportunities presented require update of objectives.	6	4	24	Discussions undertaken with Council Planning Team.
Statutory	12	Legal incorporation	Proposed legal documentation required for incorporation is not approved by Council or One Aberdeen Board.		9	3	27	Appointment of legal advisers. Appropriate stakeholder consultation with Council and One Aberdeen Board undertaken in a timely manner. Legal advisers appointed.
Statutory	13	Legislation	Change in legislation impacts on activities of One Aberdeen.		5	4	20	Review of relevant legal framework. Consultation with Scottish Government prior to transfer application. Legal appraisal of transfer proposals. Financial value for money evaluation in line with guidance.
Political	14	Asset Transfer	Scottish Ministerial approval for asset transfers not gained.	Proposed development project delivery mechanism is not feasible, resulting in lack of development or change in intervention type.	4	4	16	New guidance on best consideration issued April 10.
Political	15	Council Support	Elected members do not support the vehicle	One Aberdeen is not set up leading to lack of development and outputs.	9	2	18	Committee approval obtained June 09. Regular updates provided during preparation of business plan.

One Aberdeen risk register

Category	No.	Risk	Description	Potential Impact	Total risk		Potential Mitigation	Work undertaken to date
					Impact	Risk Score		
Financial	16	Development costs not as forecast	eg RPI, cost overruns	Changes to development programme eg priority, timing, number of projects	5	5	Develop a flexible programme that will be reviewed sensitivities analysis Appropriate development contract	
Operational	17	Failure to secure premises for One Aberdeen		Operational deficiency	9	1	Early consultation with Council	
Development issues	18	Development doesn't meet objectives		Lack of credibility	6	4	Appropriate contract and project management	
Development issues	19	Time delays in development		Increased costs delayed outputs	6	6	Appropriate contract and project management	
Development issues	20	Cost overruns in development		Increased costs	6	6	Appropriate contract and project management	
Development issues	21	Design doesn't meet requirements		Development not fit for purpose	8	3	Appropriate procurement and contract	
Development issues	22	Controls are less than acceptable level		Lack of control	8	3	Appropriate procurement and contract	
Stakeholders	23	Failure to identify stakeholders		Loss of credibility May provoke dissatisfaction	9	3	Identify stakeholders	
Strategic	24	Vision and objectives	Proposed vision and objectives not adopted by One Aberdeen Board.	Business plan is based on development projects to achieve the vision. Change in vision or objectives result in requirement to change the business plan. Credibility with stakeholders damaged leading to lack of support for future projects (eg funding, engagement or private sector investment). Loss of charity accreditation with OSCR.	2	2	Internal stakeholder consultation.	Cross service line workshop 16th April approval of vision and objectives.
Strategic	25	Vision and objectives	Approved vision and objectives are not met by the vehicle through development projects or charitable activities.	Insufficient skills and experience leads to lack of One Aberdeen focus. One Aberdeen exposed to financial or operational risk as a result of poor decision making. One Aberdeen potential is not maximised. One Aberdeen is not set up as a charity resulting in requirement to change business plan and structure.	6	2	Regular review of activities against objectives.	
Strategic	26	One Aberdeen Board	Failure to attract appropriate personnel.	OSCR do not approve application for charity registration.	2	3	Preparation of Board profile to meet requirement of mixed skills and experience. Appropriate recruitment process to attract high calibre applicants.	Board appointment process documented. Legal advisers appointed. Initial engagement with OSCR undertaken.
Strategic	27	OSCR Accreditation		OSCR do not approve application for charity registration.	2	1	Appointment of legal advisers. OSCR engagement throughout vehicle evolution.	
Financial	28	Operating costs not as forecast		Changes to development programme eg priority, timing, number of projects	5	3	Regular review and management	
Operational	29	Unclear business plan	Business plan developed together with Financial advisors	Lack of direction	3	2	Appropriate advice on business plan development	
Operational	30	Failure to attract appropriate staff	Appropriate skills, experience and knowledge	Lack of direction, lose credibility, unable to maximise potential	4	3	Appropriate recruitment policies	
Operational	31	Failure to set up appropriate consultancy framework	To procure appropriate legal, technical and financial advisors	Inadequate support, inefficient procurement and pricing	4	2	Seek advice on appropriate framework	
Development issues	32	Development fails to meet output targets		Lack of credibility	4	3	Appropriate contract and project management	
External	33	natural disasters		variable	6	1		
External	34	terrorist attacks		variable	6	1		

Appendix I Mapping the risks



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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Digital Network Development
REPORT NUMBER:	EPI/10/263

1. PURPOSE OF REPORT

The report seeks advises Committee on current work being undertaken to develop opportunities and infrastructure based on Next Generation Access (NGA) communications technologies.

The report advises on early discussions with Alcatel-Lucent on the opportunities for infrastructure and service developments in Aberdeen City (and potentially beyond) and proposed delivery models to deliver on these. Initial focus will be on delivering business and public realm enhancements within the City Centre

2. RECOMMENDATION(S)

It is recommended that Committee:

1. Approve ongoing engagement with Alcatel-Lucent in the development of technical and cost options for Next Generation Access and models for delivery, subject to further discussion with Legal and Democratic Services to ensure that Alcatel-Lucent's have no subsequent role to play in the delivery of these models, which might breach Council procurement rules.
2. Develop a prospectus for internal consideration on delivery options and potential tendering options, subject to this being developed at no financial cost to the council, other than officer time.
3. Instruct officers to report back on preferred options to Enterprise, Planning and Infrastructure Committee on 15th March 2011.

3. FINANCIAL IMPLICATIONS

There are no current financial implications of undertaking these studies.

Potential funding models for delivery of Next Generation Access technologies will be assessed as part of the ongoing research work. Costs and funding models will be reported back to Committee of 15th March 2011.

4. SERVICE & COMMUNITY IMPACT

Community: The contents of the report relate directly to delivering on key National Outcomes of the **Single Outcome Agreement**:

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, renowned for our research and innovation

In addition the delivery of NGA with associated affordability levels for disadvantaged (geographically and societally) can support and enable community engagement to improve life chances and opportunities.

The contents of the report also relate directly to delivering the economic development aspects of the Administration's Policy Statement **Vibrant, Dynamic and Forward-looking**:

"The future prosperity of our city depends on ensuring that Aberdeen becomes an even more attractive place in which to do business and so ensure that high quality employment opportunities exist for citizens."

ACSEF has also identified a number of areas within the Economic Action Plan where NGA can play a critical role in transport, global connectivity, attracting and developing skilled people and company headquarters.

Specifically, within the Economic Content of the **Energetica Strategic Framework**, the partners note:

"At strategic level there are 5 key elements;

ii) Connectivity, both within the Corridor and externally, needs to be radically improved in order to enhance its competitiveness

For this part of Britain, seeking to compete in the global energy industry, this is a 'no-brainer'. It is an absolutely core consideration. Proposals include;...

- Seeking to secure 'digital advantage' through installing world class digital connectivity 5 to 10 years ahead of competition"

Service: The ability of the economic and business development service to deliver this plan is dependent on the budget and resources allocated to this area of work following the Priority Based Budgeting exercise currently ongoing, and on the Council's 2011/2012 budget decisions.

5. OTHER IMPLICATIONS

Health and Safety:

There are no Health and Safety implications related to the conduct of this research project.

Risk Management:

Officers will work with Legal Services to ensure an appropriate Minute of Understanding is agreed between Aberdeen City Council and Alcatel Lucent. This Minute of Understanding to provide for the research and outcomes of the programme are measured in such a way as to ensure the neutrality of the internal prospectus and subsequent report on preferred options.

To achieve this participation and input will be encourage from a wide cross section of the business sector including seeking the views of a range of technology provider companies.

It will also be necessary to temper public expectations ahead of the outcomes from such research.

6. REPORT

National Context

The Economic and Societal case for NGA technologies is considered in:

A Framework for Evaluating the Value of Next Generation Broadband, Broadband Stakeholder Group (June 2008):

Overall the BSG report makes clear that future NGA technology will deliver added economic and social value.

“Having developed a cost benefit framework and looked at some early indicators of value, it is apparent there is likely to be significant social and economic value from the deployment of next generation broadband.”

“It is possible to identify a range of wider economic benefits that would accrue in the long term, including reducing costs of transport congestion; enabling virtual agglomeration, by which we mean achieving the productivity benefits of cities and clusters without the need for people to be physically located in such places; improved economic adaptability and resilience, based upon the increased substitution possibilities opened up by improved communications services. In terms of social value, there may be real benefits in terms of improved access to lifelong learning; social inclusion; more flexible working and enhanced social Capital.”

On the issue of timescales for deployment the report notes that making the correct technical choices will be key and that for this reason (from the date of the report) consideration must be undertaken of these choices.

“...it should be noted that waiting does not imply doing nothing and there could be significant costs if deployment was delayed in the long-term (5-10 years)...”

The report further cautions on the potential of an uneven deployment of NGA with negative impacts for those locations who may be missed in any rollout.

“Since next generation broadband access requires significant investment it is likely to only become available progressively, leading to an uneven distribution of broadband capability across the country. Given our conclusions on benefits, this uneven distribution could have a negative impact if it became persistent.”

Taking current provision of 2Mb service as a guide in 2009 Point Topic produced the following data to show broadband penetration across regions:

Figure 1: Reproduced from **Broadband - Steps for an Incoming Government, FSB 2010**

Local Context

Figure 1 above when taken in tandem with the preceding quote from the Broadband Stakeholder Group, regards uneven distribution of NGA, identifies a critical challenge for Aberdeen City and Shire region. Being distant from large centres of population, will present challenges in attracting the correct support and investment at the right time to deliver those technologies that support business growth and enhanced public services.

ACSEF has identified a number of areas within their published Economic Action Plan¹ where NGA can play a critical role in transport, global connectivity, attracting and developing skilled people and company headquarters.

Specifically within the Economic Content of the **Energetica Strategic Framework**² the partners note:

“At strategic level there are 5 key elements;

ii) Connectivity, both within the Corridor and externally, needs to be radically improved in order to enhance its competitiveness

For this part of Britain, seeking to compete in the global energy industry, this is a ‘no-brainer’. It is an absolutely core consideration. Proposals include...

- Seeking to secure ‘digital advantage’ through installing world class digital connectivity 5 to 10 years ahead of competition”

In addition, the Administration’s Policy Statement **Vibrant, Dynamic and Forward-Looking** has since 2007 identified the importance of connectivity for citizens and business in the city.

“The future prosperity of our city depends on ensuring that Aberdeen becomes an even more attractive place in which to do business and so ensure that high quality employment opportunities exist for citizens.”

“Ensure that a Wi-Fi facility covers the city centre, and continue support for the Connected Middlefield project”

Background

Aberdeen City Council, through the City Growth Fund, established a “Connected City” programme to look at delivering public realm network connectivity. During the period of funding (primarily the 2004/05 and 2005/06 financial years) this project delivered infrastructure, devices and applications into Union Street, Oldmachar Academy, Middlefield and The Victorian Trail along with test projects including web cameras at traffic hot spots and temporary CCTV coverage for the Free at The Dee event in Duthie Park.

Further development at the time was halted as a result of budget restrictions and a concern over the impacts of early stage European rulings on public realm (wireless) internet access programmes. All programmes remain operative in some form other than the public WiFi provision on Union Street. The Middlefield project was upgraded in financial year 2008/09 to include more robust connectivity and enhanced backhaul. While partners in the community at

¹ Acsef Economic Action Plan, <http://www.acsef.co.uk/infoPage.cfm?pageID=2>

² Energetica Strategic Framework <http://www.acsef.co.uk/infoPage.cfm?pageID=31>

Middlefield continue to develop a focused portal access model backhaul and maintenance programmes are unfunded and the future of the programme is in doubt beyond this financial year. Discussions have been held with the ICT service to identify any assistance that may be available on the provision of publically accessible backhaul through the School estate network.

Access Issues

The Middlefield programme has highlighted issues around mobile broadband within this area of deprivation. Contact was established by the Citizens Advice Bureau who were attempting to deliver financial planning advice to clients in the area but had found the 3g network in the location unable to support their software.

In April 2010 Point Topic published research on “Digital Deprivation” by UK Parliamentary Constituency identifying “Family Deprivation” (households with children not accessing broadband). The findings show that in Aberdeen South 38.34% of families have no (fixed) broadband access with the figure in Aberdeen North 39.09% and Gordon 31.11% (extract attached as appendix 1). These figures raise concern over the ability of these households to utilise the web for educational and social development and access to support, eGovernment services and lower priced goods through eCommerce.

The Federation of Small Business (FSB) issued a manifesto “Broadband - Steps for an Incoming Government”³ ahead of national elections in May 2010. This publication noted:

“...half of small businesses rely[ing] on the internet for up to 50 per cent of their annual turnover⁴”

“Recent analysis commissioned by the FSB from Robert Gordon University... found that businesses throughout the UK, with greater reliance on e-commerce, recorded more stable profits or increasing profits.”

“A lack of broadband speed and acceptable IP throughput reduces productivity for a third of small businesses. Other areas of difficulty due to speed restrictions are: the use of email (49%) information back-up (23%), the processing of payments (27%) and online marketing (20%). Furthermore, 60 per cent of members said a lack of broadband speed seriously impacted upon their use of new technologies, such as video conferencing, webcasts and podcasts.”

The publication called for:

A guaranteed universal minimum download speed of 8 Mbps for all users. A universal minimum asymmetric or preferably symmetric (when necessary) upload speed must also be guaranteed, which is essential for the use of new technologies.”

Market

Reforms to the regulatory framework applying to telecoms within the EU were agreed by the Council of Ministers on 4 November 2009 and must be transposed into national laws of the member states by May 2011⁵. These reforms introduce a European Telecoms Body (BEREC) to ensure more competition and consistency of regulation across Europe. The reforms have as key aims “Accelerating broadband access for all Europeans” and “Encouraging competition and investment in next generation access networks” including provision for the shared use of existing ducting.

³ Broadband Steps for an Incoming Government, FSB
http://www.fsb.org.uk/policy/images/0932fsb%20broadband%20report_web.pdf

⁴ <http://news.bbc.co.uk/1/hi/technology/8282839.stm>

⁵ The Telecomms Reform, EIS http://ec.europa.eu/information_society/policy/ecommm/tomorrow/index_en.htm

Competition in the delivery of faster speed broadband in large urban areas is emerging where Cable companies present a competitive challenge to incumbent telecoms operators through their installed fibre networks. Aberdeen has no such cable incumbent reducing the commercial pressures on national network operators to upgrade their provision.

BT have announced roll out of their fibre to street cabinet network (Infinity) capable of delivering up to 40 Mbit/sec. The service is already available at the following exchanges: Dean and Corstorphine in Edinburgh. Craiglockhart, Bridgeton, Giffnock, Halfway, Newton Mearn and Western in Glasgow and Bothwell, Dalgety Bay, Dunfermline and Livingston Station. There is no current fibre provision through the BT network to Aberdeen and the City is currently only due to be included in the 4th Phase of deployment (completion due by 30/12/2012).

In addition to fixed line internet access new technologies are emerging in the wireless field with next generation 4g/LTE (long term evolution) mobile phone and data network trials underway in the UK and commercial deployments in Scandanavia and Baltic states delivering up to 100 Mbit/sec.

Outwith these technologies there are also a range of maturing "WiFi style" technologies that can provide solutions in niche geographies and markets.

Approaches

In May 2010 ACC received an approach from FibreCity (part of the i3 Group) with a proposal to install a fibre network across the City at "no cost" to Council or other public sector bodies. The fibre would also be delivered to business and domestic premises at no (installation) cost with charges only being incurred on the uptake of services.

The company's proposal did however assume that the Council was able to enter directly into a contract which would have displaced existing contracts, and would have given the company a selective benefit (a waiver of wayleave fees and extensive officer engagement). Legal advice indicated that the preconditions for such a contract are an EU procurement and compliance with European Commission guidelines on State Aid for NGA Broadband. As a result it was decided that this approach would not be pursued as a first option for Aberdeen City Council, although officers remain in contact with the firm regarding possible future developments.

Council Activity

Officers in E&BD undertook a search for potential consultancy groups who would be in a position to assist in the development of a prospectus for the delivery of "World Class digital connectivity", as defined by ACSEF, within the context of Aberdeen business and community requirements and to draw up cost estimates and financing models for such a deployment.

Initial work is underway with consultants from the Strategic Markets group within Alcatel-Lucent, who have offered to assist the development of such a prospectus at no charge to ACC. In addition Alcatel-Lucent has agreed to identify potential assessment and trial schemes where ACC might wish to lobby for inclusion. Early opportunities have emerged to include Aberdeen in theoretical studies on LTE deployment at City level and also in the development of City management services deployed across and benefitting from enhanced connectivity. In both incidences Aberdeen will be required to make a case for inclusion in such studies and research activities.

Alcatel-Lucent has an R&D investment of Euro 2.4 billion with core research conducted at Bell Labs. In addition to the provision of hardware Alcatel-Lucent undertake research into areas

such as multimedia and convergent services and applications covering both fixed and wireless technologies.

Initial focus of such work will seek to identify those key (existing and emergent) services that would best benefit the businesses and citizens of Aberdeen. Aligned to this work, officers in E&BD are also in regular contact with the EGovernment team looking at the potential of their Open data programme to stimulate collaborative relationships with the wider business ICT sector in the city. This work is key to ensure that both sectors benefit from opportunities in fixed and mobile communications and that maximum benefit is drawn from the data held by ACC.

Council officers will be working with ACSEF and Alcatel-Lucent to identify options for delivery of enhanced services and NGA within the City (and potentially across the ACSEF area) and to report back on these to committee on 18th January 2011. Following this and dependant on committee approval a prospectus for such delivery will be developed in order to stimulate activity and potential tender delivery in this area.

REPORT AUTHOR DETAILS

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BACKGROUND PAPERS

Scottish Government Economic Strategy and Recovery Plan/Update
The Economic Action Plan (2008) for Aberdeen City and Shire – ACSEF
Aberdeen City Council Single Outcome Agreement
Vibrant, Dynamic and Forward-Looking

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Supplementary Planning Guidance: Reducing Carbon Emissions in New Development
REPORT NUMBER:	EPI/10/270

1. PURPOSE OF REPORT

The purpose of this report is to update the existing Supplementary Planning Guidance: Reducing Carbon Emissions in New Development (SPG) to take into account changes in Scottish Planning Policy.

2. RECOMMENDATION(S)

It is recommended that the Committee agree the proposed changes, and agree that officers continue to implement this policy.

3. FINANCIAL IMPLICATIONS

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

4. OTHER IMPLICATIONS

This SPG is required to be implemented by Development Management, and will require officers to seek information from developers on the implementation of low and zero carbon (LZC) equipment. This work is already being carried out by Development Management and there will be no additional implications as a result of this report.

5. BACKGROUND/MAIN ISSUES

The Council's current SPG on reducing carbon emissions in new developments was approved by the Enterprise, Planning and Infrastructure Committee in May 2009, this supports the Aberdeen Local Plan 2008. The current SPG requires that all applications proposing development with a total cumulative floor-space of 500sqm or more should incorporate on-site LZC equipment contributing at least an extra 15% reduction in the CO₂ emissions beyond the 2007 building regulations carbon dioxide emissions standard.

Since adoption of the SPG national guidance has changed as more information and experience is gained on the topic. Since the adoption of the SPG in May 2009 the requirement contained in Scottish Planning Policy 6, and the technical advice contained in Planning Advice Note 84 have been revoked. Also, the 2010 editions of the Building Standards Technical Handbooks came into force on 1 October 2010, which make changes to the energy requirements.

It is important to be aware that the policy in the Aberdeen Local Development Plan – Proposed Plan reflects these changes, and the purpose of this report is to clarify the current position as an interim solution until the Local Development Plan is adopted. It is not recommended that consultation is undertaken on the changes to the SPG for the following reasons:

- it does not affect the aim of the current SPG and
- Consultation on the Proposed Plan and new Supplementary Guidance is currently ongoing, and it would be confusing for the public to consult on this interim update.

Clarification of the current SPG at this stage will not influence the Supplementary Guidance associated with the Proposed Plan.

Changes Affecting Guidance

Scottish Planning Policy has been consolidated into a single document (SPP). In this process the requirement for a 15% CO₂ saving in all new developments greater than 500sqm has been removed. There does, however, remain a section on climate change and the SPP echoes Section 72 of the Climate Change (Scotland) Act 2009, which states that local development plans are to “require all new buildings to be designed to avoid a specified and rising proportion of the projected greenhouse gas emissions from their use through the installation and operation of low and zero carbon generating technologies.”

The 2010 editions of the Building Standards Technical Handbooks came into force on 1 October 2010. Section 6 (energy) of the revised Technical Handbooks now requires all new buildings to deliver a 30% reduction in CO₂ emissions compared with the 2007 Building Regulations. This requirement can be met by a range of measures, which include insulation, low energy lighting, heat loss, air-tightness, and LZC equipment. There are planned increases in the standards that will require carbon neutral buildings by 2016.

Role of the Guidance

Whilst the Building Standards revisions will set the required CO₂ savings, the SPG will continue to require a 15% saving beyond the 2007 standard through the use of LZC equipment. Therefore, the Council will expect developers to deliver at least half of the 30% saving required by building standards through the use of LZC equipment. Through the implementation of this policy there will be a positive contribution towards climate change, and the policy will continue to support the renewable technology industry in Scotland and the North East.

The proposed update to this SPG is contained at **Appendix 1**. This update will provide clarity on the implementation of the SPG until the new Local Development Plan is adopted. This update does not change the aim of the policy, and the revision is solely to clarify to developers what is required by the Council in the light of changes to other legislation and national policy.

6. IMPACT

This SPG supports the Single Outcome Agreement LO1A – ‘Aberdeen is an even more attractive in which to do business’ by supporting an increase in renewable energy jobs in Aberdeen, and NO14 – ‘We reduce the local and global environmental impact of our consumption and production’ by minimizing the impact new development has on Aberdeen’s carbon footprint.

7. BACKGROUND PAPERS

Appendix 1 – Supplementary Planning Guidance: Reducing Carbon Emissions in New Development

9. REPORT AUTHOR DETAILS

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Reducing carbon emissions in new development

Supplementary Planning Guidance

November 2010

Planning and Infrastructure
Strategic Leadership
Aberdeen City Council
St Nicholas House
Broad Street
Aberdeen
AB10 1BW

www.aberdeencity.gov.uk



Introduction

This Guidance sets requirements for the minimum reduction of carbon dioxide emissions in new developments beyond the 2007 building regulations carbon dioxide emissions standard. This Guidance was first approved May 2009 and has now been updated taking cognisance of changes to Legislation, Scottish Planning Policy and the Structure Plan.

The requirement in SPP has been amended to comply with the Climate Change (Scotland) Act 2009, which requires local development plans to “require all new buildings to be designed to avoid a specified and rising proportion of the projected greenhouse gas emissions from their use through the installation and operation of low and zero carbon generating technologies.”

Although the policy context related to this Supplementary Planning Guidance (SPG) has now changed, the policy assists Aberdeen in meeting the requirements of the Climate Change Act and SPP. More importantly it continues to show commitment to climate change and supporting the renewable energy industry in Scotland and the North East.

The purpose of this Supplementary Planning Guidance (SPG) is to:

- explain how Aberdeen City Council be will be applying the national planning policy;
- help applicants provide the required information at the right time to satisfy the policy.

This SPG complements and should be read alongside the development plan for Aberdeen, which comprises the Structure Plan (2009) and the Aberdeen Local Plan (2008).

National Planning Policy Context

Climate change, energy insecurity and rising fuel poverty are key challenges for Scotland now and in the foreseeable future.

The Royal Commission on Environmental Pollution concluded that to avoid dangerous climate change the UK would need to cut its CO₂ emissions by 60% by 2050 (below 1990 levels). The Scottish Government has set the target for Scotland at an 80% reduction in carbon dioxide emissions by 2050.

More than 40% of Scotland's carbon dioxide emissions, a major cause of climate change, come from the energy we use to heat, light and run our buildings.¹ Domestic buildings in Scotland – some 2.2 million homes – contribute approximately 30% of all of Scotland's carbon emissions. The Scottish Government aims to increase the rate of house building in Scotland from about 25,000 per year to 35,000 per year by 2015. Consequently, by 2050 'new build' housing may account for over 30% of all housing in Scotland.

Requiring new buildings to meet more stringent energy standards will lessen their environmental impact, make them more affordable to heat, lessen our dependence on imported energy and support a domestic market for low and zero carbon (LZC) technologies. Implementation of this SPG would thereby contribute to sustainable economic growth.

Energy efficiency has long been recognised as the most cost effective way to reduce our CO₂ emissions and save resources. Building standards are the minimum standards that all new buildings must meet. This SPG does not duplicate these standards but requires developments above the threshold figure to incorporate LZC equipment, in line with the national planning policy. In most cases, this will mean that the energy assessment information required to satisfy the buildings standards will be required at planning stage, not afterwards.

¹ <http://www.sbsa.gov.uk/sullivanreport.htm>

The Development Plan Context

The Development Plan for Aberdeen comprises the Aberdeen City and Shire Structure Plan (2009) and the Aberdeen Local Plan (2008).

The Structure Plan sets two targets which this SPG will help the city achieve: for all new buildings to be carbon neutral by 2016 and for the city region's electricity needs to be met from renewable sources by 2020.

The Aberdeen Local Plan places great emphasis on high standards of design and (Policy 1) allows the Planning Authority to request that a design statement be submitted in support of a planning application. Policy 23 states that in assessing planning applications for new developments the City Council will give 'favourable weight' according to the degree to which they further the interests of sustainable development through amongst other things the use of energy efficient technologies such as solar panels, and the creation of energy efficient layouts.

Aberdeen City Council's Planning Policy for Reducing Carbon Emissions in New Development

Pending adoption of a new local development plan, in order to bring Aberdeen City Council's local planning policy in to line with the national planning policy requirement, the following interim policy has been formulated:

POLICY: Reducing Carbon Emissions in New Development

All applications proposing development with a total cumulative floor-space of 500sqm or more (excluding Change of Use or conversion within the envelope of existing buildings) should incorporate on-site zero and low carbon (LZC) equipment contributing at least an extra 15% reduction in CO₂ emissions beyond the 2007 building regulations carbon dioxide emissions standard.

Where it has been demonstrated (to the satisfaction of Aberdeen City Council) that technical or planning policy constraints limit the application of LZC equipment on the application site, the provision of equivalent carbon savings elsewhere in the area will satisfy the requirements of this policy.

It is the responsibility of applicants to provide the necessary technical calculations in support of planning applications. Software programs have been developed which predict the energy performance of buildings. The programs have been adopted to assess compliance with the building standards. The relevant software programs are:

- For **Dwellings: SAP2005** (Standard Assessment Procedure, 2005 Edition)
- For **Non-Domestic Buildings: SBEM** (Simplified Building Energy Model).

The results of the calculations should be presented in the same format as Figure 1 below.

Calculation		Figures
1	2007 Building Regulations CO ₂ Standard ²	23.01 kgCO ₂ /m ² /annum
2	Actual Emissions Rate Using LZCGT	18.45 kgCO ₂ /m ² /annum
3	Percentage Reduction	19.8%
4	Actual Emissions Rate Without LZCGT Equipment	22.41 kgCO ₂ /m ² /annum
5	Percentage Reduction Due to LZCGT	17.2%

² Varies with building type, form, geometry etc.

Equivalent carbon savings elsewhere in the area will be taken to mean equivalent CO₂ emissions reductions reached through:

the installation of LZC equipment elsewhere in Aberdeen

or

by a financial contribution to Aberdeen City Council's carbon offset fund.

Financial Contribution:

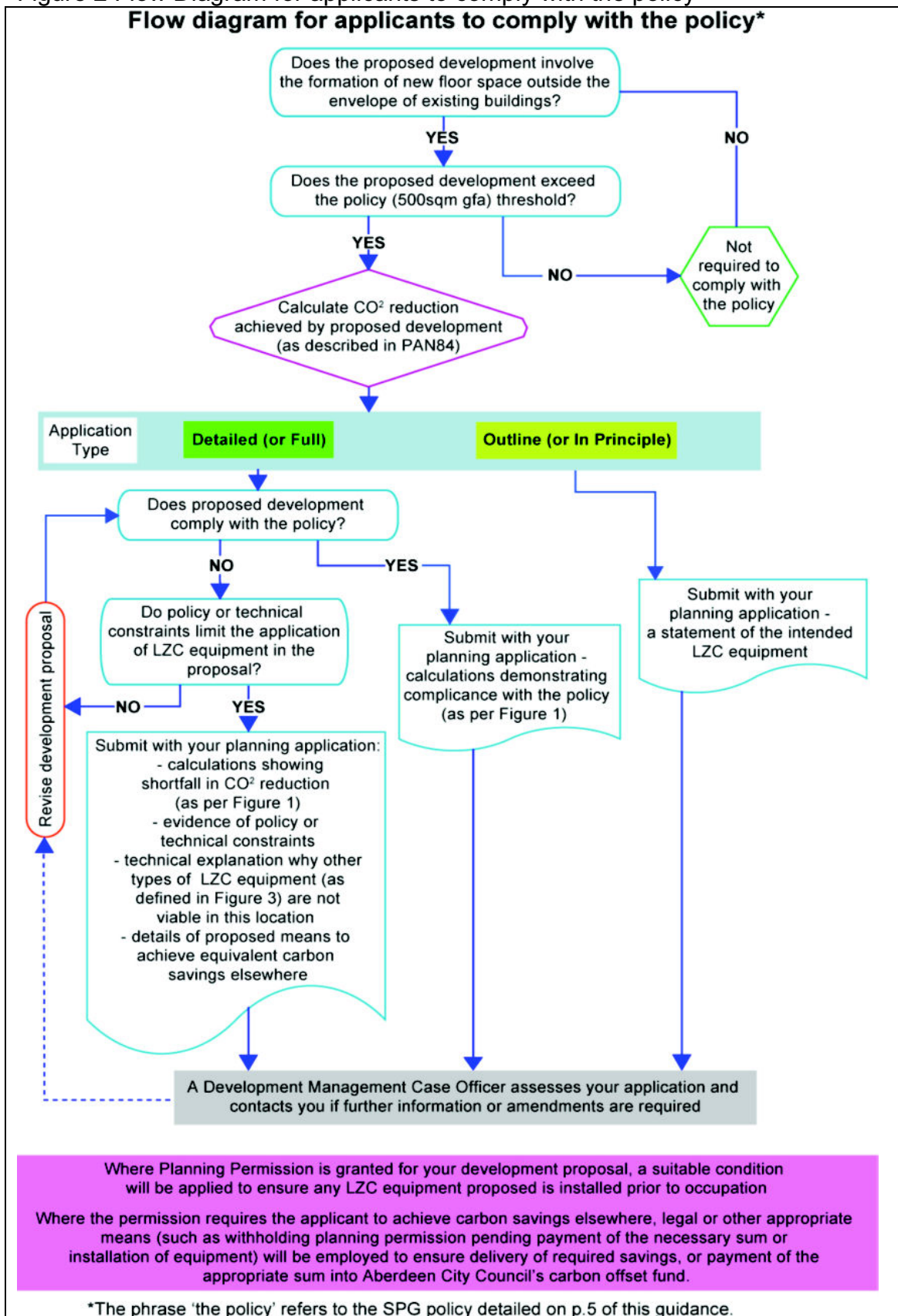
The financial contribution is a one-off payment calculated at a rate of £200 for each tonne of CO₂, which would be emitted (annually) above that required by the policy, secured by legal or other appropriate means (such as a payment made prior to release of planning consent).

The £200 figure was established by the National Energy Foundation's Milton Keynes Carbon Offset Study, carried out in 2004. It was based on estimates of the most cost effective carbon reduction measures available.

The carbon offset fund will be a ring fenced pot of money used solely to reduce carbon dioxide emissions in the city. This will, for example, include energy saving measures in the homes of people in Aberdeen who are in fuel poverty and Aberdeen City Council's Decentralised Energy programme.

The flow diagram below illustrates at what stage you will need to submit information to Aberdeen City Council in support of your planning application:

Figure 2 Flow Diagram for applicants to comply with the policy



Pre-application Discussions

The installation of LZC equipment can raise additional issues which need to be tackled at an early stage in planning a development. As an example, ground source heat pumps can cause significant damage to trees. Where trees are present on, or adjacent to the site where associated pipes are to be buried, a tree survey should be submitted along with the application highlighting the likely impact of the excavation works on the tree(s) and any mitigation proposed. The impact the excavation works and installation are likely to have on local hydrology should also be investigated.

Before submitting your planning application, we encourage you to discuss your proposal with us. We can advise you of your project's compliance with planning policies and on detailed design matters.

Eligible Technologies

LZC equipment comprises a broad range of technologies. It incorporates both micro-generation and micro-renewable technologies, including some fossil fuels. Figure 3 below identifies the eligible LZC equipment to meet the requirements of this policy.

Biomass	Geothermal
Fuel cells	Ground source heat pumps
Photovoltaics	Water source heat pumps
Micro-hydro	Air source heat pumps
Micro-wind	Combined heat and power (CHP)
Solar Power	Heat exchange recovery systems

How This Policy Fits with Changes in Building Standards

The 2010 editions of the Building Standards Technical Handbooks came into force on 1 October 2010. Section 6 (energy) of the revised Technical Handbooks now requires all new buildings to deliver a 30% in CO₂ emissions compared to the 2007 Building Regulations. This requirement can be met by a range of measures, which include insulation, low energy lighting, heat loss, air-tightness, and LZC equipment. There are planned increases in the standards that will require carbon neutral buildings by 2016.

The Supplementary Planning Guidance will continue to require a 15% saving beyond the 2007 standard through the use of LZC equipment. Therefore, the Council will expect developers to deliver at least half of the 30% saving required by building standards through the use of LZC equipment. This will make a positive contribution towards climate change, and it will continue to support the renewable energy industry in Scotland and the North East.

Contact Us

Please get in contact if you wish to discuss your proposal with us:

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Broad Street
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AB10 1GY

Telephone: 01224 523470
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E-Mail: pi@aberdeencity.gov.uk

Useful Documents

Development Plan:

Aberdeen City and Shire Structure Plan (2009) – www.aberdeencityandshire-sdpa.gov.uk

Aberdeen City Council (2008) Aberdeen Local Plan - <http://www.aberdeencity.gov.uk/aberdeenlocalplan>

Detailed Advice on LZC Equipment:

Scottish Government (2002) PAN 45: Renewable Energy Technologies - <http://www.scotland.gov.uk/Publications/2002/02/pan45/pan-45>

Scottish Government (2006) Annex to PAN 45 Renewable Energy Technologies: Planning for Micro Renewables - <http://www.scotland.gov.uk/Publications/2006/10/03093936/0>

Greater London Authority (2004) Integrating renewable energy into new developments: Toolkit for planners, developers and consultants - http://www.london.gov.uk/mayor/environment/energy/renew_resources.jsp

Acknowledgements

Cover photo courtesy of NG Bailey - CHP at BP North Sea Operations Centre, Dyce

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و وسائل الاتصال الأخرى، الرجاء الاتصال
بالرقم التالي: 01224 523 378

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porozumienia, proszę skontaktować:
01224 523 378

ABERDEEN CITY COUNCIL

COMMITTEE: Environment, Planning and Infrastructure

DATE: 9th November 2010

DIRECTOR: Gordon McIntosh

TITLE OF REPORT: Various small scale traffic management and development associated proposals (New Works)

REPORT NUMBER: EPI/10/235

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.

In addition to these measures, this report now also includes proposals for individual parking spaces for Blue Badge holders which also require a Traffic Regulation Order to be progressed through the normal legal 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. Instruct the appropriate officials to commence the combined statutory consultation for the traffic regulation order for the list of Blue Badge parking spaces and report back to a future meeting of this Committee.

3. FINANCIAL IMPLICATIONS

A location marked with an open circular bullet point does not require any funding.

Locations marked with a filled circular bullet point are to be funded from the current Road Safety and Traffic Calming capital budget and this cycle the costs are estimated at **£2500**.

Those marked with a diamond will be funded by the developer and those marked with an arrow are to be funded from the current revenue disabled parking budget estimated at **£700**

4. 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.

5. BACKGROUND/MAIN ISSUES

There are traffic management proposals for four locations brought forward during the course of routine examination of road safety and traffic flows and five proposals resulting from planning applications.

There are also three applications for blue badge spaces which meet the current criteria.

Key:
<ul style="list-style-type: none">● Funded from the Non-housing Road Safety and Traffic Calming capital budget➤ Funded from the current revenue Disabled Parking budget❖ Funded by the developer○ No funding required

- **Claremont Grove and Lane off Claremont Street** – Existing “At any time” waiting restrictions
Ongoing reviews of current restrictions indicates that the schedule within the Order does not accurately reflect the restrictions marked on the carriageway. It is proposed to bring the schedule into line with the road marking thereby having no changes to the restrictions on the carriageway.

The proposals are indicated on the plan below.

Ward – (10) Hazlehead/Ashley/Queen’s Cross
Elected members – Farquharson, Greig Stewart, John West

- **Craigton Road Lane** – At any time waiting restrictions
This proposal has resulted from a request from resident at no 4 Craigton Road to have “At any time” waiting restrictions placed along the length of the short lane to maintain access to his driveway at the top of the lane. Access is also required for vehicles to the communal grassed area and for refuse collection vehicles to the bin storage area. This scheme will be funded from the Housing Revenue account.

The proposals are indicated on the plan below.

Ward - (11) Airyhall/Broomhill/Garthdee
Elected members – Cassie, Wisely, Yuill

- **Cromwell Road** – Proposed “Monday to Friday; 8am to 6pm” waiting restrictions
The west end parking controls, Zone X, went “live” in July this year. A normal effect of these parking controls being implemented is that commuters begin to park on the roads at the periphery of the new Zone. As part of the review of Zone X it has been noted that parking has been taking place on the north side of Cromwell Road between Forest Avenue and Burns Road. As this is a bus route, this additional parking is causing problems with traffic flows and it is therefore proposed to implement timed waiting restrictions along this stretch of road.

The proposals are indicated on the plan below.

Ward - (10) Hazlehead/Ashley/Queens Cross
Elected members – Farquharson, Greig, Jennifer Stewart, John West

- **Greenbank Place** – Proposed “At any time” waiting restrictions
The presence of parked cars adjacent to the sharp bend in Greenbank Place is preventing clear access to the properties there and also restricting the access of larger vehicles along the length of the street. There have been a number of complaints from businesses there relating to problems they encounter resulting from regular indiscriminate parking at this corner.

The proposals are indicated on the plan below.

Ward – (13) Kincorth /Loirston
Elected members – Cooney, Dean, McCaig

- ❖ **Elmbank Terrace** – Proposed “At any time” waiting restrictions
These restrictions are being promoted to protect access and maintain visibility when entering and exiting the flatted development on the south side of Elmbank Terrace.

The proposals are indicated on the plan below.

Ward – (8) George Street/Harbour
Elected members – May, Hunter, John Stewart

- ❖ **Erroll Street** – Proposed “At any time” waiting restrictions and revocation of “At any time” waiting restrictions.
As part of this residential development waiting restrictions require to be altered to accommodate the new layout of accesses

The proposals are indicated on the plan below.

Ward – (6) Tillydrone/Seaton/Old Aberdeen
Elected members – Collie, Noble, Robertson

- ❖ **Marischal College car park** – proposed “At any time” waiting restrictions
These restrictions are required as part of the Marischal College development to prevent indiscriminate parking outwith the allocated parking spaces, both in the surface car park and in the rear access road. A Traffic Regulation Order is also required to allow the multi-storey car park to become available to the general public outwith Aberdeen City Council working hours at rates comparable to other Council car parks in the city centre.

The proposals are indicated on the plan below.

Ward – (8) George Street/Harbour
Elected members – May, Hunter, John Stewart

- ❖ **Mile-end Primary School** – Proposed “At any time” waiting restrictions.
The developer omitted to initiate the procedure required for promoting the Traffic Regulation Order for these waiting restrictions. These restrictions are necessary to maintain safe access to and from the car park, for both staff and parents, as well as for the drop-off/pick-up bays to both the school and nursery buildings. These restrictions are currently in place under a Temporary Traffic Regulation Order as safety within the car park serving the new school is paramount.

The proposals are indicated on the plan below.

Ward – (7) Midsocket/Rosemount
Elected members – Corall, Cormie, Laing

- ❖ **South College Street** – Proposed “At any time” waiting restrictions
These proposals are a part of the residential development off South College Street and are required to maintain unrestricted access to and from the development.

The proposals are indicated on the plan below.

Ward – (12) Torry/Ferryhill
Elected members – Cormack, Donnelly, Allan, Kiddie

- **Blue Badge parking bays**

There are three applications to be considered at this meeting.

(Plans are not included as, under normal circumstance, there will be too many to include in the report.)

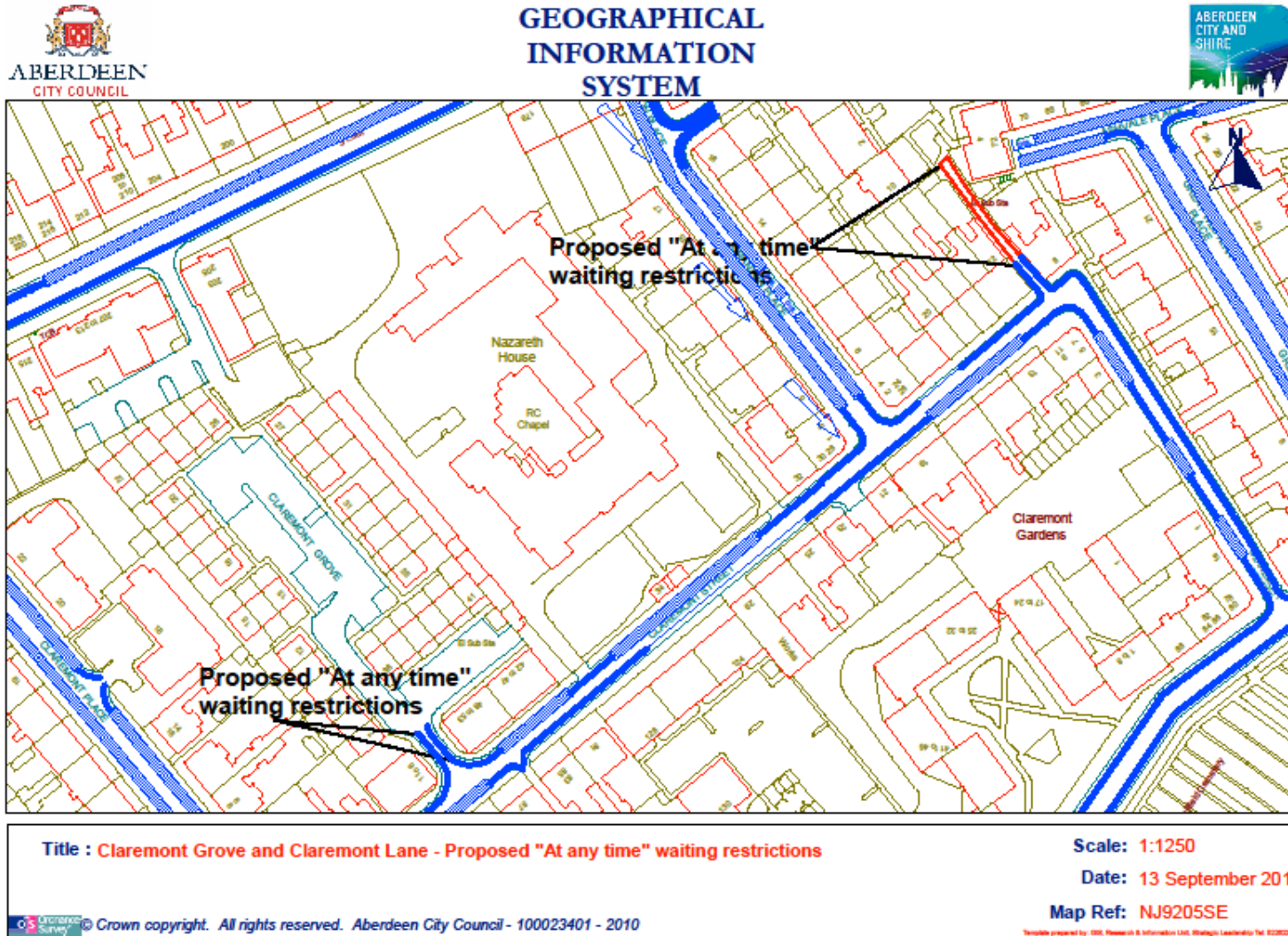
On-street parking – None this cycle

Off-street parking – 3 spaces

Outside Nos 74 to 104 Pennan Road (2No.)

Outside No 28 Powis Place

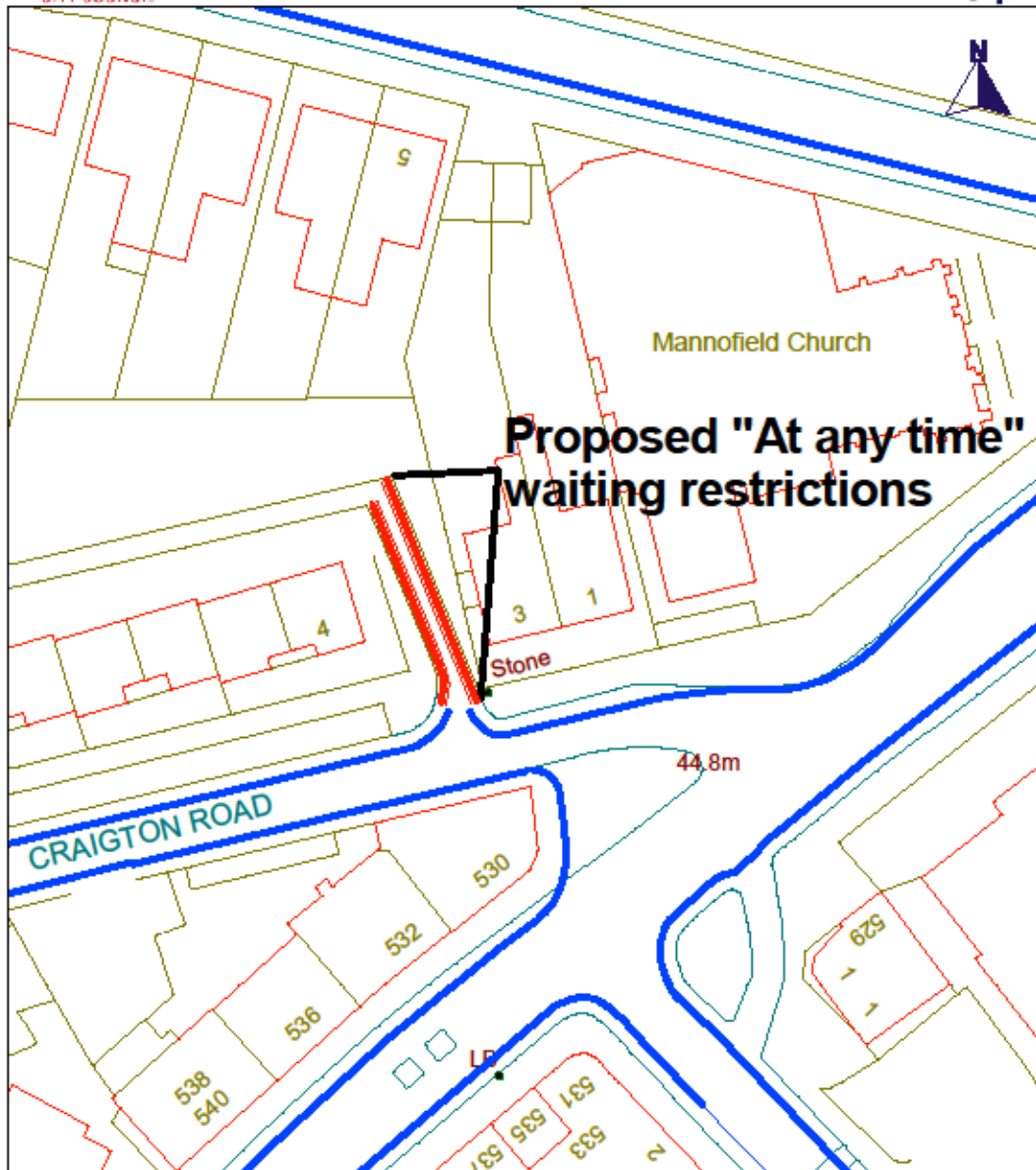
- Claremont Grove and the Lane off Claremont Street – Existing “At any time” waiting restrictions



- **Craigton Road Lane** – “At any time” waiting restrictions



**GEOGRAPHICAL
INFORMATION
SYSTEM**



Title: Proposed "At any time" waiting restrictions

Scale: 1:500

Date: 30 July 2010

Map Ref: NJ9104NE



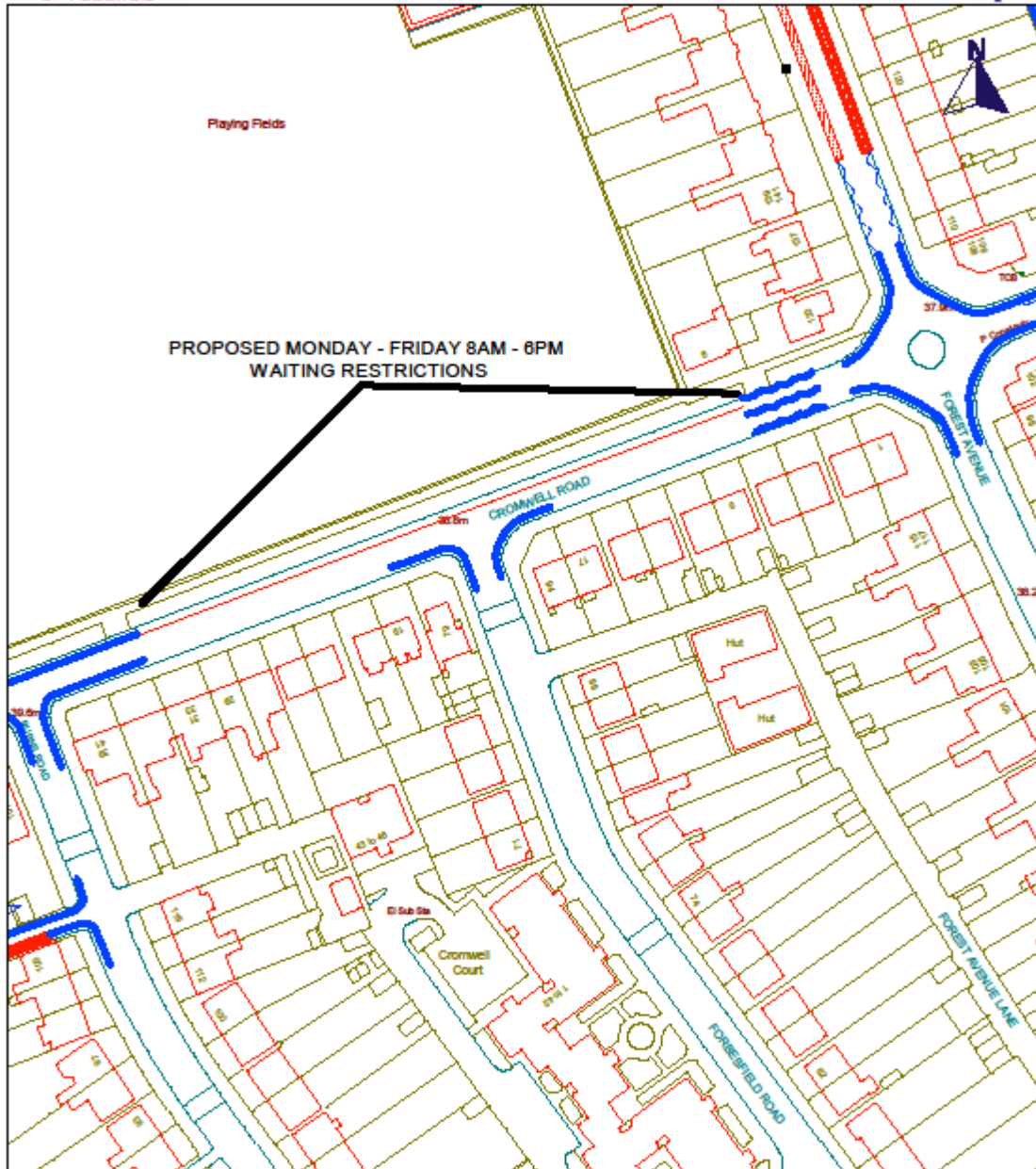
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Map data prepared by GIS Research & Information Ltd, Glasgow, Scotland, Tel: 01225 310000

- **Cromwell Road** – Proposed “Mon – Fri; 8am to 6pm waiting restrictions



**GEOGRAPHICAL
INFORMATION
SYSTEM**



Title: Cromwell Road - Proposed Mon - Fri; 8am to 6pm waiting restriction

Scale: 1:1224

Date: 07 October 2010

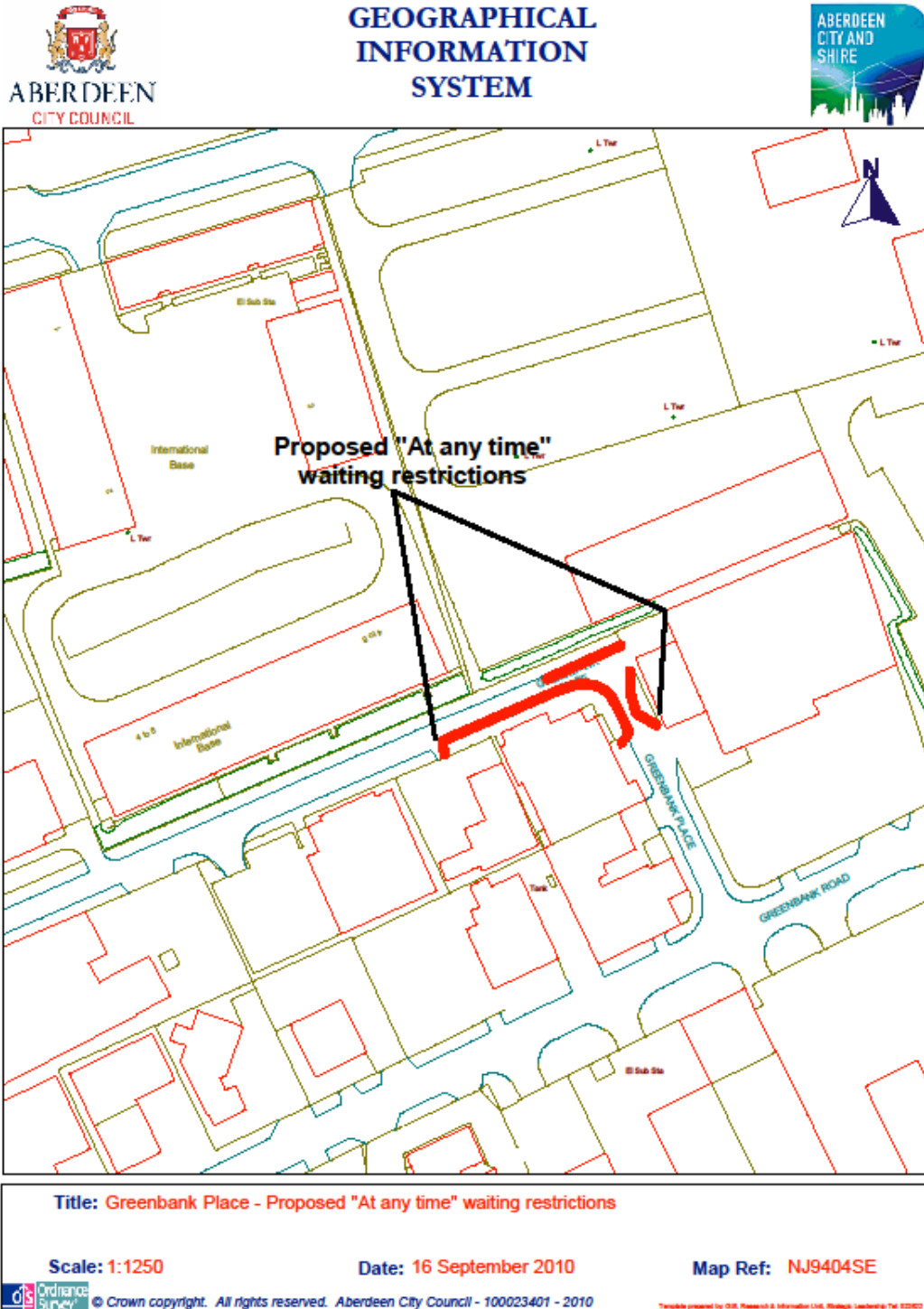
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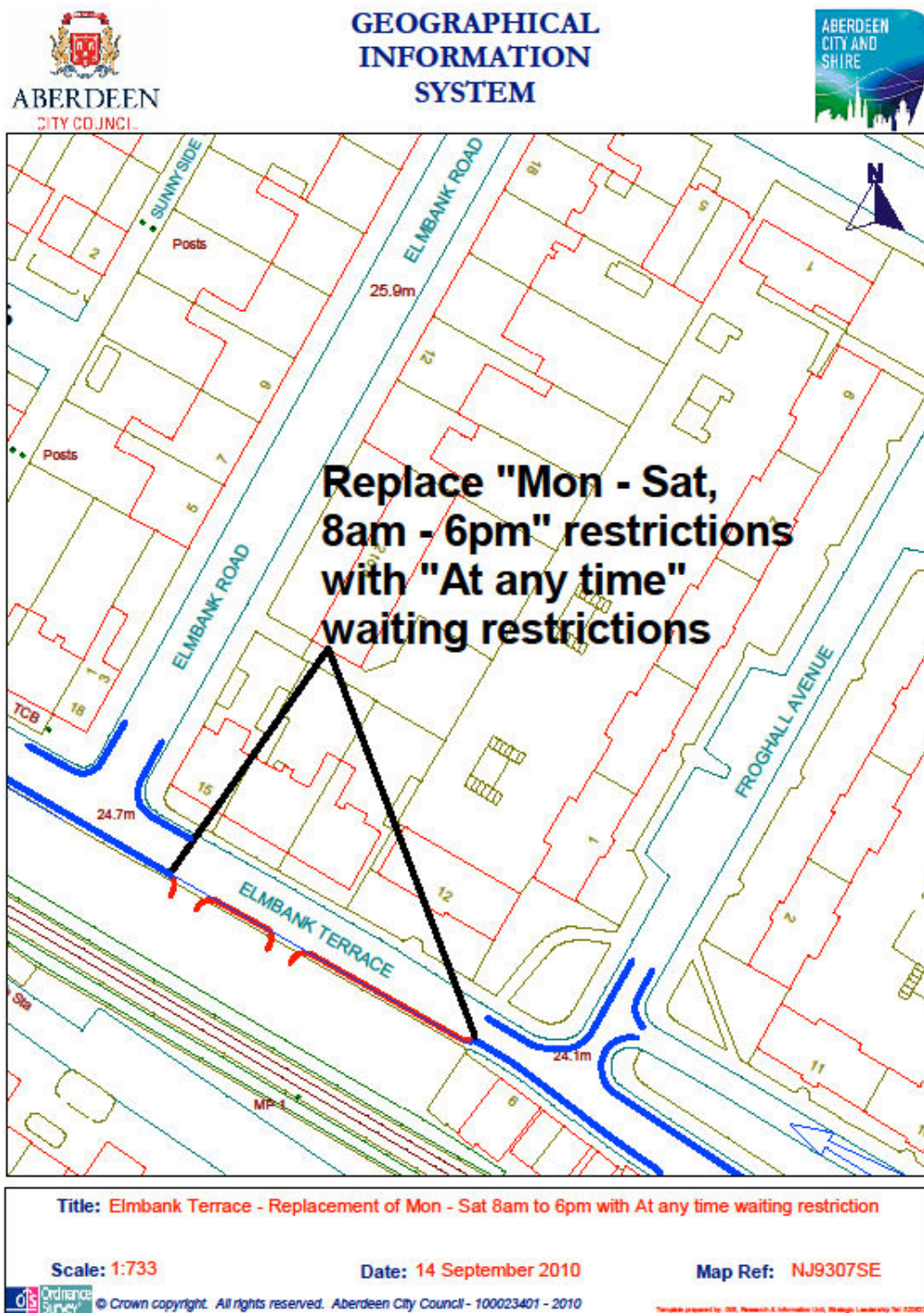
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- **Greenbank Place** – Proposed “At any time” waiting restrictions



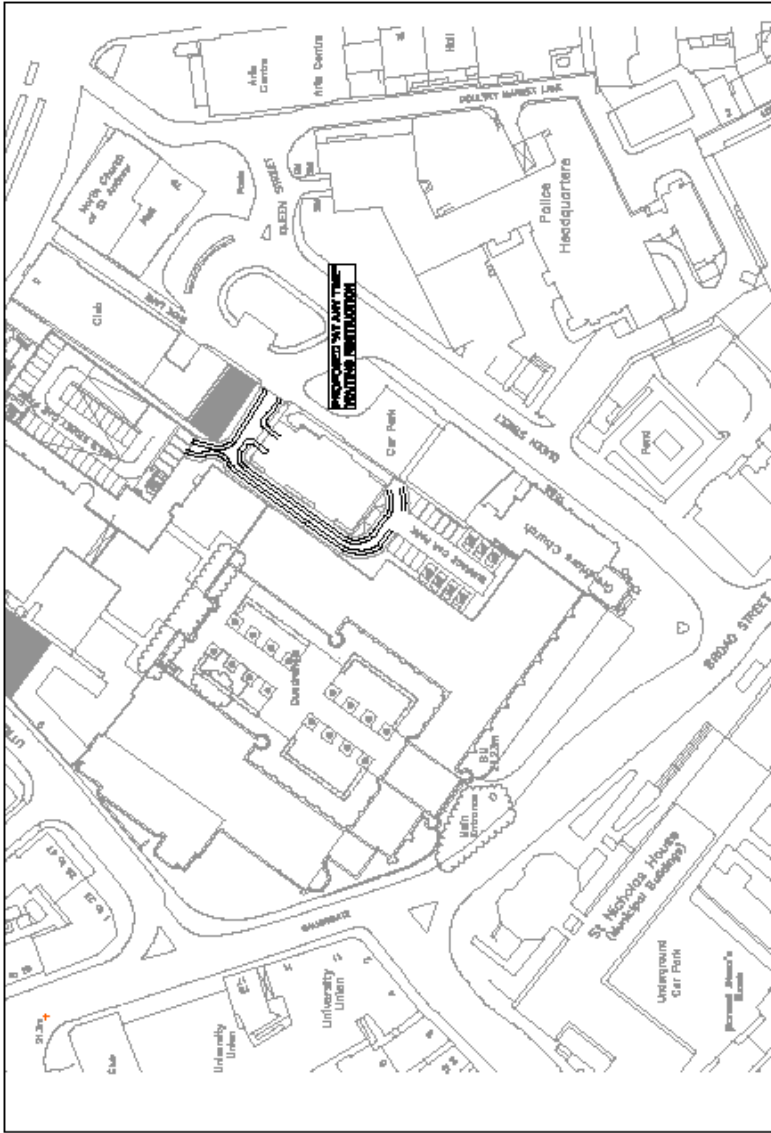
❖ **Elmbank Terrace** – Proposed “At any time” waiting restrictions



❖ **Erroll Street** – Proposed “At Any Time” and revocation of “At Any Time” waiting restrictions

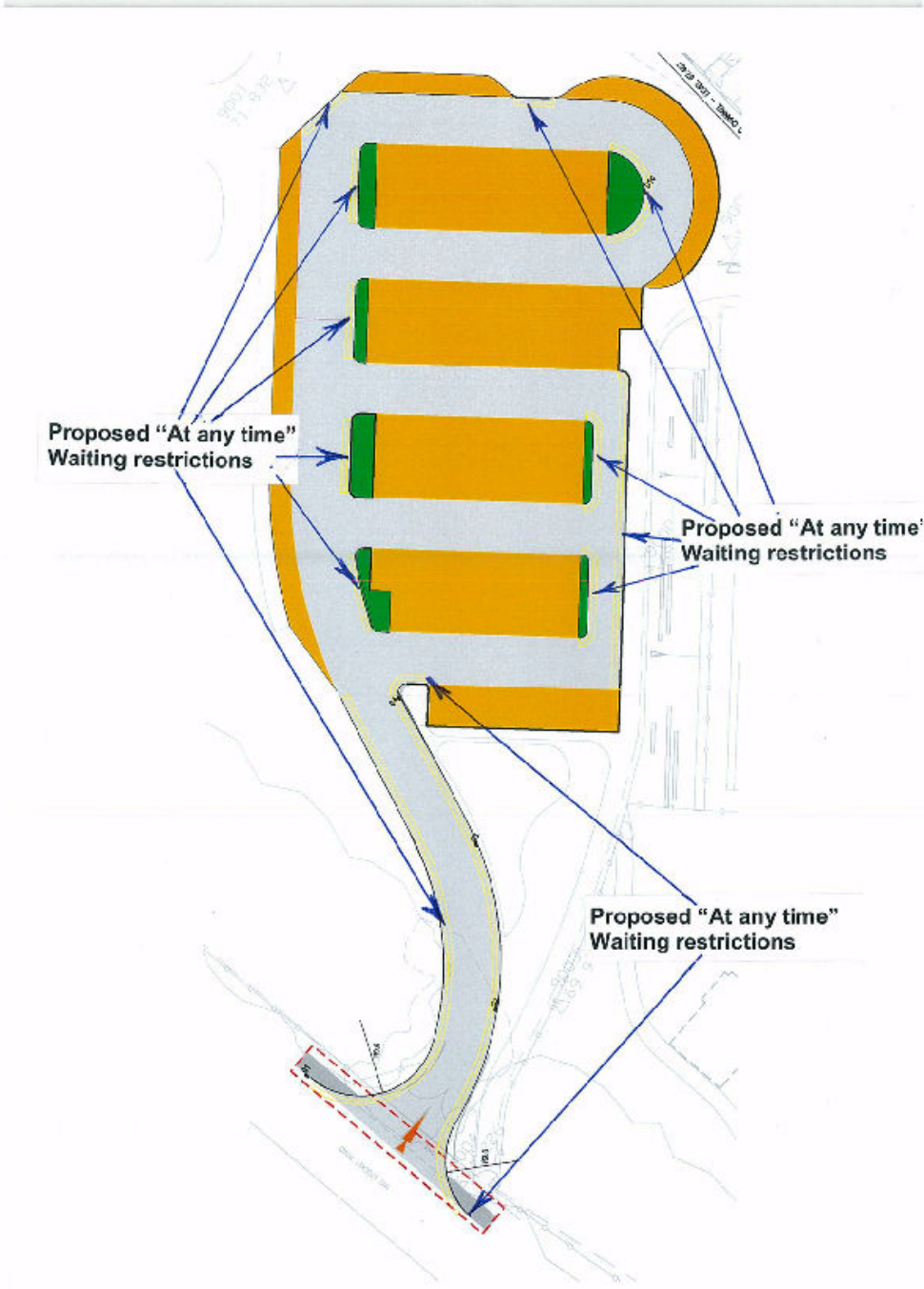


❖ Marischal College car park – Proposed “At any time” waiting restrictions

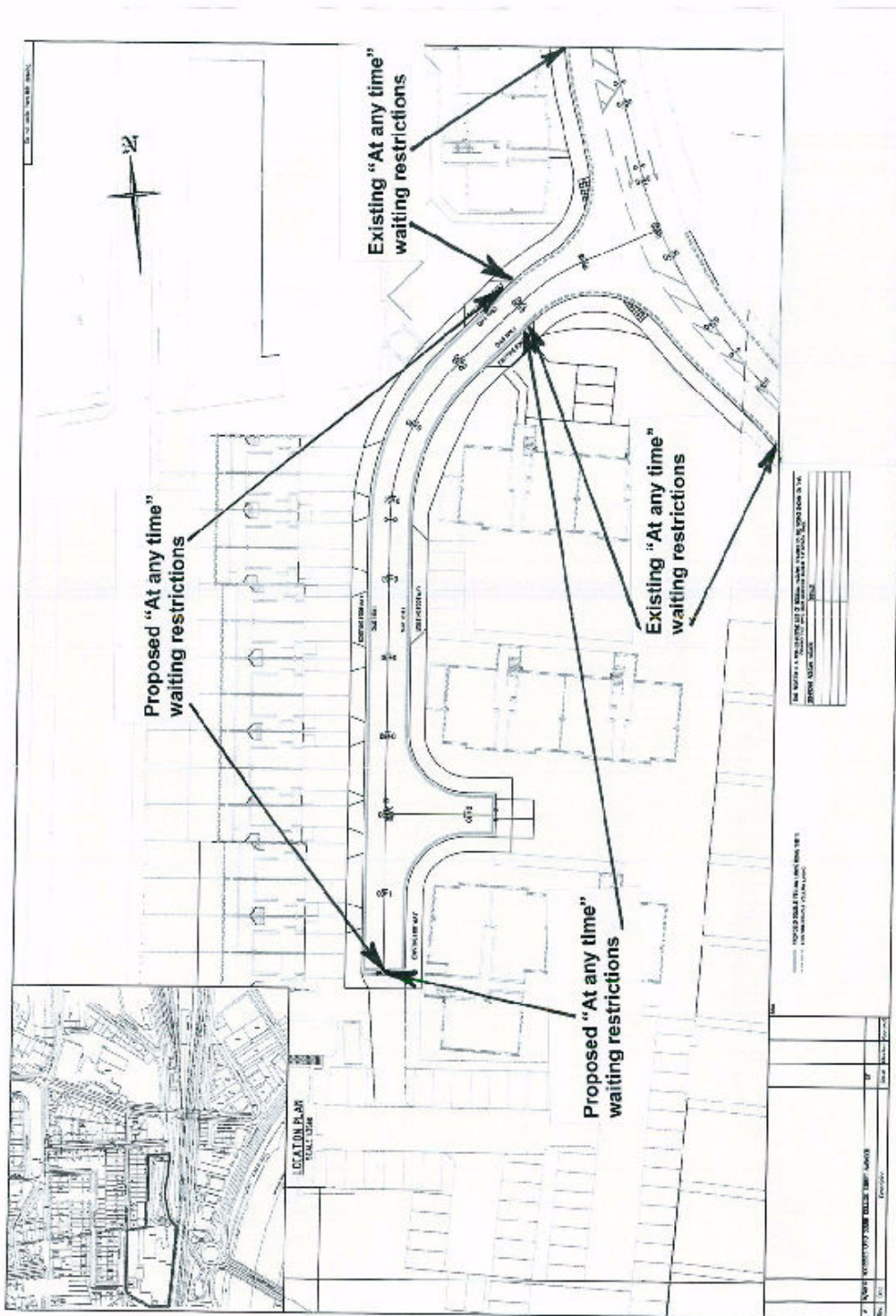


Proposed "At Any Time"
waiting restrictions
Marischal College Car Park

❖ **Mile-end Primary School** – Proposed “At any time” waiting restrictions.



❖ **South College Street** – Proposed “At any time” waiting restrictions



6. IMPACT

This report 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.

It is also in accordance with the administration's Vibrant, Dynamic and Forward Looking, under the heading of Transport and highlighted in Paragraph 7.

This report is likely to be of interest to the public in the streets affected by the proposals and also

There is no Equality and Human Rights Impact Assessment required as this report only recommends that these proposals progress to the Statutory Consultation process therefore there will be no changes effected as a result of the recommendations being approved by the Committee

7. BACKGROUND PAPERS

N/A

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 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	<i>I am supportive of both proposals in my ward: Claremont Grove, Claremont Street Lane and Cromwell Road. There are very significant parking pressures in the area. These are walking routes for local school children and there are many elderly people in the area. The improvement to road and pedestrian safety will be much appreciated.</i>
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 Scott Cassie	Has been consulted and has no comment
Councillor Jillian Wisely	Has been consulted and has no comment
Councillor Ian Yuill	Has been consulted and has no comment
Councillor Irene Cormack	Has been consulted and has no comment
Councillor Alan Donnelly	Has been consulted and has no comment
Councillor James Kiddie	Has been consulted and has no comment
Councillor Neil Cooney	Has been consulted and has no comment
Councillor Mark McDonald	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
Councillor Neil Fletcher	Has been consulted and has no comment
Councillor Kirsty West	Has been consulted and has no comment
Councillor Aileen Malone	Has been consulted and has no comment

Councillor Jackie Dunbar	Has been consulted and has no comment
Councillor Gordon Graham	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 Norman Collie	Has been consulted and has no comment
Councillor Jim Noble	Has been consulted and has no comment
Councillor Gordon Leslie	Has been consulted and has no comment
Councillor John Reynolds	Has been consulted and has no comment
Councillor Jim Farquharson	Has been consulted and has no comment
Councillor Jennifer Stewart	
Councillor John West	Has been consulted and has no comment
Councillor Willie Young	Has been consulted and has no comment

Council Officers

Barry Jenkins, Head of Finance, Resources – has been consulted

Jane MacEachran, City Solicitor, Continuous Improvement has been consulted

Ciaran Monaghan, Head of Service, Office of Chief Executive has been consulted

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure has been consulted

Hugh Murdoch, Head of Service, Shelter and Environment – has been consulted

Margaret Bochel, Head of Planning & Infrastructure, Strategic Leadership – *we are in agreement with the recommendations within this report.*

Mike Cheyne, Roads Manager has been consulted

Neil Carnegie, Community Safety Manager has been consulted

Margaret Jane Cardno, Community Safety Manager has been consulted

Colin Walker, Community Safety Manager has been consulted

Dave Young, Account Manager, Service, Design and Development - has been consulted

Kathryn McFarlane, Service Co-ordinator

Allison Swanson, Committee Services

8. REPORT AUTHOR DETAILS

Ruth Milne
 Technical Officer,
rumilne@aberdeencity.gov.uk
 (01224) 523483

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9 November, 2010
DIRECTOR	Director of Corporate Governance
TITLE OF REPORT	The Aberdeen City Council (Pitmedden Road, Dyce, Aberdeen) (Prohibition of Left Turns) Order 2010
REPORT NUMBER	CG/10/189

1. PURPOSE OF REPORT

Four statutory objections have been received as a result of the public advertisement of this order. These are presented as an appendix hereto.

2. RECOMMENDATION

The recommendation is that a prohibition of left turns is likely to be ineffectual, and that the Committee approve *preliminary* statutory consultation on a prohibition of driving instead and thereafter report back (see Section 5 below).

3. FINANCIAL IMPLICATIONS

There are no financial implications here; this is a relatively minor project and provision for it exists in current budgets.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

The objections in this case are from (1) Burnett and Reid, Solicitors, representing Dyce Caravans Limited, (2) Dyce and Stoneywood Community Council, (3) Mr. Douglas Cumming (a resident of the west section of Pitmedden Road), and (4) Ms. Carol Croll of Nether Kirkton Farmhouse, also on the west section. A theme common to all four is that a prohibition of left turns will be ineffectual. The first three suggest reverting to the original closure proposal suggested by the roads officials on 12 January this year (see Article 17 of the minute). Mr. Cumming suggests a ban on left turns between 4.00pm and 6.00pm on weekdays, but that would seem to compound the point about unenforceability.

The roads officials feel that it is difficult to defend the idea that a prohibition of left turns will work. It would also inconvenience vehicles visiting the caravan park at the location, and the problem of dangerous overtaking on the blind bend by the railway bridge would not be resolved. Also, a prohibition of left turns would be effective only to the extent of adequate enforcement, and it has to be acknowledged that Grampian Police clearly will not have the resources to sustain the necessary level of enforcement on a day-to-day basis.

The roads view is also that the problems perceived are generally overstated, and may be a matter of perception. However, that is not the tone struck by the objectors, all of whom would resist the situation being characterised in that way. Also, the Committee has already shown its willingness to promote a traffic order to try to cure these difficulties.

All in all, I would be inclined to revert to the idea of a prohibition of driving. This would cure the issue of overtaking near the bridge, and, being intended as a physical impediment, would not require police enforcement.

Residents would be inconvenienced, but those at Nether Kirkton Farm would have close access to Dyce Drive while owners and tenants of caravans at the caravan park would have close access to Pitmedden Road.

However, there is an unexpected problem here which did not come to light when the matter was first investigated at the end of last year. Pitmedden Road is actually a bus route, used by a shuttle service to and from the industrial estate. The bus company (First) were approached about the left-turn ban almost a year ago, and did not raise any concerns. However, they have only recently heard of the idea of a closure. If the committee were now to be of a mind to revert to that idea, the *preliminary* statutory stage would afford a quick opportunity to consult properly with the bus company and get a better idea of the lie of the land. Thereinafter, a report back would allow members to gauge the balance of the arguments.

6. IMPACT

The *Vibrant, Dynamic and Forward Looking* document has a range of aspirations under the heading "Transport" (paragraph 7), and a prohibition of left turns seems incompatible with those aspirations because of the likelihood that it will be unenforceable.

There are objectives in the Community Plan to improve road safety and maximize accessibility for pedestrians and all modes of transport; again, the present proposal may not sit well with the objective of improving road safety.

Members should also consider whether the proposal is in keeping with the Council's Transportation Strategy, which aims to improve road safety, and reduce accident levels and injuries/fatalities on the roads.

7. BACKGROUND PAPERS

No background papers were used as a point of departure for writing this report (other than the statutory objections themselves).

8. REPORT AUTHOR DETAILS

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dwemyss@aberdeencity.gov.uk
01224 522523

27614



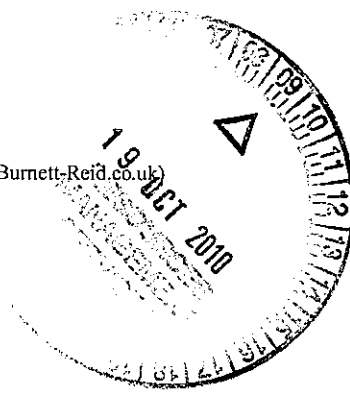
YOUR REF

OUR REF MDM SB D129.1

(e-mail:MDMcMillan@Burnett-Reid.co.uk)

DATE 18 October 2010

Mrs Jane MacEachran
Head of Legal and Democratic Services
Aberdeen City Council
Town House
ABERDEEN
AB10 1AQ



SOLICITORS & ESTATE AGENTS
ADVOCATES IN ABERDEEN

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STANLEY CUSITER JOHN G. SUTHERLAND EILIDH M. SCOBIE
COLIN S. BREMNER EWAN M. CAMPBELL
MANAGING PARTNER: MICHAEL D. MCMILLAN

CONSULTANTS: GEORGE ALPINE
CATRIONA WALKER
ASSOCIATES:
M. ELIZABETH SUTHERLAND
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CHARTERED ARCHITECT: MALCOLM S. WEBSTER
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15 GOLDEN SQUARE
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TELEPHONE 01224 644333

Dear Jane

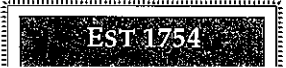
**Dyce Caravans Limited and Mr Alastair Cumming
Pitmedden Road – Prohibition of left turns**

I refer to Graeme McKenzie's letter circulated to interested parties and enclosing a copy of your public notice dated 29 September.

I enclose formal Letter of Objection/Representation prepared on behalf of Dyce Caravans Limited and Alastair Cumming, and have sent a copy thereof to the Lord Provost since he expressed an interest in the matter.

Yours sincerely

Michael D McMillan





SOLICITORS & ESTATE AGENTS
ADVOCATES IN ABERDEEN

PARTNERS:
ALASTAIR O. ROBERTSON ANGUS M. MATHESON
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MANAGING PARTNER: MICHAEL D. McMILLAN

CONSULTANTS: GEORGE ALPINE M. ELIZABETH SUTHERLAND
CATRIONA WALKER MARGOT SINCLAIR
ASSOCIATES: CLAIRE A. HISCOX
WILLIAM A. ROBERTSON

ACCOUNTANT: JOHN A. SHIPLEY CHARTERED ARCHITECT: MALCOLM S. WEBSTER ESTATE FACTOR: SHANE R. GREIG

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YOUR REF

OUR REF MDM SB D129.1 (e-mail:MDMcMillan@Burnett-Reid.co.uk)

DATE 18 October 2010

Mrs Jane MacEachran
Head of Legal and Democratic Services
Aberdeen City Council
Town House
ABERDEEN
AB10 1AQ

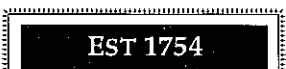
Dear Mrs MacEachran

**Dyce Caravans Limited and Mr Alastair Cumming
Pitmedden Road – Prohibition of left turns**

We act for Dyce Caravans Limited of Pitmedden Road, Dyce and for Mr Alastair Cumming, the Chairman of that company and the owner and occupier of the adjoining house known as Tighnabruiaich. We refer to the proposed Prohibition of Left Turns Order which is under consideration by the Council's Enterprise Planning & Infrastructure Committee, and have seen the Report to the committee number EPI/10/092 dated 20 April 2010.

Our clients are extremely concerned that the Committee is presently going through the preliminary statutory consultation procedures with a view to ordering a prohibition of a left turn from Pitmedden Road on to Dyce Drive for a trial period of 6 months. The previous Report to the Committee, Number EPI/10/001 of 12 January 2010, considered a proposal that Pitmedden Road be closed from a point immediately to the west of the entrance into Dyce Caravans Limited, under the railway bridge and thence northward towards Nether Kirkton, and the purpose of this letter is to urge the Committee to reconsider the proposed left turn prohibition and to revert to the original proposal. Our clients put forward the following as compelling reasons for so doing:-

1. The Committee should be aware that the majority of customers visiting and then leaving Dyce Caravans Limited turn left onto Dyce Drive because the majority of them live to the north of Dyce.
2. Even those customers who live elsewhere prefer not to turn right onto Dyce Drive and travel back through Pitmedden Road, Dyce which is something of a bottleneck, but choose instead to turn left and follow Dyce Drive or alternatively turn first right to join the A947.
3. The Committee should be aware that large transporters delivering caravans and motor homes to Dyce Caravans Limited have to come from the Airport side of the site, because these vehicles are often 70ft long or more and are not suitable for travelling through the narrower parts of Dyce, and because there is in any event a weight limit in the middle of Dyce. When these vehicles leave Dyce Caravans, it is often with a return load of a caravan or motor home being returned to the manufacturers for warranty repairs or similar problems, and drivers



cannot turn right to go under the railway bridge because of its height restriction, and it does not make sense for them to turn right onto Dyce Drive when they need to go in the other direction. Forcing them to turn right will mean that they will then turn first left into Kirkton Avenue and loop all round Kirkton Avenue (passing through all the lorries already parked there) so as to enable them to re-emerge onto Dyce Drive and turn right to head north. This will cause unnecessary increased congestion.

4. Furthermore, many of these transporters are arriving and/or leaving at peak hours, and if they are forced to turn right at that time it will be practically impossible for them to emerge onto Dyce Drive because of the way traffic backs up from the right turn towards the A947: even if courteous drivers allow the transporters to emerge, the right turn will be extremely hazardous and it is unlikely that the gap in traffic will be wide enough to enable a safe manoeuvre to be executed by such large vehicles.
5. Even cars turning right at peak hours will cause a considerable hazard to traffic on Dyce Drive. This is because even if drivers travelling north are courteous enough to leave a gap, traffic coming from the north is at that point accelerating (having passed the left turn towards the A947) and emerging cars are simply unable to see traffic coming from the left until they are half way into the south bound carriageway. It is particularly dangerous for motor cyclists, and indeed one motor cyclist was injured in this manner within the last few months when colliding with a car emerging from Pitmedden Road.
6. It is quite clear from paragraph 6.2 of the said Report dated 20 April that the police do not have the resources to police the current poor driver behaviour on Pitmedden Road (where drivers ignore the double white lines), and it can be deduced that the police will simply not have the resources to police a prohibition of a left turn onto Dyce Drive.
7. The majority of customers visiting Dyce Caravans in the late afternoon are people who work in the area and live to the north, and who drop in past for such purpose as to pick up their caravan for use at the weekend (our clients are currently storing 330 caravans for customers). Such customers will be unable to continue their journey home with a left turn onto Dyce Drive and will be forced instead either to turn right while towing a caravan (a hazardous procedure in peak hours as already explained), or will head west and north up Pitmedden Road under the railway bridge, which is not really a road suitable for such traffic.
8. Of 15 employees at Dyce Caravans, all but one live in rural Aberdeenshire in such places as Auchterless, New Deer, Newmachar and Alford, and forcing them to turn right onto Dyce Drive at the end of a working day will markedly increase the time of their homeward journey.
9. As regards the original proposal to close off a section of Pitmedden Road, there is an additional argument in favour of that proposal on top of the one of preventing the current hazardous driving by impatient drivers. That is that a considerable number of heavy vehicles such as articulated lorries and particularly cranes which are driving north on Pitmedden Road/Dyce Drive will often choose, if there is a bottleneck on the section of Dyce Drive from Pitmedden Road round to Overton Garage, to turn left onto Pitmedden Road when that road is simply not suitable for traffic of that size. Indeed one crane was observed some years ago to hit the railway bridge, reverse out again, turn round and drive away, not realising that a whole section of the bridge had been deflected thus causing a deflection in turn of the railway line which would in turn have caused a derailment. The railway records will confirm this.

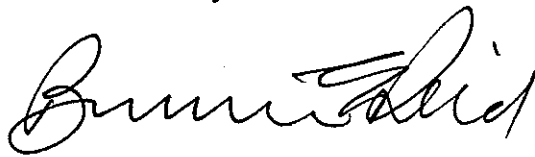
Fortunately Mr Cumming had observed this incident and managed to have the Aberdeen/Inverness Express stopped until repairs could be carried out.

10. The Aberdeen Airport/Dyce Railway Station link bus often comes down Pitmedden Road from Overton Garage, and has on several occasions had minor mishaps at the railway bridge.

For all these reasons the Committee is urged to reconsider its decision to experiment with a prohibition of a left turn, and to revert to its original decision taken on 12 January 2010 on the basis that the No Left Turn proposal will cause more problems than it will solve.

We and our clients will be happy to provide any further information and local knowledge that the Committee may require.

Yours faithfully

A handwritten signature in black ink, appearing to read "Bruce Dick". The signature is written in a cursive, flowing style with some loops and flourishes.

10th October 2010

Dear Madam

Pitmedden Road – proposal to prohibit left turns from west section into section between Dyce Drive and Victoria Street.

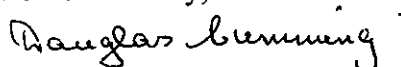
I refer to the above and write as a long - term resident of the west section of Pitmedden Road. My name is Douglas Cumming and my address is Parkview, Nether Kirkton, Dyce. In the family farming partnership I am involved in the farm steading at Nether Kirkton and the farming operations on approximately 110 acres with a current stock of approximately 400 ewes and lambs. A map is attached showing layout.

Over the years there has been a steady increase in traffic on the west section of Pitmedden Road with the worst period being Monday to Friday between 4p.m and 6p.m. There is very little traffic during the morning – almost all use Dyce Drive to get to work – but come normal finishing work time traffic almost comes to a standstill on the ‘Switchback’ (the local name for the section of Dyce Drive from the caravan premises to the Don bridge) and tails back to over the railway bridge on Dyce Drive. Cars going to Dyce avoid this by speeding down Pitmedden Road west section as do many others who then turn left to be waved down the Switchback by drivers who have been tail backed for some time. Traffic rules are often ignored and drivers coming from Dyce to get up Pitmedden Road are often faced with cars on the wrong side of the road!

The farm working day has been adjusted to avoid this time but during the rest of the day, especially winter and spring, silage bales (see map for storage area) and feed need to be taken to sheep in the fields. With slow moving farm tractors and trailers going from the farm steading up to Dyce Drive (see map – Upper Kirkton direction) and turning right it is like playing Russian Roulette. There is not a clear view of traffic coming over the railway bridge and most of the traffic – especially motor bikes- is at speed which would result in a smash with farm traffic. There has already been several smashes at this junction and farm use of the left turn at Dyce Caravans is essential for safe working.

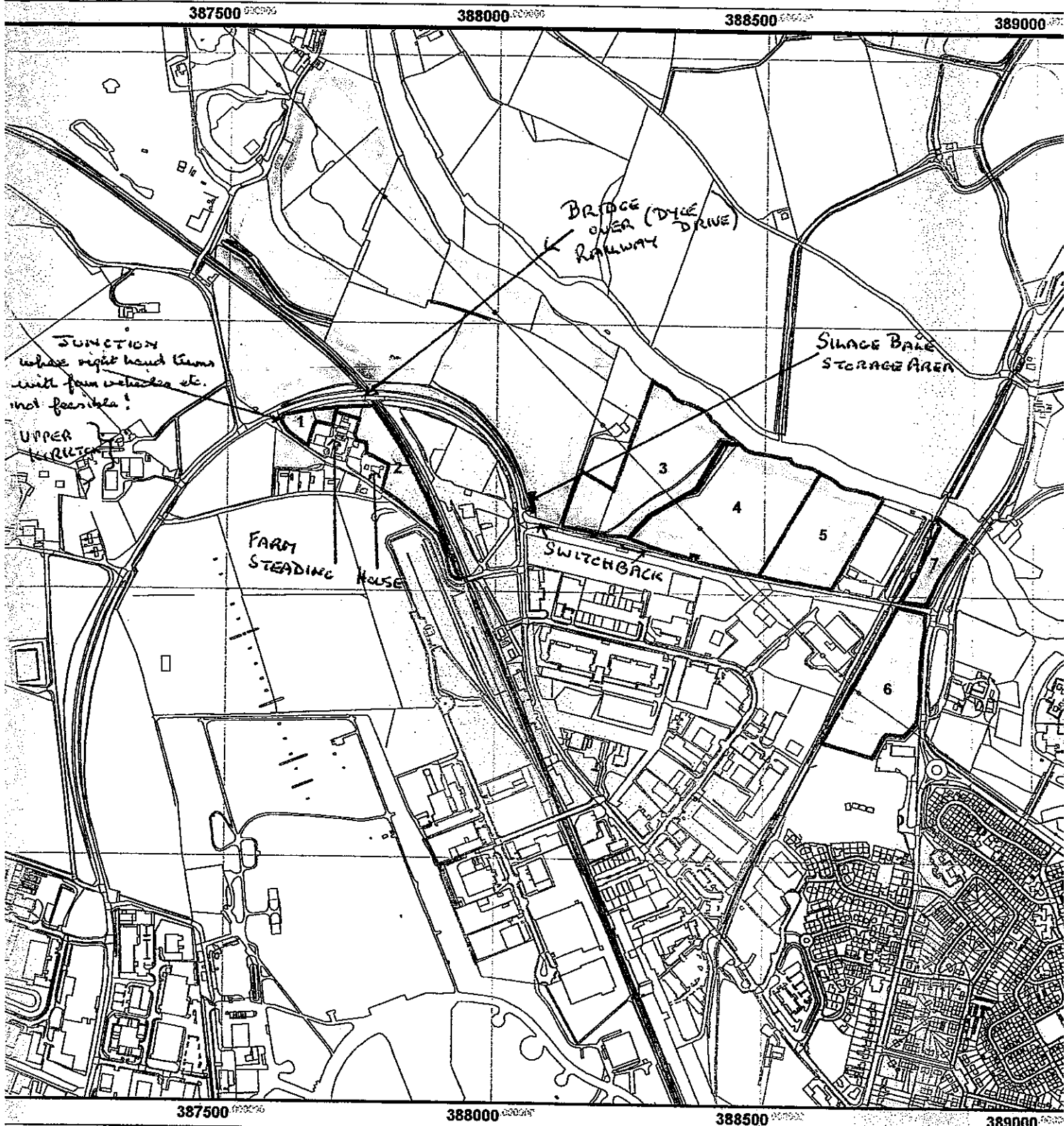
To summarise – I see no foolproof solution to the problem. I accept that a legitimate need for cars going to Dyce exists although there is an urgent need for speed restriction measures. However, a complete ban on left turns would make farm operations impossible. If a ban is still desired a ban on left turns would be reasonable say from 4p.m to 6p.m on weekdays (there is no real problem the rest of the time) or alternatively allow an exemption for farm traffic.

Yours faithfully,



Douglas Cumming

p.s I may add that although I was aware of intentions to consider or promote closure of the road to through traffic I was not aware of the official stages reached on 12th January 2010 and 20th April 2010as shown on Agenda item 9:3 and only realised the advanced stage from the letter dated 29th September 2010. Otherwise I would have been protesting earlier on the same grounds as present.

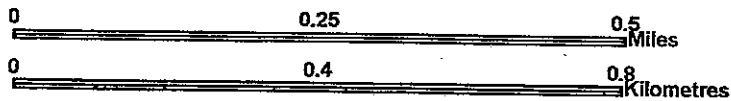


Scale 1:10,000

Blue Field Boundary

*In order to comply with Ordnance
can only be used by you or your
Government. If you wish to use it
to enter separate licensing arrang*

1 cm equals 100 Metres
1 cm equals 109 Yards
1 inch equals 278 Yards



From: Graeme McKenzie
To: David Wemyss
Date: 11/10/2010 10:45
Subject: Fwd: Road issues

David

Below, is an objection from Dyce & Stoneywood Community Council with regard to the Pitmedden Road public advertisement.

Regards

Graeme

Graeme McKenzie
Technical Officer
Road Safety & Traffic Management Team
Tel. (01224) 523471

>>> "Bill Harrison" <bill.harrison@dsl.pipex.com> 07/10/2010 21:38 >>>
Dear Graeme,

I am writing on behalf of Dyce and Stoneywood Community Council re the following traffic issues:

1) Extension of "at any time" waiting restrictions on Kirkhill Road, Dyce. We support this. Reason: to improve visibility and road safety at the junction of Newton Road and Kirkhill Road.

2) Extension of "at any time" waiting restrictions on Netherview Road, Dyce. We support this. Reason: to improve visibility and road safety at the junction with Gordon Terrace.

3) Extension of "at any time" waiting restrictions on Victoria Street, Dyce. We support this. Reason: to allow access to properties 37, 39 and 53 and improve road safety at the junction with Glenhome Avenue.

4) Proposed "no left turn" restriction at Pitmedden Road. We do not support this proposal. Reason: it will be ineffective and cause confusion.

i) The Police have stated that they cannot enforce this proposed restriction.

ii) It is counter intuitive -- some similar junctions might have a no right turn restriction, but a no left turn restriction onto a two-way street will confuse drivers.

iii) Traffic problems only occur at the rush hour at this junction; if the no left turn restriction is in place permanently, a considerable amount of traffic will be forced to drive through Dyce village rather than take the natural route to Dyce Drive and Riverview Drive.

iv) It will not (in our opinion) stop the dangerous driving shown by some drivers at the blind bend under the railway bridge.

We therefore propose that the original "stopping up" of Pitmedden Road at the railway bridge is pursued as an infinitely better alternative.

Sincerely,
Bill Harrison (Secretary)

From: Graeme McKenzie
To: David Wemyss
Date: 11/10/2010 10:49
Subject: Fwd: FW: Pitmedden Road - Prohibition of Left Turns

David

Another e-mail below with regard to Pitmedden Road.

Thanks

Graeme

>>> "Carol Croll" <CCroll@acmr.co.uk> 11/10/2010 10:36 >>>

Nether Kirkton Farmhouse,

Dyce,

Aberdeen.

AB21 0EY

11th October 2010

Your Reference EK/GM/1/159/1/1

Dear Sir,

Pitmedden Road - Prohibition of left turns

I was so relieved to read from your reports that the Council is now aware of the dangerous circumstances that the local residents are facing on a daily basis. There is no speed limit on this narrow road and drivers take full advantage of this by driving at excessive speed given the road conditions. There are no pavements or street lights on any stretch of the road in question and I am a prisoner in my own home certainly during the hours of darkness and the peak period and all because inconsiderate motorists want to save a minute or so on their journey. There is no other legitimate use of the road other than for access to the dwellings.

I am in favour of the proposal to close the road altogether except for access only in that this is the only workable solution. To prevent left turns only will not alleviate the problems we are facing as drivers will still use the road either to flout the rule as the police will not have adequate resources to police this change or drivers will continue to use the road to turn right to avoid having to sit in a queue. Drivers will also continue to turn left from the main Pitmedden Road onto the road in question to avoid the junction with Dyce Drive.

The road in question has no purpose other than to provide access to the dwellings in the area and pedestrian access is totally inaccessible because of the lack of pavements and street lights and dangerous use of the road in terms of the volume and speed of the traffic. If the Council are not prepared to alter the status quo then in all fairness to the residents who have suffered in silence for a very long time the Council should upgrade the road by the installation of pavements and street lights in that at the moment we have only one means of access to our homes which is by vehicular access by way of this most dangerous road.

I hope that the Council will implement the closure of the road.

Yours faithfully,

Carol Croll

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9 November, 2010
DIRECTOR	Director of Corporate Governance
TITLE OF REPORT	The Aberdeen City Council (Lang Stracht between Fairley Road and the A944 Lang Stracht Bus Gate) (30mph Speed Limit) Order 2010
REPORT NUMBER	CG/10/188

1. PURPOSE OF REPORT

The above-named order has been advertised and no statutory objections have come in. Accordingly, the legislation is coming before the Committee for routine approval.

2. RECOMMENDATION

There being no statutory objections, the recommendation is that the order be made and implemented as originally envisaged.

3. FINANCIAL IMPLICATIONS

There are no financial implications here; this is a relatively minor project and provision for it exists in current budgets.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

There being no objections, the matter is a routine one.

6. IMPACT

The *Vibrant, Dynamic and Forward Looking* document has a range of aspirations under the heading "Transport" (paragraph 7), and the traffic management proposals in the present case are routinely compatible with those aspirations.

There are objectives in the Community Plan to improve road safety and maximize accessibility for pedestrians and all modes of transport; again, the present proposals are routinely compatible with this.

The proposals are also in keeping with the Council's Transportation Strategy, which aims to improve road safety, and reduce accident levels and injuries/fatalities on the roads.

7. BACKGROUND PAPERS

No background papers were used as a point of departure for writing this report (other than the statutory objections themselves).

8. REPORT AUTHOR DETAILS

David S Wemyss
Senior Committee Services Officer (Roads Legislation)
dwemyss@aberdeencity.gov.uk
01224 522523



KEY:

Night Time Taxi Rank

Proposed Night Time Taxi Rank

Bus Stop

Night Time Bus Stop



ABERDEEN
CITY COUNCIL

Enterprise, Planning & Infrastructure
St Nicholas House, Aberdeen AB10 1AA
Telephone (01224) 523037 Fax (01224) 626301
ABERDEEN CITY COUNCIL

Night Time Bus Improvements

Night Time Bus Stops

CP - October 2010

1:3000 at A3

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning and Infrastructure
DATE	9 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Strategic Public Transport
REPORT NUMBER:	EPI/10/258

1. PURPOSE OF REPORT

To advise Members of further progress in undertaking evidence based assessments to identify areas on the City's road network where adjustments may contribute to the reliability and punctuality of buses, thereby encouraging greater use of this more sustainable mode of transport. This report focuses on delays to buses on the routes 1 and 2, particularly at the north and south ends of this route at Bridge of Don and Holburn Street, respectively.

2. RECOMMENDATION(S)

It is recommended that Members:

- a) Acknowledge the assessments undertaken to date on the Routes 1 and 2;
- b) Agree in principle the proposal to change the operational times of the existing northbound and southbound bus lanes on Holburn Street, as described in sections 1.6 and 1.7 of the report, in the AM peak period from 0830-0930 to **0800-0930**;
- c) Agree in principle the proposal to **extend** the southbound bus lane on Holburn Street on the approach to the Bridge of Dee by around **120metres** as referenced in section 1.7 of the report, with the associated parking and loading restrictions to mirror the existing bus lanes (including the proposed AM operational time of 0800-0930); and
- d) Instruct the appropriate officials to commence the necessary legislation for the required Traffic Regulation Orders to implement the proposals referenced in b) and c) above. If no objections are received at the Initial Statutory stage then instruct officers to continue with the public advert.

3. FINANCIAL IMPLICATIONS

The assessments of Route 1 and 2 bus priority proposals are being funded by NESTRANS and should the recommendations be agreed, NESTRANS will be requested to fund their implementation.

The likely future revenue maintenance demands of additional white lining and road signs to facilitate the proposed recommendations will be negligible.

4. OTHER IMPLICATIONS

There are no other implications at this time other than if appropriately evidenced based measures are not progressed to enhance the attractiveness and therefore the use of public transport, then the successful achievement of objectives contained within the Local and Regional Transport Strategies, as well as related objectives associated with Air Quality, Carbon Reduction and the local and regional economy may be undermined.

5. BACKGROUND/MAIN ISSUES

1. City Bus Routes 1 and 2

- 1.1 Reference is made to the report entitled 'Strategic Public Transport' which was considered by this Committee on 7 September 2010 wherein the following recommendations pertinent to bus routes 1 and 2 were agreed:

'a) Acknowledge the assessments undertaken to date on bus Routes 1 and 2 and instruct officers to report back to this Committee as soon as the remainder of this work is concluded;'

- 1.2 Initial observations of journey times, congestion and delays at the agreed locations were undertaken by Council officers to verify the extent of the reported problems on these routes. The final list of locations which were identified and reported to the September Committee are as follows:

1. Balgownie Road / The Parkway (Northbound)
2. Scotstown Road / The Parkway (Northbound)
3. Holburn Street (Northbound)
4. Holburn Street / Bridge of Dee roundabout (Southbound)

- 1.3 These locations reflected those highlighted by First Aberdeen as being problem areas and where it was considered that there was scope for implementing improvements. The initial findings from surveys in June 2010 were backed up by further surveys in October 2010 and a brief summary of the key survey results are listed below:

- Balgownie Road / The Parkway (Northbound)
 - No delays in the AM Peak
 - No off-peak delays
 - Delays of up to 6 minutes in the PM peak
- Scotstown Road / The Parkway (Northbound)
 - No significant delays in the AM peak, with the longest recorded delay 1 minute
 - No off-peak delays
 - Delays of up to 10 minutes in the PM peak
- Holburn Street between Nellfield Place and Great Western Road (Northbound)
 - Delays of up to 2 minutes in the AM peak
 - No significant off-peak delays, the longest recorded being 1 minute
 - No significant PM peak delays, the longest recorded being 30 seconds
- Holburn Street / Bridge of Dee roundabout (Southbound)
 - Delays of up to 4 minutes in the AM peak
 - No off-peak delays
 - Delays of up to 2 minutes in the PM peak

It was noted that, although significant delays were experienced at some of the above locations, buses were also observed, even at peak times, to suffer very little delay at many of the same junctions, depending on day-to-day and even minute-to-minute fluctuations in traffic levels, thus reflecting the inherent unpredictability of traffic movements and flows in the City even at peak times. Overall the October surveys did not show any greater level of delay than was shown during the June surveys and therefore gave a reasonable degree of confidence that the results are typical of delays experienced throughout the year. The conclusions from all the surveys and the further work undertaken since the September Committee are reported in the following sections.

1.4 The work on routes 1 and 2 is about resolving perceived delays at locations highlighted by First Aberdeen as being problem areas on the road network ie to help them meet their current timetables for reliability and punctuality. The delays recorded are in relation to their timetable and in many cases, the surveys suggest that these are not necessarily delays in terms of congestion impeding adherence to the timetable. This differs from the approach taken on the BPIP Buchan/King Street route which is about improving overall journey times which will hopefully result in future improvements to the service eg better frequencies. In the case of the routes 1 and 2, officers have not been able to substantiate the perceived delays at many of the locations. Without optimum journey times being provided by bus operators, it is, therefore, difficult to enable a suitable base line to be established and allow appropriate actions to be taken.

1.5 **Balgownie Road (Northbound on the approach to the Parkway Junction)**

1.5.1 This was highlighted by First as a significant problem area in the PM peak. Observations in both June and October have indicated that vehicles are delayed for as much as 6 minutes between exiting the Braehead Way / Balgownie Road junction and the Parkway. The queues were observed to extend on Balgownie Road to its junction with the Parkway for a distance of around 300m. There is currently no bus priority on this stretch of road.

1.5.2 The observations of PM peak traffic heading towards the Balgownie Road / Parkway junction revealed the following points:

- Significant queuing seems to be restricted to the period 1705-1725.
- The longest recorded delay to a bus was 6 minutes, even within this 'peak peak' period.
- Queuing outwith these times is not severe, rarely stretching as far as the Hillhead Cottages entrance and did not cause any significant delays to buses.

1.5.3 Consideration has been given to the introduction of a bus lane on the approach to this junction as a means of reducing delays for buses. The preliminary cost estimate for a bus lane at this location is approximately £0.5 million. The addition of a bus lane on the approach to this junction would certainly benefit buses, however, the benefits achieved would

unlikely be significant enough to justify the high cost of implementing such a scheme. On average a bus that turns right out of Braehead Way onto Balgownie Road takes 3 minutes to reach the junction if the queue on Balgownie Road stretches back that far. The fact that the queuing is over a relatively short period of time means that relatively few buses are impacted by the delays. Further consideration was given to the possibility of rerouting buses along Barbour Brae and accessing Balgownie Road via Mundurno Road some 50m prior to the junction. This would require construction of a short link road at Mundurno Road linking through to Balgownie Road. The preliminary cost estimate of such a scheme is £65K. It would mean diverting the peak hour buses along a residential side road that has never been used as a regular public transport route and there are likely to be safety issues associated with a proposal that is likely to only provide time savings of around 2 minutes for a small number of buses.

1.5.4 The impact on this junction of the proposed Third Don Crossing and of potential future development had led to the view that there may be a future need for traffic signals at the location. Further investigation work, however, has indicated that a traffic signal junction will not likely to be required at this location in the future. It is probable that construction of the Third Don crossing and the Aberdeen Western Peripheral Route will change traffic patterns at this location and reduce the traffic pressure on this junction. It is, therefore, considered that any major modifications at this junction would not be cost effective at this time. As indicated, the delays are over a relatively short period of time in the PM peak and therefore, it is not considered a cost effective use of funds to put in place an improvement in the short term that would benefit so few buses.

1.5.5 It is therefore recommended that no further action be taken at this location.

1.6 **Scotstown Road (Northbound on the approach to the Parkway Junction)**

1.6.1 This was highlighted as a significant problem area in the PM peak. The observations in both June and October have indicated that buses are delayed for as much as 6 minutes on the Scotstown Road approach to the its junction with the Parkway. There is currently no northbound bus priority on this stretch of road. It should be noted that at its maximum queue length, vehicles can be delayed for more than 10 minutes on the approach to the junction. However, the maximum that queues were observed to develop is over a very short time period (1710 to 1720) and this did not coincide with the arrival of a bus.

1.6.2 The observations of PM peak traffic heading towards the Scotstown Road / Parkway junction revealed the following points:

- Significant queuing seems to be restricted to the period 1705-1730.
- The longest recorded delay to a bus was 6 minutes, even within this 'peak peak' period.
- Queuing outwith these times is not severe, rarely stretching more than 200m and did not cause any significant delays to buses.

- 1.6.3 The addition of a bus lane on the approach to this junction would certainly benefit buses during the period of significant queues in the PM peak and there is sufficient width within the existing verge to construct the scheme without land purchase. Because of the potential time savings for buses at this location it was considered that this scheme could have significant benefits and should be considered further.
- 1.6.4 The proposed start point for the bus lane would be 800m south of the Parkway junction. This is in line with the average queue length during the PM peak period and would be therefore be the optimum location for maximum time savings. It would also allow the bus lane to start just north of the access to the sports centre. A preliminary cost estimate of this scheme would be between £0.35 million and £0.5 million depending on how close the bus lane was constructed to the junction and whether shared use facilities were provided on the footway.
- 1.6.5 Having considered the results of the surveys along with the cost of a bus lane, it is concluded that there is little benefit to be gained by construction of a bus lane at this location. The delays caused by queuing on this length of the route are over a very short period of time and only impact on a small number of buses. Observations indicate that delays of between 3 and 6 minutes are experienced by no more than 2 to 3 buses during this period. It would therefore not be a cost effective use of funds to put in place an improvement that would benefit so few buses. It is also probable that construction of the Third Don crossing and the AWPR will change traffic patterns at this location and reduce the traffic pressure on this junction. It is, therefore, considered that any major modifications at this junction would not be cost effective at this time.
- 1.6.6 It is therefore recommended that no further action be taken at this location.

1.7 Holburn Street between Nellfield Place and Great Western Road (Northbound)

- 1.7.1 This route was observed to have delays to buses in the AM peak of around 2 minutes, although anecdotal evidence from bus operators suggest delays here are often in excess of this. There is currently a bus lane on this section of road but this operates from 0830 to 0930, whereas the majority of bus lanes in the City operate from 0730 to 0930. The bus lanes on Holburn Street have later start times to accommodate the loading needs of the adjacent businesses when they were first implemented. Queue length surveys and on-site observations were undertaken to see if it would be to the benefit of buses to have this bus lane operational from 0730.
- 1.7.2 There are loading and waiting restrictions in place on this stretch of road and adequate signings and markings are in place to highlight these.
Great Western Road – 196 Holburn Street – No loading Monday to Saturday 0800-0930 and 1630-1800.

196 Holburn Street – Nellfield Place – No loading Monday to Saturday 0800-0930 and 1630-1800 and No Waiting Monday to Saturday 0900-1800

1.7.3 The observations of AM peak traffic on this section of Holburn Street revealed the following points:

- No residents seem to use this stretch of road for parking between 0730 and 0830.
- Loading restrictions are being adhered to – the only business observed to be engaged in loading was the Sainsbury's furniture store, and this was before the ban comes into operation (i.e. pre-0800).
- The bakery attracts a lot of parking, and there is much illegal parking going on outside the bakery when the bus lane is in operation.
- Despite this, parked vehicles were not observed to cause any significant delays to buses, even when the bus lane was being violated. Delays were very occasional and normally restricted to a few seconds.
- Queuing in the right hand lane was rarely so excessive that it prevented buses bypassing vehicles parked in the left lane.
- There were a few instances of parked vehicles preventing buses accessing the bus stop at the southern end of this stretch.

1.7.4 The observations of PM peak traffic on this section of Holburn Street revealed the following points:

- Very little queuing was observed in the PM peak, therefore buses were not seen to be delayed by traffic.
- The bus lane is largely adhered to in the PM peak and seems of an adequate length and operating time.
- Loading and waiting restrictions are largely adhered to.

1.7.5 The results in both June and October seem to indicate that there is no significant issue that causes delays to buses on this section of the route and although there are some observed delays in the AM peak, this does not seem to cause the buses significant problems. However, there is clearly an inconsistency between the restriction times at this location on Holburn Street compared with other locations throughout the City. There is also a significant amount of parking both prior to and after 8am (therefore illegal) outside the bakery. A review of the operating times of the bus lanes has therefore, been carried out to consider bringing them in line with other areas of the city.

1.7.6 Local businesses and residents in the area have been consulted on this proposal to extend the operation time for bus lane in the AM peak period to 7.30 to 9.30. The results show that of the 16 respondents, 10 indicated that they either found the proposals acceptable or expressed no preference. The remaining 6 respondents indicated that they found the proposals unacceptable. The reasons given include the lack of existing parking on Holburn Street and the potential impact on loading times of existing businesses. In particular, one business highlighted that they arrange their business loading operations in the AM peak to occur just before the existing loading ban comes into force. In their view they would be significantly impacted by the changes.

1.7.7 Having considered the consultation responses and the results of the surveys, it is concluded that there is little benefit to be gained for public transport by changing the bus lane start time to 0730. The delays to buses caused by queuing on this length of the route would not seem to be significant and the negative impact of starting the bus lanes at 0730 on local businesses in particular would outweigh any small benefits gained. The original reason for the 0830 bus lane start time was to take into account the concerns of local businesses and these needs clearly still exist. However, it is considered beneficial in terms of consistency and the reduction in driver confusion to extend the operational start time of the bus lane to 0800. This would bring it in line with the existing loading and waiting restriction times and would, therefore, have no impact on existing legitimate parking and loading patterns. The additional 30 minutes would bring the bus lane start time closer to the start of the peak period. This proposal should be considered for the whole section of this bus lane, which continues north to just before the junction with Union Grove.

1.7.8 It is therefore recommended to amend to the current AM operational time for the northbound bus lane on Holburn Street (Nellfield Place to Union Grove) from 0830-0930 to 0800 to 0930, as shown in the Plan included as Appendix A.

1.8 Holburn Street towards the Bridge of Dee roundabout (Southbound)

1.8.1 The Bridge of Dee roundabout has been highlighted as a congestion hotspot in both the AM and PM peak. There is an existing bus lane stretching from the Holburn Street / Riverside Drive junction to just prior to the Bridge of Dee roundabout, which is operational in the AM from 0830 to 0930 and in the PM from 1630 to 1800. This is similar to other sections of bus lanes on Holburn Street and differs from the majority of bus lanes in the City which are in operation between 0730-0930 and 1600-1800. The bus lanes on Holburn Street have later start times to accommodate the loading needs of the adjacent businesses when they were first implemented. There is a loading ban in place over the section of bus lane which is operational in the AM from 0800 to 09.30 and in the PM from 1600 to 1800 and a section of single yellow lines with the same restriction times. Queue length surveys and on-the-ground observations were therefore undertaken in both June and October to investigate whether there would be any benefit to buses if the bus lane was extended in the AM peak to operate from 0730 to 0930 and in the PM peak from 1600 to 1830, and whether it would be beneficial to extend the bus lane further north.

1.8.2 The observations of AM peak traffic on this section of Holburn Street revealed the following points:

- Very little queuing was observed in the AM peak, therefore buses were not seen to be delayed by traffic, even before the bus lane came into operation.
- The bus lane is largely adhered to in the AM peak and seems of an adequate length and operating time.
- Loading and waiting restrictions are largely adhered to.

- 1.8.3 The observations of PM peak traffic on this section of Holburn Street revealed the following points:
- Significant queuing was observed in the PM peak between 1630 and 1800. For around an hour between 1650 and 1750 the queue extended beyond the link to Riverside Drive with the maximum queue length occurring at 1730 and extending some 500m.
 - The bus lane is largely adhered to in the PM peak although the queue does extend beyond the start of it.
 - Loading and waiting restrictions are largely adhered to. The occasional vehicle was observed to park for short periods but this did not seem to cause significant delays.
- 1.8.4 The situation here is similar to the previously discussed section of Holburn Street, where the results of the surveys in both June and October seem to indicate that there is no significant issue that causes delays to buses in the AM peak on this section of the route. However, there is a similar inconsistency between the restriction times at this location on Holburn Street compared with other locations throughout the City. Therefore, a review of the operating times of the bus lanes was carried out to consider bringing them in line with other areas of the City.
- 1.8.5 Local businesses and residents in the area have also been consulted on this proposal to extend the operation time for bus lane in the AM peak period to 0730 to 0930 and in the PM peak from 1630 to 1830. The results show that of the 6 respondents, all found the proposals unacceptable. The reasons given include the lack of existing parking on Holburn Street and the additional length of queuing caused by traffic having to queue in single file because of the bus lane. The view was also expressed that traffic queues had all but disappeared by 1800 and there was therefore no need to extend the operational times in the PM Peak.
- 1.8.6 Having considered the consultation responses and the results of the surveys, it is concluded that there is little benefit to be gained by changing the bus lane start time to 0730 in the AM peak or extending it to 1830 in the PM peak. The delays to buses caused by queuing on this length of the route in the AM peak are not significant and the negative impact on local businesses in particular would outweigh any small benefits gained. The original reason for the 0830 bus lane start time was to take into account the concerns of local businesses and these needs clearly still exist. However, as considered in the previous section, it would be beneficial to extend the operational start time of the bus lane to 0800. This would bring it in line with the existing loading and waiting restriction times and would, therefore, have no impact on existing parking and loading patterns. The additional 30 minutes would bring the bus lane start time closer to the start of the peak period. There would, however, seem to be little benefit in extending the operational time of the bus lane beyond 1800 as the observations indicate that the queues are significantly reduced after this time and the delays to buses are not significant.

1.8.7 As previously described, the queue in the PM peak is significant and extends beyond the start of the existing bus lane. The surveys indicate that for a period of around an hour in the PM peak the queue extends for up to 500m which takes it beyond the Ruthrieston Road link to Riverside Drive. There would, therefore, be benefit in extending the bus lane north of this link. Consideration has been given to an appropriate length of extension and this would require daytime parking and peak hour loading to be removed, as is the case with all other bus lanes, from a section of the southbound carriageway. The bus lane could be extended by around 120m to the north side of the old filling station site without significantly impacting on on-street parking directly outside existing properties. A plan showing the proposed extent of the bus lane (and associated parking and loading restrictions) is shown in Appendix B. Although the queue sometimes extends beyond this point the delays experienced by buses in reaching this point would be relatively small. This would be an optimum length for the bus lane giving the greatest benefit to buses with only a small impact on existing daytime parking and peak hour loading opportunities in the area. When the filling station was open, there was limited available parking in front of the site so the impact of removing this parking bearing in mind the length of road unavailable for parking in any case, would not be significant.

1.8.8 It is therefore recommended to extend the existing southbound bus lane on Holburn Street further north by approximately 120m, with the associated parking and loading restriction, and reflecting the proposed AM peak and existing PM peak operational times, as shown in the Plan included as Appendix A.

6. IMPACT

The contents of this report link to the Community Plan vision of creating a 'sustainable City with an integrated transport system that is accessible to all'.

Public Transport improvements will contribute to delivery of the transport aims of Vibrant, Dynamic and Forward Looking – **'Improve Aberdeen's transport infrastructure addressing other pinch points Work to improve public transport encourage cycling and walking'**.

The projects identified in this report will also assist in the delivery of actions identified in the Single Outcome Agreement, in particular the delivery of both Local and Regional Transport Strategies which will contribute directly and indirectly to 14 out of the 15 National Outcomes described in Aberdeen City Council's 2009/10 SOA.

The Local Transport Strategy and the Regional Transport Strategy from which the public transport projects within this report are an integral part have been subject to an Equalities & Human Rights Impact Assessment.

7. BACKGROUND PAPERS

Bus Routes 1 & 2 – Survey Note, June 2010

Bus Routes 1 & 2 – Survey Note, October 2010

7-9-10 EP and I Committee Report – ‘Strategic Public Transport’

(Please contact the report author if you require copies of these papers)

8. REPORT AUTHOR DETAILS

Ken Neil

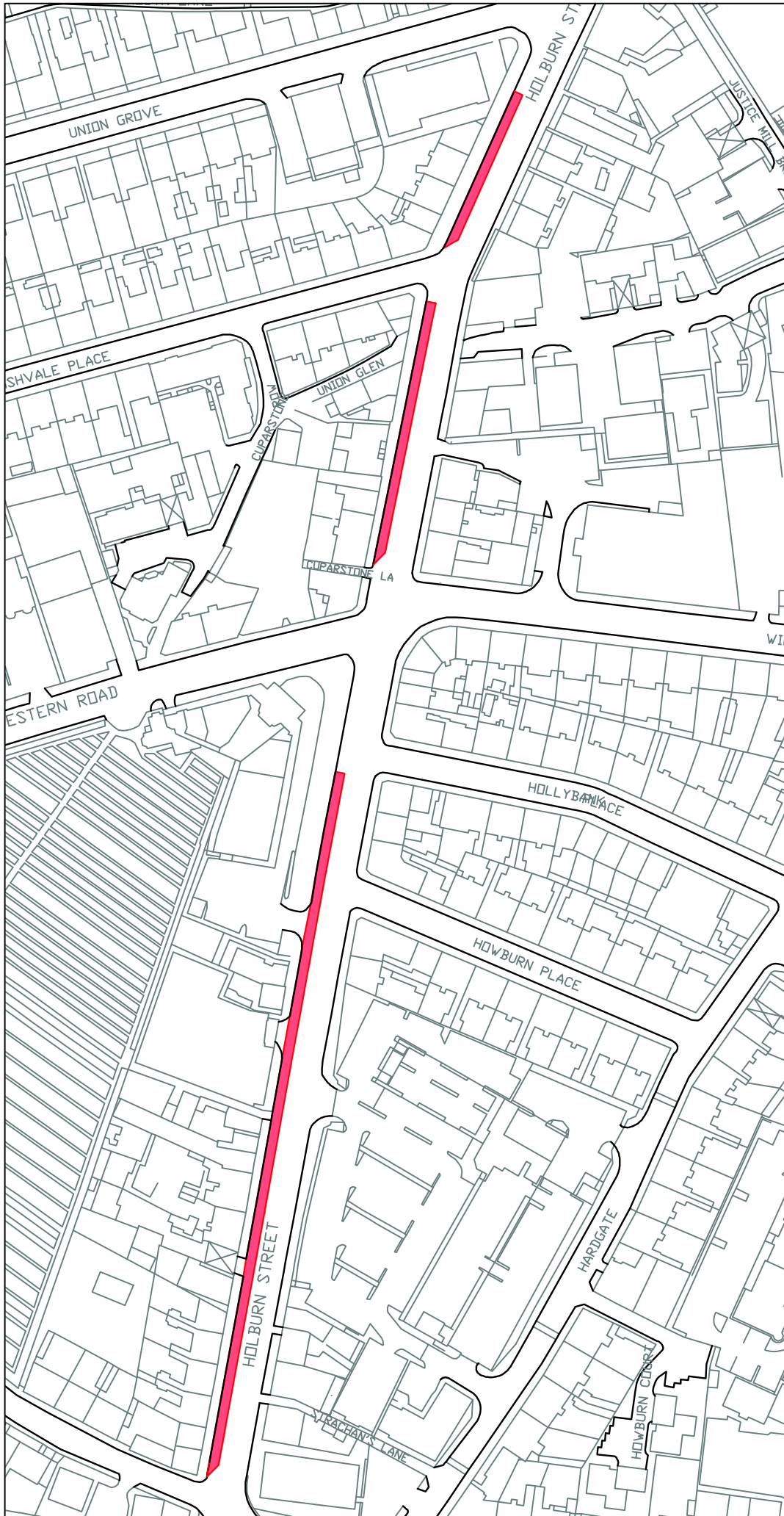
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Appendix A - Holburn Street Northbound Bus Lane – Proposed Change to AM operational times

Appendix B - Holburn Street Southbound Bus Lane – Proposed Extension with Associated Parking and Loading Restrictions



Appendix A

Holburn Street Northbound

Existing bus lane proposed change in AM hour operation to 8:00am - 9:30am

KEY:

Existing Bus Lane



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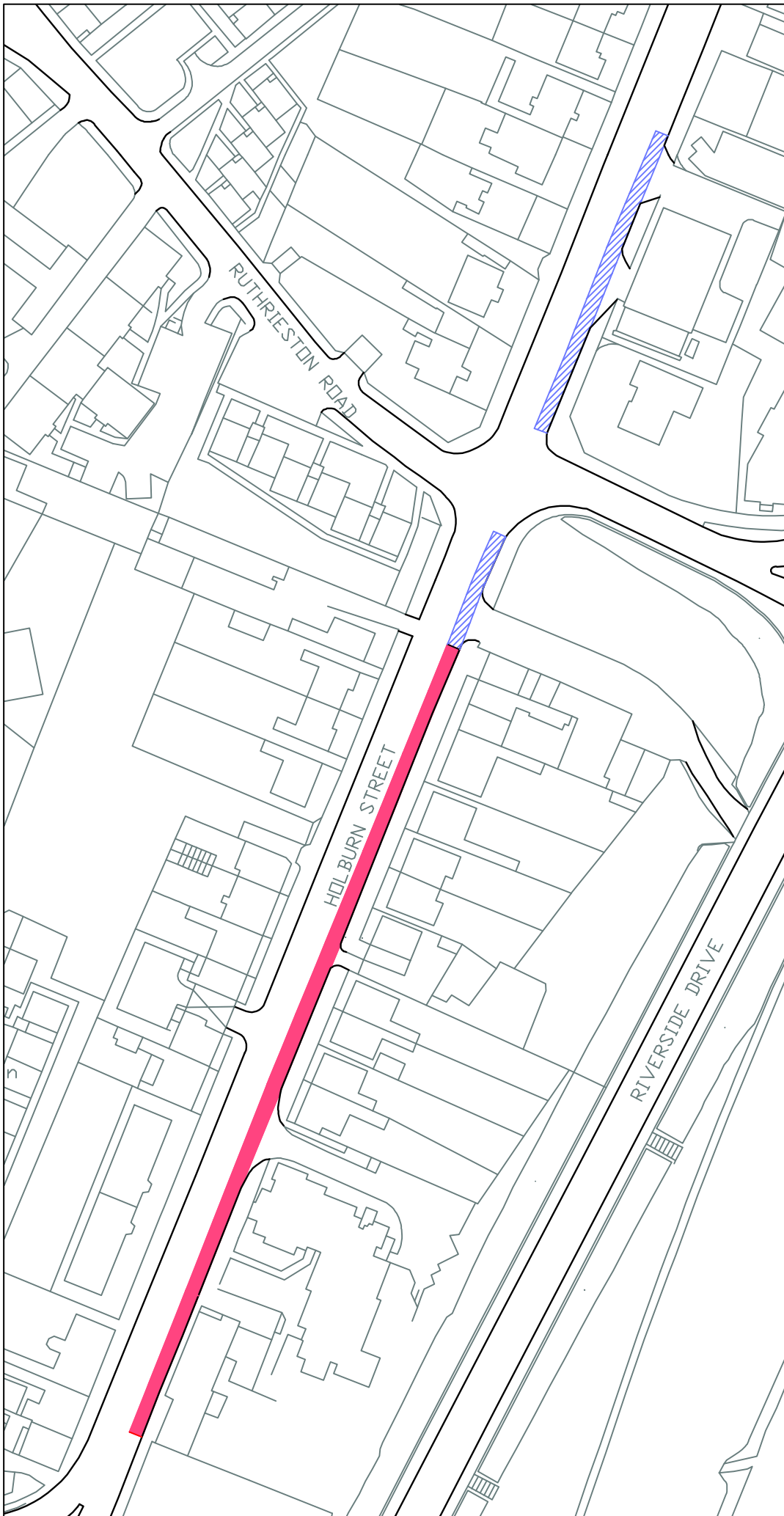
ABERDEEN CITY COUNCIL

Bus Lane Proposals

Appendix A

Item (of 2)
 CP
 - October 2010
 Sub-Authority
 NTS at A4

Page No.
 1 of 2



Appendix B

Holburn Street Southbound

Proposed bus lane

Operational Hours
AM 8:00am - 9:30am
PM 4:30pm - 6:00pm
(Mon - Sat)

with associated peak hour loading prohibition and daytime parking restrictions

Existing bus lane proposed change in AM hour operation to 8:00am - 9:30am

KEY:

Proposed Bus Lane



Existing Bus Lane



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ABERDEEN CITY COUNCIL

Bus Lane Proposals

Appendix B

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2 of 2

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ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	9 November 2010
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Bus Information Strategy Consultative Draft
REPORT NUMBER:	EPI/10/260

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members of the progress that has been made to date on the development of a Bus Information Strategy for Aberdeen and to seek Member approval for the release of a draft Strategy document for public and stakeholder consultation.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:

- a) Note the progress that has been made to date on the development of a Bus Information Strategy for the City; and
- b) Instruct officers to release the draft Bus Information Strategy for consultation and report back the findings from the consultation in March 2011.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no immediate financial implications arising from this report. The resources necessary to develop, consult on and finalise the Bus Information Strategy can be met from current provision. Any financial implications resulting from the implementation of the Strategy will largely be met by public transport operators. Any actions attributed to the Council which may have financial implications will be met within existing budgets, and the Council will continue to explore opportunities for partnership working to minimise costs. These will be reported with the finalised Strategy.

4. OTHER IMPLICATIONS

- 4.1 There are no other implications associated with this report.

5. BACKGROUND/MAIN ISSUES

- 5.1 Under the Transport (Scotland) Act 2001, all local authorities have a statutory duty to determine what local bus information should be made available in their area and how this information should be made available. The adopted Aberdeen Local Transport Strategy 2008-2012 also identifies the need for a Public Transport Information Strategy.
- 5.2 Following a period of public consultation regarding the current standard of bus information available within the City, a draft Bus Information Strategy for Aberdeen has been developed in partnership with local bus operators and in consultation with Nestrans and Aberdeenshire Council.
- 5.3 The purpose of this Strategy is to identify a series of actions to improve the quality and availability of bus information in the City which the Council and bus operators will work together to implement.
- 5.4 The draft Strategy calls, firstly, for a general improvement in the currency, accuracy and clarity of information on local bus services and, secondly, for this information to be accessible in as many locations and over as broad a range of media as possible. The Strategy encompasses, but is not limited to:
- Improving information displays at bus stops
 - Ensuring more information is available on board buses themselves
 - Increasing the availability of paper timetable booklets
 - Improving web-based information
 - Raising awareness of other options for obtaining public transport information, such as over the telephone and via text message
 - Improving information for those who are unfamiliar with using public transport
 - Improving information for travellers with disabilities.
- 5.5 It is anticipated that, by improving public transport information in accordance with the proposed Strategy, citizens of and visitors to Aberdeen will feel more confident and comfortable planning and executing a bus journey. Improving awareness of the available public transport options may also help combat social exclusion by increasing mobility amongst those without access to, or who chose not to use, the private car.
- 5.6 It is also hoped that by substantially improving the quality and availability of public transport information a number of journeys that would previously have been undertaken by private car can be transferred onto the bus, thus helping to limit the negative economic and environmental impacts of car use, in line with the objectives of the Local and Regional Transport Strategies.
- 5.7 The Executive Summary from the draft Bus Information Strategy is included as Appendix 1 to this report. A draft Action Plan has been

included as Appendix 2, while Appendix 3 outlines the proposed monitoring arrangements for the Strategy. The full draft Bus Information Strategy is available in the Members' Library and will be provided on request.

- 5.8 Should the draft be agreed, a period of public and stakeholder consultation will be undertaken from mid-November to late December via the Council's website. Hard copies of the draft document will also be made available on request. It is anticipated that the outcomes of this consultation period will be reported back to the Enterprise, Planning and Infrastructure Committee in March 2011.

6. IMPACT

- 6.1 A key aim of the Community Plan is to ensure that all citizens have access to a range of transport options that reflect differing needs of age, gender, disability and income. *Improve sustainable travel options* is identified as a priority.
- 6.2 The Single Outcome Agreement also prioritises improving sustainable transport options for the City, particularly item 14, *Minimise the environmental impact of transport on our community and the wider world*. Increasing public transport usage and decreasing private car usage are explicitly identified as the means necessary to achieve this.
- 6.3 Vibrant, Dynamic & Forward Looking sets out a commitment to work to improve public transport in and to our city and to improve access.
- 6.4 The Interim 5 Year Business Plan lists transport improvements as a priority under both the *Wealthier and Fairer* and *Greener* categories, and identifies the outcome, to *Reduce unnecessary carbon emissions and minimise the environmental impact of transport on our community and the wider world*.
- 6.5 This report may be of interest to the public as the citizens of Aberdeen have a vested interest in the public transport network and have been involved in the development of the Strategy to date via a period of public consultation which took place between January and February 2010.
- 6.6 The Local Transport Strategy and the Regional Transport Strategy, of which this project is an integral part, have been subject to an Equalities & Human Rights Impact Assessment.

7. BACKGROUND PAPERS

Community Plan Update 2008

Draft Aberdeen City Council Bus Information Strategy – the full document can be made available on request.

Aberdeen City Council Bus Information Strategy Consultation results – available on request, or via http://www.aberdeencity.gov.uk/web/files/PublicTransport/bus_information_strategy_consultation_results_may2010.pdf

8. REPORT AUTHOR DETAILS

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Appendix 1: Draft Bus Information Strategy Executive Summary

This Bus Information Strategy outlines the Council's vision for improving the quality and availability of bus information in Aberdeen. It combines a best practice review with the outcomes of a recent public questionnaire and a thorough analysis of the state of existing information provision in Aberdeen to formulate a series of actions that the Council and local bus operators will work towards the implementation of in order to improve and expand bus information in Aberdeen. Key to this is making such information as accessible and comprehensive as possible to all residents of, and visitors to, the City.

The Strategy commits the Council and bus operators to work in partnership to:

- Continue to promote the public transport options available in Aberdeen and to progress schemes to improve bus punctuality and reliability and to reduce bus journey times
- Ensure that all information on local bus services available to the public conforms to best practice guidelines and is easy to access and comprehend by all
- In particular, improve the quality and volume of information at the bus stop. The Council would like to see full and current timetable information at every boarding stop within the City, encompassing all bus services calling at that stop. We would also like to see increased availability of maps and fare and journey time information at stops, as well as improved maintenance of bus stop shelters, poles, flags and information display cases
- Improve the information available on board buses themselves, in terms of clear and legible destination screens, knowledgeable drivers who can deliver information to passengers and an increased availability of fare information and timetables on board buses
- Ensure timetables, network guides and other relevant literature are of good quality, easy to use and understand, current and available in a variety of locations throughout the City
- Improve and expand public transport websites to make them easy to use by all and to ensure that timetables, maps, fare and journey time information is easily accessible to all computer users at just the click of a button
- Continue to promote journey planning facilities, such as the Traveline Scotland website, and to raise awareness of the various forms of media, such as the telephone and text message, via which bus information can be obtained
- Raise awareness of interchange opportunities, both between bus services and between different modes of transport
- Look to limit the number of fare and service changes and, when these do occur, to ensure that the public is given adequate warning before such changes are introduced.

The Council believes that the actions articulated within this Strategy will not only significantly benefit current bus users, by making it easier for them to plan and execute a journey by public transport, but may also help to encourage non- or infrequent bus users to choose to travel by public transport more often. This can have a number of benefits for the City, both economic, in terms of reduced congestion on our roads and a more efficient movement of people and goods throughout the City, and environmental, namely a reduction in carbon dioxide and other harmful emissions and improved air quality, which is of particular concern to the City Centre. Improvements in

information provision can also contribute to improving social inclusion, by increasing awareness of the options available to the public for travel, thereby opening up opportunities to access jobs and services.

This Strategy, therefore, will help the Council achieve a number of its aims and objectives, especially those outlined in the Aberdeen Local Transport Strategy 2008-2012 and the Single Outcome Agreement.

We are proud to say that this document has been developed in partnership with local bus operators and in close consultation with members of the public, as well as with Nestrans and Aberdeenshire Council via the Local Authority and Bus Operator Forum (LABOF). We will continue to investigate opportunities for partnership working to ensure that the best and most cost-effective solutions to the current problems or deficiencies with information provision can be achieved, thereby allowing current and future users of the Aberdeen bus network to fully realise the benefits of the Strategy.

The Strategy will be subject to regular monitoring and a thorough review after five years to assess the impact of the work completed to date and to set new goals and aspirations for the future.

Appendix 2: Extract from Chapter 7 of the Draft Bus Information Strategy

7.1 Introduction

This chapter sets out the Strategy for improving bus information in Aberdeen. It lists separately the various means and media by which information can be obtained and then under these headings lists the actions that the Council will undertake in order to ensure the maintenance and / or improvement of information.

Taking Scottish Government guidance, all actions emanating from the Strategy are designed to be economic, efficient and effective.

Information for existing users will take the form of clear day-to-day variants relating to regular services and full information for other services. Information for potential users is more complex and will include information that will persuade them to use public transport and how to make the journey as simple as possible. It will be necessary to ensure that such information is made as accessible as possible, especially to non-frequent bus users.

Actions have been split into short, medium and long term.

Short term actions will be completed within two years of the adoption of the Strategy.

Medium term actions will be completed within four years of the adoption of the Strategy.

Long term actions are those which will be investigated prior to the next review of the Strategy but may require more time and resources to be effectively implemented within the lifetime of the first Strategy.

7.2 General Improvements and Promotion

Action	Responsibility	Progress to date	Timescale
Aberdeen City Council will, via the Aberdeen Local Transport Strategy and associated projects, progress schemes that aim to encourage a greater uptake of public transport and reduce the number of trips undertaken in the City by private car.	ACC	Ongoing. According to City Voice survey results, the number of residents using the bus to travel to work or study has remained constant at 11% since 2008.	Ongoing. Local Transport Strategy due to be reviewed in 2012.

<p>Aberdeen City Council will continue to work with Aberdeenshire Council, Nestrans and bus operators via the Local Authority and Bus Operator Forum (LABOF) to look at ways of improving the region's bus network and services, including improvements to punctuality, reliability and information provision.</p>	<p>ACC</p>	<p>A revised Quality Partnership was signed by all LABOF partners in 2010.</p>	<p>Ongoing</p>
<p>Aberdeen City Council will continue to work with LABOF to improve reliability of bus services and journey times via the Bus Punctuality Improvement Partnership (BPIP).</p>	<p>ACC</p>	<p>The BPIP was launched in 2010. A number of possible schemes are currently being progressed for the first identified corridor, Buchan / King Street. Further corridors for action are due to be identified.</p>	<p>Ongoing</p>
<p>Aberdeen City Council, with our partners in the Getabout campaign group, will participate in events and activities to promote the region's public transport options and will market the benefits of public transport throughout the region.</p>	<p>ACC / Getabout partnership</p>	<p>Ongoing. Recent activities have included promotion of Park and Ride services for Christmas shoppers.</p>	<p>Ongoing</p>
<p>Aberdeen City Council will raise awareness of and actively promote the local bus network to individuals, schools and employers through both internal and City-wide travel planning activities.</p>	<p>ACC / Getabout partnership</p>	<p>Ongoing. ACC recently participated in European Mobility Week, where staff members were encouraged to use sustainable modes of transport for their commute.</p>	<p>Ongoing</p>

Aberdeen City Council and partners will look to develop a guide to travelling by public transport for those who are new to public transport or who use it infrequently, containing detailed information on how to plan and execute a successful bus journey.	ACC / Aberdeenshire Council / Nestrans	Not yet commenced	Medium term
Aberdeen City Council will develop a guide to travelling by public transport for those with a disability.	ACC	Not yet commenced	Medium term
Aberdeen City Council will work with Aberdeenshire Council, Nestrans and bus operators to develop a Park and Ride guide, containing detailed information on the region's Park and Ride services, including timetables, frequencies, routes, and site facilities.	ACC / Aberdeenshire Council / Nestrans / Bus operators	Initiated.	Due to be launched in time for Christmas 2010.
Aberdeen City Council will prepare a guide to Demand Responsive Transport available within the City containing information on eligibility for such services and how they can be booked.	ACC	Not yet commenced	Short term
All public transport information will be available in large print and in alternative languages on request.	ACC / Bus operators	Ongoing	Ongoing
All bus information available in Aberdeen City will comply with the following: <ul style="list-style-type: none"> • The Disability Discrimination Act 2005. • The Scottish Government's guidance on information provision, as set out in 'Buses for Scotland – Progress through Partnership'. • The Mobility and Access Committee for Scotland (MACS) report 'Valuable for Anyone, Valuable for Everyone'. • The DfT's 'Inclusive Mobility'. • The ATCO Public Transport Information Good 	ACC / Bus operators	Ongoing	Ongoing

Practice Guidance.			
Aberdeen City Council will work with partners to promote the safe journey card as an aid for those travelling with disabilities and / or mobility difficulties.	ACC / Aberdeenshire Council / Nestrans Bus operators	Launched in June 2010.	Ongoing
Timetable information should be consistent across the range of different media through which it is available. For example, times stated on paper copies of timetables should match those stated on at-stop timetables.	ACC / Bus operators	Ongoing	Ongoing

7.3 Bus Stop Flags

Action	Responsibility	Progress to date	Timescale
A bus stop flag will be fitted to all bus stops wherever practical and appropriate. This will carry the words 'Bus Stop' and a recognisable pictogram, conforming to diagram 970 in the Traffic Signs Regulations and General Directions 2002.	ACC	Ongoing	Medium term
Wherever practical and appropriate, flags will list all service numbers calling at that stop regardless of the operator. Only service numbers calling at that stop will be listed on the flag.	ACC	Ongoing	Ongoing
Wherever practical and appropriate, all flags will include a stop name. This will be a generally recognised local name, agreed with operators, reflecting the location of the stop. The name will reflect that lodged in the NAPTAN database and will be consistent across all promotional and timetable material.	ACC	Ongoing	Medium term

Wherever practical and appropriate, flags will display a unique bus stop reference code with Traveline Scotland's txt2traveline phone number, thus allowing passengers to get next departure times from that stop sent to their mobile phone.	ACC	Ongoing	Medium term
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7. 4 Display Information at Bus Stops

Action	Responsibility	Progress to date	Timescale
Aberdeen City Council will provide and maintain information display cases at all appropriate stops where space permits.	ACC	Ongoing	Ongoing
Display cases will be situated so that they can be easily consulted by all, including those in wheelchairs. Care will be taken to ensure that information is legible during the hour of darkness. Where street lighting does not provide sufficient illumination, bespoke lighting may be provided.	ACC	Ongoing	Medium term
Display cases should be clean and free from vandalism and graffiti. A contact telephone number for reporting faults and damages will be provided at all shelters. Stops and shelters will continue to be cleaned on a regular basis.	ACC	Ongoing	Ongoing
Aberdeen City Council will continue to work with Aberdeenshire Council and bus operators to identify the most efficient and economic method of erecting timetable information at stops.	ACC / Aberdeenshire Council / Bus operators	Ongoing	Short term
Aberdeen City Council expects high standards in the display and maintenance of bus stop information and	ACC / Bus operators	Ongoing	Ongoing

will work with operators to attain, and to strive to exceed, the Scottish Government's minimum standards for information provision.			
Comprehensive and up to date timetables for each service calling at that stop will be provided at all boarding stops within the City.	ACC / Bus operators	Ongoing	Medium term
Where space permits, a network map and individual service route map for each service calling at that stop will be provided at each stop. The latter will show the average timing points between stops.	ACC / Bus operators	Some bus shelters already display the overall First network map. Existing route maps in individual timetable booklets could perhaps be adapted for bus stops.	Medium term
Fare information will be provided at all appropriate bus stops. This should list the various single, return, day and season ticket options where it is possible to do so. Information will also be provided on methods of payment. Where the operator only accepts exact change, this will be stated.	ACC / Bus operators	Fare information for First services is provided at some bus stops, but not all. Stagecoach fare information is not provided at any stops.	Medium term
Timetables at bus stops will display specific departure times for that stop and give some indication of the route travelled by the service, preferably in the form of a pearl bar diagram or route map. Approximate journey times to key destinations and intermediate points will be provided on the pearl bar diagram. It will be clear from the information which operator is running the	ACC / Bus operators	First and ACC timetables already give stop-specific departure times, while Stagecoach is working on the development of this. No timetables currently provide journey time	Medium term

service.		estimations between stops, although this information can sometimes be extracted from timetables.	
All timetables will give an indication of their currency via effective from or to dates. The latter is preferable, although the Council appreciates that this could lead to unnecessary printing and distribution costs when a timetable remains unchanged but must nevertheless be replaced come its advertised expiry date.	ACC / Bus operators	Completed, although must be ongoing.	Ongoing
Timetable information will be updated for every registered service change. Revised information will be displayed at bus stops no earlier than three days before a change is due to take place and in all cases by the day of the change. Out-of-date information will not be displayed, but will be removed from display cases on the day of its expiration.	ACC / Bus operators	Ongoing	Ongoing
Contact details for each operator serving the stop and for Aberdeen City Council's Public Transport Unit will be provided at all stops where space permits.	ACC / Bus operators	Ongoing	Short term
The Traveline logo and contact telephone number, as well as instructions on the use of the txt2traveline facility and WAP devices, will be displayed at all bus stops where space permits.	ACC	Ongoing	Medium term

7.5 Real Time Passenger Information (RTPI)

In an attempt to achieve cost savings, Aberdeen City Council has recently decided not to renew the maintenance contract for the current RTPI displays, meaning that, when a unit encounters a problem or breaks, it will only be repaired depending on available

financing at that time, with repairs undertaken on a priority basis. This is hopefully a short term measure and the Council will look to identify a finding source for the maintenance of these displays in future years. Given that there is a chance that the usefulness of the system could significantly deteriorate in the next couple of years, however, and since Aberdeen City Council has no financial resources to dedicate to RTPI, it has not been considered appropriate to articulate any actions to improve or expand the operation of the system in this Strategy, even though results from the public consultation suggest that there are a number of problems with the existing system and the public would like to see these resolved and the system expanded. Depending on available financing, the next review of this Bus Information Strategy may set out actions and a programme for improvement and expansion of the system.

Action	Responsibility	Progress to date	Timescale
Real time electronic displays will continue to provide information on services calling at a number of bus stops throughout the City with an indication of when the next scheduled buses are due.	ACC	Ongoing	Ongoing
Aberdeen City Council will, depending on available financing, repair or replace damaged real time information displays on a priority basis.	ACC	Ongoing	Ongoing
Aberdeen City Council will investigate funding streams that would allow a permanent maintenance contract for RTPI displays to be reinstalled.	ACC	Ongoing	Medium term
Aberdeen City Council will work with partners to investigate the potential for real time information to be provided across as range of different media, such as the internet, mobile telephones and information kiosks.	ACC / Nestrans / Bus operators	Ongoing. Nestrans and First have recently launched a real time bus information web link.	Medium / long term
Aberdeen City Council will work in partnership with Nestrans and First Aberdeen to promote the Real Time Web site for First bus services.	ACC / Nestrans / First Aberdeen	The web site was launched in September 2010.	Ongoing.
Aberdeen City Council will work with Nestrans and bus operators to open up the Real Time Web site to other operators within the City.	ACC / Nestrans / Bus operators	Not yet commenced.	Long term.

7.6 Interchanges

Action	Responsibility	Progress to date	Timescale
Aberdeen City Council will promote Union Square as a public transport interchange and will raise awareness of the opportunities available for interchange here, both between different public transport modes and between individual bus services.	ACC	Ongoing	Ongoing
Aberdeen City Council will raise awareness of the King Street interchange for onward travel to / from Aberdeen Royal Infirmary.	ACC	Ongoing	Ongoing
Union Square Bus Station will have clearly marked and consistent labeling of stances.	Stagecoach Bluebird	Completed, although must be ongoing.	Ongoing
Information will be made available in the Bus Station on which stance each bus service departs from.	Stagecoach Bluebird	Completed, although must be ongoing.	Ongoing
Each stance at the Bus Station will display comprehensive and up-to-date timetables (to the standard recommended above) for each of the services departing from that stance.	Stagecoach Bluebird	Completed, although must be ongoing.	Ongoing
Union Square Bus Station will have a staffed office where travellers can find information on bus services and purchase tickets.	Stagecoach Bluebird	Completed, although must be ongoing.	Ongoing
Where static or real time electronic information displays are provided at the bus station, the departure information displayed must include reference to stop/stance labels	Stagecoach Bluebird	Completed, although must be ongoing.	Ongoing
The journey planning kiosk at the bus station will be maintained and will continue to provide information on	Stagecoach Bluebird	Completed, although must be ongoing.	Ongoing

bus travel in Aberdeen.			
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7.7 On the bus

Action	Responsibility	Progress to date	Timescale
Vehicle design permitting, and where practically possible, all public service vehicles operating in Aberdeen will comply with Schedule 2 of the Public Service Vehicles Accessibility Regulations, which specifies that all vehicles shall be fitted with a route number display on the front, nearside and back of the vehicle, describes appropriate character heights and lettering types to be used on each, and requests that such text can be illuminated.	Bus operators	Ongoing	Ongoing
Displays should show the route number as well as the ultimate destination of the route. Intermediate points may also be shown provided they do not compromise the clarity of the final destination. These displays should be clearly legible by day and night.	Bus operators	Ongoing	Ongoing
All buses will be easily identifiable as belonging to a particular operator.	Bus operators	Completed, although must be ongoing.	Ongoing
Wherever possible, those vehicles with livery branded according to a specific route will only be used for that route, i.e. vehicles branded as 'Inverurie Connect' should only be used along the Inverurie corridor.	Bus operators	Ongoing.	Ongoing
Where practical, basic fare information will be displayed near the front entrance of the bus, visible to passengers upon boarding.	Bus operators	Some First Bus vehicles have fare information on display near the entrance	Ongoing

		to the bus; it is appreciated that the wide range of ticket prices available on Stagecoach services may make this action unrealistic (for example, it has been noted that there are 65 possible fare prices on the Aberdeen to Inverness route).	
Hard copies of timetables for the service being operated will be available on-board buses. Timetables for other services, information leaflets and route maps should also be made available where space permits.	Bus operators	Stagecoach has recently initiated a policy to ensure this happens as a matter of course. Some First vehicles hold timetables, others do not.	Ongoing
All drivers will be trained in customer service and will make a reasonable endeavour to assist passengers in obtaining any information required to complete their journey.	Bus operators	Ongoing	Ongoing
All drivers will be able to provide information to passengers on timetables, fares and special ticket promotions for the route being operated, as well as other routes and services operated by the company.	Bus operators	Ongoing	Ongoing

7.8 Timetable Leaflets

Action	Responsibility	Progress to date	Timescale
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Printed timetable leaflets for each bus service or group of bus services will be available and will be provided free of charge.	It is the responsibility of the operator to provide timetables to the required standard. ACC will be responsible for printing timetables for those services supported by the Council.	Completed, although must be ongoing.	Ongoing
Timetables will be printed on good quality paper and be clear and comprehensible.	Bus operators / ACC	Completed, although must be ongoing.	Ongoing
Timetables should comply with the ATCO 'Printed Public Transport Information: A Code of Practice' and other best practice guidance.	Bus operators / ACC	Existing timetables largely comply with best practice guidelines.	Ongoing
Timetables will be in conventional matrix format (for journey direction read downwards).	ACC / Bus operators	Completed, although must be ongoing.	Ongoing
Timetables will alert passengers to dates on which services will not run according to the standard timetables, such as local or bank holidays. Alternative timetables for such days will be provided.	ACC / Bus operators	First publish a Public Holiday timetable booklet, although there is no mention on individual timetables of which days normal services will not be operating. Stagecoach timetables mention when services will not be running on specific days e.g. 'non-college days'.	Short term
Codes and abbreviations used to identify standard variations will be consistent across timetables and	ACC / Bus operators	Completed, although must be ongoing.	Ongoing

clearly explained			
Timetables will show any sections of route which are non-stop or limited stop.	ACC / Bus operators	Completed, although must be ongoing.	Ongoing
Timetables will carry an effective from or to date	ACC / Bus operators	Operators' timetables already include this information. ACC will ensure that all supported service timetables contain this information when reprinted.	Short term
Timetable leaflets that are no longer current will not be given to the public. Bus operators will either recoup expired timetables from outlets or inform them that leaflets are no longer correct, and replace them with updated copies.	ACC / Bus operators	Ongoing	Ongoing
Information on fares (including fare stages) and ticketing options will be included on timetables. Where available space or the fare structure does not permit a detailed list of costs to be provided, timetables should inform passengers where such information can be found.	ACC / Bus operators	First timetables list the various ticket options available and direct passengers to the website or travel shop for further information. Stagecoach timetables suggest calling the local office for fares information. Fare information is currently provided on all supported service timetables.	Ongoing
Where practical, a route map or diagram will be	ACC / Bus operators	First and Aberdeen City	Medium term

provided in timetables. Consideration will be given to including journey time information on these.		Council supported services timetables all include a route map. Some Stagecoach timetables do, some others do not. None of these currently provide time information.	
Reference will be made in timetables to Traveline Scotland as a one-stop-shop for bus timetable information and contact details of Traveline will be provided.	ACC / Bus operators	Completed, although must be ongoing.	Ongoing
Contact details for the relevant operator will be included, as well as instructions on how complaints and comments about the service can be made.	ACC / Bus operators	Completed, although must be ongoing.	Ongoing
Operators should provide information on relevant DDA compliant vehicle operation and any other information that could be of relevance to those travelling with disabilities or pushchairs.	ACC / Bus operators	Stagecoach timetables contain the contact details of their disability helpdesk and some show an image on the front cover to indicate that buses are wheelchair accessible. No information is available on ACC or First timetables.	Short term
Information should be provided on which services can accommodate bicycles if relevant.	ACC / Bus operators	Only Stagecoach's Deeside services currently permit bicycle carriage, although there is no mention of this on the	Medium term

<p>Paper copies of timetables should be readily accessible in a variety of useful and relevant locations, both to consult and to carry away. These include, but are not limited to:</p> <ul style="list-style-type: none"> • Council offices • Further and higher education establishments • Bus stations • On buses • Railway stations • Park and ride sites • Tourist information centres • Public libraries • Healthcare facilities • Large shopping centres and local convenience stores/post offices. 	ACC / Bus operators	<p>timetable.</p> <p>The Bus Station, libraries and the Tourist Information Centre do currently stock hard copies of timetables. Effort will be made to ensure timetables are more readily available, especially in those locations listed.</p>	Short term
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7.9 Public transport websites

Action	Responsibility	Progress to date	Timescale
Aberdeen City Council will look to establish one centralised website containing full and impartial public transport information for all bus services operating within the City, including fare and timetable information, or will look to provide this information via the existing Getabout website.	ACC	Not yet commenced	Medium term
All public transport websites will conform to best practice guidelines in relation to public transport websites. In particular, public transport websites will be	ACC / Bus operators / Getabout partnership	Operators' websites largely compliant with some minor adjustments.	Short term

easy to use and navigate around.		ACC website is in need of an overhaul.	
Aberdeen City Council's public transport web pages will be redeveloped and will include relevant links to operators' websites as well as a page dedicated to Union Square Bus Station.	ACC	Ongoing	Short term
Aberdeen City Council will promote online journey planning facilities on the transport pages of its website, including links to Traveline Scotland and Transport Direct.	ACC	Not currently promoted	Short term
Website providers will ensure that all public transport information contained on its web pages remains valid and up to date.	ACC / Bus operators / Getabout partnership	Ongoing	Ongoing
Information will be available in plain text or html. Html should be offered as an alternative to PDF.	ACC / Bus operators / Getabout partnership	First timetables available in html or PDF. ACC, Stagecoach and Bain's timetables only available in PDF.	Short term
All operators' websites will contain full and easily accessible timetables for all the services they operate. These will be downloadable and printable and should be viewable by the visually impaired. Timetables for supported services will be easily accessible, downloadable and printable from the Council's website.	ACC / Bus operators	Completed, although must be ongoing.	Ongoing
Dates of forthcoming timetable changes will be available at least fourteen days before the date of implementation. Forthcoming timetables will be available online as soon as they are available and, in any case, no later than 3 days before the date of	ACC / Bus operators	Ongoing	Ongoing

implementation.			
Operators' websites will contain the Traveline Scotland logo with a direct hyperlink.	ACC / Bus operators	Completed, although must be ongoing.	Ongoing
As far as is possible, fare information will be provided on the websites of bus operators, along with an explanation of the fare stage system.	ACC / Bus operators	ACC and Bain's Coaches websites contains full fare information for supported services. First website contains the prices for the various fare stages as well as daily and season tickets. Stagecoach website only contains prices of season tickets.	Medium term
Route maps will be available for all services.	ACC / Bus operators	ACC, First and Bain's provide route maps for each of the services they operate on their websites. Stagecoach only provides maps for some routes on its website. Full route maps for all services operating within Aberdeen can be found on the Aberdeen City Public Transport Guide and on the Aberdeenshire and Moray Public Transport Guide, both of which are available online	Short term

		via the respective Councils' websites.	
Information will be available on the accessibility of vehicles for those with disabilities.	ACC	Available for commercial services (although operators cannot guarantee services will be DDA compliant); currently no information for supported services.	Short term
Information will be available on services that can accommodate bicycles.	ACC / Bus operators	Only certain services along the Deeside corridor permit bicycle carriage but there is currently no information available on this via the operator's website.	Medium term
Service updates will be provided for all scheduled services, including information on disruptions, roadworks affecting services, etc.	ACC / Bus operators	First and Stagecoach services provide this information as a matter of course. ACC website contains information on road closures, planned and emergency roadworks etc, which may have a bearing on bus services.	Ongoing
Links to external sites will be logical and clearly explained.	ACC / Bus operators	Not always apparent	Short term
All public transport websites will have contact details	ACC / Bus operators /	Completed, although	Ongoing

and instructions for specific queries.	Getabout partnership	must be ongoing.	
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7.10 Aberdeen City Public Transport Guide

Action	Responsibility	Progress to date	Timescale
ACC will publish the Aberdeen City Public Transport Guide. This will be free from bias, containing information on all operators' services within Aberdeen City.	ACC	Completed, although must be ongoing.	Ongoing
The Aberdeen City Public Transport Guide will be updated regularly to reflect any changes in the local bus network.	ACC	The guide is in the process of being updated and reprinted.	Ongoing
Where possible, an indication of service frequencies and operating times will be provided.	ACC	Currently, frequencies only listed as 'hourly or better'.	Medium term
All major interchange opportunities will be highlighted. Maps will refer to integration with other modes of transport, access to major destinations and provide details of cross-boundary services to/from Aberdeen City	ACC	Completed, although must be ongoing..	Ongoing
An effective from or start date will be prominently displayed	ACC	Completed, although must be ongoing.	Ongoing
Park and Ride opportunities with an indication of the number of parking spaces will be highlighted.	ACC	Sites are mentioned on map but not the number of available spaces. This will be implemented in the next version of the map.	Medium term
The contact details for each operator will be included as well as the Traveline logo and contact details.	ACC	Completed, although must be ongoing.	Ongoing

Information on how to make queries or suggestions will be provided.	ACC	Completed, although must be ongoing.	Ongoing
Aberdeen City Council will continue to distribute the guide and will consider further locations for distribution to make the guide as accessible as possible to members of the public.	ACC	Currently available from First travel centre, city libraries and the Tourist Information Centre, and online via the websites of ACC, First and Getabout.	Short term
The Aberdeen City Public Transport Guide will be available online in downloadable PDF format via the Council's website. Links to this will be available on the websites of local bus operators and other transport providers.	ACC	Currently available via Council website; links from First and Getabout websites.	Short term

7.11 Traveline / Telephone Enquiry Services

Action	Responsibility	Progress to date	Timescale
Aberdeen City Council will promote Traveline Scotland via its website, at bus stops and on all printed public transport information, as a one-stop shop for public transport information.	ACC	Currently promoted on all printed material and at some bus stops but not on the website.	Short term
Aberdeen City Council will require all operators of supported and commercial services to be members of Traveline Scotland.	ACC / Bus operators	Completed, although must be ongoing.	Ongoing
Aberdeen City Council will require operators to continue to promote Traveline Scotland on all operator timetable publicity material.	Bus operators	Completed, although must be ongoing..	Ongoing
Aberdeen City Council will provide, and will require operators to provide, information to Aberdeenshire	ACC / Bus operators	Completed, although must be ongoing.	Ongoing

Council for sending to Traveline Scotland.			
All operators will publicise Traveline Scotland via printed material and their websites.	Bus operators	Completed, although must be ongoing.	Ongoing
Feedback on the Traveline service, gained from consultation responses, will be passed to Traveline Scotland.	ACC	Not yet commenced	Short term
Aberdeen City Council's Public Transport Unit will respond to all public transport queries in a timely and professional manner. Information provided will be complete, impartial and current.	ACC	Ongoing	Ongoing
Bus operators will continue to respond to telephone enquiries promptly and politely. Staff will be suitably equipped to answer all questions about their services, fares and timetables.	Bus operators	Completed, although must be ongoing.	Ongoing

7.12 Ticket Offices / Travel Centres

Action	Responsibility	Progress to date	Timescale
The two dominant bus companies operating within the City will continue to provide offices where customers can have face to face contact with staff who can provide them with full and detailed information about services, routes, promotions, timetables and fares.	First Aberdeen / Stagecoach Bluebird	Completed, although must be ongoing.	Ongoing
Such offices will have a full range of timetables available to customers to take away, as well as any other printed material that may be of relevance to customers, such as holiday timetables and network maps.	Bus operators	Completed, although must be ongoing.	Ongoing

7.13 Service Changes

Action	Responsibility	Progress to date	Timescale
Aberdeen City Council will actively seek operators to, wherever possible, limit timetable and/or service changes to twice a year, unless the Council considers such changes to be in the public interests or are required for emergency purposes.	Bus operators	In discussion	Medium term
Service changes should be advertised on-board vehicles in accordance with Reg 6 (2) of the Public Service Vehicle Regulations 2001 (SSI 2002No219) whereby operators are required to display, for 21 days before any change to that service, in each vehicle provided for that particular service, a notice telling passengers that an application for change has been made and where they can obtain further information	Bus operators	Ongoing	Ongoing
All service changes will be publicised at least one week in advance of their implementation date on websites and at bus stops.	Bus operators	Ongoing	Ongoing
Where appropriate, local press must be used for advance notice of all significant schedule changes (minimum one week). Changes due to emergencies do not apply.	Bus operators	Ongoing	Ongoing
Local radio must be advised of all significant scheduled changes and emergency changes.	Bus operators	Ongoing	Ongoing
Traveline must be advised of all scheduled temporary changes 21 days before the date of implementation and of non-scheduled changes as soon as possible.	Bus operators	Ongoing	Ongoing
Advance notice of temporary route diversions must be	Bus operators	Ongoing	Ongoing

displayed at bus stops affected by the diversion, prior to the effective date and time.			
Whenever changes are made to the network that affects the timetabling of services, new timetables will be produced and distributed at least 14 days before implementation of any change.	Bus operators.	Ongoing	Ongoing
Bus operators shall make any fare changes known to the Council at least two weeks before implementation, and shall make this known to the public at least one week before implementation.	Bus operators	Discussions have commenced. First Aberdeen has committed to informing ACC of fare changes two weeks before the date of implementation.	Ongoing

Appendix 3: Extract from Chapter 8 of the Draft Bus Information Strategy

8.1 Targets

Rather than duplicating the targets articulated in the Quality Partnership, which have already been agreed upon by Aberdeen City Council, Aberdeenshire Council, Nestrans and bus operators, it seems prudent to carry these over and adopt these as the targets for this Bus Information Strategy. These are:

- 95% of bus stops to have up to date timetable information by 2015
- 100% of information provided at stops to comply with national guidance on comprehensive information by 2015
- 100% of bus stops to carry location sign by 2012
- Where Real Time Information is available, this will be at least 95% accurate
- 100% of faults with Real Time Information displays to be addressed by the end of the next working day after being reported
- On-board information to be provided on buses 21 days before a change – 100% by 2011
- Timetables to be made available 14 days before a service change – 100% of service changes by 2011
- Traveline number and SMS code to be displayed at all boarding stops – 100% by 2012

8.2 Performance Indicators and Sources

Monitoring is essential to ensure that the delivery of the Bus Information Strategy is being carried out in an economic, efficient and effective manner and to ensure, ultimately, that it is achieving success. The effectiveness of the Strategy will be measured via two key performance indicators:

1. Bus patronage within the City; and
2. Customer satisfaction with the availability and quality of information on bus services.

These will be monitored via the following sources:

- Annual City Voice Questionnaire results
- Biennial Scottish Household Survey (SHS) results
- Hands Up Scotland Travel to School Survey results
- Regular Bus Passenger Satisfaction Surveys
- Passenger usage trends
- Future reviews of bus stop infrastructure and information displayed
- Regular monitoring of all printed and web-based information
- Comments, complaints and feedback on bus services directed to Aberdeen City Council's Public Transport Unit and local transport operators.

8.4 Reporting and Review

A monitoring report will be prepared on an annual basis and will be published on Aberdeen City Council's website. This will describe the progress made in relation to the objectives and targets identified in the Strategy. An Action Plan will accompany each annual report, outlining progress to date, how any unmet requirements will be addressed in the coming year and setting out future aspirations to be taken forward.

The Strategy will be subject to a thorough review in 2016, subject to the adoption of an agreed Bus Information Strategy in early 2011, when it will likely be necessary to consult with operators and stakeholders once again in refreshing the Strategy, identifying new aspirations and setting new targets for improvements. It is likely also that advances in information technology by this date will present new opportunities to local authorities and bus operators in the dissemination of public transport information.

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ABERDEEN CITY COUNCIL

COMMITTEE Enterprise Planning and Infrastructure

DATE 9 November 2010

DIRECTOR Gordon McIntosh

TITLE OF REPORT Guild Street Pedestrian Improvements

REPORT NUMBER: EPI/10/261

1. PURPOSE OF REPORT

This report is to advise Members of the pedestrian safety concerns raised by Aberdeen City Centre Association and Grampian Police and the proposed pedestrian improvement schemes on Guild Street and their associated costs. This report also seeks the approval the of Committee to undertake the proposed pedestrian improvement schemes, together with approval of the estimated expenditure and approval for officers to conduct a competitive tendering exercise for the improvement works to be undertaken.

2. RECOMMENDATION(S)

It is recommended that Members:

- a) Agree the implementation of the proposed pedestrian improvement schemes on Guild Street;
- b) Approve the estimated expenditure as detailed in this report;
- c) Instruct officers to conduct a competitive tendering exercise for the improvement works to be undertaken and award a contract to the tenderer submitting the most economically advantageous tender; and
- d) Instruct officers to update this Committee, via regular bulletins, of progress on the implementation.

3. FINANCIAL IMPLICATIONS

An estimated total of £60,000 is required to install the proposed pedestrian improvement schemes on Guild Street. Funding of £60,000 has been secured from the NESTRANS Capital Programme for 2010 / 2011 to carry out the improvements.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

- 5.1 Pedestrian safety concerns were raised by the Aberdeen City Centre Association and Grampian Police following the increased pedestrian footfall crossing Guild Street after the Union Square Shopping Centre was opened.
- 5.2 Pedestrian surveys were carried out during June 2010 to ascertain the volume of pedestrian movements on Guild Street. The surveys were carried out on a Thursday between 7.30am – 9.30am, 12.00pm – 2.00pm and 4.30pm – 6.30pm and on a Saturday afternoon between 1 pm – 3 pm.
- 5.3 Surveys revealed there was a considerable amount of pedestrian movement along the Guild Street corridor. In total there were over 13,000 pedestrian movements on Thursday and over 7,500 pedestrian movements on Saturday afternoon recorded during the times of the surveys. The largest volumes of pedestrian footfall were recorded at two locations which were:
- The existing pedestrian crossing between the Trinity Mall shopping centre and the access to Aberdeen railway station; and
 - The existing staggered pedestrian crossing on Guild Street at the Market Street junction.
- 5.4 Road safety accident records revealed that over the last three years there were no pedestrian day time accidents on Guild Street. Three pedestrian night time accidents, which were alcohol related, were recorded over the same three year period. It should be noted that since the opening of Union Square there have been no pedestrian accidents recorded.
- 5.5 Discussions and a site visit carried out by officers from NESTRANS and Aberdeen City Council identified a number of pedestrian improvement options for Guild Street. The survey information highlighted the areas where proposed improvements would benefit the majority of pedestrians. Two pedestrian improvement schemes have been identified at the locations stated in paragraph 5.3 above.
- 5.6 Scheme 1 - It is proposed to widen the footway on the northern side of the existing pedestrian crossing between the Trinity Mall shopping centre and Aberdeen railway station. It is also proposed to widen the kerbside extents of the crossing itself. These measures will improve the footway capacity and improve pedestrian comfort when crossing Guild Street.

This scheme, which reduces three lanes into two lanes to the west of Wapping Street junction, will have no impact on the road capacity or traffic flow on this strategic route as only two lanes of traffic travel along this section before splitting into a three lane carriageway on Guild Street Railway Bridge. Preliminary design plans of the proposed scheme are included in Appendix 1 of this report. Detailed design will be carried out if the proposal is approved.

Scheme 2 – It is proposed to increase the width of the existing central reservation for the staggered pedestrian crossing on Guild Street near the Market Street junction on the southern side by approximately one metre. The scheme will improve access to and from the central reservation and pedestrian crossings and improve pedestrian crossing capacity during the green man phase. Preliminary design plans of the proposed scheme are included in Appendix 1 of this report. Detailed design will be carried out if the proposal is approved.

- 5.7 It should be noted that in 2004 a scheme was proposed to carry out improvements on Guild Street which would be financed by the developer of Union Square Shopping Centre. The initial timescale for completing the Union Square project was expected to be completed in 2009.

There were a number of proposals to improve Guild Street as part of the Union Street pedestrianisation project already being considered for implementation by 2010. Therefore the City Council agreed that it was not prudent to carry out the proposed developer funded pedestrian improvements on Guild Street in 2009 then to carry out further changes in 2010, causing further disruptions / delays to pedestrians and motorists.

Whilst a number of improvement measures have since been delivered to support a possible future pedestrianisation scheme, (e.g. Wapping St / Market St / College St improvements), further measures still remain to be completed, such as the Berryden Corridor Improvements.

- 5.8 Should the above proposals be agreed, they will be implemented by the end of this financial year.

6. IMPACT

Within the Single Outcome Agreement 2009 14 of the 15 national indicators are directly or indirectly linked to the Local and Regional Transport Strategies (LTS & RTS) both of which recognise the key role transportation plays in ensuring social inclusion and improving quality of life.

The project will contribute to the delivery of the LTS vision and aims to improve our walking routes and facilities throughout Aberdeen and to continue to implement 4 Es measures (Engineering, Enforcement, Encouragement and Education) to improve road safety, in this case the perception of safety as there is no daytime pedestrian related accident record here related to peak pedestrian / vehicle conflict times.

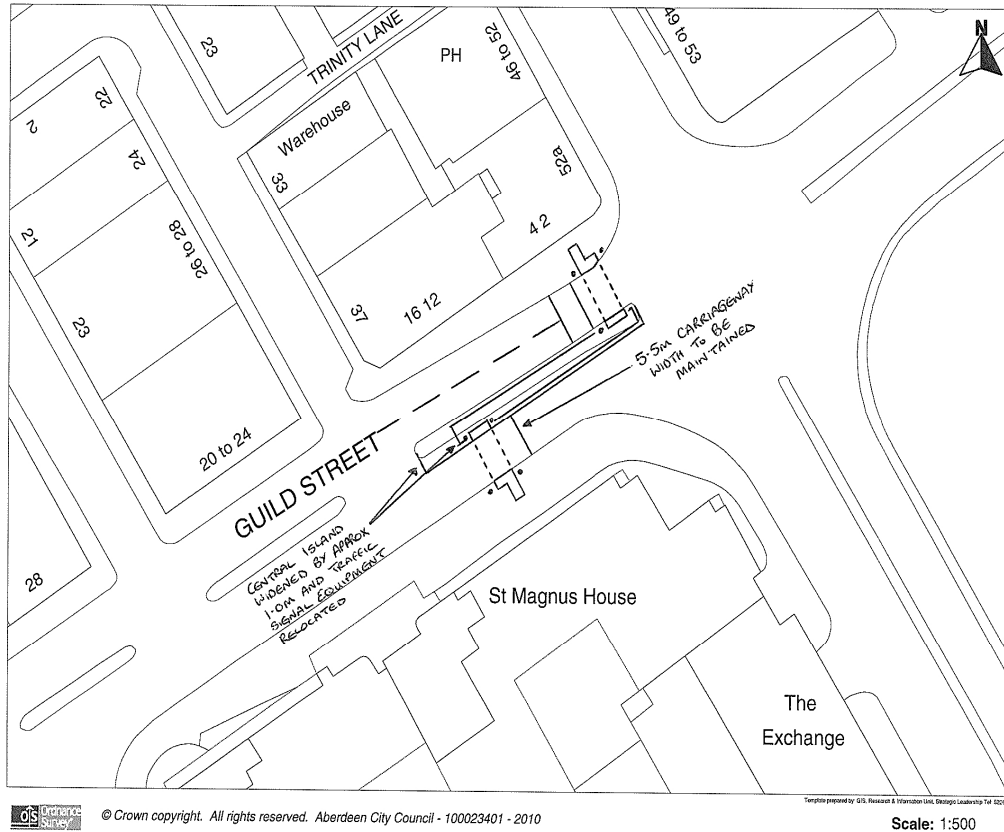
7. BACKGROUND PAPERS

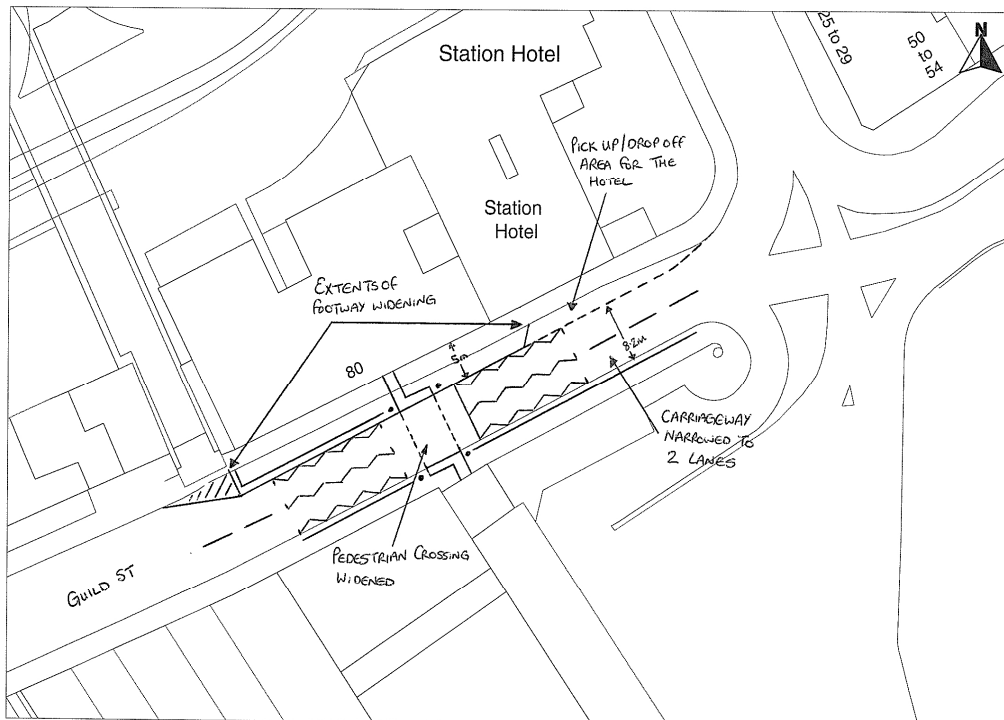
None

8. REPORT AUTHOR DETAILS

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Appendix 1





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ABERDEEN CITY COUNCIL

COMMITTEE Enterprise Planning and Infrastructure

DATE 9 November 2010

DIRECTOR Gordon McIntosh

TITLE OF REPORT Car Club Parking Bays in Aberdeen City Centre

REPORT NUMBER: EPI/10/262

1. PURPOSE OF REPORT

This report is to update Members of the proposal to introduce a car club and the proposed locations of car club parking bays in various locations in Aberdeen City Centre.

2. RECOMMENDATION(S)

It is recommended that Members:

- a) Note the progress made towards the introduction of a car club in the City and;
- b) Instruct officers to commence the initial statutory consultation for Roads Legislation to introduce car club parking bays in various locations in Aberdeen City Centre. If no significant objections are received, then progress with the public advertisement and implementation.

3. FINANCIAL IMPLICATIONS

Nestrans have agreed to fund £10,000 for lining, signing and promotion of Traffic Regulation Orders from their 2010/11 Capital Programme for the implementation of the car club bays.

Transform Scotland has also commissioned a report investigating what financial support Local Authorities require when setting up Car Clubs. Their draft report recommends that funding is made available in 2011/12 from the Scottish Government and as such this may be a potential source of funding if further car club bays are required in the future.

Car club spaces are usually on-street. Given the role of the Local Authority as the promoter of the scheme these spaces are usually provided free of charge. Per space there is therefore a potential annual loss of revenue to the Council up to £1,400 (based on current year, city centre zones), if the car club spaces replace existing on street pay and display spaces. Out of the possible 20 car club bays identified 5 spaces are located in existing on-street parking spaces.

4. OTHER IMPLICATIONS

There will be an impact to the existing Traffic Regulation Orders (TRO), however statutory consultation procedures would require to be followed.

5. BACKGROUND/MAIN ISSUES

- 5.1 In October 2009 Aberdeen City Council commissioned its term consultant, AECOM, to establish whether a car club was feasible for the City. A car club is an organisation that owns and maintains a fleet of cars from which its members can book a car for however long they need it. The club pays for all tax, insurance, servicing, cleaning and fuel, whilst members usually pay a joining fee and subsequently for each journey they make.
- 5.2 The main findings of the Aberdeen Feasibility report were:
- a) The conditions for a successful car club exist in Aberdeen;
 - b) There are a number of suitable on and off street locations within the City for car club parking bays
 - c) Aberdeen City Council will have to provide promotional support;
 - d) A model of using pool cars will reduce initial capital investment and act as a catalyst to allow further growth; and
 - e) A traffic regulation order (TRO) would be required.
- 5.3 On 23 February 2010 this Committee gave 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 Aberdeen.
- 5.4 Accredited car club operators in Europe and the United Kingdom were contacted and asked if they would consider operating a car club in Aberdeen. Three car club operators expressed an interest and were invited to carry out a short presentation to officers from Aberdeen City Council and partners regarding the benefits of car clubs and how they operate.
- 5.5 In August 2010 two of the three Car Club operators, Commonwheels and City Car Club, visited Aberdeen and carried out a presentation to officers from Aberdeen City Council, NHS Grampian and Energy Saving Aberdeen. Other partners (Grampian Police, Nestrans, Aberdeen University and Robert Gordon University) were invited to attend the presentations but were unable to attend.
- 5.6 Tender documentation is in the process of being finalised with the Central Procurement Unit and is expected to be sent out to the interested car club operators in December 2010. Returned tender

documentation is expected in January 2011. If a successful tenderer is forthcoming a car club operator could be appointed in March 2011.

- 5.7 A number of locations have been identified, in consultation with road safety and traffic management colleagues, for car club bays throughout the City Centre and are highlighted in Appendix A. The locations have been chosen to have a minimum impact on existing residential and pay and display parking bays as it is appreciated parking in the city centre is already at a premium. The locations were also chosen as they are situated in highly populated areas and have a reasonable number of businesses in the area. The installation of the proposed bays will have no detrimental effect on traffic flows and road safety. Out of the 20 possible locations, listed below, 5 bays are located in existing on-street parking spaces.

Proposed Location	Proposed Number of Spaces
Albyn Place	2
Rose Street	2
West Craibstone Street	1
East Craibstone Street	1
Rosemount Viaduct	1
South Silver Street	1
Crimon Place	2
Queen Street	1
Flourmill Lane Car Park	3
Hollybank Place	2
Union Grove	2
Stanley Street	2

Another location identified for a car club space is within Aberdeen Rail Station, however agreement would be required from Network Rail and First ScotRail before a space would be installed.

- 5.8 Should the legislation be successful it is planned to implement the car club bays by the end of this financial year.
- 5.9 As a car club is a new concept to Aberdeen a comprehensive publicity campaign would be required to be undertaken to enable full understanding by members of the public. It is proposed to engage with the local press and the Councils' corporate communications team to highlight the new car club bays to citizens and visitors of / to Aberdeen.

6. IMPACT

The contents of this report link to the Community Plan vision of creating a 'sustainable City with an integrated transport system that is accessible to all'. The Local Transport Strategy promotes the use of sustainable transport modes by the development of a Car Club in the City.

7. BACKGROUND PAPERS

23 February 2010 Committee Report - Low Emissions Zone Feasibility and Associated Projects -

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=140&MId=1558&Ver=4>

Car Club in Aberdeen Feasibility Report April 2010

9. REPORT AUTHOR DETAILS

Scott Ramsay, Technical Officer, Enterprise, Planning and Infrastructure

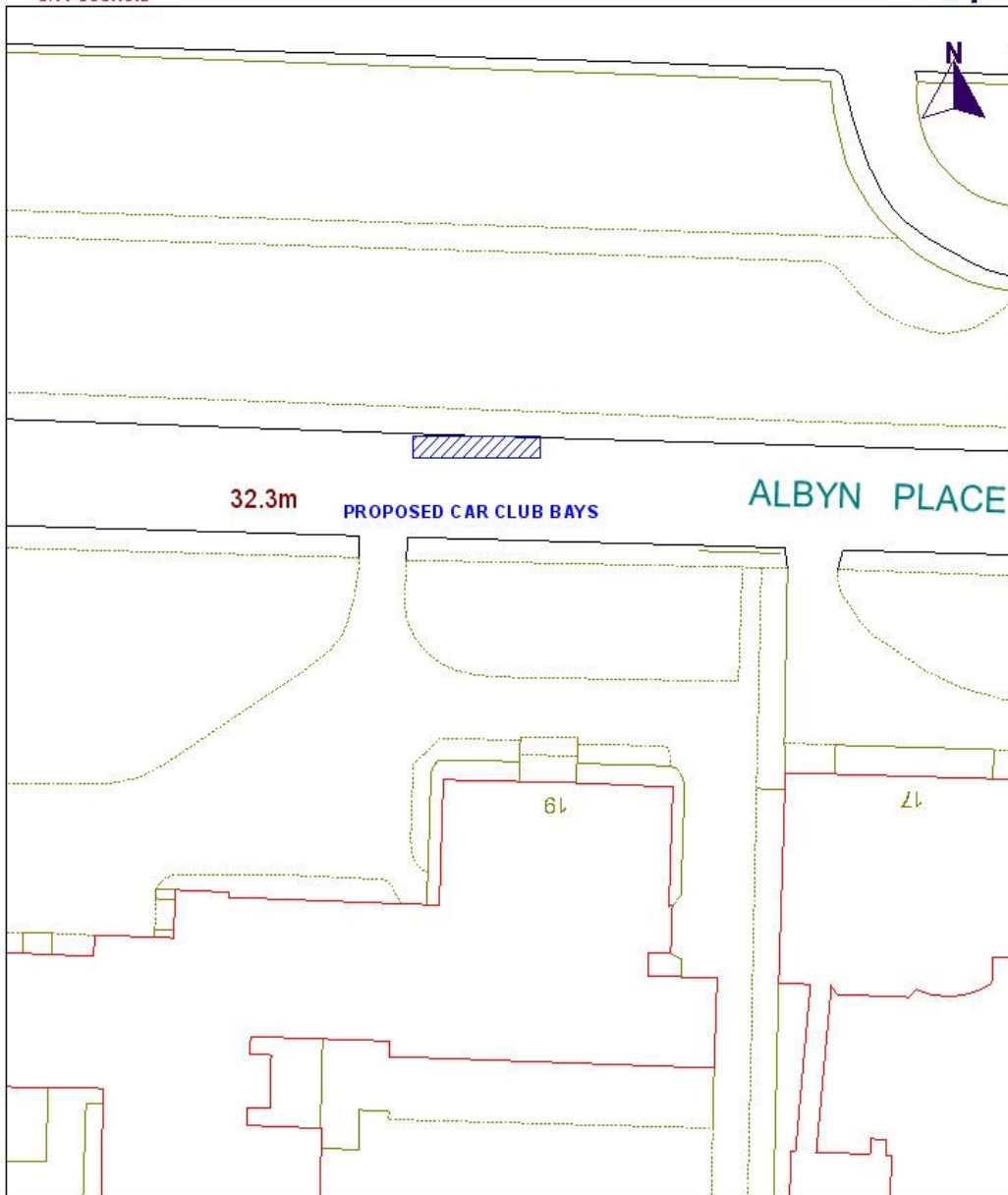
sramsay@aberdeencity.gov.uk

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Appendix A



GEOGRAPHICAL
INFORMATION
SYSTEM



Title: ALBYN PLACE PROPOSED CAR CLUB BAY X 2
ON EXISTING PAY & DISPLAY BAYS

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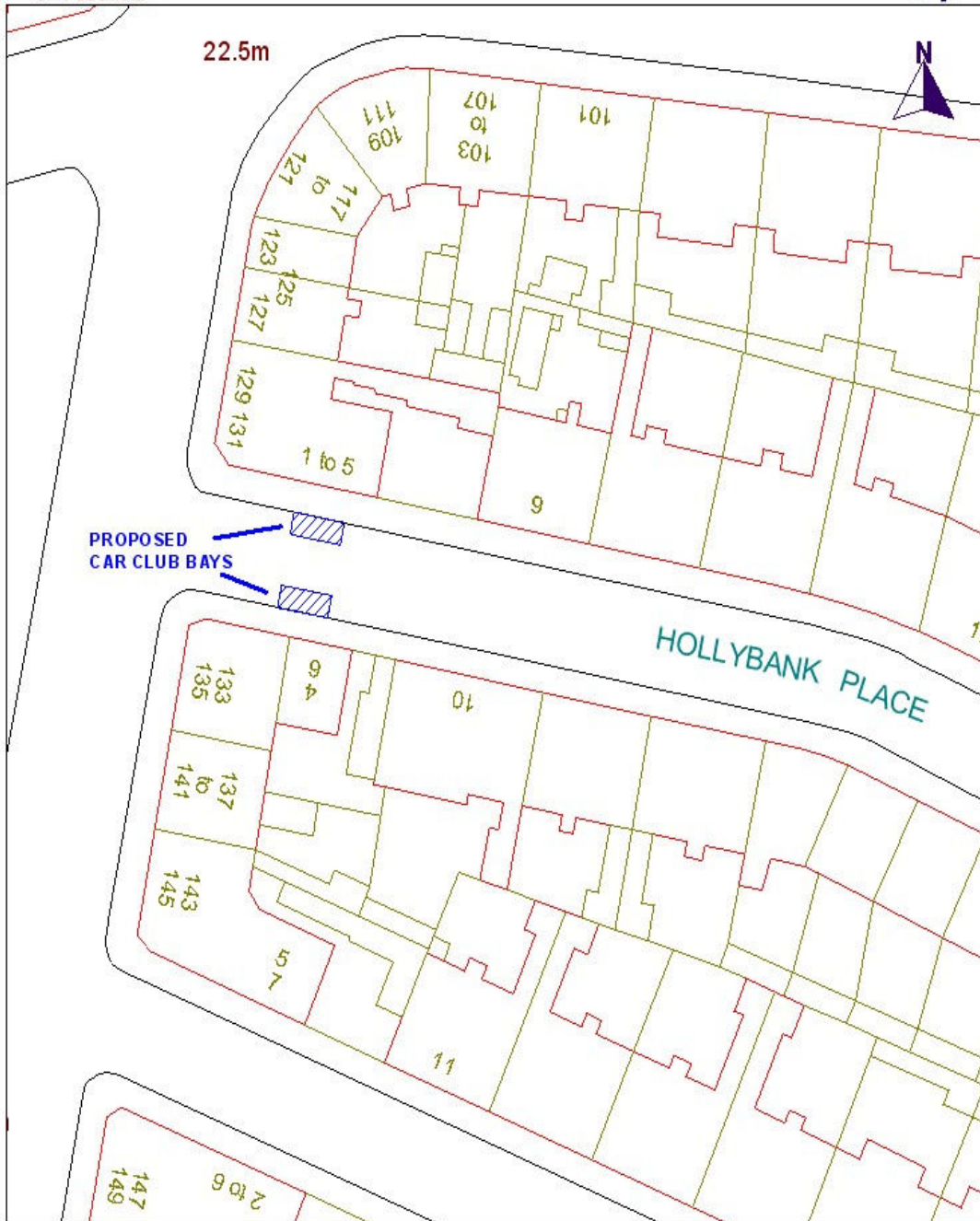
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Map Ref: NJ9305NW



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Title: HOLLYBANK PLACE PROPOSED CAR CLUB BAY X 2
 ON EXISTING WAITING RESTRICTIONS
Scale: 1:500 **Date:** 07 October 2010 **Map Ref:** NJ9305SW
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Title: ROSE STREET PROPOSED CAR CLUB BAY X 2
ON EXISTING WAITING RESTRICTIONS

Scale: 1:500

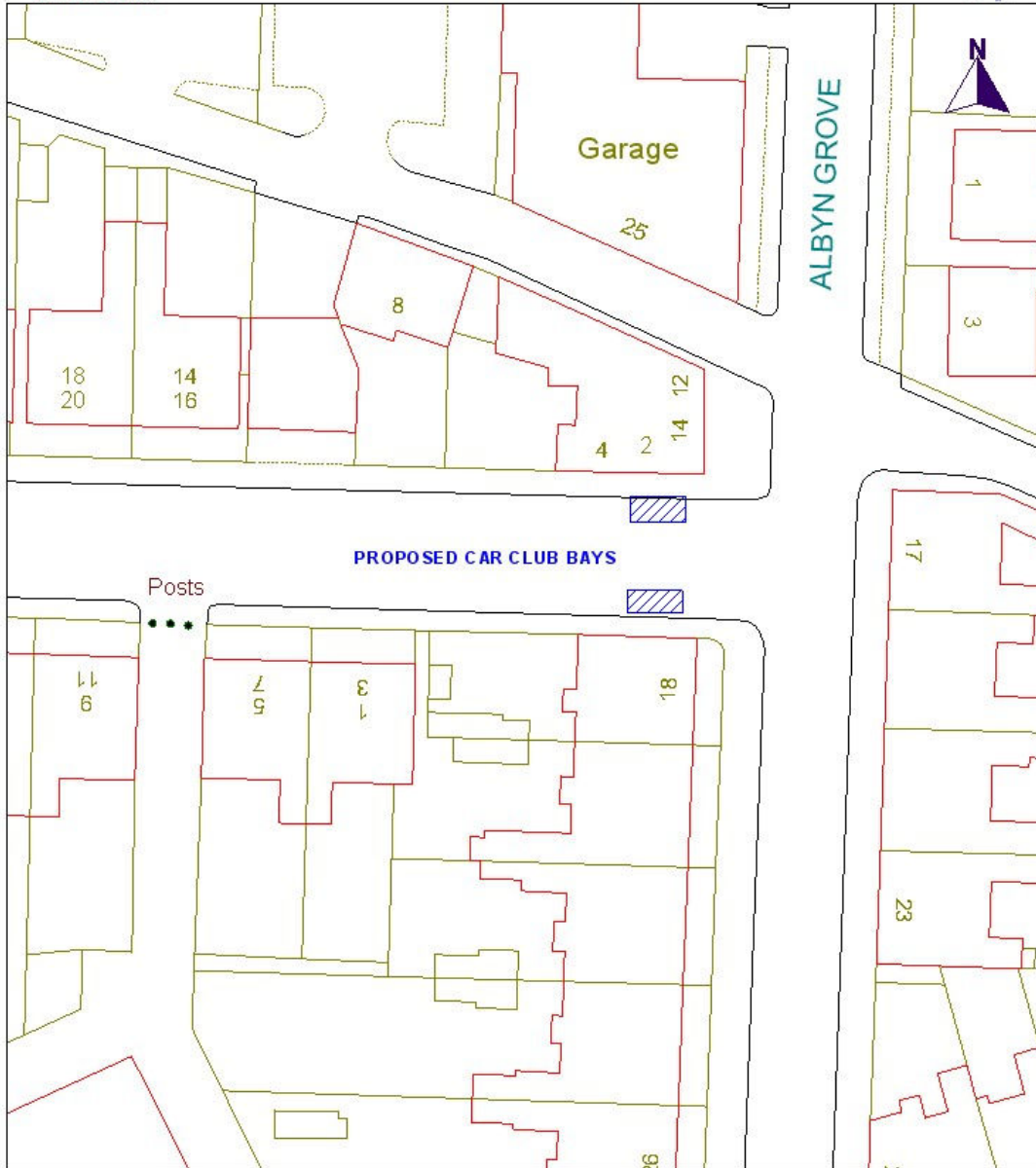
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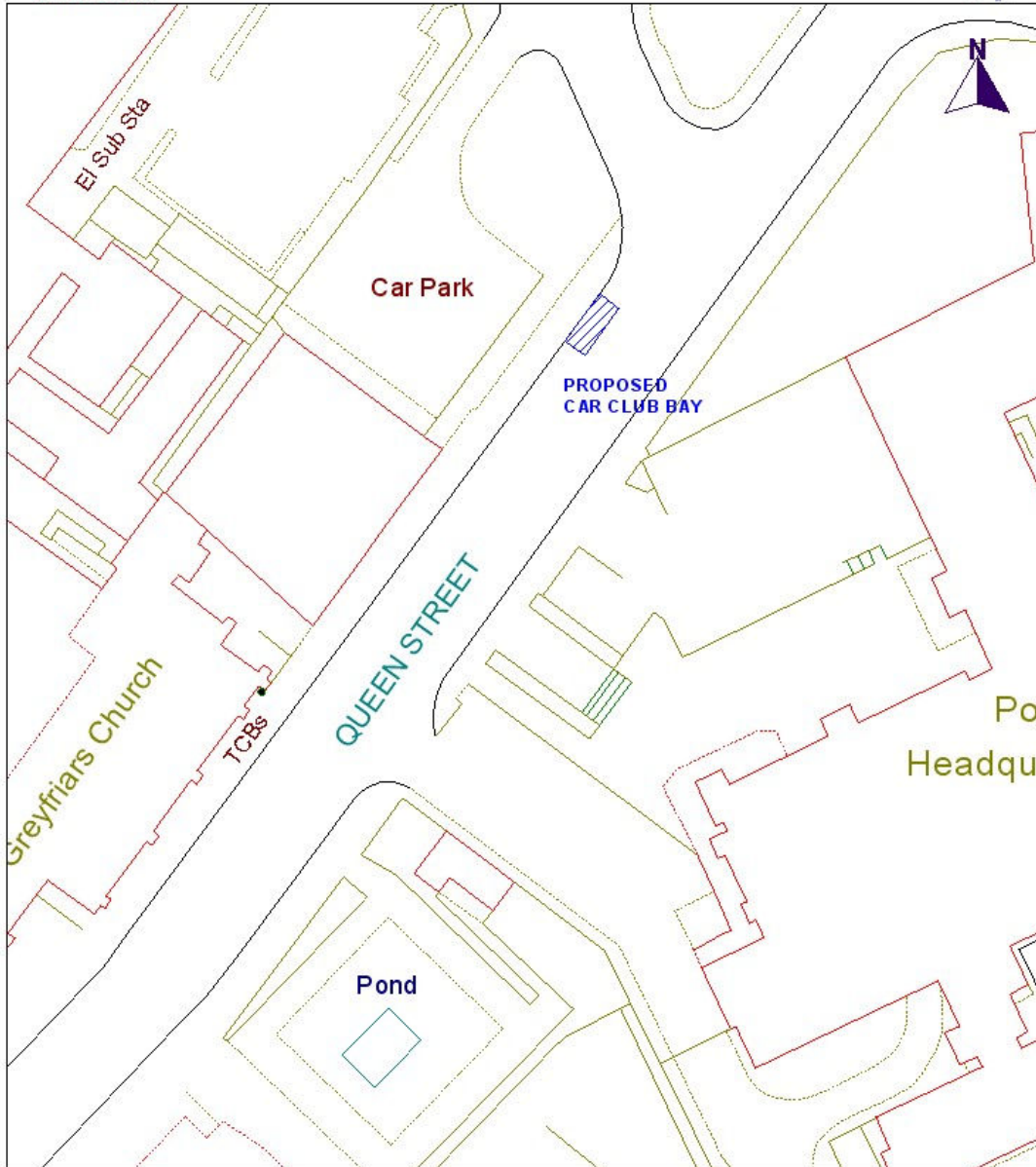
Title: STANLEY STREET PROPOSED CAR CLUB BAY X 2
 ON EXISTING WAITING RESTRICTIONS
Scale: 1:500 **Date:** 07 October 2010 **Map Ref:** NJ9205NE
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Title: UNION GROVE AND ALBYN LANE PROPOSED CAR CLUB BAY X 2
 ON EXISTING WAITING RESTRICTIONS AND PAY & DISPLAY

Scale: 1:500 **Date:** 07 October 2010 **Map Ref:** NJ9305NW

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Title: QUEEN STREET PROPOSED CAR CLUB BAY X 1
ON EXISTING WAITING RESTRICTIONS

Scale: 1:500

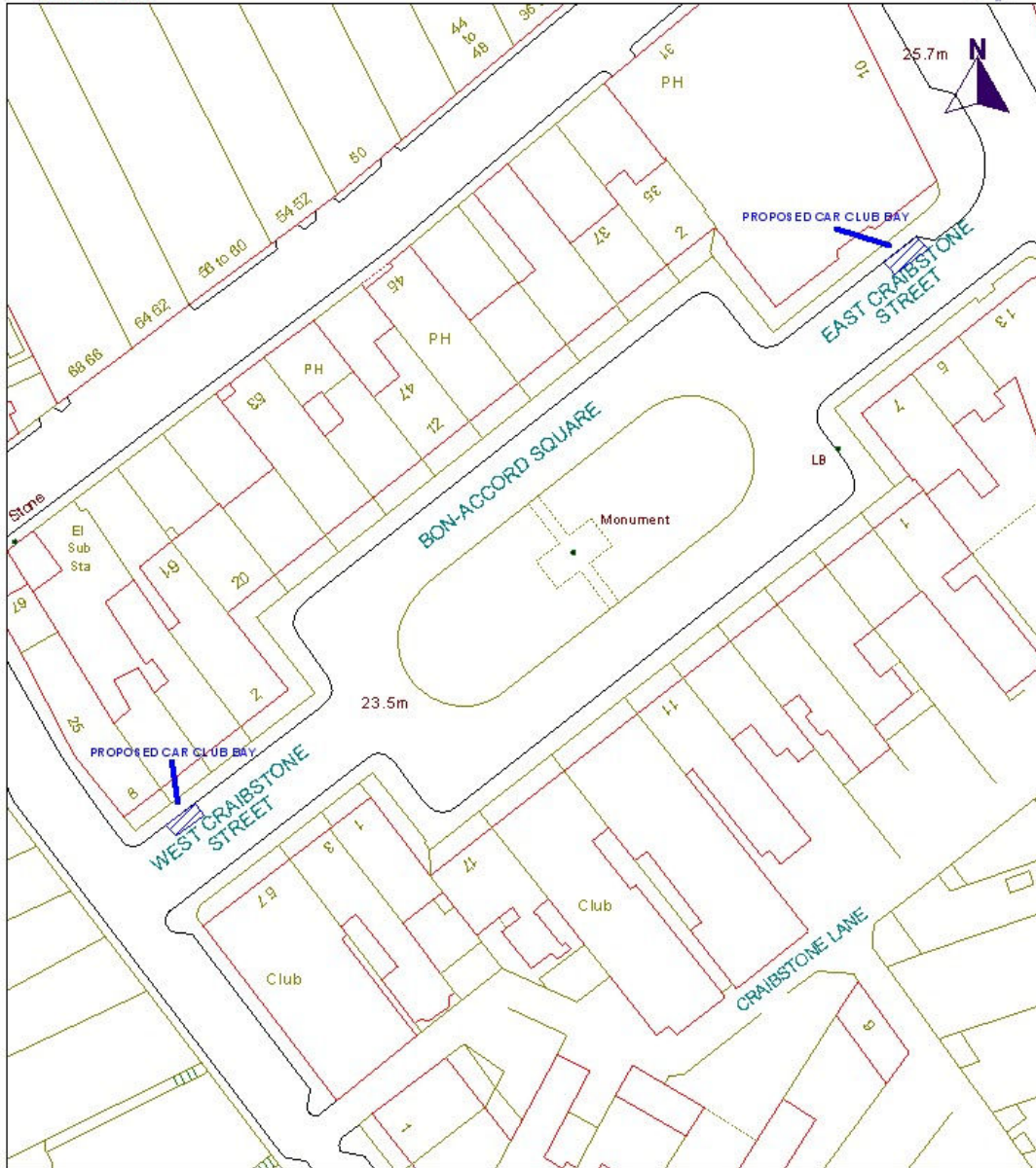
Date: 13 October 2010

Map Ref: NJ9406SW



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Title: BON ACCORD SQUARE PROPOSED CAR CLUB BAY X 2
 ON EXISTING PAY & DISPLAY BAYS

Scale: 1:750

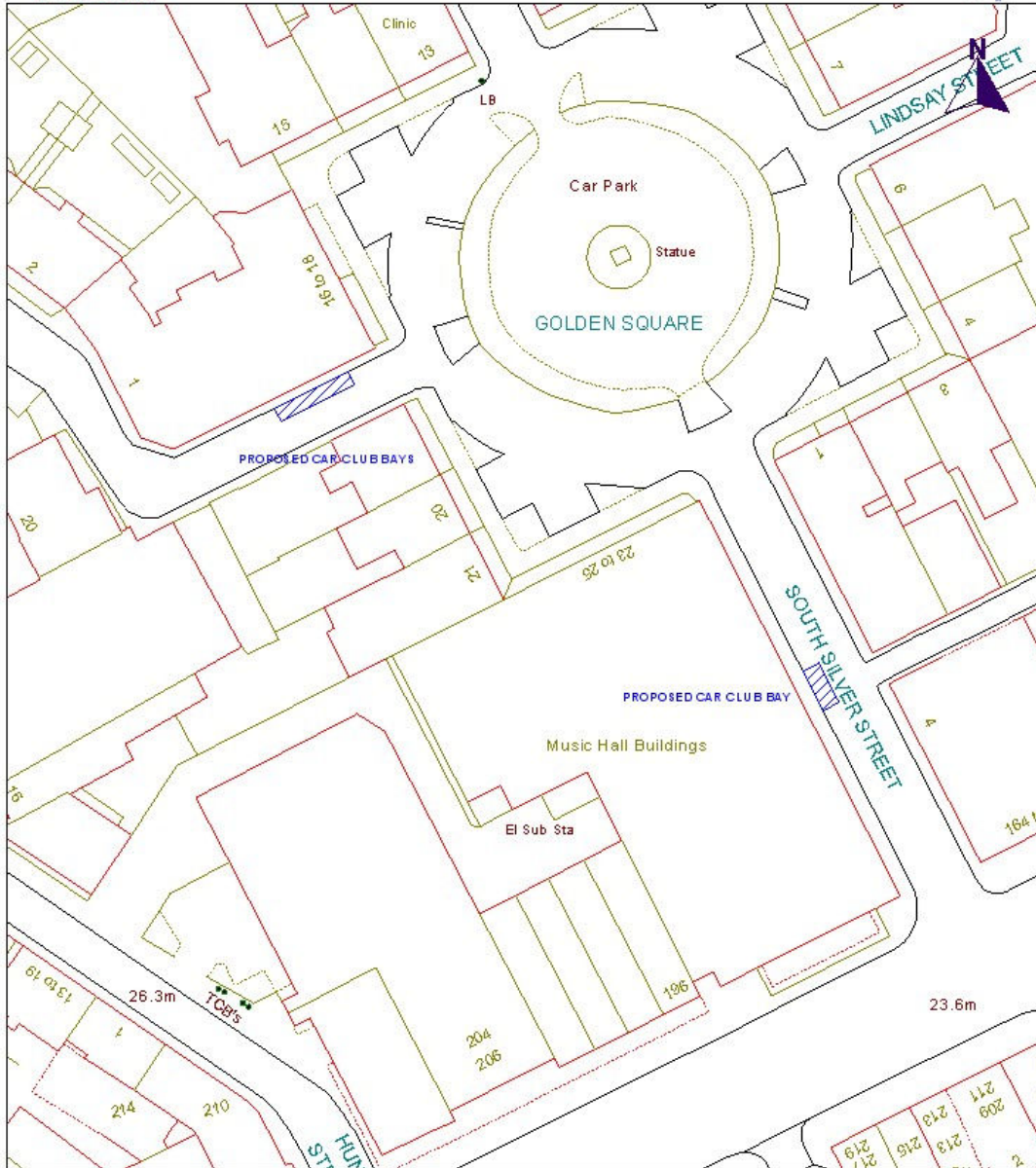
Date: 13 October 2010

Map Ref: NJ9305NE



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Map prepared by: GIS Research & Information Ltd, Strategic Leadership Unit 20022



Title: GOLDEN SQUARE PROPOSED CAR CLUB BAY X 2
ON EXISTING WAITING RESTRICTIONS

Scale: 1:750

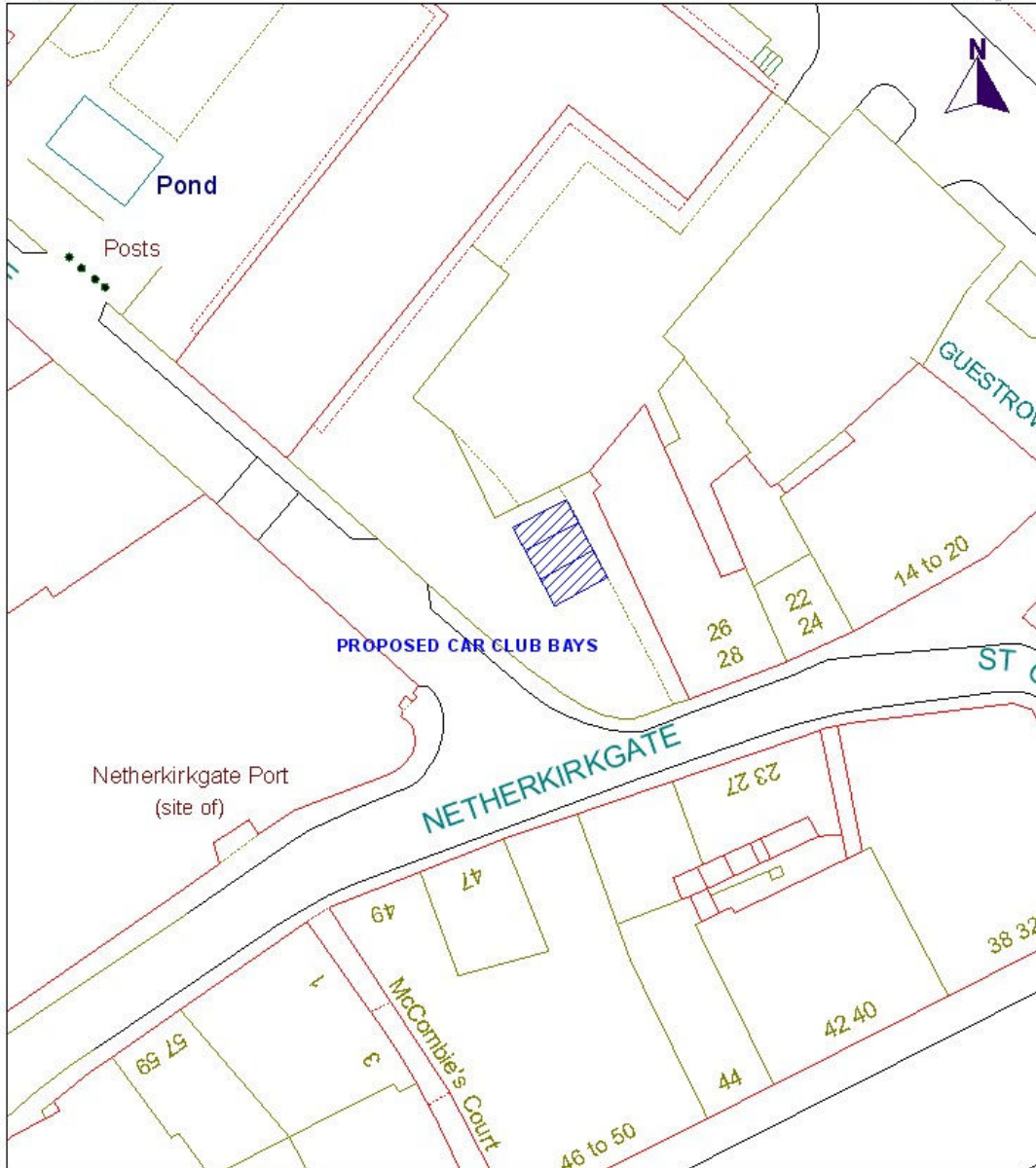
Date: 13 October 2010

Map Ref: NJ9306SE

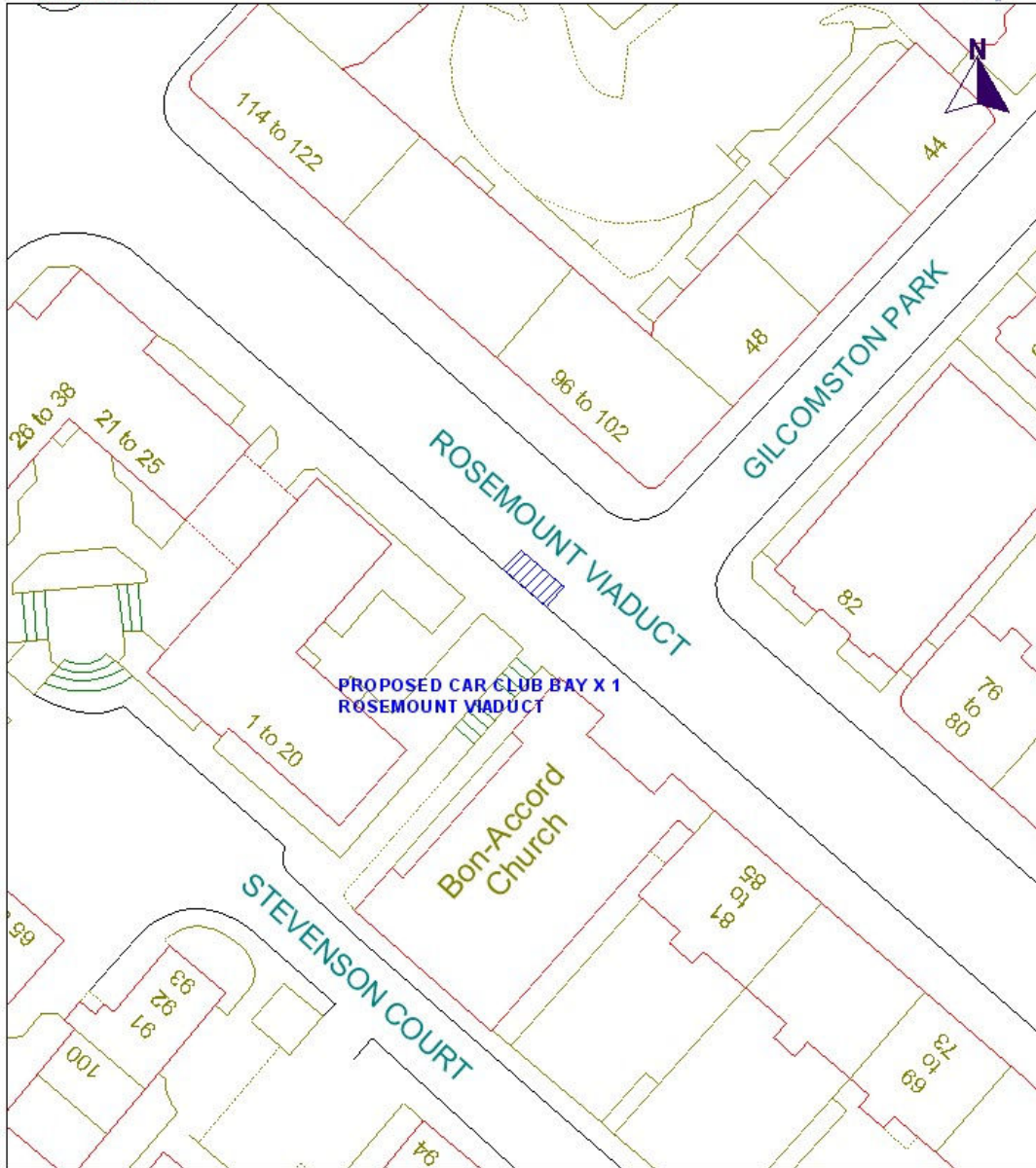


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Title: FLOURMILL LANE PROPOSED CAR CLUB BAY X 3
 IN EXISTING COUNCIL CAR PARK
Scale: 1:500 **Date:** 13 October 2010 **Map Ref:** NJ9406SW
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Title: ROSEMOUNT VIADUCT PROPOSED CAR CLUB BAY X 1
ON EXISTING PAY & DISPLAY BAY

Scale: 1:500

Date: 13 October 2010

Map Ref: NJ9306SW



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